



POLICY DOCUMENTS

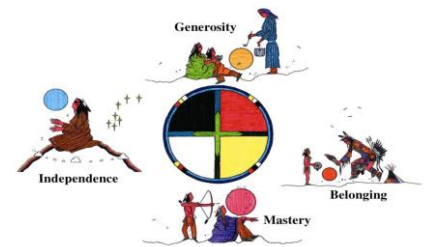
DE VRIJE ZEE PRIMARY SCHOOL

POLICY : CODE OF CONDUCT FOR LEARNERS

CODE OF CONDUCT (LEARNERS)

Applicable legislation:

- The Constitution of South Africa
- South African Schools Act (SASA) 1996 (Act 84 of 1996)
- WCED Provincial Gazette 6939 (Regulations relating to disciplining, suspension and expulsion of learners)



INTRODUCTION

De Vrije Zee Primary School strives to maintain a high standard of education. Therefore, this Code of Conduct has been drawn up according to the South African Schools Act, 1996 (Act 84 of 1996). This Code of Conduct should be accepted by the learners, educators and the parent community.

VISION AND MISSION STATEMENT

To promote the holistic development of each learner through quality education and accountable school management and to inspire learners to be independent and responsible individuals who will make a meaningful contribution to themselves and to society.

MISSION STATEMENT

- To have high academic expectations and standards for each learner so that they may take ownership of their learning and develop their full potential.
- To provide a safe, caring and orderly environment in which children are encouraged to learn and be proud of their achievements.
- To afford learners the opportunity to take part in a variety of sporting and cultural activities in order to further equip them with knowledge, skills and values which will support and guide them through life.
- To provide inspirational teaching and learning by means of qualified and dedicated educators who are committed to improving learner performance.
- To encourage parents, teachers and learners to embrace diversity and demonstrate tolerance and respect for themselves and for each other.

Our core values:

- Respect
- Caring
- Responsibility
- Fairness
- Trustworthiness
- Loyalty and Pride

SCOPE OF THIS CODE OF CONDUCT

This code of conduct is binding on every learner at the school. No learner is exempt from the duty of complying with this code of conduct.

This code of conduct is applicable:

- On school property before, during and after school hours.
- During all school activities – on or off school property.
- At all official school events, even if not on school property.
- Outside the school property when the learner is identifiable by the school uniform.

RIGHTS AND RESPONSIBILITIES OF LEARNERS	
RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none">• To be taught in a clean, safe, structured and orderly environment.• To be respected by other members of the school.• To be treated with fairness.• To make use of available school facilities and property.• To support the school by participating in cultural, sporting and academic activities.• The democratic right to due process.	<ul style="list-style-type: none">• To create the opportunity for others to work without hindrance and to pay full attention.• To respect the individuality, beliefs and rights of others.• To treat others in a fair and just manner.• To respect and maintain these facilities and property.• To uphold school spirit by participating in cultural, sporting and academic activities.• To abide by the code of conduct of the school.• To maintain a high standard of behavior and courtesy both inside and outside of the school.
SCHOOL AND CLASSROOM RULES	

Every learner undertakes to conduct himself / herself as follows:

- To abide by the school rules.
- To comply with the academic requirements of the school.
- To take part in the sporting and cultural activities offered at school.
- To display courtesy and respect towards educators and fellow learners.
- To wear the school uniform correctly and with pride in and out of school
- To keep the school grounds and buildings clean.
- To respect their own property and that of others.
- To respect and acknowledge meaningful authority.
- To develop and demonstrate pride in his/her school.

Role of the parent: the ultimate responsibility for a learner's behaviour rests with the parents. Parents should support the code of conduct for learners and ensure that their child observes it. A parent's disagreement with the code of conduct of the school does not exempt his/her child from having to comply with it.

RIGHTS AND RESPONSIBILITIES OF PARENTS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • Parents need to know and be informed about school policy. • To receive feedback from the school / teachers on the progress of their child/ren. • To expect their children to be taught in an, orderly environment which is conducive to teaching and learning. • Attend school functions and meetings, regarding the child/ren's progress; the school budget; etc. 	<ul style="list-style-type: none"> • Ensure that learners attend school regularly, that they are correctly dressed and punctual. • Support the school, staff, the code of conduct and ensure their children do likewise. • Attend school functions such as parent meetings. • Ensure that their children arrive at school punctually and collect them on time after school and extra-mural activities. • Encourage a positive attitude regarding the school and homework assignments.

