

CAPE RECIFE HIGH SCHOOL



SCHOOL CODE OF CONDUCT AND DISCIPLINARY MEASURES FOR LEARNERS

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DISCIPLINARY MEASURES FOR LEARNERS**

**This Code of Conduct is hereby accepted as the official disciplinary
policy for the learners of Cape Recife High School**

SIGNED BY:

PRINCIPAL:.....

CHAIRPERSON OF GOVERNING BODY:.....

DATE:

UPDATED SCHOOL CODE OF CONDUCT:

This policy is a revised and updated version of the original policy approved on 10 March 1997.

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CAPE RECIFE HIGH SCHOOL

CODE OF CONDUCT FOR LEARNERS

1. **INTRODUCTION**

1.1 This code of conduct is based on the following legal documents:

- S.A. Schools Act 1996 with amendments
- Eastern Cape Schools Education Act 1/1999
- Provincial Notice published in Gazette No. 415 of 25/6/99
- Regulations for Safety Measures at Public Schools published in Government Gazette 22754 of 12/10/01.

1.2 **PRINCIPLES**

An effective policy for a code of conduct is based on good basic educational principles that form the foundation for the school rules which should be well-formulated and clearly defined.

This policy is based on the following assumptions:

1.2.1 The general well-being and security of learners

1.2.2 The good name and welfare of the school

1.2.3 Learners are expected to observe legitimate instructions and rules. There is an effective system of intervention and punishment in place in cases where the rules are violated.

1.2.4 These rules must comply with the following:

- The rules must be reasonable and just for learners
- Rules must be acceptable to parents
- Effective administration of rules by staff.

1.3 **NOTIFICATION**

All parents, staff and learners must be notified of the school rules and indicate, in writing, that they have taken note thereof.

1.4 **ASPECTS OF THE POLICY FOR CODE OF CONDUCT**

The policy deals with the following categories of rules:

1.4.1 Rules regulating the safety of learners and staff

1.4.2 General rules regarding school organisation and education of learners

1.4.3 Rules regarding the image and status of the school

2. **SCHOOL RULES FOR LEARNERS**

2.1 **SCHOOL HOURS**

- 2.1.1 Pre-primary classes: 08:00 - 12:30
- 2.1.2 Grade R: 08:00 - 12:30
- 2.1.3 Grade 1 - Grade 12: 08:00 - 14:30 Mondays – Thursdays
08:00 – 13:30 Fridays

2.1.4 Last day of the term:

Grade 1 - Grade 12: School closes at 11:00

Pre-primary / Grade R: School closes at 12:30 one day earlier

- 2.1.5 No learners are permitted to leave the school premises during school hours without the principal's permission.

2.2 **SCHOOL BUSES AND BICYCLES**

2.2.1 School buses:

Learners must arrive punctually at the official bus stops. Appointed bus stops may not be changed without the permission of either the principal or the deputy principal. The school reserves the right to forbid a learner who is guilty of poor conduct to travel on the school bus.

2.2.2 Bicycles:

Learners who cycle to school must lock and store their bicycles at the F1 entrance during school hours.

2.2.3 Motorcars:

A learner who is licensed to drive a motorcar and who drives himself / herself to school, may not drive around on school grounds. Permission must be requested from the principal to park the vehicle on the open space opposite the combi parking area. A hostel learner is not allowed to have a motorcar on the premises.

2.3. **BEHAVIOUR IN THE SCHOOL BUILDING**

- 2.3.1 Learners who have permission to be in the classrooms or in the passages before school must not be rowdy and disruptive or enter areas for which permission was not given.

- 2.3.2 Learners should always walk in single file and keep left when in the passages. In order to prevent high noise levels in passages, as well as to prevent wear and tear of carpets and tiles, all learners must carry their satchels. Only the physically disabled learners who have been granted permission are allowed to pull satchels with wheels in the building. Other learners who have satchels with wheels are only allowed to pull them outside the school building. These learners must carry their satchels or cases in their right hand or wear them on their backs.

