

EXCELSIOR PRIMARY SCHOOL



CODE OF CONDUCT FOR LEARNERS (REVISED BY SGB IN 2020)

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1 PREAMBLE

The Code of Conduct has been compiled by the parents, learners and educators of **EXCELSIOR PRIMARY SCHOOL**. The Code of Conduct, Vision and Mission, read together with the Prospectus, are the governing blue print of the school.

The Vision of our school is "**STRIVE FOR EXCELLENCE**" and can be reached by living according to our values and beliefs which include: respect, loyalty, responsibility and accountability.

The Mission of our school is:

The Principal, Staff and Learners of Excelsior Primary School strive towards a value driven education as foundation to:

- maintain high academic and moral standards;
- establish a positive self-image in body and mind;
- encourage love for our fellow-man and nature;
- develop a strong sense of responsibility through positive discipline;
- create healthy Learner – Teacher – Parent relationships;
- prepare for a well-balanced adulthood.

It is the statutory duty to implement the code of conduct, together with the above-mentioned, to ensure that the school is professionally governed and that discipline is maintained.

2 DEFINITIONS

- | | | |
|-----|-------------------------|--|
| 2.1 | Code: | Set of rules to avoid inconsistency. |
| 2.2 | Conduct: | The way one behaves; treatment of other people. |
| 2.3 | Code of Conduct: | A general code of conduct of learners as stipulated in SA Schools Act 1996, Section 8. |
| 2.4 | Learners: | As defined in SA Schools Act 1996 (ix). |
| 2.5 | Educators: | As defined in Educators Employment Act 1994. |
| 2.6 | Parents: | As defined in SA Schools Act 1996 (xiv). |

3 PURPOSE AND IMPORTANCE OF THE CODE OF CONDUCT

- 3.1 To promote a disciplined, focused and meaningful school and learning environment.
- 3.2 To promote the civic responsibilities of the school by equipping learners with expertise, knowledge and skills.
- 3.3 To develop leadership in learners.
- 3.4 The code of conduct should guide the behaviour of the learners and those responsible for their proper conduct at school.



4 OBLIGATIONS

- 4.1 Every individual has the right to develop to their full potential.
- 4.2 Every learner shall enjoy equal treatment before the law.
- 4.3 Every learner shall respect the inherent dignity of others.
- 4.4 Every learner will acknowledge and respect the convictions and cultural traditions of others.

5 RULES OF INTERPERSONAL RELATIONSHIPS AT SCHOOL

- 5.1 Learners must behave with courtesy, tolerance and consideration toward others.
- 5.2 Learners must refrain from aggressive and abusive behaviour.
- 5.3 Learners must display mutual respect to others.
- 5.4 Learners must respect authority, honesty and truth.
- 5.5 Learners must not absent themselves from school without valid reasons.
- 5.6 Learners must adhere to the school rules, dress code and school times.
- 5.7 Learners who need to leave school earlier than the stipulated school hours, must request permission in writing from the principal, or duly appointed representative should the principal not be available.
- 5.8 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 5.9 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, and spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 5.10 In their interaction with the principal, deputy principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes being disrespectful or rebellious.
- 5.11 In their interaction with one another, learners shall practice 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.
- 5.12 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.
- 5.13 A school educator 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.
- 5.14 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 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. Throughout, learners' dignity, will be respected and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of a senior person. The search process and outcome must be recorded in writing.
- 5.15 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 5.16 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.



6 RULES TO GUARANTEE PROTECTION OF LEARNERS AND FACILITIES

- 6.1 Learners should strive to become pro-active, independent, critical, disciplined and creative thinkers.
- 6.2 Learners must strive to make the school function effectively.
- 6.3 Learners must actively support the learning process.
- 6.4 Learners must respect and look after school property and books.
- 6.5 Learners must strive to uphold and live by to the school's core values as stipulated in the Vision of the school (Pride and Loyalty; Caring and Respect; Responsibility).
- 6.6 Learners must keep the school environment clean and tidy.
- 6.7 Learners must refrain from using any addictive substances.
- 6.8 Learners must never endanger the lives and safety of others.
- 6.9 Learners must comply with all safety and security measures which have been put in place at school to protect life and property.

7 DISCIPLINARY MEASURES

- 7.1 Disciplinary steps will be taken against any learner who contravenes this Code of Conduct.
- 7.2 The disciplinary steps comply with:
 - 7.2.1 Section 8, 9 and 10 of the SA Schools Act 1996;
 - 7.2.2 Regulations relating to the Code of Conduct and Suspension and Expulsion of Learners at the Public School, as determined by the member of the Executive Council of the Western Cape Parliament;
 - 7.2.3 Definition of what constitutes serious misconduct by learners, as determined by the member of the Executive Council of the Western Cape Parliament.

