

Learner Code of Conduct

Date approved:	15/02/2017	Date policy will take effect:	15/02/2017	Date of next review:	June 2018
Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible Body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	<p>Legislation (see below) Relevant legislation</p> <p>South African Schools Act No. 84 of 1996 (as amended) National Guidelines on Code of Conduct for Learners Gauteng Misconduct of Learners National Regulations for Safety Measures at Public School National Policy on Management of Drug Abuse by Learners National Guideline on School Uniform</p>				
References and legislation:	The South African Schools Act (1996) as amended The Constitution of the Republic of South Africa (1996) National Education Policy Act (Act 27 of 1996)				
Scope:	Learners				
Expiry date of the policy:	June 2018				

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1. LEARNERS CODE OF CONDUCT

The Governing Body of Constantia Kloof Primary School, as per the provisions of the South African Schools Act No. 84 of 1996 (as amended), have adopted this Learners Code of Conduct after consultation with all stakeholders at the school.

Every learner at the school is bound by the Code. This Code must be displayed at the school for all learners to read. This Learner's Code of Conduct will be given to parents on admission of learners to the school.

At Constantia Kloof Primary School, we believe that each child has the right to be educated in an environment conducive to quality teaching and learning. Our Code of Conduct has been designed to encourage our students to apply themselves to their studies. It promotes the Mission Statement of the school and basic objectives; a well-balanced, broad education for learners, a professional environment for educators and a milieu for the extension of universally accepted values and principles.

This Code is the product of consultation and input from the educators, learners and parents. This is a dynamic document, requiring ongoing deliberation and revision in order to satisfy the needs of the school community. We assume that learners attending this school will have been taught, by their parents, to respect the rights of others. In doing so, healthy working relationships will be created between parents, educators and learners, building relationships essential for the creation of a constructive learning environment.

The staff of Constantia Kloof Primary School undertake to educate each learner in the basic rights of other individuals be they staff, parents or fellow learners. Learners are to understand that they each, through their own response and daily behaviour, must encourage the attainment of the School's objectives.

- 1.** Mutual respect, courtesy, and an awareness of the needs of others, will be maintained between all the role players, i.e. learners, educators, parents, support staff and visitors. Disruptive behaviour is unacceptable and insubordination will not be tolerated
- 2.** Each learner should make the most of every opportunity to achieve well in school by doing homework as required and showing commitment to academic achievement
- 3.** Learners are expected to respect School property, and the property of others, at all times.

4. Learners may not cheat, swear, smoke, drink alcoholic beverages, use narcotics, possess pornographic material, dangerous weapons nor use cell phones at school.
5. Learners are expected to show co-operation in class and to be helpful, responsible and self – disciplined.
6. Learners represent the School in a variety of spheres and should behave appropriately. Sloppy or untidy appearance will not be tolerated.
7. Politically inflammatory, racist remarks, fighting or bullying, unseemly or inappropriate physical contact of any nature will not be tolerated.
8. Parents are ultimately responsible for the discipline of their children. Breaking of School rules or the failure to complete homework assignments will result in disciplinary measures being taken, such as:
 - a.) Warning
 - b.) Disciplinary hearings with the SGB
 - c.) Suspension/Expulsion – for serious misdemeanours.
9. Learners are encouraged to participate in as many aspects of School life as possible.

2. PURPOSE OF THE CODE OF CONDUCT

2.1 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 that result.

This school is a smoking free, drug free, alcohol free, weapon free, gun free, gambling free zone.

2.2 Rules of the classroom

These rules must be formulated by the class teacher in consultation with the learners in the class at the beginning of each school year. The rules must be consistent with the aim of the school to create a setting where

teaching and learning can take place. The rules will be written and displayed in each classroom.

2.3 General rules:

- All learners will greet the teacher and each other in the morning
- No eating/chewing/drinking in class
- All learners will leave their desks neat and tidy when leaving the classroom.
- No vandalism of school furniture, walls, books, etc.
- All learners will ensure that no litter is on the floor or on the desk in the classroom
- No swearing will take place on the school premises

3 DRESS CODE

All learners will ensure that they are neatly dressed at all times during the school day.

All learners will at all times during school hours should be dressed in the School uniform, which is as follows:-

(It is imperative that learners wear the complete summer and winter uniforms, as this promotes a sense of pride in the child.)

The Uniform is as follows:

Boys: Hair should take the shape of the head, be cut above the eyebrows, be off the collar and above the ears. No under-cuts or steps. Ethnic hair no longer than 1,5cm. No mohawks. No patterns may be cut into the hair. Where possible hair should be the same length all the way round. Gel/peroxide/dye/braids/dread-locks/hi-lights are not allowed. No jewellery except for watches.

Girls: Hair must be tied back using red or white elastics/ bands or plain red/white alic bands. Girls who wear braids must wear a colour that is the same as their natural colour, not longer than 40cm strands. No variations in the braids' colours. Gel/peroxide/dye/braids/hi-lights are not allowed. No jewellery is allowed, other than plain gold/silver surgical studs or sleepers and watches. Earrings - one per ear in the lower hole only. No make-up, nor dyed eyelashes. No nose or tongue rings are allowed. No nail polish or false nails.

