



VALENTURE INSTITUTE STUDENT CODE OF CONDUCT

Overview

Purpose	The purpose of the Student Code of Conduct is to ensure that the principles of a safe, inclusive and ordered teaching & learning experience are clear to all and consistently upheld.
Custodian	Chief Academic Officer, Registrar, Principal
Version History	Updated 18 December 2020
Key Stakeholders	Faculty, Student Success, Students, Parents



CONTENTS

<u>Introduction</u>	<u>3</u>
<u>student code of conduct undertaking</u>	<u>5</u>
<u>valenture institute's obligations</u>	<u>8</u>
<u>student misconduct</u>	<u>11</u>
<u>Prescribed levels of misconduct severity and consequences</u>	<u>14</u>
<u>Policies</u>	<u>17</u>
<u>Safeguarding coordinator</u>	<u>17</u>



1. INTRODUCTION

- 1.1. This framework has been developed by Valenture Institute.
- 1.2. Valenture Institute has adopted this Student Code of Conduct and as part of this code, we have defined a set of processes to follow when allegations of a breach of the Student Code of Conduct are reported or identified.
- 1.3. This code of conduct replaces all other disciplinary rules and procedures previously published by Valenture Institute.
- 1.4. The legally enforceable Code is the version that is published on the Handbooks page of the Valenture Institute website:
www.valentureinstitute.com
- 1.5. This code of conduct may not be amended except in writing, under the hand of the Registrar and duly authorised by the Faculty Board.
- 1.6. During the process of enrolling a Student at Valenture Institute the Parents confirm in writing that they accept the Qualification Terms & Conditions, which confirms their agreement to be bound by the policies and procedures of Valenture Institute.
- 1.7. Valenture Institute subscribes to inquisitorial and restorative justice. Thus we are committed to investigating all allegations / incidents with fairness, and the intention of adopting remedial action wherever appropriate. Having said this, actions have consequences and the seriousness of an allegation can never be undermined. Should a student be found to have committed an act which infringes



on the code of conduct, Valenture will enforce the consequences - taking into account the circumstances.

- 1.8.** Parents, Teachers and the staff of Valenture Institute accept that the Institute has a duty to Students, Parents and society to produce young people who will play a positive and constructive role in society as adults who have a developed sense of responsibility. Consequently, any act of misconduct must be dealt with by means of fair process, which may result in an appropriate consequence being imposed by the Faculty Board.
- 1.9.** Parents accept that Teachers, Staff members and Management may be called upon to act in the best interests of the Student, the School, and other Students or Parents in situations of “manifest uncertainty” and that certain decisions may or will have to be taken in the exercise of a general discretion exercised in this context.
- 1.10.** When addressing occurrences of alleged / explicit breaches in student discipline, all Students, Staff members, Parents and Valenture Institute Management will not threaten any particular punishment. All parties must refrain from threats, abuse of power or any indication of bias, dislike or interpersonal difficulties, that may compromise the authority of the Disciplinary Process or the atmosphere of equity, of due process, and fairness in which Disciplinary Process should take place.



3. STUDENT CODE OF CONDUCT UNDERTAKING

Valenture Institute believes that collaboration and engagement are vital towards cultivating a rich learning experience that is both stimulating and safe for all members of the learning community.

To support the best interests of the learning community all engagement, regardless of participants, medium, channel or format, must be conducted in a healthy and constructive manner that is underpinned by the rules of this Code of Conduct. The Code of Conduct defines the expected standards of conduct in respect of academic matters for all students at Valenture Institute. Each student at Valenture Institute is responsible for upholding and adhering to the Code of Conduct in all of their engagements.

As a student at Valenture Institute, with commitment from your parent(s), you must:

- 3.1.** Ensure that all information provided to Valenture Institute is true and accurate.
- 3.2.** Inform Valenture Institute timeously of any changes to your personal information.
- 3.3.** Comply with any reasonable instruction issued by an authorised staff member of Valenture Institute.
- 3.4.** Comply with all rules and policies of Valenture Institute, both available on the Handbooks page of the website, and including those relating to copyright and intellectual property.



