



CODE OF CONDUCT

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Code of conduct for learners

Part 1

Code of ethics

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- adhere faithfully to this code of conduct and all the rules and regulations of Monument Primary School;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and is a credit to the school;
- do my school work diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.
- remain loyal to Monument Primary School and true to our motto.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT ON THIS DAY OF 20

LEARNER

"Equip ourselves with knowledge"



Part 2

Code and rules of conduct

1. Introduction

This document is the code of conduct of Monument Primary School, as approved by the governing body in November 2016. The governing body has consulted with the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct endorses the school's mission statement.

Learners and their parents/guardians (hereafter = parent) are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.



3. Code of conduct

General rules

- 3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2 While wearing the school uniform or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, and spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3 In their interaction with the principal, deputy principal, departmental heads, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 3.4 In their interaction with one another, learners shall practice self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 3.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity or any part thereof, that is sufficient to establish a link with the school.
- 3.6 Learners may not eat or drink in the classroom, IT-Lab, E-Lab, school hall, corridors, media centre, on the stairs or during physical education. The chewing of gum during school activities is prohibited.



- 3.7 The use of cell phones during school activities is strictly prohibited. All cell phones need to be handed in at the office, clearly marked for the appropriate use. The school accepts no responsibility for lost or damaged of cell phones. This is also applicable for other electronic devices such as tablets, mp4 players, and handheld play stations.
- 3.8 The smoking, possession and/or use of tobacco products, liquor, chemical products, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, or if they can be identified as learners of the school, is strictly prohibited.
- 3.9 In case of reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 3.10 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.11 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.



4. Class rules

The governing body has approved the following **four** golden class rules to which the class educator may add any further particular rules:

4.1. A learner

- only one person speaks at a time;
- respect others;
- always be on time;
- no lending or borrowing.

4.2 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member.

5. School work and homework

- 5.1 Every learner must have a homework book that has to be filled in daily by the learner.
- 5.2. Learner must record homework and the parents must check it.
- 5.3 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parent with an acceptable excuse for such failure.
- 5.4 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 5.5 Learners are obligated to catch up as soon as possible on any work that they have missed.

6. Tests and examinations



- 6.1 All learners are obligated to abide by the test and examination rules that educators may require. Failure to comply with any rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity. For the end of the year exams only a medical certificate explaining absenteeism will be accepted.
- 6.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.
- 6.3 It is the responsibility of the learner to write the test or exam that he missed.

7. Procedures which are applicable during the normal school day

- 7.1 When learners arrive at the school in the morning, they immediately enter the school grounds and do not gather on the pavement or in the street and do not disrupt the traffic in any way. School gates are opened at 6:50.
- 7.2 When learners make use of the permanent pedestrian crossings in front of the school, they should do so briskly and not linger while crossing.
- 7.3 After learners have entered the school grounds they must immediately place their school bags neatly in front of their register classes on the verandas.
- 7.4 Thereafter learners move to the playground until the bell rings at 7:30.
- 7.5 Learners move to line-up places: as soon as feet hit cement, they must walk hands behind back, mouths closed (silence) and in single file.
- 7.6 They line up from shortest to tallest in their class lines. Two separate lines of boys and girls. The head of department on duty will make the announcements for the day.
- 7.7 On Mondays (Senior Phase) and Fridays (Junior Phase) when assembly takes place, learners will enter the hall quietly and orderly, under prefect and staff control.
- 7.8 A learner will be regarded as being late for school if such a learner is not standing in the correct place at 7:30 when the announcements take place. The discipline system will be used to deal with learners arriving late for school. A head of department does, however, have the authorisation to listen to the reason given for coming late and to decide whether the punishment is justified or not. As all gates will be locked at 8:00, learners who are still outside of the



