



WARTBURG KIRCHDORF SCHOOL

CODE OF CONDUCT

FOR PRIMARY SCHOOL LEARNERS

The Wartburg Kirchdorf School is committed to creating a happy, Christian-based environment wherein all learners can, through constructive interaction with motivated facilitators, achieve their full individual academic, cultural and sporting potential, thereby enabling them to achieve self-reliance and responsible citizenship.

1. PREAMBLE

The Disciplinary Code of Conduct has been negotiated with the Learners, Teachers and Parents of the learners, as represented by the Governing Body, in accordance with the South African Schools' Act, Act 84 of 1996 and the Constitution of the Republic of South Africa and applies to all learners attending Wartburg Kirchdorf School.

No learner is exempt from the obligation to comply with the school Code of Conduct.

Objectives

- The establishment of a disciplined and purposeful environment and to facilitate effective education and learning in the Wartburg Kirchdorf School.
- To ensure that quality education, based on a proud record and tradition, is upheld - and to preserve the rich heritage for all learners.
- To encourage Learners to use common sense, to show consideration for others, to be honest, and to conduct themselves at all times both at school and in public in such a way as to bring credit to the school.

The Institution

- The Wartburg Kirchdorf School is a Combined School and is managed as a Public School by the Governing Body, which has been delegated the managerial authority by the Minister of Education.
- As an Academic Institution the Wartburg Kirchdorf School takes the academic ability and performance of potential learners into consideration before admission, as well as for the continued membership of the learners at the school.
- The Wartburg Kirchdorf School is a fee-paying school. In accordance with a decision taken at a Parents Annual General Meeting the fees levied in order to meet the requirements of the approved annual budget are compulsory.
- In keeping with its origin as a Church School and in accordance with the desire of the vast majority of parents, the Wartburg Kirchdorf School remains a Christian Institution in which Christian norms and principles underpin this Code of Conduct.

The Medium of Instruction

As laid out in the School's Language Policy, English remains the medium of instruction. Afrikaans and isiZulu are the first additional languages in Grades 1 to 12, while German is a second additional language offered in Grades 3 to 12, and as a line 8 first additional language in the FET band. An adequate command of the English language will therefore be a recommendation for acceptance into the school.

2. MANAGEMENT STRUCTURE

The internal management of the Wartburg Kirchdorf School is the duty of the Principal who is assisted by each of the following groups of specifically appointed or elected members of the School Community. Each operates within the framework of their delegated fields of responsibilities as laid down in the General School Policy Document:

- **Senior Management Team (SMT) (Principal and Heads of Department)**
- **Staff** (Academic and Administrative)
- **Grade 7 Head Monitors and Monitors**
- **House Captains**
- **The Disciplinary Committee** (Convened to conduct disciplinary hearings in cases of serious misconduct)

SECTION A: SCHOOL RULES

3. GENERAL RULES

- 3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 3.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 3.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 3.6 Learners may not eat or drink in the classroom, school hall or library. The chewing of gum and eating of lollipops/ suckers during school activities is prohibited.
- 3.7
- a) The use of cell phones during school activities is strictly prohibited. These must be left at the front office each morning and may be collected after school. Calls may be made in emergencies only and only with the school principal's permission. If a cell phone is confiscated from a learner, it will be for the minimum duration of two terms. There will also be a penalty of a two-hour detention.
 - b) Cell phones or smart technology devices may not be used to photograph, film, record or save any anti-social or inappropriate content. Cell phones or smart technology devices may also not be used to disseminate, comment on or post such content via any social media platform.
 - c) Cell phones or smart technology devices, except for an approved calculator, are not allowed in an examination or test venue.
- 3.8 The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. A learner may not be under the influence of alcohol and/or intoxicating substances of any nature during any school activity, or when learners are dressed in school uniform.

