



# SHREE BHARAT SHARDA MANDIR.



## CODE OF CONDUCT

### For Learners

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## **1. INTRODUCTION**

“Shree Bharat Sharda Mandir” (S.B.S.M./ “School”) was established in 1936, to preserve, protect and promote the Hindu Value System and to enhance and enrich each new generation. In 1995, with the dawning of a New South Africa, SBSM was transformed to meet new challenges, and to comprehensively meet the community’s broad education need. An Advisory Council was established to allow representation for the School community. It is the Councilors who determine and direct school policy and ensure its implementation.

The Code of Conduct must aim at establishing a disciplined and purposeful school environment dedicated to the maintenance and improvement of the quality of the learning process of the school. Its purpose is to promote positive discipline and exemplary conduct. The underlying philosophy of the Code of Conduct is the mutual respect and upholding of the values required for each and every learner to be able to achieve their true potential.

The School fully supports the principles of fair discipline and the consistent and justified application of appropriate disciplinary measures where necessary. This procedure and code for learners indicates the broad standards of behaviour that are expected of all learners at the School, and encourages a responsible and self-disciplined approach by learners themselves.

Examples of these principles and values are: democracy, non-discrimination and equality; privacy, respect and dignity; non-violence and the freedom and security of a person; due process; and a disciplined and safe school environment which is conducive to teaching and learning these rights all imply concomitant responsibilities. Every learner of the school is legally bound by this code.

## **2. SBSM ETHOS**

Religion is a way of life for most people. Their lives and attitude are shaped by religious beliefs, practices and their culture. It’s the very fabric of life.

As Hindus we deserve the opportunity to look at life from a Hindu standpoint and to understand the lifestyle of the other people, without fear or prejudice. Therefore, it is important that as learners we gain an awareness of our rich Hindu heritage; the contributions it has made, and to continue to make to our culture, art, music, history and other areas of human experience, and particularly its relevance to our daily lives.

## **3. OUR VISION**

To promote and maintain service, education and cultural excellence in all walks of life so as to enrich the community in upholding the Hindu values of the Hindu Scriptures and develop future leaders of international standing.

## **4. MISSION STATEMENT**

Shree Bharat Sharda Mandir is an institution in which all members of the school family recognize the special Hindu character of the school and join in maintaining the Hindu values within an S.B.S.M tradition.

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Our pupils, as a result of our holistic approach to education, should be young people who love God, live the Hindu values, are confident in their abilities and competent in their field of study, with a mature sense of social awareness expressed through service (outreach).

We strive to appoint and appropriately remunerate suitably qualified staff and to develop their professional talents and expertise, as individuals and as a team, to ensure a caring and sensitive approach to the pupil within the school community.

To encourage through participation in the extramural programme of the school, both sporting and cultural, loyalty, commitment and teamwork, thereby maintaining the balance in the pupil's lives between the academic, sporting and cultural components.

To engage parents, old boys, the State, the municipality, businesses and the wider community in the life of the school as partners in the educative process.

To enable each pupil to realize his own academic potential through development of self-esteem and effective study skills, a positive work ethic and sound relationships with their teachers.

S.B.S.M. seeks to produce pupils with the ability to think for themselves, who, thanks to the best possible academic and extramural programmes, are well equipped to move from phase to phase within our school, until matriculation graduation.

## **5. OUR AIMS**

At all times members of the School community are expected to behave, and act with utmost respect and dress in a way that brings credit to themselves, the School and the wider School community. Amongst others, these goals shall include, without limitation, the following:

- Regular, punctual and full School attendance
- Courtesy and respect of others and their views
- Co-operation and active participation in all cultural, sporting and academic activities in order to uphold the School spirit and values
- Constructive critical thinking
- Good sportsmanship and gentlemanly/ladylike conduct
- Trustworthiness and honesty
- Adherence to uniform guidelines
- Tolerance and goodwill to all
- Reasonable decision-making
- Diligence in study
- The pursuit of excellence
- Respect for all resources
- Professionalism and confidentiality

## **6. UNACCEPTABLE BEHAVIOUR**

At no time will it be acceptable for a learner or for any other member of the School community to indulge in any of the following behaviour on the school premises, whether during or outside of School hours or when it is possible to associate the learner or any member of the School, with the School. Immediate suspension and/or expulsion will be an appropriate punishment/consequence, subject to procedural rules set out herein, together with appropriate authority.

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- Substance abuse, drugging, etc. ie. The sale, possession and/or use of any habit forming substances.
  - Sexual activity of any kind, including courting, exhibitionism
  - Bullying, physical and/or mental intimidation, threats and harassment of any kind
  - Vandalism of any property
  - Repeated misbehaviour
  - Drinking alcoholic beverages and smoking
  - Any form of violence, carrying of any knives, instruments and/or objects which can cause bodily harm
  - Insolence, back chatting
  - Swearing, and use of crude and/or abusive language
  - Theft/misappropriation
  - Inappropriate behaviour/ conduct, (at the discretion of the school management and the Advisory Council).

## **7. CODE OF CONDUCT**

### **7.1 GENERAL PRINCIPLES**

SBSM Code of Conduct is based on the following principles;

- 7.1.1 Disciplined behaviour is essential for the well being of the school and the successful achievement of the school's objectives.
- 7.1.2 The Code of Conduct is based on educational principles that aim to allow the school to function as a harmonious community.
- 7.1.3 Aims to establish a safe and secure environment.
- 7.1.4 Endorses the basic rights of educators to teach and maintain orderly learning environments and the rights of the learners to learn in a secure, non- threatening environment.
- 7.1.5 Is aimed at promoting a climate of mutual self-respect, self-discipline and responsible behaviour.
- 7.1.6 Disciplinary action will be fair, appropriate and consistently applied. It will be aimed, as far as possible, at corrective measures and not punitive action.

