



# Victory House Private School

23 Golf Club Terrace, Florida, Gauteng  
(Corner of Church street west & Golf Club Terrace)

Tel: (011) 672-5402

## Code of Conduct, Vision & Statement of Faith

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### 1. DEFINITION

The Code of Conduct defines a set of behaviours that are acceptable or unacceptable within our school. The Code includes rules, which govern the conduct of learners and relationships between learners, educators and parents.

### 2. AIM

The aim of the Code of Conduct is to establish a disciplined and purposeful school environment dedicated to the maintenance and improvement of the quality of the learning process through effective teaching and learning.

### 3. PRINCIPLES UNDERPINNING THE CODE OF CONDUCT

The Code of Conduct is aimed at establishing and maintaining acceptable behaviour and general order within our school environment. This Code of Conduct must be made available to learners, their parents and the educators.

- 3.1 This Code of Conduct should endeavour to foster mutual respect and the formation of sound, educative inter-personal relationships between learner and educator, school and home.
- 3.2 This Code of Conduct must be based firmly on the principle of non-violence. It should thus promote a culture of non-confrontation, consensus, co-operation and tolerance.
- 3.3 This Code of Conduct must provide clear responsibilities for learners, educators and parents and thus promote a culture of accountability within the school.
- 3.4 This Code of Conduct is binding on all learners, their parents and educators. The development of the Code of Conduct is however, an ongoing process and will be subject to review on a regular basis.

### 4. THE RIGHTS OF LEARNERS

Learners have the right to:

- 4.1 learn and be taught in a safe school environment.
- 4.2 attend school unhindered subject to school fees not falling into arrears.
- 4.3 attend all classes, free from interference by any other person.
- 4.4 receive tuition.
- 4.5 regular feedback reflecting academic progress.
- 4.6 make responsible use of all school facilities.
- 4.7 appropriate counselling for personal and/or educational problems provided such facilities are available at school or to the school.
- 4.8 participate in patriotic activities as arranged by the school.
- 4.9 attend a school free of drunkenness, bullying, victimization or intimidation.
- 4.10 attend school free of illegal drugs and weapons.
- 4.11 attend school free of sexual harassment, racism or criminal behaviour.
- 4.12 privacy in their personal possessions unless a Principal has reasonable cause to believe that illegal or harmful materials possessed by the learner are being used to disrupt the educational process or to endanger the health, safety or welfare of others.

## 5. THE RESPONSIBILITIES OF LEARNERS

Learners undertake to:

- 5.1 learn, commit to a work ethic & accept responsibility for own academic performance.
- 5.2 Conduct themselves in a courteous, respectful way. Good manners and kindness are expected from all learners.
- 5.3 attend all classes daily and on time.
- 5.4 do all academic tasks and activities including homework by given time.
- 5.5 be in possession of appropriate working materials.
- 5.6 be dressed in the correct school uniform at all times.
- 5.7 respect all persons and property.
- 5.8 refrain from abusive language and inflammatory actions.
- 5.9 conduct themselves in a safe and responsible manner.
- 5.10 conform to normal/acceptable standards of personal cleanliness & neatness.
- 5.11 be responsible for their own work.
- 5.12 protect school property.
- 5.13 refrain from and report acts of vandalism or any other damage to or misuse of theft of school property/other pupil's property/ educator's property.
- 5.14 refrain from and report any unauthorised removal of school property from the school premises.
- 5.15 refrain from disruptive, undisciplined or unco-operative behaviour, both within and outside the classroom.
- 5.16 abide by the internal rules, regulations and procedures of the school and the individual class educator.
- 5.17 practise tolerance within the context of interpersonal relationships in the school, particularly racial, cultural, and religious tolerance and to respect the personal convictions of all.
- 5.18 refrain from the use and/or being in the possession of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, intimidation, bullying, sexual harassment, rape, victimization, drunkenness, smoking or being in possession of pornographic material.
- 5.19 at all times to behave in a courteous & considerate manner towards each other, the leaders, all members of staff & visitors to the school. All instructions given by members of staff & leaders must be carried out willingly and promptly.
- 5.20 to set a good example with regard to appearance and behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will discredit themselves, their family or the school.
- 5.21 behave in a manner which will not disrupt the learning of others or which will cause physical or emotional harm to others.
- 5.22 to distance themselves from any situation whereby school rules are being broken e.g. photographing or videoing a fight – the responsibility of the learner is to immediately call an educator.

