GAUTENG DEPARTMENT OF EDUCATION

LEKANG PRIMARY SCHOOL

GAUTENG PROVINCE
REPUBLIC OF SOUTH AFRICA

LEARNER CODE OF CONDUCT POLICY

REF: 132381

Lekang Primary School

LEARNER CODE OF CONDUCT OF

LEKANG PRIMARY SCHOOL

Date approved:	30 APRIL 2013	Date policy will take effect:	30 APRIL 2013	Date of next review:	30 APRIL 2013
Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible Body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	Legislation (see below) Relevant legislation South African Schools Act No. 84 of 1996 (as amended) National Guidelines on Code of Conduct for Learners Gauteng Misconduct of Learners National Regulations for Safety Measures at Public School National Policy on Management of Drug Abuse by Learners National Guideline on School Uniform				
References and legislation:	The South African Schools Act (1996) as amended The Constitution of the Republic of South Africa (1996) National Education Policy Act (Act 27 of 1996)				
Scope:	Learners				
Policy review date:	30 DECEMBER 2015				

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1. LEARNERS CODE OF CONDUCT

The Governing Body as per the provisions of the South African Schools Act No. 84 of 1996 (as amended) have adopted this Learners Code of Conduct after consultation with all stakeholders at the school.

Every learner at the school is bound by the Code. This Code must be displayed at the school for all learners to read.

This Learners Code of Conduct will be given to parents on admission of learners to the school.

2. PURPOSE OF THE CODE OF CONDUCT

2.1 General Rule

Learners shall support the Principal and members of staff in establishing and maintaining good order and an environment and conditions in which the process of teaching and learning can take place. In particular, learners shall be required to obey and promptly carry out any instructions reasonably given by the Principal, any educator, or class leader to achieve the end referred to herein.

In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.

This school is a smoking free, drug free, alcohol free, weapon free, gun free, gambling free zone.

2.2 RULES OF THE CLASSROOM

These rules must be formulated by the class teacher in consultation with the learners in the class at the beginning of each school year.

The rules must be consistent with the aim of the school to create a setting where teaching and learning can take place. The rules will be written and displayed in each classroom.

2.3 General rules:

- all learners will greet the teacher and each other in the morning
- all learners will leave their desks neat and tidy when leaving the classroom

- all learners will ensure that no litter is on the floor or on the desk in the classroom
- no swearing will take place in the classroom
- no more than 8 rules – becomes cumbersome to administer and control

3 DRESS CODE

All learners will ensure that they are neatly dressed at all times during the school day.

All learners will at all times during school hours should be dressed in the School uniform, which is as follows:-

3.1 Boys

Grey Trousers, Gold Shirts, Navy Maroon and two gold stripe socks, Maroon V- neck jersey with two gold stripes, Maroon tie with two gold stripes and black shoes with lace, Maroon and gold track suit:

And a maroon dry Mac.

Jewellery – Boys will not be permitted to wear ear studs, hoops or ear cuffs, only a wrist watch

3.2 Girls

Gold and maroon check tunic (bought at school) Maroon jersey with two gold stripes, Maroon socks

With two gold strips, black lace up shoes, maroon blazer, maroon dry Mac and maroon and gold track suits. Grey trousers in winter.

Jewellery – Girls will not be permitted to wear ear cuffs except standard "sleepers" or studs for those who have pierced ears and a wrist watch.

3.3. The following is prohibited – Boys and Girls

The wearing of any fashion jewellery in the form of earrings, necklaces, pendants, bangles, rings, trinkets, charms, talismans, or any other jewellery.

The wearing of any make-up or dyed hair and highlights – Boys and Girls

The wearing of fashion shoes in place of the standard school footwear.

No deviation from these rules will be permitted except by the Governing Body or the written authority of the Principal given in exceptional circumstances.

Learners who wish to deviate from the dress code and/ or other rules must make a submission to the Governing Body clearly setting out their objection to the dress code and/or other. The submission must clearly outline the Religion/ and / or religious beliefs of the learner

- Parents must support learners and ensure that learners are able to complete their homework

9 PUNCTUALITY

- The School day will start in the morning at 7h45 Monday to Friday. The bell will ring and learners are expected to be at their class ready to start the day
- Late arrivals cause undesirable disruption of the teaching process, as well as other School activities
- The learner must furnish a note from his/her parents explaining late arrival for the commencement of School
- The school day ends at 13h00 for Foundation Phase and 14:00 for Intermediate Phase every day
- Learners may not leave the school grounds without written permission from the principal or deputy principal and only if requested by the guardian or parent

