



CODE OF CONDUCT POLICY

1. Introduction

This policy document is compiled to protect and support the ethos, values and traditions of Knysna Primary School.

2. Code of Conduct

The Governing Body of Knysna Primary School accepts this code. The code complies with the Education Act of 15 November 1996.

3. Definitions

In this code of conduct, the following definitions apply:

“Governing Body”: A Governing Body as defined in article 16(1):(v) of the Education Act of 15 November 1996.

“Principal”: The head of Knysna Primary School.

“Educator”: An employee of Knysna Primary School who, in accordance with the Act of the employment of educators 1994, is in service at Knysna Primary School.

“Department Head”: The head of an internal department of Knysna Primary School.

“Learner”: Any person receiving education at Knysna Primary School.

“Foundation Phase”: Refers to learners in Grade 1 to Grade 3.

“Intermediate Phase”: Refers to learners in Grade 4 to Grade 6.

“Senior Phase”: Refers to learners in Grade 7.

“Class Educator”: Is a person teaching all learning areas in one class.

“Learning Area Educator”: Refers to a person teaching one or more learning areas to different classes.

“School Management Team”: Refers to the committee responsible for managing Knysna Primary School and is made up of the principal, deputy-principal, heads of departments and elected persons.

“WCED”: Western Cape Education Department.

4. Approach to the Policy

4.1 **Philosophical approach**: We consider each learner as a unique being who should fully realise his/her positive God-given potential. In our school, these talents are explored and developed with the guidance of an adult educator in an orderly and structured environment.

4.2 **Educational approach**: The school’s approach to discipline is conducted in a spirit of kind heartedness, love, and support. Children are encouraged to learn from their mistakes. This implies the following:

4.2.1 Learners will be subject to the enforcement of rules and regulations with the necessary sensitivity

and understanding. Disciplinary action should only be necessary when it appears that a learner's attitude or behavior does not conform with the values and rules of the school.

4.2.2 Sympathetic authority will be applied at all times to the learner who has the right to be heard.

4.2.3 The dignity of the learner and the specific circumstances in which he/she finds himself/herself shall receive high priority throughout.

4.3 **Religious approach:** KPS religious observance policy will be a SINGLE FAITH, namely CHRISTIAN. KPS acknowledges the multicultural and multifaith community. Therefore, families from all religions will be accepted as part of the KPS family. Everyone has the right to freedom of conscience, thought and belief.

4.4 **Restorative approach:** The aim is to repair emotional or material damage. To make right. The focus is on repair, apology and reparation. The needs of those affected are addressed and taken into account.

4.5 **Disciplinary approach** (refer to disciplinary sanctions)

No person may inflict corporal punishment on a learner.

Every member of staff is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure of disciplinary action will be consistent and correspond with and be appropriate to the offence. Offences will be dealt with by the staff member concerned or by a specially elected committee which could involve SGB members. A written record of such offences and the disciplinary measure taken will be kept on the students' file. Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious.

5. **Enrolment**

Enrolment of your child/children at Knysna Primary School signifies that you accept and undertake to abide by the code of conduct of this school. Parents will refrain from slating and bad mouthing the school and its staff on all forms of social media.

SCHOOL RULES

1. **Introduction to General Principles**

- 1.1 Learners are expected at all times to behave in a courteous and considerate manner towards each other and the staff.
- 1.2 No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
- 1.3 All learners have the right to an education free of interference, intimidation, and/or physical abuse. The learner will respect the property and safety of other learner's.
- 1.4 The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavor in a spirit of constructive partnership, to resolve the problem.
- 1.5 Parents have the right to appeal to a disciplinary action taken. If sufficient grounds exist, there is an opportunity to indicate why the action should not be considered.