### **7.2 GENERAL SCHOOL RULES**

All learners must:

- All learners are expected to support the School by participating in all cultural, sporting and academic activities which maintain and uphold the school spirit.
- Learners are entitled to be educated in a controlled, academic environment to enable both the learners and the teachers to obtain an optimum learning environment. Both teachers and learners are responsible for creation of the appropriate classroom situation wherein all learners can work without hindrance and pay full attention without any form of disruption.
- Learners have the right of freedom of speech and to voice their opinion in a mature, tactful and appropriate manner. Likewise, they too have a responsibility to listen to and respect the opinion of others, whether or not they agree.

- No form of rudeness or disrespect should be displayed to anyone, inside or outside the classroom.
- Intolerant and prejudicial attitude should be avoided. The rights and dignity of others should always be respected. Derogatory remarks of any sort and/or any form of intimidation, physical or verbal, and emotional abuse will not be tolerated in the classroom.
- Learners are expected to be honest, honourable and fair, and respectful at all times. All members of the School community and particularly learners are expected to be self disciplined at all times.
- Equal opportunities in every respect should be accorded to every member of the School community.
- Learners are expected to have a sense of responsibility of the world we live in, a respect for the environment, particularly the immediate School, its grounds, its equipment, and its furnishings. Respect for another's property must be displayed at all times.
- A social conscience should be developed. The welfare of others being the learner's first concern. The Learner is also expected to show moral courage and to stand up for what they believe, in a respectful way, and to be morally correct.
- Achievement of others in all areas of School and development activity should be respected and supported at all times.
- Settlement of disputes by way of violence will not be tolerated in any circumstances.
- Learners should at all times be well groomed and display behaviour befitting their standing and the School they represent.
- Learners represent the School at all times, uphold the security of the school, and shall have the right to the security of their person, their property, and their environment.
- Learners represent the School at all times. Accordingly, they should take care not to embarrass the School in any way whether in or out of uniform.
- Commitments to the School and its value system should be displayed by learners who are expected to live up to the obligations of the School and its community.
- All members of the School community are expected to support, assist and co-operate with members of the Disciplinary Committee and/or the management of the School, in enabling them to search their person, property and like, when requested. Failure to comply, shall entitle the School to expel the learner.

### **7.3 GENERAL BEHAVIOUR**

It is expected that all learners conduct themselves in a manner befitting the ethos and regulations of the school.

#### **7.3.1 Courtesy, language and etiquette**

Courteous behaviour towards all members of staff must be adhered to both within and outside the classroom. Learners are expected to say "Namaste"/"Vannakum" (Vanacular) "Good Morning ", "Good Afternoon", "Good Evening", Sir / Madam/ Mr. / Mrs." not only to people known to them such as staff (including all categories of non-teaching staff), but also to guests and strangers. Assist visitors in need of help. This type of expected behaviour involves the use of proper and seemly language in all parts of the school grounds and buildings. Proper procedures of etiquette must be employed at all functions, whenever and wherever necessary.

7.3.2 In Assembly

A 'five min' warning bell will ring before commencement of assembly. Classes must proceed to the hall in correct sequence. Learners together with the class teachers must be seated according to the row allocated to them.

7.3.3 On the stairs

The rule of single file and keeping to the left when ascending or right when descending the stairs applies at all times.

7.3.4 On the driveways, entrance hall, pavements and in the grounds

- Learners should assume accountability for the appearance and state of the driveway and grounds by removing all litter and placing it in the bins provided.
- Learners may not sit outside on the pavements around the school.

7.3.5 Before school and during breaks

- A five minute warning bell will ring for learners to stop all activities before school and during breaks. They must then proceed to their classrooms.
- Learners must be in their classrooms as soon as the second bell rings.
- Learners are to visit the toilets during break time and before school and not when the bell rings.
- Lockers must not be used during teaching time.

7.3.6 Punctuality

- School begins at 07h40 and dismissal times will vary depending on Grade/Extra-mural activities.
- Changes between lessons must be effected via the fastest route and learners must not take more than three minutes to change classes.
- General rule for all learners – hands are to be kept out of pockets.
- Late coming is unacceptable at all times. Official school hours must be strictly adhered to. If a learner repeatedly reports late for school, point 24 of page 19 will be deemed as appropriate punishment.

7.3.7 Cellphones / audio devices / electronic devices

With advanced technology, pupils can access music, the Internet, chat rooms and take pictures – all during lessons.

Cellphone cameras can be used to invade learners' privacy in change rooms. Many of the learners have been targeted by muggers. Some have also used their phones to store information for tests.

**At SBSM, cell phones/Audio devices are banned.** These will be confiscated if they are visible. Confiscated items can only be collected after a fine of R200 is paid on collection.

However the school will not be responsible for the loss, by whatever means, of any items confiscated from learners.

Learners who possess a personal communication device, such as pagers and cellular phones, are in violation of this policy and school rules and are subject to the related disciplinary action.

#### 7.4 Dress Code Female (Girls Uniform)

All learners must adhere to the provisions given below.

