



KLOOF JUNIOR PRIMARY SCHOOL

CODE OF CONDUCT

INTRODUCTION

WHAT IS A CODE OF CONDUCT?

A code of conduct is a set of guidelines agreed upon by a group of people, to govern how they should behave in their close relationship one with the other. In the school environment a code of conduct sets out the rights and responsibilities of educators, learners and parents and states how they should treat each other. In order for a code of conduct to be effective, those who are expected to follow it, must be party to its terms and support the code.

THE CULTURE AND ETHOS OF THE SCHOOL

The culture and ethos of a school is determined by the community that it serves. Should the nature and composition of the community change, so would the culture and ethos of the school. The culture and ethos of Kloof Junior Primary School can be regarded as a Christian based, family orientated one, upholding those values and beliefs. Every effort has been made to reflect these values in the school ethos.

SCHOOL RULES AND DISCIPLINARY PROCEDURES

The school rules are a practical implementation of these values and are designed to ensure that our purpose to educate, learn and develop to the fullest extent can be most effectively satisfied. They take into account the rights and responsibilities of all and ensure that all who are involved in the educative process are fairly and justly treated in a secure and caring environment. To achieve this, they need to be upheld by learners, educators and parents in a spirit of co-operation and shared responsibility.

In order to ensure the greatest benefit for all, it is necessary to provide for the enforcement of these rules, and the procedure for doing so.

CULTURE AND ETHOS OF THE SCHOOL

COMMITMENT

We, the parents, educators and learners acknowledge that sound equitable relations are essential for the promotion of goodwill, the educational well being of the learners and the long-term viability of the school.

To this end, we declare our common commitment, to the following objectives and acknowledge one another's rights and responsibilities as set out below.

OBJECTIVES

1. To provide balanced, quality education that focuses on the personal development of each learner and allows opportunity for intellectual, physical, cultural, moral and religious development, in terms of the culture and ethos of the community served by this school.
2. To preserve the traditional values, standards and individual character of the school, whilst adapting constructively to changes that occur.
3. To maintain a work environment both in the classroom and outside, that offers stimulation, harmony and stability.
4. To foster the partnership on which good education is based, between school and home; through commitment, accountability, co-operation and mutual respect for each other.
5. To recognize the individual rights of learner, parent and educator staff, together with the corresponding responsibilities as follows:

LEARNERS HAVE THE RIGHT

- To the best education available
- To work without disruption
- To a positive, caring school environment
- To express an opinion and to be heard
- To be considered when planning the school environment
 - To participate in the setting of school rules

LEARNERS HAVE THE RESPONSIBILITY

- To uphold the rules and discipline of the school
- To exercise self discipline in the best interests of all
- To listen to others
- To use facilities as provided in accordance with laid down rules
- To show respect for differences in people be these physical, cultural or religious

EDUCATORS HAVE THE RIGHT

- To respect for their status as educators and professionals
- To support from parents in their dealings with their children
- To consult with parents to address the educational, physical and emotional needs of the children placed in their care
- To support from the school management and the governing body
- To organize for collective bargaining
- To the provision of appropriate teaching resources and facilities
- To teach without disruption
- To a safe and occupationally healthy work environment
- To be remunerated fairly and in accordance with their responsibilities
- To privacy after hours
- To be consulted on, and to contribute towards decisions made on behalf of and affecting the children placed in their care
- To exercise discipline in terms of the school rules
- To have access to interpretation for any communication not in their own language
- To dress in a comfortable yet appropriate manner

EDUCATORS HAVE THE RESPONSIBILITY

- To carry out their duties and responsibilities to the best of their ability and in accordance with their training
- To behave in a principled and appropriate manner when dealing with learners, parents, and colleagues
- Of being in loco parentis and ensuring the safety of learners during school hours, afternoon activities and excursions
- To not endanger children through exercising of labour rights
- To ensure that the exercising of such labour rights does not have a detrimental effect on the learners' rights
- To provide reasonable explanations for disciplinary action
- To allow as far as possible for the individuality of the child
- To be dressed and conduct themselves in a manner which befits a professional person

