



CODE OF CONDUCT

PRESDA PRIMARY SCHOOL

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Presda Primary School Code of Conduct

CODE OF CONDUCT FOR LEARNERS

While it is a pupil's right to receive an education and while Presda Primary School will strive to provide the top-quality educational opportunities this community has come to expect, it is important that pupils acknowledge their responsibilities to themselves, their fellow pupils, their Educators, other staff members and the school.

1. PREAMBLE

A **Code of Conduct** is necessary in our school community to **realize** the **educational objectives** of the school.

1.1 The **Code of Conduct** must **inform the learners** of the way in which they should **conduct** themselves at a **school** in preparation for their conduct and safety in civil society. It must set **standard** of **moral behaviour** for learners and **equip** them with the **expertise, knowledge** and **skills** they would be expected to evince as worthy and responsible citizens.

It must **promote** the **civic responsibilities** of the school and it must **develop leadership**. The main **focus** of the **Code of Conduct** must be **positive**

discipline. It must not be **punitive** and **punishment-oriented**, but it must facilitate constructive learning.

1.2 The **purpose** of the **Code of Conduct** is to **promote positive discipline, self-discipline** and **exemplary conduct**, as learners learn by observation and experience.

1.3 **School rules** should be adhered to.

1.4 The **Code of Conduct** aims at establishing a **disciplined** and **purposeful** environment to **facilitate** effective education and learning in school.

1.5 **This Code of Conduct acknowledges the following: The Constitution of the Republic of South Africa, the South African Schools Act and Provincial Legislation.**

2. MISSION STATEMENT

The Mission Statement of Presda Primary School is to provide a Christ-orientated education and to lead learners to knowledge, dexterity and service.

3. OBJECTIVES

3.1 To provide the opportunity for each learner to develop his/her abilities and skills optimally in an educational area in which the school is involved.

3.2 To provide each learner, as a unique individual, with the opportunity to prepare himself/herself fully so that he/she may play a meaningful role in society as an adult.

3.3 To provide each learner with a safe and secure learning environment which acknowledges that each learner is a unique individual with his/her own special traits and needs.

3.4 To teach learners the principle of caring for one another in a spirit of co-operation and support.

3.5 To ensure a safe environment so as to limit physical injuries as far as possible.

3.6 To offer, in a school-parent partnership, the best for the child through effective communication.

4. LEGAL AUTHORITY

According to the South African Schools Act:

- 4.1 Nothing shall exempt a learner from complying with the **Code of Conduct** of the school.
- 4.2 An educator at a school shall have the same rights as a parent to control and discipline the learner according to the **Code of Conduct** during the time the learner is in attendance at the school, in any classroom, at school functions, at school excursion or at any school related activities.
- 4.3 The principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs or any harmful, dangerous substance, stolen property, or pornographic material brought onto the school property.

5. RESPONSIBILITIES OF THE PARENTS TO THE CODE OF CONDUCT

- 5.1 The ultimate responsibility for learner's behaviour rests with their parents or guardians.
- 5.2. It is expected that parents will support the school, by attending school functions, financially, academic involvement, paying school fees timeously and require

learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part; and take an active interest in their children's schoolwork and make it possible for the children to complete assigned homework.

- 5.3 Transgressions committed against **The Code of Conduct**. - Parent/ Guardians and /or the legal authorities may be immediately called to school for the relevant matter.
- 5.4 To always notify the school of their latest contacts details (cell phone number, email address, home address).

6. GUARDIANSHIP

To reach these objectives, a guardianship is necessary. It consists of the following:

- 6.1. Educators
- 6.2. Heads of Departments
- 6.3. Deputy Principals
- 6.4. Principal

6.5. School Governing Body

6.6. Parents

6.7. Prefects

6.8. Administration and Support Staff

7. EMPOWERMENT OF STAFF

7.1. The **South African Schools Act, 1996**, empowers the school authorities to discipline learners, but it is beyond the law to delegate this authority to learners. Learners are partners with other members of the school and are not in charge of the school.

