



## LEARNER CODE OF CONDUCT

### 1. INTRODUCTORY STATEMENT

In Laerskool Doringkloof Primary we believe that every learner makes choices regarding his/her behaviour. Children know exactly what the difference is between right and wrong. In order to ensure a safe and positive learning environment it is essential that there are clear rules and guidelines for the learners and also to clearly explain the consequences should learners break the code of conduct.

Discipline management in Laerskool Doringkloof Primary is primarily divided into two areas:

- Classroom discipline and - control. The handling of disciplinary problems in the classroom is the responsibility of the educator concerned who may also have his/her own rules and routine to stimulate and manage the learning environment in that particular set-up.
- School-ground and -activity discipline management. The handling of disciplinary problems outside the classroom rests on an educator and his/her colleagues, the learner-leaders and the other adult staff. This includes disciplinary management of noise in the corridors, injuries, arriving late, playground duty, and cloakroom inspection, in the hall and during gatherings.

The following aspects have therefore been considered in drawing up the code of conduct:

- In terms of section 8(4) of the Schools Act no learner of Laerskool Doringkloof Primary is exempted from the obligations placed on him/her by the code of conduct and school rules.
- The school community places an emphasis on the development of positive relationships and in particular the need to treat each other and their superiors with respect.
- The code of conduct spells out broadly (and sometimes in detail) what kind of conduct educators expect of each learner and which standards will be maintained.
- The Governing Body is responsible for compiling the code of conduct.
- The Governing Body, parents and guardians, the principal, the educators, the learner- leader corps and each individual learner of the school are responsible for ensuring that the code of conduct is honoured.

- The code of conduct must explain a proper and fair legal process that protects the interests of all parties.
- No form of bossiness, intimidation, bullying, racism, verbal- or sexual harassment, threatening or disruptive conduct, fighting, insulting and offensive language or gestures and vandalism will be tolerated in Laerskool Doringkloof Primary.
- The principal, the educators and the learner-leader corps will be responsible for maintaining discipline at the school as well as during any school activity.
- Parents and guardians must be informed as soon as possible should any disciplinary problems exist or occur, because parent support in the process is the key to a safe and orderly learning environment. Parents are welcome to discuss any problem regarding discipline with the two deputy principals and/ or the principal.
- Educators are fully aware of age-related behaviour of learners and will bear this in mind should disciplinary action be considered.
- Educators must handle disciplinary action in a calm, rational manner and in conjunction with parents of learners (where it is deemed necessary, positive, alternative behaviour is encouraged to improve the learner's behaviour. Notwithstanding the above, there are circumstances that disrupt the learning process of other learners, thus requiring active and fast preventative action(s).
- The Disciplinary Committee must handle all hearings regarding serious and very serious transgressions.

## **2. LEGAL FRAMEWORK**

The South African Schools Act, the Regulations and Guidelines of the Gauteng Department of Education, the ancillary policies of Laerskool Doringkloof Primary and the school's Constitution.

## **3. LEARNER RIGHTS AND RESPONSIBILITIES**

### **3.1. Individual Rights, Responsibilities and Code of Honour**

In terms of the Constitution of the Republic of South Africa every learner enrolled at Laerskool Doringkloof Primary has the following rights and every learner undertakes to acknowledge, accept, honour, act accordingly and follow the rights and responsibilities:

- To receive tuition in a structured academic environment.
- To be respected by other members of the school irrespective of personal, religious or cultural differences.
- To receive regular feedback/reports regarding academic progress (4 report cards are handed out, 1 per term.
- To practice freedom of speech in an adult and tactful manner without using hate speech or sexist and other offensive language

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- To be treated fairly
- To be ensured of safety of person and belongings
- To work and play in a clean, healthy and litter-free environment
- To have the confidence to at any reasonable time, ask for help, advice and guidance
- To attend school without drugs, weapons, drunkenness, bullying, wrongdoing, intimidation, sexual harassment and/or criminal behaviour.

### **3.2. Relationship with my School, Fellow Learners, Educators and Parents:**

Every learner of Laerskool Doringkloof Primary commits him/herself to:

- Showing understanding towards other learners and be tolerant towards others
- Be proud of and loyal towards his/her parents, school, educators and principal
- Be courteous towards fellow learners, educators, parents and other people
- Obey and honour the school's rules and code of conduct
- Not use foul language on the school grounds, in the classroom, during any school activity or when in school uniform
- Under no circumstances bring into the school grounds, give to any other learner, show or distribute any indecent books, magazines, video's, pictures, drawings, photo's or any other object which may be offensive
- Attend school faithfully
- Wear the correct school uniform
- At all times act as ambassador of his/her school and thus present a correct impression of the school
- Acknowledge the authority of the educators appointed over them
- Obey and carry out all reasonable orders and requests of educators, parents and the principal.

### **3.3. The responsibilities of every learner:**

The rights of learners at Laerskool Doringkloof Primary go hand in hand with various responsibilities. Upon admission to the school every learner undertakes to:

- Create the opportunity for others to work without hindrance and to pay full attention to their lessons.

Respect the individuality of others.

- Treat others justly and fairly.
- By being honest, maintain the safety of people and their property at school.
- Keep the school grounds, classrooms, cloak rooms and other rooms clean, neat and free of litter.
- Always be punctual in all facets of the school.
- Never be an embarrassment to the school.
- Never be disruptive, undisciplined or unaccommodating inside nor outside the class.

- Carry out all academic instructions to the best of his/her ability.
- At all costs avoid using drugs and not become involved in assault, carrying of weapons, criminal activities, intimidation, bullying, sexual harassment, injustice, smoking or the possession of pornographic material.
- Look after and not damage the school's property.
- Not take, use, eat, drink, break or damage his/her fellow learners' property without permission.
- Not fiddle with or use the school's apparatus, nor work with it without a teacher's permission.
- Not unnecessarily expose themselves or others to danger or dangerous conditions.
- Not to participate in dangerous games or violent actions on any part of the school grounds, in the classrooms, the cloakrooms or other locations.
- Obey the scholar patrol and adhere to road safety rules.
- Not have dangerous weapons or objects that can injure others in their possession, nor bring it to school or to any other school activity.
- Not on the school grounds, during any school activity or when in school uniform or can be identified as a learner of Laerskool Doringkloof Primary School, smoke nor take any other alcoholic substance, medication nor other illegal or prohibited substance, nor trade in it, nor make it available to any other learner of his/her own or another school.

Obey the code of honour, code of conduct, rules and additions thereto.

#### **3.4. Thoughtfulness:**

Learners must remember that they represent Laerskool Doringkloof Primary at all times and that learners determine the image of the school, therefore learners are expected to:

- Obey all school rules, as well as the rules for clothing. They must exhibit good manners, behave properly and be honest.
- Regard all staff members as their superiors and treat them with the necessary respect.
- Show the same respect as to teachers to learner-leaders must be respectful towards fellow learners. At all times greet staff members or any adult person politely.
- Not have their hands in their pockets while addressing any staff member or other adult.
- Promptly and willingly execute all reasonable instructions given to them by staff members.
- Treat each other with respect and avoid gossiping/gossip at all times.
- Not to continue arguments that occurred at school, after school (in or out of school uniform) but rather follow the grievance procedure.
- Not talk in the hall unless permission has been given.

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- Sit still during gatherings/performances/plays in the hall and only leave the hall at the end of the performance.
- Respect general service-assistants at all times.
- Hand all school circulars, other letters and notes to their parents and promptly bring the tear-off slips back to their class teachers.

### **3.5. Development of learners' talents:**

Every learner undertakes to faithfully and to the best of his/her ability:-

- Do homework.
- Study for tests.
- If possible, participate in all sport and other activities at the school.
- Achieve his/her best to the glory of God, and the honour of his/her parents and the school.

## **4. GENERAL DIRECTIONS**

### **4.1. School rules**

4.1.1. Most of the rules needed to ensure safety and order in the school environment, are described in various places in the code of conduct.

4.1.2. Every educator also has certain rules, ancillary to the code of conduct, that apply in his/her classroom and was established for the safety of the learners and to ensure a positive learning environment.

### **4.2. Purpose of the Code of Conduct**

Good discipline and an orderly daily educational programme is a sign of an efficient functional school. Learners learn best in an orderly and safe environment. Discipline is therefore one of the most important management functions of the school. *(Also see section 8(2) of the Schools Act)*

4.2.1. The purpose of the code of conduct is to:

- (i) Create a well-organised and benevolent school environment in which effective education can take place
- (ii) Promote self-discipline
- (iii) Promote good behaviour
- (iv) Regulate learners' conduct towards their fellow human beings

4.2.2. The code of conduct comprises the following elements:

- (i) Just, reasonable and realistic school rules.
- (ii) Sanctions or punishment codes (excluding corporal punishment and any form of physical and psychological abuse).
- (iii) A proper and just legal process to protect the interests of the learner and any other party involved in the disciplinary process.

- (iv) Confidentiality during the investigation of serious misdemeanours.
- (v) The procedure explaining suspension and/or expulsion from the school.
- (vi) An appeal procedure.

### **4.3. Purpose of the Code of Conduct**

- 4.3.1. Learners know what is expected from them and which steps will be taken against them if they break and/or do not keep to the school rules.
- 4.3.2. They know what kind of punishment will be used if they act in an unacceptable manner.
- 4.3.3. Punishment must be legal, fair and reasonable.

### **4.4. Types of punishment and corrective actions**

4.4.1. **Reprimand/serious admonition** - for most offences a verbal warning, reprimand or serious admonition is usually sufficient. At Laerskool Doringkloof Primary we underwrite a system of rewarding positive attitudes and behaviour by means of a point system, but also record negative behaviour with negative points. Learners receive Dorie dollars for certain number of points and use these to buy from the Dorie Shop once a term. In this way positive behaviour is promoted and rewarded.

4.4.2. **Detention** - detention is withholding a learner from taking part in a certain school activity. Detention is usually used to address short-term disciplinary problems. The result should be that detention will solve or partially address the problem. The use of detention is unsuitable in cases of persistent/continuous disciplinary or behavioural problems or if the learner displays a long-term negative attitude towards the school or his/her class work. Similarly detention must not be used immediately as a sanction in disciplinary action, but only when it is clear that a learner will not respond to previous remedial action. There are no definite misdemeanours for which detention is a specific sanction.

Detention as a sanction will be applied following consultation, by the educator recommending it, with the specific head of department.

- (i) Learners who have been given detention, will report at the time and place as determined by the principal or his/her delegate after parents had been informed accordingly that a sanction of detention had been imposed on their child/ren.
- (ii) Detention is normally applied during breaks or after school and supervision is done by staff on a rotating basis. The names of learners who have been referred for detention will be noted in a central detention register being kept in the vice-principal's office. Every learner who have been referred for detention will be given a written letter to his/her parents/guardians to inform them of the detention and the reason for it.

- (iii) During detention learners will receive counselling / guidance focussing on correcting certain persistent behavioural patterns. Interactive discussions will form part of detention. The aim is to guide learners towards recognizing undesirable behaviour and ways to correct these.
- (iv) The principal may also suspend or forfeit learners' privileges to participate in certain school activities. The aim of limiting the learner's participation in certain school activities, is to stress the importance of an education and opportunities offered to the learner.
- (v) Learners who continually display behavioural problems or any victims of such impermissible conduct will, at the discretion of the principal and after consultation with parents, be referred for the necessary counselling and support.

4.2.3. **Suspension** - In the Schools Act of 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, suspension is specifically described and will be implemented where learners commit really serious offences or are chronic offenders.