2. School and Class Attendance

- 2.1 All learners are to arrive at school before the official starting time.
- 2.2 Absence from a class, without the permission of the relevant register or subject educator, is prohibited.
- 2.3 Absence from school must be covered by an absentee note from a parent/guardian.
- 2.4 Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- 2.5 Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- 2.6 Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task before alternative dates are arranged. It is the parent's responsibility to make arrangements with the teacher involved.
- 2.7 No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head. The learner must be signed out at reception.
- 2.8 Truancy from school is prohibited.
- 2.9 No learners may leave the school grounds without permission and knowledge from the office.
- 2.10 Learners must wait for their parents inside the school grounds.
- 2.11 **Learners must be picked up timeously after school. (please refer to school times)**

3. School Uniform and General Appearance (refer to clothing policy)

Learners are expected to wear the full official school uniform and appear neat and tidy both at school and in public.

- 3.1 No additions to the uniform that are not in accordance with the regulations will be allowed.
- 3.2 No jewellery with the exception of earrings (sleepers or studs in gold or silver with no stones /colours), watches and medic-alert chains. No "smart" or "slim" watches that have cellphone functions are allowed.
- 3.3 No accessories, coloured contact lenses or visible tattoos are allowed.
- 3.4 **HAIR:** At Knysna Primary School we believe that every child should define himself / herself by his / her words and actions **and NOT by outward appearance or adherence to fashion trends**. Seeing that we are in a formal school setting, it is mandatory for every learner to understand, honour and reflect the school's ethos.

GIRLS

PERMISSIBLE	UNACCEPTABLE
• Clean, neat and well-groomed hair	• Dirty, untidy hair
• White or black hair accessories	• Coloured hair accessories
• Simple and functional hair accessories	• Decorative hair accessories

• Hair that touches the collar must be tied	• Long loose hair
• Hair that is tied in one / two parts e.g. one / two braids / pony tails or “Bantu Knots”	• Hair that is tied in more than two parts e.g. three or more braids / pony tails or “Bantu Knots”
• Neat, thin extensions (braiding), but not longer than 20cm. Must also be tied up.	• Untidy, thick extensions (braiding) longer than 20cm
• Extensions (braiding) must be the same colour as natural hair colour	• Extensions (braiding) that contrast with natural hair colour
• Natural hair	• Bleached, coloured, shaved hair or highlights
• Cornrows - neatly braided	• Cornrows untidy / too thickly braided

BOYS

PERMISSIBLE	UNACCEPTABLE
• Short, clean, neat and well-groomed hair	• Long, dirty and untidy hair
• Eyes, ears and collar should be open	• Hair hanging in the eyes, over the ears and on the collar
• Natural hair colour	• Bleached or coloured hair and highlights
• Hair may be shaved short	• Hair completely shaven off, patterns shaved in hair
• Soft hair products	• Hair gel or wax
• “Comb over” - gradually thinned out	• “Comb over” with a definite step
• Short fade haircut	• High top / long hair fade haircut

3.5 Fingernails must be kept trimmed short and clean at all times.

3.6 During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. No beachwear, tight-fitting clothes, clothes that is see-through and / or too revealing (croptops) is allowed. Hair, shoes and accessories should be neat at all times.

3.7 No school tracksuits and other clothing may be worn over the official school uniform.

3.8 Gr 4 -7 may only wear school tracksuits for sport, not to school in place of the school uniform.

Gr 1-3 learners wear the school tracksuit every day in the winter as their winter school uniform, and PT clothes in the summer.

3.9 Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official school uniform for religious and cultural reasons.

- 3.10 When a jersey is worn, it must be a navy jersey. The school navy windbreaker is permitted on rainy days.
- 3.11 Only scarves and beanies with the school logo may be worn to school with winter uniform.
- 3.12 Gloves in black may be worn and the educator will determine when the gloves should be removed.
- 3.13 Learners must wear P.T. clothes during P.T. periods.
- 3.14 Lost clothing must be collected before the end of each term.
The school accepts no responsibility for lost clothing. **CLOTHING SHOULD BE CLEARLY MARKED.**
- 3.15 Only a white undergarment eg vest or T-shirt may be worn under school uniform but it must not be visible.
- 3.16 School Bags: Only sturdy blue or black suitcases are allowed.