7.2. Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of the learners whenever such correction is necessary at the school. Serious misconduct must be referred to the disciplinary committee and/or the principal of the school.

7.3. Any corrective measures or disciplinary action must be commensurate with the offence/infraction. Corrective measures may become more severe with subsequent repeated infractions. Suspension or expulsion may follow. Learners

should not think that they cannot be suspended or expelled simply because it is their first offence or infraction of a rule or policy, but such a decision should be taken by the right authority.

7.4. Offences will be recorded in a **Record of Behaviour** book/chart. The **Record of Behaviour** will be reviewed **quarterly**, and parents, learners, staff and SMT will have the opportunity to make contributions and recommendations regarding the content of the **Record of Behaviour**.

7.5. Warnings will be given to learners either verbally or in writing.

8. SCHOOL AND DISCIPLINE RULES

LEARNER'S UNDERTAKING

I, as a learner of Presda Primary School, undertake to:

8.1. **RESPECT MYSELF – by doing my best at all times and by taking pride in my dress, actions and thoughts.**

8.1.2. **RESPECT OTHERS – by being polite, considerate and helpful.**

8.1.3. My approach: Accept responsibility for my actions.

8.1.4. Practice safety at all times: I will not endanger others or myself.

8.2. GENERAL BEHAVIOUR

Learners are to be ambassadors for their school at all times. Learners are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school. Avoid arrogance always. Humility in victory and grace in defeat should be shown.

Support the school by attending school functions.

It is expected of learners to be courteous, friendly and respectable at all times towards Educators, other learners, General Staff, Administration Staff and the members of the general public.

8.2.1. Academic staff, administrative staff, ground staff, parents, visitors and fellow learners are to be accorded the utmost courtesy. If a learner is seated when an adult approach he/she should stand and greet the adult, and offer assistance where necessary. Learners should

greet staff members when meeting or passing each other during the day. Adults are to be greeted by surname (e.g. Mr Smith) or as “Sir or “Ma’am”, whichever is applicable.

8.2.2. The manner in which pupils communicate with other learners, staff and parents should be of an unquestionable standard at all times. No slang, bad language, shouting or answering back is acceptable. Verbal defiance is a serious offence.

8.2.3. At sports events the learners are reminded not to walk in front of the spectators. They are not to play near the area while matches are in progress.

8.2.4. Learners are expected to behave appropriately at all functions. Learners are to remain silent when entering venues for formal occasions, e.g. Assembly.

8.2.5. Learners waiting for transport before or after school should do so in an orderly manner.

8.2.6. Orderly queuing at the Tuck-shop is essential to facilitate efficient service. No “pushing” is

permitted. Littering outside the Tuck-shop is not allowed.

8.2.7. Order and silence are to prevail in the school buildings.

8.2.8. All items, including school uniforms and personal items should be clearly marked. Any article found in the school buildings or grounds should be handed in to Lost Property.

8.2.9. To avoid accidental injury or damage to property, learners are not allowed to throw stones or other objects.

8.2.10 Learners may not enter the admin building without permission. It is out of bounds for learners.

8.2.11. The possession or distribution of pornographic material or other offensive material (e.g. racist or sexist propaganda publications) is not allowed.

8.2.12. Malicious damage to property and vandalism will not be tolerated.

8.2.13. Bad language and swearing will not be accepted.

8.2.14. The toilets must be kept clean and neat.

8.2.15. Stone-throwing, water-throwing, rough/rowdy games, fighting, assault, sexual harassment or dishonest behaviour of any kind will not be tolerated.

8.2.16. No learner may be in possession of tobacco, cigarettes, alcohol, drugs or any other unacceptable habit-forming or intoxicating substance.

8.2.17. No learner is allowed to use any of the aforementioned.

8.2.18. No learner may be in possession of pornographic or erotic material.

8.2.19. Unacceptable intimate behaviour by learners is not allowed.

8.2.20. Any dangerous object is not allowed to be brought and / or used in school.

‘Dangerous object’ means:

- (a) any explosive material or device;
- (b) any firearm or gas weapon;
- (c) any article, or object or instrument that may be employed to cause bodily harm to a person or damage to property, or render a person temporarily paralyzed or unconscious.

