

BRANDCLIFF HOUSE PRIVATE SCHOOL

CODE OF CONDUCT (amended January 2020)

IMPORTANT INFORMATION FOR BOTH PARENTS AND STUDENTS – READ & INITIAL EACH PAGE

INTRODUCTION

Our Code of Conduct is based on respect for our fellow learners and teachers. The objective of this Code of Conduct is to ensure that students, parents and teachers are aware of their responsibilities to facilitate a safe, nurturing environment for growth and learning at Brandcliff House, whether inside or outside the classroom.

Responsibilities of Learners:

- Respect the rights of others to teach and to learn.
- Respect differing opinions, approaches or points of view.
- Not discriminating against another person on any basis.
- Being an active and positive participant in their own learning.

Responsibilities of Teachers:

- Being sensitive to the individual needs and problems of learners.
- Maintaining a disciplined yet nurturing classroom environment.
- Adhering to all requirements, demands and timelines of the curriculum.
- Setting a positive example and maintaining a professional approach at all times.

Responsibilities of Parents:

- Support learners in their efforts to learn and grow.
- Support teachers in their efforts to educate and motivate students.
- Communicate all areas of concern to the office in a timeous and appropriate manner.
- Ensure that their children adhere to the Code of Conduct.

SCHOOL TIMES

The gates open at 06:00. However neither the office nor the staff is on duty at this time. No student may leave the school grounds during the school morning without permission from the office.

APPEARANCE

- Dress code is casual clothes and suitable footwear. Students must come to school neatly dressed in clean, comfortable clothes. Girls may not wear ultra-miniskirts/shorts, crop tops or low, open backed tops/dresses.
- Boys' pants must cover their underwear. Boys must be clean shaven.
- Hair must be clean, tidy and off the face. No brightly coloured highlights or outrageously coloured hair is allowed. Boys may grow their hair but it must be kept clean and tidy. Boys and girls may not shave their heads.
- Girls may wear nail polish and light make-up.
- No facial or visible body piercing is allowed. Ear-rings may be worn.
- Learners may wear religious/cultural attire or symbols, provided they apply to the Principal in writing, and provide evidence from a religious leader/institution regarding the religious/cultural significance of the attire and/or symbols.

ABSENCE

- Parents are requested to phone the school before 09:00 if a student is absent for the day.
- A student who is absent from school for more than two days is required to produce a doctor's certificate on his/her return to school.
- If a student is absent for a test/exam a doctor's certificate is required to qualify the child to complete the task at a later date. Otherwise the child will receive zero for the task.
- If absenteeism from school is anticipated, parents are required to inform the school in writing prior to the absence.

- It is the responsibility of the student to find out what work was missed and to catch it up.
- Where possible, holidays and medical or other appointments should NOT be arranged during school hours.
- Parents of learners should notify the Principal in writing well in advance of the learners' intentions to leave early or take certain school days off for the purpose of observing religious holidays, festivals or prayers.
- Parents may seek permission from the school in writing for their children to participate in religious festivities, religious holidays, commemoration days, initiation, mourning rituals and prayer times.
- It is the learner's responsibility to liaise with their teachers and to catch-up with the academic work they have missed during religious/cultural observances.

ACADEMICS

- Class time is valuable.
- Students must be punctual for all lessons.
- Disrespectful, noisy behaviour will not be tolerated as it interferes with the learning process.
- The correct books must be brought to class, as well as all the necessary stationery.
- Students are expected to prepare for lessons by completing the homework given.
- Students are expected to complete all homework, projects etc. for each subject by the due date.
- Copying homework, projects, assignments, tests or any other assessment is unacceptable. This is dishonest and unfair to all students. All parties involved will be awarded zero marks. Any work that is plagiarised from any source will receive 0; all sources must be correctly acknowledged.
- Students who join our school during the year are responsible for catching up any work they have missed. If a student changes subjects during the year, the onus is on him/her to catch up on all work missed.

BEHAVIOUR

- Disrespectful behaviour is totally unacceptable and will not be tolerated.
- Students must treat one another with kindness and courtesy.
- Students should greet all visitors, parents and staff they encounter in the school and offer help to whoever may be in need of assistance.
- While under supervision of the school staff, no student may leave the school premises without the permission of the office.
- If a student is ill, he/she is to report to the office and the office will contact the parent. Students are not to phone parents directly and make their own arrangements to leave school.
- Students must be signed out by the person collecting them.
- Students should wait for their transport in an orderly fashion in or outside the school grounds.
- No racial or sexist behaviour will be tolerated.
- Swearing and the use of foul language will not be tolerated.
- Nothing detrimental to good morals may be brought to school.
- Bunking class will not be tolerated and will be severely dealt with.
- Sharp objects or anything inflammable are not allowed at school.
- Alcohol, drugs, weapons or firearms are not allowed on the school premises nor within the designated vicinity of the school. A student in possession of the above will be asked to leave the school immediately.
- No political activism, intimidation of others, lobbying, bullying, disruption of classes, persistent rude or militant behaviour or any action deemed by the principal likely to bring dishonour to the school's name and/or impair the academic progress of students will be tolerated.
- Theft will not be tolerated. Students may not touch, remove or interfere with anyone's belongings. Each incident will be dealt with separately. Any student guilty of theft may be asked to leave immediately.
- No fighting – punching, kicking, biting, spitting, hair pulling or hitting will be allowed.
- No school building or property may be defaced or vandalized. Any loss or damage to school property must be reported immediately. Breakage or loss must be paid for.
- No graffiti will be tolerated.
- No vehicles/motorbikes/bicycles on the school property may be touched or tampered with.
- No skate boarding/cycling on the school grounds.
- Displays of intimacy such as kissing and cuddling are inappropriate and unacceptable at school.
- Littering will not be tolerated. All litter must be placed in one of the bins around the school.