An educator at the school has the same rights and responsibilities as a parent to control and discipline a learner according to the code of conduct.

RIGHTS AND RESPONSIBILITIES OF EDUCATORS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To be able to teach in a safe, orderly environment which is conducive to teaching and learning. 	<ul style="list-style-type: none"> • To be professional in appearance and approach and provide an environment which is conducive to teaching and

<ul style="list-style-type: none"> • To be treated fairly and respected as professional persons. • To be able to teach without interruption. • To expect learners to be prepared for lessons and to complete all homework. 	<p>learning.</p> <ul style="list-style-type: none"> • To be well-prepared for each lesson and teach lessons effectively. • To be punctual, fair, consistent, sensitive to the needs of learners and not humiliate them. • Communicate with parents and keep them informed of the progress of learners.
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EMPOWERMENT OF EDUCATORS

The class educator is responsible for managing the behaviour of learners in his/her class in accordance with the Code of Conduct. Educators have an important responsibility to facilitate a climate for the development of positive learner behaviour. When learners step out of line educators apply positive intervention and/or disciplinary measures. This responsibility needs to be shared with parents, other educators and the SGB.

The class educator encourages learners by:

- Promoting positive behaviour by developing social skills and moral values.
- Including all learners in the Circle of Courage.
- Identifying good work and sending learners to the principal for encouragement.
- Celebrating successes.
- Positive marking of academic work.
- Communicating with parents via the homework book.

CLOTHING AND APPEARANCE

All learners should wear the full school uniform during school hours and when travelling to and from school. Learners should not appear in public wearing incomplete uniform. All items of clothing are to be clearly marked. Full school uniform should be worn on assembly days and during formal school functions in the school hall. (No track suits or PT clothes should be worn to school on these days.) Requests for temporary deviation from the uniform policy of the school should be forwarded in writing to the principal and will be dealt with on merit.

OFFICIAL SCHOOL UNIFORM – Summer: (October to April)

BOYS

Long / short grey pants
 White short-sleeved shirt with badge on pocket
 No tie
 Long grey socks
 Black lace-up school shoes
 V-Neck maroon school jersey

GIRLS

Grey skirt and grey panties
 White short-sleeved shirt with badge on pocket
 No tie
 Short white socks
 Black school shoes
 V-Neck maroon jersey

SCHOOL UNIFORM – Winter: (May to September)

BOYS

Long grey pants

White long-sleeved shirt with school badge on pocket

School tie

Long grey socks

Black lace-up school shoes

V-Neck maroon jersey

Maroon windbreaker (optional)

School track suit top (optional)

GIRLS

Grey skirt or grey long pants

White long-sleeved shirt with school badge on pocket

School tie

Long grey socks

Black school shoes

V-Neck maroon jersey

Maroon windbreaker (optional)

School track suit top (optional)

Note: Maroon scarves and beanies with the school badge may be worn on cold days. Nails should be kept short and clean. No nail varnish is allowed.

P.T. / SPORT UNIFORM

Our PT/Sports uniform is compulsory for all learners.

- Prescribed Maroon DVZ PT golf shirt with blue trim and DVZ logo..
- Prescribed navy shorts.
- The full PT uniform, (DVZ PT shirt / blue DVZ shorts / white socks and white tackies) may be worn on PT days and other days in the summer months when there is no assembly or official school events.

PT clothes are available from *Rothmans*. Learners who have attended Vrijzee Preparatory may continue to wear the same PT clothes for a year. New PT clothes with the DVZ logo must be worn as from Grade 5 or earlier.

SCHOOL TRACK SUIT

- The school track suit may be worn instead of the school uniform by all learners on Mondays and Wednesdays during **term 2 and term 3**.
- Learners who play matches may wear their track suit to school on match days as well.
- White tackies and a white T-shirt (or prescribed PT golf T-shirt) should be worn with the track suit. (No other colour tackies will be allowed.) Learners who do not have white tackies must wear their school shoes with the PT clothes or track suit.
- School track suit may also be worn to other school functions as determined by the SMT/SGB.