8.2.21 Learners who transgress school and class rules will be temporally banned from functions organized by the school.

8.3. Behaviour of learners towards other learners

8.3.1. It is expected of learners to display the necessary respect towards the prefects.

8.3.2. All learners are expected to honour the positive order and spirit of the school.

8.3.3. It is expected of learners to be friendly, courteous and tolerant towards one another.

8.4. Bullying

8.4.1. The community of Presda Primary School will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is being bullied is to support bullying. Learners should support one another by reporting all instances of bullying to a staff member or prefect.

8.4.2 Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks at one’s racial, ethnic or religious background, physical or mental ability, appearance as well as any form of teasing.

8.4.3. Physical harassment shall be defined as any conduct, which threatens or harms a person physically, or conduct that causes physical distress. Acts of physical aggression will be viewed in a very serious light.

8.4.4 Anti-discriminatory policy - The school believes in holistic, yet God centered approach to education in which all staff and pupils are free to pursue excellence and satisfaction in their academic and work /school related pursuits without fear of bullying, harassment and victimisation. PRESDA therefore pledges to: timeously address all occurrences of unfair discrimination in order to create a safe and enabling school environment; educate all members of our community to be understanding and aware of the impact of their thoughts and actions; take appropriate action against those who unfairly discriminate against staff, learners or community.

8.5 Behaviour in the classrooms

8.5.1. Each learner has to do his/her utmost to maintain order in the classes.

8.5.2. Each learner must contribute towards an effective and efficient work pace and the completion of work.

8.5.3. Learners may not bring any toys to school, e.g. water pistols, smart watches, fireworks, electronic games, cellular phones, tablets/ipads etc.

8.5.4. It is expected from learners to react upon orders and requirements from educators. Neatness and order are prerequisites in the class situation.

8.5.5. No learner may be outside the classroom during school hours without permission.

8.5.6. Furniture and other material or apparatus, e.g. computers, radios, TVs, may not be used by learners without permission and/or supervision.

8.5.7. No learner may leave the school premises during school hours.

8.5.8. The computer room may only be used under supervision of an educator.

8.5.9. No learner/s may be inside a classroom, unless under supervision of an educator.

8.5.10 Only one learner at a time is allowed to leave the classroom to go to the toilet.

8.6. Behaviour during breaks

8.6.1. Learners are to remain in the designated areas during breaks.

8.6.2. The school buildings are out of bounds before and after school and during breaks unless official school activities have been organized and approved of, by a member of staff.

8.6.3. Learners may not meet visitors at school without permission. All visitors are asked to report to Reception when they arrive. No learner may leave the school grounds during school hours without permission.

8.7. Behaviour during changing of classes

8.7.1. During the changing of classes, learners must walk in rows to the next classroom. Nobody is

allowed to visit the toilets or leave the row without permission, during changing of classes. No unruly behaviour will be tolerated during changing of classes and no exuberance is allowed.

8.7.2 Learners are to stand back and allow adults to pass along corridors, or on approaching an entrance/exit. The rule of “keep to the right” applies on all passages. Running and unnecessary loitering is to be avoided. Suitcases should be placed against the wall and not in the middle of the passages.

8.8. Text Books

8.8.1. Learners must look after books received. Learners have to replace/pay for books which have been lost.

8.9. School bags

8.9.1. Learners must carry bags that will protect their books. Bags with offensive words/slogans are not allowed.

8.10. Homework

8.10.1. Homework is the learner's opportunity to work independently.

8.10.2. Study and learning are equally important. A learner with a high sense of duty will never say that he/she has no homework. They should use all opportunities in the class to do homework.

8.10.3. Homework plays an important role in a learner's ultimate success.

8.11. RESPECT ENVIRONMENT – By taking care of and protecting myself and the environment around me.

8.11.1. To preserve our beautiful grounds, learners are asked to keep to the footpaths or corridor when moving around the school. Keep all areas of school neat and clean at all times.

