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ATLAS COMBINED SCHOOL CODE OF CONDUCT – 2024

CODE OF CONDUCT FOR LEARNERS

While it is a learner's right to receive an education and while Atlas Combined School will strive to provide the educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their teachers and School.

Learners will therefore commit themselves to:

1. Be punctual at all times.
2. Establish realistic, clear and meaningful academic goals for each year's study programme.
3. Establish a sound work ethic to ensure sustained academic progress.
4. Assist in keeping the buildings and grounds neat and clean by not littering.
5. Conduct themselves, while on the school premises or outside of school, in a manner that will be a credit to the image of the School.
6. Be courteous and respectful in their conduct towards all staff, fellow learners, Councillors and visitors to the school.
7. At all times adhere to the school rules as set out in the code of conduct.
8. Involve themselves in all spheres of school life to ensure that the high standards at Atlas are maintained.
9. Ensure that all equipment, provided by the school, is used with care.

CODE FOR PARENTS

The School prides itself on the good relations it enjoys with parents. While parents can expect the school to provide their children with the best possible education with the resources available to it, parents must also accept certain responsibilities which will help the School achieve its goals. The parents must impress on their child the importance of adhering to the school rules and the disciplinary standards required by the school and the parent body as a whole (as represented by the Governing Body).

Parents shall strive to

1. Support educators in their efforts to teach their children i.e. monitor homework, check test results, help set goals, and regularly consult the diary for educators' comments.
2. Communicate with Phase Controllers or the Principal timeously regarding areas of concern before they become major issues.
3. Involve themselves as much as possible in the School's activities, either actively on a Parents' Committee or Governing Body or simply as committed supporters of the School.
4. Familiarise themselves with the School's admission documents and the Code of Conduct to avoid confusion at a later date.

5. Make suggestions for learners through the Grade Controllers, or provide assistance on request to improve the educational process and environment.
6. Nurture their child's learning through guidance, questioning, assisting and showing interest in their child's academic progress.
7. Provide the daily opportunities needed by their child to complete set scholastic work at home.
8. Ensure that their child arrives punctually for all school activities.
9. Familiarise themselves with the School's Discipline Policy and support the School in the implementation and administration thereof.
10. Fulfil their financial obligation to the School by paying the school fees as agreed upon at the Annual General Meeting of the Parent Body.
11. Inculcate sound values and norms in their child to ensure that every child at Atlas Combined School contributes to the establishment and maintenance of a stable learning environment.

DISCIPLINE POLICY

1. Merit points

The Disciplinary Code serves to correct deviant behaviour and encourage rehabilitation. The system of merits, however, promotes and rewards positive responses and achievements thus allowing the learners to reach their full potential. The ten learners with the most merit points in each grade will receive awards at the Academic Awards Ceremony. Merits points will be awarded for:

- 1.1. Good work / outstanding effort
- 1.2. Positive attitude
- 1.3. Homework done consistently / conscientiously and work up to date
- 1.4. A 5% to 10 % improvement in marks.
- 1.5. Positive contribution to lessons.
- 1.6. Learners' initiative.
- 1.7. Good class interaction.
- 1.8. Assistance and service beyond expectations.
- 1.9. Assistance around the school (during and after hours)
- 1.10. Pride in the school.
- 1.11. General conduct in class and around the school
- 1.12. Courteous and polite behaviour.
- 1.13. Good manners
- 1.14. Setting a good example
- 1.15. Improvement in attitude and approach to work.
- 1.16. Litter control
- 1.17. Service Beyond Self (e.g. assisting at a function etc.) – per incident (1 merit point).

- 1.18. For every 10 participation points earned in excess of 25 points by the end of October – 5 merit points will be awarded.
- 1.19. Learners who attain a 100% attendance record per term will gain 2 merit points per term.
- 1.20. Neat work
- 1.21. Extra effort shown (projects, research etc.)
- 1.22. Maintenance of standards and marks.
- 1.23. Impeccably neat appearance/correctly worn uniform.
2. General parameters within which the school's discipline policy functions: The parameters and conditions set out herein will apply when a learner is:
 - 2.1. On school property
 - 2.2. On a school outing / excursion off the property
 - 2.3. Representing the school
 - 2.4. Identified with the school
3. General principles: learner behaviour
 - 3.1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Student Representatives, all members of staff and visitors to the school. All legitimate instructions given by members of staff and Student Representatives must be carried out promptly and willingly. Learners are expected to greet members of staff, visitors and other pupils.
 - 3.2. Learners are expected to set a good example with regard to appearance and behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will bring themselves, their family or their school into discredit.
 - 3.3. No learner has the right at any time to behave in a manner which disrupts the learning of other learners, or which causes another learner or an educator physical or emotional harm.
4. Parent accountability
 - 4.1. Ensuring disciplined behaviour on the part of learners is not the responsibility of the school only; parents also have an obligation to ensure that their children conduct themselves according to accepted norms of controlled, courteous and correct behaviour.
 - 4.2. The school will contact parents whenever a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents should support the School in its endeavours to maintain high standards of good behaviour and conduct.
5. Rehabilitation
 - 5.1. The school accepts that it has a responsibility to attempt to rehabilitate learners who are guilty of serious offences such as racist behaviour, sexual harassment, substance abuse, assault and theft. Such a responsibility will be performed through the school's internal counselling systems as well as professional agencies such as the Educational Aid Centre, SANCA, Drugwise, etc.
 - 5.2. The responsibility of rehabilitation, however, is limited by the requirements of the law and by the need to promote the greater good of the majority within the school community.
6. Suspension or expulsion from school