- school grounds must report to the main office where their names will be taken and forwarded to the register teacher.
- 7.9 Learners who do not stand in the correct line or who talk when their feet hit cement must receive polka.
 - 7.10 After the announcements for the day have been made by a head of department, learners will walk off in an orderly fashion. The register teacher will walk in the front and the class prefect at the back, in a single file to their SP register classes.
 - 7.11 Educators unlock classes, learners walk in and stand next to their desks. Greet. Sit. (Start the day with Scripture and prayer.)
 - 7.12 Time in the register classes is used to - amongst other things – complete school administrative tasks. Take register. Collect money. Only the class representative may leave the class to take the absentee list to the office with the necessary disc clipped onto his/her shirt, except when the class representative is on his/her way to the next class. No learner may leave a classroom during a lesson period without such a disc.
 - 7.13 When the bell rings, the teacher will accompany them and they move quickly and orderly to the class where their teacher will be waiting for them. The teacher will let them into class and teaching will commence.
 - 7.14 No learners are allowed to go to the toilet, have a drink of water or for any other reason during these changes. If such an urgent need exists, the learner will ask the teacher waiting at the next class to obtain permission and the prescribed disc.
 - 7.15 When the bell indicates the end of the period before break, learners immediately leave to the designated playing areas. The teacher will lock the door during break.
 - 7.16 Learners may relax during breaks and although they may do this in any way, the following rules apply:
 - 7.17 No food will be consumed until they reach the playground.
 - 7.18 No physical contact between learners.
 - 7.19 No communication or contact of any kind takes place with any person outside the school fence. Learners may not play outside the designated playing areas; neither may they leave the school grounds.



- 7.20 Areas which are out of bounds during breaks include all classrooms, the school hall, living quarters, swimming pool area, bicycle shed, and corridors (except the corridor in front of the hall). Learners may also not loiter between parked cars and in the toilets.
- 7.21 Children waiting for transport after school must remain in the fenced area of the school premises. This includes learners waiting for taxis.
- 7.22 Junior Phase learners that are going to be at school later than 12:40, join the After Care Centre till 14:00. Staff to ensure learners are at the aftercare.
- 7.23 On rainy days, learners remain in their classrooms. Teachers will be on duty with the help of the prefects in the classrooms.
- NB** If a learner transgresses any of the above rules, the discipline system will be used.

8. Punctuality

Learners are expected to arrive at the appointed time at a classroom or any given venue inside or outside the school, as per instruction.

9. Manners

Learners are expected to greet any visitor or staff member in a friendly way. When a teacher or visitor nears you, stand to the side, hands to the side and greet politely. If you are walking you will stop and greet.

10. Absence from school

- 10.1 When a learner has been absent from school, he or she always returns with a letter from the parent to explain the absenteeism. It is the learner's responsibility to get the letter from the parent and he or she may not manufacture such a letter him or herself and sign it on behalf of the parent. It is also the learner's responsibility to catch up on lost work. It is not the duty of the teacher to send homework to an absent learner.
- 10.2 No learner may leave the school grounds during the course of the day without the prior permission of the deputy principal. Medical appointments should preferably be made for after school hours. Where a learner has an urgent doctor's appointment during the school day, or has a valid reason and must leave the school grounds, he or she must show a letter signed by the relevant



teacher. When the learner has to depart, he or she goes to the office and shows this letter to the secretary who enters the time of departure in the exeat book. The learner must be fetched by the parent or a person assigned by the parent in writing. When he or she returns, the time will be entered into the exeat book, after which the learner will return to class.

- 10.3 Learners who become seriously ill during the day, have to be referred to the office by their register teacher. The secretary will consult with staff members, who have completed first aid training that will grant permission to the learner to go home. The secretary will contact the parent telephonically and request him or her to fetch his or her daughter or son. The learner concerned may not walk home or go home on his or her own bicycle. If the parent cannot fetch the learner, he or she must return to the waiting room.
- 10.4 When a member of staff is absent, learners do not have a free period. Learners are to immediately follow the batting policy.
- 10.5 In general it will not be possible for secretaries to give messages to learners during the school day, nor give learners text books, sandwiches, sport kit, etc. that was left at home.