Boys: Winter

Grey longs. White long sleeve shirt. Grey jersey with red and white stripes around the neck and the ribbing on the cuffs and bottom of jersey. Striped school tie. School windbreaker (padded red) or

Cherry-red Drimac with red zip and cuffs. Long grey socks with red and white stripes. Black lace-up regulation school shoes laced tightly. (CKPS scarf and beanie - grey with red and white stripe are optional).

Boys: *Summer*

White regulation short-sleeve open neck shirt with badge on pocket. Grey shorts (Grade 7 boys to earn 15 merits before they convert to longs in summer). Long grey socks with red and white stripes. Black lace-up regulation school shoes laced tightly. Cherry-red Drimac with red zip and cuffs. Vests may not “stick out” of school shirt.

Grade 7 Boys

Long grey trousers are considered a privilege in summer. This privilege can be revoked when a 3rd detention has been reached.

Girls: *Winter*

Red culottes – no more than one hand above the knee. White long-sleeve shirt. Jersey with red and white stripe around the neck and the ribbing on the cuffs and bottom of jersey. Striped school tie. Grey slacks are optional. School windbreaker (padded red) or Cherry-red Drimac with red zip and cuffs. Long grey socks with red and white stripes. Black regulation school shoes laced tightly. No grey tights or stockings. (CKPS scarf and beanie, grey with red and white stripe are optional)

Girls: *Summer*

Red culottes – no more than one hand above the knee, white regulation short sleeve open neck shirt with badge. Short white socks-anklets. Black regulation school shoes laced tightly. Cherry-red Drimac with red zip and cuffs. Vests may not “stick out” of school shirt.

The following is prohibited – Boys and Girls

The wearing of any fashion jewellery in the form of earrings, necklaces, pendants, bangles, rings, trinkets, charms, talismans, or any other jewellery.

The wearing of any make-up or dyed hair and highlights – Boys and Girls

The wearing of fashion shoes in place of the standard school footwear.

No deviation from these rules will be permitted except by the Governing Body or the written authority of the Principal given in exceptional circumstances.

Learners who wish to deviate from the dress code and/ or other rules must make a submission to the Governing Body clearly setting out their objection to the dress code and/or other. The submission must clearly outline the Religion/ and / or religious beliefs of the learner and its requirements for the request, i.e. scriptural from its “book”.

The Governing Body will consider the submission based on religious practices of the learner. The Governing Body will, within 14 days, give a written reply to the learner and/or his /her parents

4 DRESS REQUIREMENTS FOR SPORTING ACTIVITIES AND PHYSICAL EDUCATION

4.1. Sports Uniforms

<u>SPORT (TEAM)</u>	<u>SHORTS</u>	<u>SHIRTS</u>	<u>SOCKS</u>
SWIMMING	CKPS costume, Silver silicone CKPS swimming cap	Team T-Shirt	Slops
CHESS	School Uniform		
ATHLETICS	Boys Red CKPS shorts	CKPS Collared Sport Shirt	
	Girls Red CKPS shorts	CKPS Collared Sport Shirt	
HOCKEY	Boys Red CKPS shorts	CKPS Collared Sport Shirt	
	Long Red with striped turnover		
	Girls Red Culottes		
	CKPS Collared Sport Shirt		
	Long Red with striped turnover		
TENNIS	Boys Red CKPS shorts	CKPS Collared Sport Shirt	Short white
	Girls Red Culottes		
	CKPS Collared Sport Shirt	Short white	
SOCCER	Boys Red CKPS shorts	CKPS Collared Sport Shirt	Long Red with striped turnover
NETBALL	Girls Red Culottes		
	CKPS Collared Sport Shirt	Short white	
CRICKET	Boys White shorts		
	CKPS Collared Sport Shirt	Long	
	(U/8 – U/11) white		
	White long pants (Opens)	CKPS Collared Sport Shirt	Long White

SPORT (PRACTICES)

	Red CKPS Shorts
	CKPS white PE T-shirt (long/short sleeve)
PHYS ED (Gr 1 – 7)	Red CKPS shorts
	CKPS PE T- Shirt (long or short sleeve)
(PE)	CKPS Tracksuit (optional)
	CKPS Costume & Swimming cap

The sports tracksuit is worn for sporting activities & P.E. only, and is not part of the school uniform.

4.2. Optional Items

- Beanies & Scarves - grey with red and white stripes
- Windbreaker - (winter)
- CKPS Tracksuit - Red and white

4.3. Sport

At CKPS we endeavour to provide a holistic education for each learner, therefore

extra-curricular activities are viewed as an integral part of any child's education.

