



Olive Ridge School



Code of Conduct

Date: July 2019 Authorised by: School Exec
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SECTION 1 – INTRODUCTION

This Code of Conduct has been developed in accordance with the South African Schools Act, 1996. It promotes the Ethos of Olive Ridge School in Bloemfontein and works towards a well-balanced, broad education for pupils, a professional environment for teachers and an atmosphere for the extension of generally accepted family principles. It applies to all aspects of school life and incorporates both behavioural goals and disciplinary codes. The code defines the standard behaviour expected of and required from all stakeholders.

It is accepted that this code is a dynamic document, requiring frequent deliberation, and possible revision, in order to always satisfy the needs of the Olive Ridge School community. To this end, stakeholders are invited to submit any suggestions that may be reviewed from time to time.

If all parties adhere to both the spirit and the letter of the code, healthy working relationships will be created between parents, teachers and pupils, these relationships being the essential foundation for the creation of a constructive teaching, learning and growing environment. The disciplinary codes are intended to promote the maintenance of discipline and order at Olive Ridge School

The Code of Conduct is to be presented to all parties concerned on first acceptance to Olive Ridge School. Signature by parents/guardians of the Contract of Enrolment indicates an acceptance of the Code, as does the employment contract for teachers.

SECTION 2 – CODE OF CONDUCT

The Code of Conduct applies to all within the ambit of Olive Ridge School. It promotes the good of pupils, teachers and parents. Regardless of specific age or role, all associated with Olive Ridge School will conduct themselves appropriately at all times to ensure optimum accomplishment.

2.1 Code of Conduct – Pupils

Objectives:

By attending Olive Ridge School pupils will endeavour to: □ mature through their adolescent years; □ develop their intellectual, sporting, cultural abilities; □ develop thinking and problem solving skills; □ gain knowledge about the world in which they live; □ improve social and friendship skills; □ explore career opportunities and follow related educational programmes; □ care for others less fortunate than themselves.

Code:

Pupils are to understand that they each, through their own response to the Code of Conduct and subsequent daily behaviour, either encourage or prevent the attainment of the School's objectives. The purpose of this Code of Conduct is to ensure that the opportunities presented at Olive Ridge School are Olive Ridge School Policies and Procedures fully utilised. The code thus identifies what behaviour is required and expected. This follows from 2.1.1 – 2.1.3 and in the associated discipline codes in Sections 3, 4, 6.

2.1.1 As regards teachers:

Pupils will respect the right of teachers to teach, to co-ordinate learning activities and to facilitate the full school programme. Pupils will show respect to teachers by: being punctual to class; following all teacher instructions; being attentive in class; applying themselves to the work set; not being disruptive in any way; not talking in class until invited to do so; not moving from desks without permission; acquiring permission to participate in lessons; doing tasks, as set by teachers, to the best of their abilities.

2.1.2 As regards other pupils:

Pupils will respect the rights of others to learn. This will be shown by:

not distracting other pupils from their tasks; giving others opportunities to make contributions in class and in tasks; not interrupting others while they contribute; respecting others' points of view; not ridiculing others.

2.1.3 As regards personal application

Each pupil will make the most of every opportunity to achieve well in School. This will be accomplished by: attending school every term day, unless incapacitated and authorised to stay away by a parent or guardian; devoting time and effort to academic studies, as per the timetable and the demands of self-study; taking part willingly and enthusiastically in class activities; working independently and doing more than the minimum required; doing homework and project work as set; presenting assignments well and on time; preparing well for tests and examinations; working neatly; showing commitment to academic achievement; participation in the extramural programme.

2.2 Code of Conduct – Teachers

Objectives:

Through their acceptance of employment at Olive Ridge teachers will commit to: provide service to Olive Ridge School; utilise their professional skills for the purpose of educating the pupils; contribute holistically to the programme of the School; advance their own career opportunities and those of others; maintain contact with parents as individuals and as a body; provide care in whatever circumstances and for whomever requires it within the School.

