



SWEET VALLEY PRIMARY SCHOOL

DISCIPLINE POLICY / CODE OF CONDUCT

Sweet Valley Primary School hereafter referred to as "School"

1 **INTRODUCTION**

- 1.1 The Discipline Policy aims to establish a disciplined and purposeful School environment, dedicated to improving and maintaining the quality of education. School discipline is the responsibility of the governing body, parents, the principal and all the educators. We as a School pledge ourselves to create a School climate in which education and learning can take place in the best manner possible and if for some reason, the conduct of one learner on another, affects the chance of either learner realizing his / her full potential it is incumbent on the School to ensure that no learner, through unacceptable behaviour, prevents any other learner from developing optimally. Our School upholds the principle that each child is a unique individual who should be able to develop his / her full potential and intends to ensure that this is possible via an orderly School society where curricular and extra-mural programmes are executed in the most disciplined way possible and learner conduct is appropriate to this environment.
- 1.2 The ethos of the School is that of parent and learner participation and improvement and so disciplining learners is a shared process. We also advocate non-aggressive conflict resolution strategies and a process that is progressive, speedy, fair, just, corrective, consistent and guides the learners to self discipline.
- 1.3 This disciplinary policy applies while learners are
 - 1.3.1 on School property
 - 1.3.2 on outings or excursions off the property
 - 1.3.3 representing the School
 - 1.3.4 identified with the School

2 **BACKGROUND TO THIS DISCIPLINE POLICY**

2.1 **Educational Approach**

- 2.1.1 Good discipline is always a characteristic of effective Schools. The School's Discipline Policy will at all times be implemented in a spirit of love, discipline, support and the right attitude.
- 2.1.2 Discipline is obviously linked to the use of consequences. Learners must be informed of the School rules and what actions will be taken against them if they do not comply with School rules. They must know what consequences will follow if they behave in an unacceptable way.
- 2.1.3 Learners will be disciplined according to the Discipline Policy with the necessary sensitivity and understanding.

2.2 **Moral Approach**

2.2.1 The principal and staff of our School believe in the potential of each learner. It is the desire and intention of the School that all learners will be assisted in achieving this potential. The School also considers that a learner's potential is best achieved in a well-balanced environment and as such, will intervene to support a learner in ensuring not only compliance with School rules but also acceptable general behaviour standards within civil society. This is premised upon a corrective approach which encourages strong self-discipline and the taking of responsibility for own actions. It acknowledges the learner's right to be heard.

2.3 **Parent responsibility**

2.3.1 As we see parents as 50% shareholders in the education process, parents will always be involved in the disciplinary corrective process. The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will:

2.3.1.1 support the School, and require learners to observe all School rules and regulations and accept responsibility for any misbehaviour on their part; and

2.3.1.2 take an active interest in their children's schoolwork and make it possible for the children to complete assigned homework.

2.3.2 The School's expectation then would be that the parents support the School in the disciplining of their child.

2.3.3 With this co-operation between home and School, children feel secure in the knowledge that parents and educators are working in unison for their benefit. This often deters bad behaviour before it starts!

2.4 **School Rules**

2.4.1 In order to achieve the School's ideals it is important that clear guidelines should be applied to ensure the orderly functioning of the School. Consequently it is of the utmost importance that the School rules :

2.4.1.1 serve as guidelines for acceptable behaviour.

2.4.1.2 are known and understood by the learner and the educator.

2.4.1.3 are reviewed annually and if necessary adapted and renewed.

2.4.1.4 are supplied to each learner upon entering the School.

2.4.1.5 Are acknowledged by all parents who enrol their children at the School. A copy of the School rules will be made available to all parents of the School.

2.4.2 See below a list of all School rules

3 **APPLYING THE DISCIPLINE POLICY**

Guidelines

In implementing our Discipline Policy, all attempts will be made to improve and enhance the positive qualities and attributes of each learner but also to discourage negative characteristics.

Each child should be treated fairly and with the respect he / she deserves.

Through the consistent application of this Discipline Policy, we should be equipping each child with life skills, a good work ethic and a quality of life that will ensure a happy future for the children.

