

This conduct regulates formal relations among educators, learners and parents in relevant areas of interaction- classroom, sport fields, or any other place set aside for the use of any or all of the parties. The code aligns itself to the constitution of the Republic of south Africa, act 108 of 1996, and the South African Schools Act, 1996(act 84 of 1996) The Code of Conduct is also augmented by separate, specific policies as required by the South African Schools Act.

The Bill of Rights has a number of sections that are relevant when considering the rights of children in schools, including:

Section 9 The right to equality before the law, and to equal protection of the law. Direct or indirect discrimination is prohibited, but with this right legitimately limited by affirmative action.

Section 10 The right to human dignity and to be treated with dignity and respect.

Section 12 The right to personal freedom and security. This inter alia protects people from being subjected to cruel, inhumane or degrading treatment, or unjust punishment.

Section 14 The right to personal privacy - provides protection from improper searches, seizure of private possessions and the violation of personal communications.

Section 28 specifically protects the rights of children ("child" means a person under the age of 18 years). A wide range of fundamental rights are provided for, in addition to the other general rights contained in the Constitution. In particular – S28.1d every child has the right to be protected from maltreatment, neglect, abuse or degradation; We commit ourselves to the advancement of learning, personal development and responsible citizenship.

The Code of Conduct is also augmented by separate, specific policies as required by the South African Schools Act.

RIGHTS AND RESPONSIBILITIES OF INDEPENDANT SCHOOLS

As an Independent school, Urban Academy is by law legally sanctioned to operate according to certain characteristics which include the following:

1. To follow our own distinctive mission (including particular ethos, faith or philosophy values)
2. We determine our own learner admission policy in line with the law
3. We may choose our own curricula and exit examinations that meet the prescribed outcomes of the National curriculum Statement.
4. We may determine our own promotion and retention policies in line with applicable policies
5. As independent school we have the freedom to use our own professional judgement to make decisions.
6. As an Independent school, Urban Academy's standard may exceed the standards prescribed to public institutions and therefore our requirements may be more rigorous.
7. **EXCLUSIONS:**
 - **Students may be excluded from school on grounds of contravention of the rules contained in the Code of Conduct.**
 - **A breach of contract between the parent/guardian and the school on the grounds of non-payment of school fees.** (*A breach of contract has the consequence that the school has no further contractual obligation to offer education to affected student*). We do however recognize that it is not the student that is in breach of contract and that it is

ultimately the student affected, but the first responsibility lies with the parent/guardian not to put their child/children in this position. The school can therefore not be held responsible to continue further schooling due to parent/guardian default)

SCHOOL RULES & PROCEDURES (refer disciplinary policy)

STUDENTS MUST MAKE THEMSELVES FAMILIAR WITH THESE RULES AND PROCEDURES. IGNORANCE CANNOT BE ACCEPTED AS AN EXCUSE.

PARENTS ARE EARNESTLY REQUESTED TO SUPPORT THE SCHOOL IN THE IMPLEMENTATION OF THESE RULES AND ALL OTHER MEASURES TO ENSURE THE STUDENTS' SAFETY.

ABSENCE

The South African Schools Act (No. 84 of 1996) clarifies expectations regarding compulsory attendance. A note from the parent must be brought and handed to the register teacher on the first day a learner returns to school after being absent. A MEDICAL CERTIFICATE must be brought after absence from examinations or other scheduled tests or assessments. Failure to do this will result in a zero mark. Being absent for 10 or more consecutive days may lead to immediate de-registration.

BANNED ITEMS

No learner may bring these items to the school:

- ALCOHOL,
- TOBACCO, DRUGS, VAPES, E-CIGARETTES, ETC
- WEAPONS
- PORNOGRAPHY

Contravention of this rule may lead to immediate suspension, pending expulsion. Criminal charges may also be laid in such cases. In addition, no learner identifiable as a learner of the school, whether in or out of uniform, should use these substances off the premises.

Learners, who need to take medication during the school day, and therefore have such substances in their possession while on school property, should inform the Principal or Deputy Principal of this.

