

**LAERSKOOL**

**ROODEBEECK**

**PRIMARY**

**CODE OF CONDUCT**

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# LAERSKOOL ROODEBEECK PRIMARY

## CODE OF CONDUCT

### **PART 1**

#### **1.) INTRODUCTION**

Our school is committed to providing an environment for the delivery of quality teaching and learning by:

- ❖ promoting the rights and safety of all learners, teachers and parents
- ❖ ensuring learners responsibility for their own actions and behaviours
- ❖ prohibiting all forms of unfair discrimination and intolerance
- ❖ eliminating disruptive and offensive conduct.

The code of conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

#### **2.) SCHOOL RULES**

The aim of school rules are to ensure a disciplined and structured environment where effective learning and teaching are provided. No learner will be exempted from abiding to any of the school rules. Ignorance is no excuse.

#### **3.) GOALS**

Goals for the behaviour and disciplinary code

##### **3.1) Optimal utilization of contact time:**

- To ensure, in cooperation with both parents / guardians and educators, that learners use their contact time optimally.
- Absenteeism
- Leaving the school grounds during school hours.
- Late-coming
- Telephone, cell phones, I-pads etc. (Any electronic devices).

##### **3.2) Sharpening of effective learning methods concerning learning material and development of self discipline**

- To create optimal facilities and opportunity for each learner to familiarize them with the learning material in order to create and develop self-discipline.
- Homework

### 3.3) **Protecting school and learner property**

- To create a culture, both within the school and outside, in which the school's and fellow student's property is respected and in which vandalism is prevented.
- School property
- Personal property
- Fellow student's, educators and other staff member's property.

### 3.4) **Discipline, order and respect for authorities**

- To create and sustain a culture in which discipline, order and mutual respect between learners and authorities are at the order of the day

### 3.5) **Forbidden activities, substances and items.**

- Taking preventative and corrective measures in an attempt to ensure that no forbidden activities take place and that the use / sell and possession of prohibited substances are restricted.
- Smoking (cigarettes, vapes, e-cigarettes)
- Usage and possession of alcohol
- Drug use / sell / possession (including synthetic drugs and prescription medication without a prescription).
- Pornographic material
- Gambling
- Occult related activities
- Dangerous activities/objects
- Restricted/Forbidden areas.
- The school has the right to administer a drug test (urine test), without parental consent if there is a suspicion of drug / alcohol use. Parents will be notified of the outcome within 24 hours. The school has the right to demand a blood test from the learner, administered by a registered GP and organized by the parent, and to be informed of the outcome.

### 3.6) **Learner safety and health**

- To ensure, as far as humanly possible, that learners are educated in a safe environment and that they are involved in extracurricular activities.
- Illness/Injuries
- Bullying (including cyber bullying).
- Dangerous interaction

- Orientation of councils/leaders
- The school accepts In Loco parentis for learners from 07:10 am – 14:30 pm.
- To ensure, as far as humanly possible, the safety of your child, there will be a security guard on duty from 15:30 to 18:00 pm at the school gate. Infringements by learners during these hours will be reported to the school and will be dealt with according to our disciplinary system.

### 3.7) **Good manners and interpersonal relationships**

- To ensure, as part of the school's educational task, that learners adapt and reflect good manners and positive interpersonal relationships.
- Interaction with the opposite sex
- Acceptable and desirable behaviour
- Courtesy and politeness

## **OFFICIAL SCHOOL RULES AND REGULATIONS**

### **A. GENERAL**

#### **1. Homework:**

Must be seen as inculcation and must be done on a regular basis. Parents / guardians are responsible for checking homework.

#### **2. Assessments/Tests/Exams**

Assessments/tests/exams will be written according to an Assessment plan. If a learner is absent, the assessments/tests will be done on the day he/she return to school. Regular absenteeism will be recorded and handled accordingly. Parents /guardians will be notified in writing, in case of regular absenteeism on assessment days.

#### **3. Textbooks/Readers**

All learners who have been issued with textbooks at the beginning of the year are responsible to return it in the same condition as issued. Any lost and damaged books will have to be replaced or paid for by the learner. No textbooks will be issued the following year to the learner if any books are outstanding or not been paid for. (Refer to Textbook loan-hire agreement. An account will be issued to parents.

All textbooks must be covered with plastic.

4. **School and class attendance**

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.

1. If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent /guardian.
5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Should a learner be absent from school for 10 days or longer without notice to school, the learner will be deregistered.
7. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
8. Truancy from school is prohibited.

5. **Leaving of school grounds**

Only the Principal may give permission for a learner to leave the school grounds during school hours. No learners are permitted to leave the school grounds, during school hours. Parents must notify the school by letter, if a learner has a doctor's appointment etc. during school hours. Such a learner must be collected at the office by the parent stated by letter. Documentation must be signed at the office.

If learner walks home, the school must be phoned when he /she reaches the destination.

6. **Late-Coming**

All late-comers must report to their register teacher.

Weekly late-coming report must be send to HOD.

According to GDE Code of conduct for schools, Part 1Bp4.

All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.

7. **Newsletters**

All newsletters, school fee accounts, etc. is the responsibility of learners to take home. It must be handed to parents /guardians on the date of issuing.

Letters with tear off slips need to be signed and returned to school as soon as possible.

