



**ORIAH**  
PRE-PRIMARY AND PRIMARY SCHOOL  
Light of Knowledge

## Code of conduct

### CODE OF CONDUCT FOR LEARNERS

While it is a learner's right to receive an education and while Oriah Pre-and Primary School will strive to provide the top quality educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow pupils, the Teachers, other members of staff and the school.

#### **PREAMBLE**

1. A Code of Conduct is necessary in our school community to realize the educational objectives of the school.
2. The Code of Conduct must inform the learners of the way in which they should conduct themselves at a school in preparation for their conduct and safety in civil society. It must set a standard of moral behaviour for learners to equip them with the expertise, knowledge and skills they would be expected to evince as worthy and responsible citizens. It must promote the civic responsibilities of the school and it must develop leadership. The main focus of the Code of Conduct must be positive discipline. It must be punitive and punishment oriented, but it must facilitate constructive learning.
3. The purpose of the Code of Conduct is to promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience.
4. School rules will be obeyed.
5. The Code of Conduct aims at establishing a disciplined and purposeful environment to facilitate effective education and learning in school.
6. This Code of Conduct acknowledges the following: The Constitution of the Republic of South Africa, the South African Schools Act and Provincial Legislation.

#### **MISSION STATEMENT**

Oriah Pre-and Primary School is committed to being a provider and developer of an individualized and unique education system. We will endeavour to use our expertise and knowledge to provide a comprehensive, quality based education system.

Oriah Pre-and Primary School is committed to excellence in education. We commit ourselves to working co-operatively together as partners with the community to facilitate the growth of our learners intellectually, spiritually, emotionally, socially and physically and to create respect for our environment and multicultural society.

To accomplish this, we employ suitably qualified staff, who make use of the most innovative materials and modern technology available.

Our school doors are open to all culture groups, provided they commit to uphold the rules and regulations stipulated in the constitution set out by Oriah Pre-and Primary School.

## **OBJECTIVES**

1. To provide the opportunity for each learner to develop his/her abilities and skills optimally in an educational area in which the school is involved.
2. To provide each learner, as unique individual, with the opportunity to prepare himself/herself fully so that he/she may play a meaningful role in society as an adult.
3. To provide each learner with a safe and secure learning environment which acknowledges that each learner is a unique individual with his/her own special traits and needs.
4. To teach learners the principle of caring for one another in a spirit of co-operation and support.
5. To ensure a safe environment so as to limit physical injuries as far as possible.
6. To offer, in a school-parent partnership, the best for the learner through effective communication.

## **RESPONSIBILITIES FO THE PARENTS TO THE CODE OF CONDUCT**

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will:

1. Support the school and require learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part; and take an active interest in their children's schoolwork and make it possible for the children to complete assigned homework.
2. Transgressions committed against the Code of Conduct will result in the parent/guardian and or legal authorities to immediately be called to the school for the relevant matter.

## **GUARDIANSHIP**

To reach these objectives, a guardianship is necessary. It consists of the following:

- Principal
- Heads of Departments
- Teachers
- Parents
- Prefects
- Administration and support staff

## **EMPOWERMENT OF STAFF**

1. The South African Schools Act, 1996, empowers the school authorities to discipline learners, but it is beyond the law to delegate this authority to learners. Learners are partners with other members of the school and are not in charge of the school.

2. Every teacher is responsible for discipline at all times at the school and at school related activities. Teachers have full authority and responsibility to correct the behaviour of the learners whenever such correction is necessary at the school. Serious misconduct must be referred to the principal of the school. However, a mechanism must be created at school to handle disciplinary problems to reduce the load of the principal.
3. Any corrective measures or disciplinary action must be commensurate with the offence. Corrective measures may become more severe with subsequent repeated infractions. Suspension or expulsion may follow. Learners should not think that they cannot be suspended or expelled simply because it is their first offence of a rule or policy, but such decision should be taken by the right authority.
4. In cases where a learner cannot adjust to the school and where his/her behaviour is objectionable in that it violates the rights of others, he/she will be referred to the principal. Through consultation with his/her teachers and the site of learning based team in consultation with the parents or guardians, every effort should be made to assist him/her to adjust. This will include referral to the education support services for treatment. If all these efforts fail, the principal will refer the matter to the Parent's Committee which may make a decision in the best interest of the learner and the other learners at the school.
5. Offences will be recorded in a Record of Behaviour book. The Record of Behaviour will be reviewed quarterly, and parents, learners and the staff will have the opportunity to make contributions and recommendations regarding the content of the Record of Behaviour. Disciplinary procedures will be followed as stipulated in the policy which will be discussed if requested with learners and parents. Parents will regularly receive disciplinary reports from the school.
6. Warnings will be given to learners either verbally or in writing.
7. Learners will complete work in arrears within one day.