- (i) Suspension means that a learner is banned from the school for a certain period as recommended by the Disciplinary Committee and confirmed by the Governing Body following consultation with the Principal in terms of article 9(1) of the Schools Act, after the learner(s) had been given a reasonable opportunity to provide an argument, albeit verbally or in writing regarding such an intention to implement suspension, after which disciplinary action may follow within seven days after suspension of the learner(s). If disciplinary action does not take place within 7 (seven) days, the Governing Body must obtain consent of the Head of Department of the Gauteng Education Department to lengthen the period of suspension by another seven days. (Articles 9(1A) and (1B) of the Schools Act).
- (ii) After being convicted of a serious misdemeanour, the governing body, through the Disciplinary Committee, may suspend a learner for a period of seven days or make a recommendation to the Head of Department of the Gauteng Education Department for the permanent expulsion of the learner from the school. (Articles 9 (1C) (a) and (b). If the Head of Department of the Gauteng Education Department decide against permanent expulsion of the learner(s), an alternative suitable sanction must be imposed. (Articles 9(8),(9),(10) of the Schools Act)
- (iii) If such learners want to visit the school during the period of suspension, they must first obtain written permission from the principal.
- (iv) If tests or exams are written during the period of suspension, the suspended learner is not entitled to write the tests or exams or to write them at a later stage.
- (v) A learner can be suspended for two reasons:
  - a) As corrective measure for misbehaviour (not longer than five school days)

- b) As an intermediary measure while waiting for a decision whether or not the learner concerned will be expelled from the school by the Head of Department. (This period may be longer than one week).

4.2.4. **Expulsion** – Expulsion means the permanent ending of a learner’s right to attend the school; in other words, the learner is permanently banned from the school.

- (i) Only the Head of Department of the Gauteng Department Education makes a decision to permanently expel a learner from the school. Expulsion can only take place after a learner, following a just hearing, has been found guilty of a serious misdemeanour.
- (iii) Learners who have been permanently expelled, may not visit the school or enter the school grounds or during official school hours or during any official school activity contact and/or communicate with any learner or educator. Should such learners want to visit the school, they must first obtain written permission from the principal.
- (iv) All property and handbooks of the school in possession of an expelled learner, as well as leadership badges in case of a learner occupying a leader position, must first be given back to the school before the learner finally leaves the school grounds.
- (v) Should there be any damage to or loss of school property that had been in possession of such a learner, the parents are responsible for covering any costs. Parents/guardians are also to be held responsible for any other damage/costs incurred resulting from the conduct of the learner which led to his/her expulsion.

4.2.5. **Community Service** – Depending on the transgression, a learner may be given a sanction to do community service at the school for a certain period, with due allowance for the child’s age and abilities:

- (i) This entails that the learner either works in the garden, sweeps the corridors, classrooms and stoops, picks up papers and rubbish, etc.
- (ii) Learners can also be punished by taking part in a rehabilitation programme or information programme and then inform their fellow learners about the dangers of their misdemeanours, especially where prohibited substances were involved.

4.2.6. **Removing/forfeiting of rights/privileges and participation in school activities/extra-curricular activities** –

- (i) The principal or the governing body may suspend or declare forfeit any rights, privileges and responsibilities of a learner either for a specific period or permanently for the rest of an academic year.
- (ii) The learner’s right to an education may not be suspended but when a learner disturbs the educational process or violates the code of conduct, he/she may be excluded from that activity for a certain period which will be determined by the principal.



- (iii) Any learner receiving 100 negative points from January- August (Grade 1-6) will not be allowed to go on school tours/ excursions where they are in the public eye. No Grade 7 learner accumulating 100 negative points may participate in the fundraising evenings, attend school functions or accompany Grade 7 learners to Sun City for their farewell function.

4.2.7. **Forfeiting of/removal from a position of leadership, other responsibility, school colours or award earned by a learner** – The principal may, for a specific period or for the duration of the academic year, take away or declare forfeit the responsibilities entrusted to a learner to perform certain leader duties or any school colours or award, and order the learner to return his/her leadership badge and other badges and regalia to the principal or his delegate.

4.2.8. **Written apology** – The Disciplinary Committee or the principal may demand a written apology from a learner regarding his/her conduct and which may, on discretion of the Committee or the principal, be read to the whole school.

4.2.9. **Parent-educator interview** – In order to protect a learner as far as possible, parents or guardians will be expected to attend an interview with the principal or other appointed educator regarding the unacceptable behaviour of their child(ren) in order to clear up the matter. Such parent involvement will help and ensuring that the child reach a certain acceptable disciplinary standard.

#### **4.5. Prohibited items**

4.5.1. Learners may not bring the following items to school:

Chewing gum, glass containers, any kind of weapon/firearm or object or replica of weapons/firearms which can injure the learner and other learners, nor catapults, explosive devices, matches, cigarette lighters, toy revolvers or replicas of firearms, fire crackers (“claps”), fireworks, knives, pocket knives and too much money. If such dangerous objects are found in the possession of any learner, it will be confiscated and the parents will be asked to fetch it from the principal personally.

4.5.2. The following items may only be brought to school with permission of the principal or his/her delegate:

Any kind of toy, electronic games, electronic devices, radio’s, cellular phones, “Walkman’s”, tape players, stereo players, DVD players, cameras, jewellery, pets and other valuable items.

#### **4.6. Searching and confiscation**

4.6.1. Should there be a reasonable suspicion or enough evidence that stolen goods/property, dangerous weapons, firearm or objects that can injure others, prohibited substances, drugs or other harmful dangerous substances, pornographic material or items/goods, incompatible with the school ground’s code of conduct, have been brought into the school grounds by a learner or may be in a learner’s

possession during any school activity, the principal or his/her delegate has the right to search the learner's bookcase, pockets, clothing or any other container and confiscate such items.

Such searching may not take place in front of other learners, unless circumstances do not allow it and must be done humanely and with the necessary respect for the learner's body, property, religion and race.

- 4.6.2. If the contraband is of such a nature that it relates to a serious transgression of the code of conduct or when a criminal law has been broken, the items will be kept as evidence for the SA Police Service or to be shown to the involved learner's parents or guardians.
- 4.6.3. The contraband will be clearly labelled and a witness will certify that it had been taken from a specific learner. A report must be kept regarding the search process as well as the result thereof and must be given to the principal or the chairman of the Governing Body for further action.
- 4.6.4. Loose clothing such as jackets, etc., with pockets must be removed by the learner on request and may be searched if there is a strong suspicion that the learner has any forbidden item in his/her possession and that it is in the pockets of the clothing.
- 4.6.5. If the learner wears a cap, hat or other head-gear, he/she must remove it on request and show the inside to the authorised person making the request. The principal or authorised person(s) may take the head-gear and search it. The person doing the searching may touch the learner's hair to feel whether any object had been hidden there. It must however, be done respectfully.
- 4.6.6. If a strong suspicion exists that they are in possession of forbidden items, learners must also on request, empty their pockets and wallets.
- 4.6.7. Searching and confiscation of learner's property as described above, may in the case of girls only be done by a female educator and in the case of boys a male educator. A second educator or adult of the same gender must be present to act as witness that the process took place according to the above-mentioned instructions and that it was done respectfully.
- 4.6.8. If a forbidden item is seen with a learner, the principal and/or his authorised staff have the right to take the item from the learner and will only hand it to the learner's parents, in case of a minor offence.
- 4.6.9. If it is an item that can be connected with the breaking of a government law or government rule, the authorities will hold it in safekeeping and hand it to the police as evidence.
- 4.6.10. A search may be executed in terms of the following general Acts: the Act on Control of Access to Public Places and Vehicles, 1985 (Act 53 of 1985), the Act on Drugs and Drug Dealing, 1992 (Act 140 of 1992), and the Act on Weapons and Ammunition 1969, (Act 75 of 1969).

#### **4.7. Accountability of learners**

- 4.7.1. Every learner is accountable for his/her action and conduct during classes or during any other official school activity.

4.7.2. Every learner acts as ambassador for the school during any occasion where he/she represents the school and/or is dressed in official school uniform or sports clothing, be it during or after school hours.

#### **4.8. Learners' general conduct and behaviour**

##### 4.8.1. Classrooms, Hall and School Activities

In the classroom, hall and on the school grounds, learners are responsible for:

- (i) Keeping and leaving their desks, classrooms, cloakrooms and the school grounds clean and neat
- (ii) Not leaving the classroom or any school activity without the educator's permission and the educator's permission card must be in his/her possession
- (iii) Wearing the correct school uniform
- (iv) Using the dirt bins and other rubbish containers and avoid littering
- (v) Looking after and not ruining his/her own school books, school uniform and other possessions
- (vi) Arriving on time at a school activity or class
- (vii) Ensuring that personal property, books and clothing is permanently marked to ensure identification thereof
- (viii) Neither writing nor exchanging personal letters, notes or any notes during a lesson
- (ix) Not shouting out answers, observations or remarks during official lessons. After putting up his/her hand and receiving permission, a learner may ask or answer questions.
- (x) Neither walking around, passing nor throwing around objects or spitting during a lesson
- (xi) Picking up all papers and rubbish at the end of a lesson and throwing it in the waste basket. Chairs must be neatly pushed in and learners adjourn in an orderly manner.
- (xii) At all times exhibited basic courtesy such as greeting, as well as saying "please" and "thank you".
- (xiii) Not eating or drinking in the classroom without permission
- (xiv) Not playing nor taking part in dangerous games and actions where people may be injured or property damaged.
- (xv) Neither writing nor scratching on desks, walls or their school textbooks. This is a form of vandalism and will be treated accordingly.
- (xvii) Only playing ball games (Rugby field B and only rugby, soccer or tennis balls allowed. No hard balls such as golf, cricket or hockey balls), marbles and such games in safe areas of the school grounds, and not near windows or cars
- (xviii) Ensuring that when money must be paid in to educators, it be done as soon as possible after the start of the schooldays

- (xix) Entering and using the computer centre and library in a responsible manner, by not destroying any material or books belonging to the library and returning them on time.  
Should books be lost or damaged it must be immediately reported to the library educator and damages paid or such books replaced with similar books.
- (xx) Neither using nor taking medication without supervision, except in cases of asthma and diabetes.
- (xxi) Not trading, distributing pamphlets or undertaking fundraising activities without permission from the principal, as well as knowing and honouring the code of conduct.
- (xxii) Entering the school grounds immediately upon arrival
- (xxiii) Learners are only allowed in prescribed areas during school hours. Nobody may talk to outsiders at the fences or gates nor communicate with them, albeit in writing or electronically, and also not wait outside the grounds without permission. When permission had been given for learners to be fetched during school hours the learner will stay in his/her class until the parent fetches the child from the classroom / the admin office calls the learner to the office and they leave the grounds together.
- (xxiv) Not playing with dangerous objects.
- (xxv) Not leaving the school grounds during school time without permission from the principal or his/her delegate.
- (xxvi) Learners may not write on the blackboards without permission of a teacher.
- (xxvii) Learners may not meddle or play with the fire extinguishers or any other fire-fighting equipment.

#### 4.8.2. Corridors and stairways

- (i) Learners may converse quietly, but disruptive behaviour, as well as shouting and whistling is not allowed.
- (ii) Learners may not block the corridors or stairs during breaks and must move quickly and calmly out of the school buildings.
- (iii) Learners keep left. Learners who wait in front of a class, must wait AGAINST the wall.
- (iv) Ball games are prohibited in the corridors or on the stairs.
- (v) Learners may not run in the corridors or on the stairs.

#### 4.8.3 Cloakrooms

- (i) Cloakrooms must be kept clean and neat at all times.
- (ii) Learners may not smoke, play, loiter, play truant, hide, eat, drink cold drink, gather, read, do homework or commit other misdemeanours in the cloakrooms and toilets.
- (iii) Taps must be closed when learners have washed their hands or drank water.
- (iv) Every learner has the right to privacy when he/she visits the cloakroom and may use the toilet cubicles if preferred. Only one learner at a time is allowed in a toilet cubicle.

- (v) Learners may only enter the cloakrooms designated for their gender. Senior learners will thus use the facilities assigned to them and junior learners the facilities assigned to them.
- (vi) Educators and other staff who had been specifically authorised by the principal or his/her delegate, will have the right to enter learners' cloakrooms at any time to do inspection.
- (vii) During official class hours (breaks excluded) learners may only, after obtaining permission from the educator in charge of the class or other school activity, visit the cloakroom, following which they will return as soon as possible to the classroom or activity.
- (viii) All transgressions written in the code of conduct, apply in the cloakrooms.
- (ix) No cell phones may be switched on in the cloakrooms and used for any purpose whatsoever. (In this regard also see the section on cell phones)
- (x) Learners are expected to report to any teacher or to the office, all transgressions and impermissible actions taking place in the cloakrooms as well as any defects, unsafe and unhygienic conditions. Such a learner's identity will be protected at all times.
- (xi) If lacking, toilet paper must be replenished by reporting this at the office.