- 2.3.3 It is a serious offence to deface or vandalise any school property.

- 2.3.4 No eating is permitted in the passages. Lunch should only be removed from its wrapper/container when a learner is outside the school building.

- 2.3.5 When learners arrive and find a classroom locked, they should line up and wait quietly for the teacher to arrive.

- 2.3.6 No talking is permitted in the passages during school hours.
- 2.3.7 Learners are not permitted to run in the passages. Learners should walk erect and move quickly and purposefully to their destinations.
- 2.3.8 Learners are not permitted to enter or leave the school building through the main entrance.

2.4. **PARTICIPATION IN THE SCHOOL PROGRAMME**

- 2.4.1 All learners must participate in the full school programme unless exemption has been granted.
- 2.4.2 A learner may only be exempted from Physical Education (where applicable) if he/she produces a medical certificate.
- 2.4.3 The school subscribes to the constitutional value of religious freedom for all learners. In view of this, parents who wish their child to be exempted from scripture reading and prayers during assembly or from other predominantly Christian events, must indicate this, in writing, to the principal.

2.5. **SCHOOL BOOKS**

- 2.5.1 All books must be neatly covered and learners are expected to exercise care regarding their books.
- 2.5.2 School textbooks which are returned at the end of the year are expected to be in a good condition. Parents will receive notification and accounts in lieu of books which have been damaged or lost.

2.6 **LEARNERS' PROPERTY**

- 2.6.1 The Department of Education, the School Governing Body and members of staff are not responsible for the loss of private property belonging to learners.
- 2.6.2 Valuable items should preferably be left at home or locked in the available lockers (where applicable).
- 2.6.3 Money, watches, etc. may be handed to the member of staff for safe-keeping during Physical Education periods or sport practices / matches.
- 2.6.4 Cellular phones may not be switched on or used for any purpose during class times. Learners who make use of their cell phones during class times, will have their cell phones confiscated and parents will have to come to school personally to collect the cell phones. The school does not accept responsibility for lost or stolen cellular phones.

2.7. **APPEARANCE OF LEARNERS**

All learners are expected to comply with the uniform requirements of the school. In addition to this, they must be clean and well-groomed, i.e. hair combed, face washed, etc. Clothes must be properly ironed where applicable.

- 2.7.1 School uniforms and appearance will be checked daily by the register / class teacher.
- 2.7.2 Shoes must be polished.

- 2.7.3 In the case of learners whose school uniforms or sports clothes are in a poor condition or do not comply with the uniform requirements, learners will:
- a. Receive a letter from the relevant member of staff indicating the problem. Learners must hand these letters to their parents and the problem must be rectified within the set time limit.
 - b. In cases where parents do not comply with requests, further disciplinary measures will be taken.

2.8. **MESSAGES TO PARENTS**

- 2.8.1 It is compulsory for all learners to have an acceptable homework diary.
- 2.8.2 Homework diaries are to be used for recording the day's homework and/or messages. Up to Grade 7, parents are requested to sign the homework book of their child every day. In cases where messages have been sent via the homework book, it must be signed.
- 2.8.3 Any written messages, in the form of circulars or letters, containing reply slips which parents are obliged to sign to indicate that they have received these, must be returned to the school the day after distribution.

2.9. **COURTESY AND GOOD MANNERS**

- 2.9.1 Learners must stand when a member of staff enters a room.
- 2.9.2 Learners must allow a member of staff to pass through a doorway first.
- 2.9.3 Boys may not stand or walk with their hands in their pockets.
- 2.9.4 A learner must show respect by standing or sitting up straight when conversing with a member of staff.
- 2.9.5 Learners may not sit on the floor/ground while waiting outside a classroom.

