



Learner Code of Conduct

Date approved:		Date policy will take effect:		Date of next review:	
Developed by:	Revival City College Governing Body (GB)				
Approved by:	Revival City Church Governing Body				
Responsible Body:	Governing Body; Principal; Staff; Parents and learners				
Supporting documents, procedures and forms for this policy:	Legislation (see below) Relevant legislation The Bible South African Colleges Act No. 84 of 1996 (as amended) National Guidelines on Code of Conduct for Learners Gauteng Misconduct of Learners National Regulations for Safety Measures at Public College National Policy on Management of Drug Abuse by Learners National Guideline on College Uniform				
References and legislation:	The South African Colleges Act (1996) as amended The Constitution of the Republic of South Africa (1996) National Education Policy Act (Act 27 of 1996)				
Scope:	Learners				
Expiry date of the policy:					

Definitions:

Revival City Church Board – Refers to the Board of Governors who govern the church AFM Revival City Alberton and to whom the Revival City College Governing Body are ultimately accountable for the effective management of the College and the delivery of a level of education which is in line with our Mission and Vision statements.

Revival City College Governing Body – Refers to the Governing Body appointed to ensure the effective management and governance of the College Revival City College. The appointment of members onto the Board will be as per the College Constitution.

Revival City College Governing Body Executive – Refers to the Directors and Church Representative/s who serve on the Governing Body.

The College Management Team – Refers to the team of staff member who will be appointed into management positions in order to ensure the effective management of the College.

Language of Teaching and Learning – Refers to the language which will be made use of in order to ensure that effective quality education is delivered. All teaching and learning will take place in that language – namely English.

It is our belief that learners will feel secure in a system where discipline is a priority, and that this kind of environment is conducive to sound learning. We believe that discipline is to be administered in a consistent, loving, Godly manner, where consequences are clearly explained. We believe too that discipline begins at home and that it is imperative that parent/s and college need to work together in the best interest of the child. The Bible clearly lays the foundations for sound discipline and we aim in all things to be led by these when administering discipline.

1. LEARNER'S CODE OF CONDUCT

The College Board has adopted this Learner's Code of Conduct after consultation with specific stakeholders.

Every learner at the Revival City College is bound by the Code. This Code must be available at the college for all learners and / or their parents to read.

This Learner's Code of Conduct will be given to parents on admission of learners to the Revival City College.

Acceptance of this Code of Conduct is a prerequisite to admission at Revival City College.

This Code of Conduct provides a suitable environment to accommodate Learning Excellence. The policy prescribes certain responsibilities to the stakeholders in this policy and should stakeholders not adhere to these responsibilities, the College has the right to implement disciplinary procedures in line with its Learner Code of Conduct.

In general, the policy expects all stakeholders to uphold the principles of integrity, honesty, respect, high morals, consideration for others, good manners and punctuality.

Who are the stakeholders?

- Educators
- Learners
- Parents of learners
- Guardians acting on behalf of the learners
- Sponsors responsible for the payment of College fees on behalf of learners

2. PURPOSE OF THE CODE OF CONDUCT

2.1 General Rule

Learners shall support the Principal and members of staff in establishing and maintaining good order in an environment which is conducive to the process of teaching and learning. In particular, learners shall be required to obey and promptly carry out any instructions reasonably given by the Principal, any educator, or class leader to achieve the end referred to herein.

We expect everyone at the College will:

Look after each other

Speak politely

Stay calm where possible

Report any problems

We respect:

All visitors to the College

All property
Most of all we respect each other

In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, 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.

The aim of the disciplinary action will be to create an awareness of the consequences which must be faced. Discipline is obviously linked to the use of punishment. Learners must know what is expected of them and what actions will be taken against them if they disobey the College rules. They must know what punishment will be used if they behave in an unacceptable way.

2.1.1 Banning of corporal punishment

The South African College's Act of 1996 bans corporal punishment, which is considered an infringement of the rights of learners and incompatible with the spirit of partnership and co-operation embodied in the Act.

Anyone found guilty of punishing a learner using corporal punishment could be charged the same as for assault.

No person in authority shall administer corporal punishment to any learner.

Power to use reasonable force

The legal provisions on College discipline also provide members of staff with the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom. All staff are trained in techniques which supports maintaining good order, de-escalation and positive handling strategies.

2.2 MAIN OBJECTIVE OF THIS CODE OF CONDUCT

Good College discipline is always a characteristic of effective Colleges. Learners learn best in an orderly environment and therefore discipline is an integral part of the College management.

The main objective of this Code of Conduct is to create an orderly, disciplined and purposeful College environment in which meaningful and qualitative education can take place, self-discipline is promoted and in which each learner will gain optimally, with the following supporting aims:

- a. It wants to create an environment of serenity in which each learner can be called to self-discipline and responsibility.
- b. It will regulate learner conduct.
- c. It is meant to discipline the unruly learner.
- d. It anticipates of each learner to do what is correct and to prove his/her progress to the Facilitator.

e. It also wants to identify the learner with serious deviation in his/her behaviour patterns and to admonish and accompany such learner in order for his/her behaviour pattern to be improved. If his/her behaviour does not improve, such a learner can be isolated [suspended] in order to minimise his/her influence on the other learners for a specified period or ultimately be expelled from the College.

f. Make sure learners are in attendance at all compulsory functions.

g. Encourage learners to participate fully in College extra and co curricular activities.

This College is a smoking free, drug free, alcohol free, weapon free, gun free, gambling free zone.