8. **Quarantine-periods:** **Patient may return to school.**

Chicken Pox	On production of medical certificate. Minimum period of exclusion - 14 days from onset.
Conjunctivitis acute	After complete recovery with eyes no longer red or discharging.
Contagious impetigo	Immediately, if under appropriate treatment and affected parts are covered.
Diphtheria	If no discharge from ears or nose and on production of a medical certificate. Minimum exclusion - 28 days.
Hepatitis infectious	After complete recovery. Minimum period of exclusion - 7 days.
Lice	After complete cleansing and freeing of head, body and clothing from lice and nits. (learners with lice will be sent home immediately).
Measles	7 days after first appearance of the rash.
Measles (German)	On production of medical certificate.
Mumps	7 days after disappearance of swelling.
Ringworms (Scalp of body)	Immediately, if under appropriate treatment and affected parts are covered.
Scarlet Fever & Strep Throat	If no sore throat, no discharge from ears or nose, no recently enlarged glands or discharging sores and on production of medical certificate. Minimum period of exclusion - 14 days after commencement of treatment.
Whooping Cough	21 Days after commencement of whooping.
Meningitis	On production of a medical certificate.
Scabies or itch	After appropriate treatment and complete disappearance of rash, spots and itching.

9. **Participation**

If a learner participate in an activity, that learner is obliged to see it through.

Learners must participate in all training/practice sessions and games.

Participation in future activities can be withheld. Indemnity forms must be completed and signed by parents/guardians

10. **Behaviour**

10.1 All learners must be true Roodies, be proud of their school and shows respect to the property of the school and community.

10.2 All learners must be obedient, friendly and respectful towards all members of staff and visitors to the school.

10.3 No learner has the right at any time to behave in a manner that will disrupt the learning activities



of other learners or will cause another learner/educator/staff physical or emotional harm.  
NO BULLYING. (including cyber bullying).

10.4 All learners must show respect to educators, other learners, staff and visitors and their rights.

## 11. **Entrance to school premises by parents & visitors**

11.1 Small gate (near office block) is the only entrance which may be used by parents or visitors during school hours.

ALL parents and visitors MUST first report for security clearance at the office.

### 11.2 **Parents may not go directly to classrooms:**

Should a parent wish to have a discussion with a teacher, an appointment must be made at the reception or telephonically.

The school reserves the right to refuse entry to the premises if a parent threatens the safety of any learner/s.

## 12. **School uniform and General Appearance**

Learners are expected to wear the official School uniform and appear neat and tidy at all times. Inspection will take place from time to time.

### **GIRLS**

No jewellery is permitted, except watches and medical alert chains.

Girls may only wear one pair of small sleepers ( $\pm 4\text{m}$ , in diameter) or studs (gold or silver).

**NAILS:** Very short not longer than fingertips, with no nail polish.

**MAKE-UP:** No make-up.

**HAIR:** Hair must be well cared for and not attract attention. If it touches the collar, it must be tied with red/yellow/grey/black ribbons or elastics. No other colors. Hair may not be tinted, dyed, highlighted, peroxidized, etc.

### **BOYS**

No jewellery - only watches and medic alert chains. No earrings or studs.

**NAILS:** Not longer than fingertips with no nail polish.

**HAIR:** Hair must be well cared for and not attract attention. No "steps" in boys hair.

It may not touch the collar or eyebrows. No symbols, signs are allowed to be cut into hair. No gel is allowed. Hair may not be tinted, dyed, highlighted, peroxidized.

No additions to the uniform that are not in accordance with the regulations will be allowed. (e.g. T-shirts).

PT uniform - Black shorts with prescribed Roodebeek shirt.

Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body may deviate from official School uniform and appearance rules for religious and cultural reasons. (e.g. Dreadlocks). In the case permission has been given, dreadlocks must be tied up into a ponytail.

If the learner wears the incorrect uniform the following may apply.

- All incorrect uniform will be confiscated and returned to the learner at the end of the school day.
- Parents may be called to bring the pre-scribed uniform to school.

### 13. **Valuables and Personal Belongings**

The school will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, electronic devices, money, bags, clothing, etc.).

A learner and their bags may be searched, following the correct procedure as set out in Section 8 A of the SASA, upon suspicion of theft, or possession of prohibited / illegal items.

### 14. **Telephone calls / cell phones / Electronic devices**

14.1 Calls to learners during school hours cannot be accepted and no messages will be taken unless very urgent.

14.2 No electronic devices will be allowed at school. (Refer to electronic device policy)

14.3 Learners are not allowed to phone their parents / guardians during school hours, it will be done by the educators / admin staff if necessary.

14.4 Learners may not bring electronic devices / computer games / iPads / toys etc to school.

### 15. **Damage to property and equipment**

A very serious view is taken of wilful damage to buildings, furniture or equipment and learners responsible are charged for the costs of repairs or replacement. In serious cases, suspension, expulsion and criminal charges may be considered.

### 16. **School Management Plan**

#### 16.1 **Rules**

1. Follow the instructions.
2. Keep your hands, feet, objects and unkind words to yourself.
3. Listen when someone else is speaking.

4. Look after all property.
5. Behave appropriately.

## 16.2 **School Rules**

1. No selling of goods by learners and / or parents are allowed.
2. No running is allowed on the corridors or stairs.
3. Learners are not permitted to swing on the poles in the walkways or slide down the banisters.
4. Learners are not allowed to sit on balcony ledges.
5. Bicycles must be pushed to the bicycle shed and locked. Learners are responsible for ensuring that their bicycles are chained up.
6. No skateboards or hover boards are allowed.
7. Use only the green gates for entering or exiting the school premises.
8. Learners are expected to stay on allocated playgrounds at breaks, before and after school.
9. Keep away from electric main distribution boxes, fire extinguishers and hoses.
10. Good behaviour on public transport is essential.
11. Learners are expected to be polite at all times.
12. No games, dangerous items toys or pets may be brought to school unless specifically requested by teachers.
13. It is expected that learners take good care of their textbooks.
14. Learners are expected not to damage school property staff property and will be held responsible for any breakages, damages etc.
15. Soccer / Cricket / Hockey / Netball balls are only permitted with the consent of the coaches. Balls should be brought in a bag / packet and kept in the front of the class. No hard cricket balls are permitted.
16. No learners are allowed on the playground apparatus (jungle gym) etc. unless under the supervision of a teacher.
17. Learners are not allowed in the parking area.
18. Chewing gum is forbidden.
19. All papers must be thrown in the dustbins, to keep our school grounds and classrooms clean.
20. Toilet facilities must be used appropriately.
21. Learners are not allowed to spit.
22. School bags must be put in front of the classroom.
23. If hurt tell the teacher on duty / Deputy Principal. Injuries will be noted in the Incident Register by the responsible teacher. (teacher on duty).
24. Reliable transport must be arranged and be on time to collect learners.

