

# DELTA PRIMARY SCHOOL

Tambourine Street  
Steenberg  
7945



Tel: (021)712-1737

Fax: (021)712-8620

Email:

[Delta.prim@wcgschools.gov.za](mailto:Delta.prim@wcgschools.gov.za)

## LEARNER CODE OF CONDUCT

### Preamble

In accordance with Section 8 of the South African Schools Act every school must have a Code of Conduct for learners. The application of the Code of Conduct rests with the School Governing Body whilst the principal and educators are responsible for the daily discipline in the school.

Learners must follow the Code of Conduct before, during and after school. The Code is in effect in school buildings, on school grounds, at school-related activities (at school or away from school) and on the way to and from school. Learners must also follow these rules on the taxi's and buses that bring them to school or take them home. Nothing shall exempt a learner from complying with the school rules; therefore, ignorance of school rules is NOT an acceptable excuse.

No learner has the right to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm. The learners' parents shall be expected to play the leading role in addressing repeated and serious transgressions.

### The purpose of the Code of Conduct is to:

- Create a well organised platform at school so that effective learning and teaching can take place.
- Promote discipline and self-discipline.
- Encourage good behaviour.
- Ensures a safe learning environment
- Regulate conduct
- Applying of discipline will be a corrective measure.

## 1. SCHOOL RULES

### A) School and Class Attendance

*Principal/ parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.*

- The Department of Basic Education's Attendance Policy shall be strictly enforced.

- Learners are expected to attend school EVERYDAY.
- All learners are to arrive at school before the official starting time which is 8am.
- Learners should be punctual. Late-comers must report to the officer on duty and will forfeit his/her first interval. Habitual late-comers will be sent for formal detention in the afternoon.
- If a learner does not attend school regularly, the teacher will report the absence of the learner to the parent and the Principal. A letter will be sent by the teacher indicating the days the learner was absent. (*pattern of absenteeism letter*)
- Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
- Absence from a class, without the permission of the teacher, is prohibited.
- Any absence from school must be covered by an absentee note from a parent/guardian.
- Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
- No learner will be allowed to leave the school during school hours without a letter from the parent/guardian requesting the release of their child *and* the permission of the Principal/Deputy from whom an exit note must be obtained. When collecting learners for early dismissal, the parent or close relative must produce evidence of their relationship with the learner.
- Truancy from school is prohibited and will not be tolerated.
- All learners will attend the weekly assembly for the full duration thereof.

## **B) Uniform**

*Learners must be neatly and properly dressed for school in the appropriate uniform:*

### **1. Boys:**

- Grey short pants or grey long pants.
- White, short or long sleeved shirt.
- School tracksuits in Winter months only.
- Regular black school shoes with grey socks **ONLY**.
- Takkies, t-shirts and shorts (white, black or navy blue) for Physical Education lessons only.
- Exceptions will only be made on casual days.

### **2. Girls:**

- School dress, school tracksuit. (grey trousers not allowed)
- Regular black shoes with white ankle socks.
- Plain navy blue scarves for **MUSLIM GIRLS ONLY!** Scarves to be worn in an appropriate and dignified manner.
- Takkies, t-shirt and shorts/tights/tracksuit pants (white, black or navy blue) for Physical Education lessons.
- Exception will only be made on casual days.

## **C) General Neatness of Learners**

- Nails short and clean
- Shirts must be tucked in at all times!!
- No jewellery, except watches and medical bracelets
- No sunglasses. Only prescription glasses
- No make-up
- No earrings for boys, only studs for girls
- Learners' personal hygiene shall be closely monitored: washed daily, hair – neatly combed and clean, teeth –brushed, nails –short and clean.

### **Hair (Boys)**

- Short and neat – no ponytails or plaits
- No patterns should be cut into the hair
- No hair bleaching or colouring allowed.

### **Hair (Girls)**

- Hair should be plaited or tied with ribbon in school's colour
- No curly perms or dreadlocks except for religious reasons.
- No hair bleaching or colouring allowed.
- No nail polish.

