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WINELANDS PRIMARY

LEARNERS CODE OF CONDUCT

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WINELANDS PRIMARY CODE OF CONDUCT FOR LEARNERS

While it is a learner's right to receive an education and while Winelands Primary will strive to provide the top quality educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their educators, other staff members of the school and the School.

2. PREAMBLE

A Code of Conduct is necessary for our school community to **realize** the **educational objectives** of the school.

2.1. The **Code of Conduct** must **inform the learners** of the way in which they should **conduct** themselves at **school** in preparation for their conduct and safety society. It must set a **standard** of **moral behaviour** for learners and **equip** them with the **knowledge** and **skills** they would be expected to demonstrate as responsible citizens. It must **promote** the **civic responsibilities** of the school and it must **encourage leadership**. The main **focus** of the **Code of Conduct** must be **positive discipline**. It must be **punitive** and **punishment oriented**, but it must facilitate constructive learning.

2. 2. The purpose of the **Code of Conduct** is to **promote positive discipline**, **self-discipline** and **exemplary conduct**, as learners learn by observation and experience.

2.3. School rules will be **obeyed**.

2.4. The **Code of Conduct** aims at establishing a **disciplined** and **purposeful** environment to facilitate effective education and learning in school.

2.5. This Code of Conduct acknowledges the following: The Constitution of the Republic of South Africa, the South African Schools Act and Provincial Legislation.

3. VISION and Mission

- School is in service of every individual child.
- In all aspects of schooling, we strive towards an ascending success line to the benefit of every learner.

OBJECTIVES:

3.1. To provide a supportive environment, conducive to the attainment of academic excellence, high moral standards, spiritual growth, social and cultural awareness and physical health.

3.2. To provide a vibrant academic atmosphere, in which every learner is valued as an individual, challenged as a learner and inspired to contribute to society.

3.3. To provide the opportunity for each learner to develop his/her abilities and skills optimally in an educational environment.

3.4. To provide each learner with the opportunity to prepare himself/herself so that he/she may play a meaningful role in society as an adult.

3.5. To provide each learner with a safe and secure learning environment which acknowledges that each learner is a unique individual with his/her own special traits and needs.

3.6. To teach learners the principle of caring for one another in a spirit of co-operation and support.

3.7. To ensure a safe environment so as to limit physical injuries as far as possible.

3.8. To offer, in a school-parent partnership, the best for the child through effective communication.

4. LEGAL AUTHORITY

According to the South African Schools Act:

4.1. Nothing shall exempt a learner from complying with the **Code of Conduct** of the school.

4.2. An educator at a school shall have the same rights as a parent to control and discipline the learner according to the **Code of Conduct** during the time the learner is in attendance at the school, in any classroom, at school functions, on a school excursion or at any school-related activities.

4.3. The principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in the possession of the learner for a dangerous weapon, firearm, drugs or any harmful, dangerous substance, stolen property, or pornographic material brought onto the school property. (A search may be performed in terms of the following Acts of general application: **Control of Access to Public Premise and Vehicles Act 53 of 1985**; **Drugs and Drug Trafficking Act140 of 1992**; **Arms and Ammunition Act 75 of 1969, South African School's ACT-[Insertion of section 8A in Act of 1996 and Amendment of section 8 of Act 84 of 1996 as amended by section 4 of Act 50 0f 2002.]** During a search, human dignity shall be observed and learners shall be searched in private by persons of their own

gender, preferably in the presence of at least one other person. A record must be kept of the search proceedings and the outcome.

5. RESPONSIBILITIES OF THE PARENTS TO THE CODE OF CONDUCT

5.1 The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will:

5.2. Support the school, make sure learners are acquainted with all the school rules and regulations and accept responsibility for any misbehaviour on the learner's part; take an active

interest in their children's schoolwork and make it possible for the children to complete assigned homework.

5.3. Transgressions committed against The Code of Conduct. - Parent/ Guardians and /or the legal authorities may be immediately called to the school for the relevant matter.

6. GUARDIANSHIP

To reach these objectives, a guardianship is necessary. It consists of the following:

6.1. Educators.

6.2. Heads of Departments.

6.3. Deputy Principals.

6.4. Principal.

6.5. School Governing Body.

6.6. Parents.

6.7. Prefects

6.8. Administration and Support Staff.

7. EMPOWERMENT OF STAFF

7.1. The **South African Schools Act, 1996,** empowers the school authorities to discipline learners, but it is beyond the law to delegate this authority to learners. Learners are partners with other members of the school and are not in charge of the school.

7.2. Every educator is responsible for discipline at all times at the school and at school-related activities. Educators have full authority and responsibility to correct the behaviour of the learners whenever such correction is necessary at the school. Serious misconduct must be referred to the principal of the school.

7.3. Any corrective measures or disciplinary action must correspond with the offence/infraction. Corrective measures may become more severe with subsequently repeated infractions. Suspension or expulsion may follow. Learners should not think that they cannot be suspended or expelled simply because it is their first offence or infraction of a rule or policy, but such a decision should be taken by the right authority.

7.4. In cases where a learner cannot adjust to the school environment and where his/her behaviour is objectionable in that it violates the rights of others, he/she will be referred to the principal. Through consultation with his/her educators, and the site of learning based team in consultation with the parents or guardians every effort should be made to assist him/her to adjust. This will include referral to the educational support services for treatment. If all these efforts fail, the principal will refer the matter to the School Governing Body, which may make a decision in the best interest of the learner and the other learners at the school.

7.5. Offences will be recorded in a **Record of Behaviour** book/chart. The **Record of Behaviour** will be reviewed **quarterly**, and parents, learners, staff and SGB will have the opportunity to make contributions and recommendations regarding the content of the **Record of Behaviour.** Disciplinary procedures will be followed as stipulated in the policy which will be discussed if requested with learners and parents. Parents will regularly receive disciplinary reports from the school.