- 6.1. The school will issue three written warnings for deviant behaviour (levels 1 and 2 offences), the third of which is a final warning preceding referral to either the School Management Team Committee or to the Internal Discipline Committee.
- 6.2. The School's undertaking to issue a series of three official warnings falls away, however, when:
 - 6.2.1. The behaviour of a learner, in the opinion of the Discipline Committee, is of such a nature that it detrimentally affects the moral and disciplinary standards of the school or the emotional and physical well-being of the other learners or educators.
 - 6.2.2. The behaviour of the learner is related to matters where criminal charges may be laid.
- 6.3. A learner may be provisionally suspended by the Principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalized if, in the opinion of the Principal in consultation with the Head of Department, it is in the interests of the learner or educators and the school community.
- 6.4. Expulsion: Level 4 offences could result in the Governing Body recommending expulsion of the offender after a full disciplinary hearing.
7. Due process
 - 7.1. Due process guarantees a learner a fair hearing before an appropriate punishment is decided upon. The School makes provision for both a School Management Team Committee and an Internal Discipline Committee, made up of learners and educators, to deal with less serious offences and Governing Body Disciplinary Hearings for more serious offences.
 - 7.2. Any learner alleged to have violated level 4 offences must be brought to the Principal. The Principal will inform the parents in writing of the proposed action and will arrange for a fair hearing by either the Internal Discipline Committee or the Governing Body Discipline Committee. Parents may attend such hearings.
 - 7.3. Once a learner has been punished or expulsion recommended by the Governing Body Discipline Committee, the learners and/or Parents of Learners have the right to appeal to a member of the Executive Council. Following an Internal Hearing, learners have the right to appeal against the outcome and / or their punishment to the Principal and the School Management Team.
 - 7.4. Serious misconduct which may include offences according to the law, must be reported to the Police.
 - 7.5. The learners who are accused of misconduct, will be informed in writing by the Principal of the procedures to be followed e.g. representation, right to witnesses, time and place of hearings, time frames, appeal, process etc.
 - 7.6. The Discipline Committee will inform the learner and the learner's parents, in writing, of the Committee's decisions and of the sanctions to be imposed.
8. Denial / loss of privileges / recognition
 - 8.1. To make its search for sound discipline more effective, the Principal and the School Management Team (SMT) will take the following action over and above the routine disciplinary measures that have been put in place:
 - 8.2. Participating in extra-mural activities, being involved in tours and going on excursions will be denied to those learners whose behaviour record is unsatisfactory.
 - 8.3. Good behaviour is a basic criterion for all honours and awards accorded to learners by the school. This applies to the awarding of colours and honours. A learner, therefore, whose behaviour record is unsatisfactory will not come into contention for such honours and awards.

Furthermore, a learner who has already received such an honour or award and then behaves in a manner which disgraces that honour or award, will immediately forfeit it.

- 8.4. Any behaviour that brings the school into disrepute is examples of serious offences that will lead to the additional punishment or a loss of privileges. There is thus a particular onus on learners who have worked for public recognition not to throw this away through wrongful behaviour.
- 8.5. The learner will be informed by the Principal and the School Management Team, verbally of the denial or loss of privileges.
- 8.6. Where a learner has been penalised through the denial / loss of privileges / recognition, the situation will be reviewed after a period of eight school weeks and, at the discretion of the Principal and the SMT, the learner may be permitted to regain the loss. The learner must be notified of the reinstatement in writing.
- 8.7. Gr. 12 learners especially, should be aware that testimonials must and will reflect in accurate terms the behaviour record of their matriculation year.
9. General
 - 9.1. The school's Discipline Policy intends both to punish wrong-doing and to deter further unacceptable behaviour.
 - 9.2. The ultimate goal of this policy is to ensure that in changing times the school is able to maintain a standard of discipline acceptable to the majority of educators, parents and learners.
 - 9.3. Without such discipline constructive and meaningful education cannot take place.
 - 9.4. A demerit is given after repeated infringements. Prior sanction must have been imposed for the infringement in order to discourage further deviant behaviour.
 - 9.5. A referral form which lists the punishments given, the nature of the infringements and the demerit will be sent to the Grade Controller for further action and for record purposes.
 - 9.6. Only one demerit can be given at a time.
 - 9.7. A learner is given first and second warnings for Levels One and Two infringements followed by a final warning after which repeated misconduct will be referred to the Internal Disciplinary Committee.
 - 9.8. The progression process is as follows:
 - 9.8.1. Educator/Councillor
 - 9.8.2. Phase Controller
 - 9.8.3. Deputy Principal
 - 9.8.4. Principal
 - 9.8.5. School Management Team (Hearing)
 - 9.8.6. Internal Discipline Committee (Hearing)
 - 9.8.7. Governing Body (Hearing)
 - 9.9. Persons designated by the Principal may conduct a search of a learner upon reasonable suspicion that the learner might be in possession of dangerous objects, harmful substances or any offensive materials. The search must be conducted in the presence of a witness and the learner's privacy will be respected. The intention for a search is for School safety and security.

10. Punishable offences

All infractions are interpretable according to the school's Code of Conduct, SGB and SMT of the school. Sanctions for offences vary from giving a demerit to detentions or community service/IRA (Immediate Remedial Action).

10.1. **Schedule 1A offences (Level 1)**

The following Schedule 1A Offences are dealt with by the Educator.

