

RIDGE PARK COLLEGE

LEARNER CODE OF CONDUCT



RIDGE PARK COLLEGE

MISSION STATEMENT

Ridge Park College in partnership with parents and the community challenges our learners to think creatively, develop entrepreneurial skills; taking responsibility for their education and moral development, to continually strive for excellence and to contribute positively to their diverse and changing world.

VISION STATEMENT

To be an internationally recognised leading girls' school that empowers future leaders to make a significant contribution to society.

CORE VALUES

- **Ridge Park College provides quality education based on established values and the needs of our changing society.**
- **The individual potential of our learners is realised.**
- **We develop leaders and achievers of tomorrow.**
- **Creative, critical thinking, strong moral and ethical character, self-discipline and confidence is inculcated in our learners.**
- **The focus is on developing life-skills such as emotional intelligence and entrepreneurial skills.**
- **All staff have high expectations of both learners and themselves.**
- **We promote tolerance, understanding and respect for the rights of all.**
- **We have motivated, dedicated, qualified and professional staff.**

RIDGE PARK COLLEGE

CODE OF CONDUCT FOR LEARNERS

The Aim of the Code of Conduct.

The aim of the Code of Conduct is to establish and maintain a conducive learning environment so that quality education can be provided to all learners. In the interest of a holistic education, learners should strive to participate actively in the co and extra - curricular programmes offered by the school.

Preamble

The South African Schools Act 84 of 1996 stipulates:

- A. The governing body of a school must adopt a Code of Conduct for the learners after consultation with the learners, parents and educators of the school.
- B. A Code of Conduct must be aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.
- C. Nothing contained in the Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by the learner.

1. RESPONSIBILITIES OF THE VARIOUS ROLE PLAYERS

1.1 GOVERNING BODY:

- Is responsible for drawing up the Code of Conduct.
- Makes recommendations on the outcomes of learner disciplinary tribunals
- Gives support to the school management team if there are widespread problems with discipline, or a breakdown of discipline in the school.
- May review/amend the Code of Conduct on an annual basis.

1.2 SCHOOL MANAGEMENT TEAM

- Administer the Code of Conduct.
- Provide training and mechanisms for the proper implementation of the Code of Conduct

1.3 EDUCATORS

- Administer the Code of Conduct.
- Inculcate in the learners the observance of the Code of Conduct.
Have the same responsibilities and rights as parents/guardians to control and discipline a learner according to the Code of Conduct, during the time the learner is in attendance at the school or involved in any classroom activity, school function, school excursion or any other school related activity.
- Train RCL members/prefects/mentors in getting learners to subscribe to the principles enshrined in the Code of Conduct.
- Encourage learners to abide by the Code of Conduct.

1.4 RESPONSIBILITIES OF PARENTS/GUARDIANS

- Failure of the parent/guardian to undertake his/her responsibilities as listed in terms of the Children's Act of 2005 considered as neglect of your parental responsibilities of care and as such the school is obliged to report this matter to the authorities.
- Disagreement with the Code of Conduct does not exempt the parents/guardians or learners from having to comply with it.
- All parents/guardians are required to sign a Code of Conduct regarding their rights and responsibilities.
- **Parents to please note that the Front Office personnel will not accept items such as projects, clothes, money and lunch to be handed to your daughter. Please understand that this not part of their portfolio and they cannot be held liable for any mishaps in this regard.**
- **The ultimate responsibility for a learner's behaviour rests with his or her parents/guardians. Parents/guardians must support the Code of Conduct for learners to ensure that their child/ward observes it.**
- They need to inform the school authorities about any problem(s) concerning their child/ward and accept responsibility for any misconduct pertaining to their child / ward.
- Parents/guardians must be involved in the correction of their child's/ward's inappropriate behaviour.
- Parents/guardians are also expected to take an active interest in their child's/ward's school life including academic performance, homework, attitude and behaviour and must attend any meeting that the Governing Body/Principal may convene.
- It is the responsibility of the parent to inform the school of any changes in contact numbers. It is imperative that the school has the correct contact details in case of an emergency. The school will not be liable if a learner takes ill and a parent cannot be contacted.
- It is the parent's responsibility to ensure that their daughters are picked up timeously at the end of the school day and after functions. The school will not be held responsible for learners' safety after school hours.

1.5 LEARNERS

- Must identify with and adhere to the Code of Conduct.
- Must commit themselves to the principles inherent in their Code of Conduct.
- Must adopt and practice the vision and mission statement of Ridge Park College.

Disagreement with the Code of Conduct does not exempt the learner from complying with it.

The following Code of Conduct for learners was constituted by educators, parents and learners of the school. Each learner of Ridge Park College is an ambassador for her school and is expected by her appearance, behaviour and attitude to represent the positive image of the school.

1. Uniform Requirements

Parents are obliged to provide the correct items of clothing for their daughters.

Parents should encourage their daughters to wear their uniform correctly and with pride. All items of clothing should be discreetly marked with the learner's name.

Learners are expected to wear the official School uniform and appear neat and tidy at all times including at school assemblies and official school functions.

- No alterations can be made to the design and fit of the uniform which are not in accordance with the regulations
- No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies, blankets and non-school related badges)
- Fingernails must be kept trimmed short and clean at all times. No nail polish allowed.
- During the events that allow the wearing of casual wear, learners should wear neat presentable clothes. Beachwear, tight-fitting clothes, clothes that are see through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
- Only learners who have applied and submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from the official School uniform for religious and cultural reasons.