2.10 **TOILETS**

All learners are expected to comply with the necessary standards of cleanliness and hygiene when using these facilities. Learners must refrain from congregating in the toilets for discussions. Learners may go to the toilet (general toilet times):

- during break
- during class time with the staff member's permission.

2.11 **SCHOOL ATTENDANCE AND ABSENTEEISM**

- 2.11.1 A letter of absenteeism must be signed by the parents and handed to the register teacher by the learner on the day of his/her return to school.
- 2.11.2 A medical certificate must be provided if a learner is absent for 3 or more days.
- 2.11.3 All learners must write the internal examinations and tests at allocated times. No supplementary exams or tests will be set. In cases where learners cannot write tests or examinations, they must submit a medical certificate to the school. This will be used to apply to the Department of Education in order for these learners to receive a term mark. However, the Department and the school still reserve the right to decide either whether the matter is serious enough or to request further information that may be required.

A medical certificate must also be provided if a learner is absent during either a test series or examinations. If this is not supplied to the school, no marks will be allocated for tests or examinations.

In cases of all external examinations e.g. Grade 9, Grade 11 and Grade 12, the departmental rules governing such exams, apply. Parents are requested to contact the principal immediately if the learners are absent during these exams.

2.11.4 Please note:

- It is illegal for a child of compulsory school going age to be absent from school without a valid reason, e.g. medical. Such cases will be reported to the Department of Education.
- All learners are expected to attend school from the first day of school to the last day of term.
- All learners must comply with the laid down school hours.

2.1.5 Written notification must be made to the Principal should parents wish to enrol a learner at another school. Until such notification is received, a learner will be marked absent.

3. **CLASSROOM CODE OF CONDUCT**

3.1 **FUNDAMENTAL PRINCIPLES**

The aim of this code of conduct is to ensure that the school maintains a positive culture of learning and teaching. This can only be achieved if teaching takes place in classrooms which are free from disruption and where the basic rights of learners and teachers are respected. In order to achieve this, all learners must respect the following rights:

- 3.1.1 The right of the learners to be educated in a school environment where people are courteous, friendly, kind and considerate to one another in order to enable all learners to experience emotional and social well-being which is conducive to optimal emotional, social and scholastic development.
- 3.1.2 The right of all learners to good quality teaching in a classroom where teaching time is not wasted and which is free from disruption, intimidation, humiliation and abuse whether it be verbal, emotional or physical.
- 3.1.3 The right of staff members to be treated with the necessary dignity and respect by learners and to be able to teach in a classroom free from disruption, intimidation, humiliation and abuse whether it be verbal, emotional or physical.

3.2 **RULES OF CONDUCT IN THE CLASSROOM**

In order to comply with the above-mentioned fundamental principles underlying the code of conduct, forms of behaviour such as the following are unacceptable:

- 3.2.1 Talking to other learners while the staff member is talking, writing on the board or assisting other learners.
- 3.2.2 Shouting out answers to questions before a learner is identified by the staff member to answer a question.

- 3.2.3 Not respecting the privacy of other learners and the staff member by prying into their private affairs and scratching in their cases, cupboards and shelves.
- 3.2.4 Questioning the staff member's authority and right to discipline learners and interfering when the teacher is disciplining another learner.
- 3.2.5 Back-chatting the staff member and arguing when given an instruction to comply with or refusing to do work as instructed by the teacher.
- 3.2.6 Questioning or answering a staff member in a disrespectful manner.
- 3.2.7 Wasting unnecessary teaching time by engaging in the following types of behaviour:
- (a) Dawdling in the passages and in so doing not getting to the next class as soon as possible.
 - (b) Not entering or leaving the classroom in the prescribed orderly and courteous manner.
 - (c) Not immediately being seated, getting books out and paying attention and in so doing, immediately preventing teaching to start promptly.
 - (d) Engaging in rough play and shoving other learners in the classroom.
 - (e) Not paying attention in class when the teacher explains work and then wasting the time of the other learners and the teacher by asking unnecessary questions or for explanations as a result of inattentiveness.
 - (f) Not doing the necessary homework or preparation for a lesson and then disrupting the teaching by asking for explanations or not being able to participate in follow-up work.
- 3.2.8 Walking around and leaving the classroom without prior permission from the staff member.
- 3.2.9 Defacing or vandalising school property.