8.11.2. No ball games may be played in any area except on the senior and junior fields.

8.11.3. Accidental breakages must be reported immediately.

8.11.4. If school property is damaged in defiance of the school rules, the repair thereof will be for the account of the responsible party.

8.11.5. No learner may enter the school hall without adult supervision. School equipment may not be used without permission.

8.11.6. Bathrooms should be left in a manner in which you would like to find them.

8.11.7. Vandalism or wilful destruction of property or tampering with equipment will be viewed in a most serious light. Graffiti is forbidden.

8.12. COMMUNICATIONS

Newsletters and Circulars

8.12.1. Notices and letters are an essential method of communication between the school and home. Learners are to ensure that notices handed out at school are given to parents or guardians. All newsletters and circulars sent to the parents by the school must be treated as important and must be read by the parents. When return slips are attached, these must be signed by the

parents or guardian and returned promptly to the class teacher.

8.12.2. Cell phones may not be brought to school. Devices will be confiscated and released at the end of the Term.

8.12.3. Office phones may only be used for emergencies, with the permission of a staff member.

8.12.4 **Communication Policy** - Educators are available for consultations by appointment only, between **14:00 and 15:00**, Monday to Thursday. Educators remain available until **18:00**, Monday to Thursday, for other queries or support. The Administrative Office is open until **16:00**, Monday to Thursday.

8.13. ABSENTEEISM

8.13.1. If a learner has been absent, a letter from the parent/guardian must be handed to the Register Teacher on the day that he/she returns to school. Generally, Medical Certificates are required when cycle tests or examinations are missed, or when a child has been absent for

three or more days. Parents must inform the school office before 09:00 on the day that the child is absent. Bus drivers must be informed timeously.

8.13.2. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made out of school hours. Permission is not automatically given for these.

8.13.3. Truancy will not be tolerated. Learners may not miss any lessons or be absent from school for a full day without a teacher's consent. Learners are to carry out instructions given to them by any person in authority.

8.13.4. The learners concerned must carry out any disciplinary measures decided on, by the given time. Failure to do so will be viewed in a serious light.

8.13.5. No holidays may be schedule by parents/guardians during the school teaching terms. Permission will not be granted for these.

8.13.6. A learner who is consecutively absent for 10 days consecutively may be taken off the school register.

8.14. I ACCEPT RESPONSIBILITY – By completing the tasks that I have been given to do and by realising that I am accountable for what I have done. Every learner should strive to give of his best academically and this should be reflected in his/her classroom behaviour and attitude.

Academic tasks – homework, project preparation are to be properly completed by the due date.

8.14.1. Failure, without a valid reason, to do homework, class work, tests or any academic task, is unacceptable and offenders will be disciplined.

8.14.2. A learner's behaviour will be regarded as disrupts if he/she deliberately disrupts classes, thereby hampering the learning process of fellow learners.

8.14.3. During the course of the year, a number of school functions and sports events are compulsory. Learners are given these dates in

advance, and they may only miss these with the permission of the Principal.

8.15. SCHOOL UNIFORM AND APPEARANCE

Uniform: All learners must wear the prescribed uniform at all times. This applies, not only, to uniform worn from day to day, but also to uniform worn during extramural activities. Learners found wearing partial or incorrect uniform, whether at school or not, will be subject to disciplinary action. Failure to adhere to the school's dress code will result in the item of clothing, footwear or jewellery being confiscated.

8.15.1 Dirty clothing, broken zips, torn clothes or missing buttons will not be tolerated.

8.15.2. No jewellery allowed except wrist watches.

8.15.3. Only plain black lace-up or T-bar shoes may be worn with the day-to-day uniform. Boots, suede-type shoes and track shoes are unacceptable. Shoes must be in good repair and polished.

8.15.4. Full tracksuits may be worn for sports activities and in winter only. Tracksuit tops may be used in conjunction with the normal school uniform in place of a jersey or blazer.

8.15.5. On extremely cold mornings navy beanies, scarves and gloves may be worn.

8.15.6. No makeup is allowed.

8.15.7. Nail polish and tattoos are forbidden. Nails must be clean and short. This applies to toenails as well. Toenails must be clean and cut short. When participating in sports barefoot, toenails may not be polished.

