

SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

LEARNER CODE OF CONDUCT POLICY

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1. TITLE OF POLICY

LEARNER CODE OF CONDUCT FOR SPRINGVALE PRIMARY SCHOOL

2. EFFECTIVE DATE

2 APRIL 2024

3. REVISION HISTORY

The Governing Body will review this policy every three years or sooner if there is a change in the relevant legislative framework; or for operational reasons whenever circumstances so require; or at the request of the Head of Department

4. PREAMBLE

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

This Code of Conduct is intended to guide the learners to self-discipline, as well as to enforce adherence to required conduct. To attain this, it is essential that the school has a practical Code of Conduct that will ensure that the school's curricular and extra-mural programmes will be implemented in the most orderly way possible. The

practical application of the code will be seen in a merit and demerit system as well as other disciplinary measures should further action be required.

5. PURPOSE OF THE POLICY

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

Objectives

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

6. DEFINITIONS AND ACRONYMS

| No | Term | Definition |
|----|-------------------|--|
| 1 | District Director | Is the officer of the department responsible for the administration of education in a particular educational district |
| 2 | Educator | Means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services at school. |
| 3 | Expulsion | Means the permanent removal of a learner from a school. |
| 4 | Grade | Means that part of an educational programme which a learner may complete in |

| No | Term | Definition |
|----|-----------------------|--|
| | | one school year, or any other education programme which the Member of the Executive Council may deem to be equivalent thereto |
| 5 | Head of Department | Refers to the head of a provincial department of education. |
| 6 | Learner | Means any person receiving education or obliged to receive education in terms of relevant legislation. |
| 7 | Parent | means – a) the parent or guardian of a learner; b) the person legally entitled to custody of a learner; or c) the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school. |
| 8 | Principal | Refers to an educator appointed or acting as the head of a school. |
| 9 | School | Refers to (Name of School) |
| 10 | School Governing Body | Is the body responsible for Governance issues at the (name of school). |
| 11 | Suspension | Means the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion. |

ACRONYMS

| No. | Acronyms | Explanation |
|-----|----------|------------------------|
| 1. | DC | Disciplinary Committee |

| | | |
|----|------|---|
| 2. | MEC | Member of Executive Council of a province who is responsible for education in the province. |
| 3. | RCL | Representative Council for Learners |
| 4. | SASA | South African Schools Act |
| 5. | SGB | School Governing Body |
| 6. | SMT | School Management Team |

7. APPLICATION AND SCOPE OF THE POLICY

The policy shall apply to all learners registered at Springvale Primary School

8. LEGISLATIVE FRAMEWORK

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

9. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- a) Circular 74/2007

10. POLICY STATEMENTS

The Principle and Values: The Rights of the Learners and Educators.

- a. At Springvale Primary School all learners shall have the democratic right to due process, participation in decision - making on matters affecting them and a method of appeal. The school prides itself on its record of allowing learners to express and resolve school-related grievances together with the SMT and SGB.
- b. Any form of discipline embarked upon by the school is underpinned by dignity and respect.
- c. Corporal punishment is prohibited at Springvale Primary School.
- d. The school will endeavour to provide learners with a clean, safe, healthy environment with access to clean running water and toilets and an environment that protects them from harassment and intimidation from attending classes and writing tests and examinations thereby creating an atmosphere conducive for teaching and learning.
- e. Learners have the right to expect educators to maintain high standard of professional ethics.
- f. Educators have the right to expect learners to deliver work of their academic ability and to be respectful to staff and other learners.

10.1. THE LEGAL AUTHORITY FOR THE CONTROL AND DISCIPLINE OF LEARNERS

- The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.
- The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken the school will inform the learners why:
 - Their conduct is considered as misbehaviour or misconduct.
 - They are to be disciplined or punished.
- All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school.
- An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or school related activities.

- The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property.

10.2. APPLICATION OF THE CODE OF CONDUCT

Appearance

Regulation school uniform to be worn to school on a daily basis.

