



PERSEQUAR

CODE OF CONDUCT FOR LEARNERS

The aim of the Code of Conduct is:

- ~ To facilitate learning and teaching at school
- ~ To ensure that there is order and discipline at school
- ~ To promote and clarify the roles and responsibilities of various stakeholders in creating a proper learning environment
- ~ To provide appropriate avenues for learners, teachers and parents to address their grievances
- ~ To provide for legitimate discipline measures.
- ~ To encourage learners to behave in a calm and dignified manner to maintain the academic tone of our school.

A.

1. **UNIFORM:**

All learners must at all times be correctly dressed in the correct uniform. Learners who are incorrectly dressed must present a letter from the parents stating the reason. Neatness and pride in personal appearance should be encouraged. Parents will be contacted to fetch an incorrectly dressed learner

Summer:

Girls: Navy-blue culotte and a white cotton short-sleeve shirt, navy-blue ankle socks with school colours and black school shoes or barefoot. White underwear, vest or camisole must be worn at all times.

Boys: Grey shorts, white cotton short-sleeve shirt with school badge sewn onto the pocket, long navy blue socks with school colours and black school shoes. No long pants may be worn during summer season.

During summer, learners may come to school barefoot.

Winter:

Girls: Navy blue culotte or grey long pants and white long-sleeve shirt, school tie, long school socks with school colours or black tights and black school shoes. A school track suit may also be worn with navy blue golf shirt with maroon collar, navy blue socks, school jersey or school pullover.

Optional - plain navy blue anorak.

Boys: Long grey pants with long-sleeve white shirt, school tie, long school socks with school colours and black school shoes. Plain black belt may be worn. A school track suit may also be worn.

School jersey.

Optional - plain navy blue anorak.

Pupils may only wear summer or winter, **no combinations**. **Full uniform** must be worn at all times. School uniform must be worn with pride and care.

SPORT UNIFORM:

Wear the prescribed uniform for all activities. Neatness is essential. It is the duty of each learner to ensure that he/she is correctly dressed when representing the school.

Learners must excuse themselves three days in advance if they cannot attend an activity.

UNIFORMS FOR SPORT ACTIVITIES ARE AS FOLLOWS

Cricket

- white golf shirt. white shorts or long white pants, white socks, white running shoes

Soccer

- Kit will be issued. Deposit will be required.

Netball

- Kit will be issued. Deposit will be required.

Tennis

- Boys ~ navy shorts, white golf shirt, white socks and white tennis shoes
- Girls ~ navy shorts & golf shirt, white socks and white tennis shoes

Athletics

- navy shorts - for interschool and inter-house
- navy golf shirt - for interschool and house colours are added for inter-house

Swimming

- Girls - black **one-piece** costume & white swimming cap
- Boys - black swimming trunks

When requested the above must be worn for the necessary PT lessons.

2. NAILS:

Clean and short. No nail varnish.

3. CLEANLINESS:

Body and clothing must always be clean. Every learner must bath/shower daily. Seniors may use deodorant.

4. HAIR:

Always to be clean and neat.

Girls: Hair is to be tied up at shoulder length. Use **white** or **navy** accessories only. The fringe should be cut above the eyebrows. Long braided hair must be neatly tied up. Coloured braids may not be worn. Gel and lotions are not allowed. Hair may not be coloured or permed.

Boys: Hair to be neatly cut. Gel and lotions are not allowed. Hair may not be coloured or permed or braided.

5. JEWELLERY:

Girls: A watch, medical bracelets where required, **small** sleepers or **plain** stud earrings may be worn. **One** per ear lobe only.

Boys: **Only** a watch or a medical bracelet where required. **NO** earrings.

NO other jewellery may be worn except the above.

B. CORRIDORS:

- a. Out of bounds before school and during breaks.
- b. **Walk only!**
- c. Change classes quietly and quickly and in single file in alphabetical order..
- d. No talking on corridors or on the staircase.
- e. Keep left at all times.