PARENTS HAVE THE RIGHT

To be constructively involved in the governance of the school
To be informed on school matters
To expect quality education
To have appropriate care taken over their children while at school
To reasonable access to school management and educators

PARENTS HAVE THE RESPONSIBILITY

To release their children into the care, rules and discipline of the school
To respect the educators as trained professionals
To pay school fees for the quality education they receive
To take an active interest in the educative process

EDUCATOR GUIDELINES

The educators aim to provide a loving, caring environment that enables learners to develop into self confident, well adjusted people.
Classrooms are to be locked at break and when the class is entirely vacated during the day.
Classes are to be dismissed on time and in an orderly manner.
If an educator is delayed a neighbouring educator must take control and instruct the learners to lead off /to enter their classroom quietly or to read quietly.
Educators on duty are responsible for learners on school days from 07h00 until 15h30. Learners at school outside of these hours are **not** the responsibility of members of staff.
Educators are responsible for learners at the official attendance of extra curricular activities until the stated dismissal times of such activities thereafter members of staff are not responsible for learners.

BEHAVIOUR GUIDELINES

CLASSROOM CONDUCT

1. All learners must take responsibility for their conduct and accept the consequences of not doing so.
2. Learners must look after their books and files. Text books are the property of the School and learners are responsible for any damage or loss incurred.
3. A high standard of neatness is expected. Learners must take pride in the appearance of their work.
4. Learners must meet deadlines and hand assignments in on time. Homework is an integral part of the education process and must be completed. Notebooks to be signed daily by parent/guardian. It is the responsibility of learners to ensure that their homework bag, reading books, P.E. kit and swimming costume are at school when necessary.
5. If learners are absent from school, it is their responsibility to catch up any work that has been missed.
6. Learners must obey educator's instructions and not interrupt the lesson, or inhibit the opportunity of others to learn.
7. The following will be regarded in a very serious light and will not be tolerated:
 - copying another learner's work
 - cheating during evaluation exercises
 - leaving the classroom without permission
 - disrupting the lesson

- any form of vandalism such as writing on desks or walls or defacing books.
- any behaviour which is hurtful or disrespectful to others is strictly forbidden:
- the use of obscene or abusive language or spitting.

- the making of any remarks likely to lead to religious or racial discord
- bullying and intimidation of any sort, whether physical or psychological, biting, pinching or tearing of clothing
- interference in any way with the person or personal belongings of another
- talking in the hall or assembly area
- entering a classroom, hall or storeroom if no educator is present.
- fighting in line while moving around the school.
- there must be no undue noise and no running in the corridors.
- littering
- running around or silly behaviour in the Swimming Pool area

COURTESY AND RESPECT FOR OTHERS

1. Learners should have respect for others and greet and assist visitors to the School.
2. Learners must keep left on the corridors. Movement around the school must be quick and quiet.
3. Learners must stand aside for staff or visitors when not in a classroom or when staff or visitors pass by in the corridors or on the fields.
4. All learners must ensure that rooms, corridors, stairways and grounds are kept tidy and free of litter.
5. The use or possession of the following items at school or any school function is strictly forbidden:
 - Fireworks, matches or other flammable substances;
 - weapons of any description;
 - any pornographic materials;
 - alcohol or any form of drug or toxic substance (any medication should be handed to the educator at the beginning of the day for safekeeping).
6. If a learner is chosen to represent the school at a sports event they are expected to:
 - be punctual
 - be in their appropriate sports kit
 - show good behaviour and sportsmanship towards their team mates and opponents.
 - be collected on time.