#### 4.8.4 Playground /School Grounds

- (i) Learners will only play and move around in the designated areas.
- (ii) No learners will play or gather near parked vehicles.
- (iii) No stones, sticks or other objects may be thrown. Ball games are restricted to the B sports field. No hard balls or bats are allowed on the playground before school or during breaks. These may only be used during properly supervised sport practices/ matches.
- (iv) Nobody may climb over the fences around the school or the fences in front of the stands nor climb, sit, walk, stand nor swing on the roofs of the parking areas and other shed roofs.
- (v) Skipping ropes will not be thrown, nor will other learners be hit or tied up with them. They may also not be wound around learners' necks.
- (vi) Games in which learners are tackled or pushed over, or bumped with the shoulder or other body part, are impermissible.
- (vii) The trees and plants may not be broken, pulled out or disturbed. Flowers may only be picked with permission from a teacher.
- (viii) Sprinkler systems and –heads may not be touched, pulled out or damaged.
- (ix) Balls may not be hit, kicked or thrown against the building.
- (x) No one except authorised persons may switch any electrical installations or locked boxes or switches existing on the school grounds on or off.
- (xi) The school ground and playground is there for the enjoyment of all the learners and a spirit of tolerance and co-operation is expected of all learners.

- (xii) At the close of the official school day learners will only enter the school grounds if they are bona-fide members of the after-school centre or participate in official extra-curricular activities or are spectators at official school matches. After an activity or match all learners will leave the school grounds or return to the after-school centre. Learners who do not belong to the after school-centre, and whose parents can only fetch them later or for whom transport only arrives later, will leave the school grounds immediately and wait on the pavement for their transport. These learners are not the responsibility of the school after 14:00 but become the parent's responsibility. These learners may not loiter on the school grounds.
- (xiii) No learner is allowed on the school grounds after hours without adult supervision.

#### 4.8.5 Bicycles

- (i) Learners who come to school by bicycle will obey all traffic signs and laws, as well as the scholar patrol
- (ii) Bicycles will not be ridden on the school grounds. On entering the school grounds, learners will dismount and push the bicycles to the bicycle shed where they will be stored for the duration of the school day.
- (iii) As soon as the bicycles have been parked and locked onto the available frames, the area must be left immediately.
- (iv) No bicycles may be ridden on the sports fields nor in the immediate vicinity
- (v) Locks must be locked at all times.
- (vi) All learners cycling to school, will wear safety helmets as stipulated in the traffic regulations.
- (vii) No learner will enter the bicycle shed and meddle with or damage others' bicycles, nor use any bicycle or equipment without the owner's permission.

#### 4.8.6. School excursions and Tours

- (i) An indemnity/permission form must be filled in by the parent/guardian before learner may go on an excursion.
- (ii) The school's code of conduct applies during all school excursions/tours/functions/activities.
- (iii) Going on a tour/ excursion is not a right but a privilege that learners earn through continuous good behaviour.

#### 4.8.7 Other Policies forming part of the Code of Conduct

- (i) From time to time the Governing Body will issue other policies forming part of the code of conduct.
- (ii) This includes the Bully Policy, the Cloakroom Policy, Appearance and Dress Code and Cell phone Policy that organise more detail of matters regarding these aspects and will be referred to should a learner trespass according to these and other policies.

#### **4.9. Prohibited areas**

4.9.1 The following rooms and places are forbidden areas for learners unless they have valid reasons to be there:

School corridors, the hall and classrooms during breaks

The school office

The fenced-in area of the cell phone tower.

4.9.2 The staffroom/lapa is exclusively for adults. No learners are admitted here without permission.

4.9.3. No learner shall be in illegal possession of any key, and/or lock combination/alarm code that provides access to any school property/premises, vehicle and/or any facility. They may also not have such keys duplicated nor divulge the codes to other learners nor to any other person.

#### **4.10. Property and school equipment**

4.10.1. Teachers' desks and any other property are private and nothing may be removed, used or touched, without their permission.

4.10.2. Learners must leave the vehicles of educators and other members of the public, parked on the grounds, strictly alone and must not lean against them, play behind them nor damage them.

4.10.3. No equipment, educational material, etc., may be used or removed from the classrooms or other places without the permission of a teacher or staff member.

4.10.4. No learner may, without permission from a fellow learner, look in his/her bookcase, bag, clothing, lock-up cabinet or other container, nor remove, eat, drink, steal, use, damage, borrow, sell, swop, hide, destroy or embezzle anything.

4.10.5. No learner may, without permission of a fellow learner, eat, drink, use, damage, remove, borrow, sell, swop, hide, destroy or embezzle his/her property.

4.10.6. Clothing, shoes and/or other property of learners found on the premises, must be handed in at the office or tuck shop for safekeeping.

#### **4.11. Sick bay**

4.11.1. When a learner reports that he/she is ill/injured, the secretary will if necessary in conjunction with the principal, vice-principal or head of department, decide which action to follow. No learner may phone their parent(s) themselves to come and fetch them because of any illness.

4.11.2. A learner may only be in the sick bay under exceptional circumstances during the writing of a test.

4.11.3. Should a learner have to consult a doctor or go home, the parents will be duly informed. A parent may only fetch an ill/injured learner after the secretary/class teacher or other educator has phoned them.

4.11.4. Learners may not visit other learners in the sick bay.

#### **4.12. General order**

4.12.1. Daily course – In order to ensure that learners' entry into the building and moving to their classes or other rooms is orderly, the following rules apply:

**This is only an example:**

A. In the morning /after breaks:

Learners line up directly at the classes where they should be according to the timetable.

B. Hall visits:

Learners line up on the paved area /in front of the hall. Educators accompany their classes to the line-up area and into the hall.

C. Changing of classes:

- When the bell rings at the end of a period, learners line up in an orderly manner at their desks on instructions of their teacher. The teacher walks out first and looks to see whether another group of children is not already passing the class. On the teacher's instruction, the class move out. Learners walk on the left side of the corridor with their bags in their right hands. At all times only two rows may move in the corridor. Boys and girls walk in one row as they leave their classroom. They immediately line up at the other class.
- Before school learners place their bags in front of their register class.
- Before breaks they place their bags in front of or in the class where they will be after break.
- Learners must clear the corridors as soon as possible before school, during breaks and after school.

D. Closing of the Day:

- About five minutes before the official closing time of the school, learners start packing up.
- During this time closing is done (provision is made for all religions).
- The members of the scholar patrol are excused.

#### **4.13. Absenteeism**

4.13.1. If a learner has been absent, a letter, mentioning the reason for being absent, must be written by the parent/guardian. The learner brings the letter, addressed to the register teacher, to school on the first day after having been absent. Unnecessary, repeated absences without reason will lead to an investigation by the school.

4.13.2. A letter from a doctor is compulsory if a test, examination or oral used for progression purposes, is missed. Without it a zero mark will be awarded.



4.13.3. Should the school not have been informed about the reason for a learner being absent, the principal retains the right to enquire about the reason for absenteeism, especially after an absenteeism of three consecutive days. If the school is not informed, the register teacher will telephone the parent(s).

4.13.4. When a learner is unable to attend a sport practice or extra-mural activity, he/she is expected to ask the relevant educator in good time to be excused, in order that a replacement can be appointed in his/her place.

4.13.5. Learners are expected to fulfil their sport, cultural and other extra-mural responsibilities.

4.13.6. It is every learner's duty to catch up with any work missed during his/her absence.

4.13.7. A learner's absence the day before or on the day of a school activity, disqualifies the learner from participating in the match/function.

#### **4.14. Academic performance**

4.14.1. Parents will be regularly asked to page through his/her child's books in order to ensure that the work had been done. The teacher will make a note in the book if work had not been completed, and the parents are asked to react and sign at the teacher's remark.

4.14.2. Homework can include the following - assignments, completing unfinished work, revision, including summarising exercises and the memorising thereof for tests and keeping up exercise books up to date. Every Monday a homework timetable is given to Grade 4 learners until June) there after they as well as for Grade 5-7 in the senior phase must copy their homework from the writing board as indicated by the teachers. It is the learner's responsibility, if he/she is absent on a Monday or the first school day of the week, to obtain a homework instruction sheet from the teacher.

4.14.3. Maximum effort is at all times expected from learners and especially from learners in the Senior Primary Phase. The following must be regarded as unacceptable:

- Untidy, careless work
- Homework incomplete or not done at all
- Not learning for tests
- Forgetting books at home
- Losing books
- Damaging books
- Late handing-in of work
- Copying other learners' work
- Not paying attention in class
- Disturbing other learners in the class
- Disrespect of and/or impertinence towards a teacher.

#### **4.15. Learners' rights**

##### 4.15.1. Learners have the right to:

- A meaningful educational experience
- Protection against physical and verbal abuse
- Opportunities for practical decision making
- Be disciplined humanely and in a suitable manner
- Representation by a parent when conflict with the school arises
- A school climate free from violence and disruption of the process of education
- A written code for classroom discipline
- Just treatment during disciplinary actions.
- Visit the cloakrooms when really necessary. This should be limited as far as possible, as it interrupts the learning process. Learners are encouraged to visit the cloakrooms during break.

##### 4.15.2. When a learner is accused of a serious misconduct he/she has the right:-

- To appear before the Disciplinary Committee to put his/her case during disciplinary proceedings.
- to be given sufficient details regarding the accusation/charge
- to be advised in writing about the date, time and place of the proceedings
- to be advised by the principal or his/her delegate regarding his/her rights in terms of the code of conduct
- to have enough time to prepare a defence (not less than 5 days) for case of serious misconduct, which time may be extended as the Disciplinary Committee sees fit.
- a quick process without any unreasonable delays
- to call witnesses and question witnesses during the proceedings and to be assisted by one or both his/her parents or guardian or another adult, authorised by the parent(s) in writing, if the complaint is of such a nature as may result in expulsion, provided that no other person may represent the learner, unless the governing body can produce a fair argument as to why the case must proceed in the absence of the parent(s) or a person authorised by the parent(s). (See article 8(6) of the Schools Act)
- to be regarded as innocent, to remain silent, and not testify during the proceedings, nor make statements.
- to not give self-incriminating evidence nor make statements
- to call and question witnesses
- to, after being found guilty, lodge an appeal with the chairperson of the governing body and then with the Head of Department, should the charge have been of such a nature that it resulted in

expulsion; the appeal must be lodged according to the regulations issued by the Gauteng Department of Education.

- to request that one or both parents or guardian or a person authorised by the parents, be present to monitor the process during the hearing
- similarly and *vice versa* the injured party also has the same rights.

#### **4.16. The Audi-Alterem Partum Rule**

- 4.16.1. The chairperson of the Disciplinary Committee and the principal or his/her delegate must ensure that the *audi-alterem partum* rule (that is, the right of all parties to be heard) be honoured during all disciplinary actions en that the rights of all parties are acknowledged, protected and honoured.
- 4.16.2. The chairperson of the Disciplinary Committee and the principal will ensure that all parties in the disciplinary process are treated humanely and with the necessary respect.
- 4.16.3. No form of exploitation, intimidation, harassment and extortion of any party or witness or the accused may occur before, during and after the hearing. If it is done by an adult person or parent, the chairperson of the Disciplinary Committee or the principal has the right to ban such a person from the school grounds and from the sitting during the proceedings or to adjourn the proceedings in order to discuss the matter with that person and to point out that his/her conduct is not in the interest of any person involved in the proceedings.