C. BUILDINGS:

- a. Before school commences, suitcases must be left neatly outside the building in the lines allocated to each class.
- b. No learners are allowed to enter the office buildings or classrooms before school or during breaks, unless permission is granted by an educator or to see the Principal or Secretary.
- c. Learners are only allowed to use the office area if they have to see/visit the Principal or Secretary.
- d. The staffroom is out of bounds to all learners, except for emergencies.
- e. The hall is out of bounds to all learners. When the hall is being used, the following must be borne in mind:
 - ~ Learners may enter the hall only under the supervision of an educator.
 - ~ They may not run, shout or cause any disturbances.
 - ~ The stage is out of bounds.
 - ~ They may not touch or handle projectors, piano or any electrical apparatus. The curtain mechanism may be operated by prefects on hall duty.
 - ~ Do not move the piano around.
 - ~ Do not eat or litter in the hall.
 - ~ All learners should have left the school grounds within 30 minutes after the end of the school day or after a sporting or cultural activity. In the event of parents only being able to fetch their children later in the afternoon, provision should be made for the child to attend the after-care centre. No loitering on the school grounds or on the pavement outside classrooms, will be tolerated.
(Learners should wear their correct school or sport uniform after school.)
- f. Out of bounds areas:
 - ~ Gutters and roof
 - ~ Swimming pool area
 - ~ Tennis court
 - ~ Cricket pitch

1. CELL PHONES:

NO cell phones may be used during school hours, the school will not be responsible for any loss.

2. CLOAKROOMS:

- a. There may be no noise or loitering or playing in the cloakrooms.
- b. During school time, learners may use the cloakrooms allocated to each grade.
- c. Cloakrooms are to be kept in a spotless condition at all times.

3. SICK-ROOM:

- a. The sickroom at school is intended only for learners who have taken ill during the course of the day.
- b. Learners may only go to the sick-room if they are sent by an educator with a signed note. No learner may go to the sick-room on their own accord.
- c. No **other** learner may visit their friend in the sick-room.
- d. If your child is ill or has a contagious disease please keep him/her at home.

4. BOOKS, BAGS AND OTHER EQUIPMENT:

- a. Cases must be carried from classrooms when changing classes. Cases must be placed outside the classroom learners will be attending after break.
- b. All textbooks are the property of the **school**. They must be covered and cared for. To avoid damage to books, solid sided cases **only** are to be used. All cases are to be free from writing except for the learner's name.

- c. Learners should treat their exercise books with the same respect as school text books. These should be neatly covered.
- d. Learners must pack relevant books and stationery for a specific day.
- e. Should any learner damage or lose a text book or reader he/she will have to pay for it immediately.
- f. Media books must be returned on time. Lost/damaged books must be paid for immediately.

Personal possessions

- g. All possessions are to be clearly marked.
- h. Treat personal and others' personal possessions with care and respect.
- i. **No** borrowing of items. (Covid Rule)
- j. If you break something, report it.
- k. **Do not** touch items that do not belong to you without permission.
- l. Articles found lying about must be handed in to Lost Property.

5. HOMEWORK:

All homework diaries are essential and must be signed **daily** by parents.
Homework and studying must be done DAILY throughout the term.

D.

1. DISCIPLINE FILE:

A discipline file will be kept by each educator responsible for a register class

2. DETENTION:

School detention takes place bi-weekly. Parents will be informed in writing that their children are to attend the detention class which will be on a from 13:15 to 14:15. It is the responsibility of the parents to make the necessary transport arrangements.

3. LINING-UP: Not whilst we have Covid

When the first bell rings, the pupils must walk briskly to the lines allocated to each class. They must line-up in alphabetical order. When the second bell rings, they must be in the correct order, quiet and ready to lead off to the class accompanied by their educator. Discipline is of the utmost importance. Misbehaviour will not be tolerated.

E. CONDUCT ON PUBLIC TRANSPORT:

Learners must at all times conduct themselves in a proper manner.
The following **will not** be tolerated.

- g. Unruly behaviour (running, littering, swearing and standing).
- h. Damage to the vehicle.
- i. Throwing objects at passing vehicles or spitting on cars.
- j. Intimidating adult passengers or children will not be tolerated.

Should any learner persist in displaying such unacceptable behaviour, such a learner will be put off the vehicle and the parents will have to make alternative arrangements.

F. GENERAL CONDUCT OF LEARNERS:

Parents need to emphasise that all school rules and regulations must be adhered to at all times.

- 1. Learners must at all times be aware that the school is an educational institution which provides scope for the harmonious development of character, intellect and body so that a sound creative personality may emerge.
- 2. All learners are to co-operate, are to be loyal and are to take pride in their school.
- 3. Instructions must be obeyed implicitly and immediately.

