



## Mpumalanga Department of Education

**KINGDOM RISE ACADEMY**

*Name of School*

**THULAMAHASHE**

*Name of Circuit*

**BOHLABELA**

*Name of Region*

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**SCHOOL POLICIES – the dais for democratic governance and leadership practices in the schools of Mpumalanga Province**

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## Code of Conduct for Learners

School Stamp

This Code of Conduct for Learners was adopted by the SGB on

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(Date)

**Signatures:**

\_\_\_\_\_  
**SGB Chairperson**

\_\_\_\_\_  
**SGB Secretary**

\_\_\_\_\_  
**School Principal**

## Circuit manager

### Code of Conduct for Learners

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#### Preamble

Subject to any applicable Provincial laws, a governing body of a public school must adopt a code of conduct for the learners after consultation with the learners, parents and educators of the school. A code of conduct must be aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process. This policy shall uphold the rights of all individuals affected by it as enshrined in the Constitution of the Republic of South Africa. The preamble should direct the Code of Conduct towards a culture of reconciliation, teaching, learning and mutual respect and the establishment of a culture of tolerance and peace in all schools. The main focus of the Code of Conduct must be positive discipline, must be punitive and punishment oriented but facilitate constructive learning.

#### Purpose

The purpose of this Policy is to define how Kingdom Rise Academy community will establish a disciplined and determined school environment. It is a proactive tool that seeks to guide the ways in which bad and inconsistent behaviour shall be dealt with in this school. This code of conduct must not be considered as a simple list of rules for learners but a direction giving and behaviour changing guide. The policy helps create a safe, respectful, and inclusive learning environment, where all participants can feel comfortable and supported in their learning journey. It also ensures that learners are aware of the consequences of violating the code of conduct and encourages responsible and ethical behavior. In terms of section 3(n), of the National Education Policy Act, Act No. 27 of 1996, the Minister of Education must determine national education policy for the control and discipline of learners at education institutions. This policy shall be directed at the advancement and protection of the fundamental rights of

every person guaranteed in the Bill of Rights in the Constitution of the Republic of South Africa 1996, Act No. 108 of 1996.

## The vision of the school

Our vision is to inspire creativity and innovation by providing students with opportunities to explore their passions, think critically, solve complex problems, and develop the skills needed to thrive in a fast-changing world.

## The mission statement of the school

Our mission is to empower lifelong learners by providing a nurturing and inclusive learning environment that fosters a deep love for learning, critical thinking skills, and a passion for personal growth. We are committed to cultivating a culture of curiosity, creativity, and resilience, where students are encouraged to take ownership of their learning journey and become active participants in their own education. We believe that education is a lifelong journey, and our mission is to inspire and empower our students to become lifelong learners who continually seek knowledge, embrace challenges, and make meaningful contributions to society.

## 5. Principles and values: The rights of learners

- a. All learners and parents of Kingdom Rise Academy shall have the democratic rights to due process and participation in decision making on matters directly affecting them at the school. Learners shall have rights to the following agreed upon procedures with the SGB and Learner Representative Council (LRC) for expressing and resolving school and learning related grievances:

- I. Right to Participation: Learners have the right to participate in decision-making processes that affect them directly. This includes having a voice and being involved in discussions, consultations, and decision-making forums at the school.
- II. Right to Representation: Learners have the right to be represented by a Learner Representative Council (LRC) or a similar body. This council serves as a platform for learners to collectively express their views and advocate for their interests in decision-making processes.
- III. Right to Express Opinions: Learners have the right to express their opinions, ideas, and concerns regarding decisions being made at the school. They should be given opportunities to provide feedback, suggestions, and recommendations on matters that affect their education and well-being.
- IV. Right to Information: Learners have the right to access relevant information about decisions being made at the school. This includes being informed about the reasons behind decisions, the potential impacts, and any alternatives considered.