NEATNESS INSPECTION

Educators will conduct scheduled as well as random neatness inspections. Learners who do not comply with the uniform code will receive an "Incorrect school uniform" letter or a note in the homework book. Parents should sign this letter and ensure that learners comply with the dress and uniform code of the school. Learners who transgress the uniform code may be withdrawn from activities such as attending assemblies, other functions in the hall and outings or may have break time detention. Parents should

inform the teacher via a letter if there is a temporary deviation from the school uniform, stating the reason for the deviation and the (reasonable) time by which the deviation will be remedied.

Please note the following dress code rules:

- Learners, who do not have the correct uniform, should have a letter from the parent mentioning the deviation and also stating the date by when it will be rectified.
- Learners who do not comply with the school uniform and do not have a letter from the parent will receive a warning letter signed by the chairman of the SGB.

HAIR POLICY

Boys:

- Hair should be washed regularly and neatly styled. No Gel is allowed.
- Hair should not touch the shirt collar, fall over the ears or hang over the eyes.
- Hair may not be dyed, colour rinsed or highlighted.
- Hair may not be shaven so as to display a pattern or symbol, nor may it be cut in a "step."
- There should only be a natural path in their hair. No shaven lines, patterns or symbols on the head will be allowed. No dyed or coloured braidings are allowed.
- If lice/nits are found the parent will be informed and the learner will be sent home for the hair to be treated.

Girls:

- Hair should be washed regularly and neatly styled. No Gel.
- Hair that touches the shirt collar must be tied up with maroon, white or black accessories. [Ribbons, elastics, plain hairclips, plain alic bands.]
- Hair should not hang over the eyes. Loose strands of hair should be pinned back.
- Hair may not be dyed / colour rinsed / highlighted or shaven. (no lines, patterns or symbols will be allowed).
- No dyed or coloured braidings are allowed.
- If lice/nits are found the parent will be informed and the learner will be sent home for the hair to be treated.

JEWELLERY POLICY

Boys:

- No earrings, rings, body studs, bangles, neck chains or any other form of jewellery may be worn.
- Acceptable accessories: watches (no smart watches). Medic-Alert bracelets/chains may be worn.
- No tattoos are allowed.

Girls:

- A single stud or sleeper in each ear in silver or gold may be worn. Learners who wish to have their ears pierced are advised to do so during the school holidays as no other forms of jewellery will be allowed.
- No dangling or sparkly earrings, bangles, bracelets, neck chains or any other form of jewellery may be worn.

- Acceptable accessories: watches (no Smart watches); Medic-Alert bracelet/chains may be worn.
- No tattoos are allowed.

CIVVY DAY DRESS CODE POLICY

The only difference in the day is that the school uniform may be replaced with suitable casual clothes. The academic programme will proceed as normal.

Dress code for girls

- Clothing must be suitable to wear to school.
- No over-revealing tops, shoulderless tops, low cleavage, bare midriff or very short dresses /shorts.
- Jewellery such as bangles and necklaces to be worn in moderation.
- No visible body piercings / adornments. Earrings may be worn.
- Caps / beanies may not be worn inside the school buildings.
- All underwear must be covered.

Dress code for boys

- Suitable T-shirts / tops.
- No visible body piercings / adornments..
- Jewellery to be worn in moderation.
- No earrings.
- Caps / beanies may not be worn inside the school buildings.
- All underwear must be covered.

Learners who transgress the dress code policy for civvy days might not be allowed to wear civvies on the following civvy day/s.

SCHOOL BAGS

- **All learners** must have the official DVZ maroon school bag which is available from the school.
- The logo of our school is printed on the school bag.
- It is sturdy, durable and protects text books and writing books.
- There should be no graffiti / tippex on schoolbags. (Vandalised school bags will have to be replaced.)
- Damaged school bags will have to repaired or a new bag bought - Grade 7 learners also have to use the compulsory DVZ school bag.
- Rucksacks or casual and colourful backpacks / other bags will not be allowed.

CELL PHONE POLICY

De Vrije Zee strongly advises against learners bringing cell phones and other electronic devices to school. However, should parents allow their children to bring cell phones to school, at the owner's own risk, the following rules apply:

- Cell phones should be switched off on school grounds. No learner may make or receive calls during school hours.
- Should a learner need to make an urgent call to parents / guardians during school hours, this should be done with the permission of and in the presence of an educator.

- No learner may photograph or video record any learner or educator or event on the school grounds or while learners are at an official school function or on an outing.
- Cell phones may not be taken with or used on school outings.
- Learners may not have cell phones on their person during the writing of a test / assessment task / examination. This is an assessment irregularity and may lead to disciplinary action.
- Learners are cautioned not to have their cell phones visible while walking to and from school as this poses a risk to the learner.

Any transgression of above rules will result in a loss of privileges, which may include the confiscation of the cell phone until the end of the day or until the parent / owner collects the cell phone. DVZ cannot accept any responsibility for the loss or theft of cell phones or SIM cards at school or while on school outings.

ANTI-BULLYING POLICY [Abbreviated]

At De Vrije Zee we are committed to providing a caring, friendly and safe environment for all learners. Bullying of any kind is unacceptable and will not be tolerated. Bullying is behaviour by one or more persons towards another which is designed to hurt, embarrass, exclude, upset or cause discomfort. Bullying is a form of harassment. If bullying does occur, learners should tell someone and know that incidents will be dealt with promptly. Any learner who is aware of or sees an act of bullying should report it immediately.

Examples of bullying:

- | | |
|-------------|--------------|
| ⊗ Emotional | ⊗ Homophobic |
| ⊗ Physical | ⊗ Verbal |
| ⊗ Racist | ⊗ Cyber |
| ⊗ Sexual | |

Bullying hurts. No one deserves to be a victim of bullying. Bullies need to understand that their behaviour is unacceptable and that they should treat all people with respect. Anyone who knows that bullying is happening is expected to report it to staff members.

SCHOOL AND ORGANISATIONAL RULES

SCHOOL GROUNDS

- Learners should enter the school grounds via the gates in Dingle Road in the mornings.
- Once they have entered the school grounds, they may not leave again until the end of the day.
- Learners exit the school in the afternoons via the pedestrian gate in Merriman Street (Grade 4 learners) and via the gates in Dingle Road (Grade 5 – 7 learners.)
- No learner may leave the school grounds during school hours without the permission of the headmaster.
- No vandalizing of school or other property will be allowed.
- Chewing gum is not permitted on the school grounds.

- No alcohol or drugs may be brought onto the school premises, with the exception of medicine prescribed by a doctor. Learners are to inform their educator of such medication.
- Fireworks may not be brought onto or discharged on the school premises.
- Learners may not be in possession of pornographic material, dangerous objects or weapons on the school grounds.
- Learners may not use obscene, abusive or offensive language.
- No learner may ride a bicycle on the school grounds – bicycles must be pushed to the parking area
- Visitors may not enter the school grounds without permission.
- All visitors are to use the main entrance and report to reception.

PLAYGROUND

- Learners should play in their designated playing areas..
- No ball games are allowed during breaks due to limited playing area.
- No dangerous or rough games will be tolerated.
- No throwing of bottles, erasers, balls, stones or any other object is allowed as these could cause injury.
- Learners should stay away from the perimeter fences.
- No skateboarding, rollerblading or cycling on the playground.
- Learners may not climb trees, railings, gutters, goal posts, etc.
- Fighting and bullying will not be tolerated.
- Learners should keep the playground clean at all times – no littering.
- Learners, who cause problems during breaks, may be removed from the playground temporarily.
- All problems should be reported to the educators on duty immediately.

STAFF CAR PARK

- This area is not part of the playground.
- Learners may only enter the car park area when accompanied by an educator.

INSIDE THE SCHOOL BUILDING

- No learner may enter the school building before school unless accompanied by an educator or to visit the downstairs bathrooms.
- Learners may enter the school building during breaks to use the bathrooms, go to the tuck shop or to visit the library. All other areas inside the school building are out of bounds
- Absolutely no running in the passages.
- No learner may be in the foyer unless accompanied by an educator.
- No learners should be in the administrative passage unless accompanied by an educator.
- Learners should make use of the hall quad route when they need to go to the office.
- Learners are not allowed in the kitchen unless accompanied by an educator or other staff member.