10. ABSENCE FROM SCHOOL

- Every child has a right to education and the school respects this right of children
- School attendance is compulsory and no learner may be absent from school without a satisfactory reason
- A register will be kept recording learner attendance
- Any learner who absents himself/herself from school without a satisfactory reason will be deemed to be playing truant (bunking), which is strictly forbidden
- A learner who is absent from school for up to 3 (three) consecutive days must on his/her return to school present a note from his/her parents explaining the absence
- Absence for more than 3 (three) consecutive days (except in the case of bereavement or trauma concerning the learner's family or in connection with an activity sanctioned by the Principal) can be explained only in terms of a note from a registered medical practitioner

11. MOTOR VEHICLES AND MOTOR CYCLES

- No learner may bring a motor vehicle or motor cycle onto the property occupied by the School except under the written authority of the Principal or member of staff nominated by him/her and strictly in accordance with any conditions set out in such authority

- The driving of a motor vehicle or motor cycle by a learner in such a manner as to create a risk of harm to learners on the school property or learners or members of the public in the immediate vicinity of the School is strictly prohibited
- The driver's licence of the learner for the vehicle or motor bike will be checked by the Principal.

12. ENVIRONMENT

- Learners may not litter the School grounds or buildings
- Learners must be proud of their school and contribute to the beautification of the gardens and school buildings
- Learner spectators at or supporters of any school activity or event must leave the place occupied by them neat and tidy
- Learners shall leave the toilets, hall, and play ground and sports fields in a clean and neat state.
- Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running
- Graffiti, stickers, placards, etc on any surface of the school property is forbidden without the authority of the Principal

13. SCHOOL NOTICES

- Every learner is in duty bound to hand over to his/her parents any notice to parents issued to them by the Governing Body, the Principal or any Head of Department or class teacher
- Likewise, every learner shall return to his/her homeroom or class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent, or
- The Governing Body shall make the parent aware of any notice given to the learner before the learner comes home, through cell phone sms, as the ultimate responsibility of ensuring that the parent receives the notice lies not with the learner but with the Governing Body.

14. LIBRARY BOOKS AND EQUIPMENT

Learners will maintain the textbooks and equipment of the school in good order. Failure to do so will result in the learner paying for the replacement of the library book or equipment.

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15. RIGHTS OF LEARNERS

- All learners have the right to learn without disturbance or interference from others
- Every learner has the right to privacy, dignity and respect
- No corporal punishment may be administered
- All learners have a right to a safe and clean learning environment
- No learner may be subjected to physical, emotional or sexual harassment
- All learners have a right to expect educators to teach them at the required standard
- Learners have the right to be heard

16. LEARNER PREGNANCY

In 2007, the Education Department published its *Measures for the Prevention and Management of Learner Pregnancy*, under the slogan, "Choose to Wait for a Brighter Future."The *Measures* strongly emphasize the prevention of pregnancy, and promote sexual abstinence. Schools are supposed to give learners strong sex, moral and life skills education with the help of NGOs and other agencies, and schools must also involve parents and guardians in this regard. The school's code of conduct should include anti-pregnancy measures. However, learners who do fall pregnant (and their newborn children) enjoy the Constitutional rights to equality, dignity, education and the Rights of the Child, and are protected from unfair discrimination by the South African Schools Act and the Prevention of Unfair Discrimination Act (4/2000). They must be accommodated within a Safe and Caring Child Friendly School.

The following is a summary of the sections from the *Measures* that outline what learners, parents and schools must do in the event of a learner falling pregnant:

The learner must	The parents must	The school must
Inform a designated educator, who will take responsibility for implementing the measures Attend a clinic and provide the school with records of attendance Be informed that the school has no medical staff to handle deliveries or look after newborns and that a period of absence long enough to cover "pre and post natal concerns and initial care of the child" should be taken. Before being readmitted to the school after the period of absence, produce a medical report stating that she is fit to return. Understand that, although she is protected from unfair discrimination, some people may disapprove of her situation.	Take responsibility for their pregnant children and work with the school regarding the child's health and progress. Help the child to receive and return assignments during any period of absence.	Strongly encourage learners to continue with their schooling before and after the birth. Create a climate of understanding and respect and take steps to deal with name calling, hate speech and harassment of the pregnant learner. Where possible, advise the new mother (and father if he is a learner) regarding motherhood, child rearing and the roles and responsibilities of parents. Inform the Department of Social Development and facilitate registration for the child support grant and access to other assistance. Maintain records of learner pregnancies and submit these to the Department. Report rape and statutory rape to the SAPS.

17. DISCIPLINE

The Governing Body of the school has determined this Code of Conduct after consultation. Failure to adhere to the Code could result in a Disciplinary Hearing and resulting consequences should a learner be found guilty of misconduct.

17.1 Grading of offences

Class related offences –

- Punctuality
- Homework not completed
- Misbehaviour

The class teacher shall record the offence in the register of offences in the class. The class teacher shall write a note to the parent of the learner.

Continued disregard for the warning will result in the learner being sent to the Principal/deputy Principal.