3. Rights and responsibilities in ensuring an orderly climate for learning

At Revival City College, we recognise that promoting positive behaviour is the responsibility of the College community as a whole. For our policy to be implemented comprehensively, we acknowledge that there are specific roles and responsibilities for stakeholders:

COLLEGE	
Rights	Responsibilities
<ul style="list-style-type: none"> To enforce the Learner Code of Conduct – including rules and disciplinary measures To expect learners and parents' cooperation in maintaining an orderly climate for learning To expect learners to respect the rights of other learners and adults in the College Not to tolerate violence, threatening behaviour or abuse by learners or parents. If a parent does not conduct himself/herself properly, the College may ban them from the premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution To take firm action against learners who harass or denigrate teachers or other College staff, on or off premises – engaging external support services, including the police, as appropriate 	<ul style="list-style-type: none"> To establish and communicate clearly measures to ensure good order, respect and discipline To cooperate and agreed procedures with other local Colleges for behaviour and persistent absence To ensure the Learner Code of Conduct does not discriminate against any learner To ensure staff are clear about the extent of their disciplinary authority To support, praise and as appropriate reward learners "exemplary behaviour" To apply sanctions fairly, consistently, and reasonably To take all reasonable measures to protect the safety and well-being of staff and learners, including preventing all forms of bullying and dealing effectively with reports and complaints about bullying To ensure staff model appropriate behaviour and never denigrate learners or colleagues To promote positive behaviour through

	<p>active development of students social, emotional and behavioural skills</p> <ul style="list-style-type: none"> To keep parents informed of their child's behaviour – appropriate as well as inappropriate, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities
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LEARNERS	
Rights	Responsibilities
<ul style="list-style-type: none"> To contribute to the development of the College behaviour policy, with every student involved in the consultation process To be taught in environments that are safe, conducive to learning and free from disruption To expect appropriate action from the College to tackle any incidents of inappropriate behaviour for example: violence, threatening behaviour, abuse, discrimination or harassment To appeal to the Phase coordinator / Lead teacher / HOD, and beyond that to the Management, if they believe the College has exercised its disciplinary authority unreasonably Every learner has the right to privacy, dignity and respect No corporal punishment may be administered All learners have a right to a safe and clean learning environment No learner may be subjected to physical, emotional or sexual harassment All learners have a right to expect educators to teach them at the required standard Learners have the right to be heard 	<ul style="list-style-type: none"> To follow reasonable instructions by College staff, obey College expectations and accept sanctions in an appropriate way To act as positive ambassadors for the College when off College premises Not to bring inappropriate or unlawful items to College To show respect to College staff, fellow students, College property and the College environment Never to denigrate, harm or bully other students or staff To cooperate with and abide by any arrangements put in place to support their behaviour such as behaviour contracts, positive handling plans or Parenting Contracts

3.1 Searching and Confiscation

As with other sanctions, the sanction of confiscation must be applied in a reasonable and proportionate way. The aim pursued in confiscating property is maintaining an environment conducive to learning – one which safeguards the rights of other learners to be educated with regard to health and safety, threats to good order, the ethos of the College.

All adults have the right to confiscate and retain but *not* dispose of unacceptable items such as mobile phones, toys, etc. Confiscated items must be placed in an envelope with the child's name on it. The item is then to be sent to the office and placed in an appropriate secure storage place. Such items must be returned at the end of the College day to the relevant learner, unless the item in question is part of an on-going problem when an adult may have to come into College to collect it.

Exceptions to the above include material that is inappropriate or illegal for a child to have such as racist or pornographic material, alcohol or drugs. This material should be referred to the Management who will decide on the most appropriate action to take, including contacting the parents / careers /appropriate authorities confirming the reasons for such action. The material may need to be stored safely until a responsible family adult can come to retrieve them if appropriate.

A learner might reasonably be asked to turn out their pockets or to hand over an item that is causing disruption and the College might use its legal power to discipline if the learner unreasonably refuses to cooperate.

4. RULES OF THE CLASSROOM

These rules must be formulated by the class teacher in consultation with the learners in the class at the beginning of each College year.

The rules must be consistent with the aim of the College to create a setting where teaching and learning can take place. The rules will be written and displayed in each classroom.

4.1 General rules:

- all learners will greet the teacher and each other in the morning
- all learners will leave their desks neat and tidy when leaving the classroom
- all learners will ensure that no litter is on the floor or on the desk in the classroom
- no swearing will take place in the classroom
- The number of rules will be restricted otherwise it may become cumbersome to administer and control these.

5. DRESS CODE

College uniform and General Appearance:

- **Boys:**

Summer:

- Grade R – Grey shorts; yellow short sleeved open neck shirt with badge on the pocket; grey long College socks with yellow stripes; black takkies (no white/coloured soles or markings on

the takkie); grey College short/long sleeved jersey with yellow trim; grey tracksuit top/College grey hooded jacket with badge on pocket or plain black windbreaker. Learners must wear a grey cap with the College badge during break and extra murals.

- Grades 1 – 8 - Yellow short sleeved shirt with the College badge on the pocket; grey shorts/long pants, grey long socks with yellow stripes; black school lace-up shoes; grey College short/long sleeved jersey with yellow trim; grey tracksuit top/College grey hooded jacket with badge on pocket or plain black windbreaker.
- Grades 4-8 - College blazer with badge on pocket. Learners may wear a grey cap with the College badge during break and extra murals.

Winter:

- Grade R- Yellow long sleeved shirt with College tie – grey with yellow stripes; grey long pants; grey jersey with yellow trim; grey long College socks with yellow stripes; black takkies (no white/coloured soles or markings on the takkie); grey tracksuit top/College grey hooded jacket with badge on pocket or plain black windbreaker. Learners must wear a grey cap with the College badge during break and extra murals.
- Grades 1 – 8 - Long grey pants (not stove pipes, length of pants may not be too short, grey pants to be worn above the hips, may not be frayed at the hem); (black belt may be worn if need be); yellow long sleeved shirt; College tie – grey with yellow stripes; long grey College socks with yellow stripes; black leather school lace-up shoes; grey College jersey with yellow trim; grey tracksuit top/College grey hooded jacket with badge on pocket or plain black windbreaker. Grades 4-7 - College blazer with badge on pocket. Learners may wear a grey cap with the College badge during break and extra murals.
- **Girls:**

