

# MARITZBURG CHRISTIAN SCHOOL

## Code of Conduct for Learners

### 1. Preamble

The following Code of Conduct has been based on Biblical principles, the Education Department's Expectations, and, with reference to the guidelines set out in the Government Gazette No.18900 of 15 May 1998.

It seeks to promote a culture of teaching, learning and mutual respect in a Christ-centred school environment.

Such a Code cannot hope to cover every eventuality and, where specific occurrences are not mentioned, Biblical principles, and the professional integrity and judgement of Headmaster and Educator, must prevail.

2. An Educator at the school shall have the right to control and discipline the Learner according to the Code of Conduct during the time the Learner is in attendance at the school, at any school function, on school excursions, representing the school in school uniform, or during school-related activities.

### 3. General Behaviour and Manners

We, at Maritzburg Christian School, believe in the importance of the outworking of the Spirit according to Galatians 5:22 & 23. In any given situation, an MCS Learner should ask him/herself the question, "Is what I am about to do/say in line with Biblical standards? If the answer is "no" then the behaviour is not worthy of an MCS Learner and should not be embarked upon.

Specifically:

- 3.1 Learners are expected to take good care of their own possessions and MCS property.
- 3.2 Another person's possessions may not be interfered with.
- 3.3 Attendance at Assemblies and Christian education lessons is compulsory.
- 3.4 No Learner may be absent from lessons, or other activities to which he has committed himself, without permission from the relevant school authority.
- 3.5 Learners are expected to be punctual for lessons and other school activities
- 3.6 Learners are to greet adults politely and be ready to offer assistance whenever possible.
- 3.7 Learners who are seated should stand to greet adults. Learners should also offer to be of assistance to adults.
- 3.8 When approaching doorways, learners should stand back for adults.

- 3.9 Boys wearing hats/caps should raise them when greeting adults.
- 3.10 No-one should interrupt when another person is speaking.
- 3.11 Learners may not run inside the school buildings.
- 3.12 The swimming pool and environs are out of bounds to learners unless accompanied by a teacher.
- 3.13 Learners are not to cadge food or money from fellow pupils.
- 3.14 Chewing gum is not allowed at Maritzburg Christian School.
- 3.15 Eating and drinking on the driveway or at the school gate is not allowed.

#### **4. Appearance and Uniform**

- 4.1 MCS pupils are expected to wear their uniform correctly on and off school grounds.
- 4.2 Hair should be neatly combed. Boys' hair must not cover the ears, eyebrows or collar. "Exotic" hairstyles, which come into fashion from time to time are not allowed. If worn long, girls' hair should be neatly tied with a regulation colour fastening.
- 4.3 Hair may not be coloured, highlighted or bleached.
- 4.4 Girls' nails are to be cut short. High School girls may wear clear nail polish.
- 4.5 Where girls have pierced ears, only gold or silver studs are permitted and only one per ear-lobe.
- 4.6 No make-up may be worn.
- 4.7 Only clear lip-ice is acceptable.
- 4.8 Tracksuit tops must be worn zipped up.
- 4.9 Tracksuit bottoms may never be worn without the top.
- 4.10 High School learners may only wear full tracksuits during sport sessions.
- 4.11 Shirts should always be tucked in and socks pulled up. Garters must be used to keep long socks up.
- 4.12 High School and Primary School boys must wear only black lace-up shoes, as prescribed in the uniform list.

#### **5. In the Classroom**

- 5.1 It is every MCS pupil's right to receive the highest quality of education. Therefore, no person shall do anything to inhibit another learner's chances of taking full advantage of the educational opportunities offered.

- 5.2 Learners should commit themselves to work well during classes and complete assigned homework.
- 5.3 Disruptive behaviour is unacceptable and has no place at Maritzburg Christian School.
- 5.4 Plagiarism is not acceptable. Acknowledgement must be made for the use of work that is not your own.
- 5.5 It is every learner's responsibility to help to maintain the classrooms, other learning areas and toilets in a clean and tidy state.
- 5.6 Furniture and other facilities are to be treated with respect and never defaced.
- 5.7 Classrooms and all other learning areas are out of bounds outside lesson periods except where there is teacher supervision.

