

COLIN MANN PRIMARY SCHOOL

CODE OF CONDUCT FOR LEARNERS



TABLE OF CONTENTS

1. NAME OF POLICY	3
2. EFFECTIVE DATE	3
3. DATE OF NEXT REVIEW	3
4. REVISION HISTORY/PREAMBLE	3
5. PREAMBLE	3
6. PURPOSE OF THE POLICY	3
7. DEFINITIONS AND ACRONYMS	4
8. APPLICATION AND SCOPE OF THE CONSTITUTION	5
9. LEGISLATIVE FRAMEWORK	6
10. POLICY STATEMENTS	6
• General Rules	6
• Dress Code for Learners	8
• School Attendance	11
• Notices from the school	12
• Channels of Communication	12
• Appointments with Educators	12
• Learner Safety	13
• Punctuality	13
• Early Arrivals	13
• Late Comers	13
• Waiting Area	14
• Motor vehicles and motor cycles	14
• Classroom Rules	14
• Care of the School Property	15
• Drug, Alcohol and Weapon Free Zone	17
• Violence, Bullying and Foul language	17
• Property of learners	17
• Early Departure from School	18
• General Behaviour	19
• Disciplinary Rules	19
• Offences	19
• Responsibilities of Learners	21
• Responsibilities of Parents Regarding the Code of Conduct	21
• Due Process in the Event of Serious Misconduct	21
• Suspension of a Learner for Critical Offences	24
• Serious Misconduct and the Law	24
• Instances which may Lead to Suspension or Expulsion	24
• Disciplinary Committee (DC) for Serious Misconduct	25
• Procedure for Hearing of Serious Misconduct	25
• Appeal Procedures	27
11. PROMOTION OF CODE OF CONDUCT	27
12. CODE FOR TEACHER DISCIPLINE	28

1. CODE OF CONDUCT FOR LEARNERS

2. EFFECTIVE DATE	01/03/2023	3. DATE OF NEXT REVIEW	01/03/2024
4. REVISION HISTORY	• 07/04/2021		
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5. PREAMBLE

In terms of the South African Schools Act (Act No. 84 of 1996) hereafter referred to as SASA, it is the duty and responsibility of the School Governing Body to develop and adopt a Code of Conduct for learners. Such policy must be in line with the provision of the Provincial Gazette, relevant National Education Legislation as well as the Constitution of the Country. In a case where the Code of Conduct is in contrast with any provincial or national legislation then such legislation shall take precedence.

6. PURPOSE OF THE POLICY

The purpose of the policy is to set out the parameters within which learners should behave in order to protect and promote the integrity and security of each learner and all members of the school community.

Objectives

- a) To ensure that no learner is unlawfully and unfairly treated;
- b) To foster mutual respect and establish a culture of tolerance and peace amongst learners and educators in the school.
- c) To ensure that the administrative procedures are clearly defined;

The purpose of this discipline policy, which consists of a Code of Conduct and the value system, is to establish and encourage certain forms of acceptable behaviour while modifying negative behaviour into more acceptable forms. Learners are expected to respect themselves, their peers, their parents and their teachers. We are proud of the cooperative attitude of our learners and insolence, deceit or any other negative behaviours are not tolerated. This can only happen if a child learns to show respect, courtesy and responsibility towards teachers, parents and other

adults in the community. Parents will be notified of their child's misdemeanour and will be expected to take the necessary action to prevent future infringement. The school is an extension of the home, not a substitute for positive parenting.

The ultimate aim within any form of discipline administered at the school will be to strive for **self-discipline** within each of our learners. Our school values authority, obedience and discipline. It is therefore imperative that our learners should honour and adhere to this discipline policy.

7. DEFINITIONS AND ACRONYMS

7.1. Definitions

No	Term	Definition
1	District Director	Is the officer of the department responsible for the administration of education in a particular educational district
2	Educator	Means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services at school.
3	Expulsion	Means the permanent removal of a learner from a school.
4	Grade	Means that part of an educational programme which a learner may complete in one school year, or any other education programme which the Member of the Executive Council may deem to be equivalent thereto
5	Head of Department	Refers to the head of a provincial department of education.
6	Learner	Means any person receiving education or obliged to receive education in terms of relevant legislation.

No	Term	Definition
7	Parent	means – a) the parent or guardian of a learner; b) the person legally entitled to custody of a learner; or c) the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school.
8	Principal	Refers to an educator appointed or acting as the head of a school.
9	School	Refers to the School
10	School Governing Body	Is the body responsible for Governance issues at the School
11	Suspension	Means the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion.

7.2. Acronyms

No.	Acronyms	Explanation
1.	DC	Disciplinary Committee
2.	MEC	Member of Executive Council of a province who is responsible for education in the province.
3.	RCL	Representative Council for Learners
4.	SASA	South African Schools Act
5.	SGB	School Governing Body
6.	SMT	School Management Team

8. APPLICATION AND SCOPE OF THE CONSTITUTION

The policy shall apply to all learners registered in a school.

9. LEGISLATIVE FRAMEWORK

- Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- South African Schools Act, 1996(Act No. 84 of 1996), as amended.
- National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).
- The Gauteng Schools Education Act, 1995 (Act No. 6 of 1995).
- Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).
- Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended.
- Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.

10. POLICY STATEMENTS

General rule

Learners shall support the Principal and members of staff in establishing and maintaining good order and an environment and conditions in which the process of teaching and learning can take place. In particular, learners shall be required to obey and promptly carry out any instructions reasonably given by the Principal, any educator, or class leader to achieve the end referred to herein.