- 3.5.** Refrain from making any unauthorised use of the name of Valenture Institute, its logo, or any other materials which can be identified as belonging to Valenture Institute.
- 3.6.** Familiarise yourself with all procedures relevant to your status as a student at Valenture Institute (for example, procedures relating to student complaints) and abide by these.
- 3.7.** Refrain from behaviour or activities that would hamper or obstruct the work of the Valenture Institute or the learning and overall academic experience of students at Valenture Institute.
- 3.8.** Refrain from any behaviour or activity with a student or member of staff which could constitute corruption, such as the acceptance of any reward or compensation for taking part in an unlawful action.
- 3.9.** Comply with the findings and sanction of any disciplinary action brought against you.
- 3.10.** Treat all members of the learning community with respect and dignity at all times.
- 3.11.** Not engage in any forms of bullying towards either staff or students, and immediately report any instances within your knowledge to the appropriate authority. This includes, but is not limited to, demeaning or creating a hostile environment for a member of staff or a student based on their race, religion, beliefs, gender, gender identity, or sexual orientation.
- 3.12.** Not engage in, or subject another student to, any form of initiation.



- 3.13.** Take personal responsibility for all academic work and adhere at all times to all rules and policies relating to academic integrity.
- 3.14.** Participate fully in all academic activities as required by your individual courses and Qualification.
- 3.15.** Take responsibility for your learning and pay attention to the requirements of your subjects and associated Qualification.
- 3.16.** Not share your student number or other student credentials with another person or persons.
- 3.17.** Make use of Valenture Institute's online platforms and fora only for their intended purpose.
- 3.18.** Conduct yourself in a manner that is compliant with the laws of the Republic of South Africa.
- 3.19.** Accept that a particular sanction imposed after the disciplinary process is legitimate and fair and is a necessary consequence of the breach of this Code of Conduct.

Valenture Institute will, at all times, retain the right to bring disciplinary action and appropriate sanction (including expulsion) against any student found, through the appropriate channels, to be in violation of this Code of Conduct.

An important note on bullying:

Valenture Institute has a zero tolerance policy towards bullying. Where allegations or identified incidents occur, the Institute will act swiftly and decisively in applying our Disciplinary Process. We believe that assigning demeaning and disempowering labels to individuals such as '*Bully*' or '*Victim*'



do not help any of the Affected Parties concerned during the implementation of the Disciplinary Process, and that the focus must be concentrated on the behaviour of an individual / individuals and determining the outcomes. Labelling individuals with these terms is not appropriate and will also be considered seriously.

For the purposes of clarity of upholding the above, students who have allegedly or explicitly engaged in behaviour that is characterised as bullying, as well as the student on the receiving end of this behaviour will be referred to by their first names and collectively as the Affected Parties.

This framework is informed by, and must be read in conjunction with, the prescripts of Valenture Institute's Safeguarding of Children policy.

4. VALENTURE INSTITUTE'S OBLIGATIONS

4.1. Our primary consideration is to ensure that we uphold the safeguarding of each student and overall integrity of a safe environment for the learning community.

4.2. Our key objectives in cases of alleged student misconduct are to:

4.2.1. Uphold our contractual obligation to protect all students in our care as an institution;

4.2.2. Protect the privacy of every student;

4.2.3. Be highly responsive to reported cases of alleged misconduct;



- 4.2.4.** Ensure that all cases of alleged misconduct are handled by the appropriate forum and people;
 - 4.2.5.** Do all that we can to ensure cases of alleged student misconduct are handled fairly;
 - 4.2.6.** Exercise the overriding discretion enshrined in all policies relating to misconduct using a careful and considered approach; and
 - 4.2.7.** Adhere to the principles of inquisitorial and restorative justice;
- 4.3.** To meet our objectives, we commit to following these policies and prescripts:
- 4.3.1.** comply with the prescripts of the following Valenture Institute policies:
 - 4.3.1.1.** Qualification Terms & Conditions;
 - 4.3.1.2.** Safeguarding of Children;
 - 4.3.1.3.** Student Handbook; and
 - 4.3.1.4.** Student Code of Conduct.
 - 4.3.2.** comply with all relevant laws and regulations applicable in each country in which we operate;
 - 4.3.3.** respect the role of Valenture Insitute's designated Safeguarding Coordinator and Principal as well as the authority of the:



- 4.3.3.1. Faculty Board,
- 4.3.3.2. Board of Valenture Institute; and
- 4.3.3.3. External regulatory authorities.

