

**CODE OF CONDUCT: LEARNERS
LAERSKOOL LAEVELD**

Code of ethics

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

We commit ourselves to the Code of Conduct of Laerskool Laeveld to:

- Adhere faithfully to this code of conduct and all the rules and regulations of *Laerskool Laeveld*.
- Maintaining high moral and ethical standards.
- Strive for conduct that is responsible at all times and that promotes a positive and healthy school environment.
- Do school work diligently, conscientiously and with dedication.
- Display the necessary courtesy and respect towards all staff, fellow learners and visitors, the school premises and buildings.

We subject ourselves to any disciplinary measure as set out and determined in the school's disciplinary code should we fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT _____ ON THIS _____ DAY OF _____
20__

General rules

Learners of Laerskool Laeveld will be good ambassadors of the school, and will conduct themselves in accordance with the school's code of ethics at all times.

While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute and contradicts the rules and regulations as set out in this code.

During interaction with the principal, vice-principal, educators and other staff of the school, learners will be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.

In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.

A school educator of Laerskool Laeveld shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.

Learners may not eat or drink in the classroom, school hall or media centre. The chewing of gum during school activities is prohibited.

The use of cellphones (cellphone watches) during school hours and school activities is strictly prohibited. Calls may be made in emergencies only and only with an educator's permission. The school and its personnel will not be held

liable for any damage or loss of a learner's cellphone (cellphone watch). Learners are responsible for the safe keeping of their cellphones (cellphone watches) and are not allowed to ask teachers to keep the cellphone (cellphone watch) throughout the day or at any school related activity.

The smoking, possession and/or use of tobacco products containing any form of nicotine, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.

In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator delegated by the school principal is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. The learner's dignity will be respected at all times during such a search and it will therefore be conducted in private, by persons of the same gender, and in the presence of another person. The search process and outcome must be recorded during the search by the principal or a teacher delegated in writing by the principal.

Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this Code of Conduct.

A conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct.

Transgressions that may lead to suspension and/or expulsion include but are not limited to:

- Conduct that poses a threat to others' safety and infringes upon others' rights.
- Possessing, threatening with or using dangerous weapons.
- The possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature.
- Possession of pornographic material.
- Fighting, assault or abuse.
- Indecent behaviour or swearing.
- Adopting or assuming a false identity.
- Harmful graffiti, hate speech, sexism or racism.
- Theft, or the possession of stolen goods, including the theft or possession of a test or examination papers before such test or examination has been conducted.
- Unlawful conduct towards and/or vandalising, destroying or damaging school

property.

- Disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners.
- Repeated violations of school rules or this Code of Conduct.
- Criminal and oppressive behaviour, such as rape and gender-based harassment.
- Victimisation, bullying and intimidation of other learners.
- The transgression of examination rules.
- Intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

Class rules

The class educator shall formulate class rules upon the adoption of this Code of Conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.

The class rules must be compiled in writing and –

- Immediately be tabled to the principal and school Governing Body;
- Displayed in a legible format in a prominent spot / place in the classroom;
- Made available to all learners and their parents.

Learners are expected to fully and promptly comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.

Any violation of the class rules shall be regarded as a violation of this Code of Conduct and school rules.

Each classroom has a total of two “step out” cards, these cards are used to identify learners who have permission from their class teacher to be outside of their classrooms during the school’s academic programme. When a learner is caught without a “step out” card, that learner will be issued with a - 1 demerit and sent back to class with no questions asked. In the case where the educator allowed the learner to leave his/her classroom without the step out, the educator will be expected to supply valid reasons for this conduct and the matter will be treated accordingly.

