

BRETTONWOOD HIGH SCHOOL



CODE OF CONDUCT

REVISED 2018

CHAPTER 1 – INTRODUCTION

PREAMBLE

In accordance with the South African Schools Act, 1996, Brettonwood High School aims to provide a progressively education of a high quality for all our learners and in so doing lay a strong foundation for the development of all learners and educators' talents and capabilities, advance the democratic transformation of society, combat racism and sexism and all other forms of unfair discrimination and intolerance, contribute to the eradication of poverty and the economic well-being of society through education , protect and advance our diverse culture, uphold the rights of all learners, parents, and educators, and promote their acceptance of responsibility of the organization of governance of the school in partnership with the State.

1.1 Definitions

Code of Conduct

A statement of behavioural norms compiled in terms of the South African Schools Act 84, 1996, to regulate the conduct of learners attending a public school.

Learner

A person, whether child or adult, who receives education or must receive education in terms of the South African school's Act 1996)

RCL

The Representative Council of Learners consists of a representative from each class who is democratically elected by that class. The RCL is elected for a period not exceeding one year, serving to liaise between the learners, educators and the governing body.

Parents

A parent is:

- (a) The natural parent of a learner
- (b) The guardian of a learner
- (c) A person legally entitled to custody (physical control) of a learner
- (d) A person who undertakes to act as a parent of a learner for the purpose of the learner's education

Offence (Misconduct)

Any act or omission that is punishable because it is contrary to a law, regulation, rule or code of conduct

Sanction

The punishment for an offence

Due Process

The recognition that certain procedures underpinned by fairness and just application of laws, rules and regulations are applied in decisions which may affect the right and interests of a person.

Tribunal

A disciplinary hearing comprising of two members of the governing body with the sole purpose of determine whether a learner should be subject to some form of disciplinary measures, or not.

Statement of Mitigation

A statement/explanation with the purpose of reducing the severity of a sentence or judgement.

Suspension

The temporary exclusion of a learner from attendance at a particular public school.

Expulsion

The permanent removal of a learner from attendance at a particular public school

M.E.C

The member of the Executive Council of a province who is responsible for education and culture in the province

1.2 Objectives

The Code of Conduct serves as the accepted guidelines to all members of Brettonwood High School and represents the partnership between learners, parents and educators.

The Code of Conduct defines the limits of behaviour that respect the rights of learners and educators and in so doing will ensure that the fundamental basic rights of education, as well as a high standard of education are maintained.

The Code of Conduct seeks to create an environment that is safe, harmonious disciplined and conducive to learning, growth and development. The Code of Conduct has been drawn up to maintain effective organisation and good discipline. It is there to protect the learner's rights to an education free of disruption, as such; action can be taken against learners if they contravene the Code of Conduct.

1.3Values

We strive at all times to uphold and recognise the worth and values each person has within the organisation. Every individual brings something unique and of value to our school. Learners and educators must respect and appreciate this in each other, nurturing at all times a happy and healthy 'people-orientated' ethos.

At Brettonwood we have seven shared values which form the basis of the Code of Conduct.

a) Honesty

- ❖ Be true to yourself and faithful to others at all times
- ❖ Keep promises and honour commitments
- ❖ Be loyal and understanding
- ❖ Do not steal, copy or cheat
- ❖ Hand in items that you find
- ❖ Accept honest opinion
- ❖ Express yourself honestly but tactfully
- ❖ Admit when you are the wrong
- ❖ Do not make excuses

b) Respect and Tolerance

- ❖ Treat others how you wish to be treated

- ❖ Respect those in authority
- ❖ Respect others' property
- ❖ Show respect towards others and their opinions
- ❖ Be open-minded and keen to investigate and evaluate new different ideas
- ❖ Listen to others and respect confidentiality
- ❖ Respect others despite differing cultures and other beliefs
- ❖ Practise understanding, tolerance , openness and patience
- ❖ Work together as a team, promoting group activities
- ❖ Create happy environment showing friendliness towards learners, staff and visitors
- ❖ Be willing to learn, adapt and mix developing friends of different cultures
- ❖ Be an individual but interact with the group
- ❖ Do not impose your culture or beliefs on others
- ❖ Resolve conflict constructively

c) Work ethic

- ❖ Take responsibility for your own progress
- ❖ Participate actively in everything
- ❖ Persevere to achieve your goals
- ❖ Show tolerance towards other learners and educators
- ❖ Behave appropriately in classrooms

d) Discipline

- ❖ Accept, understand and obey the School's Code of Conduct
- ❖ Obey instructions given by those in authority
- ❖ Accept the consequences if you misbehave
- ❖ Practise self-control
- ❖ Avoid violence, confrontation and retaliation, both verbal and physical

e) Communication

- ❖ Use any language in negative, vulgar or abusive way which offends or excludes others is unacceptable.
- ❖ Express opinions constructively and non violently, using the correct channels
- ❖ Respect the right to freedom of speech. However, vulgar words, insubordination and insults are not protected speech.
- ❖ Take time to listen to both sides
- ❖ Encourage others to participate
- ❖ Compromise in order to reach a common understanding
- ❖ Take responsibility to be informed
- ❖ Offer your language skills in the classroom, where appropriate