OFFENCES	POSSIBLE SANCTIONS (PUNISHMENTS)
1. ACADEMIC	
1.1. Books left at home	For 1.1-1.4 1 st and 2 nd offence – punished by Educator, after 3 rd offence = 1 demerit
1.2. Homework not done on time	
1.3. Homework copied	
1.4. Homework incomplete/late	
1.5. Five demerits	One Detention
1.6. Ten demerits	Double detention
1.7. Assignments overdue	Non-compliance forms
1.8. Diary not at school	One HOD detention
1.9. No regulation PE kit for Life Orientation Sports Kit	3 times – One HOD detention
2. EXTRA-MURAL	
2.1. Non-attendance at practice without a valid excuse to educator/coach	Exclusion from teams and games or activities for a specified period of time or two IRA Detentions
2.2. Poor Sportsmanship	Possible removal of previous awards/colours. Eligibility for awards in question
3. PERSONAL CONDUCT	
3.1. Homework diary lost	Refer to Grade Controller. Grade Controller refers pupil to Principal. Learner purchases a new diary.
3.2. Diary not replaced within two weeks	Interview with Principal
3.3. Disruption of lessons	For 3.2 to 3.9 An immediate demerit and one or more of the following : (educators to use own discretion) - Verbal reprimand - Written punishment - Detention (at break or at educator's behest) - Cleaning of classroom (where appropriate) - Inform parents - Garden work
3.4. Eating or chewing in class	
3.5. Late arrival	
3.6. Littering	
3.7. Public displays of affection	
3.8. Leaving class without permission	
3.9. Spitting	
3.10. Inappropriate gestures	
3.11. Possession of electronic devices	Demerit & confiscation and fine for first time offenders
3.12. Playing music on cell phone at any time and the wearing of earphones on school property	One HOD detention/confiscated

10.2. Schedule 1B offences (Level 2)

The following offences must be referred to and must be dealt with by the Grade Controller.

OFFENCES	POSSIBLE SANCTIONS/PUNISHMENTS
1. Dress code / hair regulation infringements	Denied entrance to school premises One Detention/IRA and/or letter to parents with possible suspension. Break detentions.
2. Not attending matches (extra-murals)	Refer to Principal. One IRA
3. Insolence	Possible Official Warning. One to three detentions/IRA
4. Deceit, lying or deceitful behaviour	One to three Detentions/IRA and inform Parents. Possible Official Warning.
5. Late for school	Three times - Grade Controller phones parents. Six times - One Detention/IRA.
6. Failure to complete Councillor imposition.	Refer to Grade Controller and One Detention/IRA.
7. Unacceptable behaviour on buses	Possible Official warning. One to three detentions/IRA.
8. Foul language towards other learners	Possible Official Warning. One to three detentions/IRA.
9. Use of Electronic devices in class	Detention. Confiscation to end of school year. (See cell Phone Policy.)
10. Reasonable suspicion of substance abuse	Possible Official Warning, phone Parents and one to three Detentions

10.3. Schedule 2A offences (Level 3)

The following offences are to be referred directly to the Grade Controller who, together with the Principal, should issue Official Warnings.

School community service or IRA (Immediate Remedial Action) could also be included as possible sanctions for schedule 2A and 2B offences. (Community service involves physical labour e.g. cleaning, maintenance work and picking up litter.) School Management Team (SMT) or Internal Discipline Committee hearings could be held.

OFFENCES	POSSIBLE SANCTIONS/PUNISHMENTS
1. In possession of a cell phone during an exam/test, cheating in exams/class tests/ assignments. Possession/ distribution/trades in exam/test material prior to an exam. Bribery for unfair advantage.	Official Warning - exclusion from entire exam. Receive zero marks. Four IRA's.
2. Defacing/damaging property of others. Vandalism/Graffiti. Vandalism/damaging of school property	Official warning and one Detention/IRA. Repair/replacement
3. Three Repeated violations of the Code of Conduct.	SMT Hearing.
4. Consistent/regular/chronic absenteeism.	Official Warning. Inform parents/GDE.
5. Racial or sexual remarks. Insult to someone's dignity/defamation	Inform parents. Four Detentions/IRA's Official warning.

6. Repeatedly disruptive / uncooperative in class.	Official Warning. Suspension. Isolation. Four Detentions/IRA's.
7. Smoking/in company of smokers caught in the act/suspected or possession.	Inform parents. Official Warning. Four IRA's. Suspension
8. Reckless/unlicensed driving on school property	Official warning. Inform Traffic Department and parents.
9. Truancy/Bunking of lessons.	Official Warning. Inform Parents. Four Detentions/IRA's.
10. Assigned punishment for previous offences not completed. Repeated failure to attend Detentions	Official Warning. Refer to Internal Discipline Committee. Four IRA's.
11. Contravention of the Computer Centre rules	School Management Team Hearing. Inform Parents. Official Warning.
12. Bullying in any form, verbal, physical or digital	SMT Hearing/Official Warning/ inform parents /SAPS /detentions
13. Breaking the terms of a Disciplinary Contact	Contract Official Warning, inform parents, and four Detentions.

10.4. Schedule 2B offences (Level 4)

The Grade Controllers should refer the following offences to the Principal who should refer the case either to the Internal Discipline Committee or to the Governing Body Discipline Committee.

