



Assegai Primary School

Code Of Conduct

ASSEGAI PRIMARY SCHOOL

CODE OF CONDUCT FOR THE LEARNERS

INTRODUCTION

Assegai Primary School subscribes to the educational demands of the constitution as laid down in the “Bill of Rights” that “learners have a right to education”.

- To achieve this, the building of sound moral values and principles through a responsible and co-operative leadership is fundamental to improving the quality of life of all stakeholders, especially learners. Effective, holistic and skills-based programmes within a non-violent and non-sexist environment will contribute towards the realisation of this objective.
- Constructive partnerships of parents, learners, educators and the wider community will help in the development of its future leaders (learners) to participate actively and contribute freely in the building of the South African Society (Nation).

SCHOOL VISION

To be a school where its members find fulfilment through :

(i). Personal and co-operative involvement within a caring and stable learning and teaching environment.

(ii). Integration and respect for all forms of learning through academic, culture, sport and spiritual and emotional development.

(iii). Encouraging an open-door policy so that any challenge can inform approaches towards progressive and pro-active measures.

(iv). Providing and maintaining excellent standards of education :

- Shared vision
- Be realistic

MISSION STATEMENT

Assegai School’s shared vision in the holistic development of its learners and community which it serves will be achieved through :

- The creation of a safe and non-threatening environment in which teaching and learning will be a priority.
- Dedicated, committed and supportive educators who embrace the SACE Code of Conduct.
- The creation of relevant, meaningful and challenging opportunities within the scope of the school’s shared vision and in its participation with the relevant stakeholders.
- A policy of openness which aims at encouraging accessibility to its programmes and paving the way for innovation and change towards achieving the shared vision (Holistic Development).

RIGHTS AND RESPONSIBILITIES OF LEARNERS

1. To learn and be taught in a safe school environment and the responsibility to learn and be attentive and not disruptive in the class.
2. To attend school regularly free from interference, whether of a verbal or physical nature and the responsibility to attend all classes daily and to be punctual.
3. To receive regular feedback reflecting academic progress and the responsibility to do all academic assignments and activities including homework.
4. Have the right to make use of all school facilities subject to availability and the limitations imposed there on by school rules and general school organisation and the responsibility to protect school property and take care of books and environment.
5. To be treated fairly and the responsibility to show respect to all persons and their property.
6. To receive appropriate counselling for personal and/or educational problems if and when provided by the department.
7. To request, in writing, to be excused from any activity which is against religious beliefs and the responsibility to respect cultural and religious diversity.
8. To express their own opinions on issues on a reasonable manner and the responsibility to refrain from abusive language and inflammatory actions (swearing and insults).
9. To have privacy of their personal possessions, unless the principal or teacher has reasonable cause to believe the materials possessed by the learner are stolen.
10. To attend a school free of drugs, weapons, alcohol, bullying, intimidation or victimization and the responsibility to refrain from the use of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, intimidation, being in possession of pornographic material.
11. To attend a school free of sexual harassment or criminal behaviour and the responsibility to conduct themselves in a safe and responsible manner (avoid rough games).
12. To be responsible for their own work and their personal possessions.
13. To take pride in their appearance and to be properly attired in correct school uniform.
14. To refrain from and report any unauthorised removals of school property from the school premises (stealing).
15. To participate in different areas of the school curriculum.
16. To show patience, kindness, compassion and charity.
17. To save water and electricity and not damage, vandalise or deface school property (books, equipment, furniture, buildings and grounds) in any way.

EXPECTATIONS AND RESPONSIBILITIES OF LEARNERS WITH REGARD TO EDUCATORS

1. To be attentive and co-operative in the classroom.
2. To do all academic assignments and activities.
3. To be in possession of appropriate stationery.
4. To respect school property as well as the property of others.
5. To refrain from abusive language and actions (insults and swearing).
6. To conduct themselves in a safe and responsible manner at all times.
7. To be punctual and self-disciplined.
8. To be courteous, respectful and tolerant towards each other and the educator.
9. To respect authority.
10. To accept the punishment that is meted out if they fail to adhere to the rules.