11. Prefects (school leaders)

- 11.1 The prefects, in conjunction with the staff of the school, are responsible for general school discipline.
- 11.2 The prefects shall bring transgressing learners to the staff on duty; if the matter cannot be resolved, it will be referred to the HOD on duty.
- 11.3 All learners shall obey any reasonable instruction from appointed prefects, and shall support and cooperate with them in properly executing their duties.

12. School property

'School property' includes the following:



- 12.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings and any other venue where an organised school activity takes place for example the municipal swimming pool, the sport centre, etc.
- 12.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable, in case of any damage or loss
- 12.3 As the school has been built and developed for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property, in order for it to be utilised to the benefit of all current and future learners of the school.
- 12.4 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.
- 12.5 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.
- 12.6 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.
- 12.7 Learners help to keep classrooms, buildings, the school grounds, toilets and school kombis neat and clean and never litter. If the school grounds are not clean and free of litter at any stage during the school week, the principal will determine that breaks will be used to clean the premises.
- 12.8 The admin building of the school and passage way leading to the secretary's offices is not a passage way for learners.
- 12.9 The IT-room, E-Lab and the media centre may only be used in the presence of a teacher. A separate set of rules apply to the use of these venues.
- 12.10 The grass between the school buildings may not be used by the learners. No games may be played on it.
- 12.11 Fire-hoses may not be played with.
- 12.12 Chalkboard dusters are not to be cleaned against the walls.



- 12.13 All facilities are out of bounds and may only be used during weekends / holidays if permission for this has been granted.
- 12.14 No learner will be allowed to visit the bathroom without the consent of the teacher and the proper disk during school academic time.
- 12.15 The toilets on the ground floor will be open for learners and the public during school activities. All other toilets will be locked. No learners are allowed to be on any other level than the ground floor during any activity. After school the ground floor toilets will be open until 15:30 for learners to change into sportswear and use.

13. Environment

- 13.1 Learners have the right to a safe environment and school that are conducive to education.
- 13.2 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition and must ensure that all litter is picked up and placed in garbage bins.
- 13.3 Learners must leave toilets in a clean condition.
- 13.4 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.

14. School notices

All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents. The school SMS system will be used for most of the notices to parents. Learners need to update cell phone numbers to avoid poor communication between the school and the home.

15. Bicycles



- 15.1 Bicycles must be pushed into the school grounds and placed in the stands in the bicycle shed, next to the swimming pool.
- 15.2 No lingering or playing around in the bicycle shed
- 15.3 Learner using a bicycle in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.
- 15.4 Learners shall adhere to traffic rules in and around the school grounds.
- 15.5 All motor vehicles, motorcycles and bicycles are parked at own risk in and around the school grounds.

16. Sports and extracurricular activities

Participants in sports and extracurricular activities

- 16.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.
- 16.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance, if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a personal phone call from the parent on the day of the activity and a follow-up acceptable written explanation and apology from the parent/guardian no later than the first school day following the relevant activity.
- 16.3 Learners who represent the school at sports activities will be courteous at all times towards, and comply with the rulings, prescripts and instructions of:
 - 16.3.1 the sports head and the educator involved in the relevant sports code;
 - 16.3.2 the referee or adjudicator with regard to the relevant activity; and
 - 16.3.3 the team captain.



- 16.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are, in addition, expected to practice self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.
- 16.5 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

17. Rules with regard to appearance and school wear

- 17.1 The official school uniform and the rules pertaining to the general appearance of learners at Monument Primary School have developed over many years to those applicable at present. Any alterations, additions or deviations from the prescribed school uniform can only be approved by the relevant School Governing Body committee.

