

# **Newfields Primary School**



## **Discipline Policy and Code of Conduct**

### The aims and objectives of the code of conduct

- To set and maintain a purposeful and disciplined school environment.
- To create an organised school so that effective learning and teaching can take place.
- To promote self-discipline among all role-players.
- To encourage good, acceptable behaviour.
- To regulate conduct of learners.

### Who is responsible for implementing the code of conduct?

- The principal and educators are responsible for the day to day discipline of all learners.
- School prefects and class captains must assist in maintaining good discipline.
- Parents must instill and re-inforce the values and standards set.
- All role players must understand and implement the code of conduct.
- Learners must know what type of disciplinary measures will be used if they behave in an unacceptable manner.

### Prohibition of corporal punishment

- The Schools Act (1996) makes it clear that corporal punishment may no longer be used in schools.
- Parents may not give principals or educators permission to use corporal punishment.
- Non-formal use of force such as slapping or rough handling is also prohibited.
- Any person found guilty of committing an act of corporal punishment can be fined, convicted and a sentence of assault could be imposed.

## The rights of the Learner

Every learner has the right:

- To be treated fairly and responsibly;
- To show respect to others;
- To be taught in a safe and disciplined school environment; and the responsibility to uphold school security and be co-operative; To be treated with respect by the school community, regardless of personal, cultural, racial, religious or other differences; and the responsibility to be tolerant and considerate of others;
- To express opinions politely; and the responsibility to respect others' personal safety and property and not damage or steal it;
- To basic learning materials; and the responsibility to look after school property;
- To work in a clean and healthy environment; and the responsibility to ensure that the school premises are kept clean and are not damaged or defaced;
- To proper tuition, regular feedback and promptly marked assignments; and the responsibility to take charge of his or her work and completing of projects and homework on time;
- To punctual and consistent lessons and the responsibility to attend them on time

The responsibilities of Educator

- Conduct themselves in a professional and responsible way;
- Not use abusive language or behave in an abusive way (ie. Insults, belittling or degrading a learner)
- Be punctual and report regularly for school and classes;
- Be well prepared for teaching their classes;
- Mark homework and assignments within a reasonable time frame;
- Respect all people and property;
- Encourage an atmosphere of effective learning and teaching;
- Plan flexible lessons that address the varied and special needs of learners;
- Follow the rules, procedures and codes of conduct of the school, government and the South African Council of Educators;
- Ensure regular communication with parents and their participation in school affairs;
- To treat all learners with respect regardless of personal, cultural, racial, religious or other differences; and the responsibility to be tolerant and considerate of others and their beliefs.

## The responsibilities of Parents

Parents must make sure that:

- Their children go to school every day and are punctual;
- Academic reports and follow-ups are forthcoming;
- The rights of their children to learn are upheld;
- Their children follow the rules and codes of the school;
- Their children are healthy, clean and neat;
- They tell school authorities about any problem concerning their children or other children / people in school;
- They don't use abusive language or behave in an abusive way;
- They discuss reports, homework and assignments with their children;
- They supply their children with the basic resources needed for school work and homework;
- They become involved in the school's activities;
- They pay school fees that are determined by the majority of parents attending meeting (in line with the legislation on "exemptions of parents from payment of school fees regulations");
- They provide the school with their children's original birth certificates, previous reports and residency permits (if they are not South African citizens) if the school requests this information;
- They have the right to participate in the life of the school as provision is made for the democratic governance of schools (SGB's)