4. **SANCTIONS (PUNISHMENT)**

4.1 **EXAMPLES OF TYPES OF PUNISHMENT**

- a reproving look.
- a verbal warning or reprimand.
- a serious talk in private.
- a written agreement with a learner to improve his/her behaviour.
- depriving the learner of privileges.
- dispossessing of prefect badges, awards, colours.
- “time out” (educationally less acceptable).
- implementation of the Satis Card system.
- isolation/segregation.
- punishment (Additional scholastic tasks are set).
- detention.
- duties in school buildings and/or grounds.
- temporary suspension.
- permanent expulsion.

4.2 **OTHER POSSIBLE ACTIONS**

- team discussions and interviews with parents.
- contact with parents (by telephone, sending a letter that must be co-signed by the principal, a home visit).
- counselling/therapy.
- fines (e.g. for “lost” property, etc.).
- repayment (e.g. for broken window pane).
- setting a date (e.g. for haircut).

5. SCHEDULE OF TRANSGRESSIONS, PUNISHMENTS AND PROCEDURES

5.1 LEVEL I: TRANSGRESSIONS (less serious transgressions)

<u>LEVEL OF TRANSGRESSION</u>	<u>WHO TAKES ACTION</u>	<u>TYPE OF ACTION</u>
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Talking in class / passages	All members in whose presence the transgression occurs must identify it and deal with it within 24 hours on the same day.	<u>A reproving look</u> <u>Reprimand</u>
Disorderly behaviour in passages / during assembly		<u>A written agreement</u> with the learner to improve his / her behaviour.
Ignoring announcements / instructions	Prefects report problems to liaison members of staff who determine the type of punishment.	<u>Writing out</u> (must be of educational value) e.g. school rules.
Arrogance (in moderation)		<u>Pick up litter (Senior Phase)</u> A prefect may supervise but a teacher must organise and check.
Eating in passages	Prefects may not punish learners.	
Chewing gum		<u>Community service</u> (Senior Phase) e.g. clean classrooms, sweep floors, etc. during break (s) The teacher must organise and supervise this.
Hands in pockets	The register teacher deals with matters pertaining to uniform and reply slips.	
Aggressive bumping		<u>Detention during break</u> The teacher must organise and supervise this.
Sleeping / daydreaming / unnecessary walking about / shouting out answers in class	Punishment work set for break may be supervised by a prefect or prefects (Senior Phase). This must be arranged with the liaison teacher in charge of the senior prefects.	A learner must: - report punctually - be permitted to eat his/her lunch during the first five minutes of break - deputise a friend to buy at the tuckshop - be allowed to go to the toilet during the first five minutes of break
Homework not done		Late arrivals for break, detention or community service must be punished - Additional time to be worked in during the next break.
Books left at home	The teacher may phone the parent(s) to discuss problems which occur frequently, e.g. leaving books at home.	Learners who do not report for Level 1 Transgressions, must be given punishment equivalent to that of Level 2.
Tests failed (learner has not revised)		
Wearing prohibited jewellery	All offences which staff punish must be entered in the Disciplinary Intervention Book for Level 1 Transgressions by the relevant member of staff.	
Hair not according to regulations	All disciplinary interventions must be entered in the Disciplinary Intervention Book.	
Unmarked clothes left lying around	The Disciplinary Intervention Book for Level 1 Transgressions is kept by the HOD (Senior Phase) and the class teacher (Primary School) .	
Unmarked cases and satchels left lying around		
Unauthorised access to / use of another's property		
Late reply slips		
Late for school		
Problems re punctuality		
Non-attendance of sports practices, matches, therapy, class		