Summer:

- Grade R – Grey skirt; yellow short sleeved open necked shirt with College badge on the pocket; grey long socks with yellow stripes; black takkies (no white/coloured soles or markings on the takkie), black cycling shorts may be worn under a girl's skirt, but they may not be longer than the skirt, grey College short/long sleeved jersey with yellow trim; grey tracksuit top/College grey hooded jacket with badge on pocket or plain black windbreaker. Learners must wear a grey cap with the College badge during break and extra murals.
- Grades 1-8 - Yellow short sleeved shirt with College badge on the pocket; grey skirt (length of skirt may not be shorter than four fingers above the knee, black cycling shorts may be worn under a girl's skirt but may not be longer than the skirt); grey long pants (not stove pipes, length of pants may not be too short, grey pants to be worn above the hips, may not be frayed at the hem); black leather school shoes, long grey College socks with yellow trim; grey College short/long sleeved jersey with yellow trim; College blazer/grey tracksuit top/College grey hooded jacket with badge on pocket or plain black windbreaker.
- Grades 4-8 - College blazer with badge on pocket. Learners must wear a grey cap with the College badge during break and extra murals.

Winter:

- Grade R - Yellow long sleeved shirt and grey College tie with yellow stripes; grey skirt/long grey pants, long grey College socks with yellow stripes/dark grey woollen stockings (no leggings may be worn); black takkies (no white/coloured soles or markings on the takkie); grey tracksuit top or plain black windbreaker. Learners must wear a grey cap with the College badge during break and extra murals.
- Grades 1–8 - Yellow long sleeved shirt; College tie – grey with yellow trim; grey skirt/grey long pants, grey long socks with yellow trim/dark grey woollen stockings (no leggings are allowed); black leather school shoes, grey College jersey with yellow trim; College blazer/grey tracksuit top or plain black windbreaker.
- Grades 4–8 - College blazer with badge on pocket. Learners must wear a grey cap with the College badge during break and extra murals.

- **General Appearance**

- **Boys' hair:**

Boy's hair needs to be clean, neat and tidy. No Mohawks, comb overs, dreadlocks or man buns. Hair should be clean and cut off the ears and collars. Fringe short and above the eyebrows. No hair gel. No mousse. No highlights or colour in hair.

- **Girls' hair:**

Neat and tidy; tied up if touching the collar; hair accessories only in black, grey or yellow; no exotic hairstyles; no gel, colour or highlights.

- **Jewellery**

- Learners will not be permitted to wear any fashion jewellery in the form of earrings, hoops or ear cuffs, no piercings, no nose rings or tongue rings; no necklaces, pendants, bangles, rings, trinkets, charms, talismans, or any other jewellery or religious jewellery (see page 3 of College rules document.) They may wear a plain black or grey wrist watch - no brightly coloured wrist watches.
- Medic-Alert is the only other form of "jewellery" allowed.

- **The following is prohibited – Boys and Girls:**

The wearing of any make-up including foundation. No nail polish (gel, acrylic or silk nails) allowed.

Boys must be clean-shaven.

No wearing of fashion shoes in place of the standard College footwear. The rolling up of College skirt waist bands is not permitted nor is the rolling up of shirt sleeves. Chewing gum will not be permitted in any instances.

- During events that allow **the wearing of casual wear**, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, shorts that are shorter than just above

the knee, or clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times. Girls wearing leggings, are to wear a long top to cover their bottom.

- No substance which is legally banned or which is mind altering, is permitted onto the College premises or is allowed to be in the possession of one of our learners.

- **Medication**

Learners who need to take medicine during the College day need to leave such medication stating clear dosages and times with the office. No medication will be administered without a letter giving the College permission to administer the provided medication. No learner may have any medication on his/her person during the College day.

- **Cell Phones**

We do not encourage children to bring cell phones to school, should they do so and these are lost or stolen, we cannot take responsibility for this. Should you need to convey a message to your child, please do so through the College secretary.

- **Appointments**

Appointments with the register teacher should be made through the College secretary. Please refrain from accosting staff to discuss important issues when you drop off your child in the mornings as staff often need to be on duty in the mornings and this would be their priority. As the Principal is also teaching, it is important that you make an appointment through the secretary to see any of the staff or the Principal. Only in a crisis situation, will measures be put into place to assist you with an appointment immediately.

5.1 DRESS REQUIREMENTS FOR SPORTING ACTIVITIES AND PHYSICAL EDUCATION

Learners taking part in Sport

Learners selected to participate in any sports activity for Revival City College, as a representative of the College or on behalf of their houses, must be dressed in the manner prescribed under sports clothes which will have to be determined before, during and after participation in any such activity.

- **Physical Education/Extra Mural uniform:** (worn on extra-murals day only)

- **Summer**

Black shorts/College tracksuit pants, yellow golf shirt with a badge, long grey socks with the yellow stripes and black takkies (no white/coloured soles or markings on the takkie.)

- **Winter**

Grey College tracksuit/quantec tracksuit, yellow golf shirt with a badge, long grey socks with the yellow stripes and black takkies (no white /coloured soles or markings on the takkie.) On really cold days learners may wear a plain black long sleeve shirt under their golf shirt.

As the extra- curricular activities develop and grow, parents will be informed by the Principal and Sports Code Coordinator as to what the correct dress code for that activity will be. Learners who do not adhere to this dress code will not be permitted to represent Revival City College

6. Learner Spectators / Supporters of Sports and Other Extra-Mural Activities of the College or their House

- All learners/supporters must conduct themselves in an orderly manner with respect for persons and property at all organised College events.
Learners attending any Revival City College activity shall obey all reasonable instructions and directives given to them before, during and after the activity by the Director, Principal, any teacher, parent, and/or any person appointed by the Principal to assist with any of the duties to or from the activity.

