



COCPOL1/2024

## CODE OF CONDUCT POLICY

# 2024-

### 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 and is binding on all learners at the school.

### 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 grounding**: 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:** The Principal and staff of Knysna Primary School believe that every learner has a calling from God to achieve certain goals in his/her life. It is the aim of this school to ensure that every learner will be assisted to achieve this goal.

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**

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.

## **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" (naught) for the particular examination/test/assessment task.
- 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.
- 2.8 Truancy from School is prohibited.
- 2.9 No learners may leave the school grounds without permission from the office.
- 2.10 Learners must wait for their parents inside the school grounds.

## **3. School Uniform and General Appearance**

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 jewelry with the exception of earrings (sleepers or studs in gold or silver with no stones /colours), watches and medic-alert chains.
- 3.3 No accessories, coloured contact lenses or visible tattoos are allowed.
- 3.4 HAIR: No colouring or bleaching of hair or wearing of exotic hairstyles is allowed.



3.4.1 Girls: Only black or white hair accessories are allowed. No combination of colours is allowed.

Long hair must be tied or plaited. Hair that touches the collar must be tied. No hair 'pegs' No hair extensions or wigs may be worn-only natural hair may be braided.

3.4.2 Boys: hair shall be neatly cut, above the collar and off the ears. No gel. No step is allowed. Shaving of heads less than a number 3 and patterns is prohibited.

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 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 track suit as their WINTER uniform every day in winter and only on PT days in 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 Due to accommodating a multicultural community and religious denominations, male learners are prohibited from wearing jewelry. This assists the school in protecting the anonymity of all learners from undue discrimination. Please note that we do not discriminate against any one culture or religion; this is an all-encompassing rule that includes all male learners. This is seen as just and fair discrimination towards all boys; this is in the best interest of the learners.

#### 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 the learner brings a cell phone to School, the learner must give it 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 with a class pass.
- 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.
- 5.9 Fighting or threatening of other learners is forbidden.
- 5.10 Learners may only use the public phones 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 secretaries.
- 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, alcohol or drugs at school or any public place area is not allowed.
- 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.
- 5.30 The learner will respect those learner's, in positions of authority. A learner who is in a positon 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

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, 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 Electrical mains distribution boxes, fire extinguishers and hoses.
- 6.4 Parking lots, except while accessing their own vehicles
- 6.5 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.
- 6.6 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.



- 6.7 The carrying and/or smoking of cigarettes is prohibited.
- 6.8 Alcohol is not permitted on School premises or during any School activity.
- 6.9 The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## 7. Transport

Learners wishing to park their bicycles on the School grounds must first obtain permission from the School to do so and make use of the areas specifically demarcated for the purpose.

- 7.1 All learners park their bicycles on the School premises at their own risk.
- 7.2 The riding of bicycles, skateboards, or roller blades in the school ground is forbidden.
- 7.3 Specific areas are provided for the safekeeping of bikes and must be used by learners.
- 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, she/he 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 sanctions  
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. Corrective actions/sanctions are carried out by the individual teacher and may include the following:

Grade 1 Offences	Recommended Corrective Sanctions
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; defacing desks/walls/books/cases 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"> <li>· Verbal reprimand</li> <li>· Demerit</li> <li>· Written punishment</li> <li>· Detention</li> <li>· Subtracting marks (homework)</li> <li>· Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags, and cases)</li> <li>· Removing graffiti from bags and cases at break</li> <li>· Written notification</li> <li>· Warning letter</li> </ul>

Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted	Nought for test and warning letter



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cheating in class test/assignment	
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and detention
3. Defiance/disregarding of any authority figure's instructions	Suspension from class, warning letter and detention
4. Detention – non attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organize corrective measures
7. Disruptive behaviour, frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, detention
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1 <sup>st</sup> and 2 <sup>nd</sup> Offence: Special detention 3 <sup>rd</sup> Offence: Information disciplinary hearing , special detention and professional counselling (All money to be confiscated)
13. Graffiti: Books, case, desks, walls, etc.	Removal, warning letter and detention
14. Late for School – three (3) days	Phone call to parents
15. Lying	Warning letter and detention
16. Offensive material	Warning letter and detention
17. Smoking – possession/selling of cigarette/s	1 <sup>st</sup> Offence: Special detention
holding cigarette/caught in the act on/off School Property	2 <sup>nd</sup> Offence: Formal disciplinary hearing, special detention and professional counselling

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	(All cigarettes and lighters confiscated)
18. Spitting	Detention
19. Sticking a sharp object, e.g. pin, pen, nib, etc into a fellow learner	Warning letter and detention
20. Substance abuse – possession/sniffing of un-authorized substance, e.g. benzene, thinners, meth's, etc.	Information hearing, warning letter and detention
21. Threatening assault/intimidation of a fellow learner	Phone call to parents, warning letter and detention
22. Truancy – bunking a lesson	Detention
23. Truancy – bunking a day or a part of a day	Phone call to parents, warning letter and detention

Grade 3 Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling or liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class (internal exclusion)/School. Disciplinary hearing, warning letter, school service and detention
3. Bullying( emotional and physical)/Intimidation	Warning letter, school service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, school service, detention
6. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class (internal exclusion) /School. Disciplinary hearing, warning letter, school service and detention

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7. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (Frustrating School's educational/extracurricular programme)	Suspension from class/School, school activities and functions. Disciplinary hearing, warning letter, community service and detention
8. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Drugs – consumption not associated with School	Interview with parents, professional intervention
10. Gangs – promoting formation forming of or associating with/furthering activities of School gangs/social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
11. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention
12. Pornography – distribution at School	Warning letter, community service and detention
13. Public indecency	Disciplinary hearing, warning letter, community service, and detention
14. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
15. Improper suggestions of sexual nature	Disciplinary hearing, warning letter, community service, and detention
16. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service, and detention
17. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service, and detention
18. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service, and detention/expulsion

Grade 4: Offences	Recommended Corrective Sanctions
1. Alcohol – drinking/drunk at School or on School outing	Suspension from School. Disciplinary hearing, warning letter, school service ,detention/expulsion

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2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, school service ,detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person, disrespect of any test/examination material	Disciplinary hearing, warning letter, community service, detention/expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object e.g. firearm – possession at School/ on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances - consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances – dealing (“pushing”) at School/on School outing	Suspension from School. Disciplinary hearing, and expulsion
11. Forgery of any document or signature to the potential /actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service, detention/expulsion