SCHEDULE OF TRANSGRESSIONS, PUNISHMENTS AND PROCEDURES

5.1 **LEVEL I: TRANSGRESSIONS (less serious transgressions)**

<u>LEVEL OF TRANSGRESSION</u>	<u>WHO TAKES ACTION</u>	<u>TYPE OF ACTION</u>
<p>Incidents of non-compliance with the code of conduct</p>	<p>The HOD (Senior Phase) and the class teachers (Primary School) must check the Disciplinary Intervention Book every Friday to determine the number of types of transgressions that have been entered against a learner's name.</p> <p>The class teachers must discuss any urgent matters or matters of importance with the HOD as soon possible.</p> <p>The HOD must use his / her discretion to decide whether (a) the parent(s) should be phoned, (b) a discussion should take place with the learner (c) a discussion should take place with the teacher.</p> <p>After 2 Level 1 Transgressions i.e. <i>when the learner has transgressed for the third time</i>, the punishment meted out must be equivalent to that for Level 2 Transgressions.</p>	<p><u>“Time-out”</u> in the classroom (Teacher must organise) The learner can be moved to another position in the classroom but may not be sent out of the classroom.</p> <p>Deliberation:</p> <ul style="list-style-type: none"> - Educational talk - Satis card to be compiled and checked by teacher.

<u>LEVEL OF TRANSGRESSION</u>	<u>WHO TAKES ACTION</u>	<u>TYPE OF ACTION</u>
<p>Persistence re Level 1 Transgressions: calculated for preceding 3 calendar months</p> <p>Back-chatting person in authority</p> <p>Arrogance towards person in authority</p> <p>Walking away from person in authority while being reprimanded</p> <p>Questioning teaching methods</p> <p>Being wilfully inattentive</p> <p>Moderately offensive language</p> <p>Insulting language or behaviour</p> <p>Intentional graffiti in books, on covers of books, in examination scripts, etc</p> <p>Purposeful littering in building / playground</p> <p>Copying homework</p> <p>Aggressive behaviour</p> <p>Intimidation of fellow-learners</p> <p>Fighting</p> <p>Bullying: physical and emotional (moderate)</p> <p>Dishonesty</p> <p>Poor behaviour in public: school activities</p> <p>Smoking in public and on school premises</p> <p>Consistently not complying with the disciplinary code</p> <p>Ignoring instructions</p> <p>Inciting other pupils to commit either a Level 1 or 2 offence</p>	<p>The HOD determines the form of punishment.</p> <p>The staff member must refer the learner to the HOD.</p> <p>The HOD reports the matter to the deputy principal if necessary.</p> <p>The HOD and the deputy principal use their discretion whether to refer the matter / learner to the psychologist/principal.</p> <p>The HOD/deputy principal must phone the parent(s).</p> <p>The HOD must enter all Level 2 Transgressions which have been referred / reported to him / her as well as the punishment in the Disciplinary Intervention Book for Level 2 Transgressions <u>within 24 hours</u>.</p> <p>The HOD keeps the Disciplinary Intervention Book for Level 2 Transgressions.</p> <p>When a learner has committed 4 Level 2 Transgressions, the HOD must report the matter to the deputy principal within 24 hours.</p> <p>The deputy principal must phone the parent(s) and use his/her discretion regarding what further action must be taken.</p> <p>In addition, i.e. when a learner has committed four Level 2 Transgressions, the deputy principal must report the matter to the principal.</p>	<p><u>Friday afternoon detention:</u> HOD recommends and deputy principal signs forms.</p> <p><u>Suspension of privileges:</u> (punishment and/or corrective measures).</p> <p><u>School-related transgressions:</u> - Ban from attending school functions*</p> <p><u>Sport/cultural related transgressions:</u> - Ban from attending some practices */ ban from match if transgression enacted repeatedly*</p> <p><i>* Deputy principal to decide and refer to principal for approval all of the above marked with an asterisk.</i></p> <p><u>Community Service</u> - Cleaning - Maintenance</p> <p>HOD decides and organises with person on detention duty, factotums and cleaning staff.</p> <p>HOD to obtain approval from deputy principal to organise community service.</p> <p>HOD: organises materials and access to area; cleaning up and storing of materials: Informs staff.</p> <p><u>Internal Section Disciplinary Panel for persistent transgressions:</u> - The panel to consist of the deputy principal (chairperson) the HOD and the staff involved - Defaulter appears before panel - Avoid humiliation of learner - Parents must be contacted before and after the panel meet.</p>