17.2 The Sanction

After the learner has been given a fair hearing and found to have transgressed the Code of Conduct, the Governing Body will impose the sanction(s) as recommended by them.

17.3 Serious offences

The learner(s) who has allegedly committed the serious offence will be dealt with in terms of the SASA.

- The Governing Body, with the approval from the Head of Department, may on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending the school. The suspension may not be for longer than 14 days.
- The Governing Body must conduct a Disciplinary Hearing within seven days after the suspension of the learner. The Governing Body must obtain the approval of the Head of Department in the Province for the continuation of the suspension of a learner.

17.4 Disciplinary Hearing

The learner shall be afforded the opportunity to present his/her case. The learner may call witnesses. The parents may accompany the learner in the Disciplinary Hearing.

17.5 Sanction

If the learner is found guilty of the serious offence, the Disciplinary sub-committee will immediately notify the Governing Body and the Head of Department of the findings.
The Governing Body will consider the evidence and the sanction and will decide to uphold the recommendation of the Disciplinary sub-committee, to recommend the expulsion of the learner, to the Head of Department.

LIST OF OFFENCES PER GRADE

Grade 1	Grade 2	Grade 3	Grade 4
❑ Littering ❑ Noisy unruly behaviour ❑ Eating, drinking or chewing gum during contact time ❑ Loitering ❑ Not wearing correct school uniform ❑ Late coming: to school; to class or any school activity. ❑ Cribbing from other learners ❑ Defacing school property ❑ Spitting in public etc. ❑ Failure to: do/submit class work/homework ❑ Bring required LSM etc	❑ Vandalism ❑ Damaging another person's property ❑ Racism : remarks/insults ❑ Forgery ❑ Intimidation ❑ Swearing; lying or using obscene gestures ❑ Verbal or non-verbal abuse ❑ Disrespect or insolence ❑ Insubordination etc. ❑ Cheating/attempting to cheat esp. during class tests, term tests or internal exams ❑ Use of Cell phone...	❑ Possession of dangerous weapon ❑ Being under the influence of alcohol , while entering or at school ❑ Possession, use, copying or distribution of pornographic material ❑ Assault with intent to do GBH ❑ Truancy ❑ Taking part in an illegal strike at school ❑ Violating the rights of other learners ❑ Violating the rights of educators	❑ Use of dangerous weapons to cause harm ❑ Possession/use of drugs; alcohol or other intoxicants ❑ Poisoning or attempt to poison another person ❑ Theft; robbery; breaking and entering the school or classrooms or storage places with intent to commit crime ❑ Rape/attempted rape ❑ Assault that result in bodily harm

List of possible disciplinary sanctions to be applied for GR 1,2,3 and 4 offences	
Grade 1 Offences	**Recommended Corrective Measures**
Dress Code: Untidiness/unkempt appearance	Corrective actions/sanctions involve individual teacher and may include; verbal reprimand; written warning; written warning/punishment; Detention Subtracting Marks; Temporary confiscation until the end o of the term (e.g. uniform; cell phone; jewellery)
Personal Conduct; insolence; tantrum; foul language etc	
Academic: LSM left at home; class/homework not done	
Extra-mural Activities: non-attendance without valid reason.	
Grade 2 Offences	**Recommended Corrective Measures**
Dress Code: repeated dress code; etc., infringements	After 3 days warning, detention by principal
Personal Conduct: disruptive behaviour; defiance etc.	Warning letter; suspension from class; detention
Academic: Cheating in class tests; internal exams etc.	Nought (0) for test; written warning
Extra-mural Activities: Refusing to participate w/out reason	Phone call to parents and detention
Grade 3 Offences	**Recommended Corrective Measures**
Academic: Cheating attempted cheating in examinations cycle tests; portfolio work ; GR 12 examination;	Nought (0) and written warning; Implementation of official provincial procedures
Personal Conduct: Assault on a teacher; sexual harassment of teacher/learner; drinking alcohol etc.	Suspension from school; Disciplinary hearing; warning letter; Com. Service; detention; expulsion
Grade 4 Offences	**Recommended Corrective Measures**
Drugs/illegal substances- dealing ('pushing') at school or on school outing; Forgery of any document or signature to potential/actual prejudice of the school; Satanic practices; fraud; Trading in examination material for personal monetary gain; use of dangerous weapons	Suspension from school; Disciplinary hearing; professional counselling; Warning letter; compensation; community service; detention; expulsion.

18. CONCLUSION

The Governing Body may, from time to time or as the need arises, amend this Learners Code of Conduct after due consultation with the stakeholders.

The Learner Code of Conduct will be in effect for a period commensurate with the term of office of the current elected School Governing Body. It will be reviewed annually in line with the latest guidelines as and when developed by the Gauteng Department of Education, incorporating national and provincial amendments.

Signed by:

Chairperson of the SGB: _____ Date: 25/07/13

The Principal: _____ Date: 25/07/13