



KINGFISHER COLLEGE CODE OF CONDUCT

MISSION STATEMENT

To capitalise on the experience and dedication of our highly qualified staff to offer a dynamic, interactive English-medium education reflecting the fundamental values of Kingfisher.

AIMS

Kingfisher classes are small and the favourable teacher to learner ratio ensures that each child can be encouraged and mentored to reach their full potential. Kingfisher offers a disciplined yet stimulating environment to ensure that children develop a love of learning, and the self-esteem necessary to excel.

Kingfisher is committed to staff development, is affiliated to ISASA and the IEB, and is benchmarked against other leading private educational institutions.

Extra-mural activities are wide ranging and encompass academic, cultural and sporting activities. In addition, Kingfisher has a strong sense of social responsibility and enthusiastically undertakes outreach projects in the local community.

CODE OF CONDUCT

In the school context, administrators, educators, parents and learners all have responsibilities. To sustain a positive, orderly and disciplined learning environment, it is important that these parties to the education relationship acknowledge their responsibilities.

LEARNERS

Learners have the **right** to:

- ✚ Be treated with courtesy and respect
- ✚ Work in a clean, safe environment
- ✚ Learn without disruption
- ✚ Achieve their potential have their property respected
- ✚ Be proud of their achievements

Learners have the **responsibility** to:

- ✚ Know and comply with school rules and procedures
- ✚ Follow teachers instructions
- ✚ Treat others with courtesy and respect
- ✚ Contribute to a clean, safe environment
- ✚ Be punctual and observe the timekeeping practices of the school
- ✚ Respect the property of others
- ✚ Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn
- ✚ Ensure their actions do not discredit the school

PARENTS

Parents have the **right** to:

- ✚ Be treated with courtesy and respect
- ✚ Be informed of their child's progress
- ✚ Expect their child to participate fully in his/her educational programme
- ✚ Have a forum to voice their opinion on a school-related matters

Parents have the **responsibility** to:

- ✚ Treat others with care and respect
- ✚ Ensure that their child attends school, compulsory functions and events

- ✚ Ensure that their child has the appropriate materials needed for learning
- ✚ Monitor their child's progress
- ✚ Be supportive of the school
- ✚ Ensure that their child has the correct uniform
- ✚ Know and comply with school rules and procedures
- ✚ Support their child in all school activities

EDUCATORS

Educators have the **right** to:

- ✚ Be treated with courtesy and respect
- ✚ Work in a clean, safe environment
- ✚ Teach without disruption
- ✚ Be supported by the whole school community

Educators have the **responsibility** to:

- ✚ Treat others with courtesy and respect
- ✚ Ensure the school environment is safe
- ✚ Be punctual, well prepared and professional
- ✚ Provide relevant and challenging educational programmes
- ✚ Praise, encourage, recognize and reward learners who strive to achieve
- ✚ Create a classroom climate which is based on a learning partnerships which makes education both relevant and stimulating
- ✚ Know and comply with school rules and procedures

DISCIPLINARY SYSTEM

Kingfisher College follows a merit and demerit system, where positive behavior is rewarded with merit points and negative behavior constitutes demerit points.

All learners have a merit and demerit form which must be pasted into their diaries. Certificates for 30, 50, 75 and 100 merits are awarded once a term. Learners will be rewarded by being allowed to wear civilian clothing once they have received 10 merits. Civvies days are indicated on the term calendar, and notices will be sent out on the Wednesday prior to the civvie day. At the prize-giving at the end of the year, the learner with the most merits will receive a gift voucher.

Demerits are received for misdemeanors and other offences committed at school and school functions. Every 15 demerit points will result in a Friday afternoon detention from 14:20 to 16:20. After a learner has received 3 detentions, he/she will be interviewed by the principal. After receiving 5 detentions, the learner will be interviewed by a Board member. A staff member/principal has the right to exclude a learner from an outing/tour if his/her behavior at school is unacceptable.

Merit Points

	Description	Merits
Academic	Homework always complete (once a month/term)	5
	A symbol	5
	B symbol	4
	C symbol	3
	Consistent diligence (once a month/term)	5
	Positive contribution to lesson	3
	Improved results	3
Ambassador	Represents school proudly (awarded for special reasons, e.g marketing children)	5
Academic Awards	High Flyers Club	5
Colours	Receiving half colours (as per prize-giving criteria, awarded once a year)	5
	Receiving full colours	10
Community Service	Community Service	2
	Work days	2
	Cake sale	1
Cultural	Eisteddfod	3
	School newspaper editorial team	2
	Taalfees/Orator's Evening	3
	Oral Festival	3
	Wildlife Club	3
	Concert	3
	Spelling Bee	3
Expos	Eskom Participation in second round	5
	Tritech Participation	3
	Next levels	5
LRC	Elected as executive LRC	10
	Elected as class representative of LRC	5
Neatness	Exceptional neatness and pride in work (once a	5

	month/term)	
Olympiads	Amesa Maths Participation	3
	Next levels	5
	Harmony Maths Participation	3
	Next levels	5
	IeBT Maths (Compulsory)	-
	SIAT (Compulsory)	-
	IBT Core Skills (Compulsory)	-
	Accounting Participation	3
	Next levels	5
	CAT Participation	3
	Next levels	5
	Hip2B ²	3
School Activities	Consistent involvement	3
Other	Attendance	2
Sport	Attending all practices	3
Athletics	Playing 70% of all matches	3
Chess		
Cricket		
Cross Country		
Hockey		
Netball		
Soccer		
Swimming		
Swim-a-thon		
Polar Bear		
Tennis		
Drama		
Self Discipline/Integrity/Honesty	Positive time management (Once a month/term)	3
	Improved behavior/attitude	3
Service	Willingness to help	3
	Serving at a school function	5
Signatures	Newsletters signed by parents (once a month)	3

