

# STEDIN COLLEGE AND PRIMARY SCHOOL



## ONWARD AND UPWARDS

### CODE OF CONDUCT

#### **PREAMBLE**

In terms of the **South African Schools Act, 8 (4) of 1996**, an independent school Board of Directors must adopt a Code of Conduct aimed at promoting a positive disciplined environment for the delivery of quality teaching and learning. This Code of Conduct is linked to the Constitution of the Republic of South Africa Act, 1996 and the subordinate provincial legislation

#### **OUR MISSION STATEMENT**

The School's Vision Statement encapsulates the essence of the type of school environment we desire for our learners.

**Stedin College and Primary School** is committed to providing facilities for a well-balanced education, which concentrates on the development of mind, body, and soul, which will enable and encourage children to develop their full potential, so that they can play a useful, fulfilling role in the community and the larger society

#### **ETHOS**

**Stedin College and Primary School** is driven by sound moral principles, academic excellence, and passionate participation. Our Code of Conduct also recognizes the need to promote an atmosphere of co-operation, teaching, learning, mutual respect, and the establishment of a culture of tolerance and peace. Our values are Accountability, Persistence, Integrity, and Excellence.

#### **THE BASIC CODE OF CONDUCT**

The Code of Conduct applies to all learners wearing the Stedin College and Primary School uniform, including sporting attire or officially representing Stedin College and Primary School.

#### **LANGUAGE POLICY**

The medium of instruction at **Stedin College and Primary School** is English. The subjects of Afrikaans and isiXhosa are offered as First Additional Language subjects of choice

#### **EDUCATORS' RESPONSIBILITIES**

The Principal and his staff have the same rights as a parent (to act in loco parentis) to control and discipline the learner according to the Code of Conduct during the time the learner is in attendance at the school, any classroom, school function or school excursion or school-related activity

## **RIGHTS AND RESPONSIBILITIES OF LEARNERS**

### **Learner's Rights**

Equality  
Dignity  
Protection from all forms of discrimination  
A safe environment conducive to learning  
A holistic education

### **Learner's Responsibilities**

Have respect for yourself  
Behave in a respectful and responsible manner towards staff and peers  
Respect different cultures, languages, and religions  
Respect the property and safety of other learners and staff  
Be proud of your school  
Respect school property  
Wear the uniform with pride  
Make optimum use of the educational opportunities provided  
Obey all school rules

### **Responsibilities of Parents with respect to the Code of Conduct**

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will -

- Support the school and make sure learners observe all school rules and regulations and accept responsibility for any misbehaviour on their child's part
- **Honour your financial responsibilities timeously**
- Take an active interest in their child's schoolwork and make it possible for the child to complete assigned homework
- Ensure that the learner arrives timeously for the start of the school day
- Be aware of the extra-mural activities of their child/children
- Attend Parent-Teacher Conferences

### **Classroom rules**

These NON-NEGOTIABLE CLASSROOM RULES were developed in close consultation with the staff and the Board of Directors.

- Anti-social behaviour will not be tolerated
- Cell phones are not allowed at the school.
- No talking out of turn
- No abusive or discourteous language
- No graffiti, vandalism, or littering
- No walking around without permission
- No involvement in activities not related to the subject being taught without the consent of the teacher
- Be punctual for class
- Homework tasks and missed work because of absence to be completed timeously
- Homework must be completed at home and not before school or in other teachers' lessons or at breaks
- Transgression of any of the above rules will have consequences

### **SCHOOL ATTENDANCE**

The right of a learner to a basic education places the obligation on the parent and the learner to attend school regularly during school hours.

- The register class teacher will keep an accurate register of learner attendance and will report irregular school attendance to the parent and the Principal. The register class teacher must

keep copies of all communication with parents when absence from the classroom is reported.