## 6. THE RESPONSIBILITIES OF EDUCATORS

With regard to the Learners, Educators must ensure that they:

- 6.1 Report for duty and are punctual.
- 6.2 Are well-prepared on a daily basis to perform their educative tasks both within and outside the classroom situation and are in possession of the appropriate working materials.
- 6.3 Respect all persons, property and the confidentiality of information.
- 6.4 Refrain from abusive language or inflammatory actions.
- 6.5 Conduct themselves in a responsible and professional manner.
- 6.6 Conform to normal, acceptable standards of personal cleanliness and neatness.
- 6.7 Abide by the rules, regulations and procedures as set out by the school and endeavour to promote the school's vision.
- 6.8 Adhere to the Code of Conduct set out by the official teacher registering body (i.e. SACE.)
- 6.9 Seek changes in an orderly and approved manner.

- 6.10 Endeavour to maintain a classroom and school atmosphere, which promotes good behaviour and effective teaching and learning.
- 6.11 Endeavour to plan a flexible work programme that will, as far as is practicable, address the divergent needs, interests and abilities of learners.
- 6.12 Help to develop good, sound working and inter-personal relationships with colleagues, learners and parents.
- 6.13 Utilize generally accepted teaching methods.
- 6.14 Promote open, regular channels of communication between home and school.
- 6.15 Encourage & endeavour to maintain learner involvements in school activities.

## **7. THE RESPONSIBILITIES OF PARENTS**

With regard to Learners, Parents must ensure that:

- 7.1 they receive regular academic reports from the school regarding their child's progress.
- 7.2 their child attends school each day, is punctual and in case of absence, provide an explanation for such absence to the school.
- 7.3 they provide for the proper immunization of the child as required by law.
- 7.4 as far as possible ensure that their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness.
- 7.5 they provide their child with the resources, basic equipment, learning materials needed to complete school work (both classwork and homework).
- 7.6 that their child is at all times dressed in the correct school uniform.
- 7.7 they refrain from abusive language or inflammatory behaviour.
- 7.8 they bring to the attention of the school management any problems, conditions or circumstances which may affect their child or other learners or persons in the school environment.
- 7.9 they maintain current or up-to-date home, work and emergency telephone numbers at the school and keep the school informed of any changes of address.
- 7.10 they provide the school, upon request, with the original birth certificate of the child, particularly at the time of initial enrolment.
- 7.11 they discuss the report cards, work assignments and homework with their children and make every effort to attend all "Parents' Evenings" to discuss progress with the Educator.
- 7.12 They endeavour to promote positive interpersonal relationships between learner, educator and other parents, in the best educational interests of the children.
- 7.13 They meet all financial obligations with respect to the school.
- 7.14 That the disciplined behaviour on the part of the learner is not the responsibility only of the school: parents also have an obligation to ensure that children conduct themselves according to section 5.
- 7.15 They remain ultimately responsible for ensuring their child meets the disciplinary standards required by the school notwithstanding the fact that the school will contact parents whenever a learner's behaviour becomes cause for concern in a spirit of a constructive partnership, to resolve the problem.

## **8. SCHOOL RULES / TRANSGRESSIONS**

The School categorises various transgressions in the following ways:

### **8.1 Minor Transgressions**

Disciplinary action for minor transgressions may be issued by the Educator / Deputy Principal or Management, without it being investigated formally.

#### Minor Transgression list

- 8.1.2 Swearing / bad language
- 8.1.3 Littering
- 8.1.4 Excessively noisy or unruly behaviour at any point during the school day
- 8.1.5 Eating or drinking during any contact time (class and assembly)
- 8.1.6 Chewing gum at any point during the school day
- 8.1.7 Disruptive behaviour or misconduct during class, assembly or during detention
- 8.1.8 Entering an out of bounds area, classroom or passage without permission (including going to lockers during or between classes)