UNIFORM

- Compulsory for all learners as well as all new learners.
- Ridge Park raincoats are compulsory for Grade 8 and Grade 9 learners and can be worn when required

- Loose Turquoise dress with Ridge Park College monogram on pocket. Length of dress: four fingers above the knee. Tailored turquoise pants may be worn by Muslim learners only and should be consistently worn i.e. worn every day. A plain black scarf with no printing embossed patterns or beads, sequins, tassels or coloured trim is allowed.
- A black and turquoise striped blazer with monogram. Black shoes and white socks.
- Masks in black/school logo or medical masks must be worn to school. No designer, floral or brightly coloured masks are allowed to be worn to school. **Learners will not be allowed to enter the school premises if they are not wearing a mask. The School will not be providing masks to learners.**
- No scarves, gloves, ear muffs or blankets allowed in winter and on cold days.
- Black button down school jersey with turquoise stripes on cuffs.
- **Jerseys can only be worn with blazer in terms 2&3.** Jerseys worn without blazers will be confiscated.
- **Jerseys are not to be worn with summer uniform.**
- Grade 12 learners are allowed to wear the RPC pullovers with their blazers throughout the year.
- Blazers must be worn at all school assemblies, school functions and when the learner is out in public. Blazer is not to be carried on the arm or shoulder or tied around the waist on the school campus and must be worn before exiting the school gate.
- Black opaque stockings are to be worn only on cold days in terms 2 & 3. No fancy or sheer stockings are allowed. **School socks must be carried to replace damaged stockings.**
- School tracksuits can be worn in Terms 2 and 3 for sport and excursions, where permitted and learners must change back into full school uniform before leaving the school premises.
- Tracksuit jackets cannot be worn on its own or under the blazer.

Hospitality/ Consumer studies Uniform

- Full chefs uniform – learners are to carry the chef’s uniform to school and change before their lesson and change back to their regular school uniform after the lesson.

Drama uniform

- Learners are to carry their black leotards & black tights with a skirt or black tracksuit pants and school T Shirt for practicals.
- Learners need to change from their school uniform for their lesson and then back to their regular school uniform after the lesson.

Extra Lessons Uniform

- **Strictly white school T-shirt and jeans/blazer or full school uniform. No ripped jeans, jackets or jerseys allowed.**

Sports Kit As per prospectus. (Page no. 12)

Specific Requirements

Glasses: Neat, standard – **black or brown frames**. No other frames will be allowed. Learners will have to change frames if they are not according to the school regulations.

Dress: The design of the dress cannot be altered in any way. (Should not be altered to a slim fit – body hugging style. Length not more than 4cm above knee - measure from below the knee (includes front and back measurement)

Pants: To be purchased from Gem School wear who are the official stockists. A letter from a religious leader on a letterhead with a stamp of the religious organization is required before the pants can be worn.

Blazer: Compulsory during Term 2 and 3 including at assembly. Not compulsory during Term 1 and 4 unless there is an official event to be attended.

Head Scarf: Plain black, worn daily by Muslim learners only. No high ponytails, tinted hair, ornamental grips, artificial fillers or big buns are allowed under the scarf. Plain black scarf pins are allowed.

Scarf: Plain black woollen scarf – Terms 2 and 3 only.

Socks: White anklets, folded neatly.

Jewellery: Small (bet.2-3mm) simple round single studs (gold or silver) or small simple plain sleepers. No diamond, pearls or coloured stones. Only one earring per ear may be worn on the lower ear lobe. **No other jewellery permitted - such as tongue rings, eyebrow rings and belly rings**
No body tattoos are allowed.

Nose Rings: Letter from a religious leader on a letterhead with a stamp of the religious organization is required **before** the nose ring may be worn.

Undergarments: Short black tights under dresses are permitted. No G strings, bikini tops or satin/denim boxer shorts, jerseys, t-shirts and visible long sleeve tops under dress allowed.

Watches: Functional, small-faced watches with gold, silver or black bands may be worn. No fancy watches are allowed.

Shoes: Black Bar Shoes are to be used.
No T-bars, no lace-ups and tear- drops allowed.

Hair: **Hair Should be worn simply and neatly.**

- All natural hair below shoulder length must be **plaited/ in a single pony tail**
 - Braids should not be longer than the shoulder blade.
 - Only thin braids allowed. **Braids should not be left untied.**
 - **No Braids to be put into a bun.**
 - Extensions should be in a ponytail and of original hair colour.
 - No hair pieces, curls, wigs or artificial dreadlocks (weaves) are allowed.
 - All hair must be tucked away from the face. Hair should not obstruct vision (**eyebrows must be visible**).
 - Afro hair must be neatly combed. Uncombed hair is not allowed.
 - No ponytails to the side.
 - No fancy up styles or partly tied hair is allowed.
 - Small neat buns allowed; immediately below the crown.
 - **“Fade Cut”** or shaven hair is not permitted.
 - All hair accessories to be simple and in black, no rubber bands or coloured bands allowed. Banana Grip/fancy hair grips and thick hair bands are not allowed. No “doughnut” grips allowed.
 - Gel is **not** permitted.
 - No tints, colours or streaks permitted.
Hair bands are available from the uniform shop.
- **THE SCHOOL HAS THE RIGHT TO DECIDE IF ANY NEW HAIR STYLE IS APPROPRIATE AND IN KEEPING WITH OUR UNIFORM REQUIREMENTS.**
 - **LEARNERS WILL HAVE 24 HOURS TO CORRECT/UNDO ANY INAPPROPRIATE HAIRSTYLES.**
 - **PARENTS ARE WELCOME TO CONTACT THE SCHOOL BEFORE ALLOWING THEIR DAUGHTER TO CHANGE HER HAIR STYLE, IN ORDER TO CHECK IF THE NEW HAIR STYLE IS APPROPRIATE OR NOT.**

Make-up: Use of any make-up is prohibited.
No lip gloss or tinted lip gloss. Only natural lip balm may be used.
No false eyelashes allowed. No drawing of eyebrows.
Make-up carried to school will be confiscated and disposed of.