25. It is parent's responsibility to ensure that all emergency contact details are kept up to date and in the learner's school bag.
26. NO CHILDREN ARE PERMITTED IN THE STAFFROOM without the permission of a staff member.
27. No fighting, swearing, spitting, throwing sticks or stones is permitted.
28. No climbing over fences / gates.
29. No learners will be called to the phone or be given messages, except in extreme emergencies. Learners will not be allowed to phone unless in an extreme emergency and a fee will be charged. No cell phones. (Refer to Electronic device policy).
30. Parents may not drive into the school ground to drop off or collect learners.
31. Learners are not allowed to be in possession of / use any prohibited substances.

### **32. CLASS ROTATION**

- 🚫 When the bell sounds, all books must be put away, papers picked up and learners wait for the teacher's command.
  - 🚫 Walk in one line, keep voice level to a minimum.
  - 🚫 Keep left whilst walking in line. Schoolbags must be carried in right hand. Wait next to the wall to enter a classroom.
  - 🚫 Learners leave the classroom 5 minutes before break time for the next class. Walk with your teacher to the playground.
  - 🚫 No learners are permitted to go to the tuck-shop before break time. The tuck-shop will be locked immediately when the bell rings.
32. Don't enter the school hall, "De Gulden" or classrooms without permission and supervision of a teacher.
  33. Wilful damaging, vandalizing, neglect or theft of school property and the property of others, is prohibited.
  34. An act of cheating in class work, homework, informal and formal tests or internal or external examinations is prohibited. Copying of and / or borrowing another learners work is forbidden.
  35. The timeous handing in of work is the responsibility of the learner.
  36. All learners have the right to an education free of interference, intimidation and / or physical abuse. The learner will respect the property and safety of other learners.
  37. Fighting or threatening of other learners is forbidden.
  38. The learner will respect those learners in position of authority.
  39. The carrying, copying and / or reading of offensive material are prohibited.

### **40. Rules Governing Public Places**

- 40.1. No dangerous objects or illegal drugs as defined in the SA School's Act will be brought onto and / or used on school property, unless authorized by the principal for educational purposes.

Dangerous objects include knives, firearms, any item that could harm a person.

- 40.2. Alcohol is not permitted on School premises or during any School activity.
- 40.3. Carrying and smoking of cigarettes, e-cigarettes, vapes by any learner are prohibited.
- 40.4. The carrying, selling of and / or consumption of illegal chemical substances and drugs is prohibited. This includes synthetic drugs, or prescription medication without a prescription.

41. **Accommodation of Religious or Cultural rights.**

The parent must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner. The application must be in writing and must identify the specific rule/s that is /are offensive to the learner's religious right as contained in the Constitution of SA. The Governing Body must consider the application and reply in writing.

42. **School Grounds**

**The following are prohibited:**

Climbing trees and walls.

Climbing over / under fences or gates - Keep 1m away from palisade.

Riding bicycles or skateboarding.

Playing between the cars.

Dangerous games.

No learners are allowed on the school grounds over weekends or during holidays without permission.

No learners are permitted to leave the school grounds without the Principal's permission.

No playing on Pre-Primary apparatus by any learners

No toys e.g. marbles, balls etc are allowed.

No school shoes on tennis / netball courts.

No gambling.

Learners are only allowed on the school grounds in the afternoon, if they are participating in an approved activity at school. No loitering.

All learners shall have respect for the school and national symbols.

All reasonable measures will be taken to ensure the safety of all learners and their belongings, however the school will not be held responsible for any loss, damage or theft to property.

**ELECTRONIC DEVICE POLICY (SCHOOL MEDIA POLICY)**

Laerskool Roodebeek has determined that electronic devices have limited or no educational value and their use may create a distraction to the learning environment. Electronic devices are not permitted at school and learners should therefore leave them at home. Parents need to read the Electronic Device Policy and be familiar with the contents.

#### **Why do we believe that a electronic devices are not necessary at school:**

1. The safety aspect. Primary school boys and girls are easy prey for those criminal elements that target young children to steal their electronic devices. We believe that our learners will be safer from muggings etc.
2. Financial implications for the parents. Replacing stolen electronic devices is expensive. The school cannot be expected to look after the electronic devices for the learners and cannot be held responsible if these electronic devices go missing.
3. Learners using their electronic devices during teaching time. It has become quite problematic when learners communicate during lessons and even pass on answers to each other during tests or google for answers during tests. However, the school is deeply concerned at the use of electronic devices to damage the self-value of students. The easy availability of soft and hardcore pornography for electronic devices, access to the internet make it a dangerous instrument in the hands of children. Electronic devices have camera and video capabilities, abuse can easily happen and inappropriate images can be relayed without due permission.
4. Safe-keeping of electronic devices. If our learners were allowed to have cell phones and electronic devices at school, where would they be kept? Logistically it would be a nightmare for the school to manage. Cell phone / electronic device usage will only be allowed during school-sponsored activities, as determined by the responsible educator / staff member.

