



A CODE OF CONDUCT AND DISCIPLINARY POLICY – EDUCATORS/ PRACTITIONERS (INCLUDING GENERAL STAFF) AND LEARNERS

GLOSSARY:

“educator/ practitioner” – any person employed to teach learners or manage the centre

“general staff member” – any person employed as cleaner/ gardener/ general worker/ driver/ first aid officer or any other employ not stated as educator/ practitioner

“SACE”- South African Council of Educators

“institution/ centre” – RIFTHOUSE ACADEMY (School)

“ The Code” – RIFTHOUSE ACVADEMY Code of Conduct

As guided by: South African Council for Educators and the Constitution of South Africa and the Bill of Rights

One of the most important means of ensuring professional accountability is the Code of Conduct. The Code establishes the basic standards by which employees’ professional conduct may be judged. Note that the Code provides positive guidelines on professional conduct as well as purely prohibitive rules.

PREAMBLE

1. THE EDUCATORS/PRACTITIONERS:

- 1.1 acknowledge the noble calling of their profession to educate and train the learners of our country;
- 1.2 acknowledge that the attitude, dedication, self-discipline, ideals, training, and conduct of the teaching profession determine the quality of education in this country;
- 1.3 acknowledge, uphold, and promote basic human rights, as embodied in the Constitution of South Africa;
- 1.4 commit themselves therefore to do all within their power, in the exercising of their professional duties, to act in accordance with the ideals of their profession, as expressed in the Code; and
- 1.5 act in a proper and becoming way such that their behaviour does not bring the teaching profession into disrepute.

CONDUCT: THE EDUCATOR/ PRACTITIONER TO THE LEARNER

This edited excerpt is taken from the South African Council for Educators. 1997. *Code of Conduct for Educators*. Pretoria: SACE.

2. AN EDUCATOR/ PRACTITIONER –

- 2.1 respects the dignity, beliefs and constitutional rights of learners and in particular children, which includes the right to privacy and confidentiality;
- 2.2 acknowledges the uniqueness, individuality, and specific needs of each learner, guiding and encouraging each to realize his or her potentialities;
- 2.3 strives to enable learners to develop a set of values consistent with those upheld in the Bill of Rights as contained in the Constitution of South Africa;
- 2.4 exercises authority with compassion;
- 2.5 avoids any form of humiliation, and refrains from any form of child abuse, physical or psychological;
- 2.6 promotes gender equality and refrains from any form of sexual relationship with learners or sexual harassment (physical or otherwise) of learners;
- 2.7 uses appropriate language and behaviour in his or her interaction with learners, and acts in such a way as to elicit respect from the learners;
- 2.8 takes reasonable steps to ensure the safety of the learner;
- 2.9 does not abuse the position he or she holds for financial, political, or personal gain;
- 2.10 is not negligent or indolent in the performance of his or her professional duties; and
- 2.11 recognizes, where appropriate, learners as partners in education. Conduct: The educator and the parent

3. *An educator, where appropriate –*

- 3.1. recognizes the parents as partners in education, and promotes a harmonious relationship with them; and
- 3.2. does what is practically possible to keep parents adequately and timeously informed about the well-being and progress of the learner.

CONDUCT: THE EDUCATOR AND THE COMMUNITY

- 4. An educator recognizes that an educational institution serves the community, and therefore acknowledges that there will be differing customs, codes, and beliefs in the community.

CONDUCT: THE EDUCATOR/ PRACTITIONER AND HIS OR HER COLLEAGUES

5. *An educator/ practitioner –*

- 5.1 refrains from undermining the status and authority of his or her colleagues;
- 5.2 promotes gender equality and refrains from sexual harassment (physical or otherwise) of his or her colleagues;
- 5.3 respects the various responsibilities assigned to colleagues and the a code of conduct 21 authority that arises there from, to ensure the smooth running of the educational institution; and
- 5.4 uses proper procedures to address issues of professional incompetence or misbehaviour.

CONDUCT: THE EDUCATOR/ PRACTITIONER AND THE PROFESSION

6. *An educator / practitioner–*

- 6.1 acknowledges that the exercising of his or her professional duties occurs within a context requiring co-operation with and support of colleagues, and therefore behaves in such a way as to enhance the dignity and status of the profession;
- 6.2 keeps abreast of educational trends and developments;
- 6.3 promotes the on-going development of teaching as a profession; and
- 6.4 accepts that he or she has a professional obligation towards the education and induction into the profession of new members of the teaching profession.

