

GORDON'S BAY PRIMARY SCHOOL



CODE OF CONDUCT

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Foreword

The South African Schools' Act provides Governing Bodies with the authority to establish a code of conduct to give all children the opportunity to reach their full potential. The code of conduct makes provision for addressing positive as well as negative behaviour. Positive behaviour is rewarded, but negative behaviour will not be tolerated.

For this reason the Gordon's Bay Primary School drew up a code of conduct with the aim to optimize the education of each and every child within a safe and sound environment.

Children aren't born with discipline – it is something that they need to be taught at home. It is not the school's function to teach the children the concept of discipline. Although the school is an extension of the home, the focus in the school is the application of healthy discipline. To ensure quality education it is important that parents accept responsibility for bringing up a well-disciplined child.

Parents must make a concerted effort to take note of the contents of this document and also thoroughly discuss it with their children.

L HOUGH
CHAIRPERSON : SGB

N BOTHA
PRINCIPAL

QUALITY EDUCATION FOR LIFE

SCHOOL RULES

1. IN THE CLASSROOM AND OTHER ROOMS

1.1 Workbooks / Textbooks / Homework books

- 1.1.1 All workbooks / textbooks must be covered as prescribed by the class educator.
- 1.1.2 All school textbooks must be treated with respect. The following applies when a book is damaged or lost:
 - for less serious damage a fine is payable
 - for more serious damage, the book needs to be replaced
 - a lost book needs to be replacedParents / learners are responsible for the above corrective measures.
- 1.1.3 Learners must have a homework book, which must be checked and signed regularly by the parents.

1.2 Illness / Absenteeism

- 1.2.1 Learners, who are ill, must not be sent to school.
- 1.2.2 The parents of learners, who are absent, must supply the school with an explanatory note, or inform the school telephonically or by email, of why their child was absent.
- 1.2.3 **A doctor's certificate is needed, when a learner is absent for three days or longer.**
- 1.2.4 Should a learner have to prepare for assessment, it is the responsibility of the parent to arrange to collect the homework / books to enable the learner to prepare.
- 1.2.5 It is the learner's responsibility to catch up incomplete work.

1.3 Birthdays

- 1.3.1 Learners may wear civvy clothing on their birthdays. **The school rules still apply regarding hair, make-up and jewellery.**
- 1.3.2 Should a learner have a birthday over the weekend, he/she then may wear civvy clothes the Friday before, or the Monday after the birthday.
- 1.3.3 Learners who have their birthday during the school holiday, may wear civvies on the last day of the term.
- 1.3.4 Only the principal can give permission for a class party.

1.4 Homework / Revision / Reading

- 1.4.1 Every learner must devote time after school every day to do homework or revision. The following times are recommended:

Gr 1 – 3	30 – 45 min per day
Gr 4 – 6	45 – 60 min per day
Gr 7	60 – 90 min per day
- 1.4.2 It is important that parents take the lead to create good **structure and routine** with regards to homework, revision, reading and studies.

1.5 Venues / areas out of bounds

- 1.5.1 The following rooms / areas are out of bounds, unless an educator or any member of staff is present, or when the learner was given an instruction by an educator:
 - classroom, library or computer centre
 - photocopy room or school hall
 - staff room and kitchens
 - foyer of the administration block

Also see
3.1.5 and 6.9

2. LINING UP & MOVEMENT

- 2.1 Two bells ring in the morning before school and at the end of break. The first bell is a warning to line up and by the time the second bell rings, all learners need to be in the lines awaiting any announcements or ready to lead into the building.
- 2.2 Gr 1 – 3 line up outside their classrooms and Gr 4 – 7 line up in front of the school.
- 2.3 Learners who are still eating when the 2nd bell rings, must quickly finish eating or pack their lunch away.
- 2.4 The educators / assistants / prefects accompany the learners to their classrooms.
- 2.5 The learners line up quietly in the passage in front of the class if the educator / assistant are not in the class. **NB!** Learners may not enter the classroom without the educator / assistant being present.
- 2.6 When classes are exchanged, learners must walk orderly and quietly in a single file on the left-hand side of the passage.
- 2.7 Learners may not run, play or eat in the passages.
- 2.8 When leaving the classroom during lessons, learners must wear the relevant tag:
 - Messenger
 - Toilet
 - Music

3. ON THE PLAYGROUND

3.1 Playing areas

- 3.1.1 The playground has been divided into the following playing areas:
 - Gr R terrain only for Gr RR, R and Aftercare
 - FP Jungle Gym only for FP (a rotation system is in place)
 - Behind the school only Gr 1 – 3
 - B rugby field only for Gr 1 – 4
 - A rugby field only for Gr 5 – 7
 - Netball courts only for Gr 2 – 7 girls
- 3.1.2 Ball games are only allowed on the rugby fields or netball courts. Contact sports are not permitted during breaks. Balls may not be kicked in the direction of the vehicles. Parents are responsible should vehicles be damaged due to negligent ball games.
- 3.1.3 No one may eat or play in and around the toilets.
- 3.1.4 Learners are not allowed to play in the gardens and damage trees and plants.
- 3.1.5 Before school and during breaks, the following places are out of bounds:
 - classrooms and other rooms in the building
 - bicycle racks
 - between the cars in the parking area
 - tennis courts / cricket nets and the area below the slope
 - on all walls
 - the scrum machine and spiker
 - balcony at the hall (demarcated for Gr 7 only)
 - the stairs in front of the main entrance
 - hanging onto the poles of the pavilion, as well as the railings in front of the pavilion
 - outside the school grounds

The above must be read with 1.5.1 and 6.9

3.2 Gr R terrain & Jungle Gym

- 3.2.1 The Gr R terrain may only be used by the Gr RR, R learners and the Aftercare.
- 3.2.2 No rough play is allowed on the apparatus.
- 3.2.3 No learner may be on the apparatus if an educator / assistant is not present.

