

NAME OF SCHOOL: LOMPEC INDEPENDENT PRIMARY AND SECONDARY SCHOOL

(AMENDED DISCIPLINARY CODE OF CONDUCT)



CODE OF CONDUCT FOR LEARNERS

Date approved:	20/11/2013	Date policy will take effect:	01/01/2014	Date of next review	Nov 2014 Dec 2014
Developed by:	Policy Development and Review Committee (PDRC) of the school Executive Committee				
Approved by:	SCHOOL EXECUTIVE COMMITTEE				
Responsible Body:	SCHOOL EXECUTIVE COMMITTEE				
Supporting documents, procedures and forms for this policy:	Legislation (see below)				
References and legislation:	Main legislation: The constitution of the Republic of South Africa (1996) The South African Schools Act (1996) as amended (Section 5) National Education Policy Act (Act 27 of 1996) Gauteng Schools Education Act No. 6 of 1995 Circular 21/2010				
Scope:	Executive Committee, School Management Team (SMT), Educator Staff, Learners				
Expiry date of the policy:					

LOMPEC INDEPENDENT PRIMARY & SECONDARY SCHOOL

CODE OF CONDUCT AND SCHOOL RULES FOR LEARNERS

INTRODUCTION

We need to maintain discipline at the school to ensure that the education of learners progresses without disruption. Our goal is to instill a sense of self-discipline so that the rights of Lompec Independent Primary & Secondary learners may be protected and our success culture preserved. The following pertains to all pupils when they are under the jurisdiction of the school, on school-related function or in school dress.

CATEGORIES OF MISDEMEANORS FOR LEARNERS

1. CATEGORY 1: Less Serious Misdemeanors

- 1.1 Unacceptable behaviour in corridors e.g. talking through the windows, noise making.
- 1.2 Disobeying classroom and library rules.
- 1.3 Using incorrect entrances / exits.
- 1.4 Arriving late for class or school without a valid reason.
- 1.5 Playing physically during break like boxing, wrestling, karate.
- 1.6 Disobeying the rules governing dress and appearance.
- 1.7 Not completing Homework without a valid reason.
- 1.8 Not handling in an absentee notes or returning circulars on the required date.
- 1.9 Disobeying out of bounds rules e.g. the kitchen.
- 1.10 Creating excessive noise.
- 1.11 Littering.
- 1.12 Loitering.

CONSEQUENCES

- Each misdemeanor will result in detention during break time. Detention will be for at least 1 hour.
- Isolation for an hour.
- Suspension from 1 learning period.
- Late comers to school will not be allowed entrance into school premises.

PROCEDURE

- Verbal warning by class teacher.
- Written warning by class teacher.
- The teacher uses his/ her discretion to apply the consequence.
- The disciplinary committee should be informed about all there.

2. **CATEGORY 2: Serious Misdemeanors**

- 2.1 Swearing.
- 2.2 Showing a lack of respect to other learners, prefects, educators, visitors and parents.
- 2.3 Unbecoming behaviour in public e.g. fondling and kissing each other.
- 2.4 Writing graffiti on any equipment, books, bags, furniture or other surfaces.
- 2.5 Defaming another person.
- 2.6 Bunking class and substitution.
- 2.7 Being in possession of objectionable reading matter.
- 2.8 Undermining authority.
- 2.9 Being defiant.
- 2.10 Being dishonest.
- 2.11 Behaving unacceptable during assembly and other formal occasions.
- 2.12 Bringing cellphones to schools (See cellphones policy). Including ipads, tablets etc unless granted by the educator.

CONSEQUENCES

- Serious misdemeanors could lead to 2 detentions.
- Suspension from 2 learning periods.
- Cellphones will be confiscated, and returned at the end of the year.
- Isolation for 2 hours.
- Parent will be informed of the learner's misdemeanors.

PROCEDURE

- The learners should be reported to the disciplinary committee immediately.
- Verbal warning by the committee.
- Written warning by the committee.
- The committee uses its discretion to apply the consequence.
- Parents will be informed of the learner's misdemeanors.

3. **CATEGORY 3: Serious misconducts**

- 3.1 Drinking, showing evidence of having consumed alcohol or being in possession of alcoholic beverages.
- 3.2 Being in possession of weapons.
- 3.3 Theft.
- 3.4 Committing any criminal case.
- 3.5 Sexually harassing pupils or members of staff.
- 3.6 Vandalising the school and / or private property.
- 3.7 Assault with intent to do serious bodily harm.
- 3.8 Dealing or being in possession of a banned substance.