### **D) Behaviour and Conduct in General:**

- Learners should be co-operative and attentive during lessons, assembly and whenever addressed.
- Learners must speak and behave in a courteous and considerate manner at all times.
- No chewing of gum is allowed in class or at the assembly.
- Learners are not allowed any visitors or phone calls, except with the permission of the office.
- In the event of a learner being dismissed earlier, it is preferred that the child be fetched instead of going home on his/her own.
- Parents / Guardians must make an appointment to see the Principal or teacher. Appointments for teachers can only take place after school hours and for the Principal between 8H30am and 11H00.
- In the case of emergency parents or guardians who wish to make contact with their child/-ren, need to have the permission of the office to do so.
- Bullying is considered a serious offence. The school has a zero tolerance approach to all forms of bullying and intimidation.(refer to policy with regards to bullying).
- Learners should only use the toilets allocated to them:  
*Grades 4-7 (SP toilets), Grades 1-3 (JP toilets) and Pre-primary learners have their own toilets.*
- Classes should move around in single file and keep to the left. This should happen in an orderly fashion with hands behind the back.
- No running, whistling or loud talking on the stoeps, balcony or passages while school is in session.
- No foul language is allowed.
- All litter must be placed in refuse bins or wastepaper baskets.
- Wilful damaging, vandalising or neglect of school property and the property of others, is prohibited.
- Theft of school and private property is also prohibited.
- Aside from the punishment /sanction meted out by the Principal/School Governing Body for damaging/vandalising school property, the Principal/Governing Body may also make a criminal case against the offender(s).
- A learner may not take/use any of the school's property –including sport equipment-unless he/she has obtained permission from a teacher or the Principal/Deputy .
- Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality. Any racist, discriminatory or derogatory language or conduct towards another learner shall be severely dealt with.
- Fighting or threatening of other learners / educators / any member of the non-teaching staff is forbidden. Inciting fellow learners to fight shall be severely dealt with.

- The learners will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She / He will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

**E) Valuables and personal belongings:**

- Learners are not permitted to bring cellphones, computer games, i pods and other electronic devices to school.
- Cellphones may only be brought to school in cases of urgent need and with the teacher's permission and provided that the learner hands in the cellphone to the Admin Clerks for safekeeping. Parents shall be expected to seek such permission by means of a note in the Correspondence book.
- Learners must avoid bringing large sums of money to school.
- Learners should respect others property and learners are expected to have their own pens, pencils, kokis, rulers, scissors etc.
- Learners may not take or use other learners' property without the owners consent
- Theft of property belonging to other learners, staff members and the school shall be severely dealt with.

**F) Restricted areas**

- Learners are not to frequent the following areas at any given time during the day: The main entrance, parking bays, in and around the administration block and behind the main hall. Parents will be held responsible for damages incurred to cars and the school building.
- Toilets should not be regarded as gathering places.
- Learners are not allowed to play in the flower-beds or gardens.
- Learners are not allowed in the office without a permission band.
- Use of staff toilets is strictly for staff members and visitors to the school.
- During intervals learners are not allowed near the main gate or the school fence as a precautionary measure.

**G) Dangerous weapons**

- Under no circumstances shall any learner be in possession of dangerous weapons/objects. This is considered a serious offence.
- The Principal/Deputy may at any time conduct random searches and seizures amongst the learners. (*refer to random Search and Seizure Policy*)

**H) Drugs**

- No learner will be allowed on the school premises under the influence of intoxicants (Drugs / Alcohol). Suspected learners will be tested by the Principal/Deputy in the presence of a witness.
- The Principal/Deputy may on reasonable suspicion, administer a drug test on any learner or order a learner to undergo a drug test at a Medical practitioner.

**E) Disciplinary System**

- Teachers shall deal with transgression of school/classroom rules in class and when on playground duty. Repeated offenders shall be referred to the Principal/ Deputy Principal.
- The Principal/Deputy will deal with learners in any of the following ways – motivate learner to change behaviour, reprimand learner, send learner to detention, refer learner for counselling, give

learner community service tasks or other tasks to perform, take away certain privileges, convene a meeting with the learners' parents, issue the learner with a Final Warning letter, suspend the learner after due consultation with the Governing Body, refer the matter to the Governing Body.

- Should the learner appear before the Disciplinary Committee/ Governing Body, then he/she faces the possibility of suspension/expulsion
- The punishment/sanction meted out by the Principal/Deputy Principal/ Disciplinary Committee/Governing Body shall be guided by the seriousness of the offence.

**A) The rights of learners with regards to discipline**

- No person may unfairly discriminate against a learner. All learners shall enjoy equal treatment.
- Every learner has inherent dignity and has the right to have his/her human dignity respected.
- Every learner has the right not to be treated or punished in a cruel, inhuman or degrading manner. Corporal punishment may not be inflicted on any learner
- Learners have the right not to be locked up in solitary confinement.
- Learners have the right to a clean and safe environment that is conducive to education.
- Learners have the right to due process in disciplinary proceedings.
- Learners have the right to be protected from any form of abuse by adults or other learners.