Code:

While every teacher can expect the respect, support and co-operation of Olive Ridge, parents and pupils in his or her efforts to create a healthy learning environment inside and outside the classroom, it is important that teachers acknowledge their responsibilities. Teachers at Olive Ridge thus undertake to: □ maintain a professional bearing and manner and by so doing set a positive example to the pupils; □ be well prepared; □ be fully conversant with the demands of the syllabi taught; □ be punctual; □ mark and return assignments, tests and examinations within a reasonable period of time; □ praise, encourage and motivate pupils; □ help create a concept of team work or partnership with pupils in the education process; □ help establish and communicate realistic, clear and meaningful goals each year; □ confront pupils who transgress the accepted code, administering punishments when necessary; □ discipline with dignity and follow the principles outlined in the discipline code; □ report serious misconduct to senior executive staff; □ be sensitive to the individual needs and problems of pupils.

Parents of pupils who think a teacher has failed to conform to this code should approach the relevant Head or Deputy. Olive Ridge School undertakes to treat such approaches sensitively and confidentially in an effort to improve the situation.

2.3 Code of Conduct – Parents

Objectives:

In their association with Olive Ridge School through their children, parents will undertake to: □ provide their children with the necessities for effective school careers; □ support their children in their studies and various school activities; □ uphold the discipline structures of the School; □ serve on parent committees, as able; □ attend School functions, sport and cultural activities, parent meetings, as able; □ extend their own professional expertise to the School, when required; □ uphold and promote the good name of Olive Ridge School.

Code:

Olive Ridge School prides itself on the good relations it enjoys with parents. While parents can expect the School to provide their children with the best possible education according to the resources available to it, parents must also accept certain responsibilities in achieving the goals set. Parents should: □ support teachers in their efforts to teach their children, i.e. monitor homework, check test results, help set goals, regularly consult their diary for teachers' comments; □ communicate with Head or Deputy timeously regarding areas of concern before they become major issues; □ make suggestions or provide assistance to improve the educational process and environment; □ encourage their children to participate fully in the School's programme; □ endeavour to uphold moral and legal behaviour in their children as regards alcohol, cigarettes, substance abuse and sexual activity; □ be aware at all times of the whereabouts of their children and set parameters as far as time lines, transport arrangements, dress codes and appropriate behaviour is concerned; □ communicate with the parents of their children's friends to verify information and to hereby avoid manipulation.

SECTION 3 – DISCIPLINE CODE

3.1 Discipline Code – Junior and Senior Preparatory School

3.1.1 Principles

“Self-control and responsibility is the goal” is the discipline motto, as the pupils are encouraged to accept responsibility for their own behaviour. The Discipline Code is built around the Code of Conduct laid out to pupils. Consequences for breaking the Code of Conduct are predetermined across the Preparatory school. The consequences for transgressing the expected conduct are transparent to all and are presented in language that is accessible to every pupil. The Junior Preparatory School follows an age appropriate version of the Preparatory Discipline Code. While there are consequences for deviant behaviour, the emphasis will always remain on positive reinforcement, building up learners and not breaking them down. Equal attention will be placed on commendations as on warnings.

3.1.2 Positive Reinforcement

Stickers and Stamps Stickers and stamps are used across the Preparatory school by teachers to reward persistent effort, positive work ethic and achieving a personal best in the classroom as well as to acknowledge and encourage good sportsmanship and effort during co-curricular activities. Each teacher is at liberty to implement their own positive reward system in the classroom and should, where possible, link it to the school merit system. Teachers may send pupils to the Deputy Heads/Head for a good work stamp/sticker for exceptional effort and achievement.

School Merits School merits can be awarded to the children for: - right values and good attitudes; - sportsmanship; - recycling efforts and community service; - academic performance. The emphasis is on Esprit de Corps and the team and not the individual. Merits will be collected in a box in the front office and totalled each week for learner feedback in the assembly.

Olive Ridge School Badges

These are handed out at Junior Preparatory assemblies recognising children’s behaviour consistent with our ethos, positive work ethic and good sportsmanship.

Integrity Tea

The Integrity Tea is a prestigious tea with the Head to reward those children who have been commended for excellent values, manners and conduct. The PA to the Head will be advised when a child is nominated by teachers for the tea. The learner is invited to attend this special event with his/her parents. The tea is held annually.