- Absence from school for any period of time must be covered by an absentee note from the parent.
- Should the learner be absent from school for a period longer than three (3) days, a doctor's certificate is required.
- A doctor's certificate is required if a cycle test or examination is missed due to illness.
- Should the learner exceed twenty (20) days absent in total for the year, (without substantiated proof) the learner will be deregistered.
- All learners are to arrive at school before the official starting time. Learners who are late will enter their **correct names** in a register at the entrance and will be recorded as being late.
- Absence from class without the permission of the relevant register or subject teacher is prohibited.
- Any absence from a formal examination must be notified by the parent and supported by a doctor's certificate

### **RELIGIOUS OR CULTURAL PRACTICES**

- Learners wishing to participate in their religious or cultural ceremonies may do so once their parents have given the Principal due notice of their intentions. In some cases, the school can request a letter from a spiritual leader, priest, rabbi, imam, minister of pastor
- It is recommended that male learners, wishing to participate in their rite of passage to manhood, do so at the end of their Grade 12 year. This will obviate any disruption in their schooling and that of their fellow learners

### **Early release from School**

- No learner may leave the school during school hours without a letter from a parent requesting permission to release the learner. The learner is to report to the School Secretary to obtain permission. The learner will be released only to the parent or the parent's representative.
- In the event of a learner taking ill at school, permission will be given by the School Secretary who will record this on a permission form.
- **A learner or teacher may NOT use a cell phone to contact the parent directly without the permission of the School Secretary.**
- Truancy from school is prohibited

### **END OF DAY**

Once the learners are dismissed, learners are discouraged from remaining at school if not involved in an academic, cultural, or sporting activity. Unless there is a school function, the school is locked at 14:45. Learners must leave the school buildings and wait in the waiting area at the front of the school, or go home.

### **Security and Care of School Property**

It is the obligation of every learner to protect and carefully use all the facilities and equipment so that others who come after them can also enjoy the privilege. Destruction or vandalism of property is a punishable offence. **The parent or legal guardian of anyone who intentionally misuses, damages or defaces any school property will replace it or pay for the damaged property**

**CCTV cameras** are installed for the protection and safety of all staff and learners.

Evidence thus recorded may be used when a dispute arises. The premises have 24-hour CCTV coverage and are in classrooms, passages, external areas of the school and along the boundary walls and fences.

## **OUT OF BOUNDS**

The following areas are out of bounds to learners:

- The areas between the west fence along the golf course behind the squash courts and administration area of the school
- The staffroom
- The teacher's parking area
- The general parking area during school hours
- Staff and public toilets in the main passage
- The Foundation Phase building and playground for Intermediate, Senior and FET phase learners
- The area along the wall on Victoria Drive
- The area along the fence next to Walmer Link residential area.
- All classrooms, the hall, stairwells, and passageways after the end of school.

## **HITCH-HIKING**

Learners in school or sports uniform **may not** hitch-hike

## **SCHOOL UNIFORM AND GENERAL APPEARANCE**

Learners are expected to wear the official school uniform with pride and appear neat and tidy at all times. Other items of clothing **may not** be worn in conjunction with the school uniform. The wearing of the correct uniform is always compulsory when learners represent or attend school, except when an announcement is made to the contrary. School uniform is also to be worn when attending sporting fixtures.

**Should a learner be unable to wear an item of the school uniform, parents must inform the school in writing or by phoning the office, e.g., a lost tie, a damp blazer, trousers or skirt, sports kit.**

## **LOST PROPERTY**

If found, will be taken to the Secretary's Office from where it can be collected

## **SCHOOL UNIFORM**

### **HIGH SCHOOL – Grades 8 to 12**

#### **BOYS UNIFORM**

##### **WINTER**

- School blazer
- Long grey flannels. Flannels are to be regulation school issue
- White long-sleeved shirt (starched collar) – designed for a tie
- Regulation Stedin school tie. Ties are not to be defaced
- Plain grey socks. (No white socks)
- Black leather lace-up shoes that can be polished
- Black leather belts – compulsory
- A maroon V-neck jersey with the Stedin logo.
- Long-sleeved jerseys **may not** be worn without a blazer
- Maroon Dri-mac