In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have the result.

The Principle and Values: The Rights of the Learners

- a) At the School all learners shall have the democratic right to due process, participation in decision - making on matters affecting them and a method of appeal. The school prides itself on its record of allowing learners to express and resolve school-related grievances together with the SMT and SGB.

- b) Any form of discipline embarked upon by the school is underpinned by dignity and respect.
- c) Corporal punishment is prohibited at the School.
- d) The school will endeavour to provide learners with a clean, safe, healthy environment with access to clean running water and toilets and an environment that protects them from harassment and intimidation from attending classes and writing tests and examinations thereby creating an atmosphere conducive for teaching and learning.
- e) Learners have the right to expect educators to maintain high standard of professional ethics.

The Legal Authority for the Control and Discipline of Learners

- a) The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.
- b) The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken the school will inform the learners why:
 - (i) Their conduct is considered as misbehaviour or misconduct.
 - (ii) They are to be disciplined or punished.
- c) All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school.
- d) An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or school related activities.
- e) The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property.

Dress Code for Learners

This dress code has been drawn up by the Governing Body of this school and is applicable to all learners at this school at all times while in school uniform.

UNIFORM – BOYS

Trousers:	Summer:	Black shorts (Grade 1 – 6) Long grey flannel trousers. Not tapered. (Grade 7)
	Winter:	Long grey flannel trousers
Belt:		Black with a plain buckle is compulsory
Shirt: collar.	Summer:	White short- sleeve open neck shirt without button up Must have a school badge
	Winter:	White long sleeve with button up collar – With tie
Blazer:		Green school blazer with badge on pocket.
Shoes:		Plain black lace up school shoes, conservative in style.
Tie:		School tie to be worn with long sleeved button-up collared shirt in winter (Grade 4 – 7)
Socks:		Plain long black socks with school colours. No white or coloured socks
Jersey: “Beanie”		Plain green jersey with school colours on V-neck A black beanie may be worn (May, June, July and August months only)
Scarf		Plain black (May, June, July and August months only)
Full finger gloves		Plain black (May, June, July and August months only)
Official school cap		May be worn in summer (Grade 4 – 7)
Official school hat		May be worn in summer (grade R and Grade 1 – 3)

UNIFORM – GIRLS

School dress:	Summer:	Cotton green school dress
	Winter:	Long grey trousers with long white sleeve shirt and school tie.
Tie:		School tie to be worn with winter uniform, (Grd 4 – 7).
Blazer:		Green school blazer with badge on pocket.
Shoes:		Plain black lace up OR one bar strap school shoes, conservative in style.
Socks:	Summer:	Short white socks. No secret socks.
	Winter:	Plain white socks
Jersey: “Beanie”		Plain green jersey with school colours on V-neck A black beanie may be worn (May, June, July and August months only)
Scarf		Plain black (May, June, July and August months only)
Gloves		Plain black (May, June, July and August months only)
Addition:		No tracksuit tops may be worn with the school uniform except in the cold months of (May, June, July and August)

SPORTS KIT:

Practices – full activity kit must be worn

Matches – official sport kit will be supplied by the school

The school jersey may not be worn with the tracksuit in place of the tracksuit top. Similarly, the tracksuit top may not be worn with the uniform in place of the school jersey.

FOUNDATION PHASE – Grade 1-3 for Girls and Boys

ACTIVITY KIT

SUMMER:

Official School Sports Shirt (Green with badge)

Official black and green shorts

White socks

Plain black/white running shoes (No canvas “takkies” or school shoes may be worn)

Learners may not wear a long sleeve shirt or vest under the Activity kit. Tracksuit tops may be worn on cold days

WINTER:

Official school tracksuit.

School jersey

Plain black/white running shoes (No canvas “takkies” or school shoes may be worn.

Learners may not wear a long sleeve shirt or vest under the Activity kit.

PLEASE NOTE:

- No coloured jackets or caps will be allowed.
- School uniform is worn at all school functions, unless otherwise indicated.
- A black “beanie” may be worn with the winter uniform.

JEWELLERY:

Boys:

A wristwatch may be worn.

No plastic, rubber, homeopathic or gimmicky bracelets may be worn.

No earrings may be worn.

Girls:

A wristwatch may be worn.

No plastic, rubber, homeopathic or gimmicky bracelets may be worn.

A single pair of plain small round silver or gold stud earrings may be worn. Only one earring in each ear is permitted.

Addition:

**A Medic Alert chain/bracelet may be worn
NO SMART WATCHES MAY BE WORN.**

GIRL'S HAIR

1. Clips worn to keep hair in place may only be green, white, silver or black in colour.
2. Hair must be neat and tidy and out of the face. No lines or shapes may be cut into the hair.
3. Short hair styles:
No hair in the eyes. No Mohawk, comb-overs, spikes, or other radical styles are permitted. No lines or shapes may be cut into the hair.
Curly hair - if shaved, minimum of 0,5 clipper setting to be used and blended to the top with a maximum of 3,5 clipper setting.
Straight hair – if shaved, minimum of 0,5 clipper setting to be used and blended to the top, fringe must not be longer than one finger above the learner's eyebrow.
4. Long Hair Styles:
Hair or braids must not touch the collar or obscure the vision of the learner.
Long hair or braids must be tied back if they touch the collar.
Hair and braids colour changes and highlights are not permitted. Parents will be asked to collect learners from school if this is not adhered to.
5. No gel or artificial substance in the hair is permitted.

