



# WIERDA INDEPENDENT SCHOOL

"RESPECT FOR ALL"

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## CODE OF CONDUCT OF LEARNERS

Name and Surname of Learner:

## PREAMBLE

The South African Schools Act 84 of 1996 obliges the school to adopt a Code of Conduct for learners. This document is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in schools. This policy shall uphold the rights of all individuals as enshrined in the Bill of rights in the Constitution of SA.

Wierda Independent School strives to promote and establish close co-operation amongst all stake holders based on:

- Professionalism
- Respect
- Tolerance

## INTRODUCTION AND DEFINITION

This code of conduct is an agreed set of behaviours that are acceptable within our school. The code of conduct includes the levels of misconduct and disciplinary actions that apply. It also includes the rules that govern the conduct and relations between learners, educators, parents and the community.

## AIM

The aim of the code of conduct is to maintain the disciplined and purposeful school environment that exists at Wierda Independent School. It is dedicated to create an atmosphere that is conducive to practising culture of high quality teaching and learning.

## THE RIGHTS OF LEARNERS

The constitution of the Republic of South Africa states that all learners have the right to education.

This includes the right:

- To learn and be taught in a safe school environment.
- To attend regularly all classes, free from interference whether of a verbal or physical nature by any other person.
- To receive regular feedback reflecting academic progress.
- To make responsible use of all school facilities subject to availability and limitations imposed thereon by school rules and general school organisation.
- To receive appropriate counselling for personal and/or educational problems.
- To request, in writing, to be excused from any activity which is against religious believes.
- To have privacy in their personal possessions unless the principal or his/her designee has reasonable cause to believe that illegal or harmful material possessed by the learner are being used to disrupt the educational process.
- To attend a school free of drugs, weapons, drunkenness, bullying and intimidation.
- To attend a school free of sexual harassment or criminal behaviour.

## THE RESPONSIBILITIES OF LEARNERS

Learners undertake:

- To learn
- To attend all classes daily and on time.
- To do all academic activities including homework.
- To be in possession of appropriate working materials.
- To be responsible for their own work.
- To respect all persons and property.
- To refrain from abusive or vulgar language and inflammatory actions.
- To conduct themselves in a safe and respectable manner.
- To promote the standard of cleanliness and neatness.
- To protect school property.
- To refrain from and report any unauthorised removals of school property from the school premises.
- To practise tolerance within the context of interpersonal relations in the school.
- To refrain from the use of drugs, assault, carrying of dangerous weapons, bullying, sexual harassment, drunkenness and smoking.

## THE RESPONSIBILITIES OF PARENTS WITH REGARD TO LEARNERS

Parents must ensure that:

- They receive regular academic report from the school regarding their child's progress.
- Their child attends school each day, is punctual and in cases of absence explains the reasons for such absence to the school.
- They protect and ensure the rights of their child to learn.
- As far as possible, their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness.
- They provide their children with the resources, basic equipment and learning material needed to complete school work.
- They refrain from abusive language or inflammatory behaviour.
- They bring to the attention of school authorities any problem, condition or circumstances that affect their child or other children or persons in the school community.
- They seek change in an orderly and approved manner.
- They keep the school informed of any changes of address and any other personal details as required.
- They provide the school upon request with original reports received at other educational institutions, particularly at the time of initial enrolment to the school. Parents of learners who are not South African citizens must provide the school, upon request with original study permits or temporary residency permits.
- They discuss report card, work assignments and homework with their children.
- Their children abide by the rules, regulations and procedures set forth by the school.
- They endeavour to promote positive inter-personal relations between learners, educators, other parents and the wider school community in the best educational interest of their children.
- They pay school fees as determined by the School.

## UNIFORM & APPEARANCE

We have a cost effective and comfortable uniform that is available from the School. Uniform is compulsory from Gr.1 onward.

Learners must be proud of their school uniform. They are therefore expected to be neat and well-groomed at all times.

See "Rules and Regulations" for details.

## PROTECTION OF PERSONAL INFORMATION

The Protection of Personal Information Act (POPI Act) sets conditions for responsible parties (Wierda Independent) to lawfully process personal information and photos of learners. Parents and learners hereby give permission that photos may be shared on social media for marketing purposes. These will be done with utmost care and professionalism.