4. Valuables and Personal Belongings

The school will not be held responsible for theft of or damage to personal belongings on school premises e.g. cell phones, bags, books, and clothing.

- 4.1 If a learner brings a cell phone to school, the learner must hand it in to the educator in charge for safekeeping.
- 4.2 If a parent requests a learner to pay school fees on his/her behalf, such school fees should be in a clearly marked envelope and be paid to the office before the start of the school day.
- 4.3 Learners may not bring toys, computer games, iPods or similar electronic devices or items of value to school.

5. Behaviour

- 5.1 Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- 5.2 Silence must be kept on entering and leaving the hall for assembly.
- 5.3 Learners who go on messages or to the toilet during class time must go alone.
- 5.4 Learners may only use the passages when changing periods, going to the office or if it rains.
- 5.5 Learners entering the school must use the door nearest to their classroom.
- 5.6 No learner may enter the school through the main office foyer.
- 5.7 Only small soft balls may be used to play ball games.
- 5.8 Ball games may only be played on the rugby field and designated areas on the school ground.
- 5.9 Fighting or threatening of other learners is forbidden.
- 5.10 Learners may only ask the secretary to phone for emergencies.
- 5.11 When sick, learners must, with the educator's permission, go to the office and request the secretary to phone their parents. Learners may not phone their parents without the knowledge of the office.
- 5.12 Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.

- 5.13 Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 5.14 The timeous handing in of work is the responsibility of each learner.
- 5.15 The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 5.16 Discriminatory, racist or bad language may never be used.
- 5.17 Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 5.18 The carrying, copying and/or reading of offensive material is prohibited.
- 5.19 The chewing of gum is forbidden.
- 5.20 Correcting fluid may not be used in school.
- 5.21 The school ground and classrooms must be kept clean at all times. No littering!
- 5.22 All litter must be placed in refuse bins or wastepaper baskets
- 5.23 The carrying/distribution or use of cigarettes, vapes, alcohol or drugs at school or any public place area is forbidden.
- 5.24 **No** sharp objects, knives or weapons may be brought to school.
- 5.25 Learners are only excused from P.T. if a letter from the parents is produced. For periods longer than a week, a medical certificate is needed.
- 5.26 Changing for swimming must be done in the change rooms.
- 5.27 No learners may leave the pool area or school in a bathing costume.
- 5.28 No learners are allowed in the swimming pool area unless a teacher or coach is present.
- 5.29 No learners may be in the hall, quad or classrooms before or after school or during the breaks. (Only prefects are exempt from the rule)
- 5.30 The learner will respect those learners' in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

6. Rules Governing Public Places (refer to Religious Policy)

The school is also a place of safety. Learners must keep clear of areas that are indicated as out of bounds.

These include:

- 6.1 The school motor vehicles garages.
- 6.2 The playing fields, tennis courts and swimming pool area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
- 6.3 No climbing on trees or hanging on branches.
- 6.4 Electrical mains distribution boxes, fire extinguishers and hoses.
- 6.5 Parking lots.

- 6.6 Willful damaging, vandalizing or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.
- 6.7 No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorized by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 6.8 The carrying and/or smoking of cigarettes/vapes is prohibited.
- 6.9 Alcohol is not permitted on school premises or during any school activity.
- 6.10 The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
- 6.11 No learner may use the main / pedestrian gate in Long Street for entrance/exit unless they are signed out at reception.

7. Transport

- 7.1 Learners wishing to park their bicycles on the school grounds must first obtain permission to do so and make use of the areas specifically demarcated for the purpose.
- 7.2 All learners park their bicycles on the school premises at their own risk.
- 7.3 The riding of bicycles, skateboards, or roller blades on the school ground is forbidden.
- 7.4 Reckless behaviour is forbidden.
- 7.5 The Code of Conduct is applicable when making use of School and Public transport to and from School.
- 7.6 Learners may not hitchhike while in school uniform, whether formal or sports dress.