7. COLLEGE PROPERTY

“College Property” includes the following -

- the land and buildings occupied by the Revival City College and Revival City Church and any permanent or relatively permanent fixture or fitting on or in such land or buildings
- all property, including equipment, books, materials, motor vehicles, and the like, owned by the Revival City College, hired by the College, possessed by the College, stored by the College
- every learner must do all he/she can to preserve college property for use for the benefit of all present and future learners of the College
- any College property or equipment made available for use to a learner, must be returned to the College at the appointed time in the same condition in which it was when handed to the learner, fair wear and tear expected
- learners and their parents shall be liable to compensate Revival City College for the loss of or damage to any such property
- No learner may wilfully or negligently deface damage, destroy or displace any Revival City College property.
- No learner may remove any College property from the College premises without the prior consent of the Principal or any educator of the College.

8. THE PROPERTY OF MEMBERS OF STAFF, FELLOW LEARNERS, VISITORS TO THE COLLEGE AND OTHERS

- Learners shall not remove, damage, mark, and deface the property of any member of staff, fellow learner, visitors to the college or members of the public.
- This rule applies to property on the premises, in the vicinity of the college, at or in the vicinity of the venue of any college activity, as well as any mode of transport, conveying learners to or from Revival City College or any college activity, and any college property

9. COLLEGEWORK AND HOMEWORK

- Every learner must keep and maintain a homework book in which to record each day's homework
- Every learner must complete and submit set homework to the teacher who set it, punctually on the relevant prescribed date
- Not doing homework is regarded as an offence and may have a negative impact on learner results. Demerits can be given for incomplete work
- Parents must support learners and ensure that learners are able to complete their homework
- Learners who continually not comply by completing their homework may be excluded from any extra-curricular activities

10. PUNCTUALITY

- The College day will start in the morning at 7h45. All learners are expected to be at College by 07h35 the latest. When the bell rings at 07h40, learners will be expected to report to the assembly area to open in prayer, they will then be sent to class, and the College day will begin
- Late arrivals cause undesirable disruption of the teaching process, as well as other activities
- The learner must furnish a note from his/her parents explaining late arrivals
- Learners may not leave the college grounds without written permission from the Principal and only if requested by the guardian or parent
- Break times;
Gr 1-8 Monday to Friday: 1st Break – 9h45 – 10h00 2nd Break – 12h00 – 12h15

11. ABSENCE FROM COLLEGE

- Every child has a right to education and Revival City College respects this right of children

- College attendance is compulsory and no learner may be absent from College without a satisfactory reason
- A register will be kept recording learner attendance
- Any learner who absents himself/herself from College without a satisfactory reason will be deemed to be playing truant (bunking), which is strictly forbidden
- A learner who is absent from College for up to 3 (three) consecutive days must on his/her return to College present a note from his/her parents explaining the absence
- Absence for more than 3 (three) consecutive days (except in the case of bereavement or trauma concerning the learner's family or in connection with an activity sanctioned by the Principal) can be explained only in terms of a note from a registered medical practitioner
- Learners who begin to feel ill during the course of the day will be monitored and if necessary the parent/s will be contacted to collect the child immediately. Please bear in mind that although staff may be first aid trained, they are not qualified medical practitioners – as such we would rather err on caution and call parents immediately if we are concerned about your child.
- Parents who are contacted if their children are ill or have been injured are expected to collect their child immediately or make arrangements for their child to be collected in order to see a medical practitioner.
- Staff members are under no circumstances allowed to administer medication.

12. ENVIRONMENT

- Learners may not litter the College grounds or buildings.
- Learners must be proud of their College and contribute to the beautification of the gardens and buildings.
- Learner spectators or supporters of any College activity or event must leave the place occupied by them neat and tidy.
- Learners shall leave the toilets, auditorium, hall, playground and sports fields in a clean and neat state.
- Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running.
- Graffiti, stickers, placards, etc. on any surface of the College property is forbidden without the authority of the Principal.

13. ABUSE OR INTIMIDATION OF STAFF AND MALICIOUS ACCUSATIONS AGAINST STAFF

Revival City College will not tolerate abuse or intimidation of staff by learners when learners are not on the College site, and when not under the lawful control or charge of a member of staff of the College. The College will also not tolerate malicious accusations against staff by either learners or parents. Staff who feel that they have been subject to any of these attacks should refer the issue to the Management. The College will apply disciplinary sanctions and restorative justice procedures as appropriate at a suitable time.

14. COLLEGE NOTICES

- Every learner is in duty bound to hand over to his/her parents any notice to parents issued to them by the Governing Body, the Principal or class teacher
- Likewise, every learner shall return to his/her class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent, or guardian.

15. LIBRARY BOOKS; READERS AND EQUIPMENT

Learners will maintain the textbooks; library books; readers and equipment of Revival City College in good condition. Failure to do so will result in the parent having to pay for the replacement of the library book or equipment.

16. NEW MEDIA (SUCH AS MOBILE PHONES, INTERNET SITES, CHAT ROOMS, SOCIAL MEDIA)

Technology can be exploited by learners in order to bully or embarrass fellow learners or members of staff. The use of defamatory or intimidating messages / images, inside or outside of the College, will not be tolerated and confiscation, disciplinary sanctions / restorative justice procedures will be applied to perpetrators as appropriate.

