

Orion College  
Grade 1 – 12 and Vocational

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## ORION COLLEGE CODE OF CONDUCT

(Annexure B)

The school has established a Code of Conduct to ensure pupils:

- Promote a high standard of values and behaviour
- Develop positive characteristics
- Treat others with respect and behave responsibly at all times
- Maintain a consistent, neat and tidy appearance
- Display good manners and courteous conduct at all time
- Are present at school and attend all classes
- Arrive at school and class on time
- Homework is done daily
- Partake in extra-mural and extra-curricular activities
- Wear the correct school uniform with pride

### 1. GENERAL BEHAVIOUR & ATTITUDE

Learners are encouraged to:

- 1.1 Display impeccable behaviour and be ambassadors for Orion College and are expected to be courteous and dignified in their behaviour both in, and out of, school.
- 1.2 Poor sportsmanship will not be tolerated; this includes offensive language and/or racial comments. Learners selected to represent Orion College in extra mural activities have a commitment to be present to avoid letting the team down. Poor conduct on or off the field of play; being sent off by an umpire or referee; use of abusive or foul language will be dealt with immediately by the coach, Principal or the Managing Director.
- 1.3 Be proud of their school. Learners are expected and encouraged to wear their school uniform with pride. The schools image and reputation depend on the behaviour of its learners - *one learner represents the whole school*.
- 1.4 Avoid littering. The school grounds and buildings must be kept clean and tidy at all times.
- 1.5 Not chew gum while at school.

- 1.6 Not allow his or her behaviour or attitude to disrupt classes or the learning of other pupils.
- 1.7 Move quietly and orderly in the passages and stairways, avoiding rough or unruly play.
- 1.8 Avoid talking in assembly or class; getting up and walking around the classroom; forgetting books, files or notes.
- 1.9 Be respectful to: academic, administrative, ground staff as well as parents, visitors and fellow learners by:
  - Standing when approached by an adult and greet appropriately with either “Sir” or “Ma’am” as applicable
  - Offering assistance where necessary and standing aside to allow an adult to pass.
  - Being silent when entering venues for assemblies. Boys are to stand aside for girls. Girls to politely thank boys in a courteous manner.
- 1.10 No learner may sell anything on the school premises without permission.
- 1.11 Under no circumstances will undesirable literature, pornographic or offensive material be permitted on the School property. Offenders will be severely punished.
- 1.12 No learner may ride a bicycle, scooter, skateboards or roller blades on the premises or in the passages.
- 1.13 Boys are not to enter the school hall or address a teacher or adult with hats/caps/beanies on their heads or have their hands in their pockets while in school uniform.
- 1.14 Learners should stand when talking to a teacher or adult at any place outside the classroom.
- 1.15 When entering a closed room/class, learners are to knock respectfully and wait for a response before entering the room. If late an apology must be made.
- 1.16 Learners should sit smartly at their desks at all times and have a positive and constructive attitude.
- 1.17 Orion College facilities are out of bounds for persons not associated with the school.
- 1.18 Punctuality is essential as late arrivals cause a major disruption. Learners who arrive late will not be permitted into class without first obtaining a late slip or having their diary (*High School*) signed.
- 1.19 Insolent or insulting behaviour with regard to teachers or fellow learners is unacceptable.
- 1.20 A learner may not leave the school grounds without permission. Learners may not receive visitors at school without permission from the Principal or Managing Director.
- 1.21 A “*permission to leave early*” form must be completed by the class teacher and handed in to the office before a learner is issued with gate pass to leave early.
- 1.22 Cell-phones are to be handed in to the office for safe-keeping before class and collected directly after school. Learners are encouraged **not** to keep cell-phones with them during school hours. **Orion College does not accept liability should a cell-phone be lost or stolen.**

- 1.23 Learners are solely responsible for any personal items or valuable if brought to school and left unattended. Unauthorized removal of Orion College, or other people's property, will not be tolerated.
- 1.24 Each Phase is restricted to their respective areas. Interaction between the High and Primary School is NOT encouraged during school hours.
- 1.25 Learners may not involve themselves in socially unacceptable behaviour (physical contact/conduct between learners).
- 1.26 Should a learner be absent from school, parents are requested to notify the administration office. Absentee notes must be signed by at least one parent/guardian and produced upon return to school. In all other instances, parents are asked to request permission from the Managing Director in writing prior to absence. A medical certificate must be produced if a pupils is absent from a test or examination.
- 1.27 No eating or drinking is permitted in the school buildings unless permission is granted by an educator.
- 1.28 No piano or instruments belonging to Orion College may be played without permission.
- 1.29 School bags are to be placed in designated areas *only*. During school hours no bags may be left in the corridors.
- 1.30 Learners may, *under no circumstances*, enter the staffroom or staff work room, but may wait at the entrance and request to speak to a member of staff.
- 1.31 Notices distributed during school must be passed on to parents/guardians. Reply slips must be returned to the register teacher or coach promptly.
- 1.32 Planners are sent out termly with dates of compulsory school functions and sport fixtures. Learners may only be excused from such events by the Principal or Managing Director.

