



LEARNER CODE OF CONDUCT

1. POLICY STATEMENT

- 1.1. It is the policy of Leaders Today (Pty) Ltd ('Leaders Today'), to expect conduct of the highest standard from all learners at schools managed by Leaders Today. This includes but is not limited to conduct in the classroom, on the sports field, during all school events, on the school campus and at any other time where a learner will, through association, be representing the image of such a school or Leaders Today in general.
- 1.2. This policy is drafted within the legislative framework of, amongst others:
 - 1.2.1. Constitution of the Republic of South Africa
 - 1.2.2. South African Schools Act, No. 84 of 1996
 - 1.2.3. National Education Policy Act, No. 27 of 1996
- 1.3. This policy prescribes certain responsibilities obligations of the stakeholders and disregard for these obligations can lead to the implementation of the prescribed disciplinary procedures outlined in the School Disciplinary Policy.
- 1.4. In general, this policy expects all stakeholders to uphold the principles of integrity, honesty, respect, high morals, consideration for others, good manners and punctuality.

2. POLICY STAKEHOLDERS

- 2.1 This policy is applicable to all teachers, learners, parents of learners, guardians acting on behalf of learners and sponsors responsible for the payment of school fees on behalf of learners.
- 2.2 It is the responsibility of the school to:
 - 2.2.1 ensure that copies of the learner code of conduct are available on the Leaders Today website under 'School Policies'.
 - 2.2.2 When requested in writing, the school must provide stakeholders with printed copies of this policy.
- 2.3 It is the responsibility of teachers to:
 - 2.3.1 ensure that all stakeholders are annually made aware of the content and implementation requirements of this policy;
 - 2.3.2 ensure that the provisions of this policy are enforced;
 - 2.3.3 make this code of conduct, or any other policy of the school, available (on written request of) to learners and parents/guardians, when requested to, and
 - 2.3.4 implement and apply the code of conduct equally and fairly.
- 2.4 It is the responsibility of learners to:
 - 2.4.1 familiarise themselves with the contents of this code of conduct;
 - 2.4.2 sign a copy of the acknowledgment attached as Addendum A to this policy confirming that he/she has received this code of conduct and agrees to adhere to it;
 - 2.4.3 comply with instructions from teachers and the general rules of the school;
 - 2.4.4 behave responsibly and not endanger the safety and welfare of others;
 - 2.4.5 respect and care for the property of the school and others;
 - 2.4.6 maintain sound relations with others at school, be courteous and respect the dignity and self-worth of others;
 - 2.4.7 be punctual and observe the timekeeping practices of the school;
 - 2.4.8 behave honestly and conduct themselves with integrity;
 - 2.4.9 accept legitimate punishment and disciplinary action taken against them as being fair, reasonable and rehabilitative;
 - 2.4.10 demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn, and
 - 2.4.11 conduct themselves within the policies, codes and rules of the school, whether described in this code of conduct or any other policy or rule implemented by the school.
- 2.5 It is the responsibility of parents/guardians/sponsors to:
 - 2.5.1 familiarise himself/herself with the contents of the code of conduct and to ensure that the code of conduct is properly understood by the learners;
 - 2.5.2 participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the school;

- 2.5.3 sign a copy of the acknowledgment attached as Addendum A to this policy confirming that he/she has received a copy of this code of conduct and do what is practically possible;
- 2.5.4 actively support the efforts of the school and its teachers to teach their children;
- 2.5.5 fully involve themselves in school activities;
- 2.5.6 make positive suggestions and contributions to improve the school's education process and the learning environment;
- 2.5.7 work with the school to overcome any learner behaviour which negatively impacts on the learning environment;
- 2.5.8 support the disciplinary structures and procedures of the school in the interest of maintaining an orderly and positive learning environment;
- 2.5.9 encourage their children to participate fully in the school and extramural activities;
- 2.5.10 ensure that learners attend all compulsory attendance functions and activities and that school timekeeping requirements are observed;
- 2.5.11 keep them informed about their child's progress and behaviour as reflected on progress reports;
- 2.5.12 inform the school in writing of any changes in their contact details, and ensure that school and other fees are paid timeously.