7.6. Warnings will be given to learners either verbally or in writing.

7.7. Learners will complete work in arrears within one day.

8. School and Discipline

8.1. LEARNER'S UNDERTAKING

I, as a learner of Winelands Primary, undertake to:

RESPECT MYSELF – by doing my best at all times and by taking pride in my dress, actions and thoughts.

RESPECT OTHERS – by being polite, considerate and helpful.

8.1.1. My approach: Accept responsibility for my actions

8.1.2 Practice safety at all times. I will not endanger others or myself

8.2. GENERAL BEHAVIOUR:

Learners are to be ambassadors for their school at all times. Learners are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school. Avoid arrogance at all times. Humility in victory and grace in defeat!

Support the school by attending school functions.

8.2.1 It is expected of learners to be courteous, friendly and respectable towards educators, administration staff, support staff, fellow learners and members of the general public.

If a learner is seated when an adult approach he/she should stand and greet the adult, and offer assistance where necessary. Learners should greet staff members when meeting or passing each other during the day. Adults are to greeted by surname (e.g. Mr Smith) or as “Sir or “Ma’am”, whichever is applicable.

8.2.2 The manner in which learners communicate with other learners, staff and parents should be of an unquestionable standard at all times. No slang, bad language, shouting or answering back is acceptable. Verbal defiance is a serious offence.

8.2.3. At sports events, the learners are reminded not to walk in front of the spectators. They are not to play near the area while matches are in progress.

8.2.4. Learners are expected to behave appropriately at all functions. Learners are to remain silent when entering venues for formal occasions, e.g. Assembly.

8.2.5. Learners waiting for transport before or after school should do so in an orderly manner.

8.2.6. Orderly queuing at any point of service to facilitate efficient service. No “pushing” is permitted. Littering inside or around the school is not allowed.

8.2.7. Order and quiet are to prevail in the school buildings.

8.2.8. All items, including school uniforms and personal items, should be clearly marked. Any article found in the school buildings or grounds should be handed into Lost Property.

8.2.9. To avoid accidental injury or damage to property, learners are not allowed to throw stones or other objects.

8.2.10 Learners may not enter the staffroom without permission. It is out of bounds for learners.

8.2.11. The possession or distribution of pornographic material or other offensive material (e.g. racist or sexist propaganda publications) is not allowed.

8.2.12. Malicious damage to property and vandalism will not be tolerated.

8.2.13. Bad language and swearing will not be accepted.

8.2.14. The toilets must be kept clean and neat. No writing on the wall and defecating on the floor and walls.

8.2.15. Stone-throwing, water-throwing, rough/rowdy games, fighting, assault, sexual harassment or dishonest behaviour of any kind will not be tolerated.

8.2.16. No learner may be in possession of tobacco, cigarettes, alcohol, drugs or any other unacceptable habit-forming or intoxicating substance.

8.2.17. No learner is allowed to use any of the above.

8.2.18. No learner may be in possession of pornographic or erotic material or any material portraying nudity.

8.2.19. Unacceptable intimate behaviour by learners is not allowed.

8.2.20. Any dangerous object is not allowed to be brought and/or used in school.

'Dangerous object' means

(a) Any explosive material or device;

(b) Any firearm or gas weapon

(c) Any article, or object or instrument that may be employed to cause bodily harm to a person or damage to property or render a person temporarily paralyzed or unconscious.

8.2.21. Learners who transgress school and class rules will be banned from functions organized by the school.

8.3. The behaviour of learners towards other learners.

8.3.1. It is expected of learners to display the necessary respect towards the prefects.

8.3.2. All learners are expected to honour the positive order and spirit of the school.

8.3.3. It is expected of learners to be friendly, courteous and tolerant towards one another.

8.4. Bullying.

8.4.1. Winelands Primary will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is being bullied is to support bullying. Learners should support one another by reporting all instances of bullying to a staff member or prefect.

8.4.2. Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks at one's racial, ethnic or religious background, sex, physical or mental ability, appearance as well as any form of teasing.

8.4.3. Physical harassment shall be defined as any conduct, which threatens or harms a person physically, or conduct that causes physical distress. Acts of physical aggression will be viewed in a very serious light.

8.5. Behaviour in the classrooms.

8.5.1. Each learner has to do his/her utmost to behave orderly in the classes.

8.5.2. Each learner must contribute towards an effective and efficient work pace and the completion of work.

8.5.3. Learners may not bring any toys to school, e.g. water pistols, fireworks, electronic games, cellular phones, etc.

8.5.4. It is expected from learners to react upon orders and requirements from educators. Neatness and order are prerequisites in the class situation.

8.5.5. No learner may be outside the classroom during school hours without permission.

8.5.6. Furniture and other material or apparatus, e.g. computers, radios, TVs, may not be used by learners without permission and/or supervision.

8.5.7. No learner may leave the school premises during school hours.

8.5.8. The computer room may only be used under the supervision of an educator.

8.5.9. No learner/s may be inside a classroom, unless under the supervision of an educator.

8.5.10. Only one learner at a time is allowed to leave the classroom to go to the toilet.

8.6. Behaviour during breaks.

8.6.1. Learners are to remain in the designated areas during breaks.

8.6.2. The school buildings are out of bounds before and after school and during breaks unless official school activities have been organized and approved of, by a member of staff.

8.6.3. Learners may not meet visitors at school without permission. All visitors are required to report to Reception when they arrive. No learner may leave the school grounds during school hours without permission.