##### **SUMMER**

- As Above.
- The blazer may be worn without a Stedin-branded maroon jersey
- Long-sleeved jerseys **may not** be worn without a blazer

## **GIRLS UNIFORM**

### **WINTER**

- School blazer.
- Navy Blue Tie with Stedin Logo
- Stedin tartan skort - official school style and material.
- Length of skort – not shorter than 10cm from the floor when kneeling
- White long-sleeved shirt
- Black sheer tights
- Black leather lace-up school shoes that can be polished
- A maroon V-neck jersey with Stedin logo
- Long-sleeved jerseys **may not** be worn without a blazer
- Maroon Dri-mac

### **SUMMER**

- School blazer
- Navy Blue Tie with Stedin Logo
- Stedin tartan skort – not shorter than 10cm from the floor when kneeling
- Regulation long-sleeved white shirt designed for a tie
- Long-sleeved jerseys may not be worn without a blazer
- Plain white ankle length socks, which must be folded over not rolled over
- Long-sleeved jerseys may not be worn without a blazer

The wearing of long grey flannel is a privilege to be earned and will be applied from Grade 11 to Grade 12 during Winter only. Flannels are to be school regulation issue. If representing the school in any internal or external cultural or club activity the skort must be worn with short, white socks in summer, and plain black sheer tights in winter.

## **PRIMARY SCHOOL- Grades 4 to 7**

### **BOYS' UNIFORM**

#### **WINTER**

- Long grey flannels. Flannels are to be regulation school issue.
- White long-sleeved or short-sleeved open-neck shirt
- Plain grey socks. (No white socks)
- Black leather lace-up shoes that can be polished
- Black leather belt – compulsory
- A maroon V-neck jersey with the Stedin logo.
- Maroon Dri-mac

#### **SUMMER**

As above

### **GIRLS' UNIFORM**

#### **WINTER**

- Stedin tartan skort - official school style and material.
- White long-sleeved or short sleeved open-neck shirt
- Black woollen stockings
- Black leather lace-up school shoes that can be polished or with buckle and strap

- A maroon V-neck jersey with Stedin logo
- Maroon Dri-mac

## **SUMMER**

As above, except for:

- ankle-length white socks

## **FOUNDATION PHASE**

### **BOYS' UNIFORM**

#### **WINTER**

- Blue Stedin shorts
- Stedin-branded golf shirt
- Ankle-length white/grey socks
- Stedin-branded tracksuit
- Black or white lace-up sports shoes
- Maroon Dri-mac

#### **SUMMER**

As above

### **GIRLS' UNIFORM**

#### **WINTER**

- Blue Stedin skirt
- Stedin-branded golf shirt
- Ankle-length white socks
- Stedin-branded tracksuit
- Black or white lace-up sports shoes
- Maroon Dri-mac

All Foundation Phase learners must have a Stedin-branded hat.

### **GENERAL- BOYS AND GIRLS**

- Only a plain white vest, which may not be visible above the collar, may be worn under the shirt. **No T-shirts may be worn under a summer shirt.**
- Blazers must be worn throughout the day and when moving around the school buildings at all times. (High School only)

#### **Boys Hair**

- It must be neat and tidy
- When in doubt, be conservative. Hair must be kept reasonably short.
- Sides not touching ears
- Back and sides - well off the collar and neatly graded from the bottom of the neck upwards. Hair may not be "chopped" off above the ears and at the back of the head. The change in length of the hair must be GRADUAL.
- Front – no longer than the midpoint of the forehead
- Top – neat and reasonably short
- Sideburns – no longer than the midpoint of the ear. Learners may not shave off sideburns to a point above the ear.
- No colouring of hair is allowed
- Gel is not permitted

- Current fashionable hairstyles that do not conform to all of the above, **will not be acceptable** i.e.. No “dreadlocks”, “bonding” or other extravagant hairstyles are permitted. No hairpieces may be worn.
- No shapes to be shaved or combed in the hair.
- Shaving slits into eyebrows is **strictly not allowed**
- **Jewellery**
  - No extravagant watches may be worn.
  - Android watches and watches able to use to connect to the internet may not be worn.
  - No earrings, studs or any other jewellery may be worn.

