

DERDEPOORT PRIMARY CODE OF CONDUCT



1. INTRODUCTION

The primary purpose of the Code of Conduct of Derdepoort Primary School is to promote at all times an orderly, disciplined and purposeful school environment and to maintain the quality of learning, to establish and promote it. To promote the educational goals of the school and to establish the learners' self-discipline and to promote exemplary conduct.

You as parents should take note that every transgression will be handled on merit. **Good discipline at home, ensures that learners will easily adapt to school rules and regulations.** Be consistent in your use of discipline at home.

2. CODE OF CONDUCT FOR LEARNERS

AS LEARNER OF DERDEPOORT PRIMARY I COMMIT MYSELF AND STRIVES TO:

- 2.1. Obey and be loyal to the school rules as outlined below.
- 2.2. Be a good ambassador of my school's good name and will strive to demonstrate good behaviour inside or outside the school premises.
- 2.3. Act polite and courteous towards my fellowman.
- 2.4. Keep in mind that loudness, abusive language and fighting manifests ill breeding.
- 2.5. To diligently do all tasks assigned to me and to use all opportunities in my best interest.
- 2.6. To be loyal to my friends, my parents, teachers, my school and my country.
- 2.7. Continues to help build on my school's ideals.
- 2.8. Always guard against everything that is not true or honest and to pursue only the good.
- 2.9. To live out my Christian principles in honour of God and my neighbour and to serve my country.
- 2.10. To respect the rights of others, especially their rights to dignity and equality.
- 2.11. To exercise my own rights in such a way, that other people, through my actions are not adversely affected.
- 2.12. My obligations will be put before my rights.
- 2.13. To use, store and maintain the school grounds, buildings and other facilities and amenities as well as my environment in a responsible way.
- 2.14. I shall impose myself to the authority of teachers, trainers, supervisors, leaders, class leaders, team captains and others, who seek to order and discipline and if I should violate I shall impose myself to the disciplinary measures.
- 2.15. I shall take my own safety and the safety of other persons into consideration, with my actions at all times.
- 2.16. I shall always be honest and shall not tolerate that other people act dishonestly.

3. SCHOOL RULES FOR LEARNERS

3.1 Be aware of the following offenses:

3.1.1 Category 1: General

Demerits: 1

Poor language and behaviour are not tolerated; keep to the correct classroom behaviour; respect for others and school property; dress in the correct school uniform and be neat and clean; books and stationery at home is a violation; doing other stuff instead rather than school work; **mobile phone is on**; do not mess in class / or on the terrain; disparage and ridicule of other toys at school; play on wrong playground; misconduct while switching classes.

3.1.2 Category 2: More seriously

Demerits: 2

Do not talk back or tell lies; curse; insult; show bad signs; do not show up for obligations; fiddle with others' belongings; running on passageways; repeated disobedience; ignoring leaders' orders; walk around without permission; on school premises after school without consent; do not attend monitoring class; inappropriate touching of others.

3.1.3 Category 3: Much more serious

Demerits: 5

Don't do the following: get scuffle; victimize; dishonesty; serious disruption of classroom routine; messing of the toilets; damages others' property; bad behaviour; fighting; spitting; talking during tests; wear wrong uniform without permission.

3.1.4 Category 4: Serious misconduct (May result in temporary suspension)

Demerits: 10

A learner will be guilty of misconduct if he or she deliberately and without reason – Seriously threaten to disrupt or frustrate learning and teaching in a class, by collective action interrupts the proper functioning of the school; insult the dignity of any person or violates their name (this includes racist remarks) ; distributing or is in possession of any test material; to give any person an advantage in a test; cheats in any kind of assessment; is involved in any act of public indecency; sexual harassment of another person; in possession or distributes pornography; alcohol abuse or in possession of alcohol; disruptive during rehabilitation class.

3.1.5 Category 5: Serious misconduct (May result in permanent suspension)

Demerits: 15

A learner is guilty of serious misconduct when he or she - was convicted of misconduct as Category 4 set out after he/she has already been convicted on two previous occasions of similar or the same misconduct; neglect to respond to a penalty of temporary suspension as a correctional measure; purposefully forge a signature or sponsor form; corrupts any paper; bribery; involved in fraud and theft; dishonest acts to the detriment of others; possession, in use or distribution of any narcotic and non-narcotic drugs; in possession of any dangerous weapon; assaults or threatens to assault any person; holding a person hostage.

