



## PARENT & STUDENT'S CODE OF CONDUCT

---

### A. FOR PARENTS

- Please report to the office first, when visiting the school;
- Teachers are not available during teaching hours to receive telephone calls, unless it is an emergency. Please leave a message with the secretary;
- Homework books or workbooks must be signed when sent home;
- Parents should read and respond to SMS, emails, circulars and letters;
- Medical and dental appointments must be made for after school unless it is an emergency;
- Parents must inform the school about medical information e.g. illness and medical aid membership;
- Holidays must be planned to coincide with school vacations and NOT during the term;
- Inform the school of any change of address and contact numbers of both parents;
- Children must be fetched and dropped at the school gate;
- The school will not be held liable for any claim, losses, injuries and negligence of the school or responsible teacher;
- Parents are liable to pay school fees as determined by the School Advisory Board;
- Parents are expected to get involved in the education of their child/children at school (e.g. assist with sport, attend meetings, etc.);
- Avail yourself of the Parent/Teacher meetings to discuss student progress at the start of every term.
- Parents must collect the Term Rapports at school on the assigned days determined by the school and their school fees must be up to date by those dates.

### B. WHAT WE EXPECT FROM PARENTS

- Please assist the Staff by preparing your child for school, see to it that he/she:
  - Has a good night's sleep;
  - Has a good breakfast;
  - Has a packed lunch – try and avoid artificial sugars, preservatives and colorants;
  - Has a neat uniform;
  - Has all stationery requirements;
  - Has all necessary books covered with plastic;
  - Has completed all their homework or projects on time.

### C. FOR PARENTS & STUDENTS

Learners are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behavior.

1. Respect and responsibility are demonstrated when a learner:
  - Comes to school prepared, on time and ready to learn;
  - Shows respect for themselves, others and for those in authority;
  - Refrains from bringing anything to school that may compromise the safety of others;
  - Follows the established rules and takes responsibility for his or her own actions.
2. Parents or guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all learners.
3. Parents or guardians fulfil this responsibility when they:
  - Show an active interest in their child's school work and progress;
  - Communicate regularly with the school;
  - Help their child be neat, appropriately dressed and prepared for school;
  - Ensure that their child attends school regularly and on time;
  - Promptly report to the school their child's absence or late arrival;
  - Become familiar with the Code of Conduct and School Rules;
  - Encourage and assist their child in following the rules of behaviour;
  - Assist school staff in dealing with discipline issues.
4. Staff, Parents and Students are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools.

## **D. STANDARDS OF BEHAVIOUR**

The School Board supports the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

## **E. RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP**

1. All school members must:
  - Respect and comply with all applicable national, provincial and municipal laws;
  - Demonstrate honesty and integrity;
  - Respect differences in people, their ideas and opinions;
  - Treat one another with dignity and respect at all times, especially when there is disagreement;
  - Respect and treat others fairly regardless of the race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
  - Respect the rights of others;
  - Show proper care and regard for school property and the property of others;
  - Take appropriate measures to help those in need;
  - Respect persons who are in a position of authority;
  - Respect the need of others to work in an environment of learning and teaching;
  - Respect the confidentiality of learners and staff.

## **F. PHYSICAL SAFETY**

1. **Weapons**
  - No school member may be in possession of any weapon, including but not limited to firearms;
  - No school member may use any object to threaten or intimidate another person;

- No school member may cause injury to any person with an object.

## **2. Alcohol and Drugs**

- No school member may be in possession of, or under the influence of alcohol or illegal drugs.
- No school member may provide others with alcohol or illegal drugs.

## **3. Physical Aggression**

- No school member may inflict or encourage others to inflict bodily harm on another person;
- Seek staff assistance, if necessary, to resolve conflict peacefully.

# **G. CONSEQUENCES**

Learners who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case.

Consequences may include:

- Caution by educator, support staff, or administrator;
- Temporary removal from class, activity or event;
- Problem-solving exercise;
- Parental contact;
- Counselling;
- Community/school service;
- Loss of privileges;
- Detention;
- Restitution;
- Crises prevention and intervention (to be performed by suitable-qualified staff or professionals)
- Suspension;
- Expulsion.

# **H. SUSPENSIONS**

Depending on the type of infraction, a discretionary or mandatory suspension may be imposed.

## **I. DISCRETIONARY SUSPENSION**

A learner may be suspended, depending on the circumstances, if the learner commits any of the following infractions while he or she is at school. Inappropriate behaviour in the community, where there is a direct link to the school, may also result in a suspension.

- Possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- Vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- Theft of property;
- Intimidation, extortion, verbal aggression and bullying;
- Misuse or misappropriation of school property or services, including computers and technology systems;
- Hate-motivated incidents;
- Gang-related activity;

- Possession of dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal/vice principal to be unsafe or a hazard to persons or property in the school;
- Using abusive, blasphemous or inflammatory language to any person in authority, as well as peers;
- Conduct that is disruptive to the conduct or discipline of the class or school;
- Clothing/apparel that is inappropriate, offensive or violates the school dress code;
- Engaging in another activity, that under the Code of Conduct of the school, is one for which suspension is discretionary.

## **J. MANDATORY SUSPENSION**

Immediate suspension will be the minimum penalty faced by a learner for:

- Uttering a threat to inflict serious bodily harm on others;
- Possession of illegal drugs;
- Acts of vandalism causing damage to school property or property located on school premises.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

A learner will be immediately suspended for:

- Being in possession of alcohol/drugs;
- Being under the influence of alcohol/drugs.

## **K. EXPULSIONS**

Depending on the type of infraction, a discretionary or mandatory expulsion may be imposed.

## **L. DISCRETIONARY EXPULSION**

A learner may be suspended and proceed to an expulsion hearing if the learner commits any of the following infractions while he or she is at school or engaged in a school related activity:

- Hate-motivated violence;
- Gang-related violence;
- Vandalism causing extensive damage to school property or premises or to the property of others on or in school premises;
- Trafficking in controlled substances or in prescription drugs not prescribed or dispensed of medical purposes;
- Uttering threats or threatening conduct intended to intimidate;
- Use of an object as a weapon;
- Wilful interference or destruction of school communications and/or technology or technological systems;
- Abuse of computers or computer technology (including unauthorized access to or retrieval of information) for inappropriate or unlawful purposes;
- Persistent failure by a learner above the age of mandatory attendance to maintain a reasonable attendance record at school or in a class or classes;
- Committing physical assault on another person with the intent to cause bodily harm;
- Conduct that is so refractory that the learner's presence in the school or classroom is considered by the Principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

## **M. MANDATORY EXPULSION**

Police will be involved, as indicated by the police/school protocol, and the learner will be immediately suspended and proceed to an expulsion hearing for the following:

- Possession of a weapon, including possessing of a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing sexual assault/voluntarily taking part in sexual activity;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Being in possession of alcohol or drugs.

## **N. CONCLUSION**

When staff, learners, and families work together, a positive and productive learning environment is established at the school where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.