



WHETSTONE PRIMARY SCHOOL



To provide quality education to learners
in a safe and healthy environment.

KwaZulu-Natal
Department of Education

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Imibuzo:		Inkomba:		Usuku:	
Navrae:		Verwysing:		Datum:	

CODE OF CONDUCT

A. INTRODUCTION:

Preamble

All public schools subscribe to a set of rules by which the code of conduct of learners is regulated. This ensures a safe, stable and disciplined atmosphere which is a vital pre-requisite for an effective teaching and learning environment as well as for the development of sound extra and co curricular programmes at school. It must be noted that no learner should consider himself / herself to be above the school's disciplinary policy and that the policy would be applied equally to all learners irrespective of race, gender, religious affiliations and socio-economic status. In pursuance of this objective, Disciplinary Policy in this document contains the implementation, measures and processes of a code of conduct (statement of behavioural norms). Such principles were determined by the Governing body in consultation with all stakeholders of Whetstone Primary School.

The Disciplinary Policy adheres to the Constitution of the Republic of South Africa (Act No. 108 of 1996) in particular, the stipulations made in chapter 2 of the Bill of Rights viz

- 1.1 Every one is equal before the law and has the right to equal protection and benefit of the law.
- 1.2 Corporal punishment is not allowed – a person cannot be treated in a cruel, inhumane or degrading manner.
- 1.3 Every person has the right to privacy however a person can with justifiable reason (i.e. taking into account the right of all to a safe environment), be searched or have his/her property searched.
- 1.4 Everyone has a right to dignity as a human being.



UBUNTU: "I am what I am because of who we all are."

1.5 There may not be discrimination on the basis of race, gender, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth.

Furthermore it embraces the provision of the South African Schools Act (Act No. 84 of 1996). It is in keeping with the Vision Statement of the school

To provide quality education to learners in a safe and healthy environment.

And the Mission Statement

We aim to:

- Uphold the principles of teaching and learning.
- Build a firm educational foundation for all learners.
- Develop creative thinkers who will become leaders in the community.
- Provide an enriching school curriculum.
- Provide a safe, resourceful and health promoting environment.

B. AIM OF THE CODE OF CONDUCT:

Whetstone Primary School aims to establish a disciplined and purposeful environment, dedicated to facilitating an effective teaching and learning environment. It is committed to ensure the inculcation of positive discipline amongst learners so that they exhibit exemplary behaviour such as self control, obedience, responsibility, respect and tolerance to others. They will uphold moral standards and equip themselves with positive attitudes, values, knowledge and skills to become worthy citizens in society. It is dedicated to promoting the civic responsibilities of the school, the good principles underlining the code and to reflect and uphold its high moral standards and values.

C. PRINCIPLES AND VALUES UNDERPINNING THE CODE OF CONDUCT

- Democracy
- Non-Discrimination and Equality
- Privacy. Respect and Dignity
- Non - Violence and Freedom & Security of a Person
- Freedom of Expression
- School Environment



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D. THE RIGHTS AND RESPONSIBILITIES OF THE LEARNER

Every learner has the right to good education and can attain this by showing responsibility for the following rules and requirements:

- To respect their educators.
- To work towards being confident, motivated and responsible learners.
- To maintain order in the classroom by not disturbing a lesson with unruly behavior that will infringe on other learners' work.
- To respect the school ethos and all persons in possession of authority.
- To attend school regularly and punctually.
- To respect the rights of all learners and to work in an orderly and co-operative environment.
- To complete all academic work assigned as class work, homework, projects and assignments.
- To learn to work to a pre-planned schedule, thereby ensuring that sufficient preparation is done for tests / assessments and completion of all assignments by the due date.
- To dress in full school uniform and observe good hygiene.
- To adhere to school rules and Departmental regulations.
- To obey all classroom rules.
- To seek permission from an educator / person in charge before leaving the classroom.
- To return all correspondence slips given to parents timeously.
- To take care of school books and equipment.
- To protect the school property and to keep the school premises conducive to learning.
- To be punctual and attend school daily.
- To attend practice fixtures and extra-curricular activities.
- To respect the different customs, traditions and religions of peers.
- To show others love, and a caring attitude.
- To refrain from bullying, teasing, intimidating, victimising and showing aggressive tendencies to fellow learners.
- To be respectful, courteous and mannerly at all times.
- To be tolerant of others who may have other beliefs and opinions.
- To be tolerant of other learners with disabilities.
- To refrain from verbally abusing fellow learners and endangering their lives.
- To refrain from rough play and games that could result in any form of injury,
- To comply with all the safety and security measures within the school.
- To refrain from playing truant, absconding and / or absenting oneself frequently from school.