3.1.2 Consequences of actions – Building a Responsibility of Self Discipline Chart

The Discipline Code will be transparent to all learners and the Discipline Chart is printed in the Grade 4-7 Olive Ridge Agenda book. The chart clearly outlines the reporting line when children contravene the Code of Conduct. It is written in age and offence appropriate language. It places responsibility on the

teacher as first line of discipline, but clearly indicates where matters need to be referred to the Deputy and Head. At this level the discipline will take a formal approach with a disciplinary hearing where necessary. The hearing will follow set procedures. Olive Ridge School reserves the right to run a complete disciplinary process, including an investigation, an informal or a formal hearing and/or an appeal process, before a parent or guardian may seek legal representation. ¶ Each class teacher will discuss the chart with the children and refer them back to it as need arises. ¶ In the Junior Preparatory, expected behaviour posters are displayed in each class and each week a behaviour challenge is discussed and given at morning line-up. The weekly behaviour challenge is displayed on the main Junior Preparatory notice board.

Discipline Chart

Misconduct

Level 1 – Minor violations of general classroom discipline

Code	Description of misconduct	
1-00	Homework not done	-5
1-01	Failing to attend class on time	-3
1010	Talking in assembly	-4
1011	Not handing assignments in on time	-3
1012	Sleeping in class	-3
1013	Loitering (walk slowly with no purpose)	-3
1014	Insubordination	-10
1015	Failing test	-5
1018	Personal appearance not neat	-2
1-02	Leaving class without permission	-3
1021	Cell phone used in class for non-educational purposes	-10
1022	Books/stationary at home	-5
1-03	Cheating in class test	-5
1-04	Failing to complete homework	-3
1-05	Dishonesty with minor consequences	-3
106	Talking in class without permission	-5
107	Misbehaving in class	-5
108	Eating/drinking/chewing gum in class	-4
109	Screaming in class	-4
124	Teasing/verbal abuse	-10
1-24	Absent without letter or valid reason	-5
125	Bullies (first incident)	-10
1-25	Littering on school premises or in class	-5
1-26	Playing in class with toys – distracted	-2
1-27	Dishonesty – signing own test/detention/report	-5
1-28	Disruptive during class lesson	-3
1-29	Not working in class	-5
16	Dress code violation / Uniform	-5
20	Failing to hand in term assignment	-2
9-00	Disruptive during exam/test	-3

Level 2 – Minor violations of school code of conduct or rules

10-00	Cheating in exam	-8
2-01	Frequent repetition of level 1 infringements	-20
2-02	Possession or use of tobacco	-20
2-03	Truancy of several classes	-20
204	Leaving school without permission	-15
2-05	Verbally threatening the safety of another person	-20
206	Not co-operating with prefects	-7
207	Bullies	-20
208	Late for school multiple times	-10
209	Gambling	-20
210	In possession of pornography	-20

Level 3 – Serious violation of school code of conduct or rules

07	Disrespecting a teacher	-30
3-01	Frequent repetition of level 2 infringements	-30
3-03	Possession or use of alcohol/narcotic substances	-30
3-04	Severely disruptive behaviour	-30
3-05	Possession of a dangerous weapon	-30
3-06	Theft/vandalism	-30

Level 4 – Very serious violations of school code of conduct and rules

4-01	Frequent repetition of level 2 and 3 infringements	-40
4-02	Threatening with a dangerous weapon	-40
4-03	Intentionally causing physical injury to somebody	-40
4-04	Extortion of another person's property	-40

Level 5 – Criminal-serious violations of school code of conduct or rules but also civil law.