GIRL'S OTHER

1. No lip gloss may be worn.
2. No nail varnish may be worn on fingers or toes.
3. No make-up

BOY'S HAIR

1. Short and neat. No hair in the eyes. No Mohawk, comb-overs, spikes, braids, extensions or other radical styles are permitted. No lines or shapes may be cut into the hair.
Curly hair - if shaved, minimum of 0,5 clipper setting to be used and blended to the top with a maximum of 3,5 clipper setting.
Straight hair – if shaved, minimum of 0,5 clipper setting to be used and blended to the top, fringe must not be longer than one finger above the learner's eyebrow.
Parents will be asked to collect learners from school if this is not adhered to.
2. No gel or artificial substance in the hair is permitted.
3. Hair colour changes and highlights are not permitted. Parents will be asked to collect learners from school if this is not adhered to.
4. Side burns are not to extend beyond the center of the ear.

CIVVIES DAY DRESS CODE – WEDNESDAYS ONLY

1. No bare midriff – shoulders must be covered.
2. No revealing clothes – please bear in mind the age of the learners. This remains a normal school day.
3. No makeup is to be worn, including lip gloss and nail varnish.
4. Shoes need to be suitable for walking between classes and playing at break.
5. Normal school hair rules apply.
6. No clothing with offensive connotations will be allowed.
7. Jeans, trousers, tracksuit pants, leggings and knee length shorts may be worn but may not be torn or frayed. Girls are to ensure that if leggings are worn, a long shirt is worn over to cover the bottom.

No shaving of eyebrows at all. No tattoos are allowed.

No variation to the uniform as specified will be permitted. Parents will be asked to collect learners from school if this is not adhered to. Any item not listed may be confiscated if worn by a learner. Sloppy or untidy appearance will not be tolerated. Serious or repeated infringements of the uniform code will result in the removal of the learner from class until the appearance is satisfactory.

Only prescribed uniform may be worn to school. No deviations may be made, unless permission is granted by the School Governing Body. This includes all deviations due to religion or cultural beliefs. Uniforms may be purchased from our stockists – Ebsons in Victoria Street, Germiston; or Pandors in Voortrekker Street, Elsberg and Simply School in Newmarket Mall, Alberton. We also have a well-stocked second hand shop where uniforms can be purchased at a lower price.

The Colin Mann school bag and kit bag are compulsory items. No other suitcase may be used.

Please ensure your child wears the correct Activity Kit. A school tracksuit is compulsory for Grade 1 to Grade 7 learners in winter. Plain black or white takkies must also be worn, no coloured laces.

School Attendance

- a) All learners are expected to attend school regularly and punctually.
- b) School attendance is compulsory and no learner may be absent from school without a satisfactory reason.
- c) A register will be kept recording learner attendance.
- d) All learners are required to assemble in designated areas daily.
- e) Should a learner be absent from school, his/her parent is required to notify the school in writing.
- f) Learner truancy/absence from class/bunking will not be tolerated.
- g) Any learner who absents himself/herself from school without a satisfactory reason will be deemed to be playing truant (bunking), which is strictly forbidden.
- h) A learner who is absent from school for up to 2 (two) consecutive days must on his/her return to school present a note from his/her parents explaining the absence.
- i) Absence for 3 (three) or more consecutive days (except in the case of bereavement or trauma concerning the learner's family or in connection with an activity sanctioned by the Principal) can be explained only in terms of a note from a registered medical practitioner.
- j) Learners who are habitually absent (not necessarily consecutively) especially on Mondays and Fridays will be reported to the GDE, and if deemed necessary a Form 22 outlining abandonment and neglect completed.

- k) Should a learner be absent from school during an examination, cycle test or formal assessment- a medical certificate must be submitted. Non submission of such a certificate will result in a nil assessment.
- l) Once exams are over, normal school will continue and learners are expected to be at school till the last day.

Notices from the school

1. Every learner is duty bound to hand over to his/her parents any notice to parents issued to them by the Governing Body, the Principal, the Deputy Principal, Head of Department or class teacher.
2. Likewise, every learner shall return to his/her homeroom or class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent.

Channels of Communication

1. No matter how big or small a problem may seem, the first port of call is the class teacher.
2. Please do not report issues directly to the Principal as this delays the problem solving process. Should you not be satisfied after a meeting with the teacher, the DP (Departmental Head) will then assist. In the unlikely event of the problem remaining unsolved, contact the Deputy Principal and finally the Principal may be approached. We respectfully request that you adhere to these channels. Please **DO NOT** go to the GDE with internal issues as the GDE simply refers the problem back to the school to resolve. A lot of time and effort is wasted if you decide to follow this route.
3. All parents/guardians are expected to download the D6 Connect from the internet/app store.
4. In order to communicate with your child's educator, please:
 - a. Phone the office and make an appointment
 - b. Write a letter in your child's diary
 - c. Email your child's educator

Appointments with Educators

1. As with any profession, we expect parents/guardians to make appointments to see educators.
2. The educators are not permitted to discuss any issues with a parent/guardian while a class of children are waiting to be educated.
3. If the need arises where you would like to see an educator, please call the office to make an appointment.
4. No parent/guardian may announce themselves at an educator's classroom during school hours.
5. An educator may request a meeting with you to discuss your child's progress or lack thereof. It is imperative that you attend such meetings.
6. Early morning appointments will only be accommodated on Tuesdays and Thursdays.
7. Late arrival for such scheduled meetings will be rescheduled.