### **Girls Hair**

- No hair style, extensions, or hair colour to draw unnecessary attention
- Braided hair (natural hair colour only) to conform to a simplistic and single layered style. (No thick braids. Braid must be 1 centimetre in diameter or less)
- Long hair needs to be plaited or tied back (including long braids) so as to be neat and tidy.
- No hair allowed in face or hanging over the eyes
- Short hair to be tidy
- Hair must be neatly groomed (combed)
- Hair accessories – only maroon, white, or black hair bands, not wider than 3 cm, or plain hair grips may be worn
- No bows, banana clips or any other claw-type clips or pantyhose are to be used as hair accessories
- Gel is not permitted
- Shaving slits into eyebrows is **strictly not allowed**
- **HAIR ACCESSORIES:** Must be maroon, white, or black hair ties hair clips and Alice bands
- No beading
- **HAIRSTYLES** for **boys and girls** will be such that the learner does not attract undue attention and must be in accordance with the regulations as outlined in the code of conduct. Hair must be neat at all times. Participation in sports and cultural events will not be permitted if a learner’s hair is deemed unacceptable.

### **COMMITMENT TO STEDIN COLLEGE AND PRIMARY SPORTING EVENTS**

**Representation of the school in any sporting activity takes precedence over any club or private activity**

### **SPORTS UNIFORM FOR PRACTICES AND MATCHES**

The uniform requirements for each sport are laid down by the sport concerned.

### **TRACKSUITS**

Regulation Stedin College and Primary School tracksuit is the only permissible track suit.

**Tracksuits are not to be worn during academic school hours unless pupils are instructed to do so for Life Orientation.**

Only the Stedin-branded golf shirt may be worn under the tracksuit top.

### **OTHER MATTERS OF APPEARANCE: BADGES**

The only permitted lapel badges are those concerned with the sporting disciplines and the clubs & societies offered at Stedin College and Primary School.

### **JEWELLERY & BODY PIERCING**

The wearing of jewellery, e.g., studs, bristles, earrings, chains, rings or bracelets, tongue rings, lip studs and eyebrow studs made of any material, is not allowed. A plaster to conceal studs or bristles is not allowed.

### **KIT-BAGS**

The Stedin College and Primary kit-bag is permitted for carrying sports kit only – NOT BOOKS. Only the regulation kit-bag may be used for school sports.

### **MEDIC-ALERT BRACELETS**

These should be worn by those who need to. No other bracelets are allowed.

### **MAKE-UP**

**Make-up of any kind is not allowed.** Including artificial eye-lashes. Learners who arrive at school wearing make-up will be asked to remove it immediately.

### **NAILS**

Nails must be kept short, clean, and neat. No body make-up or nail varnish may be worn on the hands. Learners found to be wearing nail polish will be sent to the Grade Heads

### **SHAVING**

Boys are to be clean-shaven. Facial hair may not be visible.

Boys who arrive at school unshaven, will shave at school. Should the problem persist, the parent will be contacted and the matter discussed

### **SUITCASES**

A standard bookbag/ satchel (e.g., a black, Red Mountain Bag) is **compulsory**

### **TATTOOS**

Tattoos, in any form, are strongly discouraged and are **NOT** to be visible when school uniform or sports uniform is worn

### **VAPING EQUIPMENT**

Under no circumstances may vaping equipment be brought onto the school premises or used when in school uniform

### **PERSONAL BELONGINGS**

- The school will not be held responsible for theft of or damage to personal belongings on school premises (e.g., cell phones, bags, books, and clothing).
- Learners are responsible for all their belongings.