## **6. Computers and the Internet Usage**

### Guiding Principles

- 6.1 All the school rules apply in the computer laboratories.
- 6.2 The computer facilities are simply another, more flexible for a resource, like textbooks or workbooks, and as such, all the school rules apply to them.
- 6.3 Given that some facilities, such as web and email, extend beyond the boundaries of the school, a number of national laws, including the Electronic Commerce and Trading (ECT) Act, also apply.
- 6.4 The computer labs are there for the whole school, and for multiple subjects to use, to achieve the school's goals and vision.
- 6.5 For the purposes of these rules, the 'lab' is any area where computer equipment is installed.

### Specific Computer Usage Rules

- 6.6 No eating or drinking in the labs. This jams up keyboards and brings ants. Any form of liquid is dangerous to computers.
- 6.7 No unruly or 'physical' behaviour – this puts both the learners and equipment at risk. This includes unnecessary moving around the lab.
- 6.8 No 'fiddling' with equipment on any PC – either the one allocated to a specific user, or to a neighbouring PC. This includes unplugging power or network cables, reconfiguring settings, resetting, hibernating, or loading software with out explicit permission from the teacher. This makes learning and teaching difficult in class, and incurs unnecessary expense to rectify.
- 6.9 No learner may be in a lab without a teacher's permission.
- 6.10 There may be no access to the internet without the specific permission of the teacher in charge of the class.

- 6.11 Any computer facilities provided – including server storage space (“W: drives”), web pages, and email – are school property, and not private property. Whilst users are encouraged to use these facilities for all subjects, and allowed to do private work that does not impact system performance or break any other school rule, they are liable to be scanned and reviewed as and when the school sees fit. This includes, but is not limited to retrieving work to mark, scanning for viruses or malicious software, scanning for illegal content, including sexually explicit, sexist, racist or other inflammatory or material undesirable in terms of the school rules and ethos. There is no specific need for material of a personal and private nature to be stored on the schools infrastructure. If material in a user’s login account (email, files, etc) has breached any of these rules, that user is primarily accountable. The accountability of other users will be determined on a case by case basis.
- 6.12 The users of all facilities are accountable to keep their passwords secure and private, and may not use or share accounts.
- 6.13 Meddling with, or attempting to meddle with any other users’ information, including hacking, deleting or modifying information, is strictly forbidden. If someone has not logged off after using a PC, they must be logged off immediately by the next user.
- 6.14 Printing may only be done on instruction or with the permission of the teacher in charge. Unauthorised printing will be charged for.
- 6.15 Any social networking communication that can directly or indirectly be related to the school is also subject to the school Code of Conduct, irrespective of the point of posting of the material.

### **Disciplinary Actions**

Infringement of these rules will invoke relevant responses, including:

- 6.16 Verbal or written warnings, including to parents, as appropriate
- 6.17 Cleaning computers/ labs during breaks, or other break detention
- 6.18 Detention or other school disciplinary process, as relevant and appropriate to the offence
- 6.19 Exclusion from the use of computer facilities, either temporarily or permanently.

### **7. Break times, before and after school**

- 7.1 Body contact sports may only be played under supervision during official coaching sessions, and never at breaks.
- 7.2 The throwing of stones or any other projectiles is prohibited.
- 7.3 Children waiting for collection in the afternoons are to sit quietly at the designated areas.
- 7.4 Primary School Learners, who have not been collected 20 minutes after their scheduled time to go home, must report to the aftercare supervisor.

- 7.5 The school environs are off limits to learners on Sundays and public holidays. On other days, the field and nets may be used after hours but only under the direct supervision of a responsible adult.
- 7.6 The school environs are to be kept clean and tidy. It is everyone's responsibility to keep MCS clean. Littering is a punishable offence.
- 7.7. Athletics apparatus and all school sports equipment may not be touched without teacher supervision.

## **8. On the Sports Field**

- 8.1 MCS Learners are expected to play fairly and to be humble in victory and gracious in defeat.
- 8.2 Unsportsmanlike behaviour, including cheating and aggressive actions, will not be tolerated.
- 8.3 Visiting teams and individuals should be treated with courtesy and respect. At tea/lunch breaks they should be served first.
- 8.4 Learners are to greet visitors politely and thank the opposition and referee/umpire after a match.
- 8.5 The decisions of referees and umpires should be accepted graciously in all circumstances and may never be disputed.