3.3 Foundation Phase - Jungle Gym

- 3.3.1 The FP Jungle Gym may only be used by the FP learners during break.
- 3.3.2 No rough play is allowed on the apparatus.
- 3.2.3 No learner may be on the apparatus if an educator / assistant is not present.

3.4 Rainy days

- 3.4.1 On rainy days, learners remain in their own classes under the supervision of an educator / assistant.
- 3.4.2 Learners are allowed to visit the tuck shop and toilets, but may not loiter in the passages.

3.5 Games & Toys

- 3.5.1 Learners may never fight or “play-fight”.
- 3.5.2 Learners may not be involved in any form of “contact” sports, nor may they play with hard balls.
- 3.5.3 Toys may not be brought to school during school hours. The school does not accept responsibility for toys that are damaged, lost or stolen.

4. SPORT

4.1 Participation

- 4.1.1 We expect learners to participate in at least one summer and one winter sport to enhance physical development.
- 4.1.2 Sport enrolment forms are available on D6 and must be completed in the beginning of the year. Learners who play a sport must stay committed for the whole season. It is expected of parents to encourage their children to attend practices.
- 4.1.3 Where possible, all absences from practices or matches must be explained in a letter from home. Where a learner has not been excused, the disciplinary system comes into effect.
- 4.1.4 Teams may only be dismissed once all equipment has been returned to the store room.
- 4.1.5 No learner may enter the equipment store room unless accompanied by an educator.
- 4.1.6 **Learners will not be allowed to take part in a match if they do not wear the correct uniform for the match, or if they transgress the code of conduct with regards to hairstyle, jewellery, make-up etc.**

4.2 Sportsmanship

- 4.2.1 Learners must at all times show good sportsmanship.
- 4.2.2 Decisions taken by referees or umpires may never be questioned during the match.
- 4.2.3 No other player or learner may be physically or verbally abused.
- 4.2.4 Always thank the umpire/referee and opponents after the match.

4.3 Punctuality

- 4.3.1 Be punctual for all practices and matches.
- 4.3.2 A player who cannot attend a practice or match, must inform the coach personally during the day. Try to avoid appointments on practice and/or match days as far as possible.

4.4 Dress code

- 4.4.1 Learners are advised to refrain from wearing the school uniform to sport practices. The school uniform might get damaged and unwashed clothing is unhygienic.
- 4.4.2 Learners may practice in the school sport shirt or any other suitable t-shirt and short.
- 4.4.3 The correct uniform must be worn during matches. Learners will not be allowed to play if they aren't dressed correctly.
- 4.4.4 The school sport shirt may not be worn to school.

5. EXCURSIONS AND CIVVY DAYS

Civvy days – when learners are allowed to come to school in civilian clothing.

5.1 Appearance and dress code

- 5.1.1 Learners must dress as per instructions for the specific excursion.
- 5.1.2 Girls: Make-up, jewellery and bare midriffs are not permitted. Hot pants are not allowed. The length of a short may not be above the middle of the upper leg.
Boys: The short must be worn in such a way that underwear do not show.
- 5.1.3 The normal school rules regarding hair styles, make-up and jewellery apply to all excursions and civvy days.

5.2 Behaviour

- 5.2.1 Be obedient and adhere to all instructions.
- 5.2.2 The general behaviour must be that of good ambassadors of the school eg. always greet first and stand up when addressed by an adult.

5.3 Transport

- 5.3.1 No eating or drinking in the school bus.
- 5.3.2 Learners are to remain seated during the trip.
- 5.3.3 No part of the body may protrude from windows.
- 5.3.4 Seatbelts must be worn if available.
- 5.3.5 Nothing may be thrown out of the window.
- 5.3.6 At the end of every journey, the vehicle must be cleaned of all litter.
- 5.3.7 No shouting in vehicles or gesticulating at people outside the vehicle is permitted.
- 5.3.8 Thank the driver or guide after the journey / outing.

6. GENERAL

6.1 Money

- 6.1.1 Money that is sent to school should be in a sealed and marked envelope.
- 6.1.2 Money must preferably be paid through the class teacher and the book system.
- 6.1.3 Money that is paid in at reception should be paid before 10:00. Keep all receipts as proof of payment.

6.2 Equipment

- 6.2.1 No learner may carry or operate equipment without consent of a teacher.
- 6.2.2 Treat school property with respect.
- 6.2.3 Should school property or equipment be damaged by a learner, the parents are responsible for repairing / replacing the broken item.

6.3 Lost property

- 6.3.1 All items of clothing or equipment found on the school property should be handed in to the reception office..
- 6.3.2 Unclaimed items will be up for sale after 5 school days.

6.4. Personal appearance

- 6.4.1 Nails should be kept clean and short. (When looking at the underside of the fingertips, the nails may not be seen.) No nail varnish (even clear) may be worn.
- 6.4.2 No make-up is allowed – not even lip gloss or coloured lip balm.
- 6.4.3 **Girls' Hair Styles** : The normal hair colour may not be changed. Coloured hair extensions are not allowed. Hair must be neat, not cover the face and when longer than the collar it must be tied up. Ribbons (narrow), bobbles, Alice bands, elastics and scrunchies may only be white, navy blue or transparent in colour.
- 6.4.4 **Boys' Hair Styles** : The normal hair colour may not be changed. Hair must be off the ears, collar and eyebrows. No hairstyle that attracts undue attention to itself is permitted. Hair accessories are not allowed.