- 3.9 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 and identifiable as learners of the school by the public, is prohibited.
- 3.10 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 3.11 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.12 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
- 3.13 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
- conduct that poses a threat to others' safety and infringes upon others' rights;
 - possessing, threatening with or using dangerous weapons;
 - the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
 - fighting, assault or abuse;
 - indecent behaviour or swearing;
 - adopting or assuming a false identity;
 - harmful graffiti, hate speech, sexism or racism;
 - theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
 - unlawful conduct towards and/or vandalising, destroying or damaging school property;
 - disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
 - repeated violations of school rules or this code of conduct;
 - criminal and oppressive behaviour, such as rape and gender-based harassment;
 - victimisation, bullying and intimidation of other learners;
 - the transgression of examination rules; and
 - intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

4. CLASS RULES

- 4.1 The class educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.
- 4.2 The class rules must be compiled in writing and –
- 4.2.1 immediately be tabled to the principal and school governing body;
 - 4.2.2 be displayed in a legible format in a prominent spot in the classroom; and

4.2.3 be made available to all learners and their parents.

- 4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 4.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

5. RULES WITH REGARD TO SCHOOL WEAR AND APPEARANCE

5.1 School wear Primary school

Uniform	
Full school uniform (No. 1)	First and last day of the term Every Friday of the school year All School and formal occasions, visits to other schools and public places
No. 2	Monday to Thursdays
Track Suits	Term 2 and Term 3 Worn to and from sport fixtures
PE/ PET Kit	Used for PE/ PET lessons Sport practices after school

The school uniform plays an important role in good discipline at school. Any learner who fails to abide by the uniform rules of the school will be subjected to the disciplinary processes of the school. Repeated transgressions will further lead to suspension or expulsion from school.

5.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.

5.1.2 School wear must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances. School shirts must be tucked in at all times.

5.1.3 Clothing rules

Boys: Full School Uniform: No. 1

Black Blazer (with school badge), grey shirt (with Wartburg badge), grey shorts, long grey socks, plain black lace-up school shoes (no suede or slip on shoes), grey long sleeve jersey.

Boys: No.2

Grey shirt (with Wartburg badge), grey shorts, long grey socks, plain black lace-up shoes (no suede or slip on shoes), grey long sleeve jersey, WKS prescribed track jacket.

Boys: Tracksuit

Prescribed school track pants and jacket, grey shirt (with Wartburg badge), long grey socks, grey long sleeve jersey, and plain black lace-up shoes (no suede or slip on shoes), WKS scarves and navy blue knitted gloves are permitted only in Term 2 and 3.

Full tracksuits may not be worn during the summer (Term 1 and 4).

Boys: PE/ PET

Official navy sports shorts, Blue or Grey WKS house t-shirt, grey socks, takkies.

Boys: Match kit

Official WKS match shirt, official navy sport shorts (all sporting codes excluding Rugby and Cricket). Navy long socks (Hockey, Rugby, Soccer, Cricket), white school socks (Athletics, Tennis). Official school rugby jersey and white rugby shorts (Rugby). Official school swimming costume, WKS Interschool cap (Swimming). Official Cricket shirt, official navy sport shorts (Cricket). Takkies/ appropriate sporting shoes and tracksuit.

Girls: Full School Uniform: No.1

Black Blazer (with school badge), long grey socks, plain white open-neck shirt, blue school tunic (must sit on the knee when kneeling), grey long sleeve jersey, lace-up or buckle up school black shoes.

Girls: No.2

Plain white open-neck shirt, blue school tunic (must sit on the knee when kneeling), grey long sleeve jersey, short ankle white socks (must be folded and not rolled), lace-up or buckle up school black shoes, WKS prescribed track jacket.

Girls: Tracksuit

Prescribed school track pants and jacket, white open-neck shirt, grey socks, grey long sleeve jersey, plain black lace-up or buckle up shoes. WKS scarves and navy blue knitted gloves are permitted only in Term 2 and 3.

Full tracksuits may not be worn during the summer (Term 1 and 4).

Girls: PE/ PET

Official navy school shorts, Blue or Grey WKS house t-shirt, white socks, takkies.

Girls: Match kit

Official WKS match shirt, official navy sport shorts, takkies/ appropriate sport shoe, tracksuit (all sporting codes). Long navy socks (Hockey, Soccer) and white school socks (Athletics, Tennis, Netball). Official school swimming costume, WKS Interschool cap (Swimming).

5.1.4 Only the school hat and cap may be worn. Any caps or headgear other than those prescribed in the clothing rules are prohibited.

