

# El Maríne Primary



## Code of Conduct



**Tel:** 021-853 7943

**Fax:** 086 424 4635

**Cell:** 082 073 6517

**Principal:** Elna Wise elna.elmarine@gmail.com

**Directors:** Elna Wise 082 895 7326

Mariana Furter 079 891 5418

**Email:** info@elmarineprimary.co.za

**Website:** www.elmarineprimary.co.za

**Address:** 142 Brand Street

Strand

7140

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**Date Modified: 21 October 2019**

# Code of Conduct

El Maríne Primary is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learner's responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at El Maríne Primary and describes the disciplinary system to be implemented by El Maríne Primary concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

Section 8(4) of the SA Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school.

## **Part 1: School Rules**

The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at El Maríne Primary. Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

### **A. General Principles**

1. Learners are expected, at all times, to behave in a courteous and considerate manner towards each other, the Learner Representative Council (LRC), all members of staff and visitors to El Maríne Primary.
2. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing El Maríne Primary both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or El Maríne Primary.

3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of the other learners, or will cause another learner physical or emotional harm.
4. El Maríne Primary will contact parents/guardians when learner's behaviour becomes the cause of concern and will endeavour, in spirit of constructive partnership, to resolve the problem.

## **B. School and Class Attendance**

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.

1. If a learner does not attend El Maríne Primary regularly, the admin staff will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at El Maríne Primary 5 - 10 minutes before the official starting time. Learners who are late for school will receive a black dot or demerits and the teachers will inform the parents of late arrival.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained.

8. Truancy from El Maríne Primary is prohibited.
9. All learners will attend assembly for the full duration thereof.

### **C. School Uniform and General Appearance**

Learners are expected to wear the official school uniform and appear tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed.
2. Jewellery is limited to one small round gold or silver stud in each ear for girls. Other accessories, coloured contact lenses or tattoos are not allowed.
3. No colouring of hair or wearing exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times. No nail polish will be allowed.
5. No make-up or permanent make-up will be allowed.
6. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.

### **D. Valuables and Personal Belongings**

The school will not be held responsible for theft of or damage to personal belongings on school premises (e.g. cell phones, bags, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to school. If the learner brings a cell phone to school, the learner must carry a written request from the parent, which must provide indemnification against loss of or damage to the cell phone. Cell phones may not be switched on during a normal school day.
2. If a parent requests a learner to pay school fees on his/her behalf, such school fees should be paid before the start of the school day.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practises.

4. Learners may not bring computer games, iPods or similar electronic devices to school.

## **E. General Rules**

1. Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.
4. Irregularities during all assessments consist of the following:

4.1 Copying during test or exams: Learners caught copying from each other will get direct punishment. For a first time offence the child gets direct detention and no marks for the specific activity that he/she cheated on, parents will be made aware of the cheating on the detention slip. When a second offence occurs the parents must come for a meeting and the child must rewrite the test after school and will receive a deduction of 15% from the total mark earned by the learner. For a third time offender no marks will be allocated for the test they cheated on a disciplinary hearing will be held.

4.2 Cheating from notes during tests or exams: All notes will be confiscated and kept as proof of irregularities. For a first time offence the child gets direct detention and no marks for the specific activity that he/she cheated on, parents will be made aware of the cheating on the detention slip. When a second offence occurs the parents must come for a meeting and the child must rewrite the test after school and will receive a deduction of 15% from the total mark earned by the learner. For a third time offender no marks will be allocated for the test they cheated on a disciplinary hearing will be held.

4.3 Class projects: During the event that children do not hand in projects after an appropriate amount of time was given children will get no marks for the project. If a medical certificate is provided the, child will receive the class average for a mark.

4.4 Research projects: Projects must be given at least one week or 5 days before the handing in date for larger project at least 2 weeks. In the event that a child does not hand in the project on the allocated day no marks will be given for the project. If the project is not handed in because the child was absent the child can only hand in and get marks for the project if a doctor's note or appropriate explanation is given by parents.

4.5 Incomplete work: In the event that a child did not complete the work being assessed and an appropriate amount of time was given the child will get no marks for the incomplete areas of the work.

4.6 Acceptable reasons for absence:

- Death in the family
- Accidents
- Illness if a doctor's note can be provided
- Hospitalisation
- Situations where the child's life was in direct danger and therefore could not attend school.
- Religious holidays (the parents must arrange the date with the office)

5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.