OFFENCES	POSSIBLE SANCTION
1. Assault/fighting/instigating a fight/ disturbance of the peace	Suspension or Expulsion (refer to Governing Body Inform SAPS
2. Sexual harassment (intimidation, bullying or coercion of unwanted or unwelcome actions of a sexual nature)	Suspension or Expulsion (refer to Governing Body). Inform SAPS
3. Using Internet or any social media or any other modern form of technology for communication which results in bullying or brings the school in disrepute in any way (staff, parents or pupils)	Official warning. Inform parents. Governing Body Hearing.
4. Sex on the school property. Public Indecency.	Official warning. Inform parents. Governing Body Hearing.
5. In possession of /consumes/transmission of and/or selling of alcohol/drugs/ harmful /illegal substances.	Suspension or Expulsion (Governing Body) Inform SAPS and parents. Disciplinary Hearing
6. Theft / in possession of stolen property / fraud / forgery / plagiarism.	Suspension or Expulsion (Governing Body) Inform SAPS and parents
7. Possession of dangerous weapons/objects. Holds any person hostage.	Suspension or Expulsion (Governing Body) Inform SAPS and parents

8. Conspiracy through collective action to disrupt the running of the school. Gang activities.	Disciplinary Hearing. Official Warning. Inform Parents.
9. Use of web sites or any form of media which are pornographic or offensive/Possession of such materials.	Inform Parents. Disciplinary Hearing
10. Damage to, vandalizing, tampering with, or hacking the school's computer system	Disciplinary Hearing. Inform Parents. Suspension or Expulsion.
11. Any form of initiation (assault)	Disciplinary Hearing. Inform Parents
12. Verbal assault/abuse of educator/learner Suspension from class.	Official Warning. Detention
13. Harassment: Pattern of conduct that induces fear or possible injury/Intimidation/bullying. This includes physical or emotional or cyber bullying.	One to four IRA's and inform parents. Official Warning. Hearing
14. Arriving at school under the influence of drugs or alcohol.	Suspension; disciplinary hearing
15. Should a boy be caught in the girls' bathroom or a girl be caught in the boys' bathroom. Should a girl allow a boy into the girls' bathroom or a boy allow a girl into the boys' bathroom.	Suspension; disciplinary hearing, four Detentions
16. Any action or comments that harm the image of the School	Suspension; disciplinary hearing, four Detentions

COMPUTER CENTRE RULES

It is a privilege for a school to have computer facilities and there have to be rules so that the system works well for everyone. Any learners found breaking the rules below will face Governing Body disciplinary action, and the subsequent punishment imposed.

1. No learner may be in the computer centre without the supervision of a teacher.
2. No food, drink, chewing gum, or school bags will be permitted in the Centres at any time.
3. No learners may use the computer facilities for any work other than that assigned to them during each specific lesson.
4. No games are to be installed on the system, nor are any games to be played in the Centre.
5. No vandalism / damage to, or hacking of computers will be tolerated. No equipment may be tampered with which could cause any damage to the facilities. The machines must be treated gently and with respect at all times.
6. No personal programmes are to be saved or installed on any machines.
7. Never copy (pirate) any software from, or use pirated software on, the School computers.

8. No settings, including backgrounds, screen savers and fonts are to be changed. The control panel is out of bounds at all times.
9. Learners may not access unacceptable internet sites. A log will be kept on the server of what sites are visited, by which computer and at what time. Chat sites are out of bounds at all times. "Face Book" and "My Space" are not allowed on the school network.
10. Only use the computer workstation assigned to you. If there are any problems, they must be reported to the computer teacher immediately.
11. Learners are required to sign in at the beginning of each lesson and are responsible for logging off and closing down the computer correctly.
12. All personal printouts must be paid for at the rates displayed in the Computer Centres; however, class work will not be charged for.
13. Any form of cyber bullying and harassment will be strictly dealt with according to the Code of Conduct.
14. Learners are not allowed to use their own memory stick in the computer center. All learners will strictly use the memory sticks provided by the school.

CELL PHONE POLICY / MOBILE MUSIC

1. Principles
 - 1.1. Cell phones are not allowed at the school premises, except when an educator has requested for them to bring one.
 - 1.2. **The use of cell phones in the classroom situation is disruptive, and a threat to the educational environment, unless being used under teacher supervision for education purposes.**
2. The School's policy is as follows:
 - 2.1. No phones are allowed in exams, even as calculators.
 - 2.2. Phones are the sole responsibility of the owner and thus the security and safety of the phone rests only with the owner. The Management of the school will not waste academic time to search for stolen phones.
 - 2.3. **All phones must be switched off during classes.** If a phone is used during class time, the teacher will confiscate the phone, place it in a sealed, labelled envelope, and lock it in the school strong room to be collected as follows:
 - 2.3.1. Learners to refrain from bringing cellphones or other electronic gadgets to school. I agree that I will be liable to a fine of R1500.00 if any of these gadgets is found in my possession for the first time.
 - 2.4. After repeated cell phone offences, parents will be contacted and requested to collect the phone from the office at the end of the year.
 - 2.5. On reasonable suspicion students will be requested to hand over their phones to be searched for unacceptable information and photographs which might be stored on their phones.
 - 2.6. Photographing and videoing of other students/teachers is not allowed.

It is strongly recommended that phones not be brought to school. Adequate provision for students wishing to make an emergency call will be made in the office at the school.

**PLEASE NOTE: EARPHONES /IPODS /Mp3 PLAYERS ARE BANNED FROM SCHOOL.
PLEASE ENSURE THEY ARE NOT BROUGHT TO SCHOOL.**

SUBSTANCE ABUSE POLICY

1. INTRODUCTION

Admission to Atlas Combined School will require acceptance of and adherence to the terms of this policy. This policy is an integral part of the school's Code of Conduct and has been created to provide perceptible guidelines on the school's procedures towards alcohol and drug abuse for Educators, Learners and Parents.

It is the policy of the school that any form of substance abuse, or experimentation, or transmission, is totally unacceptable and is a breach of the Code of Conduct. This policy applies to all learners officially enrolled at Atlas Combined within the normal academic day, as well as any organised school outings, events, tours or camps.

2. SUBSTANCE ABUSE

Substance refers to any chemical substance, legal or illegal, natural or synthetic which if taken has a biological effect on the person taking it. Substance abuse affects cognitive functioning and can lead to addiction.