f) Good citizenship

- ❖ Practise your democratic right with responsibility
- ❖ Voice your opinion by using the correct channels
- ❖ Listen to others view points
- ❖ Evaluate all ideas and be a responsible voter
- ❖ Work positively with those elected to positions of leadership
- ❖ Be informed about what is going on at school, and encourage and support transparency
- ❖ Participate with an open mind, and a willingness to compromise
- ❖ Elect and vote democratically for prefecture, the RCL, sport and class captains.
- ❖ Accept the majority decision graciously
- ❖ **Positive self-image**
- ❖ Be proud of who you are
- ❖ Protect the good name and image of Brettonwood High School and speak of the school with pride
- ❖ Care for the appearance of your uniform, wear it with dignity and pride and present an image of self-confidence
- ❖ Take care of personal hygiene
- ❖ Respect and volunteer to help others
- ❖ Present schoolwork which has been done to the best of your ability
- ❖ Keep the environment neat and tidy so that we can all have pride in it
- ❖ Participate in school activities, and functions to the best of your ability

CHAPTER 2 – RIGHTS AND RESPONSIBILITIES

Brettonwood High School is a secondary educational organisation. All its members (Educators, Learners, Parents and Non-Educator staff) are an integral part of the school. As the Code of Conduct has been formalised to regulate learner behaviour, the right and responsibility of educators, parents and prefects have been included in order to give learners better understanding of their role in the partnership of learner/educator/parent.

2.1 Our learners have a right to:

- ❖ Learn and to be taught in a safe environment
- ❖ Regularly attend class, free from interference, or intimidation , verbal or physical, from any other person
- ❖ Receive tuition offered by the school, according to the core curriculum
- ❖ Regular feedback or reports reflecting academic progress and behaviour
- ❖ Make responsible use of our facilities for the correct and appropriate purpose
- ❖ Counselling for the personal and or / educational problems provided we have such a facility

- ❖ Express their own opinion on issues in a reasonable manner and through the appropriate channel, when the expression leads to a material and substantial disruption in the school operation, activities or the right of the others, this right can be limited as the disruption of schools is unacceptable.
- ❖ Attend a school free of drugs, weapons, drunkenness, bullying, victimisation, intimidation, discrimination and prejudice.
- ❖ Attend a school free of sexual harassment or criminal behaviour

2.2 The Responsibility of Our Learners

Our learners' rights go hand-in-hand with their responsibilities and on enrolment to this school learners undertake to:

- ❖ Abide by the Code of Conduct , and any or all amendments there to
- ❖ Attend all the classes daily, and on time;
- ❖ Do all academic assignments, including homework, to the very best of their abilities
- ❖ Respect all persons and property
- ❖ Refrain from abusive language and inflammatory actions
- ❖ Protect school property at all times;
- ❖ Refrain from and report actions of vandalism
- ❖ Refrain from disruptive or un-cooperative behaviour both within and outside the teaching venues
- ❖ Refrain from assault, the use of drugs carrying of dangerous weapons, criminal or illegal activities, intimidation, bullying, sexual harassment, victimisation, smoking or being in possession of pornographic material

2.3 Right of our educators

An educator at the school shall have the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is in attendance at school, any teaching venue, school function or school excursion or school related activity.

- ❖ Respect for their status as educators and professionals
- ❖ The support of our parents
- ❖ Support from our school management
- ❖ The provision of basic teaching resources and facilities, either by the relevant departmental authorities or parent body.
- ❖ Educate without disruption
- ❖ A safe, secure and occupationally healthy work environment
- ❖ Be remunerated fairly and in line with responsibilities assigned
- ❖ Privacy in off-duty hours
- ❖ Be consulted on, and contribute towards, matters affecting the individual in particular, the

school environment in general

- ❖ Exercise discipline in terms of the Code of Conduct
- ❖ Access to interpretation for communications not in their mother-tongue

2.4 Responsibility of our educators

Our educators must ensure that they:

- ❖ Behave in principle and appropriate manner, at all times, when dealing with learners, parents and colleagues
- ❖ Report for duty regularly , and are punctual at all times
- ❖ Understand that they are in ***loco parents***, during school hours, co-curricular activities and excursions
- ❖ Respect all persons and property
- ❖ Provide reasonable explanation for disciplinary action to all concerned parties
- ❖ Adhere to the Code of Conduct as set out by the official teacher registering body SACE
- ❖ Endeavour to maintain a classroom, and school atmosphere which promotes good behaviour and effective teaching and learning.
- ❖ Endeavour to plan a flexible work programme that will, as far as possible, address the varying needs, interest and abilities of learners
- ❖ Promote open and regular channels of communication between home and school, and encourage parental participation in the affairs of the school
- ❖ Refrain from any form of child abuse, physical or psychological
- ❖ Promote gender equality and refrain from any form of sexual relationship with learner or sexual harassment (physical or otherwise) of learner
- ❖ Use appropriate language and behaviour in their interaction with learners, and act in such a way as to elicit respect from the learners.
- ❖ Take reasonable steps to ensure the safety of the learner
- ❖ Do not abuse the position he or she holds for financial or political gain
- ❖ Are not negligent or indolent in the performance of their professional duties
- ❖ Abide by all school policies

