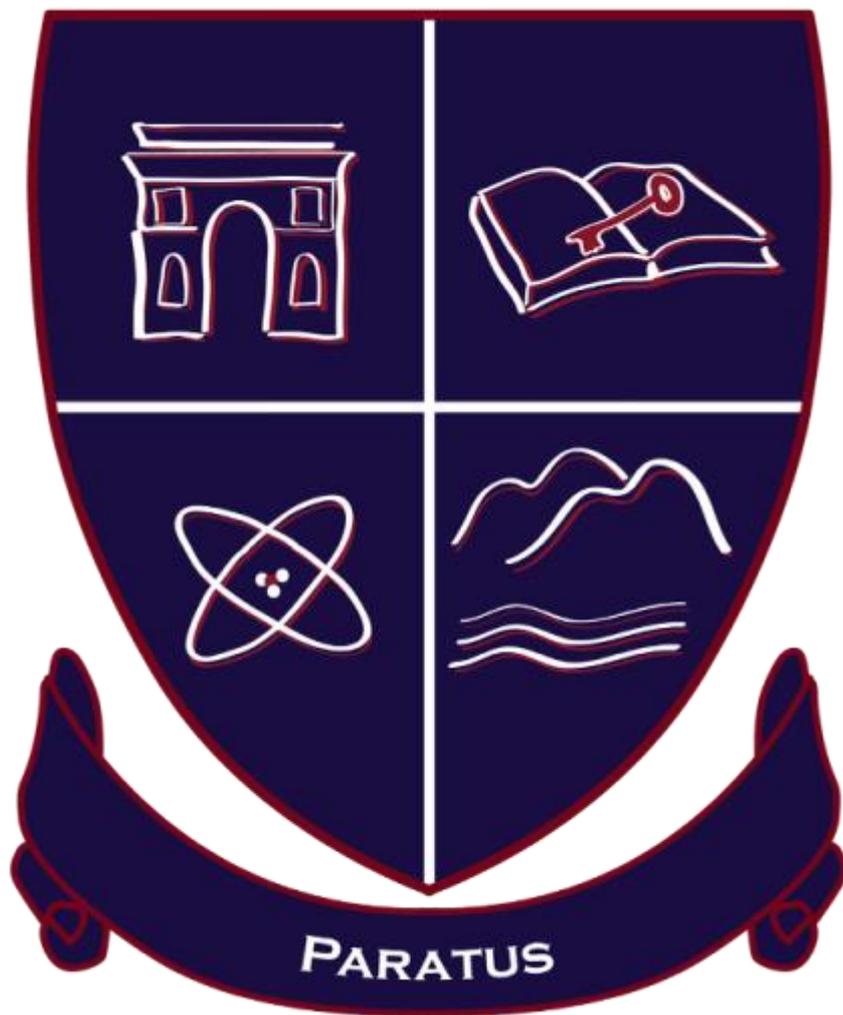


Mountain Cambridge School
CODE OF CONDUCT



SECTION 1 - Introduction

This is the framework which guides the children of our school to behave in a positive manner. It creates a culture of learning and teaching through a discipline system that protects all the students' right to effective education, their right to human dignity and their right to security. MCS has compiled this code in co-operation with the students, teachers and parents. It will be updated regularly. The Code of Conduct is based on Section 8 of the SA Schools Act (84) of 1996. School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning.

An MCS student is expected to uphold the values of the school and to represent our school in the most responsible way possible. The ethos of The Mountain Cambridge School is one of nurturing and support so that each child can be the best that he/she can be. MCS aims to guide and develop children so that they are ready to contribute effectively to their world in the future. Education is not only the responsibility of the teachers, but also of the students and parents.

The values taught and upheld by MCS are many, but the following are focused on: Our school motto, "*Real world ready*" is based upon 6 core values: hard work, honesty, respect, discipline, trust and enthusiasm. These values serve as a compass pointing out what it means to be true to oneself. Honouring these values will guide our students in fulfilling their goals. The following are focused on tolerance, independence, friendliness, helpfulness, responsibility, self-discipline, promptness. Each child is expected to complete his/her work to the best of his/her ability and to complete all work with enthusiasm and pride.