5.1.5 The governing body may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

5.1.6 Learners attending school sporting events at school as spectators must be in full school uniform (No.1- with blazers).

5.1.7 On specified days when primary school learners have PE, or have been instructed by an educator or sports coach, they may arrive and depart the school premises in the official PE kit. Tracksuits may be worn on PE days.

5.2 Appearance

The purpose behind the regulations listed below is to ensure that learners at Wartburg Kirchdorf are at ALL times neat and tidy, and that the state of their hair brings no discredit to the school. The school management will make the final decision and learners could be sent home for correction and will not be allowed in a class until the problem is rectified.

5.2.1 Hair: Girls

- No hair gel or hair spray is to be used.
- No wigs, weaves, and layers (thick layers).
- No hair extensions (this is a high school privilege).
- Corn-rows are allowed; straight-up, straight-back but no fancy patterns or colours are permitted. No accessories (such as beads, etc.) may be used.
- No colour: only the individual's natural hair colour is allowed. No hair dye, bleaching or highlights are allowed.
- If loose hair touches the collar, it needs to be tied up.
- Hair is not allowed in front of an individual's eyes or obstructing one's view. If fringe touches the eye-lashes it is too long. Hair may not hang across the face – it must be tied up or clipped back.
- No colouring, shaving or designs of eyebrows in any way is permitted.
- Only plain black and blue elastic hair ties, Alice-bands and clips are allowed (silver clips are acceptable).
- NEATNESS is of utmost importance.

Hair: Boys

- Hair must be short and neat at all times.
- No hair gel or hair spray is to be used.
- No 'comb-overs' or 'waves' for fringes are allowed. Fringes may not hang over the eyebrows.
- Hair must be tapered at the sides and at the back of the head.
- Fades are allowed under the following conditions:
 - Sides should be shaved no shorter than a number two and no skin should be visible.
 - No 'side-steps' should be visible; hair should gradually fade away and not be obvious (E.g. number 2 on sides and a number 10 on top).
 - The height of the hair from the front of the hairline going in an upwards direction should be no more than 3cm.
- No decorative shaved patterns or shaven lines are permitted.
- No colour: only the individual's natural hair colour is allowed. No hair dye, bleaching or highlights are allowed.
- If hair touches the collar, it needs to be cut.
- No colouring, shaving or designs of eyebrows in any way is permitted.
- NEATNESS is of utmost importance.

5.2.2 Jewellery

- All jewellery items, such as rings, bracelets (elastic or leather) or chains are prohibited.
- Only wristwatches are allowed.
- The wearing of body jewellery; such as nose, tongue and eyebrow jewellery is strictly prohibited.

- Religious bands are not allowed unless permission is granted by the SMT.

5.2.2.1 Earrings:

- One ear piercing per ear-lobe is permitted.
- Earrings need to be plain gold or silver studs.
- No sleepers/ rings or dangling earrings (also not permitted when wearing civvies).
- No colours.
- No diamonds or precious stones.
- No decorative shapes or patterns.
- Boys are not allowed to wear earrings.
- No other piercings are permitted.

5.2.3 Nails

- Nails may not extend beyond fingertips and must be kept clean at all times.
- Only clear nail polish is allowed.
- No nail art.

5.2.4 Make-up

- The wearing of make-up is not allowed. Even when in civvies.
- No lip gloss, coloured/ tinted lip-ice, etc.

5.2.5 Tattoos

- Learners may not have any visible tattoos.

5.2.6 Other

- Transition glasses will only be permitted if a medical note is provided from a registered medical practitioner.
- Only clear contact lens are allowed.

6. SPORTS AND EXTRACURRICULAR ACTIVITIES

6.1 Participants in sports and extracurricular activities

6.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the official sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

6.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports head in advance. Unforeseen absence from an activity will only be excused if the sports head receives a written apology no later than three days following the relevant activity.

6.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

6.1.3.1 the sports head and the educator involved in the relevant sports code;

6.1.3.2 the referee or adjudicator with regard to the relevant activity; and

6.1.3.3 the team captain.