SUMMER:	WINTER:
<p>The blazer is the first outer garment at all times. OPTIONAL</p> <p><b>1st option</b> – blue hounds tooth tunic with navy blue collar and cuffs with school monogram. Belt attached.</p> <p><b>2nd option</b> – Girls allowed to wear short sleeved shirts with a school monogram with culottes.</p> <p>TUNICS/ MAY NOT BE SHORTER THAN 10CM ABOVE THE KNEE.</p> <p>Rolling up of culottes/tunic is not allowed. Shirts must be neatly tucked in at all times. Shirts must not be out of garments. Compulsory to wear a tie on a shirt without a school monogram.</p>	<p>The blazer / school winter jacket with a navy blue school V-neck jersey with school monogram is the first outer garment at all times.</p> <p>Only plain navy blue :</p> <p>Scarf</p> <p>Woolen gloves and beanies allowed.</p> <p><b>SHIRTS -</b> Plain white long sleeved buttoned down shirts with tie.</p> <p><b>T-SHIRTS –</b> White to be worn as inner garments only.</p>
<p><b>SOCKS</b> Navy blue /grey</p> <p><b>SHOES</b> Black School shoes plain.</p> <p><b>RAINCOATS</b> Only navy dry Macs may be worn as the outer garment only when it is actually raining, all other times it must be carried in the school bag. The dry Mac may not be worn in place of a blazer/jersey/school winter jacket.</p> <p><b>SCROLLS</b> Must be worn at all times while within the school grounds on the winter jackets or blazers.</p> <p><b>TRACKSUITS</b> Only school tracksuits with monogram, white T – shirts and navy blue short with monogram will be allowed with a pair of comfortable athletic takkies for the entire day when Physical Education tasks take place.</p>	

### **SLACKS**

School grey slacks – prescribed school fabric with a regular straight cut fit (both summer and winter).

### **SCHOOL PULL OVER**

Navy Blue School pull over with a school monogram is allowed.

### **SPORTING ACHIEVEMENTS**

Sports colours attained (Area, Zonal, District, Regional, Provincial, National) by a learner via school sports codes will only be allowed for the day when physical education tasks take place. However, it must be worn in conjunction to the school tracksuit.

### **HAIR**

- Hair should be kept neatly away from the face. Shoulder length, if longer must be tied up neatly. Loose hair below collar must be tied up neatly.
- No hair colourings, highlights, streaks and hair dyes.
- No wigs and no extreme hairstyles are allowed. No extensions.
- All hair accessories must be in navy/black/white only.
- **HAIR IS TO LOOK NEAT AT ALL TIMES**

### **NAILS**

Nails should be short at all times. No nail polish is allowed. No fake nails.

### **JEWELLERY:**

- Earrings: one per ear in the centre of the ear lobe. Gold/silver sleepers not bigger than 12mm in diameter or gold/silver ball stud not bigger than 4mm in diameter may be worn.
- Rings / bracelets: no rings /bracelets / chains may be worn. If learners wear religious chains/emblems they must be concealed.
- Medic alert bracelets may be worn.
- No jewellery items may be worn in any body piercing other than the earlobe, i.e. no tongue rings, eyebrow rings, etc.
- Learners may wear a wrist watch only.  
**“WORN AT OWN RISK”**
- No charm bracelet/broad with bands
- If a learner has a tattoo, it must be concealed.
- Only Kajal, and no other make-up whatsoever is allowed.
- No lip gloss is allowed.
- Nose rings are allowed – not bigger than 2mm in diameter.

### **Disciplinary Action:**

- Failure to adhere to the dress code will result in disciplinary action being taken by members of the staff with the presences of the RCL.
- Confiscation of incorrect items. A receipt will be given only for items of value.
- Confiscated items may be redeemed on payment of a fine of R100.00 for the items of value and may only be redeemed on the request of the parent. For cellphones/ audio visual devices/electronic devices refer to Pg 9.
- Will not be allowed to enter classrooms for lessons.
- Menial tasks at school during breaks.
- Immediate correction of the infringement, for example: nails to be cut, varnish to be removed, hem to be lengthened.

- Depending on the violation of the school uniform code, the girl will be sent home and marked absent for the day.
- Random checks by educators on a regular basis.
- Clothing that does not conform to school uniform will be confiscated and returned on that day if it's a first offence. If it's a second offence it will be confiscated for a term and the parent will pay a R20 fine on collection.

**7.5 Dress Code Male (Boys Uniform)**

SUMMER	WINTER
<p>The blazer is the first outer garment at all times. Optional</p> <p><b>SHIRTS</b> - Open neck white shirts with school monogram. Compulsory to wear a tie on a shirt without a school monogram. Shirts must be neatly tucked in at all times.</p> <p><b>T-SHIRTS</b> – white. To be worn as inner garment only.</p> <p><b>SLACKS</b> - school grey only. Conservative style as determined by the school.16-18 inches width at the bottom. Turn-ups, no more than 4cm in width are allowed</p> <p><b>TIE</b> - navy blue with school monogram as prescribed</p>	<p>The blazer/school winter jacket with navy blue school V-neck jersey is the first outer garment at all times.</p> <p><b>SHIRTS</b> - Plain white long sleeved buttoned down shirt with tie</p> <p><b>SLACKS</b> – as above in summer</p> <p><b>SWEATERS</b> - V- neck jersey navy blue with school monogram.</p> <p><b>BLAZER/V –V-NECK JERSEY-</b> navy blue with school monogram.</p> <p><b>TIE</b> - Navy blue with school monogram</p>
<p><b>SOCKS</b> navy blue / grey only.</p> <p><b>SHOES</b> plain black school shoes only.</p> <p><b>RAINCOATS</b> Only navy blue dry Macs may be worn as the outer garment only when it is actually raining. At all other times it must be carried in the school bag. The dry Mac may not be worn in the place of a blazer/jersey/school winter jacket.</p> <p><b>SCROLLS</b> Must be worn at all times while within the school grounds on the winter jackets or blazers.</p> <p><b>TRACKSUITS (ACTIVITIES)</b> Only school tracksuits with monogram, white T – shirts and navy blue short with monogram will be allowed with a pair of comfortable athletic takkies for the entire day when Physical Education tasks take place.</p> <p><b>SCHOOL PULL OVER</b> Navy Blue School pull over with a school monogram is allowed.</p>	

### **SPORTING ACHIEVEMENTS**

Sports colours attained (Area, Zonal, District, Regional, Provincial, National) by a learner via school sports codes will only be allowed for the day when physical education tasks take place. However, it must be worn in conjunction to the school tracksuit.

