



**LEBONE II**  
College of the Royal Bafokeng

LEBONE II – COLLEGE OF THE ROYAL BAFOKENG

**Upper School**  
**Student Code of Conduct**

**Name:** \_\_\_\_\_

We believe Lebone II - College of the Royal Bafokeng, is a great place to learn and our students have a right to feel safe, happy and valued.

This Code of Conduct is designed to help you understand your rights and responsibilities at our school, and creates a support structure which can assist you towards becoming the responsible citizen we wish you to be.

As a Lebone II student, once you wear the school uniform it means that you acknowledge the School Code of Conduct. Therefore, nothing exempts you from the school rules and ignorance is not an excuse.

Our purpose at Lebone is to:

Inspire, educate, and enable people to flourish.

## 1. Procedures and Application

This disciplinary Code is intended for assessing and determining appropriate disciplinary measures for various types of infringement or misconduct by learners.

- The circumstances of a particular case, especially mitigating considerations, may justify a less severe penalty than that indicated in this Code.
  - Similarly, aggravating considerations relevant to a particular case may justify a more severe penalty than that recommended in this Code.
- 1.1 The various infringements set out in the Code are not intended to be an exhaustive or full listing of possible infringements or misconduct by learners, but are rather to be interpreted as indications of the broad types and severity of offences by learners, and the appropriate sanctions if the learner is found to be guilty by the School.
- 1.2 The Code makes provision for 'progressive' or accumulative penalty i.e. the imposition of a more severe penalty for a repeated and similar infringement by the same learner.

## 2. Practical Application

### 2.1 PENALTY AND CONSISTENCY

The penalties set out in the attached disciplinary code indicate the recommended penalty that could be imposed for a particular infringement. A lesser penalty may be applied, should mitigating considerations indicate that the indicated penalty is not appropriate in the circumstances.

While the application of disciplinary measures should be consistent, due consideration of factors relating to each case is of equal importance. For this reason, the Code should be viewed as a guideline, and the penalties reflected therein need not be slavishly followed. It is important to note that being absolutely consistent, every time, may well demonstrate UNFAIR application of disciplinary measures!

### 2.2 CUMULATIVE EFFECT

Cumulative action for a repeated offence i.e. imposing a more serious penalty for misconduct than that imposed previously for misconduct, is only appropriate if the second infringement is of a "similar nature" to the previous type of misconduct. The nature and type of offence should therefore be the same, and any warnings issued previously for the related offence should also not have expired.

### 2.3 BURDEN OF PROOF

As the onus generally rests with the School to prove the reasonableness and fairness of disciplinary action taken against a learner, care must be taken to follow all the procedural steps outlined in this procedure and code. Any material and unjustified deviation from the recommended procedures set out in this procedure may well result in the actions of the School being challenged.

### 2.4 MISCONDUCT OFF THE SCHOOL PREMISES

Imposing disciplinary action against a learner for misconduct that took place "off-site" (e.g. after hours and/or off the School's premises) requires that the School clearly demonstrate the negative impact of that misconduct on the School / learner relationship.

*To illustrate: If a learner is charged and found guilty of theft of goods at a shopping mall, the School is not automatically entitled to impose any disciplinary sanction on the learner. But such misconduct off the School's premises (if proven) may however be considered sufficiently serious and relevant in the case of a learner in the School Leadership Council, and result in the learner being de-merited, and even their leadership position being rescinded.*

### 2.5 CRIMINAL MISCONDUCT AT SCHOOL

Should a learner admit to, be suspected of or be found guilty of a criminal offence (such a theft of a cell phone or School property for example) at School or on the

School premises, the School will conduct the appropriate disciplinary procedures as a matter of urgency. The disciplinary procedures applied by the School are not directly dependent upon any possible or later criminal proceedings that may be initiated by the State or other parties against the learner.

The procedures that may be applicable in accordance with criminal law have no direct bearing upon the School / learner relationship. It is not prudent for the School to wait until criminal / court proceedings have run their course (or not as is more often the case) before initiating any disciplinary steps against an offending learner. The imposition of disciplinary measures against a learner after investigation by the School, such as expulsion for serious misconduct, will not be nullified or viewed as “double punishment” should the learner also be sentenced, if found guilty by a court of law.

## 2.6 SUSPENSION (Three forms of Suspension)

### 2.6.1 As a penalty:

In exceptional cases, extended suspension from class or from School activities may be imposed (and possibly appropriate in certain limited circumstances) as a severe form of punishment, and ONLY as an alternative to expulsion of a learner by the School. Such a suspension is also conditional upon this form of penalty being requested / agreed to by the learner’s parents, and a final warning also being imposed in conjunction with the suspension.