2.5 Rights of our Parents

Our parents have the right to:

- ❖ Be constructively involved in the governance and life of the school
- ❖ Be informed on school matters
- ❖ Participate in decision-making about matters affecting them and their child at school
- ❖ Expect quality education
- ❖ Have appropriate care taken of their children
- ❖ Access to school management and educators by appointment
- ❖ Regular feedback and reports regarding their child's progress and behaviour

- ❖ Provision of a safe learning environment for their children
- ❖ Take legal actions against any educator, learner or person who unlawfully violets the constitutional rights of their child

2.6 Responsibility of our parents

- ❖ Parents must ensure that :
- ❖ They endeavour to promote positive relations, between learners, educators , other parents and the wider community
- ❖ Their child attends school each day, is punctual and, in the case of absence, they explain the reasons for absence in a written letter
- ❖ They provide the school with the Original Birth Certificate , particularly at the time of initial enrolment into the school system
- ❖ They provide for the correct immunisation of the child as required by law
- ❖ They protect and ensure the rights of the child to learn
- ❖ Their child, as far as possible attends school in good health and conforms to generally acceptable norms of personal cleanliness and neatness
- ❖ They provide their child with resources, basic equipment , and learning material needed to complete school work
- ❖ They refrain from abusive or inflammatory behaviour
- ❖ They bring to the attention of the school authorities any problem, condition or circumstances which affects their child, or persons in the school community
- ❖ They attend meetings that the Governing Body convened for them so that they can seek changes to the school’s governance in an approved manner
- ❖ They discuss reports, and work assignments with their children
- ❖ They address the best educational interest of their children by supporting the school in all areas

In order for quality education to be maintained, all financial commitments to the school must be met. Further action will be taken against defaulters by the Governing Body (Section 40 (1), School Act, Act 84 of 1996)

CHAPTER 3 – SCHOOL UNIFORM

Learners who are accepted at Brettonwood High School are required to wear the correct school uniform on every school day and on school functions (sport or cultural). This includes to and from school. It is the responsibility of the learner to ensure that the correct uniform is always worn. No infringement of our Code of dress will be tolerated and must be corrected immediately. Should a situation arise in which a non-regulation item of clothing has to be worn or used, a letter from the parents must be brought to the Grade Controller who will in turn issue the learner with a UAS (Uniform Acceptance Slip). Parents who are unable to write such letters must make alternative arrangements with the Principal. The learner must produce the slip on request. Without the slip, non-regulation items will be confiscated for the term and may be collected from the office

after 3 months. Alternatively a fine of R100(smart devices) or R50 for other items should be paid to the finance officer. Every learner is to wear the correct regulation school uniform as described below, with pride and dignity.

3.1 Daily Uniform

BOYS	GIRLS
a) SHIRTS	SHIRTS
<ul style="list-style-type: none"> • Short sleeved open neck (no top button) plain white shirt with monogrammed pocket. No fancy collars • Badges may NOT be stitched on • No oversized shirts may be worn • Shirts must be tucked in at all times 	<ul style="list-style-type: none"> • Short sleeved open neck (no top button) plain white shirt with monogrammed pocket. No fancy collars • Badges may NOT be stitched on • No oversized shirts may be worn • Shirts must be tucked in at all times
b) TROUSERS	SKIRTS
<ul style="list-style-type: none"> • Pants should be unaltered • School standard grey (no dark grey) trousers with plain black belt • No decoration or pattern or ornamental buckles permitted on belt 	<ul style="list-style-type: none"> • Plain black , A-line, 6 panel skirts • Skirts should be knee length and unaltered • A skirt may not be rolled at the waist • Skirts – 4 fingers above the knee
c) SOCKS	SOCKS
<ul style="list-style-type: none"> • Dark grey plain socks knee length (no secret socks) 	<ul style="list-style-type: none"> • Plain white socks must be worn • Socks must be folded neatly, not rolled down • No thick aerobic or sports socks permitted • No fluffy, towelling or coloured or socks with motifs allowed • No stocking (pantyhose) permitted with summer uniform
d) UNDER GARMENTS	
<ul style="list-style-type: none"> • Plain white T-shirts or vests may be worn but must NOT be visible • Underwear must not detract from the uniform and as such underwear must not be visible (white/beige) 	