11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in position of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 14.1 The school parking lot
  - 14.2 The D field except while attending official sports practice and matches or during a lesson while under supervision of the subject teacher.
  - 14.3 Electrical mains distribution boxes, fire extinguishers and hoses.

15. Appeals and Grievance Procedures:

Parents must make an appointment with the teacher. During this meeting parents can discuss all their concerns about their child. The teacher will then go through the specific test with the parent to act as prove of the learner's progress. Should the parent disagree about the marks allocated by the teacher the memo can be used to explain how marks are allocated. If the parents are still unhappy the teacher and HOD and/or principal will have a meeting to investigate the allocation of the marks more closely and will get back to the parents. If the HOD and/or principal agreed on marks it will be seen as non-negotiable as all needed steps was taken to ensure proper mark allocation.

From receiving the marks parents will be granted 5 working days to come forward with any enquiries or concerns. All procedures must be completed within one week from the first day the parents met with the teacher.



## **F. Rules Governing Public Places**

The school is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the school property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes are prohibited.
3. Alcohol is not permitted on school premises or during any school activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## **G. Transport**

1. The Code of Conduct is applicable when making use of public transport to and from school.
2. Learners may not hitchhike while in school uniform, whether formal or sports dress.

## **H. Extra-Curricular Programme**

Involvement in activities making up the Extra-Curricular Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport and/or cultural activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.

4. Attendance of all practises is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
5. Appropriate kit/uniform will be worn to practises.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to an away fixture will travel in full school uniform, unless other arrangements have been made.
8. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their school blazer.

## **Part 2: Disciplinary System**

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

### **I. Grading of Offences**

Offences are graded according to the nature and degree of seriousness of the offence, of which Grade 4 offences are the most serious.

### **J. Disciplinary Procedures**

The grade of the offence will determine the procedure to be followed.

1. Grade 1 offences: A verbal warning followed by a final verbal warning, after which the learner will receive a written warning and notification of poor behaviour to parents. After 3 written warnings the learner will receive detention.
2. Grade 2 offences: A written warning and notification of poor behaviour will immediately be sent to parents without verbal warnings. After 3 written warnings the learner will receive detention.

3. Grade 3 offences: Immediate detention will be given to the learner. After 3 times in detention, a learner's parents will be called for a disciplinary hearing.
4. Grade 4 offences: A learner will immediately get a disciplinary hearing with his/her parents and the Disciplinary Board. Some of these offences may also get reported to the South African Police Service for further investigation.

### **Explanation of Disciplinary Procedures to be taken by Staff Members and LRC members:**

Each classroom has a Behaviour Board (customised by each teacher) for record keeping of good and poor behaviour choices made by the learner.

#### **1. Grade 1 Offences:**

All Grade 1 offences must be dealt with by the staff member or LRC member concerned. LRC members only report offences to the learner's teacher.

As warnings are given out, the teacher moves the learner's token on the Behaviour Board to serve as a visual for the learner and encourage them to make better choices.

When a third warning was given to the learner, the teacher has to make a recording of the rule that was broken by the learner in their Classroom Behaviour File. The learner/teacher has to make a recording of the offence in the appropriate section in their homework book, which should be signed by the parent/guardian by the next school day. This serves as a written warning and is also referred to as a black dot.

The written warnings will continue if bad behaviour persists and every time the learner receives 3 warnings, the same procedure should be followed by the teacher.

When a learner received 3 written warnings the learner will receive detention. The teacher must fill out the detention section in the learner's homework book. She also fills out a detention slip. Both the homework book and the detention slip have to be signed by the parent by the next day. The teacher will then write the learner's names in the detention book in the office for the teacher on detention duty to be aware of who sits for detention and send the parent a text to inform them to look out for the detention slip.

## **2. Grade 2 offences:**

All Grade 2 offences will immediately be recorded by the teacher in their Classroom Behaviour File and a written warning will be sent home which must be signed by a parent/guardian and sent back the next school day.

After 3 written warnings, a learner will receive detention and the abovementioned detention procedure will apply.

## **3. Grade 3 offences:**

All Grade 3 offences will immediately be referred to the Disciplinary Head through means of a detention slip. The teacher will give no written warnings, instead the learner will receive direct detention in their homework books.

The teacher must fill out a detention slip and also fill out the detention form in the learner's homework book and this should be signed by the next school day.

If Grade 3 offences persist, the learner will continue to sit detention. After 3 times in detention, the Disciplinary Head will make an appointment with the learner's parents/guardians for a disciplinary hearing with their child.

The above also applies to when the learner has been to detention 3 times through the route of persisting Grade 1 or Grade 2 offences.