Suspension as a penalty can therefore only be agreed upon once a disciplinary hearing has been conducted, and the learner has been found guilty of serious misconduct. In addition, an extended period of suspension should not be of such duration as to jeopardise the educational interests of the learner.

### 2.6.2 Pending a hearing:

Suspension of the learner from School activities pending the conducting of a formal hearing (i.e. if expulsion is being considered) should ordinarily not be of a duration that would prejudice the educational rights of the learner.

The disciplinary hearing should therefore be conducted as soon as possible after the suspension of the learner takes effect. It should also be clearly indicated to the learner / parents that this suspension is not a form of punishment, and is a practical arrangement to remove the learner, temporarily and in the best interests of the School, the learner and other learners.

### 2.6.3 In-house (On school premises):

This form of suspension may be instituted in exceptional circumstances. The learner should be placed at a venue separate from other learners for the duration of the suspension.

## 2.7 EXPULSION

Expulsion should ONLY be effected after conducting a formal disciplinary hearing. The procedural requirement of conducting a hearing prior to expulsion, even if the learner admits guilt, should not be flouted. The procedures are outlined in the Disciplinary Hearings for Learners Policy document.

Justice must be seen to be done. The penalty of expulsion is a last resort, if no reasonable alternative or lesser form of penalty is considered appropriate.

## 3. Disciplinary Measures

It is impossible for this procedure or the disciplinary Code (attached) to list every possible type of rule, infringement or misconduct by learners. This procedure and the attached code therefore only set out the broader categories of infringement, and the norms for applying fair disciplinary measures at the School.

- a. Various forms of informal and formal disciplinary measures may be initiated by the learner's responsible educator, Grade Head (GH), Director of Student Affairs (DSA) or by the School Executive Team. The School will be entitled to apply corrective action and/or disciplinary measures that it believes are appropriate in the circumstances; within the guidelines provided in this procedure. The judgement and discretion of school officials to apply disciplinary measures will therefore not be rigidly restricted by the procedure or code, but will rather be guided by the circumstances of each case and the various measures described herein.
- b. The severity of action taken by the School or official will depend on the circumstances, the seriousness of an infringement, the interests of fellow learners, the School and its employees, the interests of the offending learner and any other mitigating or aggravating factors being of relevance. For this reason, the guidelines enclosed seek to promote and assure consistency, but do not remove the necessary discretion of the School authorities to apply a lesser (or more severe) penalty should circumstances so dictate.
- c. Disciplinary measures applied in response to learner misconduct will therefore require that the School officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken. Disciplinary action that may be applied by the School, in order of severity, includes -

Informal measures:

- a counseling by the educator and the tutor/Grade Head
- a verbal reprimand (noted on the learner's file/EdAdmin)
- "community service"

Formal measures:

- a warning or demerit recorded (usually effective for a period of 3 to 6 months)
- parental contact and an interview with parents, generally after the conducting of an investigation by the School
- suspension for a period from class, or from attending school, pending the convening of a formal disciplinary hearing, and/or as a form of corrective action after the conducting of a disciplinary hearing
- expulsion from the School (as a last resort in the case of serious or repeated misconduct), generally only after the conducting of a disciplinary hearing, and as a last resort.

- 3.1 Discipline must, wherever feasible and effective, be applied progressively. Informal action for minor transgressions is generally applied at educator level, without a formal investigation being necessary. Repeated committing of a minor, similar or related offence will however result in progressively more severe and formal action being taken; particularly where a clear pattern or behaviour trend is indicated by the learner's continued misconduct.
- 3.2 Notwithstanding the principle of progressive discipline, a serious first offence may justify a formal and severe penalty, and mitigate against the imposition of a lesser form of action (please see the Disciplinary Code attached for guidelines on penalties).
- 3.3 Warnings or demerits issued by the School will be noted on the learner's record. Copies of warnings issued will also be provided to the parents by the School.

#### **4. Disciplinary Action Process**

This procedure summarizes the disciplinary process that will be followed, wherever possible, by the School when disciplinary action against a learner is considered appropriate.

##### **4.1 INFORMAL PROCEDURES**

- 4.1.1 Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the learner's responsible educator, can be dealt with directly by the educator. These are not generally recorded on the learner's record, but will still require communication with the learner's parents

and tutor by the educator involved.

4.1.2 The various forms of informal action are as outlined above and can be implemented by the educator without the involvement of the tutor, Grade Head or Director of Student Affairs.