RESPONSIBILITIES AND EXPECTATIONS OF THE PARENTS

Parents must ensure that :

1. They pay the school fees as determined by the School Governing Body in full by the date stipulated to ensure regular academic reports and learner's participation in all extra-mural activities.
 - 1.1. They negotiate a suitable payment plan which is strictly adhered to.
2. Their children attend school daily, are punctual and in case of absence from school, a letter of explanation is written and provided to the school.
3. All learners' appointments be made for after school hours, unless of an urgent nature. Request in writing for early departure, preferably during intervals so as not to disrupt the learning process.
4. As far as possible, their children attend school in good health and conform to generally accepted norms of personal cleanliness and neatness.
5. If their children have a contagious disease, they must keep their child at home, e.g. Scabies, Measles, Mumps, T.B., Chicken Pox, etc.
6. They provide for the proper immunization of the child as required by the law and to inform the school of any illnesses. They take their ill children to the doctor or clinic.
7. They provide their child/children with a healthy packed lunch.
8. They adhere to the school rules regarding dress codes for learners : 2nd and 3rd Terms – Winter Boys/Girls – School Tracksuit/School Uniform. 1st and 4th Terms – Summer Boys/Girls – School Uniform (No Tracksuits – 2nd and 3rd terms only). School Tracksuits to be worn with a school T-shirt or shirt and school shoes.
9. They provide their children with the resources, basic equipment and learning materials needed to complete school work (both class work and homework).
 - 9.1. They assist as far as possible with homework.

10. They refrain from abusive language or inflammatory behaviour.
11. They keep the school informed of any changes of address and other personal details as required.
12. They provide the school, upon request with the original birth certificate of the child and original report received at other educational institution particularly at the time of initial enrolment to the school. Parents of learners who are not South African citizens must furnish the school, upon request with the original study permits or temporary residency permits.
13. They discuss report cards, work assignments and homework with their children.
14. Their children abide by the rules, regulations and procedures set forth by the school.
15. They endeavour to promote positive inter-personal relations between learner, educators, parents and the wider school community in the best educational interests of their children.
16. They address the best educational interest of their child/children by becoming actively involved in school, by placing their talents and expertise at the disposal of the school supporting sporting and cultural activities of the school.
17. The ultimate responsibility for learners' behaviour rests with parents and guardians. It is expected that parents will attend meetings of the school, discuss the code of conduct with their children and take an active interest in their children's school work.
18. Follow the correct channels of communication.
19. Parents are expected to respond timeously to letters sent by educators.
20. All parents/guardians must first report to the office where written permission will be granted before going to the class educator.
21. Appointments preferably after school.

MAJOR INFRINGEMENTS INCLUDE :

- **INSUBORDINATION/DEFIANCE OF AUTHORITY :**
Refusing to carry out instructions/obey orders/fulfil punishment
- **DISRUPTIVE/UNRULY OR AGGRESSIVE BEHAVIOUR :**
Include verbal abuse, bullying, fighting and vandalism
- **DISHONEST BEHAVIOUR :**
Cheating, stealing, deceit
- **BUNKING BEHAVIOUR :**
Includes leaving classroom/school premises without permission during school hours.
- **CIGARETTE/DRUG/ALCOHOL OFFENCES :**
Illegal use/sale or possession of these substances, in/out of school uniform, on the school premises or at school related functions.

Bringing objects of any kind to school, which may inflict bodily harm.

2. GENERAL SCHOOL RULES

2.1. GUIDELINES TO APPROPRIATE BEHAVIOUR

- **DISMISSAL TIMES**

Grade R	- 12:15
Grade 1 – 2	- 13:10
Grade 3	- 13:45 (Monday to Wednesday), 13:15 (Thursday and Friday)
Grade 4 – 7	- 14:00

- **PUNCTUALITY**

Learners are expected to arrive on time, (before assembly). School commences at 7.50 (assembly) and ends at 12:45 for Junior Primary learners and 14:00 for Senior Primary learners. Late comers must report to the prefect on duty and will be detained by the educator as per detention roster on the prescribed days for 15 to 30 minutes.