- 8.1.9 Loitering in the passages and toilets during class and at the tuck shop during break
- 8.1.10 Misconduct or poor sportsmanship during any extra-mural activity's, inter-House or inter-School competition
- 8.1.11 Failure to submit an absentee note or exit notes by the stipulated deadlines
- 8.1.12 Infringements of uniform policy
- 8.1.13 Spitting in public
- 8.1.14 Failure to:
  - do classwork set and submit homework
  - bring the required textbooks, notes, stationery, or equipment to a lesson
  - hand work in on time
- 8.1.15 Reporting late for class
- 8.1.16 Arriving late for school without a valid excuse
- 8.1.17 Any display of affection between learners (i.e. hugging, kissing, etc)
- 8.1.18 Display of visible tattoos
- 8.1.19 Running within school buildings / corridors etc
- 8.1.20 Playing with a ball without receiving permission
- 8.1.21 Entering pool area without permission and supervision
- 8.1.22 Not obeying the pool area rules and regulations
- 8.1.23 Not obeying a prefect's / leaders instruction
- 8.1.24 Treating school facilities in a careless or irresponsible manner which could cause damage
- 8.1.25 Riding bicycle, skateboard, rollerblades etc within the school grounds
- 8.1.26 Drawing of pictures or writing on school uniform. Erasing of the school badge on the school uniform.
- 8.1.27 Explicit or obscene pictures on/in school books and materials.
- 8.1.28 Use of a cell phone/tablet or laptop (any other electronic device) whilst on the school premises without permission (i.e. checking or receiving messages, making calls, social media, if phone rings etc). Unauthorised use will result in confiscation of the device.  
N.B these devices are brought to the school at the learner's risk. The school will not accept any responsibility for loss or damage.
- 8.1.29 Loitering around the school at the end of the day or after extra-mural activities.
- 8.1.30 Leaving school during school hours, without reporting to the office first and providing reason / proof of your intention to leave.
- 8.1.31 Leaving school during school hours, without waiting in the office to specified waiting area and / or not being signed out by responsible adult before leaving the premises.

### Uniform based Minor Transgressions

The school will be the final authority on the acceptability of all grooming.

- 8.1.32 No wearing jewellery, nail varnish or make-up.
  - Girls with pierced ears (in the lowest part of earlobe) may wear one small (gold/silver) stud or sleeper.
  - Boys are not permitted to wear earrings.
  - No nose rings, tongue rings or other body piercings or tattoos will be allowed.
  - No makeup (A special concession is made for girls to wear a cover-up base, if necessary)
- 8.1.33 Girls' hair
  - Is not to obscure vision (long fringes must be clipped back).
  - Girls hair longer than the shoulder it must be tied.
  - Outlandish hairstyles, deemed inappropriate by the school, are not permitted e.g. wedges, shaved patterns, undercuts, mohawk etc.
  - Hair must be cut / blended in uniform lengths, e.g not shaved length directly into full length
  - Only the learner's natural hair colour is permitted, no peroxide, dye, etc, is allowed.
- 8.1.34 Boys' hair
  - Should be short and neat and not to obscure vision.
  - Hair should not touch the collar nor should it be over the ears and eyes (No hair accessories permitted).
  - Hair must be cut / blended in uniform lengths, e.g. not shaved length directly into full length
  - Outlandish hairstyles, deemed inappropriate by the school, are not permitted e.g. wedges, shaved patterns, undercuts, mohawk etc.
  - Only the learner's natural hair colour is permitted, no peroxide, dye, etc, is allowed.

- 8.1.35 Boys must be clean shaven at all times.
- 8.1.36 All acceptable items of head covering must be removed when entering any school building. Only the official Victory House uniform is permitted. Only plain white, short sleeve vests may be worn under school shirt (Long sleeve permitted with long sleeve school shirt). No branded t-shirts or other clothing permitted to be worn under the uniform.
- 8.1.37 During civvies days' learners may wear modest clothing other than their uniform. The school will be the final authority on the acceptability of all forms of dress. Tattoos are not to be visible on Civvies days
- 8.1.38 Learners are to leave the school grounds dressed in full school uniform or in their practice outfits only. This does not include swimming costumes.

## **8.2 Major Transgressions**

Disciplinary action for Major Transgressions may be issued by the Deputy Principle or Management. A Major transgression committed by a learner can result in either an automatic Written Warning or a Disciplinary Hearing at the discretion of the management at Victory House.

