

# VICTORY HOUSE

Private School CC  
Reg. No. 2004/054287/23

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## **VICTORY HOUSE PRIVATE SCHOOL**

### **CODE OF CONDUCT**

#### **1. DEFINITION**

The Code of Conduct defines a set of behaviours that are acceptable or unacceptable within our school. The Code includes rules, which govern the conduct of learners and relationships between learners, educators and parents.

#### **2. AIM**

The aim of the Code of Conduct is to establish a disciplined and purposeful school environment dedicated to the maintenance and improvement of the quality of the learning process through effective teaching and learning.

#### **3. PRINCIPLES UNDERPINNING THE CODE OF CONDUCT**

The Code of Conduct is aimed at establishing and maintaining acceptable behaviour and general order within our school environment. This Code of Conduct must be made available to learners, their parents and the educators.

- 3.1 This Code of Conduct should endeavour to foster mutual respect and the formation of sound, educative inter-personal relationships between learner and educator, school and home.
- 3.2 This Code of Conduct must be based firmly on the principle of non-violence. It should thus promote a culture of non-confrontation, consensus, co-operation and tolerance.
- 3.3 This Code of Conduct must provide clear responsibilities for learners, educators and parents and thus promote a culture of accountability within the school.
- 3.4 This Code of Conduct is binding on all learners, their parents and educators.  
The development of the Code of Conduct is however, an ongoing process and will be subject to review on a regular basis.

#### 4. THE RIGHTS OF LEARNERS

Learners have the right to:

- 4.1 learn and be taught in a safe school environment.
- 4.2 attend school unhindered subject to school fees not falling into arrears.
- 4.3 attend all classes, free from interference by any other person.
- 4.4 receive tuition.
- 4.5 regular feedback reflecting academic progress.
- 4.6 make responsible use of all school facilities.
- 4.7 appropriate counselling for personal and/or educational problems provided such facilities are available at school or to the school.
- 4.8 participate in patriotic activities as arranged by the school.
- 4.9 attend a school free of drunkenness, bullying, victimization or intimidation.
- 4.10 attend school free of illegal drugs and weapons.
- 4.11 attend school free of sexual harassment, racism or criminal behaviour.
- 4.12 privacy in their personal possessions unless a Principal has reasonable cause to believe that illegal or harmful materials possessed by the learner are being used to disrupt the educational process or to endanger the health, safety or welfare of others.

#### 5. THE RESPONSIBILITIES OF LEARNERS

Learners undertake to:

- 5.1 learn, commit to a work ethic & accept responsibility for own academic performance.
- 5.2 attend all classes daily and on time.
- 5.3 do all academic tasks and activities including homework by given time.
- 5.4 be in possession of appropriate working materials.
- 5.5 be dressed in the correct school uniform at all times.
- 5.6 respect all persons and property.
- 5.7 refrain from abusive language and inflammatory actions.
- 5.8 conduct themselves in a safe and responsible manner.
- 5.9 conform to normal/acceptable standards of personal cleanliness & neatness.
- 5.10 be responsible for their own work.
- 5.11 protect school property.
- 5.12 refrain from and report acts of vandalism or any other damage to or misuse of theft of school property/other pupil's property/ educator's property.
- 5.13 refrain from and report any unauthorised removal of school property from the school premises.
- 5.14 refrain from disruptive, undisciplined or unco-operative behaviour, both within and outside the classroom.
- 5.15 abide by the internal rules, regulations and procedures of the school and the individual class educator.
- 5.16 practise tolerance within the context of interpersonal relationships in the school, particularly racial, cultural, and religious tolerance and to respect the personal convictions of all.
- 5.17 refrain from the use and/or being in the possession of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, intimidation, bullying, sexual harassment, rape, victimization, drunkenness, smoking or being in possession of pornographic material.
- 5.18 at all times to behave in a courteous & considerate manner towards each other, the leaders, all members of staff & visitors to the school. All instructions given by members of staff & leaders must be carried out willingly and promptly.
- 5.19 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 discredit themselves, their family or the school.
- 5.20 behave in a manner which will not disrupt the learning of others or which will cause physical or emotional harm to others.
- 5.21 to distance themselves from any situation whereby school rules are being broken e.g. photographing or videoing a fight – the responsibility of the learner is to immediately call an educator.