The School should endeavour to ensure that any disciplinary measure is entirely consistent with remedying the unacceptable conduct and should always focus on deterrence and the learner's understanding, and reinforcement of the learner's self-esteem, rather than punishment. The parents should be advised of the process.

In order to ensure the proper implementation of this Discipline Policy and to safeguard the interests of the learner :

- Learners who improve following disciplinary measures must receive appropriate acknowledgement
- Past misconduct shall not result in unfair discrimination against a learner
- Professional judgement must be exercised to distinguish between human error and wilful misconduct

The following disciplinary actions are prohibited :

- Keeping whole classes in for the entire duration of break
- Sending learners outside to stand in the massage out of view of the educator
- Corporal punishment of any kind
- Verbal abuse (humiliation or personal insults)

3.1 **Positive Reinforcement of Good Behaviour**

From the first day of each year educators try positive reinforcement of 'good behaviour' by:

- 3.1.1 commenting positively in front of others or in workbooks
- 3.1.2 using a system of rewards, or stars or 'stamps' or 'ideal learner letters'
- 3.1.3 awarding credits
- 3.1.4 informing parents
- 3.1.5 sending learners to subject heads, previous educator or principal for stickers etc.
- 3.1.6 extra break

3.2 **Corrective Measures Towards Instilling Good Behaviour**

3.2.1 In the event that it is deemed necessary to introduce stronger corrective measures towards improved more positive behaviour, the School may deem it necessary to exercise more formal measures in order that the learner understands the rationale of the disciplinary measure and the consequences of unacceptable behaviour and what is required to improve behaviour. Such measures are:

3.2.1.1 Verbal or written admonishment by the educator and / or principal.

3.2.1.2 Additional Schoolwork.

3.2.1.3 Duties that may be performed to improve the School environment.

3.2.1.4 Detention after regular School hours.

3.2.2 Examples of conduct which is deemed unacceptable are:

3.2.2.1 Homework not done

3.2.2.2 Instructions ignored

3.2.2.3 Assignment incomplete

3.2.2.4 Uniform or Dress Code offence

3.3 **Preventative Measures For Unacceptable Conduct.**

Educators strive to prevent unacceptable conduct by :

3.3.1 winning the trust and respect of learners

3.3.2 setting clear boundaries of acceptable and unacceptable conduct

3.3.3 keeping in contact with parents through the homework diary, telephone or parent interviews and e-mail.

3.3.4 Verbal or written admonishment by the educator

3.4 **More Serious Unacceptable Conduct**

3.4.1 In the event that the School considers that the unacceptable conduct is more serious, or is being repeated despite previous disciplinary interventions and that professional intervention is required in addition to any day to day disciplinary measures, the parent will be invited to participate in a discussion forum with the learner to consider amongst other matters, appropriate professional assistance and appropriate disciplinary measures.

3.4.2 Corrective measures in the event of unacceptable conduct which the school considers more serious, may result in stronger corrective measures. These must be grade and age appropriate :

3.4.2.1 Discredits

3.4.2.2 Community service within the school environment.

3.4.2.3 Temporary suspension i.e. banning from certain School activities where the learner's behaviour negatively affected a particular School activity. This type of temporary suspension may be applied to sport activities, cultural activities including the use of the media centre. Notice may be given to the parents in writing.

3.4.3 Should a child have repeatedly displayed dysfunctional behaviour, the educator or principal will recommend that the child see a psychologist.

3.4.4 A record will be kept of all interventions, so the parent, a psychologist or the Governing Body Disciplinary Hearing would have a history of all previous transgressions, the disciplinary steps taken and what the consequences were.

3.4.5 Examples of more serious unacceptable conduct are:

3.4.5.1 Absence from class without permission

3.4.5.2 Disruptive behaviour inside and/or outside a classroom

3.4.5.3 Repeated violations of School rules

3.4.5.4 Bringing the name of the School into disrepute through improper or unbecoming behaviour

3.5 **Serious Misconduct and Procedure For Suspension Or Expulsion**

3.5.1 Serious misconduct may result in a Governing Body Disciplinary Hearing being held as hereinafter set out. This will be done in the belief that these learners do not deserve to be part of Sweet Valley Primary School as they have infringed the rights of the staff, learners and parents of this School.