APPOINTMENTS DURING SCHOOL HOURS

Parents are requested to avoid making appointments which will necessitate their child's missing school.

Very few learners can afford to miss lessons. Learners who miss continuous assessments activities or tests will be given nil (0).

If such an absence is ABSOLUTELY UNAVOIDABLE please send a note of excuse to the principal at least 24 hours IN ADVANCE.

BULLYING/ OTHER THREATS:

No student may be party to threats or intimidation of any kind against the school or any other parties. Involvement in such activities may result in immediate suspension, and/or expulsion. Criminal charges may also be laid.

CELLULAR TELEPHONES & EARPHONES

Cellular phones and/or earphones may not be visible or used during school hours. This includes the sending and receiving of SMS/text messages. Cell phones must be switched off at all other times. If this rule is broken, the cell phone will be confiscated. The phone will be kept for one week before a student may get it back. Parents are requested not to try to contact their children during class time. In compliance with DOE rules, learners may not have a cell phone on their person when writing a test or an examination. They may not be used as a calculator. All cell phones must be handed in to the invigilator before the start of the test or examination. Any attempt to use a cell phone during a test or examination will be construed as dishonesty and will be treated as such. (See CHEATING below) The school will not be held liable of theft of cell phones.

CHEATING

Any learner found cheating in a test or examination will have their paper removed forthwith by the invigilator. They will receive nil (0) for that examination and could face further disciplinary action which will include not being resulted.

CHEWING

Chewing gum is NOT allowed inside the school grounds.

DEFACING/DAMAGING PROPERTY

The willful defacing or damaging of property belonging to the school or to any other person will not be tolerated.

HAIR

Girls

- Hair touching the lower edge of the collar must be tied up, irrespective of whether it is loose, plaited or braided. Hair must be neat, combed/brushed and not hang in front of the eyes. Hair accessories must be plain black, dark brown or maroon.
- Girls may not alter the colour of their hair in any way. No streaks/highlights are allowed.
- Hair must be clean and free of products which obviously alter the appearance of their hair e.g. gel. No unusual, attention-attracting, exotic or fashion hairstyles (e.g. spikes, dreadlocks) or shaving of the head is permissible.

Boys

- Must always ensure that their hair is short, clean and neat – NO hair style that would attract undue attention, e.g. NO braids, extensions, plats or “pointed” hair styles are allowed. No hair art.
- Ensure that any facial hair is always kept clean-shaven – NO moustache, beard or side burns past the middle of the ears allowed

TATTOOS: May not be visible.

JEWELLERY

Girls

- No jewellery, only a plain, traditional-type watch.
- For pierced ears, ONLY small plain metal sleepers or studs are allowed.
- Only one pair may be worn - one earring in the lower part of the lobe (and lowest pierced hole) of each ear.
- NB: No other visible piercing is allowed (e.g. labret, tongue, and nose). Covering a piercing with a plaster, or using a bristle to keep the hole open, is also not allowed.

Boys:

- No jewellery other than a wrist watch is allowed.

LANGUAGE

Swearing, derogatory and abusive language of any sort will not be tolerated within the school, the grounds, on educational outings, at sports functions or at any other time or place where Students can be recognized as learners of Urban Academy.

NAILS

No false nails, color nail polish, French manicure or henna is permitted. Boys and girls must keep their nails short and clean.

UNIFORM

The wearing of a school tie is compulsory throughout the year. All learners are required to wear the appropriate summer / winter school uniform at school.

Uniforms, as prescribed, are to be worn by all learners. Students are expected to be neat and tidy at all times. Pride in uniform and appearance reflects an overall respect for oneself and the school. Inappropriate or indiscreet behavior will be viewed as a lack thereof. Where the wearing of the incorrect uniform items is unavoidable, students must obtain the permission of the HOD until the problem has been rectified. This permission will only be granted at the written request of a parent unless, due to unforeseen circumstances, this is not possible. School uniform is required for all school outings, unless permission to the contrary has been granted by the Principal or Deputy Principal.

