

CODE OF CONDUCT - LEARNERS

PREAMBLE:

The South African Schools Act 84 of 1996 obliges the School Board of a school to adapt 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.

Amedeo College strives to promote and establish close co-operation amongst all stakeholders based on:

- Professionalism
- Respect
- Tolerance
- Solidarity for the benefit of the learners, parents, and school community in general

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 Amedeo College. It is dedicated to creating an atmosphere which is conducive to practicing 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 regularly attend 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 organization
- To receive appropriate counselling for personal and/or educational problems



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- To request, in writing, to be excused from any activity which is against religious beliefs
- To have privacy with 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 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 unauthorized removals of school property from the school premises
- To practice 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 EDUCATORS WITH REGARD TO LEARNERS

Educators must ensure that they:

- Report regularly for duty and are punctual
- Are well prepared daily to perform their educative task both within and outside the classroom situation and are in possession of the appropriate working material
- Respect all persons and property
- Refrain from abusive language or actions
- Conduct themselves in a responsible and professional manner
- Conform to normal, acceptable standards of personal cleanliness and neatness
- Abide by the rules, regulations and procedures set out by the school and Provincial Department of Education
- Adhere to the code of conduct set out by the South African Council for Educators
- Endeavour to maintain a classroom and school atmosphere which promotes good behavior and effective learning and teaching



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- Endeavour to plan a flexible work program that will address the different needs, interest and the ability of the learners
- Help develop good and sound working inter-personal relations with colleagues and learners
- Promote open and regular channels of communication between home and school, and encourage parental participation in the affairs of the school
- Encourage community involvement in the school to enhance the quality of the education offered by the school to learners

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 for a proper immunization of the child as required by law
- They provide their children with the resources, basic equipment and learning material needed to complete schoolwork
- They refrain from abusive language or inflammatory behavior
- They bring to the attention of school authorities any problem, condition or circumstances that effect 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
- 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 endeavor 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 Head of Amedeo.



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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.
- It is important to note that this policy is a guideline - Amedeo College is an all-inclusive environment and any misconduct is to be viewed in conjunction with any difficulties the individual learner experiences. Cognizance of individual learners diagnosis is also vital to this process to ensure fair discipline.

Misconduct

- It is defined as “wrong behavior” or “misbehavior”
- 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.

Category of misconduct

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

CATEGORY 1

All category 1 offences are dealt with by members of staff. The premise of dealing with this category of offence is remedial action escalating to a sanction of detention. Disciplinary action measures may include, but not limited to:

- The setting of additional work
- Repetition of work
- Verbal warning
- Break detention
- Minuted Discussion with parents

CATEGORY 1 OFFENCES
• Late coming
• Failure to complete work
• Disruptive behaviour
• Unauthorized use of technology devices e.g., cell phones
• Unacceptable use of language
• Disrespectful behaviour
• Littering

Directors:
Dougie van der Westhuizen
Lindie van der Westhuizen

23 De La Rey Road, Rivonia
Sandton, 2129, Johannesburg
Tel: 010 500 3230

www.amedeo.co.za
admin@amedeo.co.za / dougie@amedeo.co.za

Category 2

These offences are dealt with by the relevant Head of Department or Deputy Principal. These disciplinary measures can include but not limited to:

- Letter of concern to parents
- Detention
- Parental interview
- Letter of warning
- Attendance of a support program

Category 2
• Repetition of category 1 offence
• Truancy
• Refusal to participate in a school activity
• Disruptive behaviour
• Failure to carry out a required task
• Defiance
• Discourteous behaviour
• Dishonesty
• Misconduct
• Abusiveness
• Intolerance
• Being obscene
• Intimidating others
• Fighting
• Damage to property
• Continuous disruptive behaviour
• Public disturbance
• Failure to attend detention

Category 3

All category 3 offences must be reported to the Deputy Principal and depending on the severity of the offence will determine whether to convene an internal disciplinary enquiry and to inform the parent/guardian timeously



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Disciplinary measures can include but are not limited to category 3:

- Letter of concern
- Letter of warning
- Compulsory attendance of a relevant life skills program
- Exclusion from class activities
- Suspension
- Disciplinary enquiry
- Contacting of SAPS

CATEGORY 3 OFFENCES
• Repetition of category 2 offences
• Possession of illegal substances
• Selling of illegal substances
• Serious dishonesty
• Plagiarism
• Collusion/cheating
• Destruction of property
• Displaying any form of racism
• Forgery
• Disrespectful use of technology
• Actions that expose others
• Theft
• Having dangerous weapons on the person

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CATEGORY 4

All category 4 offences must be reported to the Deputy Head and Principal, who may immediately convene a formal disciplinary enquiry.

The parent/guardian will be informed immediately of the offence and be advised in writing that a formal disciplinary hearing will take place at a designated date. A suspension may also be placed on the offender.

Disciplinary measures may include but are not limited to Category 4 measures plus:

- Letter of final warning
- Removal of awards
- Immediate suspension
- Implement of due process for transfer to a jail
- Formal disciplinary enquiry
- Reporting to SAPS

CATEGORY 4 OFFENCES
• Unreasonable repetition of Category 3 offences
• Any offence punishable under common law
• Assault
• Sabotage
• Malicious injury to another person
• Obscene, indecent behaviour
• Sexual harassment
• Offensive and inappropriate behaviour
• Being in possession of dangerous or any unlawful substances
• Theft
• Behaviour that may impose a danger to others
• Any gang related activity
• Extortion, bribery, corruption, or fraud

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 two years - updated 06/02/2022.

Dogie van der Westhuizen
Director / Principal / Information Officer
 dougie@amedeo.co.za

Directors:
 Dougie van der Westhuizen
 Lindie van der Westhuizen

115 Second Street, Sandhurst
 Sandton, 2196, Johannesburg
 Tel: 010 500 3230