



# NORTHCLIFF HIGH SCHOOL

## CODE OF CONDUCT

### SECTION 1 - INTRODUCTION

This Code of Conduct has been developed according to the South African Schools Act, 1996.

It promotes the Mission Statement of the school and elemental objectives: a well-balanced, broad education for learners, a professional environment for teachers and a milieu 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 of behaviour expected of and required from all stakeholders of this institution.

This code is the product of consultation between the various stakeholders. Input to the document came from educators, learners and parents. It is accepted that this charter is a dynamic document, requiring frequent deliberation, and possible revision, in order to satisfy always the needs of the school community. To this end, submissions and suggestions will be accepted by the Principal - these and the code will be reviewed by the Governing Body, annually at least.

If all parties adhere to both the spirit and the letter of the code, healthy working relationships will be created between parents, educators and learners, 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 Northcliff High School, hereafter referred to as N.H.S..

The Code of Conduct is to be presented to all parties concerned on first acceptance to N.H.S. Signing the Admission Document for learners indicates an acceptance of the Code, as does the employment contract for educators.

### SECTION 2 - CODE OF CONDUCT

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

#### **Code of Conduct - Learners**

##### **Objectives:**

By attending N.H.S. learners 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:**

Learners are to understand that they each, through their own response to the Code of Conduct and consequent 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 N.H.S. are 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 Educators:**

Learners will respect the right of educators to teach, to co-ordinate learning activities and to facilitate the full school programme. Learners will show respect to educators by:

- being punctual to class;
- following all educator 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 educators, to the best of their abilities.

### **2.1.2 As regards other learners:**

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

- not distracting other learners 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.

### **2.1.2 As regards personal application:**

Each learner 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 from school 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.

## **Code of Conduct - Educators**

### **Objectives:**

Through their acceptance of employment at N.H.S. educators will commit to:

- provide service to N.H.S.;
- utilise their professional skills for the purpose of educating the learners;
- contribute holistically to the programme of the school;
- advance their own career opportunities and those of others;
- maintain contact with parents;
- provide care in whatever circumstances and for whomever requires it within the school;
- promote positively the image and reputation of the school.

### **Code:**

While every educator can expect the respect, support and co-operation of the school, parents and pupils in his or her efforts to create a healthy learning environment inside and outside the classroom, it is important that educators acknowledge their responsibilities. Educators at N.H.S. thus undertake to:

maintain a professional approach at all times-and by so doing set a positive example to the learners and community;

- be well prepared;
- be fully conversant with the demands of the curriculum;
- be punctual;
- mark and return assignments, tests and examinations within a reasonable period of time;
- praise, encourage and motivate learners;
- support and promote fellow staff members;
- help create concepts of team work and partnership with learners, educators and support staff in the education process;

- help establish and communicate realistic, clear and meaningful goals each year;
- confront learners who transgress the accepted code, remediating when necessary;
- discipline with dignity and follow the principles outlined in the discipline code;
- report serious misconduct to Grade Tutors and/or senior executive staff;
- be sensitive to the individual needs and problems of learners;
- respect the roles and responsibilities of parents.

The school undertakes to treat transgressions of the code sensitively and confidentially.

## DRESS CODE

The following principles concerning staff dress have been agreed upon by management:

- Our dress should reflect the professional nature of our occupation and should be in keeping with the high standing our school enjoys in the community.
- Staff should dress in such a way that is suitable for a parent interview if necessary.
- **Male staff** are requested to wear jackets and ties for assembly.
- **Female staff** should wear clothes that are of a similar level of formality to the male 'jacket and tie' and should avoid clothes that are too revealing.

More specifically: the following are not considered suitable:

- jeans, casual pants, shorts;
- casual T-shirts, shoe string straps tops, midriff tops, sun-dresses,
- tackies, 'slops'

## Code of Conduct - Parents

### Objectives:

In their association with N.H.S. 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.

### Code:

Northcliff 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 educators in their efforts to teach their children, i.e. monitor homework, check test results, help set goals, regularly consult the diary for teachers' comments;
- communicate with Grade Tutors or the Principal 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;
- familiarise themselves with the school's policies, admission documents and the Code of Conduct.

