



Natural Learning Academy

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CODE OF CONDUCT

Introduction

In the interest of good order, decency, fairness and the public image of the school, the behaviour of staff and learners of the Natural Learning Academy is bound by a Code of Conduct. Any person willfully and knowingly transgressing this Code runs the risk of disciplinary action taken against him/ her.

- a) Do no damage to yourself.
- b) Do no damage to others.
- c) Do no damage to the school.
- d) Do no damage to the environment.

If this Code of Conduct is not adhered to, disciplinary action will be taken against the student. Where the offense is of a more serious nature the parents will be informed.

- 1. Compliance of instructions by school staff:** Students must at all times comply with any reasonable request/instruction from the staff. Note that a person has the right to refuse to comply if you believe that your safety or the safety of others is being compromised.

- 2. Respect for other people:** Every student has the RIGHT to be at this school and to learn in an atmosphere free of stress. The personal space of fellow students must be respected. No disrespectful behaviour (swearing, physical intimidation or name calling) will be tolerated, irrespective of whether it pertains to age, sexual preference, gender, race, religion or culture. Students should note that these issues are considered **SERIOUS** by the school and **SEVERE** disciplinary action will be taken against students if they are found guilty of any of the above offenses.

3. Inappropriate intimate behavior and sexual harassment:

- Students need to recognise that some behaviour is NOT appropriate in a school setting. This behaviour includes sitting against another student, touching, stroking, kissing etc. Students who behave inappropriately create a negative image of the school.
- Students should note that sexual harassment includes making unwanted sexual remarks to another student, either personally, or by using any electronic device, or any form of social media. Any form of sexual harassment will be severely dealt with by the school.

4. Movement within the school building/ play area: The school building has steps, sharp corners etc. Students must refrain from running, chasing each other and pushing each other as serious injuries could result.

5. Coarse language: No coarse, vulgar or disrespectful language may be used.

6. Cellphones: No cell phones may be “on” during class times unless instructed / allowed by the teacher. If a student is caught infringing the rule on cellphones the teacher will immediately confiscate the phone and it will be locked away. The student will receive a receipt with which a parent / guardian can come and collect the phone.

- **Use of the phone as a calculator or during tests and examinations:** Students are NOT allowed to use their phones as calculators. According to the regulations of the Education Department no device may be used during tests/examinations.

7. Borrowing of materials: Students must arrive to school with a pen, pencil, ruler, paper and a calculator. It is the responsibility of the student to plan and ensure that he/she attends their classes with the necessary handbooks, material etc.

8. Use of ear phones: Ear phones may only be used with the permission of the teacher during class time.

9. Disturbance to the neighbours: As the school is situated in a residential area, students MUST be aware that certain behaviour may be seen as disruptive by the neighbours. (This could include swearing, shouting, sexually explicit language, sitting in front of their houses, kicking/throwing objects into their yards, playing loud music or littering on the pavements).

10. Use of learning material: No learning material belonging to the school may be taken off the property without official permission. All such material must be booked out by the Administration staff. Note that DVDs are not available for students to take off the premises.

- 11. Nicotine addiction:** By law no smoking is allowed on or near the school premises. No smoking is allowed in front of the school or within 500 meters of the school. If any student tries to introduce smoking to a non-smoker, the student will be severely dealt with by the school.
- 12. Care of school equipment (including chairs):** Anyone who willfully, through negligence or misuse, damages school equipment and furniture will be severely dealt with, e.g. rocking on a chair)
- 13. Cheating:** No students will allow anyone (including parents) to do their work. No work may be plagiarised from any source. No design, photo or other work that has copyright may be copied.
- 14. Unauthorised people on the property:** No student will allow any person (friend or family) to enter the school grounds/buildings without official permission. If any unauthorised person is seen on the school property, the person must be referred to the administration office immediately.
- 15. Interruption of classes/ walking through or entering another class:** Students must visit the toilet, eat and drink during break times. Entering/walking through a class is very disruptive and should be avoided as far as possible.
- 16. Cleanliness and orderliness:** Always clean up after you have worked. Do not leave a class area in a state of chaos. Every student must assist in cleaning up the school at the end of the day. Hospitality students MUST ALWAYS clean the kitchen area after a practical class.
- 17. Offensive/pornographic material:** No student is allowed to bring onto the property and/or display offensive/pornographic material in any form (cellphone, computer, book, T shirt, etc.). No such material will be downloaded from the internet. Messages on clothing, bags etc. must not propagate radical ideas (hate speech, racialism, promoting drug, alcohol or nicotine use etc.) This runs counter to the values and philosophy of the school.
- 18. Theft:** No student will help themselves to the property of other students or the property of the school. This includes anything that has a cost implication for the school - such as bandwidth/internet usage.
- 19. Violent or aggressive behaviour:** No student is allowed to provoke, intimidate or physically/verbally abuse (bully) a fellow student. Note that cyber - bullying fellow students on the internet will be treated as unacceptable and serious action will be taken. (This includes abusing any form of social media).