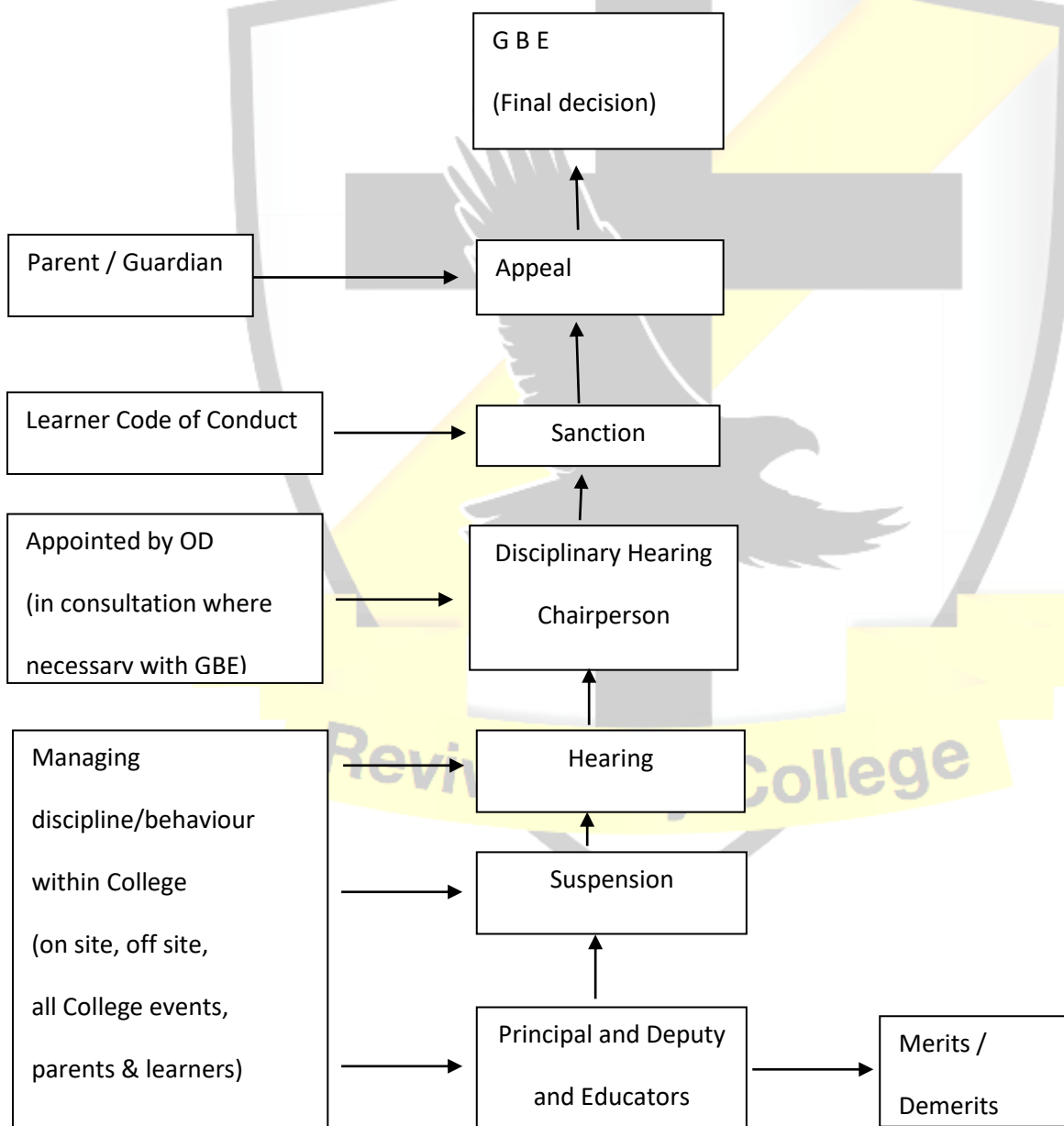
17. DISCIPLINE

The College Board of the College has determined this Code of Conduct after consultation. Failure to adhere to the Code could result in a Disciplinary Hearing and resulting sanction should, a learner be found guilty of misconduct.

In order to ensure the most efficient application of this Code of Conduct, it should be applied with the co-operation of all persons concerned. The observance, handling and completion of incidents ought to happen in such a way that the maximum effect is obtained by it, without burdening the educator with it, so that the curricular activities in the class are not affected negatively thereby.

The Principal/Deputy/Educator will consider alleged disciplinary transgressions and decide on how to address each, according to the case merits. Should a disciplinary hearing be decided upon, the alleged offender must be given a notification of disciplinary hearing and be allowed 5 College days before the hearing takes place. The OD must appoint a chairperson for the Disciplinary hearing. The Principal must be consulted in serious cases and a decision must also be taken with regards to suspension before the disciplinary hearing in cases where it would pose a risk to the safety and wellbeing of the alleged offender and/or other learners if the alleged offender attends College before the hearing.

Below diagram serves as a guide to the process:



17.1 THE IMPLEMENTATION OF A MERIT/DEMERIT SYSTEM AS AN INTEGRATED PART OF THIS CODE OF CONDUCT

Background

The abolition of corporal punishment (caning, slapping) in ALL COLLEGES has placed great pressure on Educators to keep the identical education climate as experienced previously. A system of merits and demerits is advisable to identify learners, who excelled, but also to identify those who display behaviour discrepancies. This system is a way in which we will be able to pay attention to their problems, as well as rewarding good behaviour and excellent work.

Merits and Demerits

Acquisition of merits

The Code of Conduct also makes provision for the allocation of extra credit points, called merits, to learners who achieved good results in the class, who deliver high quality work on a continuous basis, or even to learners who display ideal behaviour patterns.

Each aspect will be duly recorded in the Record book. After 10 merits the learner will receive a reward in the Foundation Phase. After 5 merits the learner will receive a reward in the Intermediate Phase.

Our positive behaviour for learning approach is supported by a coherent system of rewards and sanctions that are based on the concept of choice and consequence, with the ownership of the behaviour placed firmly with the learner:

- Should learner choose to follow College expectations and behave appropriately, then they will be rewarded.
- Should learners choose not to follow College expectations and behave inappropriately, then a system of demerits will be reasonably and consistently applied.
- Underpinning the application of merits and demerits is an expectation that all adults in the College will intervene with learners in a manner that:
 - encourages and promotes positive behaviour
 - Defuses and positively manages confrontation should it arise.

Foundation phase – Merit and demerit system

For every ten positive entries learners will receive a reward.