Learners must be encouraged to participate in at least one cultural and one sport per term. Extra-mural timetables are issued in the first week of each term detailing the following:

- * extra-murals (activities) being offered
- * relevant days and times of each activity, including that of private coaches/organisers
- * relevant coach for each age group of each activity
- * required attire for each activity
- * official school stockists

4.4. Houses

Houses are derived from the names of the historical and beautiful towns of the Cape.

The house banner designs are based on the Coats of Arms of these towns. Learners are assigned to these houses on a random basis. Coloured T-shirts are encouraged (to be worn) for all house events.

<i>MONTAGU</i>	Yellow	<i>ROBERTSON</i>	Green
<i>WELLINGTON</i>	Blue	<i>WOLSELEY</i>	Red

5 SPORT AND EXTRA-MURAL ACTIVITIES

5.1 Learners participating in Sport

Learners selected to participate in any sports activity for the School, as a representative of the School or on behalf of their houses, must be dressed in the manner prescribed under sports clothes which will have to be determined with the concurrence of the Governing Body before, during and after participation in any such activity.

5.2 Learner Spectators / Supporters of Sports and Other Extra-Mural Activities of the School or their House

- All learners must conduct themselves in an orderly manner with respect for persons and property at all organised school events.
- Learners attending any School activity shall obey all reasonable instructions and directives given to them before, during and after the activity by the Principal, any teacher, parent, and/or any person

appointed by the Principal to assist with any of the duties to or from the activity.

5.3 Participation in any Extra-Mural School Activity Apart from Sports Activities

The rules set out above apply to this section as well, except where they are obviously inapplicable.

6 SCHOOL PROPERTY

“**School Property**” includes the following

- the land and buildings occupied by the School and any permanent or relatively permanent fixture or fitting on or in such land or buildings
- all property, including equipment, books, materials, motor vehicles, and the like, owned by the School or hired by the School, stored by the School
- every learner must do all he/she can to preserve school property for use for the benefit of all present and future learners of the School
- any school property or equipment made available for use to a learner, must be returned to the school at the appointed time in the same condition in which it was when handed to the learner, fair wear and tear excepted
- learners and their parents shall be liable to compensate the school for the loss of or damage to any such property
- no learner may wilfully or negligently deface damage, destroy or displace any school property.
- no learner may remove any School property from the School premises without the prior consent of the Principal or any educator of the School

7 THE PROPERTY OF MEMBERS OF STAFF, FELLOW LEARNERS, VISITORS TO THE SCHOOL AND OTHERS

- Learners shall not handle, damage, mark, and deface the property of any member of staff, fellow learner, visitors to the School or members of the public.
- This rule applies to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport, conveying learners to or from school or any school activity, and any school property
- The attention of learners and their parents is drawn to the contents of the Code of Rights and Duties regarding School property

8 SCHOOLWORK AND HOMEWORK

- Every learner must keep and maintain a homework book in which to record each day's homework

- Every learner must complete and submit set homework to the teacher who set it, punctually on the relevant prescribed date
- Not doing homework is regarded as an offence and may have a negative impact on learner results
- Parents must support learners and ensure that learners are able to complete their homework

9. PUNCTUALITY

- The School day will start in the morning at **07:35**. The bell will ring and learners are expected to be at their class ready to start the day
- Late arrivals cause undesirable disruption of the teaching process, as well as other School activities
- The learner must furnish a note from his/her parents explaining late arrival for the commencement of School – **report to the front office before going to class**
- The school day ends at **13:45** every day
- Learners may not leave the school grounds without written permission from the Principal or Deputy Principal and only if requested by the guardian or parent

10. Absence from school

It is the responsibility of the parent to ensure that the learner attends school daily. SASA provides for actions to be taken if a learner, of compulsory school attendance age, does not attend school, without explanation.

Illness is the only valid reason for absence. A Doctor's note, specifying the illness, is required for absence from a Cycle Test / Examination. If a learner is absent for a scheduled cycle test, and this is not due to illness evidenced by a medical certificate, the learner will forfeit those marks. Furthermore, it is the learner's responsibility to complete (catch up) assigned homework and classwork missed due to absence.

The school may not give permission for a learner to be absent in order to go on holiday or for any other similar reason. In the case of doctors' appointments that cannot be made after school hours a letter from the parent/s requesting permission to take the learner out for medical reasons should be submitted, and a doctor's letter confirming the appointment needs to be submitted to the Principal at the admin office on the child's return to school.

Invalid absence is a disciplinary offence.

The school will do its utmost to promote and monitor punctual attendance at the start of the school day.

Subject to section 16A of SASA and section 4 of PAM, a Principal may allocate a

duty or responsibility envisaged in this policy to a member of staff.

Only information from the class register is used to obtain data about learner absentee rates. It is used by the class teacher and Principal to monitor learner attendance and follow up on learner absence. CKPS will also provide SGB and District Office with weekly, monthly, quarterly and annual reports on learner absentee rates.

The SGB and District Office must identify problem areas and determine actions that are required.

The temporary class register is used for a maximum of 10 consecutive school days, starting on the first day of the first term.

