

Code of Conduct of the Hugo Naudé Art Centre



Our Vision and Mission

Educational instruction at the Hugo Naudé Art Centre is open to all. Persons are expected to treat one another with respect and to be sensitive to one another's individual beliefs and plans. All are entitled to make full use of facilities, infrastructure and equipment while handling them with care and respect. We encourage social interaction and strive to create a safe environment to develop physical and mental growth. The rights of all Learners, Parents and Teachers will be respected. The Hugo Naudé Art Centre aims to provide Learners with a high standard of education.

Code of Conduct for Learners

We, the Learners acknowledge that cooperation between us and other persons at the Hugo Naudé Art Centre will be successful through the mutual respect of each other's viewpoints, Principals and values. The values that we strive to attain are stated below.

Human Rights

1. We as Learners are aware of our rights according to the law, and equally realize that other people have such rights, which we also respect.
2. We as Learners acknowledge the human dignity and equality of all people and undertake not to let our actions be detrimental towards others.

Respect for Teachers

1. We as Learners respect the Teachers and realize that our full cooperation in all reasonable assignments is necessary to attain educational outcomes.
2. We will respect the Teachers as adults and acknowledge their training and wisdom.
3. We will therefore give our full cooperation towards the Teachers and will always be polite and courteous in our attitude towards them.

Respect for Government Personnel

1. To make the school run smoothly we need the assistance of our Government Personnel.
2. Therefore we will act with respect towards these Personnel.

Rules and Regulations for Art, Dance and Drama Learners

Library and Art Shop

1. The Library and Art Shop are open for all Learners Monday-Thursday 08:00-16:55 and on Fridays 08:00-15:50.
2. Books must be handled with respect and may be taken out for one week. R5 per day will be payable for books returned late. Books may be renewed, but first have to be brought to Mrs Cornelius in the Library to do so.
3. All books with a gold or silver sticker are not to be taken out.
4. No books may be taken out over the holidays.
5. Learners must return the books that they have borrowed in person.

Attendance

Normal school attendance regulations (According to the School Attendance Regulations of 1956) must be adhered to at the Art Centre. As the Art Centre differs in some respects from a normal school, holding classes in the afternoons and accommodating Learners from various schools, the following rules apply specifically for the Art Centre:

1. Art/Dance/Drama is a school subject and is therefore more important than sports, sport matches, cultural activities, meetings, extra classes or detention. If a Teacher expects a Learner to miss lessons at the Art Centre in favour of another activity, he or she must explain the situation to the relevant Teacher. It is very important that Learners observe their art classes as part of their normal school day and must attend classes punctually. If a Learner does have problems attending classes, it might be necessary for him or her to consider taking another subject.
2. Should a Learner's attendance be poor, the school and Parents of that Learner will be informed.
3. If Learners are to be absent from classes for any length of time, it is expected from Parents to inform the Art Centre.
4. Under no circumstances may Parents insist that Learners leave the class before the end of day.
5. Telephonic excuses from Learners will not be accepted, because Parents are not always aware of these arrangements. Parents must excuse their child's absence from class via telephone before 14:00 and subsequently confirm this in writing. If a Learner is absent from school, the same letter or doctor's certificate submitted to the school must be handed in at the art centre; only valid excuses will be accepted. It is expected of Learners to catch up on the classes that they have missed before the next lesson. Learners making up a missed class are also expected to be in class by 14:30.
6. The Art Centre closes its doors at exactly 14:30 and opens them again at 16:55. Class times are strictly 14:30–17:00 (Monday to Thursday) and 14:00–16:00 (Fridays)
7. Marks will be subtracted from Learners who are absent without an excuse. If a Learner was absent 40% of the term he/she will only receive 60% of their mark.
8. During class time Learners may not walk around and visit other classes without the necessary permission from the Teacher.
9. If a Learner is injured or falls ill during school hours, the Teacher should report this to the office immediately. Only the Parents of the injured or sick Learner may collect the Learner unless consent has been given by the Parents to someone else to collect their child.

Dress Ethic (style and design on your clothing); Discipline and General Neatness

1. Learners are expected to be friendly and respectful towards Teachers and guests at all times.
2. Learners must respect the authority of the Personnel.
3. Learners may not run in the building.
4. Under no circumstances may anyone interfere with the artworks at the Art Centre.
5. It is recommended that Learners wear protective clothing such as an art smock or overalls over their clothes to protect their clothes from damaging art materials.
6. Learners should wear normal comfortable clothes or school clothes.
7. As we are a teaching institution, Learners are expected to be neat and respectfully dressed at all times (you may not evoke comments due to your clothing or make comments about other people's clothing).
8. Washbasins, tables and all apparatus used in class must be left clean and tidy before the Learner leaves the class.
9. Toilets must be kept tidy and may not be used as a meeting or gathering place.
10. Smoking is forbidden in the school building, as well as on the terrain around the building.