- **TESTS AND EXAMINATIONS**

If absent for a test or examination, learners are required to produce a medical certificate from the parent/guardian. If this is done, the learner will be given an assessment mark based on their ability or they may write the test/exam. No marks will be awarded for non-compliance.

- **ABSENCE**

A note must be produced prior to or following absence.

- **LEAVING THE SCHOOL PREMISES**

Parent/guardians must notify the school in writing timeously if the learner needs to be absent for part of the school day. Please note, wherever possible, all appointments should take place after school. Leave requests prior to the closure of school will not be entertained, unless urgent.

3. RESTRICTED AREAS

- In the interest of safety, privacy and confidentiality, all areas outside of the recognised playing areas are out of bounds.
- Only Prefects are allowed in the Administration area. Learners brought to the office for infringements must be accompanied by an educator or prefect. They must remain outside until called.

4. COURTESY

- Learners are expected to be courteous and respect the rights of others at all times. Greet staff/parents/visitors whenever necessary and extend assistance when required. On occasions when guests or speakers are present, learners should show respect by : standing in silence when the person enters or leaves the room responding courteously to greetings. Remaining silent during the time that the guest/speaker is presenting/speaking.

5. THE SCHOOL DAY

- Learners must be at school by 7:45.
- Learners will attend all classes indicated on their timetables.
- Learners are to come to school prepared for their lessons. Special care must be taken to bring the required equipment for specialist learning areas.
- Learners may not leave the school premises without a signed exeat from the Principal/Deputy Principal/Head of Department and Educators.
- Homework includes preparation for tests, preparation for orals, assignments, revision of tables, written work, collecting pictures, research, studying poems and spelling. Homework is compulsory and must be done conscientiously. Parents are requested to monitor and sign homework/test and message books.

6. THE LEARNING PROCESS

- The learning process benefits from each learner taking responsibility for his/her role as a good learner and citizen.

CLASS

- In class, respect the learning process by being attentive during lessons and co-operate with the educator through positive participation. Disruptive behaviour will not be tolerated. Every class must have a set of classroom rules, jointly decided upon and in line with the school's Code of Conduct, prominently displayed. Learners defaulting face disciplinary measures.

SCHOOL ENVIRONMENT

- Respect the school environment by tidying the room after each lesson and make every effort to keep the school and the playgrounds tidy and litter free at all times. Chewing of gum is not permitted on the school premises.
- Spitting or urinating on the steps/verandas/on the school grounds will not be tolerated.

MOVEMENT

- Movements on the corridors must be done quickly and quietly, in single file and to the left, where possible. Running along the veranda and in the assembly area is prohibited.

7. SAFETY A SECURITY

- Look after your possessions and respect the possessions of others. No learners is to leave money or other valuables in the classroom during or after school. These can be handed in to an educator for safe keeping.
- All items of clothing must be clearly marked. Such articles are costly and must be looked after.

THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF ARTICLES, MONEY OR VALUABLES.

8. HITCH-HIKING

- Hitch-hiking is forbidden in school uniform. It is potentially dangerous and should therefore be discouraged.

9. MEDICAL TREATMENT

In an emergency, report to the educator concerned. If the need arises, the learner is taken to a doctor and the parent is informed. Payment of the doctor's bill is the responsibility of the parent/guardian.