**B) Recording of offences**

- Each teacher shall record all incidents of misbehaviour/transgressions of the school rules in class in the Incident book. The Incident book must be handed to the Principal/Disciplinary Committee/ Governing Body on request.
- The Principal shall record all incidents reported to him in the Disciplinary File.
- All letters to parents and any other correspondence in respect of disciplinary action shall be kept on record.

**C) Disciplinary Procedures**

*The level of an offence will determine the procedure to be followed.*

**Level 1 offence**

- A verbal warning, written warning followed by a final written warning, then a disciplinary hearing.

**Level 2 offence**

- A final written warning followed by a disciplinary hearing.

**Level 3 offence**

- A disciplinary hearing (depending on the severity of the particular offence).

**Level 4 offence**

- An offence immediately reported to the South African Police Service (SAPS) and a DISCIPLINE hearing.

**D) Level 1 Offences**

<ul style="list-style-type: none"> <li>✓ Littering</li> <li>✓ excessively noisy or unruly behaviour during school hours.</li> <li>✓ eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>✓ misconduct in an assembly</li> <li>✓ entering an out of bounds area</li> </ul>	<ul style="list-style-type: none"> <li>✓ misconduct during detention</li> <li>✓ minor infringements of uniform regulations</li> <li>✓ failure to wear the correct full school uniform</li> <li>✓ failure to wear the correct sports kit for a match or practice or physical education.</li> </ul>	<ul style="list-style-type: none"> <li>✓ reporting late for class and the detention room</li> <li>✓ possession and/or use of a cell phone,</li> <li>✓ arriving late for school without an excuse note.</li> <li>✓ failure to:               <ul style="list-style-type: none"> <li>– submit an absentee note or exit</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>✓ without permission</li> <li>✓ loitering in the passages, at the tuck shop and at the toilets</li> <li>✓ misconduct or poor sportsmanship during extra-mural activities</li> <li>✓ copying another learner's classwork or homework</li> </ul>	<ul style="list-style-type: none"> <li>✓ disruptive behaviour in class (mild)</li> <li>✓ spitting in public and at each other.</li> <li>✓ failure to: <ul style="list-style-type: none"> <li>– do classwork and submit homework</li> <li>– bring the required equipment to a lesson</li> <li>– hand work in on time</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>note</li> <li>– return a library book by the due date or pay the fine for overdue book/s.</li> <li>– attend detention</li> <li>✓ defacing School property</li> </ul>
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### Procedure for Level 1 Offences

- All level 1 offences will be dealt with by the class educator who must keep a written record of such offences and the disciplinary measure taken.
- The following corrective action should be applied by the teacher.**
- A letter should be sent to the parents informing them of the offence. A signed copy of acknowledgement should be kept on record by the teacher.
- When a third level 1 offence occurs a final written warning will be issued. A signed copy acknowledgement should be kept on record by the teacher
- Should the particular level 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record and communicated to the parent/guardian.
- However, should the level 1 offence continue to recur, the educator will refer the matter to the Disciplinary Committee via the office.

### **E) Level 2 Offences**

<ul style="list-style-type: none"> <li>✓ Vandalism</li> <li>✓ damaging another person's possessions/property as a result of interfering without the owner's consent</li> <li>✓ racism: remarks/insults</li> <li>✓ intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>✓ swearing, lying or using obscene gestures</li> <li>✓ Spitting at each other.</li> </ul>	<ul style="list-style-type: none"> <li>✓ fighting or common assault</li> <li>✓ public disturbance and public indecency</li> <li>✓ gambling</li> <li>✓ unacceptable hair styles</li> <li>✓ display of visible tattoos</li> <li>✓ cheating or attempting to cheat (Tests and Examinations)</li> <li>✓ Truancy from any contact time</li> <li>✓ possession or use of fire crackers</li> <li>✓ failure to attend an extra-mural activity or fixture</li> </ul>	<ul style="list-style-type: none"> <li>✓ any action which brings the school's name into disrepute</li> <li>✓ tampering with safety and other equipment on school premises</li> <li>✓ unreasonable repetition of a Grade 1 offence</li> <li>✓ insubordination – ignoring or failing to carry out a specific instruction eg. Detention</li> <li>✓ verbal or non-verbal abuse</li> <li>✓ disrespect or insolence</li> <li>✓ Bullying</li> </ul>
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### Procedure for level 2 Offences