- Full school uniform or sport uniform to be worn to all official functions and/or sporting events (by all participants and spectators respectively).
 - Shirts are to be worn tucked in to skirts or shorts; no fold overs / unders
 - No rolled up sleeves
 - Black belts to be worn with long pants
 - Socks not to be rolled / No secret socks
- Only black school shoes and predominantly white tackies for sport.
 - Boys may NOT wear boxer shorts underneath the school shorts / sports
 - Shorts
 - All garments should be of the correct size and fit properly
 - Physical Education clothes ARE ONLY to be worn to school on the days that the child has Physical Education.
 - No jewellery may be worn except watches and medic alert discs.
 - A silver / gold stud or sleeper may be worn by girls only. Boys may not wear earrings.
 - No lip gloss or any other make-up/cosmetics to be worn to school
 - Incorrect jewellery will be confiscated
 - Learners who do not have the correct uniform for Phys Ed or Performing Arts must wear their school uniform and bring a change of clothes to school to change into at the start of the period. After the period, the learner must change back into the school uniform

Hair • - Girls

- Neatly tied back if hair is touching shoulders.

- Clips or ribbons are to be in school colours (ONLY red or white)
 - braiding, dread locks and hair extensions are allowed but MUST be neat and tidy and tied up if it touches the shoulders.
- Hair should be kept clean and kept away from the eyes.
- No colourants
- No "sunlight twirls" or gel
- Hair — Boys (as per the diary)
 - Should be clear off the ears, eyes and off the collar. Hair should be kept clean.
 - The hair must be an evenly cut length all over the head (in the shape of the head).
 - No fashion, freaky or funky hairstyle will be allowed.
 - No colourants.
 - No "sunlight twirls or gel.

Nails

- Nails may not extend OVER the fingertips.
- Nail varnish is NOT allowed.
- ONLY Red scarves, gloves and "beanies" are allowed during winter and must be removed after break as the weather warms up.
- ONLY Black and Blue raincoats may be worn. No anoraks / windbreakers are permitted.
- The changeover from summer to winter uniforms (and vice versa) will be determined by the school management team. Learners and parents will be advised accordingly.

10.3. BEHAVIOUR

- Behaviour rules are set to ensure the safety and wellbeing of all Springvale learners. All Springvale learners are therefore expected to co-operate in the best interests of ALL.
- Learners are to respect educators, elders and other learners at all times.
- Recalcitrant (unruly) behaviour (defiance of authority, disobedience - wilful or other despicable wayward, sullen, disrespectful or perverse) will not be tolerated.
- No pornographic and other indecent material (on any medium) is allowed on school premises. Intoxicating substances, alcohol, cigarettes, E-cigarettes or dependence forming medicine or drugs may not be brought onto the school premises.

- Learners are to respect school's, educators' and other learner's property at all times.
- Truancy (absenteeism) is unacceptable and is a contravention of the law.
- Learners who are absent must have a letter of absenteeism from the parents. (Absenteeism for 3 days and more requires a doctor's certificate). Absenteeism for an assessment will require written proof from a medical practitioner or parent. The learner will complete the assessment upon the day when the learner returns to school or when the teacher arranges. No assessments will be completed after reports have been printed.
- Absenteeism on a test day will require a certified medical certificate for the child to receive an average of the term mark; absenteeism on a test day without a medical certificate will mean a "nil" evaluation.
- Movement along corridor's to be as quiet as possible. Keep left when moving around the school. No running is permitted on the corridors or the quads.
- No ball games are permitted on the corridors or the quads.
- Learners are not permitted in the staffroom or hall unless accompanied by an educator.
- Learners may not be accompanied by friends when visiting the administrative complex. Learners out of class during periods must wear a corridor pass.
- Learners may not eat in the hall
- Learners may not arrive late for school. Late comers will be monitored.
- No toys, pets, guns, darts, knives, Ninja equipment or any object that can be construed to be a weapon, may be brought to school. These items will be confiscated
- Learners who do not attend extra-murals need to go home straight after school at the official closing time. Poor behaviour in the car park will be defaulted.