17.2 The general appearance of learners

The purpose of the official school uniform and regulations pertaining to the general appearance of learners encompasses, amongst other things, the overall neatness and uniformity of the learners and their identifiability with the school. Therefore, no learner may wear any jewellery, ornament, badge, sign, symbol, slogan or any addition whatsoever with the school uniform or visibly on his or her person to express individuality, cultural background or religious belief. (See paragraph 18 for exemptions). Only official badges or signs awarded by the principal to learners, for example the prefect, expo, monitor etc. may be worn as part of and only with official school uniform. It is the duty and responsibility of the parent to ensure that the learner, upon leaving for school in the morning, is dressed in accordance with the school uniform rules. If these rules are transgressed, the object(s) will be confiscated and only returned to the rightful owner at the end of the term. This rule also applies in respect of incorrect shoes, socks or any other prescribed uniform item.



17.3 Uniform - Girls

Summer

- Monument yellow school dress (length 4 cm above or below knee)
- Brown school shoes (buckle or Velcro strip)
- White ankle socks

Winter

- Monument yellow school dress (length 4 cm above or below knee)
- Dark brown woollen tights.
- Brown school shoes (buckle or Velcro strap)
- Brown Monument blazer

Optional

- Brown sleeveless pullover or long sleeve V-neck jersey (can be worn without blazer)
- Yellow winter jacket

Scarf, gloves & beanies (brown with 2 gold stripes)

17.4 Uniform - Boys

Summer:

- White shirt (short sleeve) with school badge on pocket
- School short pants
- Long brown Monument socks
- Brown lace-up shoes

Winter:

- White long sleeve shirt (without badge)
- Long pants
- Long Monument socks



- Brown lace-up shoes
- Yellow winter jacket
- Brown Monument blazer
- Beanie, scarf and gloves brown with 2 gold stripes.

17.5 Sportswear : Girls & Boys

- Brown Quantex shorts with *badge*
- Yellow Monument golf shirt
- Full Monument tracksuit
- Black "speedo type" costume
- Only yellow Monument swimming cap
- Plain white ankle socks
- **Predominant** white takkies
- Wide brim Monument hat
- New style cap

17.6 Boys:

Shirts, shorts and long pants, must be neat and clean. The shirt must be properly buttoned and tucked in. The collar of the summer shirt must be worn over the collar of the blazer when the blazer is worn.

- No multi-coloured T-shirts may be worn under the school shirt. A white T-shirt may be worn under the school shirt, but it may not show above the shirt collar.
- Only the official school jersey may be worn. No tracksuit or part thereof may be worn together with the school uniform. Jerseys must be put on and not draped over the shoulders. Jerseys may only be worn under the blazer and may not be tucked into the skirt or trousers. No pushing up of sleeves.
- The winter and summer uniform may not be mixed.
- When going home after a sports practice, learners should preferably wear a school tracksuit, or their sports clothes. No civvies.
- Shoes or takkies must be worn when leaving the school grounds.
- Provincial clothing may only be worn on Wednesdays. Any other sponsored clothes may only be worn with permission from the coach / teacher on match days / trials.
- School socks must be worn at all times when wearing school shoes.



- No labelled or designed sock to be worn with takkies, only plain white.
- Beanies and scarf's may only be worn before school during the winter months, but once the children line up for school, they must be removed.
- No blankets

17.7 Jewellery

Apart from watches and Medic Alert bracelets, learners are not allowed to wear any jewellery or other personal adornments. (No chains, rings, bracelets or broaches may be worn). Only girls may wear a plain gold or silver stud in pierced ears or a plain gold or silver sleeper the size of a new ten cent coin. Only one earring per ear is allowed to be worn in the lowest hole in the ear. No diamond earrings.