RAINY DAYS

Learners may enter the school buildings before school and during breaks on rainy days.

- Before School

Learners should line up outside their classrooms and wait quietly for their educator.

- During breaks

Learners are restricted to their respective classrooms and orderly visits to the toilets and the tuck shop.

CLASS ROTATION

- Learners should move to their next class in an orderly fashion together with their educator and wait outside the classroom for the educator.
- Girls walk on the left, boys on the right side of the passage. Walk quietly in a single file. Suitcases should be carried away from the walls.
- Learners should be accompanied by their educator when they go for any practical lessons.
- Learners may not talk, shout, whistle, run, slide or play in the passages.

TUCK SHOP

- Learners should line up in neat rows according to their grade and wait to be served.
- As soon as learners have completed their purchases they should move to the playground or be seated at the tables in the tuck shop quad.
- No bullying of learners (asking for money/snacks) will be tolerated.
- Learners should not gather in the passage outside the tuck shop or near the bathrooms.

IN THE HALL

- Learners must enter the hall in a quiet and orderly manner.
- Silence must be maintained throughout assembly, particularly when someone is speaking or during a performance.
- Important announcements are made during assembly and learners are expected to pay careful attention during assembly.
- No learner may enter the school hall, gallery or stage without the permission of or supervised by an educator.
- Where learners have to report to the hall for a meeting, class, etc. they should line up in the hall quad and wait for the educator before entering the hall.

USE OF THE TOILETS / CLOAKROOMS

- Learners are to visit the toilets before school and during break times.
- Learners who need to use the toilets urgently during class time may do so with the permission of the educator. No learner may visit the toilet / bathrooms on his/her own.
- Misuse of visits to the toilets will not be tolerated.
- Learners are requested to leave the toilets neat and tidy at all times and to observe rules of hygiene in the cloakrooms.
- Toilets near the gallery may only be used by learners with the permission of educators or during certain school functions.

- Council of Learner members should report any irregularities to the educator on playground duty.

SICK BAY

We require parents to keep their children at home, if they are not feeling well in the morning. This includes a temperature, vomiting, a runny or painful stomach, pink eye or the like. This will prevent teachers and other children being affected and causing more absenteeism.

- Learners should inform their teacher if they are not feeling well.
- The teacher will manage the situation or refer the learner to the grade first aid representative if necessary.
- More serious cases of illness will be reported to the first aid co-ordinator
- Only learners who have been given a sick bay pass by the first aid coordinator will be allowed in sick bay.
- When learners leave sick bay, they are to return their pass to the first aid coordinator before they go back to class or are collected by their parents to go home.
- No learner should be left in sick bay without the knowledge/permission of the first aid coordinator.
- Learners are not permitted to telephone their parents to fetch them if they are not feeling well. Only the secretary/ first aid coordinator may call the parents when learners need to be fetched from school.

MEDIA CENTRE

Learners may visit the media centre at the following times:

- Second break - Tuesday, Wednesday and Thursday.
- After school - Tuesday, Wednesday and Thursday.
- The media centre will be closed during 2nd break on rainy days.
- No suitcases are allowed in the media centre.
- No food may be taken into the media centre.
- Learners are not allowed to run in the media centre.
- Learners should be quiet in the media centre at all times.
- Only two books may be taken out at a time by Grade 5,6 and 7 learners. Grade 4 learners may only take out one book at a time.
- Books may be borrowed for two weeks, but may be renewed for a further two weeks.
- Learners who lose library books **will have to pay for the book to be replaced.**
- For every day your library book is overdue, you will be fined R1 per book per day.