## **SECTION 3 - DISCIPLINE CODE**

It is every learner's right to receive an education and while the school will strive to provide the educational opportunities our community has come to expect, it is important that learners acknowledge their responsibilities in the process.

There are many forms of recognition within the school which reward positive, sustained performance and behaviour. These may take the form of praise, public announcements, RCL elections, colour awards, councillorship, awards made at formal assemblies, Honours Dinner, Prize Giving or Valediction. These serve as positive rewards to motivate learners to achieve and to exhibit the behaviour expected at N.H.S.

Discipline will be exerted in all cases where behaviour is inappropriate and always with positive purpose - to define the error, correct the behaviour and prevent future infringement.

The following sections will define the kinds of behaviour that will not be tolerated. The procedures and punishments that may be expected are outlined. The discipline code applies whenever a learner may be associated with N.H.S., not only during school hours. Please note that it is impossible to list every punishable offence that may be committed by a learner. For this reason the Principal, or staff member delegated by him for the purpose, may take appropriate action on any behaviour deemed an infringement of the principles of the discipline code.

<b><u>BEHAVIOUR</u></b>	<b><u>PUNISHMENTS</u></b>
<p>(i)</p> <p><u>that disrupts the school's organisation or damages its image</u> e.g. persistent lateness to school failing to fulfil extra-mural commitments failing to give or return important communications between the school and parents being out of bounds defacing or damaging school property infringing the dress code littering</p>	<p>Written impositions and detentions may be given when pupils persistently fail to co-operate in these instances and parents may be contacted.</p>
<p>(ii)</p> <p><u>that harms a learner's own educational opportunities</u> i.e. generally failing to co-operate with an educator in the classroom. e.g. not doing homework failing to bring work materials to school failing to hand in required work not paying sufficient attention to his/her studies</p>	<p>It is the subject educator's responsibility to punish behaviour that adversely affects a learner's own educational opportunities. Appropriate punishments include written impositions, extra exercises, mark penalties rewriting tests etc.</p> <p>If a learner repeatedly fails to co-operate, parents will be advised, and if necessary Grade Tutors will assist with the problem.</p> <p>It must be noted that although this behaviour may only seem to affect the individual pupil, such non-co-operation may also undermine the educational tone of the class, thus harming the opportunities of others.</p>
<p>(iii)</p> <p><u>that harms the learning opportunities of others</u> i.e. through unruly or disruptive behaviour which prevents the educator from being able to teach the class effectively. e.g. arriving late without a valid excuse chewing gum, eating or drinking during the lesson talking or moving around the classroom without permission unnecessarily interrupting the lesson</p>	<p>These offences will normally be dealt with by educators in the first instance but if a learner is seriously or repeatedly disruptive then a Grade Tutor <u>may</u>, with the permission of the Principal, remove a learner from class pending an interview with parents.</p>

<p>(iv)</p> <p><u>that harms the healthy learning environment of the school</u></p> <p>i.e. the learner's behaviour is illegal, criminal, anti-social, dangerous, offensive or lowers the educational tone of the school.</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>bullying</li> <li>dishonesty</li> <li>fighting</li> <li>fraudulent actions</li> <li>possession of offensive or pornographic material</li> <li>possession of or smoking cigarettes or tobacco or being in the company of those infringing this clause</li> <li>racism</li> <li>rudeness or insolence</li> <li>satanism</li> <li>sexism</li> <li>swearing</li> <li>tampering with or damaging other people's property</li> <li>unseemly or inappropriate physical contact</li> <li>vandalism</li> <li>verbal or physical threats</li> </ul> <hr/> <ul style="list-style-type: none"> <li>possession of or using dangerous weapons</li> <li>sexual harassment</li> <li>substance abuse</li> <li>theft</li> <li>truancy</li> <li>violence</li> </ul> <hr/> <ul style="list-style-type: none"> <li>possession of, dealing in or using alcohol or drugs</li> </ul>	<p>Depending on the nature of the incident, a learner may be removed from class.</p> <p>Confidential reports may be obtained from the learner's educators to view the incident in a broader perspective.</p> <p>An interview with the parents may be arranged to discuss the matter.</p> <p>Depending on the nature of the report, the learner's previous disciplinary record at the school and the seriousness of the offence, the Grade Tutor may issue a verbal or written warning to the learner in the presence of the learner's parents.</p> <p>Any serious incident and/or repeated incidents of this type of misconduct may result in parents being asked to remove their child from N.H.S.</p> <hr/> <p>These offences will result in formal disciplinary hearings of the Governing Body, possible suspension and expulsion procedures.</p> <hr/> <p>Refer to the specific drug and alcohol policy in Section 4.</p>
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In all disciplinary procedures, N.H.S. will endeavour to be fair, consistent, impartial and will treat the learners with dignity. Moreover, in cases of serious misconduct (when a disciplinary hearing is necessary) parents will be invited to be present with their children.