Should there be no improvement after the disciplinary intervention; the learner will have to get into detention another 2 times before another disciplinary hearing will be scheduled. The second disciplinary hearing will take place without the learner's presence and depending on the offences, the Disciplinary Board may decide to suspend the learner for a period of 5 school days.

Everything that gets discussed in the disciplinary hearings must be recorded and signed by the parent's/guardians. A copy of the agenda and the meeting notes must be handed to the parents/guardians. The Disciplinary Head must file all signed agenda's and meeting notes and give a copy thereof to the learner's class teacher. The class teacher must file this in her Class Behaviour File.

#### **4. Grade 4 offences:**

When Grade 4 offences occur, the offence must immediately be referred to the Disciplinary Head and the teacher must make a recording of the offence and the date in their own Class Behaviour File. The Disciplinary Head will immediately make an appointment with the learner's parents/guardians for a direct disciplinary hearing.

Depending on the seriousness of the Grade 4 offence, the Disciplinary Board may decide to suspend or permanently expel the learner. In very serious cases, the South African Police Service will also be present in the hearing to investigate the matter.

#### **K. Disciplinary Interventions**

1. The following list of interventions and corrective measures used by the school staff is aimed at correcting behaviour before suspension and expulsion.
  - Verbal warning/reprimand to express disapproval
  - Written warning
  - Counselling or private teacher-learner conversation about behaviour
  - Final written warning (third written warning)
  - Removal from class for a short period/ time out
  - Detention
  - Written punishment during detention
  - Homework of any work left undone during detention
  - Exclusion from school activities and functions
  - Disciplinary hearing
  
2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Suspension may be recommended for a Grade 3 level offence and expulsion for Grade 4 level offences.
  
3. Conduct that may lead to suspension include, but is not limited to the following:
  - conduct that violates the rights or safety of others
  - criminal behaviour of any kind
  - defacing or destroying school property

- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other school employees or fellow learners.
  - outright defiance of lawful requests or instructions issued by persons in authority
  - repeated infringements of the school rules or the code of conduct
  - any of the deeds listed under Grade 4 offences.
4. When learners receive a second Disciplinary Hearing, the Disciplinary Board, Directors and the Principal has to be present to determine the outcome of the hearing. The final decision of suspension and expulsion rests with the principal of El Marine Primary.

#### **L. Suspension of a Learner as a Precautionary Measure**

The Directors of El Marine authorises the Principal or Disciplinary Head to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. After the second Disciplinary Hearing, the Disciplinary Board, Directors and the Principal must decide on the grounds to suspend the learner.
2. Before the learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not take place.
3. The learners and parents are given one week from the decision for suspension to appeal. If the proceedings do not commence within 1 week, approval for the continuation of the suspension must be obtained from the Directors.
4. The suspension period is 5 school days. If suspended for higher offences, the suspension will be applicable until the appropriate sanction is announced.

#### **M. Disciplinary Hearings**

1. The following official forms will be issued for misconduct and disciplinary hearings.
  - Written warnings
  - Notice of disciplinary hearing

- Recording of disciplinary hearing
  - Review form (lodging of appeal – in the case of a suspension or expulsion)
2. A Written notice of a disciplinary hearing will be given at least 5 days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
  3. When a notice is issued, the learner and parents must acknowledge the receipt of the notice by signing for it. This is not an admission of guilt.
  4. If a learner does not appear at the first hearing, the hearing will be conducted in his/her absence.
  5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
  6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to suspension pending a hearing.
  7. The first disciplinary hearing will consist of the following members:
    - The school Principal
    - The disciplinary head
    - The register teacher
    - The learner and any other learners he/she need for their defence (if applicable)
  8. The second disciplinary hearing or Hearings due to Grade 4 offences, will consist of the following members:
    - A member of the Directors
    - The school Principal
    - The disciplinary head
    - The register teacher

9. Disciplinary measures that a Disciplinary Hearing may impose include:
- Exclusion from school functions, field trips or any other privileges for a period of time
  - Recommendation of the attendance of educational psychological tests
  - Recommendation with respect to counselling/attendance of a life skills programme organised by the parents/guardian.
  - Progress monitoring process initiated, followed by a progress report to the parents every second week.
  - Initiate a personalised behaviour system with the parents to work in co-operation with the parents to improve the learner's behaviour.
  - Payment to cover the cost of repair or replacement of the damaged, lost or stolen items.
  - Suspension for a maximum of 5 school days
  - Expulsion
10. The Disciplinary Head will keep on record copies of all documentation relating the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
11. The Disciplinary Head will furnish the relevant register teacher with all the information necessary for their records.