## **9. Excursions**

- 9.1 Whilst on outings, and outside the school environment, learners should remember that they are ambassadors for MCS and should take special care that their actions bring only honour to themselves, their parents and the school.
- 9.2 Any rules specifically pertaining to areas visited must be followed.

## **10. After Care**

Children are given a 20 minute time period for parents to collect them after school/sport. No Grade 4,5, & 6 children may be left unattended. They must therefore attend After Care.

Children who stay for after care are expected to comply with all MCS regulations . Children in after care must remain within line of sight of the supervisor.

After care closes at 17h00. Children not yet collected will be left with our Security Guard.

## **11. Offences**

These have been categorized as "minor" and "major". The classifications should, however, be viewed as a guide not as an exhaustive list, and may be revised, at the discretion of the Headmaster or his delegated authority, where particular circumstances warrant and/or the school's good name is brought into disrepute.

### 11.1 **Minor Offences**

These included the failure to comply with the tenets of the Code of Conduct, as specified previously, except where these are detailed under “major offences”.

### 11.2 **Disciplinary Measures and Corrective Action**

In the case of minor offences, corrective measures may be applied. These actions could include one or more of the following:

- 11.2.1 Verbal warning or written reprimand.
- 11.2.2 The issuing of demerits, the accumulation of which may, over a period of time, lead to stronger disciplinary action.
- 11.2.3 Written work.
- 11.2.4 Work that contributes to the improvement of the school’s environment, including supervised light manual labour and litter pick-up duties.
- 11.2.5 Performing tasks to assist an offended person.
- 11.2.6 Break detentions.
- 11.2.7 After hours detention periods (where parents have been timeously notified).
- 11.2.8 Replacement of damaged property and/or reasonable financial compensation for losses which may have been incurred.
- 11.2.9 Suspension, for a period of time, from some school activities, e.g. sport.

### 11.3 **Major Offences**

These include: (but are not limited to)

- 11.3.1 Conduct which endangers the safety and/or violates the rights of others.
- 11.3.2 Possession of fireworks.
- 11.3.3 Possession, threat or use of dangerous weapons, including spear, bows and arrows, catapults, knives and firearms. (Where such articles are required for class displays or demonstration, they should be handed to the teacher by a responsible adult.)
- 11.3.4 Possession, use or transmission of tobacco, unauthorised drugs, alcohol, intoxicants of any kind or other potentially harmful substances.
- 11.3.5 The Headmaster or his delegated authority, upon reasonable suspicion, has the authority to conduct a search of any learner, or property in the possession of a learner, for a dangerous weapon, firearm, cigarettes, drugs, or harmful or dangerous substance, stolen property or pornographic material. During any search, respect for the individual’s dignity shall be observed and learners shall have the right to be searched in private by persons of their own gender and in the presence of a parent or legal guardian. In extreme circumstances the police may need to be involved.

- 11.3.6 Insolence or disobedience.
- 11.3.7 Absence from lessons or other compulsory school activities without permission.
- 11.3.8 Lying.
- 11.3.9 Cheating and forgery.
- 11.3.10 Theft or possession of stolen property.
- 11.3.11 The accession/possession of pornographic material.
- 11.3.12 Vandalism.
- 11.3.13 Fighting, assault or battery.
- 11.3.14 Bullying, including aggressive behaviour and psychological abuse.
- 11.3.15 The use of vulgar, insulting or blasphemous language.
- 11.3.16 Indecent behaviour....eg kissing, inappropriate touching.
- 11.3.17 Racism.

#### 11.4 **Disciplinary Measures and Corrective Action**

Serious breaches of discipline may result in one or more of the following courses of action being taken by the Headmaster or a Head of Department:

- 11.4.1 Parental notification (verbally and/or in writing).
- 11.4.2 A record of the offence being noted in the learner's personal file.
- 11.4.3 Suspension for a period of up to one week. (internally/externally)
- 11.4.4 Warnings / Final warning
- 11.4.5 Expulsion

#### 12. **Cell Phones**

Phones may be kept on your person, but must be kept off and out of sight during the day. May not have phones on person during tests. The school will **not** take responsibility for lost/stolen phones. Phones will be confiscated if seen during the academic day and kept in school safe until end of term. A teacher may give permission for a learner to use a cellphone during a lesson on condition this does not set a president for cellphone use after the permission is given.

#### 13. **Confiscated items**

Confiscated, which are illegally at the school, will have to be collected from the office by a parent.