6.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

6.2 Spectators and supporters at sports and other extracurricular activities

6.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

6.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, sports coach, Grade 7 monitor, other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

6.2.3 The above mentioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

7. SCHOOL PROPERTY

7.1 'School property' includes the following:

7.1.1 The grounds and buildings occupied by the school (school premises, parking lot, swimming pool), as well as any permanent addition to such grounds and buildings.

7.1.2 All other property, including sport and academic equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss.

7.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.

7.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

7.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

7.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

8. SCHOOL LEADERS

- 8.1 The Grade 7 monitors, are appointed by the Primary School educators. They are tasked with the responsibility of assisting the staff of the school with general school discipline of the primary school learners on the school premises and when representing the school for extracurricular activities. Each Grade 7 Monitor shall treat every learner of the school, with respect and dignity, not favouring one above the next when assisting with minor disputes and shall report all incidents to the school staff. They are to up-hold the school Code of Conduct and conduct themselves in a manner that sets a good example to their peers and the younger grades. If a Grade 7 Monitor is not fulfilling their responsibilities or contravenes the Code of Conduct. The Primary School educators may decide to withdraw the candidate's leadership position. It will be at the discretion of the school principal and staff if a replacement is appointed.
- 8.2 Other school leaders (such as class monitors/ helpers, team sports captains and inter-house captains) shall be appointed by the educator in charge or by the Primary School educators. These learners are tasked with the responsibility of assisting the staff of the school, encouraging peers in their sphere of influence along with representing and being good ambassadors of the school.
- 8.3 Grade 7 Monitors and other school leaders shall assist in their respective capacities with the smooth running of various school functions, assist with general discipline and shall bring transgressing learners to the staff of the school; where after line functions will be followed.
- 8.4 All primary school learners shall obey any reasonable instruction from a Grade 7 Monitor or another school leader, and shall support and co-operate with the Monitors and other school leaders in properly executing their duties.

9. SCHOOL NOTICES

- 9.1 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.
- 9.2 Information regarding sporting fixtures and extracurricular activities either played or attended at WKS or at another venue shall be communicated prior. Learners will not be allowed onto the school organised transport without a signed reply slip. The reply slip needs to be signed by the learner's parents/ guardian and a valid cell-phone number needs to be given on the space provided.

10. SCHOOL WORK AND HOMEWORK

- 10.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 10.2 Learners must arrive for class and carry out instructions in class promptly.

- 10.3 It is compulsory for each learner to have a homework book, and to use it regularly. All learners must have and maintain such homework book as may be required by the principal or class educator. Homework **and** homework books are to be checked and signed daily by parents.
- 10.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.
- 10.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 10.6 Learners are obligated to catch up as soon as possible on any work that they have missed.
- 10.7 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

11. TESTS AND EXAMINATIONS

- 11.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity. It is a departmental requirement that a death or medical certificate be provided if a formal assessment is missed.
- 11.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

12. MOTOR VEHICLES AND THE SCHOOL PARKING LOT

- 12.1 No unauthorized vehicles are allowed on the school premises. Permission for entry has to be obtained from the school principal or another staff member duly nominated by the principal. When dropping or collecting learners, this shall be done from the school parking lot, and not from the road or on the pedestrian crossing.
- 12.2 The driving of a motor vehicle or motorcycle by a parent, guardian, spectator, etc. in a way that poses a risk or possible harm to others on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.
- 12.3 Learners shall adhere to traffic rules on and around the school grounds.
- 12.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.

13. PUNCTUALITY AND AFTERCARE

- 13.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written

apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

- 13.2 Collection of learners should be as soon as possible once school, school activities or school related functions are complete.
- 13.3 Parents who can not collect learners as soon as school has concluded should arrange and make necessary collection and supervision plans. Learners attending aftercare on the school premises will follow the rules stipulated by the educator in charge, will comply with the general rules of the school and shall uphold the School's Code of Conduct. Aftercare is run privately and thus is at the added expense of the parent.
- 13.4 15 minutes after returning from extracurricular activities as stipulated on the notice form and reply slip, those learners not collected shall be dropped off at the Wartburg Police Station. Unless parents have made alternative arrangements with the educator/ coach in charge.