### **ELECTRONIC EQUIPMENT**

- Members of staff will not be held responsible for any cell phones, tablets or electronic equipment lost or stolen whilst the learner is at school or engaged in school related activities.
- **IF cell phones** are brought to school, they must be switched off from the time the learner enters the premises until 16:00. Cell phones must be hidden in the learner's bookbag or handed in to the office for safekeeping on prior arrangement between the parent and the School Secretary.
- Should a learner be seen with his/her cell phone, it will be confiscated and held in safe custody until the end of the school term or the personal retrieval by the learner's parent.
- Learners may not take photos/videos of anyone person, property, or facility at Stedin College and Primary School without prior permission.
- Cyber bullying of any person through the use of social networks can result in the learner being expelled from the school and a case opened with the SAPS. The use of electronic equipment to bully, harass, intimidate or humiliate any person, whether a learner at Stedin College and Primary School, a teacher, parent or members of the general public will not be tolerated and the strictest measures will be applied.



## **TELEPHONE CALLS FROM THE SECRETARY'S OFFICE**

Calls to parents/grandparents, during school hours, to cancel or arrange sport or cultural activities will be made by the secretary at no cost

## **CASH PAYMENTS**

Stedin College and Primary School is a cashless school. Parents are able to pay school fees by EFT or by card or by debit order.

## **ITEMS OF VALUE**

Arrangements should be made with the Front Office for safekeeping of valuables. etc. during sports practices.

Learners may not bring personal computer games, iPods, iPads, laptops, palmtops, music players or similar electronic devices to school unless by prior arrangement with the teacher. The school takes no responsibility for any lost item.

## **BEHAVIOUR AND DISCIPLINE**

All pupils are expected to behave in a civil manner towards each other, all members of the teaching and non-teaching staff and visitors to the school. The understanding is that all learners are to respect the rights of others to being safe, secure, and unthreatened whilst at school, so as to ensure that the educational process is allowed to proceed. "Do unto others as you would be done by" (Matthew 7:12)

**Learners in leadership positions** are expected to uphold all aspects of the code of conduct and set a correct example for all learners during school hours, after school activities, sporting events and in their private capacity

## **MISDEMEANOURS**

**These will be addressed by means of corrective measures, suspension, or expulsion, as determined by the Principal, the Board of Directors and the Discipline Officer.  
(Listed alphabetically and in no order of importance)**

The purpose and goals of punishment are to:

1. Educating pupils as to the underlying values and ethic of Christian-based education.
  2. Teaching pupils that actions have consequences.
  3. Teaching pupils the need to take responsibility for their actions.
  4. Rehabilitation of the offender.
  5. Deterrence to the offender and the wider pupil community.
- Alcohol – possession at school or at a school outing/smelling of liquor/under the influence at school or functions (arriving at school in possession of or under the influence of or smelling of)
  - Anti-social behaviour. Assaulting, threatening to assault or bullying another person. Assault leading to murder
  - Any action which brings the school's name into disrepute
  - Bribing or attempting to bribe any person in respect of any test or examination to enable him/herself or another person to gain an unfair advantage therein
  - Cheating or attempting to cheat/lying
  - Communicating with fellow learners in a test venue
  - Copying of projects or any other work
  - Defacing or maliciously damaging school property
  - Derogatory terminology
  - Disrespectful or insolent behaviour