## **N. Procedure during Disciplinary Hearings**

1. The Disciplinary Head of the Committee must lead the proceedings and:
- introduce those present and state their functions
  - ensure that witnesses are present only while giving their evidence.
2. The Disciplinary Head must inform the learner of his/her rights:
- the right to have this hearing
  - the right to be present at this hearing
  - the right to be given advance notice of the charges
  - the right to be accompanied at the hearing by parents/guardian
  - the right to ask questions
  - if the learner is not present, the hearing will be conducted in his/her absence.



3. The procedure of enquiry is to be explained by the Disciplinary Head. The nature of the alleged breach or misconduct will be explained to those present at the hearing by the Disciplinary Head. Then the evidence of the complainant and his/her witnesses will be heard as well as that of the learner's teacher. The learner and panel may ask questions about this evidence.

4. When all the evidence has been heard, the Disciplinary Head will dismiss the learner and his/her witnesses.

5. The Committee will continue to discuss and weigh the evidence and come to a decision about what the school, the learner's class teacher, and the learner's parents must do to assist the learner with his poor behaviour choices.

6. The Disciplinary Head must invite the learner back into the room.

7. The Disciplinary Head must communicate the decision to the learner and reasons for the penalty (if any) that has been imposed. This could be anything from special goals that the learner has to meet, being denied at Extra-Curricular events for a period of time, getting suspended for 5 school days etc. The learner must understand that if he does not improve his behaviour, the consequences will become more severe.

8. The Learner and his/her parents/guardian must sign the disciplinary form and a copy must be handed to the learner and his/her parent/guardian (if a learner refuses to sign, a witness must sign in his/her presence).

9. The signing of the document by the learner does not imply an acknowledgement of guilt.

## **O. Layout of the Disciplinary System**

### **Rewards and Punishments**

#### **Foundation Phase (Gr. 1-3)**

During the foundation phase, behaviour modification still plays a very important role. Learners in these grades are therefore given the chance to make better choices through:

- warnings
- counselling (discussion with child about their behaviour)

- punishment

It is also important for young learners to get adult approval and so if a learner is making the right choices, they will know about it through:

- oral words of encouragement
- stars on a recording sheet
- a brag page to take home
- rewards

### **Behaviour Board**

Every class has a behaviour board against the wall. The board is customised by each teacher but must contain:

- a visual warning system (Gr. 1 & 2 = 3 warnings, Gr. 3= 2 warnings)
- a visual for learner's poor behaviour
- a visual for learner's good behaviour

### **Good behaviour:**

There are 20 cards on which there are 20 open star spaces for each learner. The 20 cards are different colours representing different levels. At the start of the year, each learner receives the first level card. When the learner fills the first card, they take it home to go and brag with their families and they get the next level card to fill and so on.

The learner can receive stars in the following ways:

1. If the learner remained on green all day and they followed the class rules **and** school rules for that day, they can receive one sticker (daily).
2. If the learner did their best work that day and their workbooks show that they put in effort, they may receive one sticker, provided they remained on green that day (daily).
3. If they returned any newsletters **the next day** after it was handed out, they receive one sticker (per newsletter).
4. If they did all their homework every day of the week they will get one sticker (on Fridays).

5. If they get full marks for a spelling test (Gr. 1-3) and above 80% for class tests (Fridays/on the day the test is marked).
6. If Gr. 1-3 gets above 90% for their Formal Assessment Tasks they get 2 stickers (per task).

Each time the learner completes an entire card of stars, they get rewarded by the teacher and/or the principal in the following ways:

- the teacher may have her own reward system (ex: surprise box, sitting at the teacher's desk for a day, choose who you sit next to, extra recess, etc)
- the learners' names are handed in at the office so the learner can be announced during assembly and receive recognition and/or rewards from the principal and the entire school.
- the learner may wear civvies on the Friday after they took their card home when they reach the levels marked in grey in the learner's homework book.
- the learner's full card is sent home, the teacher may decide to add what else they are good at to the card so that parents can also be informed. (e.g. hard worker, good friend, math junkie...etc.)
- when the card is sent home, the teacher fills in the corresponding level on the learner's brag page in their homework book to show that the learner has completed the level.
- one learner in each class who fill the most levels by the end of the year will be given a big reward that will be decided on at that time.

### **Poor Behaviour (right):**

There are 5/4 blocks to the right of each learner's name. These blocks serve as the three/two warnings that a learner gets **each day**.

- Green Block= ready to learn,
- Yellow Block= stop and think,
- Orange Block = change your behaviour,
- Red Block = you are not making good choices.

A teacher moves a marker from the green block to the yellow block when a learner is not following one of the class rules. Each teacher has her own set of class rules and these are in front of the homework book.

Each rule has a number that represents that rule. If a learner continues to misbehave the teacher keeps moving the marker to the next block.

Once the marker is on the red block (for Gr.3) and on the black dot (Gr.1-2), the learner/teacher has to write which rule it is that he was breaking into the space provided in the homework book with the date. The parent will have to sign next to this note and reprimand their child at home. The teacher must then also make the time (break/after/before school) to discuss the learner's behaviour with them and help them to come up with ways they can make better choices.

If the marker was moved and the learner did change their behaviour, the teacher is allowed to move it back.

**IMPORTANT: If the learner is not on green they cannot receive stars on their star sheet for anything. If the learner does something star worthy, they should rather be moved back to green.**

The fifth block also holds a card with 3 open spaces called the detention card. Once a learner ends up on red and has to write their offence in their homework book, the teacher also has to cover the first open space. These open spaces are **irreversible** and the learner will have to work hard not to get them covered. If the same procedure takes place again another open space will be covered on this card even if it is on that same day. When all 3 spaces are covered, the learner will receive detention.

The teacher will write the detention details into the learner's homework book under the provided heading. She will also write out a detention slip. Both of these must be signed by the parent and returned the next day. A notification will be texted to the parent to look out for this detention notice in the homework book.

Should a learner fail to submit their signed forms the next day, the learner will receive another black dot, putting him in a further disadvantage. A black dot will be given for each day that the forms return to school unsigned.

For Gr. 1 & 2 the black dots will be erased at the end of each week so that the learner can start each week with a clean slate. For Gr. 3 the black dots will only be erased at the end of the term. Should a learner fill up their black dots before that, they will be erased when they are full so that the learner can continue to receive black dots.

**IMPORTANT: Should a learner lose his/her homework book or any of the forms inside the homework book, the learner will receive direct detention and the learner's class teacher will have to replace the lost forms.**

Example of a basic Behaviour Board present in each classroom:

Positive Behaviour Card	Learner's Name	Green (ready to learn)	Yellow (first warning)	Red (second warning)	Black Dot card
★☆☆☆☆	Johnny				● ○ ○

Further steps if poor behaviour continues despite detention:

- After 3 times in detention, the learner's parents will be called upon for a disciplinary hearing.
- After a disciplinary hearing, the learner will receive a time out card and it will be explained to him/her that it is evident from their behaviour that they do not want to be treated like the rest of the school.
- Learners who are sent to detention will be excluded from any events or privileges (longer breaks, tuck shop, puppet shows, sport, and field trips etc.) for 5 days after their detention date.
- If parents have been to a disciplinary hearing and the learner receives another detention afterwards, the parents will be invited for another hearing in which the Disciplinary Board will decide whether or not to suspend the child for 5 school days.
- Continual misbehaviour and in consideration of the degree of the offence, a learner could be permanently expelled from school. When the learner returns and receives detention again, the learner will be considered for expulsion.

## Time Out Card

This card will only be given to learners at a disciplinary hearing and it will be customised according to each card holder's needs.

When a learner receives this card they are not going to be treated like the rest of the school. It will be explained to them that they will only be treated like everyone else when they show that they want to do the rules of the school and their class and that they can meet the expectations that El Marine Primary sets for its learners.

It is aimed to help teachers manage the behaviour of the "difficult" child for whom the system mentioned above is not enough to guide their behaviour.

The learners will be told exactly what behaviour will count against him/her. This will be numbered on the card so that the learner will always know what was discussed with them. Each time the learner does the unwanted behaviour that was discussed, the teacher will write this number on the card and initial next to it. Each number written by a teacher counts as a point against them and adds toward privileges that will be taken away from that learner. Each learner in Gr 1-2 starts with 5, Gr. 3 with 10 negative points earned for the disciplinary hearing.