## 2. CLASSROOM CONDUCT

To assist with concentration and commitment learners are required to:

- 2.1 Be punctual for all lessons.
- 2.2 Not be disruptive in class.
- 2.3 Complete homework during supervised homework period unless additional time has been specified for assessments (*High School*).
- 2.4 Prepare adequately for tests and examinations.
- 2.5 Refrain from working unsupervised in the Computer rooms; altering computer setups (*e.g. screen savers, prompts, names, backgrounds etc*); deleting passwords; changing names or hacking into hardware/software; loading software without permission; using other learner's passwords or changing names to gain access to other learner's files. Anyone caught tampering will face disciplinary action. *The Internet may only be used for educational purposes under teacher supervision.*

### 3. **THEFT AND DISHONESTY**

- 3.1 Theft is a criminal offence. Learners are encouraged not to bring expensive clothing or electronic items to school. Items stolen may be reported to the Principal or Managing Director.
- 3.2 Unauthorized use, misuse or removal of any equipment the school will be regarded as theft.
- 3.3 No mark will be given if a learner is caught cheating in tests, examinations or homework.
- 3.4 Dishonesty is regarded as a serious offence and an investigation into the degree / circumstances will be conducted.

### 4. **VANDALISM**

The school reserves the right to claim compensation due to loss or damage to school property from the perpetrator and/or their parent(s)/guardian(s). Wilful destruction of property or tampering with equipment will be viewed in a very serious light. Graffiti and vandalism to school property or equipment will not be tolerated.

### 5. **VICTIMISATION**

- 5.1 Victimization, bullying, fighting, intimidation and any form of racism or religious intolerance will not be tolerated.
- 5.2 The policy towards bullying is summarized below:
  - Orion College has a *zero* tolerance policy towards bullying. Hurtful incidents, be it verbal or physical in nature will not be tolerated. Learners should support each other by reporting all instances of bullying to a member of staff.
  - **Verbal harassment** is defined as threats, gestures or verbal attacks on a person including attacks directed at ones racial, ethnic, or religious background, physical or mental ability, appearance as well as any form of teasing.
  - **Physical harassment** is defined as any conduct which threatens or harms a person physically.
- 5.3 No firearms, air-guns or any kind of weapon may be brought to school under any circumstances.
- 5.4 Sexual harassment is unacceptable.

### 6. **SUBSTANCE ABUSE**

- 6.1 The use of alcohol and drugs are strictly forbidden. Any learner found to be in possession of *or* under the influence of drugs or alcohol *or* participating in such activities may be asked to leave the school with immediate effect. This applies to any learner while on the school property; during any school related activity, outing or tour or in the company of a group of learners involved in such activities will be liable for disciplinary action.
- 6.2 The school will administer a drug test if there is reason to suspect that a learner is under the influence of alcohol or drugs (*as indicated in the enrolment contract*).

- 6.3 Should a learner test positive for drugs following a random drug test he/she will be required to arrange counselling and rehabilitation sessions in consultation with Orion College. Subsequent tests (*for the parent's costs*) must be arranged within **six** weeks from the date of the first test and continue for a period of **12** months. All test results must be submitted to the school for perusal and should any subsequent tests prove positive disciplinary action will be taken as per the Code of Conduct.
- 6.4 Smoking is **strictly** forbidden. Learners found smoking on the school premises; in school uniform outside the school grounds; on any school outing/tour or in *any* other situation where they are identified as Orion College learners will be disciplined.

## 7. INITIATION

Government regulations prohibit any person conducting or participating in any initiation practices including sport, cultural or extramural activities.

## 8. DRESS AND APPEARANCE

Learners are required to appear neat, tidy and clean at all times and dressed in the correct school uniform. \* as per School uniform list (separate document)

### 8.1 Jewellery:

**Boys** may *only* wear a watch, no bangles or chains.

**Girls** may *only* wear a watch and one gold or silver pair of small stud earrings in the lower lobe. No tongue rings are allowed.

