



DERONA ACADEMY

CODE OF CONDUCT

GENERAL RULES, REGULATIONS AND CODE OF CONDUCT BEHAVIOUR.

- The wearing of masks is compulsory.
- Late arrival at school is not acceptable.
- Waste paper must be placed in the bins provided. The school grounds must be kept clean, and litter must be picked up daily.
- Bicycles are not to be ridden on the school grounds.
- A pupil may NOT drive or park a motor vehicle on the school grounds without the principal's permission. Possession of a valid license is required before bringing a motorbike onto the school grounds.
- School grounds are out of bounds during the school holidays and weekends, unless functions or approved organised activities are attended.
- All pupils of the school shall at all times and places conduct themselves with decorum and propriety.
- A pupil of the school may NOT harm or endanger the physical or mental wellbeing of a fellow pupil or Educator.
- Pupils may NOT be in possession of any object whatsoever which, in the opinion of the school could be considered dangerous or could cause injury.
- It is the responsibility of the learner to safeguard their personal possessions at all times. This includes purses, money and stationery etc. **The school is not liable for any theft or damage thereof.**
- The USE OF CELLPHONES IS STRICTLY FORBIDDEN during school hours (7:45 - 14:00). All cellphones must be SWITCHED OFF completely (not on silent) and kept under personal supervision. Phones that are found to be in use or switched on will be CONFISCATED immediately until the end of the term. This includes break time and during class. Theft of cellphones on school premises will not be investigated. **If there is an emergency learners may go to the office for assistance or the use of the telephone.**
- The re-admission of pupils who discredit the school will be reviewed regularly. The image of the school is important because the benefits received by attending a school with a good image are of tremendous value.
- Whether in or out of school uniform, learners shall conduct themselves in such a manner as to bring credit to the school.
- When the school uniform is worn outside the school, it is compulsory for grade 4 – 12 learners to wear their school blazer, unless special concessions is made by the principal.
- Friends and acquaintances that do not form part of the student body of Derona may not visit or be in contact at all with a learner during learning and teaching hours.
- No learner may:
 - Smoke or be in possession of tobacco.
 - Be in possession of any drugs, narcotics of any sort or alcohol.
 - Influence any other learner to be involved with such substances.
 - Be on the school premises or attend any school activities under the influence of any illegal substances.
 - Commit any form of vandalism at the school or to property of the staff or any other learner. Learners caught will be held responsible to repair or replace the damaged goods.
 - Intimidate or threaten any learner, member of staff or their families.
 - Steal.
 - Swear or use the Lord's name in vain.

- Cheat in any way, completing any form of test or examination including homework and written assignments.
- Refrain from attending classes, assemblies, or homeroom periods.
- By word or action display disrespect or insubordination to staff or prefects.
- Use a CD player, Walkman, iPod, MP3 player, pocket radio, etc. during school hours unless specified for educational purposes.

PLEASE NOTE: AS AN EDUCATION INSTITUTE, WE ARE OBLIGED BY LAW, TO INFORM THE POLICE OF ANY LEARNER CAUGHT WITH NARCOTICS OF ANY KIND, FOUND ON THE SCHOOL GROUNDS. THIS WILL RESULT IN A CRIMINAL RECORD FOR THE INVOLVED LEARNER/S AND POSSIBLE EXPULSION.

FAILURE TO COMPLY WITH THE SCHOOL RULES AND REGULATIONS MAY RESULT IN SUSPENSION AND/OR EXPULSION.

- The uniform and sports regulations are strictly enforced as they are laid down in the interest of the learners.
- TAKE NOTE: P.T. forms part of the Life Orientation / Life Skills. Attendance and the correct uniform are compulsory. These factors make up a part of the year mark for the subject.
- A high standard of behaviour is expected from the learners at all times. Respect should be shown in the following ways:
 - Learners must rise when an educator or guest enters the classroom.
 - Display a helpful attitude.
 - Be silent during school assemblies.
 - Greet educators, visitors, ground staff and parents.

SCHOOL ATTENDANCE

- Regular school attendance is the responsibility of the PARENT.
- No learner may leave the school premises without permission of the principal.
- Permission for learners to leave school early can be given in exceptional circumstances and then only receiving a letter, in which full details are given. The letter must be handed to the office or homeroom educator.
- The learner must be signed out at the office, when leaving school early.
- Phone calls made to the parents to collect a learner who fell ill during school time may only be made from the office.
- In the event of any absence from school, parents MUST provide a written explanation. A medical certificate is required for a period of absence of 3 days or more.
- Absence from tests or exams will ONLY be excused due to illness and only when an original doctor's note is submitted.
- Educators may consult the doctor to confirm dates. No confidential or private details will be requested.)
- Failure to produce a doctor's note will result in a nil mark.
- The learner will be required to write a supplementary paper / test / exam upon their return.
- It is irresponsible for the parent to extend school holidays. Attendance by all learners, for all school events is COMPULSORY.
- Please try your best to organise medical appointments after school hours or in the allocated school holidays.