#### **4.17. The legal process**

- 4.17.1. There are various processes and levels of transgressions and actions to be followed by the principal Or persons authorised by him if a transgression of the code of conduct or school rules occur.
- 4.17.2. The age and level of mental development of the child must be taken into account during the process.
- 4.17.3. If any disciplinary proceedings are pending before the Disciplinary Committee and it appears that any witness under the age of 18 may be exposed to too much mental stress or suffering should he/she testify in front of the Committee, the governing body or the committee may, if feasible, appoint a competent person to act as mediator and the child may then give his/her evidence through the mediator. No direct questioning and/or cross examination of such a witness may be done but must be effected through the mediator. Such a mediator may, should the committee allow it, explain the general sense of the witness's testimony (Article 8(7) and (8) of the Schools Act)
- 4.17.4. If the governing body or the committee appoint a mediator, they may give instructions that the witness testifies at any place that -
- is informally arranged so as to put the witness at ease
  - is arranged in such a way that any person who may upset the witness, is out of sight and hearing distance of the witness.

- the governing body and/or committee enable any other person whose presence is required in the proceedings to hear the witness and/or the mediator by means of using any electronic or other equipment during the witness' evidence. (Article 8(9) of the Schools Act.)

4.17.5. In terms of article 9 of the Schools Act, 1996 (Act 84 of 1996) and the regulations as enacted by the Gauteng Department of Education, the process of expulsion is under control of the school's governing body.

4.17.6. The chairperson of the Disciplinary Committee or the principal has the right to request psychiatric or social evaluation of a learner before punishment or sanction is given.

4.17.7 Any sanction imposed on a learner who was found guilty after a formal disciplinary must be presented to the learner and the parents in writing. Parents need to sign the sanction imposed within 72 hours after receiving notification. Failure to do so will it to be accepted and approved.

#### **4.18. Misconduct**

4.18.1. The term "misconduct" means misbehaviour committed by a learner, and includes the following: - misconduct committed on the school grounds, whether during or after school hours;

- misconduct during any school activity, regardless of being in- or outside the school grounds or during or after school hours; and
- any misbehaviour taking place in or out of school uniform, inside or outside the school grounds, which :
  - tends to give the school a bad name or results in discredit to the school;
  - interferes with the management and proper administration of the school or disrupts the educational process of fellow learners;
  - interferes with the conditions required for any school activity;
  - was committed with the intention of preventing any person to exercise his/her rights or powers as member of the school community, or committed as retribution against such actions; or
  - is prohibited by the school's code of conduct.

4.18.2. A learner will be guilty of very serious or really serious misconduct if he/she, on purpose or without justified excuse :

- Seriously threatens, disrupts or frustrates the teaching- or learning process in class;
- participates in a conspiracy to disrupt the proper functioning of the school by means of a collective action;
- insults or defames the human dignity of a staff member;
- distributes any test or examination material that may enable any other person to gain unfair advantage in a test or examination;

- cheats in a test or an examination;
- in any way acts indecently in public;
- sexually harasses another person;
- is found in possession of any pornographic or other indecent or blasphemous material, or distributes, sells, exhibits or disposes of such material; □ is under the influence of alcohol or other substances.

4.18.3. A learner will be found guilty of very serious or extremely serious misconduct if he/she □ is found guilty of misconduct as stipulated in paragraph 18.2, or after he/she had been found guilty of the same or similar misconduct on two previous occasions (that had been noted on his/her file);

- fails to satisfy a reprimand or suspension as corrective measure; or
- purposely and without justified excuse -
  - (a) forges any document or signature to actual or potential harm to the school or him/herself;
  - (b) trades in any test or examination paper or any test or examination material;
  - (c) bribes or tries to bribe any person regarding any test or examination to thereby enable him/herself or another person to obtain unfair advantage;
  - (d) is guilty of fraud;
  - (e) is guilty of theft, or otherwise acted dishonestly to the disadvantage of another person;
  - (f) is found in possession of any illegal or banned substance or object, or use it, trade in it, show it or make it available to others;
  - (g) is found in possession of any dangerous weapon or object that can injure others;
  - (h) assaults or threatens to assault another person;
  - (i) holds any person hostage;
  - (j) murders any person;
  - (k) rapes or indecently assaults any person; or
  - (l) maliciously damages the property of the school or any other person

#### **4.19. Disciplinary committee for serious misconduct**

4.19.1. After the principal has informed a learner's parent or guardian in writing that disciplinary steps will be taken against him/her for very serious or extremely serious offence(s), the governing body must appoint a Disciplinary Committee to give a hearing to and investigate the alleged serious misconduct.

4.19.2. After the above steps had been taken, the principal or his/her delegate will inform the District Director accordingly.

- 4.19.3. The Disciplinary Committee must comprise three persons, who are either members of the governing body, or persons qualified to be elected as members of the governing body. The committee is assisted by a recording secretary appointed by the governing body, but who is not a member of the committee. The principal may have a seat during the proceedings (but will not form part of the committee) to ensure that learner's rights are protected and proceedings take place as stipulated in the code of conduct.
- 4.19.4. The appointing of persons to a Disciplinary Committee is subject to the following conditions:
- (i) the chairperson must be a parent or community member of the governing body
  - (ii) the two other members may not be the principal, the learner's class teacher or another learner of the school; and
  - (iii) no person may be appointed if he/she has any personal knowledge regarding any matter in dispute at the hearing.

#### **4.20. Classification of transgressions and misconduct**

- 4.20.1. Offences are classified as 'slight', 'serious', 'very serious' and 'extremely serious'. The latter two categories are offences that can result in suspension and/or permanent expulsion.
- 4.20.2. Only the principal may institute disciplinary steps against a learner with respect to very serious and extremely serious misconduct within seven days after a misdemeanour had been committed. The prosecutor during the hearing can be any other educator appointed by the governing body.
- 4.20.3. The principal may only institute disciplinary steps against a learner regarding very serious and extremely serious misconduct if
- (i) there is sufficient evidence to institute such steps; and
  - (ii) the principal deems it to be in the best interests of the school and its community.

#### **4.21. Procedure of proceedings before the disciplinary committee for serious misconduct**

- 4.21.1. A learner who is accused of a very serious or an extremely serious offence and misconduct is entitled to appear before the Disciplinary Committee and to have his/her case investigated during disciplinary proceedings.
- 4.21.2. An official charge-sheet will be formulated by the principal or his/her delegate and will be submitted in writing before and during the hearing to the accused/defendant and his/her parents.
- 4.21.3. The prosecutor must start the proceedings at the hearing by advancing the case against the learner and explaining the charge against the learner. All actions take place via the chairperson of the Disciplinary Committee who regulates the process.
- 4.21.4. The chairperson of the Disciplinary Committee must ask the learner whether he/she admits or denies the charge as explained. The learner must react to this. If the learner fails to react, the learner

will be adjudged to have pleaded guilty to the act misconduct.

4.21.5. If the learner admits the charge, the following procedure must be followed

- (i) The chairperson and other members of the Committee must question the learner (in the presence of his/her parents or the person appointed by the parents in terms of the Schools Act) regarding the alleged facts constituting the misdemeanour, as explained by the prosecutor, in order that the Disciplinary Committee can ascertain whether the learner is indeed guilty of the charge.
- (ii) If, during questioning the learner, it seems as if his/her version is essentially different from the facts as explained by the prosecutor, or if the committee is not satisfied that the learner is indeed guilty as charged, the chairperson must note a denial regarding the charge on behalf of the learner.
- (iii) If the Disciplinary Committee, or the majority of its members, are satisfied that the learner is indeed guilty as charged, the Disciplinary Committee must find the learner guilty on the submitted charge.

4.21.6. If the learner denies the charge

- (i) the prosecutor may call witnesses or produce other evidence regarding the allegations against the learner, taking into consideration the procedures as explained in paragraph 17 above.
- (ii) the learner, or his/her parent or guardian or the person authorised by the parents, may cross-examine any witness and investigate any evidence submitted by the prosecutor;
- (iii) after all the evidence against the learner had been submitted, the learner or his/her parent may call witnesses or present other evidence in support of his/her denial of the charge;
- (iv) the prosecutor may cross-examine any witness or investigate any evidence submitted on behalf of the learner;
- (v) the Disciplinary Committee may at any time cross-examine any witness or question the accused or examine any evidence;
- (vi) after all the evidence had been submitted, the prosecutor may first address the Disciplinary Committee, and then the learner or his/her representative may address the committee;
- (vii) the Disciplinary Committee must then adjourn the proceedings to a specific date and time (that may also be the same day during which the hearing was conducted), during which adjournment the Disciplinary Committee must decide, according to the balance of probabilities whether the learner's guilt on the charge has indeed been proved;
- (viii) and on the date and time referred to in paragraph (vii) above, the Disciplinary Committee must inform the learner and his/her parents or guardians about the ruling.

- 4.21.7. If the learner is found not guilty on the charge, the Disciplinary Committee must, if the learner requests it, make public his/her findings in the school, with or without disclosing the learner's name according to the learner's request.
- 4.21.8. If the learner is indeed found guilty as charged, the prosecutor and the learner or his/her parents may submit evidence to the Disciplinary Committee applicable to the passing of a suitable sanction, including the learner's personal circumstances, general record of conduct in the past, the nature and severity of the specific misconduct, and the interests of the school community. The prosecutor may request the Disciplinary Committee to make public its findings in the school, without disclosing the learner's name or the punishment given to the learner.
- 4.21.9. After considering any evidence submitted in terms of paragraph 21.7, the Disciplinary Committee must impose a sanction on the learner, taking into consideration the factors named in paragraph 21.8, which it had been authorised to do in terms of the code of conduct and the regulations of the Gauteng Department of Education, and inform the learner, his/her parents in writing regarding this.
- 4.21.10. If the Disciplinary Committee decides that the learner must be from the school maximum 7 days, it must make a recommendation in this regard to the Head of Department and suspend the learner's school attendance, pending the decision of the Head of Department.
- 4.21.11. Suspension of a learner imposed in terms of paragraph 21.9, immediately comes into force unless the Head of Department of the Gauteng Department of Education instructs otherwise (See article 9 of the Schools Act).
- 4.21.12. During hearings minutes/records of the process will be kept by a person appointed by the governing body, as well as of the punishment imposed, should the offence be classified as 'extremely serious'.

#### **4.22. Revision**

- 4.22.1. After a period of 3 months the behaviour and actions of a learner who had been found guilty of misconduct, will be checked by a reviser committee and if justified any record referring to the transgression will be deleted from the learner's personal file and destroyed in order that the learner may start again with a 'clean slate'.
- 4.22.2. Such revision is subject to the learner's academic and behaviour record since the transgression occurred and/or whether there was real noticeable improvement in his/her actions, disposition and conduct towards the school and the learner community.

#### **4.23. Offences not specifically defined**

- 4.23.1. The Governing Body and/or the principal and/or his delegate retain the right to take disciplinary



steps against any learner where the offence has not been specifically mentioned in the code of conduct and which is aimed at upsetting the good order, discipline and educational process in the school.

#### **4.24. Chronic offenders and serious transgression of the code of conduct and/or criminal offences**

- 4.24.1. In cases where a learner commits many or extremely serious offences or continually commit minor offences, a parent/educator discussion will be held to clear up the matter.
- 4.24.2. As a last resort the Disciplinary Committee will be compelled, in terms of article 9(1) of the Schools Act, 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, to hold a suspension hearing and chronic offenders can be suspended or the Department may be asked to permanently expel such a learner from the school.
- 4.24.3. If a learner committed an extremely serious offence or a criminal act or attempted to commit one, whether at the school, during an official school activity or after school hours, the Disciplinary Committee can suspend the learner temporarily and on being found guilty in a criminal court or after investigation by the committee, recommend to the Department that the learner be permanently expelled from the school. (Also see articles 8 and 9 of the Schools Act)

#### **4.25. School uniform and appearance**

*(Also see the school's Appearance and Uniform Policy)*

- 4.25.1. The school uniform has been approved by the Governing Body, who represents all parents of the school. Untidy, unkempt learners cannot be tolerated, as that places the school in a poor light. A learner is associated by means of his/her school uniform with Laerskool Doringkloof Primary and thus all school uniform rules apply from the time the learner leaves home in the morning until he/she arrives home in the afternoon or evening.
- 4.25.2. The school uniform code is based on the following principles:
  - it is economical and cheap, if not cheaper than other clothing
  - it is neat
  - it promotes unity and loyalty among learners
  - when a learner has been enrolled at Laerskool Doringkloof Primary, he/she, as well as their parent(s), commits themselves to wearing the school uniform in the correct manner.
  - Clothing which does not form part of the official school uniform, can be confiscated and will only be handed to the parents, who will have to fetch it personally from the principal. If not fetched within a period of six months, the clothing will be donated to an approved charitable organisation.