<p>e) SHOES</p> <ul style="list-style-type: none"> • Black, smooth leather lace-up. • Non slip-ons, or pointed shoes • Laces must be firmly tied without decoration. • No ‘cats’ or ‘Doc Martins’ permitted. • Shoes are to be kept clean and polished daily and may not be adorned in any way. • No buccaneer buckle, platforms, ankle boots or colourful stitching of lace or shoes permitted. 	<p>SHOES</p> <ul style="list-style-type: none"> • Black smooth leather school shoes with a buckle for lace-up must be worn. • The only styles allowed are cross bar, T-bar, ‘teardrop’ and lace-up or single strap) • No ‘cats’ or ‘Doc Martins’ permitted. • Shoes are to be kept clean and polished daily and may not be adorned in any way. • No buccaneer buckle, platforms, ankle boots or colourful stitching of lace or shoes permitted.
<p>f) JERSEYS</p> <ul style="list-style-type: none"> • Plain black, plain knit “V” neck jersey may be worn under blazer or jacket off the school premises in cold weather • Jersey may not be worn without a blazer off the school premises nor may they replace a blazer. They must at all times be neat and in good condition. If the jersey is the regulation jersey it may be worn without a blazer or jacket anywhere on the school premises only except at assembly. • Grade 12 learners are permitted to wear a white “V” neck pullover/cardigan. • No personalized embroidery 	<p>JERSEYS</p> <ul style="list-style-type: none"> • Plain black, plain knit “V” neck jersey may be worn under blazer or jacket off the school premises in cold weather • Jersey may not be worn without a blazer off the school premises nor may they replace a blazer. They must at all times be neat and in good condition. If the jersey is the regulation jersey it may be worn without a blazer or jacket anywhere on the school premises only except at assembly. • Grade 12 learners are permitted to wear a white “V” neck pullover/cardigan. • No personalized embroidery
<p>g) TIE</p> <ul style="list-style-type: none"> • Grade 8-11 yellow, black and white striped • Grade 12 Plain black with school badge. • Prefect tie – Black with school badge and two yellow stripes. • Provincial or national team ties may be worn on Fridays only. 	<p>TIE</p> <ul style="list-style-type: none"> • Grade 8-11 yellow, black and white striped • Grade 12 Plain black with school badge. • Prefect tie – Black with school badge and two yellow stripes. • Provincial or national team ties may be worn on Fridays only.
	<p>h) PANTYHOSE</p> <ul style="list-style-type: none"> • Girls may wear black stockings in place of socks, only in winter.
<p>i) BLAZER</p>	<p>BLAZER</p>

<ul style="list-style-type: none"> • Blazers are compulsory for assembly and official functions. Standard black school blazer with correct number of buttons, and the school badge on the top left pocket. . • Buttons must be plain silver blazer buttons and must be stitched on. • Double-dressed blazers are not permitted. • The blazer may be worn during summer, provided that the. Collar of the white summer shirt is folded out ever the lapel of the blazer. 	<ul style="list-style-type: none"> • Blazers are compulsory for assembly and official functions. Standard black school blazer with correct number of buttons, and the school badge on the top left pocket. . • Buttons must be plain silver blazer buttons and must be stitched on. • Double-dressed blazers are not permitted. • The blazer may be worn during summer, provided that the. Collar of the white summer shirt is folded out ever the lapel of the blazer.
<p>j) SCHOOL JACKET OR TRACK TOPS</p> <ul style="list-style-type: none"> • The school jacket is an optional extra to the winter uniform and may be worn in place of the blazer, except on assembly days and official school functions and excursions and only in winter 	<p>SCHOOL JACKET OR TRACK TOPS</p> <ul style="list-style-type: none"> • The school jacket is an optional extra to the winter uniform and may be worn in place of the blazer, except on assembly days and official school functions and excursions and only in winter

k) School Track Suit

The full school track suit may be worn during winter, except on official school functions and excursions.

l) School Scarf

The school scarf may be worn in winter.

m) Rainwear

A black, white or "dark navy raincoat or anorak with no commercial slogan maybe worn.

The raincoat or anorak may not be worn in the school in place of a jersey or blazer

n) School Bags

Regulation school bags black with a school crest on them. For security reasons, only these bags may be used.

Baskets, plastic shopping bags, multi coloured or fashion bags may not be used. Bags may not have graffiti or trademarks on them. All bags must be easily identifiable with the learner's name and grade clearly marked.

o) Name Badges

Regulation name badges are **compulsory** and must be worn at all times. Badges must either *be* on the right hand lapel of the blazer or collar of the summer shirt or cantered on the school tie.

The first name badge will be issued to each learner free of charge. These name badges may not be vandalized or damaged in any way. If a name badge is lost, vandalized or damaged the learner will be required to purchase a new one. No badge other than the official school badges or badges recognized by the school are allowed to be worn

p) Make-up

No learners are allowed to wear any form of make-up while in school uniform. No eye make-up or lip gloss is allowed. Finger nails may not be visible over the tip of the finger when the hand is held up straight. Only colourless nail varnish is allowed. No false eye lashes or coloured contact lenses are allowed. **Visible tattoos are not allowed.**

q) Hair

Hair should be of a practical style and length so as not to interfere or detract from work performance or distract fellow learner, and should complement the school uniform. To this end hair should be presentable, neat and well groomed. Hair long enough to touch the collars must be tied back. Hair must be of a natural colour, kept off the face and suitable hairstyles should be worn.

- Boy's faces must be clean shaven at all times.
- Hairstyles should be blended in. Haircuts should not exceed level 4
- Mohawk and fade is not acceptable
- Gel is not allowed

GIRLS:

Hair may not be dyed. Black /white hair bands can be used.

No braids or extensions allowed. Hair below shoulders must be tied back.

BOYS:

Maximum level 3 in terms of length. Same level for the entire head and no sideburns. No patterns/lines to be visible.

r) Jewellery

No Jewellery is permitted to be worn by any learner in uniform, apart from a watch and/or medical alert chain. Girls may wear one pair of earrings in the bottom hole if ears have more than one piercing. Earrings may be either plain or silver studs (without stones) or sleepers (diameter not exceeding 15mm). Boys may not wear earrings.