4. Any form of rowdiness or loud behaviour will not be tolerated and will be discouraged at all times.
 5. Punishment meted out by an educator must be carried out.
 6. Any learner who forfeits a total of 60 credits per year, is automatically excluded from all class outings, excursions, extra-ordinary performances/shows.
 7. Learners should refrain from disruptive, undisciplined and unco-operative behaviour in the classroom.
 8. Be honest at all times.
 9. Learners are obliged to do homework, class work, tests and to perform any reasonable academic or non-academic task assigned to them by an educator.
 10. Learners must adhere to the rules and regulations of the school, such as:
 - ~ School attendance and punctuality is compulsory.
 - ~ Learners must be at school by 07:30.
 - ~ Learners must refrain from stealing and/or destroying books.
 - ~ Learners must obey all educators, other staff members and monitors.
 - ~ Learners must keep to the school dress regulations.
 11. Learners must be tolerant in dealing with differing views relating to academic, social, cultural and political issues in the classroom, the school and community.
 12. Learners and educators must deal constructively with their differences, so to learners amongst themselves.
 13. Learners must refrain from consuming alcohol, using of drugs, assault and carrying of dangerous weapons to school.
 14. No vandalism of school property is allowed.
 15. All learners are under obligation to report vandalism or any other damage or misuse of school property.
 16. Any accidental breakages must be reported immediately to an educator. Wilful damage to the school buildings, furniture or equipment is an offence. Learners will be held responsible for such breakages. Avoid scribbling on desks, walls, etc.
 17. Learners may not eat or drink in classrooms or along corridors as this makes the cleaning programme very difficult.
 18. There is a total ban on chewing of bubblegum and this may *never* be brought onto the school premises.
 19. Littering makes the school an unpleasant sight. Make use of refuse bins that are provided.
 20. Undesirable books may not be brought to school.
 21. Swearing, unmannerly signs, etc. are forbidden. Please make sure that you take no part in this type of behaviour.
 22. No criminal and oppressive behaviour such as sexual harassment or assault will not be tolerated.
 23. No bullying, victimisation and intimidation of other learners.
 23. No expensive toys or animals may be brought to school.
 24. No gambling at school.
 25. No games may be played which could inflict serious injury.
 26. Return slips/Fundraising documentation must be given to the register educator on the day specified.
- Etiquette:**
27. Address your educators as “Sir” or Ma’am”.
 28. Greet all staff and visitors to the school politely and offer to help them.
 29. Greet the principal and educators when they enter the class.
 30. Stand or move aside for adults.
 31. Speak correctly and clearly.
 32. Place all litter in bins.

G. The Code of Conduct covers an agreed set of behaviours that are acceptable or unacceptable within a

school. Some actions are “offences” according to the law, and must be handled by structures that have been legally established to deal with infringement of the law.

H. COMMUNICATION

Parents are urged to approach the school through the correct channels when confronted with a problematic situation. Parents may not see the educators during teaching time. Appointments must be made via the office by contacting the secretary at 012-3231436 during school hours.

The following procedure should be followed:

- ~ In all cases the first person to approach is always the class/register/or subject educator.
 - ~ Should the educator be unable to assist, then the following persons should be consulted.
- | | | | |
|--------------|---|-----------------------------|-------------------|
| Mrs Harden | ➔ | Acting DPJ Foundation Phase | Gr 1 - 3 and LSEN |
| Mrs Maritz | ➔ | DPS Senior Phase | Gr 4-7 |
| Mrs Masemola | ➔ | DPO Educational Guidance | Gr 1 - 7 |
| Mrs JAMES | ➔ | Deputy Principal | Gr 1 - 7 |

If the problem persists, then the principal should be consulted.

Please feel free to make use of the homework diary to communicate with the school.

PENALTIES AND CORRECTIVE MEASURES AND PRO-ACTIVE ADVICE - COUNSELLING:

1. Verbal and written reprimands by an Educator, Principal, or the Governing Body.
2. Additional and profitable academic work.
3. Duties that contribute to the improvement of the school environment, eg. cleaning, gardening, administrative tasks.
4. Staying after school - detention.
5. Performing tasks that would assist the offending person.
6. Suspension
7. Expulsion

DATE OF APPROVAL

Recommended by: Principal	Mr V Etsane	Signature:	
Date:			
Approved by: SGB Chairperson	Mr Bokaba	Signature:	
Date:			
Verification by GDE: District Director		Signature:	
Date of Verification			