- If a learner's parents cannot afford the prescribed school uniform, they are free to contact the principal who will then make cost-free clothes available from the school's second hand clothing bank.

4.25.3. General appearance:

- (i) Learners will at all times appear clean and tidy.
- (ii) Learners must ensure that all items of their school uniform is clearly marked.
- (iii) All learners enrolled at Laerskool Doringkloof Primary will wear the prescribed school uniform or sportswear (only with prior permission on match days) during official school hours and official school activities.
- (iv) The principal or his/her delegate will ensure that the school uniform/sportswear will be worn correctly and as prescribed.
- (v) No learner shall wear shoes without socks.
- (vi) No sandals may be worn with school clothes.
- (vii) Sport and PT clothes is only for sport and PT – at other times school uniform is worn.
- (viii) Full school uniform is worn during all cultural and other official school activities unless the principal have issued other instructions.
- (ix) Learners coming from other schools may wear the previous school's uniform for a period of three months, following which they must change to the prescribed school uniform of Laerskool Doringkloof Primary or obtain further permission from the principal to still wear the previous school's uniform.
- (ix) Shirts must be tucked in at all times.

4.25.4. Summer uniform: Refer to uniform policy

4.25.5. Winter uniform: Refer to uniform policy

4.25.6. Hair: In terms of health regulations learners who have been sent home with lice/nits in their hair, may only return when they have no more lice/nits.

The general prevailing principle is that hair must be clean and neat.

A. Boys:

- Hair must be cut short and neatly and must not hang over the shirt collar and/or ears.
- Fringes must be tidy and not hang in the eyes.
- No Rastafarian styles will be allowed.
- Extravagant hair styles are not allowed; e.g. highlights and drastic colour changes.

B. Girls:

- Hair must be short or if long, it must be plaited or fastened properly.
- The fringe must not hang in the eyes.

- Only clips, blue alicé bands, blue ribbons and bobbles and/or thick elastic bands of the above-mentioned colours may be worn in the hair.
- Clips may not be too large.
- Extravagant hair styles are not allowed; e.g. highlights and drastic colour changes.
- No Rastafarian styles are allowed.

#### 4.25.7. Nails

- Nails must be short and clean.
- No girl or boy may wear nail polish.

#### 4.25.8. Jewellery and accessories

- Only girls may wear earrings and then only studs or the gold or silver sleepers and they must be worn in the lower holes of the earlobes.
- Only one earring and/or sleeper at a time may be worn in each ear.
- No rings, belly-button rings or decorations, pins or earrings may be worn in any other body-part during official school hours or during any other school activity.
- Watches may be worn at own risk.
- Girls are only allowed to wear silver or gold metal signet-rings and then only one at a time. No boy may wear a ring. (No plastic, rubber or other kinds of rings may be worn).
- Pendants and wrist chains may only be worn by both sexes for medical reasons (Medic Alert). (The latter may only be worn with permission of the principal after he had received a written request from the learner's parents.)
- Only officially approved school colour bars, academic, sport and leader badges may be worn.
- No temporary tattoos may be worn and parents are requested not to allow any learner to have any tattooing done on any part of the body.

#### 4.25.9. School bags

- A neat, strong school bag with clasps/buckles is recommended; no canvas bags.
- Bags with wheels must be carried on the staircases.

### 4.26. Ordinary clothes

4.26.1. The principal may at his/her discretion, give permission for learners to wear ordinary clothes during official school hours and during other school activities.

4.26.2. If permission has been given to wear ordinary clothes to school, learners must be dressed properly and decently.

4.26.3. The clothing may not interfere with the educational process nor affect the rights of others, nor

undermine the authority of teachers nor prejudice the safety of others.

- 4.26.4. No items of clothing with any unpleasant or indecent messages, slogans, pictures, photos, drawings and/or logo's that may be offensive, may be worn.
- 4.26.5. No items of clothing advertising any prohibited substances, tobacco or tobacco products, alcoholic beverages or -products or pop groups, may be worn.
- 4.26.6. T-shirts and clothing with the official logo's or names of approved cultural organisations may be worn. The principal or the governing body must give approval for these.
- 4.26.7. The following items of clothing and appearance are unacceptable at Laerskool Doringkloof Primary School:
- Naked midriffs;
  - Low-cut blouses;
  - G-strings;
  - Transparent clothing or advertising of prohibited substances on clothing or jewellery and other accessories;
  - Obscenities printed on or applied to clothing;
  - Any items of clothing that show or have indecencies or a double meaning;
  - Spandex or tight-fitting elastic materials that fit tightly;
  - Split skirts;
  - Clothing that is torn or frayed (unless it is for a masked ball or similar occasion); □ Clothing without shoulder bands.
- 4.26.8. Skirts and shorts may not be shorter than 6cm above the knees.
- 4.26.9. Underwear must not protrude from outer clothes.
- 4.26.10. No shoes or tackies may be worn without socks.
- 4.26.11. All trousers, shorts, skirts and shirts must, where applicable, be zipped up and the buttons fastened. All skirts and trousers must be worn around the midriff.
- 4.26.12. Clothing where buttocks or underwear stick out, even under a shirt, is unacceptable.
- 4.26.13. Trousers that are worn too low are regarded as vulgar and will be treated as an offence.
- 4.26.14. No boy or girl may wear any ear-rings or studs in any body part. Girls may wear studs and sleepers as described in the jewellery regulations above. There will only one ear-ring or stud at a time in each ear. No boy may wear ear-rings or studs with ordinary clothes. No boy may wear rings, armbands, chains or pendants, unless the latter is for medical reasons or approved by the principal.
- 4.26.15. No learner may wear any nail polish and other make-up.
- 4.26.16. No clothing, logos, pictures, photo's, marks and other items or accessories connected to any gang and/or that promote gangs or gang activities, may be worn.

- 4.26.17. No body painting, temporary tattoos or any other marks, logos, pictures, and badges of any kind whatsoever, may be visible, unless approved by the principal.
- 4.26.18. Should a dispute develop between the school and/or learners and/or parents of learners whether ordinary clothing is acceptable or not, the principal will use his/her discretion to make a final, binding decision regarding the matter.
- 4.26.19. In order to avoid the unnecessary wasting of valuable teaching time, the parents of learners who have broken the dress code for ordinary clothing, will be contacted and asked to bring another set of clothing for the learner to school. If a parent cannot be reached, the learner will be placed in detention so that he/she may not be on the school grounds during breaks.
- 4.26.20. If learners twice break the dress code for ordinary clothes, he/she will be prohibited from taking part in any such occasion or other school activity where ordinary clothes may be worn.

#### **4.27. Prohibited substances**

- 4.27.1. In terms of the rules of the school (and the country), the following are prohibited: the intake, use, possession, storing, hiding and/or distribution, selling, exhibiting and/or showing of prohibited substances by any learner and to any other learner or person, on the school grounds or during any other school activity, during official school hours or in any school-approved vehicle.
- 4.27.2. Prohibited substances include, but are not restricted only to, tobacco products, alcoholic products and liquids, anabolic steroids, dangerous controlled medication and other substances as defined by the laws of the country.
- 4.27.3. All learners of Laerskool Doringkloof Primary will adhere to this regulation.
- 4.27.4. Any learner who breaks this rule, is guilty of a misdemeanour and exposes him/herself to disciplinary action as prescribed or to criminal prosecution.
- 4.27.5. When applicable, the principal or his delegate or the governing body are under obligation to inform the authorities.
- 4.27.6. The governing body and teachers of the school are concerned about any learner who is addicted to or uses a prohibited substance and will do anything in their power to assist and help such a learner with rehabilitation or assistance to overcome the problem.
- 4.27.7. Parents and guardians are encouraged to ask the school for help in order that they may be referred to the correct people/organisations for assistance.

#### **4.28. Whistle blowers and those accused**

- 4.28.1. During a learner's school career he/she will observe many serious offences affecting the schools

good name and honour or endangering another learner's life or health. Most learners will keep quiet because they are afraid of being rejected by the rest of the school community and be branded as 'squealers' and thus cannot be 'trusted' by the others.

- 4.28.2. The action of 'whistle blowers' can prevent a learner from endangering his/her life or end up in a low moral condition which will damage the school's good name and honour (and thus the school community) and in some cases can lead to irreparable damage which may only recover after many years.
- 4.28.3. Telling a teacher, the principal or even a learner-leader about a serious offence is an intense personal conflict for a learner between the situations as 'being part of the team' or to come forward for what is right and fair. The learner community is not very tolerant in taking 'whistle blowers' back in the community but on the other hand the learner community also does not tolerate learners who allow things take care of themselves. Loyalty to the 'school family' and circle of friends is often more intense than ensuring that law and order triumphs.
- 4.28.4. Should the name of a 'whistle blower' thus become known, he/she exposes him/herself to intimidation, harassment, bullying, threats and even disapproval from teachers, parents and especially those parents of learners who have been reported. The identity of a 'whistle blower' must thus be protected at all costs and kept confidential.
- 4.28.5. Confidentiality must be maintained at all costs when 'whistle blowers' come forward with information that suggests that serious offences or misdemeanours had been committed or if learners are planning to commit serious offences or misdemeanours.
- 4.28.6. It is thus an extremely serious offence if someone harasses, threatens with any action to damage his/her body or good name, intimidates, assaults or insults a 'whistle blower' in any way.
- 4.28.7. On the other hand the principal, teachers and learner-leaders must guard against vindictive and false accusations being made by 'whistle blowers' to place any learner in a poor light or to benefit the 'whistle blowers' own agenda if he/she is involved in any misconduct investigation. When allegations are proved to be groundless, the 'whistle blower' must be informed accordingly and he/she may then provide additional evidence to prove the allegations or he/she must be warned against making false accusations or declarations.
- 4.28.8. The principal or teacher will tell 'whistle blowers' that their names will not be made known according to their rights under the code of conduct, but it may be expected of them to (depending on the age of the learner) compile a written report depending on the type of offence they had reported. If he/she is in any way being harassed or threatened by anybody, it must immediately be reported to a teacher or the learners' parents. He or she must also be warned against the consequences of making false accusations against a fellow learner. In certain cases it can be that

nothing can be proved and neither is it the fault of the 'whistle blower', especially if it is "secondhand information".

- 4.28.9. On the other hand 'whistle blowers' accusations must be taken seriously and investigated; if necessary the governing body can appoint a specific person, who must be a parent or teacher of the school, to investigate the allegations.
- 4.28.10. All matters raised by 'whistle blowers', will first be investigated by the principal or another person appointed by him/her, following which a recommendation will be made to the governing body should the matter be of such a serious nature that formal disciplinary action must be taken.
- 4.28.11. In all cases the whistle blower may be assisted by his/her parent or another adult appointed by the parent, especially if it transpires that the whistle blower had been an eye-witness to an offence and that his/her statement may lead to his/her identity becoming known.
- 4.28.12. Whistle blowers may also give anonymous evidence in terms of the process in sections 8(7) and (8) of the SA Schools Act by means of an intermediary.

#### **4.29. HIV /AIDS Policy**

- 4.29.1. Due to the increasing number of learners infected by the HI virus and who test HIV positive or have AIDS because of several factors, sometimes out of their control, it is necessary that a policy is established for handling such learners.
- 4.29.2. No compulsory testing for the disease or to establish whether or not the learner is HIV positive maybe done.
- 4.29.3. No learners nor parents of learners are compelled to inform the school whether a learner has AIDS or is HIV positive. They may however, give the information voluntarily and in strict confidence to the principal. The learner's status may not be made known to a third party without the consent of the learner or his/her parents.
- 4.29.4. Not on any grounds may there be discriminated against a learner who has HIV/AIDS.
- 4.29.5. Learners with HIV/AIDS must be given the opportunity to lead a full life and must be educated to their full potential. They must be treated in a dignified and just manner.
- 4.29.6. All learners must be informed about standard infection control procedures, preventative measures and good hygienic practices and encouraged to comply with these at all times. This implies that in situations where any infection may be transmitted or where learners or other persons can be exposed to it, each learner must be seen as a possible carrier and blood or any other bodily fluid must be handled with the necessary medical precautions.
- 4.29.7. Wounds must be treated according to the prescribed procedures in the classroom, the laboratory or on the school grounds or at any other school activity, especially in case of contact sport.