- 20. Rude and uncivilized behaviour:** No rude or uncivilized behaviour will be tolerated in the school. This refers to private conversations during roll call and in class while the teacher is talking.
- 21. Attendance:** The Education Department requires a minimum class attendance of 80% for the student to be allowed to write the end-of-year promotion examination. Without the examination he/she cannot be promoted to the next grade. This rule is not negotiable and we strictly adhere to it.
- 22. Punctuality:** All students must be punctual for classes and roll call. For roll call especially students should start assembling 5 minutes before the time. Coming chronically late for roll call is unacceptable.
- 23. Unlawful activities:** It is against the law of the country for under age children to have in their possession cigarettes, alcoholic drinks, drugs such as dagga, or dangerous weapons such as knives, guns, etc. The school will enforce the law of the country on its premises and take action against any student found to have illegal or dangerous articles in their possession.
- 24. Students coming to school with vehicles:** Students who come to school on motorbikes or scooters must park on the pavement in such a manner so as not to block the passage for pedestrians. If the vehicle of the student is not roadworthy, or the student does not have a valid driver's license, or the student drives in a reckless and dangerous manner (lifting other students on the back of motorbikes or scooters without proper safety helmets), the school will inform the police.
- 25. Confidential information:** A student's profile will only be shared with parents if applied for in writing, as well as at the discretion of the Principal and/or the Governing Board.
- 26. Clothing:** Students must at all times dress in an appropriate (for school) way. The student's clothing should reflect self-respect and respect for other people. Student's clothing should promote a positive image of the school.
- Inappropriate dress would be wearing hoodies, caps, sunglasses (also on top of the head) inside the school building, i.e. in class.
 - Underwear of both girls and boys must not be visible. E.g. (bras, panties and boxers)
 - The wearing of "hot pants" by girls, bare midriffs, excessively low cut garments, excessively short dresses.
 - Shorts must be either on the knee or middle of the thigh (boys and girls).
 - Dangerous jewellery (sharp objects) that can injure other students is not allowed.
 - See-through clothing such as netting that exposes underwear is not allowed.
 - Garments with low bare backs are not allowed.

- If a student is dressed inappropriately the school reserves the right to send the student home to get properly dressed.
- **An Official School Outings and school functions:** an NLA T-shirt, with neat jeans / long pants and closed shoes must be worn.

27. Protective clothing: When working or handling dangerous materials or tools, the student MUST wear the required protective clothing and protective safety glasses and work under the supervision of a responsible adult.
NO student is allowed in the Hospitality class without shoes.

28. Gaming: Gaming is allowed during break time using your own device. No video material (including YOUTUBE), or music may be downloaded from the internet, except where it is for educational purposes and with the permission of the responsible teacher.

29. Sodas and energy drinks: In the interests of promoting a healthy lifestyle, no student will be allowed to bring either a soda or energy drink onto the school property. This includes all variations of sodas, including those that are labelled "light" or "sugar free".

30. Drug testing: ALL students as well as parents will do an introductory session re: Drug Policy no. 18 and complete the necessary forms.

31. Grade 12 Students: Please note that the Matrics do not have a September / October school holiday break. This week will officially be used to improve marks and to do revision with the students.

I, _____ read and understood the Code of Conduct.

Signed at _____ on _____ 20

Full Name

Signature

OPEN LETTER TO STUDENTS:

- Let your behaviour be a credit to YOURSELF, your FAMILY and your SCHOOL.
- Remember that many students at the school suffer of very difficult personal circumstances. DO NOT make their lives even more difficult. They need kindness and friendship, not more stress.
- Remember that just as your parents sent you to this school to do well, so did every other student's parents. Every student is a son or daughter of a caring parent.
- Do something kind to somebody everyday without them knowing it.
- Avoid listening to gossip or repeating gossip.
- Choose your friends carefully. Friends must improve the quality of your life.
- Be a positive person.
- Promote good order. Not more chaos.
- If you can make a useful suggestion of how we can improve the school, do so.
- Always think: IF I continue down this road for the next 5 (or 10 or 20) years, where will I end up?
- Honesty also extends to having the same "face" to your parents, the school and your friends. The more things you need to hide in your life from your parents, friends and the school, the greater the danger signals in your life.
- Being able to do something (i.e. drive a vehicle) does not imply you can do it responsibly. There are reasons why there are age sensitive rules and laws.
- Once something is done, it seldom can be undone. Think twice before saying or doing something that can cause damage to others.
- The more risks you take, statistically the greater the chance of disasters. Some disasters might claim your life or the lives of others. Think twice.
- Thinking is hard work.
- Every day you get a limited supply of time.
- The more you practice something, the better you get.
- Remember our motto: **A BALANCED LIFE COMES FIRST**