Transparent bristles worn to keep the hole open are permissible.

s) Hygiene

All learners must maintain good personal hygiene. In the interest of health, regular bathing (at least once per day) and washing of hair is necessary. Clothes must also be kept clean and neatly ironed.

t) Cell phones

All cell phones are banned from the school property. No learner may be in possession of a cell phone during school hours. Any learner caught with a cell phone during school hours will be liable for a Level 6 Sanction. The cell phone will be collected and will be returned to the parents or learner after 3 months. Alternatively refer to page 8.

3.2 Sports uniform

Learners participating in any official school sport are responsible for wearing the correct sporting uniform on practice days and for fixtures. On practice days learners may have the school in their official kit, however after playing matches learners must change back into their school uniform before leaving the school premises or returning to the bus for the journey back to Brettonwood. Kit bags must be black with no decorations.

3.3 Excursions

It is the responsibility of the learner to wear the correct school uniform, unless otherwise informed. Any infringement of this rule will result in the learner not being allowed to go to the excursion and no refund of monies paid for such an excursion will be made.

3.4 Official School Function

It is the responsibility of the learner to wear correct uniform at all official school functions. Learners are only permitted to be on school premises if they are in the correct school uniform or sports kit. No learners wearing 'civvies' will be allowed on the school premises unless prior arrangement has been made with the Principal.

3.5 Addendum

Should any new sports be introduced in future, the acceptable kit for that sport will be decided upon by a meeting of the school committee. Once decided it will be published and thereafter the compulsory dress enforced as per this code.

CHAPTER 4- DAILY ROUTINES AND CODE OF BEHAVIOUR

4.1 Late Coming

- ❖ Learners to report to school by 7:30 am at the latest.
- ❖ Report to registration venue by 7:45 am
- ❖ Learners reporting after 8:00 am will be required to assist the school with maintenance until

9:00am so as not to disrupt other learners' right to learn.

- ❖ Learners that are late for two or more times per week to receive detention from 14:30 – 14:45, thereafter parents will be contacted.

4.2 Access to School Facilities

Access to the school building is restricted. Learners are not permitted into the school, unless it is raining. Learners must remain on the field except for the grade I2 learners who have been allocated to the Matric Quad and Garden.

4.2.1 Out of Bounds Areas

In the interest of safety, privacy or confidentiality the following areas are out of bounds to the learners:

- ❖ The staffroom
- ❖ Office area including the secretaries offices
- ❖ Staff car park, cycle end motor-cycle parking areas
- ❖ The school Swimming pool (unless accompanied by a member of staff)
- ❖ lawns and gardens in front of the school
- ❖ All steps and stairways except when being used to move from one floor to another.
- ❖ maintenance staff's quarters and surrounding areas including stairs from the road
- ❖ Basketball courts, shooting range and tennis courts and the surrounding areas unless accompanied by staff member.
- ❖ Corridor between the A11 Room and the Maintenance Staff Quarters
- ❖ the stilted area under the Woodwork Booms unless meetings are being held
- ❖ classrooms, corridors; work-shops end laboratories unless accompanied by an educator
- ❖ school driveway
- ❖ sickroom without the School Secretary's permission
- ❖ The area between the school building and the Umbilo River Canal
- ❖ Toilets next to the hall, except for Perfects
- ❖ The school hall unless accompanied by an educator
- ❖ D'Moss Trail

4.2.2 In Wet Weather

In the event of rain, learners are permitted to enter the building before the 7:45 bell. However, learners are restricted to remain on the lower (ground) floor from A1 to A7. They are not permitted to stand or sit on the stairs or congregate in the foyer. The Tuck-shop area must remain clear. (Refer to the section on tuck-shop). Noise levels must be kept to a minimum. This also applies for tea breaks and lunch break in the event of wet weather.

4.2.3 At the 7:45 Bell

Entrance to the school, whether to start the day or at the end of break is restricted to bona fide members of Brettonwood High school. It is the responsibility of the learner to:

- ❖ Enter the buildings at the correct entrance points (i.e. the first gate from the field at A1, and the gate at the hall foyer;
- ❖ To enter in a reasonably quiet manner (no-shouting, whistling or singing is permitted)
- ❖ No litter

Compulsory registration takes place twice a day. It is the responsibility of the learner to arrive promptly and ensure that they have been registered.

4.3 Delivery of School Notices/ School Accounts

When letters/notices are sent home the learner will be required to sign for their copy, thereafter it becomes the responsibility of the learner to deliver the letters/notice to their parents/ guardians.

At the discretion of the Headmaster a reply slip may be given to his/her class educator the following day.

4.4 Submission of Absentee/Medical Certificate

A letter from a parent / guardian must be produced prior to any planned absence from school and following any illness. Absence of 3 days or more will require a medical certificate. Parents are accountable for their child's absence and the absentee letter/medical certificate is due the day the learner returns to school.

All correspondence must be addressed to the school principal and be made for the attention of the Grade Controller. The learner's first name and surname, and class must be printed neatly in the top left-hand side corner of the letter.

Parents who are unable to write such letters must make alternative arrangements with the Principal. Any absence for medical reasons from a test or examination must be supported by a medical certificate.