8 DISCIPLINARY ACTION

- 8.1 Unacceptable conduct is defined and classified in this code of conduct within 4 levels of offences in order of severity.
- 8.2 Fast and effective disciplinary action will be taken to correct offensive behaviour. For record purposes offences will be recorded on CLASS DOJO and a notification will be sent on the application to inform the parents of the behaviour.
- 8.3 When correctional actions are considered the following aspects will be taken into account:
 - record on CLASS DOJO;
 - focus on positive change in conduct;
 - limit interruption of the normal school programme;
 - take into account the age and independence of learner;
 - strive to maintain a high standard of conduct.
- 8.4 The following measures or manners of punishment can be applied:
 - 8.4.1 Individual conversation
Learners are confronted by an educator, more appropriate conduct is discussed and an apology is required.



8.4.2 Withholding of privileges

Certain privileges such as participation in sport or matches, attending school functions, etc. are withdrawn and or suspended.

8.4.3 Withdrawal

This entails temporary removal of the learner from the classroom.

8.4.4 Special assignments

Meaningful written assignments in line with the learner's academic proficiency are given. An important consideration must be the time the learner should spend on the assignment.

8.4.5 Suspension of breaks

The privilege of a lunch break is temporarily revoked and the learner is denied access to the school playground for a certain time. He/she is restricted to the school building, but will be allowed to eat their lunch and be allowed to use the bathroom.

8.4.6 Detention to perform certain duties

After school hours, the learner is compelled to do certain tasks under supervision. Learners, as well as their parents, must be informed at least 24 hours in advance.

8.4.7 Detention for study purposes

This is a compulsory class to be attended after school during which learners do special assignments related to school activities (not homework) under supervision. Detention classes are usually taken on a Friday between 14:00 and 16:00. Work done during detention classes must be given to the supervising educator at the end of the session. Learners, as well as their parents, must be informed, in writing, at least 24 hours in advance.

8.4.8 Disciplinary meeting after referral to principal, deputy principal and/or head of discipline

The learner is referred to the above mentioned person(s) when intervention by the educator concerned has been unsuccessful. The conversation could include the learner, educator, head of discipline, deputy principal, principal and the parent(s). The purpose of the conversation is to stress the importance of the offence and to determine the disciplinary action and future conduct of the learner. The consequences of a possible repetition of the offence must be explained to both the parent(s) and the learner. They will have to sign an agreement to do everything in their power to ensure the positive improvement of the learner's conduct.

8.4.9 Suspension

Suspension can be immediate if the learner poses a danger to themselves or another human being at school, or after a SGB disciplinary hearing. School attendance for the learner and all other privileges at school are suspended for a maximum period of seven school days. All tests, examinations and/or other evaluation sessions could also be forfeited during the period, and lost lessons must be caught up in the learner's own time. The school will apply professional discretion in this regard. Parents of these learners will be notified in writing (electronic and/or hard copy) and will have to attend a meeting at school.



8.4.10 Expulsion

This is the permanent removal of a learner from the school. It will be implemented only after a period of suspension, an SGB disciplinary hearing and a recommendation of expulsion to the HoD of the WCED by the SGB. It will be recommended only when the further attendance of such a learner is detrimental to the school and other learners.

Particular procedures and directions for suspension and expulsion, as well as matters concerning the learner's right to appeal, are available from the school on request.

8.5 Types of Infringements and Actions/Sanctions (also see Section 11 of this document)

8.5.1 Level 1

Action/Sanction

- Entry into forbidden areas e.g. school building before and after school hours, storerooms, etc.
 - Provoking others
 - Disrespect towards adults, prefects and fellow learners
 - Cycling/rollerblading/skate-boarding on school grounds
 - Ball games played in authorised areas
 - Chewing of chewing gum
 - Improperly dressed for any extra-mural activity
 - Incorrect school uniform or sportswear
 - Unsuitable, non-conformist hairstyles and headgear
 - Wearing any jewellery that is not allowed
 - Wearing make-up/nail polish/cosmetic contact lenses
 - Homework incomplete or neglected
 - Homework book not signed
 - Playing near parked cars
 - Littering
 - Irrational emotional outbursts
 - Noisy/unruly behaviour in school corridors or passageways
 - Non-attendance of Didactics
 - Late for lines
 - Entry into swimming pool area without adult supervision
 - Throwing of objects
 - Biting
- Oral warning and 1 demerit
 - Withholding of breaks and FP computer classes