3. SCHOOL POLICY

3.1. Preventative Measures

In order to prevent the abuse of drugs and alcohol, educational programmes which help to raise awareness of the problems of abuse and dependency, and which help to build an informed, alert and caring community involving educators, parents and learners, are implemented during the course of each year.

3.2. Specialised Support and Rehabilitation

Learners with problems of abuse and dependency will require special forms of help.

The school, in association with accredited professionals and organisations, will assist learners with abuse and dependency problems. If teachers become aware of a learner with a possible drug problem, it is the policy of the school to inform the parents, to have a drug test taken by a professional organisation and to have an acceptable rehabilitation programme. All assistance shall be provided in a manner which is consistent with professional ethics and codes of conduct, which honours the dignity and rights of the child, which recognises parental responsibility, and which serves the best interest of the School and the learner. A team effort of parent, school, and learner is needed in order to achieve a caring, yet practical solution to the problem.

3.3. Disciplinary Action

In the event that the learner shows no progress, or lack of co-operation in the rehabilitation programme, disciplinary action will be implemented according to the Code of Conduct.

3.4. Confidentiality

The confidentiality of the child and the family will be safeguarded at all times through any procedures referred to in this policy.

4. PROCEDURES FOR DEALING WITH SUBSTANCE ABUSE AND DEPENDENCY

The following procedures will serve as the primary guidelines for dealing with problems of drug abuse.

4.1. Substance Abuse

- 4.1.1. In all cases where a learner admits to having a problem or comes to seek help voluntarily, the Principal, in conjunction with the Guidance Department, will provide assistance in determining the best possible course of rehabilitative action. A contract for rehabilitation will be drafted and signed by the learner, the parent/legal guardian, and the school principal. The application of the contract will be based on the complete, open and honest disclosure by the learner, of all drug and alcohol usage and related information. If, in the opinion of the Guidance Department and the Principal, based on a written report from a recognised professional body, the learner is unwilling to abide by the conditions of the contract, then disciplinary action will be strictly applied. This will take the form of suspension of the learner, pending a disciplinary hearing.
- 4.1.2. When there is reason to believe that a learner is abusing drugs or alcohol, the matter will be brought to the attention of the parents or legal guardian. If there is evidence of suspected substance abuse, the Principal may request a urine and/or other test. No testing will be conducted without the consent of parents or guardian, and such consent shall not be unreasonably withheld. Parents will be liable for the cost of testing. It remains the prerogative of the school to proceed with appropriate disciplinary action, even if consent is withheld, if there is sufficient evidence to warrant such action.

4.2. Possession of and/or dealing in banned substances

- 4.2.1. Serious disciplinary action will be taken against learners who abuse drugs or alcohol at school or who come to school under the influence of drugs or alcohol. Serious disciplinary action will also be taken against any learners caught in possession of drugs and alcohol at school.
- 4.2.2. According to the South African School's Act, the Principal, or his delegate, has the right to search a learner or a person on the school premises on reasonable suspicion that he / she is in possession of a prohibited substance and / or a dangerous object. The Principal, or his delegate, has the right to seize such object.
- 4.2.3. Where a learner is in possession of, distributing, and/or selling illegal drugs or alcohol at school, that learner will be liable for immediate suspension, followed by a disciplinary hearing with a recommendation of expulsion. In such cases, the School will contact the parents and will also refer the matter to the police for further investigation. The School will assist the police in their investigation.
- 4.2.4. Where a learner arrives at school in an intoxicated/drug-induced state and there is sufficient evidence to substantiate the claim and he poses a threat to himself or the school community, immediate suspension will take place pending a full governing body hearing.
- 4.2.5. Where a learner brings prescription drugs to school, a confirmation letter from the parent needs to be submitted clarifying how the drugs are to be taken.

TUTORSHIP POLICY

This system aims to provide better control over and a more direct line of responsibility for the learners as individuals.

It strives to create more beneficial educational relationships and it involves tighter management of staff. The school operates an open door communication policy for parents and learners.

Anybody may be consulted, but the first line of communication is always the GRADE CONTROLLER.

Personal and domestic problems should be taken to the GUIDANCE COUNSELLORS GRADE CONTROLLER.

Academic and behaviour problems are handled by the Grade Controller. Only as an absolute last resort should the Principal be involved.

Parents who wish to see a subject educator should arrange this through the GRADE CONTROLLER. Consultation can only be done at 14:15pm on Tuesdays & Thursdays ONLY. Parents who wish to see the principal should make an appointment through the reception. Extramural matters should be addressed to the coach or educator concerned.

SCHOOL RULES FOR LEARNERS

While it is a learner's right to receive an education and while Atlas Combined School will strive to provide the educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their educators and the school. The code applies not only during school hours but whenever and wherever a learner may be identified as a learner of Atlas Combined School.

Learners are subjected to a search/inspection upon entry by educators, prefects and security guards.

1. PERSONAL APPEARANCE

Learners must wear complete school uniform at school

- 1.1. To and from school
- 1.2. At school functions, excursions, visits to other schools
- 1.3. After sport, on the way home
- 1.4. Only if learners are specifically instructed not to wear school uniform or clearly given permission not to wear school uniform by the Principal or members of Staff, may rules A1, 2, 3, and 4 be ignored. Uniforms are to be neat, clean and complete. Shoes should be polished.