6.5 School uniform

- 6.5.1 The official school uniform is:

Boys

- White school shirt (any supplier)
- Grey shorts or long trousers (any supplier)
- Grey knee-high school socks
- Black school shoes or barefoot (any supplier)
- Dark navy pullover (any supplier)
- Dark navy jersey (any supplier)
- School tracksuit (Things)
- PE shirt / sports shirt (Things)
- Dark navy sports shorts (Things)
- Special school blazer for Grade 7 learners (Things)
- Navy school blazer (optional)
- School sandals may only be worn during summer (dark navy only)

Girls

- White school shirt (any supplier)
- Dark navy school skirt (any supplier) or grey long trousers (winter)
- Dark navy short ski pants
- White ankle socks (summer) and black stockings (winter)
- Black school shoes or barefoot (summer only)
- Dark navy pullover (any supplier)
- Dark navy jersey (any supplier)
- School tracksuit (Things)
- PE shirt / sports shirt (Things)
- Dark navy skirt (Things)
- Special school blazer for Grade 7 learners (Things)
- Navy school blazer (optional)
- School sandals may only be worn during summer (dark navy only)

- 6.5.2 All items are to be clearly marked with the learner's name and surname.
- 6.5.3 Uniforms must be kept in a good state of repair and be clean and neat.
- 6.5.4 Shirts that are not tucked in must not be too big.
- 6.5.5 An explanatory letter from home is required if there is any deviation from the above-mentioned rules. Mention when the correction will be in place.
- 6.5.6 A strengthened school bag with a handle is recommended. No graffiti or stickers on school bags.

6.6 Jewellery

- 6.6.1 Only girls are permitted to wear one plain gold or silver stud earring or sleeper in the lobe of each ear. The diameter of the ring may not exceed 1cm and the width of the ring not more than 1.5mm. No other rings, earrings or studs are permitted.
- 6.6.2 Only emergency medical bracelets or necklaces may be worn.
- 6.6.3 Only official school badges are allowed.
- 6.6.4 Wrist bands, ankle bands, badges and other jewellery are NOT allowed.

6.7 Bicycles

- 6.7.1 We recommend the use of helmets and that bicycles be locked to the bicycle racks.
- 6.7.2 Bicycles may not be ridden on the school grounds.
- 6.7.3 The bicycle racks are out of bounds during school hours.
- 6.7.4 No roller blades or skateboards are allowed on the school grounds.

6.8 Absenteeism and medication

- 6.8.1 School attendance is compulsory according to the SA School's Act.
- 6.8.2 It is the responsibility of the learner to catch up any work that has been missed after any period of absence.
- 6.8.3 Parents must notify the school – by an explanatory note, telephonically or email - why the learner is absent.
- 6.8.4 **A medical certificate is required when a learner has been absent for three days.**
A medical certificate is also required **when a learner is absent on the day formal assessment takes place.**
- 6.8.5 **The parents of learners who need to take medication through the day, must supply the school with the medication.** The medicine must be accompanied by a letter whereby the parents give the school permission to administer the medication. This also applies to learners who suffer from allergies or life threatening diseases. It is important that the school has medication should an emergency arise. The receptionist is responsible for managing and administering the medicine. Parents must hand in the medicine at reception.

6.9 Areas that are out of bounds

- 6.9.1 Outside the school grounds during school hours.
- 6.9.2 No learner may be in a classroom or in the passages before school, during breaks or after school (except on rainy days), unless educators are present.
- 6.9.3 The school hall without an educator being present.
- 6.9.4 The staff room.
- 6.9.5 The school kitchen.
- 6.9.6 The foyer of the administration block, unless they are on an errand.

- 6.9.7 The parking area, especially the area around the electronic gate.
- 6.9.8 The girls' toilets are out of bounds for boys and vice versa.
- 6.9.9 The library, unless an educator, librarian or monitor is present.
- 6.9.10 The main entrance to the building MAY NOT be used unless the learner is accompanying a parent or visitor to the reception desk.
- 6.9.11 The **gardens / walls of the neighbours** while waiting for their parents. For their own safety it is advised that they wait inside the school grounds in the waiting area. The above must be read with 1.5.1 and 3.1.5.

6.10 Punctuality

- 6.10.1 All learners are expected to be at school by the time the bell rings at 07:30.
- 6.10.2 The outside gates are locked at 07:30.
- 6.10.3 Learners who are late must first report at the office before they go to their classes.
- 6.10.4 When changing classes, learners are expected to walk quickly and directly to their next classes.

6.11 Traffic

- 6.11.1 All traffic signs and markings are to be strictly adhered to.
- 6.11.2 For a better distribution and more effective traffic flow around the school learners access school terrain via the following gates only.

* Gr R gate	GR R's	* Clivia Street gate	Gr 1 – 3
* Dennehof Lane gate	Gr 4 – 5	* Avondrus Street (main gate)	Gr 6 – 7
- 6.11.3 Parents who pick up or drop children, must adhere to the rules of the road and must not double park or block the gates.
- 6.11.4 Learners are not allowed to be dropped off or collected on the school grounds.