4.5 Afternoon Registration

All learners are required to use this time to record to use this time to record their homework in their diary. Homework must be recorded in detail and signed by the parents daily. Homework diary checks and uniform checks will be done on a regular basis during registration by the class teacher. It is the responsibility of the individual learner to ensure that their homework is written up and signed by their parents on a daily basis. The homework diary is also used as a communication channel between parents and the educators.

4.6 General Classroom Management

- a) In order to keep their registration rooms neat and tidy, learners are responsible to ensure that:
- b) Their desk and any other unoccupied desk is cleared of any litter on a daily basis;
- c) All chairs are placed (upside down) on the desks at the end of the day;

- d) Any litter in and around the registration room is picked up and placed in the rubbish bin;
- e) Windows are securely closed at the end of the day

4.7 Final Registration Bell

The final bell is not the dismissal bell; learners will only be dismissed by the registration teacher when the above requirements are met. Prior notice (24hours) will be given for any detention longer than a 15 minute duration.

4.8 Exeat

No learner may leave the school grounds during school hours without the permission of the Principal. Telephonic requests will not be accepted too, for obvious security reason. If a valid reason arises for a parent / guardian to take a learner out of school during the school day the following procedure is to be allowed:

- a) The learner must bring a letter signed by a parent / guardian and hand it to their grade controller during morning registration;
- b) Upon arrangement with the request, the letter will be signed by the grade controller;
- c) The learner then takes the letter (with the Grade Controller's signature on it) to the school secretary who will write an exeat note which is to be collected by the time specified for them to leave the school.

4.9 Right of Admission to Subject Class

Brettonwood High School learners have the right to education – but it is the responsibility of the learner to meet the following requirements in order to be admitted access to any lesson / classroom:

Each learner is too:

- be responsible to attend all classes indicated on their timetable;
- responsible for having all the correct stationery / books / files for the lesson;
- to have completed the given homework in the required book(s) file;
- to be correctly dressed;
- to arrive on time for the lessons i.e: no later than 3 minutes after the bell has rung, unless in possession a valid note

4.10 Code of Conduct Whilst in Class

The right to education must be represented by all learners. Accordingly, it is the responsibility of every learner:

- to pay attention in the class;
- to carry out all given activities (homework, projects, etc) to the best of their ability (which is evaluated by the educator facilitating the lesson);
- not to talk whilst teaching is taking place (i.e. while the teacher is speaking or other members of the class are making contribution);
- not to consume any food or drink during a lesson;
- not to wander around the classroom;
- not to rock on their chairs – apart from damaging the furniture this could result in a very serious injury;
- not to vandalise any Education Department / School property i.e: desk, chairs, textbooks, walls, etc
- to produce all required books / files / stationery for the successful completion of the lesson

4.11 Outside the Classroom / Venue

All learners should assemble outside the classroom / venue in an orderly way. Entrance to any classroom / venue is not permitted if an educator is not present. Learners may not only enter the classroom / venue with the permission of the educator.

Learners must take note that the right to education does not include the right to enter any and every classroom whenever they desire. Classrooms remain the property of the school and educators exercise their right of privilege over their educational venues.

4.12 Inside the Classroom / Venue

Each classroom is a learning environment and notices and procedures may differ from subject to subject and educator to educator. The guiding principle must be that the majority deserve the right to a learning environment conducive to effective learning. Each educator will determine and discuss with their classes those routines and procedures they prefer. Learners are required to respect and follow these procedures.

4.13 At the End of the Lesson

Learners must be self-disciplined at all time and no less so that at the end of a lesson. Learners are responsible to:

- recognise the bell as the educator's signal
- push to their chairs when standing at the lesson
- be demised only when the educator allows

4.14 Along the Corridor

To avoid congestion and ensure the smooth changeover between lessons the following rules apply

- The correct flow of learners traffic along corridors i.e
Floor A both directions
Floor B from B1 to B12
Floor C from C9 TO c1
- always keeping to the left the single file
- bags must be carried so as not obstruct or hurt people
- move quickly to class without running
- no loud talking/shouting /whistling /singing
- no visits to registration rooms to collect books/files/stationery
- staff and visitors have a right of way

Learners should not be out of the class without a valid pass out card which is issued by the educator.

4.15 After hours, During Weekends and School Holidays

In order to protect the school properly learners are not to loiter in the school buildings after school. All out of bounds rules apply.

- Only learners who have a legitimate reason (e.g. extra lesson) may be in the building after the end of the school day.
- Classrooms and/ venues will only be re-opened after school at the educator's discretion.
- Learners are not permitted on the school premises after school time unless under the supervision of an educator.

4.16 The School Hall

Learners have access to the hall during formal assemblies or in the company of an educator. On other occasions it is out of bounds.

Learners are responsible to ensure they;

- ❖ Lead into the hall in orderly fashion
- ❖ sit in their designated areas
- ❖ stand when educators enter and leave the hall
- ❖ leave the hall on instruction in appropriate manner
- ❖ behave in an appropriate and respectful manner, showing sensitivity to the occasion

4.17 The Tuck-shop

Learners are responsible for bringing their own lunch to school. However, the tuck-shop is a service provided by the school as a form of privilege to Brettonwood High School Learners who wish to purchase food stuff.

When using this facility the following rules apply.