Henna is only allowed for religious functions e.g. Diwali or Eid.

Nails: Short, clean nails
Clear nail varnish is permitted. French manicure is **NOT** permitted.

Bags: Only Ridge Park Logo back packs.
Regulation tog bags for P.E. only.
Examination bags allowed only during examination period.
Swimming bag to be used for swimming **ONLY**.
No Tippex/correction fluid or graffiti is permitted on bags.

Contact Lenses: Tested and non-tested **coloured** lenses are not permitted **ONLY** transparent or clear lenses are permitted (**no exceptions will be considered**)

I.D. Badges: **COMPULSORY** - Must be worn with uniform at all times including in exam venue. The ID badge must be worn on the blazer/dress collar.
I.D. Badges should not be defaced in any way
Learners will have to pay to replace lost or defaced ID badge.
When civvies are permitted the ID badge is still to be worn.

Other Badges: Only school related badges can be worn together with the ID Badge

LEARNERS NEED TO REPAIR or REPLACE ANY DAMAGED UNIFORM (E.G. TORN BLAZERS/DRESSES, BROKEN SHOES)

RPC Diary: **COMPULSORY** – For all learners, diaries should be signed by the parent or guardian on a regular basis.

Random Searches: In the interest of safety & security of the school, random searches will be conducted without notice.

N.B. The sale / possession of illegal substances will be handled by the S.A. police force on account of it being a criminal offence.
Sale of items by learners outside of official “Market Days” is prohibited.

Other: Selling of any item such as chips, bubble-gum and lollipops is prohibited. Items confiscated will be disposed of. The learners caught with these items will face disciplinary action.

CONFISCATED ITEMS

- Ridge Park College will not be held liable for any confiscated items being lost, damaged or stolen.
- All confiscated items, except cellular phones and electronic devices will be disposed of. Confiscated gold jewellery must be collected by parent as soon as possible.

2. Behaviour Within School

The following rules apply within the School.
A learner:

- 2.1 Will respect the right of the educator to teach and other learners to learn.
- 2.2 Will report timeously for all lessons.
- 2.3 Will be courteous, polite and considerate and will greet and assist teachers and visitors alike;
- 2.4 Will respect the views and cultures of other learners/educators in the school.
- 2.5. Will accept responsibility in contributing to her own education by doing all tasks set in and out of school.
- 2.6 Will meet deadlines and honour commitments.
- 2.7 Will respect the property of other learner, educators and the school.
- 2.8 Will refrain from any activity that constitutes theft/fraud
- 2.9 Will engage in working quietly and diligently or reading silently, irrespective of whether a teacher is present or not.
- 2.10 Will refrain from any racist comments.
- 2.11 Will comply with instructions given by her School leaders. The authority of the leaders in the school as vested by the Principal will be recognised and obeyed.
- 2.12 May not absent herself from any lesson or activity without permission
- 2.13 May not be present in a classroom/venue unless an educator/prefect is present.
- 2.14 Will refrain from returning to the registration room to collect books, files etc. during lesson time.
Learners should ensure that they have the correct books, files, etc. for lessons.
- 2.15 Will refrain from eating and drinking in the classroom. The chewing of gum is not permitted on the premises.
- 2.16 Will refrain from raucous behaviour, vulgarity, bullying, teasing, screaming and hysteria. Learners are not allowed to loiter on the school premises after dismissal. All learners participating in after school activities including sport, rehearsals, etc., must be accompanied by an educator.
- 2.17 Will refrain from inappropriate physical contact with fellow learners. Will refrain from communicating vulgar/pornographic material or visiting any inappropriate sites

- 2.18 Will refrain from bringing large sums of money or valuables to school. Should it be necessary to do so, sums of money and valuables should be lodged with the secretaries in the front office.
- 2.19 Will refrain from carrying medicines or tablets with them (other than the asthma pump). Should a learner require prolonged medication, the Principal must be informed. Dosages with instructions should be lodged with the school nurse.
Learners must produce a doctor's note/prescription when carrying medication if learners don't have a doctor's note/prescription, the medication will be confiscated.
No medication will be given to learners at school. (e.g. Headache tablets).
Energy Tonics/Drinks/Boosters are not allowed.
- 2.20 Will refrain from practicing Satanism.
- 2.21 Will assist cleaners, educators and fellow learners in the maintenance of a litter free environment.
- 2.22 May not be in possession of any electronic devices/equipment and accessories, including cellular phones, smart watches tape recorders, CD players, mp3 players, iPods or other valuable items. Any such items will be confiscated **and a register completed stating the date on which the item was confiscated.** These items will only be handed out six months after the date the item was confiscated. The school cannot be held responsible for the loss of any such item.
- 2.23 In the interest of her health and safety, a pregnant learner is advised to inform the school as soon as she confirms her pregnancy. She may only return 6 weeks after the birth of the child with a letter of clearance from the doctor.
1. It will be her responsibility, as well as that of her parents, to keep up to date with her school work, as well as to make arrangements to submit her assignments/assessments, and to write tests and exams. **Learner must be accompanied by a family member when writing tests or exams.**
 2. Once the learner has entered her second trimester, she has to be accompanied by a family member whenever she comes to school.
 3. The learner must refrain from discussing her motherhood or showing photographs of her baby to other learners.