ELECTRONIC EQUIPMENT

- Brandcliff House does not accept any responsibility for any electronic equipment or cell phone that is brought to school. It is the sole responsibility of the student to ensure the safety of such items.
- Theft of a cell phone or other electronic device will result in expulsion.

CELL PHONES AT SCHOOL

Grades 8+9:

- Cell phones are collected from grade 8 and 9 students at the start of the first lesson. They are locked away and returned at the end of the last lesson of the day. *We ask students to provide a clear plastic sleeve/bag to put their phone in.*
- Therefore, any student who has a cell phone during the school day or is using a cell phone anywhere in the school before the end of the school day is in breach of the policy and the following steps will be taken:
 - 1st Offence – phone confiscated and will be returned after a full week and after the payment of a R100.00 fine.
 - 2nd Offence – phone confiscated and will be returned after a full month and after the payment of a R200.00 fine.
 - Persistent offender (more than 2 offences and at the discretion of school management) – phone confiscated and will be returned at the end of the term and after the payment of a R200.00 fine.
- Any student who needs to contact a parent for a valid reason will be able to use the school phone.

Privilege for senior students – Grades 10-12:

- Cell phones must be handed in at the beginning of every lesson and are returned at the end of each lesson.
- Nobody may keep a cell phone in a pocket, in their bag or anywhere else during lesson times.
- Any phone found on a student or in a bag during a lesson will be confiscated.
- The procedures and rules regarding cellphones in lessons apply in the same way to the Study Room.
- Any student found using a phone anywhere in the school during lesson times will have the phone confiscated.
- Phones may be used during breaks by students in grades 10-12. *Any senior student who supplies a grade 8 or 9 student with a phone during the school day will have that phone confiscated, and may lose the senior privilege and will be dealt with as follows:*
 - 1st Offence – phone confiscated and will be returned after a full week and after the payment of a R100.00 fine.
 - 2nd Offence – phone confiscated and will be returned after a full month and after the payment of a R200.00 fine.
 - Persistent offender (more than 2 offences and at the discretion of school management) – phone confiscated and will be returned at the end of the term and after the payment of a R200.00 fine.

Art Room (senior students only):

- All phones must be handed in at the beginning of the lesson.
- At the discretion of the Art teacher, iPods or MP3 players may be used to listen to music during prac lessons, but not anywhere else in the school or at any other time. This privilege will be revoked if it is abused.

CYBER BULLYING

- No form of cyber bullying or sexting will be tolerated, whether it be via usage of a cell phone, social networking site, the Internet or any other device.
- No learner may take inappropriate photographs, recordings, videos or making harmful and derogatory social media posts about other learners, parents, teachers or staff.
- We request students and staff to inform us of cyber bullying or sexting to enable us to deal effectively with such incidents should they occur.
- Each incident will be assessed separately and appropriate punishment will be administered. Where appropriate, confidentiality will be assured.

SMOKING/VAPING

Smoking or vaping is expressly forbidden. In addition, it is illegal for any person under the age of 18 years. We urge parents to ensure that their child is fully aware of the smoking rules. No smoking/vaping is allowed in the school grounds or within the set boundaries as stated below. Any student caught smoking or in the company of anyone smoking will be dealt with severely and could even be presumed to be sharing the cigarette/vape. The no-smoking zone outside the school property extends from the school to the other side of the bridge in Rugby Road; from the school to Smit Street (no smoking allowed in the park); and from the school to the end of Cornelis Street (Happy Chappies nursery school). We are very serious about this rule and will make no exceptions.

Students who, in terms of these guidelines, are considered to be guilty of smoking at or in the vicinity of the school will be punished in the following way: payment of a R200 fine within one week of the offence and four hours of community service at school after school hours.

DRUG TESTING

I accept that Brandcliff House conducts tests for habit-forming narcotics. As a concerned parent/guardian I hereby grant permission for a urine sample to be taken from my child(ren), for it to be tested for any signs of drug usage/abuse and to pay the costs for such tests. If my child tests positive for any drug I undertake to enroll him/her in a drug prevention programme and to take whatever other action is necessary to assist my child to avoid further use of drugs. If, despite the interventions of Brandcliff House, myself and any other professionals, my child persists in using drugs and tests positive for such use on three or more occasions, my child may be asked to leave Brandcliff House.

STUDENT'S COMMITMENT

- I will not be insolent, disrespectful or verbally abuse any member of staff at school or during excursions.
- I will respect other people's opinions, looks, likes and dislikes, religion and property.
- I will at all times respect school property, the property of the teachers and the property of other students.
- I will not be absent from school without written permission from my parents or the office.
- I will not bring cigarettes, habit-forming narcotics (drugs), or alcohol of any type to school, for my own use or to supply to any person on the grounds or in the vicinity of the school.
- I will ensure that I have a diary and that this is used daily to record homework, tests, projects or any other relevant information.

TRANSGRESSION OF SCHOOL RULES is punishable at the discretion of the principal and in accordance with the severity of the incident and the circumstances of each case. Serious misdemeanours are punishable by suspension, which could lead to expulsion.

DISCIPLINARY COMMITTEE

If a student is consistently guilty of minor misdemeanours in the classroom, he/she may be asked to appear before a disciplinary committee made up of class representatives and school staff.

I will not hold Brandcliff House liable for any injury or loss of property (including cell phones/electronic equipment) by us or our child while on school property or involved in any excursion under the supervision of the school.

Acknowledgement of Code of Conduct

Student's full name: _____

Student's signature: _____

Grade: _____ Date: _____

Signature of Parent/Guardian: _____