- 4.29.8. Under no circumstances may learners sickening for or suffering from any other infectious disease come to school until he/she has been declared medically fit by a physician.
- 4.29.9. Every learner in the school will, according to his/her comprehension, be informed about the dangers of HIV/AIDS during life-orientation education. This must be conveyed to the learners in a scientific and understandable manner.

#### **4.30. Cellular phones**

*(Read in conjunction with the cell phone policy)*

- 4.30.1. The Governing Body is aware of the fact that parents want to communicate with their children before and after official school hours regarding family obligations and other related matters. It is therefore the policy of the School Governing Body and the school that learners will be allowed to have cellular phones (cell phones) in their possession, subject to certain limitations and conditions. Consequently it is the exclusive purpose of this policy, which at the same time forms part of the school's code of conduct, to regulate and control the possession and use of cell phones during official school hours and school activities.
- 4.30.2. Disregarding of this policy by any learner is a transgression of the school's code of conduct and disciplinary steps, as described below, will be taken by the governing body, the principal and/or his/her delegate against such learner(s).
- 4.30.3. The use of cellular phones (cell phones) on the school grounds, in the classroom, during any school activity, and in any official school vehicle is a privilege that is regulated/controlled by the principal and/or his delegates.
- 4.30.4. Parents must inform the school in writing whether they approve of learners bringing cell phones onto the school grounds. Cell phones are brought onto and used on the school grounds at the learner's own risk and/or that of his/her parents. The Governing Body and the school accept no responsibility for theft of or damage to cell phones, unauthorised calls from cell phones or lost cell phones in any learner's possession or entrusted to his/her care.
- 4.30.5. No cell phones may during the official school day or during any school activity, be displayed, switched on, used or in any way activated by any learner. Cell phones will stay switched off for the whole duration of the official school day.
- 4.30.6. Cell phones will be switched off during school excursions. Learners on school excursions may not Switch on cell phones, neither use nor activate any other function of cell phones without the permission of the teacher in charge, either on the bus or for the duration of the excursion.
- 4.30.7. No non-telephonic cell phone functions such as electronic texting (SMS), games, cameras and sound and video-recordings may be activated or used at any time during school hours or school activities without permission of a teacher.



- 4.30.8. cell phones must be kept out of sight at all times and must be concealed on the learner's person or put away in his/her bag or carry-bag or be locked in the lock-up cabinets.
- 4.30.9. cell phones equipped with electronic capabilities to in any way record any sound or visual images, may under no circumstances or at any time be switched on in the toilets, cloakrooms, classrooms or in any other place as determined by the governing body, nor used in any way to make any sound or visual recordings of any person, animal, object, book or document.
- 4.30.10. No learners may during the official school day or during any official school activity, send electronic messages (SMS) to another cell phone nor switch on his/her phone to read or receive messages.
- 4.30.11. No learner may use a cell phone to in any way, intimidate, blackmail, threaten nor amuse another learner or any staff member, nor record any vulgar and/or indecent language, picture, photo or any visual material, nor show any electronic message (SMS), any electronic game, ringtone, music or whatever and/or play or let others listen to sound messages or –recordings nor send any of the above to other learners' cell phones.
- 4.30.12. If the parents of a learner make a written request that, due to unusual circumstances, a learner may use a cell phone during the school day, it will take place with permission of the principal at a time and place as determined by him/her and in the presence of a staff member.
- 4.30.13. If a learner wishes to send or receive an electronic message (SMS) with the phone, the learner must first show the message to the staff member before sending or receiving it.
- 4.30.14. Under unusual circumstances, if necessary during school activities, cell phones may be used by learners for emergencies only with permission of a teacher under such circumstances, otherwise the learner must ask that the office contact his/her parents.
- 4.30.15. It is learners' responsibility to ensure that the cell phones in their possession or that have been entrusted to them, is switched off and out of sight the moment they enter the school grounds. If learners do not obey the above restrictions or comply with them it will be seen as if the learner involved has disturbed or upset the school's educational process and he/she will thus be subject to disciplinary action and confiscation of the cell phone.
- 4.30.16. Learners whose cell phones have been confiscated, or who refuse to obey this policy, forfeit the privilege of bringing a cell phone into the school grounds or use any cell phone during any school activity for a period as determined by the principal.
- 4.30.17. To protect both learners and educators the school provide cell phone pouches at cost of R 20, 00 per annum to learners. Cell phones are signed in before school, switched off, kept in the safe. After school learners fetch these from the leaders on duty. Use of this service is voluntary.

#### **4.31. After-school centre**

4.31.1. All regulations in the code of conduct, over and above the rules of the after-school centre, apply to all learners enrolled at the after-school centre (permanent or temporary) while the after-school centre is open.

#### **4.32. Initiation practices**

4.32.1. In terms of article 10A (1), (2), (3) and (4) of the Schools Act all forms of initiation practices are forbidden on the school grounds and during any school activities.

### **5. UNACCEPTABLE BEHAVIOUR AND CONDUCT OF LEARNERS**

#### **5.1. Arriving late**

5.1.1. Any learner who arrives late for the start of school, at an official school activity or classroom or place of education where he/she had been told to be, will face disciplinary action.

5.1.2. Repeated late arriving is viewed very seriously as the learner loses valuable education time and others also suffer.

5.1.3. A late comer's register is kept in accordance with GDE requirements. Frequent late coming is addressed and monitored.

#### **5.2. Absenteeism**

5.2.1. Learners shall

- (i) report on time at classes and activities and not be absent without permission from their parents and the school.
- (ii) not leave the classroom or any school activity without permission.
- (iii) not leave the school premises or abscond during official school hours without permission.
- (iv) not loiter in the corridors, in the toilets and cloakrooms, in the hall, on the stoeps or any other place on the school grounds.
- (v) be at the prescribed places on the school grounds before school and during breaks.
- (vi) if learners are absent without the knowledge of their parents or of the school during official school hours, they are guilty of playing truant or absconding.

#### **5.3. Chewing gum**

5.3.1. No learner shall:

- (i) bring chewing gum to school.
- (ii) chew chewing gum or have it in his /her mouth in the classroom and /or during any official

activity of the school.

- (iii) stick or place chewing gum on any part of the school buildings, furniture or other property.
- (iv) put chewing gum in the hair or on any other body part, clothes or the property of other learners or persons.

#### **5.4. False alarms**

- 5.4.1. Learners who on purpose make, or cause to be made, false alarms or incite others to make such false alarms regarding any emergency situation, evacuation or other action that results in upsetting the good order and causing panic, is guilty of an offence.
- 5.4.2. Where it results in injuries and damage to property, the principal and/or his delegate will, after consultation with the governing body, report the matter to the authorities for possible prosecution.

#### **5.5. Arson /Attempting arson in any form**

- 5.5.1. No learner shall:
  - (i) have in his/her possession any matches, cigarette lighters or any other product, liquid and/or substance that can cause fire.
  - (ii) on the school grounds or during any school activity, have in his/her possession any product, matter, material and/or liquid that is highly flammable in any container or object, without permission from the principal and/or his/her delegate.
  - (iii) set fire to any material or product on any part of the school premises or during any school activity without the necessary permission from the principal and/or his/her delegate.
  - (iv) have in his/her possession any firework on any part of the school premises or during any school activity nor light it without the necessary permission of the principal and/or his/her delegate.
- 5.5.2. Any learner who without the necessary permission, on purpose and deliberately sets fire to or cause a fire to start with any material, powder, liquid and/or product on any part of the school premises or during any school activity, is guilty of an extremely serious offence and can be criminally prosecuted by the school.
- 5.5.3. Parents shall be held responsible for any damage that may be caused by any such act.

#### **5.6. Assault and physical violence**

- 5.6.1. No learner may commit the following acts on a teacher, any other staff member or other persons:
  - (i) assault, or threaten to assault such a person or physically push them around or injure them, verbally abuse them, swear at them, slander or scold them.
  - (ii) threaten them with any weapon or other object with the intent to harm or assault them.

- 5.6.2. Any teacher/staff member who while executing his/her duties is at the receiving end of such behaviour as described above, will hand a written report of the incident to the principal.
- 5.6.3. Educators and staff members have the right to request that the incident be investigated.
- 5.6.4. Educators and staff members have the right to lay criminal charges against such learners.

**5.7. Losing of temper/Rebelliousness (“Temper tantrums”)**

- 5.7.1. Learners must at all times endeavour to stay calm and collected and not lose their tempers.
- 5.7.2. Where a learner goes off in a huff or oversteps the mark with an educator or loses his/her temper, disciplinary steps can be taken and may result in a charge of insubordination.

**5.8. Homework, classwork and preparing for tests**

- 5.8.1. Learners will not without good reason, neglect to do their homework.
- 5.8.2. Learners will ensure that they:
  - (i) are prepared to write tests and examinations in good time complete all tasks and projects given to them.
  - (ii) take part in all classroom activities unless they had been forbidden.

**5.9. Illegal thronging's /gatherings**

- 5.9.1. No learners may gather or throng together, without permission of the principal or his/her delegate.
- 5.9.2. No learner or group of learners may encourage, incite or intimidate others to form an illegal gathering or throng to commit, or cause to be committed, any act that is against the school rules or code of conduct.

**5.10. Bomb threats (to be read in conjunction with paragraph 4 above)**

- 5.10.1. Bomb threats constitute a criminal offence and all threats will be immediately reported to the police for investigation.
- 5.10.2. The principal and/or his delegate has a standing order from the governing body to report all such incidents to the authorities.
- 5.10.3. It will be recommended to the Head of Department that offenders who are found guilty of such an offence be permanently expelled.

## **5.11. Bad behaviour in official transport or municipal and school buses**

- 5.11.1. Official school transport is a privilege and an extension of a school activity. Learners must behave themselves according to the standards expected from them as if they were in a classroom or at any other official school activity.
- 5.11.2. Any learner who disregards orders from the person in charge of the bus or breaks any school rule and/or affects the school's good and name and honour of the school, is guilty of an offence.
- 5.11.3. It is a privilege to be transported on an excursion or to an official school activity and this privilege goes hand in hand with the responsibility to obey the following rules:
- (i) Learners shall climb in and take their seats in an orderly manner.
  - (ii) Learners shall obey the instructions of the driver of the vehicle and not distract his/her attention nor bother him/her. He/she and the educators are in charge at all times.
  - (iii) Learners shall stay seated while the vehicle is moving
  - (iv) Learners shall keep the vehicle neat and tidy and not litter by throwing papers or any other objects from the bus.
  - (v) Learners must at all times keep body parts and other objects inside the vehicle.
  - (vi) Learners shall be courteous and pleasant towards the driver and their fellow passengers.
  - (vii) Learners shall not scream and shout, but speak and converse normally.
  - (viii) Learners shall not push each other, throw objects around, fight or commit any other immoral acts.
  - (viii) Learners may not show any signs using any body part to any person in or outside the bus/transport nor expose themselves indecently in any way.

## **5.12. Identifying of a learner**

- 5.12.1. No learner may refuse to identify him-/herself when asked to do so by the principal, an educator, a member of the governing body and/or any staff member.

## **5.13. Disrupting the class and disturbing the good order**

*(Read in conjunction with paragraph 2 above)*

- 5.13.1. No learner shall carry out the following actions, nor let it be carried out, nor order anyone to do so, unless he/she had been specifically told to do so by the principal and/or his/her delegate:
- (i) Stand in a doorway or the corridor, thus blocking it
  - (ii) Prevent other learners from attending a class or a school activity
  - (iii) Prevent normal pedestrian traffic or vehicle traffic.