## **LEARNER'S UNDERTAKING**

I, as a learner of Oriah Pre-and Primary School undertake to:

- RESPECT MYSELF – by doing my best at all times and by taking pride in my dress, actions and thoughts.
- RESPECT OTHERS – by being polite, considerate and helpful always and by giving others the opportunity to reach their full potential.
- My approach is to accept responsibility for my actions.

## **GENERAL BEHAVIOUR**

Learners are to be at all times ambassadors for our school. Learners are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school. Avoid arrogance always. Humility in victory and grace in defeat should be shown.

It is expected of learners from Oriah Pre-and Primary School to be courteous, friendly and respectable towards Teachers, other learners, General Staff, Administration Staff and the members of the general public.

1. Academic staff, administrative staff, ground staff, parents, visitors and fellow learners are to be accorded with the utmost courtesy. If a learner is seated when an adult approaches, he/she should stand and greet the adult and offer assistance where necessary. Learners should greet staff members when meeting or passing each other during the day. Adults are to be greeted by surname or as “Sir or Ma’am” whichever is applicable.
2. The manner in which pupils communicate with other learners, staff and parents should be of an unquestionable standard at all times. No slang, bad language, shouting or answering back is acceptable. Verbal defiance is a serious offence.
3. At sports events the learners are reminded not to walk in front of spectators. They are not to play near the area while matches are in progress.
4. Learners are expected to behave appropriately at all functions. Learners are to remain silent when entering venues for formal occasions.
5. Learners waiting for transport before or after school should do so in an orderly manner.
6. Orderly queuing at the Tuck-shop is essential to facilitate efficient service. No “pushing” is permitted. Littering outside the Tuck-shop is not allowed.
7. Order and quiet are to prevail in the school buildings.
8. All items, including school uniforms and personal items should be clearly marked. Any article found in the school buildings or grounds should be handed in to the office.
9. To avoid accidental injury or damage to property, learners are not allowed to throw stones or other objects.
10. Learners may not enter the staffroom without permission. It is out of bounds for learners.
11. Malicious damage to property and vandalism will not be tolerated.
12. Bad language and swearing will not be accepted.
13. The toilets must be kept clean and neat.
14. Stone-throwing, water-throwing, rough/rowdy games, fighting, assault or dishonest behaviour of any intoxicating will not be tolerated.
15. Any dangerous object is not allowed to be brought and/or used in school.
16. Learners who transgress school rules will be banned from functions organised by the school.

### **BEHAVIOUR OF LEARNERS TOWARDS OTHER LEARNERS**

1. It is expected of learners to display the necessary respect towards the prefects.
2. All learners are expected to honour the positive order and spirit of the school.
3. It is expected of learners to be friendly, courteous and tolerant towards one another.

### **BULLYING**

1. The community of Oriah Pre-and Primary School will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is being bullied is to support bullying. Learners should support one another by reporting all instances of bullying to a staff member or prefect.
2. Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks at one’s racial, ethnic or religious background, physical or mental ability, appearance as well as any form of teasing.

3. Physical harassment shall be defined as any conduct, which threatens or harms a person physically, or conduct that causes physical distress. Acts of physical aggression will be viewed in a very serious light.

### **BEHAVIOUR IN THE CLASSROOM**

1. Each learner has to do his/her utmost to maintain order in the class.
2. Each learner must contribute towards an effective and efficient work pace and the completion of work.
3. Learners may not bring toys to school.
4. It is expected from learners to react upon orders and requirements from teachers. Neatness and order are prerequisites in the class situation.
5. No learner may be outside the classroom during school hours without permission.
6. Furniture and other material or apparatus may not be used by learners without permission and/or supervision.
7. No learner may leave the school premises during school hours.
8. No learner/s may be inside a classroom, unless under supervision of a teacher.
9. Only one learner at a time is allowed to leave the classroom to go to the toilet.

### **BEHAVIOUR DURING BREAKS**

1. Pupils are to remain in the designated areas during breaks.
2. The school buildings are out of bounds before and after school and during breaks unless official school activities have been organised and approved of by a member of staff.
3. Learners may not meet visitors at school without permission. All visitors are asked to report to Reception when they arrive. No learner may leave the school grounds during school hours without permission.

### **SCHOOL BAGS**

1. Learners must carry bags that will protect their books.

### **TEXT BOOKS**

1. Learners must look after books received. Learners have to replace/pay for books which have been lost.

### **HOMEWORK**

1. Homework is the learner's opportunity to work independently.
2. Study and learning are equally important. A learner with a high sense of duty will never say that he/she has no homework. They should use all opportunities in the class to do homework.

