



LAERSKOOL GUSTAV PRELLER PRIMARY

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Code of Conduct for Learners

Code of Ethics

I hereby solemnly commit myself to the Constitution of the Republic of South Africa and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- live out the values of the school at all times;
- adhere faithfully to this code of conduct and all the rules and regulations of Laerskool Gustav Preller Primary;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my schoolwork diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure, should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20____

Learner: _____

1. Introduction

This document is the code of conduct of Laerskool Gustav Preller Primary, as approved by the governing body. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

Section A:

General Rules: (The following rules are applicable during any school event, eg sportevents, tours or field trips. When in school uniform, learners represent the school)

1. Learners must be on time for school. School starts at 07:30. Learners must report to the admin office if they are late, to prevent being marked absent for the day.
2. NO CELL PHONES are allowed, the school accepts NO responsibility for the phone.
3. Calls to parents may only be made during breaks, via the admin office.
4. No learner may run on the corridors.
5. No learner is allowed in the foyer of the school.
6. No learner may leave the school premises during school hours without permission.
7. No learner is allowed to be in any classroom, before school, during break or after school unless the consent of a teacher has been given.
8. No learner is allowed to play or eat in the classrooms or bathrooms or to write on the walls/doors.
9. Learners must not waste water and must close the taps properly.
10. No learner is allowed to jump over fences, climb or destroy trees / plants or any other school property.
11. Learners may only play on the permitted areas allocated to them.
12. No learners are allowed near the parking area.
13. Skateboards and any electronic games are strictly forbidden.
14. Learners must use rubbish bins for waste.
15. Chewing gum is forbidden.
16. Dangerous games are not permitted at any time on the school property.
17. No pets are allowed at school.
18. Learners (parents) must MARK their clothes and other belongings CLEARLY.
19. Learners must be obedient and friendly towards their parents, teachers and peers.
20. Learners must portray the good image of the school with honour wherever they go.

21. Learners must respect school property, including textbooks and furniture, and each other's belongings.
22. All assessment tasks must be completed, even in case of absenteeism. Absentia during test/exam must be accompanied with a doctors note.
23. No learners will be allowed to leave earlier during exam time.
24. Learners will be held responsible for replacing of lost or damaged textbooks, mediabooks or any sport clothes that are hired from the school.
25. Learners must wait at the waiting area after school. The principal and staff of the school can not take responsibility for children in the waiting area. Parents must organize learners picking up of children after school. The school have an aftercare fascility where children are under supervision.
26. Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds
27. Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances
28. The governing body shall consider the application for exemption with the necessary earnestness, objectivity and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing

29. **Appearance and clothing**

Boys

- a) Hair must be neatly trimmed.
- b) Hair must not grow over blazer collar or cover ears. Fringes must be above eye-brows.
- c) Hair which is worn in a spiky style, must be kept short.
- d) Hair must be free of mousse, gel or oil.
- e) No jewellery may be worn, except watches and medical bracelets.
- f) NO tattoos are allowed.
- g) Hair must not be shaved in patches or patterns at the sides with long hair on top.
- h) If there is a "step" in the cut, the difference in length between the steps may not exceed 15 mm, where the shortest hair may not be shorter than 5 mm.
- i) Hair may not be worn in tufts, dreadlocks or gathered in a pony-tail.
- j) Hair may not be dyed or peroxidized.
- k) Schoolpants: may not be tailored to a slimfit.
- l) Only school socks with black shoes will be allowed
- m) Shirts must be tucked in at all times
- n) School uniform must be worn during school hours.

Girls

- a) Hair must be neatly styled.
- b) Fringes must be above eye-brows, if longer it must be tied back.
- c) Girls hair may be neatly braided, but the braids must be short and flat against the head.
- d) Long braids must be tied back.
- e) Hair may not be worn in tufts or sticking out at angles to the head.
- f) NO coloured beads, NO dreadlocks.
- g) Hair may not be shaved in patches or shaved at the sides with long hair at the top.
- h) Girls with pierced ears may wear small plain gold/silver studs (no stones) or small gold/silver sleepers in the lobes of their ears (only one piercing per ear). No stones of any kind.
- i) No jewellery may be worn, except watches, medical bracelets and cygnet rings.
- j) NO make-up, NO coloured nail polish and NO tattoos are allowed.
- k) Hair must be kept in its natural colour all over, NO dyed hair or peroxide.
- l) Long hair must be firmly tied at sides or back with blue/yellow ribbons, bobbles or elastic bands and clipped back from the face. Not more than two ponies with bobbles are allowed.