NOTE: Precautionary Suspension - The SGB may, on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct until his/her disciplinary hearing within 7 days.

3.1.6 Category 6: Positive behaviour

Credit score

Helpful (+10); sport and cultural participation per item (+20); dedicated leader for a quarter (+20); 100% school attendance per quarter (+10); Top achiever per term (+20); very neat in appearance (+10); Positive attitude (+10); Honourable behaviour (+10); Continues excellent class work (+10); Homework done diligently (+10); Good behaviour in class (+10).

OTHER CONDUCT RULES:

4. TERRAIN

NOTE: The school is under surveillance (CCTV)

The following rules apply to the terrain:

- Littering is not allowed.
- Dangerous games are unacceptable.
- Water and electricity should not be wasted.
- Never hide behind or in buildings.
- Report complaints immediately to the teachers on duty during break.
- Bicycles must be pushed between the gates and the bicycle shed.
- Never leave the school premises without the necessary permission.
- Don't climb in trees, on walls, roofs or on the dustbins with lids.
- Don't enter the school's premises after hours, during weekends or holidays.
- Don't make contact or talk to pedestrians, during school hours.
- Trees, shrubs, flowers and fences should not be damaged.
- Make use of the toilets and not the trees or walls.
- The assistants' quarters are prohibited to any learner.
- Don't play with any objects near the windows.
- Suitcases may not lie around without care.
- Never run on the pavilions, you may get injured.
- No one is allowed in the lapa area without permission.
- Learners are not allowed to go to any tuckshop outside the school terrain.
- Learners must enter the school terrain in the morning and not gather in front of the school.

5. BATHROOMS

The following rules apply to bathrooms:

- Keep it clean and don't play or eat in the bathrooms.
- No smoking is allowed in the bathrooms.
- Toilets may only be visited with the teacher's permission during lessons.
- Use paper and water sparingly.
- Don't break appliances or write graffiti on the walls.
- Do not throw toilet paper on the roof or walls.
- We must be proud of our bathrooms at all times.

6. CLASSROOMS

The following rules apply to the classroom:

- No liquids may be brought into the classroom.
- Playing and running around in classrooms is forbidden.
- Be careful with the opening and closing of windows.
- Do not scratch on furniture, equipment, text books or reading material.
- Do not slide on the floors, you may hurt yourself and others.
- If the intercom is turned on, silence reigns.

7. SCHOOL OFFICE

- Learners should limit noise and behave appropriately when visiting the office.
- All learners should have a sending card or letter from a teacher.
- No learner may use the photocopy machines.
- Only staff members may use the machines.

8. SCHOLAR PATROL - N/A CURRENTLY

- The pedestrian crossings are there for your safety. Do not cross the street at any other point.
- Do not run in front of moving cars/transport vehicles.
- Please be obedient to the scholar patrol / teachers when you make use of the crossings.

9. GENERAL APPEARANCE

9.1 School wear

Available at: Totiusdal Trading House Codonia Avenue, Waverley, Tel: 012 332 0016
Tuck Shop - Christine - Cell: 071 406 7625

Summer Dress Code

Boys: Royal blue golf shirt with school crest and grey pants, grey socks, black shoes. jersey/school drymac for cool days. (Bare feet are allowed.) No beanies allowed.

Girls: Royal blue golf shirt with school crest and school skirt, white/blue socks and black shoes. Jersey/school drymac for cool days. (Bare feet are allowed.) No beanies allowed.

Winter Dress Code

Boys: Royal blue golf shirt with school crest and grey trousers (long or short) with jersey/school drymac, grey socks and black shoes or school tracksuit in royal blue, golf shirt with school crest, grey socks and black shoes (only school shoes). Beanies and hoodies may be worn before school starts, when school starts it must be removed.

Girls: Royal blue golf shirt with school crest, school skirt, blue tights and long blue socks (bobby socks) and blue jersey/school drymac or school tracksuit in royal blue, golf shirt with school crest and blue socks and black shoes. Grey pants allowed. Beanies and hoodies may be worn before school starts, when school starts it must be removed

General

- Each learner dresses in full school uniform every school day.
- All clothing must be marked with permanent ink.
- No other clothing than school uniform may be added to the dress code.
- Sleeves of sweaters, jackets and jerseys may not be pushed or rolled up.
- Jerseys or jackets may not be tied around the waste or hang loose.
- The colour of scarves and gloves is limited to royal blue and the scarf should not exceed 1.5 m.
- Pants must be pulled up to the waste.
- Pants are not allowed to be taken in at the legs (made skinny).
- Boys are not allowed to wear any jewellery.
- Girls may only wear one (1) pair of earrings in the first/bottom hole. Earrings are limited to small silver/gold/black/pearl studs or hoops not bigger than a ten-cent coin.
- NO other jewellery or visible piercings are allowed. (A seal/initial ring is allowed).