8. Extra Mural Programme

Involvement in activities making up the Extra Mural Programme forms a valuable and integral part of the holistic education of every learner. All learners are therefore, expected to become actively involved in at least one (1) sport, cultural and / or service activity per term.

- 8.1 The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 8.2 Once a learner has committed him/herself to an activity, he/she will be bound to meet the rules and obligations related to that activity.
- 8.3 Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 8.4 Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- 8.5 Appropriate kit/uniform will be worn to practices.
- 8.6 The correct match kit/uniform will be worn to inter-school league fixtures.
- 8.7 Learners travelling to an away fixture will travel in full school uniform, unless other arrangements have been made.
- 8.8 Sports and other kit must be carried in an appropriate bag.

8.9 Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.

9. Accommodation of Religions or Cultural Rights (refer to Religious Policy)

Parents must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religions right of the learner.

This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.

**List of the possible disciplinary actions
to be applied for Grade 1-, 2-, 3- and 4 offences, respectively**

Each case will be evaluated on its own merits and provided with a sanction justified for that specific case.

Actions/sanctions are carried out by the designated person and may include the following:

Grade 1 Offences	Recommended Actions
<ol style="list-style-type: none">1. Academic: Books/work materials left at home; homework-not done on time/copied.2. Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to teachers/coach)3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacement of school desks/walls/books/bags with graffiti; eating/chewing in class; littering and cell phone ringing.4. Dress code: Untidiness/unkept appearance; School dress code not followed.	<ul style="list-style-type: none"><input type="checkbox"/> Verbal reprimand<input type="checkbox"/> Demerit / warning letter D6<input type="checkbox"/> Written notice<input type="checkbox"/> Detention after 3/warnings (D6)<input type="checkbox"/> Subtracting marks (homework)<input type="checkbox"/> Temporary confiscation until the end of the school term (eg school uniform, jewellery, mobile phones, bags and suitcases)<input type="checkbox"/> Removing graffiti from bags and suitcases during breaks<input type="checkbox"/> Warning letter

Grade 2 Offences	Recommended Actions
1. Plagiarism of any work copied or cheating/attempted cheating in class test/assignment	Nought for test and warning (D6) letter Educator contacts parents
2. Damage to property/possession of other learners' property	Repair/replace, warning letter (D6) and detention. Hearing and possible expulsion
3. Defiance/disregarding of any authority figure's instructions Disruptive/uncooperative in class	Suspension from class, warning letter (D6) and detention. Hearing and possible expulsion

Disruptive behavior on school property or on school sponsored fixture/outing/tour	
4. Detention – nonattendance without notification	Making up missed detention, warning letter (D6) and hearing
5. Disregarding test/examination procedures	Warning letter (D6), detention and educator contact parents
6. Repeated dress code infringements (including hair and personal grooming)	After three (3) verbal warnings, warning letter (D6), detention
7. Fighting	Warning letter (D6) and meet with parents
8. Fire-crackers	Immediate confiscation, warning letter (D6)
9. Forgery, e.g. parent/guardian's signature	Warning letter (D6) and meet with parents
10. Gambling or trading on or off school property	Warning letter (D6) and meet with parents
11. Graffiti: Books, cases, desks, walls etc.	Removal, warning letter (D6) and educator contacts parents
12. Late for school – three (3) times	Educator phones parents
13. Lying	After 3 warning letters (D6), meet with parents
14. Offensive material	Hand in to office, warning letter (D6), contact parents
15. Smoking – possession/selling of cigarette/s holding cigarette/caught in the act on/off school property	Hand in to office, warning letter (D6), meet with parents
16. Spitting	Warning letter (D6)
17. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter (D6)
18. Verbal abuse/threatening assault/intimidation of a fellow learner.	Educator phones parents, warning letter (D6)
19. Truancy – bunking a lesson, bunking a day or a part of a day	Educator phones parents, warning letter (D6)
20. Vandalism – defacing / damaging / breaking of any school property	Educator phones parents, warning letter (D6) Payment to repair damages

