

SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

SCHOOL GOVERNING BODY LEARNER CODE OF CONDUCT POLICY

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SIGNATORIES



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1. 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.

2. 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;

3. LEGISLATIVE FRAMEWORK

- 3.1 Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 3.2 South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 3.3 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 3.4 Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- 3.5 Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).
- 3.6 The Gauteng Schools Education Act, 1995 (Act No.6 of 1995).
- 3.7 Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).
- 3.8 Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended.
- 3.9 Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.

4. 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.

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

- a. 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.
- b. 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:
 - (i) Their conduct is considered as misbehaviour or misconduct.
 - (ii) They are to be disciplined or punished.
- c. 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.
- d. 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.
- e. 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.

6. APPLICATION OF THE CODE OF CONDUCT

6.1 Appearance

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

- 6.1.1 Full school uniform or sport uniform to be worn to all official functions and/or sporting events (by all participants and spectators respectively).
- 6.1.2 Shirts are to be worn tucked in to skirts or shorts; no fold overs / unders
- 6.1.3 No rolled up sleeves
- 6.1.4 Black belts to be worn with long pants
- 6.1.5 Socks not to be rolled / No secret socks
- 6.1.6 Only black school shoes and predominantly white tackies for sport
- 6.1.7 Boys may NOT wear boxer shorts underneath the school shorts / sports shorts
- 6.1.8 All garments should be of the correct size and fit properly
- 6.1.9 Physical Education clothes ARE ONLY to be worn to school on the days that the child has Physical Education.
- 6.1.10 No jewellery may be worn except watches and medic alert discs.
- 6.1.11 A silver / gold stud or sleeper may be worn by girls only. Boys may not wear earrings.
- 6.1.12 No lip gloss or any other make-up/cosmetics to be worn to school
- 6.1.13 Incorrect jewellery will be confiscated
- 6.1.14 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

6.2 Hair - Girls

- 6.2.1 Neatly tied back if hair is touching shoulders.
- 6.2.2 Clips or ribbons are to be in school colours (ONLY red or white)
- 6.2.3 Braiding, dread locks and hair extensions are allowed but MUST be neat and tidy and tied up if it touches the shoulders.
- 6.2.4 Hair should be kept clean and kept away from the eyes.
- 6.2.5 No colourants
- 6.2.6 No "sunlight twirls" or gel

6.3 Hair – Boys (as per the diary)

- 6.3.1 Should be clear off the ears, eyes and off the collar. Hair should be kept clean.
- 6.3.2 The hair must be an evenly cut length all over the head (in the shape of the head).
- 6.3.3 No fashion, freaky or funky hairstyle will be allowed.
- 6.3.4 No colourants.
- 6.3.5 No "sunlight twirls or gel.

6.4 Nails

- 6.4.1 Nails may not extend OVER the fingertips.
- 6.4.2 Nail varnish is NOT allowed.

6.5 ONLY Red scarves, gloves and "beanies" are allowed during winter and must be removed after break as the weather warms up.

6.6 ONLY Black and Blue raincoats may be worn. No anoraks / windbreakers are permitted.

6.7 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.

7. BEHAVIOUR

- 7.1 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.
- 7.2 Learners are to respect educators, elders and other learners at all times.
- 7.3 Recalcitrant (unruly) behaviour (defiance of authority, disobedience - wilful or otherwise despicable wayward, sullen, disrespectful or perverse) will not be tolerated.
- 7.4 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.
- 7.5 Learners are to respect school's, educators' and other learner's property at all times.
- 7.6 Truancy (absenteeism) is unacceptable and is a contravention of the law.
- 7.7 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.
- 7.8 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.
- 7.9 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.
- 7.10 No ball games are permitted on the corridors or the quads.
- 7.11 Learners are not permitted in the staffroom or hall unless accompanied by an educator.
- 7.12 Learners may not be accompanied by friends when visiting the administrative complex. Learners out of class during periods must wear a corridor pass.
- 7.13 Learners may not eat in the hall.
- 7.14 Learners may not arrive late for school. Late comers will be monitored.
- 7.15 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.
- 7.16 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.

8. BEHAVIOUR IN PUBLIC

- 8.1 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.

9. SCHOOL POLICIES

- 9.1 The School Governing Body and School Management Team have over the years implemented a number of policies. These policies are to be adhered to by learners and their parents.
- 9.2 The latest version of school policies is available from the SGB / school office.
- 9.3 The Act states that a lack of knowledge of the school's rules and policies will not be seen as an excuse for not adhering to the rules and policies

10. CONDUCT DURING BREAKS & SCHOOL TIMES

- 10.1 No fighting, bullying or any form of assault will be tolerated.
- 10.2 No indecent behaviour
- 10.3 Play to be conducted in demarcated areas only.
- 10.4 No rough or dangerous play.
- 10.5 Water fountains are for drinking only.

11. SCHOOLWORK

- 11.1 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.
- 11.2 All books/ files and equipment as per the daily timetable must be brought to school.
- 11.3 Homework and projects must be handed in on due date.
- 11.4 Lost books are to be replaced by parents. This includes books that have been defaced.

12. GENERAL

- 12.1 Parents may NOT go to the classrooms during school hours.
- 12.2 Cell phone use (and any other gadget not specifically authorised by the teacher), including the sending and receiving of messages is not permitted during school hours or at formal occasions.
- 12.3 Behaviour deemed to be socially unacceptable will be treated as misconduct irrespective of specific inclusion in the school rules and policies. Such behaviour will be dealt with in a manner to be determined by the Principal, the School Governing Body and the relevant laws governing education in South Africa.
- 12.4 All confiscated items can only be collected at a convenient time for the school by parents during the term or by the child at the end of the term

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

E. AT 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 carports 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, and 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.

- 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

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