### Major Transgression list

- 8.2.1 Unreasonable repetition of a Minor transgression
- 8.2.2 Repeated infringements of hair or uniform policy
- 8.2.3 Interfering with and/or damaging another person's possessions / property without the owner's consent
- 8.2.4 Lying and/or forgery
- 8.2.5 Bunking any class / lesson
- 8.2.6 Failure to attend detention without prior submission of a written excuse or note
- 8.2.7 Copying of computer exercises, projects or any other work (plagiarism)
- 8.2.8 Possession or use of fire crackers
- 8.2.9 Disrespect / insolence towards member of staff or visitor
- 8.2.10 Any action which brings the school's name into disrepute
- 8.2.11 Possession of offensive material, excluding pornographic material
- 8.2.12 Use and/or possession of tobacco or smoking related products and/or electronic tobacco / smoke / vape delivery systems
- 8.2.13 Tampering with safety and other equipment on school premises
- 8.2.14 Jeopardizing the name of the school by word or deed (including but not limited to social media)
- 8.2.15 Use of a cell phone to take a photo or film and person whilst on the school premises without permission
- 8.2.16 Cheating / dishonesty during a test or examination

## **8.3 Severe Transgressions**

Any severe transgression committed by a learner will result in a disciplinary hearing. Whereby the outcome of such hearing will be determined by a chairperson determined by the school. Disciplinary action for Severe Transgressions may be issued by the Deputy Principal, Management or Chairperson, pending the outcome of the disciplinary hearing.

### Severe Transgression List

- 8.3.1 Any repeat of major transgressions, previously committed
- 8.3.2 Vandalism
- 8.3.3 Defiance of school authority
- 8.3.4 Racism: remarks/ insults
- 8.3.5 Intimidation, coercion, threatening, abusing or any attempt to dominate, intimidate by verbal or physical threat, towards any person or his/her property (bullying)
- 8.3.6 Abusive language or using obscene gestures
- 8.3.7 Inflammatory actions
- 8.3.8 Arson
- 8.3.9 Malicious damage to educators' property

- 8.3.10 Irregular or sustained non-attendance of school or class (Truancy)
- 8.3.11 Theft (possession of stolen property)
- 8.3.12 Possession of weapons (guns, knives, etc.)
- 8.3.13 Distribution of tobacco products and/or electronic tobacco delivery systems on the school property
- 8.3.14 Failing a drug test
- 8.3.15 Possession, copying, distribution, use or displaying of pornographic material
- 8.3.16 Assault with the intent to do grievous bodily harm
- 8.3.17 Truancy from school or leaving school grounds without the necessary permission
- 8.3.18 Taking part in any form of illegal strike action/ meeting/campaign on school premises
- 8.3.19 Any learner who, in or outside of the buildings, or on or off the school premises, whilst under the control of the school authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school
- 8.3.20 Fighting, common assault or attempted assault
- 8.3.21 Public disturbance and public indecency
- 8.3.22 Gambling
- 8.3.23 Extortion
- 8.3.24 Gross neglect of schoolwork
- 8.3.25 Use or distribution of weapons (Guns, knives, etc.)
- 8.3.26 Entering the school premises while under the influence of alcohol/drugs
- 8.3.27 Use, possession or distribution of drugs or alcohol on the school property
- 8.3.28 Sexual harassment
- 8.3.29 Poisoning, or attempting to poison another person
- 8.3.30 Theft, robbery, breaking and entering
- 8.3.31 Rape, attempted rape, indecent assault or any other inappropriate sexual behaviour
- 8.3.32 Sedition or inciting any form of illegal strike action/meeting/ campaign on school premises
- 8.3.33 Any offence punishable under common law
- 8.3.34 Involvement in bomb threats
- 8.3.35 Proven criminal activities outside of the school situation

## **9 ADDITIONAL RULES**

- 9.1 If a school girl falls pregnant, she will be suspended from school.
- 9.2 If the father is a learner at the school, he too will be suspended from school and the school will liaise with their parents as to re-entry into the school.

## **10 DISCIPLINE ACTIONS, MEASURES AND PROCEDURES**

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

Below are the measures and procedures the school will follow, wherever possible, when disciplinary action needs to be undertaken by the staff / management.

### Minor Transgressions

Disciplinary action for minor transgressions may be issued by the Educator / Deputy Principal or his or her delegate, without it being investigated formally. However, if the same minor offence is repeatedly committed by a learner, the school will reserve the right to issue a more formal course of disciplinary action based on whether there is a clear behavioural trend of the learner's continued misconduct (i.e. the offences have now progressed to Major Transgressions). Detentions and/or community service may form part of the sanction.

## Major Transgressions

A Major transgression committed by a learner can result in either an automatic Written Warning or a Disciplinary Hearing at the discretion of the management at Victory House.

Any Written warnings issued by the Deputy Principal and/or Management of the school, will be formally recorded and placed on file. Copies will be provided to the parents. A meeting with the parents and the learner may be requested at the discretion of management.