17.8 Hair - Girls

- Hair which extends beyond the top of the shirt collar should be tied back.
- Hair accessories must be limited to school colours only. (yellow, brown, black, or white)
- No "bling" or unsuitable accessories such as large material/metal flowers or bows. No loose pieces of material to be worn in the hair.
- Fringes may not be longer than the eye brows. Long fringes must be clipped or held back with a band.
- No butterfly clips
- No dyeing, highlighting, or streaking of hair is permitted in any form whatsoever
- No loose pieces of hair to hang in the face.
- No unruly or "fuzzy" hair.
- No high elevations of the hair before it is combed or tied back (no "humps") Hair must be flat against the head.
- The hair must be: NATURAL, NEAT and SUITABLE for school
- No ponytails higher than the top of the head.
- The following ethnic hairstyles are allowed for girls:
 - * braiding of the natural hair against the head. Styles should be simple and classic. Avoid elaborate or "fancy" patterns that are not suitable for a school girl.
 - * straightening of the natural hair and wearing it straight back or tied in a short pony/bun.
- With regard to hair extensions the following are allowed:
 - * a thin black plait in a "straight back" style which can be tied in a pony or worn with a small bun. No thick coils – they are too bulky
 - * the straight black extension in a pony tail or small bun
- The following are not allowed:
 - * loose hair pieces or wigs



- * the mixture of hair styles eg. only half the head is braided whilst the other half is worn combed out.
- * curly extensions
- * large volume extensions
- * excessive dreading of the natural hair
- No dreadlocks or outrageous hairstyles are permitted eg. afros
- The final discretion with regard to a girl's hairstyle rests with a committee specially appointed by the Principal for this purpose.
- After school and whilst dressed in their school uniform, hair may not be worn loose.
- No hair products eg. mousse, gel, wax or hairspray may be used

17.9 Nails:

- If the fingers are straight and the palm of the hands is facing upwards, the nails may not extend beyond the length of the fingers. No coloured nail varnish may be worn.

14.10 Make-up:

- Absolutely no make-up may be worn.
- No shiny or coloured lip-ice or lip gloss may be worn.

17.11 Shoes:

- Laced up properly not tucked in.

17.12 Hair - Boys

- Hair on the forehead must be above the eyebrows – whether it is in a fringe or parted in the middle.
- Hair in the neck must be above the collar of the shirt or blazer. The hair may NOT appear as a wedge or be grown into a point.
- Hair may not hang over the ears.
- No points or thin lines allowed.
- Hair must be clean and neat at all times.
- Hair may not be coloured or permed.
- Outrageous hairstyles like long curly ends ("horns"), shaved sides or spikes are not permitted.
- No steps or stripes to be cut across the head. Hair must taper evenly.
- A brush-cut hairstyle must be combed down and not worn "ruffled through".
- No hair extensions or the braiding of hair are allowed.
- No dreadlocks are permitted.
- No patterns to be formed into the natural hair.
- No gel or other styling aids to be used.

17.13 Watches:

- Plain gold, silver, black, brown or white watches allowed



- No designs, pictures, bling, etc.
- The face of the watch may not be larger than a R5 coin.

NB: If there is controversy with regard to a learner's hairstyle, a committee specially appointed by the Principal for this purpose, will be final.

18. Exemption from provisions of the code of conduct

- 18.1 At the start of each school year, learners may submit a written application to the principal for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- 18.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 18.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 18.4 In considering an application for exemption, the principal shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 18.5 The principal shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision.
- 18.6 In case of a violation of any provision in this code of conduct the prescribed disciplinary procedure shall be followed.

19. Punishment: Polka and Detention

19.1 Educational philosophy with respect to punishment.

As a point of departure it is accepted that the bulk of learners in this school are positively motivated and conscientious and will go through their primary school years without being punished for serious offences. The aim is to add more and more learners to this majority group on a daily basis. Besides all the other educational principles which are used to achieve this, reward for conscientiousness, good behaviour and co-operation on the one hand and positive punishment for learners showing opposite characteristics on the other hand, also serve to attain this aim.



The purpose of punishment is firstly to remove guilt and secondly to serve as a deterrent to fellow learners.