- b. No corporal punishment shall be applied in this school in whatever manner and method.
- c. No one may discriminate against a learner who must enjoy the equal opportunity, treatment, protection and benefits before the law.
- d. Learners have a right to a clean, safe, harassment-free and healthy environment which provides for conducive teaching and learning.
- e. Learners have the right to expect educators to maintain high standards of professionalism in practice, behaviour and ethics.
- f. Learners have the right to freedom of expression. This freedom has the following limits:
  - I. Respect for Others: Learners should not use their freedom of expression to harass, bully, or discriminate against others. Hate speech, offensive language, or any form of expression that incites violence or promotes discrimination is not protected under the right to freedom of expression.
  - II. Disruption of Learning Environment: Learners should not engage in expression that disrupts the learning environment or interferes with the rights of others to receive an education. This includes behavior that significantly distracts or hinders the learning process for classmates or teachers.
  - III. Privacy and Confidentiality: Learners should respect the privacy and confidentiality of others.

- g. All learners have the right to privacy and may not have their property seized without reasonable suspicion.
- h. Respect for the human dignity of learners shall be maintained. This includes religious, cultural and other convictions.
- i. Learners have a right to discipline based on respect and dignity and without inhuman treatment, degradation, and inconsideration.
- j. A pregnant learner may not be denied access to education. The handling of learner pregnancy in this school shall be dealt with in the Policy on pregnancy.
- k. No learners shall be locked in isolation and/or solitary detention.
- l. Learners shall have the right to education. This right includes the right to attend all classes in all approved subjects in the school, to be informed regularly about his/her school progress, to make use of all the school facilities and to have their potential developed to its possible fullest.
- m. Learners have the right not to be locked up in solitary confinement or detention.
- n. Learners have the right to agreed procedures with the governing body for expressing and resolving school-related grievances, including due process, a method of appeal and a right to assemble peacefully on the school property at a time and place designated by the principal.
- o. Every learner has inherent dignity and has the right to have his/ her human dignity respected. That implies mutual respect including respect for one another's convictions and cultural traditions
- p. Every learner also has the right to privacy, which includes the right to not have his/ her possession seized. However, the principal or an educator may search learners based on his / her reasonable suspicion followed by the use of search methods that are reasonable in scope, non-violence and the freedom and security of a person.
- q. Every learner has the right not to be treated or punished in a cruel, inhuman or degrading manner.

## Responsibilities of learners

- a. All learners have the responsibility to attend school regularly. Absence from school must be reported to the school in due course.
- b. Learners are expected to show respect to educators, visitors, parents, fellow learners and other individuals found in the school.
- c. Learners must show their commitment to doing their school work either in the classrooms or at home (assignments, class work, homework, projects and group work).

- d. Each and every learner is responsible to catch-up with work done in their absence from class or school.
- e. It is the responsibility of every learner to ensure that they do not disrupt teaching and learning and other activities of the school.
- f. Learners are responsible for ensuring that they do not damage school property. They should take good care of school property.
- g. Any learner who intentionally damages any property of the school will be held responsible for paying for the repair or replacement of such.
- h. The learners are responsible for upholding the following values of the school:
  - I. **Respect:** Learners are expected to treat others with respect, dignity, and kindness. Show consideration for the thoughts, opinions, and feelings of their peers, teachers, and staff members.
  - II. **Integrity:** Learners are expected to demonstrate honesty, trustworthiness, and ethical behavior in all aspects of their academic and personal life. Upholding academic integrity by avoiding plagiarism and cheating.
  - III. **Excellence:** Learners are expected to strive for excellence in all aspects of their academic and personal pursuits.
  - IV. **Collaboration:** Learners are expected to foster a collaborative and inclusive environment by working effectively with others.
- i. Learners are expected to be tolerant to other people's religious and cultural beliefs in the school.
- j. The LRC shall represent the interests and welfare of learners and also promote good conduct among learners.
- k. All learners are expected to come to class prepared with the necessary materials, completed assignments, and a willingness to learn.
- l. Learners are Expected to take responsibility for their own learning by seeking help when needed.
- m. All learners are expected to familiarize themselves with the school's policies and adhere to them. This includes guidelines for, dress code, behavior expectations, and any other rules set by the school.
- n. All learners are expected to listen attentively, value diverse perspectives, and be considerate of others' feelings and opinions.