10 merits = sweet

20 merits = prize chosen by the class teacher

30 merits = civvies

40 merits = sweet and civvies

50 merits = prize and civvies

60 merits = Kiddies Meal voucher.

the reward system is subject to change,
based on the teacher's decision.

Should a learner in this phase have ten negative entries, a detention class will be arranged and a letter will be sent home informing the parents. During this detention the learner will be expected to write out lines from the Code of Conduct or College rules/her by the educators running the detention.

Educators will communicate with parents via the homework message book should the need arise.

Intersen Phase – Merit and demerit system

For every 5 positive entries, learners will receive a reward from the Deputy Principal or Principal.

For every 10 positive entries, learners will receive a letter to wear civvies.

Should a learner in this phase have ten negative entries, a detention class will be arranged and a letter will be sent home informing the parents. During this detention the learner will be expected to write out lines from the Code of Conduct or College rules/her by the educators running the detention.

The Principal compiles a duty roster for each term's detention classes to be held every two weeks on a Friday afternoon, during which time the learners will be busy with Collegework for the full period of time: this will be indicated on the detention letter.

17.2 GRADING OF OFFENCES

Whilst the learner Code of Conduct is aimed at learners of the College, this section will equally guide the College in managing the behaviour of parents and/or guardians with sanctions ranging from warnings, to final warnings, to being banned from college premises and events to refusal to re-register a learner. Emphasis is also placed on parent's/guardians social media / external comments on the College.

After 5 detentions (50 entries on the white sheet) a disciplinary hearing will be conducted.
5 entries of serious misdemeanours (green sheet) will result in a disciplinary hearing.

Revival City College

**Learner Code of Conduct
Infringements and Recommended Sanctions**

Every matter shall be dealt with on its own merits and the offences and sanctions below are guidelines that are followed by the College

Type of Learner Misconduct/Transgression	Recommended Sanction		
	First Offence	Second/ Repeated Offence	Subsequent Offence
VERY SERIOUS MISCONDUCT			
<p>1. Violent, abusive, intimidating or threatening behaviour (verbal or physical) and/or</p> <p>Fighting, assault (threatened or actual) and/or</p> <p>Victimisation, bullying or initiation of any sort including cyber bullying or intimidation, regardless of the electronic platform used and/or</p> <p>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 College or at College events) and/or</p> <p>Inciting, advising or rewarding others to perform violent, offensive or threatening acts and/or</p> <p>Any “gang” related activity that may threaten the safety or welfare of others (at College or at College events, or in relation to College) and/or</p> <p>Harassment (sexual or racial or religious or other grounds) and/or</p> <p>Discrimination against another (sexual or racial or religious or other grounds) and/or</p> <p>Issuing a bomb threat or arson (attempted or</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		

<p>actual) and/or</p> <p>Behaviour that may pose a danger to the safety and welfare of others (at College or at College events)</p> <p>Acts or behaviour designed to create a hostile or threatening College environment</p>			
<p>2. 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 the College or at College events) and/or</p> <p>Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at the College or at College events</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		
<p>3. Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge and/or</p> <p>Theft or attempted theft and/or</p> <p>Sale of another person's stolen property</p> <p>Removing any College property from the College premises without the prior consent of the Management/Educator</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		
<p>4. Committing an act of continual insubordination or gross insubordination and/or</p> <p>Cheating, plagiarising, copying or tampering with test or exam results, or reports or assignments</p> <p>Being in possession of or distributing material or information that may give an advantage in a test or an exam and/or</p> <p>Extortion, bribery, corruption or fraud (attempted or actual) and/or</p> <p>Being an accomplice to, colluding, conspiring, assisting, abetting or instigating dishonesty, or fraud, or theft and/or</p> <p>Inciting, advising or rewarding others to commit a dishonest act and/or serious breach of College security procedures, or unreasonably refusing to submit to a</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		

<p>search and/or Off-site criminal misconduct that disrupts or substantially damages the College/learner relationship and the educational process</p> <p>Forgery or falsification of College documents and reports</p>			
<p>5. Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact and/or</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments and/or</p> <p>Committing a sexual offence and/or</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behaviour and/or</p> <p>Display/Storage, creation, sale or distribution of pornographic, or obscene, or offensive material, publications, symbols, email, text / SMS / MMS, cartoons</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		
<p>6. Sabotage, malicious or wilful damage to College or others' property and/or</p> <p>Unauthorised occupation of any College property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the College's property, without College permission and/or</p> <p>Blocking off any entrances or exits to or from and/or the College premises, with the intention or effect of interfering with free access / egress by others and/or</p> <p>Participating in or supporting industrial or protest action which prevents learners from attending College/ College activities</p> <p>Vandalising property or equipment (College or others) including but not limited to damaging, marking, defacing,</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		
<p>7. Actions that expose others to serious danger or injury, or expose the College to potential accidental loss or damages - whether due to wilful, grossly negligent or unintended acts and/or unsafe acts or behaviour that endangers the safety and welfare of others</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>		