The school time-table will indicate the time when the class register will be marked (the registration period). Learners are expected to attend school on time. Learners will be made aware that if they are not present during the registration period they will be marked absent – no exceptions! The policy specifies reasons for absence. The school policy on learners' attendance, specifies disciplinary actions that will be taken against learners who are not punctual in attending school, without valid reasons.

A learner is deemed to be "present" at school when the learner is present in class or is participating in a school activity (official, educational, cultural, recreational or social activity of a school within or outside the school premises) when the class register is marked (registration period). The learner is marked present if the learner is in class, during the scheduled register period when the class register is marked. The learner is marked absent if not present during the scheduled register period. The class register is thus the official record of learner attendance and absence. Attendance (or absence) during a single registration period will result in the learner being recorded as present (or absent) for the day.

If the school is temporarily closed, learners are not individually marked as being present or absent. The class teacher must write the reason for temporary closure in capital letters in the class register for the day (for example, STRIKE or FLOOD).

Learners are not marked "present" if they are not a school or not engaged in a school activity. Learners cannot be marked "present" even if there is not a valid reason for absence.

The Principal will decide what is a reasonable time to be absent without a valid reason in the light of the school's policy on learner attendance.

Death of a family member is a valid reason for absence. The term "family member" implies the immediate family only (i.e. only parent, sibling, grandparent).

It is preferable that initiation ceremonies take place during school holidays. However, if a learner is required to attend such ceremonies during term time the Principal must assess the situation and decide whether to grant leave of absence because of exceptional circumstances.

Parents are to inform the Principal if a learner will be absent for religious or cultural observance. The national policy refers to paragraph 13(d) to school closures for religious or cultural observances, which may be approved by an SGB for a maximum of two school days per year.

Any absence that is not valid is by definition invalid. Examples of invalid reasons for absence:

- (1) family holidays taken during the school term;
- (2) staying at home before and after exams as well as on no-examination days (unless the learner is a NSC candidate on authorised study leave in terms of the policy).

If a learner is guilty of invalid absence then normal disciplinary processes will apply because the school code of conduct must state the invalid absence is a disciplinary offence.

CKPS will assist learners with catch-up where possible provided that valid reasons are given.

For repetitive absences the class teacher and Deputy Principal have specific follow up duties in terms of the policy. In some cases (such as chronic illness) such absences might be valid. In other cases the learner might be bunking. The school's responsibility is to follow up such absences and work with the parent to find a solution. The school will also engage with social agencies if circumstances warrant such action. If the learner code of conducts is being breached, disciplinary action will follow.

Cancellation of a learner's record is not expulsion. Cancellation of a learner's record is an administrative action, not a disciplinary action. It should simply be regarded as keeping the class register up to date by ensuring that learners who have been absent for more than ten continuous school days without a valid reason are not kept on the registers. If a learner has committed a disciplinary offence, the school will take the necessary action. When a learner's record has been cancelled in the class register, the Principal will inform the parent and class teacher of the date of and reason for the cancellation. If the learner is of compulsory school-going age, the Principal will inform the district of the date of and reason for the cancellation. If the learner wants to return to school, the Admission Policy of the school will apply. When a learner's record has been cancelled in the class register, there is no guarantee that the learner will be readmitted to our school.

If a learner of compulsory school going age's name is cancelled in the class register, the school will inform the District Office. The District Office must determine whether

the learner is registered at another school or has been exempted from compulsory attendance by the HOD or is registered for home education. If so, the HOD must include the name of the learner in the appropriate provincial register.

SGB members are expected to support and promote punctual and regular attendance. They should inform the Principal if a learner is observed out of school during school hours. If there is reason to believe that the absence may be without valid reason the Principal will notify the parent accordingly and request that the learner return to school with a valid explanation for absence. School disciplinary processes might apply depending on the circumstances and the school's policy on learner attendance.

11. MOTOR VEHICLES AND MOTOR CYCLES

Not applicable for CKPS.

12. ENVIRONMENT

- Learners may not litter the School grounds or buildings
- Learners must be proud of their school and contribute to the beautification of the gardens and school buildings
- Learner spectators at, or supporters of, any school activity or event must leave the space occupied by them neat and tidy
- Learners shall leave the toilets, hall, playground and sports fields in a clean and neat state.
- Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running
- Graffiti, stickers, placards, etc. on any surface of the school property is forbidden without the authority of the Principal

13. SCHOOL NOTICES

- 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 or any Head of Department or class teacher
- Likewise, every learner shall return to his/her class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent, or
- The Governing Body shall make the parent aware of any notice given to the learner before the learner comes home, through cell phone SMS, as the ultimate responsibility of ensuring that the parent receives the notice lies not with the learner but with the Governing Body.
- In our endeavours to go "paperless", Parents are encouraged to use the available communication tools: Scadsys, D6 Communicator and the School's website. These tools are used for dissemination of newsletters, homework, resources, etc. etc.

14. BOOKS AND EQUIPMENT

Learners will maintain the text/library books and equipment of the school in good order. These have to be returned to the school at the end of each school year. Failure to do so will result in the learner paying for the replacement of the text/library book or equipment.