9.2 Hair

Girls

- Hair that reaches the bottom of the collar must be tied.
- Fringes are not allowed to touch the eyebrows.
- Hair may not be dyed or crenate or washed in temporary dye.
- Hair may not be loosened after school, if a learner is still in school uniform.
- Blue, white yellow or brown hair decorations may be worn. Hair decorations should be small. Large, elaborate hair pins are unacceptable.
- Beads in hair should be transparent or white.

Boys

- The school reserves the right to decide what is short and neat.
- Hair may not be lower than a finger above the eyebrows.
- Side whiskers may not be lower than the middle of the ear.
- Hair should gradually shorten down, but the neckline must be kept tidy.
- Hair or parts thereof may not be dyed.
- No patterns may be cut into the hair.
- Afro's must be kept tidy and not be higher than 3cm from the scalp.
- No combs in the hair.

9.3 Nails and Make-up

- Nails should be short, neat and clean.
- No nail polish may be worn.
- No make-up may be worn.
- No coloured moisturiser/lip gloss may be worn.

9.4 Cleanliness/Neatness

Learners' clothes should be clean, neat and intact. No missing buttons or writings on school uniform will be allowed.

9.5 School suitcases or school bags

Bags must be properly marked. Any bag without a reinforced frame is not allowed. School bags are not allowed to be left unattended outside the school terrain.

9.6 Textbooks and workbooks

Text books must be covered with plastic. If textbooks are damaged or lost, parents should replace it. The same applies to workbooks and files.

10. SCHOOL VISIT

- Parents can only visit the school with an appointment.
- Parents are not allowed to reprimand/address any learner from the school.
- A parent or guardian submits a letter or a doctor's certificate for absent learners.
- Only written requests from parents will be considered for learners to leave the school grounds. No telephone requests will be granted. No learner is allowed to leave the school grounds during school hours.
- Irregular school attendance will be reported.
- Regular late comers will be addressed. A demerit will be given in this regard.

11. ADMISSIONS

- An admission form must be completed for each child when enrolment takes place.
- The legal guardian/parent of a learner must be familiar with the school's admission policy, code of conduct and language policy, before they enrol the learner.
- Successful entry will only be granted after the parent/guardian has completed and signed all documentation for admission.
- Approvals will be done according to available space.

12. SCHOOL TIMES

Commencing time: 07:25 (All grades)

Closing: Gr R - 12:30 ; Gr 1 & 2 - 13:00 ; Gr 3 - 13:15 ; Gr 4 to 7 - 13:40.

13. DISCIPLINARY SYSTEM

The discipline system has changed for enhancing the discipline. Categories 1 to 6 (Refer to point 3) forms part of the school's new discipline policy and system. Each learner receives a debit or credit score. Candidates with 20 or more demerits will receive a 1st warning (yellow letter) ; 40 demerits will be the 2nd warning (orange letter). For every 60 demerits the learner will be required to attend a rehabilitation class. Every rehabilitation class attended, deducts 30 points from the total demerits. Learners that receive an entry for category 5 infringements will receive an immediate disciplinary hearing. In the event of non-attendance of rehabilitation class twice, the learner will receive a final warning which will lead to a disciplinary hearing before the discipline committee of the school and possible suspension.

Candidates with 50 and more credits will be rewarded per term should the demerits not exceed the credits. Credit points may not cancel out demerit points.

ACKNOWLEDGEMENT

This code of conduct **SHOULD** be signed by the parent and the learner.
This a formal document and completion is compulsory.

Herewith I (parent/guardian) of
..... (learner) with ID or date of birth
..... acknowledge receipt of the code of conduct.

I take note of all rules as set above and will comply.

Learner name:

Learner signature:

Parent name:

Signature:

Signed on:

This document should be kept safe. The document will not be printed and signed yearly. (Unless changes are made - you will receive a new copy to sign).

This acknowledgement is valid for your child's attendance at Derdepoort Primary.

School/Office use:

Checked by

Teacher:

Signature: