

## CODE OF CONDUCT

This system is part of the D6 Principal Plus software.

It is only applicable to learners from Grade 4 to Grade 7 class.

The code of conduct is applicable to all situations during which learners from Charlo Primary School are under the supervision of any staff member or employee of the school.

All violations are associated with one of four level:

LEVEL 1- 3 demerits

LEVEL 2- 6 demerits

LEVEL 3- 12 demerits

LEVEL 4- Learners involved in level 4 violations or any other conduct deemed serious enough, may be sent home immediately pending a disciplinary hearing within ten days of the transgression.

The violations associated with each level can be seen in the table below. This list may be expanded upon if necessary.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"><li>• Staying away from curricular activities without an excuse</li><li>• Forgetting books at home</li><li>• Eating in the classroom</li><li>• Throwing of objects in the classroom</li><li>• Homework incomplete</li><li>• Arriving late for class</li><li>• Continuous talking in class</li><li>• Back chatting a committee member</li><li>• Shouting out continuously</li><li>• Playing in the class</li><li>• Spitting on the school grounds</li><li>• Bad manners in public</li><li>• Bad manners during outings / assembly / lines</li></ul>	<ul style="list-style-type: none"><li>• Blatantly disobedient behaviour</li><li>• Use of a cell phone during school hours</li><li>• Continuously interrupting lessons</li><li>• Swearing and abusive language</li><li>• Constant repeat of level 1 violations</li><li>• Leaving class without permission</li><li>• Throwing Tantrums</li></ul>	<ul style="list-style-type: none"><li>• Leaving school grounds without permission</li><li>• Cheating during assessment</li><li>• Smoking / Vaping</li><li>• Possession of pornographic material</li><li>• Bullying (Verbal / physical / emotional / psychological)</li><li>• Fighting / Assault</li><li>• Theft</li><li>• Racism</li><li>• Sexual harassment</li><li>• Inappropriate material, literature or behaviour</li><li>• Damaging school property / Vandalism</li></ul>	<ul style="list-style-type: none"><li>• Possession of drugs or alcohol</li><li>• Possession of dangerous weapons</li><li>• Sexual activity on school grounds</li><li>• Swearing at a teacher</li><li>• Assaulting a teacher. Includes pushing or shoving a teacher</li><li>• Gross misconduct that infringes on the dignity of another learner(s), staff member(s) or employees</li><li>• Distribution of inappropriate content</li></ul>

<ul style="list-style-type: none"> <li>• Test not signed after being warned</li> <li>• Playing in prohibited areas</li> <li>• Incorrect appearance</li> <li>• Disobedient behaviour</li> <li>• Running in the passages</li> <li>• Mocking friends</li> <li>• Riding skateboard / bicycle on the school grounds</li> <li>• Copying homework</li> <li>• Corrections incomplete</li> <li>• Littering</li> <li>• PT clothing not at school</li> </ul>		<ul style="list-style-type: none"> <li>• Arrogant behaviour towards an educator</li> <li>• Threatening other learners</li> <li>• Any form of dishonesty</li> </ul>	
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Only educators may log violations on the system. Each violation is accompanied by a description of what happened during the specific event. The description of the event must be completed in the home language of the learner(s) involved.

Principal Plus automatically generates the following letters after a certain number of demerits have been accumulated:

- 6 demerits - Notice letter of transgressions to parents
- 12 demerits - Notice of first detention
- 24 demerits - Notice of second detention
- 36 demerits - Notice of third detention / Notice of meeting with Head of Discipline and / or the Principal

Should a transgression lead to a disciplinary hearing, the following rules will apply:

1. You will get a minimum of 5 work days' notice of the hearing
2. The charge against your child will be explained in the notice and all evidence will be made available to you.
3. If you fail to attend the hearing, the hearing will go ahead in your absence.
4. You as parent(s), guardians and learner must attend the hearing.
5. If you require having a legal representative at the hearing you must inform the principal in writing at least 48 hours before the hearing. No postponement because of non-availability of legal representative will be allowed. You are responsible for your own legal costs.
6. If you need to call on witnesses, you must supply their names to the principal at least 24 hours before the hearing.
7. You or your legal representative will have the right to cross examination of all witnesses.
8. The Disciplinary Committee comprises of 3 members, the principal, a teacher and one member of the Governing Body.

9. You have the right to appeal within 7 days against the outcome of the hearing

Note that the number of demerits a learner has received is reset every term. No violations are however deleted from the system and thus the disciplinary history of the learner is at all times available if necessary.

Should a learner or his behaviour pose an immediate threat to a fellow student, staff member or employee, he or she may be sent home immediately while awaiting a disciplinary hearing which will take place within 10 days of the transgression.

Detention letters are handed out to learners on Fridays. Learners sit detention the following Friday.

Detention will be held in the 7E classroom from 13:15 to 14:15.

All educators will be given the responsibility of doing detention duty.

