



## **KENRIDGE PRIMARY**

### **CODE OF CONDUCT**

#### **PREAMBLE**

The Principal, Educators and Governing Body of Kenridge Primary School have always had the interests of all our learners at heart.

We strive to educate learners in a positive, constructive manner based on moral and just values:

- to combat racism, sexism and all other forms of unfair discrimination,
- to contribute to the eradication of poverty and the economic well-being of our society,
- to protect and advance the diverse cultures and languages represented at the school,
- to uphold the rights of all learners, parents and educators and to promote their acceptance of responsibility for the organisation, governance and funding of the school in partnership with the state.

It is therefore necessary to set uniform norms and standards for the education and discipline of learners at the school.

#### **OBJECTIVES OF THE CODE OF CONDUCT**

- To create a culture of teaching and learning within a school through a discipline system that protects all the learners right to effective education, their right to human dignity and their right to security.
- To give a clear, defined explanation of the behaviour and actions expected of learners so that they can adapt their behaviour accordingly.
- To spell out the consistent and uniform actions in the event of infringements and thereby create a feeling of security amongst the learners, in that it is clear to all what is expected from them.
- To serve as a gauge for fair and reasonable actions.
- To guide the daily functioning of the school and allow activities to happen in an orderly manner.

- To realise a safe environment for learners and educators.
- To support the objectives, as formulated in the school's mission statement.

### **SCOPE OF A CODE OF CONDUCT**

- No learner is exempt from the duty of complying with the code of conduct.
- It is, however, important that the whole school community be aware of where and when the school's code of conduct is applicable, namely:
  - On school premises before, during and after school hours.
  - During all school activities . on or off of school property.
  - Outside the school property when the learner is identifiable because of school clothes.

### **THE RIGHTS OF LEARNERS**

1. All learners at a school have a democratic right to due process.
2. No person may unfairly discriminate against a learner. All learners shall enjoy equal treatment before the law and shall receive equal protection and benefits of the law.
3. Every learner has inherent dignity and has the right to have his/her human dignity respected. Every learner has a right to privacy. However, the principal or an educator may search a learner's property on his/her reasonable suspicion following acceptable and reasonable search methods.
4. A learner shall not be treated or punished in a cruel, inhuman or degrading manner and corporal punishment shall not be allowed.
5. Learners may not be locked up in solitary confinement or detention.
6. Learners shall have, subject to the rules contained in this code, freedom of speech.
7. Learners have the right to a clean and safe environment that is conducive to education.
8. Everyone has a right to education and to further education, which the state must make progressively available and accessible.

9. The right to education includes the right to attend all classes, to learn and be taught in all approved subjects, to be informed regularly about school progress, to make use of all school facilities during school hours and to have the potential of all learners fully developed.

### **CONDUCT OF LEARNERS DURING SCHOOL HOURS OR THEREAFTER WHILE REPRESENTING THE SCHOOL**

1. Learners must commit themselves to do their schoolwork during classes, to obey and respect their teachers and to refrain from any disruptive activities. They must complete all assigned homework and catch up on all work missed because of absence.
2. It is the obligation of every learner to protect and carefully use all the facilities and equipment. The parent or legal guardian of any learner who intentionally or due to negligence on the part of the learner misuses, damages or defaces any school property or property of others shall replace it or pay for having it repaired. This, however, will in no way prevent the school from taking further disciplinary action against the learner should it deem it necessary to do so.
3. Learners are obliged to attend school during school hours. Should a learner be absent, his/her parent or legal guardian shall notify the school forthwith to explain the learner's absence.
4. Learners have the responsibility to learn and develop their full potential, i.e. academic, occupational, social, sport, spiritual, art and cultural (potential). They should actively participate in the learning process and decision-making and must have the opportunity to talk about their problems.
5. A learner's conduct must be such that it is conducive to the creation of an atmosphere of mutual trust between the learner and his/her educators. Victimisation of the one by the other shall not be allowed.

Learners are to obey all school and classroom rules as laid down by the educators provided that all rules are consistent with the Code of Conduct and are clear and understandable and make provision for fair warning. Ignorance of these rules is not an acceptable excuse.

