



# **RUSTENBURG EDUCATIONAL COLLEGE**

**2021**

## **LEARNER CODE OF CONDUCT ANTI-BULLYING POLICY ANTI-DRUG POLICY ASSESSMENT POLICY**

### **PERTAINING TO SCHOOL AND BOARDING**

**Please read through the code and policies carefully.**

**The signature of both learner and parent is required on each page.**

As a learner of **Rustenburg Educational College**, I .....  
(Full Name and Surname)

have the right to a quality education and to learn in a friendly, encouraging, secure and enriching environment.

#### **I have the responsibility to:**

- Behave in an orderly and exemplary manner within the school/boarding and when representing the school.
- Be considerate and supportive in my actions towards all learners and staff.
- Show respect and exercise tolerance towards people of different character, colour, creed, religion and culture.
- Contribute and voice my opinion honestly and openly, but in a considerate manner.
- Consider the concerns of others.
- Not engage in aggressive behavior of any kind e.g. bullying and intimidation.
- Not bring dangerous weapons or harmful or intoxicating substances to school/boarding.
- Wear the required school uniform with care and pride both inside and outside the school premises.
- Be punctual in the morning and in time for class.
- Be responsible for the care of my property, including any valuables I may choose to bring to school.
  
- Respect the property of the school and that of other learners and staff.
- Show courtesy towards visitors.

- Practice sportsmanship by encouraging team spirit and being respectful and fair towards opponents.
- Always strive to maintain high academic standards throughout the year. (Maintaining an average of 60%)
- Report incidences of bullying, intimidation and/or any aggressive behaviour to a member of the SBST.

These rights and responsibilities have been designed to ensure that RUSTENBURG EDUCATIONAL COLLEGE remains a happy, supportive and safe environment conducive to a high standard of teaching and education for all learners and staff members.

It is the aim of the school to shape all learners and give them the necessary personal and educational tools to become successful adults and responsible citizens of South Africa.

**PLEASE TAKE NOTE:**

**Only learners with exemplary behaviour and no record of code of conduct and school infringements, will be allowed to go on school tours, camps, outings, apply for a testimonial, attend the Matric dance/farewell and be elected as RCL member.**

**Learners with an extensive record of behaviour and academic problems will not be re-registered for the following academic year.**

**RUSTENBURG EDUCATIONAL COLLEGE IS A PRIVATE SCHOOL WITH THE RIGHT OF ADMISSION.**

**I understand that I must abide by the Code of Conduct and agree to be disciplined for any misconduct.**

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LEARNER SIGNATURE

.....  
PARENT SIGNATURE

.....  
DATE



## **RULES AND REGULATIONS OF THE CODE OF CONDUCT:**

**1. In the event of a learner being expelled from the hostel, that learner would automatically be expelled from the school without any discussion or meeting.**

### **2. THE FOLLOWING SHALL AUTOMATICALLY LEAD TO EXPULSION FROM THE SCHOOL/BOARDING WITHOUT ANY HEARING, DISCUSSION OR MEETING:**

#### **2.1 Pregnancy**

Should any learner in which grade whatsoever, fall pregnant during the academic year, this learner will be forced to leave the school with immediate effect. Should a male learner in which grade whatsoever impregnate another learner he will be forced to leave the school with immediate effect,. No arrangement will be made, discussions held or meetings arranged concerning this matter.

#### **2.2 Illegal substances**

Should a learner be in possession, use or be under the influence of drugs, alcohol and/or any illegal substance whilst on school/boarding premises and/or in school uniform, he/she will immediately be forced to leave R.E.C without any discussion or hearing. (See anti-drug policy)

#### **2.3 Assault**

In case of assault against any learner or/and staff member with intention of serious bodily harm, a learner will be forced to leave R.E.C immediately.

#### **2.4 Weapons**

No weapons that can cause bodily harm to other learners, educators or other people within the school/hostel premises (e.g knives, guns or any object that can shoot a projectile, sharp harmful objects, ammunition) are allowed. Learners may be subjected to random searches by male and female staff members.

#### **2.5 Theft**

Should a learner make himself/herself guilty of theft and it can be proven after a disciplinary investigation by the SMT and SBST, it could lead to immediate expulsion.

#### **2.6 Signing of policies**

**No learner will be allowed to attend Rustenburg Educational College if the Code of Conduct and all relevant policies are not signed by the parent and learner.**

#### **2.7 Sexual misconduct**

## **2. ACADEMICS**

### **Maintaining a minimum average of 60%**

**2.1** A minimum of 60% average per term as well as for the final year mark will be expected from all learners. (See assessment policy)

### **2.2 Failing the grade.**

Should a learner fail his/her grade, he/she will be forced to repeat the grade. **No progression** will be allowed.

### **2.3 Absenteeism**

- a) Should a learner be absent 10 days in succession or be absent more than 20 days during a year,  
the learner will be de-registered automatically and will have to re-apply for admission. Re-admission will only be granted at the discretion of the SMT and SBST.
- b) In event of a learner being absent for a test and/or examination, an authentic doctor certificate must be handed in in order for the learner to write the specific test/examination.
  
