



## Code of Conduct

Spes Nova's Code of Conduct aims to provide the ways that we can live according to our mission and values. Rules, regulations, and policies exist to give effect to the underlying principles and values, therefore in the event of a conflict between rules, regulations, policies and principles (mission/ values) the principles must prevail.

### Spes Nova's Mission:

To accommodate neurodiverse students in order for them to reach their full potential and capabilities in everyday life within an adaptive and inclusive environment.

### Spes Nova's Values::

- Performing: We want our learners to have the opportunity to perform to the best of their abilities.
- Nourishing: We want to nourish our learners to accept themselves as they are and build confidence in who they want to be.
- Amplifying: We want our learners to be able to go into the world knowing that they are accepted and able to make a success of their future.
- Belonging: We accept our learners as they are
- Take pride in, and ownership of, your work.
- Respect: Treat every person with dignity and good manners (including yourself).
- Kindness: A specific manifestation of respect.
- Curiosity: Don't be afraid to ask questions.
- Care about other people.
- We embrace diversity.



# Spes Nova

Plot 163 East Road, Mnandi A/H Centurion

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## Scope:

This Code of Conduct applies to the learners, staff, and parents and is aimed at ensuring that Spes Nova delivers a quality education to all who attend it.

It applies on Spes Nova's premises and to events that are organized by Spes Nova.

This Code of Conduct endeavours to foster mutual respect and the formation of sound, educative interpersonal relationships between learners, tutors, tutor-centre and home – All parties working together to achieve the best possible outcome for the Learner.

## Rights of Learners, Tutors & Parents:

- In this document, parent includes any guardian or person who acts in the role of a parent.
- Spes Nova should be a safe environment where all parties can work together towards the education of learners without being hindered. Specifically, the tutor centre:
  - Should be free of bullying (including cyber-bullying), criminal behaviour, intoxication (drug or alcohol), harassment (including cyber-harassment), intimidation, racism, sexism, sexual harassment, weapons and/or victimization and/or other similar behaviour or threats.
- No learner may smoke on the premises.
- Learners, Tutors and Parents should all be treated with respect by each other.
- Learners, Tutors and Parents have the right to privacy with regard to their belongings.
  - This right may be limited in the event that the management or their designee has reasonable cause to believe that illegal or harmful materials are in a person's possession that may disrupt the educational process or endanger the health, safety or welfare of any person on Spes Nova's premises or at an event organized by Spes Nova.
  - This right may be limited in the event that there is reasonable cause to believe that a person might be in possession of stolen property.



## **Responsibilities of Learners, Tutors & Parents:**

- Learners, Tutors and Parents have a responsibility to respect all persons and their property.
- Learners and Tutors are responsible for their own possessions, including their books and stationery.
- Learners, Tutors and Parents must ensure that academic integrity is maintained by ensuring that the learner does their own work and does not copy from any other source (AI), learner, or memorandum.
- Learner's, while being aware of the fact that they have certain rights, also realize that others have similar rights and respect these rights. Learners recognize in particular the dignity and equality of all persons and undertake to exercise their rights in such a manner that others are not prejudiced by their actions.
- Learners respect their tutors as their educators and promise their wholehearted co-operation in all reasonable assignments which they may receive from their tutors. Learners respect the tutors as adults and recognize that their training and experience can be of benefit to the learners. Learners therefor undertake to give their full co-operation to the tutors and to always act courteously towards them.
- Learners must appreciate the Tutor Centre's buildings, contents of tutor rooms and other physical facilities that have been provided for their use. Learners undertake to make use of them in a responsible manner and, in as much as it is within their ability, to contribute to maintenance thereof, including encouraging their parents to pay tutor fees and to support activities designed to expand the physical facilities.
- Additionally, Learners, Tutors and Parents must ensure that rules and policies relating to tasks, assignments, examinations, etc. are adhered to.



