

Code of Conduct

We, the parents, learners and staff of LEICESTER ROAD SCHOOL (LRS) hereby affirm the values which form the foundation of the ethos of our school:

- the provision of a safe and secure learning environment,
- the cultivation of a sound culture of learning and teaching,
- both the above on the basis of mutual respect, tolerance and co-operation.

This Code of Conduct serves to:

- facilitate learning and teaching, order and discipline,
- define the roles and responsibilities of parents, learners and staff, and
- set out a framework for disciplinary action which includes due process.

As a learner of Leicester Road School, I have the right to quality education which meets my academic, social, physical and emotional needs. I have the right to have learning difficulties and or challenges identified, addressed and supported to. I have the right to a safe and secure learning environment which is conducive to learning and teaching.

To help achieve this, I accept the following responsibilities:

- to treat fellow learners and staff in the manner in which I would like to be treated by:
 - being respectful to all, considerate and supportive in my actions, considering the concerns of others, avoiding aggressive behavior of any kind, practicing good sportsmanship.
- to learn and respect the right of fellow learners to learn by:
 - attending school punctually, refraining from any disruptive behavior inside and outside the classroom and when representing my school elsewhere, and voicing my opinions honestly and openly but in a polite and considerate manner.
- to consistently demonstrate my loyalty to and respect for my school by:
 - taking care of my personal appearance and cleanliness, looking after all my personal possessions and wearing my school uniform with pride and dignity both inside and outside the school.
- to appreciate and support the benefit and security of my school environment by:
 - never bringing dangerous objects, harmful substances or offensive materials to school, willfully hiding or damaging the property of others, never stealing, respecting the property of the school, staff and fellow learners.
- to obey all the school rules.

School Rules

I have to **be polite at all times** by:

- greeting all teachers
- not interrupting teachers who are in conversation
- not talking while a visitor is talking to the teacher in the classroom
- listening when other children are talking to my teacher or addressing the class
- always being courteous when addressing others
- remembering 'please' and 'thank you'
- remembering to apologize when I have done something wrong
- lining up quietly outside classrooms before entering
- entering classrooms quietly according to teacher's instructions
- lining up quickly and quietly at assemblies
- offering to help when teachers or children need assistance

I have to **behave properly** by:

- walking, NOT RUNNING, on corridors, staircases and in the quadrangle
- keeping left on corridors and staircases
- moving quickly and quietly in single file to classes at the end of assembly and between lessons

- NEVER ENTERING the pool area, computer room, media centre, hall, hall basement, store rooms or staff room without a teacher present
- staying away (Gr 3-7) from the Gr R, Gr 1 and Gr 2 playgrounds before school and during breaks not playing running or ball games in the Reading Garden at the library, in the Rose Garden, on the terrace in front of the school or in the waiting areas

I have to follow instructions:

- given to me by my teachers
- by raising my hand when I need to comment/answer a question/make a request in class
- by not talking while my teacher is talking, or when my teacher has asked me to be quiet
- by returning tests and behavior reports and reply slips SIGNED by my parent/s or guardian/s the day after I have received them
- by remembering to wear the permission tag around my neck when I leave the classroom on an errand or go to the toilet
- by not interfering in any way with, or stealing property that does not belong to me
- by never using offensive language
- by never violating others personal space
- by never **bullying, fighting, being nasty to or calling others names**
- by never bringing unnecessary, dangerous, offensive or harmful material or substances to school
- by never playing in the car park or near vehicles parked elsewhere in the school grounds
- by never using my bicycle/skateboard/roller blades inside the school grounds
- by never leaving the school grounds during school hours without the Principal's permission

I have to show self-discipline by:

- arriving at school on time every day
- doing my homework properly and handing it in on time; having my homework diary signed by my parent/s or guardian/s daily giving my parent/s or guardian/s all school notices/newsletters to read and returning signed Reply Slips the day after I receive them
- having all my personal belongings which come to school clearly marked with my name looking after my personal belongings and not leaving them lying around on the school property
- having LRS ID tags on my school and tog bags attending practices and matches if I play sport or am in a sports team, or providing the coach with a written excuse from my parents in advance
- waiting at the gates inside the school grounds to be collected at the end of the school day
- not leaving my school bag or other belongings unattended outside the school property crossing Queen Street and Langermann Drive only at the traffic lights

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I have to show pride in my school by:

- wearing the correct LRS school uniform, PE uniform and Sport Uniform at the appropriate times
- leaving the school grounds correctly dressed in my FULL LRS uniform also after extra mural activities
- not littering and by picking up litter
- taking care of school property, buildings and grounds
- displaying exemplary behavior when hosting other schools, visiting other schools or on school outings or public transport
- not loitering on pavements, in shops and shopping malls in my school uniform

Dress Code

Every learner is expected to wear the correct school uniform in all its detail when attending school or school functions and on leaving the school premises at the end of the school day also after extra mural activities.