6.12 Communication

- 6.12.1 The school communicates with parents by means of one or a combination of the following:
 - SMS's
 - D6 communicator (the app is available in Google Play Store)
 - Circulars
- 6.12.2 Tuesdays and Thursdays are notice days.
- 6.12.3 Parents must acknowledge receipt of school circulars by completing the reply slip and returning it to school the following day.
- 6.12.4 The school uses its webpage, Facebook and Instagram for marketing purposes.

6.13 Contraband items

- 6.13.1 No pupil may bring or use the following items on the school premises :
 - pets & toys
 - chewing gum
 - cigarettes, e-cigarettes & vapes
 - contraceptives
 - alcohol, & drugs
 - pornographic material
 - any weapons or objects that can cause harm

6.14 Cell phones and any other mobile devices

- 6.14.1 Once the learner enters the school grounds cell phones and any other mobile devices must be switched off and packed away in their school bags.

- 6.14.2 Cell phones and any other mobile devices may be used during school hours only in cases of emergency and only if the educator has granted permission to do so.
- 6.14.3 The school accepts no responsibility for cell phones and any other mobile devices that are lost.
- 6.14.4 Cell phones and any other mobile devices that are on during school hours will be confiscated and the parents will have to collect it from the office.

7. THE RANDOM SEARCH FOR / SEIZURE OF ALCOHOLIC SUBSTANCES, DANGEROUS OBJECTS AND ILLEGAL DRUGS THE RANDOM TESTING FOR ILLEGAL DRUGS

7.1 Definitions and abbreviations

In this policy, unless the context indicates otherwise –

‘alcoholic substance’ means –

- (a) any unlawful substance that has a psychological effect;
- (b) any substance having such effect that is possessed unlawfully;
- (c) any unlawful intoxicating or stupefying drug substance;

‘Constitution’ means the Constitution of the Republic of South Africa, (Act 108 of 1996);

‘dangerous object’ means –

- (a) any explosive material or device;
- (b) any firearm or gas weapon;
- (c) any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious; or
- (d) any object that –
 - (i) the National Minister declares to be a dangerous object under the South African Schools Act for the purpose of that Act; or
 - (ii) the Provincial Minister declares by notice in the Provincial Gazette, to be a dangerous object for the purpose of this Act;

‘digital device’ means any mobile device used to make phone calls or send messages using signals or information represented as digits;

‘educator’ means an educator as defined in the Employment of Educators Act, 1998 (Act 76 of 1998);

‘Head of Department’ means the head of the Western Cape Education Department;

‘illegal drug’ means any drug as defined in the Drugs and Drug Trafficking Act, 1992 (Act 140 of 1992), that is used or possessed in the contravention of section 4 of that Act;

‘officer’ means the employee of the Western Cape Education Department appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998)(Proclamation 138 of 1994), or the Public Service Act, 1994 (Proclamation 103 of 1994);

‘learner’ means any person receiving education or obliged to receive education in terms of the Act;

‘Provincial Minister’ means the Provincial Minister responsible for education in the Province;

‘principal’ means an educator appointed or acting as the head of a school;

‘parent’ means –

- (a) the parent or guardian of a learner;
- (b) the person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b);

‘school activity’ means any educational, cultural, sporting, fundraising or social activity of the school within or outside the school premises of the school;

‘supervision’ means the management and control of learners at school or during a school activity;

‘this Act’ means Western Cape Provincial School Education Act 1997 (Act 12 of 1997);

‘Western Cape Education Department’ means the provincial department responsible for education in the Province.

Abbreviations

CPA	Criminal Procedure Act, 1977 (Act 51 of 1977);
HOD	Head of Western Cape Education Department;
NEPA	National Education Policy Act, 1996 (Act 27 of 1996);
SANCA	South African National Council on Alcoholism and Drug Dependency;
SAPS	South African Police Services;
SASA	South African Schools Act, 1996 (Act 84 of 1996), as amended;
WCED	Western Cape Education Department;
WCP	Western Cape Province; and
WCPSEA	Western Cape Provincial School Education Act 1997 (Act 12 of 1997);

7.2 Introduction

7.2.1 Purpose of Policy

To provide Gordon’s Bay Primary School with standardised procedures to correctly

- conduct unannounced search for and seizure of alcoholic substances, dangerous objects and illegal drugs
- conduct unannounced testing for illegal drugs
in accordance with the SA Schools Act 84 of 1996.

7.2.2 Scope and Application of Policy

The Constitution of the Republic of South Africa, 1996, provides for a Bill of Rights. The following rights are relevant to random search and seizure and alcoholic liquor and illegal drug testing at schools:

- (i) Human dignity (section 10)
Everyone has inherent dignity and the right to have their dignity respected and protected.

- (ii) Privacy (section 14)
Everyone has the right to privacy, which includes the right not to have –
 - (a) Their person or home searched;
 - (b) Their property searched;
 - (c) Their possessions searched; or
 - (d) The privacy of their communications infringed.

Random search and seizure and alcoholic liquor and illegal drug testing obviously would infringe on these rights. However, the Constitution itself provides that no right is absolute, given that any right in the Bill of Rights may be limited in terms of section 36.

Given that section 45A limits certain rights conferred in the Bill of Rights, it must be implemented with due regard to human dignity, privacy and the right to property of the learner concerned.

This Policy, therefore, serves to regulate the application of section 45A of the Act by providing the necessary procedures to be employed in a school environment.