SCHOOL UNIFORM:

- Learners must wear the specified summer- or winter uniforms.
- Summer uniform: worn during first and fourth terms.
- Winter uniform: only during second and third terms.
- All clothes must be labelled with the name and surname of the learner (not only the initials).
- Provincial tracksuits may only be worn on Mondays.
- Only members of the first teams of each sport are allowed to wear their Red jackets.
- Shoes: Only the following shoes are allowed:
 - Black school shoes with the correct long school socks;
 - White running shoes (tackies) with the short school socks;
 - Tackies must be white in colour and no sneakers are allowed;
 - Only tackies with white laces are allowed. (no neon laces).
- If learners do not wear the correct shoes he/she will be asked to take off the shoes for the remainder of the day (please see the schools shoe policy).
- Scarves: There is an official school scarf available at Rieba. No other scarf will be allowed.
- If a learner has a problem with their school uniform, he/she must have a written letter from his/her parents stating the problem. On Wednesdays children will be helped at the schools clothing bank.

PT CLOTHES (PT PERIOD ONLY):

Learners are allowed to wear the correct Laeveld PT clothes to school and wear the clothes for the duration of the day.

Boys and Girls - Summer

- School sport shirt, school shorts / skirt.
- School socks and sport shoes or bare foot.
- No ski-pants may be worn.

Boys and Girls - Winter

- School sport shirt, school shorts / skirt.
- School socks and sport shoes or barefoot.
- No ski-pants may be worn.

Tidiness and Cleanliness

Girls:

- Short cut hair, neatly cut and no uneven cuts or long fringes are allowed.
- Long hair - tied back if over the collar. Fastened in one or two ponytails or pledged.
- No fringe over eyes - cut or clipped back.
- Hair - accessories: Only in school - colours: red and blue.
- Long fringes hanging in the eyes are not allowed.
- Perming and dying (colouring) of hair are not allowed.

Boys:

- Cut short.
- Hair may not hang over the ears or collar.
- Fringe must be cut at least 1cm above eyebrows.
- Hair may not be cut into a pattern, ridge or step (No 'overcomb').
- No comb over hair styles.
- Hair may not be coloured, gelled or waxed.
- No hats / caps / headpieces may be worn.

JEWELLERY:

Girls:

- Earrings: only studs (5mm) and rings (15mm) (gold or silver) may be worn.
- No stones, hearts or stars or any other shapes may be worn.
- Only rings without dangling appendages.
- Only one earring per ear is permitted.
- No pendants, beads, bracelets or ankle chains may be worn.
- No rings may be worn – only signet rings.
- Watches, without dangling appendages, may be worn (no costume watches with ribbons, beads or charms).
- No cellphone watches allowed.

Boys

- No pendants, chains, rings or earrings may be worn.
- Watches may be worn.
- No cellphone watches allowed.

MAKE-UP AND NAILS:

Girls

- No eye make-up may be worn.
- No lipstick or lip-gloss or coloured lip ice may be used - colourless lipstick is not permitted.

- No blusher may be used.
- Nails must always be short and clean
- No nail polish - coloured or colourless - may be worn
- Nails may not be coloured with pens.
- No signs or drawings (henna) may appear on any part of the body.
- No drawings or dots may appear on the forehead (except when written approval is provided).
- Any form of tattoo must be covered by the school uniform otherwise it must be covered by a plaster.

Boys

- Nails must be short and clean.
- No design or drawing may appear on the hands.
- Nails may not be coloured with pens.
- Any form of tattoo must be covered by the school uniform otherwise it must be covered by a plaster

DISCIPLINARY ACTION

A. DISCIPLINARY PROCEDURE (Grade 1 to 3) MISDEMEANOUR

- The class teacher will investigate the incident and completes a misdemeanour letter and handed to HOD.
- This letter is handed over to the Junior discipline co-ordinator (DCO) for signing and capturing on SASPAC.
- The letter will be sent home in the learner's homework book for signing by the parent.
- The class teacher keeps record of all the misdemeanour letters as well as the (DCO).
- Procedure:
- A learner will only get 3 chances regardless the type of Incident before a misdemeanour (redcard) is given.
- With the 4 offense a compulsory parent interview will be arranged by DOC.
- The parent will be contacted immediately to fetch the child from school for the rest of the day should another misdemeanour incident happen. It would then be the responsibility of the parent to rehabilitate the child at home. Here a decision can be made in accordance with the violation and repeated violations within the given time frame, such a learner needs to sit detention as punishment in so doing to prevent the continuous behaviour and violation.
- If 4 Misdemeanour red card notices have been issued a Daily Report will be kept for the following 10 days followed by a meeting with the, junior discipline co-ordinator, HOD, class teacher, parents and learner will be arranged.
- This report will be sent home daily to be signed by the parents.
- Should another misdemeanour occur.
- During this meeting there will be decided on how many days a learner would be suspended from school or action needed to ensure better behaviour.