Punishment is meted out in cases of infringement of the code of conduct and after guilt has been admitted by the learner or after guilt has been proved beyond reasonable doubt at a proper and fair investigation. After a learner has transgressed inside or outside the classroom, the person in authority may determine punishment accordingly if the learner repeats a similar misconduct or offence. In cases of serious misconduct, for example assault with the intention to do grievous bodily harm, bringing and distributing alcohol or drugs on the school premises or any other serious offence as determined by the governing body, punishment, suspension or expulsion can follow without any warning. The person in authority as well as the governing body as an institution of authority **must**, however, always evaluate and handle each situation circumspectly and under all circumstances attempt to act in a humane, sympathetic, just and unbiased manner. At the same time, the learner must always and under all circumstances be given an equal opportunity to express his or her point of view and to plead guilty or not guilty (with mitigating circumstances). In cases of doubt, the learner always receives the benefit of the doubt. In a case where a learner is honest and immediately admits guilt and speaks the truth, the punishment can be lightened.

19.2 Refusal of punishment

In the event of a learner, who has admitted guilt, or whose guilt has been proven beyond reasonable doubt, refusing or neglecting to accept the punishment, the following applies:

- The matter is immediately referred to the principal.
- The learner is instructed to hand in all his or her school property and the parent is informed telephonically about the situation. The parent must come and fetch the learner from school. If this is not possible, the learner stays at school but does not go back to class.
- The parent and the learner then have time to discuss the matter at home and as soon as possible to offer a written plea to the principal or person appointed by him. An adjustment in punishment can follow. If not, the learner will not be accepted back into the school until such time as he or she accepts the original punishment. The parent will be given five days notice that a hearing will take place and that the learner's expulsion from school will be investigated.



19.3 Polka and Detention system:

- The polka and detention system is divided by a punishment and reward system.
- Offences are divided into categories regarding the seriousness of the transgression.
- In the classroom and on the playground, the teacher must use the polka system for minor transgressions that take place
- Category A is a minor transgression and will receive 1 point. This will lead to a learner sitting polka during break.
- Category B is a serious transgression, 5 points. This transgression will lead to detention.
- Category C is a serious transgression and 10-15 points can be awarded. This transgression will lead to detention.
- Category A transgressions are: Arriving late, walking around without permission, homework not done, incorrectly dressed, wrong appearance (hair, nails), littering, chewing bubblegum, misbehaviour, on forbidden terrain, noise.
- Category B transgressions are: Bullying, messing in toilets, absent without leave, disobedience, use of crude language, copying homework, undermining authority, disrupt class, use of cellphone, spitting, poor behaviour in public, stone throwing.
- Category C transgressions are: Undermine authority, dishonest during test, exam, fighting, theft, use of alcohol, sexual harassment, racist remarks, fraud, intimidation, in possession of knives, pornographic material, assault, vandalism. If vandalism occurs, parent/s will bear cost of repair. Repairs will be done by the school and invoiced to the parent/s.
- Any other infringement that is not listed can be added to the other section on the form. The appropriate marks, polka or detention can be allocated for the infringement by the person in a position of authority
- If a learner transgresses the code of conduct, every person in a position of authority, that is, the principal, every member of the management team and staff member, has the right to instruct the transgressor to report to polka during breaks or detention at 12:40 on the first Friday following the offence.
- The prescribed procedure for a person in position of authority to send a learner to detention or polka, is as follows:
- Every person in authority in the school receives an official punishment book (with carbonised paper). When a learner is sent to polka or detention, the reasons must firstly be verbally and comprehensively explained. The staff member then completes the form.



