

# WELTEVREDEN PRIMARY SCHOOL CODE OF CONDUCT

## **Preamble**

Discipline is one of the fundamental qualities necessary for the survival of our future generations, since discipline affects every facet of our lives. Discipline is not inborn nor is it a quality that we inherit. It is a value that we should instil in our children from birth. It should be taught, nurtured and reinforced throughout the course of one's life. Discipline is governed by a code of conduct that has to be adhered to by all stakeholders of Weltevreden Park Primary School.

This code of conduct has been developed according to the SASA Act, 1996. It promotes the Vision and the Mission Statement of the school and also promotes and maintains discipline and order within the school. The code of conduct defines the standard of behaviour expected of and required from all the stakeholders of this school. Healthy working relationships will be created between all if the spirit of this code is followed.

## **Aim of the policy:**

- Create an environment of serenity and learning in which each learner can strive towards self-discipline so that he/she will become responsible, accountable adults.
- Regulate learner, parent and educator conduct.
- Discipline the unruly learner and instil in him/her a sense of responsibility and accountability.
- Eliminate negative characteristics in our learners and promote positive characteristics that speak of love, support and respect.
- Acknowledges the learners' right to be heard and defended.
- Lend assistance to learners who exhibit serious deviations in their behaviour.

## **Scope:**

This code of conduct predominately applies to all learners of Weltevreden Park Primary School and must be implemented by both educators and parents and executed by all learners without exception when they are on the school property, representing the school and in school uniform outside the school grounds.

## **1. Learner's Rights**

Embodied in the policy of WELTEVREDEN PARK PRIMARY SCHOOL is the right of every learner:

- to privacy;
- to approach all members of staff (including the Principal) on any matter they wish to discuss
- to be free of victimisation by any other learner or member of staff;
- to be free of discrimination based on race, religion, nationality, gender or economic status.
- **to learn without being distracted by other learners**

**But with rights go responsibilities. We expect learners to respond to their rights by:**

- using good judgement and seeking good advice from their parents and educators.
- striving to do their best in their studies and to participate in class activities.

- being punctual at all times, being attentive in class and applying themselves to their work.
- attending all their lessons unless excused for some special reason. It is the responsibility of the learner to make up any work missed as a result of absence of any kind.
- showing consideration for the feelings of others in what they say and do at all times.
- not distracting other learners from the tasks set for them.
- accepting and supporting those learners who are selected as Prefects in their Grade 7 year.
- respecting the rights and property of other learners and educators.
- respecting school property.

## **2. Code of Conduct - Educators**

Each educator can expect the respect, support and co-operation of the school, parents and learners in his/her efforts to create a healthy learning environment inside and outside the classroom. It is important that the educators acknowledge their responsibilities. Therefore the educator at Weltevreden Park Primary School undertakes to:

- Maintain a professional bearing and manner and by doing so set a positive example and model to the learners
- Be well prepared at all times
- Be fully conversant with the demands of the Learning Areas taught
- Be punctual
- Assess and return tasks and tests within a reasonable period of time
- Praise, encourage and motivate learners
- Help create a concept of team work or partnership with learners in the educational process
- Help establish and communicate realistic, clear and meaningful goals each year
- Confront learners who transgress the accepted code, administering correct measures and counselling when necessary
- Discipline with dignity and adhere to the principles outlined in this code of conduct
- Report serious misconduct to the HODs and the Principal
- Be sensitive to the individual needs and problems of the learners

## **3. Code of Conduct - Parents**

Weltevreden Park Primary School prides itself on the good relations it enjoys with its parents. While parents can expect the school to provide their child/children with the best possible education according to the resources available to it, parents must also accept certain responsibilities in achieving the goals set. Parents should:

- Provide their children with the necessities for effective schooling
- Support, encourage and motivate their children in their studies and various school activities
- Uphold the discipline structures of the school and support the school in their endeavours to create an environment conducive to teaching and learning
- Support the teachers in their efforts to teach their children by regularly monitoring homework and by ensuring work done in class is reinforced and revised at home.
- Consult the learner's diary for daily educator's comments and homework due

