



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:

1. 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.
- 1.5 There may not be discrimination on the basis of race, gender, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth.



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

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:

1. Uphold the principles of teaching and learning.
2. Build a firm educational foundation for all learners.
3. Develop creative thinkers who will become leaders in the community.
4. Provide an enriching school curriculum.
5. 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

1. Democracy
2. Non-Discrimination and Equality
3. Privacy. Respect and Dignity
4. Non - Violence and Freedom & Security of a Person
5. Freedom of Expression
6. School Environment

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.



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- To maintain order in the classroom by not disturbing a lesson, behave unruly, 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 accordingly to school dress code (full uniform) and abide by the rules of cleanliness.
- 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 grounds clean and tidy.
- To be punctual and attend assembly everyday.
- 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.
- 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.



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- 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 carefully.
- To endeavor 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 excursions and field trips.
- To accept disciplinary measures for ones 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), navy 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 and excursions 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.
 - A learner's hairstyle must be conservative, neat and well groomed.
- a. Highlights, colour rinses, stepped cuts, Afros, gels, fancy cuts and braids are prohibited.
 - b. Fringes are to be kept short- away from the eyes.
 - c. Boys-hair to be kept short sides and back tapered.



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- d. 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 4. Small menial classroom task, e.g. dusting, cleaning up etc. 5. Replacement of damaged goods 	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 and excursions. > Carrying cell phones or any other electronic device to school. > Carrying fireworks to school. 	<ol style="list-style-type: none"> 1. Written warning 2. Temporary suspension from class (time out) 3. Counselling 4. Talk with parent / guardian 5. Suspension from school activities 6. Assignment / tasks to uplift school environment, e.g. gardening. 7. Detention 8. Device confiscated. An amount of R200-00 will be paid for retrieval. 	HEAD OF DEPARTMENT (HOD) Principal
<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 > Forging signatures > Manifesting racist, sexist or discriminatory behaviour > Possession of pornographic material > Possession of dangerous weapons > Theft 	<ol style="list-style-type: none"> 1. Suspension from all school activities 2. Community service 3. Written warning of possible suspension 4. Referral to Counsellor of social worker 	PRINCIPAL OUTSIDE COUNSELLOR



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	<ul style="list-style-type: none"> > Vandalism > Immoral behaviour > Profanity 		
<u>4. VERY SERIOUS VIOLATION OF SCHOOL RULES</u>	<ul style="list-style-type: none"> > Cheating in exams / tests > Frequently repeating level 3 misconduct > 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) 	<p>PRINCIPAL</p> <p>SCHOOL GOVERNING BODY (SGB)</p> <p>PROV. HEAD OF DEPT. OF EDUCATION</p>
<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) 	<p>PRINCIPAL</p> <p>SCHOOL GOVERNING BODY (SGB)</p> <p>PROV. HEAD OF DEPT. OF EDUCATION</p>

G. REWARDS:

Whetstone Primary School believes that discipline can be established through a system of rewards implemented as follows:

- i. Learners with full attendance will receive certificates.
- ii. The work of conscientious learners will impact positively on continuous assessment mark, awards at end of each term.
- iii. Academic and excellence will be highlighted at the school's awards day function.
- iv. Disruptive learners who have redeemed themselves will be allowed positions of responsibility over a period of time.

Star awards will be awarded worthily.

H. 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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