

SUNRISE SUPERKIDS

Code of Conduct for Learners



SUNRISE SUPERKIDS CODE OF CONDUCT FOR LEARNERS

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SUNRISE SUPERKIDS CODE OF CONDUCT FOR LEARNERS

1. INTRODUCTION

The Code of Conduct for Learners was drafted and approved by the School Governing Body (“SGB”), to serve as a disciplinary tool, and is based on the principles and values supported by the school community. A Code of Conduct for Learners aims to promote a school environment dedicated to the improvement of the quality of the learning process.

This Code of Conduct:

- a. sets out the school rules and regulations for learners;
- b. defines behaviour by a learner which may constitute misconduct; and
- c. defines disciplinary procedures for fair, corrective and educative disciplinary measures for non-adherence.

2. PURPOSE OF THIS CODE OF CONDUCT

The purpose of this Code of Conduct, as a disciplinary tool is to:

- a. discourage negative behavioural patterns;
- b. encourage all the learners to establish a positive on-file record; and
- c. set forth uniformity in terms of disciplinary action and penalties.

Educators will keep a record of offences. Parents will be informed of their child’s misbehaviour in accordance with this policy.

3. LINE OF AUTHORITY

The responsibility for maintaining discipline in the classroom lies with the individual class educator. However, the educator may refer disciplinary matters to a senior member of staff (Head of Department (“HoD”) and then to the Head of the Disciplinary Committee (“HDC”) and Principal. If the transgression is very serious, the Principal may refer the matter to the SGB.

4. LEVELS OF MISCONDUCT

Misconduct by learners may be classified according to five levels of seriousness. The categories of misbehaviour and steps to be taken in each instance are set out below:

Level 1 misconduct (Minor violations of general classroom discipline)

- Failure to be in class on time
- Bunking class
- Failing to respond to reasonable instructions
- Failing to finish homework
- Copying homework
- Interrupting education in the classroom
- Littering
- Non-adherence to school rules for maintaining a neat appearance
- Chewing gum

Level 2 misconduct (violations of school codes or rules)

- Frequent repetition of Level 1 misconduct, where prior disciplinary action is considered ineffective

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- Dishonesty
- Forging documents or signatures
- Plagiarism
- Possession or use of tobacco
- Repeated absenteeism without valid reason
- Using abusive or profane language
- Showing disrespect for another person
- Leaving school without permission

Level 3 misconduct (Serious violations of school codes or rules)

- Frequent repetition of Level 2 misconduct, where prior disciplinary action is considered ineffective
- Severely disruptive behaviour
- Cheating during examinations
- Bullying or any other form of harassment
- Possession (without use) of a dangerous weapon
- Discriminatory behaviour, including racial intolerance and sexist behaviour
- Fighting on school grounds and/or in school uniform.
- Causing intentional minor injury to another person
- Engaging in minor vandalism, like graffiti
- Verbally threatening the safety of another person

Level 4 misconduct (Very serious violations of school codes or rules)

- Repetition of Level 3 misconduct, where prior disciplinary action is considered ineffective
- Disrupting the entire school (e.g. boycotting or picketing without consent)
- Threatening behaviour with a dangerous object
- Causing intentional severe injury to another person
- Possession or use of alcohol
- Possession or use of a narcotic substance or being under the influence of such substance
- Vandalism
- Theft

Level 5 misconduct (violations of school codes or rules, but also of law)

- Repetition of Level 4 misconduct
- Selling/distribution of narcotic substances
- Trespassing
- Assault
- Sexual harassment, sexual abuse
- Robbery
- Intentionally using a dangerous weapon
- Any other violation of the law

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5. DISCIPLINARY PROCEDURE

The grade of an offence will determine the procedure to be followed.

Level 1 - detention and a written warning followed by a final written warning.

Learners will receive detention for level 1 offences. All level 1 offences will be dealt with by the educator concerned who must keep a written record of such offences and the disciplinary measure taken. When a third level 1 offence occurs, the matter is referred to the relevant HoD along with the record of all three (3) offences and the HoD will issue a final written warning.

Level 2 - a final written warning and possible disciplinary hearing

All level 2 offences will immediately be referred to the HoD. The relevant educator, in consultation with the HoD, will arrange an interview with the learner and obtain an incident report from the learner. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the HoD and communicated to the HDC and Principal. The HoD will further be responsible for informal monitoring of the learner's behaviour.

When a learner commits the same level 2 offence, for a second time and after a final written warning has been issued for the first offence, the HoD will refer the matter to the HDC and Principal to determine whether to convene a Disciplinary Hearing or suspend the learner for no longer than two (2) weeks, and the parent/guardian will be informed of the behavioural issue.

Level 3 - Disciplinary Hearing

All level 3 offences will immediately be reported to the HDC and Principal determine whether to convene a Disciplinary Hearing or suspend the learner for no longer than two (2) weeks. The parent/guardian will be informed immediately of the offence and be advised of disciplinary action.

The HoD, HDC and Principals have the authority to impose any sanction or outcome up to and including suspension for a specific period with a final written warning, without the involvement of the SGB.

Level 4 - Tribunal Hearing and possible suspension (depending on the severity of the offence)

All level 4 offences will immediately be reported to the HDC and Principal, who will refer the matter to the SGB to assemble a Tribunal Hearing. Depending on the severity of the offence, the learner will be suspended pending the hearing. The parent/guardian will be informed immediately of the offence and be advised of disciplinary action.

It is to be noted that only the SGB has the authority to expel a learner from the school. The HoD, HDC and Principals' authority is only limited to suspension for a specific period with a final written warning.

Level 5 - offence immediately reported to the South African Police Service ("SAPS") and Tribunal Hearing

All level 5 offences will immediately be reported to the HDC and Principal. The Principal will refer the matter to the SGB, who will immediately file a report with the SAPS and convene a Tribunal Hearing. The parent/guardian will be informed immediately of the offence and be advised of disciplinary action.

*Note: Further/detailed disciplinary proceedings are covered in the Disciplinary Procedures document.

6. SCHOOL RULES FOR LEARNERS

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School rules are standards of behaviour that tell us what to do and what not to do. School rules must always be obeyed, even if you are alone. School rules ensure a safe and disciplined school environment.

1. **School times**

The school starts at 07: 45 and closes at 14:00 every day from Monday to Friday. Study periods (afterschool) start from 15:00 to 16:30 every day from Monday to Thursday.

2. **Tardiness**

Learners must be on time for school. Tardiness will not be tolerated. Teachers will monitor late-coming of learners and parents will be informed if late-coming persist.

3. **Before School in the Mornings**

No learners are allowed into classrooms before school starts, except those who perform duties in the classrooms. A maximum of 3 learners may enter the classroom to perform these duties.

School bags are to be placed in a neat row in front of the classrooms before school. When learners have put their school bags down, they should go to the allocated playground. No playing will be allowed on or near the passage.

4. **Absenteeism**

- Learners may only be absent from school due to illness or funerals. All other absence must be limited and all doctors' appointments must, wherever possible, be scheduled for the afternoons.
- Learners, who were absent, must on the first day of their return to school, provide a letter from the parents stating the reason for the absence. The letter must be handed in at his/her register class at the start of the school day.
- Learners who were absent for two or more days must submit a doctor's certificate on their return explaining the reason for their absence.
- All parents wishing to collect their children from school during school hours must first obtain the necessary permission from the office and Principal.
- Learners who were absent during a test or exam must hand in a medical certificate upon their return, otherwise a zero will be allocated for that particular test or exam.

5. **Injury or illness during school hours**

If a learner gets hurt during school hours or becomes ill, it must immediately be reported to the office to arrange the necessary assistance and/or that the learner be fetched by a parent or third party with the parent's permission.

6. **Leaving the School grounds during school hours**

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No learner has the authority to leave the school grounds during school hours without obtaining the necessary permission from the office. Letters from the parents asking for permission must be submitted to the office during the outset of the school day.

7. Access to School Grounds

Access to the school grounds may only be through the school gate. No learner may climb over a fence or make a hole in it to get through. It also constitutes an offence of trespassing to enter the school grounds after hours without permission.

8. Maintenance and neatness of the school environment

Just as one is proud of oneself, so one should be proud of the neatness and tidiness of your environment. Each learner must take pride in the tidiness of the school grounds, the buildings, the sports field, the garden and the classes. It is not just the duty of the Caretakers, General assistants and Educators to clean up the school grounds, but it is the duty of all the learners to help in this regard. The building, furniture and all apparatus should be looked after with the necessary care and respect.

9. Breakage and malevolent damage

No malevolent breakage or damage of private or school property will be tolerated. Any such occurrences must immediately be reported to the office or to the educator on playground duty. The offender will be expected to make good the damage by paying the account for the necessary repair work and disciplinary action will be taken.

10. Electrical installations

No learners will have permission to tamper or play with any electrical installation or open any distribution board. Light switches may only be utilised for the proper purpose.

11. Ball games

No ball games are allowed under any roof, on any passage or against any wall. Ball games must be played on the field.

12. Behaviour of our learners towards our educators

Our educators must be considered as our instructors and councillors who are always willing and prepared to give us guidance and lead us in our growing up. They are also the persons that watch each child's progress on every area of the school life. It is expected of the learners to be courteous and amicable towards their educators. It is also expected of learners to be obedient and do their daily assignments and homework to the best of their ability. Learners are expected to behave in a well-disciplined manner and all undisciplined behaviour will be penalised with strict action.

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13. Behaviour in the classroom

- Inside the classroom, each learner must help to create an orderly atmosphere in which learning can be optimised.
- Learners should work as swiftly as possible to obtain the best results.
- Upon entering the classroom, learners will stand next to their desks and wait for the educator's instruction to take their seats.
- All rubbish must be collected before leaving the desk.
- No writing or scratching is allowed on any of the furniture or walls.
- No learners will be allowed outside the classrooms during lesson hours, except when formal work is to be done outside the classroom or the educator grants permission to use the bathroom.
- Learners may not change seats without the educator's permission.
- The learners must respect visitors to the classroom by standing up if a visitor enters the classroom.

14. Eating during lesson hours

No learner would be allowed to eat during lesson hours. The educator may confiscate all food items and discard it in the waste bin.

15. Radio's and Cell phones in the classroom

No radio, cell phones or any receiving device will be allowed into the classrooms. Cell phones will be confiscated and placed in the safe. The learners will pay a R50 fine when the cell phone is returned to them.

16. Toys

No toys are allowed into classes. If a learner plays with a toy while in class, the educator, may confiscate it, effectively cancelling the learner's property right to the toy.

17. Textbooks

- Learners must at all times take good care of all the textbooks in their possession.
- If a book is lost, the replacement cost of the book can be obtained from the office, so that the learner can replace the book.

18. Homework

- Learners are expected to complete their homework.
- Here the learner is allowed the opportunity to work independently.
- Homework is not restricted to written work only. Study and memorising are equally as important.
- Conscientious learners will never allege that they have no homework.
- Daily revision of the work done in the class is to every learner's advantage.

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- All homework must be written down in the personal diary on the day it is given.

19. Homework diary

- Each day's homework must be copied down in the homework diary.
- The educator can also make use of a learner's homework diary to communicate with the parents.
- It is also important that the learners should not misplace their homework diaries.

20. Report cards

Report cards are for the learner and his/her parents. Reports are to be collected by parents, at the end of each term, signed by the parent and returned to school by the learner at the beginning of each term.

Report cards will only be issued if the learner's school fees have been paid in full.

21. Assembly

During school assemblies, learners are expected to be quiet and pay attention to the proceedings and announcements.

22. Behaviour on the school grounds

- Learners are expected to greet their educators in a friendly manner.
- Learners must not display a lax attitude by leaning against walls.
- Learners must respect each other and by no means will foul language or vulgar games be allowed on the school grounds.

23. Running in the passages

No running will at any time be allowed in the passages, as this can be hazardous.

24. Games

No rough or dangerous games where learners may get hurt are allowed at school.

25. Littering

- Learners are at all times responsible for the tidiness and cleanliness of the school and playground and offenders will be penalised.
- Each learner is responsible to keep the classrooms, bathrooms, passages and playground tidy and clean from rubbish.
- Use the rubbish bins that are available on the playground.
- Always pick up a paper that lies on the ground, don't walk past it.
- Immediately address a litterbug.

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- The policy of cleanliness also applies during all excursions, field trips and visits to other schools/premises.

26. Break

- During break the learners are not allowed to go into classrooms without permission.
- During break, all learners will play on the allocated parts of the playground.
- No rough games are allowed and the older learners must stay away from the younger learners.
- Fighting on the school grounds is totally forbidden.
- No learner may play near any motor vehicles.
- No stones may be thrown.
- All rubbish must be placed in the rubbish bins.

27. Behaviour of our learners toward each other

- Every learner will have the opportunity to be a senior of the school and it is expected from the junior learners to show the necessary respect for the seniors.
- We look up to our seniors to give direction to the junior learners to help maintain the good traditions of our school.
- It is expected of all the learners to support each other mutually and to help where assistance is needed. Learners must be gentle and polite toward each other.
- Learners must be tolerant and should help along to create a tranquil atmosphere.
- Learners must believe in teamwork and do their best if they participate in sport or other team events.
- Learners must always behave themselves everywhere they go in school uniform and defend the school's good name.
- New learners must feel welcome at our school and should be absorbed into the friendship circles.

