SCHOOL

Code of Conduct

CLARENCE PRIMARY SCHOOL

This Code of Conduct is set up in accordance with the S.A. Schools Act 84 of 1996

1. OBJECTIVES

1.1 To foster self-discipline
1.2 To develop respect for others and instill acceptable modes of behaviour in various social situations and towards all cultures
1.3 To facilitate the effective running of the school
1.4 To create a safe environment
1.5 To ensure effective teaching and learning
1.6 To teach responsibility
1.7 To positively reinforce with a view to motivate learners to improve behaviour
1.8 To foster a sense of pride and ownership of the school
1.9 To restore relationships.

2. RIGHTS AND RESPONSIBILITIES OF LEARNERS

It is every learner's right:

RIGHTS	RESPONSIBILITY
➢ to be educated ➢ to be respected regardless of personal, religious or cultural differences ➢ to be treated fairly ➢ to learn in a safe and secure environment ➢ to work in a clean and litter-free environment	➢ responsibility to be committed to doing his / her best. ➢ responsibility to respect the individuality of others. ➢ responsibility to treat others in a fair manner. ➢ responsibility to adhere to School Rules. ➢ responsibility to maintain such an environment.

RESPONSIBILITIES OF THE LEARNER WITH RESPECT TO THE CODE OF CONDUCT

It is expected of all learners enrolled at the School to uphold the principles contained in this Code of Conduct at all times, given that these principles are considered to be acceptable forms of behaviour in our society. Through their courtesy and behaviour, learners must aim to bring credit to the school, especially when in school uniform.

RESPONSIBILITIES OF PARENTS WITH RESPECT TO THE CODE OF CONDUCT

1. The ultimate responsibility for a learner's behaviour rests with his/her parents/guardians and it is expected that parents/guardians will:

   (a) Support the school and ensure that his/her/their child observes all school rules and regulations and the parent/guardian accepts responsibility for any misbehaviour on his/her/their child's part; and

   (b) Take an active interest in his/her/their child's schoolwork and make it possible for the child to complete assigned homework.

2. Parents should attend meetings that the School and/or, the School Governing Body have convened for them.

3. SCHOOL RULES

3.1 School Uniform and General Appearance

a) Uniform must be clean, tidy and appropriate at all times.
b) Nails should be short and clean. No nail polish or make-up may be worn.
c) Hair must be neat and tied up if long. Only blue, black, white or red hair accessories may be worn.
d) Hair may not be dyed/ No colored extensions. (including beads on extension)
e) No jewellery may be worn, except plain watches and plain gold or silver ear studs or sleepers.
f) Name badges must be worn every day.
g) All property must be labelled.
h) No stockings.
i) No beanies.
j) No colourful jackets, only Clarence Tracksuit.
k) No T-shirt to be worn under shirts, only vests.
l) Reasonable length of skorts.

3.2 Punctuality

Learners are expected to arrive on the appointed time at the beginning of the school day and at the start of any other school activity. Learners must be punctual at all times

- School commences at **7:30am** every morning

- *Home times:*

	GRADE	TIME
MONDAY – THURSDAY	**R**	1PM
	1-2	1:15PM
	3 - 7	2:15PM
FRIDAY	**R**	1PM
	1-7	1:15 PM

3.3 Areas which are out of bounds unless supervised are:

a) Area behind the swimming pool
b) Area bordering on Mitchell Crescent
c) The upstairs school verandahs before school and during breaks except on rainy days
d) The office area, foyer and staff room
e) Area around the Reception class
f) Area behind the Foundation Phase block.
g) Swimming pool enclosure
h) All car park areas

3.4 School work and activities must be approached with diligence and commitment

3.5 Absenteeism

a) If a learner has been absent, a letter, mentioning the reason for being absent, must be written by the parent/guardian. The learner must bring a letter, addressed to the register teacher, to school on the first day after having been absent. Unnecessary, repeated absenteeism without reason will lead to an investigation by the school.
b) A letter from a doctor is compulsory if a test, examination or oral used for progression purposes, is missed. Without it, a zero mark will be awarded.

c) Should the school not have been informed about the reason for a learner being absent, the principal retains the right to enquire about the reason for absenteeism, especially after an absenteeism of three consecutive days. If the school is not informed, the register teacher will telephone the parent(s).
d) When a learner is unable to attend a sport practice or extra-mural activity, he/she is expected to ask the relevant educator in good time to be excused, in order that a replacement can be appointed in his/her place.
e) Learners are expected to fulfil their sport, cultural and other extra-mural responsibilities.
f) It is every learner's duty to catch up with any work missed during his/her absence.
g) A learner's absence the day before or on the day of a school activity, disqualifies the learner from participating in the match/function.