### **HAIR**

- Hair should be worn above the collar.  
Ears should remain uncovered and sideburns above or towards the middle of the ear.
- No beard /moustache.
- No colourings or any other hair treatment to be used
- No tint, highlights or streaks or hair dyes.
- **NO SPIKES.** All hair styles to be conservative as determined by the school. No mohawk or stripes

### **NAILS**

Nails should be short at all times. No nail polish is allowed. No fake nails.

### **JEWELLERY**

- Jewellery including any body piercing rings, tongue rings, ear rings, studs etc. ornaments of any kind are not part of the uniform.
- If a learner wears religious chains / emblems they must be concealed.
- Plaster covers, toothpick and matchsticks for piercing are not permitted.
- Medic alert bracelets may be worn.
- Learners may wear a wrist watch.  
**“WORN AT OWN RISK”**
- If a learner has a tattoo, it must be concealed.
- No bands or Woodstock is allowed.

### **Disciplinary Action:**

Failure to adhere to the dress code will result in disciplinary action being taken by the members of the staff with the presence of the RCL.

- Jewellery will be confiscated and a receipt will be given only for items of value.
- Confiscated items may be redeemed on payment of a fine of R100.00 for the items of value and may only be redeemed on the request of the parent. For cellphones/ audio visual devices/electronic devices refer to Pg 9.
- Menial tasks at school during breaks.
- Any violation of the school uniform code, the boy will be sent home and marked absent for the day.
- Random checks by educators on a regular basis.
- Clothing that does not conform to school uniform will be confiscated and returned on that day if it's a first offence. If it's a second offence it will be confiscated for a term and the parent will pay a R20 fine on collection.

## 8. CLASSIFICATION OF OFFENCES AND CONSEQUENT DISCIPLINARY ACTION

Disciplinary Code : Learners

Examples of Infringements and Recommended Sanctions

### 8.1 VERY SERIOUS MISCONDUCT ("Zero Tolerance Offences")

	First Offence	Second / Repeated Offence	Subsequent Offence
<p>1. Violent abusive or threatening behaviour (verbal or physical)</p> <p>Fighting, battery or assault (threatened or actual)</p> <p>Victimisation, bullying or initiation of any sort</p> <p>Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered as being potentially dangerous (at School or at School events.</p> <p>Intimidating or willfully interfering with others (attempted or actual)</p> <p>Inciting, advising or rewarding others to perform violent, offensive or threatening acts.</p> <p>Any "gang" related activity that may threaten the safety or welfare of others (at School or at School events, or in relation to School)</p> <p>Harassment (sexual, racial or religious)</p> <p>Issuing a bomb threat or arson (attempted or actual)</p> <p>Behaviour that may pose a danger to the safety and welfare of others (at School or at School events, or in relation to School)</p>	<p>Suspension and Hearing / Expulsion</p>		

<p>2. Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous / prohibited substances, or distributing, storing or consuming any of these substances (at School or at School events)</p> <p>Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at School or at School events.</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>3. Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another's / stolen property</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>4. Serious dishonesty (actual or intended)</p> <p>Cheating, copying or tampering with test or exam results, reports or assignment</p> <p>Being in possession of or distributing material or information that may give an advantage in a test or an exam</p> <p>Extortion, bribery, corruption or fraud (attempted or actual)</p> <p>Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft</p> <p>Inciting, advising or rewarding others to be dishonest or to cheat.</p> <p>Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>Off-site criminal misconduct that disrupts or substantially damages the School/learner relationship and the educational process</p>	<p>Suspension and Hearing / Expulsion</p>		

<p>5. Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments</p> <p>Intentional and offensive, insulting, abusive racist or lewd behaviour</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS /MMS, cartoons or objects</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>6. Sabotage, malicious or willful damage to School or others property</p> <p>Unauthorised occupation of any School property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the School's property, without School permission.</p> <p>Blocking off any entrances or exits to or from the School premises, with the intention or effect of interfering with free access / egress by others</p> <p>Participating in or supporting industrial or protest action, preventing learners from attending School activities</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>7. Actions that expose others to serious danger</p> <p>or injury, or expose the School to potential accidental loss or damages – whether due to willful, grossly negligent or unintended acts</p> <p>Unsafe acts or behaviour that endangers the safety and welfare of others</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>8. Serious misconduct or actions that may bring the reputation of the School, learners or other stakeholders into disrepute</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>9 Any other misconduct considered to be very serious and possible justifying expulsion as a first offence.</p>	<p>Suspension and Hearing / Expulsion</p>		

**8.2 SERIOUS INFRINGEMENT**

10	<p>Playing of obscene, insulting or demeaning games</p> <p>Dangerous horseplay</p> <p>Malicious teasing</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling.</p>	<p>Suspension and Hearing / Expulsion</p>	
11	<p>Inappropriate behaviour or comments in public or at School events that brings the School into disrepute</p> <p>Abuse of School privileges or seniority / status, abuse of position of authority</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling.</p>	<p>Suspension and Hearing / Expulsion</p>	
12	<p>Smoking or being in possession of tobacco or cigarettes (on the School premises or at School events)</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling..</p>	<p>Suspension and Hearing / Expulsion</p>	
13	<p>Forgery or falsification of School documents and reports</p> <p>Lying and unfair behaviour (with less serious initial consequences)</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling.</p>	<p>Suspension and Hearing / Expulsion</p>	
14	<p>Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment</p> <p>Accidental damage to property</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling.</p>	<p>Suspension and Hearing / Expulsion</p>	
15	<p>Acts or behaviour designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment</p> <p>Willful disruption of School activities, interference with School authorities</p> <p>Conduct designed to be prejudicial to good order or discipline at the School</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling.</p>	<p>Suspension and Hearing / Expulsion</p>	
16	<p>Any misconduct by the learner that is considered by School authorities to warrant more than a Counseling, verbal reprimand or an ordinary warning.</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling.</p>	<p>Suspension and Hearing / Expulsion</p>	