- m) Schoolpants: may not be tailored to a slimfit
- n) Only school socks with black shoes will be allowed
- o) School uniform must be worn during school hours

Section B:

Actions which may lead to demerits according to the discipline system (and suspension) without disciplinary hearing:

1. Failing to show respect toward learners, teachers and visitors.
2. Improper physical contact between learners on the school premises.
3. Dishonesty in tests and exams.
4. Classactivities and homework not done timeously. Disruption of classes or latecoming to classes.
5. Talking and bumping during class rotation.
6. Failure to hand letters and notices from the school to parents or failing to return the tear off slip to the school.
7. Unacceptable behaviour in class such as, bad manners, disobedience, books at home and homework not done.
8. Absenteeism from sport and culture: Sport and culture practice must be attended and if not, an excuse should be given to the coaches.
9. Swearing, spitting, showing of signs and any form of intimidation.
10. Fighting, bullying, assaulting or indecent behavior – infringement will lead to immediate suspension of 3 days.
11. Theft.
12. Damaging of school property.
13. Vandalism
14. Bunking class.

Section C:

Transgressions that can lead to a disciplinary hearing and suspension/expulsion from school:

1. The possession of dangerous weapons or objects on school premises.
2. The possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol, cigarettes and intoxicating substances of any nature.
3. The possession of stolen goods. The principal or teacher has the right to search such a learner: the learner's dignity will be respected; the searching will be done privately, with a member of the same sex and in the presence of another witness.
4. The possession, display, distribution, creation, manufacture or production of pornographic material in printed, electronic or any other format, during any school activity or when learners are dressed in school uniform.
5. Hate speech, sexism or racism.

DETENTION SYSTEM:

1. **Class discipline**
Every class (Gr 4 – 7) has a disciplinary file carried by the class leader. At the end of each period a cross or a signature will be given by the teacher to indicate the behaviour of the class. The best disciplined class of the week, can wear jeans and a Gusie T-shirt on the following Friday.
2. **Individual discipline (self-discipline)**

There is a discipline record in the discipline file for every learner, where merits and demerits will be recorded (points allocation in policy at school and in school diary). Points are allocated for transgressions, depending on the seriousness of the infringement. Once a learner obtained 30 demerits, a warning letter with a copy of the discipline record will be sent home. If a learner obtains 60 demerits, a detention letter will then be sent out. This will be sent at least 2 weeks prior to the detention date, which will be on a Friday afternoon from 13:00 to 16:00. No detention will be postponed and no excuses for non-attendance will be accepted. If a learner obtains a second detention in the two term period, his/her parents will be called in to discuss the behaviour of the learner with the teachers/principal. A third detention in the same two term period may lead to suspension from the school for 7 days.

Each learner will start every second term with a clean discipline record.

Use of close circuit cameras on school premises:

- The aim is the protection of learners, teachers and school property and the proof if there is uncertainty regarding any incident.
- The principal has the right to use any camera footage to investigate any case that is in the interest of the school.

PARENTS' RESPONSIBILITY IN ENSURING THAT CHILDREN RESPECT AND ABIDE BY THE SCHOOL'S CODE OF CONDUCT

- a. Parents should discuss the school rules with their children and ensure these rules are followed.
- b. Parents should urge their children not to bully and to report bullying.
- c. Parent must teach their children to control anger and to solve problems and disputes in a non-aggressive manner.
- d. Parents must encourage learners to respect their educators.
- e. Parents must teach children to be tolerant and not to discriminate against their fellow-learners.
- f. Parents must take an active interest in their children's schoolwork and see that they complete assignments given as homework.
- g. Parents must instil neatness in their children and see that they attend school neatly dressed in their school uniform.
- h. Parents should attend meetings and be involved in school activities.
- i. Parents should teach their children to be honest.
- j. Parents should teach their children to be responsible and to be accountable for their actions.
- k. The authority of the educator may not be undermined and care should be taken to address problems through the correct channels.
- l. Parents are requested not to go to the classrooms to deliver items or "have a quick word" with the educator. Items are to be left in the admin office and appointments made accordingly.
- m. Parents should make appointments to discuss educational matters with educators and communicate timeously regarding issues of concern.
- n. Parents must fetch their children at the waiting area if they cannot be fetched directly after school.
- o. Parents must limit their child's waiting time at school by making alternative arrangements e.g. the after care centre.

Parent's responsibility regarding learner attendance:

- Ensure that the learner attends school every day, on time and for the entire school day, unless there is a valid reason for absence.
- Ensure that the learner is not taken out of the school early without valid reason/ and the learner should be signed out at the office, if leaving early.
- A letter from the parent is expected after a learner's absence. A doctor's note is required for absenteeism from a cycle test or exam.

- Learners not attending school for 10 consecutive days or more, without any medical certificate/ or communication with the school, will be disenrolled from the school. Parent will have to re-apply for admission.

PARENT/GUARDIAN ACKNOWLEDGEMENT

OF CODE OF CONDUCT FOR LEARNERS

Please print First names and Surnames, sign and return this section to the school.

I,, (parent/guardian)
of(learner) in Gr.....

have read the Gustav Preller Primary School Code of Conduct for learners and hereby acknowledge that I am aware that in terms of The South African Schools Act No 84 of 1996:

- i) My child/ward is a minor assisted in law by me, so I am ultimately responsible for my child's/ward's behaviour.
- ii) My child/ward is compelled by law to comply with the Code of Conduct for learners

Signed: _____ (parent/guardian)

Date: _____