7.3. Legislative framework

Constitution of the Republic of South Africa, 1996 (Act 1 of 1996);
Criminal Procedure Act, 1977 (Act 51 of 1977);
Drugs and Drug Trafficking Act, 1992 (Act 140 of 1992);
National Education Policy Act, 1996 (Act 27 of 1996);
Regulations for Safety Measures for Public Schools;
The South African Schools Act, 1996 (Act 84 of 1996) as amended; and
The Western Cape Provincial School Education Act (Act 12 of 1997) as amended.

7.4 Context

The possibility exists that learners in possession of dangerous objects or alcoholic substances or illegal drugs on our school grounds, may cause serious psychological damage or physiological injury to others. This directly contributes to the challenges of providing an education of progressively better quality for all learners. This policy of search and seize of alcoholic liquor, weapons and illegal drugs, and the testing for illegal drugs is adopted by Gordons Bay Primary School, and sets down strict procedures by which random searches will be carried out by the principal or his delegates at school to protect the rights and dignity of learners, even if they have transgressed. The intention of this policy is also to protect our learners against the use of illegal substances and to create a safe school environment for all at Gordon's Bay Primary School.

7.5 Random search, seizure and testing

7.5.1 The Principal

Section 45A of the Act stipulates that, unless authorised by the principal for educational purposes, no person may bring any dangerous object, alcoholic substances or illegal drugs onto the school premises or have it in his or her possession at any school activity.

7.5.2 Procedure for random search, seizure and testing

In terms of section 45A(2)(a) of the Act, the principal or his or her delegate may search any learner, or the property of any learner, for any dangerous object, alcoholic substances or illegal drug, if the principal reasonably suspects the presence of a dangerous object, alcoholic liquor or an illegal drug on the school premises or during a school activity.

The following may be an indication of the presence of alcoholic substances, illegal drugs and dangerous objects at Gordon's Bay Primary School:

- (a) Whistle-blowers informing the principal about their presence;
- (b) Reports from parents;
- (c) Traces of illegal alcoholic substances, illegal drugs or dangerous objects on the school premises;
- (d) Threats of the use of dangerous objects against other learners;
- (e) Injury as a result of the use of such objects; and
- (f) Any other reasonable indication.

Section 45A(4) of the Act stipulates that where a search contemplated in paragraph 5.2.1 entails the body search of any learner, the person searching the learner-

- (a) May not require the learner to remove any clothing other than outer layers of the learner's clothing;
- (b) Shall be of the same gender as the learner;
- (c) May carry out the search only in the presence of another member of staff who is also of the same gender as the learner.

The search must be conducted in a private area. The search may not be extended to a search of any part of the body underneath the learner's underwear. The learner's private parts may not be touched.

- (a) If, as a result of a search or as a result of reliable information received, or for any other reason, the principal has good reason to believe that any dangerous object, alcoholic substance or illegal drug is concealed on the body or person of a particular learner, the principal may request a member of the SAPS to conduct a more extensive search of that learner's person in terms of section 45A(5) of the Act.
- (b) If it is suspected that the learner has swallowed a suspicious object, the matter must be handed directly over to the SAPS.
- (c) The principal or his or her delegate may seize any dangerous object, alcoholic substance or illegal drug, found during the search in terms of section 45A(2)(b) of the Act.

7.5.3 Delegation of authority owing to unavailability of principal

5.3.1 Two educators, one female and one male

- Mrs N Denniston (Intersen Phase) and Mrs N Swart (HOD : Foundation Phase)
 - Mr D Smith (Intersen Phase) and SW Verster (Deputy Principal),
- have been delegated to perform the search, seizure or testing function in case the principal is not available.

A search, seizure and testing operation will not be cancelled or postponed because the principal is not available.

7.5.4 Dealing with a learner who is unwilling to be searched in terms of section 45A(5) of the Act

The school should make a concerted effort to telephone the parent or send a message in some way or another informing the parent that the learner is unwilling to co-operate in a lawful search and seizure procedure as provided for by the Act, and that the learner will be handed over to the SAPS.

If the parent indicates that he or she wants to discuss the matter with the learner to convince him / her to co-operate, the following steps can be taken -

- (i) The parent may be given a reasonable opportunity to come to the school and to instruct the learner to co-operate;
- (ii) The parent may also give such instruction to the learner and to the principal or delegate of the principal over the telephone or digital device;
- (iii) A witness must be with the learner while such conversation takes place; and
- (iv) The principal communicates with the parent and the principal will explain the basis for the search and seizure according to the provisions of section 45A of the Act.

If either the learner or the parent refuses to co-operate, the matter and the learner will be handed over to the police so that they may conduct a search in terms of the Criminal Procedure Act. The outcome of such a search is linked to a Criminal Court Process with the possibility of criminal prosecution.

7.6 Seizure of Dangerous Objects, Alcoholic Substances and Illegal Drugs

7.6.1 The principal, or his or her delegate or a police officer, may seize any dangerous object or alcoholic substances or illegal drugs present on a public school premises or on a person on the school premises or at a school activity.

7.6.2 Section 45A(6) of the Act determines that any dangerous object, alcoholic liquor or illegal drug that has been seized shall be -

- (a) Clearly and correctly labelled with full particulars, including -
 - (i) Where it was found and, if applicable, the name of the learner in whose possession it was found;
 - (ii) The time and date of search and seizure;
 - (iii) An incident reference number;
 - (iv) The name of the person who conducted the search;
 - (v) The name of the member of staff in whose presence the search was conducted, where applicable; and
 - (vi) Any other details that may be necessary to identify the item and incident;
- (b) Recorded in the school record book; and
- (c) Handed over to a member of the SAPS immediately to dispose of it in terms of section 31 of the Criminal Procedure Act, 1977 (Act 51 of 1977).