#### **CONSEQUENCES OF HAVING A ELECTRONIC DEVICE AT SCHOOL WITHOUT PERMISSION:**

Should your child have a electronic device at school. He / she will be given a level 1 / 2 offence card and also be placed in detention. Should there be a further violation of the school electronic devices policy, this will be dealt with as serious breach of the school's disciplinary code, it will be taken away and locked in the school safe.

We trust you will understand that the above procedure is necessary for the smooth running of the school. It is our wish that you as parent will support us in our endeavour to maintain safe and harmonious environment at school.

The school has the right to instruct a learner to forward a video / photo taken at school to the educator where after the learner must delete this photo / video in front of the educator.

Laerskool Roodebeek shall not be responsible for and specifically disclaims any liability for any loss, theft and damage or liability incurred as a result of a electronic device being brought to school.

The parent, being the contract holder of the electronic device will be held liable for learner offences regarding electronic device such as:

1. Taking videos / photos of others without their consent and / or distributing said videos / photos or posting on social media platform.
2. Downloading, viewing and / or distributing pornography.
3. Cyberbullying, hate speech, deformation of character on social media platforms.

#### **POLICY ON INTERVIEWS**

1. Academic, extra mural or cultural activity problems, should be discussed with the class teacher/coach as the first step in resolving matters of concern.
2. Should the matter not be resolved, the next step would be to set up an appointment with the HOD in charge of that phase /activity, through the office. Please note that it is our Policy that the educator /coach you initially approached, has to be present at such a meeting (if possible).

3. Should the matter still not be resolved, an appointment should be made with the Deputy Principal, the HOD and the educator/coach through the office.
4. As a last resort, an appointment with the Principal and the above parties, may be requested. However, should you not have followed the above steps, you will be referred back to the responsible member of the staff. Please note that all the parties previously consulted, have to be present at the meeting. Under no circumstances will any of the parties previously consulted, be excluded from this meeting.
5. If the matter under discussion is still not resolved to your satisfaction, you may contact our Circuit Manager, at District Office D12. Please note that the Circuit Manager will not entertain grievances that have not been taken through steps 1-4.
6. For any other matters you wish to discuss with the Principal, or any other member of staff, it is imperative that you contact the office to assist you in setting up an appointment - kindly refrain from confronting educators in their classrooms, on the sportsfield, or on the corridors. Please note that discussion of actions of members of staff will only be done in their presence.

**Please remember:** Your child's welfare and progress is our primary concern. Please follow our professional advice when it is given. Should we deem it necessary, we will refer you for professional advice outside the school environment, and together we will work towards a solution to the problem. At no stage need any of our learners or parents, who have voiced a problem /concern, be afraid that they will be victimised or discriminated against by any of the staff. It is imperative that we establish a working partnership in the interest of your children.

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

All learners will abide by the discipline system that has been developed to assist and guide behaviour in our school.

## PART II DISCIPLINARY SYSTEM

### GENERAL PARAMETERS

**The Discipline Policy is applicable at all times:**

1. On the school premises.
2. On any excursion away from school property, whether the learner is in school uniform or not.
3. On any occasion when the learner represents the school.

### GENERAL PRINCIPLES

#### I. LEARNER BEHAVIOUR

- I. Learners are expected to be respectful towards all staff members and scholars alike at all times.
- II. Learners are expected to behave in a courteous and considerate manner towards all fellow pupils and adults at all times. All instructions given by staff members or leaders, must be carried out promptly and willingly.

- III. Learners are expected to set a good example with regard to appearance and behaviour at all times. Care must be taken as regards doing or saying anything which will discredit the individual, the family or the school.
- IV. No learner has the right, at any time, to behave in a manner which disrupts the learning and progress of another learner.
- V. No learner may behave in a manner which will cause any other person physical or emotional harm.

## 2. PARENT ACCOUNTABILITY

- I. Parents have a direct obligation to ensure that their children conduct themselves according to accepted norms of controlled and courteous behaviour in the school situation. This responsibility cannot be placed on the school alone.

**THE PARENTS DO HOWEVER REMAIN THE PERSONS ULTIMATELY RESPONSIBLE FOR ENSURING THAT THE DISCIPLINARY STANDARDS OF THE SCHOOL ARE MET.**

## 3. REHABILITATION

- I. The school accepts that it has a responsibility to rehabilitate learners where serious offenses such as theft, substance abuse or assault are committed. This will be done through the Guidance Department, as well as the Educational Aid Centre and SANCA and any other relevant NGO'S (Non-Government Organizations).
- II. The responsibility of rehabilitations, however, is limited by the greater requirements of the law and the need to promote the greater good of the majority of the school community.

## 4. DENIAL / LOSS OR PRIVILEGE / RECOGNITION

The school will also take the following action, over and above routine disciplinary measures.

- I. Denial of participation in extra-mural activities, tours, excursions, sport and farewell.

**The situation will be reviewed after a rehabilitation period of eight weeks. At the discretion of the principal, the learner concerned may be permitted to retrieve the situation.**

## 5. GENERAL

- I. This policy intends to address the incorrect behaviour and to deter further unacceptable behaviour.
- II. The ultimate goal of this policy is to ensure that a standard of discipline acceptable to parents and teachers is maintained.
- III. Constructive and meaningful education cannot take place, without proper discipline.
- IV. Any child identified on social media putting the school in disrepute will be dealt with.