601	Chat in hall / rows	-1
602	Swear	-1
603	Boelie / fight	-1
604	Theft	-1
605	Vandalism	-1
606	Spit, bite or kick	-1
607	Class disruption	-1
608	Homework 3 times not done	-1
609	Throw rubbish around	-1
610	Tells lies / dishonest	-1
611	Show no respect towards teacher / peers	-1

612	Workbook twice not signed	-1
613	Come late after brake	-1
614	Waste time; class work incomplete	-1

POSITIVE BEHAVIOUR

- Each learner receives a reward card with the 6 pillars of positive behaviour. Monthly positive behaviour will be awarded, handed to the HOD to be processed by SASPAC
- The learner will receive a button after 5 positive points that he/she can wear if the correct amount of merits is obtained by learner that are determined beforehand.
- These buttons will be awarded monthly.
- It is important to note that a learners behaviour is linked to the privilege of wearing the button, when a learner demonstrates poor behaviour in a classroom, playground or at any school activity, the button may be taken away from the learner by the head of discipline.

701	Regular reading	1
702	Continuous good work	1
703	Determination	1
704	Honesty	1
705	respect	1
706	responsibility	1
707	Integrity	1
708	Good progress in assessment tasks	1
709	Top Performer	1
710	cooperation	1
711	Serious misconduct Juniors	1
712	DBE workbook neat and done	1
713	20 Stars and more	1
714	Calendar green for 1 month	1
715	Homework done regularly	1
716	Caring	1
717	Returns with money	1

B. MERIT SYSTEM (BUTTON SYSTEM) GRADE 4-7:

The Button system is aimed to promote learner behaviour whereby learners receive buttons reflecting the amount of that they have accumulated up to date. A 10, 20 and 30 merit button can be obtained by a learner. The 10 merit button will be supplied free of charge, when a learner qualifies for a 20 merit button, the learner must exchange the 10 merit button for the 20 merit button and when a learner qualifies for a 30 merit button the learner can trade the 20 merit button for the 30 merit button. The buttons must be handed back to the school at the end of the year, if a learner has lost his / her button, the learner must pay R10 to replace the button.

It is important to note that a learners behaviour is linked to the privilege of

wearing the button, when a learner demonstrates poor behaviour in a classroom, playground or at any school activity, the button may be taken away from the learner by the head of discipline.

DISCIPLINARY PROCEDURE FOR LEARNERS WITH A HIGH FREQUENCY OF DEMERIT POINTS AND/OR SERIOUS MISCONDUCT.

Level 1: OFFENCES - ACADEMIC Demerit points

101	Homework not done / Assessment task not handed in on a specified date	-1
102	Books at home	-1
103	Late for class	-1
104	Being outside of class without a step out pass	-1
105	Disrupting lessons / Keep fellow learners from doing their work / Inappropriate comments / shouting comments during classes / Must be reprimanded regularly.	-1
106	Not following instructions in class	-1
107	Copying a friend's homework and lending books to others to copy from	-1
108	Talking in the hall, rows and passages	-1
109	Fail to show test / letters / documentation to parents.	-1
110	Corrections not done regularly	-1
111	Previous incomplete work not done	-1
112	Possession of a cell phone without permission letter from parents. Usage of cell phone in class	-2
113	Eating / Chewing in class	-1
114	Spitting in a public area	-1
115	Doing other subjects' work in class.	-1
116	Neglecting text books	-2
117	Hiding learner's property	-1
118	Borrow/Use other learners stationary without permission of teacher or the learner	-1
119	PT clothes not at school	-1
120	Assessment task not submitted on time	