### **RESPECT ENVIRONMENT**

1. To preserve our beautiful grounds, pupils are asked to keep to the footpaths or corridor when moving around the school.
2. NO ball games may be played in any area except on the grass at Oriah 2, where it will be allowed.
3. In the case of accidental breakages, these must be reported.
4. If school property is damaged in defiance of the school rules, the repair thereof will be for the account of the responsible party.
5. Bathrooms should be left in a manner in which you would like to find them.
6. Vandalism or wilful destruction of property or tampering with equipment will be viewed in a most serious light. Graffiti is forbidden.

## **COMMUNICATIONS**

1. Newsletters and circulars
  - Notices and newsletters are an essential method of communication between the school and home. Learners are to ensure that notices handed out at school are given to parents or guardians. All newsletters and circulars sent to parents by the school must be treated as important and must be read by the parents. When reply slips are attached, these must be signed by the parents or guardian and returned promptly to the class teacher.
  - Cell phones may not be brought to school for use after school hours.
  - Office phones may only be used for emergencies, with the permission of a staff member.

## **ABSENTEEISM**

1. If a learner has been absent, a letter from the parent/guardian must be handed to the Teacher on the day that he/she returns to school. Generally, Medical Certificates are required when assessments are missed, or when the child has been absent for three or more days.
2. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made out of school hours. Permission is not automatically given for these.
3. Truancy will not be tolerated.
4. No holidays may be scheduled by parents/guardians during the school teaching terms. Permission will not be granted for these.
5. A learner who is continuously absent for 10 days may be taken off the school register.

## **SCHOOL UNIFORM AND APPEARANCE**

Uniform: All learners must wear the prescribed uniform at all times. This applies, not only to uniform worn from day to day, but also uniform worn during extramural activities. Learners found wearing partial or incorrect uniform, whether at school or not, will be subject to disciplinary action.

1. Dirty clothing, broken zips or missing buttons will not be tolerated.
2. No ornamental jewellery may be worn. Girls may wear plain, small gold or silver studs or simple sleepers. Only one earring may be worn in each ear. Religious symbols may be worn under clothing and these should be small and unobtrusive.
3. Only plain black T-bar shoes may be worn. Shoes must be in good repair and polished.
4. Full tracksuits may be worn for sport activities and in winter only. Tracksuit tops may be used in conjunction with the normal school uniform in place of a jersey or blazer.
5. On extremely cold days, Oriah Pre-and Primary regulation maroon beanies, scarves and gloves may be worn.
6. Oriah Pre-and Primary school regulation summer caps may be worn during outdoor activities. Only regulation maroon Drimacs may be worn.
7. No make-up is allowed.
8. Nail polish is forbidden. Nails must be short and clean. This applies to toenails as well.

Uniform for girls:

- Summer: Maroon check skirt / maroon shirt / maroon and white tie / maroon and white pull-over / maroon and white jersey / maroon socks / black shoes.

- The length of the skirt must be knee-length or below the knee.
- No takkies or fancy shoes.
- No grey pants are allowed.
- Winter: School track suit with white takkies / maroon check skirt / maroon shirt / maroon and white tie / maroon and white jersey / maroon tights / black shoes.

#### Hair for girls:

- No gel, dying or perking of hair is permitted.
- Braiding of hair is permitted and pupils may not have “spikey or bushy” styles.
- Any learner whose hair is longer than her collar must tie it up in one or two ponytails, or plaited.
- The hair must be the natural colour, it may not be dyed or streaked.
- Dreadlocks and/or extensions are not allowed.
- Excessive and colourful accessories are not allowed.

#### Uniform for boys:

- Summer: School grey pants / maroon shirt / school tie / maroon and white pull-over / maroon and white jersey / maroon socks / black shoes.
- No takkies are allowed.
- Winter: School track suit with white takkies / school grey pants / maroon shirt / maroon tie / maroon and white jersey / maroon socks / black shoes.

#### Hair for boys:

- Number 2 cut is acceptable. No steps, Mohican style.
- No gel or dying of hair is allowed. No dreadlocks are allowed.
- Only one week’s grace will be given to remedy transgressions of the above.
- Boys whose hair has been shaved/styled for cultural/religious reasons, must submit a letter in this regard to the Principal.
- Hair must be of natural colour. It may not be dyed or streaked.

## **EXAMINATIONS AND TESTS**

### 1. CHEATING IN THE EXAMINATIONS

- Any form of cheating in tests or examinations is forbidden. A learner caught cheating will receive zero for the test/examination. Other disciplinary measures will be taken as well.

### 2. DISHONESTY

- The degree and circumstances will be taken into account; nevertheless, dishonesty is a serious offence.

### 3. ABSENTISM FROM TESTS AND EXAMINATIONS

- A zero will be recorded if a learner is absent without a valid reason from examinations and tests.
- Permission will not be granted for a learner to write examinations and tests earlier than the dates.

## **THEFT**

- Each member of the Oriah community has role to play in minimizing theft.
- Expensive items of clothing and footwear should not be brought to school.