Subject to the South African Schools Act and applicable Provincial Legislation, the Governing Body may on reasonable grounds and as a precautionary measure prior to the Disciplinary Hearing suspend a learner who is suspected of serious misconduct provided that the learner has had reasonable opportunity to make representations to it in relation thereto. The Governing Body shall within 7 school days of the precautionary suspension, convene a Disciplinary Hearing unless approval has been obtained from the Director of Education, Western Cape for the continuation of the precautionary suspension.

3.5.2 A Governing Body Disciplinary Hearing will be convened comprising the available members of the Governing Body to adjudicate the matter; provided that parent representatives shall form the majority of the panel. Members of the Governing Body who have been involved in the reporting or investigation of the issue shall not have a deliberative function – but shall be in attendance to answer any questions that may be put to them. A designated Staff member shall be appointed by the Principal to support or counsel the learner facing the Disciplinary Hearing.

- 3.5.3 The learner and his/her parent/s or guardian will be given at least three working days' notice, in writing, of the date of the hearing. The notice shall contain details of the alleged misconduct and advise the learner and his / her parents of their right to bring a representative, call witnesses and to make oral or written representations as to why the learner should not be suspended or expelled. The complaint shall be put before the meeting, and the learner and/or his/her parents shall have opportunity to make representations. Proper minutes of the hearing shall be kept. Witnesses may be called and the provisions of Sections 8(6) – (9) of the South African Schools Act shall apply. After deliberation, the panel shall reach a decision by majority vote as to the guilt or otherwise of the learner and the sanction to be imposed, which decision shall be binding on all parties.
- 3.5.4 Should the learner be found guilty of serious misconduct, the Disciplinary Hearing may suspend the learner for a period not exceeding 7 school days or any other sanction contained in this Disciplinary Policy – or recommend the expulsion of the learner to the Director of Education, Western Cape. The Director shall consider the recommendation and reach a decision within 14 days of receipt of the recommendation. Pending the decision of the Director of Education, Western Cape, the Disciplinary Hearing may suspend the learner or extend the suspension, as the case may be, for not longer than 14 days. Should the Director of Education, Western Cape concur with such recommendation, the parents shall be entitled to lodge an appeal with the Provincial Minister of Education within 14 days of receipt of the notice of expulsion. Should the Director decide not to expel the learner, the Director may, after consultation with the Governing Body Disciplinary Hearing, impose an alternative sanction contained in this Disciplinary Policy or refer the matter back to the Disciplinary Hearing for the imposition of an alternative sanction contained in this Disciplinary Policy, other than expulsion.
- 3.5.5 Should the misconduct be such that it might constitute a criminal act, the matter may be reported to the SAPS for further action.
- 3.5.6 Examples of Serious misconduct are:
- 3.5.6.1 smoking, drinking or taking drugs at School
 - 3.5.6.2 theft
 - 3.5.6.3 possession, threat or use of a dangerous weapon
 - 3.5.6.4 bringing the name of the School into disrepute through disgraceful, improper or unbecoming behaviour
 - 3.5.6.5 assault or immoral conduct
 - 3.5.6.6 being repeatedly absent from School/classes without permission
 - 3.5.6.7 unlawful action, vandalism, or destroying or defacing School property
 - 3.5.6.8 disrespect, objectionable behaviour and verbal abuse directed at educators or other School employees or learners
 - 3.5.6.9 repeated violations of School rules

3.5.6.10 victimisation, bullying and intimidation of other learners

This policy document incorporating the School rules is hereby accepted as the official Disciplinary Policy and Code of Conduct of Sweet Valley Primary School.