8.7. Behaviour during changing of classes.

8.7.1. During the changing of classes, learners must walk in rows to the next classroom. Nobody is allowed to visit the toilets or leave the row without permission, during changing of classes. No unruly behaviour will be tolerated during changing of classes and no exuberance is allowed.

8.7.2 Learners are to stand back and allow adults to pass along corridors, or on approaching an entrance/exit. The rule of “keep to the left” applies on all passages. Running and unnecessary loitering is to be avoided. Suitcases should be placed against the wall and not in the middle of the passages.

8.8. Textbooks

8.8.1. Learners must look after textbooks received. Learners have to replace/pay for books which have been lost or damaged.

8.9. School bags.

8.9.1. Learners must carry bags that will protect their books. Bags with offensive words/slogans are not allowed. Only navy blue school bags allowed. No school suitcases with wheels are allowed.

8.10. Homework

8.10.1. Homework is the learner’s opportunity to work independently.

8.10.2. Study and learning are equally important. A learner with a high sense of duty will never say that he/she has no homework. They should use all opportunities in the class to do homework.

8.10.3. Homework plays an important role in the learner's ultimate academic success.

8.11. RESPECT ENVIRONMENT – By taking care of and protecting myself and the environment around me.

8.11.1. To preserve our beautiful school grounds, learners are asked to keep to the footpaths or corridor when moving around the school.

8.11.2. Ball games are only permitted in designated areas.

8.11.3. In the case of accidental breakages must be reported.

8.11.4. If school property is damaged in defiance of the school rules, the repair thereof will be for the account of the responsible party.

8.11.5. No learner may enter the school store, apparatus room or costume room without adult supervision. School equipment may not be used without permission.

8.11.6. Bathrooms should be left in a manner in which you would like to find to them.

8.11.7. Vandalism or wilful destruction of property or tampering with equipment will be viewed a most serious light. Graffiti is forbidden.

8.12. COMMUNICATIONS:

Newsletters and Circulars.

8.12.1. Notices and newsletters are an essential method of communication between the school and home. Learners are to ensure that notices handed out at school are given to parents or guardians. All newsletters and circulars sent to the parents via our D6 Communicator by the school must be treated as important and must be read by the parents. When reply slips are attached, these must be signed by the parents or guardian and returned promptly to the class teacher.

8.12.2. Cell phones may not be brought to school for use after school hours. It will be confiscated and kept in the safe until the end of the term.

8.12.3. The Office phones may only be used for emergencies, with the permission of a staff member.

Announcements

8.12.4. When announcements are made over the intercom, all learners must be quiet and must listen and react if expected from them.

8.13. ABSENTEEISM:

8.13.1. If a learner has been absent, a letter from the parent/guardian must be handed to the class teacher on the day that he/she returns to school. Generally, a Medical Certificates/ Proof from Clinic are required when assessments or examinations are missed, or when a child has been absent for three or more days. Learners and parents are responsible to get up to date with academic work.

8.13.2. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made out of school hours. Permission is not automatically given for these.

8.13.3. Truancy will not be tolerated. Learners may not miss any lessons or be absent from school for a full day without a teacher's consent. Learners are to carry out instructions given to them by any person in authority.

8.13.4. The learners concerned must carry out any disciplinary measures decided on, by the given time. Failure to do so will be viewed in a serious light.

8.13.5. No holidays may schedule by parents/guardians during the school terms. Permission will not be granted for these.

8.13.6. A learner who is continuously absent for 10 days may be taken off the school register.

8.14. ACCEPT RESPONSIBILITY – By completing the tasks that I have been given to do and by realising that I am accountable for what I have done.

Every learner should strive to give his/her best academically and this should be reflected in his/her classroom behaviour and attitudes. Academic tasks – homework, project preparation are to be properly completed by the due date.

8.14.1. Failure, without a valid reason, to do homework, class work, assessments or any academic task, is unacceptable and offenders will face disciplinary action.

8.14.2. A learner's behaviour will be regarded as unacceptable if he/she deliberately disrupt classes, thereby hampering the learning process of fellow learners.

8.14.3. During the course of the year, a number of school functions and sports events are compulsory. Learners are given these dates in advance and they may only miss these with the permission of the Principal.

8.15. SCHOOL UNIFORM AND APPEARANCE

Uniform: All learners must wear the prescribed uniform at all times. This applies, not only, to uniform worn from day to day, but also to the uniform worn during extramural activities. Learners found wearing a partial or incorrect uniform, whether at school or not, will be subject to disciplinary action. Failure to adhere to the school's dress code will result in the item of clothing, footwear or jewellery being confiscated.

8.15.1. Dirty clothing, broken zips or missing buttons will not be tolerated.

8.15.2. No ornamental jewellery, including earrings, beads, studs or chains may be worn. Girls may wear plain, small gold or silver studs or simple sleepers. Only one earring may be worn in each ear. Religious or cultural symbols may be worn under their clothing and these should be small and unobtrusive. No fancy watches may be worn.

8.15.3. Full tracksuits may be worn for sports activities or sport days (Gr 4-7 included) and in winter only for Gr 1-3. Gr.4-7 must wear the formal uniform on all other days.

8.15.4. On extremely cold mornings navy blue beanies, scarves and gloves may be worn.

8.15.5. Winelands Primary navy blue summer caps may be worn during outdoor activities.

8.15.6 No makeup is allowed.

8.15.7. Nail polish, body piercing and tattoos are forbidden. Nails must be clean and short. This applies to toenails as well. Toenails must be clean and cut short. When participating in sports barefoot, toenails may not be polished. R10 fine if nails are painted.

8.15.8. Henna on the nails may not be used as a substitute for nail polish

Any deviations and exceptions for uniforms as pertained in the CODE of CONDUCT for cultural/religious reasons must be submitted in writing to the Principal.