15. RIGHTS OF LEARNERS

- All learners have the right to learn without disturbance or interference from others
- Every learner has the right to privacy, dignity and respect
- No corporal punishment may be administered
- All learners have a right to a safe and clean learning environment
- No learner may be subjected to physical, emotional or sexual harassment
- All learners have a right to expect educators to teach them at the required standard
- Learners have the right to be heard

16. LEARNER PREGNANCY

In 2007, the Education Department published its *Measures for the Prevention and Management of Learner Pregnancy*, under the slogan, "Choose to Wait for a Brighter Future". The *Measures* strongly emphasize the **prevention** of pregnancy, and promote **sexual abstinence**.

Schools are supposed to give learners strong sex, moral and life skills education with the help of NGOs and other agencies, and schools must also involve parents and guardians in this regard.

The School's code of conduct should include anti-pregnancy measures. However, learners who do fall pregnant (and their newborn children) enjoy the Constitutional rights to equality, dignity, education and the Rights of the Child, and are protected from unfair discrimination by the South African Schools Act and the Prevention of Unfair Discrimination Act (4/2000). They must be accommodated within a Safe and Caring Child Friendly School.

The following is a summary of the sections from the *Measures* that outline what learners, parents and schools must do in the event of a learner falling pregnant:

The learner must	The parents must	The school must
<p>Inform a designated educator, who will take responsibility for implementing the measures</p> <p>Attend a clinic and provide the school with records of attendance</p> <p>Be informed that the school has no medical staff to handle deliveries, or look after newborns, and that a period of absence long enough to cover “pre and post natal concerns and initial care of the child” should be taken.</p> <p>Before being readmitted to the school, after the period of absence, produce a medical report stating that she is fit to return.</p> <p>Understand that, although she is protected from unfair discrimination, some people may disapprove of her situation.</p>	<p>Take responsibility for their pregnant children and work with the school regarding the child's health and progress.</p> <p>Help the child to receive and return assignments during any period of absence.</p>	<p>Strongly encourage learners to continue with their schooling before and after the birth.</p> <p>Create a climate of understanding and respect and take steps to deal with name calling, hate speech and harassment of the pregnant learner.</p> <p>Where possible, advise the new mother (and father, if he is a learner) regarding motherhood, child rearing and the roles and responsibilities of parents.</p> <p>Inform the Department of Social Development and facilitate registration for the child support grant and access to other assistance.</p> <p>Maintain records of learner pregnancies and submit these to the Department.</p> <p>Report rape and statutory rape to the SAPS.</p>

17. RIGHTS & RESPONSIBILITIES OF EDUCATORS

Learners can expect educators to maintain a high standard of professional ethics and to be present to teach their classes, assist them with their learning difficulties, report on their progress and to look after their well – being. There should be a relationship of mutual trust and respect between learners and educators. Victimisation of the one by the other is unacceptable

All educators support the South African Council for Education’s Code of Conduct.

Educators have the right to an orderly teaching and learning environment and to the respect and co-operation of learners and their parents.

Educators have the right to control and discipline learners by the reasonable application of the Code of Conduct.

18. DISCIPLINE

The South African Schools Act of 1996, 3 (6) states that: “**nothing shall exempt a learner from complying with the Code of Conduct of the school.**” The School, its Educator staff, and the Governing Body, recognize and accept that no person may administer corporal punishment to a learner. To assist with discipline, each class teacher should check and sign all the learner diaries at least once a week.

It is every learner’s right to receive an education and, while the school will strive to provide the educational opportunities, it is important that learners understand their responsibilities in the process.

Discipline will be applied where behaviour is inappropriate and always with a positive aim: to modify behaviour and prevent future infringement.

The school endeavours to encourage good behaviour and co-operation by having clear expectations and procedures. Incentives are provided for learners to correct inappropriate behaviour and to clear undesired warnings.

The discipline code applies whenever a learner may be associated with Constantia Kloof Primary School and not only during School hours. In all disciplinary procedures we will endeavour to be fair, consistent and impartial.

No variation to the uniform as specified will be permitted. Any item not listed may be confiscated if worn by a learner (Such item to be kept in the school safe and returned at the end of the term). Sloppy or untidy appearance will not be tolerated. Serious or repeated infringements of the uniform code will result in the removal from class until the learner’s appearance is satisfactory.

Learners may be guilty by association; those in the company of others at the time That they are guilty of infringements, can be believed to be similarly culpable and may be subjected to the same or other disciplinary action.

Expulsions and suspensions will be according to the South African Schools Act, 1996, or other relevant legislation. In every instance, counselling will be offered and the School’s facilities and advice made available.

The School reserves the right to override the Code of Conduct at any time.