#### 4.2 INFORMAL INVESTIGATION

4.2.1 When an infringement occurs which appears to require formal disciplinary action, the educator concerned (or another complainant such as a parent) will initiate the disciplinary process by reporting the incident to the Grade Head or Director of Student Affairs, or by completing a letter of complaint.

A report or complaint may be supplemented by any additional information or statements to clarify or adequately detail the facts surrounding the alleged infringement.

4.2.2 The learner's responsible educator, and their Grade Head if required, should investigate the reported infringement or a letter of complaint received, to decide upon appropriate corrective measures. This investigation generally takes the form of an informal inquiry, and wherever possible includes an opportunity for the learner to state his/her case in response to the complaint.

#### 4.3 FORMAL DISCIPLINARY MEASURES

4.3.1 If, after investigation, the infringement is confirmed and considered to be of a nature which does not require severe action, the responsible educator and Grade Head may counsel the learner and issue an appropriate WARNING (must be ratified by the Director of Student Affairs) or demerit to the learner concerned.

4.3.2 A copy of the warning issued must be given to the learner's parents by the educator or Grade Head involved. A meeting with the parents may be necessary to clarify the reasons for formal action being taken, as well as to reinforce the seriousness of the infringement and to highlight the expectations that the misconduct will not be repeated.

#### 4.4 FINAL WARNING

4.4.1 A Final Warning is only imposed by the Director of Student Affairs in consultation with the Deputy Head of Pastoral Care and the Executive Head. If the learner's misconduct was (a) very serious but (b) did not warrant suspension or a hearing / expulsion, or if (c) misconduct occurs which is similar to a previous infringement for which a written warning has already been issued to the learner by the School.

4.4.2 If a Final Warning has been issued to a learner for misconduct, ANY further infringement by the learner should be considered as warranting suspension and a disciplinary hearing into the learner's behaviour at the School.

### 5. Uniform and Hair

5.1 Wear Your School Uniform with Pride

5.1.1 Summer Uniform

#### GIRLS:

White Short sleeved Lebone shirt

Green dress

Black Froggie baby doll shoes or sandals or black lace-up shoes only

Short white socks

Froggie sandals may be worn without socks

Optional: Lebone cricket hat or cap

Blazers are ALWAYS to be worn to Assembly

**BOYS:**

White short sleeved Madiba style Lebone shirt (untucked)  
Long charcoal trousers (LENGTH BELOW THE SHOE LINE. NO ROLL-UPS OR SLIM FIT!)  
Grey socks  
Black lace-up shoes (NO POINTY SHOES)  
Optional: Lebone cricket hat or cap (NO CAPS)  
Blazers are ALWAYS to be worn to assembly

5.1.2 Winter Uniform

**GIRLS:**

White Long sleeved Lebone shirt  
Green dress  
Royal Blue Necktie  
Black Froggie baby doll shoes or sandals or black lace-up shoes only  
Royal Blue Stockings  
Optional: School Beanie and Scarf  
Green Cardigan  
Blazers are ALWAYS to be worn to Assembly

**BOYS:**

White Long sleeved Lebone shirt  
Tie  
Long Charcoal Trousers (LENGTH BELOW THE SHOE LINE. NO ROLL-UPS OR SLIM FIT).  
Grey socks  
Black lace-up shoes (NO POINTY SHOES)  
Optional: beanie and scarf  
Green Lebone jersey  
Blazers are ALWAYS to be worn to Assembly

5.1.3 Sport uniform (Lebone sports uniform only)

**GIRLS & BOYS:**

**Summer:**

Green Golf shirt  
Blue sport shorts (not shorter than 5cm above the knee)  
White socks  
Appropriate sport shoes  
Cap/Cricket hat

**Winter:**

Green Golf shirt	Blue Tracksuit
Blue Sport shorts	Cap/Cricket hat
White socks	Appropriate sport shoes
Appropriate sport shoes	

- Wear the correct uniform as stipulated above.
- Fingernails must be kept trimmed short and clean at all times.
- During events that allow the wearing of casual wear, students should wear neat, presentable, appropriately branded/printed clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.