Uniforms for girls.

Prescribed uniform Gr 1 - 3:

SUMMER

- Navy blue quantic culottes. (scorts)
- Short sleeve blue striped shirt with an owl.
- Short blue socks with predominantly white tackies with white shoe laces OR barefoot OR school/plain navy flip-flops
- School tracksuit top.
- Navy blue school underwear - COMPULSORY.
- All hair accessories must be navy blue: Navy blue hair clips, ribbons and elastic bands, Alice bands etc.

WINTER:
School tracksuit with our striped shirt, short blue socks or Winelands Primary Versus socks and predominantly white tackies with white laces

- Navy blue scarf, gloves, beanies.
- School tracksuit top and/or navy blue windbreaker and/or a navy pullover or striped navy pullover or jersey.

Prescribed uniform Gr 4 - 7:

SUMMER:

- Navy blue skirt (max. 4 fingers above the knee)
- Light blue short sleeve school shirt with an owl
- Blue school socks
- Black school shoes
- No jewellery may be worn.

WINTER

- Navy blue Barbie school slacks or navy skirt
- Light blue long sleeve school shirt
- School bow tie
- Navy blue school cardigan/pullover/blazer/windbreaker with owl
- Blue school socks/navy blue pantyhose
- Black school shoes
- No jewellery may be worn.

Uniforms for boys:

The school uniform must be worn to all school activities unless stated otherwise.

Prescribed uniform Gr 1 - 3:

SUMMER:

- Blue striped short sleeved shirt with an owl on.
- Navy blue quantec shorts with a light blue stripe.
- Short blue socks with predominantly white tackies with white shoe laces OR barefoot OR school/plain navy flip-flops
- No jewellery may be worn.

WINTER:

- School tracksuit with our blue striped sport shirt and short blue or Winelands Primary Versus socks with white tackies and white laces.
- Navy blue scarf, beanie and gloves
- School tracksuit top and/or navy blue windbreaker and/or a navy pullover or striped navy pullover or jersey.
- No jewellery may be worn.

Prescribed uniform Gr 4- 7

SUMMER

- Navy blue shorts
- Light blue short-sleeved shirt with an owl
- Long grey school socks with stripes
- Black school shoes
- No jewellery may be worn.

WINTER

- Navy school pants
- Light blue long sleeve school shirt
- School tie
- Long grey school socks with stripes
- Black school shoes
- Navy blue school cardigan/pullover/blazer/windbreaker with owl
- No jewellery may be worn.

Hair for boys.

"Number 2" cut is acceptable. No steps, "Mohican style", no hair in eyes, spikes, over the eyes or over collar is permitted. Hair must be of an even length over the entire surface of the head.

- No gel or dying of hair is allowed. No dreadlocks are allowed.
- Only one week's grace will be given to remedy transgressions of the above.
- More serious infringements will result in a learner being asked to leave school immediately in order to ensure that his hair is returned to its natural colour.

- Boys whose hair has been shaved/styled for cultural/religious reasons must make an appointment in this regard to the Principal and submit a letter.
- Hair must be its natural colour. It may not be dyed or streaked.

Hair for girls:

- No gel, dying or perking of hair is permitted.
- The braiding of hair is permitted and learners may not have “spiky, bushy” styles.
- Any learner whose hair is longer than her collar must tie it up in ponytails, or be plaited.
- The hair must be a natural colour. It may not be dyed or streaked.
- Excessive and colourful hair accessories are not allowed. All hair accessories must be navy blue.

8.16 UNIFORM AND NEATNESS CONTROL.

Random checks will take place to control uniform and neatness. This will be done by educators and management.

8.17. Information and Communication Technology: CODE OF CONDUCT.
All users of the Schools computer system do so under the following rules and conditions:

All learners must be accompanied by a teacher if they are to make use of any computer systems.

Winelands Primary Information systems and social media policy apply at all times.

8.17.1. ICT equipment, fixtures and furniture must be treated with care and respect at all times.

8.17.2. NO FOOD, NO DRINK AND NO MOBILE TELEPHONES AT ANY TIME IN ANY ICT ROOM.

8.17.3 Conduct must be quiet and orderly at all times, both when using the ICT facilities and whilst waiting for a computer to become available.

8.17.4. Users will be liable for the cost of remedying any damage they cause to the ICT facilities or to remote systems.

8.17.5. The ICT facilities are provided for SCHOOL WORK ONLY.

8.17.6. Any learner seeking to gain access to, modify or delete files belonging to another user will be regarded as guilty of theft and punished accordingly. Any learner found to be logging or attempting to log on using a different learner's username will be similarly punished.

8.17.7. Under no circumstances is any learner to interfere or tamper with system settings and files or physically interfere with computers or other equipment in any way. Any such behaviour will be regarded as vandalism and punished accordingly.

8.17.8. Non-schoolwork material is not permitted to be stored or viewed on any computer at any time. Any non-schoolwork files found will be deleted without warning and the user in question will be banned from ICT Open Access for a considerable period of time. Repeat offenders will be subject to further punishment. Learners who are banned from using ICT facilities must not attempt to use those facilities whilst the ban is in effect. Other staff or learners must not give access, nor assist with the giving of access, to facilities from which they know a person is banned.

8.17.9. It is forbidden to research objectionable items on the Internet, to download these onto the school network, or to send offensive material to any person's e-mail address box.

8.17.10. **Email Usage:**

Winelands Primary does not provide email facilities for learners.

8.18. PHYSICAL COMPUTER SECURITY.

8.24.1. To ensure the safety of GPS computer assets, no computer equipment may be moved or removed.

8.19. ATTEMPTING, AIDING AND ABETTING.

8.19.1. Any person who aids and abets someone to commit any of the offences referred to in the sections above is guilty of an offence and is liable on conviction.