## 6. THE ROLE OF THE PARENT / GUARDIAN

While the Code of Conduct is focused on learners, we ask parents to co-operate with us in the following areas:



1. Should you wish to discuss any aspects of the code of conduct please don't hesitate to contact the principal or educators. Appointments must be made.
2. If at any time you feel that your child has been treated unfairly please approach the relevant educator to resolve the issue at hand.
3. Please do not criticize or undermine an educator or the school in front of your child. The child will be the most negatively affected by this practice.
4. Parents are to check and sign homework diaries regularly. If your child often claims there is no homework, check if this is so with the educator. Daily homework will be given in Mathematics and Languages e.g. combinations, timetables, reading, spelling etc.
5. Be sure to inform the school of changes of address, telephone and personal details, as it is sometimes important to reach a parent quickly.
6. Please be conscientious about providing a note when your child is ill. A doctor's certificate is expected if learners are ill for more than three days or misses an examination or test.
7. Please make appointment to see educators before school (07:10 am) or after school (1:45pm - 2:45pm). Educators may not be visited during class time. If an appointment cannot be kept, please inform the educator timorously.
8. School matters must be handled at school. Please do not contact staff at home.
9. Our goal is to encourage happy and enjoyable participation by learners, educators and parents involvement.
10. Positive co-operation and communication between educators and parents in the interest of learners enjoyment of their sport and education is always a worthwhile goal.
11. We encourage all parents to attend and participate in all PTA meetings and functions.
12. One or both parents to attend the general parents evening.
13. It is expected and encouraged of all parents to monitor learner books (in all learning areas) weekly and sign homework diaries daily.
14. Complete indemnity forms for activities at school / excursions (Enforced by Law).

#### **A. GRADING OF OFFENCES**

Offences are graded according to the nature and degree of seriousness of the offence, of which level 3 offences are the most serious. (See Annexure B, Table 1 for a list of the offences making up each of the Level 1, 2, and 3 offences.

- Level 2 offences result in a direct detention.
- Level 3 offences result in a disciplinary hearing.
- Rape and assault of an educator will result in a direct and immediate suspension of the learner, by the principal / Deputy Principal without a hearing (for up to 7 days).

- **Disciplinary Hearing:** If a learner is a threat to information /; persons / property of others or the school, the learner will not be permitted to attend school / be on the premises until the day of the hearing.
- While a learner is suspended he / she may not participate in any extra-mural activities, go on excursions, be on school premises. Work / tests / assessments missed will be given to learner upon his / her return.

Sanctions that may be passed due to breach of code of conduct include:

- 1) Academic detention
- 2) Community Service
- 3) Temporary suspension before the disciplinary hearing takes place as a preventative measure.
- 4) Suspension after a disciplinary hearing (for 7 days).
- 5) Direct suspension for up to 7 days without a hearing.
- 6) Positive Interventions.

## Annexure B

Table 1: List of offences per grade of offence				
	Level 1 Offences	Level 2 Offences (Direct detention)	Level 3 Offences (Disciplinary Hearings)	Level 3 Offences (Direct Suspension)
1.	Failure to: Do class work set and submit homework	Disruptive behaviour in class.	Entering the School premises while under the influence of alcohol / drugs.	Assault of an educator / learner that causes bodily harm or seriously threatens the safety of others.
2.	Failure to: Bring the required textbooks, notes, stationary, or equipment to a lesson.	Fighting	Possession, copying, distribution, use or displaying of pornographic material.	Rape
3.	Failure to: Hand work in on time	Swearing (an educator)	Assault with the intent to do grievous bodily harm	
4.	Talking in class	Truancy from any contact time.	Taking part in any form of illegal strike action / meeting / campaign on School premises.	
5.	Excessively noisy or unruly behaviour before school, during change-overs, during breaks, and after school, during contact time in passages.	Remarks / Insults	. Use of weapons that cause physical harm (knives etc.)	
6.	Reporting late for class	Verbal or non-verbal abuse of a learner	Possession of a fire arm	

7.	Continual interference with another learner which causes minor physical or mental discomfort	Disrespect or insolence	Theft, robbery, breaking and entering.	
8.	Entering an out of bounds area, classroom, passage, staffroom or office without permission.	Violating the right of an educator to carry out his / her task and / or of learners to receive education.	Malicious damage to property of the School or property of staff members.	
9.	Loitering in the passages, at the tuckshop and at the toilets.	Common assault or attempted assault of a learner	Attempted rape.	
10.	Eating, drinking or chewing gum during any contact time (class and assembly).	Attempted assault of an educator.	Sedition or inciting any form of illegal strike action / meeting / campaign on School premises.	
11.	Visible electronic devices during all contact time or breaks.	Verbal / gesturing threats towards an educator.	Any offence punishable under common law.	
12.	Leaving class without permission.	Unreasonable repetitions of Level 1 / 2 offences.	Possession, using and / or dealing any prohibited illegal substances. (drugs, synthetic drugs).	
13.	Offensive / vulgar / obscene language and gestures (swearing).	Using of an electronic device as a means of communication during formal testing, class, examination.	Poisoning another person.	
14.	Minor infringement of uniform regulations: wearing of printed T – shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt, wearing of jewellery.	Failure to: Attend detention without prior submission of a written excuse or note.	Numerous level 1 or 2 offences.	
15.	Spitting in public	Insubordination – Ignoring or failing to carry out a specific instruction (to include failure to do work or failure to report to the subject teacher with his work / punishment as stipulated).	Sexual misconduct or indecent conduct.	
16.	Copying another learner's class work or homework.	Intimidation by verbal or physical threat to harm the person or his property (bullying).	Continual verbal abuse of an educator.	
17.	Littering	Interfering with another person's [possessions / property without the owner's consent.]	Continuous racist remarks.	