If that is not the case, the learner should have an explanatory note from his/her PARENT/GUARDIAN on his/her person.

Learner Dress Code Policy

- School shoes should be clean.
- Only LRS dri-macs, LRS anoraks and LRS beanies/caps may be worn.
- Only scarves in school colours may be worn.
- The LRS sports team track suit may not be worn as part of the school uniform.
- No inappropriate shoes or shoes with fancy eyelets or coloured stitching may be worn.
- The correct sportswear prescribed for each sport is required for team players. Details are available from the coaches.
- Only school appropriate hairstyles may be worn.
 - **Boys hair** needs to be neat, tidy, clean and clear of the collar; no steps, undercuts or patterns cut into the hair, or hair colour/streaks are allowed.
 - **Girls hair** should be neat, tidy, clean and fringes should be above the eyes; no long, loose hair, coloured hair or streaks are allowed. All girls' hair accessories must be in the school colours.
- Girls may not wear nail polish or any make-up to school.
- Jewellery of religious or cultural significance may be worn only if accompanied by a letter on the child's person from the parent/s or guardian/s to that effect.
- Girls with pierced ears may wear small studs or sleepers.

Bullying

Implications of bullying to be assessed based on the child's capacity in term of the Child Justice Act 75 of 2008.

Physical Bullying

Class I: Entering another's personal space despite requests to desist, pushing, shoving, threatening.

Class II: I and/or tripping, pulling by limbs or clothing.

Class III: I and/or II and hitting/constraining/taking/damaging others possessions

Class IV: Attacking bodily (punching/kicking, etc) or with a weapon (striking, stabbing)

Verbal Bullying

Class I: Swearing at people, name calling, gossip, verbal threats

Class II: I and/or casting aspersions on (lying, about/insulting) a person, making repeated verbal threats, spreading of rumours.

Class III: I and/or II and mocking, ridiculing/ demeaning people or the differently abled

Class IV: I and/or II and/or III and direct profanity/irreverence (religion/race/parents/gender/culture), labeling others (false statements about people presented as truth)

Emotional Bullying

Class I: Exclusion/one on one

Class II: I and/or verbal rejection by a limited group

Class III: I and/or II and general ostracising and ganging up against an individual

Class IV: Terrorising and individual or group

Cyber Bullying - Included below

Cell Phones/Electronic Devices

- Cell phones/electronics devices found on/with learner's person/property will be confiscated immediately.
- Parents must personally collect any confiscated devices from the school office at the end of the school day.
- Any cell phones/electronic device handed into the office before 07h45, for safekeeping, may be collected by the learner after the school day.
- Any device handed in after this time will be considered confiscated.
- As cell phones/electronic devices are not allowed at school, staff will not enter into discussion regarding cyber bullying taking place via social media platforms.
- If such instances arise, their resolution will be the sole responsibility of the parents of the children involved.

Please note that should the good name of Leicester Road School and/or staff members of Leicester Road School be defamed or labelled via social media, it will constitute a **criminal offence**. We reserve the right, and fully intend, should such a matter arise, to pursue it in a court of law.

Classification of Misdemeanours

CLASS I MISDEMEANOURS (Minor violations of general class discipline)

- failing to attend classes on time
- leaving class without permission
- infrequent truancy/specific classes
- failing to comply with reasonable instructions from teachers
- failing to complete assigned homework
- books, work, materials left at home
- plagiarism
- cheating in class tests

Class I Disciplinary Action

(Carried out by class teacher)

- verbal warning
- demerits
- extra work
- small tasks
- detention
- community service

CLASS II MISDEMEANOURS (Minor violations of school rules)