ABSENCE FROM SCHOOL AND ILLNESS AT SCHOOL

1. All learners are required by the Department of Education to attend school every day.
2. Any learner, who has been absent from school, must bring a written note explaining the absence, signed by the parent or guardian, on the first day of their return to school. If a learner is away for more than 3 days a doctor's certificate must be handed into the educator on the first day of their return to school.
3. If a learner is ill at school the class educator must be informed. The educator will ensure that the learner is escorted to the secretary's office where appropriate action will be taken.
4. Should parents wish to take children out of school during school hours, a register must be signed at the office. The secretary will then call the learner to the office. This will ensure that we know where and with whom each and every child is at all times. Parents are to liaise with the office and not go to the classrooms directly.
5. Parents/guardians are requested to inform the class educator of serious allergies or medical conditions which may require specialised attention.
6. The school should be informed of any contagious or notifiable diseases with which the child might have come in to contact.
7. Nobody is allowed off the school grounds without the permission of the principal, or departmental head.

DRESS AND APPEARANCE

- Prescribed school uniform, as approved by the Governing Body, must be worn at school and at approved school functions.
- When in school uniform learners must be neatly dressed at all times whether they are in the school grounds or not.
- Clothing such as coloured jerseys, windbreakers and non-regulation shoes may not be worn with the school uniform.
- All articles of clothing worn at school must be clean, in good condition and clearly marked with the learner's name.
- Sports clothing must be worn for physical education lessons and games.
- After extra-mural activities, learners may go home in their full kit or full school uniform. After swimming learners must change into full school uniform.
- On cold days, school tracksuits may be worn to school.
- School tracksuits may not be worn with school uniform but only as a unit with the match shirt underneath.
- Hats must be worn during outdoor activities and during break. No hat no play.
- **GIRLS**
 - Clean black school shoes – to be worn to school, on formal occasions and outings.
 - In summer the regulation sandal may be worn.
 - Navy socks should be folded once to just above the ankle.
 - White panties
 - No jewellery is to be worn. Girls may wear small gold stud earrings, pierced in each ear. Approved Medic Alert tags round neck or wrist may be worn.
 - No hair colouring, nail varnish or make-up.
 - Finger nails should be clean and level with fingertips.
 - Hair, if long should be tied back. If short, should be kept away from the face.
 - Any hair accessories should be navy, tartan or white.
- **BOYS**
 - Clean black school shoes- to be worn to school, on formal occasions and outings.
 - In summer the regulation sandal may be worn.
 - Socks must be pulled up and folded over once.
 - No jewellery may be worn with exception of approved medic alert tags.
 - Hair must be trimmed to expose the ears and be clear of the collar and eye brows. Hair may not be bleached or coloured.
- **GRADE R**
 - School navy blue golf shirt with logo,
 - School navy jersey,
 - School navy blue shorts,
 - Black school shoes, black sandals or black trainers
- **GENERAL**
 - The school cannot be held responsible for damage or loss of watches, uniform, sports kit or other valuables.
 - Black sandals may be worn during the summer months
 - Approved badges only to be worn by learners who have earned them.

PROPERTY AND MATERIALS

- It is the responsibility of all learners to take care of school property.
- Learners who wilfully or negligently cause damage to School property will be required to make good the damage incurred by paying for the repair or replacement thereof.
- Any breakage of, or damage to, school property must be reported immediately to a staff member.

- Learners may not bring toys to school unless specifically requested to do so by the educator.
- Any sums of money and /or valuables must be handed to a staff member for safe-keeping at the beginning of the day and not left in desks or bags. Radios, walkman, cellular phones, portable computers etc must not be brought to school without prior permission from a staff member, and only then for educational purposes. The school accepts no responsibility for learner's private property, including the loss by theft or for damages howsoever incurred.
- Any unclaimed items found must be promptly handed to a staff member.
- Riding of bicycles in the school grounds is strictly forbidden.
- No P.E equipment or climbing apparatus may be used unless under an educator's supervision.