4. Should a pregnant learner occupy a position of leadership, it will be forfeited.

3. Late Coming and Leave-Taking

In the interest of the culture of teaching and learning, learners must attend school punctually and regularly. Parents are advised not to request permission for leave during school hours. Parents are responsible to check with the school for late detention if your daughter reports late (after 7:40am)

Should a learner report to school late (after 7:40 am) she must sign the register at the gate and thereafter proceed to the Front Office where her diary will be signed and a late-coming slip will be issued to her in the event of her not being in possession of her diary.

Learners will be required to serve late-coming detention (14h45-15h15) on the day that they arrive late to school. Should a learner not attend late – coming detention she would have to serve Discipline Detention on Friday from 13h30 to 15h30.

Learners need to get to class on time between lessons and after breaks. A Lock-down procedure is used at Ridge Park College. If a learner is late three times, then she will serve discipline detention on a Friday. Detention will take prevalence over extra and co – curricular activities.

Absenteeism:

- 3.1 Should a learner fall sick parents must telephone the school before 8.30 a.m.
- 3.2. On her return, a letter of explanation signed by the parent/guardian should accompany a learner who has been absent.
- 3.3 A valid medical certificate must be presented for absences of 3 or more consecutive days.
- 3.4 If a learner has been absent for examinations/assessments a valid medical certificate must be presented on the day of her arrival at school in order for the learner to be permitted to write the supplementary examination/assessment. The absence of a medical certificate for an assessment will result in the learner obtaining a “0”.
- 3.5 Learners must not complete or sign absentee letters; it is the responsibility of the parent/guardian.

- 3.6 It will be the learner's responsibility, as well as that of her parents to keep up to date with her school work, as well as to make arrangements to submit her assignments/assessments, and to write tests and exams.

Leave Taking:

- 3.7 No leave will be granted to a learner unless prior written consent is obtained from the parent.
- 3.8 A learner must produce a signed letter from her parent should early departure be required. The letter should be submitted to the Principal during morning registration, before 8:00am. The letter must include parent's ID number and contact number as well as a copy of the ID of the person collecting the learner.
- 3.9 Exeats will only be issued in an emergency. (Medical appointments or any other appointments should be made after school hours.)
- 3.10 Sick Room - is for emergencies only and use is left to the discretion of the educator. Learners who are unwell and not picked up by parents timeously will be asked to return to their subject classroom.
- 3.11 Should a learner take leave before the end of the first lesson, she will be marked absent for the day.
- 3.12 It will be the responsibility of the learner as well as that of her parents to keep up to date with her school work, as well as to make arrangements to submit her assignments, and to write tests and exams.
- 3.13 No leave can be taken during school functions.

4. **Behaviour - Corridors/Stairs/School Buildings/Cloakrooms & Change Rooms**

A. Learners:

- 4.1 Will keep to the left of the corridor or staircase and afford courtesy to all.
- 4.2 To keep to their designated staircases.
- 4.3 Will keep the noise level down. There will be no boisterous behaviour or shouting.
- 4.4 Will walk in a single file keeping left and in an orderly manner and greet staff and visitors.

- 4.5 Will refrain from eating and drinking, and littering
- 4.6 Will not sit on stairs or in the corridors during breaks.
- 4.7 Should use the cloakroom before school, after school and during breaks. Visits to the cloakroom during lesson1, lesson3 and lesson 5 will be restricted and monitored.
- 4.8 Should not use the cloakrooms during lessons unless in an emergency.
- 4.9 Will not use the cloakroom as a venue for social gatherings.
- 4. 10 Is responsible for leaving the cloakrooms in a hygienic condition.
- 4.11 Will not deface school buildings and furniture with graffiti
- 4.12 Will refrain from occupying a classroom without the presence of a teacher.

Out of Bounds Areas

Learners will avoid the following Out of Bound areas at all times:

- 5.1 School building during non- teaching time including the morning and during breaks. After school unless accompanied by educators solely for academics, extra/co – curricular.
- 5.2 The Avenue
- 5.3 The Foyer and the stairway leading to it.
- 5.4 The stairwell leading from the foyer to the staffroom/printing room.
- 5.5 The car park and grassed banks.
- 5.6 Learners are not allowed to walk up or down the carpark before and after school.
- 5.7 The boundary fences surrounding the School.
- 5.8 The staffroom wing, the staffroom and marking room.
- 5.9 The duplicating room.
- 5.10 The areas adjacent to the general assistant's quarters. (behind the kitchen)
- 5.11 The corridor near MPR's and Team Teaching Room are out of bounds during non-teaching time.
- 5.12 The main foyer entrance facing the car-park.

5.13 Learners in possession of a driver's license may not park their vehicles on the school campus.

5.14 Sports Centre and Conference Centre out of bounds.

6. The Tuck-shop

Learners are expected to:

6.1 Line up silently in an orderly fashion in your designated tuck shop queue without pushing or jumping the queue. (No pushing or bullying is allowed).

6.2 Make their own purchases.

6.3 Treat the Tuck-shop staff and prefects with respect.

6.4 No purchases to be made during lesson time or after the bell has sounded for the end of breaks.

6.5 Vacate the area immediately once the purchases are made.

6.6 Be in possession of their school ID Badges before they are served. I.D Badge must be displayed.

7. Specialist Rooms/Hall/Team Teaching Room/Media Centre

Learners are:

7.1 Not permitted to tamper with any equipment or furniture in these venues.

7.2 To enter and exit venues in an orderly manner.

7.3 To be silent, attentive and well-behaved at all times.

7.4 Not permitted in these venues without educator or prefect supervision.

7.5 Expected to treat guest speakers to the school with dignity and respect.

8. Behaviour at Assembly

Learners are expected to behave in a dignified manner at assembly and to be attired in full school uniform. Blazers must be worn to assembly in Terms 2 and 3 on Tuesday's and Wednesday's.