## Responsibilities of educators

In ensuring that learners behave accordingly, educators are also expected to uphold certain responsibilities to ensure the promotion of a healthy school environment. Educators will uphold the following responsibilities in the school:

- a. Conduct themselves in a professionally acceptable manner.
- b. Educators shall be punctual and report for duty regularly.
- c. Be well prepared for teaching and carrying out any responsibility accorded to them.
- d. Educators should foster a safe and inclusive learning environment where students feel respected, valued, and supported. They should promote a positive classroom culture that encourages collaboration, empathy, and open-mindedness.
- e. Educators should regularly assess students' progress and provide timely and constructive feedback.
- f. Educators are responsible for maintaining a well-managed classroom environment that promotes learning and minimizes disruptions.
- g. Educators play a crucial role in developing and implementing curriculum that is aligned with educational standards and objectives.
- h. Educators should use a variety of assessment methods to evaluate students' learning and gather data on their progress.
- i. Educators should provide emotional support to their students, recognizing that a student's well-being and mental health are essential for effective learning.
- j. Educators should model the value of lifelong learning by continuing their own professional development.

## Responsibilities of parents in advancing the code of conduct of learners

The parents and guardians have a role to play in advancing the acceptance and compliance of learners with this policy. Parents are henceforth expected to uphold the following responsibilities:

- a. It is the responsibility of the parent/guardian to provide for a conducive environment, resources and time for the child to learn.
- b. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their actions.
- c. Take part in the child's learning by providing the child with the necessary support, such as ensuring that school work is done and completed accordingly.
- d. Parents are expected to attend SGB and school meetings when invited.
- e. Parents have a responsibility to ensure that the children are protected and are in safe environments.
- f. Parents may take legal action against any person who is found to have infringed the right of the child.
- g. Parents should consistently reinforce the values and principles outlined in the code of conduct. They should discuss and emphasize the importance of good conduct, ethical behavior, and responsible decision-making.
- h. Parents should encourage their children to take responsibility for their actions and their impact on others.
- i. Parents should teach their children to empathize with others and treat them with respect and kindness. They should encourage their children to consider the perspectives and feelings of others and to resolve conflicts peacefully.
- j. Parents should collaborate with other parents to reinforce the code of conduct within the School
- k. Parents should establish clear expectations for behavior and conduct with their children.

## The operationalisation of the school rules

- a. The school shall have clearly outlined and publicised school rules.
- b. Educators shall have the same rights as parents when it comes to the application of discipline to and controlling of a learner during the activities of the school.
- c. Learners shall be involved in the drawing of school rules. The following are ways in which learners will be involved in the process:
  - I. The school shall select students representatives from each grade or class to actively participate in the process of drawing school rules.
  - II. The Learner Representative Council should represent the interests and views of the learners within the school.