3. GUIDELINES AND RULES

3.1 Every learner at the school is bound by this code of conduct.

3.2 General rules

- 3.2.1 Learners shall support the executive head and members of staff to establish and maintain good order and an environment and conditions in which the process of teaching and learning can take place. Learners shall be required to obey and promptly carry out any instructions reasonably given by the executive head, any teacher or class leader to this end.
- 3.2.2 In their dealings with one another, learners shall be required to show mutual respect and tolerance. Learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.
- 3.2.3 Leaders Today managed schools are smoke-free, drug-free, alcohol-free, weapon-free, gun-free and gambling-free zones.
- 3.2.4 Teachers have the right to make and display rules regarding classroom conduct in their own classrooms and insofar as these rules do not interfere with this code of conduct, school rules or the rights of the learners, learners must adhere to these rules.
- 3.2.5 The rules regarding property are applicable to all school property which includes: The land and buildings occupied by the school and any permanent or relatively permanent fixture or fitting on or in such land or buildings, including equipment, computers, books, materials, motor vehicles and the like, owned by the school, hired by the school or stored by the school, the property of members of staff, fellow learners, visitors to the school and others. These rules apply to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport conveying learners to or from school or school activities.
- 3.2.6 The school and Leaders Today reserves the right to take disciplinary action against a learner for misconduct that took place 'off-site', e.g'. after school hours and/or off school premises, and/or which may have a negative impact on the school and/or other learners as a result.
- 3.2.7 Every learner has a right to education and the school respects this right.
- 3.2.8 Registers must be kept to record the learner attendance in every class.
- 3.2.9 Although the school will attempt to make parents/guardians aware of any notices issued to learners through SMS or email, it is the responsibility of the learners to ensure that parents/guardians receive notices.
- 3.2.10 Different schools managed by Leaders Today have different school uniforms and different rules apply.

4. AMENDMENT

- 4.1 This policy is subject for review within one calendar year of the date of last review, update or amendment.
- 4.2 This policy may be subject to review, update or amendment within the set calendar year, if the same is required by or in terms of change in legislation, change in external policy guidelines and/or relevant court rulings.
- 4.3 This policy may only be amended by the head of department overseeing the category under which auspices this policy finds application.

LEARNER CODE OF CONDUCT			
List of transgressions (this is not an exhaustive list) Every matter shall be dealt with on its own merits and the offences and sanctions below are guidelines that may/may not be followed by the school.			
Type of learner misconduct/ transgression	Recommended sanction		
	First Transgression	2 nd /repeat transgression	Subsequent transgression
VERY SERIOUS MISCONDUCT			
1. Misconduct relating to violence, discrimination and harassment 1.1. Violent, abusive, intimidating or threatening behaviour, verbal or physical, and/or 1.2. fighting, assault, threatened or actual, and/or 1.3. victimisation, bullying or initiation of any sort, including cyber bullying or intimidation, regardless of the electronic platform used and/or 1.4. transferring, selling or distributing, using or being in possession of a dangerous object, including, but not restricted to, weapons, including guns, ammunition, knives, clubs or screwdrivers, fireworks, explosives or any object that may be considered as being potentially dangerous at school or at school events, and/or 1.5. inciting, advising or rewarding others to perform violent, offensive or threatening acts and/or 1.6. any gang-related activity that may threaten the safety or welfare of others at school, at school events or in relation to school, and/or 1.7. harassment, sexual, racial, religious or other grounds, and/or 1.8. discrimination against another, sexual, racial, religious or other grounds, and/or 1.9. behaviour that may pose a danger to the safety and welfare of others at school or at school events.	Hearing with suspension and/or expulsion and/or alternative sanction		
2. Misconduct relating to drugs, alcohol and other prohibited substances 2.1. Being in possession of or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances that produce a psychoactive effect or distributing, storing or consuming any of these substances at school or at school events and/or 2.2. strong suspicion of habitual use/abuse or regular use of medication, drugs or alcohol at school or at school events.	Hearing with suspension and/or expulsion and/or alternative sanction		
3. Misconduct relating to theft sale or possession of a third party's property 3.1. Being in possession of another's property without their knowledge or consent or attempting to remove another's property	Hearing with suspension and/or		