14. ABSENCE FROM SCHOOL

- 14.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.
- 14.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 14.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

15. ENVIRONMENT

- 15.1 Learners have the right to a safe environment and school that are conducive to education.
- 15.2 Learners may not litter on school grounds (school parking lot included) or in school buildings.
- 15.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- 15.4 Learners must leave restrooms in a clean condition.
- 15.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 15.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.

15.7 Learners shall comply with any reasonable instruction from the principal, any educator, Grade 7 Monitor or another school leader with regard to maintaining a clean and hygienic school environment.

16. GENERAL

- Learners may not engage in any form of micro-lending or gambling at school or in school uniform outside of the school.
- Learners are not permitted to sell items to anyone else without the permission of the SMT.
- Learners are not permitted to bring items (eg: toys, blankets, pets, etc.) unrelated to school from home without authorization or instruction from a member of staff or educator.

17. EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

- 17.1 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.
- 17.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 17.3 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.
- 17.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 17.5 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.

18. Debits and Credits

Debits and Credits is a reward system implemented from Grade 3 to Grade 7, aimed at rewarding learners for adhering to and complying with the rules stipulated in this Code of Conduct, with the rules of the school and classroom rules. Credits are used as a reward and debits are used as a deterrent for bad behaviour or not complying with the rules. The assignment of debits and credits is subject to the discretion of the school principal and SMT.

- 18.1 Credits are rewarded to learners for not acquiring any debits for the academic week. Additional credits can be rewarded to learners for going above and beyond what is expected of them. Once a learner obtains 50 credits, they are awarded with a white badge. Once a learner obtains 100 credits, they are awarded with a red badge. Learners are able to wear the badge until the end of the year, and are to return it back to the Primary School HOD before the end of Term 4. Failure to do so will result in the learner's parents needing to cover the cost.
- 18.2 Debits are given to learners for minor misconduct. When a learner in Grade 3 and 4, reach 15 debits they shall sit for a one-hour detention. When learners in Grade 5, 6 and 7 reach 10 debits, they shall sit for a one-hour detention. Parents will be notified timeously in advance. No excuses will be accepted, unless under extenuating circumstances. In this case, an alternative

date will be agreed upon. Discipline protocol will be followed for less serious and serious misconduct as stipulated in the Code of Conduct.

19. In case of a violation of any provision in this Code of Conduct, the prescribed disciplinary procedure shall be followed.

SECTION B: CODE OF CONDUCT

1.1 SERIOUS MISCONDUCT

The following offences shall constitute serious misconduct and may lead to the suspension or expulsion of a learner from school:

- 1.1.1) All forms of bullying;
- 1.1.2) Any form of assault;
- 1.1.3) Contravening the school's cell phone policy;
- 1.1.4) Use, sale or possession of illegal drugs or intoxication substances;
- 1.1.5) Possession of, the use of or dealing in alcohol;
- 1.1.6) Possession of, pornographic material.
- 1.1.7) The illegal possession of, use, distribution or dealing in any medication that may be obtained through a clinic, pharmacy, medical professional, hospital, supermarket or that was illegally obtained through another person or illegal institution;
- 1.1.8) Committing any form of exam irregularity;
- 1.1.9) Threats or acts of violence towards fellow learners, educators, members of staff or any other person on school property;
- 1.1.10) Damage to school property;
- 1.1.11) Vandalism of any form;
- 1.1.12) Deliberate and serious undermining of the authority of the principal, educators and members of staff;
- 1.1.13) All forms of harassment;
- 1.1.14) Any form of racism;
- 1.1.15) Robbery;
- 1.1.16) All forms of theft excluding petty theft or minor theft;
- 1.1.17) Sexual activities (sex related activities amongst learners or between learners and educators, between learners and members of staff or between learners and any other person including those persons involved in a school activity);
- 1.1.18) Sexual coercion (any acts used or aimed at procuring sexual favours);
- 1.1.19) Sexual assault (sex related acts including flashing, groping, rape and indecent assault);
- 1.1.20) Any initiation practices;
- 1.1.21) Acts of xenophobia;
- 1.1.22) Fighting amongst learners;
- 1.1.23) Any form of discrimination;
- 1.1.24) Disrupting teaching and learning including a repeat or minor class disruptions;
- 1.1.25) Possession of tobacco or other smoking materials (including e-cigarette and bongs, hubbly-bubbly etc.)/ confirmed use at school/ in presence of others who are smoking;
- 1.1.26) Possession of fireworks or any dangerous substances/ items;
- 1.1.27) Truancy (bunking) from lessons/ school;
- 1.1.28) Shoplifting;