**8.3 LESS SERIOUS INFRINGEMENT**

17	<p>Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, parents, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
18	<p>Use of excessive force when playing games or during sporting events</p> <p>Playing games in an area where others may be injured or where property may be damaged</p> <p>Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
19	<p>Noisy or disruptive behaviour, disturbing the activities of others</p> <p>Highly disruptive or unruly classroom behaviour</p> <p>Trespassing or entering School premises without permission or without supervision, and/or after school hours</p> <p>Refusing to identify oneself upon request by a School authority</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
20	<p>Swearing and use of vulgar, profane(foul) language</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
21	<p>Tardiness, littering and poor housekeeping</p> <p>Poor grooming, unhygienic personal habits, improper use of school facilities or ablutions</p> <p>Hair, dress or apparel that is not in</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>

	<p>accordance with School standards or rules</p> <p>Eating or drinking during class or School events / activities when consumption is not permitted</p>			
22	<p>Tampering with the possessions or equipment of others</p> <p>Use of School equipment without permission</p> <p>(with no serious consequences)</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
23	<p>Refusal or failure to complete homework or assignments</p> <p>Refusal to deliver or return reports, reply slips or letters to parents or to the School</p> <p>Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events</p> <p>General uncooperativeness and / or being willfully obstructive</p> <p>Poor application to studies, schoolwork or assignments</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
24	<p>Truancy, poor timekeeping practices</p> <p>Unexplained absences from classes or from compulsory events or activities</p> <p>Leaving class or School premises without permission</p> <p>Persistent late-coming or early unauthorized departure from class / School</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
25	<p>Persistent misuse of personal communication devices during School activities</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>
26	<p>Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.</p>	<p>Reprimand or Warning/ Demerit and parent to provide professional counselors</p>	<p>Parental Contact, Final Warning : Parent to provide professional counseling</p>	<p>Suspension and Hearing / Expulsion</p>

## 9. GENERAL

All learners should arrive on and leave the School grounds in School uniform or appropriate dress. Partial wearing of a uniform, in the case of learners, when it is possible for the public to identify the learner with the School is not allowed. It is expected that in all instances, the clothing own by a learner will be neat, clean and presentable.

## 10. JUDGEMENT

Any authorized teacher, (in consultation with a member of the Management of the School, where necessary) will be entitled to pass judgment on whether a particular learner is dressed appropriately within the dress code. Any decision reached will be recorded. Parents and learners concerned, if the case may be, are bound by the decision. Refusal to co-operate with these decision will be regarded as a breach of the Code of Conduct and will be treated as a disciplinary issue, and subject to authorized consequences.

## 11. AMENDMENT PROCEDURE

- This Code of Conduct may be amended after consultation with the AC Executive Body, Headmaster, Deputy Headmaster, PA Executive Body, Learner Representative Council and Staff
- Notification of amendments will be given in writing in the school newsletter or a special note.

## 12. FUNDS COLLECTED

- All funds collected from misdemeanours will go to a charitable organization of the school's choice. The Executive Members of the Representative Council of Learners can recommend organizations.

## 13. GUIDELINES OF PROCEDURES AND RULES TO BE APPLIED AT DISCIPLINARY HEARING

This document is intended to supplement and does not replace the "Ethos and Code of Conduct of Shree Bharat Sharda Mandir".

### 13.1. DEFINITIONS

- 13.1.1 "misconduct" means misconduct committed by a learner and includes but is not limited to the following but must be read in conjunction with and incorporating the principles set out under the SBSM Code of Conduct ("Code"), particularly that which is set out under paragraph 2: "Behavioural Role", and paragraph 6: "Unacceptable Behaviour".

- (a) misconduct committed on the premises of a school, whether during or outside of school hours;

- (b) misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours; and
  - (c) any conduct, committed in or out of school uniform and within or outside the school premises, which:-
    - (i) tends to bring the school into disrepute;
    - (ii) interferes with the governance, authority and proper administration of the school;
    - (iii) interferes with the conditions necessary for any school activity;
    - (iv) is prohibited by the code of the School
- 13.1.2 “**prosecutor**” means the principal of the school or an educator appointed by the principal to present the case against a learner;
- 13.1.3 “**representative**” means a parent of the learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing, save that in the case of a legal representative and/or a representative that is legally qualified, the chairperson of the Disciplinary Committee (“DC”) shall be notified in writing, prior to such representative appearing and the Chairperson shall be entitled, in such an event to make such rules in this regard as he/she deems fit;
- 13.1.4 “**school days**” means days of the week, excluding Saturdays, Sundays, public holidays and school holidays;
- 13.1.5 “**suspension**” means:-
- (a) a learner may not be entitled to attend a class at the school;
  - (b) a learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension;
  - (c) a learner may not be entitled to participate in extra-curricular;
  - (d) a learner may not be able to attend school for a period of time that may not exceed 5 (five) school days; and “suspend” has the same meaning;

## 13.2. APPLICATION

- 13.2.1 This notice and any code made in terms thereof apply to a learner who was at the time of the misconduct alleged against the learner subject to the discipline of the school.
- 13.2.2 A learner is subject to the discipline of the school if the learner is registered as a learner at the school.