CLASSROOM AND ORGANISATIONAL RULES

Before school

- Learners are expected to be at school by 07:45 in the morning.
- The bell will ring at 07:45 so that classes may begin punctually at 07:50..
- Learners are to place their suitcases in neat rows on the playground.
- Only Council of Learner members may place their suitcases in the passage in front of sick bay before school.
- On rainy days learners may place their suitcases in the passage outside their classroom.
- Gates will be locked at 08:00 in the morning.
- Learners who arrive late must use the main entrance and report to the office where their names will be entered into the late-comers register. Learners who arrive late repeatedly will receive a warning letter which has to be signed by the parents. Parents should make every effort to ensure that their children arrive at school on time and are collected promptly after school.
- Money sent to school should be placed in a sealed envelope clearly marked with the learners' name and classroom number and should state what the money is for. This money should be paid in first thing in the morning – as soon as learners enter their classrooms.

Rows

- Learners should line up in their respective rows immediately once the bell has rung.
- After the morning announcements learners will move to their classrooms with their educators.
- Educators should accompany learners to their respective classrooms before school and after breaks.

Before break

- Bells should be strictly adhered to.
- Learners have the opportunity to eat their lunch in class before first break [eating time].
- Announcements will be made just before eating time and before the bell rings for 2nd break. Learners should be silent during announcements.
- Learners may only dismiss for break once the break bell has rung and they have been dismissed by their teacher.

After break

- Learners should line up quickly, quietly and in an orderly manner once the bell has rung.
- Learners and their educators then proceed to their respective classrooms.

Classroom

- Learners should abide by their classroom rules, as displayed in their classrooms.
- Learners are responsible for the neatness of their own desk and ensure that it remains clean at all times. They should also keep their desk space and their classroom clean. Litter should be placed in bins.
- Learners should have all their stationery and books / equipment at school every day and keep their books and text books neat and clean. Tippex is not allowed.
- Learners may not leave the classroom while announcements are being made or without the permission of the educator.

- No learner should leave the classroom at the end of the day until the final announcements have been made and the final bell has rung.
- Learners must not return to their classrooms after school or play or loiter in the passages.

Absenteeism

- Learners are required to attend school regularly.
- If a learner is absent from school he/she should give the teacher an absentee note, signed by the parent, on his/her return to school.
- If a learner is absent for 3 or more days, a doctor's certificate must be submitted.
- If a learner is absent for an examination or formal test a medical certificate must be submitted.
- Learners are expected to be at school for the full school day. Learners who need to leave school early must, ahead of time, hand a written request from the parent/guardian to the principal. Such permission will only be granted in exceptional circumstances.

GENERAL

- No loitering on pavements before and after school will be permitted. While learners are in their school uniform they are subject to the disciplinary measures of this Code of Conduct.
- No circular, notice, pamphlet or poster may be circulated or displayed on the school grounds without the permission of the principal.
- School and sports facilities may not be used after hours without the permission of the principal.
- No learner may enter the hall, staff room, computer room, duplicating room, teachers' toilets or kitchen without the permission of and accompanied by an educator.
- Where a learner has been found guilty of damaging school property, the parents will be held financially liable for replacing or repairing such property.
- Learners must co-operate with the Council of Learners and treat them with respect.
- No learner shall in any manner bring the name of De Vrije Zee Primary School into disrepute.

Rules governing public places:

- No person may bring liquor, dangerous objects or illegal drug or a prohibited substance onto school premises or have such liquor, dangerous object, illegal drug or prohibited substance in his or her possession on school premises or during a school activity.
- The principal or his/her delegate may, at random, search a learner or any group of learners or the property of a learner or group of learners for any liquor, dangerous object, illegal drug or prohibited substance if a fair and reasonable suspicion has been established.
- The principal or his/her delegate may at random administer a urine or other non-invasive test to any learner or group of learners that is on fair or reasonable grounds suspected of using liquor, illegal drugs or prohibited substances.

INFRINGEMENTS: GRADING AND RESTORATIVE MEASURES

Our vision remains paramount – to instil a culture of teaching and learning. This cannot take place in a climate of disorder. Learners will be familiarised with the Code of Conduct and Values in Education programme. There will also be constant education and reinforcement of social skills and moral values to remind learners of the importance of positive and acceptable behaviour.

In order to equip the principal and other role players with an instrument for effective behaviour management, various disciplinary and restorative strategies apply. The approach to learners who are guilty of any transgression as mentioned in this policy, should be fair and focus on restoring societal harmony and fixing wrongs, rather than on punishment. Learners should be held accountable for their actions and where possible make amends to the affected parties. .