HEADMASTER

GOVERNING BODY

SCHOOL RULES

1. APPEARANCE

- 1.1 Learners attending School must be clean, neatly and correctly dressed at all times and practice proper hygiene. Full school uniform shall be worn when in public, whether on school excursions or otherwise.
- 1.2 No departure from the official prescribed School uniform in style, manufacture or type of material used is permissible except with the permission of the Principal.
- 1.3 Age appropriate underwear is to be worn.
- 1.4 Girls' hair must be clean and controlled in such a way that when a girl leans forward, her hair will not fall over her face. Long hair must be tied back using a maroon or white hair band, elastic, ribbon or bobbles. Large hair ornaments are not permitted.
- 1.5 Boys' hair should be clean and cut to a length so that It is neat and tidy at all times, does not attract undue attention, does not touch the collar at the back nor should the fringe fall below the eyebrows.
- 1.6 Colouring, use of gel and shaving of hair is prohibited.
- 1.7 No earrings, bangles, bracelets, neck chains, rings, brooches, etc. are not to be worn to school. Provided that one set of gold stud earrings or small sleepers where ears are pierced, is permissible for girls.

2. THE UNIFORM

Learners are expected to come to school neatly and correctly dressed at all times. The correct uniform must be worn when travelling to and from school and when attending formal school functions. Grade R learners are not required to wear a school uniform.

Please note that no departure in style, manufacture or type of material used is permissible.

It is recommended that the Sweet Valley peaked cap / hat is worn by all learners during break and for sports practices and matches.

- 2.1 No scarves, gloves or head coverings are allowed.
- 2.2 Full school uniform shall be worn when in public, whether on school excursions or otherwise.
- 2.3 If on a specific day a child is unable to wear the full uniform, an explanatory letter must be sent to the class educator, details of the uniform deviation and an expiry date written in the homework diary.
- 2.4 No visible non-prescribed clothing is to be worn

2.5 All items of clothing must be clearly marked with the name of the learner.

Learners need to adhere to the following regulation uniforms :

GIRLS – SUMMER (GRADES 1 - 7)

- Checked dress, new style as provided by the official stockists. The dress should be approximately knee length.
- Maroon or white panties.
- Plain white ankle socks and brown shoes – lace up, bar or baby doll type. (Any deviation for a valid reason is to be discussed with the Principal).
- Maroon V-neck pullover with monogram on the pocket, when needed.

BOYS – SUMMER (GRADES 1 - 7)

- Fawn shorts with fawn monogram as provided by the official stockist.
- Brown leather belts may be worn.
- White short-sleeved shirt with monogram on pocket as provided by the official stockist.
- Plain knee length, fawn socks as provided by the official stockist.
- Brown lace-up shoes.
- Maroon V-neck pullover with monogram on the pocket, where needed.

BOYS AND GIRLS – WINTER (GRADES 1 - 3)

- Maroon quantech trackpants as supplied by the official stockist.
- White short-sleeved shirt with monogram on the pocket as for summer or the Phys.Ed sports shirt as supplied by the official stockist.
- Navy fleece top with maroon inset in collar, school badge and slits in sides which is available from our school second-hand shop.
- Socks and brown shoes as for summer.
- Maroon V-neck pullover may be worn as an optional extra to provide extra warmth, if needed.

GIRLS - WINTER (GRADES 4 – 7)

- Fawn long pants with fawn monogram as provided by the official stockist.
- White long-sleeved shirt with badge and darts as supplied by the official stockist.
- Navy fleece top with maroon inset in collar, school badge and slits in sides which is available from our school second-hand shop.
- White socks and brown shoes as for summer.
- Maroon V-neck pullover with monogram on the pocket may be worn as an optional extra to provide extra warmth, if needed.

BOYS – WINTER (GRADES 4 – 7)

- Fawn shorts or long pants with fawn monogram as provided by the official stockist.
- White short sleeved shirt with monogram on pocket as for summer.
- Navy fleece top with maroon inset in collar, school badge and slits in sides which is available from our school second-hand shop.
- Plain knee length, fawn socks as for summer.

- Maroon V-neck pullover with monogram may be worn as an optional extra to provide extra warmth, if needed.

Physical Education

Maroon quantech shorts (not white) and white Phys.Ed sports shirt as supplied by the official school stockist.

Rainy Weather

In rainy weather, learners should wear either a raincoat (safety orange or navy blue) or a drimac (maroon or white) over their school uniform. This must be taken off once at school. Where gumboots are worn to and from school, learners must bring school shoes to be worn in the classrooms.