- Electronic games and equipment should not be brought to school. These will be confiscated and a fine must be paid for its release.
- Large amounts of money should not be carried around at school.
- Learners may not leave their bags lying around unattended during school hours or after school.
- If a learner witnesses a theft, this should be reported to a member of staff.
- Learners may not “borrow” things like books, pens, calculators, clothes, etc without the owner’s permission, even as a “joke”. Hiding property that does not belong to you will be viewed in as serious a light as theft.

## **PLANNED, PREMEDITATED THEFT IS A CRIMINAL OFFENCE!**

### **DETENTION**

Detention classes after school hours will be enforced.

Transport problems cannot be an excuse for non-attendance. Parents will be informed in writing of the detention prior to the date allocated for the detention and must make necessary arrangements.

1. A learner will be made aware of the misconduct when the teacher enters the misconduct in the defaulter’s file.
2. Verbal warnings are given and occasionally a teacher may write a note in the learner’s diary. Due to the frequency and large numbers of misconduct, teachers cannot possibly write notes or letters all the time.
3. The onus is on the learner to inform the parent of the daily misconduct.
4. Parents will be informed of serious misconduct through a letter or phone call and a meeting will be set up to discuss the issue.
5. Detention will be given regardless of the level of misconduct.
6. Learners will be detained for consecutive recordings of misconduct.
7. A detention letter will be sent to parents for misconducts. Parents need to accept that the letter indicates a problem with the learner and assist in solving the problem.
8. A detention letter will indicate the date, time of detention as well as the reason for detention. Details of the misconduct will be available on request.
9. Parents are required to sign the acknowledgement slip on the detention letter and arrange transport for their child.
10. Learners who fail to bring in return slips will still be detained.
11. Misconduct viewed as serious, or learners who do not reform through the detention process, will be requested to bring their parents in for a discussion.
12. Learners who fail to attend detention, will be made to do menial tasks the next detention after school hours, eg picking up papers, cleaning windows, classrooms, etc. In addition, they have to serve two more detentions.
13. Immediate suspension will be given in very serious cases as in level 3 violations, a disciplinary hearing will be held with parents, teachers and the Parents’ committee. Decisions taken at this meeting must adhered to.
14. Each teacher keeps a list for each class.
15. The detention administrator draws up a detention register.
16. The detention administrator has a composite record of all classes.
17. Meaningful disciplinary activities will be carried out in the detention class.
18. The educator in charge will determine this activity.
19. Repeat offenders’ parent will be called in for a meeting.

## **CATEGORIES OF OFFENCES**

### Category A: General Offences

1. Failure to observe school rules.
2. Arriving later for school/class.
3. Misuse of school property.
4. Using insulting or offensive language.
5. Insolence.

### Disciplinary Action:

1. Verbal warning
2. Detention
3. Small menial tasks like cleaning the classroom
4. Extra(constructive) work

### Category B: Serious Offences, including criminal offences

1. Truancy
2. Smoking
3. Bullying or intimidation
4. Fighting or behaving in a violent manner
5. Being in possession of dangerous weapons
6. Malicious damage to school property
7. Assault or attempted assault
8. Theft

### Disciplinary Action:

1. Written warning
2. Discussion with parents
3. Detention
4. Referral to School Based Support Team
5. Suspension from school activities/functions
6. Written final warning to parents
7. Referral to relevant outside agency
8. Disciplinary hearing
9. Expulsion

## **OFFENCES THAT MAY LEAD TO SUSPENSION**

1. Conduct that endangers the safety and violates the rights of others
2. Possession, threat or use of dangerous weapons
3. Fighting, assault or battery
4. Immoral behaviour or profanity
5. Falsely identifying one
6. Harmful graffiti, hate speech, sexism, racism
7. Theft or possession of stolen property including test or examination papers prior to writing of tests or examinations
8. Unlawful action, vandalism or destroying or defacing school property
9. Disrespect, objectionable behaviour and verbal abuse directed at teachers or other school employees or learners
10. Repeated violations of school rules or the Code of Conduct

11. Victimisation, bullying and intimidating of other learners
12. Infringement of examination rules

### **SUSPENSION AND EXPULSION**

The management of Oriah may, after a fair hearing, suspend any learner who has been found guilty of contravening stipulations of the Code of Conduct:

1. For a period of one (1) week
2. For a reasonable period not exceeding one week, pending a decision by the Principal on the recommendation of the Management team as to whether or not the learner is to be expelled from the school
3. A learner who has been expelled, or his/her parent, may appeal against the decision within seven days of the decision so to expel him/her

### **DISCIPLINARY PROCEDURE**

The disciplinary procedure involves three stages of disciplinary action, combined with the various forms of permissible sanctions.

Level 1: Verbal warning

Level 2: Written warning

Level 3: Disciplinary warning