## **RIGHTS OF EDUCATORS**

1. An educator at the school shall have the same rights as a parent or legal guardian to control and discipline the learner according to the Code of Conduct during the time that the learner is in attendance at the school, in a classroom, at a school function, school excursion or school related activities, on or off of school property.
2. The principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous object, weapon, firearm, unauthorized or illegal drugs, or harmful dangerous substance, stolen property or pornographic material brought on to the school property.

During a body search, human dignity shall be observed and persons of their own gender, preferably in the presence of at least one other person, shall search learners in private. A record must be kept of search proceedings and outcomes.

## **RESPONSIBILITIES OF PARENTS AND LEGAL GUARDIANS**

1. It is an acknowledged fact that the ultimate responsibility for a learner's discipline and behaviour rests with his/her parents or guardians.
2. It is expected of parents and guardians to:

support the school and encourage learners to observe all school and classroom rules and to accept ultimate responsibility for any misbehaviour on their part.

listen with an open mind to their child and the educator.  
Guard against being prejudiced and always look for a win-win solution.

teach children to find positive solutions to problems that they encounter daily and to manage confrontation without violence.

take an active interest in their child's schoolwork and make it possible for the child to complete assigned homework.

be responsible for all fees and/or levies imposed by the school and/or Governing Body of the school or any trust created solely for the provision of education and extramural activities to the children of the school.

regularly attend meetings that the school and/or Governing Body or Trust arranges.

3. Through their continued support parents and legal guardians can strengthen the adherence to the code of conduct.

## **DISCIPLINE**

1. It is an acknowledged fact that effective teaching can only take place in a disciplined environment.
2. It is the aim of the school to promote positive discipline, self-discipline and exemplary conduct to enable learners to learn by observation and experience.
3. Section 8 of the South African Schools Act, Act No. 84 of 1996 (as amended) empowers the Governing Body of the school to maintain discipline in the school.
4. The disciplinary process must be expeditious, fair, just, corrective, consistent and educative. Where possible, the parent should be informed and involved in the correction of the learner's behaviour.
5. 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 and to deal with minor offences at school or at school-related activities, on or off of school property.
6. Serious misconduct and offences must be referred to the principal who may refer the matter for hearing by the disciplinary committee of the governing body should it be deemed necessary.
7. Any corrective measures of disciplinary action must be commensurate with the offence/infraction. Corrective measures may become more severe with subsequent repeated infractions. Suspension or expulsion may follow.

## **Minor Offences**

Consist of transgressions of the school rules or any other rule/ conduct/ standard or behaviour decided upon by the educator or school from time to time. All minor offences are dealt with internally on a daily basis by the school.

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

## **Procedures prior to disciplinary hearing**

As far as possible a process of progressive measures shall be applied to steer the learner on a path of positive correction of behaviour. To this end educators may use appropriate measures and interventions, some of which are highlighted in the section below on ~~corrective measures~~.

In cases of repeated misconduct or measure not having a positive impact on behaviour the Learner will receive written notification of misconduct. This must be acknowledged by the parent and be returned to the school to be placed on the learner's record.

Should the Learner commit any further offence or misconduct, he/she along with the parents may be summonsed to appear before a Disciplinary Committee for a disciplinary hearing.

## **Serious Offences**

These are offences, which fit into one of the following categories, or an offence or misconduct, which is deemed as serious by the Disciplinary Committee but not covered in any of the categories below:

- (a) conduct which endangers the safety and violates the rights of others;
- (b) possession, threat or use of a dangerous weapon (guns, knives and other objects which may threaten the lives of learners/teachers).
- (c) possession, use, transmission or displaying evidence of use of narcotic or unauthorized or illegal drugs, alcohol or intoxicants of any kind;
- (d) fighting, assault or battery;
- (e) immoral behaviour or profanity;
- (f) falsely identifying oneself;
- (g) harmful graffiti, hate speech, sexism, racism;
- (h) theft or possession of stolen property including test or examination papers prior to the writing of examinations;
- (i) unlawful action, vandalism, or destroying or defacing school property;
- (j) disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- (k) repeated violations of school rules or the Code of Conduct;

- (l) criminal and oppressive behaviour such as rape and gender based harassment;
- (m) victimisation, bullying and intimidation of other learners;
- (n) infringement of examination rules;
- (o) knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at school;
- (p) being in possession of lewd and/or pornographic material;
- (q) criminal behavior of any kind;
- (r) outright defiance of lawful requests or instructions issued by persons in authority.
- (s) lewd behaviour; and
- (t) an accumulation of minor offences.