10. BEHAVIOUR AND RESPONSIBILITIES

- These are constantly brought to the attention of our learners and the interpretation shall rest with the Principal.
- The correct school uniform shall be worn when the learner is going to and from school and when attending any official school function/activity/sport.
- Learners are requested to show the necessary dignity, respect and consideration to all people both in and out of school. They shall conduct themselves in a responsible, courteous and disciplined manner when dealing with members of staff and prefects, or anyone in authority. They are required to obey instructions.
- Learners may not have in their possession or use cigarettes (or allied products), other drugs, alcoholic beverages, objectionable literature, recorded matter or stolen property.
- Learners shall respect the school and the possessions of other people. They shall not damage, deface, soil or take without permission any persons' property. Such damaged or soiled property will be replaced or made good at the defaulter's expense. All possessions should be clearly marked with the learner's full name. The school accepts no responsibility for the damage or theft of learner's valuables or possessions.
- Learners shall not harm other people or endanger their physical welfare, not use OBSCENE/FOUL language, either at school or in public places, if they can be identified as learners of Assegai Primary School. No weapons, toys, fireworks, inflammable or other material or potentially dangerous items that can cause bodily harm or other damages may be in the possession of the learner.
- Cellphones are not allowed at school. They must be handed in for safe keeping if the use thereof is for the learner contacting the parent/guardian/transport after school.
- The school reserves the right to conduct a search of learners and/or possessions if there are reasonable grounds to believe that such learners may be in possession of articles or materials lost/stolen or prohibited in the school.
- Learners may not bring any animals to school without prior permission from the educator involved.
- Learners may not use equipment of the school, including those for sport, nor be on the school grounds outside of school hours without the Principal's or an authorised representatives permission, unless participating in a bona fide school activity.
- Learners must participate in the full educational curriculum, which is a compulsory part of the normal curriculum as prescribed by the Educational Department and the school, unless written exemption has been granted by the Department, a request for exemption with detailed motivation, must be made in writing, by the parent/guardian to the Principal for exemption from any aspect of the school curriculum. Learners exempted from the school curriculum will be required to carry out tasks/duties directed by the educator in charge. Homework forms part of the official curriculum.

- Membership of a team, society or activity involves a COMMITMENT TO ATTEND ALL PRACTICES, MATCHES AND FUNCTIONS. A learner who does not fulfil his/her inter-school commitments does great damage to his/her and the school's reputation.
- Learners unable to attend co-curriculum practise or inter-school fixtures must submit a request in writing, from their parents to the educators in charge at the earliest opportunity and well before the event. Reasonable requests will be granted.

11. DRESS AND APPEARANCE

The learners of Assegai Primary School are encouraged to take pride in their appearance and to be neat at all times. The following regulations are to be adhered to :

PRESCRIBED UNIFORM

- White, short sleeve shirt (PLAIN WHITE vest or T-shirt may be worn under shirt if desired).
- In summer, boys can wear shirts with POCKET BADGES.
- Standard grey shorts
- Plain grey socks
- Plain black school shoes (lace up) which must be kept polished (no ornamentation), black or grey jersey or school tracksuit jackets (TRACKSUITS MUST NOT BE WORN IN SUMMER). Only Track tops worn in summer (only school tracksuit) or black jersey.
- Red dress (girls in the higher grades are required to wear tights under the dress) Grade 7 skirt and white shirt (optional). Correct length – on or slightly above the knee.
- Togbags, backpacks, satchels or the official school bags are acceptable.
- Learner's uniforms must be clean and in good repair.
- When a learner participates in sport, either a practice or match, his/her school uniform or school tracksuit must be worn.
- During hot weather, pupils should be discouraged from wearing long sleeve shirts and school tracksuit pants.
- School socks and shoes must be worn at all times.
- On rain days, it is advisable for the learner to carry a change of clothing if he/she walks to school and does not have effective/sufficient protection against the elements.

12. HAIR / NAILS

- Hair is part of the school uniform and must be clean, well groomed and neat at all times. Extraordinary hairstyles are unacceptable. No tinted, bleached, dyed, highlighted or gelled hair is allowed. Boys' hair must be kept short – no plaits, ponytails, dreadlocks or razor designs.
- No girls may wear hair that hangs over the eyes. If worn short, it must clear the collar. If worn at medium length, it must be held away from the face with clips, bands or alicebands. Long hair must be tied back from the face, clipped away from the face and shoulder, or plaited. Only red, white or black hair accessories are allowed. No fancy, long braids, hair extensions and fancy hairstyles.
- Nails must be kept clean and short. Nail polish is prohibited.