### **13.3 INSTITUTION OF DISCIPLINARY PROCEEDINGS THAT MAY LEAD TO SUSPENSION OR EXPULSION**

13.3.1 Upon receipt by the Principal / School Director of a request to institute a disciplinary action against the learner with regard to any misconduct, and/or any referral for such action to be instituted in terms of the Code, prior to the Principal / School Director instituting such action, he shall be obliged to review and investigate the circumstances resulting in the request and/or requirement for the disciplinary action to be instituted, directly and in person and/or by an authorized member of the School's Disciplinary Committee. Should such investigations establish to the satisfaction of the School's Disciplinary Committee that a disciplinary action ought to be instituted, then only, will such action be instituted and steps be taken for the institution of a disciplinary action. If insufficient and/or uncertain evidence is found as a result of the investigations conducted, then the Principal/School Director and/or the member of the School's Disciplinary Committee, shall be obliged to inform the complainant and all other interest parties of such fact. The Principal / School Director / member of the School's Disciplinary Committee, making such investigation, shall be obliged to point out in writing, that the complainant has the option to approach the Advisory Council ("AC") to review the Principal's / School Director's / member of the School's Disciplinary Committee's refusal to institute a disciplinary action and notwithstanding the Principal's / School Director's / member of the School's Disciplinary Committee's decision, set up a disciplinary action. The Principal / School Director / member of the School's Disciplinary Committee, shall only be obliged to institute the disciplinary action if:

- (a) there is sufficient evidence to institute such proceedings; and
- (b) the Principal / School Director / member of the School's Disciplinary committee considers it to be in the best interests of the school and its community that such disciplinary should be instituted.

### **13.4 DISCIPLINARY COMMITTEE OF THE ADVISORY COUNCIL**

13.4.1 Upon notification by the Principal/ School Director / member of the School's Disciplinary Committee to a learner that a disciplinary action is to be instituted against the learner, a Disciplinary Committee comprising members of the Advisory Council representative groupings shall be instituted, which the committee shall then designate one of their members as a Chairperson to adjudicate the allegation of misconduct.

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- 13.4.2 The appointment of persons to the Disciplinary Committee is subject to the following conditions:
- (a) the members of the committee shall be nominated by the representatives of each grouping having an interest and a seat on the Advisory Council, i.e. a member from each of the Executive Group, the Parent Representatives, the Teacher Representatives, the school community advisors (Dadas), Learner Representatives (as observers).
  - (b) the members shall, amongst themselves, appoint a Chairperson, who shall have a casting vote. Accordingly, the committee shall be made up of even numbers, with a minimum of least two members.
  - (c) The Principal and the School Director as heads of the school and the Chairman of the Advisory Council, shall not be eligible to be members of the Disciplinary Committee; and
  - (d) No person may be appointed to the Disciplinary Committee if the person has personal knowledge of, or any interest in the matter before the institution of the Disciplinary Committee.
- 13.4.3 The Disciplinary Committee shall meet prior to the commencement of the formal hearing in order to:
- (a) elect a Chairperson from amongst themselves;
  - (b) be appraised of the charge that is to be put to the accused;
  - (c) the Chairperson shall, after prior consultation with other members of the committee, set out an agenda, which shall include the following points which must be addressed and discussed with all parties at the Disciplinary Committee hearings:
    - (i) Welcome and an address to all parties. At this stage, the Chairperson is to request objections from any person having an interest as to the appointment of any of the Disciplinary Committee members. Should a substantive objection be raised, the Chairperson together with the other members of the committee shall consider such request and if found substantive, the member against whom the objections have been raised, shall reclude him/herself. The Chairperson or acting Chairperson should be the person against whom the objection has been raised, shall then adjourn the disciplinary hearing should it be deemed necessary in order to replace the member that has had to reclude him/herself.
    - (ii) Assure all parties concerned that the notice of complaint issued and served is itself not a disciplinary action. Its purpose is merely to summarise details pertaining to the alleged incident.
    - (iii) Confirm and verify that a copy of the notice of complaint, the Code of Conduct and these guidelines

- to the rules and procedures, of the disciplinary hearing, has been received by all relevant parties, particularly the accused and/or his representative, and if not, to make the necessary arrangements to ensure they are given a copy thereof. If necessary, thereafter, the Chairperson may adjourn the hearing to another day, if it is found to be necessary and/or fair.
- (iv) The Chairperson shall further explain the procedures and the rules to be followed;
  - (v) The Chairperson shall ensure that all parties concerned understand that these hearings are to be confidential, and that the process and the parties conduct shall be dignified and fair in an attempt to find a just solution to the complaint at hand, always keeping the interest of the accused and school community at hand. As such all members of the Disciplinary Committee will be required to sign a confidentiality declaration.
  - (vi) Ensure that the proceedings and the hearings are being recorded by way of a minuting secretary, which minutes are to be verified by the chairperson and handed in to the Principal/ School Director / member of the School's Disciplinary Committee, after and/or together with the decision of the Disciplinary Committee of the Advisory Council.

### **13.5. PROCEDURE FOR HEARING OF A MISCONDUCT**

- 13.5.1 A learner charged with misconduct must be given no less than 5 (five) school days written notice of complaint of the hearing into the alleged misconduct, unless:
- (a) the Management of the school directs with good cause, that a shorter notice period shall apply, and
  - (b) there is no prejudice caused to the learner by the shorter notice period.
- 13.5.2 The notice contemplated in subparagraph 13.2 must:
- (a) contain sufficient proof/evidence particularity of the date, place and nature of the alleged misconduct to enable the learner to identify the incident in question and respond thereto:
  - (b) inform the learner of charges, place, date and time of hearing
  - (c) inform the learner of the rights of the learner and ensure that the learner has access and/or has a copy of the notice of complaint, the school's code of Conduct, and these guidelines.
- 13.5.3 The Principal / School Director must give the notice