without their knowledge or consent and/or 3.2. theft or attempted theft and/or sale of another person's stolen property.	expulsion and/or alternative sanction		
4. Misconduct relating to insubordination, dishonesty and cheating and off-site criminal misconduct 4.1. Committing an act of insubordination, continual insubordination or gross insubordination and/or 4.2. cheating, plagiarising, copying or tampering with test or exam results, reports or assignments and/or 4.3. being in possession of or distributing material or information that may give an advantage in a test or an exam and/or 4.4. extortion, bribery, corruption or fraud, attempted or actual, and/or 4.5. being an accomplice to colluding, conspiring, assisting, abetting or instigating dishonesty, fraud or theft and/or 4.6. inciting, advising or rewarding others to commit a dishonest act and/or 4.7. serious breach of school security procedures or unreasonably refusing to submit to a search and/or 4.8. off-site criminal misconduct that disrupts or substantially damages the school/learner relationship and the educational process.	Hearing with suspension and/or expulsion and/or alternative sanction		
5. Misconduct relating to inappropriate sexual behaviour and offences, abusive behaviour and undesirable material 5.1. Obscene, indecent or sexually explicit behaviour, gestures or attempts to make unwanted physical contact and/or 5.2. sexual harassment, inappropriate sexual innuendos or graphic comments and/or 5.3. committing a sexual offence and/or 5.4. intentional and offensive, insulting, abusive, racist or lewd behaviour and/or 5.5. storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text, SMS, MMS, cartoons, objects or material that incites violence.	Hearing with suspension and/or expulsion and/or alternative sanction		
6. Misconduct relating to damaging and occupying the school, preventing school access and protest action 6.1. Sabotage, malicious or willful damage to school or others' property and/or 6.2. unauthorised occupation of any school property or facility or having the effect of depriving others from using this property or facility. 6.3. unauthorised preventing or seeking to prevent free assembly by others on the school's property and/or 6.4. blocking off any entrances or exits to or from the school premises with the intention	Hearing with suspension and/or expulsion and/or alternative sanction		

or effect of interfering with free access/egress by others and/or 6.5. participating in or supporting industrial or protest action which prevents learners from attending school/school activities.			
7. Misconduct relating to the endangerment of others 7.1. Actions that expose others to serious danger or injury or expose the school to potential accidental loss or damages, whether due to willful, grossly negligent or unintended acts and/or 7.2. unsafe acts or behaviour that endangers the safety and welfare of others.	Hearing with suspension and/or expulsion and/or alternative sanction		
8. Misconduct relating to the disrepute of school's reputation 8.1. Serious misconduct or actions that may bring the reputation of the school, learners or other stakeholders into disrepute.	Counselling/hearing with suspension and/or expulsion		
9. Misconduct justifying expulsion as first offence 9.1. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.	Counselling/hearing with suspension and/or expulsion		
SERIOUS MISCONDUCT Continual repetition of any of the below misconduct may result in a hearing			
10. Misconduct relating to absenteeism Being absent from school without a valid reason. The learner will be considered playing truant.	Parental contact and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
11. Misconduct relating to dangerous and illegal activities and abusive conduct 11.1. Playing of dangerous, obscene, insulting or demeaning games and/or 11.2. malicious teasing and/or partaking in any form of gambling or similar gaming activities while on the school premises or in school uniform;	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
12. Misconduct relating to inappropriate behaviour and abuse of privileges 12.1. Inappropriate behaviour or comments in public or at school events that bring the school into disrepute and/or 12.2. abuse of school privileges or seniority/status or abuse of position of authority.	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
13. Misconduct relating to tobacco and cigarettes 13.1. Smoking or being in possession of tobacco or cigarettes on the school premises or at official school events.	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	