7.6.3 Section 45A(7) of the Act determines that, if the police cannot collect the dangerous object, alcoholic liquor or illegal drug from the school immediately, the principal or his or her delegate shall –

- (a) Immediately take the item(s) that was seized to the nearest SAPS station to be disposed of in terms of section 31 of the Criminal Procedure Act, 1977.
- (b) Section 45A(8) of the Act determines that the police officer who receives the seized item(s) shall issue an official receipt to the principal or delegate.

7.7 Notice to parents and disciplinary procedures

7.7.1 Notice to Parents

Section 45A(11) of the Act stipulates that the principal -

- (a) Within one working day, if practicable, inform the parent of the learner concerned that a test or search and seizure was done in respect of his or her child;

- (b) Inform the learner and parent of the result of the test immediately after it becomes available. If the learner has tested positive for alcoholic liquor or illegal drugs, a discussion must be held with the parent so that he or she may understand the consequences of the use of alcoholic liquor or illegal drugs. The principal may, if the parent so requests, refer the learner to a rehabilitation institution for drug counselling. Only the learner and his or her parents must be informed about the outcome of the alcohol or drug test. The identity of the learner may not be revealed, except to his or her parents.

7.8 Disciplinary Procedures

- 7.8.1 In terms of section 45A(13), a learner may be subjected to disciplinary proceedings if –
- (a) The learner is in possession of a dangerous object, alcoholic liquor or an illegal drug during school hours or at a school activity; or
 - (b) The learner tested positive for alcoholic liquor or an illegal drug in the circumstances described in section 45A(10).
- 7.8.2 In terms of section 45A(14), any disciplinary proceedings in respect of a learner shall be conducted in terms of the code of conduct contemplated in section 45(1) of the Act. No criminal proceedings may be instituted against this category of learner.
- 7.8.3 In a case where the learner refused to be searched or tested for alcohol or drugs, the principal or his or her delegate must inform the police, who would take the relevant steps in terms of the Criminal Procedure Act, 1977.

8. BULLYING

- 8.1 What is bullying?
It is the frequent and deliberate targeting of the same child, even adults with the intent of causing physical or psychological harm.
- 8.2 Different forms of bullying
- i) **physical bullying**
The frequent hitting, pushing, slapping, tripping, kicking, pulling of hair as well as the violent taking of someone else's food, belongings and money.
 - ii) **verbal bullying**
Threats, insults, scolding, gossiping, spreading rumours, racial or sexual statements.
 - iii) **non verbal bullying**
Writing hurtful messages, letters or graffiti, pulling faces, showing signs and distributing pictures and videos.
 - iv) **social bullying**
When someone is deliberately left out of a social group or deliberately ignored.
 - v) **sexual bullying**
The distribution of hurtful notes, pictures or jokes. It also includes unsolicited touching.
 - vi) **cyber bullying**
When technology is used to hurt someone in any of the above.

- 8.3 Who is the bully?
- It could be any child targeting another.
 - It could also be parents and educators targeting a learner.
 - It could also be parents targeting an educator.
- 8.4 The victim of bullying
- Any child or adult can be a victim of bullying. The victim is usually targeted because of his/her psychological qualities, characteristics and physical appearance. This can result in pain, poor self-esteem, depression, non-participation in school activities, isolation, anxiety, poor scholastic results and suicide.
- The victim is unwilling to report the bullying.
 - The victim is afraid of retaliation should he/she report it.
 - There is a perception that intervention by the educator will make the matter worse.
 - Physical bullying mostly takes place amongst boys, while verbal bullying mostly happens amongst girls.
- 8.5 Strategies against bullying
- The school does not tolerate any form of bullying.
 - Educators need to be weary of behavioural changes with the learners.
 - Learners need to be made aware of this unacceptable behaviour:
 - during assembly
 - during class discussions
 - in circulars from the office
 - Bullying must be reported so that intervention can take place.
 - The parent of the bully must be informed.
 - Counselors / psychologists / social workers must meet with all the parties involved.
 - Should bullying still continue, despite the intervention, the matter will be referred to the Disciplinary Committee of the Governing Body for further actions.

What is expected of the educators?

- Be on time for teaching / coaching.
- Be visible during school activities.
- Portray exemplary behaviour at all times.
- Be observant for signs related to bullying.
- Report incidents to the Grade Head / HOD / Disciplinary Committee / parents and counselors.
- Investigate and record the incidents thoroughly.
- There need to be healthy communication with the parent community.
- Eliminate unnecessary and unhealthy competition between learners.
- Emphasize traits like friendship and mutual respect.

What is expected of the learners?

- Not to get involved in any psychological / physical activities of bullying.
- Report incidents of bullying.