- 1.1.29) Bringing the name of our school into disrepute/ unsporting behaviour;
- 1.1.30) Actions humiliating others;
- 1.1.31) Possession of a weapon (e.g. firearm, knife, dagger, panga, stick or any other dangerous weapon);
- 1.1.32) Found guilty of a criminal offence in a court of law;
- 1.1.33) Any action which in the procedural issue (disciplinary hearing), endangers the life and safety of others;
- 1.1.34) Any acts, that are considered exploiting of other learners in obtaining a physical, emotional or financial benefit;
- 1.1.35) A scheduled 2 or 3 offence that is considered serious or have been repeated;
- 1.1.36) Conducts him/ herself in a disgraceful, improper or unbecoming manner;
- 1.1.37) Bringing the school into disrepute;
- 1.1.38) Intentionally violates any regulation in terms of the South African Schools Act, Provincial and National regulations or any provision of the Code of Conduct and which may be grounds for expulsion.
- 1.1.39) In or outside the buildings or on or off the premises of the school and whilst under control of the school authorities, intentionally conducts himself/ herself in a manner which is detrimental to the maintenance of order or discipline at the school.
- 1.1.40) Fraud;
- 1.1.41) Computer related fraud;
- 1.1.42) Giving false information to the principal, educator or any member of staff;
- 1.1.43) Exceeding the speed limit on school grounds and or driving recklessly;
- 1.1.44) Any contravention of the safety measures at public school's regulations GN1040 in GG 22754 of 2001 as amended by GNR1128 in GG of 10 November 2006

1.2 LESS SERIOUS MISCONDUCT

The following misconduct could result in a lesser penalty than the misconduct listed in clause 1.1 above.

- 1.2.1) Foul language;
- 1.2.2) Petty theft (books, stationary etc. but excluding items over the value of R100);
- 1.2.3) Copying/ not doing homework.
- 1.2.4) Cheating/ dishonesty in examinations/ tests/ plagiarism.
- 1.2.5) Failure to do punishment.
- 1.2.6) Littering.
- 1.2.7) Fraud (e.g. signing absentee notes/ detention reply slips or forging a teacher or parents' signature/ altering effort symbols on Daily, Weekly, or End of term reports).
- 1.2.8) Physical contact.
- 1.2.9) Failure to attend break detention;
- 1.2.10) Any breach of the internet policy of the School.
- 1.2.11) Trading by Learners on school premises. This is regarded as serious and any items found in possession of trader as well as money received for such goods will be confiscated;
- 1.2.12) Unauthorised absence from detentions;
- 1.2.14) Repeated late coming to school/ classes;
- 1.2.15) Cheating in test;
- 1.2.16) Disrupting teaching and learning;
- 1.2.17) Plagiarism;
- 1.2.18) Unprepared/ no materials;

- 1.2.19) False Alarm;
- 1.2.20) Not attending sport fixture/ practice without approval;
- 1.2.21) A schedule 3 offence that is considered serious or have been repeated;
- 1.2.22) Late coming to school/ late arrival for classes/ late arrival for assembly/ late arrival for sports fixture/ late arrival for sport practice;
- 1.2.23) Trading on campus without authority;
- 1.2.24) Use of a motor vehicle/ motorcycle/ bicycle on the campus without permission or without licence;
- 1.2.25) Fighting;
- 1.2.26) Hurtful, Nasty and personalized graffiti;
- 1.2.27) Occupying classroom without authority;
- 1.2.30) Cheating or dishonesty/ plagiarism in test and official school assignments;
- 1.2.31) Missing detentions without approval.

1.3 MINOR MISCONDUCT

The following offences are regarded as minor misconduct and generally fall within the authority of the teacher and will be dealt through the school's debit and detention systems.