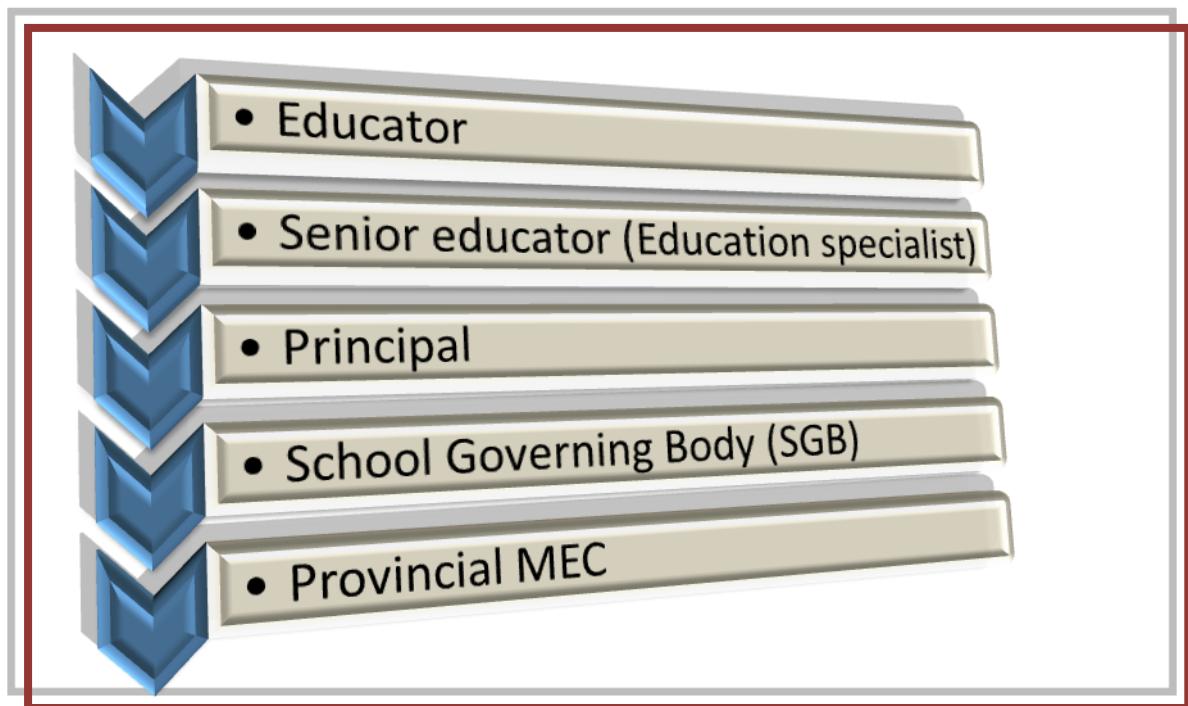
- III. All rules “are to be consistent with the overall Code of Conduct, be clear and understandable and make provision for fair warning
- IV. Each learner should be provided with a copy of the school rules at the beginning of each school year or informed verbally.

- d. Ignoring of the school rules shall not be an acceptable excuse.
- e. This policy shall be widely publicised to all the school community.
- f. Any discipline that has to be carried out shall be done so expeditiously, fairly, justly, consistently, and it shall be a corrective not punitive measure.
- g. Parents shall be involved in the corrective measure taken against a learner.
- h. No discipline of a learner can be delegated to other learners.
- i. All disciplinary measures shall match the offence committed and shall be more severe as the behaviour becomes repetitive.
- j. All serious misconduct should be reported to the school principal.
- k. The school must keep a register of all reported misconduct which also reflect the outcomes of actions taken.
- l. The School shall Implement a system for monitoring and supervising the adherence to school rules
- m. The School will ensure that all rules are clearly communicated to all stakeholders, including students, parents, teachers, and staff. This can be done through student handbooks, orientation sessions, and regular reminders.
- n. There shall be regularly evaluation to check the effectiveness of the school rules and seek feedback from students, teachers, and parents. This allows for adjustments and improvements to be made based on the evolving needs of the school community.
- o. We shall recognize and reward students who consistently follow the school rules. This can be done through praise, certificates, or other forms of positive reinforcement to encourage responsible behavior.
- p. Classroom rules should be posted in the classroom. The consequence of breaking the rules should also be included. The punishment must fit the offence and be graded to make provision for repeated offences. These rules should make provision for fundamental fairness and fair warning

## Dealing with misconduct

The disciplinary proceedings on dealing with misconduct shall, depending on the nature and level of the misconduct, be attended to in the following manner:



### Level 1 – misconduct inside the classroom

This level of misconduct includes the following acts by a learner:

- a. Failing to be in class on time
- b. Bunking classes
- c. Failing to complete school work
- d. Failing to respond to reasonable instructions
- e. Being dishonest with minor consequences
- f. Failing to write and submit homeworks
- g. Undermining other's students rights
- h. Conducting him/herself in a manner that disrespect the teacher
- i. Being in possession of anything that can be harmful to other kids e.g. knife or toys

#### 10.2 Dealing with level 1 misconduct

- a. To be carried out by the educator in class.
- b. Verbal warning

- c. Demerits
- d. Additional work which is constructive
- e. Small menial tasks like cleaning the classroom
- f. Detention where the learner uses the time fruitfully for learning purposes
- g. Performing tasks that would assist the offended person
- h. Suspension from some school activities, e.g. sport.
- i. Suspension should only be considered after every effort has been made to correct the behaviour of the learner.

