



SKYLIMIT INTERNATIONAL SCHOOL

Learner Code of Conduct

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1. Introduction

Skylimit Int School was founded to fulfil a need for personal education in Gauteng. With this done, Skylimit International School strives to create a platform where learners are taught and monitored in a setting that promotes individualised attention.

2. Guiding Statements:

Ethos:

Christian and Biblical principles underpin Skylimit International School's operation, vision and mission.

Vision:

To raise Godly intellectuals and influential leaders optimally primed at all times to impact the lost societies and invariably change the world.

Mission

To provide sound instruction and quality education for the progressive development of the whole world

Legal Authority

The Code of Conduct has been drafted in accordance with Section 8 (1) of the South African Schools Act, Act 84 of 1996. As such it is subject to the Constitution of the Republic of South Africa, Act 108 of 1996.

Composition of the School

3.

Skylimit International school is a Combined School (Grade R – Grade 12) and is managed as a private Christian school by the executive Principal who is accountable to the board of directors. There are two operational heads: accountable to the executive head. These operational heads are responsible for the management of the academic arms of the primary (foundation phase – intermediate phase) and high (senior phase

4.

–further education and training phase) schools respectively. There is an SMT that consists of teachers and non-teaching staff. All discipline issues are handled by the SMT. The school also has an academic board that manages the academic arm of the school.

5. Language of Teaching and Learning

Skylimit International School's LOLT is English.

Academic Performance

6. Skylimit International School strives to empower every learner to perform well. The operational heads keep a watchful eye over performance.

**7. Regulations and Procedures:
General**

7.1 Attendance

All learners are required to attend school on every day of the school term.

Should a learner be too ill to attend, the parents are requested to contact the office on the day of the illness. Further, learners must submit a sick note written by the parent on his/her return to school. A doctor's letter is required if a learner is absent for 3 days or longer.

7.2 Uniform

Primary:

Summer:

Boys: Skylimit white golf shirt, grey shorts, blue SIS cap (only head gear allowed)

Girls: Skylimit white golf shirt, red skirt, white socks, black shoes, Blue SIS cap (only head gear allowed)

Winter:

Navy Blue tracksuits

High:

White, Blue or red (matric) golf shirt, Bottom: Plain (without motives) denim, dark colours (such as black or red) skirts or pants.

On cold days, learners must wear the approved SIS Jacket

7.3 Appearance

Learners should always appear well groomed and avoid looking sloppy.

7.4 Personal Possessions

Any electronic receiving or transmitting device, such as cell phones or tablets, are submitted to the office every morning at register period. They are then handed back to the learners at the register lesson at the end of the school day.

Behavioural

7.5 Expected Behaviour:

During School and Co- or Extra- curricular activities:

The basic rule is that no-one may disrupt school life.

Discipline is important. Self-discipline is preferred, but if anyone is incapable thereof, the school must provide the necessary procedures to enforce discipline. Hence, this correctional system of demerits.

The demerit system applies to and guides the following behaviour:

- A learner's behaviour must always comply with the norms set to enhance the good name of the school.
- Learners must be courteous at all times, in particular towards the staff, boys to girls and learners to adults. This includes assisting wherever help is needed. This behaviour should extend beyond the school environment. Lack of manners, including veiled insolence, snide comments and rudeness will not be tolerated.
- The Christian principle of "lov[ing] your neighbour as yourself" should be displayed and any behaviour that disrupts the learning of others or cause another learner's physical or emotional harm is unacceptable.
- Instructions from educators must be obeyed instantly and in good grace, even if these are not popular.
- Drinking of water, from a water bottle, during class times is allowed. However, eating in class during lesson is strictly forbidden.
- The playing of dangerous games on the school grounds and during school related activities is forbidden.
- Stealing or any form of unauthorized treatment of other peoples' property is strictly forbidden. Criminal charges will be laid.
- Learners may not have electronic receiving and transmission devices and/or media players et cetera with them on the school grounds or during school excursions, unless by prior permission is granted. Cell phones, tablets, computers et cetera are to be collected at the first register period and given back at the end of the day's lessons.
- Learners may not wilfully disrupt a lesson, assembly or any other meeting.
- Excessive noise will not be tolerated.
- Any learner leaving class during school lessons should have a permission tag issued by the relevant teacher.
- Any damage done anywhere in the school is to be reported immediately at the administration office.
- Defacing of school property in any way, e.g. writing on desks, chairs or walls is not permitted.
- Learners coming to school driving any motor vehicle must be in possession of a valid driver's license.
- Learners are not permitted to receive any visitors without the permission of the office. All visitors to the school wishing to see a learner or an educator must first report to the office, and sign a register before proceeding onto the school premises.
- Class rooms are generally out of bounds for learners before school, during break times and after school hours unless specifically permitted or authorised by an educator.
- No form of intimidation, political or otherwise is allowed.
- No learner may leave the school during school hours without a letter from a

parent/guardian requesting the release of their child and the permission of the executive principal.