10.4 BEHAVIOUR IN PUBLIC

- a) A Springvale learner must strive to uphold the name, image and ethos of his school by upholding the values of the school in order to lay the foundation for future success by applying basic manners at all times.

10.5. CONDUCT DURING BREAKS & SCHOOL TIMES

- No fighting, bullying or any form of assault will be tolerated.

No indecent behaviour

- Play to be conducted in demarcated areas only.
- No rough or dangerous play.
- Water fountains are for drinking only.

10.6. SCHOOLWORK

- Each educator has the right to enforce his/her own class rules. The school rules will have to align within the policies of the school.
- All books/ files and equipment as per the daily timetable must be brought to school.
- Homework and projects must be handed in on due date.
- Lost books are to be replaced by parents. This includes books that have been defaced.

10.7 Classroom Rules

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

- a) Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the Principal of the school.
- b) Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence.
- c) An educator's instruction must be followed at all times. Under no circumstances will the undermining/disregard of an educator be tolerated.
- d) Classrooms may only be left with the permission of an educator.

10.8 Care of the School Property

- a) Every learner is expected to protect and use all school equipment and facilities with care.

- b) Vandalism will not be tolerated.
- c) Any learner who intentionally misuses, damages or defaces any school property should replace it or pay for the damage to property.

10.9 Drug, Alcohol and Weapon Free Zone

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

10.10 Violence, Bullying and Foul language

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

10.11 Property of learners

- a) Learners are not allowed to bring computer games, CD players, radios, cell phones, iPods, etc to school unless permission to do so has been obtained from the Principal.
- b) Learners are encouraged not to bring valuable items to school. In cases where such items must be brought to school they should be handed in to the office for safekeeping.
- c) Stealing/Theft is prohibited at the school.

10.12 Early Departure from School

- a) No learner may leave the school premises without permission from the office during school hours.
- b) The school prefers that appointments to e.g. doctors, dentists, etc be made after school hours or over the holidays.
- c) A learner who needs leave during school hours must supply the office with a letter from the parent requesting permission for leave.
- d) A learner who falls sick during school hours must report to the class teacher, who will contact the parent.

10.13 General Behaviour

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

10.14 Disciplinary Rules

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

10.15 Ordinary Offences

- The following acts are considered as Ordinary offences:
 - Late coming
 - Failure to complete school work (class work and homework) given.
 - Playing truant or bunking periods.
 - Littering anywhere on the school premises.

- Use of foul language.
 - Incorrect uniform
 - Minor disruptive behaviour
- b. Educators will resolve the above stated offences and keep records of the date of offence, type of offence, name of learner and how the matter was resolved. The educator may counsel the learner, use verbal warnings or written reprimand to resolve the problem.
- c. After three ordinary offences have been recorded against a learner the matter must be referred to the Principal who together with the educator shall implement one of the following measures:
- (i) Give the learner supervised school work, ensuring that parents are informed timeously.
 - (ii) Suspend the learner from some school activities e.g. sport, cultural activities.
- d. Should the learner continue to commit ordinary offences, a warning letter will be sent to the parent, if the behaviour persists the parent will be called to school to discuss the matter and the likelihood of serious action being taken by the school.

10.16 **Schedule 1 - Misconduct**

- a. A learner will be guilty of Schedule 1 misconduct if he/she:
- seriously threatens, disrupts or frustrates teaching or learning in a class;
 - engages in a conspiracy to disrupt the proper functioning of the school through collective action;
 - insults the dignity of or defames any learner or any other person, which includes racist remarks;
 - 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;
 - cheats in a test or examination or any other form of

- assessment such as assignments;
 - engages in any act of public indecency;
 - sexually harasses another person;
 - is found in possession of or distributes pornographic material;
 - Smokes or is in possession of cigarettes; or
 - Is under the influence or in the possession of alcohol.
- b. After Schedule 1-misconduct has been noted against a learner's name, the matter should be referred in writing to the Principal of the school. Following a thorough investigation and confirmation of the allegation a written warning, the Principal will send a written warning to the parent.
- c. A further offence in this category will be dealt with as per serious misconduct.