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- To refrain from absconding from school during school hours and extra-curricular activities.
- To refrain from dealing in and use of drugs.
- To refrain from drinking alcohol or sniffing substances.
- To refrain from smoking.
- To refrain from carrying dangerous weapons and objects that may endanger others.
- To refrain from carrying cell phones and any other electronic device to school.
- To ensure that no pornographic and other lewd materials are brought to school.
- To refrain from stealing, misusing and deliberately damaging other peoples' possessions / property.
- To refrain from all forms of vandalism (including) graffiti.
- To use all facilities, equipment and resources including water and electricity wisely.
- To endeavour at all times to be honest.
- To work consistently to strive for the highest level of capability and betterment of oneself.
- To understand the right you have to equal treatment before the law.
- To learn from your mistakes and never ridicule others who have made a mistake.
- To speak in a proper manner becoming of a respectful learner.
- To actively support the effective learning process at school.
- To always display good sportsmanship towards visiting teams.
- To display a good disposition when participating in outside programmes.
- To refrain from foul play, booing and rude comments.
- To behave in an appropriate manner and uphold the name of the school during school activities.
- To accept disciplinary measures for one's inappropriate actions.

E. DRESS CODE AND SCHOOL UNIFORM:

Uniform (Boys): Grey pants (long /short), white shirt, school tie, grey socks, black shoes.
 Uniform (Girls): White dress (knee-length), school belts, school tie, white socks and black shoes. School uniform will be worn at all times between school and home and at certain school functions unless otherwise determined.

- Correct sports attire will be worn for physical education, school games and codes of sports played outside school.
- All items of property must be correctly marked with the owner's name.
- No jewellery may be worn. Wristwatches and medical identification is permitted. Girls may wear small studs if the ears are pierced. Only one pair of earrings may be worn.
- The wearing of make-up is prohibited.



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- A learner's hairstyle must be conservative, neat and well groomed.
 - Highlights, colour rinses, stepped cuts, Afros, gels, fancy cuts and braids are prohibited.
 - Fringes are to be kept short- away from the eyes.
 - Boys-hair to be kept short sides and back tapered.
 - Girls - hair to be tied back if shoulder length or plaited if length permits with navy or white ribbons. Plain navy or black Alice bands must be used if hair is short.
- The emphasis is to be on neatness of appearance at all times in the public eye.
- School shoes and sport foot wear to be cleaned and polished regularly.
- Fingernails are to be kept short and the use of nail varnish is prohibited.

F. DISCIPLINARY SCHEDULE

<u>LEVEL OF MISCONDUCT</u>	<u>OFFENCES</u>	<u>DISCIPLINARY MEASURE</u>	<u>DISCIPLINARY OFFICER</u>
<u>1. MISCONDUCT IN THE CLASSROOM</u>	<ul style="list-style-type: none"> > Breaking classroom rules > Failing to finish homework > Failing to follow instructions > Dishonest with minor consequences > Bunking classes 	<ol style="list-style-type: none"> 1. Verbal warning 2. Parent notified of misdemeanor 3. Constructional additional work – written punishment 4. Small menial classroom task, e.g. dusting, cleaning up etc. 5. Replacement of damaged goods 6. Detention. 	FORM EDUCATOR
<u>2. BREAKING SCHOOL RULES</u>	<ul style="list-style-type: none"> > Frequently repeating level 1 misconduct > Smoking > Using abusive language > Disrupting lessons > Showing disrespect for another person > Absconding from school > Minor vandalism, e.g. graffiti > Dishonest with more serious consequences > Disregard for dress code > Bullying / fighting > Disregard for school rules governing school activities. > Carrying cell phones or any other electronic device to school. > Carrying fireworks to school. 	<ol style="list-style-type: none"> 1. Written warning 2. Counselling 3. Talk with parent / guardian 4. Suspension from school activities 5. Assignment / tasks to uplift school environment, e.g. gardening. 6. Detention. 7. Device confiscated. An amount of R200-00 will be paid for retrieval. 	DEPARTMENT HEAD (HOD)
<u>3. SERIOUS VIOLATION OF SCHOOL RULES</u>	<ul style="list-style-type: none"> > Frequently repeating level 2 misconduct > Inflicting injury on others > Aggressive behaviour > Severe rudeness in class > Gambling 	<ol style="list-style-type: none"> 1. Suspension from all school activities 2. Written warning of possible suspension 3. Disciplinary hearing. 	DEPARTMENTAL HEAD