- Learners must keep clear of areas deemed as out of bounds.
- The code of conduct is applicable when making use of public transport to and from the school.

7.6 Offences (breakdown):

The Department of Education's SA-SAMS system is used to administrate demerit marks. The system uses points and is run as a computer programme. The demerit system is also subject to a warning system for some of the minor misbehaviour. This means that there will be 3 warnings for of the same offence and 5 warnings for offences of different natures. Thereafter, no warnings will be given.

SCHEDULE 1: MINOR MISBEHAVIOUR: (0-15 Demerit Marks)

1.1	Late coming
1.2	Not doing homework
1.3	Staying away from class
1.4	Not giving attention in class
1.5	Littering
1.6	Staying away from school and outside classes. Refer to 1.3
1.7	Loitering around toilets
1.8	Excessive noisy or unruly behaviour
1.9	Climbing through windows
1.10	Not completing homework
1.11	Arriving late for assembly and school activities
1.12	Misusing of whiteboards. Producing bad graffiti etc.
1.13	In possession of a cell phone

SCHEDULE 2: MISBEHAVIOUR (15-75 Demerit Marks)

2.1	Telling lies
2.2	Ignoring an instruction
2.3	Minor damage to property, including gardens
2.4	Disrespect towards teachers, learners and parents
2.5	Swearing, using foul language, showing obscene signs or blaspheming
2.6	Being in the teacher's space (Table in class)
2.7	Leaving the school ground during school hours
2.8	Lying
2.9	Cheating in tests
2.10	Entering out of bounds areas without permission – admin offices, staffroom, and staff kitchen, principal's office, classes of other teachers, store rooms
2.11	Not handing in an absentee note or doctor's letter (3 days or longer)
2.12	Not attending a compulsory activity
2.13	Interfering or damaging other people's property without their consent
2.14	Forgery of documents or signatures
2.15	Intimidation of other learners
2.16	Swearing at and or abusive language
2.17	Gambling
2.18	Bringing the schools name into disrepute
2.19	Tampering with school equipment (includes inappropriate visuals on school computers)
2.20	Sitting behind the teacher's desk when they are not present
2.21	Arguing. Fighting between learners
2.22	Disobeying/influencing others to disobey (e.g. continual talking)
2.23	Cigarettes in the possession of a learner
2.24	Showing insolence
2.25	Bunking school

SCHEDULE 3: SERIOUS MISBEHAVIOUR (75-150 Demerit Marks)

3.1	Theft
3.2	Fighting or
3.3	Bullying

3.4	Malicious damage to property
3.5	Using drugs or alcohol / under the influence of drugs or alcohol when arriving at school
3.6	Carrying a weapon
3.7	Being in the company of learners who smoke or consume alcohol, drugs of addiction, or any other intoxicating substance
3.8	Cheating in exams / formal assessments
3.9	Disruptive, unruly, rude or offensive behaviour
3.10	Any act that belittles, demeans or humiliates another learner's culture, race, religion or gender
3.11	Wearing offensive clothing or accessories
3.12	Possession, copying and distributing pornographic material
3.13	Violating the rights of other learners to receive education
3.14	Violating the rights of teachers to carry out their tasks
3.14	Trading in any test or examination question papers, or any test or examination material. Bribing or attempting to bribe any person for the purpose of gaining an unfair advantage particularly with respect to tests and examinations.
3.15	Being deceptive. Telling lies. Spreading malicious rumours.
3.16	Computer hacking.
3.17	Cigarettes in the possession of a learner
3.18	Bringing the schools name into disrepute
3.19	Swearing at or intimidating a teacher
3.20	On a cell phone during class
3.21	Inappropriate comments made to a person of the opposite sex
3.22	Failing to comply with correctional measure
3.23	Forging any document or signature, to the potential or actual prejudice of the school.
3.24	Plagiarism
3.25	Forming any groups or holding any meetings (albeit online) which undermine the vision and mission of the school. This includes gangs – promoting, forming or furthering any school gangs
3.26	Threatening teachers, learners and parents
3.27	Improper suggestions of a sexual nature
3.28	Sexual harassment of a teacher or learner
3.29	Engaging in fraud
3.30	Opening teachers drawers and cupboards when they are not present
3.31	Sedition or inciting any form of illegal strike action/meeting/campaign on the school premises
3.32	Exposure (taking off clothes in public)

SCHEDULE 4: VERY SERIOUS MISBEHAVIOUR (IMMEDIATE CANCELLATION OF SCHOOL CONTRACT) (150 Demerit Marks)

4.1	Selling/supplying drugs or alcohol at school
4.2	Being an accomplice to a crime. Withholding information
4.3	Using or carrying dangerous weapon
4.4	Assaulting any staff member, learner, visitor or parent/s
4.5	Robbery and Breaking and Entering
4.6	Malicious and severe damage to property or injury to learners and staff
4.7	Rape, attempted rape or indecent assault
4.8	Any offence punishable under common law (common law included)

4.9	Sexual intercourse on school premises
4.10	Making verbal or written threats
4.11	Theft of an asset deemed valuable
4.12	Being under the influence of alcohol or drugs
4.13	Using drugs or alcohol at school
4.14	Breaking-in. Stealing.
4.15	Displaying insolence, passive resistance, back-chatting, disregard for the educators, cheekiness or defiant disobedience.
4.16	Satanic practises that damage property or cause harm to people or any other living creatures

Corrective and Reward Procedures

7.7 Reward

Merit marks accumulated may set off against demerit marks. This is based on evidence of consistent expected behaviour (See 7.5).

7.8 Corrective Action

The underlying principle is that action taken against learners is corrective and aims to teach the learners that actions have consequences. It is vital that the learners learn this lifelong lesson.

7.9 Notification process

Demerit Marks	Action
15	1 st notification to parents
30	1 st letter to parents
40	2 nd letter to parents
60	Interview with learner by SMT
80	Interview with parents by SMT
100	3 rd letter to the parents
110	Notification to parents
130	Final warning letter to parents
150	Disciplinary hearing with parents/suspension/expulsion

7.11 Suspension

Learners may be referred to a corrective facility for a period of no more than 2 weeks in which behaviour is monitored and corrected.

7.11 Expulsion

Should the learner reach 150 demerit marks, an interview with the parents and the executive Principal SMT representative/s and the parent/s will be held.

Code of Conduct for Learners at Skylimit International School

I, _____ (name of learner), agree to uphold this disciplinary code.

I will strive to conduct myself in a manner which aligns with the school's Christian ethos. I accept that parents and teachers have positions of authority, to guide me. I will in all situations respect and obey those in authority. I support and will subject myself to school discipline.

I accept that if I do not comply with the disciplinary code, I am subject to school discipline. I accept that the school reserves the right to search my property (suitcase, bag, desk etc.) and/or my person at any time for any reason.

Signature of Learner _____ Date _____

As the parent/guardian of _____

I, _____, (name of parent/guardian) [A] &
_____, (name of parent/guardian) [B]
will accept any disciplinary measures the school authority imposes when school rules have been broken.

1. Signature _____ [A] Date: _____

2. Signature _____ [B] Date: _____

9. Grievances Policy:

If a learner has a problem with another learner:

- First speak to the Register Teacher in confidence.
- If not resolved, the learner together with the Register Teacher must speak to the Executive Principal for the issue to be resolved.
- Learners are not to speak to another learner.

If a learner has a problem with a teacher:

- Speak to the Register Teacher in confidence.
- The Register Teacher then approaches the Executive Principal to decide how the problem will be resolved.
- The issue must be handled in absolute confidentiality and is not to be discussed with other teachers or learners.

If a teacher has a problem with another teacher:

- First speak to the specific teacher and see if you can resolve the issue.
- If you could not resolve the issue, speak to the Executive Principal for the problem to be resolved.
- Do not under any circumstances discuss the problem with another teacher!

If a parent has a problem with a teacher:

- The issue is to be sorted out with the Executive Principal immediately.

Demerit issues:

- Any teacher can give a learner a demerit for something that happened in class.
- The teacher does not give the demerit marks.
- The SMT have a meeting once in two weeks to discuss the marks to be given to each learner.
- Once a month letters are sent out to parents with the demerit marks. Parents are welcome to speak to the Executive Head at any time.
- If a learner feels it is not fair, it can at any time be discussed with the Executive Head.

Important:

- At Skylimit International School, we have an open door policy.
- Both the Operational Heads and the Executive Principal are available at any time for problems.