### **Corrective Measures**

In the case of misconduct and offences, corrective measures may be applied. The focus will always be to balance the interests of the learner with that of the school and other parties concerned. In deciding on the appropriate measure educators and the disciplinary committee will attempt to apply a creative measure that is aimed at a positive outcome for all concerned. Without limiting the possible measures to be applied the following are useful guidelines and may be applied in combination:

- (a) verbal warning or written reprimand by an educator, principal or disciplinary committee;
- (b) final written warning;
- (c) written punishment;
- (d) removal from classes to the exclusion room;
- (e) detention;
- (f) supervised schoolwork;
- (g) removal from classes to the exclusion room;
- (h) community service to improve the physical environment within and around the school property;

- (i) referral for counseling;
- (j) attendance of a relevant life skills programme;
- (k) supervised school work that will contribute to the learner's progress at school or the improvement of the school environment;
- (l) performing tasks that would assist the offended person;
- (m) agreed affordable compensation;
- (n) replacement of damaged property;
- (o) suspension from certain school activities;
- (p) forfeiting of certain school privileges;
- (q) suspension from school for a period of one week, as a sanction, or pending a disciplinary hearing<sup>\*</sup>
- (r) expulsion from school<sup>\*</sup>;
- (\*) *Suspension and expulsion from the school is regulated by section 9 of the South African Schools Act, 1996 as amended, and due regard will be given to these requirements.*

### **Disciplinary Hearing**

1. The Disciplinary Committee will consist of members as designated by the Governing Body.
2. All necessary procedural information as provided for in the Provincial Regulation must be included with the written summons, which must be issued at least five days before the hearing.
3. The rights of the learner as regards due process will be respected and explained to him/her. This will include the right to appeal within (5) school days, against the finding and/or sanction applied by the disciplinary committee.
4. If the learner does not attend, the hearing may be conducted in his/her absence.
5. The Governing Body must keep a record of the proceedings of the hearing, and
  - may inform, in writing, the Head of Department of its decision to suspend a learner, or

must inform the Head of Department within 24 hours of its recommendation to expel the learner.

## **SCHOOL RULES**

In our school we make use of conduct rules, which include both behaviour and order rules.

***A. The Code of Conduct is based on norms and values, which are attainable, by all learners.***

***B. Rules of order are necessary to allow the school to function in an orderly way.***

### **A.1 Norm and Values**

The following are important to us:

- Love towards our Creator.
- Love towards our fellow human beings.
- Respect towards other people's religions and cultures.
- Recognition of the rights of other people.
- Respect towards our own as well as other people's possessions.
- Honesty, sincerity, politeness, good manners.
- Neatness.
- Pride in our school, its culture and traditions.
- Diligence, self-discipline and punctuality.
- Acceptance of responsibility.
- Respect towards people who are in authority.
- Participation in constructive activities.

## **A.2 Attitudes**

- By living according to the fore-mentioned norms and values, we display a positive attitude, which will under-score our respect for the school rules.
- We follow the work and education programme in a disciplined manner.
- We believe in co-operation and order so that all can reap the benefits of education.
- We obey all prescriptive instructions regarding examinations, tests and homework.
- We maintain a good balance between academic and extramural programmes. We should be proud to represent our school in any area of activity.

## **B.1 Behaviour in the school building**

### **B.1.1 Classroom**

- Lead into the classroom in an orderly manner and stand next to your desk. On the teacher's command, learners are seated.
- If the teacher is not present, start reading immediately.
- Only stand for a visitor if you are requested to do so by your teacher.
- At the conclusion of a lesson, leave the classroom in single file.