### 8.2 Hair

#### 8.2.1 **Boys:** Hair must be:

- Clean and tidy and not hang over the ears or collar.
- **NO** steps; side-burns; undercuts; "mullet" style; butterfly-winged fringes; gel; dyed or highlights are permitted and hair may not be cut into patterns or shapes. Ethnic hair may not cover the collar and braids may not go beyond the collar.
- Senior boys are required to shave daily.

#### 8.2.2 **Girls:** Hair must be:

- Clean and tidy; natural colour.
- Long hair (*touching the shoulders*) or falling over the collar must be tied back or plaited. Scrunchies, ribbons or hair bands are to be navy in colour. No outlandish or irregular hairstyles will be permitted.
- No long fringes are permitted. If a pupil has a long fringe must be clipped back off the face.
- **NO** make-up may be worn and no artificial nails are allowed. Nails are to be kept short and clean. Only clear nail polish is allowed and nails may not exceed the top finger in length.

## **9. STEPS A PARENT SHOULD FOLLOW IF THEY ARE DISSATISFIED WITH ANYTHING:**

10.1 Parents are requested to follow the “**STAIRWAY**” to solve any possible problem experienced.

1. Take the matter up with the relevant class/subject teacher.
2. Discuss with the Principal of relevant Phase.
3. Make an appointment through the office to meet with the Executive panel.

## **10. PERSONAL INFORMATION**

Please inform the office of any changes to addresses or contact numbers for parents, especially cell phone numbers which change constantly as this is the quickest way of contacting parents in an emergency.

## **11. BREACH OF THE EDUCATIONAL CONTRACT**

ORION COLLEGE cannot accommodate learners who are not prepared make the effort to realise their potential in keeping to the schools mission statement. If after conducting learner assessments, teachers conclude that a particular learner is not adhering to the Educational Contract, the learner may be given a written warning, followed by a final written warning and he/she may be asked to leave the school.

## **12. CHRISTIAN ETHOS OF ORION COLLEGE**

Our task is to educate the child in a Christian atmosphere, regardless of the subjects that we ourselves are qualified to teach. We must be able to illustrate the handiwork of God in all subjects.

All learners are expected to attend assembly where a Christian message will be conveyed. Our approach is non-denominational, and we believe in open discussion but do not favour one doctrine over another.

## **13. DISCIPLINARY PROCEDURE**

### **13.1 Minor Offences:**

Offences are dealt with by the members of staff concerned with disciplinary measures instituted by the teacher of HOD. *Contravention of any rules outlined in paragraph 1 or 2 above is considered a minor offence.*

Disciplinary measures can include:

- Afternoon detention
- Additional/repetition of sections of scholastic work
- Letter of apology
- Verbal warning
- Community service e.g. collection of litter

Repetition of minor offences will be considered a serious offence.

### **13.2 Serious offences:**

Serious offences are dealt with by the Principal

Disciplinary measures include:

- Referral to the Principal and a record of event placed on the learner's file.
- Detention – this punishment take precedence over all other activities.
- Communication or interview with parents.
- Letter of warning
- Referral for counselling
- Possible suspension from class/extra-mural activities or school

Repetition of serious offences will be considered a major offence.

### **13.3 Major offences:**

Offences are dealt with by the Disciplinary Committee and ultimately the Disciplinary Committee comprising of the Managing Director and Head of Departments. The Principal is responsible for the initial investigation which is then referred to the Disciplinary Committee. *Contravention of any rule outlined in paragraph 3,4,5,6 above is considered a major offense.*

Disciplinary measures can include:

- Letter of final warning
- Removal of any awards/status/honours bestowed by Orion College
- Immediate internal or external suspension from School
- Implementation of due process for transfer/expulsion/referral to a correctional institution
- Contacting the SAPS

### **13.4 Disciplinary Hearings**

13.4.1 The Principal, Head of Therapy, or his/her appointed representative, shall at his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deem it necessary.

13.4.2 The Disciplinary Committee shall consist of five members being the Managing Director, Principal, Head of Department or Teacher (or nominated representatives) and Head of Therapy Department.

13.4.3. No Parent, legal representative or external representative is permitted but the learner may nominate a teacher or student as a representative.

13.4.4 Written notice of the date and time of a disciplinary hearing will be given.

13.4.5 Any violation of the code of conduct will be regarded as misconduct and may lead to the possible expulsion from Orion College with consideration of the Orion College Disciplinary procedure.