Learner Safety

1. Learners must be fetched before 14:30 in the afternoon.

2. In the case of extra-murals, the educator will **only** be on duty for 15 minutes after the stipulated end of practice/game and in accordance with practice and match times i.e. 14:00 to 15:00 or as stipulated in correspondence sent home.
3. Parents/ guardians need to ensure that learners are punctual on arrival at school and are collected from school timeously.

Punctuality

1. The school day will start in the morning at 07h40. The bell will ring and learners are expected to be at their class ready to start the day.
2. Late arrivals cause undesirable disruption of the teaching process, as well as other school activities.
3. The learner must furnish a note from his/her parents explaining late arrival for the commencement of School.
4. Late comers will be dealt with in the following manner:
 - 3 times late coming – learners will receive their first warning letter.
 - Next 3 times late coming – learners will receive their second warning letter.
 - Thereafter, every time the learner is late, they will sit consecutive detentions on a Friday from 14h00 till 15h30.
5. Learners may not leave the school grounds without permission from the Principal or Deputy Principal and only if requested by the guardian or parent. Learners leaving the school grounds must be signed out at the office in the appropriate register by their parent or guardian.
6. Learners may not miss school to go on holiday, nor may a parent request permission to keep them out of school for such.
7. Only under exceptional circumstances may a child be collected early from school.

Early arrivals

1. Learners are discouraged from arriving at school before 07h00 in the mornings because of the fact that there are no staff on duty before that time and the safety of the learners cannot be guaranteed. School gates will only be opened at 07h00 and educators on duty from 07h:30.

Late Comers

1. It is the parent's/ guardians responsibility to ensure that the learners are at school by 07h30
2. Late coming will be regarded as an offence and will be registered as such in the Late Comers register.
3. A learner who comes late must have a valid excuse and/or written apology from his/her parents. Parents/ Transport Drivers have to accompany learners to the office to declare the reason for late coming.

Waiting area

1. **No** Grade R, 1, 2 or 3 learner may utilise the waiting area after school hours.
2. Parents/guardians who work and cannot collect their child/children at 14h00, **must** arrange for their child to attend an Aftercare Centre or make the necessary transport arrangements.
3. After 14h30, the waiting area may **only** be utilised by children who are attending extra-murals.

4. Ensure that the front page of your child's diary/homework book is kept up to date to enable the school to contact you should your child remain in the waiting area after the stipulated time frames.
5. Children from other schools or pre-schools may not make use of the waiting area.
6. For learners not collected after 15h30, the same Form 22 (abandonment and neglect), will be completed and forwarded to the Department of Education.

Motor vehicles and motor cycles

1. No learner may bring a motor vehicle or motor cycle onto the property occupied by the School.

Classroom Rules

It is expected that each educator will together with the learners develop their own classroom rules. The following rules are applicable to all classes:

TRUST. RESPECT. INTEGRITY. PRIDE.

1. Walk to class in straight lines, one behind the other.
2. Changing classes should take place in a quick and orderly manner. No running, bumping, whistling, talking or boisterous behaviour will be allowed. No sharp objects (e.g. pens, scissors etc.) may be carried in hands during change-overs.
3. Educator to meet the learners outside the classroom and settle them down before entering.
4. Once inside and silent, learners stand behind the desk and wait to be greeted.
5. Educators will then allow learners to sit.
6. On sitting and standing, learners must lift their chairs to avoid making a noise that will distract the surrounding classes. (No pushing of chairs in!)
7. During all intercom announcements, learners must stop what they are doing and place their hands on their heads.
8. No talking or shouting in the classroom. Permission must be granted from the educator by raising your hand.
9. No walking around without permission.
10. Chewing of gum and/or any other food will not be permitted in class and school at all.
11. Dustbin monitors will be allocated the duty of walking around to collect papers. Until such stage, you keep them on your desk.
12. Do not interrupt others whilst they are talking, wait your turn.

13. During class presentations, respect all learners and afford them the same opportunity you would like when doing your presentations.
14. Make sure you have all the necessary stationery and equipment at school at all times to become an effective learner. No borrowing will be permitted.
15. When leaving the classroom or being sent on an errand, you need to carry the 'out of class' tag to avoid getting a negative value.
16. When approaching a class, knock first, wait before entering and greet the educator.
17. Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the Principal of the school.
18. Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence.
19. An educator's instruction must be followed at all times. Under no circumstances will the undermining/disregard of an educator be tolerated.
20. Classrooms may only be left with the permission of an educator.
21. Every learner must keep and maintain a homework diary in which to record each day's homework.
22. Every learner must complete and submit set homework to the teacher who set it, punctually on the relevant prescribed date.
23. Not doing homework is regarded as an offence and may have a negative impact on learner results.
24. Parents must support learners and ensure that learners are able to complete their homework.

Care of the School Property

- a) Every learner is expected to protect and use all school equipment and facilities with care.
- b) Vandalism will not be tolerated.
- c) Any learner who intentionally misuses, damages or defaces any school property should replace it or pay for the damage to property.
- d) Learners may not litter the school grounds or buildings.
- e) Learners must be proud of their school and contribute to the beautification of the gardens and school buildings.