8.16. Body markings and piercing

8.16.1. No body piercing will be allowed.

8.16.2. Body markings and tattoos are not allowed.

8.15.3. Henna and ‘mendhi’ decorations and nail polish are not allowed.

8.16.4. Henna on the nails may not be used as a substitute for nail polish.

8.17. Uniforms for girls

Prescribed uniform

8.17.1. Navy blue tunic with a white shirt.

8.17.2. Short navy blue socks and black school shoes.

8.17.3. **Grade 7** - White short sleeve shirt and summer culotte with tie and Gr 7 blazer.

8.18. Winter Uniform for girls

8.18.1. Navy blue school track suit with white tackies/black school shoes.

8.18.2 Navy blue slacks with a white shirt and V neck jersey with black shoes

Grade 7 –Grey long pants with white long sleeve shirts.

8.19. Hair for girls

8.19.1. Braiding of hair is permitted. No beads may be placed in the hair.

8.19.2. Any learner whose hair is longer than her collar must tie it up in a ponytail, or plaited unless it is too short to plait.

8.19.3. The hair must be the natural colour. It may not be dyed or streaked.

8.19.4. Excessive and colourful hair accessories are not allowed.

8.20. Uniforms for boys

The school uniform must be worn to all school activities, unless stated otherwise.

Prescribed summer uniform for boys

8.20.1 A navy-blue shorts, with a white short-sleeved shirt.

8.20.2. Long navy socks with black shoes..

8.20.3 Grade 7 – Grey pants, white shirt with blazer.

Winter Uniform for boys

8.20.4 Navy blue school track suit with navy blue or white tackies/black school shoes.

8.20.5 Navy jersey/jacket.

8.20.6 Navy blue trousers with white long-sleeved Shirt.

8.20.7 **Grade 7** – White long sleeve shirt and long grey pants and Gr 7 blazer.

All school clothes are purchased at the NCSA Education Department except the black shoes.

8.21. Hair for boys

8.21.1. “Number 2” cut is acceptable. No steps, “Mohican style”, no hair in eyes, spikes, over the eyes or over collar is permitted. Hair must be of an even- length over the entire surface of the head.

8.21.2. No gel or dying of hair is allowed.

8.21.3. Only one week’s grace will be given to remedy transgressions of the above.

8.21.4. Hair must be the natural colour. It may not be dyed or streaked.

8.22. UNIFORM AND NEATNESS CONTROL

Random checks will take place to control uniform and neatness. This will be done by the educators and management.

8.23. ICT CODE OF CONDUCT **All users of the Schools computer system do so under the following rules and conditions:**

All pupils must be accompanied by a teacher if they are to make use of any computer systems.

8.23.1. ICT equipment, fixtures and furniture must be treated with care and respect at all times.

8.23.2. NO FOOD AND NO DRINK AT ANY TIME IN ANY ICT ROOM.

8.23.3. Conduct must be quiet and orderly at all times, both when using the ICT facilities and whilst waiting for a computer to become available.

8.23.4. Users will be liable for the cost of remedying any damage they cause to the ICT facilities or to remote systems.

8.23.5. The ICT facilities are provided for SCHOOL WORK ONLY.

8.23.6. Any learner seeking to gain access to, modify or delete files belonging to another user will be regarded as guilty of theft, and punished accordingly.

8.23.7. Under no circumstances is any pupil to interfere or tamper with system settings and files or physically interfere with computers or other equipment in any way. Any such behaviour will be regarded as vandalism and disciplined accordingly.

8.23.8. It is forbidden to research objectionable items on the Internet, to download these onto the school network, or to send offensive material to any person's e-mail address box.

8.23.9. Email Usage

Presda Primary School does not provide email facilities for learners.

8.23.10 Any cases of disorderly conduct in the ICT Room or non-school work activities will result in the PC of the pupil being shut down without warning and the immediate banning from ICT. Respect the rights of others and conduct themselves in a manner that does not interfere with or cause offence to others and not engage in any activity which denies reasonable services to others.