## **SECTION 4 - DRUG AND ALCOHOL POLICY**

### **SUBSTANCE ABUSE**

#### **Definition**

1

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.

#### **Policy**

2

The Principal and Governing Body will bear joint responsibility to ensure the property of Northcliff High School remains a drug free zone.

3

Suitable education, guidance and monitoring programmes will be conducted at the school.

4

Appropriate actions will be taken in cases of infringements of this policy.

5

The best interests of the school as a whole will be considered paramount.

#### **Application**

6

This policy will be applied consistently in all cases.

7

A distinction in culpability will be made between instances of those seeking assistance voluntarily and those discovered.

8

Anyone associated with the school will be given every assistance should it be requested, regardless of any disciplinary actions taken.

9

All assistance given will respect the dignity of those concerned and will be according to generally accepted codes of confidentiality and dignity.

#### **Resources**

10

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

11

The Governing Body will be responsible for providing the Principal with resources required: eg. skilled Guidance educators, counsellors, contracts with outside agency to provide education and monitoring services. Whenever possible, the Principal's requests for assistance in these matters will be acceded to and whatever reasonable support is deemed necessary at any time will be given.

12

Parent responsibility will be recognised and emphasised throughout.

13

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

#### **Procedures**

14

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

15

The Principal and staff will be responsible for all necessary investigations. Reference will be made to the Governing Body and GDE when necessary.

16

Northcliff High School reserves the right to:

16.1 exert control at all times, as deemed fit by the Principal and the Governing Body;

16.2 arrange urine and/or other drug tests by an outside agency selected by the school for any persons identified by the Principal as possibly being involved (these tests will be at the expense of the school if negative, for the parents' account if positive in the case of learners);

16.3 use agencies and/or staff teams to monitor persons, belongings, grounds at any time, to identify any possession or usage of drugs or alcohol;

16.4 establish and insist upon adherence to contracts of behaviour to regulate future conduct.

17

In cases of possession, usage, abuse or distribution, discipline will be meted out, as seen fit by the Principal or Governing Body 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;
  - expulsions;
  - referral to the SAPS;
  - or any other action deemed suitable at the time.
- 18 Serious and second infractions will be considered expellable offences.
- 19 In every case, parents must be informed of their children's involvement and of what actions have been and will be taken.
- 20 Expulsions and suspensions will be according to the South African Schools Act, 1996, or other relevant legislation.

## **Principles**

- 21 In every instance, regardless of whether or not the learner/s concerned are removed from Northcliff, counselling will be offered and the school's facilities or advice made available.
- 22 To ensure that Northcliff High 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.
- 23 The degree of involvement of any learner 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.
- 24 Learners 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.
- 25 The Principal has the right to search any learner, in accordance with the prescriptions of the Government Gazette, Notice 776 of 1998.

## **Police action**

- 26 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.
- 27 The school will render to the police whatever assistance is required.
- 28 Referral to the police will in no way delay or prevent the implementation of the school's drug policy.

## **Testing**

- 29 Parent/Guardian acceptance of the Admission Policy of the school provides prior permission to the Principal to arrange tests at his discretion, but only if there is due cause or sufficient evidence to warrant this.
- 30 Liaison will take place with parents prior to testing, unless it can be shown that contact was not possible.