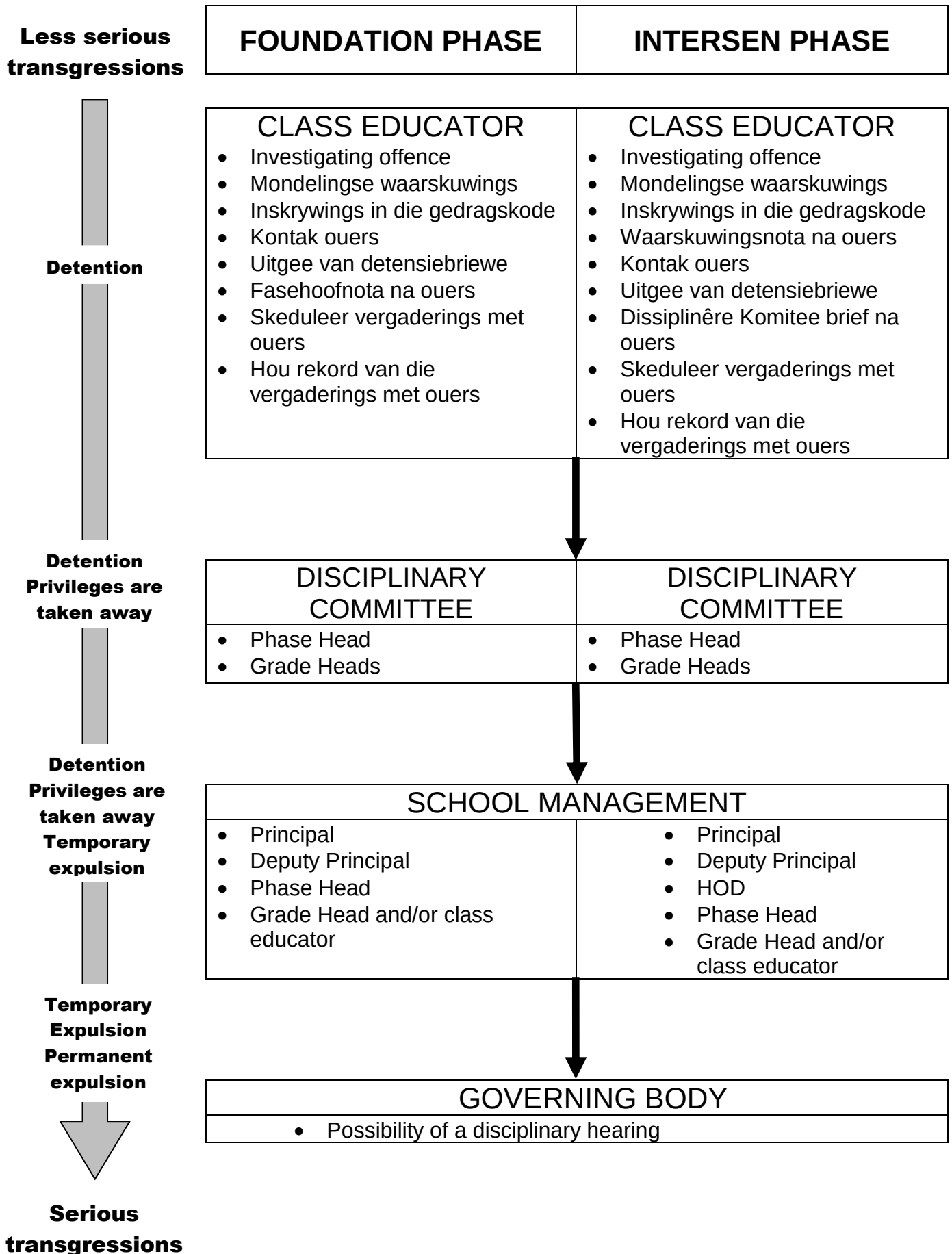
What is expected of parents / guardians?

- Be aware of any behavioural changes in their children.
- Know your child's social life.
- Inform the school if you are aware of behavioural changes in your child.
- Abstain from teaching your child to take retaliatory action.
- To work with the school and seek assistance from specialists, regardless whether your child is the victim or the perpetrator.

8.6 The SA School's Act empowers the Governing Body to institute the following actions:

- to punish the perpetrator in accordance to the school's code of conduct.
- a disciplinary hearing will take place in serious cases or where bullying persists even after intervention
- expulsion for a period up to 7 school days
- permanent expulsion out of the school

ORGANOGRAM OF THE DISCIPLINARY PROCESS



HOW DOES THE SYSTEM WORK?

1. We have a system that rewards positive behaviour and punishes negative behaviour.
2. All educators need a disciplinary file. For each learner there must be a record sheet to record all positive and negative entries. Totals must be monitored regularly to determine who qualifies for a certificate or who must attend detention class.
3. Negative entries are grouped according to a sliding scale:

1 point	less serious transgression	See list of possible negative entries
2 points	slightly more serious than the previous	
3 points	slightly more serious than the previous	
5 points	serious transgressions	
20 points	very serious transgressions (immediate detention)	
4. Learners qualify for detention as soon as they have accumulated 20 negative points.
5. **INTERSEN PHASE**
Detention takes place on Mondays / Tuesdays from 14:00 until 15:30. Learners who are placed in detention will receive a detention letter which must be signed by the parents and returned to the class educator to be kept on file.

The following actions take place:

- **Detention 1**
 - the class educator will contact the parents telephonically
 - parents receive a detention letter, signs it and return it to school
- **Detention 2 (in the same term)**
 - the educator informs the parents telephonically of the upcoming detention
 - parents receive a detention letter, signs it and returns it to school
- **Detention 3 (in the same term)**
 - parents receive a detention letter, signs it and returns it to school
 - a meeting between the parent(s), the educator(s) and the Disciplinary Committee takes place
- **Detention 4**
 - parents receive a detention letter, signs it and returns it to school
 - a meeting between the parent(s) and the School Management Team takes place
 - the sanction of the School Management Team depends on the seriousness of the transgression, but could include temporary expulsion of up to 3 school days
- **A disciplinary meeting with the School Governing Body WILL take place depending on the severity of the learner's transgression.**

6. FOUNDATION PHASE

Detention takes place on Wednesdays from 13:00 until 14:00.