10.17 Schedule 2 – Serious Misconduct

- a. The following acts are considered as Serious Misconduct:
- Rape
 - Indecent assault;
 - Sexual harassment with aggravating circumstances;
 - Assault with the intention to do grievous bodily harm;
 - Common assault of an educator;
 - Serious intimidation of the other learner, teaching and non teaching staff;
 - Malicious damage of the state property;
 - Theft with aggravating circumstances;
 - Robbery;
 - Possession of dangerous weapons on school premises;
 - The possession, sale or abuse of illegal substances;
 - The possession of obscene material including;
 - material depicting sexual images in all its forms;

- Being on the school premises or at a school function outside the school premises while under the influence of intoxicating liquor or illegal substances;
 - The theft of examination papers or the possession or sale of such stolen examination papers; and
- Repeated Ordinary Offences and Schedule 1 Misconduct
- b. After a serious misconduct has been noted against a learner's name, the matter should be referred in writing to the Principal of the school. Following a thorough investigation and confirmation of the allegation the matter must be referred to the Disciplinary Committee.
 - a) The ultimate responsibility for learner behaviour rests with the parent who is expected to support the school and ensure that learners observe the school rules and regulations and accept responsibility for their misbehaviour.
 - b) Parents/Guardians should attend meeting convened by the Governing Body/SMT for them.

10.18 Due Process in the Event of Serious Misconduct

In accordance with Government Gazette 189 of 1990 and Provincial Gazette 236 of 1997, the following procedure will be followed in the event of serious misconduct in order to ensure a fair hearing of the case. The penalties of suspension or expulsion can only be imposed after the due process described below has been followed:

- Any learner alleged to have violated any rule that may require suspension or expulsion must be brought to the principal. The principal shall hear the evidence and then decide on the action to be taken.
- ii) In the event that the learner is to be charged with serious misconduct, the principal must inform the

learner's parents in writing of the proposed action and arrange for a fair hearing by a small disciplinary committee consisting of members designated by the SGB.

- iii) The principal must write a written report of the case to the District Director explaining the decision to charge the learner.
- iv) A copy of written charges shall be delivered to the learner concerned and his/her parents/guardians by handing it over to him/her personally; and forward it by prepaid registered post to the parents or guardians last known residential address.
- v) If the learner admits the charge, either in writing or orally in person before the principal, he or she shall be deemed guilty of serious misconduct as charged.
 - vi) At the hearing, the principal of a Public School which a learner attends or an official appointed in writing by the Head of Department shall be the presiding officer.
- vii) In the case where a learner admits his or her guilt on a charge of serious misconduct, the principal or the appointed official should make recommendation/s on the correctional measures to be imposed, to the District Director, or in the event that expulsion of such learner is recommended to the Head of Department, or the presiding officer shall in writing appoint an educator at the school concerned, to act as prosecuting officer in the hearing.
- viii) In the case where the learner denies his/her guilt on a charge of serious misconduct, hears the charge in the set out below and, upon a finding of guilty, makes a recommendation on the correctional measures to be imposed.

ix) For the hearing learners must be informed and understand the charge, with five (5) days notice, indicating time, place and date.

x) At the hearing the prosecuting officer may present facts by the way of adducing oral written statements or documentary evidence.

xi) At the hearing the learner shall have the right to be personally present and to be represented by his/her parents/guardians or a person nominated by the learner or his/her parents/guardian who shall have the right:

- be heard by impartial persons
- treated with dignity during the process
- to present facts from the learner by adducing his/her statement, either in writing or orally or documentary evidence in defence of the learner.
- to question any witness called in support of the charge.
- to have access to documentary evidence produced in support of the charge.
- be informed in writing of the decision if it is suspension or expulsion

xii) The School Governing Body is obliged to keep a complete record of proceedings and outcome of the disciplinary hearing.

xiii) In the event of the learner being found guilty, the presiding officer may impose the following correctional measure upon the learner found guilty or deemed to be guilty of the charge:

- caution or reprimand the learner
- direct his/her detention after school hours for a specific period of time.