Grade 3 Offences	Recommended Actions
1. Bullying(emotional and physical)/Intimidation	Warning letter (D6), meet with parents.
2. Possession/distribution/bribery of test or examination material prior to test or	Warning letter (D6), nought for test/examination, meet with parents

examination being written	
3. Drugs – consumption not associated with school	Interview with parents, professional intervention
4. Gangs – promoting formation forming of or associating with/furthering activities of school gangs/social groups.	Office contacts parents, warning letter (D6) and temporary suspension from school.
5. Involving/attempting to involve outsiders in disputes between learners	Office contacts parents, warning letter (D6). Community service and detention
6. Pornography – possession and distribution at school	Warning letter (D6), office contacts parents, professional intervention
7. Racist conduct that defames a learner/teacher	Suspension from class. Office contacts parents. Cultural sensitivity training
8. Improper suggestions of sexual nature	Suspension from class. Contact parents. Professional intervention.

Grade 4: Offences	Recommended Actions
1. Alcohol – drinking/drunken/possession of at school or on school outings / drinking in public	Suspension from school. Disciplinary hearing, warning letter (D6), school service ,detention/expulsion. Refer to Circular 29 of 2021.
2. Assault on a learner causing serious bodily harm	Suspension from school. Disciplinary hearing and expulsion.
3. Bribery/attempted bribery of any person, disrespect of any test/examination material	Disciplinary hearing, warning letter (D6), community service, detention/expulsion
4. Dangerous weapon or object, e.g. knife – possession at school	Principal/Deputy phones and meets parents. Immediate confiscation, suspension from school. Disciplinary hearing, appropriate intervention. Refer to Circular 29 of 2021.
5. Dangerous weapon or object e.g. firearm – possession at school/ on school outing	Principal/Deputy contacts police and contacts parents. Immediate confiscation, suspension from school. Disciplinary hearing, appropriate intervention. Refer to Circular 29 of 2021.
6. Drugs/illegal substances – possession at school or on school outings	Principal/Deputy contacts police and parents. Immediate confiscation, warning letter (D6), suspension from school. Disciplinary hearing, appropriate intervention. Community service, detention, possible expulsion. Refer to Circular 29 of 2021.

7. Drugs/illegal substances - consumption/under the influence at school/on school property or on school outings	Principal/Deputy phones police and parents. Immediate confiscation, warning letter (D6), suspension from school. Disciplinary hearing, appropriate intervention. Community service, detention, professional counseling, possible expulsion. Refer to Circular 29 of 2021.
8. Drugs/illegal substances – dealing (“pushing”) at school/on school outings	Principal/Deputy phones and parents. Immediate confiscation, warning letter (D6), suspension from school. Disciplinary hearing, appropriate intervention. Community service, detention, professional counseling, possible expulsion. Refer to Circular 29 of 2021.
9. Forgery of any document or signature to the potential /actual prejudice of the school	Principal/Deputy phones parents. Suspension from school. Disciplinary hearing, warning letter (D6), community service, detention, possible expulsion.
10. Fraud (financial)	Principal/Deputy phones parents. Suspension from School. Warning letter (D6), disciplinary hearing, compensate, community service, detention and possible expulsion.
11. Verbal abuse of a teacher	Principal/Deputy phones parents. Suspension from school. Disciplinary hearing, warning letter (D6), community service, detention.
12. Threatening to assault/intimidating a teacher	Principal/Deputy phones parents. Suspension from school. Disciplinary hearing, warning letter (D6), community service, detention.
13. Assault on a teacher	Principal/Deputy phones parents. Suspension from school. Disciplinary hearing, warning letter (D6), community service, detention.
14. Sexual activities	Principal/Deputy phones police and contact parents. Appropriate intervention and professional counseling.
15. Sexual harassment of teacher/learner	Principal/Deputy phones police and contact parents. Suspension from school. Warning letter (D6), community service. Possible expulsion. Appropriate intervention and professional counseling.
16. Theft/Dishonest behaviour to the prejudice of another person	Disciplinary hearing, replacement of stolen items, warning letter, community service, detention and possible expulsion.