2. BEHAVIOUR

In the school building, including halls, classrooms, passages, verandas and any part of the building to which learners have normal access:

- 2.1. All movement is to be on the left.
- 2.2. There is to be no running, climbing onto the railings or furniture, or any such irregular behaviour.
- 2.3. Learners must vacate the building during breaks, and before or after normal school hours unless instructed or permitted to do otherwise.
- 2.4. Learners who wish to deposit their cases or bags outside their next class after break must do so within the first five minutes of that break. Similarly, learners leaving cases at or in their classrooms before school must not loiter in the rooms or on the verandas.
- 2.5. No learners shall fight or play unofficial games liable to cause injury or damage to property; no learners shall behave in a rowdy manner or in such a way as to provoke other learners.
- 2.6. No smoking, or the use of illegal substances, by learners is permitted, with or without the parents' knowledge or consent.
- 2.7. No litter is to be dropped by any learner.
- 2.8. Learners are not to walk over newly planted grass or any grassed area being cultivated.

- 2.9. Chewing gum is not allowed in this school.
- 2.10. Learners may not sit on, climb over or handle any boundary fences, gates or railings.
- 2.11. Cyclists
 - 2.11.1. may not ride in the school grounds
 - 2.11.2. must park their cycles in the slots provided.
- 2.12. Educators and fellow learners will be treated with respect at all times.
- 2.13. Cell phones will be confiscated if they are switched on, ring or are used during a lesson.
- 2.14. No ball games are to be played during breaks, before/after school, unless this is supervised by a member of staff and is an official practice session.

3. **USING SCHOOL FACILITIES AND EQUIPMENT**

No learner may use any item of school equipment without permission; though permission need not be given for the use and enjoyment of equipment and facilities obviously put out for general use subject to the rules below:

- 3.1. No learner shall wilfully misuse any item of school equipment, or mark or deface it.
- 3.2. No notices may be put up without permission from the Principal or the responsible member of staff.
- 3.3. Learners shall not loiter in the toilets.
- 3.4. Certain areas are out of bounds:
 - 3.4.1. The area behind the Industrial Arts Centre
 - 3.4.2. The immediate vicinity of the grounds staff quarters
 - 3.4.3. The boiler room
 - 3.4.4. The Transformer rooms and all switch boxes
 - 3.4.5. All rockeries and plant beds
 - 3.4.6. The bicycle shed during school hours
 - 3.4.7. The parking area in front of the school and
 - 3.4.8. Any area proclaimed out-of-bounds by the Principal or a member of Staff
- 3.5. All sporting equipment must be handled with due care, and may not be removed or handled without the express permission of the educator-in-charge.
 - 3.5.1. The hall and gallery
 - 3.5.2. The gymnasium
 - 3.5.3. The tennis courts
 - 3.5.4. The sports fields
- 3.6. The use of these facilities is dependent upon strict observance of special rules applicable to them.

- 3.7. All sporting equipment must be handled with due care, and may not be removed or handled without the express permission of the educator-in-charge.
- 3.7. Proper sports clothing shall be worn for the sport concerned.
- 3.8. Learners must adhere to the recognised code of conduct regarding the use of equipment and the facilities provided in the Media Centre and in both the Computer Centres.

4. **OUTSIDE SCHOOL**

No learner of this school shall bring discredit on the school by any unseemly behaviour in any public place or at any other school. Therefore no learner is permitted:

- 4.1. to hitch-hike in school uniform or in company with another learner in our school uniform.
- 4.2. to smoke in school uniform or in company with another learner in our school uniform.
- 4.3. Learners using buses shall behave in accordance with the instructions of the driver, or a person officially in charge.
- 4.4. Cyclists to and from the school must know and obey traffic laws.
- 4.5. While representing the school at school or on an excursion, whether or not in school uniform, no learner may be in possession of alcohol or be in the company of a person in possession of alcohol.
- 4.6. No learner may enter a tavern/liquor stores in our uniform.

5. **PUNCTUALITY**

- 5.1. Times: First siren: 07:20: Line up for assembly.
- 5.2. There must be no lingering after siren, especially between periods or at the end of the breaks.
- 5.3. School begins at 07:30am on Tuesdays to Fridays and school end at 14:15pm for grade 1-9 and 15:15pm for grades 10-12.

6. **PROCEDURE FOR LATE AND ABSENT LEARNERS**

- 6.1. Learners can only receive a late note from the Secretary if they arrive after 7.45.
- 6.2. Learners will not be allowed into classrooms (if name on the absent list), unless a note is shown.
- 6.3. Note must then be carried with learner all day and shown to each subject educator. (Secretary to adjust register in office when learner arrives late/leaves early)
- 6.4. Secretary will monitor learners who come late/leave early. She will also phone parents when necessary. Report problems to Grade Controller.
- 6.5. Grade Controller to monitor, to give detentions and to contact parents when necessary for:
 - 6.5.1. continual absence
 - 6.5.2. regular late arrival

7. **LEAVING EARLY**

- 7.1. Learners who leave school early will follow normal procedure, viz. obtain Grade Controller's written permission in the diary.
- 7.2. Learners who know in advance that they will be leaving early, must present a note to the front office at the start of the day. Their names will be put on the list and time indicated when learner will be leaving.\

8. **PERSONAL PROPERTY**

All personal property must be clearly marked with the owner's name. Do not bring large sums of money to school or valuables like radios, cell phones, tape recorders, CDs, expensive pens and calculators etc. NOTE: the school will NOT be held responsible for any item of personal property that may be damaged, or may go missing. Lost items must be claimed for on your parents' own insurance policy. Valuable items should not be brought to school.

9. **ABSENCE FROM STANDARDISED EXAMINATION**

9.1. Standardised Examinations are of the utmost importance in determining a realistic academic assessment.

9.2. Exams should only be missed in the event of severe illness. If a learner is too sick to write the standardised exam, then the school must be phoned on the morning of the examination and the learner must hand in a doctor's certificate to the Grade Controller on his/her return to school.