- You may wear a wristwatch and the truth bracelet and one other bracelet for a good cause.
- Hair accessories must be simple and in the school colours, no bandanas.
- No jewellery except one stud earring or small hoop per ear in gold and silver for girls.
- Boys may not wear earrings.
- No bangles, bracelets or bands around wrists or ankles.
- No nail polish, lip gloss, tinted /coloured lip balm or any other makeup.
- Hair must be neat and may not attract attention. The following is expected:

**Boys:**

Hair should be neat and the same natural colour; no highlights or dying of hair in any colour is allowed. Comb overs, Mohawks or patterns shaved into hair are NOT allowed. Hair should be neat and clean at all times. Dreadlocks must be neat and clean at all times. If you are unable to keep your hair neat, clean and tidy, you may be asked cut it short to a length that requires little keeping. Boys must be cleanly shaven every day. Only Lebone branded hats and beanies may be worn, outside not indoors.

**Girls:**

Hair should be the same natural colour; no highlights or dying in any colour. No comb overs, Mohawks or patterns shaved into hair. Braids (and any other attachments/additions) should be the same colour as the natural hair. Long hair, braids and dreadlocks should be tied back behind the ears at all times. Weaves and wigs are not allowed. Only hairbands in school colours may be used. Fringes should be above the eye brows. Dreadlocks must be neat and clean at all times. If you are unable to keep your hair neat, clean and tidy, you may be asked to cut it short to a length that requires little keeping. Only Lebone branded hats and beanies may be worn, outside not indoors.

**Matric Privilege**

The matric dance happens in April of each year and students have the opportunity to dress up in formal evening wear and to style their hair accordingly. As matric students, they will be granted a grace period during and up to the end of term two to be fully compliant with the school's expectations regarding hair. This means that on their return to school at the beginning of term three all students must be fully compliant with expectations accord to the School Code of Conduct. However, if hair is dyed in a colour different to the natural colour, this must be corrected before the student returns to school.

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## DISCIPLINARY CODE

Examples of Infringements and Recommended Sanctions			
Type or nature of infringement or learner misconduct	Guideline: Recommended Penalty		
	First Offence	Second / Repeated Offence	Subsequent Offence
<p><b>VERY SERIOUS MISCONDUCT</b> ("Zero Tolerance Offences") Reporting, Investigation and recommended sanction: Director of Student Affairs</p>			
<p>1 Violent, abusive or threatening behaviour (verbal or physical) Fighting, battery or assault (threatened or actual) Victimisation, bullying or initiation of any sort Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered as being potentially dangerous (at School or at School events) Intimidating or willfully interfering with others (attempted or actual) Inciting, advising or rewarding others to perform violent, offensive or threatening acts Any "gang" related activity that may threaten the safety or welfare of others (at School or at School events, or in relation to School) Harassment (sexual, racial or religious) Issuing a bomb threat or arson (attempted or actual) Behaviour that may pose a danger to the safety and welfare of others (at School or at School events, or in relation to School)</p>	Suspension and Hearing / Expulsion		
<p>2 Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous / prohibited substances, or distributing, storing or consuming any of these substances (at School or at School events) Strong suspicion of habitual use (abuse) of medication, drugs or alcohol at School or at School events</p>	Counseling/ Suspension and Hearing / Expulsion		
<p>3 Being in possession of another's property without their knowledge or consent, or attempting to remove another's property</p>	Suspension and Hearing / Expulsion		

<p>without consent or their knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another's / stolen property</p>			
<p>4 Serious dishonesty (actual or intended)</p> <p>Cheating, copying or tampering with test or exam results, reports or assignments</p> <p>Plagiarism</p> <p>Being in possession of or distributing material or information that may give an advantage in a test or an exam</p> <p>Extortion, bribery, corruption or fraud (attempted or actual)</p> <p>Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft</p> <p>Inciting, advising or rewarding others to be dishonest or to cheat</p> <p>Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>Off-site criminal misconduct that disrupts or substantially damages the School/learner relationship and the educational process</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>5 Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behaviour</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>6 Sabotage, malicious or willful damage to School or others' property</p> <p>Unauthorised occupation of any School property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the School's property, without School permission</p> <p>Blocking off any entrances or exits to or from the School premises, with the intention or effect of interfering with free access / egress by others</p> <p>Participating in or supporting industrial or protest action, preventing learners from attending School activities</p>	<p>Suspension and Hearing / Expulsion</p>		