JEWELLERY

- Jewellery is not to be worn, except for wrist watches / medical alert bracelets. Unacceptable jewellery such as rings, fancy ear-rings, necklaces, bangles, etc, will be confiscated.
- The above notwithstanding, no liability whatsoever can be accepted for the loss or damage of any confiscated jewellery or article, regardless of such loss or damage.

- NOTE : Only girls may have pierced ears. If ears are pierced, only studs may be worn in the conventional place in the ear. Only one hole per earlobe is allowed.
- SIGNET RINGS ARE NOT ALLOWED.
- Gold slits, gold initials on teeth, tongue studs – NOT PERMITTED.

MAKE-UP

- No form of eye or facial make-up is allowed.

BODY MARKINGS

- Tattoos and all forms of body markings are prohibited.

13. HAIR AND UNIFORM INFRINGEMENTS

- Should there be any reason why an article of clothing is temporarily not correct, the learner should submit a note of explanation to the educator at the beginning of the day.
- The learner concerned must keep this signed note and produce it on request. The note must be retained until the correct article is worn again. A maximum period of one (1) week shall be granted in certain circumstances.
- With regards to infringements of hair / uniform regulations without a note, learners will be given 24 hours in which to correct the problem. Failure to do so will result in the learner being sent home with a letter to his parent / guardian, insisting on compliance with the relevant regulation. Learners will not be allowed to return to school until the problem has been corrected.

14. MISCONDUCT

- Learners who have broken the Code of Conduct, School Rules and Uniform Regulations (as amended from time to time) will be subject to counselling/or reprimand/punishment, which may include verbal and written warning, loss of privileges, menial work (litter duty, weeding, etc), detention and in certain cases, temporary suspension.
- In serious cases of ill-discipline and misconduct, e.g. vandalism, theft, violence, truancy, unseemly behaviour, refusal to take punishment, dishonesty, blatant lying, gross insubordination, drug or alcohol possession/usage or dangerous weapons, disciplinary action to be taken as governed by the South African Schools Act of 1996 and vested in the school governing body subject to disciplinary procedures being adhered to. Such acts can lead to suspension and expulsion.

15. TEXT BOOKS AND STATIONERY

- Loaned to learners by the school : in the event of loss or damage, parents are held liable. Parents are to ensure that learners have the necessary stationery requirements.

16. REPORTS ON ACADEMIC PROGRESS

- Academic Reports issued four times a year and educator-parent interviews will be held during the year.

INTERVIEWING, WARNINGS/DETENTION	SUSPENSION	RECOMMENDED EXPULSION
1. Use of vulgar language	Consuming Alcohol at School	Serious Assault to Educators, Non-Educators, Learners
2. Cheating in class	Theft: Major – In/Out of School	Repeated Defiance of School Authority
3. Petty Theft	Cheating in Tests/Examinations	Use or Sale of Drugs, Pornographic Material and Similar Morally Debilitating Actions
4. Lying / Bullying	Blatant Dishonesty	Rape
5. Bringing the school's name into disrepute	Threats of Violence to Educators and Fellow Learners	Theft Involving Violence
6. Damaging the school property	Deliberate and Serious Undermining of Authority	Guilt Proven in Court
7. Damage to property of others	Intimidation of Others to Enforce Agreement	Possessing Weapons at School, e.g. Firearms, Knives, Daggers, etc
8. Sexual Harassment	Refusal to Attend Class	Any Act Which Endangers the Life and Safety of Others
9. Persistent Disobedience	Deliberate Absence From School	Serious Damage of School Property
10. Unsporting Behaviour	Entertaining Outsiders on School Property	Extreme Forms of Sexual Harassment
11. Smoking at School	Racial Intolerance	
12. Actions obviously aimed at humiliating educators and fellow learners	Gambling	
13. Repeatedly not reporting to class	Fraud	
14. Coming Late to School	Smoking at School After Being Warned	
15. Violating Dress Code	Exploding Fireworks on the School Premises	
16. Persistent Defaulting in Class/Homework	Failure to Follow Instructions Given by Prefects	
17. Harmful Teasing and Retaliation	Fighting On/Off School Premises	
18. Eating in Class	Storming Out of the Classroom and Leaving the Premises	
19. Littering	Backchatting, Insulting an Educator	
20. Loitering / Trespassing		
21. Illegal Sale of Goods		
22. Spitting / Urinating Outside		
23. Continual Untidy Appearance		