### **B.1.2 Passage**

- Never run in the passages.
- Always walk in single file on the left-hand side of the corridor.
- Class changes are done without being a disturbance to other classes.
- There will be no unnecessary wandering/loitering in the passages.
- Keep the corridors clean and tidy.
- All possessions must be removed from the corridors at the end of the day.
- Telephone calls will be restricted to breaks and after school, unless a teacher grants permission.

- No learner may make use of the main entrance of the school.
- Leave the school building through the door closest to your classroom.

### **B.1.3 School premises**

- No one may leave the school premises during school hours without the principal's permission.
- All ball games are played on the rugby field.
- Always walk around corners.
- We don't fiddle with any apparatus or machinery.
- Conserve and protect our plants and trees.
- The climbing of trees and fences is prohibited.
- We don't throw any objects at other pupils.
- Rubbish is thrown into the dustbins.
- Rollerblading, skateboarding and riding of bicycles on the premises during school hours is prohibited.
- Learners may not play in the vicinity of the teachers' cars.

### **B.1.4 Changing rooms**

- No playing and eating in the changing rooms.
- Ensure that no unnecessary wastage of water takes place.
- Only one person allowed in a toilet.
- Keep toilets and walls clean and tidy.

### **B.2 Rainy Days**

- Learners enter the building at the closest entrance and sit in their classrooms in an orderly manner.
- Wear prescribed raincoat or windbreaker.
- Movement in passages and classrooms is orderly (no running).

- Learners must be dropped off at the designated parking areas.
- Learners remain in their own classrooms during break times. No visiting in other classrooms allowed.

### **B.3 Lining Up Procedures**

- No learners are allowed in the school building before school.
- Suitcases must be placed neatly where pupils line up in their respective classes.
- After the second bell, they lead into the building in single file.

### **B.4 General Appearance**

#### **B.4.1 Uniform requirements**

Kenridge learners are requested to dress appropriately and to be neat in appearance at all times. Uniform must fit properly.

All personal possessions and clothing must be clearly marked with the learner's name. All marked clothing and possessions will be returned to the learner. Unmarked clothing and possessions will be directed immediately to the School Shop where it will be sold.

Only the prescribed school uniform may be worn. Learners must bring a letter to school should they not be wearing the prescribed uniform. Sports uniform and school uniform may not be worn together.

#### **B.4.2 Hair (Girls)**

- Must be clean and natural in colour.
- No perming of hair or gel/ hairspray is permitted.
- Hairstyles must be neat, tidy and suited to our school uniform and will be subject to acceptable norms, set by the school.
- Towelling bands, scrunchies, narrow ribbons and plain Alice bands . white or green are allowed.
- Hair touching the collar must be tied up.
- Fringes touching the eyebrows must either be cut or fastened back.

#### **B.4.3 Jewellery (Girls)**

- Earrings . only 1 pair of plain small studs or thin sleepers (15 mm in diameter) may be worn. These may be worn in the earlobes only, 1 earring in each ear.
- Watches & Medic Alert bracelets are allowed, but no other items of jewellery. Watch straps must be conservative in colour.
- Nails . Fingernails should not extend beyond the fingertips. Coloured nail polish is prohibited.

#### **B.4.4 Hair (Boys)**

- Must be clean and natural in colour.
- Hairstyles must be neat and short.
- Long fringes are not acceptable and may not touch the eyebrows.
- Hair may not touch the shirt collar or ears.
- No gel/hairspray may be used.

#### **B.4.5 Jewellery (Boys)**

- Watches & Medic Alert bracelets are allowed, but no other items of jewellery.
- Watch straps must be conservative in colour.

#### **B.4.6 School Uniform**

All information regarding school uniform is available from our school shop or on our website [www.kenridgeprimary.co.za](http://www.kenridgeprimary.co.za).

***The Governing Body and/or the school reserves the right to amend this document at any time, provided the changes remain within the ambit of the original document.***