- contemplated in subparagraph 13.2 to the learner and deliver a copy thereof to the parents of the learner at the address of the learner as indicated in the school register. Where upon, receipt of notice will be acknowledged.
- 13.5.4 At least one of the parents or another authorized representative of the learner must accompany the learner at the hearing, unless the learner is 21 (twenty one) years or older.
- 13.5.5 If the learner fails to appear before the Disciplinary Committee, after due notice in terms of subparagraph 13.2, and without just cause for not attending, the hearing may continue in the absence of the learner.
- 13.5.6 The Disciplinary Committee must keep a full and accurate record of all proceedings before it.
- 13.5.7 The prosecutor must commence proceedings at the hearing by setting out the charge against the learner and thereafter presenting the case against the learner.
- 13.5.8 The Chairperson of the Disciplinary Committee must ask the learner whether the learner pleads guilty or not guilty to the charge. The learner must respond thereto. Should the learner fail to respond, the learner will be deemed to have pleaded guilty to the charge.
- 13.5.9 **If the learner pleads guilty to the charge:-**
- (a) the Chairperson must question the learner with reference to the alleged facts comprising the misconduct as outlined by the prosecutor in order to satisfy the Disciplinary Committee that the learner is indeed guilty of the charge:
  - (b) If, upon questioning the learner, it appears that the version of the learner materially differs from the facts as outlined by the prosecutor, or if the Chairperson must enter a plea of not guilty in respect of the charge on behalf of the learner.
  - (c) If the Disciplinary Committee or the majority of its members, are satisfied that the learner is guilty of the charge, the Disciplinary Committee must find the learner guilty of the charge.
- 13.5.10 **If the learner pleads not guilty to the charge:**
- (a) the prosecutor may call witnesses or present evidence on oath in respect of the allegations against the learner. Each person called to give evidence before the Disciplinary Committee shall be obliged to take an oath and/or affirm to the effect that:  
**“that what they are about to say is the truth, the whole truth and nothing by the truth, so help me God!”**

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- (b) the learner or the representative of the learner may question any witness and examine any evidence presented by the prosecutor;
  - (c) after all the evidence has been led against the learner, the learner or the representative of the learner may call witnesses or present other evidence on oath in support of the defense;
  - (d) the prosecutor may question any witness and examine any evidence presented on behalf of the learner;
  - (e) the Disciplinary Committee may question any witness or examine any evidence at any time;
  - (f) immediately after considering all the evidence presented, the Disciplinary Committee must deliberate and conclude the guilt or innocence of the learner;

**13.5.11 If the learner is found guilty of the charge:**

- (a) the Disciplinary Committee must take appropriate measures/actions, in terms of the school's Code of Conduct, after due consideration of any mitigating and aggravating factors relevant to the matter.
- (b) The learner and/ or the representative of the learner and the prosecutor must be notified within 2 (two) school days of the decision of guilt/innocence and/or appropriate punishment imposed by the Disciplinary Committee and a reminder that they have the right to appeal against any decision taken by the Disciplinary Committee within 3 (three) school days of this notification.

**13.5.12 If the Disciplinary Committee decides to expel the learner from school:**

- (a) the learner and/or the representative of the learner and the prosecutor must be notified that the expulsion of the learner will be recommended to Advisory Council within 2 (two) school days of its decision and may suspend the learner (not as form of punishment, but to remove the learner temporarily in the best interest of the School and the learners).
- (b) An emergency Advisory Council meeting must be held within 3 (three) school days after receiving the notification for conformation of expulsion recommended by the Disciplinary Committee

**13.5.13 If the Advisory Council decides that the learner should be expelled**

from the school, it must then notify the learner and/or the representative of the learner and the prosecutor within 2 (two) school days.

**13.5.14 If the Advisory Council decides that the learner should not be expelled**

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It must then impose appropriate punishment deemed necessary in terms of the School's Code of Conduct, and notify the learner and/or the representative of the learner and the prosecutor within 2 (two) school days.

### **13.6 Appeal against decision of Disciplinary Committee and Advisory Council**

13.6.1 The learner or the representative of the learner or any member of the school community may appeal to the Advisory Council against –

(a) Any finding of guilt by the Disciplinary Committee; any punishment / consequence imposed by the Disciplinary Committee;

(b) The decision of expulsion made by the Advisory Council;

13.6.2 The learner or the representative of the learner or any member of the school community who wishes to appeal against a decision contemplated in subparagraph 13.5.11, 13.5.13 and 13.5.14 must, within 3 (three) school days of being notified of the decision, hand deliver a written notice of appeal to the Chairperson of the Advisory Council by delivering said notice to the Principal / School Director / member of the School's Disciplinary Committee.

13.6.3 Unless the Chairman of the Advisory Council on good cause orders otherwise, the lodging of an appeal shall have the effect of suspending the punishment imposed by the Disciplinary Committee.

13.6.4 (i) Within 2 (two) school days of receiving the notice of appeal, the Chairperson of the Advisory Council must inform the Members of the Disciplinary Committee and all the other parties to the Disciplinary Hearing of the lodging of an appeal and provide them with a copy thereof.

(ii) Within 2 (two) school days of being advised of the notice of appeal the Chairperson of the Disciplinary Committee shall submit to the Chairperson of the Advisory Council the following documentation.

- Minutes of the Disciplinary Hearing / recording duly signed by the Chairperson
- Physical or other evidence presented at the Disciplinary Committee hearing
- The decision / findings of the Disciplinary Committee including the reasons given for such decision / finding.
- Any other relevant information which the Chairperson of the Disciplinary Committee, deems material, the outcome of any decision of the Appeal Committee find.

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- 13.6.5 Within 3 (three) school days of receipt of the notice of appeal, the Chairperson of the Advisory Council, in consultation with at least 2 (two) other members of the Advisory Council, which members shall be representative of different interest groups on the Advisory Council, shall peruse the information presented and deliberate, where after they shall respond in writing to the Appellant, the Prosecutor, the Head of the school and any other interested party, including the Chairperson of the Disciplinary Committee, giving reasons why the Appeal:
- (a) is dismissed; or
  - (b) impose a lesser punishment permitted by the School's Code of Conduct or
  - (c) impose any other sanction deemed appropriate by the members of the Appeal Committee; or
  - (d) find the learner not guilty; and notify the learner and the representative of the learner, the Head of the school, the Prosecutor and the Chairperson of the Disciplinary Committee of the decision reached.
- 13.6.6 The decision of the members of the Appeal Committee in respect of the Appeal shall be final and binding on all parties.
- 13.6.7 The members of the Appeal Committee, shall, at the next meeting of the full Advisory Council, inform the Advisory Council members of the decision of the Disciplinary Committee and the Appeal together with their findings and/or decision arising there from.