8.20. ICT INCIDENT REPORTING.

8.20.1. Incidents in breach of the ICT policy should be reported to the ICT teacher, where necessary information will be obtained and, if deemed necessary, will then be taken to the heads of the School where disciplinary action could be instituted.

Any breach of any of these regulations will result in disciplinary action and banning from the usage of ICT facilities outside of scheduled lesson times.

9. EXAMINATION AND TESTS:

9.1. CHEATING IN THE EXAMINATION:

9.1.1. Any form of cheating in test or examinations is forbidden. A learner caught cheating will receive zero for the test/examination. Other disciplinary measures will be taken as well.

9.2. DISHONESTY:

The degree and circumstances will be taken into account; nevertheless, Dishonesty is considered a serious offence.

9.3. ABSENTEEISM FROM TESTS AND EXAMINATION.

9.3.1. A Zero will be recorded if a learner is absent without a valid reason from examinations and tests. Medical certificates must be provided when absent.

9.3.2. Permission will not be granted for a learner to write examinations and tests earlier than the dates.

9.4. THEFT:

9.4.1. Each member of the Winelands Primary community has a role to play in minimizing theft.

9.4.2. Expensive items of clothing and footwear should not be brought to school.

9.4.3. Electronic games and equipment should not be brought to school.

9.4.4. Large amounts of money should not be carried around at school.

9.4.5. Learners may not leave their bags lying around unattended during school hours or after school.

9.4.6. If a learner witnesses a theft, this should be reported to a member of staff.

9.4.7. Learners may not “borrow” things like books, pens, calculators, clothes etc. without the owner’s permission, even as a “joke”. “Hiding” property that does not belong to you will be viewed in a serious light as theft.

PLANNED, PREMEDITATED THEFT IS A CRIMINAL OFFENCE.

10. DRUGS AND/OR BANNED SUBSTANCES: ALCOHOL AND TOBACCO:

Illegal drugs mean:

(a) Any unlawful substance that has a psychological or physiological effect; or

(b) Any substance having such effect that is possessed unlawfully.

10.1. Learners on the school premises, or in **uniform** are not allowed to smoke or drink liquor at any time or place. It is a punishable offence to be found in possession of cigarettes, lighters, matches or alcohol or to be found in the company of learners who are smoking or drinking. This rule applies to all social functions at which the name of Winelands Primary could be detrimentally affected. Learners on the school premises or in uniform may not be in possession of, use or distribute any form of drug or banned substance, nor may learners be in the company of any such learner

10.2. No learner may be in possession of any stupefying drug.

10.3. If a learner is suspected of using alcohol or any other prohibited substance, the necessary action will be taken.

Any substance that has an impact on cognitive and or emotional behaviour is not allowed to be used or brought onto the premises or in the classroom or at school functions.

11. RANDOM SEARCH AND SEIZURE AND ALCOHOL DRUG TESTING AT SCHOOL.

No person may bring a **dangerous object or illegal drugs** onto the school premises or during any school activity. The principal or his/her delegate may, at random, search any learner/s (body search) or the property of learner/s for any dangerous object or illegal drug.

Tests: Urine tests and drug testing may be undertaken by the school.

Any dangerous object or illegal drug seizure or/and testing will be conducted in accordance with the Code of Conduct as in the South African Schools Act.

See Winelands Primary Policy **RANDOM SEARCH AND SEIZURE AND ALCOHOLIC LIQUOR AND ILLEGAL DRUG TESTING** regarding procedures and execution of this policy.

12. PREVENTION, PRO-ACTIVE ADVICE, COUNSELLING, PENALITIES AND CORRECTIVE MEASURES.

12.1. In the case of minor offences, corrective measures may be applied.

These measures could include one or more of the following:

12.1.1 Verbal warning or written reprimand by an educator or the principal.

12.1.2. Supervised school work that will contribute to the learner's progress at school, the improvement of the school environment, provided that the parents are timeously informed and the security of the learner is assured.

12.1.3. Performing tasks that would assist the offended person.

12.1.4. Replacement of damaged property;

12.1.5. Suspension from some school activities, e.g. sport, cultural activities.

12.1.6. Suspension should only be considered after every effort has been made to correct the behaviour of the learner.

12.1.7. DETENTION CLASSES

Detention classes after school hours will be enforced.

Transport problems cannot be an excuse for non-attendance. Parents will be informed in writing of the detention prior to the date allocated for the detention and must make necessary arrangements.

i. A learner will be made aware of the misconduct when the educator enters the misconduct in the defaulter's file.
ii. Verbal warnings are given and occasionally an educator may write a note in the learner's diary. Due to the frequency and large numbers of misconduct, educators cannot possibly write notes or letters all the time.
iii. The onus is on the learner to inform the parent of the daily misconduct.
iv. Parents will be informed of serious misconduct through a letter or phone call and a meeting will be set up to discuss the issue.
v. Detention will be given regardless of the level of misconduct.
vi. Learners will be detained for consecutive recordings of misconduct.
vii. A detention letter will be sent to parents for misconducts, Parents need to accept that the letter indicates a problem with the learner and assist in solving the problem.
viii. A detention letter will indicate the date, time of detention as well as the reason for detention. Details of the misconduct will be available on request.
ix. Parents are required to sign the acknowledgement slip on the detention letter and arrange transport for their child.

x. Learners who fail to bring in return slips will still be detained.
xi. Misconduct viewed as serious or learners who do not reform through the detention process will be requested to bring their parents in for a discussion.
xii. Learners who fail to attend detention will be made to do menial tasks the next detention after school hours e.g. picking up papers, cleaning windows, classrooms etc. In addition, they have to serve 2 more detentions.
xiii. Immediate suspension will be given in very serious cases as in level 3 violations, a disciplinary hearing will be held with parents, educators and the SGB. Decision taken at this meeting must adhere to.
xiv. Each educator keeps a list for each class.
xv. The detention administrator has a composite record of all classes.
xvi. The detention administrator draws up a detention register.
xvii. Meaningful disciplinary activities will be carried out in the detention class.
xviii. The educator in charge will determine this activity.
xix. Repeat offenders' parents will be called in for a meeting. Serious cases will be referred to the SGB.