Applicable Restorative Justice and Behaviour Support Strategies

- Verbal reprimand / warning / apology
- Study hall – supervised schoolwork that will contribute to the learner’s progress at school / meaningful research / curricular tasks .
- Supervised class withdrawal – limited period
- Discussion of offence and guidance by grade head / guardian educator.
- Parent involvement and intervention (phone calls; letters; meetings; etc.)
- Referral to SBST / DBST for intervention and support.
- Special tasks / improvement of the school environment, which may include tasks related to the offence, eg. cleaning vandalised desks, picking up litter; etc.
- Tasks that would assist the offended person.
- Replacement of damaged property.
- Withdrawal of privileges (excursions, civvy days, school social functions, etc.)
- Suspension from school activities, eg. Sport / cultural activities, etc.
- Precautionary suspension / parent intervention.
- Disciplinary hearing

Levels of transgressions:

Our Behaviour Management Programme has 4 levels.

Unacceptable and anti-social behaviour is classified as level 1, 2, 3 and 4 transgressions.

LEVEL 1 OFFENCES: (Minor infringements – can be dealt with by educators.)

- Homework / tasks not completed or handed in late.
- Neglecting to have homework, tests, tasks or letters signed.
- Disruptive behaviour in class.
- Late for school / classes / sporting and cultural events.
- Forgetting books / PT clothes / stationery at home.

- Wearing improper school uniform / untidy appearance.
- Bad behaviour in rows / passages.
- Littering.
- Not adhering to classroom rules.
- Swearing / using abusive language.
- Dishonesty (with a minor consequence).
- Arrogance / rudeness / ill-manneredness.

DISCIPLINARY PROCEDURES FOR LEVEL 1 OFFENCES

Minor transgressions may be handled by the educator / grade head. Applicable behaviour intervention / support strategies may apply. Where "writing-out" is given, it is recommended to issue work of an academic nature rather than the completion of repetitive lines. .

LEVEL 2 OFFENCES (MISCONDUCT – may be referred to SMT / Deputy principal)

- Rudeness and disrespectfulness towards adults / fellow learners.
- Undermining authority.
- Defacing or losing text books or library books.
- Unacceptable behaviour during outings / visits to other schools.
- Rough games on the school grounds.
- Entering prohibited areas inside and outside the school buildings.
- Absence from school or from sporting and cultural activities without permission. Truancy.
- Leaving school grounds during school hours without permission.
- Fighting / assault / swearing / inciting fighting / bullying behaviour on the school grounds.
- Intimidation / extortion of fellow learners.
- Falsification of signature of parents / guardian / educator.
- Bad behaviour during assembly.
- Vandalising property of other learners / graffiti.
- Theft
- Repetition of Level 1 offences.

DISCIPLINARY PROCEDURES FOR LEVEL 2 OFFENCES (MISCONDUCT)

Parents may be called to collect their child and apply parental intervention at home. The learner may return to school on the following day. A disciplinary letter, signed by the principal, will also be given / sent to parents. Parents should sign the letter, state what parental intervention strategies they have applied at home and return the letter to school. Parents may be invited to attend a partnering meeting with the disciplinary committee.

LEVEL 3 OFFENCES : **SERIOUS MISCONDUCT** (Offences which may lead to suspension or a disciplinary hearing.) These offences must be referred to the deputy principal / principal.

- Smoking on school grounds or when in school uniform. (drugs / cigarettes / e-cigarettes / hookah pipe / intoxicating substances)
- Buying / selling / in possession of / under the influence of or consuming alcohol or drugs on school grounds or while in school uniform.
- Being in possession of dangerous objects / weapons / matches / lighter / fireworks on school grounds.
- Possession or exhibition of pornographic material.
- Serious disruption of class / school routine.
- Truancy.
- Endangering the safety / threatening or violating the rights of others.
- Assault – an offensive attack resulting in injury.
- Intimidation by verbal or physical threat.
- Dishonesty or cheating in a test / examination or any other formal assessment task.
- Aggression, violence or threat against a teacher.
- Theft.
- Vandalism / destruction of school or personal property / harmful graffiti.
- Bomb threats / false alarms.
- Gang-related activities / symbols / insignia.
- Violation of human rights / racism / sexism.
- Sexual harassment by word or deed.
- Immoral behavior / profanity / public indecency.
- Repetition of level 2 offences.

