

OBJECTIVES

- 1.1 to foster self-discipline
- 1.2 to develop a respect for others and instil acceptable modes of behaviour in various social situations and towards all cultures
- 1.3 to facilitate the effective running of the school
- 1.4 to create a safe environment
- 1.5 to ensure effective teaching and learning
- 1.6 to teach responsibility
- 1.7 to positively reinforce with a view to motivate learners to improve behaviour
- 1.8 to foster a sense of pride and ownership of the school
- 1.9 to restore relationships.

RIGHTS AND RESPONSIBILITIES OF LEARNERS

It is every learner's right

- 2.1 to be educated AND responsibility to be committed to doing his / her best.
- 2.2 to be respected regardless of personal, religious or cultural differences AND responsibility to respect the individuality of others.
- 2.3 to be treated fairly AND responsibility to treat others in a fair manner.
- 2.4 to learn in a safe and secure environment AND responsibility to adhere to School Rules
- 2.5 to work in a clean and litter-free environment AND responsibility to maintain such an environment

SCHOOL RULES

- 3.1 Uniforms must be clean, tidy and appropriate at all times
 - Nails should be short and clean. No nail polish or make-up is to be worn
 - Hair must be neat and tied up if long. Only blue, black, white or red hair accessories may be worn
 - Hair may not be dyed
 - No jewellery may be worn, except plain watches and girls may wear plain gold or silver ear studs or sleepers.
 - Name badges and hats must be worn every day
 - All property must be labelled

- 3.2 Learners must be punctual at all times
- School commences at 7:30am every morning
 - Home times : **MONDAY – THURSDAY**
 Grade R - at 1pm
 Grade 1 – 2 at 1:15pm
 Grade 3 – 7 at 2:15pm
FRIDAY
 Grade R - at 1pm
 Grade R – 7 at 1:15pm
- 3.3 Areas which are out of bounds unless supervised are :
- Area behind the swimming pool
 - Area bordering on Mitchell Crescent
 - The upstairs school verandahs before school and during breaks except on rainy days
 - The office area, foyer and staff room
 - Area around the Reception class
 - Area behind the old school
 - Swimming pool enclosure
 - All car park areas
- 3.4 School work and activities must be approached with diligence and commitment
- 3.5 An absentee note from parents / guardians must be handed to the class teacher on the day following absence from school
- 3.6 Learners must show respect towards themselves, others, the school, other people's property and the environment.
- 3.7 No running or loud noise is allowed in the school building.
- 3.8 Dishonesty, violence, truancy and absconding will not be tolerated.
- 3.9 Any form of intimidation, bullying, victimisation, physical or verbal abuse will not be tolerated.
- 3.10 Engaging in criminal activity will not be tolerated.
- 3.11 No cell phones, electronic or other games / toys allowed at school.

DISCIPLINARY CODE

This is based on both positive awards and a warning system.

Positive Awards

3 Diligence Awards	-	1 Silver Award
3 Silver Awards	-	1 Gold Award
3 Gold Awards	-	A Gold Badge

A Bronze Award can be awarded for exceptional deeds or actions
 A cumulative record will be kept by individual learners in a 'Diligence Book'.

DILIGENCE awards can be presented for :-

Sustained positive involvement in the classroom

Consistent good behaviour
Consistent good manners
Showing initiative
Being a good ambassador for the school
Showing sustained care for others as well as animals
Act of bravery
Consistent helpfulness
Showing a sustained sense of responsibility

Warning System

Level 1 YELLOW CARD - Minor offences - **parents will be informed via a yellow card**

Level 2 RED CARD - Serious offences

Level 3 - Very serious offences -

Immediate detention and parents to be seen.

A warning may be issued. These offences are punishable by suspension and could lead to expulsion.

Detention will be given for :-

a) 3 Yellow Cards in a 2 week period.

b) 1 Red Card

There will be a detention class on Friday afternoons from 1:15pm to 3:15pm and Parents will be informed. **OR** Saturday mornings from 8:00 to 10:00am for **2nd offenders**

Disciplinary procedures

- 5.1 Learners are expected to follow the Code of Conduct during school, on school excursions, outside the school when in school uniform including when using public transport.
- 5.2 In all cases, learners will be treated with respect and be given a fair hearing
- 5.3 In some cases the learner may be referred for counseling and support
- 5.4 Level 1 offences will be dealt with by educators
- 5.5 Level 2 offences will be referred to Heads of Department, who will issue Red Cards.
- 5.6 Level 3 offences and continual misconduct will be referred to the Deputy Principal and/or Principal
- 5.7 Learners placed in detention for 3 consecutive weeks, will receive a warning letter for continued misconduct.
- 5.8 Gr 7 Level 3 offences will be dealt with by the Deputy Principal and / or Principal and will be investigated internally by Senior Management Educators.
- 5.9 After such an investigation, the matter may be referred to a Tribunal, appointed by the Governing Body, for a disciplinary hearing. (KZN Provincial Gazette No. 5222 of 21.08.97)

- 5.10 The Tribunal makes recommendations to the Governing Body.
- 5.11 If expulsion is recommended, the procedure as set out in KZN Notice 60 of 2000, will be followed.
- 5.12 A person may appeal against the decision of the Governing Body.

LEVEL 1 OFFENCES

- Incorrect and / or untidy uniform
- Being in the classroom without permission
- Telephoning without permission
- Not doing homework
- Chewing gum
- Eating on the stairs
- Playing ball games without permission
- No absentee letter
- Excessive noise on the verandahs
- Not heeding the end of break bells.

LEVEL 2 OFFENCES

- Being unsupervised on school property, after school,
- Losing or damaging school books
- Damaging school property
- Being disrespectful to others
- Bartering or trading without permission
- Being in, an out of bounds area, without permission
- Deliberate disobedience
- Playing near or tampering with cars
- Cheating
- Being late for school on a regular basis
- Bringing radios, computer games, stereos or cell phones to school :-
 - these will be confiscated and can only be collected by a parent
- General disruptive behaviour
- Littering
- Being insolent
- Talking or playing in the hall during assembly
- Wilfully disobeying the rules of the road.
- Cruelty to animals

LEVEL 3 OFFENCE

- Truancy.
- Leaving the school premises, without permission, during school hours.

- Defacing school property.
- Being in possession of pornographic material.
- Being in possession of weapons or dangerous objects.
- Smoking.
- Being in possession of drugs or alcohol.
- Stealing.
- Physical violence.
- Violating the rights of others by inappropriate touching.
- Intimidation.
- Bullying
- Victimization
- Violating the rights of other learners to receive education by being disruptive in class.
- Preventing other learners from attending classes, preventing educators from providing classes in any other manner.
- Committing an act of insubordination towards an educator or other person who occupies a position of authority over him/her at school.
- Willfully disobeying a legitimate instruction given by the Principal or an educator authorised to do so by the Principal.
- Bringing the name of the school into disrepute
- Inappropriate use of social media.

(IT IS OBVIOUS THAT NOT ALL POSSIBLE SITUATIONS HAVE BEEN STATED BUT OTHERS WILL BE DEALT WITH IN A SIMILAR MANNER ACCORDING TO THE SEVERITY OF THE OFFENCE).