- f) Learner spectators at or supporters of any school activity or event must leave the place occupied by them neat and tidy.
- g) Learners shall leave the toilets, hall, playground and sports fields in a clean and neat state.
- h) Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running.
- i) Graffiti, stickers and placards on any surface of the school property is forbidden without the authority of the Principal.
- j) Malicious damages or damages resulting from disobeying the school rules to the school premises by learners will be paid for by the learner's parent. The SGB reserves the right to enforce such payment through legal means if necessary.
- k) Learners are not allowed in the classrooms without supervision of an educator before school and during break, or after school. Before school and at break learners may be on the corridors for a short period of time to place their cases outside the classrooms. Learners will be allowed in the classroom under supervision and corridors when it is raining.
- l) Certain areas in the school are out of bounds:
 - The area behind the Media Centre
 - The immediate vicinity of the ground staff quarters
 - The heat pump room
 - The transformer rooms and all switch boxes
 - All rockeries and plant beds
 - The area behind the soccer field fence
 - Behind the netball courts
 - The parking area in front of the school as well as any areas staff cars are parked
 - Any area proclaimed out of bounds by the Principal or a member of staff
 - Dumping area and relevant parking surrounds
- m) All sporting equipment must be handled with due care and may not be removed or handled without the express permission of the educator or coach in charge.
- n) Proper, assigned sports clothing shall be worn for the sport concerned.
- o) Learners must adhere to the recognized Code of Conduct regarding the use of equipment and the facilities provided in the Media Centre and Computer Centre.
- p) There is to be no running, climbing onto railings or furniture, or any such irregular behaviour.
- q) Learners must vacate the buildings during breaks and before or after normal school hours unless instructed or permitted to do otherwise.

- r) Learners must deposit their cases or bags outside their next class within the first five minutes of break. Similarly, learners leaving their cases at their classrooms before school must not loiter on the corridors.
- s) No learner shall fight or play unofficial games liable to cause injury or damage to property: no learners shall behave in a rowdy manner or in such a way to provoke other learners.
- t) No litter is to be dropped by any learners.
- u) No chewing gum is allowed in this school.
- v) Learners may not sit on, climb over or handle any boundary fences, gates or railings.
- w) Cyclists – no-one may ride bikes in the school ground.
- x) Educators and fellow learners will be treated with respect at all times.
- y) Learners will maintain their textbooks, readers and equipment of the school in good order. Failure to do so will result in the learner paying R200 for the replacement of the book or equipment. The SGB reserves the right to enforce such payment through legal means if necessary.
- z) Intersen Phase Textbook Loan Agreements will be completed by each learner Grade 4-7 displaying textbook number and the condition of the textbook to facilitate return/ payment thereof in the same condition it was loaned to the learner.
- aa) In Foundation Phase, the educator will keep a record of all the readers issued. If lost, a fee of R200 will be paid prior to a new reader being issued.

Drug, Alcohol and Weapon Free Zone

- a) Smoking, alcohol and drug (mind altering substances) use is not permissible at the school.
- b) Possession of cigarettes, cigarette lighters, matches, drugs, alcoholic drinks, pornographic material, firearms, knives and other dangerous weapons is prohibited at the school.

Violence, Bullying and Foul language

- a) No violence, bullying, intimidation or threatening of any kind is allowed at the school.
- b) Learners are not allowed to swear or use foul language.

Property of learners

- a) Learners are **not** permitted to have cell phones, smart watches, tablets, i-pods, i-pads, mp3/4 players or any other electronic devices at school. Should the device be stolen, the school **will not** spend valuable time trying to investigate and recover the stolen item.

- b) In extreme circumstances, a letter may accompany the learners, whose parents insist on the phone being brought to school. This item will be securely locked away in the safe.
- c) If a learner is found spreading undesirable material from the device on school grounds or at any time while in school uniform or representing the school, be it music, photos, videos or games, the device will be confiscated and the SAPS contacted to further deal with the matter.
- d) During random searches, should any device be found, it will be removed and kept safely until returned to a parent/guardian
- e) Learners are not allowed to bring computer games, CD players, radios, cell phones, iPods, etc. to school unless permission to do so has been obtained from the Principal.
- f) Learners are encouraged not to bring valuable items to school. In cases where such items must be brought to school they should be handed in to the office for safekeeping.
- g) Stealing/Theft is prohibited at the school.

Early Departure from School

- a) No learner may leave the school premises without permission from the Principal or Deputy Principal during school hours.
- b) The school prefers that appointments to e.g. doctors, dentists, etc be made after school hours or over the holidays.
- c) A learner who needs to leave during school hours must supply the office with a letter from the parent requesting permission to leave, and be signed out in the early departure register in the Admin Office. Signing out must be done by a parent or guardian. Contact details of the person fetching the learner will be recorded.
- d) If someone other than the legal guardian/ parent is fetching the learner from school, written permission of the parent must be submitted and the parent will be contacted telephonically to obtain permission before the learner may leave the premises.
- e) If a parent is legally not allowed to have contact with a child, the school must receive a copy of the Guardianship, Restraining or Protection order. A copy will be placed in the learners' profile as well in the "Early Departure Book" in the front office, for easy reference when a learner is fetched from school.
- f) A learner who falls sick during school hours must report to the class teacher, who will contact the office who will in turn contact the parent.

General Behaviour

- a) Under no circumstances will learners be allowed to sell anything at the school, unless it relates to school fundraising or a project for which a teacher has sought the necessary permission.
- b) Dishonesty, telling of lies, indecency or an act which in the opinion of the principal is condemnable will be acted upon by the Principal.
- c) Disrespect towards the national symbols (national flag, anthem, etc) of the Republic of South Africa as well as the school flag and anthem will not be tolerated.
- d) Any ill-disciplined behaviour in the classroom, on the school premises, during school trips/excursions or any school function, including any action that brings the school into disrepute will not be tolerated.
- e) All litter must be thrown in the bins provided and not thrown around the class or school.
- f) Learners must not disregard/undermine the authority of the Principal or staff of the school.
- g) Disruption of classes or school by learners is unacceptable.
- h) Learners are not allowed to enter areas restricted by the Principal/SMT.