- Communicate with the educator, relevant HOD or Principal, if necessary, regarding areas of concern as soon as possible
- Make suggestions or provide assistance to improve the educational process and environment
- Encourage their children to participate fully in the school's programme
- Familiarise themselves with the school's policies and Code of Conduct.
- Refrain from bad-mouthing your child's educator in the presence of your child
- Treat all staff members, learners and other parents of the school community with dignity and respect

#### **4. GENERAL SCHOOL RULES**

- a. Treat each other with kindness and courtesy.
- b. Show respect to educators (or any other adult), mediators and fellow learners.
- c. No chewing of gum at school.
- d. No littering. Please use the dustbins.
- e. When moving from one class to another, move quietly in a single file, keeping left.
- f. Do not touch or in any way tamper with the cars parked on the grounds. Stay away from the area where the cars are parked.
- g. No playing on the corridors during break, before or after school.
- h. No touching, removing or interfering with anyone's belongings.
- i. No fighting: punching, kicking, biting, spitting, hair pulling or hitting is allowed under any circumstances.
- j. Bullying and disruptive behaviour are not permissible and will not be tolerated at our school.
- k. Swearing and foul language is not allowed.
- l. No dangerous / sharp objects are to be brought to school for any reason.
- m. No learner may bring cigarettes, matches, alcohol or drugs to school.
- n. No school building or property may be defaced or vandalised. Any loss or damage to school property must be reported immediately. Breakage or loss must be paid for. NO GRAFFITTI will be tolerated.
- o. Nothing detrimental to good morals, e.g. books/pictures, or magazines, which are not acceptable for children, may be brought to school.
- p. Bicycles may not be ridden in the school grounds. Push your bike until you are on the road.
- q. Toys, skateboards, roller blades, cell phones, radios, walkmans, cards or discs or any other electronic toys, etc are not allowed at school.
- r. You may not be in the hall or the pool area without an educator.
- s. Try not to bring valuables to school. If you have to, it must be handed in at the office and collected at the end of the day. The school cannot be held responsible for any item not handed in.
- t. Learners must wait in the waiting pen until their transport arrives. Pavements are not part of the school grounds. Go home after school, leave promptly at the end of the day or after extra-mural activities. Wandering around the street will not be tolerated.
- u. Learners must look after their schoolbooks and textbooks. Cover them neatly.
- v. A learner who is absent from school must bring a note signed by a parent/guardian, even if the parent has 'phoned the school'. Learners who are off sick for longer than three days must have a doctor's certificate. Learners in Grade 4 to 7 must find out what they have missed while they were away and catch up the work.

- w. **Homework Diaries must be signed by parents daily.** Homework must be done every day. Remember that part of homework is to bring your books, Physical Education clothes, etc to school when they are needed. Reading and Spelling are to be done daily.

**Besides these general rules, learners must also abide by rules as set out by the class educator**

## **5. Merits/Points**

Merits/Points will be awarded to learners as a reward for exemplary behaviour and helpfulness such as:

- Active participation in class or school
- Helpful in class
- Books neatly covered
- Books regularly handed in
- Neat and well-presented work in books
- Homework regularly done
- Physical Education uniform regularly at school
- Continuous high achievement
- Always obedient
- Good co-operation
- Good behaviour in line and on trips, etc.
- Polite behaviour / good manners
- Help offered to fellow learner
- Honest deed (money, etc. handed in)
- Class monitor duties well executed
- Often helps clean the classroom
- Often supports sports teams
- On time for all appointments or extra-murals.

## **6. Offences**

When a learner breaks any rule or commits an offence such a learner must also accept the consequence of his misbehaviour. For every offence or transgression the learner will have to face the consequence stipulated for that offence.