To be carried out by relevant outside agency, with involvement of parents and School Management Board

5-01	Frequent repetition of level 4 infringements	-50
5-02	Possession and peddling of narcotic substances	-50
5-03	Assault	-50
5-04	Sexual harassment or abuse	-50
5-05	Robbery or major theft	-50
5-06	Intentionally using a dangerous weapon	-50

Disciplinary Consequences of Misconduct

- Level 1 – Verbal warnings (must be noted)
Menial tasks e.g. cleaning classroom or picking up papers on school premises
Extra academic work
- Level 2 - Any level 1 disciplinary action
Disciplinary discussion with learner (teacher and HOD)
Discuss with parents
Written warning
Behavioural contract/pledge with learner
- Level 3 - Any level 2 disciplinary actions
Suspension from extra-curricular activities
Written warning
- Level 4 - Any level 3 disciplinary actions
Referral to relevant outside agency
Hearing
Suspension
- Level 5 - Expulsion or transfer from the school after tribunal hearing
Law enforcement authority involvement

Learner Merit - Code List

01	Passing class test above 80%	+10
02	Passing exam above 80%	+10
04	Member of prefects	+5
05	Helpful to teachers	+8
06	Homework always done	+10
07	Participating in co-curricular activities and sports	+5
08	Achieving more than 80% for assignments	+10
09	Always neat in appearance	+5
10	Earning provincial or national colours for activities	+15
12	Always showing good behaviour in class	+5
13	Selected by class teacher as learner of the week	+3
14	Recycling and keeping the environment clean	+5
15	Demonstrating excellent manners towards visitors	+3

Learner Merit Action List

30+ merits Tuck Shop voucher

50+ merits Certificate for good behaviour

60+ merits Invitation to Integrity Tea with parents and Heads of Olive Ridge School.

In all disciplinary procedures, Olive Ridge School will endeavour to be fair, consistent, impartial and will treat the pupils with dignity. Moreover, in cases of serious misconduct, a disciplinary hearing is necessary and parents will be invited to be present with their children.

DRUG AND ALCOHOL POLICY SUBSTANCE ABUSE

4.1 Definition

Substance abuse is defined for the purpose of this policy as:

“being under the influence of or the unauthorised, excessive or wrongful use of drugs (whether legal or illegal) or alcohol by any member of the School community whenever that person can be associated with the School; a positive identification of drug use by test of an agency recognised by the School for the purpose.”

4.2 Policy

4.2.1 The Head will bear responsibility to ensure the property of Olive Ridge School remains a drug free zone. 4.2.2 Suitable education, guidance and monitoring programmes will be conducted at the School. 4.2.3 Appropriate actions will be taken in cases of infringements of this policy. 4.2.4 The best interests of the School as a whole will be considered paramount.

4.3 Application

4.3.1 This policy will be applied consistently in all cases. 4.3.2 A distinction in culpability will be made between instances of those seeking assistance voluntarily and those discovered. 4.3.3 Anyone associated with the School will be given every assistance should it be requested, regardless of any disciplinary actions taken. 4.3.4 All assistance given will respect the dignity of those concerned and will be according to generally accepted codes of confidentiality and dignity.

4.4 Resources

4.4.1 The executive staff will be responsible for providing suitable guidance and educational programmes regarding substance abuse on an ongoing basis.

4.4.2 The Directors will be responsible for providing the Head with resources required: e.g. skilled monitoring services.

4.4.3 Whenever possible, the Head's requests for assistance in these matters will be acceded to and whatever reasonable support is deemed necessary at any time will be given.

4.4.4 Parent responsibility will be recognised and emphasised throughout.

4.4.5 Outside agencies will be contacted for assistance in both educational and monitoring matters.

4.5 Procedures

4.5.1 All instances of substance abuse will be investigated and actions taken consistent with this policy.

4.5.2 The Head and staff will be responsible for all necessary investigations.

4.5.3 Olive Ridge School reserves the right to: □ exert control at all times, as deemed fit by the Head; □ arrange urine and/or other drug tests by an outside agency selected by the School for any persons identified by the Head/Deputy as possibly being involved (these tests will be at the expense of the School if negative, for the parents' account if positive); □ use agencies and/or staff teams to monitor persons, belongings, grounds at any time, to identify any possession or usage of drugs or alcohol; □ establish and insist upon adherence to contracts of behaviour to regulate future conduct.

4.5.4 In cases of possession, usage, abuse or distribution, discipline will be meted out, as seen fit by the Head or disciplinary hearing at the time. Discipline may take the form of: ☐ detentions; ☐ withdrawals from School activities; ☐ community service; ☐ written or verbal warnings; ☐ final warnings; ☐ regular monitoring; ☐ contracts regulating behaviour; ☐ suspensions; ☐ expulsion; ☐ referral to the SAPS; ☐ or any other action deemed suitable at the time. 4.5.5 Serious and second infractions will be considered expellable offences. 4.5.6 In every case, parents must be informed of their children's involvement and of what actions have been and will be taken. 4.5.7 Expulsions and suspensions will be according to the South African Schools Act, 1996, or other relevant legislation.