- frequent repetition of Class I misdemeanors, where disciplinary action carried out by class teacher has been deemed ineffective
- frequent truancy (several classes)
- interrupting teaching/tests/exams in the classroom
- disrespect towards another person
- discriminatory behavior, including racial intolerance and sexist comments
- verbally threatening the safety of another person
- using abusive or profane language
- engaging in excessive displays of mutual affection
- minor vandalism e.g. graffiti
- minor theft
- forgery of documents/signatures with negligible consequences
- dishonesty with negligible consequences
- leaving school without permission
- possession/use of tobacco
- possession of electronic devices e.g. phone, camera, e-cigarettes, etc.
- unauthorized possession of any goods/commodities for selling/buying/sharing

Class II Disciplinary Action

(Carried out by higher school authority)

- any disciplinary measures proposed for Class I misdemeanors
- conferences with learner
- conferences with parent/s or guardian/s of learner – written minutes to be kept of meeting
- behavioral contracts
- detention
- duties that contribute to the improvement of the school environment eg cleaning, collecting litter
- daily report
- written warnings
- community service

CLASS III MISDEMEANOURS (More serious misdemeanor)

- frequent repetition of Class II misdemeanors where disciplinary action by the higher school authority is deemed ineffective
- severely disruptive behavior e.g. disruption of several classes possession/use/under the influence of alcohol
- possession/use/under the influence of narcotic substances
- possession/distribution of pornographic material
- possession without use of dangerous weapons
- minor injury to another person
- distribution of offensive material e.g. racist/sexist propaganda materials
- possession and use of electronic devices e.g. phone, camera, e-cigarettes, etc. on school property
- theft
- vandalism
- gambling
- dishonesty with serious consequences

Class III Disciplinary Action

(Three debits in close succession result in disciplinary action carried out by School Disciplinary Committee – child may be referred to outside agency for counseling)

- any disciplinary measures proposed for Class II misdemeanors
- suspension from some school related activities e.g. sport, extramural activities
- referral to psychologist/counselor/social worker/clinic
- final written warning that out-of-school suspension may be implemented
- community service (pending agreement by GDE)

CLASS IV MISDEMEANOURS (Due Process procedure HAS to be implemented)

- repetition of Class III misdemeanors where prior disciplinary action by School Disciplinary Committee has been deemed ineffective
- threatening another person with a dangerous weapon
- intentionally causing limited physical injury to another person
- selling narcotic substances (first offence)
- disruption of entire school e.g. by boycotting or picketing without prior consent
- extortion of another person's property
- forgery of documents and signatures with serious consequences

- limited sexual abuse e.g. grasping
- sexual conduct/contact by mutual consent

Class IV Disciplinary Action

(Class IV misdemeanor means that 10 debits have been accrued and results in disciplinary action carried out by the school authority, including the SGB and the GDE)

- any disciplinary action proposed for Class III misdemeanors
- referral to relevant outside agencies
- application to the GDE for LIMITED suspension from all school activities (subject to the South African School Act, 1996, section 9 and GDE regulations)

Class V Misdemeanours

(Due Process procedure HAS to be implemented, as defined in the Procedures for Serious Misconduct as set out below)

- repetition of Class IV misdemeanors
- intentionally using a dangerous weapon

- intentionally causing major physical injury to another person (assault sexual harassment, sexual abuse, rape)
- robbery, major theft
- breaking and entering locked premises
- murder

Class V Disciplinary Action

(Prescribed procedures to be followed by the school authority, SGB and GDE)

- application to the GDE for expulsion or transfer of the learner from the school (subject to the South African Schools Act, 1996, Section 9 and GDE regulations)
- as these misdemeanors constitute common law or statutory crimes, civil or criminal prosecutions may follow, pending claims brought against the accused by the victim(s)
- In deciding the nature of the penalty to be imposed, the SGB or other relevant authority shall consider the interest of the learner, the interest of the school community and the seriousness of the misconduct and appropriately weigh each of these factors. The primary purpose in imposing any penalty will be of a corrective and remedial nature. In instances where corrective disciplinary measures are deemed to be effective, the benefit of the doubt should be extended in favour of the accused learner and not the school community.

Procedure for Serious Misconduct

A Disciplinary Hearing

A disciplinary hearing **MUST BE** convened in the case of a Class V misdemeanor.

Such a hearing must follow these procedures:

Preliminary Procedures

- The learner and his/her parent/s or guardian/s must be notified of the occurrence of the alleged misconduct within 72 hours of it having taken place. Such notification, giving details of the allegations, may initially be given orally, but must also be given in writing.
- The hearing must take place no earlier than 5 school days and no later than 10 school days after such notification.
- At least one parent or guardian shall be obliged to attend the hearing. The accused may invite a fellow learner to be present. No other representation shall be allowed.
- The learner and his/her representative/s shall be provided with a copy of the procedures for a disciplinary hearing.
- The hearing will be chaired by the Chairperson of the School Governing Body, or, in his/her absence, by the Vice-chairperson.