Level 2: OFFENCES - GENERAL

201	General violation of the school rules	-1
202	Graffiti on any school property (Learner must repair) / Writing on wall charts	-3
203	Tampering with fire extinguishers or any other school property	-3
204	Vandalism / damaging of the school, a teacher's or other learner's property	-3
205	Throwing papers on playground / in classes	-2
206	Ignores monitors / leaders	-2
207	Bad behaviour – learners swear at each other	-2
208	Bad behaviour – spitting or biting	-2
209	Lying / dishonest about school activities	-2
210	Fighting	-3
211	Instigating and / or encouraging fighting	-2
212	Chanting, slogans, singing, shouting or making noises in class	-2

213	Wear make-up	-1
214	Incorrect school uniform / shoes / belt / dress too short / jewellery, etc.	-1
215	Drawing on hands, arms, legs or body	-1
216	Physical contact – kissing, hugging, holding hands	-2
217	Neglect to return equipment or sport clothes	-1
218	Absent from sport gatherings / practice sessions without an excuse	-1
219	Refrain from showing up for detention / disciplinary hearing	-1
220	Disrupt detention	-1
221	On prohibitate area – school property, playground, corridors, etc.	-2
222	Skipping class / hall	-3
224	Bad behaviour	-2
225	Hair style / Colour not according to school policy	-1

Level 3: OFFENCES. Due to seriousness, an interview with the parent will be arranged immediately by the Head of Discipline.

301	Unacceptable behaviour towards teacher – insubordination	-5
302	Disrespect towards religion / misbehaviour during hall.	-5
303	Physical abuse / bullying / threatening / intimidation / assault of any description	-5
304	Racisms / racist remarks	-5
305	Fraud - forging parent signature	-5
306	A bystander during the use of alcohol / sniff of glue – or any proof of such activity.	-5
307	Smoking – as bystander – any proof that there was smoking.	-5
308	A bystander in the use of drugs.	-5
309	Serious vandalism / Deliberately damaging of a teacher's or other learner's or school property	-5
310	Behaviour that will harm the school's image	-5
311	Incriminating cell phone photos/videos	-5
312	Dishonesty in examination / assessment – 0% for the test.	-5
313	Leaving school ground without permission	-5
314	Serious unacceptable behaviour = Immediate detention	-5

Level 4: SERIOUS OFFENCES. Due to seriousness, an interview with the parent will be arranged immediately by the Head of Discipline and a disciplinary hearing will be scheduled.

401	Pornography / Drawing explicit pictures in text books, furniture or walls.	-5
402	Possession of weapons of any description	-5
403	Inappropriate behaviour during school hours, during break or after school hours on school grounds / indecent exposure.	-5
404	Use of alcohol	-5
405	In possession of alcohol, hubbly bubbly or e-cigarettes or use of the mentioned items	-5
406	Smoking – on school grounds or in school uniform outside the school grounds	-5
407	Satanism / occult	-5
408	In possession / usage or selling of drugs of any description.	-5
409	Tested positive for drugs at school	-5
410	Theft	-5

MERITS

501	Being helpful		1
502	Loyalty		1
503	Continuous diligent work		1
504	Thoughtfulness		1
505	Positive attitude		1
506	Trustworthiness		1
507	Cleaning classroom x 5		1
508	Being courteous		1
509	Constant good behaviour and good work		1
510	Show good progress per subject		1
511	Supporting a sport or culture activity		2
512	Exceptional work in a subject		1
513	Willing to assist teacher/peer on own time		2
514	Exemplary behaviour in class situation during the term		1
515	Learner helped during half day event		3
516	Learner helped during full day event		5
517	Report mark more than 80% for Mathematics		1
518	Report mark more than 80% for English		1
519	Report mark more than 80% for Afrikaans		1
520	Report mark more than 80% for Natural Science		1
521	Report mark more than 80% for Social Science		1
522	Report mark more than 80% for Technology		1
523	Report mark more than 80% for Economic and Management Science		1
524	Report mark more than 80% for Life Skills		1
525	Report mark more than 80% for Creative Arts		1
526	Perseverance		1

SUMMARY: Points accumulate for a disciplinary hearing and detentions for each term.