8.24. PHYSICAL COMPUTER SECURITY

8.24.1 To ensure the safety of GPS computer assets, no computer equipment may be moved or removed.

8.25. ICT INCIDENT REPORTING

8.25.1. Incidents in breach of the ICT policy should be reported to the ICT portfolio manager or to any ICT portfolio member, where necessary information will be obtained and, if deemed necessary, will then be taken to the heads of the

School where disciplinary action could be instituted.

Any breach of any of these regulations will result in disciplinary action and banning from usage of ICT facilities outside of scheduled lesson times.

8.26 LIBRARY

8.26.1 Learners are expected to make use of the library on a weekly basis.

8.26.2 One or two books must be taken out.

8.26.3 Books must be returned the following week.

8.26.4 Learners will be charged for overdue, lost and/or damaged books.

8.26.5 Cost of lost/damaged books will be determined by the cost of the book at the time of purchase.

8.26.6 Fines for overdue books will be R5 per book.

8.26.7 A book may be received if a learner shows it to the teacher before taking it out again.

EXAMINATION AND TESTS

8.27. CHEATING IN THE EXAMINATION

8.27.1. Any form of cheating in test or examinations is forbidden. A learner caught cheating will receive zero for the test/examination. Other disciplinary measures will be taken as well.

8.28. DISHONESTY

The degree and circumstances will be taken into account; nevertheless, dishonesty is considered a serious offence.

8.29. ABSENTEEISM FROM TESTS AND EXAMINATION

8.29.1. A Zero will be recorded if a learner is absent without a valid reason from examinations and tests.

8.29.2. Permission will not be granted for a learner to write examinations and tests earlier than the dates.

8.30. THEFT

8.30.1. Each member of the Presda community has a role to play in minimizing theft:

8.30.2. Expensive items of clothing and footwear should not be brought to school.

8.30.3. Electronic games and equipment should not be brought to school. These will be confiscated and released at the end of the term.

8.30.4. Large amounts of money should not be carried around at school.

8.30.5. Presda purses worn around the learners' necks are compulsory for the foundation phase.

8.30.6. Learners may not leave their bags lying around unattended during school hours or after school.

8.30.7. If a learner witnesses a theft, this should be reported to a member of staff.

8.30.8. Learners may not "borrow" things like books, pens, calculators, clothes etc. without the owner's permission, even as a "joke". "Hiding" property that does not belong to you will be viewed in as serious a light as theft.

PLANNED, PREMEDITATED THEFT IS A CRIMINAL OFFENCE

8.31. DRUGS AND/OR BANNED SUBSTANCES: ALCOHOL AND TOBACCO:

Illegal drugs mean:

- (a) Any unlawful substance that has a psychological or physiological effect; or**
- (b) Any substance having such effect that is possessed unlawfully.**

8.31.1. Learners on the school premises, or in **uniform** are not allowed to smoke, or drink liquor at any time or place. It is a punishable offence to be found in possession of cigarettes, lighters, matches or alcohol or to be found in company of learners who are smoking or drinking. This rule applies to all social functions at which the name of Presda Primary School could be detrimentally affected. Learners on the school premises or in uniform may not be in possession of, use or distribute any form of drug or banned substance. Nor

may learners be in the company of any such learner.

8.31.2. No learner may be in possession of any illegal drug.

8.31.3. If a learner is suspected of using alcohol or any other prohibited substance, the necessary action will be taken.

8.32. Any substance that has a psychological or physiological effect is not allowed to be used or brought onto the premises or in the classroom or at school functions.

9. Random Search and Seizure and Alcohol Drug

Testing At School

No person may bring a **dangerous object illegal drug** onto the school premises or during any school activity. The principal or his/her delegate may, at random, search any learner/s (body search) or the property of learner/s for any dangerous object or illegal drug.

Urine tests and drug testing may be undertaken by the school.

Any dangerous object or illegal drug seizure or / and testing will be conducted in accordance to the Code of Conduct as contemplated in the South African Schools Act.