Learners who are placed in detention will receive a detention letter which must be signed by the parents and returned to the class educator to be kept on file.

- **Detention 1**

- the class educator will contact the parents telephonically
- parents receive a detention letter, signs it and return it to school

- **Detention 2 (in the same term)**

- a Phase Head letter is sent to the parents
- the educator informs the parents telephonically of the upcoming detention
- parents receive a detention letter, signs it and return it to school

- **Detention 3 (in the same term)**

- the educator informs the parents telephonically of the upcoming detention
- parents receive a detention letter, signs it and returns it to school
- the class educator sets up a meeting between the parent(s), the educator(s) and the Disciplinary Committee

- **Disciplinary meetings with School Management / Governing Body** WILL take place depending on the severity of the learner's transgression.

7. **The Governing Body can immediately become involved in the disciplinary process when pornography, illegal substances, dangerous weapons, assault, theft and malicious vandalism or discriminatory sexual, racist and religious remarks are relevant. If found guilty, the sanction imposed could be a temporary expulsion of up to 7 school days, or the Governing Body can apply for permanent expulsion with the WCED.**

8. Learners who fail to attend a detention class will have to attend an additional detention class.

9. **Learners are rewarded for positive behaviour.** Positive entries are grouped in two sections with a value of either 1 or 2 points. These positive actions are only a guideline and educators may use their initiative with regards to 1 point actions. Only the principal / deputy-principal / phase heads may award higher points. See the attached list for possible positive entries.

For exemplary behavior, learners are rewarded with the following certificates:

Certificate 1	WINNER	10 points
Certificate 2	CHAMPION	10 points
Certificate 3	STAR	15 points
Certificate 4	SUPER STAR	20 points
Certificate 5	AMBASSADOR	25 points

LIST OF POSSIBLE TRANSGRESSIONS

	1 POINT TRANSGRESSIONS		2 POINT TRANSGRESSIONS		3 POINT TRANSGRESSIONS		5 POINT TRANSGRESSIONS		20 POINT TRANSGRESSIONS
1	eating / drinking in class without permission	1	in out of bounds areas without supervision	1	incorrect school uniform	1	threatening / intimidating others	1	theft
2	disregard for rules regarding passages and stairs	2	riding bicycle / skateboard on the school terrain	2	disregard for rules regarding hair, make-up and jewellery	2	refusing to do oral	2	serious fighting & bullying (physical and psychological)
3	tests / reply slips not signed / returned	3	talking / playing in class (not working)	3	cell phone / other electronic devices are on in class	3	bunking class	3	in possession of pornography / illegal substances / dangerous objects as explained in the code of conduct
4	no absentee letter	4	chewing bubblegum	4	Projects not handed in	4	spitting on the school terrain / elsewhere	4	inappropriate sexual conduct
5	untidy as a person / untidy workbooks / untidy desk	5	walking around in class unnecessary	5	littering in the classroom / school terrain & elsewhere	5	inappropriate language	5	graffiti & serious vandalism
6	worksheets not pasted in	6	ignoring rules regarding writing in workbooks	6	late for school / class	6	less serious graffiti / vandalism	6	discriminatory racial / religious / gender based remarks
7	late for lines / talking in lines	7	books / stationery not at school	7	aggressive behaviour	7	dishonesty / lies	7	dishonesty in tests / exams
8	books not covered / handed in	8	not attending sport practices / cultural practices	8	leaving the classroom without permission	8	climbing over gates & fences / causing damage to plants	8	use of extremely foul language
9	Homework incomplete	9	disrespect for prefects / class leaders	9	slandering / spreading malicious stories	9	fighting	9	truancy / leaving the school terrain without permission
		10	Homework not done	10	disruptive behaviour in class	10	bad behaviour during school outings / functions / events	10	urinating on the school terrain / in public
		11	repeating 1 point transgressions	11	negative attitude towards school work	11	not attending sport matches / cultural activities	11	disrespectful towards educators & adults
				12	unintentional damage to property	12	repeating 3 point transgressions	12	behaviour that brings the name of the school into disrepute
				13	repeating 2 point transgressions	13		13	repeating 5 point transgressions

LIST OF POSSIBLE REWARDS

1 POINT REWARDS		2 POINT REWARDS	
1	Personal neatness (uniform / hair / nails / jewellery etc)	1	Helps at school activities after hours
2	Neat work	2	Supporting school sport teams and cultural activities
3	Books neatly covered	3	Participation in 2 or more sport codes / cultural activities per season
4	Participation in 1 sport code / cultural activity per season	4	Good ambassador of the school (courtesy towards visitors)
5	Courtesy towards learners and educators	5	Full marks for a test
6	80% and more for a test	6	Honest deed
7	For each 10% improvement in the following test	7	Excellent class leader
8	Good test results taking into account the potential of the learner	8	Voluntary picking up litter in class / school grounds
9	Helpful	9	Good sportsmanship
10	Learning material always at school	10	Excellent sport and cultural achievements
11	Homework / projects always done	11	No negatives for a week
12	Good progress		
13	Obedient		
14	Positive attitude towards the school		
15	Reply slips / tests always signed and back in time		
16	Picking up litter in class / school grounds		
17	Books regularly handed in		
18	Good co-operation		
19	Active participation in class		
20	Sense of duty / example to others		
21	Constructive use of time / works independently		
22	Shows initiative during difficult situations		
23	Voluntary attendance of extra mural activities		
24	Promotes authority		
This is only a guideline – use your initiative for additional 1 point rewards Consult with the principal or deputy principal for additional 2 point rewards			