- 3.9 Racism and hate speech.
- 3.10 Continually disobeying the code of conduct and or school rules.
- 3.11 Blatant disregard of authority.
- 3.12 Smoking, being in the company of smokers, or being in possession of cigars or cigarettes and drugs.
- 3.13 Failure to arrive for detention without a prior, acceptable written, valid excuse.
- 3.14 Bunking school.
- 3.15 Failure to arrive at an extra-curriculum event without a prior, acceptable valid excuse.
- 3.16 Cheating during assessment.
- 3.17 Arriving late for school.
- 3.18 Having an unacceptable hair styles.
- 3.19 Fighting with or outside school premises.

CONSEQUENCE

Engaging in any of these misconducts could result in suspension for 1 week or any other consequences deemed appropriate by the school.

- If a learner comes late for three (3) consecutive days the parent will be informed and the excluded from attending lessons.
- The disciplinary committee will call the parents.
- Recurrence will result in exclusion/expulsion from the school.

PROCEDURE

- Committee will be informed of the misconduct.
- The child shall be send home to bring the parents/ guardians to school within a period of two (2) working days.
- Failure to bring the parents, the child will not be allowed in the school until he/ she complies or brings the parent/ guardian.
- On the day of hearing the child must be in the company the parent/ guardian.
- The child shall be given the opportunity to express his/ her side of the story.
- After hearing the disciplinary committee will come up with the verdict and inform the parent promptly.
- For criminal offenses the disciplinary committee may call the police.

CONCLUSION

- Three category one written warnings will result in the learner being liable for consequences in category three.
- Two category two written warnings will results in the learner being liable for consequences in category three.

- Learners who continue to engage themselves in serious misconduct after being reprimanded will be excluded in the school in next academic year.

DRESS CODE

All learners will ensure that they are neatly dressed at all times during the school day. All learners will at all times during school hours should be dressed in school uniform, which is as follows:

GIRLS

:

- ❖ Navy blue skirts (panel) knee level skirts (skirts must not be too short)
- ❖ Navy Blue trousers
- ❖ White and blue shirts
- ❖ School T-Shirt
- ❖ Maroon Tie
- ❖ White socks
- ❖ Black shoes
- ❖ Black/ Navy Blue Belt
- ❖ Maroon Jersey
- ❖ Maroon Dri-Mac/ Fleece Jacket

BOYS

:

- ❖ White and Blue shirts
- ❖ School T-Shirts
- ❖ Maroon Tie
- ❖ Maroon Jersey
- ❖ Black Shoes/ Black Socks
- ❖ Maroon Dri-Mac/ Fleece Jacket
- ❖ Black/ Navy Blue Belt
- ❖ Navy Blue long pants - (not jeans)

All learners must be in full uniform from day 1

The following is prohibited - Boys and Girls

- The wearing of any fashion jewellery in the form of earrings, necklaces, pendants, bangles, rings, trinkets, charms talismans, or any other jewellery.
- The wearing of any make-up or dyed hair and highlights - Boys and Girls.
- The wearing of fashion shoes in place of the standard school foot wear.

Hair Styles

- Long Hair must be tied back neatly into pony tail.
- In case of extensions, they should not be too long not beyond shoulder length.
- Dreadlocks are allowed on conditions that they are kept neat and their documentation proof of learner's cult.

- Boys hair must be kept short/ shaven and neat.

Deviations: Civvies day is casual day: learners are to dress neatly and appropriately. No Halter neck/ Bevre back tops/ dresses. No seductive or vialing dress. No jewellery as stipulated above.

- *Prefects wear different colour shirt from the rest of the school.*

T-Shirt Friday

- On Fridays learners are to wear the school T-shirt with a school trouser or school skirt.
- No jeans and takkies are to be allowed.
- Only school shoes are to be allowed.

CONCLUSION

The executive and the school policy formulation and review committee may, from time to time or as the need arises, amend this learner code of conduct after due consultation with the stakeholders.

Signed by:

C.E.O :

Academic Director :

IDSO :

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Please sign and tear off this part.

I do acknowledge that I have read and understand the code of conduct and school rules, and will strive to abide by them.

Signed at on / / 2014.