- Disruptive and or un-cooperative behaviour, violating the rights of teachers to carry out their assigned task of teaching the class
- Distributing, or being in possession of any test or examination material that may enable another person to gain an unfair advantage in a test or an examination
- Drugs/Illegal/Harmful Substances –the use, possession or sale/dealing thereof (arriving at school under the influence of drugs)
- Eating/chewing in class (including chewing gum)
- Engaging in any act of public indecency
- Engaging in fraud, theft, or otherwise acting dishonestly to the prejudice of another person
- Engaging in a conspiracy to disrupt the proper functioning of the school through collective action
- Entering out of bounds area
- Excessively noisy/unruly behaviour
- Failure to attend detention without a prior excuse
- Failure to timeously submit homework/tasks/library/textbooks
- Fighting/common assault/sticking a sharp object into a fellow learner
- Forbidden material in a test venue
- Forging of any document or signature to the potential or actual prejudice of the school
- Gangsterism – promoting formation or forming of gangs
- Hate speech
- Holding any person hostage or against his/her will
- Inappropriate displays of affection or intimate behaviour
- Indecent assault
- Insubordination
- Intentionally and without just excuse forging any document or signature
- Interfering with or damaging another person's possessions
- Intimidation
- Late arrival for school/ class
- Refusal to participate in classroom activities
- Littering
- Loitering in cloakrooms/passages/classrooms
- Misconduct in assembly/classroom/playground
- Misuse of cell phones – including during exams
- Plagiarism
- Possession of forbidden material (crib notes) in a test venue
- Possession of offensive material, including pornographic material
- Possession of weapons or dangerous items (knives etc.)
- Preventing other learners from attending classes
- Racist remarks/insults
- Rape or any sexual activity which amounts to an offence in law
- Repeated dress code infringements
- Sexual harassment
- Smoking or in possession of cigarettes/vaping equipment
- Social Media – The posting of inflammatory/derogatory statements regarding peers, teachers or about Stedin College and Primary School on any social media forum.
- Swearing or using obscene gestures
- Tampering with safety equipment
- Trading in any test or examination question paper
- Truancy (bunking)
- Uncooperative/discourteous behaviour
- Unlicensed, reckless, or negligent driving whilst in school uniform,
- Vandalism
- Verbal or non- verbal abuse

- Violating the rights of fellow learners and staff at Stedin College and Primary School.

### **DISCIPLINARY PROCEDURES**

The Principal and his staff have full authority to ensure that every learner abides by the code of conduct.

The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and, in extreme circumstances, expulsion:

- A verbal warning / reprimand to express disapproval
- Use of the de-merit card system/classroom discipline sheet
- Written warning
- Final written warning
- Removal from classes to the exclusion zone / outside the Principal's office
- Suspension from sports matches and/or cultural and/or club activities
- Written punishment
- Community service to improve the physical environment within and around the school property ( 4 to 6 hours)
- Meaningful written work ( Maximum 1000 words)
- Homework detention
- Supervised detention
- Saturday detention
- Detention – exam block days
- De-merit detention
- Referral for counselling
- Attendance at a relevant life skills programme
- Compensation for damages to cover the cost of repair or replacement of the lost or damaged item
- Temporary suspension of school-related privileges
- Exclusion from school activities and functions e.g., academic dinner, matric dance, sporting events, valedictory, prize-giving
- School testimonial may be withheld (at the discretion of the Principal)
- Withdrawal of recognition, e.g., award withdrawn, leadership badge rescinded
- Temporary suspension from class or school – pending disciplinary hearing

### **HEARINGS**

The Principal and staff will make every effort to correct the situation before resorting to a full hearing, which will include the Principal and a member/members of the Board of Directors.

For lesser misdemeanours and at the Principal and the Discipline Officer's discretion, the parent/s or guardian will be called to attend a meeting to discuss the behaviour of the learner.

In the event of serious or continuous misdemeanours, the learner will be required to attend a full hearing.

Failing all interventions, the parents may be advised, in the interest of the learner's well-being, the learner's peers and the school, to seek alternative schooling.

### **GENERAL**

Any matters not specifically dealt with in this Code of Conduct will be dealt with as they arise by the Principal and his/her authorities and on the understanding that whatever action is decided upon will be dependent upon the accepted ethos of the school and the laws of the land

## OUR DAILY DECLARATION

- † I am a child of the Most High God.
- † I am unique.
- † The blessings of the Lord are upon my life.
- † I respect my teachers, my fellow learners and my parents.
- † My mouth only speaks positive words.
- † I am not average but a world changer.
- † I am an entrepreneur – I see, think and innovate.
- † I can do all things through Christ who strengthens me,
- † In Jesus Name Amen!

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