Learners:

- ❖ must line up at the designated counter in a quiet and orderly manner
- ❖ may buy for cash only. **NO CREDIT WILL BE ALLOWED TO ANY LEARNER**
- ❖ must treat and be treated by the tuck-shop workers with courtesy and request their purchases politely.
- ❖ may not purchase for other learners.
- ❖ may not loiter around the tuck-shop
- ❖ may not enter the tuck-shop
- ❖ May not purchase from the back door of the tuck-shop

Any disregard of the above, will result in a learner being removed from the tuck-shop.

4.18 Administration Buildings and Staffroom

The administration buildings and staffroom are for administrators and educators. Learners are required to respect the privacy and confidentiality of this area.

If a learner needs to speak to a staff member they may request so during the *first ten minutes* of the second break. Learners are asked to respect the fact that educators are entitled to privacy and relaxation during breaks and therefore it is at the discretion of the educator to meet the learner.

Learners wanting to see the Principal must make an appointment with the school Secretary. Such an appointment may only take place during the learner's free time i.e. during break or after school.

4.19 The Sick-Room

The sickroom is a temporary waiting area for a learner who falls seriously ill during the school day. Learners are not entitled to use this room *for any* other purpose. The procedure for learners who fall sick is as follows:

- ❖ Learner may only be given Sick Acceptance Slip (SAC) by the Grade Head after 9:00
The slip must be given to the school secretary who will allow learner to lie down for **ONE** period or phone parents to fetch learner from school.
- ❖ The school does not provide any medical service.

4.20 Library/Kitchen/ Computer Room

The rules detailed in points 6, 7 and 8 above, apply. Learners are reminded that these specialist venues have very expensive equipment and need to be respected.

Under no circumstances may a learner tamper with any of the equipment in these venues.

4.21 Car Park/ Maintenance Staff Quarters

These areas are **OUT OF BOUNDS** to all learners and at no time may a learner be in these areas. If learners are going for an excursion, they are to wait for the staff member to drive the school vehicle to the covered driveway adjacent to the foyer.

Learners are not permitted to request lifts from the staff.

5. Chapter 5 – Behaviour Management Policy (BMP)

The Brettonwood High School Behaviour Management Policy is a systematic management plan for school discipline with the school and parents working together for the benefit of all learners. The BMP not only reflects learners' behaviour but also indicates what learners can expect in relation to their placement. Our goal for the BMP is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which learners can learn and educators can teach effectively.

Our BMP provides the school with a set of dynamic and flexible operating guide lines which may be varied to suit emergent situation. It is our intention to act in good faith at all times, supporting the interest of both learners and the school. The BMP plans to stress positive recognition as the most powerful tool at our disposal for encouraging responsible behaviour and raising learner self-esteem.

The BMP consists of four parts:

- a) Learners are expected to demonstrate high standards of behaviour by following rules / expectations at all times
- b) Learners will receive positive recognition following the rules / expectations
- c) When learners persistently choose NOT to follow the rules / expectations, they face pre-determined consequences of ascending severity
- d) Learners are encouraged to redeem themselves by accepting support and guidance so as to move back up the 8-step ladder.

5.1 The BMP Level Process

When a learner first enrolls at Brettonwood High school he/she is assigned to BMP level 3 from then on it is the learner who will determine by the nature of their actions, their BMP Level in the future. For the majority of learners, the movement will be upwards to Level 2 and 1, as determined by the Mid Year Survey process, at this stage each educator will be requested to submit recommendations of movement to the relevant Grade Heads, after considering every learner in light of the statements in the "Access to the Level" column for each BMP level for each learners. Learners attaining Level 1 will receive a Gold Certificate and Level 2 will receive a Silver Certificate. Learners will also be publicly recognised on Speed Day each year. For those learners whose choices are inappropriate, the movements is downward, The Grade Head will receive referral from educators in respect of subject related issues. Such referrals may concern a learner's behaviour, repeated, late-coming to school and/or lessons failure to bring appropriate requirements to class etc. The Grade Head will discuss with the learner previous corrective action taken on the part of the educator and determine consequences in keeping with guidelines of this policy. Grade Head and Educators will work closely together in determining the appropriate BMP Level 4 or 5, and consequences for particular learner. In cases of inappropriate behaviour outside the classroom referrals will be directed to the relevant Grade Head. The problem will be discussed with the learners, and when necessary appropriate action will be taken. In all cases it will be the Grade Head's duty to monitor and record a learner's progress through the BMP Levels in accordance with the BMP policy. The Headmaster will be consulted with respect to a learner whose behaviour warrants BMP Levels 6, 7 and 8. At every stage of the process learners will have opportunities to seek support and guidance to assist them in moving back up the 8-step BMP Ladder.