The composite defaulter's file will be kept with the detention administrator and will be made available to parents when requested.

13. CATEGORIES OF OFFENCES

The offences are categorised according to the seriousness of the offence.

Category A: General Offences

i. Failure to observe school rules.
ii. Arriving late for school/class.
iii. Misuse of school property.
iv. Using insulting or offensive language.
v. Insolence.

Disciplinary Action:

- Verbal warning.
- Detention.
- Small menial tasks, e.g. cleaning the classroom.
- Extra (constructive) work.

Category B: Serious Offences, including Criminal Offences.

i. Absent from school without a reason.
ii. Smoking.

iii. Bullying or intimidation.
iv. Fighting or behaving in a violent manner.
v. Being in possession of dangerous weapons.
vi. Malicious damage to school property.
vii. Assault or attempted assault.
viii. Being in possession of, using or selling drugs or any other stupefying substance.
ix. Being in possession of and drinking alcohol on the school premises.
x. Theft.
xi. Sexual harassment.
xii. Being in possession of pornographic material or distributing pornographic material

Disciplinary Action:

- Written warning.
- Discussion with parents.
- Detention.
- Referral to School Based Support Team.
- Suspension from school activities/functions.
- Written final warning to parents.
- Referral to relevant outside agency.
- Reports to the Department.
- Disciplinary hearing.
- Expulsion.

14. OFFENCES THAT MAY LEAD TO SUSPENSION:

Provincial regulations must be consulted in the compilation of a list of offences which may lead to suspension of a learner. Offences that may lead to such suspension include, but are not limited to the following:

14.1. Conduct that endangers the safety and violates the rights of others.

14.2. Possession, threat or use of a dangerous weapon. See Annexure B of the Learner Code of Conduct

14.3. Possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind.

14.4. Fighting, assault or battering.

14.5. Immoral behaviour or profanity.

14.6. Harmful graffiti, hate speech, sexism, racism.

14.7. Theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations.

14.8. Unlawful action, vandalism or destroying or defacing school property.

14.9. Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners.

14.10. Repeated violations of school rules or the Learner Code of Conduct.

14.12. Criminal and oppressive behaviour such as rape and gender-based harassment.

14.13. Any violation of the Annexure A of the Learner Code of Conduct, the school pornography policy

14.14. Victimisation, bullying and intimidating of other learners.

14.15. Infringement of examination rules.

14.16. Knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at school.

15. SUSPENSION AND EXPULSION:

The School Governing Body may, after a fair hearing, suspend any learner who has been found guilty of contravening stipulations of the Code of Conduct:

15.1. For a period of one (1) week.

15.2. For a reasonable period not exceeding one week, pending a decision by the Head of Department on the recommendation of the governing body as to whether or not the learner is to be expelled from the school.

15.3. A learner who has been expelled, or his/her parent, may appeal against the decision of the Head of Department to the Member of the Executive Council within seven days of the decision so to expel him/her.

15.4. In the case of disciplinary transfer, the Head of Department must find a school place for a learner until the learner is beyond compulsory school-going age, as the right of a learner to basic education cannot be violated.

15.5. All decisions leading to suspension or expulsion must take cognisance of applicable laws, e.g. a learner whose parent is unable to pay the school fees determined by the school governing body may not be suspended from classes or expelled from the school.

16. SERIOUS MISCONDUCT AND THE LAW:

16.1. Serious misconduct which may include offences according to the law must be investigated by the police and referred to the Court if necessary.

16.2. Serious misconduct must be handled in terms of the government notice and regulations promulgated by the Member of the Executive Council in the Provincial Gazette of the province concerned.

17. DISCIPLINARY PROCEDURE:

The disciplinary procedure involves three stages of disciplinary action, combined with the various forms of permissible sanctions.

Level 1: Verbal warning.

Level 2: Written warning.

Level 3: Disciplinary Hearing.

18. DUE PROCESS

18.1. Any learner alleged to have violated any rule that may require suspension or expulsion must be brought to the principal. The principal shall hear the evidence and then decide on the action to be taken. Such action must include that the principal must inform the parents in writing of the proposed action and arrange for a fair hearing by a small disciplinary committee (tribunal) consisting of members designated by the governing body. This tribunal must not be intimidating to the learner. In the case of very young learners, special arrangements must be made for the hearing, and the parents or guardians could represent the learner.

18.2. The disciplinary committee, so appointed, must conduct the hearing in accordance with the provincial regulations laid down by the Member of the Executive Council.

18.3. For the hearing the learner must:

18.3.1. Be informed of and understand the charges of which written notice should be given at least five days before the time, also indicating the date, time and place of the hearing;

18.3.2. Receive such particulars on the charges as he/she may be entitled to according to law if he/she so requests;

18.3.3. get the opportunity to be heard and tell his/her story and to present the relevant facts;

18.3.4. Not to be prohibited from being represented by legal counsel, in which case written explanation of the charges must be given.