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- All persons are responsible for cleaning up after themselves.
- Parents are responsible for ensuring that learners have the requisite books, stationery and supplies needed to complete their work.
- Parents are responsible for ensuring that they meet their financial commitments to the tutor centre.
- Parents are responsible for making sure that the necessary transport arrangements are made for learners at the end of the tutoring day in a timeous manner.
- The contributions of the administrative staff and ground staff towards the smooth running of the Tutor centre are greatly appreciated. Learners will therefore act with deference and respect towards these members of staff. Visitors to the Tutor Centre e.g. Businessmen and parents have the Tutor Centre's welfare at heart and will be assisted, politely and with respect, when required.
- Parents have the responsibility towards their children to display a positive attitude towards the Tutor Centre, tutors and rules and to encourage their children to do the same.
- Although the Centre will make an attempt to make parents/guardians aware of any notices issued to learners, through WhatsApp or email, it is the responsibility of the learners to ensure that parents/guardians receive notices.
- Spes Nova Tutor Centre reserves the right to terminate services and/or agreements, between Spes Nova Tutor Centre and the parent and/or learner, at any given time.



## Classroom Responsibilities

### Learner Responsibilities

- Be prepared to learn: Arrive on time, with required stationery, books, etc
- Pay attention and listen
- Take adequate notes during lessons
- Do homework and study
- Ask and answer questions and participate in lessons
- Turn in assignments and tasks:
  - \*On time
  - \*That are completed to the best of the learner's ability
  - \*Neatly presented
- Ask for help if they do not understand the requirement(s) of an assignment.
- Learners are responsible for not engaging in play or rough house behaviour.

### Tutor Responsibilities

- Be prepared to teach: Arrive on time with lesson adequately prepared
- Be present and attempt to make the material interesting.
- Explain concepts and provide information
- Explain work. Be available to assist if required.
- Ask and answer questions, provide explanations and expand as necessary.
- Hand out assignments and tasks:
  - \*Provide learner's enough time to complete them
  - \*Having covered the required work
- Be willing and available to help with explaining requirements of assignments.
- Tutors are responsible for adequately supervising learners.
- Plan flexible lessons that address the varied and special needs of learners.



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## Spes Nova Tutor Centre Rules:

- Learners, Tutors and Parents may not be dishonest. They are expected to do their own work and to not to share their work with other learners unless it is in an explicitly labelled group work activity.
- No person may disrupt lessons, tests, or examination sessions.
- Spes Nova's facilities are all shared and must be kept clean and tidy.
- Spes Nova recognizes that clothing allows for an individual to exercise their self-expression. Spes Nova requires that learners and tutors dress respectfully:
  - Learners' eyes must be visible to enable proper tutoring, therefore, no headgear that covers their eyes (e.g. hoodies, caps etc.) may be worn in a tutoring situation.
  - Likewise, hair may not cover a learner's eyes.
  - Clothing must cover all underwear.
  - Clothing must not be see-through.
  - Clothing should be appropriate. Appropriateness will be determined by the nature and setting of the activity. If on an outing, Tutors and Learners must bear in mind that they represent Spes Nova.
- Mobile devices may be used in a responsible and non-disruptive manner if approved by the Tutor. Learners are responsible for their own devices.
- Social media may be used responsibly and with approval of Spes Nova. Unless, expressly authorized to do so, no Learner, Tutor or Parent may represent their views as those of Spes Nova.
- Bullying or harassment, including cyber-bullying or cyber-harassment, will not be tolerated.



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## **Infringement of the Code of Conduct:**

Infringements of the Code of Conduct must be dealt with on a case-by-case basis.

Sanctions for infringing the Code of Conduct may range from a reprimand by a tutor or management through to suspension and expulsion. In the event of damage to or loss of property, the sanction may include replacement of or reimbursement for damage or loss. Additional sanctions include, but are not limited to, additional academic work, and community service within the tutor centre.

No corporal punishment is permitted under any circumstances.

When determining a sanction, all relevant factors must be considered. No sanction may be designed to humiliate or violate the dignity of any person.