8. Serious misconduct or actions that may bring the reputation of the College, learners or other stakeholders into disrepute	Hearing with suspension and/or expulsion		
9. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.	Hearing with suspension and/or expulsion and/or alternative sanction		
SERIOUS MISCONDUCT Repetition of any of the below misconduct may result in a hearing			
10. Being absent from College without a valid reason. The learner will be considered to be playing truant	Parental Contact and/or Final Warning	Hearing with Suspension and/or Expulsion and/or alternative sanction	
11. Playing of dangerous, obscene, insulting or demeaning games and/or malicious teasing and /or partaking in any form of gambling or similar gaming activities while on the College premises or in College uniform.	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and/or Expulsion and/or alternative sanction	
12. Inappropriate behaviour or comments in public or at College events that bring the College into disrepute and/or Abuse of College privileges or seniority / status, abuse of position of authority.	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and/or Expulsion and/or alternative sanction	
13. Smoking or being in possession of tobacco or cigarettes (on the College premises or at official College events).	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and/or Expulsion and/or alternative sanction	
14. 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	
<p>15. Improper use and/or not taking due care of property or equipment and/or</p> <p>Accidental damage to property</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>	
<p>16. Wilful disruption of College activities, interference with College authorities and/or</p> <p>Acts of abuse or intimidation of staff by learners when learners are not on the College site, and when not under the lawful control or charge of a member of staff of the College.</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>	
<p>17. Committing an act of insubordination</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>	
<p>18. Any misconduct by the learner that is considered by College authorities to warrant more than a verbal reprimand or an ordinary warning.</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>	
<p>19. Trespassing or entering College premises without permission or without supervision, and/or after College hours and/or</p> <p>Driving a motor vehicle or motorcycle in a manner that creates a risk and/or harm to other persons on/around College property</p>	<p>Counselling and/or Reprimand and/or Warning and/or Demerit</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative Sanction</p>	

MINOR TRANSGRESSIONS			
<p>20. Disregard for rules, directions, instructions or for any persons in authority and/or</p> <p>Defiance, disrespect, and/or discourtesy towards College authority, parents, visitors or learners and/or</p> <p>Being unreasonable intolerant of others, and their personal beliefs, traditions, appearance or diversity and/or</p> <p>Persistent violation of College Rules (with less serious initial consequences)</p>	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
<p>21. Use of excessive force when playing games or during sporting events and/or</p> <p>Playing games in an area where others may be injured or where property may be damaged and/or</p> <p>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 property.</p>	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
<p>22. Noisy or disruptive behaviour, disturbing the activities of others and/or</p> <p>Highly disruptive or unruly classroom behaviour which may include walking around the classroom without permission from the educator and/or</p> <p>Refusing to identify oneself upon request by a College authority.</p>	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
<p>23. Swearing and use of vulgar, profane (foul) language and the use of God's name in vain.</p>	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
<p>24. Tardiness or littering and/or</p> <p>Failure to have the correct learning materials during lessons and/or</p> <p>Poor grooming, unhygienic personal habits, improper use of College facilities or ablutions and/or</p>	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

<p>Hair, dress or apparel that is not in accordance with College standards or rules and/or</p> <p>Eating or drinking during class or College events / activities when consumption is not permitted.</p>			
<p>25. Tampering with the possessions or equipment of others and/or</p> <p>Use of College equipment without permission (with no serious consequences)</p>	<p>Counselling and/or Reprimand and/or Warning and/or Demerit</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>
<p>26. Failure to keep the College premises (including but not limited to) toilets, classrooms, auditorium, hall, playground and/or sports fields in a clean and neat state and/or</p> <p>Blocking the drain and/or toilet pan with paper or any other material or substance and/or leaving the bath room taps running and/or throwing toilet paper on the ceiling and/or</p> <p>Placing posters and/or stickers and /or graffiti on any College surface/property without the written authority of the Management.</p>	<p>Counselling and/or Reprimand and/or Warning and/or Demerit</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>
<p>27. Refusal or failure to complete homework tasks and/or assignments on the due date and/or</p> <p>Failure keep and maintain a homework book and/or</p> <p>Refusal to deliver or return reports, reply slips or letters to parents or to the College and/or</p> <p>Unreasonable and unexplained refusal to attend or participate in College activities or compulsory events and/or</p> <p>General uncooperativeness and / or being wilfully obstructive and/or</p> <p>Poor application to studies, College work or assignments</p>	<p>Counselling and/or Reprimand and/or Warning and/or Demerit</p>	<p>Parental Contact and Counselling and/or Final Warning</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative sanction</p>
<p>28. Truancy, poor timekeeping practices and/or</p> <p>Unexplained absences from classes or from compulsory events or activities and/or</p>	<p>Counselling and/or Reprimand and/or Warning and/or Demerit</p>	<p>Parental Contact and Counselling and/or Final</p>	<p>Hearing with Suspension and/or Expulsion and/or alternative</p>

<p>Failing to make prior arrangements and/or receive prior permission when absent from College and then on return to College failing to present a note from the learner's parents explaining the absence, regardless of the reason for absence and/or</p> <p>Leaving class or College premises without permission and/or</p> <p>Persistent late-coming or early unauthorised departure from class/College.</p>		Warning	sanction
29. Persistent misuse of personal communication devices during College activities (use of electronic devices is only permitted when an educator grants the learner permission)	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. Bringing a motor vehicle or motorcycle onto College property without written consent from the management or an educator nominated by the Management and/or failure to follow any instructions given by the Management and/or	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
Failing to produce the learner's valid driver's licence on request from an educator/staff member			
31. Failing, when in the classroom during lessons, to:	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
Greet the educator and each other and/or			
Leave the learner's desk neat and tidy when leaving the classroom and/or			
Maintain silence when requested to do so and/or			
Be well mannered, disciplined, co-operative, attentive and/or responsive			
32. 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

Suspension

During suspension, parents/guardian will have to come to the College to collect work to assist and help the learner catch-up on the work they will miss while on suspension.

Disciplinary Hearing

The learner shall be afforded the opportunity to present his/her case. The learner may call witnesses. The parents may accompany the learner in the Disciplinary Hearing.

The Sanction

After the learner has been given a fair hearing and found to have transgressed the Code of Conduct, the Disciplinary Hearing Chairperson will impose the sanction(s) Disciplinary Hearing Chairperson.

Appeal

The parent/representative of the learner on whom a sanction has been imposed may, in the case of expulsion or final written warning appeal within 5 College days.

The College Board Executive will consider the evidence and the sanction and may decide to uphold or not, the recommendation of the Disciplinary Hearing Chairperson

Power to use reasonable force

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom. All staff are trained in techniques which supports maintaining good order, de-escalation and positive handling strategies.