Extra-mural sports

As directed by the coach for each sporting code.

3. **SCHOOL SACHEL**

3.1 Only the official school satchel, blue, sturdy and reinforced, may be used. Fancy, multi-coloured and decorative satchels / bags are not permitted. Only the official Sweet Valley tog bag may be used at the School or to sporting events.

4. **UNIFORM FOR PHYSICAL EDUCATION**

4.1 Maroon quantech shorts and the Sweet Valley sports shirt must be worn by both boys and girls from grade 1 – 7 for all Physical Education lessons, except when instructed otherwise by the educator in charge.

5. **UNIFORM FOR SCHOOL SPORT**

5.1 The appropriate attire as provided for in the relevant sporting codes' policy shall be worn at all times. Learners should arrive for and leave sports practices in either the prescribed sports clothes or full school uniform

6. **CIVVIES / OUTING DRESS CODE**

GIRLS

- No make-up
- No nail varnish
- No jewellery (school regulation earrings)
- Hair to be tied up
- No bare midriffs
- No low cut tops
- Shoes to be appropriate to the outing
- Shorts and skirts to be of a length that is appropriate and not too revealing

BOYS

- No jewellery
- Shoes are compulsory
- No gel in hair, or dyed hair

7. ACADEMIC WORK

- 7.1 Learners are expected to do their work to the best of their ability and to present it as neatly as possible.
- 7.2 Learners are to hand in all assigned work on time.
- 7.3 Proper care is to be taken of all school resources.

8. BEHAVIOUR AND ATTITUDE

- 8.1 Learners are expected to behave in a way that brings credit to themselves and their School.
- 8.2 Learners should be polite, kind, considerate and helpful to everyone at all times.
- 8.3 Learners must show respect and tolerance towards others and their beliefs.
- 8.4 Learners are to show the necessary respect when communicating with educators and other adults.
- 8.5 Learners must display formality in the presence of all adults at all times in a School situation and when in uniform.
- 8.6 Learners must not eschew any racist or sexist attitudes.
- 8.7 Learners have an obligation to tell an educator if they are bullied or if they witness bullying as no bullying in any form will be tolerated..
- 8.8 Learners must – in all circumstances – abide by the rules.
- 8.9 Learners must obey and listen to the educator-in-charge at all times.
- 8.10 Participants in extra-mural activities must display a positive attitude towards fellow players, the opposition and, the referee / umpire / coach / official and display the necessary sportsmanship at all times.
- 8.11 Learners from grade 1 to grade 7 shall participate in at least one of the organised Winter and Summer sporting activity offered by the School unless exempted by the Principal.
- 8.12 Once a learner has made his / her choice of activity this constitute a commitment for the whole season and attendance at all practices is compulsory. If a learner is unable to attend an extra-mural commitment he / she must excuse himself / herself in advance with a note from the parents. If the learner has a commitment to a team or an event but cannot play, a note of explanation must be submitted to the educator-in-charge, coach, etc at least a day before the event. School extra-mural activities take precedence over outside activities.

- 8.13 Learners are expected to be punctual for the beginning of the School day (assembly) and, thereafter, for all commitments during the day.
- 8.14 No swearing, blasphemous or unacceptable language is allowed.
- 8.15 Learners must show respect for the property of others. The theft, destruction or damage of any item, however small, will not be tolerated.
- 8.16 No offensive material or literature is permitted.
- 8.17 No undesirable substances (i.e. cigarettes, alcohol, drugs, etc.) are permitted at School.
- 8.18 No sharp instruments, weapons, etc. are to be brought to School.
- 8.19 No radio, walkman, large sums of money, expensive toys or other valuable items are permitted at School.
- 8.20 Cell phones may only be brought to school upon the written request of parents. Learners assume full responsibility for the safekeeping of their cell phones which may only be utilised in exceptional circumstances.
- 8.21 No dangerous games or activities may take place at School.