- 5.13.2. No learner shall carry out the following actions, nor let it be carried out, nor order anyone to do so:
- (i) Using violence, force, power, noise, shouting, threats, harassment, intimidation, fear, passive resistance, incitement or any other conduct aimed at disrupting the school's activities and educational processes.
  - (i) Encourage or incite other learners to commit any offence contrary to the Schools Act, 1996 (Act 84 of 1996), the prescribed regulations of the Gauteng Education Department or the code of conduct.
  - (iii) Taking part in or initiating any disruptive activities.
  - (iv) Taking part in or initiating any reckless, negligent or malicious actions or behaviour that can physically injure other learners or endanger their lives.

#### **5.14. Cheating /unlawful conduct**

- 5.14.1. Honesty, good sportsmanship and keeping to the rules of the game are expected from all learners at all times.
- 5.14.2. Any learner who during any official school activity and/or extra-curricular activity breaks the rules of that activity deliberately and on purpose and whose action affects the school's good name and honour, is guilty of an offence.
- 5.14.3. Any learner who openly and deliberately argues with a referee/umpire and/or other person in charge of a specific activity, regarding his/her decision during an official school activity and thus affect the school's good name and honour, is guilty of an offence.

#### **5.15. Stubborn conduct/insubordination/recalcitrance/disrespect towards superiors**

- 5.15.1. Any learner who openly and/or deliberately and/or on purpose refuses to obey a legal order of the principal or a teacher or a staff member or a learner-leader, is guilty of insubordination.
- 5.15.2. Learners will at all times show the necessary respect to any person on the school premises and/or person who is present during an official school activity and/or when they are in school uniform, and/or on the way to school or home provided that, that person does not intend to harm them.

#### **5.16. Destroying of property /vandalism**

- 5.16.1. Vandalism is defined as deliberate damage to any property of the school or of others.
- 5.16.2. Any learner who deliberately destroys or damages the property of the school or of others, or causes it to be damaged, is guilty of an extremely serious offence.

5.16.3. The parents of such a learner will be held responsible for paying to have any such property repaired.

#### **5.17. Clothing and general appearance**

5.17.1. Every learner must ensure that he/she is at all times, and depending on the school activity, correctly dressed for the occasion and is neat and clean.

5.17.2. Every learner shall ensure that he/she complies with the requirements regarding appearance and carrying accessories.

#### **5.18. Illegal substances or products:**

5.18.1. No learner may at any time during any school activity or function, or wherever they are in school uniform and can be identified as learners of Laerskool Doringkloof Primary, be in possession of illegal goods as described in various places in the code, and:

- (i) be in possession of any illegal substances or products in any form (ii) show or display such products to other learners.
- (iii) take, drink, sniff, inject, rub in or use in any other way, illegal substances or products.
- (iv) distribute illegal substances or products or make it available to other people.
- (v) be under the influence of illegal substances or products.
- (vi) manufacture any illegal substances.
- (vii) be in possession of any equipment connected to the production of forbidden substances, nor trade or barter in illegal substances or products.

5.18.2. No learner may use or trade in illegal substances or products, as described in paragraph 18.1 while he/she:

- (i) is dressed in school uniform.
- (ii) is on the way to or from the school.
- (iii) is on a bus or other form of transport on the way to or returning from an official school activity.
- (iv) is wearing ordinary clothes/sportswear during an official school activity or any other place where he/she can be identified as a learner of Laerskool Doringkloof Primary.
- (iv) participates in any activity during which he/she can be connected to the school.
- (v) can thereby damage the school's good name and honour.

5.18.3. Learners who are in the presence of offenders who are executing the actions or are in the process of executing such actions as described in 18.1 and 18.2, are also guilty of transgression of the code of conduct.

5.18.4. Illegal substances and products include, but are not necessarily restricted only to the following:

- (i) any tobacco or -products in any form
- (ii) any alcohol and –related products and mixtures (commercial or homemade)
- (iii) drugs and drug products as described by any law
- (iv) stimulants and anabolic steroids
- (v) medication not legally prescribed.

5.18.5. No learner may on the school grounds, any other part of the school premises and/or during any school activity:

- (i) be in possession of any indecent material and/or products
- (ii) may show, swop, sell to other learners, nor receive any financial and/or any other compensation for such products as described in the code of conduct.
- (iii) offer any reward to others, nor provoke, incite and/or encourage them to buy, obtain, distribute, give, display or show such indecent material and/or products (in any form whatsoever) to others.
- (iv) on the way to school or on the way home, be in possession of indecent material, nor show, swop nor sell it to other learners.

5.18.6. Indecent material and/or products include any unacceptable material, products, notes, correspondence, depictions, (including electronic images/messages/SMSs on cell phones or other electronic equipment and/or on laptops and computer screens), pictures, printed matter, books, objects, magazines, drawings, videos, DVDs, CDs or computer material and/or -games, electronic sound recordings (in any format whatsoever) that is pornographic, blasphemous, immoral in nature and can be seen as indecent or that may be offensive or immoral to other learners and persons and/or shows or promotes any form of hate speech.

## **5.19. Blackmailing**

*(Read in conjunction with the Bully policy)*

5.19.1. No learner may:

- (i) blackmail another learner, educator, staff member or member of the governing body or a parent/guardian with the aim of receiving certain favours/gifts.
- (ii) offer or promise another learner or person a reward, nor incite, provoke, urge or encourage him/her to blackmail another.

5.19.2. Any learner present during an incident where blackmail takes place and fails or refuses to report it, can also be found guilty of such an offence.



## **5.20. Maltreatment**

*(Read in conjunction with the Bully policy)*

5.20.1. No learner may:

- (i) physically, verbally or psychologically maltreat another person or animal by means of bullying, threats, intimidation, assault or harassment
- (ii) force another person to participate in an activity against his/her will.

5.20.2. Any learner present during an incident where maltreatment occurs and fails or refuses to report it, can also be found guilty of an offence.

## **5.21. Ignoring of given disciplinary punishments /sanctions**

5.21.1. When a learner deliberately or on purpose refuses or fails to execute an assigned disciplinary punishment, he/she is guilty of an offence and may according to circumstances, be tried with a view to suspension or expulsion.

## **5.22. Fighting**

*(Read in conjunction with the Bully policy)*

5.22.1. No learner may:

- (i) become involved in a fight with another learner nor kick, bite, slap, pull hair, pinch, nor hit them with another object with the aim of injuring him/her or causing any bodily harm.
- (ii) become involved in an argument in the classroom or during any school activity, thus disturbing the educational process or good order or interfere with another learner's right to receive education
- (iii) threaten another person with physical assault
- (v) during a meeting with learners from other schools, become involved in an argument or fight and/or scream and disturb the good order.

## **5.23. Swearing /Insults**

5.23.1. No learner may, verbally or in writing, swear at, defame or address anyone in obviously vulgar, offensive or blasphemous language (also known as swearing).

5.23.2. No learner may show obscene, indecent and/or improper signs or gestures to others, nor expose or exhibit any limbs in an indecent manner.

## **5.24. Immoral /Indecent Acts**

5.24.1. No learner may:

- (i) indecently expose him-/herself to another person or group of persons.
- (ii) indecently show any of his/her body parts to others
- (iii) pull or tear off another learner's clothing in order to expose the learner or to embarrass or belittle him/her in front of others.
- (iv) show any object, book, picture, photo, computer printout, -software, -programme or video, CD, DVD, letter, cell phone SMS/MMS, note, electronic image nor drawing that can be connected with any immoral/pornographic action or that may be offensive or immoral to others.
- (v) execute, or have executed, any movements that may be seen as immoral, with his/her body or any body part, during any school activity.
- (vi) provoke, encourage or incite others to commit such deeds or execute movements/gestures, nor intimidate or harass others with such gestures/movements.

5.24.2. Impermissible physical contact with another learner or learners is forbidden. This includes, but is not limited to, any learners' private parts or any other limbs or body parts.

## **2.25. Abusive language**

*(Also see paragraph 27 below and also read in conjunction with the Bully policy)*

2.25.1. No learner may:

- (i) verbally abuse, shout at or belittle others during any official school activity, on any part the school premises, on the way to school or on the way home or at any time where they can be identified as learners of the school or in public.
- (ii) verbally abuse others, nor scream or use such language that disturbs the good order of the educational process.
- (iii) perform such actions at any time if dressed in school uniform.

## **5.26. Assault /Bullying /Physical harassment**

*(Read in conjunction with the Bully policy)*

5.26.1. No learner may during any school activity or while wearing school uniform, do any of the following to another person or learner:

- (i) physically assault, injure bodily, kick, slap, pinch, scratch, bite, grab or pull his/her hair, ears, nose or any other body part
- (ii) hit, stab, cut or injure them with any object or elastic or weapons or object that can fire projectiles

- (iii) threaten to assault them
- (iv) harass, pester, disturb, belittle, insult or denounce them.
- (v) touching them physically without permission
- (vi) physically or psychologically abuse, intimidate, harass, treat roughly, bully, belittle or assault them
- (vii) harass or intimidate them with indecent or crude suggestions or jokes or perform any action placing the person in a bad light or which has an effect on the person's normal performance of his/her school tasks
- (viii) offer a reward, incite, treat roughly or encourage/harass someone to intimidate or harass others
- (ix) ridicule any disability or body part of any person with the aim of harming the person's good name and honour.

**5.27. Libellous comments or remarks /Hate speech**

*(Read in conjunction with paragraphs 25 and 26 above and the Bully policy)*

5.27.1. No learner may:

- (i) make, write down, paint, shout, sing, or recite verbal or written remarks and/or comments and/or drawings, photos, or make any electronic image or any recording of a libellous nature about any other learner, educator and/or parent of any learner, nor have any notes, recordings, drawing, picture or photo in their possession, nor distribute it in any way or show it to other learners.
- (ii) spread libellous allegations about others
- (iii) incite, intimidate or harass other learners to make, spread or publish such libellous allegations nor carry on any correspondence in that regard.

5.27.2. Libel includes, but is not restricted to hate speech, racist remarks or comments aimed at a person's intellect, social standing, gender or origins.

5.27.3. No learner may on the school grounds, in the classroom and/or during any other school activity:

- (i) discriminate against another learner or learners on grounds of race, religion, language or home background.
- (ii) belittle other learners
- (iii) make jokes at the expense of other learners with the aim of belittling or embarrassing them
- (iv) swear at, slander, insult or revile anyone
- (v) physically or psychologically assault, intimidate, bully or boss anyone around.

**5.28. Fireworks, flammable and incendiary devices and other explosive substances**

- 5.28.1. Fireworks, crackers, matches, cigarette lighters and other flammable materials, incendiary devices or explosive substances are forbidden on the school premises, in the classrooms or any other part of the school premises and during any school activity.
- 5.28.2. No learner may have the above-mentioned items in their possession, nor manufacture it or have it manufactured, nor supply it to other learners, nor make it available, sell, exhibit or buy it during official school hours, school activities, nor on the way to or from school nor at any time while dressed in school uniform.

**5.29. Cribbing /plagiarism /forgery /fraud**

- 5.29.1. No learner may:
- (i) copy another's work and pretend that it is his/her own.
  - (ii) present another person's work as his/her own.
  - (iii) use 'crib notes' or other aids that could give him/her an unfair advantage over other learners during tests, examinations and other activities. (iv) imitate his/her parents' or any other person's signature
  - (v) present any notes, letters, pictures or other documentation and pretend that it is his/her own or coming from a parent, guardian, educator or another person when it is not the case.

**5.30. Gambling**

- 5.30.1. Learners shall not participate in any activity that can be seen as gambling nor make any bets involving money or other valuable items.
- 5.30.2. Learners who, without permission from the principal, are in possession of any objects or equipment that can be used in gambling are guilty of an offence.

**5.31. Graffiti**

*(Read in conjunction with paragraph 27 above, the Cloakroom policy and the Bully policy)*

- 5.31.1. No learner may put graffiti, slogans or any indecent drawings, notes, or symbols on:
- (i) any part of the school premises, school property, trees and plants
  - (ii) the property of any other learner or person
  - (iii) his or her clothing
  - (iv) any of his/her school equipment
  - (v) textbooks or exercise books or documents and/or equipment used in the educational process.
- 5.31.2. Parents of learners shall be held responsible for replacing/repairing of goods and buildings defaced by learners.