5.2 8-Step BMP Ladder

- a) Level 1

Exemplary behaviour

Plus:

- i. Participation in/or outside school
 - Zonal, provincial national level of sport
 - Representation in an outside organisation, eg: Youth Mayor (proof of participation trust to be provided)
- ii. Achievements – being awarded full colours – academic and / or sport

Reward:

Gold Certificate

Consistent maintenance of Level 1 behaviour may lead to colours in Grade 12

b) Level 2

Excellent behaviour

Plus:

- i. Participation in/or outside school
 - Inter-house activities
 - Inter-class activities
 - Clubs or societies
 - Representation of school at various events, eg: Debate, Forums
- ii. Attendance at:
 - school
 - sports events
 - school functions
- iii. Achievements:
 - extra-curricular
 - academic
 - caring and helping for the less fortunate
 - Charity – loyalty, respect, community service, giving to the less privileged
 - Courtesy

c) Level 3

- All learners start at this point
- They follow the code of conduct and are co-operative and respect the rights of others
- Inappropriate behaviour follows a downward movement from this Level

d) Level 4

i. Uniforms

- No name badge / wearing incorrect name badge
- Any uniform irregularities e.g:
 - a) No tie
 - b) Unpolished shoes
 - c) Laces not done up
 - d) Nails
 - e) Facial Hair
 - f) Jewellery
 - g) Make-up
 - h) Wearing incorrect sport kit
 - i) Hands in pocket when being addressed by an adult or person in authority

ii. School Routine and Academics

- Arriving late for the class without a LAS
- Disorderly behaviour during the following:
 - talking at registration, going to, returning from, or during the assembly or at any other time deemed to be a silent time by the Principal and staff
- Non-return of reply slip signed by the parent/guardian
- Non-submission of absence letters
- Disrupting a gathering, for eg: SCA, sport meeting etc (passing remarks, talking)
- Chewing gum
- Eating or drinking in class
- Out of bounds
- Lingering between classes
- Homework book not signed and/or not available
- Leaving books/files, stationery, homework or sportswear at home
- Selling of goods at school (confiscated – will not be returned)

iii. Behaviour

- Failure to line up or talking continuously while lined up
- Personal damaging remarks
- Offensive graffiti on personal property
- Disrespectful to RCL members, prefects, educators, non-educators, guests and fellow learners of the school

Sanctions

Note: Sanctions must be used for continuous offences, not once-off issues, i.e: 3rd time offences:

- Verbal warning, three occasions written warning
- Some form of written punishment/detention by educator
- Grade Head detention for continuous defaulting

e) Level 5

Failure to remedy inappropriate behaviour which caused a learner to move to Level 4 after weeks will result in downward movement to Level 5.

Offences:

i. Uniform

- Blatant and wilful disregard for school uniform regulations

ii. School Routine and Academics

- Non-completion and/or inadequate completion of homework
- Non-completion of community service
- Failure to meet submission dates for academic work
- Dishonesty (including, cheating, cribbing, copying or lying)
- Suspicion and use of drugs

iii. Behaviour

- Interfering with equipment, teaching aids, personal property of educators/school, including graffiti
- Inappropriate intimate contact
- Absent from sport meeting, duty position or cultural event without a valid reason
- Riding a bicycle, motor cycle or driving a motor vehicle on the school premises, including the sport field
- Littering
- Horseplay

- Being on the school property after school hours, over weekends and holidays without permission
- Extortion
- Indecency and/or immoral behaviour
- Obscene language

Sanction:

- Detention and/or Community Service
- Issuing of discipline card

f) Level 6

Failure to readily inappropriate behaviour leading to Level 5 after 3 weeks will result in learner moving to level 6

Offences

- Falsely identifying oneself
- Repeated violations of the Code of Conduct
- Smoking
- Vandalism and damage to property
- Possessing cigarettes and lighting materials
- Leaving school grounds without permission or with a forged letter of permission
- Submitting a forged absentee letter or reply slip
- Stealing or possession of stolen property including test or examination papers prior to the writing of tests or examinations
- Victimization and/or physical intimidation
- Bunking school
- Possession and/or selling alcohol
- Premeditated cheating
- Non-attendance of detention including community service
- Fighting and bullying
- Harmful graffiti, hate speech, racism and/or profanity
- Hitchhiking in uniform
- Possession of illegal substances
- Sexual harassment
- Damaging remarks
- Disrespect, objectionable behaviour, verbal abuse, insubordination, threatening stance and/or aggression at educators, other school employees or learners
- Possession of a cell phone during school hours
- Absence from CT / exams

Sanction

- Parental involvement, and where necessary outside organizations, e.g. SANCA, NICRO.

g) Level 7

Offences

- Infringement of examination rules
- Possession and/or selling pornographic materials
- Breaking the law on school property
- Assault and/or battery

- Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school
- Continuous disregard of the code of conduct
- Possession and use of narcotics or unauthorised drugs
- Refusal to hand over cell phone
- Refusal to produce the discipline card

Sanctions

- Suspension
- Handing over to authorities, i.e.: police
- Parental involvement

h) Level 8

Offences

- Blatant and continuous disregard of the Code of Conduct
- Selling of narcotics, banned substances, and stupefying substances
- Possession of firearms or other weapons
- Use of firearm or other weapons
- Selling of pornographic material
- Criminal and oppressive behaviour such as rape and gender based harassment
- Threatening and aggression towards educator, other school employees or learners

5.3 Pregnancy

A learner who falls pregnant may not be prevented from attending school. A pregnant girl may be referred to a hospital school for pregnant girls.

If the learner chooses to return to school after the birth, she may not bring the child onto the school premises since there is no child care

Facilities and the said child's presence in classroom will disrupt lessons and impinge on the rights of others (learners and educators).