OBJECTIVES:

The Code of Conduct is a key step in fulfilling our Board of Director's commitment to make our school safe by promoting respect, responsibility and civility. Students, teachers, staff and parents have the right to be safe, and feel safe, in their school community. With this Code we are setting clear, consistent standards of behaviour that will help accomplish this goal. Our school's behaviour policy is based on our school's values and our aim is to promote behaviour improvement as a means of improving learning and teaching. Our aim with these rules is to help our students learn self-control, respect themselves and have respect for others, and to learn this very important lesson: "Self-discipline controls my consequences". We want our students to take pride in themselves, their behaviour and their school by always setting a good example. We want to create a disciplined but relaxed environment which is conducive to learning.

SECTION 2 – CODE OF CONDUCT

2.1. Code of Conduct for Learners

Objectives:

By attending MCS learners will endeavour to:

- develop their intellectual, sporting, cultural and spiritual potential;
- develop thinking and problem solving skills;
- gain knowledge about the world in which they live;
- treat others with dignity and respect;
- improve social and relationship skills;
- explore career opportunities and follow related educational programmes;
- care for others less fortunate than themselves.
- approach MCS activities with a positive, co-operative attitude

Code:

Learners are to understand that they each through their own response to the Code of Conduct and subsequent daily behaviour, either encourage or prevent the attainment of MCS objectives. The purpose of this Code of Conduct is to ensure that the opportunities presented at MCS are fully utilized. The Code thus identifies what behaviour is required and expected.

2.1.1 Relationships with educators:

Learners are expected to:

- respect the task of educators, which is to teach, to coordinate learning activities and to facilitate the full school programme.

Learners can demonstrate this by, for example,

- being punctual to lessons and activities,
- being attentive and co-operative,
- applying themselves fully to academic activities and working as a member of a team.

2.1.2 As regards other learners:

Learners are expected to respect the rights of others to learn by:

- supporting other learners in their tasks;
- giving others opportunities to make contributions in class and in tasks;
- not interrupting others while they contribute;
- respecting others' points of view;
- avoiding ridiculing others.

2.1.3 Personal application

Learners are expected to maximize the learning opportunities at MCS by:

- attending school every term day,
- devoting appropriate time and effort to academic studies;
- taking part willingly and enthusiastically in class activities;
- working independently and doing more than the minimum required;
- doing homework and project work as set;
- presenting assignments well and on time;
- preparing well for tests and examinations;
- working neatly;
- showing commitment to academic achievement;
- participation in the extramural programme.

2.2 Code of Conduct – Educators

Objectives:

Educators will fulfil their professional responsibilities by:

- respecting the dignity and rights of learners;
- using their professional skills to educate learners;
- contribute fully to the programme of MCS;
- creating a stimulating learning environment in their classrooms;
- maintaining regular contact with parents;
- being prepared to go the extra mile in the interests of the learners and the attainment of MCS objectives

Code:

While every educator can expect the respect, support and co-operation of MCS, parents and learners in his or her efforts to create a healthy learning environment inside and outside the classroom, it is important that educators acknowledge their responsibilities. Educators at MCS thus undertake to:

- Put the wellbeing, development and progress of children and young people first.
- Take responsibility for maintaining the quality of teaching practice.
- Help children and young people to become confident and successful learners.

- Demonstrate respect for diversity and promote equality.
- Strive to establish productive partnerships with parents and carers. Contact parents where necessary;
- Work as part of a whole-school team.
- Cooperate with other professional colleagues.
- Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession.
- Be well prepared;
- Be fully conversant with the demands of the syllabi taught;
- Be punctual;
- Mark and return assignments, tests and examinations within a reasonable period of time;
- Praise, encourage and motivate learners;
- Help establish and communicate realistic, clear and meaningful goals;
- Correct appropriately, learners who transgress the code;
- Report serious misconduct to senior executive staff;
- Be sensitive to the individual needs and problems of learners.