## 6. THE RESPONSIBILITIES OF EDUCATORS

With regard to the Learners, Educators must ensure that they:

- 6.1 Report for duty and are punctual.
- 6.2 Are well-prepared on a daily basis to perform their educative tasks both within and outside the classroom situation and are in possession of the appropriate working materials.
- 6.3 Respect all persons, property and the confidentiality of information.
- 6.4 Refrain from abusive language or inflammatory actions.
- 6.5 Conduct themselves in a responsible and professional manner.
- 6.6 Conform to normal, acceptable standards of personal cleanliness and neatness.
- 6.7 Abide by the rules, regulations and procedures as set out by the school and endeavour to promote the school's vision.
- 6.8 Adhere to the Code of Conduct set out by the official teacher registering body.  
(i.e. South African Council for Educators)
- 6.9 Seek changes in an orderly and approved manner.
- 6.10 Endeavour to maintain a classroom and school atmosphere, which promotes good behaviour and effective teaching and learning.
- 6.11 Endeavour to plan a flexible work programme that will, as far as is practicable, address the divergent needs, interests and abilities of learners.
- 6.12 Help to develop good, sound working and inter-personal relationships with colleagues, learners and parents.
- 6.13 Utilize generally accepted teaching methods.
- 6.14 Promote open, regular channels of communication between home and school.
- 6.15 Encourage & endeavour to maintain learner involvements in school activities.

## 7. THE RESPONSIBILITIES OF PARENTS

With regard to Learners, Parents must ensure that:

- 7.1 they receive regular academic reports from the school regarding their child's progress.
- 7.2 their child attends school each day, is punctual and in case of absence, provide an explanation for such absence to the school.
- 7.3 they provide for the proper immunization of the child as required by law.
- 7.4 as far as possible ensure that their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness.
- 7.5 they provide their child with the resources, basic equipment, learning materials needed to complete school work (both classwork and homework).
- 7.6 that their child is at all times dressed in the correct school uniform.
- 7.7 they refrain from abusive language or inflammatory behaviour.
- 7.8 they bring to the attention of the school management any problems, conditions or circumstances which may affect their child or other learners or persons in the school environment.
- 7.9 they maintain current or up-to-date home, work and emergency telephone numbers at the school and keep the school informed of any changes of address.
- 7.10 they provide the school, upon request, with the original birth certificate of the child, particularly at the time of initial enrolment.
- 7.11 they discuss the report cards, work assignments and homework with their children and make every effort to attend all "Parents' Evenings" to discuss progress with the Educator.
- 7.12 They endeavour to promote positive interpersonal relationships between learner, educator and other parents, in the best educational interests of their children.
- 7.13 They meet all financial obligations with respect to the school.
- 7.14 That the disciplined behaviour on the part of the learner is not the responsibility only of the school: parents also have an obligation to ensure that children conduct themselves according to section 5.
- 7.15 They remain ultimately responsible for ensuring their child meets the disciplinary standards required by the school notwithstanding the fact that the school will contact parents whenever a learner's behaviour becomes cause for concern in a spirit of a constructive partnership, to resolve the problem.

## 8. SCHOOL RULES

- 8.1 Learners must at all times be correctly dressed in the school uniform. If the uniform is incorrect this will be communicated to the parent. If matter is not rectified, parent will be contacted telephonically to advise that the learner may no longer attend school until such time that the infringement is rectified. If this is ignored and the learner continues coming to school, he/she will then be sent home, this being communicated again to the parent telephonically.
- 8.2 Learners must never do anything to jeopardize the name of the school by word or deed, this includes social media.
- 8.3 No running or playing with balls on corridors, stairs, against corridors or classrooms.
- 8.4 No riding of bicycles or skateboards/roller blades within the school boundaries.
- 8.5 No learner enters the pool area unless accompanied by an educator.
- 8.6 Rough play/play fighting is not permitted.
- 8.7 Prefects/leaders are to be treated with respect and courtesy by all learners and their legitimate/reasonable instructions obeyed.
- 8.8 Learners must leave the school promptly at the end of the day or after extra-mural activities and may not loiter around the school. When leaving the grounds, learners must be dressed in full school uniform or in their practice outfits. Learners must not leave the school grounds in swimming costumes.
- 8.9 When learners arrange to leave the school during school hours, they are to wait in the office for the designated adult to collect them, who is to sign them out before leaving the premises.
- 8.10 Treat toilet facilities with respect, no standing on toilets/basins. Learners will be expected to pay for damages as a result of careless/irresponsible behaviour.
- 8.11 Do not litter/throw stones or other objects.
- 8.12 Chewing of gum is not permitted.
- 8.13 Do not interfere with the possessions of others.
- 8.14 Courtesy, respect good manners and kindness are expected from all learners.
- 8.15 Swearing/bad language will not be tolerated and learners should ensure that appropriate language is used at all times.
- 8.16 Learners must attend detention if so required. Failure to attend will result in more severe consequences.
- 8.17 The office, kitchen and staffroom are out of bounds. Classrooms are out of bounds during break.
- 8.18 Learners may not wear jewellery, nail varnish or make-up. Girls with pierced ears (in the lowest part of earlobe) may wear one small (gold/silver) stud or sleeper. Boys are not permitted to wear earrings. No nose rings, tongue rings or other body piercings or tattoos will be allowed. (A special concession is made for girls to wear a cover-up base, if necessary)
- 8.19 Girls' hair should not obscure vision and long fringes must be clipped back. If hair is longer than the shoulder it must be tied.  
Boys' hair should be short and neat. Hair should not touch the collar nor should it be over the ears and eyes. Outlandish cult hairstyles, deemed inappropriate by the school, are not permitted e.g. wedges, shaved patterns, mohawk etc. Boys must be clean shaven at all times. Only natural hair colours are permitted for all learners and hair must be neat and clean.  
The school will be the final authority on the acceptability of all grooming.
- 8.20 Caps, hats, fashion scarves may not be worn at school unless as sun/cold protection during breaks and they must be prescribed school items. All acceptable items of head covering must be removed when entering any school building. Only the official Victory House uniform is permitted. No t-shirts or long vests are to be worn under the uniform. blue.  
During civvies days learners may wear modest clothing other than their uniform.  
The school will be the final authority on the acceptability of all forms of dress.
- 8.21 Public displays of affection in school uniform such as hugging, kissing and holding of hands are not permitted.