- Suspension of up to one week or for a reasonable period while awaiting the approval of the Head of Department for expulsion.

xiv) The disciplinary proceedings contemplated here shall be conducted in a fair, equitable, open and transparent manner.

10.19 Suspension of a Learner for Serious Misconduct

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

10.20

- The learner must be questioned by the principal.
- On the basis of evidence collected, the principal may institute a disciplinary hearing.

- c) Only the principal may institute disciplinary action against a learner in respect of serious misconduct.
- d) The principal may institute disciplinary action against a learner in respect of serious misconduct only if:
 - e) there is sufficient evidence to institute such proceedings; and
 - f) the principal considers it to be the interest of the school and its community that such disciplinary action should be instituted.

PROCEDURE FOR MISCONDUCT

- a) Regulation 5 of the Notice outlines the procedures for hearing of serious misconduct and other steps to be followed to ensure that the process is fair and transparent.
- b) The principle of FAIRNESS is expected to apply during the disciplinary proceedings:
 - i) The principles of fairness require that the accused person understands all the allegations against him or her, and is given a fair opportunity to respond to those allegations.
 - ii) This would therefore require that an opportunity be provided for the cross-examination of a person making allegations by the person against whom the allegations are made.
 - iii) The learner has the right to be represented by the legal representative.
 - iv) The evidence before the DC must be fairly evaluated and considered, and a decision must be taken without bias, malice or prejudice against anyone.
 - v) The circumstance of the accused person must be considered, and mitigation factors (such as the matter being a first offence) should be taken into account.
 - vi) Equality before the law requires that there be no unfair discrimination, directly or indirectly, on the basis of *inter alia* race, gender, age or religion.
 - vii) It also requires that like cases should be treated alike.

- c) The SGB makes a recommendation for expulsion to the HOD after a fair hearing.
- d) This recommendation of the DC must be forwarded to the HOD in writing.
- e) The parents of the learner must be notified in writing of their right to forward an accompanying letter with the recommendation, stating their position on the incident, if they so wish. This letter may serve as a part of the appeal process.
- f) The HOD then investigates the procedural and substantive aspects of the guilty verdict and the sanction recommended.
 - g) The HOD's decision, after due consideration of the reports and the record of proceedings from the DC, together with the optional letter from parent, is final.
 - h) If the HOD expels a learner who is of compulsory school age, he/she must ensure that the learner is admitted to another school.
 - i) If the HOD decides to impose on the learner a lesser punishment, other than expulsion, he/she may, after consultation with the SGB, impose a suitable sanction on the learner, or if he/she decides not to impose a sanction on the learner, he/she will refer the matter back to the SGB for an alternative sanction.

10.21 Appeal Procedures

- a) A learner or the parent(s) of a learner who has been expelled or a representative designated by him/her may appeal against the decision of the HOD to the MEC, within 14 (fourteen) days.
- b) Alternative arrangements for the continued education of the learner who has appealed must be made by the HOD, until the appeal has been finalised.
- c) The MEC must, within 5 (five) days notify the HOD and SGB that the appeal has been lodged and furnish them with a copy

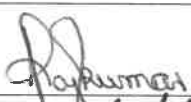

thereof, and request them, within 5 (five) days after receipt of the appeal, to make comments with regard to the appellant's reasons for the appeal and any other information relevant to the appeal.