18.	Defacing School property.	Vandalism	Continuous use / dealing in cigarettes, vapes, e-cigarettes(smoking).	
19.	Misconduct or poor sportsmanship during an extra-mural activity's practice, sessions.	Damaging of another person's possessions / property as a result of interfering or using said possession or property without the owner's consent.	Attempted assault of an educator.	
20.	Failure to: Attend an extra-mural activity's practice session without excusing him/herself.	Conduct that could be seriously detrimental to the maintenance or discipline at school (on / off premises).		
21.	Failure to: Wear the correct sorts kit for a match or practice.	Unacceptable hair styles including bleaching or colouring.		
22.	Hitchhiking while in School uniform, formal or sport dress.	Display of visible tattoos.		
23.	Failure to: Submit an absentee note or exit notes by the stipulated deadlines.	Gambling		
24.	Failure to: Return a library book by the due date.	Public disturbance and public indecency.		
25.	Arriving late for school without completing late coming register.	Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof.		
26.	Use of offensive material to cover books or files.	Racism		
27.	Failure to: Wear the correct full school uniform when in a public place, including the wearing of unauthorised items.	Possession and / or use of cigarettes, vapes, e-cigarettes (smoking).		
28.	Lying	Forging parent / guardian's signature		
29.	Misconduct in an assembly	Truancy from school / leaving school grounds without permission.		
30.	Failure to wear the correct school uniform when in a public place, including the wearing of unauthorised items.	Gang assault (verbal / physical).		
31.		Misconduct / poor sportsmanship during extra-mural league		

		fixtures, matches, competitions.		
32.		Tampering with safety and other equipment on School premises.		
33.		Possession of offensive material excluding pornographic material.		
34.		Any action which brings the School's name into disrepute.		
35.		Failure to attend an extra-mural activity fixture or function as a participant or official.		
36.		Possession of knives or fire crackers and weapons, ammunition.		
37.		Misconduct during detention		
38.		Cheating, attempting to cheat, or having forbidden information in a test venue during controlled testing (class tests, term tests, internal exams. This includes any form of communication verbal or non-verbal, with another learner.		
39.		Copying of computer exercises, projects or any other work intended for year marks.		

**ANNEXURE / BYLAAG A**  
**LAERSKOOI ROODEBEECK PRIMARY**  
**LEARNER COMMITMENT / LEERDER ONDERNEMING**

I / Ek, \_\_\_\_\_, a learner at / 'n leerder in Laerskool Roodebeek Primary / understand the rules and implications and hereby commit to / verstaan die reëls en regulasies asook die nagevolge en onderneem die volgende:

1. Abide by the Code of Conduct and disciplinary system.  
Gehoorsaam die Erekode en dissiplinêre stelsel.
  
2. Behave in courteous and considerate manner and respect other learners, the LRC, all members of the staff and visitors of the school.  
  
Tree op in 'n bedagsame en hoflike manier en respekteer ander leerders, die leerraad asook alle werkers, onderwysers en besoekers.
  
3. Treat everyone with respect, regardless of difficulties in culture, religion, ability, race, gender, age, sexual orientation or social class.  
  
Behandel almal met respek, maak nie saak van verskille in kultuur, geloof, ras, geslag, ouderdom, sosialekring of seksuele oriëntasie nie.
  
4. Take responsibility for my learning by attending regularly and punctually and completing my assessment tasks on time as well as other school projects.  
  
Neem verantwoordelikheid vir my eie leerareas, woon alle klasse stiptelik by, handig my assesserings asook ander skool projekte betyds in.
  
5. Cooperate with my teachers and other school staff.  
Werk saam met alle personeel van Roodebeek, (onderwysers, werkers, kantoordames ens.)
  
6. Assist in making the school a safe place for all.  
Help om die skool 'n veilige omgewing te maak.
  
7. Seek help if I need it.  
Vra vir hulp indien ek dit nodig het.
  
8. Let the school know if I feel my rights have been infringed, or if I experience any other difficulty.  
  
Laat weet die skool as my regte weggeneem word of as ek enige ander probleme ondervind.

\_\_\_\_\_  
**Learner / Leerder**

\_\_\_\_\_  
**Parent / Guardian Ouer / Voog**

\_\_\_\_\_  
**Date / Datum**

**ANNEXURE / BYLAAG C**  
**LAERSKOOL ROODEBEECK PRIMARY**

Your child / U kind \_\_\_\_\_ Gr \_\_\_\_\_ B / D \_\_\_\_\_ received his / her third level one offence. / Het vandag sy / haar derde vlak een oortreding ontvang.

Numerous level one offences / one level two offence will lead to detention.

Gereelde vlak een oortredings / een vlak twee oortreding sal tot detensie lei.

Please talk to your child about the importance of discipline and explain it to him / her.

Prat asseblief met u kind en verduidelik aan hom / haar oor die belangrikheid van dissipline.

Please sign and send back to school.

Teken asseblief en stuur terug skool toe.

Thank you for your co-operation.

Dankie vir U samewerking.

\_\_\_\_\_  
**Gradehead / Graadhoof**

\_\_\_\_\_  
**Parent / Guardian signature  
Ouer / Voog handtekening**

**ANNEXURE / BYLAAG D**  
**LAERSKOOL ROODEBEECK PRIMARY**

**NOTICE FOR DETENTION / KENNISGEWING VAN DETENSIE**

LEARNER / LEERDER \_\_\_\_\_ Gr \_\_\_\_\_ B / D \_\_\_\_\_

DATE / DATUM \_\_\_\_\_

Your child received a level two offence or numerous level one offences and will therefore attend a detention class on Friday

\_\_\_\_\_ from 13:45 - 14:45

U kind het 'n vlak twee oortreding / menigte vlak een oortredings ontvang en sal op Vrydag \_\_\_\_\_  
detensieklas moet bywoon vanaf 13:45 - 14:45.

Co-operation of parents / guardians will be highly appreciated. Remember parents that this is a measurement to improve your child's discipline.