- 8.1 They must proceed silently in single file to assembly and quietly take up their seats.
- 8.2 Learners are not permitted to talk during assembly and should always conduct themselves in a dignified manner.
- 8.3 Singing should be done in the correct key and in unison.
- 8.4 When standing for prayer, learners will stand erect with hands at their sides.
- 8.5 After assembly learners will wait to be dismissed.

9. **Extra-Curricular Activities**

A wide spectrum of sporting activities is offered at the school in the interest of providing a balanced education. Learners are expected to derive maximum benefit from the various codes of sport. Learners should report timeously for all activities in the correct sporting attire.

9.1 **Swimming**

- 9.1.1 This is a **compulsory** code during Term 1 and Term 4.
- 9.1.2 No learner is exempt from swimming and no excuses will be entertained. Learners will receive a "0" mark for every lesson she misses.
- 9.1.3 Should a learner be allergic to chlorine, she must produce a certificate annually, issued by a Dermatologist and not a General Practitioner.
- 9.1.4 The certificate will only be valid for a specific period.
- 9.1.5 Learners are expected to wear the RPC swimming kit during swimming lessons. Learners not swimming due to menstruation, must have their P.E kits to engage in alternative activities during the lesson.
- 9.1.6 The learner has three swimming costume options to choose from. Swimming costume will be available from the uniform shop.

9.2 Physical Education

- 9.2.1 This is a compulsory exam subject and exemption from a lesson will only be entertained when a letter from a parent/guardian is received. A supporting medical certificate may be requested from a specialist doctor.
- 9.2.2 Learners are expected to wear their full school uniform with their blazers when going to a fixture or returning home.

10 . Behaviour - Outside of School/Public Places

A learner should be considerate and respectful towards every person she comes in contact with.

- 10.1 The full school uniform should be worn correctly and with pride.
- 10.2 Cardigans and jerseys are not permitted in public without the blazer on.
- 10.3 Roads should only be crossed at pedestrian crossings or at traffic lights.
- 10.4 Jaywalking is an offence
- 10.5 A learner should not shout, scream, speak loudly, be abusive or behave boisterously in public.
- 10.6 Learners may not loiter in shopping malls, parks, outside other schools and around public telephone booths. A permission slip from the School Management is required if a learner is to visit the mall. A letter from the parent requesting permission is required, before a permission slip is issued to a learner.
- 10.7 Learners will respect the rights and property of other persons outside the school.
- 10.8 Learners may not smoke (including electric cigarettes), consume alcohol, take drugs or indulge in any other form of substance abuse whilst on the school premises and in school uniform
- 10.9 Learners will refrain from making purchases at vendors situated near the school.
- 10.10 Learners will refrain from bullying other learners and involving themselves in violent confrontations.
- 10.11 Learners must refrain from defamatory, offensive or derogatory comments regarding the school, learners, parents, staff or SGB on social media.

Learners are not allowed to use the school's name or abbreviation "RPC" to advertise events on social media, where events are not hosted by the school e.g. Matric dance after parties.

11. Behaviour on the Bus/Taxi

Learners are expected to:

- 11.1 Queue for the bus/taxi in an orderly manner.
- 11.2 Alight the bus/taxi in an orderly manner. Learners are not to push other learners or members of the public whilst alighting the bus.
- 11.3 Conduct themselves in a ladylike manner whilst on the bus/taxi. No loud talking, screaming and excessive laughing is permitted on the bus/taxi.
- 11.4 Be courteous and offer their seats to the public in the event of the bus/taxi being overcrowded.
- 11.5 Refrain from eating and drinking at the bus/taxi stop and on the bus/taxi.
- 11.6 Not communicate intimately with anyone at the bus/taxi stop and on the bus/taxi.
- 11.7 Wear their school uniform properly and with pride.

12. Cell Phone, Smart Watch and Electronics Policy

- 12.1. Cell phones, smart watches or any other electronic equipment/accessories are not allowed at school. No exceptions are allowed on this matter.
- 12.2 All requests for emergency calls by the learners should be directed to the Front Office.
- 12.3 The possession of a cell phone, smart watch or any other electronic equipment/accessories during any form of assessment process, i.e. examinations, class tests etc. is regarded as an irregularity by the Department of Education. In such a case not only will the candidate's cell phone, smart watch or electronic equipment/accessories be confiscated, but she will receive a zero mark for the examination/test being written and the appropriate disciplinary action will be instituted against her. In the case of Grade 12 learners, this violation will be reported to the Department of Education.

12.4 If a learner is found guilty of contravening any of the cell phone, smart watch or any other electronic equipment accessories policy offences, the following disciplinary measures will be adopted:

First Offence: Confiscation of cell phone with the sim card, smart watch or any other electronic equipment/accessories for 6 months from the date of confiscation.

Second Offence: Confiscation of cell phone with the sim card, smart watch or any other electronic equipment/accessories for one year from the date of confiscation.
After the allocated period, confiscated item will be handed to a parent if he/she provides his/her ID document.

12.5 No negotiations by learners or parents with regards to confiscated cell phones will be entertained.

12.6 The school does not accept responsibility for any cell phone/s, smart watch/es or any other electronic equipment/accessories that is/are lost or stolen or damaged on the school premises. **Staff will not involve themselves in any investigation in the event of a cell phone or smart watch being lost or stolen.**

13. Stationery and Media

13.1 Learners need to buy all required stationery as per stationery list.

13.2 No correcting fluid (e.g. Tippex) is allowed

13.3 No permanent markers are allowed

13.4 Text books/Library books – cover all text books and maintain good condition of the book. Library Books to be returned on time.

13.5 Media centre books must be handled with care.

- If a book is lost or damaged, the cost (including outstanding fines) will be deducted from the Book Deposit Fee.

DISCIPLINARY INTERVENTIONS

The following list of interventions and corrective measures used by the School are aimed at correcting minor misconduct before suspension and expulsion:

- A verbal warning/reprimand to express disapproval.

- Written warning.
- Final written warning.
- Removal from classes by Grade Controllers/Discipline Head
- Written punishment.
- Community service to improve the physical environment within and around the School property.
- Homework detention.
- Supervised schoolwork.
- Referral for counselling.
- Attendance at a relevant life skills programmes.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of library card and/or other School-related privileges.
- Exclusion from School activities and functions/leadership positions, e.g. matric dance, academic award ceremony, excursions, concerts, etc.
- Withdrawal of recognition, e.g. award, badges, leadership positions.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- Tribunal hearing.

N.B Although every effort has been made to ensure that all possible transgressions have been accommodated for in the Learner Code of Conduct, any other misdemeanour that could bring Ridge Park College, or its Management to disrepute will also be considered as a transgression and as such will be sanctioned accordingly.

SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE

The Governing Body authorizes the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of “not guilty” is made or, in the case of a finding of “guilty”, until the appropriate sanction is announced.
4. It will be the learner’s responsibility, as well as that of her

parents to keep up to date with her school work, as well as to make arrangements to submit her assignments/assessments timeously and to write tests and exams during the period of suspension.

DISCIPLINARY AND TRIBUNAL HEARINGS

1. The following official forms will be used for misconduct and disciplinary hearing:
 - 1.1 Written warning (disciplinary warning form)
 - 1.2 Final written warning
 - 1.3 Notice of disciplinary hearing
 - 1.4 Record of disciplinary hearing
 - 1.5 Review form (lodging of appeal)
2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner, the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt. If a learner does not appear at a hearing, the hearing will be conducted in her absence.
4. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
5. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
6. The Disciplinary Hearing Commission will consist of the following members:
 - 6.1 A Governing Body representative;
 - 6.2 The School Principal or Discipline Officer delegated to oversee this function;
 - 6.3 The Grade Head; and
 - 6.4 A Counsellor (as per request)
7. The hearing will also be attended by the learner and a parent/legal guardian. No legal representative will be allowed.

8. Disciplinary measures that a Disciplinary Hearing Committee may impose will be adhered to by learner.

Demerit System

Should a learner fail to comply with the Code of Conduct the following Disciplinary Measures which have been agreed upon by all stakeholders, will be implemented.

Grade 1 Offence

Dealing with Misconduct (applicable to all learners during School hours and School activities and whilst in school uniform).

If a learner violates the rules of the Code of Conduct, disciplinary measures will be imposed as indicated below.

Misdemeanour's	Disciplinary Procedures
<p>Grade 1 Offence – 1 Debit Point</p> <p>Behaviour</p> <ul style="list-style-type: none"> - Littering - either dropping litter, or not picking up litter when walking past it. - Noisy. - Eating or drinking in class, in the Hall. during a school assembly. - Misconduct during school assembly. - Arriving late for school. - Entering another grades field without - Returning to the registration room. to collect books/files during lesson time. - Failure to honour commitments - Not permitting the public to enter the bus first. - Not offering the public a seat on the bus. 	<ol style="list-style-type: none"> 1. Counselling and educators' correctional measures 2. Verbal warning and note in file and debit. 3. Debits - detention and refer to Disciplinary officer. 4. 6 Debits - written warning and detention. 5. 9 Debits - detention and refer to Disciplinary Officer Written warning. 6. 12 Debits - Detention - Internal Disciplinary hearing. 7. Call in parent Community Service Final written warning. 8. Tribunal (Suspension)

Grade 1 Misdemeanour's continued	Disciplinary Procedures
<ul style="list-style-type: none"> - Carrying/using iPods, PSP, cameras any other unauthorized equipment. - Carrying any item not required for school. 	
<p>Appearance</p>	
<ul style="list-style-type: none"> - Jewellery, infringements, undergarment, hair and nail infringements - Nail infringements - Hair infringements - Not wearing the correct uniform at School or in a public place. - Willingly wearing the incorrect uniform/including jewellery. - Not wearing the correct sports kit during Physical Education lessons or for a match. - Tippex or graffiti on bags/I.D. Badges - Colour contact lenses 	<ol style="list-style-type: none"> 1. Jewellery items will be confiscated from learner 2. Learners have 24 hours to sort out nail, hair and uniform defaults, failure to do so will result in further disciplinary action taken. 3. Learners with no sports kits will receive a "0" for PE assessment.
<p>Academics</p>	
<ul style="list-style-type: none"> - Disruptive - Noisy/talkative in class. - Class work not done/incomplete - Homework not done/incomplete - Disorganized notes/files - Not having work signed by parents. - Distracting other learners. - Forgetting to bring books and - Homework books not in order or not signed by parents. 	

Grade 2 Offences - 2 Debits	Disciplinary Procedures
<p>Behaviour</p> <ul style="list-style-type: none"> - Borrowing without consent and neglecting to return the article(s) to rightful owners (petty theft). - Swearing. - Disrespect/insolence toward educator/other learners /school leaders. - Ignoring of specific instructions. - Forgetting to do any punishment set out - Causing minor physical discomfort to another learner. - Deliberate disregard for “out of bounds” areas. - Displaying raucous behaviour/any form of Misconduct vulgarity, bullying, teasing, Screaming & hysteria. - Being disruptive at the bus/taxi Queue/use of cell phone. - Misconduct during detention. - Repetition of Grade 1 offences (3X) <p>Academics</p> <ul style="list-style-type: none"> - Frequent repetition of Grade 1 offences. - Irregularities such as copying another learners work. - Defacing of textbooks, notebooks or files. - Use of offensive pictures/text as book covers. 	<ol style="list-style-type: none"> 1. Counselling and Educators correctional measures. . Counselling and Educators correctional measures. 2. Verbal warning and note in file + 2 debits 3. Accumulation of 3 debits = detention 4. Accumulation of 6 debits - written warning and detention. 5. Accumulation of 9 debits - detention and refer to Disciplinary Officer. 6. Accumulation of 12 debits - detention. Internal Disciplinary Hearing - call in Parents - Community Service. 7. Tribunal. (Suspension/ Expulsion)

Grade Three Misdemeanour's	Disciplinary Procedures
<p>Grade 3 Offences - 3 Debits</p> <p>Behaviour</p> <ul style="list-style-type: none"> - Deliberately hiding/concealing another person's possessions/property. - Carrying or using cell phones (1st offence) - Forgery of absentee/leave notes and/or parent's signature. - Speaking lies. - Neglecting to attend detention. - Causing severe physical discomfort to another learner. - Leaving the school campus without permission. - Having physical contact with fellow learners (unless part of an educational programme) - Crossing the road where there is no pedestrian crossing or traffic lights/ jay walking. - Loitering in Shopping Malls and around public telephone booths after school, unless accompanied by parent - Repetition Grade one or two offence (5x) <p>Appearance</p> <ul style="list-style-type: none"> - Frequent hair and uniform infringements. <p>Academics</p> <p>Constant repetition of Grade 1 and 2 offences with no sign of abatement</p> <ul style="list-style-type: none"> - Playing truant from registration, lessons, batting and sporting activities. - Learners taking pictures of themselves in school uniform or on the school property and posting pictures on social media. 	<ol style="list-style-type: none"> 1. Counselling and Educator's correctional measures. Cell Phone with sim card confiscated for six months. 2. Verbal warning and note in file + 3 debits. 3. Accumulation of 3 debits = detention. 4. Accumulation of 6 debits - written warning and detention. 5. Accumulation of 9 debits - detention and refer to Disciplinary Officer. 6. Accumulation of 12 debits - detention Internal Disciplinary Hearing - call in Parents - Community Service. 7. Tribunal (Suspension/Expulsion) <ol style="list-style-type: none"> 1. Written warning. 2. Written warning. 3. Parents will be informed. Learners can be exempt from sporting activities. <p>Final written warning</p>

Grade Four Misdemeanour's	Disciplinary Procedures
<p>Grade 4 Offences - 4 Debits</p> <p>Behaviour</p> <ul style="list-style-type: none"> - Constant repetition of other grades of offences. - Learners should have had a period of a benefit of doubt through the intervention of actions undertaken to rectify Grades 1 to 3 offences. However, continuous violation of the Schools regulation regarding behaviour will lead to expulsion proceedings. - Guilt proven in a court of law in RSA. - Carrying of a firearm, dangerous or lethal weapons. - The unlawful carrying of a magazine for a firearm, bullets or ammunition. - The consumption or possession of alcohol. - Arriving on school property intoxicated through the use of any substance such as narcotics, drugs. - The smoking or possession of Cigarettes/e – cigarettes/vapouring devices - Theft of any persons, property or the school property. - Theft involving violence. - Intimidation of or threat of educator, non-educator, parent or learner. - Racism. - Being rude toward the public on the bus/taxi - The carrying, copying, distribution of and reading of pornography. - Possession or discharge of fire crackers. - Administering poison to another person. - Inciting any form of strike action. - Playing truant from school. - The performing of Satanistic or Satanistic related rituals. - The bringing of any drugs/drug – related substance. - Fighting, assault or battering. - Fighting with another learner. <ul style="list-style-type: none"> - Bullying. 	<p>(In the event of fully rehabilitating a learner, there will be a review of this procedure.</p> <ol style="list-style-type: none"> 1. Refer to Principal immediately + 4 debits. 2. Parent called in 3. Possible Police intervention 4. Internal Disciplinary Hearing 5. Possible Tribunal, Suspension/ Expulsion 6. Exclusion from leadership positions, Matric Dance, Excursions, School Events outside of school hours. 7. Blood tests for narcotics and blood reports to be sent to school. 8. Report from learner about how she will change/do things in a more positive way in the future. 9. Exclusion from all extra and Co - Curricular activities. Possible psychological assessment and professional counselling required.

Grade Four Misdemeanour's continued	Disciplinary Procedures continued
<ul style="list-style-type: none"> - Verbal abuse towards another learner/member of staff causing emotional distress. - Attempted assault/indecent assault/punching, scratching/attempted stabbing. - Immoral behaviour or profanity. - Falsely identifying oneself. - Infringement of examination rules. - Carrying cell phone (repeated offence). - Visiting and adding information/ photographs to websites that bring the school into disrepute. - Cheating or attempting to cheat or intention to cheat in an examination, Control Test or Class Test - Dishonouring the school uniform in any public place/ Any sexual misconduct in school uniform - Repetition of Grade one two or three offences (6X or more). - Absconding lessons is a Level 4 offence. - Contravening the POPI Act. 	<p>9. Anger management counselling.</p> <p>10. Cell Phone with sim card confiscated for one year from date of confiscation. (Parent to collect).</p> <p>- As per Department regulations, learner will receive a "0" for the test or exam. Learner will be called before the irregularity Committee.</p>

Continuous Violation of the Code of Conduct

If a learner continuously violates the Code of Conduct or is guilty of serious transgressions, the following may apply:

1. Participating in extra-mural activities, being involved in tours and going on excursions, attending the matric dance will be denied to those learners whose behaviour record is unsatisfactory.
2. A basic criterion for all honours, awards and leadership positions accorded to pupils by the school is good behaviour. A learner, therefore, whose behaviour record is unsatisfactory, will not come into contention for such honours and awards. Furthermore, a pupil who already has received such an honour or award and then behaves in a manner which disgraces that honour or award, will immediately forfeit that award.
3. A learner who violates the Code of Conduct will not be appointed as Prefect, to represent the class in the Learner Representative Council, as Class Captain or Vice-Captain, or any leadership

roles. If a learner who is in such leadership positions as is stipulated above does not abide by the rules of the Code of Conduct, she will forfeit her position with immediate effect.