18.3.5. Be heard by an impartial person(s);

18.3.6. Be treated with dignity during the process;

18.3.7. be informed in writing of the decision of the governing body on whether or not he/she is guilty of misconduct, and the penalty to be imposed in the case of suspension or expulsion; and

18.3.8. Have the right to appeal to the MEC if he/she is aggrieved by the decision of the governing body.

18.4 The governing body must keep a record of the proceedings of the hearing, and

18.4.1. May inform, in writing, the **Head of Department** of its decision to suspend a learner; or

18.4.2. Must inform the **Head of Department** within twenty-four hours of its recommendation for expulsion of the learner.

18.4.3. Subject to any provincial law a learner may only be expelled by the **Head of Department.**

19. DISCIPLINARY PROCEDURE (ALCOHOL AND DRUGS):

19.1. If there are reasonable grounds to believe that a learner is in possession of drugs on or about the school or during official school activities, the learner must be reported to the principal.

19.2. The principal shall inform the learner of the allegation and provide the learner with an opportunity to respond to the allegation and to present his/her side of the story.

19.3. Depending on the circumstances and the need for haste, the principal may authorise a search to be conducted of the learner and/or his/her property, and school property.

19.4. The principal shall inform the parent/guardian by telephone (wherever possible), confirmed by a letter, and a meeting shall be arranged with the parent/guardian to discuss the matter.

19.5. If a learner is found in possession of drugs, a disciplinary hearing shall be arranged to hear the matter.

19.6. After **due process**, if a learner is found guilty of using, possessing or selling drugs on or about the school or during official school activities, the learner shall be suspended for the maximum period of **one week** or given an alternative punishment.

19.7. If a learner is suspended for possessing, using or selling drugs on or about the school or during official school activities, the principal shall notify the parents/guardians in writing of the suspension and its duration.

A copy of the letter shall be sent to the provincial **Head of Department.**

19.8. Should it be necessary to suspend a learner more than twice during a school year for possessing, using or selling drugs, the principal shall inform the parents/guardians that the matter has been referred to the provincial **Head of Department** who will decide whether or not to expel the learner.

19.9. Any learner who is found guilty of possessing, using or selling drugs on or about the school or during official school activities, shall be required to participate in a drug counselling and rehabilitation programme.

19.10. Detailed records shall be kept of all cases of drugs in the school showing the name of the learner concerned, the date, the nature of the offence, the procedures that were followed and, in the case of a search, the manner in which a search was conducted.

20. EMERGENCY PROCEDURES:

20.1. If a learner is under the influence of drugs, the following procedures must be followed:

20.1.1. The parent/guardian will be informed and consulted on what action the school will take

20.1.2. The relevant legal authorities *(the Police and the Department of Education*) will be notified

20.2. If time does not permit or the parent/guardian is not available, medical assistance shall be obtained.

20.3. If a learner must be admitted to hospital:

a. an ambulance will be called,

b. If an ambulance is not available, the learner shall be taken to hospital by an authorised member of the staff.

20.4. A detailed record of the action taken by the school shall be kept.

20.5. The school will not be liable for costs incurred.

21. INTERPRETATION OF RULES:

21.1. Notwithstanding anything to the contrary herein or not herein, the decision as to whether any rule in the **Code of Conduct** has been transgressed, lies with the **School Governing Body** or the **Principal** according to the specific case.

21.2. The decision as to whether a learner was under the authority of the principal or nor during the supposed or affirmed transgression rests with the principal.

21.3. All references in this document to the male form, includes the female form unless it is clear from the totality that this is not the case.

22. Pledge - ICT Code of Conduct

22.1. This ICT Code of Conduct will explain how you will use ICT safely in school. You and your parents will be asked to sign this.

I agree to be responsible and follow the rules set out below whilst using the internet or email

I will not bring food or drink into any ICT classroom where computers are in use

I will only access sites that are appropriate for use in a school environment.

I will not do anything that may cause damage to computers or to the information stored on computers.

I will respect the ICT rooms and equipment that are provided by the school for my use. I will report any problems to a member of staff.

I must not install any software unless permitted by my teacher.

I must not copy or change any software or settings on the school's computers unless I am asked to do so by a teacher.

I understand that I must not copy work from the Internet and hand it in as my own and I will not copy or download anything that belongs to someone else without their permission.

I will respect copyright and trademarks. I will not use words and pictures I see on the internet without giving credit to the person that owns the copyright or trademark.

Be aware that the information on internet sites may be inaccurate or biased and such information should be verified by using other sources, if possible, before using it.

I will only print at school if given permission by a teacher.

I will not use someone else's user accounts.

I will not log on to the network for anybody else

I will not give out any personal details, or the details of any other person on the internet.

• Never communicate my own or any other learners' personal details via E-mail or on any internet sites, for example

- name

- home address or school address

- telephone number

- password

- photographs of myself or anyone else

- any information about the school

I will not arrange to meet anyone I have been in contact with via the internet and I will inform my teacher immediately should anyone contact me and suggest that I contact them.

I will not use the internet or email to bully or cause upset to others or make disrespectful remarks about the school, its staff or other learners.

I will not use or send bad, threatening or annoying language nor any language that might cause hatred against any individual, ethnic, religious or other minority groups. I will not send, access or display offensive messages, pictures or audio/video files.

I will not use chat rooms, news groups or instant messaging or use games sites, forward chain emails, download music and/or video clips

I will not play or download games.

I will not use other external web-based servers (such as Hotmail and MSN) to access email accounts

I will not search for inappropriate materials

I will only open or send email and/or attachments when I am being supervised by a teacher

I understand that the school may track and monitor all work I do on the computer.

I am aware that others can see my actions on the network when using the Internet or E-mail.

I will not waste resources, this includes paper, ink, internet access and lesson time by misusing ICT resources.