- **ACCUMULATION OF DEMERITS**

- 5 points - 1st detention
- 10 points - 2nd detention
- 15 points - 3rd detention
- 20 points - 4th detention
- 25 points - 5th detention
- 30 points - 6th detention

MAXIMUM OF 6 DETENTIONS

- **PUNISHMENT AND ACTION**

- After a learner has received 5 demerit-points, he/she must sit detention.
- A parent may, in writing, stipulate valid reasons at least three days before detention, request that the detention class be postponed.
- Should the request be granted, the learners must attend the next detention class.

2.1 PUNISHMENT AND ACTION FOR SERIOUS MISCONDUCT

Serious misconduct is immediately referred to the principal or head of school discipline who will decide what the course of action will be.

- The parents are informed or called to the school.
- The matter is referred to the Disciplinary Committee.
- The learner is charged with disciplinary action.
- The learner is denied access to the school grounds and is placed in the care of the parents till further action is taken.
- The matter is referred to the SAPD.

With reference to the Disciplinary Committee: this committee must manage the matter so that the best interests of the school and child are served. The majority interest should apply. The Disciplinary Committee has the authority to enforce one of, a combination of or any other sentence not listed below.

- a) Suspend the learners for a maximum of 7 consecutive school days.
- b) Deny the learner certain privileges.
- c) Refer the learner for professional help.
- d) Recommend that the learner be expelled.
- e) Suspend the sentence for a period of no longer than 90 days from date of sentence.
- f) Refuse the learner admission with the start of the new academic year.

2.1.1 DISCIPLINARY HEARINGS

- After 3 x detentions = Parent interview with Grade Head and 2 educators.
- After 5 x detentions = Parent interview with the Principal, HOD Discipline, Grade head and 2 educators.
- After 6 x detentions = Disciplinary hearing

2.2 DETENTION DAYS

- Friday, directly after school until 15:30.
- No electronic equipment is allowed.

2.2.1 DETENTION CLASSES

When a learner has 5 demerit points, the learner has to attend detention class. Parents are notified by SMS.

The learner and parents will be informed of the day and date of the detention class. If the learner is absent on the day of the detention, his/her punishment is postponed to the next detention class and the parents must send a letter (three days before the scheduled detention date) explaining the learner's absence on the day of detention.

A parent may, in writing and offering valid and well founded reasons, make a once off request that the detention be postponed.

SOCIAL MEDIA POLICY: NOTICE TO PARENTS

The Governing Body of Laerskool Laeveld would like to bring the following important aspects of the Social Media Policy under your attention:

- Laerskool Laeveld aims to be a balanced school, based on a value driven system. Our goal is that every child develops to their potential.
- To achieve the above, we need you as a parent(s) / guardian(s) and also each learner's cooperation. We also realise that everything does not always work out as we have planned it, but would rather be inviting, and accommodate you as parent(s) and education partner(s) in the right way.
- Parents are requested to discuss any problems with your class teacher, grade head, department head, deputy principal and / or principal, and governing body before publishing on social media.
- Please note that publications on social media (such as Facebook, Twitter, etc.) is the same as a publication in a newspaper and therefore be very careful when you make any comments or allegations. These comments have serious consequences and can be harmful to the school's image.

Note: By failing to comply with above arrangement, the offender(s) will receive a notice from Laerskool Laeveld where further actions will be discussed. Laerskool Laeveld reserves the right to take action of offenders who fail to comply with this policy and to proceed with disciplinary procedures (whether under the grievance and disciplinary procedures of the school or procedures of the Department of Basic Education).

Parent Commitment:

I have read the General rules, Class rules, School uniform, Tidiness and Cleanliness, Disciplinary action and Social Media policy contained in this book and take note of the school's disciplinary procedure and the code of conduct on the D6 Communicator. I undertake to discuss the Code of Conduct of Laerskool Laeveld with my son/daughter and will make sure that he/she understands the code of conduct.

Parent's name and surname: _____

Child's name and surname: _____ Grade: _____

Parent's contact number: _____ Parent signature: _____

Date: _____