Disciplinary Rules

In an effort to maintain discipline at the school and ensure that teaching and learning is not disrupted through behavioural problems, the SGB puts forwards the disciplinary rules described below.

Offences

a. The following acts are considered as offences:

Learners have the right to be taught but must:

- Not prevent the staff from doing their job
- Not prevent other learners from being taught.
- Complete the given tasks.
- Have the right equipment for the lesson.
- Change classes in a quiet and orderly fashion.

Learners have the right to be treated with respect but must:

- Show the necessary respect for my school and its uniform.
- Greet all staff and visitors to the school in a respectful manner.
- Treat staff, learners and their property with dignity and respect.
- Not have printed, electronic or physical material that may offend others in their possession.

Learners have the right to communicate with teachers but must:

- Do so at the correct time.
- Speak in a polite and courteous manner.
- Have followed the instructions given to me by those in authority.

Learners have the right to a safe environment but must:

- Behave in a way that won't hurt or threaten anyone else.
- Work and play safely on the school premises.
- Listen to instructions given by those in authority.
- Not endanger the lives of others by bringing a weapon of any sort or size onto the school premises at any time.
- Not use or buy any form of alcohol or drug (including tobacco, vaping devices, electronic cigarettes, hookah pipes) other than prescribed medications while in school uniform or on the school premises or representing the school in any form or manner.
- Not associate with any learner who has any form of banned substance, alcohol or weapon on their person while in school uniform or on the school premises.

OFFENCES (abridged version)

GRADE	OFFENCE	CONSEQUENCE
A	<ol style="list-style-type: none"> 1. Homework not done/incomplete 2. Uncooperative, Disrespectful behaviour 3. Late for class 4. Late for school 5. Littering 6. Diary not signed 7. Incorrect uniform, untidiness 	<ul style="list-style-type: none"> • All schedule A and B offences must be recorded on an observation sheet for the Foundation Phase (Grade R – 3), and in the homework diary for the Intersen Phase (Grade 4 – 7). • Discipline will be given in accordance with the guidelines given on the value and negative value system.
B	<ol style="list-style-type: none"> 1. Foul language/Blasphemy 2. Damage to another learner's property 3. Disrupting the learning and teaching environment 4. Detention non attendance 	<ul style="list-style-type: none"> • All schedule A and B offences must be recorded on an observation sheet for the Foundation Phase (Grade R – 3), and in the homework diary for the Intersen Phase (Grade 4 – 7). • Discipline will be given in accordance with the guidelines given on the value and negative value system.
C & D These are considered to be serious offences	<ol style="list-style-type: none"> 1. Forging parents/ teachers signature 2. Dishonesty/lying 3. Truancy – bunking lessons, school or school events 4. Cheating in tests or exams 5. Verbal/physical bullying (teasing, Humiliating, fighting etc.) 6. Vandalism of school property 7. Theft 8. Possession/use of dangerous weapons 9. Possession/use of drugs, alcohol, cigarettes, hookah pipes, electronic cigarettes 10. Possession of pornographic material 11. Assault of learner/staff member 12. Improper conduct 13. Cyber bullying 14. Public displays of affection 15. Gambling 16. Initiation 	<ul style="list-style-type: none"> • All schedule C & D offences are immediately dealt with by the School Management Team or the SAPS and then the School Governing Body should it become necessary.

For these serious offences, discipline will be applied as seen fit at the time. Discipline will take the form of withdrawal from school activities, community services, regular monitoring, suspension, expulsions, referral to the SAPS and any

action deemed suitable at the time. Learners may be guilty by association; those in the company of others at the time they are guilty of infringement, can be believed to be similarly culpable and may be subjected to the same or other disciplinary action. Suspensions/expulsions will be according to the South African Schools Act, 1996 and other relevant legislation.

- b. Educators and SMT will resolve Schedule A and B offences and keep records of the date of offence, type of offence, name of learner and how the matter was resolved. The educator may counsel the learner, use verbal warnings or written reprimand to resolve the problem.
- c. Schedule C and D offences will immediately be dealt with by the SMT, SAPS and the SGB should it become necessary.

Responsibilities of Learners

- a) On acceptance of the Code of Conduct by parents, learners and educators, learners must implement the Code of Conduct.
- b) The RCLs should promote the code of conduct for learners but does not have the authority to punish other learners.

Responsibilities of Parents Regarding the Code of Conduct

- a) The ultimate responsibility for learner behaviour rests with the parent who is expected to support the school and ensure that learners observe the school rules and regulations and accept responsibility for their misbehaviour.
- b) Parents/Guardians should attend meetings convened by the Governing Body/SMT for them.

Due Process in the Event of Serious Misconduct

- a) In accordance with Government Gazette 189 of 1990 and Provincial Gazette 236 of 1997, the following procedure will be followed in the event of serious misconduct in order to ensure a fair hearing of the case. The penalties of suspension or expulsion can only be imposed after the due process described below has been followed:
 - i) Any learner alleged to have violated any rule that may require suspension or expulsion must be brought to the principal. The principal shall hear the evidence and then decide on the action to be taken.