## **SECTION 5 - EXTRAMURAL CODE**

### **Introduction**

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

#### **Objectives:**

Extramural 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.

#### **Code:**

Participants are expected to  
behave appropriately on and off the sportsfield;  
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 admission document will be permitted. Any item that is not listed may be confiscated if worn by a learner.

Any sloppy or untidy appearance will not be tolerated.

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

# CARE POLICY

## *The process*

- A teacher who suspects that a child is using drugs may approach any member of the CARE team.
- The CARE team will ask that teacher and all other teachers of the pupil to fill in a 'Checklist of Symptoms' sheet and return this to the team. This checklist is to be filled in over a **two week period** in order that **patterns of symptoms** might be traced.
- On the checklist, symptoms that are observed over the time period should be noted. Although these may include behavioural problems, the list should not be treated as a conventional 'confidential report' on behaviour. Remember: do not assume that the child is a user. Look for patterns!
- Information will be gathered from as many sources as possible. If patterns are apparent, then the pupil will be asked to attend an assessment interview.
- At the conclusion of the interview, the case will be reviewed by the CARE team and if action is recommended, the parents will be contacted in regard to a urine test.
- The pupil will be taken for a urine test. If the results of the test are positive, then a contract will be negotiated with the management team, the Headmaster and Grade Tutor, the parents and pupil. This contract will be signed to encourage compliance.
- The pupil will be placed in the Drug Wise Programme as required by the contract. The programme incorporates random urine testing and regular counselling by a professional social worker.
- Discipline codes are also built into the contract and will be enforced by the Grade Tutor.
- Feedback will be given to all teachers of the pupil but the confidentiality of the case will be maintained.

A weak link in the chain will break the chain. All areas need to co-operate in an atmosphere of constructive caring with personal agendas and preferences set aside for the benefit of the pupil. Drugging is serious, users can die! Hearsay and personal feelings should not influence the process. Only where there is genuine suspicion and real concern should the process be initiated.

# UNIFORM REQUIREMENTS

## **Boys' uniform**

School blazer, white shirt, school tie, or (in the summer time only) an open-necked white short-sleeved shirt with the school badge on the pocket, properly fitting grey flannels, grey socks, black leather lace-up shoes.

## **Girls' uniform**

School blazer, royal blue tunic, gold coloured blouse: summer- short-sleeved, winter -long-sleeved, socks: summer - white ankle, winter - navy blue, calf length socks or navy blue stockings/tights, regulation winter long pants (when concession is given owing to cold weather), black school lace-up or bar shoes.

## **Uniform - General**

Blazers are to be worn at all times unless a concession has been granted owing to hot weather. Boys wearing the short-sleeved shirt with the badge have an automatic blazer concession.

The jersey must be the regulation school jersey and may not be worn without the blazer.

The regulation school "Dry Mac" may be worn only in rainy weather and must be worn over the blazer.

Boys will not be permitted to wear oversized trousers. Trousers must be properly secured with a black leather belt and the shirt must be tucked in at all times.

Scarves should be navy with the school colours. (White scarves and white jerseys are the prerogative of colours recipients, councillors and school captains.)

The only visible form of jewellery permissible is a watch.

Girls, if necessary, may wear one plain sleeper, or small gold stud in the lobe of each ear, and must keep their nails short.

Neither coloured nail polish nor make-up is permitted.

School caps are available for supporters and pupils.

## **Boys' hair**

- must be kept short, neat and tidy in a conventional style. hair must not extend over the ears, eyebrows or collar, hair must not be cut so as to expose the scalp (no. 3 is the advised minimum length), sideburns may not be below the middle of the ear.

## **Girls' hair**

-must be neat, tidy and simply styled. long hair must be tied back and fringes kept above the eyebrows. hair ribbons should be royal blue. hair clips should be plain brown or black.

## **Hair-General**

No extreme fashion styles are allowed, e.g. outrageously dyed, gelled, coloured or shaved hair.