DISCIPLINARY PROCEDURES FOR LEVEL 3 OFFENCES (SERIOUS MISCONDUCT)

Parents will be summoned for a meeting with the principal / disciplinary committee of the SGB.

Learner may be placed on immediate suspension / precautionary suspension pending a disciplinary hearing. Suspension letter / notice of disciplinary hearing will be sent to parents.

LEVEL 4 OFFENCES / SERIOUS MISCONDUCT – offences which may lead to a disciplinary hearing / suspension / expulsion

Subject to the provisions of the Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), a learner at a school shall be guilty of serious misconduct if he or she –

- Is under the influence of intoxication liquor or drugs during a school activity or while he/she is on the school grounds, or
- Is guilty of assault, theft or immoral conduct; or
- Has been repeatedly absent without permission from school and/or classes; or
- Trespassing on school grounds while suspension is still in effect; or
- Brings the name of the school into disrepute; or
- Displays serious and repeated transgressions of level 1, 2 or 3 offences; or
- Conducts himself/herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner.

DISCIPLINARY PROCEDURES FOR LEVEL 4 OFFENCES

Learners will be referred to the SGB Disciplinary Committee for a fair, disciplinary hearing in the presence of the parents. All disciplinary hearings will be conducted according to the terms and regulations as set out in the South African Schools Act.

- Learners found guilty of serious misconduct, after a fair hearing, could face suspension from school as a disciplinary measure for a period not exceeding 7 school days.
- Learners could be prohibited by the Head of Education from attending school [expelled] if, after a fair hearing, they are found guilty of serious misconduct.

The procedures to be followed for the suspension and expulsion of learners are prescribed in the appropriate regulations promulgated in terms of section 9(3) of the South African Schools Act, 1996, (Act 84 of 1996) as well as Provincial Gazette 6939 (Regulations relating to disciplining, suspension and expulsion of learners).

DISCIPLINARY HEARING

Notice of the hearing is sent home via the learner / posted to the parent. Listed on the Hearing Notice are the offence/s that the learner is charged with. This affords the parents an opportunity to prepare themselves in order to deal with the matter briskly and reduce additional stress for the learner. Although the hearing is viewed in a very serious light, the ultimate goal is to create an opportunity to decide on the best possible way to resolve the problem in the best interest of all concerned.

SUSPENSION

This means that a learner is excluded from and may not return to school for a period of not more than 7 school days. The learner's academic work must remain up to date. He/she may not take part in any extra-mural activity.

EXPULSION

This means the permanent ending of a learner's right to attend a particular school, in other words, the learner is removed from the school permanently. Expulsion is preceded by suspension. This will only happen when the offence is such a nature that the further presence of the learner is not in the best interest of the school and the other learners.

LEARNERS SEEKING EXEMPTION / DEVIATION FROM THE RULES OF THE CODE OF CONDUCT

- A parent should submit a written request to the principal furnishing reasons why the learner should be exempted from any rule in this code of conduct.
- The principal may either refer the matter to the School Management Team or the School Governing Body if required.
- The learner / parents may appear before the SGB to substantiate the written submission.

POSITIVE REINFORCEMENT

Educators commit themselves to the positive motivation of learners and therefore emphasis is placed on reinforcing exemplary behaviour. It is the policy of the school that disciplinary measures are applied to be correctional and restorative and **should not be seen to be in retribution**. This will benefit the transgressor and the other learners. The co-operation of the parents is of the utmost importance.

POLICY : CODE OF CONDUCT FOR LEARNERS

Approved by the School Governing Body on

Chairperson: (Mr. D. Assur)

Effective date: 31 March 2020

Principal: (Mrs Da Conceicao)



Workshops/discussion meetings for the amendments to and review of the Code of Conduct:

1. Levels of transgressions discussed at a meeting of the SGB Committee held on 13 February 2020.
2. Discussed at the SMT meeting held on 14 February 2020.
3. Draft code of conduct workshopped with staff on 20 February 2020.
4. Accepted by the SGB at a meeting held on 9 March 2020.