General

1. Learners must immediately inform the Secretary if there has been a change in address or telephone number.
2. If any Learner would like to change their subject, they must make an appointment to discuss this with Mr. Ellmann.
3. If a Learner would like to make a subject change, the Principal of their school must give written permission; this letter must be signed and approved by Mr. Ellmann.
4. If a Learner decides to discontinue his/her classes, the Art Centre must be informed in writing.
5. Artwork may be used by the Art Centre for the benefit of the Art Centre.
6. Artwork must be collected within 90 days after grade 12 year (1st week in 2nd term). Thereafter work will be used for the benefit of the Art Centre.

Behaviour

1. All Learners have the right to be a part of the creative teaching process offered at the Art Centre.
2. All persons should respect facilities, infrastructure and equipment of the Art Centre.
3. All persons should respect one another's individual beliefs and plans.
4. We encourage healthy physical, social and intellectual interaction.

Neatness at the Art Centre

1. Learners should respect the grounds and buildings of the Art Centre.
2. Toilets should be kept neat and tidy at all times.
3. Rubbish and dirt must be tidied up and thrown in a rubbish bin.

Communication

1. At the end of each term, every Learner will receive their report, newsletter and a term planner.
2. These documents can be collected from the library between 14:00-16:55 **2 days** before the end of term.
3. Parents must ensure that they receive the abovementioned documents.
4. In the case of outstanding school fees, an account will be sent with the Learner's report.
5. If a Teacher intervenes in writing, this intervention will be added to the progress report. The school involved will also be sent a copy of this intervention for their records.

Outings

1. Educational outings for Learners will be organized from time to time through the year.
2. The Learner is responsible for the financial implications of these educational outings.
3. Although the Art Centre and Staff will do everything in their power to ensure the Learners' safety, the Learners' must take responsibility for lost or broken items, as well as injuries that occur during the outing.
4. Parents or Guardians must give written permission for Learners to attend the outings in advance of the day of the excursion.

Cell phones and other electronic devices

1. No cellular phones or any other electronic devices are allowed during lessons.
2. If Learners are found in the possession of any of the above mentioned devices during class, the device will be confiscated for 5 school days.
3. Learners will sign to deposit the confiscated item in the safe at the art school.

Disciplinary measures

1. All incidents will be kept on file in the form of written interventions. These interventions will be sent to the Learner's school and their Parents/Guardians.
2. Three written or verbal warnings will be given before the Parents/Guardians of a Learner are contacted.
3. The Learner's school will also be contacted.
4. The case will be taken up with the Governing Body of the Art Centre and final steps will be taken to determine what course of action to follow.

Inappropriate behaviour and disobedience

1. Deliberate vandalism of school property.
2. The throwing and abuse of any art materials.
3. Littering in and outside of building.
4. Fighting, intimidation and rude language.
5. Deliberately hurting someone.

Damaging property

1. Scratching or drawing graffiti on walls, desks, tiles, windows.
2. Spray painting and other vandalism of school buildings.
3. Marks made with any other object.
4. Handling fire hoses and other fire equipment without supervision.

Illegal substances

To be in possession of the following:

1. Cigarettes, alcohol, firearms or any other dangerous objects, any indecent visual material or objects.
2. To be in the possession of a lighter, matches, cigarettes or tobacco.
3. Criminal trespassing.
4. Dangerous weapons.
5. Criminal trespassing within the school premises.
6. To be under the influence of alcohol, drugs.
7. Sniffing petrol or glue or using any other illegal substance.
8. Theft.

Being absent or late for classes

1. Absent from school without permission or excuse.
2. No letter of explanation.
3. Being late for school or class.
4. Leaving school without permission.
5. Handing in a forged letter.
6. Not working in extra time for lessons missed after being excused from classes.
7. Absent for more than three lessons per term.
8. Not using a tag at the front door when entering or leaving the Art Centre.

Academic

1. Poor performance in tests or exams.
2. Ignoring homework and neglecting to hand in assignments.

Parents will be called to a meeting if the following transgressions occur

Cheating

1. Cheating in exams or tests.
2. Forging signatures.
3. Writing a letter on behalf of someone else.
4. Forging telephone excuses.
5. Stealing

Ignoring authority

1. Personnel: handle with great discretion – if a Learner is remorseful this must be taken into consideration
2. Disrespectful towards any Religion of a person's country

I

understand the Code of Conduct and will abide by the rules of the Art Centre

Name in Capital letters: Parent

Signature: Parent

Signature: Learner

2015 - _____ - _____