

## PREAMBLE

### **A. The code of conduct of this college is based on various principles. These include:**

1. Mutual respect for and acceptance of other persons and their property.
2. The right of the individual to be educated and right of others to be educated in a safe environment, conducive to education including the doing of work during lectures, the completion of assignments and the catching up of work due to the student's absence.
3. The duty of the Campus Manager is to ensure that a culture of learning and teaching is maintained at the college.
4. The right of all persons to fair treatment and the responsibility of all persons to ensure that everyone will be treated fairly and with dignity.
5. The responsibility of all stakeholders i.e. state, learners, education authorities and parents to make education available and accessible
6. All education at Pretoria Technical College will be directed towards a culture of reconciliation, teaching, learning and mutual, respect and the establishment of a culture of tolerance and peace at college
7. No student will be exempt from complying with the Code of Conduct.
8. An educator at the college shall have the same right as a parent to control and discipline the student according to the Code of Conduct during the time the learner is in attendance at the college, in any lecture hall, at a college function, or college field trip.
9. The principal or an educator, upon reasonable suspicions or having sufficient information, has the legal authority to conduct a search of any student or property in possession of the learner.
10. All contraventions of the Code of Conduct are considered undesirable and will lead to corrective or punitive measures against the learner.
11. This Code of Conduct is in force:
  - On college property, prior to, during and following regular hours;
  - On field trips
  - On practicals

Should a student have a grievance against the college, staff member or fellow student, then the correct appeals procedure must be followed. To not do so, will result in an interview with the Discipline Committee, and disciplinary action may be taken. .

This policy recognises the discretionary power of the Educator, Discipline Committee, and Principal; in applying the Code of Conduct listed below.

## **B. Category One Offences**

1. Continuous late-coming for lectures, without a good reason.
2. Regular non - submittal of assignments and homework.
3. Improper or disruptive behaviour in the classroom on a continuous basis
4. Continuous Eating during lectures
5. Continuous making of loud noise in the passages and classrooms during classes
6. Persistent use of foul or vulgar language
7. Continuous use of cell phones, or listening to music during lectures.
8. Not attending lectures on a continuous basis without a valid sick note, or letter from sponsor/guardian/parent or phoning the college to inform of their absence.

## **C. Category Two Offences**

1. Cheating (Penalty includes academic disqualification, and an interview with the Disciplinary Committee)
2. Dangerous articles brought to school. (Penalty includes confiscation of the item and interview with Discipline Committee)
3. Malicious damage to personal or school property (Expulsion, interview with Discipline Committee and student has to replace damaged property).
4. Sexual harassment or misconduct (Penalty will include an interview with the Discipline Committee and may result in suspension).
5. Use of alcoholic beverages, cigarettes and other banned drugs (Penalty includes confiscation and an interview with the Discipline Committee)
6. Theft of school property (Expulsion, interview with the Discipline Committee, and the student will have to replace the stolen item)
7. Bringing the colleges good name into disrepute, by spreading malicious lies and rumours about its operations and functions.(Suspension of student and Interview with the Discipline Committee)
8. Violent Protest or lock - ins (Expulsion of responsible students)
9. Any student caught defacing the walls of the school with graffiti (Suspension and interview with the Discipline Committee)

## **D. Procedures for instituting penalties.**

Every learner must submit a signed copy of the Student Code of Conduct to the college. HODS are tasked with dealing with all Category One Offences and Additional Regulations of the Student Code Of Conduct. The HOD must determine what measures must be taken against the offending student, to rectify the situation. If a HOD decides that a student is not responding, then the matter may be referred to the Discipline Committee. Class Reps are also responsible to assist lecturers and HOD'S in the implementation and maintenance of discipline at the college

The purpose of the Disciplinary Committee is to interview the offending student with a view to taking further disciplinary action if needed. The Discipline Committee also reviews Class Registers and Homework and Assignment Reports, and may call in students who are repeat offenders, with regard to all categories of the Student Code of Conduct. Parents may be called in to a Disciplinary Committee meeting if the Committee feels that it is necessary.

We at Pretoria Technical College believe in a positive response to disciplinary matters should they arise.

## **E. Positive Reinforcement**

This Policy recognises the importance of positive reinforcement in the fostering of a safe and healthy school environment.

## **F. Additional Tasks**

Additional tasks may be given to students at the lecturer's discretion, should the lecturer feel it is warranted.

## **G. Additional Regulations**

1. No visitors allowed during lectures
2. No students are allowed to rest in the reception area, unless on official business
3. No remarks are to be written on the college notice board
4. No equipment, brought in by students to repair in lecturers may be left in the reception area.
5. No papers, rubbish, etc. should be left behind on desk, on floors in the lecture halls
6. Students have the responsibility of cleaning up and leaving the lecture halls neat and tidy.
7. Students are requested to exit lecture halls quietly so as not to disturb other students and lecturers
8. Students are permitted to eat their lunches, only during break times and are asked not to make any loud noise during this time, and to clean up after them selves
9. Students are requested to leave toilets clean at all times, No papers are to be thrown into the urinal in the Men's Toilet.
10. Students are requested to display their student's card on the college premises.

## **H. Examinations and Tests**

1. No student is allowed to enter and write 30 minutes after the examination has started and no submission of exam answer sheet in less than 30 minutes after the examination has started.
2. No eating or drinking in the exam room will be allowed
3. No formal/informal discussions will be allowed in the exam room
4. No student will be allowed to go to the toilet during exam without the permission of the invigilator
5. Cheating will not be tolerated. (Disqualification and interview with Discipline Committee)

## I. Graduations

1. Every student is expected to attend graduations.
2. Student must update their school fees before the graduations.
3. Graduation fees must be paid one month before, no exceptions allowed.
4. On the graduation ground, every graduate must behave them selves
5. No alcohol, cigarettes are allowed during the ceremony.