Summer (January, February, March, April, October, November and December)	
Girls	Boys
Grey skirt	Long grey school pants (Primary school may wear shorts) no skinny or tailored pants
Short sleeve white Shirts (tie collar)	Short sleeve white Shirts (tie collar)
White socks	Long grey socks
School tie (compulsory)	School tie (compulsory)
Black school shoes	Black school shoes

Jersey / pull over – official school jersey/pullover	Jersey / pull over – official school jersey/pullover
Blazers - compulsory	Blazers - compulsory
	Brown / black belt
Foundation phase: Skort and white official school golf shirt	Foundation phase: Maroon school short, tekkies, white school golf shirt
Matric - white school pull over	Matric white school pull over

Winter (May, June, July, August, and September)	
Girls	Boys
Grey skirt / Long grey boys school pants	Long grey school pants – no skinny or tailored pants
Long sleeve white Shirts (tie collar)	Long sleeve white Shirts (tie collar)
Long grey socks	Long grey socks
School tie (compulsory)	School tie (compulsory)
Black school shoes	Black school shoes
Jersey / pull over – official school jersey/pullover	Jersey / pull over – official school jersey/pullover
Blazer - compulsory	Blazer - compulsory
	Brown / black belt
Foundation phase – as summer with school track suit	Foundation phase – as summer with school track suit

SPORTSWEAR

Only soccer sportswear available – to be developed

VALUABLES

Students are discouraged from bringing large sums of money or anything valuable to school. Where this is unavoidable, such items must be handed in to the office for safekeeping. The school will not take responsibility for the loss of valuable articles or money.

Foundation Phase may not bring any toys from home.

VISITORS

Visitors are to be greeted politely and assisted where necessary.

DISCIPLINE

All transgression of the code of conduct will be dealt with in accordance with the disciplinary procedures.

The various infringements set out in the Code are not intended to be an exhaustive or full list of possible infringements or misconduct by learners, but are rather to be interpreted as indications of the broad types and severity of offences by learners and the appropriate sanctions if the learner is found to be guilty by the School.

LEVELS OF MISCONDUCT AND APPLICABLE DISCIPLINARY ACTIONS

Level 1 –

- 1.1 Late for class/ school/ extra murals/registration.
- 1.2 Absent from class without teacher's permission or bunking a lesson
- 1.3 Homework not done/incomplete.
- 1.4 Task/activity not submitted on the due date.
- 1.5 School work/ equipment/ diaries/ books not at school.
- 1.6 Working on another subject in a class without permission.
- 1.7 Reply slips/letters not returned.
- 1.8 Appearance/ rules for neatness/ dress not adhered to.
- 1.9 Use or misuse of cellular phone/earphones/other electronic devices without permission.
- 1.10 Allowing an individual to use one's book to copy work.
- 1.11 Littering/ not cleaning up after you.
- 1.12 Extra-mural activity: non-attendance at practices and matches (without a valid excuse to teachers/coach).

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Level 2 -

- 2.1 Continuous repetition of level 1 misconduct
- 2.2 Swearing/ use of profane language.
- 2.3 Copying of homework from another.
- 2.4 Hiding possessions.
- 2.5 Willful disobedience
- 2.6 Disruptive behaviour.
- 2.7 Not following the sign-out procedure.

- 2.8 Disregarding test/examination procedures.
- 2.9 Inappropriate communication via social media (minor level - as deemed by staff)

Level 3 –

- 3.1 Repetition of level 2 misconduct
- 3.2 Plagiarism.
- 3.3 Verbal abuse of a fellow pupil.
- 3.4 Truancy/ bunking school (absence without proper permission from parents).
- 3.5 Non-attendance of match/performance.
- 3.6 Inappropriate communication via social media (moderate level - as deemed by staff))
- 3.7 Bringing the school into disrepute, whether directly or through social media