3.6 Learners must show respect towards themselves, others, the school, other people's property and the environment.
3.7 No running or loud noise is allowed in the school building.
3.8 Dishonesty, violence, truancy and absconding will not be tolerated.
3.9 Any form of intimidation, bullying, victimisation, physical or verbal abuse will not be tolerated.
3.10 Engaging in criminal activity will not be tolerated.

3.11 Cellular Phones

Learners are strongly discouraged from bringing cellular phones or other valuable items to school. It is stressed that such items are brought to school expressly at the learner's own risk. The school shall in no way whatsoever, be held responsible should a cellular phone or valuable item go missing. It is acknowledged that a cellular phone may be brought to school for the sole purpose of a learner being able to contact his/her parent/s after official school hours. Cellular phones must be switched off prior to the learner entering the school grounds and should be handed in to the school office for safekeeping. The phone may be switched on again, only after he/she has exited the school grounds. In cases of urgency, a phone may be switched on again while on the school premises, but only after first obtaining permission from an educator and the call must be made in the presence of the educator. If a learner fails to switch his/her phone off prior to entering the school grounds and should it ring, or be used in any way whatsoever, the phone shall be confiscated and handed in to the

school office for safekeeping. Under no circumstances will a confiscated phone be handed back directly to a learner. The phone will only be handed back to his/her parent/s. Should a learner fail to hand his/her cellular phone in at the school office for safekeeping and should the phone go missing, the School management will devote NO time whatsoever, towards establishing the where-about of the phone or how it came to be missing.

Any form of cyberbullying does not become a matter of the school. These social media platforms need to be monitored by the parent/guardian and close control measures should be adhered to.
Smart watches are not allowed at school.

4. AFTERCARE CENTRE

4.1. All regulations in the code of conduct, over and above the rules of the after-school centre, apply to all learners enrolled at the after-school centre (permanent or temporary) while the after-school centre is open.

5. DISCIPLINARY CODE

This is based on both positive awards and a warning system.

Positive Awards

3 consecutive Diligence weeks	-	Diligence Badge
9 consecutive Diligence Weeks	-	1 Silver Award
3 Silver Awards	-	1 Gold Award
3 Gold Awards	-	A Gold Badge

A Bronze Award can be awarded for exceptional deeds or actions

A cumulative record will be kept by individual learners in a 'Diligence Book'.

DILIGENCE Awards can be presented for: -

a) Sustained positive involvement in the classroom
b) Consistent good behaviour
c) Consistent good manners
d) Showing initiative
e) Being a good ambassador for the school
f) Showing sustained care and kindness to others as well as animals
g) Act of bravery

h) Consistent helpfulness
i) Showing a sustained sense of responsibility

Warning System			
Level 1	YELLOW CARD	Minor offences	**Informed via a yellow card**
Level 2	RED CARD	Serious offences	**Immediate detention and parents will be called in. A warning may be issued.**
Level 3	RED CARD	Very serious offences	**Parents will be called in. These offences are punishable by suspension and could lead to expulsion**

Detention will be given for:

a) 3 Yellow Cards in a 2-week period.
b) 1 Red Card

There will be a detention class on Friday afternoons from 1:15pm to 3:15pm and Parents will be informed a week in advance**. OR,**
for **repeat offenders, Principal's Detention** on Saturday mornings from 8:00 to 10:00am

LEVEL 1 OFFENCES

a) Incorrect and / or untidy uniform / no name badge
b) Being in the classroom without permission
c) Constant disruptive behaviour
d) Homework not done / not signed.
e) Chewing gum
f) Playing ball games without permission
g) No absentee letter
h) Excessive noise on the verandahs
i) Not heeding the end of break bells
j) Forgetting books constantly
k) Project not handed in on time
l) Late coming
m) No P.E kit / Swimming Kit
n) Littering

LEVEL 2 OFFENCES

a) Being unsupervised on school property and after school.
b) Losing or damaging school books
c) Damaging school property
d) Being disrespectful to others
e) Bartering or trading without permission
f) Being in, an out of bounds area, without permission
g) Deliberate disobedience
h) Cheating
i) Being late for school on a regular basis
j) Bringing radios, computer games, stereos or cell phones (refer to 3.11) to school:
    - *these will be confiscated and can only be collected by a parent*
k) Being insolent
l) Talking or playing in the hall during assembly
m) Wilfully disobeying the rules of the road.
n) Misconduct in a public place wearing school uniform
o) Violating rules in other schools