8.5.2 Level 2

- Disrespectful behaviour towards other people's property
- Climbing over the school fence or enclosures
- Non-attendance of any class
- Disregarding sports practice and/or matches
- Lying
- Cursing, rude signs and foul language
- Use of a cell phone or any other electronic device during the school day on the school premises.
- Repeatedly transgressing Level 1

Action/Sanction

- 2 Demerits
- Withholding of breaks and FP computer classes

8.5.3 Level 3

- Continuous disrespectful behaviour towards adults, monitors and fellow learners
- Continuous disruption of classes
- Leaving the school grounds without permission
- Courting/displaying inappropriate social behaviour on school premises
- Repeatedly transgressing Level 2

Action/Sanction

- Contact parents to remove learner immediately
- 3 Demerits
- Corrective measures, e.g. intervention meetings with parents
- Detention
- SGB disciplinary hearing
- Suspension (maximum of 7 days)
- Community service

8.5.4 Level 4

- In possession of dangerous weapons or objects on the school premises
- Theft
- In possession or under the influence of alcohol, cigarettes, e-cigarettes, hookah pipes or drugs (including over the counter medication)
- Gangster-like activities
- Dishonesty during assessments
- Sexual harassment or inappropriate sexual behaviour
- In possession of any type of pornographic material from any source, including electronic devices
- Smoking on the school grounds
- Racism
- Fighting, bullying (verbal, physical, emotional or cyber), intimidation
- Vandalism of school and/or private property, including graffiti, text books, desks, IT equipment, etc.
- Tampering with or damaging the school's electronic devices

Action/Sanction

- Contact parents to remove learner immediately
- Investigation ordered
- Appointment with School Governing Body/School Principal
- Corrective measures, e.g. restorative justice, suspension (maximum of 7 days), recommend and request expulsion
- Report to MEED offices if school intervention is not sufficient.



Continuous misconduct will be referred to the MEED office.

10 Demerits – Letter to parents + detention after school (usually on a Friday)

20 Demerits – Letter to parents + scheduled meeting with educator and HOD

30 Demerits – Scheduled formal meeting with parents, educator and Principal

40 Demerits – Scheduled meeting with SGB

- 8.6 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 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. Throughout, learners' dignity, will be respected and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of a senior person. The search process and outcome must be recorded in writing.
- 8.7 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 8.8 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

9 RULES FOR EXCELSIOR PRIMARY SCHOOL

9.1 School Uniform/Wear

- 9.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.
- 9.1.2 School wear must be clean and neat at all times.
- 9.1.3 Clothing rules (see Section 11 of this document):

Winter Uniform

Option 1: Boys and Girls

- School tracksuit (pants and jacket)
- White long-sleeve shirt
- Excelsior school tie
- Excelsior grey school socks
- Black school shoes
- School wind breaker (navy blue inside and outside)

Option 2: Boys

- Grey pants (long or short)
- White long-sleeve shirt
- Excelsior school tie
- Excelsior grey school socks
- Black school shoes
- Excelsior tracksuit top and/or school jersey
- Only plain navy blue scarf (optional)



Option 2: Girls

- Blue school tunics
- White long-sleeve shirt
- Excelsior school tie
- Excelsior grey school socks or navy blue tights
- Black school shoes
- Excelsior tracksuit top and/or school jersey
- Only plain navy blue scarf (optional)

Summer Uniform

Boys:

- Grey pants (long or short)
- White short-sleeve shirt with open neck
- Excelsior grey school socks
- Black school shoes
- Excelsior tracksuit top and/or school jersey

Girls:

- Blue school tunics
- White short-sleeve shirt with open neck
- White socks
- Black school shoes
- Excelsior tracksuit top and/or school jersey

Sport Wear

PE and Sport (unless specified):

- Navy blue Excelsior sport vest
- Navy blue PT-shorts or skirts
- White socks

Cricket:

- White Excelsior Golf shirt
- Navy blue PT-shorts
- Excelsior white socks
- Sport shoes (predominantly white)

Swimming costume:

Boys

- Plain navy blue speedo
- White or navy blue silicone or Latex swimming cap

Girls

- Full plain navy blue costume
- White or navy blue silicone or Latex swimming cap

PLEASE NOTE:

- Any caps or headgear other than those prescribed in the clothing rules are prohibited.
- The SMT and SGB may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.