### Code of Conduct for Learners

1. Learners must be well behaved and courteous at all times.
2. Learners may not fight, swear or be unkind to others.
3. Learners must obey the instructions of all educators.
4. Learners must line up in an orderly manner before and after breaks and remain silent.
5. Learners must be quiet in assembly.
6. No littering, damaging or taking of any school or other person's property will be tolerated.
7. Learners must be punctual at all times.
8. No learner should deface any wall or desk with graffiti.
9. Learners must wear the correct, clean official uniform and always look neat.
10. Learners are not allowed to chew gum.
11. The toilets must be properly and hygienically used.
12. Learners are not to carry cell phones or other valuable items to school.
13. Learners are to be properly attired for extra-mural activities.
14. Permission for early leave will only be allowed if parent has requested such leave – via office. Learner is then collected by an adult known to the learner.
15. A letter of explanation must be given to the class educator when a learner returns after his / her absence from school.
16. Learners may not walk with their hands in their pockets.
17. When homework, projects or assignments are given, it is expected that the learner communicates with the parent, do the work and hand it in timeously.
18. Serious offences such as truancy, smoking etc. will result in possible suspension from school from the SGB.
19. Staff members must be addressed properly, ie Mr Magolie, Mrs Ramjan or Sir, Ma'am.
20. The caretakers are integral to the school and courtesy is to be extended to them at all times.

## Appearance

### Uniform

#### Summer Uniform (Terms 1 & 4)

<u>Girls</u>	<u>Boys</u>
1. Blue shirt	1. Blue shirt
2. School tie (if shirt has top button)	2. School tie (if shirt has top button)
3. Grey dress / Grey skirt	3. School tracksuit top
4. Grey jersey / tracktop	4. Grey jersey / tracktop

#### Winter uniform (Terms 2 & 3)

<u>Girls</u>	<u>Boys</u>
1. Blue shirt (with top button)	1. Blue shirt (with top button)
2. School tie	2. School tie
3. School tracksuit top	3. School tracksuit top
4. Grey jersey	4. Grey jersey
5. Grey dress / Grey skirt	5. Long grey pants
6. Black stockings	

# Only Foundation Phase learners (Grades 1-3) may wear the school tracksuit pants during terms 3 and 4.

# Caps, scarves, gloves, coats, jackets **must be** the official school colours (ie. Grey / navy / royal blue / black)

# No wearing of fezzes (boys)

#### Physical Education (Boys and Girls)

1. White shorts
2. White sweater
3. Takkies

#### Friday Dress Code (Optional)

Learners may be neatly dressed in jeans, takkies and casual tops. Accessories are not allowed. Standard rules regarding hair applies. A fee of R2 is payable for casual wear.

### Shoes / Socks

1. Black shoes must be worn and polished regularly.
2. White or grey socks must be worn.
3. Girls may not wear socks and stockings together in winter (only one of a kind).

### School track-top / jersey

1. Must not be tied around the waist when taken off.
2. Only grey jerseys may be worn.

### Girls Hair

1. Hair must be clean, neat and tidy.
2. No coloured accessories will be allowed. Only official school colours.
3. Hair must be neatly tied, if below the collar.
4. No dyed or gelled hair is allowed.
5. Only grey, navy or black scarves may be worn.

### Boys Hair

1. Hair must be short and neat.
2. No dyed or gelled hair is allowed.

### Nails / Make-up

1. No make-up or nail polish will be allowed.
2. Nails must be kept clean and short.

### Jewellery

1. Only watches and medic-alert bracelets may be worn.
2. No coloured or dangling ear-rings are allowed.
3. Girls may wear studs.
4. No chains, rings etc. are permitted.
5. Girls may not wear more than 1 pair of ear-rings at a time.
6. Religious wrist bands are allowed.

### Textbooks

1. Learners are expected to handle all textbooks with care.
2. All textbooks to be handled with clean hands.
3. Pages are not to be torn.
4. Textbooks are not to be written in.
5. All textbooks are the school's property and should therefore be returned to the class educator.
6. Lost or damaged textbooks must be replaced by the parent / guardian as per textbook policy).

### Medical treatment and emergencies

1. Mrs S. Johnson will administer first Aid when injuries occur.
2. More serious injuries (in case of emergencies) will be referred to hospital after informing the parent.
3. Medication will not be administered without the consent of the parent.
4. Learners who are ill will be housed in the sick bay. Parents will be called to collect such learners.
5. An injury register will be kept for all injuries.
6. Where a learner shows gross intent to harm or injure a learner, such learners parents will be liable for the medical costs incurred.