LEVEL 3 OFFENCES

a) Truancy.
b) Tampering with cars.
c) Leaving the school premises, without permission, during school hours.
d) Defacing school property.
e) Sharing pornographic material on social media.
f) Being in possession of pornographic material.
g) Any form of sexual harassment.
h) Being in possession of weapons or dangerous objects.
i) Smoking/ alcohol/ drugs / vaping
j) Being in possession of drugs and / or alcohol.
k) Stealing.
l) Physical violence.
m) Violating the rights of others by inappropriate touching/ sexual innuendo
n) Intimidation.
o) Bullying
p) Victimization
q) Violating the rights of other learners to receive education by being disruptive in class.

r) Preventing other learners from attending classes, preventing educators from providing classes in any other manner.
s) Committing an act of insubordination towards an educator or other person who occupies a position of authority over him/her at school.
t) Willfully disobeying a legitimate instruction given by the Principal or an educator authorised to do so by the Principal.
u) Bringing the name of the school into disrepute
v) Inappropriate use of social media.

(IT IS OBVIOUS THAT NOT ALL POSSIBLE SITUATIONS HAVE BEEN STATED BUT OTHERS WILL BE DEALT WITH IN A SIMILAR MANNER ACCORDING TO THE SEVERITY OF THE OFFENCE).

6. DISCIPLINARY ACTION

Disciplinary Interventions

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:

a) A verbal warning/reprimand to express disapproval.
b) Written warning.
c) Final written warning.
d) Removal from classes to the Deputy Head's office.
e) Referral for counselling.
f) Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
g) Exclusion from School activities and functions, *e.g. academic award ceremonies/excursions.*
h) Withdrawal of recognition, *e.g. diligence badge.*
i) Temporary suspension from class or School, pending disciplinary hearing.
j) Disciplinary hearing.
k) Tribunal hearing.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher grade. Expulsion may be recommended for a Level 2 or a Level 3 offence.

7. DISCIPLINARY PROCEDURES

It is recorded that the principal, together with all educators, are vested with the right to impose and enforce disciplinary measures on a learner in accordance with the provisions of this code of conduct or any other measure that may, in the opinion of the principal and/or educator be deemed reasonable at a particular time.

Subject to the disciplinary procedures contained in the South African Schools' Act and the Regulations promulgated thereto, the following forms of discipline may be imposed in the event of a learner failing to abide by the School Rules as set out herein.

7.1. Learners are expected to follow the Code of Conduct during school, on school excursions, outside the school when in school uniform including when using public transport.
7.2. In all cases, learners will be treated with respect and be given a fair hearing
7.3. In some cases, the learner may be referred for counselling and support
7.4. Level 1 offences will be dealt with by educators
7.5. Level 2 offences will be referred to Departmental Heads who will issue Red Cards.
7.6. Level 3 offences and continual misconduct will be referred to the Deputy Principal and/or Principal
7.7. Learners placed in detention for 3 consecutive weeks, will receive a warning letter for continued misconduct
7.8. Gr. 7 Level 3 offences will be dealt with by the Deputy Principal and / or Principal and will be investigated internally by Senior Management Educators. The SMT/educators reserve the right to meet with the complainant's /offender's parents at one particular time.
7.9. After such an investigation, the matter may be referred to a Tribunal, appointed by the Governing Body, for a disciplinary hearing. (KZN Provincial Gazette No. 5222 of 21.08.97)
7.10. The Tribunal makes recommendations to the Governing Body.
7.11. If expulsion is recommended, the procedure as set out in KZN Notice 60 of 2000, will be followed.
7.12. A person may appeal against the decision of the Governing Body.

8. INFORMAL DISCIPLINARY ACTION

8.1. Disciplinary action is needed in cases of less serious offenses that do not necessitate a formal disciplinary hearing and should be taken fairly and summarily by the teacher concerned. Such disciplinary action includes one or more of the following:

8.1.1. Verbal warning.
8.1.2. Additional homework.
8.1.3. Expulsion from the classroom to the foyer with work provided for the learner.
8.1.4. Detention during breaks or after school.
8.1.5. Referring to the learner's class teacher / DHs /deputy principal / principal.
8.1.6. Yellow cards
8.1.7. Repeated minor violation could lead to formal disciplinary proceedings and accompanying punishment.

This Code of Conduct was approved by the
Clarence Primary School
Governing Body (SGB)

Our School Song

1. Clarence children stand together
Showing love to one another
We can make a bright new future
Clarence Primary School

2. Persevere with work and learning
Attitudes may need some turning
Pride of place we will be earning
Clarence Primary School

3. *Heed the call to action*
Giving satisfaction
We will work and we will play
And make the best of everyday

4. *This our challenge, our ambition*
Take our part in our new nation
We are proud to be your learners
Clarence Primary School

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