DISCIPLINARY PROCEDURE

Infringements will be handled as follows :

Educator → MINOR	Head of Department → MINOR – REPEATED/HABITUAL	Deputy Principal / Principal / SGB MAJOR
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A. Detention, group counselling, Principal's detention (corrective punishments prior to an official warning)

B. Official warning given in writing to learners and a copy to parents. (Usually after learners show no sign of self-discipline after corrective punishment)

PHASE 2

After three (3) warnings during a term, the learner could be suspended for a period of one week. Disciplinary hearing, parent/guardian/learner will be informed in writing of the decision.

PHASE 3

After three (3) suspensions during a term, the School Governing Body may, in accordance with the School Education Act No. 3 of 1996, recommend the expulsion, depending on the seriousness of the offence.

CONDUCT BY ADULTS

Any person entering the school premises must first respect the fact that the school as an institution of learning has its own rules which are intended to protect the learners, educators/teachers and non-educators from physical harm.

1. THE RULES OF THE SCHOOL TOTALLY FORBID THE FOLLOWING ACTS :

- a) Advancement of threats toward educators / learners and / or non-educators.
- b) Emotional abuse of educators, learners and / or non-educators.
- c) Verbal or physical abuse of educators, learners and / or non-educators.
- d) Entering a classroom without having first obtained permission to do so.
- e) Carrying of dangerous weapons (or any weapon) on the school premises.
- f) Coming onto the school premises under the influence of alcohol.
- g) Usage of obscene language on the school premises.
- h) Disrespect of the institution, management and Staff.

2. THE RECOURSE PROCESS

If any person abrogates Clause 1 here above, the process shall be as follows :

- a) The first action will be for the Principal / Deputy Principal to instruct that person to vacate the premises.
- b) Should the offender refuse to comply with the instruction, Security / The South African Police Service will be called and requested to escort the offender from the school premises.
- c) The offended person will have the right to pursue an act of litigation against the offender should he/she so wish.
- d) If the offender is a learner, the Principal will inform his/her parents about the incident and inform them of the available avenues to deal with the matter appropriately.
- e) The school can invoke the provisions of the constitution of the School Governing Body in so far as it relates to litigation.

COMMUNICATION PROCEDURE

If a parent / adult visitor of a learner wants to consult with any person on Assegai School premises, the following procedure shall apply :

- i. An appointment must be made in writing.
- ii. The visitor shall report to the office and sign the visitor's book.
- iii. Should the discussion between the teacher and the visitor concerned require the intervention of the Principal, he/she can intervene at his/her discretion.

BANKING DETAILS

BANK : STANDARD BANK
BRANCH CODE : 043326
ACCOUNT NUMBER : 051700336
REFERENCE : LEARNER'S NAME, SURNAME AND GRADE

Please email proof of payment to : assegaiprimary@telkomsa.net

School Telephone Number : 031 – 468 1655

School Cellphone Number / WhatsApp Number : 068 335 4445

CODE OF CONDUCT

I, _____ (PRINT NAME)
Being the Parent / Guardian of _____ in
Grade _____ have read the Code of Conduct for learners at Assegai Primary School.
I shall abide by the school rules in the interest of my son / daughter / ward for the duration of his / her
stay at this school.

Signature : _____ Witness 1 : _____
Date : _____ Witness 2 : _____

I, _____ (PRINT NAME)
A learner at Assegai Primary School have read and understand the school's Code of Conduct. I promise
to abide by the above School Code of Conduct for the duration of my stay at this school.

Signature : _____ Date : _____