PARENTS

- If you wish to speak with an Educator of Derona, regarding any matter, please PHONE AND MAKE AN APPOINTMENT FIRST.
- We as Educators do our best for our learners. We cannot take class time to discuss any problems or concerns. Our main priority is our learners' education.
- Appointments must be made at the educator's convenience.
- At times the principal needs to be called in and her schedule will also have to be taken into consideration.
- NO PARENT MAY EVER approach a learner or class and reprimand them. There is a strict procedure which must be followed. The matter will be discussed and investigated. If there are further queries or complaints the principle will be available. It is our duty as educators to make sure our learners are protected against violent outbursts or disconcerted parents.

- The educators at Derona are aware that our learners have rights. Therefore, we wish to create a safe and harmonious environment in which to educate these children. We ask that you give us the benefit of the doubt. Please make sure of facts and find out exactly what the case is before matters are unnecessarily escalated. There are always two sides to every story.
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UNIFORM POLICY

GIRLS

- No make-up of any kind
- No torn or dirty jerseys, shirts, blazers, tracksuits, pants, or socks.
- Only one pair of plain silver or gold stud earrings.
- Nails must be cut short and no nail polish.
- Hair tied back if touching the collar and eyebrows.
- Only white or black hair bands and clips. (No flowers, beads, or any decorative clips.)
- No hair colours, streaks, highlights, or gel.
- Dresses must touch or rest on top of the knee.
- Shoes must be polished at all times.
- Braids should also be tied and kept out of the face.
- No hair in the face / eyes.

BOYS

- No earrings or jewellery.
- No long hair. Must not touch ears or collar.
- No gel and must be shaved at all times.
- Shoes must be polished at all times and shirts must be tucked in.
- Grey socks at all times.
- Fancy hairstyles not allowed.

PT CLOTHES

- Only plain white t-shirts/golf shirts.
- Plain black shorts or tracksuits.
- School tracksuit is compulsory.

NB. Violation or non-compliance with uniform regulations without prior written/telephonic notification from a parent/guardian will result in afternoon detention.

HOMEWORK POLICY

- Incomplete homework will result in an afternoon detention session the next day.
- Homework not done will result in afternoon detention.
- Assignment/assessment task/project not submitted will result in afternoon detention.
- Learners will receive a detention every time they fail to submit. (3 chances).
- Homework book not brought to school will result in detention, as this will be viewed as homework not done.
- Demerits will also be given in all these acts of noncompliance.

CORRECTIVE ACTIONS TAKEN AND REGULATIONS ON ACTS OF NONCOMPLIANCE:

- 3 or 4 demerits in one day – detention first break the next day.
- 5 or more demerits in one day – two break detentions the next day.
- Learners with detention of more than four breaks will be booked for an afternoon school detention on a Friday afternoon.
- An afternoon detention will be given for every 10 demerits accumulated.
- After the third detention, parents will be called in for a meeting. A first warning will be given.

- If the learner receives another detention after this, a second and final warning may be given. This could result in possible suspension or even expulsion.
- No schoolwork will be done during detention.
- Detention times cannot be changed.
- All these acts of noncompliance with the corrective actions taken will be recorded and placed in the Learner's Personal Profile.

THIS DOCUMENT IS TO BE KEPT AT HOME FOR THE PARENTS' AND LEARNER'S FUTURE REFERENCE. A COPY WILL REMAIN WITH EVERY EDUCATOR. PLEASE SIGN THIS PAGE TO ACKNOWLEDGE RECEIPT OF THIS CODE OF CONDUCT. THIS WILL ALSO CONFIRM THAT YOU HAVE READ, UNDERSTOOD AND AGREE WITH THE REGULATIONS AS IT IS SET OUT.

PARENTS / GUARDIANS

I (MOTHER'S FULL NAME) _____ and

(FATHER'S FULL NAME) _____ have read and understood the Code of Conduct. I will, to the best of my ability, assist the school in the education of my child.

Signed: (M) _____

Signed: (F) _____

LEARNER

I, (LEARNER'S FULL NAME) _____ will, to the best of my ability, uphold the school's good name and reputation at all times. I agree to adhere to these regulations and rules and obey them.

Signed: _____

Grade: _____

Date: _____