The school will reserve the right to issue more formal disciplinary action based on whether there is a clear behavioural trend of the learner's continued misconduct (I.E the offences have now progressed to Severe Transgressions). Detentions and/or community service may form part of the sanction.

## Severe Transgressions

Any Severe transgression committed by a learner will result in a Disciplinary Hearing. Whereby the outcome of such hearing will be determined by a chairperson determined by the school. Detentions and/or community service may form part of the sanction.

Below, are the measures and procedures the school will follow, wherever possible, when disciplinary action needs to be undertaken by the staff / management.

### **10.1 Informal Measures** (Minor Transgressions)

10.1.1 A verbal reprimand by a staff member and / or demerit entered into Diary (High School) / reflection journal filed in class file (Primary School).

10.1.2 An offence listed on the subject educator's Disciplinary Report (High School).

10.1.3 After 5 Demerits or Reflection Journals Detention issued.

10.1.4 Possible counselling by educator and/or Deputy principal.

### **10.2 Informal Procedures** (Minor Transgressions)

These transgressions will not be placed on to the learners' formal record but may be documented as follows:

#### High school

Recorded in the learners' diary in the form of a demerit, the demerit should be signed off by the parent / guardian after each entry.

The receipt of a demerit may also be communicated telephonically to the parent / guardian, via email or through a written notice advising of any repeat offenses.

#### Primary school

A reflection journal will be filled out by the learner and handed to the teacher or Deputy Principal. Record of these offences will be kept in a class file.

This may also be communicated telephonically, via email or through a written notice advising of any repeat offenses.

### **10.3 Formal Measures** (Major and Sever Transgressions)

10.3.1 Deputy Principal or Management meeting with learner to investigate any transgressions and a warning letter or a Disciplinary hearing may be issued.

10.3.2 in the case of a Warning Letter, Deputy Principal or Management to arrange meeting with Learner and Learner's parent / guardian in order to discuss the learner's transgression in order to stop any further transgressions.

10.3.3 in the case of a Disciplinary Hearing, Deputy Principal or Management will send notification of the charges, as well as the determined date and time for the Disciplinary Hearing to take place.

10.3.4 Depending on of the severity of the transgression, Victory House may suspend the learner from school, and institute a Disciplinary Hearing.

#### **10.4 Formal Procedures for Written Warning without need for Disciplinary Hearing**

A written warning will be issued to the learner outlining the reason for disciplinary action and the nature of the offence that has been breached. The written warning will be issued by the management of the school. The warning letter will be forwarded to the parents / guardian of the learner.

#### **10.5 Formal Procedure for Disciplinary Hearings**

Following a thorough investigation (If required), the learner together with the parents, will be informed in writing of a formal Disciplinary Hearing. The learner may be suspended from school depending the severity of the transgression and thereafter the outcome of the hearing.

- 10.5.1 The disciplinary process will be outlined and explained to the learner and the learner's rights will be recognised.
- 10.5.2 The learner will be treated with dignity and civility during the process.
- 10.5.3 The learner must be informed of and understand the charges as per the charge sheet.
- 10.5.4 The parents/guardian of the learner must be timeously informed and offered the opportunity to be involved in the disciplinary process.
- 10.5.5 The learner may choose to be represented by a parent or guardian or educator (from within the school).
- 10.5.6 The learner must be given the opportunity to be heard.
- 10.5.7 As far as is practicable, the privacy of the learner will be protected.
- 10.5.8 The person chairing the hearing must be fair and impartial and decisions need to be made in an objective manner.
- 10.5.9 The Chairperson is permitted to question the learner or witnesses with regard to the evidence presented.
- 10.5.10 The disciplinary process must be fair and sanctions must be just, corrective and educative.
- 10.5.11 The sanctions must fit the offence and mitigating factors must be taken into account.
- 10.5.12 The learner must be formally advised of the outcome of the Disciplinary Hearing conducted by the Chairperson and reasons need to be provided for the specific outcome. Sanctions may be more extensive than the listed sanction recommendations found below (eg. a learner may be requested to attend outside counselling, provide monthly drug tests etc.)
- 10.5.13 The learner should be given an opportunity to appeal any decision made by the Chairperson.
- 10.5.14 If the learner / parent or guardian decides not to appeal the decision. A copy of the sanctions will be placed on the learners file and another copy emailed to the parents / guardians of the learner.