Acquisition of merits

The Code of conduct also makes provision for the allocation of extra credit points, called merits, to learners who achieved good results in the class, who delivery high quality work on a continuous basis, or even to learners who display ideal behaviour patterns.

Each aspect will be duly recorded in the Record book. After 10 merits the learner will receive a reward in the Foundation Phase. After 5 merits the learner will receive a reward in the Intermediate Phase.

Searching and Confiscation

As with other sanctions, the sanction of confiscation must be applied in a reasonable and proportionate way. The aim pursued in confiscating property is maintaining an environment conducive to learning - one which safeguards the rights of other learners to be educated with regard to health and safety, threats to good order, the ethos of the school.

All adults have the right to confiscate and retain but *not* dispose of unacceptable items such as mobile phones, toys, etc. Confiscated items must be placed in an envelope with the child's name on it. The item is then to be sent to the office and placed in an appropriate secure storage place. Such items must be returned at the end of the school day to the relevant learner, unless the item in question is part of an ongoing problem when an adult may have to come into school to collect it.

Exceptions to the above include material that is inappropriate or illegal for a child to have such as racist or pornographic material, alcohol or drugs. This material should be referred to the Management who will decide on the most appropriate action to take, including contacting the parents/carers/appropriate authorities confirming the reason for such action. The material may need to be stored safely until a responsible family adult can come to retrieve them if appropriate.

A learner might reasonably be asked to turn out their pockets or to hand over an item that is causing disruption and the school might use its legal power to discipline if the learner unreasonably refuses to cooperate.

PRACTIAL APPLICATION OF THE DISCIPLINARY COMPONENT OF THE CODE OF CONDUCT

In order to ensure the most efficient application of this Code of Conduct, it should be applied with the co-operation of all persons concerned. The observance, handling and completion of incidents ought to happen in such a way that the maximum effect is obtained by it, without burdening the educator with it, so that the curricular activities in the class are not affected negatively thereby.

The Disciplinary Committee (DC) interviews only the more serious cases and the frequent offenders.

All penalty measures must be performed within a given, reasonable timeframe.

Record books will be made available to the staff of the following grade.

The Principal compiles a duty roster for each term's detention classes to be held every two weeks on a Friday afternoon, during which time the learners will be busy with College work for the full period of time: 13h30 - 15h30.

17.3 PENALTY MEASURES

1. Any lawfully-accepted penalty measure may be applied, which can include:
 - 1.1. Verbal or written admonition by the Principal or the Educator if an isolated incident has occurred which is not a regular phenomenon with the learner.
 - 1.2. Time-out which means the offenders are sent to a facilitator in the vicinity who is teaching, accompanied by a reliable learner. The offender will spend the rest of the period sitting in a corner of the class. The learner could be removed from class for a period of time.
 - 1.3. Duties that can be performed for the improvement of the College environment when and where a learner has caused damage to the garden, soiled the bathroom or done any damage to the College grounds or any other form of vandalism. This type of community duty must lead to the upliftment of the environment and should be performed where the offence took place.

- 1.4. Detention after regular College hours, for regular offences of the same kind. Detention will preferably be on a Friday afternoon for a minimum period of two hours, after arrangements have been made with the parents.
- 1.5. Community service for an extended period if regular offence persists, after initial community service, also with notice to the parents.
- 1.6. Temporary suspension (banning from participation) from certain College activities as a correctional measure for misconduct where the learner's behaviour was to disadvantage the activity or the other learners participating in the activity. This type of temporary suspension may be applied to sport activities, cultural activities and may even include the use of the media centre, outings or other privileges such as participation at Goofy Games or attendance at the Gr 7 Farewell. This type of suspension will occur within a set time frame, which may not exceed one week. Notice is to be given to the parents via a letter from the College.
- 1.8 The Principal, after a fair hearing and on the sanction of the Disciplinary Hearing Chairperson, may suspend a learner's attendance from the College as a correctional measure for a period of one week. A learner may also be expelled by the Governing Body if found guilty of serious misconduct, after a fair hearing. The purpose with this penalty measure is rehabilitation and such learner is placed under observation on his/her return with regard to his/her behaviour and co-operation.
- 1.9 The Principal, after a fair hearing and on the sanction of the Disciplinary Hearing Chairperson, can expel a learner from the College.
- 1.10. Referral to an educational psychologist, play therapist or psychiatrist in collaboration with educators and parents will be crucial in serious cases of misdemeanours. Parents who have been referred to have their child assessed by an Educational Psychologist, play therapist or psychiatrist need to do so within the time frame the College has requested of them. Parents who do not comply with regards to the timeframe set by the College a new date will be set by the management team. Should finances be of concern a meeting will be held with the financial advisors of the College to plan the way forward. Should the parent not comply with the second timeframe set by the College, this will be seen as non-compliance by the parents and the learner registration will not be renewed for the New Year.

17.4 THE INVOLVEMENT OF PARENTS AND LEARNERS IN THE APPLICATION OF THIS CODE OF CONDUCT

All parents are considered co-managers of Revival City College's Code of Conduct. As such parents may be involved in the following ways:

1. An informative meeting to be held at the beginning of the academic year with information on the College's Code of Conduct.
2. The regular issuing of circulars in which the parents will be informed of any changes in the nature and application of the College rules.
3. Invitations to visit the college in cases where a learner's behaviour is unsatisfactory after repeated intervention on the side of the college in the case of minor transgressions.

4. Parents are also welcome to contact the College and request an interview with an educator and/or Principal.

17.5 COLLEGE RULES

The College rules (Annexure A) which will be handed to all parents on enrolment, will be an integral part of this policy. Should there be a rule that is not listed in clause 17 (List of transgressions), then the Disciplinary Hearing Chairperson / Principal, may at their discretion decide in which category the transgression falls, and the appropriate sanction.

Signed by:

Spiritual Director: _____ Date: _____

Operational Director: _____ Date: _____

The Principal: _____ Date: _____

Revised April 2021