- All level 2 offences will immediately be referred to the principal/deputy who will arrange an interview with the learner. A final written warning will be issued by the principal/deputy and disciplinary action applied. A signed copy of acknowledgement will be kept on record and communicated to the parent/guardian and educator.
- When a second level 2 offence occurs after a final written warning has been issued for the first offence, the principal will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, that a disciplinary hearing has been convened.
- Should the particular level 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will reconvene a meeting with the parents/learner. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a disciplinary hearing has been convened.



- The educator will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed.

**F) Level 3 Offences**

<ul style="list-style-type: none"> <li>✓ possession of weapons (knives, etc.)</li> <li>✓ entering the school premises while under the influence of alcohol/drugs</li> <li>✓ assault with the intent to do grievous bodily harm</li> </ul>	<ul style="list-style-type: none"> <li>✓ violating the rights of other learners to receive education by disrupting classes</li> <li>✓ violating the rights of the teacher to carry out his/her tasks</li> <li>✓ unreasonable repetition of a Grade 2 offence</li> <li>✓ truancy from School or leaving school grounds without the necessary permission</li> </ul>
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**Procedure for level 3 Offences**

- All level 3 offences will immediately be reported to the Principal/Deputy and referred to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

**G) Level 4 Offences**

<ul style="list-style-type: none"> <li>✓ possession and / or use of weapons that cause physical injury (knives, guns, etc.)</li> <li>✓ possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>✓ Theft and robbery</li> <li>✓ possession of pornographic material</li> </ul>	<ul style="list-style-type: none"> <li>✓ malicious damage / injury to property of the school, staff members, fellow learners or any other person</li> <li>✓ rape, attempted rape, or indecent assault</li> <li>✓ physical assault that results in bodily harm</li> <li>✓ Any offence punishable under common law</li> </ul>
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**Procedure for level 4 Offences**

- All level 4 offences will immediately be reported to the school Principal/Deputy who will immediately file a report with the SAPS and convene a discipline hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date, that a hearing has been convened.

**H) Suspension:**

- The Governing Body may suspend a learner who made him/herself guilty of serious misconduct under the following circumstances:
- On reasonable grounds and as precautionary measure for a period of 1 week (5 days) - after the learner (through his parents/guardian) has been afforded the opportunity to make representations in relation to the suspension.
- If a learner has been found guilty at a disciplinary hearing – for a period not longer than 7 school days.
- For a period of up to 14 days pending the decision by the Head of Education whether or not to expel a learner.

**I) Expulsion:**

- The Governing Body may, if a learner is found guilty of serious misconduct at a disciplinary hearing, make a recommendation to the Head of Education to expel a learner
- The Head of Education (HOE) must consider the Governing Body’s recommendation for expulsion within 14 days of receiving such recommendation.
- If the HOE accepts the Governing Body’s recommendation for expulsion, then the learner’s parents/guardian shall have the right to appeal to the MEC against the HOE’s decision, within 14days of receiving the notice of expulsion.

**J) Due process:**

- The Principal and the Governing Body shall follow due process in terms of Suspensions and Expulsions
- Any learner alleged to have violated any rule that may require suspension or expulsion, must be brought to the Principal , who shall hear the evidence and decide on the course of action to be taken.
- The parents must be informed of the action to be taken.
- Where a Disciplinary Hearing is to be conducted by the Disciplinary Committee/the full Governing Body, the following must be adhered to in terms of due process and to ensure a fair hearing:

The learner:

- Must be informed in writing of the charge (s) against him/her in the form of a formal notice convening the Disciplinary Hearing. This notice must be issued at least 5 days before the hearing, indicating the date and time of the hearing.
- must be informed of the right to be represented at the hearing by his/her parent or any other person.
- Must be informed that he/she has the right to have a witness (es) present to testify on his/her behalf and to cross examine witnesses called by the school
- At the hearing the Chairperson must read the charge(s) against the learner and explain the nature of the charge.
- At the commencement of the hearing, the Chairperson must also explain the process that shall be followed.

**K) Matters not provided for**

- Where the Code of Conduct is silent on any matter, then the Principal/Governing Body shall be empowered to make a decision.