10. PREVENTION, PRO-ACTIVE ADVICE, COUNSELLING

PENALTIES AND CORRECTIVE MEASURES

10.1. In case of minor offences, corrective measures may be applied.

These measures could include one or more of the following:

10.2. Verbal warning or written reprimand by an educator or the principal.

10.3. Performing tasks that would assist the offended person.

10.4 Detention.

10.5. Replacement of damaged property.

10.6. Suspension from some school activities, e.g. sport, cultural activities.

10.7. Suspension should only be considered after every effort has been made to correct the behaviour of the learner.

11. DETENTION CLASSES

Detention classes after school hours will be enforced.

1. A learner will be made aware of the misconduct when the educator enters the misconduct in the defaulter's file.
2. Verbal warnings are given and occasionally an educator may write a note in the learner's diary. Due to the frequency and large numbers of misconduct, educators cannot possibly write notes or letters all the time.
3. Parents will be informed of serious misconduct through a letter or phone call and a meeting will be set up to discuss the issue.
4. Detention will be given regardless of the level of misconduct.
5. Learners will be detained for consecutive recordings of misconduct.

6. A detention letter will be sent to parents for misconducts. Parents need to accept that the letter indicates a problem with the learner and assist in solving the problem.
7. Parents are required to sign the acknowledgement slip on the detention letter.
8. Learners who fail to bring in return slips will still be detained.
9. Misconduct viewed as serious or learners who do not reform through the detention process will be requested to bring their parents in for a discussion.

12. CATEGORIES OF OFFENCES

The offences are categorised according to the seriousness of the offence.

Category A: General Offences

- 12.1. Failure to observe school rules.
- 12.2. Arriving late for school/class.
- 12.3. Misuse of school property.

12.4. Using insulting or offensive language.

12.5. Insolence.

Disciplinary Action:

12.6. Verbal warning.

12.7. Warning letter.

12.8. Detention.

12.9. Small menial tasks, e.g. cleaning the classroom.

12.10. Extra (constructive) work.

Category B: Serious Offences, including Criminal Offences.

12.10. Truancy.

12.12. Smoking.

12.13. Bullying or intimidation.

12.14. Fighting or behaving in a violent manner.

12.15. Being in possession of dangerous weapons.

- 12.16. Malicious damage to school property.
- 12.17. Assault or attempted assault.
- 12.18. Being in possession of, using or selling drugs or any other illegal substance.
- 12.19. Being in possession of and drinking alcohol on the school premises.
- 12.20. Theft.
- 12.21. Sexual harassment.
- 12.22. Being in possession of pornographic material.

Disciplinary Action

- 12.23. Written warning.
- 12.24. Discussion with parents.
- 12.25. Detention.
- 12.26. Suspension from school activities/functions.
- 12.27. Disciplinary hearing.

- 12.28. Expulsion.

13. OFFENCES THAT MAY LEAD TO SUSPENSION

Offences that may lead to such suspension include, but are not limited to the following:

- 13.1. Conduct that endangers the safety and violates the rights of others.
- 13.2. Possession, threat or use of a dangerous weapon.
- 13.3. Possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind.
- 13.4. Fighting, assault or battery.
- 13.5. Immoral behaviour or profanity.
- 13.6. Harmful graffiti, hate speech, sexism, racism.
- 13.7. Theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations.
- 13.8. Unlawful action, vandalism or destroying or defacing school property.

13.9. Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners.

Signed at: _____

13.10. Repeated violations of school rules or the Code of Conduct.

Date: _____

13.11. Criminal and oppressive behaviour such as rape and gender based harassment.

Signature: _____ **(parent/guardian)**

13.12. Victimisation, bullying and intimidating of other learners.

13.13. Infringement of examination rules.

ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT:

I, _____, acknowledge receipt of the Code of Conduct of Presda Primary School.

I have read and understood the Code of Conduct of Presda Primary School. I also understand that my child's/ward's behaviour rests with me. I will ensure that my child/ward will observe all the school rules and regulations as stipulated in the Code of Conduct and I accept responsibility for any misbehaviour on his/her part.