CONDUCT: THE EDUCATOR AND HIS OR HER EMPLOYER

7. *An educator/ practitioner–*

- 7.1 recognizes the employer as a partner in education;
- 7.2 refrains from undermining the status and authority of his or her employer;
- 7.3 acknowledges that certain responsibilities and authorities are vested in the employer through legislation;
- 7.4 serves his or her employer to the best of his or her ability; and
- 7.5 refrains from discussing confidential and official matters with unauthorized persons.

INFRINGEMENT OF THE CODE OF CODE OF CONDUCT AND DISCIPLINARY ACTION

8. *The Educator/ practitioner–*

The Code of conduct is not negotiable. All the regulations must be adhered to. Infringement of The Code will be dealt with as follows: -

- 8.1 a verbal warning (individual/ in a staff meeting)
- 8.2 a written warning
- 8.3 suspension
- 8.4 dismissal
- 8.5 Immediate dismissal shall apply to corporal punishment/ abuse/ negligence on the part of learners.

CONDUCT: THE GENERAL STAFF/ PRACTITIONER TO THE LEARNER

This edited excerpt is taken from the South African Council for Educators. 1997. **Code of Conduct for Educators**. Pretoria: SACE.

9. EVERY GENERAL STAFF MEMBER –

- 9.1 respects the dignity, beliefs and constitutional rights of learners and in particular children, which includes the right to privacy and confidentiality;
- 9.2 acknowledges the uniqueness, individuality, and specific needs of each learner, guiding and encouraging each to realize his or her potentialities;
- 9.3 exercises authority with compassion;
- 9.4 avoids any form of humiliation, and refrains from any form of child abuse, physical or psychological;
- 9.5 promotes gender equality and refrains from any form of sexual relationship with learners or sexual harassment (physical or otherwise) of learners;
- 9.6 uses appropriate language and behaviour in his or her interaction with learners, and acts in such a way as to elicit respect from the learners;
- 9.7 takes reasonable steps to ensure the safety of the learner;
- 9.8 does not abuse the position he or she holds for financial, political, or personal gain;
- 9.9 is not negligent or indolent in the performance of his or her duties; and

Conduct: The general staff and the parent/ community

10. *The general staff member, where appropriate –*

- 10.1 recognizes the parents as partners in education, and promotes a harmonious relationship with them; and
- 10.2 does what is practically possible to keep parents happy at all times
does not perform any educator/practitioner duties, unless officially requested to do so
recognizes that an educational institution serves the community, and therefore acknowledges that there will be differing customs, codes, and beliefs in the community.

CONDUCT: THE GENERAL STAFF MEMBER AND HIS OR HER COLLEAGUES

11. *The general staff member –*

- 11.1 refrains from undermining the status and authority of his or her colleagues;
- 11.2 promotes gender equality and refrains from sexual harassment (physical or otherwise) of his or her colleagues;
- 11.3 respects the various responsibilities assigned to colleagues and the authority that arises there from, to ensure the smooth running of the centre; and
- 11.4 uses proper procedures to address issues of professional incompetence or misbehaviour.

CONDUCT: THE GENERAL STAFF AND HIS OR HER EMPLOYER

12. *The general staff member –*

- 12.1 recognizes the employer as a partner in education;
- 12.2 refrains from undermining the status and authority of his or her employer;
- 12.3 acknowledges that certain responsibilities and authorities are vested in the employer through legislation;
- 12.4 serves his or her employer to the best of his or her ability; and
- 12.4 refrains from discussing confidential and official matters with unauthorized persons.

INFRINGEMENT OF THE CODE OF CODE OF CONDUCT AND DISCIPLINARY ACTION

13. The general staff member –

The Code of conduct is not negotiable. All the regulations must be adhered to. Infringement of The Code will be dealt with as follows:-

- 13.1 a verbal warning (individual/ in a staff meeting)
- 13.2 a written warning
- 13.3 suspension
- 13.4 dismissal
- 13.5 Immediate dismissal shall apply to corporal punishment/ abuse/ negligence on the part of learners.

14. CONDUCT:THE LEARNER

RIFTHOUSE ACADEMY's code of conduct applies en route to and from school, on an excursion, field trips, where the pupil represents the school and/ or is recognizable as a RIFTHOUSE ACADEMY pupil.

14.1 Punctuality for school activities

School starts at **8:00am**. Latecomers will be detained after school that same day. Should the learner be late for any reason(s) beyond his/her control, the learner is obligated to show some sense of urgency (i.e. running into school).