9.3. Failure to produce a doctor's certificate will result in a zero mark allocated for the missed examination.

10. **STUDY SKILLS AND HOMEWORK**

Essential to sustained academic progress is a disciplined and organised approach to homework and learning for tests and exams. Over and above preparation for a specific test or examination, or completing a project, homework still needs to be done every day.

10.1. The amount of time that should be spent doing homework is as follows:

10.1.1. Grade 1 - 3: 30 minutes per day.

10.1.2. Grade 4 - 6: 1 hour per day

10.1.3. Grade 7 – 9 : 2 hours per day

10.1.4. Gr. 10, 11 and 12, 3 hours per day

10.2. All homework and other instructions or reminders must be clearly recorded in the homework book, which at all times remains the property of the school.

10.2.1. If lost, it must be replaced by paying for a new one. This diary must be brought to school every day and be available for inspection by form teachers every Register period.

10.3. Homework consists of four aspects:

10.3.1. formal written homework or specific learning

10.3.2. revision of work done that day/solving problems

10.3.3. studying ahead for exams

10.3.4. silent reading

10.4. There should never be an occasion when a pupil can make the excuse "I have no homework to do."

11. **SUBSTITUTION PROCEDURE**

11.1. When an educator is absent, the Class Captain is required to consult the substitution notice board and inform the class of the substitution venue.

11.2. A substitution lesson is not a "free" lesson.

- 11.3. Learners must use the lesson in a meaningful way by doing homework, studying, or completing tasks set by the subject teacher.
- 11.4. Learners must have a novel to read when there is no written work to do.
- 11.5. The rules regarding the use of cell phones etc. also apply to substitution lessons.

12. **COMPULSORY DRESS REGULATIONS FOR GIRLS**

Uniform seasonal change: 1 May (into winter uniform) 1 September (into summer uniform)

The School Management Team reserves the right to point out and take action on any uniform infringements that are contrary to the ethos and image of the school. The following rules apply to all pupils wearing the Atlas Combined School uniform whether on school property or off school property.

12.1. **HAIR STYLES**

- 12.1.1. Hair should be neat and tidy and completely under control including braided hair.
- 12.1.2. Perming is not allowed with any length of hair.
- 12.1.3. No colouring, including rinses, tints, highlights or peroxide, including braided hair.
- 12.1.4. Short hair styles off the collar need an "Alice band" or to be tied or clipped well back off the face. Alternatively, hair must be cut and neatly styled in a very short manner.
- 12.1.5. Hair on or over the collar is to be tied well away from the face against the head.
- 12.1.6. Ribbons and hair clips/hair bands and ties: only royal blue or black of a minimum size.
- 12.1.7. Hair wraps are strictly not permitted under any circumstances.
- 12.1.8. No fringes, no mohawks and dreadlocks.
- 12.1.9. All braids must be able to fit into a reasonable ponytail and tied up tightly, and must match the natural hair colour of the learner.
- 12.1.10. Any buns are to be neatly formed in the middle of the back of the head, not visible on the top of the head.

All hair styles are subject to the above specifications and subject to headmaster approval.
- 12.1.11. Ribbons and hair clips/hair bands and ties only royal blue, white or black of a minimum size. A red hair band will be allowed for prefects.

12.2. **SHOES**

Only three styles of shoes are acceptable:

- 12.2.1. the baby doll
- 12.2.2. the lace-up
- 12.2.3. the "T" bar

12.3. **SOCKS / STOCKINGS**

- 12.3.1. Thin cotton royal blue with red stripes socks in summer, not thick sports socks.
- 12.3.2. Black tights may be worn in place of socks during the colder winter months.

12.3.3. Turnover on socks to be 3cm, they may not be rolled around ankles.

12.4. SHIRTS

12.4.1 Shirts are to be worn with a tie at all times.

12.4.1. In summer, the short sleeved white shirt with top correctly fastened only, sleeves may not be rolled up at all. No buttons are to be missing.

12.4.2. In winter, the long sleeved white shirt with top correctly fastened. No buttons are to be missing.

12.4.3. Shirts are to be well tucked into skirt and not be hanging out over waistbands.

12.5. SKIRTS

12.5.1. Scotch skirt with neatly stitched hem and button stitched firmly onto skirt waistband.

12.5.2. The skirt must be 4 fingers long from the knee.

12.5.3. Skirt side seams may not be altered to make them narrower.

12.5.4. Waistbands must fit securely in the waist.

12.5.5. Only blue cotton may be used to mend or alter skirts.

12.5.6. In winter girls may wear grey pants.

12.6. JERSEYS

12.6.1. Only the school royal blue jersey with red stripe may be worn (Grades 1-11).

12.6.2. Jersey is to be of correct size and not too large and baggy.

12.6.3. Sleeveless jersey over the short sleeved shirt may be worn without the blazer.

12.7. JEWELLERY

12.7.1. Only a watch or medical alert disc may be worn.

12.7.2. No necklaces are allowed.

12.7.3. Stud earrings only (about 1mm in diameter, gold/silver - no diamonds) may be worn. These studs are to worn in the first piercing only. Sleepers are not permitted on school premises.

12.7.4. Only badges relating to Atlas Combined School activities may be worn on uniforms. If in doubt check with grade controller.

12.7.5. No coloured contact lenses may be worn.

12.7.6. Charity bracelets are not allowed

12.7.7. Religious or cultural bracelets not to be visible.

12.7.7. Atlas name badges are compulsory and must be worn up to the end of Grade 12.

12.8. SCHOOL BLAZERS

Only with all the necessary buttons. Blazers are to be clean at all times and in a good state of repair. Blazer must be worn when wearing a tie.