## DISCIPLINING LEARNERS

### Discipline and punishment

- The main goal of this code of conduct and discipline procedures for learners is to ensure that the education of learners at school happens in a safe and orderly environment.
- Learners are encouraged to develop self-discipline.
- Discipline must be fair, corrective and educative, rather than punishment orientated.

### Misconduct

- It is define as “wrong behaviour” or “misbehaviour”
- The code usually includes school rules. The school community will negotiate what steps and processes will be taken if learners break the code of rules.

### Levels of misconduct

- All the community members will be in a position of knowing that misconduct is understood in terms of levels of seriousness.

**Level 1:** misconduct inside the classroom

**Level 2:** misconduct by breaking school rules

**Level 3:** “serious” misconduct

**Level 4:** “very serious” misconduct

### LEVEL 1 MISCONDUCT

#### These are regarded as minor and include:

- Failure to be in class on time
- Failing to finish homework
- Failing to respond to reasonable instructions
- Being dishonest with minor consequences

#### Disciplinary actions:

- None of these actions can be condoned. Action will be taken by the educator.
- Verbal warning
- Extra work, providing the work is constructive

### LEVEL 2 MISCONDUCT

#### These are regarded as somewhat more serious and include:

- Frequently repeated Level 1 misconduct
- Smoking or carrying tobacco or electronic smoking apparatus
- Leaving school without permission
- Using abusive language
- Interrupting education in the classroom
- Showing disrespect for another person
- Engaging in minor vandalism, like graffiti
- Being dishonest with more serious consequences

**Disciplinary actions:**

- Disciplinary talk with the learner
- Talks with parents of the learner
- Written warning
- Behavioural contracts (whereby learner promises to improve)
- Daily report (taken around by learner)

**LEVEL 3 MISCONDUCT****These are regarded as serious and include:**

- Frequently repeating Level 2 misconduct where action taken by school authorities is considered ineffective
- Inflicting minor injury on another person
- Gambling
- Being severely disruptive of classes
- Forging documents or signatures with minor consequences
- Racist, sexist or other discriminatory behaviour
- Possessing or distributing pornographic, racist or sexist materials
- Possessing dangerous weapons
- Theft
- Vandalism
- Cheating during examinations
- Damaging school property

**Disciplinary actions:**

- Any of level 2 punishment
- Suspension from some school related activities e.g. sport
- Final written final, with suspension may be implemented
- Referral to psychologist / counsellor / social worker

**LEVEL 4 MISCONDUCT****These are regarded as very serious and include:**

- Repetition of level 3 misconduct
- Threatening another person with a dangerous weapon
- Causing intentional limited injury to another person
- Verbally threatening the safety of another person
- Engaging in sexual activity
- Selling drugs
- Possessing or using alcohol or narcotics
- Disrupting the entire school (eg boycotting or picketing without consent)
- Forging documents or signatures with serious consequences

**Disciplinary actions:**

- Any of the above level 3 punishment
- Referral to relevant outside agencies

Please note that warnings are valid for 6 months from the date of issue.

## CODE OF CONDUCT FOR PARENTAL INVOLVEMENT

- All queries and complaints must be submitted in writing to the school, either through WhatsApp or Email.
- Telephonic complaints or queries cannot be attended to.
- All communications with the school should be done in a professional manner.
- The school will require a reasonable amount of time to investigate and respond to any written queries and complaints.
- Serious matters will be referred to the committee whose decision in that regard will be binding and final.
- Parents may under no circumstances discuss any matters, disciplinary or academic, with teachers or staff directly. All queries or complaints should be addressed to the management of the school (See above)
- The school maintains a zero-tolerance policy towards any actions deemed threatening, a form of harassment or slander towards, the school, staff, or management.
- Meetings with the management of the school will only be entertained once written communication has been exhausted. The school reserves the right to have any parties present in the meeting that the management deems necessary to be there, in order to protect the integrity of the school and the parents/learners.
- Any act deemed hostile or threatening, (including slander, abusive language, or unwillingness to abide by the rules of the school), towards the school, its's staff and management may lead to a breakdown in the trust relationship between the school and parents and may lead to irreparable damage being done.

## RIGHT OF WIERDA INDEPENDENT SCHOOL

The school has the right of admission and reserves the right to remove a learner if the relationship between parents and/or learner and staff suffers irreparable damage.

This policy was adopted by the School on 18 April 2024.

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year or when deemed necessary.

Signed: \_\_\_\_\_  
*Parent*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Learner  
(Highschool)*

Date: \_\_\_\_\_