- 8.22 Cheating in a test/exam will result in the learner having to start again. An official warning will be given with the parents being notified in writing. In the Case of the Grade 12 National exam the National prescribed ruling will apply.
- 8.23 Absenteeism for any formal assessment will result in a nought. Any learner who is ill will be allowed to leave immediately after completion of the assessment if they so choose.
- 8.24 No drawing of pictures or writing on school uniform. No erasing of the school badge on the school uniform.
- 8.25 School books and materials may not have any explicit or obscene pictures on/in them.
- 8.26 Copying of assignments/homework/class work from other learners is not permitted and seen as a very serious offence.
- 8.27 Cell phones/tablets/laptops, henceforth referred to as devices, may be brought to school but the following should be noted. No unauthorised use of devices is permitted. All devices must be switched off during school hours (breaks included) unless otherwise directed by an educator. Unauthorised use will result in confiscation of the device.  
**NB:** These devices are brought to school at the learner's own risk. The school will not accept any responsibility for loss, damage or theft.

**Please Note: Serious and/or repeated transgressions could result in Learner suspensions and/or expulsion. (Refer to 9.1 for list of serious transgressions)**

## 9. INFRINGEMENT OF THE CODE OF CONDUCT

### 9.1 Unacceptable behaviour:

The following behaviours are regarded as unacceptable and constitute a very serious infringement of the Code of Conduct & in certain cases could result in the SA Police involved: Abusive language; Inflammatory actions; Arson; Malicious damage to school property (vandalism), Malicious damage to educator's property; Irregular or sustained non-attendance (truancy) of school or class; Theft (possession of stolen property); Lying; Bullying; Intimidation; Assault; Fighting; Cheating; Carrying of dangerous weapons; Use, possession, selling or distribution of drugs or alcohol; Sexual harassment; Abuse or rape or any other inappropriate sexual behaviour; Defiance of school authority; Disruption of the educational process within and outside the classroom; Extortion; Gambling; Leaving school premises without permission; Use, possession, selling of tobacco products (included is the use and/or possession of electronic smoking devices and hookah pipes regardless of the fact that tobacco is not being used); Involvement in bomb threats; Gross neglect of schoolwork; Gross disrespect; Proven criminal activities outside of the school situation; Possession, distribution of pornographic material; Racial discrimination.

- 9.2 If a school girl falls pregnant, she will be suspended from school. If the father is a learner at the school, he too will be suspended from school and the school will liaise with their parents as to re-entry into the school.

### 9.3 PROCEDURES AND PRINCIPLES UNDERPINNING DISCIPLINARY MEASURES FOR SERIOUS TRANSGRESSIONS (I.E TRANSGRESSIONS THAT COULD LEAD TO SUSPENSION AND/OR EXPULSION)

The following principles will be borne in mind whenever disciplinary action is instituted against a learner thought to be guilty of a serious transgression of the school Code of Conduct:

- 9.3.1 Due process: the following rights of learners are recognised in this regard.
  - 9.3.1.1 the learner must be informed of & understand the charges.
  - 9.3.1.2 the learner must be given the opportunity to be heard.
  - 9.3.1.3 the learner may choose to be represented by a parent or guardian or Grade tutor.
  - 9.3.1.4 the learner will be treated with dignity and civility during the process.
  - 9.3.1.5 the person chairing the hearing must be impartial and should endeavour to ensure that all relevant evidence is presented and fairly considered.