14. Misconduct relating to fraud and dishonesty 14.1. Forgery or falsification of school documents and reports and/or 14.2. lying/dishonesty and unfair behaviour with less serious initial consequences.	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
15. Misconduct relating to damage to property 15.1. Vandalising property or equipment of school or others, including but not limited to damaging, marking, defacing, improper use and/or 15.2. not taking due care of property or equipment and/or 15.3. accidental damage to property and/or 15.4. removing any school property from the school premises without the prior consent of the executive head/teacher.	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
16. Misconduct relating to disruption of school activities and order 16.1. Acts or behaviour designed to create a hostile or threatening school environment and/or 16.2. willful disruption of school activities and interference with school authorities and/or 16.3. conduct designed to be prejudicial to good order or discipline at the school.	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
17. Other serious misconduct Any misconduct by the learner that is considered by school authorities to warrant more than a verbal reprimand or an ordinary warning.	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction	
MINOR TRANSGRESSIONS			
18. Misconduct relating to disregard and defiance 18.1. Disregard for rules, directions, instructions or for any persons in authority and/or 18.2. Defiance and disrespect and/or 18.3. discourtesy toward school authorities, parents / guardians, visitors or learners and/or 18.4. being unreasonably intolerant of others and their personal beliefs, traditions, appearance or of diversity and/or 18.5. persistent violation of school rules with less serious initial consequences.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
19. Misconduct relating to unauthorised games 19.1. Use of excessive force when playing games or during sporting events and/or 19.2. playing games in an area where others may be injured or where property may be damaged and/or	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or

19.3. riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited or in a manner that may cause injury to others or damage to property.			alternative sanction
20. Misconduct relating to disruptive behaviour and unauthorised entering of school 20.1. Noisy or disruptive behaviour, disturbing the activities of others and/or 20.2. highly disruptive or unruly classroom behaviour which may include walking around the classroom without permission from the teacher and/or 20.3. trespassing or entering school premises without permission or without supervision and/or after school hours and/or 20.4. refusing to identify oneself upon request by a school authority.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
21. Misconduct relating to use of language Swearing and use of vulgar, profane and foul language.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
22. Misconduct relating to school and personal neatness 22.1. Tardiness or littering and/or 22.2. failure to have the correct learning materials during lessons and/or 22.3. poor grooming, unhygienic personal habits and improper use of school facilities or ablutions and/or 22.4. hair, dress or apparel that is not in accordance with school standards or rules and/or 22.5. eating or drinking during class or school events / activities when not permitted.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
23. Misconduct relating to possessions or equipment of others or the school 23.1. Tampering with the possessions or equipment of others and/or 23.2. use of school equipment without permission with no serious consequences.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
24. Misconduct relating to defacing school premises 24.1. Failure to keep the school premises, including but not limited to toilets, classrooms, hall, playground and/or sports fields in a clean and neat state and/or 24.2. blocking the drain and/or toilet pan with paper or any other material or substance and/or leaving the bathroom taps running and/or 24.3. placing posters and/or stickers and/or graffiti on any school surface/property without the written authority of the executive head.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction

25. Misconduct relating to schoolwork and activities 25.1. Refusal or failure to complete homework tasks and/or assignments on the due date and/or 25.2. failure to keep and maintain a homework book and/or 25.3. refusal to deliver or return reports, reply slips or letters to parents/guardians or to the school and/or 25.4. unreasonable and unexplained refusal to attend or participate in school activities or compulsory events and/or 25.5. general uncooperativeness and/or being willfully obstructive and/or 25.6. poor application to studies, schoolwork or assignments.			Hearing with suspension and/or expulsion and/or alternative sanction
26. Misconduct relating to school Attendance 26.1. Truancy, poor timekeeping practices and/or 26.2. unexplained absences from classes or from compulsory events or activities and/or 26.3. failing to make prior arrangements and/or receive prior permission when absent from school and then on return to school failing to present a note from the learner's parents explaining the absence, regardless of the reason for absence and/or 26.4. leaving class or school premises without permission and/or 26.5. persistent late-coming or early unauthorised departure from class/school.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
27. Misconduct relating to electronic devices Persistent misuse of personal communication devices during school activities. The use of electronic devices is only permitted when a teacher grants the learner permission	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
28. Misconduct relating to motor vehicles 28.1. Bringing a motor vehicle or motorcycle onto school property without written consent from the executive head or a teacher nominated by the executive head and/or 28.2. failure to follow any instructions given by the executive head when granting permission and/or 28.3. driving a motor vehicle or motorcycle in a manner that creates a risk and/or harm to other persons on/around school property and/or 28.4. failing to produce the learner's valid driver's license on request from a teacher/staff member.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
29. Misconduct relating to classroom behaviour			