Formal Hearing Procedures

- The Chairperson must ask whether the learner or his/her representative/s require an interpreter and make one available if necessary.
- The Principal or his/her designate will read out the allegations against the learner.
- The learner shall be asked to admit or deny the allegations.
- The learner may request a discharge by submitting that there is insufficient evidence.
- If the learner is not discharged, the learner and his/her representative/s will be given an opportunity to explain/defend herself/himself.
- The learner and/or his/her representative/s may cross-question the school's evidence, and may give his/her version. Any evidence in support of the defense may be submitted.
- The Principal or designate shall have the right to cross-question the evidence presented by the learner.
- The Chairperson shall have the right to cross-question any witness or evidence.
- The learner or one of his/her representatives shall have the right to submit a closing argument.
- The Principal or designate shall have the right to submit a closing argument.
- The Chairperson shall summarize and adjourn the meeting.
- During the adjournment, the Chairperson shall consider the facts of the case and draw up written findings, providing reasons of such findings, based on the balance of probability.
- When the hearing is reconvened, the Chairperson shall read out the findings and accompanying reasons.

- Should the outcome be guilty, then the learner and his/her representative/s shall be given the opportunity to present any evidence in mitigation after an opportunity to prepare such evidence.
- The Chairperson shall adjourn the hearing to consider appropriate action and draw up written reasons for the penalty.
- Should the penalty be suspension or expulsion, the Chairperson shall advise the learner and his/her representative/s of their right to appeal in writing to the Gauteng Department of Education.

Procedures Following the Hearing

- The results of the hearing must be communicated to all parties involved orally and in writing, immediately or within 24 hours after the conclusion of the hearing.
- If the learner is found guilty, all correspondence, evidence and findings must be compiled in writing and placed in the learner's file. Such documentation must be made available on request.
- If the learner is acquitted, all existing correspondence relating to the alleged misconduct already on file, must be destroyed.
- If limited suspension is to be implemented, the procedures should follow those stipulated in GDE guidelines.

Criminal Misconduct

- Criminal misconduct will be handled according to GDE guidelines.

Emergency Removal

- When a learner poses a threat or danger to any person in the school community, or a threat of disruption to learning and teaching, such a learner may be removed from a classroom or the school premises without notice or hearing.

Composition of Disciplinary Hearing Committee

- The disciplinary hearing committee shall consist of at least three members, namely:
 - the Chairman of the School Governing Body, or, in his/her absence, the Vice-chairperson,
 - a second member of the School Governing Body chosen by the Chairperson,
 - a member of the teaching staff, but not the Principal
- The Chairperson shall satisfy himself/herself that each member shall be impartial and have no direct interest in the hearing.
- The Chairperson may choose (from the School Governing Body or teaching staff) a maximum of two additional members for the committee.

Parent & Staff Expectations

A PARENT'S primary responsibilities is to:

- ensure that their child/children attend school and arrive punctually
- accompany and sign in their children when they arrive late
- actively support their child/children's education and regularly oversee their homework
- support the school in fulfilling its mandate
- communicate with the school effectively and timeously pay school fees

Parents may expect:

- a secure learning environment for their child/children
- ready access to the teachers, HODs and the principal
- prompt, effective communication by the school
- respect for confidentiality

A TEACHER'S primary responsibilities is to:

- teach
- look after the learners' general well-being while at school
- communicate effectively with learner's parent/s or guardian/s
- act professionally

Teachers may expect:

- respect for their responsibility to teach
- acceptance of their obligation to ensure an environment conducive to learning and teaching through the implementation of discipline
- a safe environment in which they are able to function effectively

OTHER STAFF MEMBER'S primary responsibilities is to:

- fulfil the requirements of their job descriptions
- treat all stakeholders in the school as they would like to be treated

Other staff may expect:

- that their responsibility to do their jobs be respected
- to be treated with respect
- a safe environment in which they are able to function effectively

Legislative Framework:

RSA Constitution

SASA as amended

Government Gazettes

Education Law Amendment Acts (2005/2007)

Relevant Circulars

NEPA

Adopted by the School Governing Body of Leicester Road School