- d) After consideration of all the information, the MEC must, within 5 (five) days of receipt of the documentation, provide the learner with the decision regarding the appeal.
- e) If an appeal by a learner who has been expelled from a public school is upheld by the Member of the Executive Council, the Member of the Executive Council must ensure that a suitable sanction is then imposed on the learner within 14 days of the date on which the appeal was upheld.

11. SHORT TITLE

Learner Code of Conduct

12 APPROVAL

| Designation | Reviewer: Name & Surname | Signature | Date noted |
|----------------------------|--------------------------|--|------------|
| School Principal | J. RADKUMAR |  | 5/08/2024 |
| SGB Chairperson | DANNY MATHEBULA |  | 5/08/2024 |
| ISSP: Policy & Planning | | | |
| Circuit Manager | | | |
| Cluster Manager | | | |
| District Director | | | |

ATTACHMENT

RULES OF THE SCHOOL

Purpose of rules

Rules are drawn up in order to realise the values contained in the Code. The purpose of rules is, therefore, to: -

- Create and maintain a positive learning environment.
- Define acceptable and unacceptable behaviour. • Promote educational goals. by following the 5 rules.

As a LEARNER, I promise to:

- be proud of my school and to be a good example by wearing my uniform with pride and behaving in a dignified manner at all times.
- accept that the main reason for being in school is to learn and develop academically, socially and culturally; • adhere to school rules;
- respect the authority of teachers; • show respect to other learners and not to unfairly discriminate; • avoid anti-social behaviour (for example, theft, vandalism, assault, sexual harassment, alcohol and drug abuse) as well as other conduct that disrupts the learning process. • accept responsibility for my actions; and • accept any sanctions or other consequences that may be imposed in line with this code

I understand the type of behaviour expected from me at all times is as follows: -

A. IN THE
CLASSROOM I
will:

- Line up quietly in an orderly manner.
- Be prompt and on time for lessons
- Lead in and stand quietly behind my desk
- Wait to greet the teacher before being seated
- Listen to instructions
- Respect my own equipment as well as that of other people.
- Make sure that I have my own equipment and stationery so that I do not have to borrow from others
- Raise my hand when I wish to say or ask something
- Not interrupt while someone else is speaking
- Not be disruptive, thereby preventing the other pupils from receiving quality education
- Respect textbooks and all other equipment
- Not touch or remove anything from my teacher's desk
- Not throw any objects across the class
- Not challenge a teacher's authority during a lesson but rather speak to him/her privately after the lesson

- Pick up any litter around my desk and place my chair neatly under my desk before leaving the classroom
- Complete all homework and class work assignments to the best of my ability
- Be honest in all my work including tests and in all I say
- Stand up and greet any adult who enters the classroom
- Not eat or chew bubble gum in any classroom

B. ON THE PLAYGROUND I will:

- Avoid rough or dangerous games
- Avoid fighting
- Refrain from using unacceptable language
- Play in the designated areas i.e. Grade Ones and Twos on the Foundation Phase playing area, seniors on the senior playground.
- Remember that all classrooms and parking areas are strictly out of bounds during breaks and before and after school
- Move aside to allow an adult to pass
- Include other children in my games
- Consider other children and not disrupt their games
- Move quickly to class when the bell rings
- Get up and greet adults when they walk past

c. DURING SPORTING ACTIVITIES

I will:

- Dress appropriately and neatly in the proper sporting attire
- Display sportsmanship whether winning or losing
- Respect the umpire's / referee's / educator's decisions
- Thank the umpire /referee / educator at the end of the match / practice
- Listen to instructions
- Sit quietly while being transported
- Thank the driver and coach
- Assist the teacher in accounting for all the equipment and packing it away neatly
- Attend every practice /match or make my apologies to the educator / coach • As a spectator I will be wearing full school uniform

D. DURING CULTURAL ACTIVITIES I will:

- Listen to instructions
- Respect the venue I am using and not touch anything that does not belong to me in the venue
- Pack away, neatly, all equipment
- Leave the venue in a neat, orderly and acceptable condition. •As a spectator I will be wearing full school uniform