4. If a learner who is in a leadership position is found guilty of misconduct or to be neglectful of her duties in any way, an investigation by the relevant parties will be conducted. Depending on the severity of the offence/s, and the debits incurred, the learner may be de-badged.
5. The signing / submission of any documents, forms or testimonials may be withdrawn.

Procedure Upon Suspension.

If a learner is suspended from School by the Tribunal the Parent/Guardian will be informed in writing of the suspension.

- The learner will **not** be allowed to enter the School premises without the authority of the Principal
- Will **not** be allowed to communicate with learners on the school premises in any way including communication across the school fence or at the school gates. Any learner who communicates with the suspended learner in this way whilst at school will render herself liable for disciplinary action.
- During the period of suspension, the learner will be excluded from all co and extra-curricular activities involving the school and other organizations to which the school is affiliated.
- It will be her responsibility, as well as that of her parents to keep up to date with her school work, as well as to make arrangements to submit her assignments/assessments, and to write tests and exams.

N.B. If a learner is suspended from school, the Disciplinary Committee may conduct an investigation and consider further action (legal, if necessary)

If upon the findings of the investigation conducted by the Tribunal, the learner is found guilty as alleged, the case will be referred to the (Chief Executive Officer (Education) for recommended expulsion.

Departmental Regulation regarding continuous Misconduct

The following Departmental Regulation needs to be noted:

If a pupil conducts herself in such a way that, in the opinion of the Principal her continued attendance at school would be detrimental to the welfare or discipline of that school or to the learners and/or educators, the Principal has a right, verbally or in writing to suspend the learner and to take the necessary action toward expelling the learner from school:

In the event of a learner being expelled by the Chief Executive Officer (Education) the parent is permitted to lodge an appeal.

General

In order to enhance and maintain discipline at school the following factors should be noted:

1. No learner is exempt from the principles set out in the Code of Conduct.
2. The School reserves the right to take action if a learner is guilty of any negative act or behaviour even if that act/behaviour is not stipulated in the Code of Conduct. Punitive measures adopted in such instances would be in accordance with the severity of the act/behaviour.
3. The School may, where necessary enlist the assistance of the South African Police Service (SAPS) and or Metro Police and other bona fide agencies to aid in resolving misdemeanour's toward maintaining discipline at school.
4. If the school deems it necessary, the school reserves the right to conduct a search of learners or their possessions. In the case of body searches, this will be conducted by authorized female persons.
5. In the event of a learner damaging/vandalizing the possession/property of the school, the learners or members of staff, the said learner or the parent/ guardian of such a learner is liable to pay all expenses with regard to repairs/replacements.
6. If a learner is guilty of severe misconduct, parents/guardians must call at school to discuss the misdemeanour in the presence of their daughter/ward. Telephonic discussions will not be entertained by the Disciplinary Officers.
7. In the event of a learner being guilty of severe misconduct the parent / guardian will be summoned to School and must do so within two days of the date of notification (written or telephonic). If the parent/guardian does not respond within the stipulated time frame without a valid reason, the offender will be suspended until her parent/guardian calls at school. Parents/guardians will be required to produce proof of identity when calling at school.

8. **RIDGE PARK COLLEGE MERIT SYSEM 2022**

Guidelines for merit points	Number of merits allocated
Improvement in tests/class work/attitude and behaviour	2-3 merits
Showing initiative to improve or enhance youth development	5 merits
Honesty (reporting misdemeanours' by other learners, finding lost property etc.)	2-3 merits
Helpful (Assisting learners academically or otherwise and assisting in school activities/functions).	5 merits
Volunteering in community work or activities that improve the school environment/ functions/ sporting/ other).	5 merits

Merit Procedure

1. Proof must be provided for all merits to be awarded.
2. Merits will be awarded in Mid-May/ after June exams / Mid-September and at the end of term 4.
3. To qualify learners must have a minimum of 30 Merits
4. The top 5 in each grade will receive a voucher for the value of R25 each.
5. Scrolls will be awarded to the top 3 learners in each grade.
6. Once the learner receives 30 merits or more, learner must give merit form to Miss D. Pillay or Doctor T. Naidoo
7. Lost merit form=**No Merits**
8. Teachers in charge are **PY and NT**

The process for awarding Merits/Demerits

- Each learner will receive a merit Record Form for which they are responsible.
- When an educator awards a merit to a learner, it is recorded on the form.
a record by the educator is also kept at the back of the Demerit book with regard to the learner's name, reason for awarding merit, date, etc.
- Once a learner obtains five credits they qualify for a small reinforcement gift. Five credits is equal to one merit. A learner also qualifies for a gift when she receives ten credits.
- It is the learner's responsibility to inform her class teacher when she has obtained five or ten credits and therefore qualifies for a gift / prize.
- A copy of the Merit Record Form is kept in the learner's file and she is allocated a new form when her previous form is full.

Mr A. Ebrahim
ACTING PRINCIPAL

Mr. S.S. Zondi
SGB CHAIRPERSON