## Level 2 – misconduct by breaking school rules

- a. Frequently repeating level 1 misconducts
- b. Smoking or found in the possession of tobacco
- c. Leaving school without permission
- d. Using abusive language
- e. Interrupting teaching and learning in the classroom
- f. Engaging in vandalism like graffiti
- g. Being dishonest with more serious consequences
- h. Being found in a possession of weapons
- i. Bullying or abusing other students
- j. Stealing for the school or other students

## Dealing with level 2 misconduct

- a. Any of the level 1 disciplinary actions
- b. Disciplinary talk with the learner
- c. Talks with the learner's parents
- d. Written warnings
- e. Signing an agreement with a learner who agrees and promises to improve
- f. Involve the SGB in dealing with the matter
- g. Offer guidance on how the learner can improve their behavior and avoid similar misconduct in the future.
- h. Provide them with resources, such as workshops, counseling, or additional educational materials, to help them develop the necessary skills and understanding.

**10.5 Level 3 – serious misconduct or serious violation of school codes**

- a. Frequently repeated level 2 offences
- b. Inflicting minor injury on another person
- c. Gambling
- d. Being severely disruptive in class
- e. Forging documents or signatures with minor consequences
- f. Using racist, sexist, or other discriminatory behaviour
- g. Possessing or distributing pornographic material,
- h. Possessing dangerous weapons
- i. Theft
- j. Vandalism
- k. Cheating during examinations
- l. Disrespecting teachers or security officers
- m. Bringing alcohol inside school premises
- n. Verbal or physical abuse

**10.6 Dealing with level 3 misconduct**

- a. Any of the disciplinary action of the level 2 misconduct
- b. Written warning with the possibility of suspension from the school
- c. Referral to a counsellor or social worker
- d. Community service, with permission from the MEC
- e. Possession of dangerous weapon
- f. Theft/Vandalism
- g. Disruption of school programme through rebellion and demonstrating without permission

**10.7 Level 4 – very serious misconduct or very serious violation of school codes**

- a. Continuous repetition of level 3 misconduct
- b. Threatening other people with dangerous weapons
- c. Causing intentional injury to other persons
- d. Verbally threatening the safety of other persons
- e. Engaging in sexual abuse such as forceful grabbing

- f. Engaging in sexual activity
- g. Selling drugs
- h. Possessing or using alcohol and drugs
- i. Being under the influence of narcotics
- j. Disrupting the entire school
- k. Forging documents or signatures with serious consequences
- l. Arson
- m. Involving in gang related activities
- n. Making bomb threats

#### **10.8 Dealing with level 4 misconduct**

- a. Any of the actions to deal with level 3 misconduct
- b. Referral of the learner to an outside agency for counselling
- c. Application to the provincial education department for limited suspension from all school activities

#### **10.9 Level 5 – criminal acts which breach the law**

- a. Repetition of level 4 misconduct
- b. Assault
- c. Intentionally using dangerous weapons
- d. Sexual harassment
- e. Sexual abuse and rape
- f. Robbery
- g. Major theft
- h. Breaking and entering locked premises
- i. Murder
- j. Sexual assault (rape)
- k. Learners found guilty in crime court (immediate expulsion)
- l. Selling drugs

#### **10.10 Dealing with level 5 misconduct**

The disciplinary actions taken to deal with these kinds of misconduct are solely the responsibility of the principal and the SGB together with the provincial education department.

- a. Application to the provincial education department for expulsion or transfer of the learner from the school
- b. Allow for criminal and/or civil prosecution processes to take effect
- c. The school shall, in exercising discipline over learners, act according to the principles of natural justice particularly if expulsion is a possible sanction. If the circumstances warrant it, the infringement will be noted on the learner's record and / or the learner's parents or guardian advised of the misconduct.
- d. Where necessary, a written notification of a disciplinary hearing will be given to the learner and to his / her parents or guardian. The school reserves the right to suspend the learner pending the hearing in appropriate circumstances.
- e. All suspensions will be preceded by an informal meeting involving the representatives of the school (not the person who is to preside over the disciplinary hearing) and the learner's parent/s or guardian where reasonably possible, and at which representations, if any, on whether to suspend the learner, will be heard.