- 9.3.1.6 as far as is practicable, the privacy of the learner will be protected.
- 9.3.1.7 the disciplinary process must be fair and sanctions must be just, corrective and educative.
- 9.3.1.8 the sanctions must fit the offence and mitigating factors must be taken into account.
- 9.3.1.9 the parents/guardian of the learner must be timeously informed and offered the opportunity to be involved in the disciplinary process.
- 9.3.2 **Sanctions:**  
Sanctions may embrace the range from a quiet, private talk, through to suspension and, ultimately, expulsion. Sanctions within the range include:
  - 9.3.2.1 verbal and/or written reprimands issued by the Deputy Principal.
  - 9.3.2.2 limited "time-out" of the classroom, under the supervision of the appropriate Deputy.
  - 9.3.2.3 additional and meaningful academic work.
  - 9.3.2.4 community service within the school (e.g. cleaning, gardening, administrative tasks) to be given at the discretion of the Deputy Principal for learners who continually disregard rules.
  - 9.3.2.5 detention.
  - 9.3.2.6 confiscation of mobile devices, clothing or any other item not compliant with section 8. Primary and High school Deputy Principals reserve the right to return such items after a period of time that they deem fit.
  - 9.3.2.7 replacement of or reimbursement for damage or loss
  - 9.3.2.8 contacting of parents to enlist their aid and support in dealing with problematic learners.
  - 9.3.2.9 honours or awards previously given, being forfeited, as the basic criterion for all honours and awards is good behaviour. Applicable to leadership and the awarding of colours and honours.
  - 9.3.2.10 suspension or expulsion from specific school activities including outings and tours.
  - 9.3.2.11 emergency removal and/or suspension pending a disciplinary hearing.
  - 9.3.2.12 expulsion after due process.

## 10. THE JURISDICTION OF THE CODE OF CONDUCT

The Code of Conduct is in force:

- 10.1 on school property prior to, during and following regular school hours.
- 10.2 at all official school events, both within and outside normal school hours, where such events are held under the auspices of the school management.
- 10.3 at all official school events held off school premises.
- 10.4 at all times when the learner is dressed in the school uniform and is recognisable as such both within the school premises or in the public view outside the school.
- 10.5 at after-care.

## 11. APPEAL PROCESS

Upon completion of any Disciplinary Hearing, the parties thereto have the right of appeal. Such Appeal must be addressed to the school in writing within 48 hours of the Disciplinary Hearing. The review will then take place by someone who was not party to the Disciplinary Hearing and the result of the Appeal will then be advised.

## VISION STATEMENT

The vision for our school is three-pronged:

We strive to provide educators with an environment where they can teach effectively; learners with a nurturing but disciplined environment where they can learn effectively reach their full potential and parents with peace of mind - knowing that their children are receiving an excellent standard of education in a secure and nurturing environment.

## STATEMENT OF FAITH

1. We believe that the Bible is the Inspired Word of God, and accept it as our final authority in all matters of Faith and Conduct (2 Timothy 3:16)
2. We believe in one God (Deuteronomy 6:4) eternally existing in three persons: Father, Son and Holy Spirit. (John 16:7 & 17:1)
3. We believe that God created man in His own image (Genesis 1:27); that man sinned and thereby incurred the death penalty (Romans 6:23) physical and spiritual. Further, that all men inherit a sinful nature which is expressed in actual transgression, causing personal guilt (Romans 3:23).
4. We believe that Jesus Christ was begotten by the Holy Spirit (Luke 1:35), born of the Virgin Mary, and is true God (John 14:9) and true Man (Luke 2:52). That on earth He died for our sins, a substitutionary sacrifice, and that all who believe personally in Him are justified on the grounds of accepting His sacrifice (1 Peter 3:18 & John 3:16).
5. We believe in the Person of the Holy Spirit who lives and works within the life of the believer (John 16:13).
6. We believe that the Lord rose from the dead (Romans 14:9), ascended into Heaven, and that He lives at present with the Father (Acts 1:3), acting as our High Priest and Advocate (Hebrews 9:11 and 1 John 2:1).
7. We believe in the personal return of the Lord Jesus. (1Thessalonians 4:16).
8. We believe in the resurrection both of the believer and of the unbeliever (Revelation 22:5) and the eternal separation (Revelation 20:14 & 15) of those who reject God's free offer of salvation (Mark 16:16).
9. We believe that the Church is the Body of Christ, with Christ its only Head (Ephesians 1:23) and that each member forms an integral part in that Body (1 Corinthians 12:12) so that each member is called upon to unite with every other member in a life of Holiness (1 Peter 2:5) and Devotion (Philippians 1:5). It is the duty and privilege of each member to discover and develop his Spiritual gift (2 Timothy 1:6), to use it to the building up of the whole Body (Ephesians 4:12) and to bear each other's burdens in the spirit of true Christian love. (Galatians 6:2)
10. We believe that the Lord appointed two ordinances; Baptism (Matthew 28:19) and the Lord's Supper (1 Corinthians 11:23-26)