4.3.4. not share the nature / information of the alleged misconduct with any team member who is not privy to this. Only the following team members may be informed of the required information:

- 4.3.4.1. Safeguarding Coordinator;
- 4.3.4.2. Principal;
- 4.3.4.3. Student Success Mentor;
- 4.3.4.4. Campus Manager;
- 4.3.4.5. Any staff member who has been directly mentioned by an affected party / or involved in part of the alleged misconduct;
- 4.3.4.6. Members of the Executive Committee;
- 4.3.4.7. Members of the Faculty Board;
- 4.3.4.8. Members of the Valenture Institute Board; and
- 4.3.4.9. External authorities as provisioned for under law.



5. STUDENT MISCONDUCT

5.1. First offences not deemed as Serious Misconduct

5.1.1. Teachers will use their own procedures and discretion (as outlined in point 1.9), in harmony with this Code of Conduct, to ensure that effective learning takes place in the classroom.

5.2. Serious acts of misconduct

5.2.1. Section 5 of this Code of Conduct sets out the list of acts, which is a non-exhaustive list, and their level of severity. In the event of alleged or explicit serious misconduct, the following procedure will be followed:

5.2.1.1. If a student is in immediate danger, action appropriate to the circumstances must be taken, which could include calling the parents, police, medical services or other appropriate agency;

5.2.1.2. The Safeguarding Coordinator or their designate must make contact with the student (within 12 hours of the incident being reported / identified) who has been allegedly impacted by an incident of misconduct to inform them of our awareness and the process that will be followed;

5.2.1.3. apply considered discretion (the Principal with contextual input from the Safeguarding Coordinator) to determine whether the alleged misconduct warrants



a virtual disciplinary hearing with any affected party and their parent(s);

- 5.2.1.4.** Principal to call the the parent of the affected parties' parents within 24 hours to inform them of the next steps;
- 5.2.1.5.** Where it is determined that a virtual disciplinary hearing is not required, Principal must liaise with the Registrar to draft the notice of alleged breach of student Code of Conduct letter to be sent to the accused party or parties within three working days of the incident being reported / identified;
- 5.2.1.6.** Collate all of the information and evidence within two working days of receipt and store this securely;
- 5.2.1.7.** convene a meeting of the Student Disciplinary Forum to take place within two working days of all evidence being received;
- 5.2.1.8.** circulate the collated information and evidence to all members of the Student Disciplinary Forum within one working day of receipt;
- 5.2.1.9.** The Faculty Board must meet in a private space to review the instance of alleged misconduct;
- 5.2.1.10.** The meeting of the Faculty Board must be minuted by a representative as designated by the Registrar;
- 5.2.1.11.** Where the forum identifies evidence of negligence on the part of any team member of Valenture Institute



this must be reported separately to the respective team member's Executive Officer. This alleged negligence must be investigated by the respective Executive Officer and the matter tabled for review by the Executive Committee to determine an outcome;

- 5.2.1.12.** The recommendation reached by the Faculty Board must be finalised by the Principal and Registrar and sent to the Board of Valenture Institute by the Registrar;
- 5.2.1.13.** The Valenture Institute Board must meet within two working days of receiving the recommendation and decide to uphold or override the recommendation. The Registrar must be included in this meeting to take minutes and provide counsel on matters of governance. Where the Board decides to override the recommendation they must provide a reason for this in writing. While the Board has the authority to override the recommendation the decision must be compliant with Valenture Institute's policies as listed in this framework;
- 5.2.1.14.** The decision reached by the Board of Valenture Institute is final and must be communicated to the affected parties and their parent(s) in the standard determination letter;
- 5.2.1.15.** Any sanctions imposed must be actioned immediately;