I will be held responsible for my actions, and if I do not follow these rules my parents will be informed and there may be serious consequences which may include non-access to the network, and in extreme cases, exclusion. (either for a fixed term or permanently)

23. GLOSSARY

Member of the Executive Council: The Member of the Executive Council of a province who is responsible for education in that province.

Head of Department: The Head of the Education Department. (Superintendent General)

Principal: An educator appointed as the head of the school.

Deputy Principal: An educator appointed to assist the principal in managing the school.

Head of Department (school): An educator appointed as the head of a department in a school.

Educator: Any person, who teaches, educates or trains other persons at an education institution.

SGB: A group of parents elected by the parents to govern the school.

Parent: The parent of a learner. The person legally entitled to custody of a learner.

Guardian: The person having legal custody of a child.

Learner: A learner who is taught or trained by an educator as defined above.

Support Staff: A person appointed at the school to assist with the general maintenance of the school.

Constitution: The Constitution of the Republic of South Africa.

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Chairperson: SGB Revised date

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Principal L. van der Westhuizen Revised date

ANNEXURE A

A cell phone rings during class or a learner use the phone without the permission of a teacher the phone is confiscated:

- Detention and;
- Confiscation of the phone for the remainder of the school term

Teachers may give a learner permission to have/use a cell phone in class.

Using a cell phone to cheat in a class test

- Nought for the test;

- Warning letter;
- Temporary confiscation of the phone for the remainder of the school term.

Guidelines when confiscating a phone

- This punitive measure forms part of Winelands Primary Learner Code of Conduct and must be signed by parents, or the child's legal guardian and the learner;
- A learner should be asked if they realise that they have broken the school's rules;
- A child should be asked to switch the phone off in the presence of the Educator and then hand it to the Educator;
- The phone is placed in a sealed envelope - the learner needs to sign over the seal. The phone should be kept in the school's strong room/safe;
- A register of confiscated goods should be kept by the school Principal or his/her deputy or their delegate;
- Please note that should a phone go missing after confiscation, the school could be held liable.

Dealing with pornographic downloads

Introduction

Both the Cinema and Publication Act and the Sexual Offences Act make it an offence for a person under the age of 18 to:

- View pornography;
- Be in possession of pornography;
- Download pornography off the internet;
- Trade in pornography;
- Enter a licensed premise where pornography is legally sold;
- Expose another person under the age of 18 to pornography.

There are two major types of pornography:

Commercial pornography

This is pornography that displays genitalia, an erect penis or any form of penetration. Adults over the age of 18 may download, be in possession, purchase of act in this type of pornography.

Please Note:

Laerskool Wynland/ Winelands Primary
Tulbaghstraat 110, Worcester, 6850
Tel. (023) 34 71160/5.
E-pos: admin@winelandsprimary.co.za ; fin@winelandsprimary.co.za

It Is a Criminal Offence to Expose a Minor under the age of 18 to Pornography

Child Pornography

Child pornography is deemed to be any naked image - showing genitalia of a minor under the age of 18, this definition includes any form of penetration.

Pornography at School

Distribution of pornography at school
Grade 4 offence

Punitive Action

- Confiscation of offensive material
- Warning letter
- Community Service
- Detention

Please Note:
If the Material Shows Minors Under The Age of 18 -
The Police Have To Be Notified

Case Study

A 13-year-old girl and a 15-year-old boy have intercourse in a toilet on the school premises. They film themselves on a cell phone and then distribute the clip to their friends.

Protocols and Procedures to follow

- Cell phone may be checked in the presence of the learner and another witness
- The following criminal offences have been committed:
- Statutory rape (both under the age of 16)
- Manufacture of child pornography
- Distribution of child pornography

Laerskool Wynland/ Winelands Primary
Tulbaghstraat 110, Worcester, 6850
Tel. (023) 34 71160/5.
E-pos: admin@winelandsprimary.co.za ; fin@winelandsprimary.co.za

Please Note:
That there is an Obligation to Report.
Failing to Report this Matter to the Police is an Offence Under the Sexual Offences Act

Offences under the school Code of Conduct

1. Distribution of pornography
2. Having intercourse on the school premises (Grade 4 offence)

Punitive measures

- Criminal charges
- Suspension from school
- Disciplinary hearing
- Expulsion

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Chairperson: SGB Date

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Principal Date

Laerskool Wynland/ Winelands Primary
Tulbaghstraat 110, Worcester, 6850
Tel. (023) 34 71160/5.
E-pos: admin@winelandsprimary.co.za ; fin@winelandsprimary.co.za

Annexure C

ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT:

I, _____, acknowledge that the

Code of Conduct for Learners and Parents of Winelands Primary is available on the D6 Communicator under school policies.

I have read and understood the Code of Conduct of Winelands Primary. I also understand that my child's/ward's behaviour rests with me. I will ensure that my child/ward will observe all the school rules and regulations as stipulated in the Code of Conduct and I accept responsibility for any misbehaviour on his/her part.

If my child/ward contravenes any of the rules and regulations, I will accept any corrective or disciplinary measures meted out to him/her, provided that they are commensurate with the infraction/offence and subject to the Constitution of the country, the South African Schools Act and provincial legislation.

I have read the Code of Conduct for Parents. I have observed the guidelines as well expectations as a parent whose child attends Winelands Primary

Laerskool Wynland/ Winelands Primary
Tulbaghstraat 110, Worcester, 6850
Tel. (023) 34 71160/5.
E-pos: admin@winelandsprimary.co.za ; fin@winelandsprimary.co.za

Signed at: _____

Date: _____

Name and surname: _____(parent/guardian)

Signature: _____ (parent/guardian)

Name and surname:_____(learner)

Signature:_____(learner)