- ii) In the event that the learner is to be charged with serious misconduct, the principal must inform the learner's parents in writing of the proposed action and arrange for a fair hearing by a small disciplinary committee consisting of members designated by the SGB.
- iii) The principal must write a written report of the case to the IDSO/Circuit Manager/District Director explaining the decision to charge the learner.
- iv) A copy of written charges shall be delivered to the learner concerned and his/her parents/guardians by handing it over to him/her personally; and emailed to the parents or guardians.
- v) If the learner admits the charge, either in writing or orally in person before the principal, he or she shall be deemed guilty of serious misconduct as charged.
- vi) At the hearing, the principal of a Public School which a learner attends or an official appointed in writing by the Head of Department shall be the presiding officer.
- vii) In the case where a learner admits his or her guilt on a charge of serious misconduct, the principal or the appointed official should make recommendation/s on the correctional measures to be imposed, to the IDSO/Circuit Manager/District Director, or in the event that expulsion of such learner is recommended to the Head of Department, or the presiding officer shall in writing appoint an educator at the school concerned, to act as prosecuting officer in the hearing.
- viii) In the case where the learner denies his/her guilt on a charge of serious misconduct, hears the charge in the set out below and, upon a finding of guilty, makes a recommendation on the correctional measures to be imposed.
- ix) For the hearing, learners must be informed and understand the charge, with five (5) days notice, indicating time, place and date.

- x) At the hearing the prosecuting officer may present facts by the way of adducing oral written statements or documentary evidence.
- xi) At the hearing the learner shall have the right to be personally present and to be represented by his/her parents/guardians or a person nominated by the learner or his/her parents/guardian who shall have the right:
- be heard by impartial persons
 - treated with dignity during the process
 - to present facts from the learner by adducing his/her statement, either in writing or orally or documentary evidence in defence of the learner.
 - to question any witness called in support of the charge.
 - to have access to documentary evidence produced in support of the charge.
 - be informed in writing of the decision if it is suspension or expulsion
- xii) The School Governing Body is obliged to keep a complete record of proceedings and outcome of the disciplinary hearing.
- xiii) In the event of the learner being found guilty, the presiding officer may impose the following correctional measure upon the learner found guilty or deemed to be guilty of the charge:
- caution or reprimand the learner
 - direct his/her detention after school hours for a specific period of time.
 - Suspension of up to one week or for a reasonable period while awaiting the approval of the Head of Department for expulsion.
- xiv) The disciplinary proceedings contemplated here shall be conducted in a fair, equitable, open and transparent manner.

Suspension of a Learner for Serious Offences

- a) According to Section 9(1) of SASA, a School Governing Body (SGB) may, on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending school, but may only enforce such suspension, after the learner has been granted a reasonable opportunity to make representations to it, in relation to such suspension.
- b) If a learner is suspended, the governing body must conduct the disciplinary proceedings within 7 (seven) days of the suspension, failing which, the governing body must obtain the approval of the HOD for the continuation of the suspension of such a learner.
- c) According to Section 9(1)(C) of SASA, a governing body may, after a fair hearing, suspend a learner from attending school, as a sanction for a period not longer than 7 (seven) school days.
- d) According to Section 9(1)(E) of SASA, a governing body may suspend or extend the suspension of a learner for a period not longer than 14 days, pending a decision as to whether the learner is to be expelled from the school by the HOD.

Serious Misconduct and the Law

- a) Serious misconduct which may include offences according to the law must be investigated by the police and referred to the Court if necessary.

Instances which may Lead to Suspension or Expulsion

- a) The learner must be questioned by the principal.
- b) On the basis of evidence collected, the principal may institute a disciplinary hearing.
- c) Only the principal may institute disciplinary action against a learner in respect of serious misconduct.
- d) The principal may institute disciplinary action against a learner in respect of serious misconduct only if:
 - i) There is sufficient evidence to institute such proceedings; and
 - ii) the principal considers it to be the interest of the school and its community that such disciplinary action should be instituted.

Disciplinary Committee (DC) for Serious Misconduct

- a) Upon the advice of the principal, the SGB must appoint a DC to adjudicate the allegation of serious misconduct.
- b) The DC appointed by the SGB must comprise of three persons who are members of the SGB or are nominated by the SGB.
- c) The DC is subjected to the following conditions:
 - i) The chairperson of DC must be a parent member or community member of the SGB.
 - ii) The two remaining members of the disciplinary committee may not be the principal or a learner at the school.
 - iii) No person may be appointed to the disciplinary committee if he or she has personal knowledge of any matter that may be in dispute at the hearing.
- d) In appointing members of the disciplinary committee, issues of representivity in terms of gender and race must be reflected in the composition of the panel.

Procedure for Hearing of Serious Misconduct

- a) Regulation 5 of the Notice outlines the procedures for hearing of serious misconduct and other steps to be followed to ensure that the process is fair and transparent.
- b) The principle of FAIRNESS is expected to apply during the disciplinary proceedings:
 - i) The principles of fairness require that the accused person understands all the allegations against him or her, and is given a fair opportunity to respond to those allegations.
 - ii) This would therefore require that an opportunity be provided for the cross-examination of a person making allegations by the person against whom the allegations are made.
 - iii) The learner has the right to be represented by the legal representative.