#### **14. ASSESSMENTS AND EXAMINATIONS**

At SBSM an integrated assessment system is used. This means that your final mark is based not only on your examination mark, but also on your performance during the year.

Assignments, projects, investigations, oral work, classwork, homework etc do not only provide with an opportunity to evaluate your understanding of the prescribed material (or give you feedback on your readiness for the examination) but also make a contribution to your year mark.

Therefore it is of utmost importance that every learner complete his/her own tasks set by the educators to the best of their ability, meeting deadlines set for homework and tasks.

If a learner has not completed all the various forms of the prescribed assessment the learner will face disciplinary action, can be prevented from writing the examinations and can be retained in the same grade. All the written evidence from the educators and DC hearings will be filed in the learner's personnel file to ensure there's evidence and the learner's do not repeat the offence. If further transgressions occur the above disciplinary procedure will fall into place.

## **15. CLEARANCE CERTIFICATE**

If a learner is leaving the school, the parent has the responsibility:-

- To pay school fees due for the term.
- All textbooks to be handed in by the learner.
- Sign a clearance certificate by learner and parent.

## **STUDENT PLEDGE**

Our aim is to create a harmonious environment where we can all work, play, learn and live together happily and constructively.

### **TO ACHIEVE THIS:**

- I will respect myself and all other people, the property and possessions, of myself, others and the school and I will act responsibly and with compassion at all times.
- I will strive to enhance the good name of the school, both on and off the school grounds and in or out of uniform.
- I will strive for excellence in all that I do.
- I will look for opportunities to develop my full potential and I will accept accountability for all my actions.

While I understand that it is my right to receive an education at SBSM Independent School, I acknowledge that it is my responsibility to adhere to the following code of conduct.

### **MY RESPONSIBILITY TO MYSELF**

I will make the most of every opportunity to benefit fully from attending this school by:

- Attending school every term day, unless incapacitated and authorized to stay away from school by a parent, or guardian.
- Establishing a sound work ethic to ensure sustained academic progress by:
  - Preparing well for tests and examinations.
  - Doing homework and project work consistently and conscientiously.
  - Presenting assignments on time.
  - Be punctual for all classes.
  - Bring all materials necessary for lessons.

- Getting involved in and supporting the school's extra-mural programme wherever possible.
- Showing self-respect by maintaining an acceptable standard of personal appearance. The school uniform must be worn with pride.
- Respect for teachers and other learners.
- Not indulging in any activities which are harmful to myself.

### **AS REGARDS OTHER LEARNERS**

I, as a learner of SBSM Independent School, will respect the right of others to learn, by treating others as I would like to be treated. This I will show by:

- Being punctual for all school activities.
- Not distracting other learners from their tasks.
- Giving others opportunities to make contribution in class and in tasks and not ridiculing them.
- Not being rude and disruptive while others contribute.
- Respecting others points of view regardless of the diversity of cultures.
- Refraining from talking while others are trying to work and concentrate.
- Respecting others possessions and property.
- Not engaging in any behaviour which others might regard as offensive.

### **AS REGARDS TEACHERS**

I will respect the right of educators to teach, to co-ordinate learning activities and to facilitate the full school programme. I will show respect to teachers by:

- Being punctual and active for active lessons.
- Showing respect for teacher's knowledge and experience as educators.
- Speaking courteously and politely with respect.
- Not being disruptive in any way by either talking or moving around without permission.
- Producing neat, legible work.
- Doing tasks set by teachers to the best of my ability.
- Meeting deadlines set for homework and tasks.
- Showing respect for the learning environment, ie. Classrooms, laboratories and centre.

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- By striving to communicate in English at all times in the classroom and all school-related activities.

### **RESPONSIBILITY TOWARDS COMMUNITY**

Pupils have a responsibility to promoting the school in the community. In order to achieve this:

- I will conduct myself outside of school premises in a manner which will be credit to the image of the school (whether in or out of school uniform).
- I will display good manners to all members of the community.
- I will greet, be courteous, polite and helpful to all visitors to the school.
- I will wear my school uniform with pride outside the school premises.
- On the sportsfield, I will adhere to the principles of good sportsmanship and fair play.
- As a player or spectator, I will conduct myself in such a manner as to bring credit to the school.
- I will foster tolerance and mutual respect to all members of the community.

Signature of Learner: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Signature of Teacher \_\_\_\_\_

**THUS DONE AND SIGNED AT LENASIA JOHANNESBURG ON THIS**

**5 DECEMBER 2009**

**Mr R Daya** \_\_\_\_\_ **Date:** \_\_\_\_\_  
CHAIRPERSON

**Mr S Dayah** \_\_\_\_\_ **Date:** \_\_\_\_\_  
SCHOOL DIRECTOR

**Dr. C Samuel** \_\_\_\_\_ **Date:** \_\_\_\_\_  
PRINCIPAL

**Mr. H L Patel** \_\_\_\_\_ **Date:** \_\_\_\_\_  
EXECUTIVE REPRESENTATIVE

**Mrs. A Haripersad** \_\_\_\_\_ **Date:** \_\_\_\_\_  
TEACHERS REPRESENTATIVE

**Mrs. P Hargovan** \_\_\_\_\_ **Date:** \_\_\_\_\_  
PA REPRESENTATIVE

**Mr. V. Nathoo** \_\_\_\_\_ **Date:** \_\_\_\_\_  
COMMUNITY REPRESENTATIVE