A point system of merits and warnings will be used to maintain discipline at the School. Warnings are to be noted on learner's form in Code of Conduct folder. This file may not leave the School premises. Educators are to request relevant discipline letters from Deputy Principal as required. This will follow the **Disciplinary Measures Code**, as laid out hereunder:

The Governing Body of the school has determined this Code of Conduct after thorough consultation. Failure to adhere to the Code could result in a Disciplinary Hearing and resulting consequences should a learner be found guilty of misconduct.

ACADEMIC WARNINGS

VERBAL WARNING	1 WARNING	2 WARNINGS	DEPUTY
Non return of reply slips then a warning	Late for class	Cheating in a test	Cellphone use on school property – confiscation
PT clothes – First offence	Copying other learner's work		Non - attendance of extra murals or match without a letter
Diary at home – First offence			
Absentee note not presented			
Work not done – First offence			
Homework left at home – First offence			

BEHAVIOURAL WARNINGS

VERBAL WARNING	1 WARNING	2 WARNINGS	DEPUTY
Hands in pocket when talking to an adult	Behaviour on corridors	Foul language	Graffiti, Vandalism Malicious damage to property on school not belonging to person
Cheekiness/ Insolence	Chewing gum	Cycling/rollerblading in forbidden areas	Theft
Deliberate disruption of lessons	Out of bounds areas eg car park areas	Insolence/rude/ disrespect to fellow learners or adults. Insults dignity of a person – includes racism	Extreme disrespect toward an adult at school
	Disobeying a reasonable instruction	Fighting – petty Aggressive behaviour	Bullying/intimidation/racism /hate speech
	Spitting, biting, hitting	Dangerous play	Threaten to do bodily harm

			/ assaults another person
	Littering in action	Dishonesty toward educator	Possession of a weapon or similarly dangerous object
	Bringing school's name in disrepute	Truancy	Indecent behavior / Sexually harasses another learner
	Endangering the safety of self and/or others		Possession of cigarettes, lighter, matches
	Incorrect uniform/ repeated dress code infringement – also makeup, wrong jewellery, hair infringements		Possession of alcohol, drugs, illegal substance
	Tampering with other learners' lockers/bags		Forging signature / Document / fraud
	Fighting/Assault		Throwing stones or other dangerous/ Heavy objects
	Deliberate disregard of educator's punishment		Possession of pornographic material or pictures of nudity
			Inappropriate public displays of affection
			Conduct bringing the school's name into disrepute

Warnings

1. Warnings will be recorded in the learner's diary and on the School's administrative system.
2. In the Intersen Phase, educators will keep a record of warnings given.
3. **Academic Warnings** will be communicated with the Parent by the Educator/s concerned, with the assistance of the Grade Head, HOD or Deputy, depending on the severity of the matter. Learners may redeem academic warnings by performing "community service" at the school or any other service to the school, at the educators' discretion.
4. Incidents dealt with by the Deputy Principals could see punishment meted out at discretion: i.e. writing out, apology, sanding desks, detention, temporary removal from class/school, exclusion from extra murals, weekly reporting, counselling, etc.
5. After 8 **behavioural warnings**, a discipline letter is sent home. In addition to the letter, the learner must attend the next Friday afternoon's session of detention. The detention is from 13h55 to 14h55. In this time work will be provided. A week's notice will be given for the detention and, if the learner is unable to make the session, two other Friday afternoons will have to be attended. Meetings may be called with the Parent by the Educator/s concerned, with the assistance of the Grade Head, HOD or Deputy, depending on the severity of the matter. Behavioural warnings will **not** be written off.
- 6.

Accumulation of discipline letters for behavioural warnings

Action taken by school

- | | |
|--|--|
| a) 8 warnings | First discipline letter to parents by class educator. One afternoon of detention. |
| b) Further 8 warnings | Second discipline letter to parents. Two afternoons of detention. |
| c) Further 5 warnings | Third discipline letter is sent home. Learner interviewed by Deputy Principal. Three afternoons of Detention. Parent interview with Deputy Principal. Suspension of privileges and tours |
| d) Further 3 warnings
(Possible disciplinary meeting with SGB). | Suspension from all Extra Murals and privileges i.e discos, talks, tours, trips, pool parties, Farewell (Gr 7), Honours Evenings (Gr 7), etc. |

Schedule 1 (Offences on GDE policy which may lead to Suspension)

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse: -

- a) seriously threatens, disrupts or frustrates teaching or learning in a class;
- b) engages in a conspiracy to disrupt the proper functioning of the school through collective action.
- c) insults the dignity of or defames any learner or any other person, which includes racist remarks
- d) distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination.
- e) cheats in test or examination or any other form of assessment such as assignments.
- f) engages any act of public indecency.
- g) sexually harasses another person;
- h) is found in possession of or distributes pornographic material; or
- i) is under the influence or in the possession of alcohol.