### **5.32. Initiation /induction**

5.32.1. No initiation or induction of any kind is allowed. (see also article 10A of the Schools Act).

### **5.33. Littering**

5.33.1. Learners may not litter -

- (i) on any part of the school grounds and/or in any part of the school buildings.
- (ii) on the way from or to the school or during any school activity.
- (iii) while they are in school uniform.

5.33.2. Learners who litter and fail to clean it up or refuse to clean up and keep their place clean after having been reprimanded about it, are guilty of an offence.

### **5.34. Entering out-of-bounds places without permission**

5.34.1. The following areas are out-of-bounds for learners unless they have permission from the principal or his delegate to be there:

- The store rooms and workshop under the stage in the hall.
- The school office
- The duplicating room and store rooms
- The hall and stage without supervision
- The staff's cloakrooms
- All classrooms
- In the kitchen and in the tuck-shop
- The school's staff room/lapa
- The fenced-in area at the Vodacom cell phone mast
- Cricket nets without supervision
- General Assistants quarters
- After-school centre areas
- Shot-put circle and long jump sandpits - All storerooms

### **5.35. Electronic equipment and software**

5.35.1. The following electronic equipment is not allowed at school, unless the principal gave permission that it may be used during official school hours or an official school activity: Radio's, tape-players, laser players, 'Walkman's', CD/DVD-players, 'ghetto blasters', 'boom boxes', cellular phones, electronic games, PSPs, musical instruments, laptops, walkie-talkies and other similar objects and personal listening/eavesdropping devices.

- 5.35.2. No learner shall load or use any electronic games, software and/or programmes on the schools computer(s) without the principal's permission.
- 5.35.3. No learners shall visit Internet websites that had not been approved by the principal or his delegate, on the school's computers. Learners may also not, without the necessary permission, download and/or show any electronic programmes, documents, information, games, sound and or video material on the school's computers.
- 5.35.4. No learner shall send and/or receive any e-mail messages on the school's network.
- 5.35.5. No learner may work or save data on the computers in the office, nor even switch the computers on or play games on them.

**5.36. Impermissible Physical contact /sexual assault/harassment/behaviour**

*(Read in conjunction with the Bully policy and paragraph 26 above)*

- 5.36.1. Impermissible physical contact between learners and/or other persons is not allowed on the school grounds or during any school activity.
- 5.36.2. Sexual harassment of learners and staff members by any learner is forbidden.
- 5.36.3. Sexual harassment includes, but is not necessarily restricted to, unwelcome touching, sexual remarks or overtures and other verbal and physical behaviour that interferes with the other person's schoolwork, effective performance of his/her duties and which result in a tense, hostile and offensive atmosphere.
- 5.36.4. Other types of sexual harassment include unsavoury jokes, stories, pictures, videos and computer material, drawings, photo's, notes and objects objectionable to others, and/or upset, harass, disturb, offend, enrage them or intends to belittle someone.
- 5.36.5. No learner may:
  - (i) sexually assault another
  - (ii) during school hours or during any school activity commit any sexual deeds of any nature whatsoever, nor allow them to be committed
  - (iii) offer someone a reward, instigate, incite, urge or encourage them to commit or take part in any sexual or immoral deeds of any nature whatsoever
  - (iv) at any time commit or participate in any sexual or immoral deeds in any part or place of the school grounds, in the classrooms or any other school room.
  - (v) make false accusations that a person is harassing them sexually
- 5.36.6. Any learner who is wittingly present while a sexual or immoral deed of any nature whatsoever is committed, even though they do not participate, is also guilty of an offence.

### **5.37. Theft /victimising of personal property /possession of stolen goods**

5.37.1. No learner may:

- (i) steal or take another person's property
- (ii) obtain it by violence, intimidation, harassment or in any other illegal manner (iii) have it in his/her possession without the legal permission of the owner.
- (iv) purposely damage anyone's property
- (v) eat, drink, play with or use anyone's property without his/her permission.

5.37.2. Learners will be held responsible for replacing at their own cost any goods and property that had been illegally taken, used, lost, eaten, drunk or damaged.

### **5.38. Poor academic achievement**

5.38.1. Poor academic achievement as result of laziness or non-execution of homework or other class assignments is an offence.

5.38.2. A deliberate lack of interest and an intentional apathetic and passive participation in class activities is an offence.

### **5.39. Throwing objects**

5.39.1. No learner may:

- (i) throw any object at another person with the purpose of injuring or assaulting the other person
- (ii) throw an object at any other person's property with the purpose of damaging it
- (iii) throw an object to damage any school property
- (iv) throw an object at any vehicle on the school grounds
- (v) throw food products at another learner.

### **5.40. Weapons and other dangerous objects**

5.40.1. No learner may on the school premises or during any school activity:

- (i) have in his/her possession, handle or carry around any weapon or a replica or imitation of a weapon, catapult or toy that can fire a projectile, that can in any way injure or kill another person
- (ii) have in his/her possession, handle or carry around a dangerous object that can in any way injure or kill.
- (iii) give, sell, distribute, swop, place into another's bag, display, show or demonstrate its action to any other person, any such weapon or object
- (iv) molest, blackmail, intimidate, bully, injure, assault, murder, kill or harass any other person with such a weapon or object.

(v) have such a weapon or object in his/her possession on the way to or from the school.

5.40.2. No knife, pocket knife, or imitation of a knife or a spoke, wire, iron peg, saw blade or other sharp object, albeit of another man-made or natural substance or origin may:

(i) be handled, carried, or be in the possession of any learner on the school grounds or during any school activity.

(ii) be sold to, swapped or traded with, given to, placed in the bag of, displayed or shown to any other person on the school premises or during any school activity, by any learner, nor may its action be demonstrated to anyone

(iii) be made available to others

(iv) any of the above-mentioned objects be used by any learner to blackmail, intimidate, bully, injure, assault or harass any other person.

(v) be in the possession of any learner on his/her way to or from school.

#### **5.41. Toys /gifts**

5.41.1. Learners may not, without permission from the principal or his/her delegate, bring to school any toys, nor trade, sell, swop , make available, give, display nor demonstrate its action to anyone during official school hours or any other school activity.

#### **5.42. Gang activities**

5.42.1. No learner may:

(i) take part in any gang activities at any time of the day or night on any part of the school premises

(ii) promote and/or support gang activities/behaviour in any way

(iii) incite, urge, force, blackmail, harass, intimidate, bully, encourage or order others to participate in such activities

(iv) join such gang activities nor become a gang member

(v) wear any clothing, badge and/or other identification mark/object that promote gang activities, serve as recruitment or thereby show that he/she is a member of a gang.

(vi) take part in any gang activities on the way to or from the school.

(vii) put or have put, any marks, posters, pictures, objects and other gang-identifying marks on any school property nor on any part of the school.

5.42.2. No learner may, during any school activity, have in his/her possession any item of clothing, badge and/or other identification mark, object, book, letter, note, picture, drawing, video or other written or printed matter connected to any gang activity, neither may he/she dispose of, sell to, swop with,



distribute among, display to, nor show such objects to others, nor may he/she make it available to others, and/or incite, urge, force, blackmail, harass, bully, encourage or order others to procure or obtain such items.

- 5.42.3. Learners who are present where any gang activities take place, even if they do not actively participate, are also guilty of an offence.

**5.43. School property**

- 5.43.1. No learner may at any time and without permission from the principal be in possession of any school property, nor sell, dispose of, swap, give away to, display, show or demonstrate, vandalise, break, destroy, burn, use or work with any school property.
- 5.43.2. No learner may attack, injure, blackmail, intimidate or bully other persons with school property nor may he/she incite, urge, push or encourage others to do so.
- 5.43.3. If learners wittingly damage or misuse school property, or use it for purposes other than that intended, their parents will be held responsible for the repair or replacement costs of such school property.

**5.44. Private property**

- 5.44.1. No learner may during any official school activity and without permission, use any other person's property; nor may he/she take, eat, drink, give, present, dispose of, sell, swap, display, show or make such property available to others; nor may they damage it and/or use it to bully, assault, injure, intimidate or blackmail others.
- 5.44.2. If learners damage other people's property or misuse it for purposes other than that intended, their parents will be held responsible for the repair or replacement costs of such property.

**5.45. Failing to comply with disciplinary action**

- 5.45.1. Any learner who fails to comply with any disciplinary action or legal instruction, is guilty of an offence.

**5.46. Spitting**

- 5.46.1. No learner may, at any time, day or night, while he/she is on the school premises or during any school activity, spit at or on another person, nor on any place on the grounds, in rubbish bins, nor in or on another person's property. (This includes spitting of water or any other liquid, food, other object or any sweets and similar substances).

**5.47. Fail to report to a place of detention**

5.47.1. Any learner who, after receiving a legal instruction, fails to report at a specific time and date and at a specific place of detention as determined by the Disciplinary Committee or the principal or his delegate, is guilty of an offence.

**5.48. Distributing of pamphlets and/or other information material**

5.48.1. No learner may, without permission of the principal, distribute any pamphlets and/or information material in printed or electronic format, nor make such material available to other learners or persons on the school grounds or during any official school activity.

**6. THE GRIEVANCE PROCEDURE**

6.1. The educational process of Laerskool Doringkloof Primary is based on the joint co-operation of learners, parents, educators and staff of the school. It happens from time to time that complaints, arguments and differences of opinion may occur between learners and their fellow learners, as well as between learners and educators or school staff.

6.2. In the interests of promoting a good learning environment and a positive and friendly process of education, grievances will be handled according to the following directives:

- (i) Since we uphold a Christian doctrine and follow the example that is impressed on us in the Scriptures (especially Matt. 18), parties with a grievance will as far as possible, discuss it openly and honestly with each other. Rather than concentrate on a single point of view, all efforts must be made to understand and respect both parties' points of view. Communication between parties will provide the quickest solution.
- (ii) Should the problem not be solved to the satisfaction of both parties, the case must be brought to the attention of an educator who is acceptable to both parties. Should this also not succeed, the principal must act as mediator. The principal must endeavour to settle the matter to the satisfaction of both parties. Should this also not have the desired result, it must be referred to the governing body for final ruling. Parents must be involved in the process, but parents must be asked to approach the matter as calmly and pragmatically as possible. Parents should also only be involved if the principal may deem it necessary.
- (iii) In the final referral to the governing body, the governing body will appoint a mediator, who can be an educator or a parent member of the governing body, to bring about a reconciliation between the parties. The mediator will involve all the parties in the negotiations and will also reserve the right to involve people from outside.

- (iv) In the interests of learners' education it is important to at all times, further an atmosphere of mutual respect, trust and an open style of communication. The process of forgiveness and mercy must be furthered in both parties involved in the grievance procedure.
- (v) Learners' rights must at all times be respected and furthered.
- (vi) Should it be deemed necessary, disciplinary action is also not excluded from the process.

## **7. ADMINISTRATIVE PROCEDURES AND REGULATIONS**

### **7.1. Safekeeping, and introduction**

- (i) One copy of the code of conduct must be available at the office at all times where it can be made available for the perusal of learners, educators and parents.
- (ii) The original copy, signed by the chairperson, must be kept in the school's safe and a certified copy with the school's legal representative.
- (iii) Copies can be made available to parents and learners at a fixed tariff.

### **7.2. Revision**

- (i) The code of conduct must be revised at least every two years in order to make provision for changing circumstances in the school set-up.
- (ii) Should the governing body have any proposed modifications, it can only be done with a two-thirds majority during a meeting of the Governing Body.
- (iii) Notice of any modifications must be given to all members of the governing body 20 working days before a meeting.
- (iv) After the modifications had been approved, notice of such modifications must be passed on to the educators, staff and parents/guardians of learners and learners of the school and the above-mentioned persons have the right to appeal against the modifications.
- (v) Should the appeal be unsuccessful, the governing body must supply reasons to the person who appealed.
- (vi) Modifications to and revision of the code of conduct can also be done during the annual general meeting or special meeting provided that notice of such a proposal is received within the prescribed period of notice of 30 calendar days.

## **8. COMMUNICATION AND RATIFICATION**

A copy of this policy is available to all members of staff and parents on the school website.

Thus adopted by the Laerskool Doringkloof Primary SGB