Demerit Points

	Description	Demerits
Appearance (school & school events)	Hair hanging in face	2
	Boys not clean shaven	2
	Nail polish/earrings/make-up	2
Alcohol	In possession of	20
	Drinking on school grounds	Suspension
	Drinking in public in uniform	Suspension
	Accompanying drinker	20
Bullying	1 st offence	5
	2 nd offence	10
	3 rd offence	Disciplinary hearing
Cell phone	Visible in class or on playground	5 and confiscated for the term
Damage	Property of others	5
	Intentional damage to school property	15
Dishonesty	Copying/allowing copying of homework	5
	Cheating in a test	20
	Signing for parents	15
	Proof of dishonesty	10
Disobedience	Instructions not followed	5
Disruption at school and school events	Disrupting a lesson	3
	Disrupting assembly	5
	Disrupting of school events	5
Drugs	Drugs (illicit substances) in any form	Suspension
Homework	Not done x 1	1 then thereafter 3
	Book/equipment left at home x 1	1
Insubordination	To staff	5
	To LRC	3
Punctuality	Arriving late at school	2
	Late for lesson	2
	Late for school functions/events	2
	Coming in late after break/functions/events	2
Smoking	Accompanying a smoker/or in their company	20

	Found in possession of cigarettes	20
	Smoking in uniform	suspension
Time management	Talking in class/function/event instead of working	3
	Sleeping in class/function/event	5
	Work handed in late	-10% per day
Theft	Theft	Suspension
	Found interfering with the property of others	10
Unacceptable behaviour	Teacher's discretion	2
Uniform	Wearing non-uniform item	Confiscated
	Incomplete sports uniform	5
	Shirt not tucked in	2
	Shoes not polished	2
	Skirts too short	2
	Inappropriate dress for civvies	5 and no more civvies for the rest of the term

SCHOOL RULES

School compliance:

- ✚ Learners must follow the instructions of staff.
- ✚ Learners must respect the authority of the LRC members.
- ✚ Learners must arrive at school in time for line-up at 07:10.

School uniform:

Learners are to dress in accordance with the school uniform code. When learners are given the privilege of wearing civvies, dress must be appropriate. Any learner who wears clothes that are too revealing or is dressed inappropriately will be sent home to change and assigned 5 demerit points.

Absenteeism

It is required of all learners who are absent from school to bring a note of explanation for their absence from a parent, guardian or doctor when they return to school. If a learner is absent on the day of a test, the learner will not be permitted to write the test when he/she returns to school without producing a doctor's letter if no other prior arrangement had been made.

Cell phones

Cell phones are brought to school entirely at the learner's own risk and must be switched off throughout the school day. If a learner uses his/her cell phone at any time whilst at school, the cell phone must be confiscated. Learners may not remove the sim card from the phone before handing it in. If for any reasonable reason, a learner must use his/her cell phone during the school day this must be done through a request made to a member of staff and the cell phone must be used in the presence of the staff member. It is not the duty of members of staff to follow up on lost or stolen cell phones.

Early leave from school:

KF Policy

Sick Bay:

KF Policy

UNACCEPTABLE BEHAVIOUR:

The following behaviours are not acceptable at school

- ✚ Late for school, a lesson or other activity/school events and functions
- ✚ Bunking
- ✚ Obscene language or swearing
- ✚ Verbal or physical abuse of others, harassment or fighting
- ✚ Entering the pool area without a teacher
- ✚ Stealing
- ✚ Bullying
- ✚ Interfering with the property of others
- ✚ Damaging or defacing school property
- ✚ Any appropriate or negative reference to any aspect of the school on a social network.
- ✚ Inappropriate dress (not in school wear at functions/events)
- ✚ Unacceptable behaviour at school events/functions
- ✚ Coming in late after break/school function/events

DRUGS AND OTHER ILLICIT SUBSTANCES

- ✚ The use or possession of alcohol, tobacco, illegal drugs or illicit substances by learners will not be tolerated at this school and will lead to an immediate disciplinary hearing.

- ✦ Learners in the company of others using alcohol, tobacco, illegal drugs or illicit substances are also committing an offence and will face disciplinary action.
- ✦ Trading, supplying or selling of any drugs, including medication such as ADD tablets or dexamphetamines, is considered a very serious offence and the police will be notified.

Other items not permitted at school:

- ✦ Chewing gum
- ✦ Fire crackers
- ✦ Make up and mirrors

BULLYING

KF Policy

PLAGIARISM

KF POLICY

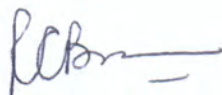
DISCIPLINARY PROCESS

KF POLICY

CODE OF CONDUCT AGREEMENT


The parents/guardians and each learner must read and understand this document. The *Code of Conduct Agreement* must be signed to confirm commitment to, and agreement with, the Code of Conduct.

Signed at PHALABORWA on this 29th day of November 2013.



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Mrs R Campbell Brown
Headmistress

Policy Name:	College Code of Conduct
Updated Date:	November 2013



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Chairperson
Board of Governor