Ouers / Voogde se volle samewerking in die verband word gevra, sodat ons goeie dissipline by ons leerders kan kweek.

Thank you,  
Dankie.

\_\_\_\_\_  
**(HOD) / (DPD)**

\_\_\_\_\_  
*REPLY SLIP / AFSKEURSTROKIE*

I, Ek \_\_\_\_\_ parent / guardian of ouer / voog van  
\_\_\_\_\_ Gr. \_\_\_\_\_ B / D \_\_\_\_\_

Acknowledge the notice for my child to attend detention.  
Erken hiermee ontvangs van die skrywe in verband met die detensie klas wat deur my kind bygewoon moet word.

\_\_\_\_\_  
**Parent / Guardian Signature**  
**Ouer / Voog Handtekening**

\_\_\_\_\_  
**Date**  
**Datum**



**ANNEXURE / BYLAAG E**  
**LAERSKOOL ROODEBEECK PRIMARY**  
**WRITTEN WARNING**  
**SKRIFTELIKE WAARSKUWING**

Name of Learner / Naam van Leerder: \_\_\_\_\_

Teacher / Onderwyser: \_\_\_\_\_

*The above learner has breached the disciplinary code  
Die bogenoemde leerder het die dissiplinêrekode oortree*

Date of offence / Datum van voorval: \_\_\_\_\_

Grade of offence / Graad van voorval: \_\_\_\_\_

Nature of offence / Aard van oortreding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learner's statement / Leerder se beskrywing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Learner / Leerder**

\_\_\_\_\_  
**Teacher / Onderwyser**

\_\_\_\_\_  
**Witness / Getuie**

\_\_\_\_\_  
**HOD / DPO**

\_\_\_\_\_  
**Date / Datum**

\_\_\_\_\_  
**Principal / Hoof**

- One copy to learner. Original to be kept by Grade Head / Een kopie moet na leerder toe gaan, die oorspronklike kopie moet deur die Graadhoof gehou word.
- Learner's signature does not signify admission of guilt, but that charges and action taken has been explained / Leerder se handtekening beteken nie die leerder is skuldig nie, dit beteken dat die bewerings of beskuldiging en die proses aan die leerder verduidelik is.

**ANNEXURE / BYLAAG F**  
**LAERSKOOI ROODEBEECK PRIMARY**

FINAL WRITTEN WARNING  
FINALE SKRIFTELIKE WAARSKUWING

Name of Learner / Naam van Leerder: \_\_\_\_\_

Teacher / Onderwyser: \_\_\_\_\_

*THIS IS A **FINAL WARNING**, IF THE DISCIPLINARY CODE IS BREACHED AGAIN IN ANY WAY, IT WILL LEAD TO A DISCIPLINARY HEARING.*

*DIE IS 'N **FINALE SKRIFTELIKE WAARSKUWING**, INDIEN DIE DISSIPLINÊREKODE WEER OORTREE WORD, SAL DIT LEI TOT 'N DISSIPLINÊRE VERHOOR.*

Date of offence / Datum van voorval: \_\_\_\_\_

Grade of offence / Graad van voorval: \_\_\_\_\_

Nature of offence / Aard van oortreding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learner's statement / Leerder se beskrywing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**LEARNER / LEERDER**

\_\_\_\_\_  
**TEACHER / ONDERWYSER**

\_\_\_\_\_  
**WITNESS / GETUIE**

\_\_\_\_\_  
**WAARNEMENDE ADJUNK HOOF**  
**ACTING DEPUTY PRINCIPAL**

\_\_\_\_\_  
**DATE / DATUM**

\_\_\_\_\_  
**PRINCIPAL / HOOF**

- One copy to learner. Original to be kept by Grade Head / Een kopie moet na leerder toe gaan, die oorspronklike kopie moet deur die Graadhoof gehou word.
- Learner's signature does not signify admission of guilt, but that charges and action taken has been explained / Leerder se handtekening beteken nie die leerder is skuldig nie, dit beteken dat die bewerings of beskuldiging en die proses aan die leerder verduidelik is.

**ANNEXURE / BYLAAG H**  
**LAERSKOOI ROODEBEECK PRIMARY**

NOTICE OF DISCIPLINARY HEARING  
KENNISGEWING VAN DISSIPLINÊRE VERHOOR

Name of Learner / Naam van Leerder: \_\_\_\_\_

Teacher / Onderwyser: \_\_\_\_\_

FORMAL DISCIPLINARY HEARING WILL BE HELD AND YOU ARE OBLIGED TO BE PRESENT.  
FORMELE DISSIPLINÊRE VERHOOR SAL GHOU WORD EN JY IS VERPLIG OM DIT BY TE WOON.

Date of hearing / Datum van verhoor: \_\_\_\_\_

Venue / Plek: \_\_\_\_\_

Date served / Datum beteken: \_\_\_\_\_

The charges against you are as follow / Die klagtes teen jou is as volg:

\_\_\_\_\_  
\_\_\_\_\_

Date of offence / Datum van voorval: \_\_\_\_\_

Nature of offence / Aard van oortreding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suspension from class / Skorsing van klasbywoning

You are further advised that you have been suspended from class from:  
Verder lig ons jou in dat jy geskors is

Vanaf:            Time / Tyd: \_\_\_\_\_            Date / Datum: \_\_\_\_\_  
Until / Tot:        Time / Tyd: \_\_\_\_\_            Date / Datum: \_\_\_\_\_

During your period of suspension, you are not allowed on school premises, unless you have written permission given to you by a senior member of management, or for attending this hearing.

Tydens die tydperk mag jy nie op die skoolterrein wees nie, tensy jy 'n skriftelike toestemming het van 'n lid van die SMT of die hoof of onderhoof, of as jy die verhoor moet kom bywoon.