9.2 General appearance of learners

9.2.1 Hair

Girls

- Hair colour must appear natural at all times
- No unnatural highlights/lowlights/streaks are allowed
- Hair that extends over the collar must be tied
- Only navy blue hair accessories (ribbons, combs and bobbles) may be worn
- Hair must be properly tied
- All of the above rules also apply for false hairpieces, weaves or braids
- No dreadlocks
- No strange hairstyles

Boys

- Hair colour must appear natural at all times
- No unnatural highlights/lowlights/streaks are allowed
- Hair may not extend over the collar or ears
- No side burns
- No dreadlocks
- No strange hairstyles

9.2.3 Jewellery

Girls

- All jewellery items, such as rings, bracelets (of any material) or chains, are prohibited
- Only wristwatches are allowed
- The wearing of body jewellery (piercing), such as nose, tongue and eyebrow jewellery, is strictly prohibited
- As for girls' earrings - only one gold or silver stud or standard gold or silver sleeper (maximum diameter of 5mm) are allowed per ear, worn in the bottom hole if the ears have been pierced more than once
- No other studs or gems are allowed

Boys

- Only wrist watches are allowed
- No body piercings are allowed

9.2.4 Nails

- Nails may not extend beyond fingertips
- No nail polish may be worn
- Nails to be clean at all times

9.2.5 Make-up

- No foundation, mascara, eyeliner, blusher, lipstick or colour lip gloss will be allowed



9.3 Behaviour and conduct of learners, parents and visitors

9.3.1 School attendance

- All children of school going age are expected to attend school regularly.
- Learners who are absent must, on their return, present a letter to the relevant educator.
- Parents may phone, email, Whatsapp or use CLASS DOJO to state the reason for absence.
- Learners who are late in the morning must first report to the reception.
- Learners may only be excused from a class by the supervising educator, and may only leave the school premises with signed permission from the principal or the duly appointed official.

9.3.2 Physical well-being

- All fighting is regarded in a serious light and will promptly be dealt with.
- No dangerous toys or objects which can injure learners are allowed on the school premises or in the building.
- The emergency plan of the school to ensure the learners' safety, is practised regularly and all learners are compelled to take part in these practises and to regard them in deadly earnest.

9.3.3 Spiritual well-being

- Foul language, swearing or profanity does not become a well-mannered learner and is not allowed.
- Religious, political or morally corrupting indoctrination is not allowed.

9.3.4 Harmful substances and reading matter

- Pornographic or other offensive literature and/or objects will be confiscated. Parents will be notified when necessary.
- No habit-forming substances and/or medicines may be brought to school or distributed by learners.
- A specific parental consent form is available from the administrative offices for learners needing to administer prescribed medicine(s). Parents need to complete this form and hand in to the relevant educator in order to notify educators of any prescribed medicines to be taken during school hours.

9.3.5 Respect for property

- Departmental, school or private property of educators and learners must be treated with respect.
- Parents/guardians will be held liable and payment will be required in cases of purposeful damaging or loss of school or personal property, e.g. books, buildings, windows, furniture, equipment, teachers' cars, etc.
- All garments must be clearly marked with the learner's first name and surname.
- During practices and matches, money and valuable possessions remains the responsibility of the learner and is brought to school at own risk.



9.3.6 Vehicles on school premises

- Parents' vehicles are not allowed on the school premises without permission.
- Bicycles must be secured and be locked securely in the quad of the school. Permission for bicycles must first be obtained from the principal or duly appointed official.
- As a safety precaution, no learner(s) are allowed to ride on their bicycles on the school premises.
- For their own safety learner(s) are not allowed to play in the parking area in front of the school.
- As a further safety precaution, no parent(s) are allowed to enter and drop their child(ren) off at the main gate of Excelsior Primary School. Gates in Van Dyck Street are unlocked daily for children to enter and leave the school premises. The scholar patrol is on duty (mornings and afternoons) to assist learners to cross the road safely.

9.4 Participation in school programme

9.4.1 Educational programmes

- Punishment is administered according to the policy of the Western Cape Education Department.
- Attending detention classes after serious or repeated offences or misbehaviour is compulsory. Parents will be notified in advance.

9.4.2 Extra and Co-Curriculum activities

- Participation in the extra-mural programme of the school is strongly recommended.
- For the sake of total development, participation in at least one summer and one winter sport activity is strongly recommended.
- During matches the prescribed sport wear must be worn. Formal school uniform is not suitable for practices. Suitable sport wear is required.
- Sporting facilities at the school may only be used with the principal's permission and never without supervision.
- Impeccable behaviour which brings honour to the school is essential, especially during outings, sports meetings, bus trips and visits to public places.

9.4.3 School fees

- Parents of learners must undertake to meet their financial obligations to the school punctually as determined by the School Governing Body. School fee payments must be made electronically. The bank account details of the school are printed on school fee statements, and can be accessed via the RISE application.

