



POLICY COMPREHENSIVE FOR BEHAVIOR, APPEARANCE AND BELIEF

This policy applies to learners, teachers, staff, parents and Governing Body.

The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of South Africa, the South African Schools Act, the National Education Policy Act, Guidelines for Code of Conduct for learners, as well as relevant regulations and the specific needs of Rijk Tulbagh Private School during times of drafting.

Word definition:

Rijk Tulbagh Private School hereinafter referred to as "the school".

Pupils of Rijk Tulbagh Private School hereinafter referred to as "learners".

Teachers of Rijk Tulbagh Private School hereafter referred to as "teachers".

Any other employee of Rijk Tulbagh Private School hereinafter referred to as "staff".

Members of Rijk Tulbagh Private School's Governing Body hereinafter referred to as "SGB".

Parents and guardians of pupils of Rijk Tulbagh Private School hereinafter referred to as "parents".

Introduction:

The behaviour, attitude, behaviour, appearance and example of learners' teachers, staff and parents will at all times be such that it will command the respect of the public, visitors and the community for the benefit of the school.

1. **Code of Conduct and Responsibilities**

The purpose of the Code of Conduct is to establish a disciplined and purposeful school environment that is dedicated to promoting and sustaining the learning process. Once a learner is enrolled at school, they are subject to the code of conduct and must adhere to it. Once a parent enters the school grounds or attends school events or has a child in school as a learner, the parent is subject to the code of conduct. If any learner or teacher or staff member or parent contravenes or disrespects the code of conduct, a disciplinary procedure will be followed against them accordingly. The code of conduct provides for the rights of the individual.

All the above parties pursue the values and principles of the school.

*Respect for your fellow human beings, other learners and teachers

*Execute assignments from teachers promptly

*No profanity or scolding or poor language is allowed

*Accept all fellow learners' differences regarding races, cultures and religions

*Accept responsibility to nature and environment, no littering and pick up litter as you pass by on the school grounds and sports grounds

*Keep classrooms and school grounds tidy and clean

*No vandalization is allowed, this includes writing on walls, benches or doors and damaging school property

*Keep bathrooms neat and clean

*No smoking of cigarettes or e-cigarettes or drugs is permitted in any area of school or sport, including in the parking area, except when a smoking area is made available during certain events or functions such as the Night Market.

*No fighting is allowed

*Honesty is always a requirement

*Active participant and loyal supporter of my school's sports and cultural events

*Comply with classroom rules and teachers' directives

*Never puts anyone's life at risk

*Always run homework commands

*No dishonesty in tests and assessments, all assignments are carried out by learner himself, not written off by a parent or other person

*Strive to always preserve and strengthen the school's ethos

*Teachers will educate, always train and teach learners

*Teachers attitude, commitment, self-discipline, ideals, training and manner of action should promote the quality of education

*Teachers and staff must behave properly and be properly clothed at all times

*Teachers are entitled to human dignity, privacy, freedom of belief, language and culture, subject to the school's policies within school hours or on school grounds

*Teachers must be an example to the learners, be prepared for lessons, adhere to school rules, be punctual for lessons, act consistently at all times, behave professionally towards parents, visitors, fellow teachers and learners at all times

*Teachers are entitled to human dignity, privacy, freedom of belief, language and culture, subject to the school's policies within school hours or on school grounds

*Teachers must be an example to the learners, be prepared for lessons, adhere to school rules, be punctual for lessons, act consistently at all times, behave professionally towards parents, visitors, fellow teachers and learners at all times

*Teachers and staff always put learners' safety first

*Parents must under no circumstances interfere with the teaching of his child or the class

*Parents support school code of conduct and rules

*Parents follow the correct process at all times to contact a teacher or discuss a matter:

1. Contact involved teacher through D6 or email to school or call to school's phone.

2. If a parent is not satisfied with the outcome of the case, the parent may contact the phase head through the same channels.

3. If the parent is still not satisfied with the outcome, the parent may contact the principal through the same channels.

4. If the parent is still not satisfied with the outcome, the parent can contact the SGB via email to state the matter.

*Parents, teachers, staff and learners may under no circumstances spread any negative communication on social media or any other form or platform

2. Appearance and Dress Code

All learners, teachers, staff and parents must be dressed decently at all times at any school event.

School uniform:

(a) Rijks Tracksuit

(b) Rijks Navy School Shirt (long sleeve or short sleeve)

(c) Rijks khaki school pants or suspend

- (d) Rijks grey sports shirt
- (e) Rijks navy sports shorts
- (f) Rijks Fleece wintertop
- (a) White socks with school uniform
- (b) Rijkies socks with sport uniform
- (c) Tekkies (predominant white or navy)
- (d) Tennis uniform, netball uniform and rugby uniform as supplied by school
- (e) Plain navy visor for sport

Note:

- No lycra or other stretch shorts under school clothes, nor in place of sports shorts
- No other scarves, buffs, beanies or jackets are allowed
- No other caps or hats are allowed with school clothes or at sporting events
- Pupils' underwear must not shine through or protrude
- Pupils' suspend and sports panties must not be tight-fitting
- School bags may not be full of writings or stickers
- Hair of girls should be neatly out of sight and not touch collar, long hair tied with navy/white/black/grey hair elastic, no decorative hair clips
- Boys' hair should be short and neat
- No make-up may be worn by learners
- Hair must not be dyed or bleached
- Only arm watch is allowed for boys and girls, as well as a Medic Alert strap
- Small earrings or small stud are allowed for girls, no stones in them and only one per ear
- No other jewellery is allowed, nor at sporting events
- The Pupil Council jacket may only be worn with school uniform and NOT with sportswear, then learner must also wear sneakers, not barefoot

3. Hygiene

- Personal hygiene is non-negotiable for learners, teachers and staff
- Learners' nails must not cross at the fingertip

- Girls are not allowed to wear nail polish or fake nails
- No makeup along with school clothes or sportswear
- No neck, arm, or ankle chains, as well as no rings on hands or feet
- No visible tattoo marks in learners are allowed
- Tattoo marks with teachers and staff must be covered during school functions or school days

4. Faith

Rijk Tulbagh Private School is a Christian School with Christian values and practices the reading of the Bible.

The School is inclusive of other faiths and beliefs, but only allows Christian Faith practice, other faiths are free to excuse themselves for that time, provided so agreed by parents with school in writing.

The School commits itself to never discriminating against a learner of a different faith and all learners will be treated and taught consistently and equally at all times.