Schedule 2 (Offences on GDE policy which may lead to Expulsion)

A learner will be guilty of serious misconduct if he or she:-

- a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- b) fails to comply with a punishment of suspension as a correctional measure; or
- c) intentionally and without just excuse -
 - i) forges any document or signature to the potential or actual prejudice of the school;
 - ii) trades in any test or examination question paper or in any test or

- examination material;
- iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
- iv) engages in fraud;
- v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;
- vi) is in possession, of, consumes or deals in any illegal substance or other harmful substance;
- vii) is in possession of, uses or transmits narcotic or unauthorized drugs or on visible evidence of such possession, use or transmission;
- ix) assaults or threatens to assault another person;
- x) holds any person hostage;
- xi) murders any person;
- xii) rapes any person, or engages in any sexual activity which amount to an offence in law; or
- xiii) maliciously damages property

EXPULSION IS A FINAL ACTION TAKEN BY THE SCHOOL IN CONSULTATION WITH THE GDE FOR REPEATED UNACCEPTABLE BEHAVIOUR / ACTIONS.

19. CONCLUSION

The Governing Body may, from time to time or as the need arises, amend this Learner's Code of Conduct after due consultation with the stakeholders.

Signed by:

Chairperson of the SGB: _____ **Date:** _____

The Principal: _____ **Date:** _____

IDSO: _____ **Date:** _____

Annexure 1:

Policy on Interviews

1. Academic, extra mural or cultural activity issues should be discussed with the class teacher/coach as the first step in resolving matters of concern.
2. Should the matter not be resolved, the next step would be to set up an appointment with the HOD in charge of that phase/activity, through the office. Please note that it is our policy that the educator/coach you initially approached, **has** to be present at such a meeting.
3. Should the matter still not be resolved, an appointment should be made with the Deputy Principal, the HOD and the educator/coach, through the office.
4. As a last resort, an appointment with the Principal and the above parties may be requested. However, should you not have followed the above steps; you will be referred back to the responsible member of staff. Please note that **all** the parties previously consulted, **have** to be present at this meeting. Under no circumstances will any of the parties previously consulted, be excluded from this meeting.
5. If the matter under discussion is still not resolved to your satisfaction, you may contact our Circuit Manager, at District Office D12 on (011) 831-5393. Please note that the Circuit Manager will not entertain grievances that have not been taken through steps 1 – 4.
6. For any other matters you wish to discuss with the Principal, or any other member of staff, it is imperative that you contact the admin office to assist you in setting up an appointment – **kindly refrain from confronting educators in their classrooms, on the sports field, or on the corridors**. Please note that discussion of actions of members of staff will only be done in their presence.

Please remember:

Your child's welfare and progress is our primary concern. Please follow our professional advice when it is given. Should we deem it necessary, we will refer you for professional advice outside the school environment, and together we will work towards a solution to the problem. At no stage need any of our learners or parents, who have voiced a problem/concern, be afraid that they will be victimized or discriminated against by any of the staff. It is imperative that we establish a working **partnership** in the interests of your child/ren.

Annexure 2:

CODE OF CONDUCT FOR PARENTS

1. Parents should make appointments to discuss educational matters with educators and communicate timeously regarding issues of concern before they become major issues.
2. Parents need to realise that the role of the educator differs from that of a parent and should entrust all educational matters to the Principal and his staff.
3. Parents should respect the educators' right to privacy, and should therefore refrain from contacting educators at home after hours. Areas such as the staffroom, staff bathrooms, etc. are also considered private. Educators' telephone numbers may not be given to parents.
4. When the Governing Body, Fundraising Committee or general parent body expects educator involvement in functions/activities organised by them, prior consultation is expected.
5. Parents are expected to instill the desired values, norms and behavioral patterns of respect, courtesy and self-discipline in their children. This responsibility is still primarily that of the parent, and may not be abrogated.
6. Parents should reinforce the School rules, and co-operate with the educators in order to maintain and improve discipline at the School.
7. Support educators in their efforts to teach the children by monitoring homework, checking test results, help set goals. Regularly consult the diary for educator's comments or correspondence.
8. The authority of the educator may not be undermined and care should be taken to address problems through the correct channels.
9. When there is a problem between a learner and an educator, parents should make every effort to get both points of view before reacting.
10. Parental involvement in all spheres of School life is necessary to create a well-balanced School environment.
11. Written communication with an educator should be correctly addressed to the educator, on acceptable stationery, and sent to the educator in a sealed envelope.
12. Parents are requested not to go to the classrooms to deliver items or "to have a quick word" with the educator. Items are to be left in the admin office and appointments made accordingly.
13. Parents are to ensure that a note is provided for absenteeism

The ultimate responsibility for learners' behaviour rests with the parents/guardians.

Annexure 3:

Cyber Bullying

Cyber bullying is described as "a constant and hate-filled attack on a person using the Internet or other means of electronic communication."

Forms of cyber bullying include threats, humiliating remarks, embarrassing photographs and phony stories. What differentiates cyber bullying from physical and verbal bullying is that perpetrators can exploit the secrecy of the Internet to conceal their identity while abusing their victims. Cyber bullying can be found on social networking sites, in blogs, wikis, and other shared communication tools.