#### **10.6 The Appeal Review Process**

- 10.6.1 The learner / parents / guardians do have a right to appeal against any sanctions made by the Chairperson. Similarly, the school also has a right to lodge an appeal.
- 10.6.2 The learner / parents / guardians have a 48 hour (two working days) window period to lodge an appeal. The appeal needs to be in writing and emailed to info@victoryhouse.co.za. Appeals will be made to the owners of the school.
- 10.6.3 The appeal process will not need a re-investigation or hearing and the person reviewing the transgression is to merely review the matter based on the motivation submitted by the learner / parents / guardians appealing the matter.
- 10.6.4 The Reviewer will analyse the findings from the Chairperson and any evidence submitted by the respective parties.
- 10.6.5 An Appeal Review Letter must be provided via email, to the learner / parents/ guardians subsequent to the process being concluded. A copy needs to be placed into the learner's profile file.
- 10.6.6 The Appeal Review Letter will mark the conclusion of the Disciplinary Process.



## 11. SANCTIONS

This Code reflects only examples of the types of misconduct possible sanctions. As such, learners may also be fairly disciplined for other offences/reasons not specifically listed.

The outcome of any transgression will in most cases involve a range of different Sanctions. These Sanctions will be in line with the table below (List of Transgressions and Recommended Sanction) but will in most cases, also involve additional sanctions, where applicable.

The following Sanctions may be applicable in addition to the recommended sanction list provided below:

- 11.1 Verbal and/or written reprimands issued by the Educator, Deputy Principal or Management.
- 11.2 Limited "time-out" of the classroom, under the supervision of the appropriate Deputy.
- 11.3 Additional and meaningful academic work.
- 11.4 Community service within the school (e.g. cleaning, gardening, administrative tasks) to be given at the discretion of the Deputy Principal or Management for learners who continually disregard rules.
- 11.5 Break detention.
- 11.6 Confiscation of mobile devices, clothing or any other item not compliant with section 8. The School reserve the right to return such items after a period of time that they deem fit (Maximum 2 Weeks).
- 11.7 Replacement of or reimbursement for damage or loss.
- 11.8 Contacting of parents to enlist their aid and support in dealing with problematic learners.
- 11.9 Honours or awards previously given, being forfeited, as the basic criterion for all honours and awards is good behaviour. Applicable to leadership and the awarding of colours and honours.
- 11.10 Suspension or expulsion from specific school activities including outings and tours.
- 11.11 Emergency removal and/or suspension pending a disciplinary hearing.

### List of Transgressions and Recommended Sanction

- With specific reference to the listed sanctions, those disciplining must always take cognisance of mitigating and extenuating circumstances. This could thus have as consequence that a penalty could be more or less harsh than what is prescribed in this Code, dependent on, for example, the circumstances, the severity of the offence, and so on.
- Notwithstanding the penalties prescribed in this Code, all sanctions will always comply with relevant statutory provisions.
- Although an offence in this List could be listed as a Minor Transgression, such offence could also be categorised as a Major Transgression depending on the various factors mentioned earlier in this code of conduct. In the same way, a Major Transgression could also be categorised as a Sever Transgression depending on the various factors mentioned earlier in this code of conduct.
- Any Written warning for Minor or Major Transgressions will remain applicable for 6 months.
- A Final Warning for Minor or Major Transgressions will remain applicable for a minimum of 12 Months and a Maximum of 24 Months, depending on the outcome of the disciplinary hearing.
- A Final Warning for Sever transgressions will remain applicable for the remainder of the learners tuition at Victory House Private School.

**Key:**

- D or RJ = Demerit or Reflection Journal
- DH = Disciplinary Hearing
- WW = Written Warning

- FW = Final Warning
- E = Expulsion

## Minor Transgressions

- A Written Warning for a Minor Transgression will be applicable for 6 Months
- A Final Warning for a Minor Transgression will be applicable for a minimum of 12 months and a maximum of 24 months depending on the outcome of the Disciplinary hearing.