- c) If a learner is absent due to financial reasons or suspension, it is expected that the learner should  
write the particular test or/and hand in any assignment or project on the first academic day that the learner returns to school.

- d) It is the responsibility of the learner to catch up all academic work missed during the time he/she was not at school.
- e) All Educators are available after school for assistance where required.
- f) In the event of a learner being absent due to rehabilitation for substance abuse, they will not be allowed to do any assessment that was done during his/her time of absence. The learner, together with the parent/guardian should take it as their responsibility to cover all academic work which was covered during the time of absence.

**2.4 Extra lessons, winter school and Saturday classes** as organized by the educators and/or school are compulsory.

### **2.5 Cell phones and/or Tablets**

- a) All cell phones/tablets have to be switched off during academic class time, examinations and during the changing of classes.
- b) In the event of a cell phone/tablet being switched on during class time, it will be confiscated immediately and locked up in a safe. A fine of R500 will be charged for the release of the phone.
- c) NO cell phones or any electronic devices are allowed in an examination venue. All phones must be switched off and handed in to the invigilator or stored in the learner's bag. (See assessment policy.)

### **3. THEFT**

**RUSTENBURG EDUCATIONAL COLLEGE does not take responsibility for any personal belongings that get stolen.**

### **4. FINANCES**

**School/ and Boarding fees** are payable in advance before the 7<sup>th</sup> of each month, eg January fees are payable before the 7<sup>th</sup> of January etc. If fees are still outstanding on the 7<sup>th</sup> of the following month, the learner will not be allowed on the school premises until the fees are up to date.

### **5. DISCIPLINARY PROCEDURE: (Refer to the DISCIPLINARY POINT SYSTEM as set out on the following page.)**

THE PRIMARY AIM OF THE DISCIPLINARY PROCEDURE IS TO GIVE A LEARNER AND PARENT/GUARDIAN AMPLE OPPORTUNITY TO REHABILITATE BEHAVIOUR AND/OR ACADEMIC PROBLEMS IN CONJUNCTION WITH THE SBST.

All disciplinary and intervention meetings with the parent/guardian will only take place by appointment with the principal and SBST.

1. Should a learner accumulate 60 or more points per cycle (two weeks), he/she would be put on the first **Friday detention** after the particular cycle.
  - 1.1 Detention will take place on a Friday from 13h30 – 16h15.
  - 1.2. Learners placed on detention will be informed in writing about it the day before the detention session will be held.
  - 1.3 In the event of a learner being absent for a detention session, his/her name will be carried over to the following cycle's detention.
  - 1.4 In the event of detention, the learner will be responsible for his/her own transport arrangements.
2. Should the same transgressions occur on a regular basis, a **first disciplinary meeting** will be held between at least two of the SBST members, the parent/guardian and the particular learner.
 

A detailed report concerning the learner's work ethic, behaviour and academic progress compiled by all relevant educators, will be discussed with the parents/guardian at this meeting. Possible intervention strategies will be decided upon by all parties concerned.
3. Should the same transgressions as discussed during the first disciplinary meeting

continue, a **second disciplinary meeting** between the SBST, parents and learner will be called. More possible intervention strategies will be decided upon by all three parties concerned.

4. Should the same transgressions still occur on a regular basis after the first two disciplinary meetings were held and all possible intervention strategies were followed as decided upon in previous meetings, a **final disciplinary meeting** will be held between all relevant parties and a final written warning will be issued. The learner will be suspended for 10 school days after this meeting without any further discussion.
5. In the event of the learner's persistent behaviour and/or academic transgressions following all three disciplinary meetings between all concerned parties, the learner will be forced to leave R.E.C. without any further discussion.
6. In the event of a level 3 or level 4 transgressions, parents can be called in immediately. During this meeting a **first and last written warning** may be issued by the Principal. This constitutes that, should such an event be repeated by the learner, the learner will be forced to leave the school without any further discussion.

**PLEASE NOTE :**

All notifications regarding disciplinary matters will be communicated to the parent/guardian via e-mail, phone and/or sms. If a parent/guardian cannot be reached to schedule an appointment with the SMT/SBST, the disciplinary procedure as mentioned above, will still be followed.

I hereby declare that I have read and understand the **RULES AND REGULATIONS OF THE CODE OF CONDUCT of Rustenburg Educational College.**