- 1.3.1) Inappropriate language;
- 1.3.2) Public display of affection;
- 1.3.3) Dress code violations;
- 1.3.4) Unprepared for class;
- 1.3.5) Pushing in the corridors/ sitting on balcony walls
- 1.3.6) Property misuse;
- 1.3.7) Late coming to school/ class;
- 1.3.8) Defiance/ disrespect;
- 1.3.9) Physical contact;
- 1.3.10) Minor disruptions;
- 1.3.11) Non participation in sport;
- 1.3.12) Unauthorised absence from Physical Education;
- 1.3.13) No Physical Education kit;
- 1.3.14) Eating and drinking in class;
- 1.3.15) Littering;
- 1.3.16) Deliberately hindering movements on corridors;
- 1.3.17) Horseplay in class.
- 1.3.18) Non- compliance with uniform regulations including shaving for boys
- 1.3.19) Failure to return library book at return date.

Minor offences that are contained in this code of conduct and that are contravened more than three times by a learner shall be dealt with as serious misconduct and may lead to the suspension or expulsion of a learner from this school.

2. SEARCHES

The Principal or male/female teacher may, on reasonable suspicion, search a learner or property in the possession of a learner, for a dangerous weapon, firearm, drugs, harmful or dangerous substances, stolen property or pornographic material, or any other item reasonably suspected to be possessed or intended for use by the learner for the purpose of contravening any provision of this code.

3. TESTING

Once reasonable suspicion has been established for the use or possession of drugs, the parents or guardians will be notified. A test is permitted to be conducted in the presence of an authorised educator.

4. PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

4.1 Disciplinary Action

4.1.1 Minor Transgressions

Any violation of 1.3 (Section B) of the code of conduct shall be referred to an educator of the school, who will be entitled to impose the following sanctions:

- A verbal or written warning
- Supervised school work that will contribute to the learner's progress at school as well as improve the school environment, provided that the parents are informed timeously and the child's safety is ensured
- The performance of tasks by the transgressor in favour of the person/ institution who has been wronged by the transgression
- Suspension from participation in school activities, such as sports and cultural activities (excluding social events)

4.1.2 Less Serious Misconduct

Any violation of 1.2 (Section B) of the code of conduct, such violation shall be referred to the school principal, who will be entitled to impose the following sanctions:

- Any of the sanctions in 4.1.1 above, to which the following could be added:
- Exclusion from participation in social events of the school
- Agreed, affordable compensation
- The repair or replacement of damaged property
- Community service of up to six hours

4.1.3 Serious Misconduct

Any violation of 1.1 (Section B) of the code of conduct, shall be referred to the governing body, who will be entitled to impose the following sanctions:

- Any of the sanctions in 4.1.1 and 4.1.2 above, to which the following could be added:
In the case of a violation of the code of conduct for learners by members of the RCL or other school leaders:

- In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the RCL or other leadership position in the school
- Following a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner, or recommend the learner's expulsion from the school to the Head of Education.
- Should the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days.
- Should the governing body decide to recommend to the Head of Education that the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.

4.2 Preventative suspension

Based on reasonable grounds and intended as a precautionary measure, the governing body may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed serious misconduct. However, such suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the governing body.

4.3 Disciplinary hearing

4.3.1 Preliminary inquiry

When a learner is suspected or alleged to have committed a major transgression, the school principal may appoint an investigating officer. The latter will collect information for the school principal to decide whether a disciplinary hearing is warranted.

4.3.2 Hearing

4.3.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.

4.3.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.

4.3.2.3 At least five school days must lapse between the delivery of the notice and the hearing.

4.3.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

4.3.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the

start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.

4.3.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.

4.3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.

4.3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.

4.3.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.

4.3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.

4.3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.

4.3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.

4.3.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

4.3.3 Finding and sanction

4.3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

4.3.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

4.4 Internal Appeal

4.4.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.

4.4.2 The notice of appeal must clearly outline the grounds for the appeal.

4.4.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.

4.4.4 The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.

4.4.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.

4.4.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.

4.4.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.

4.4.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.

4.4.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.

4.4.10 In considering the appeal, the appeals committee may:

- a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
- b) impose an alternative sanction (including a heavier sanction); and
- c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

5. General provisions

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee.

SIGNED AT _____ ON THIS _____ DAY OF _____

Governing body Chair

School Principal