Level 4 –

- 4.1 Repetition of level 3 misconduct
- 4.2 Tarnishing school image.
- 4.3 Dishonesty in a test/exam (copying someone else, having notes etc. or allowing someone to copy your work).
- 4.4 Fighting or violent behaviour.
- 4.5 Vandalism/ damage to property/possession of other pupils' property.
- 4.6 Possession of pornographic material.
- 4.7 Smoking/ possession of/in the company of/ vaping/ e-cigarettes/ smoking or vaping paraphernalia.
- 4.8 Misconduct on any school outing/ excursion/ trip/ tour.
- 4.9 Non-attendance of detention.
- 4.10 Falsifying signature or writing a false letter on behalf of someone else (forgery).
- 4.11 Ongoing disruptive behaviour in the classroom/disrupting the school's educational programme.
- 4.12 Inappropriate communication via social electronic media (severe level - as deemed by staff))

Level 5 –

- 5.1 Repetition of level 4 misconduct
- 5.2 Discrimination.

- 5.3 Threatening to assault/intimidating a fellow pupil or teacher; verbal abuse of a fellow pupil or teacher, whether directly or through social media.
- 5.4 Inappropriate sexual behaviour and/or sexual harassment.
- 5.5 Hate speech: this refers to speech intended to degrade, intimidate, or incite violence or prejudicial action against a person or group of people, whether directly or through social media.
- 5.6 Possession of illegal substances; dealing/selling/ pushing/consumption/being under the influence of such substances at school, on school outings, extracurricular outings or in school uniform.
- 5.7 Theft.
- 5.8 Improper suggestions of a sexual nature; sexual harassment of teacher/pupil, whether directly or through social media.
- 5.9 Threatening/assaulting/intimidating a fellow pupil; bullying.
- 5.10 Criminal offence.
- 5.11 Possession of any dangerous weapons e.g. knife at school/on school outing.

Actions / remedies for transgression of Code of Conduct

LEVEL 1	Addressed by Class/subject Educator in accordance with Urban Academy's disciplinary policy
LEVEL 2	Addressed by Class/subject Educator in accordance with Urban Academy's disciplinary policy. (Contact with parent via text/phone call, etc.)
LEVEL 3	Addressed in accordance with Urban Academy's disciplinary policy. Referring to HOD's/Heads of discipline/warning letters/Detention etc.
LEVEL 4	Addressed in accordance with Urban Academy's disciplinary policy. (Heads of discipline/ Deputy Principals, Final written warnings, Suspension)
LEVEL 5	Addressed in accordance with Urban Academy's disciplinary policy. (Principal, immediate suspension/ de registration)

It is the prerogative of the School Management to – at any given time – refuse entrance into the school to anyone guilty of any offence as per this code of conduct. Decisions will always be fair and the effect on all parties will be considered. It is the aim of Urban Academy and its staff to create a safe environment for all so as to maximise the educational opportunities offered to all students. Any level 4 to 5 transgressions could lead to immediate suspension and further disciplinary processes.

Any student suspect of being under the influence of an illegal substance will be tested on the school premises- after contacting the parents. If parents decide not to give permission, the school will request immediate testing by a medical practitioner/Sanca. The student may not return to school without the results of the testing being presented and accepted by the school. A student with positive test results will not be allowed back in school. Further action/remedies will be discussed with parents.

WORK ETHICS

Parents and students must take note that noncompliance with the school rules may lead to de-merits. Not doing homework or not handing in work (assignments etc.) on the due date will result in receiving de- merits.

STUDENTS NEED TO QUALIFY TO WRITE EXAMINATIONS. IF A STUDENT DO NOT MEET THE CUT OFF MINIMUM MERITS, HE SHE WILL NOT BE ALLOWED TO WRITE EXAMINATION.

The direct result of this will be that he/she already fails the year. STUDENTS REACHING THIS POINT WILL BE DEREGISTERED. ALL SCHOOL FEES PAID WILL BE FORFEITED.

We urgently request all parents to assist us in monitoring their children when at home and see to it that they put the required amount of effort into their school work.

Notice will be given to parents regarding their child/children's progress.