5.2.1.16. The Registrar must notify the Safeguarding Coordinator of the outcome reached;

5.2.1.17. Safeguarding Coordinator must ensure that any support plan(s) required are initiated.

5.2.1.18. Any appeals will be directed to the Board of Valenture Institute.

6. PRESCRIBED LEVELS OF MISCONDUCT SEVERITY AND CONSEQUENCES

- 6.1.** The levels set out on the next page are to be used as a guideline. Nevertheless the Disciplinary Forum and Valenture Board must use their discretion in order to assess the severity of each incident.
- 6.2.** It is important to note that the prescribed levels and the forms of misconduct therein are not intended to act as an exhaustive list but rather as an indication of the type of severity of an infringement in general.
- 6.3.** Instances of academic misconduct require consideration from the respective teacher.
- 6.4.** One or more consequences / sanctions may be implemented as fitting to the circumstances of the incident.



LEVEL ONE	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • First offence of name calling or rude gestures; • Minor infringement of the live session or discussion forum etiquette; • Minor infringement of the Student Code of Conduct 	<ul style="list-style-type: none"> • First letter of warning outlining the nature of the offence, signed by parents and kept on file. • Written apology for the infringement to the affected party. • Suspension from the Valenture Campus (maximum of 3 school days) • Compulsory development sessions with Student Success Mentor. • Minor penalty on grade for assignment (in the case of academic dishonesty) and letter of apology.
LEVEL TWO	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Repeated Level One infringements; • Making inappropriate comments, taunting or teasing, spreading rumours or embarrassing information about someone or impairing someone's reputation or relationships, or causing children to exclude others or avoid befriending them. • Forcing others to hand over property which belongs to them. • Defacing the property of others / the school. • Posting inappropriate content on the Valenture Campus. • Moderate infringement of the Student 	<ul style="list-style-type: none"> • Second warning letter kept on file. • Written apology for the infringement to the affected party. • Final warning letter, kept on file. • Virtual disciplinary hearing chaired by the Disciplinary Forum. • Suspension from the Valenture Campus (maximum of 3 school days). • Compulsory counselling sessions with ICAS. • Moderate penalty on grade for assignment (in the case of academic dishonesty) and letter of apology. • Cancellation/reduction of scholarship, if



<p>Code of Conduct.</p> <ul style="list-style-type: none"> Moderate infringement of the live session or discussion forum etiquette. 	<p>applicable.</p>
<p>LEVEL THREE</p>	<p>POSSIBLE CONSEQUENCES</p>
<ul style="list-style-type: none"> Repeated Level Two Infringements Making fun of, threatening, ridiculing or humiliating a person or group of people, whether on the basis of their appearance, physical characteristics, sexuality, cultural background, religion or otherwise; Any form of physical assault; Any form of impersonation, identity theft and /or identity fraud; Any act qualifying as a sexual offence under the Sexual Offences Act; Any act that violates the law. Severe infringement of the Student Code of Conduct 	<ul style="list-style-type: none"> Virtual Disciplinary hearing chaired by the Valenture Institute Board. Final warning letter, kept on file. Written apology for the infringement to the affected party. Suspension from the Valenture Campus (maximum of 5 school days). Compulsory counselling sessions with ICAS. Compulsory community service. Expulsion. Receive zero for an assignment (in the case of academic dishonesty) and letter of apology. Cancellation/reduction of scholarship, if applicable.

Under NO circumstances will the administering of corporal punishment

at the school ever be an acceptable disciplinary measure.



7. POLICIES

- 7.1. Qualification Terms & Conditions.
- 7.2. Safeguarding of children.
- 7.3. Student Handbook.

8. SAFEGUARDING COORDINATOR

The Valenture Institute's safeguarding coordinator:

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