28. Teasing of fellow learners

No teasing is allowed. The right, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.

29. Bathrooms

- Appropriate request in the class to the educator is: *"May I go to the bathroom?"*
- Bathrooms are to be kept tidy and clean.
- No foodstuffs are to be taken into the bathrooms.
- No playing will be allowed in the bathrooms.
- Only one learner per turn is allowed to leave the class for the bathroom.
- Always flush the toilet after use.

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- Always wash your hands after using the toilet.
- No foreign objects may be flushed down the toilets - this will constitute an act of vandalism.

30. Reception foyer and offices

No learners are allowed into the reception foyer or at the offices, except when sent to the office by an educator or when an inquiry is to be made at the office.

31. Lost items

- Every learner is responsible for his/her property. Lost articles must be handed in at the office.
- Inquire at the office if you have lost any item.

32. Moving away or transferring

When a learner knows that he/she is going to leave the school for another school, application should be made to the secretary for a transfer a term in advance. The learner must also hand back all his/her textbooks and any other school equipment, such as sporting equipment, to the respective educators.

33. Sports Participation

It is each learner's priority to participate for the school in any school sports of his/her choice. Afterwards, outside bodies may be represented in the specific club's colours. It is the aspiration of the school that every learner will participate in one or more types of school sport, as group participation fosters the feeling of belonging which is important for the school.

34. Sports Practices

Learners must be on time for sport practices. The correct dress code must be adhered to. During sport practices, all personal property must be secured to avoid possible theft or damage.

35. Dress code

The full uniform list can be obtained from the school office or website. Parents are requested to buy the prescribed school uniforms from the official suppliers. School clothes must always be neat and clean.

36. Hairstyle for boys

- Hair must be tidy and neatly cut.

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- No foreign hairstyles are allowed. The hair may not be coloured or permanently waved.
- No shapes or patterns in hair.

37. **Hairstyle for girls**

- Hair must be fastened
- No beads, buttons or flowers may be platted into hair
- Only red or yellow Alice bands allowed

38. **Nails**

Nails may not be longer than the point of the finger. No nail polish is allowed. Under no circumstances will permission be given for long nails.

39. **Make-up**

No lip-gloss, mascara, eyeliner, blush, base, medicinal cream or any other makeup is allowed. This rule applies at all times when learners are in uniform.

40. **Jewellery**

No excessive jewellery is allowed. No bangles, chains and rings will be allowed. A watch, signet ring, neck chain and one ear stud per ear are items of jewellery allowed. The signet ring's broadest point should not exceed 5mm.

41. **Behaviour in public**

- All school rules apply, when learners are in school uniform, on or off school premises.
- In public, the learners will always display the best behaviour as representatives of the school.
- At all school activities, visitors will be welcomed and greeted in a friendly manner.
- The school uniform is an advertisement for the school and should be worn with the necessary courtesy.
- You should immediately reprimand a fellow learner who can't behave well in public.

42. **Chewing gum**

No learner may chew gum on school premises or while dressed in school uniform.

43. **Smoking**

No smoking is allowed on the school ground or in school uniform.

44. **Foul language**

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Rude or foul (bad) language are bad habits and are not allowed at school. To swear at any learner constitutes defamation of character.

45. **Stolen Goods**

The possession of stolen goods is a punishable offence.

46. **Alcohol**

The possession of alcohol is punishable offence.

47. **Drugs**

The possession or distribution of any narcotic substance or drugs on the school premises is a very serious and punishable offence.

48. **Weapons**

No learner shall at any time bring a weapon to school or be in possession of a weapon on the school premises or in school uniform. The contravention of this rule constitutes a very serious and punishable offence.

49. **Additional punishable offences**

The following behaviours are punishable and will not be tolerated:

- Dishonesty
- Plagiarism
- Cheating on assignments/test/examinations
- Discrimination
- Bullying or any form of harassment
- Theft
- Any other non-adherence to the law

50. **General**

Any inappropriate behaviour at school by all stakeholder's will not be tolerated and be dealt with severely. These rules are set to protect all at our school and must be adhered to.

DOCUMENT APPROVAL

POLICY VERSION: 2

DATE:

Head of Disciplinary Committee _____

Principal _____

DIRECTORS:

E.E. Schoeman _____

Y. Schoeman _____

G.S. Kotzé _____