- iv) The evidence before the DC must be fairly evaluated and considered, and a decision must be taken without bias, malice or prejudice against anyone.
 - v) The circumstance of the accused person must be considered, and mitigation factors (such as the matter being a first offence) should be taken into account.
 - vi) Equality before the law requires that there be no unfair discrimination, directly or indirectly, on the basis of *inter alia* race, gender, age or religion.
 - vii) It also requires that like cases should be treated alike.
- c) The SGB makes a recommendation for expulsion to the HOD after a fair hearing.
 - d) This recommendation of the DC must be forwarded to the HOD in writing.
 - e) The parents of the learner must be notified in writing of their right to forward an accompanying letter with the recommendation, stating their position on the incident, if they so wish. This letter may serve as a part of the appeal process.
 - f) The HOD then investigates the procedural and substantive aspects of the guilty verdict and the sanction recommended.
 - g) The HOD's decision, after due consideration of the reports and the record of proceedings from the DC, together with the optional letter from parent, is final.
 - h) If the HOD expels a learner who is of compulsory school age, he/she must ensure that the learner is admitted to another school.
 - i) If the HOD decides to impose on the learner a lesser punishment, other than expulsion, he/she may, after consultation with the SGB, impose a suitable sanction on the learner, or if he/she decides not to impose a sanction on the learner, he/she will refer the matter back to the SGB for an alternative sanction.

Appeal Procedures

- a) A learner or the parent(s) of a learner who has been expelled or a representative designated by him/her may appeal against the decision of the HOD to the MEC, within 14 (fourteen) days.
- b) Alternative arrangements for the continued education of the learner who has appealed must be made by the HOD, until the appeal has been finalised.
- c) The MEC must, within 5 (five) days notify the HOD and SGB that the appeal has been lodged and furnish them with a copy thereof, and request them, within 5 (five) days after receipt of the appeal, to make comments with regard to the appellant's reasons for the appeal and any other information relevant to the appeal.
- d) After consideration of all the information, the MEC must, within 5 (five) days of receipt of the documentation, provide the learner with the decision regarding the appeal.
- e) If an appeal by a learner who has been expelled from a public school is upheld by the Member of the Executive Council, the Member of the Executive Council must ensure that a suitable sanction is then imposed on the learner within 14 days of the date on which the appeal was upheld.

11. PROMOTION OF CODE OF CONDUCT

- a) This policy will be displayed openly in the school.
- b) This policy will be made available to each learner in the official language of teaching and learning in the school diary.
- c) This policy shall clarify in positive terms what the expectations of the school are.
- d) The following actions shall be taken to clarify the expectation of the school to learners:
 - i) Each learner, Grade 4 – 7, to be given a copy of the code of conduct at the beginning of each year in the school diary, younger learners at primary school will be informed verbally.

- ii) Classroom rules and the consequences for breaking these rules must be displayed in the class.

Please note that warnings are valid for 12 months from the date of issue.

12. CODE FOR TEACHER DISCIPLINE

VALUES AND NEGATIVE VALUES

VALUES

1. Excellent work
2. Good manners
3. Good behaviour
4. Reply slips
5. Extra Mural Achievements

REWARDS

20 VALUES – Civvies (Wednesdays only)

40 VALUES – Civvies (Two consecutive Wednesdays)

60 VALUES – Certificate and Civvies for two consecutive Wednesdays)

NEGATIVE VALUES

1. Homework not done
2. Books left at home
3. Tests not signed
4. Return slips not returned
5. Negative values not signed
6. Insolence/disruptive/poor behaviour
7. Incorrect uniform and hairstyles
8. Fighting
9. Excessive talking
10. Foul language
11. Late for class/not using “out of class” tag.
12. Poor attitude/poor body language/chewing gum

If a learner receives 5 negative values, their parents will be expected to attend a meeting with the class educator. The same procedure will apply for 10 negative values. After every 5 negative values received, the child will attend detention.

Foundation Phase – Thursdays from 14h00 – 14h30

Intersen Phase – Fridays from 14h00 – 15h00

If a learner receives 15 negative values, he/she and the parents will be expected to attend a disciplinary meeting of the School Senior Management Team (SMT).



Name: _____ Grade: _____

Value Sheet

Term _____











Value Points	1	2	3	4	5	6	7	8	9	10
Readers										
5 Afrikaans FAL / 10 English HL										
Parent Signature										
Excellence										
Full marks/improvement/Overall 7										
Parent Signature										
Behaviour										
Improve/Manners/Helpful/Excellent										
Parent Signature										
Stars										
10 stars in charts /books										
Parent Signature										
Reply slips										
Documents/Tissues/Donations										
Parent Signature										
Participation										
Participating in team games/galas										
Parent Signature										

Values Achieved and signed off

10 values	20 values	30 values	40 values	50 values

Negative values

Black dot points	1	2	3	4	5	6	7	8	9	10
Poor behaviour										
Fighting/swearing/stealing/bullying/disrespect/ poor attitude/insolence/disruptive/excessive talking/destructive behaviour										
Parent Signature										
Negligence										
Homework not done/not signed. Tests not signed. Corrections not done/ Reading card not signed. Books left at home										

Parent Signature										
										
Incorrect uniform/Activity kit/ hairstyle. Not conforming to school's Code of Conduct/classroom rules.										
Parent Signature										

Detention date: _____ Parent interview: _____

Parent acknowledgement: _____

APPROVAL

Approved by Head of Department or delegated authority (print name)		Signature:	
Date of verification:			
Recommended by: Principal (print name)	Mrs LC Murray	Signature:	
Date:			
Approved by: SGB Chairperson (Print name)	Mr M Marillier	Signature:	
Date:			
Agreed by: Deputy Principal (Print Name)	Mrs N Gordon	Signature:	
Date:			
Agreed by: Departmental Head (FP) (Print Name)	Mrs Y Lourens	Signature:	
Date:			
Agreed by: Departmental Head (IP) (Print Name)	Mrs B Ramlakan	Signature:	
Date:			
Agreed by: Departmental Head (SP) (Print Name)	Mrs A Pedro	Signature:	
Date:			