## Disciplinary action

- a. A disciplinary hearing takes place when a very serious misconduct has been committed.
- b. The principal shall refer the problem to the SGB for a decision on a hearing.
- c. The SGB must make arrangements for a hearing.
- d. The SGB must ensure that a fair hearing shall take place and that it will not contravene the Bill of Rights, the Constitution, and any provincial education department regulations.
- e. The SGB shall appoint a maximum of 3 people to check whether the seriousness of the case warrants a hearing.
- f. Once the SGB decides to continue with a hearing, it must appoint a 3 members tribunal (committee) to hear the case.
- g. The tribunal members do not have to be members of the SGB.
- h. Decisions made by the tribunal must be made in good faith and without prejudice.
- i. The person who conducted the investigation prior to the hearing may not form part of the tribunal.
- j. The parents and the learner should be given the opportunity to ask questions/make requests

## Disciplinary hearing process

- a. The tribunal shall have a formal sitting to conduct the hearing.
- b. The SGB shall sanction the principal to communicate the charges brought against the learner in writing and shall inform the learner and his/her parents/guardian at least 5 days before the formal sitting for the hearing. The information shall include the date, time and venue where the hearing will take place.
- c. The parents must be fore-warned that the hearing may result in a suspension and expulsion of the learner from the school.
- d. The learner and his/her parents must be told that they have the right to bring evidence to the hearing.
- e. The learner charged with the misconduct and his/her parents may attend the hearing but cannot be forced to give evidence.
- f. Witnesses may be called to the hearing and may be questioned by all parties.
- g. All participants at the hearing must have access to all documents presented.
- h. Everything said at the hearing must be recorded.
- i. The tribunal shall draw its conclusions on the basis of the evidence presented before them.
- j. The tribunal shall make its recommendations to the SGB.
- k. The SGB does not have to accept the recommendations of the tribunal and may refer some of the matters back to the tribunal for further deliberations.
- l. The chairperson and any other member of the disciplinary committee have, in the interest of justice, the right to question any witness in order to get more clarity about the evidence given
- m. It is important to keep in mind that the chairperson, on behalf of the disciplinary committee, in terms of Section 33(2) of the Constitution, must provide reasons for their findings. These reasons must be reasonable and fair, and be based on relevant information. The parents and learner must be informed in writing about the outcome of the hearing.
- n. In the case where the learner has been suspended pending the reaction of the Head of the Education Department (SG) to a verdict of expulsion of the learner, the minutes of the hearing and the findings must immediately be sent to the office of the SG.
- o. A copy of the minutes must be filed by the school.

## Populating/publishing the code of conduct

- a. The code of conduct shall be displayed openly in the school by:
  - I. The principal
  - II. Class representatives
  - III. School Administrators
  - IV. Teachers
- b. Each and every learner at the school shall be given a copy of the code of conduct in the beginning of the year.
- c. The code shall be read to younger learners at primary school level.
- d. The code shall be in the official language of teaching and learning in the school.
- e. The school expect the following from the learners in adhering to this policy:
  - I. Compliance with rules and regulations
  - II. Respect
  - III. Responsible behavior
  - IV. Willingness to adopt the School code of conduct
- f. The school shall keep a record to prove that all learners know and understand the content of this policy.
- g. The Code of conduct shall be posted in the classroom.
- h. The school shall involve parents to aid the learners to comprehend and abide by the code of conduct
- i. Class representatives will be tasked to remind learners about the school code of conduct
- j. The reading of the code of conduct shall be part of the agenda in every parents meeting.

## Policy review

This policy shall be reviewed and amended on yearly basis and as and when deemed necessary

## Effective date of implementation

This Code of Conduct of learners of Kingdom Rise Academy becomes effective and functional as of the date on which the policy was adopted and signed into effect.

## Conclusion

The code of conduct for learners is a guiding document that provides a directive and corrective platform towards the expected behaviour and conduct of learners at our school. The code is to be adhered to by all learners of this school at all times.