7	<p>Actions that expose others to serious danger or injury, or expose the School to potential accidental loss or damages - whether due to willful, grossly negligent or unintended acts</p> <p>Unsafe acts or behaviour that endangers the safety and welfare of others</p>	Counseling/ Suspension and Hearing / Expulsion		
8	<p>Serious misconduct or actions that may bring the reputation of the School, learners or other stakeholders into disrepute</p>	Counseling/ Suspension and Hearing / Expulsion		
9	<p>Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.</p>	Counseling/ Suspension and Hearing / Expulsion		
<p><b>SERIOUS INFRINGEMENTS</b></p> <p>Reporting, Investigation and recommended sanction: Grade Head and/or Director of Student Affairs</p>				
10	<p>Playing of obscene, insulting or demeaning games</p> <p>Dangerous horseplay</p> <p>Malicious teasing</p>	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
11	<p>Inappropriate behaviour or comments in public or at School events that brings the School into disrepute</p> <p>Abuse of School privileges or seniority / status, abuse of position of authority</p>	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
12	<p>Smoking or being in possession of tobacco or cigarettes (on the School premises or at School events)</p>	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
13	<p>Forgery or falsification of School documents and reports</p> <p>Lying and unfair behaviour (with less serious initial consequences)</p>	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
14	<p>Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment</p> <p>Accidental damage to property</p>	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
15	<p>Acts or behaviour designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment</p> <p>Willful disruption of School activities,</p>	Counseling/ Final Warning/ Parental	Suspension and Hearing / Expulsion	

<p>interference with School authorities</p> <p>Conduct designed to be prejudicial to good order or discipline at the School</p>	<p>Contact</p>		
<p>16 Any misconduct by the learner that is considered by School authorities to warrant more than Counseling, verbal reprimand or an ordinary warning.</p>	<p>Counseling/ Final Warning/ Parental</p>	<p>Suspension and Hearing / Expulsion</p>	
<p style="text-align: center;"><b>LESS SERIOUS INFRINGEMENTS</b></p> <p>Reporting, Investigation and recommended sanction: Educator responsible and Grade Head</p>			
<p>17 Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, parents, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p>	<p>Counseling and Reprimand or Warning / Demerit</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing / Expulsion</p>
<p>18 Use of excessive force when playing games or during sporting events</p> <p>Playing games in an area where others may be injured or where property may be damaged</p> <p>Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property</p>	<p>Counseling and Reprimand or Warning / Demerit</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing / Expulsion</p>
<p>19 Noisy or disruptive behaviour, disturbing the activities of others</p> <p>Highly disruptive or unruly classroom behaviour</p> <p>Trespassing or entering School premises without permission or without supervision, and/or after school hours</p> <p>Refusing to identify oneself upon request by a School authority</p>	<p>Counseling and Reprimand or Warning / Demerit</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing / Expulsion</p>
<p>20 Swearing and use of vulgar, profane (foul) language</p>	<p>Counseling and Reprimand or Warning / Demerit</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing / Expulsion</p>
<p>21 Tardiness, littering and poor housekeeping</p> <p>Poor grooming, unhygienic personal habits, improper use of school facilities or ablutions</p>	<p>Counseling and Reprimand or Warning /</p>	<p>Final Warning/ Parental</p>	<p>Suspension and Hearing / Expulsion</p>

<p>Hair, dress or apparel that is not in accordance with School standards or rules</p> <p>Eating or drinking during class or School events / activities when consumption is not permitted</p>	Demerit	Contact	
<p>22 Tampering with the possessions or equipment of others</p> <p>Use of School equipment without permission (with no serious consequences)</p>	Counseling and Reprimand or Warning / Demerit	Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
<p>23 Refusal or failure to complete homework or assignments</p> <p>Refusal to deliver or return reports, reply slips or letters to parents or to the School</p> <p>Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events</p> <p>General uncooperativeness and / or being willfully obstructive</p> <p>Poor application to studies, schoolwork or assignments</p>	Counseling and Reprimand or Warning / Demerit	Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
<p>24 Truancy, poor timekeeping practices</p> <p>Unexplained absences from classes or from compulsory events or activities</p> <p>Leaving class or School premises without permission</p> <p>Persistent late-coming or early unauthorised departure from class / School.</p>	Counseling and Reprimand or Warning / Demerit	Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
<p>25 Persistent misuse of personal communication devices during School activities</p>	Counseling and Reprimand or Warning / Demerit	Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
<p>26 Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.</p>	Counseling and Reprimand or Warning / Demerit	Final Warning/ Parental Contact	Suspension and Hearing / Expulsion

**Note: These measures will be applied with discretion.**

## Student Acknowledgement

**Student:** I, \_\_\_\_\_

acknowledge that I have read and understood this Code of Conduct and will uphold it at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent:** I, \_\_\_\_\_

acknowledge that I have read and understood this Code of Conduct and will uphold it at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Tutor:** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Remember...

This Code of Conduct is designed to help you understand your rights and responsibilities at our school, and creates a support structure which can assist you towards becoming the responsible citizen we wish you to be.