## Offences

### Level 1: Offences deemed as “less serious”

1. Learners are impolite and unkind.
2. Writing on desk.
3. Incompletion / Not doing homework
4. Littering.
5. Arriving late at school.
6. Incorrectly attired.
7. Returning to school after a period of absence without a letter of explanation.
8. Chewing gum.
9. Walking with hands in pockets.
10. Not greeting a staff member.
11. Talking during assembly.
12. Being disruptive in class.

### Level 2: Offences deemed as “serious”

1. Forging documents or signatures.
2. Cheating during exams or formal assessments.
3. Vandalism (graffiti on school walls etc.)
4. Theft.
5. Being severely disrupted in class.
6. Inflicting intentional minor injury to another person.
7. Truancy from class / school.
8. Smoking.
9. Regular use of bad language (vulgarity)
10. regularly does not complete homework / tasks
11. Threatening the safety of another person.
12. Swearing.
13. Leaving school without permission.
14. Damaging / losing textbooks.
15. Where disciplinary action as in level 1 has been ineffective
16. Abusive or disrespectful to a fellow learner

Level 3: Offences deemed as “very serious”

1. Inflicting intentional serious injury to another person.
2. Inflicting malicious intent to harm a learner or staff member emotionally/spiritually
3. Possession of dangerous weapons.
4. Possession of / or sale of drugs, alcohol or stolen property.
5. Engaging in sexual activity / abuse.
6. Where disciplinary action as in level 2 has been ineffective.
7. Threatening a staff member.
8. Gambling on the school premises.
9. Swearing or abusive towards a staff member.
10. Accessing, reading, drawing, disseminating pornographic material
11. Severe disruptiveness, rudeness, disrespect
12. Theft from the school or staff member or school official

**NB!** The SGB may exercise its statutory right to suspend a learner for a maximum of 7 days in the vent of very serious offences. The learner has the right to a fair hearing.

## Infringement of the code of conduct

### Disciplinary Measures

The measures below may be instituted by the class educator:

#### 1. Time – Out

- Educator removes learner from the situation where he/she is unable to exercise self-discipline (under the supervision of the educator)
- The learner will be allowed to rejoin the class when he/she is ready to adjust the behaviour.

#### 2. Behavioural report

- Class educator issues an official daily behavioural report with attached reply slip to parent / guardian for a period of 1 week.
- Such reports may be included in the learner's profile, with the knowledge of the parent.

#### 3. Detention Class

- Tuesday from 14h30 until 15h15 (grades 4 – 7).
- Detention class is supervised by an educator.
- A detention register is kept and completed by the supervising educator.
- Detaining educator must provide work for the learner, preferably related to the misconduct.
- Parents must complete the reply slip on the detention notice to indicate their awareness of the detention.
- No learner may be kept for detention without the consent of the parent.
- Failure to report for detention on one occasion will result in an additional detention. Failure to report for detention on more than 2 occasions will result in a meeting with the discipline committee.
- 3 detentions will result in a meeting with the discipline committee.

### Disciplinary Proceedings

Educators may refer learners to the Discipline committee if such a learner has committed a level 2 or 3 offence.

- After disciplinary measures (as set out) has failed, class educator refers learner to Discipline Committee.
- Letter is sent to parent / guardian summoning with the Discipline Committee. An attached slip is signed and returned to the D.C.
- A disciplinary talk is held with the learner in the presence of the learner's parents. Learner is asked to sign a contract by which he/she commits to adhering to the code of conduct.
- Should the learner continue with the misconduct after a meeting with the D.C., such a learner will be referred to the SGB.

### Discipline Committee Members

- Mr P. Magolie
- Mrs C. Sherry
- Mrs C. Jackson
- Mrs R. Paulsen
- Ms T. Saunders