.....  
LEARNER SIGNATURE

.....  
PARENT/GUARDIAN

.....  
DATE



## DISCIPLINARY POINT SYSTEM 2021

	<b>LEVEL 1 10 POINTS</b>	<b>LEVEL 2 25 POINTS</b>	<b>LEVEL 3 50 POINTS</b>	<b>LEVEL 4 75 POINTS</b>
1.	Appearance Incorrect uniform, hair, nails, belt, socks, winter/summer uniform, shoes.	Class disruption. Disrupting educator and/or other learners in the process of learning.	Damaging the property of other learners.	Bullying of other learners and/or staff. See anti-Bullying policy
2.	Homework not done.	Projects/assignment not handed in on time.	Disrespecting and damage done to school uniform.	Xenophobic remarks made.
3.	Out of class without permission	Copying and/or allowing the copying of homework/assignment/project from another learner	Skipping detention without written consent from parent/guardian.	Bunking class.
4.	Eating/drinking in class. (Water is allowed with permission of Educator	Textbooks not at school		Physical fighting on the school and or boarding premises.
5.	Wearing accessories with the school uniform that is not part of school uniform	Workbooks not at school	Using cellphones during academic time and/or change of classes.	
6.	Books not covered	Disrespect towards educator. Not following instructions. Back chatting.	Intimidation and/or bribery	Any sexual interaction in school uniform and/or on school premises or any event where the school is being represented.
7.	Late for school/class	Swearing	Possession and/or using of fireworks	Vandalism – Intentional damage to property
8.	Failing a test.	Hiding and/or stealing of another learner's belongings.	Instigating group actions which can lead to transgression of the School/Learner Code of Conduct	Being in possession of pornography.
9.			Refusal to abide to the Code of Conduct.	Unlawful practices during examination and tests. (Refer to Assessment Policy)
10.			Leaving the school grounds during school hours(to the hostel or outside premises) without written permission from the SBST or SMT.	Plagiarism of any kind eg. copying from a website, another learner's project, assignment and/or other assessment.

.....  
LEARNER SIGNATURE

.....  
PARENT/GUARDIAN

.....  
DATE

# ANTI-BULLYING POLICY



## **Principles:**

We, the educators, learners and parents of Rustenburg Educational College

- Do not tolerate bullying.
- Respect each other's right to human dignity.
- Promise to promote a safe school environment.
- Value and respect each person's unique personality.

## **Aims:**

The aim of this anti-bullying policy is to:

- Provide a safe learning environment.
- Protect children against bullying.
- Provide support for victims, bullies and parents.
- Provide guide lines on how to deal with bullying.

## **Definition of bullying:**

For the purpose of this policy, bullying is defined as follows:

Bullying is the willful, conscious desire to hurt another person, by means of physical, psychological, emotional and/or verbal abuse.

Bullying may be intended towards other fellow learners, educators and/or any other staff member.

Bullying includes, but is not limited to, the following:

- Kicking, hitting and punching.
- Teasing, taunting and mocking.
- Name-calling
- Using threatening gestures.
- Spreading nasty rumors.
- Intentionally isolating a person from activities
- Insulting family members.
- Damaging someone's property.
- Humiliation
- Intimidation

## **Basic Rules:**

- We shall respect and uphold the dignity of other learners, educators and staff members.
- We shall not physically, verbally and/or psychologically bully another learner.
- We shall not torture a learner in any way.
- We shall not use any form of initiation to hurt, intimidate, dominate or scare another learner.
- We shall help a learner who is being bullied by telling the bully to stop and we will not participate in the bullying. (i.e taking videos, photos, encourage verbally)
- We shall report bullying to the principal or an educator.

## **Responsibility of the learner:**

- Learners are required to report bullying to an educator or member of the of SBST.
- Information received by learners will be treated confidentially.

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LEARNER SIGNATURE

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PARENT/GUARDIAN

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DATE



## ANTI-DRUG POLICY

Rustenburg Educational College is a drug free environment. Any infringement regarding the anti-drug policy will be seen as a very serious offence and will be dealt with in a severe way.

According to Act 140 of 1992 in the Constitution of South Africa, it is illegal to use and/or be in possession of and/or deal in any illegal substance which may lead to dependency. The Government Notice No 1040 of the South African Schools Act (84/1996) declares all schools as drug free zones.

### 1. **Illegal substances**

Illegal substances refer to any unlawful, intoxicating and/or stupefying drug which includes alcohol, tobacco, dagga, inhalants and other hard drugs.

Rustenburg Educational College does not tolerate:

- the use or possession of any illegal or prohibited substance;
- the possession of drug-related equipment such as cigarette papers, pipes, matches, lighters, bottle ends, foils or other;
- performance enhancing drugs
- the inappropriate use of solvents, inhalants, aerosols, pain medication and similar agents;
- the consumption of alcohol and the smoking of tobacco.

### 2. **Procedure**

- No learner is allowed to use and/or deal in any illegal substance.
- No learner will be allowed on the school premises or on a school outing in an intoxicated state or under the influence of any illegal substance.
- No learner is allowed to bring any illegal substance on to the school premises, a school outing and/or school camp.
- The SBST and the SMT of Rustenburg Educational College has the right to do any non-intrusive drug test on a learner should any intoxication be suspected.
- The SBST and the SMT of Rustenburg Educational College has the responsibility to contact the parents/guardian of the learner straightaway should an infringement of the Anti-drug policy takes place.
- Any transgression regarding the Anti-drug policy will result in immediate expulsion without any further discussion.

The aim of this policy is to encourage all learners to abstain from using any drugs other than those which are medically prescribed by a registered medical doctor and to protect learners against the results of substance use and abuse.

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LEARNER SIGNATURE

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PARENT/GUARDIAN SIGNATURE

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DATE