SCHOOL TIMES & PUNCTUALITY

- Learners should be at school before 07h30
School closing times:

Monday to Thursday	Grade R	12h15
	Grades 1 & 2	12h30
	Grade 3	13h50
Friday	Grades 1, 2 & 3	12h30
- Requests from parents to remove learners from the school during school hours, must be furnished in writing and addressed to the Principal. Every effort must be made to ensure that dental, medical and similar appointments are made outside of school hours.
- Learners are required to be at school on every school day and parents may not exercise prerogative in this regard, except for medical reasons.
- Learners are required to be at school on time for lessons and extra-curricular activities.
- Afternoon Extra-Mural activities for learners are voluntary and take place on Monday, Tuesday, Wednesday and Thursday afternoons. All children are to be collected promptly after Extra Mural activities.
- Children who are not fetched within 20 minutes of their official closing times will be sent to the Aftercare and their parents will be billed at an hourly rate.

BOUNDS

- The following places are out of bounds to learners (unless instructed or accompanied by a staff member)
 - The staff room
 - All staff toilets
 - The entrance to the staff car park and the car park itself
 - The general service assistants' quarters
 - The main entrance to the school
 - The swimming area
- Learners may only enter the classrooms before school if the educator is present. During breaks and after school, learners may not remain in classrooms unless under supervision.
- No loitering is allowed on the corridors during breaks.
- Should it be raining during break time learners will be supervised in their classrooms or on the verandas.
- Learners may not be dropped off or collected in the staff car park.
- School grounds and buildings may not be used by learners on weekends or during holidays unless accompanied by a staff member.

USE OF SCHOOL FACILITIES

- The school facilities may only be used by outside persons for purposes other than education, provided application for such use is made to the Governing Body in writing, at least one (1) month prior to the date on which the school's facilities are required and authorised by the Governing Body.

- The school's facilities may only be used by persons who offer their services to the community. The Governing Body will reserve the right to grant such permission in their sole and absolute discretion, and on terms acceptable to the Governing Body, including but not limited to signature of an indemnity by the user.
- Payment for the use of the facilities will be determined by the Governing Body.
- Conditions of such use shall be stipulated by the Governing Body recorded in writing and if deemed necessary an Insurance Policy acceptable to the Governing Body, and for the period of hire will be taken out by the applicant, and ceded to the Governing Body.

CELL PHONES

- Learners require an uninterrupted environment conducive to an atmosphere of learning and therefore the use of cell phones by educators and learners alike is banned in the classrooms.
- There is always someone on duty who will be able to use the school phones or contact parents should an emergency of any sort arise.

PLAYGROUND ARRANGEMENTS

- The duty educator must be present before the children are allowed to go onto the playground
- No balls or rough play is allowed on the playground. The educator on duty will blow her whistle a few minutes before the bell.
- The children are then required to sit down.
- Each class will be called to line up quietly, in assembly order.
- Educators are to collect their classes promptly from the playground.

DISCIPLINARY PROCEDURES

Following the introduction of a Bill of Rights, the inclusion of Chapter 3 on Fundamental Rights in the Acts of the Republic of South Africa (Act 200 of 1993) and consequent changes affecting various forms of punishment in schools (e.g. corporal punishment), it has become necessary to implement a "Disciplinary Procedure". These procedures will serve as guidelines to learners, parents and educators, but the implementation of these steps will depend on the nature and severity of each transgression.

The procedures listed below should be viewed in the context of the School's

- Code of Conduct
- School Rules and
- Relevant school policies

ORDER OF PROCEDURE:

1. 3 Verbal reprimands.
2. The child will be isolated and parent will be informed.
3. After 3 isolations the Departmental Head or Principal will request an interview with the child's parents.
4. During the interview the parents will be asked to take corrective measures with their child to support the school's policy.
5. Suspension from school by Principal and Governing Body with letter to parents and Head of Education may follow.

All cases of suspension and possible expulsion will be dealt with by the Governing Body Disciplinary Committee (Principal, Chairman of Governing Body, Educator, and the Head of Education). The parents may appeal to the Disciplinary Committee (Board of Appeal) who may reconsider the case. The Disciplinary Committee's decision in this regard will be forwarded to the regional Head of Education for a final decision

It must be clearly understood that within this process every effort will be made to establish the reason for the transgression/deviant behaviour. These steps may include consultation with Child Welfare organisations and School Psychologists.