12.9. NO MAKE-UP WHATSOEVER MAY BE WORN - THIS INCLUDES TINTED MOISTURISER.

12.10. **NAILS**

12.10.1. Nails are to be kept short and neat.

12.10.2. Only clear nail varnish may be worn - no other.

12.10.3. Artificial nails and French manicures are not allowed.

12.11. **BODY ART**

12.11.1. No visible tattoos or body piercing is allowed (henna or other)

12.11.2. Tongue rings and eyebrow piercings may not be worn.

12.11.3. No writing allowed on arms, hands, etc.

12.11.4. No gum/bristles/plasters as covers to be worn at school to keep the piercing open.

12.12. **SPORTS WEAR**

12.12.1. Royal blue with red line tracksuit can be worn in winter on Tuesdays to Fridays.

12.12.2. White or blue school t-shirt

12.12.3. Royal blue shorts

12.12.4. White/black sneakers or tennis shoes not school shoes

12.12.5. Royal blue dry-mack jackets can be worn in winter.

12.12.6. Royal blue school beanies are allowed in winter.

While the above-mentioned list is only an abbreviated version of the compulsory dress regulations for girls, it serves to highlight some of the most important aspects of our uniform. It is the responsibility of each parent to ensure that their child/children attend school in the correct uniform.

13. **BOYS UNIFORM**

13.1. **HAIRSTYLES**

The onus is on the learner to ensure that his hairstyle conforms at all times to the following

13.1.1. Hair must be neatly cut (chiskop/brush).

13.1.2. Hair may not be coloured or bleached, tint or highlighted

13.1.3. No mohawks, s-curly/popcorn and dreadlocks

All hair styles are subject to the above specifications and subject to headmaster approval.

13.2. **SOCKS**

Only grey socks allowed

13.3. **SHOES**

13.3.1. Black leather lace-ups with a round toe and without patterns

13.3.2. No buckles or strange lacing eyelets are allowed

13.4. **BELTS**

Only black leather belts with plain buckles are acceptable

13.5. SHIRTS

13.5.1. with buttons

13.5.2. regulation school shirts

13.6. TROUSERS

Trousers – regulation trousers worn in a normal way, no stovepipe legs

No grey shorts to be worn

13.7. JERSEY

A royal blue school jersey with red stripe for grades 1-11.

White with red and blue stripe for grade 12 boys.

13.8. JEWELLERY

No chains, earrings, rings, bracelets or piercings of any kind

13.9. BLAZERS

13.9.1. No missing buttons

13.9.2. Neat, clean and in good condition

13.9.3. Blazer must be worn when wearing a tie

13.9.4. No badges on the lapel of the blazers.

13.10. BODY ART

13.10.1. No visible tattoos or body piercing is allowed (henna or other)

13.10.2. Tongue rings and eyebrow piercings may not be worn.

13.10.3. No writing allowed on arms, hands, etc.

13.10.4. No gust/bristles/plasters as covers to be worn at school to keep the piercing open.

13.11. T-SHIRTS

Under shirts may only be worn if the weather is extremely cold, they are to be white and may not be seen at all. T-shirts may not be worn under the short sleeved shirt.

13.12. SPORTS WEAR

13.12.1. Royal blue with red line tracksuit

13.12.2. White/blue school t-shirt

13.12.3. Royal blue short

13.12.4. White/black takkies or tennis shoes not school shoes

13.13. 12. GENERAL

13.13.1. Learners may wear royal blue beanies, gloves or scarfs in winter.

13.13.1. Tracksuit tops may not be worn under the blazer.

13.13.2. Headphones may not be worn when in school uniform.

13.13.3. Beanies are not allowed.

13.13.4. Badges: Only official ACS badges allowed on the lapel of the blazer.

13.13.5. Facial hair: Shaving required at all times.

While the above-mentioned list is only an abbreviated version of the compulsory dress regulations for boys, it serves to highlight some of the most important aspects of our uniform. It is the responsibility of each parent to ensure that their child/children attend school in the correct uniform.

ANTI-BULLYING POLICY

1. In accordance with the requirement of the South African Schools Act (Act 84/1996) the SGB or Board of Directors of Atlas Combined School has adopted the following anti-bullying policy within the framework of the School's Code of Conduct.
2. The SGB/Board recognises the very serious nature of bullying and the negative impact that it can have on the lives of learners and is therefore committed to the following key principles of best practice in preventing and tackling bullying behaviour.
3. The School encourages a positive culture and climate by:
 - 3.1. Welcoming of difference and diversity based on inclusivity
 - 3.2. Encouraging learners to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
 - 3.3. Promoting respectful relationships across the school community
 - 3.4. Effective leadership
 - 3.5. A school wide approach
 - 3.6. A shared understanding of what bullying is and its impact including bullying related to: race, gender, religion, family status, sexual orientation, age, disability, or political affiliation.
 - 3.7. Building empathy, respect and resilience in learners; and
 - 3.8. Explicitly addressing the issues of cyber-bullying and identity-based bullying
 - 3.9. Effective supervision and monitoring of learners
 - 3.10. Support for staff
 - 3.11. Consistent recording, investigation and follow up of bullying behaviour (including the use of established intervention strategies); and
 - 3.12. Ongoing evaluation of the effectiveness of the anti-bullying policy
4. Supervision and monitoring of learners

The SGB/Board of Atlas Combined School confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

Updated June 2024

ANNEXURE A

CODE OF CONDUCT AGREEMENT

I have received, am fully aware of and agree to the contents of the Atlas Combined School Code of Conduct and Discipline Policy.

As parent/guardian, I have advised my son/daughter

_____ of the contents.

We hereby bind ourselves and subscribe fully to the Atlas Combined School Code of Conduct.

Signature of parent/guardian _____

Date _____

Signature of learner _____

Date _____

Annexure A is to be signed and returned to your child's Register Teacher.