5.3 **LEVEL 3: TRANSGRESSIONS (Serious transgression)**

<u>LEVEL OF TRANSGRESSION</u>	<u>WHO TAKES ACTION</u>	<u>TYPE OF ACTION</u>
<p>Persistence re Level 2 Transgressions: calculated for preceding 3 calendar months</p> <p>Serious intimidation of staff and fellow-learners</p> <p>Vandalism of school property</p> <p>Graffiti on school property</p> <p>Vulgar language and intentional vulgar graffiti on any books</p> <p>Indecent behaviour in toilets / changing rooms</p> <p>Dishonesty / Cheating in tests and examinations</p> <p>Possession of illegal substances</p> <p>Use / Misuse of illegal substances</p> <p>Purposeful use of illegal substances which cause intoxication, e.g. glue-sniffing</p> <p>Inciting other learners to use illegal substances</p> <p>Any behaviour in public during or after school hours - which can harm the image and ethos of the school</p> <p>All convictions of criminal behaviour are viewed as harmful to the good name and image of the school</p> <p>Indecent sexual behaviour</p> <p>Possession / Distribution of pornographic material</p> <p>Theft / Burglary</p> <p>All other forms of serious misconduct as defined in the Provincial Gazette (extra-ordinary) 25/6/1999 of the Province of the Eastern Cape or the Government Gazette No. 22754 of 12/10/2001</p>	<p>After four Level 2 Transgressions within a three-month cycle, the HOD reports the matter to the deputy head. The deputy head investigates the matter further and compiles a report which he / she submits to the leadership staff who will decide what further action will be taken.</p> <p>Level 3 incidents are investigated by the deputy principal who presents a preliminary report to the principal. The deputy head must inform the parents that there is to be an investigation.</p> <p>The principal then decides whether the matter must be further investigated. If further investigation takes place, the deputy head who is the investigating officer, submits a final report to the principal. The final report must contain the precise details of the incident, times, dates, names of persons and witnesses and be submitted to the principal within one week.</p> <p>The principal then considers the report and within two days decides whether it should be submitted to the Disciplinary Committee of the Governing Body.</p> <p>If the matter is to be referred to the Governing Body, a charge sheet must be prepared by the deputy head (investigating officer) and sent to the Governing Body as well as to the parents.</p>	<p>Reports of all the Level 3 Transgressions must be placed in the learner's file in the admin. office.</p> <p><u>Disposition of privileges:</u></p> <ul style="list-style-type: none"> - Taking away prefect badge or captaining of a team - Taking away representing the school: <p>Mr & Miss High School Junior City Council</p> <ul style="list-style-type: none"> - (Governing Body to approve) - Forbidden to attend school Functions (Internal decision but the parents must be phoned) - Forbidden to attend certain extra-mural activities (Internal decision) - Suspended for a determined number of days (Governing Body) - Suspended from travelling on school transport. <p><u>Expulsion</u> (Governing Body)</p> <p><u>Community Service</u> (Deputy principal in charge)</p> <ul style="list-style-type: none"> - Cleaning school buildings and / or grounds (Internal decision) - Maintenance of school buildings and grounds - Organisation of materials.