\_\_\_\_\_  
**SGB / SBS**

\_\_\_\_\_  
**DATE / DATUM**

- Learner receives one copy and the signed copy must be filed / Leerder ontvang een kopie en die getekende kopie moet gehou word.

**ANNEXURE / BYLAAG I**  
**LAERSKOOI ROODEBEECK PRIMARY**

RECORD OF DISCIPLINARY HEARING  
REKORD VAN DISSIPLINÊRE VERHOOR

Venue / Plek: \_\_\_\_\_

Date / Datum: \_\_\_\_\_

<b>Present / Teenwoordig</b>			
Capacity / Kapasiteit	Name / Naam	Designation / Titel	Section / Afdeling

<b>Complainant (if applicable): Klaer (indien van toepassing):</b>	<b>Learner / Leerder:</b>
Witness for complainant / Getuie vir klaer	Witness for learner / Getuie vir leerder
1.	1.
2.	2.
3.	3.

Nature of alleged breached or misconduct (charge, date, plac and brief description of the incident/s)  
Die aard van die oortreding of wangedrag (aanklag, datum, plek en 'n kort beskrywing van voorval/le)

Nature of offence / Aard van oortreding:

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Plea: The learner admits / denies the charges. (Underline the appropriate plea)  
Pleidooi: Die leerder erken / ontken die klagtes (Onderstreep die gepase pleidooi)

\_\_\_\_\_  
**Learner / Leerder**

\_\_\_\_\_  
**Teacher / Onderwyser**

\_\_\_\_\_  
**Witness / Getuie**

\_\_\_\_\_  
**Date / Datum**

\_\_\_\_\_  
**Grade Head / Graadhoof**

**ANNEXURE / BYLAAG J**  
**LAERSKOOI ROODEBEECK PRIMARY**

LODGING OF APPEAL (REVIEW)  
AANSOEK OM APPEL (HERSIENING)

In terms of the School's Disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five [5] school days).

In terme van die Skooldisziplinêre prosedures wil ek appél aanteken teen die besluit van die Dissiplinêre komitee (binne vyf [5] skooldae).

Name of Appellant:

Naam van appellant: \_\_\_\_\_

The appeal is made on the following grounds. (Mark the appropriate areas with an "x")  
Die appél is gegrond op die volgende (Merk die gepaste blokkie met 'n "x")

- The Disciplinary measure was not in line with the grade of offence.  
Die Dissiplinêre maatstaf was nie in lyn met die aard van die oortreding nie.
- Disciplinary procedures were not followed.  
Dissiplinêre prosedures was nie gevolg nie.
- New or further evidence or witnesses are available, which could bring new focus to light and affect the results of the previous hearing.  
Nuwe bewyse of getuies is beskikbaar, wat na die resultate van die vorige verhoor kan verander.

Nature of offence:

Aard van oortreding: \_\_\_\_\_

The following reasons are submitted to support this appeal.

Die volgende redes word voorsien/ingedien om die appél te steun.

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\_\_\_\_\_  
Date lodged

Datum van indiening

\_\_\_\_\_  
Appellant

Applikant

**RIGHTS OF LEARNER FACING DISCIPLINARY ACTION  
REGTE VAN LEERDER TYDENS DISSIPLINÊRE VERHOOR**

(Read by Server / Gelees deur Oorhandiger)

1. The right to a formal hearing.  
Die reg tot 'n formele verhoor.
2. The right to be present at the hearing.  
Die reg om teenwoordig te wees tydens die verhoor.
3. The right to be given time to prepare case.  
Die reg om tyd te hê om die saak voor te berei.
4. The right to be given advance notice of charges.  
Die reg om vroegtydig ingelig te word oor die aanklagtes.
5. The right to be represented at the hearing by an internal representative.  
Die reg om verteenwoordig te word by die verhoor deur 'n interne verteenwoordiger.
6. The right to be assisted at the hearing by parents / guardian if under age.  
Die reg van 'n minderjarige om deur ouers / voogde bygestaan te word tydens die verhoor.
7. The right to ask questions on any evidence produced, or on any statement of witnesses.  
Die reg om vrae te vra oor enige bewyse wat voorgelê word, of enige verklarings van die getuies.
8. The right to call witnesses to testify on your behalf.  
Die reg om getuies te hê om vir jou te getuig.
9. The right to an interpreter (requested in writing by yourself, the learner, 24 hours prior to hearing).  
Die reg tot 'n tolk (aangevra in jou eie handskrif, die leerder, 24 uur voor die verhoor).
10. The right to appeal within five (5) school days against any penalty by Disciplinary Committee. Die reg om binne vyf (5) skooldae teen enige bevindinge van die Dissiplinêre Komitee te appelleer.
11. If you do not attend, the hearing will be conducted in your absence.  
As jy dit nie bywoon nie, sal die verhoor voortgaan in jou afwesigheid.

**I certify that the above rights have been read and explained to learner.  
Die bogenoemde regte is gelees en verduidelik aan die leerder.**

\_\_\_\_\_  
**Server / Bediener**

\_\_\_\_\_  
**Designation / Titel**

\_\_\_\_\_  
**Learner / Leerder**

\_\_\_\_\_  
**Date / Datum**

\_\_\_\_\_  
**Witnesses / Getuie**

## POSITIVE REWARD SYSTEM

Learners will be rewarded for good behaviour in the following ways:

- 👉 A good behaviour letter will be sent to parents after 6 weeks if said learner does not incur any offences.
- 👉 Merits will be given for helpfulness,  $3 \times \frac{10}{10}$  for spelling tests etc.
- 👉 5 Merits cancel out one level one offence.