DESCRIPTION	1 <sup>st</sup> to 5 <sup>th</sup> offences
• littering	D or RJ
• excessively noisy or unruly behavior at any point during the school day	D or RJ
• eating or drinking during any contact time (class and assembly)	D or RJ
• chewing gum at any point during the school day	D or RJ
• disruptive behavior or misconduct during class, assembly or during detention	D or RJ
• entering an out of bounds area, classroom or passage without permission (including going to lockers during or between classes)	D or RJ
• loitering in the passages and toilets during class and at the tuck shop during break	D or RJ
• misconduct or poor sportsmanship during any extra-mural activity's, inter-House or inter-School competition	D or RJ
• failure to submit an absentee note or exit notes by the stipulated deadlines	D or RJ
• infringements of uniform policy	D or RJ
• spitting in public	D or RJ
• failure to: <ul style="list-style-type: none"> <li>- do classwork set and submit homework</li> <li>- bring the required textbooks, notes, stationery, or equipment to a lesson</li> <li>- hand work in on time</li> </ul>	D or RJ
• reporting late for class	D or RJ
• arriving late for School without a valid excuse	D or RJ
• display of visible tattoos	D or RJ
• running within school buildings / corridors etc	D or RJ
• playing with a ball without receiving permission	D or RJ
• entering pool area without permission and supervision	D or RJ
• not obeying the pool area rules and regulations	D or RJ
• not obeying a prefects / leaders instruction	D or RJ
• treating school facilities in a careless or irresponsible manner which could cause damage	D or RJ
• riding bicycle, skateboard, rollerblades etc, within the school grounds	D or RJ
• use of a cell phone/tablet or laptop (any other electronic device) whilst on the school premises without permission (I.E checking or receiving messages, making calls, social media, if phone rings etc)	D or RJ

## Major Transgressions

- A Written Warning for a Major Transgression will be applicable for 6 Months
- A Final Warning for a Major Transgression will be applicable for a minimum of 12 months and a maximum of 24 months depending on the outcome of the Disciplinary hearing.

DESCRIPTION	1 <sup>st</sup> offence
• unreasonable repetition of a Minor transgression	WW or DH (WW / FW)
• repeated infringements of hair or uniform policy	WW or DH (WW / FW)
• interfering with and/or damaging another person's possessions / property without the owner's consent	WW or DH (WW / FW)
• any display of inappropriate affection between learners (I.E hugging, kissing, etc)	WW or DH (WW / FW)
• lying and/or forgery	WW or DH (WW / FW)
• bunking any Class / Lesson	WW or DH (WW / FW)
• failure to attend detention without prior submission of a written excuse or note	WW or DH (WW / FW)
• copying of computer exercises, projects or any other work (plagiarism)	WW or DH (WW / FW)
• possession or use of fire crackers	WW or DH (WW / FW)
• disrespect / insolence towards member of staff or visitor	WW or DH (WW / FW)
• any action which brings the School's name into disrepute	WW or DH (WW / FW)
• possession of offensive material, excluding pornographic material	WW or DH (WW / FW)
• Use and/or possession of tobacco or smoking related products and/or electronic tobacco / smoke / vape delivery systems	WW or DH (WW / FW)
• tampering with safety and other equipment on School premises	WW or DH (WW / FW)
• Jeopardizing the name of the school by word or deed (including but not limited to social media)	WW or DH (WW / FW)
• Knowingly involved in the use of a cell phone to take a photo or film a person, or have a photo taken or be filmed, whilst on the school premises without permission of a staff member	WW or DH (WW / FW)
• Cheating / dishonesty / found in possession of prohibited material or a cell phone during a test or examination	WW or DH (WW / FW)

## Severe Transgressions

- A Final Warning for Severe transgressions will remain applicable for the remainder of the learners' tuition at Victory House Private School
- Once a learner has received a Final warning, a second instance of any Severe Transgression during the learners' education at Victory House Private School will result in Expulsion

DESCRIPTION	POSSIBLE SANCTION (if FW already issued, then Expulsion is applicable)
• any repeat of major transgressions, previously committed	DH (FW / E)
• vandalism	DH (FW / E)
• defiance of school authority	DH (FW / E)
• racism: remarks/ insults	DH (FW / E)
• Mocking, teasing, creating / spreading rumours or intimidating another learner or staff member by either verbally or physical action. Either in person or towards their property (bullying)	DH (FW / E)
• abusive language or using obscene gestures	DH (FW / E)
• inflammatory actions	DH (FW / E)
• arson	DH (FW / E)
• malicious damage to educators property	DH (FW / E)
• irregular or sustained Non-attendance of school or class (Truancy)	DH (FW / E)
• theft (possession of stolen property)	DH (FW / E)
• possession of weapons (Guns, knives, etc.)	DH (FW / E)
• distribution of tobacco products and/or Electronic Tobacco delivery systems on the school property	DH (FW / E)
• failing a drug test	DH (FW / E)
• possession, copying, distribution, use or displaying of porno- graphic material whilst on the school premises (both digitally or in hard copy)	DH (FW / E)
• assault with the intent to do grievous bodily harm	DH (FW / E)
• truancy from School or leaving School grounds without the necessary permission	DH (FW / E)
• taking part in any form of illegal strike action/ meeting/campaign on School premises	DH (FW / E)
• any learner who, in or outside of the buildings, or on or off the school premises, whilst under the control of the School authorities, intentionally conducts themselves in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School	DH (FW / E)
• fighting, common assault or attempted assault	DH (FW / E)
• public disturbance and public indecency	DH (FW / E)
• gambling	DH (FW / E)
• extortion	DH (FW / E)
• gross neglect of schoolwork	DH (FW / E)