4.6 Principles

4.6.1 In every instance, regardless of whether or not the pupil/s concerned are removed from Olive Ridge School, counselling will be offered and the School's facilities or advice made available. 4.6.2 To ensure that Olive Ridge School's property is maintained as a drug free zone, the strictest measures must be taken in cases where inappropriate substances are: ☐ transported to school or to any activity associated with the School; ☐ passed on to others at school or at any activity associated with the School. 4.6.3 The degree of involvement of any pupil must be assessed thoroughly and actions taken must be commensurate with the severity of the case, the past disciplinary record of the individual concerned, any coercion or intimidation which may have taken place, as well as the reaction of the individual to being involved. 4.6.4 Pupils may be guilty by association: those in company of others at the time they are guilty of infringements to this policy can be deemed similarly culpable and may be subjected to the same or other disciplinary action. 4.6.5 The Head has the right to search any pupil, in accordance with the prescriptions of the Government Gazette, Notice 776 of 1998.

4.7 Police action

4.7.1 In cases of possession or of the distribution of illegal substances at school, or in activities associated with the School, referral will be made to the SAPS for further investigation. 4.7.2 The School will render to the police whatever assistance is required.

4.7.3 Referral to the police will in no way delay or prevent the implementation of the School's drug policy.

4.8 Testing

4.8.1 Parent/Guardian acceptance of the Admission Policy of the School provides prior permission to the Head to arrange tests at his discretion, but only if there is due cause or sufficient evidence to warrant this.

4.8.2 Liaison will take place with parents prior to testing, unless it can be shown that contact was not possible.

SECTION 5 – CO-CURRICULAR CODE

5.1 Introduction

Each activity has its own specific code, to which all participants are expected to adhere. Nevertheless, the following hold as general principles.

5.2 Objectives:

Co-curricular activities are presented to: □ contribute to a balanced School programme; □ foster healthy lifestyles; □ develop interest in sporting and cultural activities; □ develop skills; □ teach respect for the rules of sport; □ teach respect for coaches and officials; □ teach good attitudes towards winning and losing; □ enhance school spirit; □ develop camaraderie and team spirit.

5.3 Code

Participants are expected to: □ behave appropriately on and off the sports field; □ play in the spirit of the game always; □ respect opponents; □ show due courtesy; □ attend scheduled practices and matches; □ adhere to the dress code.

SECTION 6 – DRESS CODE

No variation to the uniform as specified in the uniform policy document will be permitted. Any item that is not listed may be confiscated if worn by a pupil.

Any sloppy or untidy appearance will not be tolerated.

Serious or repeated infringements of the dress/uniform code will result in removal from the class until the pupil's appearance is satisfactory.

THE SECURITY OF BOUNDARIES (Dr James Dobson)

Children feel more secure, and therefore tend to flourish, when they know where the boundaries are. Let me illustrate that principle.

Imagine you're driving a car over the Royal Gorge Bridge in Colorado, which is suspended hundreds of feet above the canyon floor. As a first-time traveller, you're pretty tense as you drive across. It is a scary experience. I know one little fellow who was so awed by the view over the side of the bridge that he said, "Wow Daddy! If you fell off of here, it'd kill you constantly!"

Now suppose there were no guardrails on the side of the bridge. Where would you steer the car? Right down the middle of the road. Even though you don't plan to hit those protective railings along the side, you just feel more secure knowing that they're there.

It's the same way with children. There is security in defined limits. They need to know precisely what the rules are and who's available to enforce them. When these clear boundaries exist at home, the child lives in utter safety. He never gets in trouble unless he deliberately asks for it. And as long as he stays within those reasonable, well-marked guardrails, there's mirth and freedom and acceptance.

Your children need the security of defined limits, too. They may not admit that they want you to be the boss, but they breathe easier when you are.