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	<ul style="list-style-type: none"> > Forging signatures > Manifesting racist, sexist or discriminatory behaviour /victimisation > Possession of pornographic material > Possession of dangerous weapons > Theft > Vandalism > Immoral behaviour > Profanity 	4. Referral to Counsellor of social worker	PRINCIPAL DISCIPLINARY COMMITTEE SGB
<u>4. VERY SERIOUS VIOLATION OF SCHOOL RULES</u>	<ul style="list-style-type: none"> > Frequently repeating level 3 misconduct > Cheating in exams / tests > Threatening a person with a dangerous weapon > Intentional injury to another person > Verbally threatening another person's safety > Sexual harassment and sexual activities > Possessions of drugs and dangerous substances > Forging signatures and documents with serious consequences > Disrupting entire school (boycotting / picketing) > Forming gangs 	<ol style="list-style-type: none"> 1. Suspension 2. Call for disciplinary hearing by tribunal 3. Recommendation for expulsion (if deemed necessary) 	DEPARTMENTAL HEAD PRINCIPAL DISCIPLINARY HEARING COMMITTEE SGB PROV. HEAD OF DEPT. OF EDUCATION
<u>5. CRIMINAL OFFENCES VIOLATING SCHOOL RULES / BREACH OF THE LAW</u>	<ul style="list-style-type: none"> > Frequent repeating of level 4 misconduct > Assault > Intentionally using a dangerous weapon > Serious sexual harassment / rape > Major theft > Breaking and entering into locked premises > Murder > Intentionally piercing / pricking another person with sharp objects / needles 	<ol style="list-style-type: none"> 1. Expulsion or transfer of learner 2. Allow for criminal / civil prosecution (if offense is of a criminal nature) 	PRINCIPAL TRIBUNAL HEARING COMMITTEE (SGB) PROV. HEAD OF DEPT. OF EDUCATION

G. DISCIPLINARY HEARING COMMITTEE – SGB

The following official forms will be used for misconduct and disciplinary hearings:

- Written warning (disciplinary warning form)
- Final written warning
- Notice of disciplinary hearing
- Record of disciplinary hearing
- Review from (lodging of appeal)



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1. Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
2. When a notice is issued to a learner, the parent of the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
3. If a learner and his parents do not appear at a hearing, the hearing will be conducted in his/her absence.
4. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
5. A learner's parents have the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

The Disciplinary Hearing Committee (LEVEL 3) will consist of the following members:

- Two Governing Body representatives;
- the School Principal or Discipline Officer delegated to oversee this function;
- the Departmental Head/Supervisor

The hearing will also be attended by the learner, and any other learners/he may need his/her defence.

Disciplinary measures that a Disciplinary Hearing Committee may impose include:

- Listed Disciplinary measures.
- Suspension from school for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
- Recommendation with respect of counselling /attendance of a life skills programme.
- Progress monitoring process initiated for a minimum of two (2) weeks, followed up by a progress report.
- A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

H. TRIBUNAL HEARING COMMITTEE - SGB

The Tribunal Hearing Committee (LEVEL 4/5) will consist of the following members:



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- the Governing Body Chairperson;
- two (2) parent representatives from the Governing Body;
- the School Principal or Discipline Officer delegated to oversee this function; and
- the Departmental Head/Supervisor.

The Principal /Discipline Officer will keep on record of copies of all documentation relating to the offence, the conduct and findings of the hearing, and the disciplinary measures imposed.

The Principal/Discipline Officer will furnish the relevant Departmental Head and Form teacher with all the information necessary for their records.

PROCEDURE DURING HEARING

The Chairperson of the Committee will lead proceedings and:

- Introduce those present and state their functions.
- Ensure that witnesses are present only while giving their evidence.

The Chairperson must inform the learner of his/her rights:

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare for the hearing case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by one (1) internal representative.
- The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
- The right to ask questions on any evidence produced or on statements of witnesses.
- The right to call witnesses to testify on his /her behalf.
- The right to an interpreter .to be requested 24 hours prior to the hearing.
- The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
- If the learner does not attend, the hearing will be conducted in his/her absence.
- The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
- The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.



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- When all the evidence has been heard, The Chairperson must close the enquiry; dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
- The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
- The Chairperson must reconvene all interested parties.
- The Chairperson is to communicate the decision of The Committee.
- The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
- The Complainant and learner must sign the disciplinary form and a copy must be handed to the learner.(If the learner refuses, a witness must sign in the presence of the learner)
- The learner must be advised of his right to appeal.
- The signing of the document by the learner does not imply an acknowledgement of guilt.

I. REWARDS:

Whetstone Primary School believes that good discipline can be established through a system of rewards which are implemented

- Learners with full attendance will receive certificates.
- The work of conscientious learners will impact positively on continuous assessment marks and will be awarded at the end of each term culminating in the School's Annual Awards Day Function.
- Disruptive learners who have redeemed themselves will be allowed positions of responsibility over a period of time.
- Star awards will be awarded monthly.

J. ENABLING CLAUSE:

Any matter not provided for in this Code of Conduct shall be dealt with at the discretion of the School's Governing Body.



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PROCEDURES FOR MONITORING THIS POLICY

- Policy discussed annually with parents, teachers and learners for clarity

Principal

MRS V PILLAY

Chairperson

MR T CHETTY

Vice Chairperson

MRS F SHANGASE

Member

MRS S NARAINSAMI

Member

MRS N MAHADEO

Member

MRS L NAICKER

Member

MR D GOVENDER

Member

MISS SP MAKHOABANE

Member

MR S NAIDOO



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