9. **DAILY RULES**

- 9.1 When a learner has been absent from School he / she must return with the absentee note in their diary completed by his / her parents to explain the reasons for absence.
- 9.2 No learner may leave the School grounds from 08:00 until the time that School for the day ends for them – without prior permission of the principal.
- 9.3 Learners who have to leave School for short periods for medical or other appointments must present a letter or other notification to the educator in advance explaining the circumstances.
- 9.4 No learner may leave his / her class to see an educator in another class during lesson time without permission.
- 9.5 Learners may not phone their parents to ask to be fetched, because of illness or injury, without informing their educator.
- 9.6 Learners may use the public telephone before and after School and during breaks – but not during teaching periods. Cell phones may only be accessed during break times in order to check for messages.
- 9.7 No telephone calls may be made by learners from the School office – unless in an emergency.
- 9.8 Learners are to line up for Assembly when the FIRST bell is rung and will be led quietly into the hall when the SECOND bell is rung.
- 9.9 Learners are to lead out of the hall silently and in an orderly fashion.

- 9.10 Learners are to line up quietly in single file on the left hand side of the corridor.
- 9.11 If it should rain during a short or long break, learners must remain inside the classroom and eat their lunch quietly. In rainy weather learners must remain in their regular classroom. They may only visit other classrooms in their grade with the permission of an educator.
- 9.12 Learners who arrive late for morning assembly must report to the Grade 7 monitors in the area between the staffroom and the hall and wait in the hall foyer until after assembly. Repeated late arrivals will be punished.
- 9.13 Learners must obey instructional monitors / security personnel at all times when entering and exiting the school premises.
- 9.14 Learners may not ride bicycles on the school premises and must WALK next to their bicycles when entering or leaving the School grounds.
- 9.15 Skateboards and roller blades may not be used on the school premises or brought to school.
- 9.16 Learners may not play ball games near buildings or in the quadrangles except under supervision of an educator.
- 9.17 Learners are not to loiter or play in the corridors during breaks nor before and after School. Learners may use the corridors to access the toilets but they must not linger.
- 9.18 Learners may not climb trees or climb onto any roof or structure.
- 9.19 Learners may not access the staffroom, staff workroom, staff toilets, or loiter in the office foyer, front entrance and hall foyer.

10. **BULLYING**

Sweet Valley does not tolerate bullying in any form. All members of the school are committed to ensuring a safe and caring environment which promotes personal growth and positive self esteem for all.

Definition

Bullying is an act of aggression causing embarrassment, pain or discomfort to another. It may take a number of different forms, e.g. physical, verbal, gestures, extortion or exclusion. It is an abuse of power and may be planned or organised or it may be unintentional. Individuals or groups may be involved.

Some examples of bullying include:

- any form of physical violence such as hitting, pushing or spitting on others.
- interfering with others' property by stealing, hiding, damaging or destroying it.
- using offensive names, teasing or spreading rumours about others or their families.
- belittling others' abilities and achievement.
- writing offensive notes or graffiti about others.
- making degrading comments about another's culture, religion or social background.
- hurtfully excluding others from a group.
- ridiculing another's appearance.

- forcing others to act against their will.

If learners are bullied:

- they may feel afraid, unsafe, embarrassed, angry or unfairly treated.
- their work and ability to concentrate may suffer.
- their relationships at school and with friends may deteriorate.
- they may feel confused and not know what to do about the problem.

What we do to prevent bullying at Sweet Valley

As a school we will not allow cases of bullying to go unreported but will speak up, even at risk to ourselves.

This requires the staff to:

1. be role models in word and action at all times.
2. be observant for signs of distress or suspected incidents of bullying.
3. make efforts to remove occasions for bullying by active patrolling during breaks.
4. arrive at class on time and move promptly between lessons.
5. take steps to help victims and remove sources of distress without placing the victim at further risk.
6. report suspected incidents to the appropriate staff members.

This requires the learners to:

1. refrain from any of the actions mentioned above.
2. distance themselves from any group guilty of bullying and report the bullying to the appropriate staff member.
3. report any bullying, as your duty, to the appropriate staff member and your parents immediately.
4. use the bully box in the foyer to report bullying to the principal.
5. report any suspected incidents of bullying to the appropriate staff member.

Please note :

Any form of intentional bullying is seen as a serious offence and will be dealt with as an offence according to the school disciplinary code.