CONTINUED

5.3 **LEVEL 3 (Transgressions (serious transgressions))**

<u>LEVEL OF TRANSGRESSION</u>	<u>WHO TAKES ACTION?</u>	<u>TYPE OF ACTION</u>
<p>Repeated use of vulgar offensive language</p> <p>Inciting other learners to commit a Level 3 Transgression</p> <p>Persistent refusal to comply with the disciplinary code and / or persistent refusal to comply with the type of punishment decided upon.</p> <p>All cases where parents refuse to co-operate with the school regarding the code of conduct, e.g. detention. The matter must be referred to the Governing Body after the principal and the deputy principal have consulted with the parents Any other transgressions stipulated in the relevant laws and provincial gazettes as serious misconduct.</p>	<p>The charge sheet must contain all the relevant details.</p> <p>A letter must be sent to the parents informing them of the charge. The parents must also be informed regarding the time of the hearing of their rights. The deputy principal must ensure that the letter and the charge sheet reach the parents who must complete and sign a reply slip confirming that they have received both the letter and the charge sheet. The deputy principal must ensure that all the necessary time frames are complied with.</p> <p>All stipulations of the Government Gazette must be complied with.</p> <p>If the matter is not referred to the Governing Body, the following steps must be taken:</p> <ul style="list-style-type: none"> - Discussion with parent(s) - Letter to parent(s) confirming the discussion - Letter of warning issued to parent(s) and a copy placed on file. <p>The Disciplinary Intervention Book for Level 3 Transgressions is kept by the deputy principal.</p> <p>All Level 3 Transgressions must be noted in the Disciplinary Intervention Book for Level 3 Transgressions within 24 hours.</p>	<p>Referral to a psychologist/ doctor for intervention (Internal matter / Governing Body) according to the disciplinary guidelines and procedures described in the S.A Schools' Act and the Provincial Gazette (extraordinary) 25/6/1999 of the Province of th Eastern Cape or the Government Gazette No. 22754 of 12/10/2001.</p> <p>All Level 3 punishments must be decided upon in conjunction with the principal.</p>

STAFF RESPONSIBILITIES / ROLE OF PREFECTS AND THE RCL

6.1 DISCIPLINE IN GENERAL

- 6.1.1 The maintenance of order and discipline is a requisite for effective teaching and education. Without order and discipline, neither beneficial teaching nor education is possible.
- 6.1.2 No member of staff has the right to decide whether he/she will enforce discipline or not. As professional educators, all staff members are compelled to ensure that order and discipline are maintained and therefore staff members are compelled to subscribe to the discipline code of the school and to enforce it in all respects.
- 6.1.3 Staff members who disregard their supervisory duties and who shirk maintaining order and discipline are guilty of negligence. (Because the staff member knows the children who have been entrusted to him/her, he/she must ensure that the rights of individuals are upheld so that the parents will feel justified in placing their trust both in the staff member and in the school.)
- 6.1.4 All children have a need to be guided by someone in authority. In addition, they require order in their lives, structure and discipline. It is the duty of the educator (staff member) to personally furnish these requirements.
- 6.1.5 Self-discipline is acquired throughout the child's life solely by means of effective guidance by educators, the example set by educators and the educational climate encountered at school.

6.2 SUPERVISION AND THE PREVENTION OF ACCIDENTS / INJURIES

6.2.1 General:

- 6.2.1.1 Thorough supervision of the learners is expected.
- 6.2.1.2 Pleading ignorance of possible dangers is unacceptable as an excuse for negligence.
- 6.2.1.3 Negligence is neither an action nor a disposition but a reproach. In other words, the staff member must be aware of the consequences and take preventative action.
- 6.2.1.4 A staff member may not delegate his/her supervisory powers unless explicit authorisation has been granted by the principal or deputy principal (when the principal is absent).