Although cyber bullying can and does originate on school property via computers located in classrooms or the library, more often than not, cyber bullying takes place at home. However, its impact is no less serious. The most harmful incidents of cyber bullying involve extensive online harmful actions taken at home that impact school, because school is where the students are physically together.

What are the legal ramifications for CKPS? CKPS can prohibit student speech if that speech "would substantially interfere with the work of the school or impinge upon the rights of other students, including the right to be secure."

What role can parents of bullies play? Parents should not give young children smart phones with 24/7 access to social networks? More importantly, they must diligently monitor their kids' online activity? Pre-teens typically don't have the funds or ability to purchase Internet-enabled devices or authorize Internet and mobile contracts for access to social networks. If parents are going to provide such access to their children, they must be held accountable for their online activities, including cyber bullying.

Annexure 4:

SAFETY REGULATIONS

- The Scholar Patrol, unselfishly, performs a very valuable task to help our learners to cross the road safely. This is hard work which they do in rain, wind, cold and hot days. For their own safety all learners (and parents) are only to cross the street at the scholar patrol and remember to say, THANK YOU.
- At breaks and before school learners may play and run around. However, no violent games should be played. As balls and toys get lost, stolen or broken they should not be brought to school.
- Learners who run on corridors are a danger to others and themselves. Pushing and shoving others is inconsiderate.
- No learner is allowed to leave the school property before the end of the school day without permission from the Principal. A learner will only be allowed off the school property if accompanied by a parent.
- Children not participating in extra-mural activities should leave the school premises by 14h00. Children participating in extra-murals must be fetched from school at the given time.
- Learners waiting for public transport must wait in the allocated area.
- Learners who miss their public transport may not be made the school's responsibility. Parents are to ensure safe and reliable transport.

Annexure 5:

Merits & Warnings:

FOUNDATION PHASE (GRADE 1 -3)

Merits will be issued to learners for the following:

Academic

- 1 x merit for full marks for Maths test each week.
- 1 x merit for full marks in Spelling each week.
- 1 x merit for 10 “Good work” stickers in any book
- 1 x merit for 5 “Good reading” stickers/stars.
- 1 x merit for exceptional work/improvement in work.

Behaviour

- 1 x merit for good behaviour in/out of class.
- 1 x merit for improvement in behaviour.
- 1 x merit for 3 weeks consistent good behaviour.

General

- 1 x merit for “Helpfulness”
- 1 x merit for kindness.
- 1 x merit of any kind may be issued by any Educator.
- 1 x merit at end of term for consistent bringing of cans & newspapers.

ACCUMULATION OF MERITS:

- 10 x MERITS** – R8.00 Tuck shop voucher.
- 20 x MERITS** – R8.00 Tuck shop voucher.
- 30 x MERITS** – R8.00 Tuck shop voucher.
- 40 x MERITS** – R8.00 Tuck shop voucher.
- 50 x MERITS** – R8.00 Tuck shop voucher.

All merits must be noted in the homework diary by the Educator.

INTERSEN PHASE (GRADE 4-7)

Merits to be noted on list in front of the diary. The Phase Tutor to control the issuing of merit vouchers.

Academic

- 1 x merit for each set of 3 “good work” stickers in classwork books, per subject
- 1 x merit for 80% and over for all assessments.
- 1 x merit for 5% increase per subject at the end every term

Behaviour

1 x merit for good behaviour in/out of class.

General

- 1 x merit for “Helpfulness”
- 1 x merit for kindness.
- 1 x merit of any kind may be issued by any Educator.

ACCUMULATION OF MERITS:

- 10 x MERITS** – R8.00 Tuck shop voucher.
- 20 x MERITS** – R8.00 Tuck shop voucher.
- 30 x MERITS** – R8.00 Tuck shop voucher.
- 40 x MERITS** – R8.00 Tuck shop voucher.
- 50 x MERITS** – R8.00 Tuck shop voucher.

All merits must be noted in the homework diary by the Educator.

Everything you’ve read is consolidated in the following:

LOOK SMART

Wear the correct school uniform

INVITE SMILES

Show respect towards fellow peers and teachers

NOTICE YOUR SURROUNDINGS

Make sure our school is always clean

KNOW ONE ANOTHER

Take time to think about others

Signed by:

SGB CHAIRPERSON _____

DATE _____

PRINCIPAL _____

DATE _____

IDSO _____

DATE _____

ACKNOWLEDGEMENT OF CODE OF CONDUCT

AS A LEARNER OF CONSTANTIA KLOOF PRIMARY:-

- I promise to adhere to the Code of Conduct set out above
- I will apply myself diligently to my studies and endeavour to promote a culture of learning and co-operation in the class
- I will never deny my fellow learners, or my educators, the right to an effective learning environment or teaching environment by my manner or in my conduct.

LEARNER'S NAME _____ **DATE** _____

SIGNATURE _____

I, _____ parent of _____

in Grade _____, hereby acknowledge that I have read and understood the School's Code of Conduct and that I have read and discussed it with my child.

Signature of Parent _____ **Date** _____