- The learner must sign the form stating that he accepts the punishment and understand the verbal explanation.
- If a learner at any stage feels strongly about his or her innocence or that he or she was unfairly treated, this can be made known to the deputy principal who must investigate the circumstances thoroughly and then give a verdict. If the learner is still not satisfied, it will be noted but the deputy principal judgement will be final. This must be done within 24 hours of receiving a polka or detention.
- NOTE: Learners cannot query any detention on the Friday.
- The form will state the infringement, the amount of points as well as the date on which the transgression took place and the date the learner will have to go to polka or detention.
- The original is handed to the learner with the instruction to show it to his or her parent who must also initial the form (detention only). The yellow copy is handed to the deputy principal as soon as possible. If the same learner shortly thereafter is guilty of an offence in the same or another teacher's class and is given detention again, the deputy principal will know about it immediately. Depending on the seriousness of the offence, he or she can contact the parent immediately. The third copy remains in the staff member's punishment book.
- Polka take place during the two breaks from Monday to Thursday and during the one break on a Friday.
- It is the responsibility of the learner who received the original form, to give it to the person of authority on polka duty.
- The learner who received a Polka will immediately report to the hall. The person of authority on polka duty will meet them outside the hall. The original form will be handed to the person of authority on duty. This form doesn't need to be signed; notice of the transgression will be reported on their behavioural report that will be send home at the end of each term.
- Polka in principle is to punish a learner immediately after a transgression; he will not be allowed to play during break but will sit quietly under the supervision of the staff member on duty.
- He will be allowed to eat and visit the bathrooms before the next period starts.
- It is the responsibility of the learner who received the original form to give it to the person of authority on polka duty.
- If a learner receives more than one detention for a week, the other detentions will be moved to the next Friday/s until all has been attended.
- It is the responsibility of the learner who received the original form, which has to be signed by the parent prior to the detention date, to give it to the person of authority on detention duty. If this signed



form is not handed in on the Friday of the detention, the learner is automatically placed on detention for the following Friday.

- The names of the learners being sent to detention will be announced during announcements on Friday mornings for all the assembled learners to hear. They will be called down on Fridays before the end of the normal school to report to person in authority at the venue where the detention will take place. Usually the school hall.
- NOTE: Learners on detention cannot negotiate on which Friday they prefer to do detention.
- The staff on duty for detention will be those as determined by a previously drawn up duty list.
- In principle, detention must be made so unpleasant and tiring that learners will want to avoid it at all costs and, as far as possible, not wish to be there. Detention is thus definitely not a homework period.
- A learner who does not turn up for detention and who is not sick will receive another detention for not sitting his detention. Any continual deviation from this can lead to expulsion because it is regarded as serious misconduct to ignore given punishment.

20. Rewards system:

- Positive behaviour will also be rewarded. It functions on a negative value, which is deducted from the transgressions.
- A learner who has qualified to wear civvies for two consecutive times will be awarded 2 (-2) marks.
- If a learner did not attend detention for a term, they will be rewarded with 5 (-5) marks
- A learner, whose average improves by more than 5%, is rewarded with one mark for every percentage he/she improves.

21. The Star system and procedure:

- The names of children doing positive deeds (without being asked to do so) will be recorded in the **Star** book (Principal's office). At the end of term they will receive a small reward. (Coke, chocolate, etc.) on stage at the last assembly.

22. The Re-alignment system and procedure:

- If a learner received 15 points, he/she will warrant a letter or sms where the parents/guardian of the learner will be informed of all his/her infringements. This will serve as a final written warning.



- In the first week of the next term all learners that received more than 30 points up to date, will meet for a *re-alignment* meeting. This disciplinary committee consist of the a member from the SGB (Legal affairs), and will chair the meeting. The principal and the parents/guardians of the learner will also be present.
- During the re-alignment meeting the infringements of the learners will be discussed.
- At this discussions the parents can be asked to take the learners home for a certain period of time.
- Learners with 36-40 points will be sent home for 1 day; 41-45, 2 days; 46-50, 3 days; 51-55, 4 days, 56+, 5 days.
- It is the responsibility of the learner to make sure that all academic work lost due to this action must be caught up.
- If a learner has received more than 30 marks in catagoty B & C in grade 5 and 6, this learner will not be able to be stand for election to be a prefect in grade 7
- If a learner has received more than 20 marks in catagoty B & C in grade 6 and 7, this learner will not be able to attend the grade 7 tour. This is also appropriate for grade 7 learners who want to attend the grade 7 tour
- Prefects – refer to prefect policy.
- Learners at aftercare with more than 30 points, infringements at aftercare, will be expelled from aftercare till the next year when his parents/guardians can re-apply.
- At the end of each year the Category A infringement will be deleted.