6.3 PREVENTATIVE MEASURES

- 6.3.1 The responsible staff member must make provision for adequate precautionary measures concerning accidents both in the building and on the grounds with regard to:
- the classroom/subject room
 - workshops
 - Physical Education lessons (where applicable)
 - the school grounds
 - sports events, tours and educational trips
 - transportation of learners
 - hostel (buildings and grounds)
 - practical activities (buildings and grounds)
- 6.3.2 The emergency plan must be in writing and members of staff and learners must be familiar with it in theory and in practice.

6.4 **PLAYGROUND**

- 6.4.1 Before school, after school as well as during breaks, the safety of the children is the responsibility of the staff on duty.
- 6.4.2 The staff member on duty must ensure that the games played do not pose a threat to the children.
- 6.4.3 Ensure that the playground is free of potential dangers. Staff members must be vigilant regarding stone throwing, hitting with sticks, climbing trees etc.
- 6.4.4 Rough contact games, as well as games involving a hard ball, are forbidden.
- 6.4.5 The staff member on playground duty must ensure that learners do not make either verbal or physical contact at the fences with persons not involved with the school.

6.5 **EXTRA-CURRICULAR ACTIVITIES (e.g. sport, cultural activities, excursions)**

During sport and extra-curricular activities, members of staff may delegate their supervisory responsibilities to any other person. However, staff members remain responsible.

- 6.5.1 Parents are requested to provide written letters of permission and indemnity forms for children participating in specific sports. This is a safeguard against uncertainty regarding the child's competence as well as the element of risk involved.
- 6.5.2 At sports events, the staff member-in-charge is responsible for the safety of participants and spectators.
- 6.5.3 There must be strict supervision at sports practices.

6.6 **INJURIES**

6.6.1 **During school hours:**

- Serious injuries must be reported to the principal or the deputy principal immediately.
- The school nursing sister must be summoned immediately to undertake the necessary emergency treatment.
- It is the responsibility of the school nursing sister to notify the parent(s) of the injured child.
- Details of serious injuries must be recorded in the Injuries Register by the staff member in charge of the activity when the injury was sustained.

6.6.2 **During extra-curricular activities (including sport, cultural activities and excursions):**

During these activities, the staff member must immediately take action to secure the necessary treatment of the learner. The staff member must also inform the parent(s). In addition to this, the principal or the deputy principal must also be informed. Staff members must use their initiative to secure the safety of the learner, as well as of the other learners.

6.7 **PHYSICAL EDUCATION (where applicable):**

6.7.1 No learner is permitted to participate in Physical Education lessons if this will have a negative effect on his/her physical well-being.

Physical handicapped learners may not participate in either Physical Education classes or sport without the permission of the physiotherapist, and / or the doctor, and / or his / her parents and / or the principal. It is essential to obtain the opinion of a physiotherapist regarding the exercises / sport that will be beneficial to a particular learner.

6.7.2 The Physical Education teacher must be qualified to utilise all forms of apparatus.

6.7.3 Only suitable gymnastic apparatus may be used. This apparatus must be checked periodically to ensure that it is in good condition.

6.8 **DUTIES RE LEADING IN AND LEADING OUT**

Staff are requested to pay particular attention to regulations and to ensure that rules are obeyed.

6.8.1 Special attention must be paid to the following:

- The school bell must be rung punctually.
- Punctuality regarding duty points (at lining-up areas, in front of the classroom before school commences, before and after breaks, during the changing of periods and at the end of the school day.)
- Learners must move in single file in the passages and refrain from talking.

CAPE RECIFE HIGH SCHOOL

7.

ACKNOWLEDGEMENT AND ACCEPTANCE FORM:
REPLY SLIP : SCHOOL CODE OF CONDUCT AND DISCIPLINARY
MEASURES FOR LEARNERS

We, the parents / guardians of (Full name of child)

Grade: acknowledge receipt of the School Code of Conduct and disciplinary measures for learners.

We take cognizance of the contents and undertake to support the school in the implementation of this policy.

SIGNED:

PARENT / GUARDIAN: **DATE:**.....

NAME OF CHILD: **GRADE:**.....