14.2 Absenteeism

14.2.1 Parents/Guardian must advise the school, in writing or telephonically about the learner's absence.

14.2.2 Should the learner miss examinations or tests due to illness a doctor's note must be produced.

14.2.3 **NO BUNKING** will be allowed. This is a serious misconduct.

14.3 Reasonable Instruction From Educators & Staff Academic Progress

14.3.1 Homework/assignments/projects must always be done

14.3.2 Participation in school activities is encouraged

15 Written Examination/Tests/Portfolios

Any form of dishonesty: cheating, unacceptable behavior, or an attempt to gain unfair advantage over other learners will not be allowed. Should any learner be found to have committed such a misconduct or similar irregularity, appropriate measures will be taken.

16 Conduct/Discipline

Should the language or conduct of a pupil be deemed to be of an offensive and/or dangerous nature, such conduct may result in detention, suspension and/or expulsion of the pupil.

The regulation can apply to a single act or series of acts, according to the school's Code of Conduct.

17 Fighting or Bullying

No fighting or bullying is allowed. Learners will be suspended from classes and detained after school.

18 Dangerous Weapons

18.1 Knives, firearms, explosives, firecrackers and any other objects that could be considered to be dangerous to the learner himself/herself and others may not be brought to school.

18.2 No dangerous games and gang related engagements will be allowed on the school premises, or en route to school.

Should any forbidden articles be brought into school they will be confiscated and only returned to the parents at the end of the year. The school is not responsible for loss or theft of the items confiscated.

19 Drugs, Drinking and Smoking

The use of any drug related substances, alcohol, smoking cigarettes, related drinks etc will not be tolerated while on the school premises, or en route to school, or in the vicinity surrounding the school.

20 Respect For People And Property

- 20.1 NO theft or vandalism of property belonging to the school, staff, visitors or fellow learners will be tolerated. If a learner is found guilty of damaging any of the school/belongings/property; she/he will be liable for the replacement.
- 20.2 The school accepts no responsibility for cellular phones, radios, iPods/MP3 or CDs brought to school.
- 20.3 Learners are expected to always behave appropriately and treat others with respect.
- 20.4 No colour dyed hair/coloured nail polish/inappropriate hairstyles or make-up. Only small stud-type earrings are allowed on girls. **NO EARRINGS ON BOYS!!**

21 Cell Phone Use On School Premises

The School management's policy below contains the procedures and rules regarding use and possession of cell phones on the school property and in all rooms of the school.

- 21.1 (MP3's, iPods, Radios, Earphones, Speakers etc)
- 21.2 Cell phones are advantageous for general communication where times have to be confirmed or learners need to be collected by the their parents after an extra-mural activity.

22 Times Cell phones is Permitted

Cell phones may only be used before school starts, during breaks and after school.

23 Rules Regarding The Use Of Cell Phones

- 23.1 Cell phones, etc. must NOT be visible during class time OR when changing classes.
- 23.2 All cell phones must be switched off during class time. This implies that:
 - It is not permissible for learners to play with cell phones etc during class times.
 - No cell phone calls maybe answered during class time.
 - No SMS messages may be sent or received during class time.
 - No cell phone may ring during class time.
 - No cell phone, etc may interrupt any lesson activity.

24 Result of the contravention of any of the above rules

- 24.1.1 When any of the above rules are contravened the relative cell phone (s) etc will be confiscated and held under receipt by the office.
- 24.1.2 A fine of **R200.00** will be levied.
- 24.1.3 Only the parent / guardian, with full identification, is permitted to collect the cell phone from the office.

- 24.1.4 When a cell phone has been confiscated more than once, the cell phone may **ONLY** be collected the Friday of that week.
- 24.1.5 Once a cell phone has been confiscated more than **ONCE**, the cell phone may only be collected from the office at the end of the term.

25 Safe Keeping Of Cell Phones, etc

- 25.1 School management does not accept responsibility for the loss of any cell phone or any technology devices.
- 25.2 The owner of every cell phone, etc will be personally responsible for safe keeping thereof.
- 25.3 No claim will be entertained or considered by school management for any lost cell phone etc.

26 School Premises

- 26.1 No littering is allowed in classrooms, corridors or on the playgrounds.
- 26.2 Learners will not be allowed to loiter outside the school gates or surrounding especially in school uniform.

27 School Uniform (COMPULSORY)

School uniform is one of the most important items for our learners and for the school; it is therefore critical that the learner respect it and must not misuse (sloppy dressing/short mini) or make it look like fashion. Uniform is compulsory **EVERYDAY**.