EAT SCHOOL I

will:

- not run or play on the corridors • keep left and walk briskly • not tamper with safety equipment

- not leave the school ground or classroom during school hours without the permission of the principal or educator.
 - Not bring pets or toys or valuables to school
 - Obey the instructions of leaders, scholar patrol and security patrol members without complaint
 - Leave the school premises by 14:00 unless I am attending the aftercare or an extra-mural activity
 - Not involve myself in any form of initiation and unmannerly farewell celebrations
 - Not be guilty of any form of rowdiness or loud behaviour
 - Not bring or distribute undesirable reading matter
- Enter and exit from the hall in an orderly and disciplined manner.

- Report any accidental breakages to the office immediately
- Not climb over any school fence
- Not rollerblade, skateboard or cycle on school premises
- Keep my hair neat, clean and in an appropriate style suitable for primary school pupils
- Keep my nails short, clean and free from nail varnish/polish
- Exercise exemplary behaviour when making use of public transport
- Behave as an ambassador to my school when on an excursion or tour or in public
- Bring a note written and signed by my parents or doctor's note upon my return to school after I have been absent
- Catch up any work missed after I have been absent
- Not smoke or consume alcohol on the school grounds or while in school uniform

F. GENERAL

MANNERS I will:

- Arrive on time for school • Say 'please' and 'thank you'
- Greet all adults at all times
- Stay away from the carparks because they are out of bounds at all times • Refrain from throwing any objects on the playground or in the classrooms
- Not use unacceptable language
- Not deface any desks or school property
- Not remove or tamper with anything that does not belong to me
- Refrain from any form of challenge of an educator's authority whatsoever
- Speak to the educator personally at an appropriate time after the lesson if I have a problem • Use the toilets and leave them clean

AS a TEACHER, in line with the SACE Code of Professional Ethics,
I promise to:

- teach learners and advance the education and the development of learners as individuals; • respect the dignity and rights of all persons without prejudice; • develop loyalty to, a respect for the teaching profession; • be punctual, enthusiastic, well prepared for lessons and of sober mind and body; • improve my own knowledge and skills base to be a more effective educator; • maintain good communication between teachers and learners; among teachers themselves; and between teachers and parents; • provide information to parents on their children's progress on a regular basis; • avoid unprofessional behaviour (for example, improper teacher-learner relationships, drunkenness, the use of drugs, assault, sexual harassment); and • make myself available for extra-mural activities and school events • allow any child to discuss any action taken by me privately

As a PARENT I promise to:

- support the school in every way possible; • support my child to observe all school rules and regulations and accept responsibility for any misbehaviour on their part; • take an active interest in my child's schoolwork and make it possible for the child to complete assigned homework and projects.

- display a positive attitude towards the school, educators and rules and to encourage my child to do the same.
 - attend meetings and events that the School Governing Body, PTA or educators convene.
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II

- responsibly seek recourse against any person who unlawfully violates the constitutional rights of my child (for example by meting out corporal punishment, cause injury to the child). The recourse may include reporting the matter to the school authorities and in more serious cases may involve laying criminal charges or other legal action.
- inform school authorities about any problem concerning their children or other children in the school
- pay school fees that are determined by the majority of parents at the AGM and, if not able to do so, to make an arrangement in writing as provided for in the South African Schools Act
- co-operate in any disciplinary proceedings where my child is alleged to have breached the Code of Conduct
- accept the consequences that follow from a breach of the Code of Conduct
- familiarise myself with the Code of Conduct as the South African Schools Act makes it clear that ignorance of the law is no excuse
- The ultimate responsibility for learner's behaviour rests with their parents or guardians.

I have read and noted the above school rules.

PARENT'S / GUARDIAN'S SIGNATURE

DATE

STREET ADDRESS:
Springvale Primary School

POSTAL ADDRESS:
Springvale Primary
School

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