2.3 Code of Conduct – Parents

Objectives:

In their association with MCS, parents are encouraged to:

- provide their children with the necessities for their life at school;
- support their children in their studies and various school activities;
- support the efforts and actions of MCS staff;
- support parent activities wherever possible;
- attend MCS functions, sport and cultural activities;

- extend their own professional expertise to MCS, wherever possible;
- uphold and promote the good name of MCS.

Where a parent feels it necessary to discuss a matter relevant to educator/learner interaction, the educator or coach should first be approached. If the matter cannot be resolved the head of department of the phase should be approached. The Principal of the phase should be approached if the matter is still unresolved. The Board of Directors is the final authority in all MCS matters and should be approached, in writing, if no other resolution can be obtained.

Code:

MCS aims to maintain a positive relationship with parents. Parents could assist MCS in the following ways:

- support educators in their efforts to teach their children, i.e. monitor homework, check test results, help set goals, regularly consult their diary for educators' comments;
- never criticize an educator in a child's presence;
- communicate with the educator, coach, head of department or Principal timeously regarding areas of concern before they become major issues;
- make suggestions or provide assistance to improve educational process and environment;
- encourage their children to participate fully in the life of MCS;
- endeavour to uphold moral and legal behaviour in their children especially as regards alcohol, cigarettes, substance abuse and sexual activity;
- be aware at all times of the whereabouts of their children and set parameters as far as time lines, transport arrangements, dress codes and appropriate behaviour are concerned.

3. EXTRA MURAL CODE

Introduction

Each activity has its own specific code, to which all participants are expected to adhere. Nevertheless, the following hold as general principles.

Objectives

Extramural activities are presented to:

- Contribute to a balanced school programme;

- Foster healthy lifestyles;
- Develop interest in sporting and cultural activities;
- Develop skills;
- Teach respect for the rules of sport;
- Teach respect for coaches and officials;
- Teach good attitudes towards winning and losing;
- Enhance school spirit;
- Develop camaraderie and team spirit.

Code

Participants are expected to:

- Behave appropriately on and off the sports field;
- Play in the spirit of the game always;
- Respect opponents;
- Show due courtesy;
- Attend scheduled practices and matches;
- Adhere to the dress code
- Use the activity as a means of social interaction.

4. DRESS CODE

The school uniform is compulsory and the proper school uniform must be worn at all times and to school functions (unless stated otherwise). All students participating in approved school activities are expected to comply with the required dress code and personal appearance regulations of the activity in which they are participating. No variation from the uniform specified in the admission document will be permitted. Any item that is not listed may be confiscated if worn by a learner. Any sloppy or untidy appearance will not be tolerated. Infringements of the dress/uniform code will result in removal from the class until the learner's appearance is satisfactory.

5. MONITOR CODE

Leadership development begins at Primary School. Monitors are elected to assist with discipline of the school and also to act as liaison between learners and educators. They are, at all times, representatives of the school.

A Class room monitor will:

- value and keep our school rules
- provide an excellent model of behaviour for other students
- be helpful towards teachers, parents and school visitors
- be courteous at all times
- be reliable and responsible
- be helpful and kind to students in need
- report all incidents of concern to appropriate teachers
- care for school property
- avoid all forms of discrimination

Attitude:

A Class room monitor will:

- participate fully in school activities
- support all school activities
- respect the rights of others at all times
- accept directions willingly
- be co-operative with teachers and fellow students
- care for others, especially smaller or younger children
- respect teachers and visitors to our school
- report any incidents of bullying

Training programme

- Monitors will be trained in the art of public speaking
- How to conduct themselves in front of a group
- Meeting procedures
- Management and organizational skills
- Problem solving
- Supervision
- Motivating techniques
- Conflict resolution
- Communication
- Work in close unison with the educator of an allocated class