### **6.1 Category One - Minor offences**

- Absent from class for a short while without permission
- Late for class at the beginning of the day or after breaks
- Eating in class / chewing gum in class
- Unsatisfactory execution of instructions
- Playing instead of working
- Noisy on entering/leaving class
- Continuous talking in class
- Playing with toys in class
- Makes peculiar noises in class
- Wearing of incorrect uniform

### **Homework offence**

- Exercise books left at home / not covered

- Books not handed in on time/worksheets not pasted in
- Reply slips not returned on time
- Text books left at home
- Did not do Thursday Home Spelling Test
- Physical Education uniform left at home
- Not prepared for the presentation of oral work
- Homework assignments and projects not done or incomplete
- Does not have the required stationery
- Not copying down homework
- Diaries not signed

## **DISCIPLINE STRATEGIES**

*These are the 5 non-negotiable school rules and must be executed by all educators and abided by all learners.*

### **1. LINING UP AND LEADING OFF**

- ❖ Line up and lead off in single file. Keep left
- ❖ Uniform check
- ❖ Stand up straight, hands at your sides in the hall
- ❖ No talking

### **2. FOLLOW INSTRUCTIONS**

- ❖ Stop what you are doing, pens down
- ❖ Look at the person giving instructions
- ❖ Acknowledge that you have heard and understood the instruction
- ❖ Wait for the teacher to give the instruction to pack at the end of the lesson

### **3. RESPECT**

- ❖ Display respectful body language and attitude
- ❖ No rude comments or back chatting
- ❖ Learn to greet staff, peers and visitors
- ❖ Listen to the educator and do not interrupt

### **4. REMAIN IN YOUR SEATS**

- ❖ Ask permission if you need to leave your seat

### **5. KEEP HANDS AND FEET TO YOURSELF**

- ❖ No pushing and shoving in the corridors and stairways when moving from class to class

#### **Action:**

The class teacher or grade head should deal with these offences. Grade specific strategies may be used. However, Continuous transgressions of these offences must be referred to the grade tutor.

## **CLASSROOM MANAGEMENT STRATEGIES**

- Reprimand misbehaviour and give corrective feedback
- Give demerits for misbehaviour
- Issue time-out. This may be in a designated area in the classroom or in another Educator's classroom. Time-out is given according to the age of the learner.
- Detain learner during any one of the breaks
- Writing out of rules
- Phone parents or write note in diary

### **6.3 Category Two Offences**

- Bullying a fellow learner.
- Playing dangerous games
- Vandalism – Destructive behaviour and /or Serious damage to any property
- Dishonesty / Theft – stealing other's belongings
- Disrespectful to an educator / adult
- Writing on another learner's property
- Seriously threatens, disrupts or frustrates teaching or learning in a class
- Truancy – bunking a period or bunking school
- Swearing at a fellow learner
- Intimidation of other learners
- Undermines the authority of an educator
- Tells lies
- Indecent language/behaviour
- Leaves school grounds without permission

#### **Action:**

**Transgressions of these offences should be referred to the grade tutor who would implement the appropriate corrective measure and refer the learner to the guidance counsellor when necessary.**

### **6.4 Category Three Offences**

- Smoking on school property.
- Possession of any dangerous weapon at school.
- Severe and repeated intimidation of other learners.
- Forges any document or signature to the potential or actual prejudice of the school.
- Engages in theft or acts dishonestly to the prejudice of another person.
- Maliciously damages another person's property
- Possession of Pornography at school.
- Is under the influence of alcohol, drugs or any other illegal substance on school property.
- Possession of, consumes or deals in alcohol, drugs or any illegal substance on school property, when representing the school or in school uniform.
- Abusing fellow learners physically or sexually
- Sexually harasses another person/learner
- Engages in any act of public indecency
- Rape
- Murder
- Gangsterism
- Continuous disruption of teaching and learning
- Aggressive behaviour – Assault and fighting

- Insults or violates the dignity of any learner, educator, staff member or parent

**Action:**

**These offences are viewed in a very serious light and warrants immediate disciplinary action. In the case of criminal offences as set out by the law, the proper authorities will be notified.**