## Severe Transgressions Continued

DESCRIPTION	<u>SANCTION</u>
• use or distribution of weapons (Guns, knives, etc.)	DH (E)
• entering the School premises while under the influence of alcohol/drugs	DH (E)
• use, possession or distribution of drugs or alcohol on the school property	DH (E)
• sexual harassment	DH (E)
• poisoning, or attempting to poison another person	DH (E)
• theft, robbery, breaking and entering	DH (E)
• rape, attempted rape, indecent assault or any other inappropriate sexual behavior	DH (E)
• sedition or inciting any form of illegal strike action/meeting/ campaign on school premises	DH (E)
• any offence punishable under common law	DH (E)
• involvement in bomb threats	DH (E)
• proven criminal activities outside of the school situation	DH (E)

### 12. THE JURISDICTION OF THE CODE OF CONDUCT

The Code of Conduct is in force:

- 12.1 on school property prior to, during and following regular school hours.
- 12.2 at all official school events, both within and outside normal school hours, where such events are held under the auspices of the school management.
- 12.3 at all official school events held off school premises.
- 12.4 at all times when the learner is dressed in the school uniform and is recognisable as such both within the school premises or in the public view outside the school.
- 12.5 at after-care.

## **VISION STATEMENT**

The vision for our school is three-pronged:

We strive to provide educators with an environment where they can teach effectively; learners with a nurturing but disciplined environment where they can learn effectively reach their full potential and parents with peace of mind - knowing that their children are receiving an excellent standard of education in a secure and nurturing environment.

## **STATEMENT OF FAITH**

1. We believe that the Bible is the Inspired Word of God, and accept it as our final authority in all matters of Faith and Conduct (2 Timothy 3:16)
2. We believe in one God (Deuteronomy 6:4) eternally existing in three persons: Father, Son and Holy Spirit. (John 16:7 & 17:1)
3. We believe that God created man in His own image (Genesis 1:27); that man sinned and thereby incurred the death penalty (Romans 6:23) physical and spiritual. Further, that all men inherit a sinful nature which is expressed in actual transgression, causing personal guilt (Romans 3:23).
4. We believe that Jesus Christ was begotten by the Holy Spirit (Luke 1:35), born of the Virgin Mary, and is true God (John 14:9) and true Man (Luke 2:52). That on earth He died for our sins, a substitutionary sacrifice, and that all who believe personally in Him are justified on the grounds of accepting His sacrifice (1 Peter 3:18 & John 3:16).
5. We believe in the Person of the Holy Spirit who lives and works within the life of the believer (John 16:13).
6. We believe that the Lord rose from the dead (Romans 14:9), ascended into Heaven, and that He lives at present with the Father (Acts 1:3), acting as our High Priest and Advocate (Hebrews 9:11 and 1 John 2:1).
7. We believe in the personal return of the Lord Jesus. (1Thessalonians 4:16).
8. We believe in the resurrection both of the believer and of the unbeliever (Revelation 22:5) and the eternal separation (Revelation 20:14 & 15) of those who reject God's free offer of salvation (Mark 16:16).
9. We believe that the Church is the Body of Christ, with Christ its only Head (Ephesians 1:23) and that each member forms an integral part in that Body (1 Corinthians 12:12) so that each member is called upon to unite with every other member in a life of Holiness (1 Peter 2:5) and Devotion (Philippians 1:5). It is the duty and privilege of each member to discover and develop his Spiritual gift (2 Timothy 1:6), to use it to the building up of the whole Body (Ephesians 4:12) and to bear each other's burdens in the spirit of true Christian love. (Galatians 6:2)
10. We believe that the Lord appointed two ordinances; Baptism (Matthew 28:19) and the Lord's Supper (1 Corinthians 11:23-26)