23 The Tribunal and Disciplinary hearing

23.1 According to SASA the governing body has the right, (as a corrective measure), to suspend a learner for one week after a fair hearing has occurred. This period may be extended pending a decision by the Provincial Head of Department of Education regarding the expulsion of such a learner. The governing body may also suspend a learner even before a formal charge has been laid, if the alleged transgression is of a serious nature, or threatens the maintenance of sound discipline or the social welfare of learners or if the presence of the alleged accused at school will impair the investigation. The recommendation of the principal in this regard will be of paramount importance and the disciplinary committee of the governing body may approve his recommendation.

23.2 Before suspension or expulsion for the above listed transgressions can occur, all the facts have to be heard and evaluated. For this purpose the governing body will appoint a disciplinary committee with a mandate to invite other persons as is deemed necessary. If the learner is caught red handed or



if the learner admits guilt in the presence of the parent / guardian, the matter will be further discussed until an educationally sound form of punishment, which may include an up to 7 day suspension period, is reached.

In all cases where guilt has to be established and proved and in all cases which could lead to possible expulsion the following procedure must be followed:

23.3 Preliminary inquiry

When a learner is suspected or alleged to have committed a major transgression the principal may appoint an investigating educator. The latter will collect information for the principal to decide whether a disciplinary hearing is warranted.

23.4 Hearing

- The investigating educator shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee of the governing body.
- The notice must contain sufficient information on the date, place and nature of the alleged transgression.
- At least five school days must lapse between the delivery of the notice and the hearing.
- The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the head of education.
- The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions of the worst kind, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- The learner assisted by the parent / guardian may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.



- Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- Should the learner and/or his/her parent and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.
- The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.
- After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.
- Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

23.5 Finding and sanction



- In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parent as well as the prosecutor within a maximum of five school days.
- Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

23.6 Internal appeal

- A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.
- The notice of appeal must clearly outline the grounds for the appeal.
- The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which the committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who have heard the matter may not serve on the appeals committee as well.
- The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- Within 24 hours of receiving the notice of appeal, the other party will be entitled to make representations in response thereto, to the chair of the appeals committee.
- In considering the appeal, the appeals committee will be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must be made within 24 hours of receiving the notice of appeal.
- The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled



during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.

- The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- In considering the appeal, the appeals committee may:
 - set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
 - Impose an alternative sanction (including a heavier sanction);
 - and make any other ruling that the appeals committee deems fair and just under the circumstances.

23.7 General provisions

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee

24. IN CONCLUSION:

- 24.1 This code of conduct will be strictly, fairly and consistently applied. Although it is not intended to humiliate learners in front of others, some offences may be addressed in front of all the learners in the school hall and the guilty parties identified there. Such offences for example may include any behaviour of a learner who, whilst dressed in school uniform, but outside of the school, drags the good name of Monument Primary School through the mud or any blatant offence within the school that will also have that effect or is aimed at attracting attention.
- 24.2 Monument Primary School is a multi cultural school. Although as a matter of course all learners are treated without colour differentiation, for official purposes and for the sake of clarity, reference to race and colour by way of exception has to be made. When this happens it can never be seen as blatant or even hidden forms of racism. For example several departmental forms must annually be completed where every learner's race has to be indicated. Learners then have to declare, for instance, whether they are African or coloured. When reference to the specific hairstyles of African girls must be made, reference to race and colour is essential. Several other examples can be quoted.
- 24.3 Any of the above named, as well as any other punishment which appears in this code of conduct, can also be a suspended punishment, which can fall away after a certain period of time following good behaviour.



24.4 Attached to this code of conduct are several regulations which are dealt with separately.

SIGNED AT Ladysmith ON THIS 30 DAY OF November 2016



Governing Body Chair