9.4.4 Loyalty

- Every learner must submit him-/herself willingly to the school rules and discipline.
- Respect for the good name of the school, respect for the school uniform and colours and symbols of the school, is essential for good relationship in and outside the school.
- The school community must always regard the national emblems of the Republic of South Africa with respect.



9.5 General Safety

9.5.1 Parents and Visitors

- Parents and visitors are not permitted on the school grounds at any time unless permission has been granted by the principal or the duly appointed official.
- Parents and visitors may only enter the school premises through the main gate in Van Dyck Street and must report to reception immediately.
- Should the parents and/or visitors be required to wander the school grounds or building, a visitor's register must be completed and signed at reception and the necessary identification label will be issued which must be visible at all times.

9.5.2 Learners

- Learners may not converse with any person outside the school fence at any time.
- Learners must use the specified gates to enter and exit the school.
- Any suspicious activities/persons must be reported to an educator, principal or duly appointed official immediately.

10 UNDERTAKING

Excelsior Primary School has adopted a policy concerning the conduct and discipline of learners. This policy is contained in the **CODE OF CONDUCT AND PROSPECTUS** and applies to all learners. It can be legally enforced.

The **CODE OF CONDUCT** of **EXCELSIOR PRIMARY SCHOOL** is the result of a combined effort by the Learners, Educators, Parents (School Governing Body) and Departmental directions, and consists of 10 permanent sections, as well as Section 11 which is applicable during the National State of Disaster in South Africa due to the novel Coronavirus Pandemic.

On enrolment of a child, an email is sent containing our Code of Conduct and Prospectus. An Indemnification and Obligation agreement, together with the Protection of Personal Information form is signed and is part of the Application for Admission form. By signing these documents, you state that your child will always adhere to and respects the Code of Conduct, School Uniform, Mission and Vision of this school.

This document may be amended by the compiling parties as and when deemed necessary.

Approved, confirmed and revised.

L. Taylor
Chairperson: SGB

E. Pio
Principal

1 June 2020

Date



11 COVID-19 ADDENDUM

On 15 March 2020, President Cyril Ramaphosa, the President of the Republic of South Africa, declared a National State of Disaster in South Africa due to the novel Coronavirus Pandemic. The following rules and actions have been added to the current Code of Conduct for Learners at Excelsior Primary School to ensure the health and safety of all learners as required by the Departments of Health and Education. This addendum will be applicable as from June 2020 until the regulations as stipulated by the National State of Disaster, are lifted.

11.1 Procedures for Learners on Entering the School Premises

- 11.1.1 Learners enter the school premises through different entrances as specified per grade from 07:15 – 07:45.
- 11.1.2 Physical distance signs mark where learners queue inside the school grounds.
- 11.1.3 Learners queuing outside, as well as inside the school grounds, must maintain an adequate distance of at least 1 metre from each other.
- 11.1.4 Learners will be checked that personal protective equipment is in place (mask, shield, personal sanitiser).
- 11.1.5 Learners will disinfect hands.
- 11.1.6 Temperature will be taken with an infrared, non-contact thermometer and information will be recorded on a daily basis.
- 11.1.7 If a learner has a temperature of above 38 degrees Celsius, they will be confined to an isolation area until the parents come and fetch them from school.

11.2 Transgressions

- 11.2.1 The School Code of Conduct still remains the ultimate document for discipline and proper behaviour at Excelsior Primary.
- 11.2.2 During the State of Disaster declared by the South African Government due to the Coronavirus pandemic, it is expected from all learners to adhere to the complete additional protocols and procedures as set out in the COVID-19 School Policy.
- 11.2.3 The following transgressions have been added to LEVEL 3 of our Disciplinary Policy to support the Code of Conduct (Section 8 of this document) for all learners during the State of Disaster:

LEVEL3:

- Refusing to wear a mask at any time during the school day unless otherwise instructed, e.g. eating and/or drinking during break.
- Swapping of masks with any other learner.
- Refusing to wash or sanitise hands.
- Refusing to maintain physical distance.



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- Moving around in the classroom and/or on the school premises without permission.
 - Sharing of food or drinks.
 - Sharing of stationery.
 - Use of cell phone or any other electronic device to take photographs and/or videos without permission.
 - Distribution of photographs and/or videos without permission.
 - Withholding information and/or knowledge regarding the transgressions noted in Section 11.2.3 of this document.

11.3 School Uniform/Wear (see Section 9.1 of this document):

- 11.3.2 In addition to the normal Clothing rules for Excelsior Primary school, the following is applicable:
- A cloth mask must be worn at all times during the school day and during any school activity on and off the school premises.
 - The official school tracksuit may be worn to school as uniform during terms 2 and 3.

END