29.1. Failing, in the classroom during lessons, to: 29.2. greet the teacher and each other and/or 29.3. leave the learner's desk neat and tidy when leaving the classroom and/or 29.4. maintain silence when requested to do so and/or 29.5. be well-mannered, disciplined, cooperative, attentive and/or responsive.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
30. Misconduct relating to other Infringements Any other infringement not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction

ANNEXURE A

ACKNOWLEDGEMENT BY LEARNER AND PARENT/GUARDIAN

I, as learner, acknowledge that I form an integral part of the school and I recognise that my behaviour, actions and attitude reflect both on me as an individual and as a member of the school. I know that my main priority at school is to learn and to succeed academically, as well as to take part in physical activities and to grow as a person.

As part of and as a representative of this school, I acknowledge that I have a responsibility to do my part for my academic growth and development and will therefore:

- Attend school regularly and punctually.
- Allow every other learner the right and opportunity to learn.
- Refrain from any action that might disrupt a class or jeopardise learning.
- Use every opportunity to learn from my teachers, fellow learners and my homework.
- Conduct myself in a manner that upholds the principles of the South African Constitution and the school's reputation.
- Immediately report all incidents of social misconduct to a member of staff.
- Maintain a neat and tidy environment when acting as a supporter or spectator at any school activity or event.
- Do my homework and assignments punctually, neatly and to the best of my ability.
- Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
- Refrain from leaving the classroom during instruction/teaching time for any reason whatsoever, unless deemed valid by the teacher.
- Refrain from any action which discredits the school, me and my family.
- Make maximum use of the facilities at school and display respect for those facilities.
- Do all I can to preserve school property, including the gardens, for the use and benefit of all present and future learners of the school.
- Return all equipment/property made available to me for my use and enjoyment to school at the appointed time and in the same condition in which it was when it was handed to me, fair wear and tear excepted.
- Compensate the school or other persons for the loss of or damage to any property due to my negligence.
- Be loyal to the school and display loyalty in my behaviour and speech.
- Uphold the traditions and the rules of the school.
- Uphold the qualities of truth, motivation, discipline and hard work.
- Strive to develop emotionally, socially, spiritually and academically in all the opportunities that are presented to me at school.
- Be an active member of the school through participation and ensuring that I meet all school commitments, including financial, academic, sporting or social commitments.
- Show respect to all people's rights, including the right to equality and dignity.

I acknowledge that I have read the contents of the code of conduct and disciplinary policy and I agree to be bound by the contents of the code of conduct, drug and alcohol policy, school disciplinary policy and all other school policies and rules.

LEARNER FULL NAMES

LEARNER SIGNATURE

DATE

I acknowledge that I, the parent of the above learner, have read the code of conduct, drug and alcohol policy, learner disciplinary policy and learner's pledge and I agree to explain the content of and do what reasonably could be expected of me to assist in ensuring that my child adheres to code of conduct and attached addendum/s. I agree that, should my child commit any of the above transgressions, the school will have the right to follow the above disciplinary procedures and I agree that my child and I will comply with the imposed sanction/s.

PARENT/GUARDIAN FULL NAMES

PARENT/GUARDIAN SIGNATURE

DATE