The amount of points for privileges to be taken away and the type of privilege that will be taken away will also be customised according to each learner. Privileges may include:

- Sitting with your class during assembly
- Going for break at the same time as others
- Buying from the tuck shop
- Lining up with your class
- Watching a movie before school/as a class reward
- Going on excursions
- Going to the library and taking out books
- Going for computer lessons
- Joining during physical education period
- Practicing a sport
- Participating in a sport match
- Playing soccer during breaks

- Playing on the jungle gym
- Classroom related privileges (differs from grade to grade and teacher to teacher)

Learners will however be able to eliminate negative points when they do something positive for the school. This is in the form of a service done and will also be customised according to the learner. Stars may not be given to learners who have a time out card, rather their negative points must be eliminated. What is listed below is only a few examples of possible services but teachers may eliminate points for things they want to reward as they know their learners better. Services may include:

- Dusting the classroom
- Bathroom Duty
- Picking up papers on the school playgrounds
- Playing with a lonely learner (someone new)
- Greeting teachers properly
- Looking that no one in their class speaks in the hall
- Writing a shout out to someone
- Letting someone go in front of you in the line
- Writing to say thank you for something a teacher does for the school
- Talking to a teacher about something you like about your school
- Help someone with something they struggle with
- Give someone a compliment/write a free compliment rip-off to paste in corridor
- Covering books with plastic in the library
- Help a younger child with their homework/reading
- Organise a shelf in your teacher's classroom
- Create art for the corridor
- Decorate your bathroom
- Break duty
- Opening the morning with prayer or word of encouragement
- Volunteering to help out with any functions
- Volunteering to sing in front of the hall during assemblies
- Come up with a great idea to improve the school and taking initiative to make it happen.

When a learner has eliminated all his points, the card must be free of points for another 3 days before the card will be taken from the learner and they are allowed back to the normal system.

Once the learner is back on the normal system, they must receive 10 stars on their positive behaviour sheet as a reward.

Not all behaviour is only a warning. All offences have different degrees of seriousness and therefore are treated accordingly. The list below indicate which type of behaviour will be a warning, a direct dot on the detention card, direct detention and which means a direct disciplinary hearing with parents.



Description of possible behaviour and consequences for actions:

<b>GRADE 1</b> <b>Warnings</b>	<b>GRADE 2</b> <b>Direct black dot</b>	<b>GRADE 3</b> <b>Direct detention</b>	<b>GRADE 4</b> <b>Direct detention as well as direct disciplinary hearing</b>
Talking while the teacher is talking	Home work incomplete	Assault or intimidation of a fellow learner or teacher	Serious damage to any school property
Off task	Letters not signed/returned	Fighting (all parties involved)	Possession of pornographic or erotic material
Keeping class mate out of their work	Wandering around school during lesson times	Aggressive behaviour	Possession of a weapon
Work not neat	Any school material damaged/not taken care off	Chronic absence for no good reason	Theft
Not following directions quickly	Talking during assembly	Writing obscene letters containing swear words and inappropriate drawings	Gambling or making bets for money on or off school property
Forgot important books at home	Repeated disrespect of other religions and cultures	Complete disregard for authority/rules or procedures	Sexual harassment/molestation/rape
Incomplete work (learning barrier)	Lost library books/damaged library books	Swearing at an educator/peer	Satanism
Running in class	Continuously not completing working tasks/class work	Losing homework book or any important forms	Racism
Does not have the necessary working material (pencils, glue etc)	Tardiness	Dishonesty in a test or exam	Raping
Making a mess in class	Running in the corridor	Vandalism or damage to school property/possession of other learner's property	Smoking or use of any addicting substances as well as selling of any of these substances.
Books not covered with plastic	Dishonesty	Possession or use of fire-crackers or any other dangerous toys	Gangs - promoting the formation of/associating with/furthering activities of school gangs or social groups that exclude other learners.
Not putting hands up to speak	Shouting in the corridors	Plagiarism of any work or assignments.	Sticking a pen/scissor or any other sharp object into any learner.

<b>GRADE 1</b> <b>Warnings</b>	<b>GRADE 2</b> <b>Direct black dot</b>	<b>GRADE 3</b> <b>Direct detention</b>	<b>GRADE 4</b> <b>Direct detention as well as direct disciplinary hearing</b>
Being late for class after break.	Repeated dress code infringements (including hair and personal hygiene)	Not attending detention	Engaging in conspiracy to disrupt the proper functioning of school through collective action.
Hair not according to school rules	Throwing objects at other learners	Forgery e.g. parent/guardian's signature	Pornography – distribution and possession thereof
Long nails/nail polish	Serious disruption of classroom routine	Lying	Racist conduct that defames a learner or member of staff
Disrespect of other religions and cultures	Disrespect/negative attitude towards any teacher	Offensive material	Improper suggestions of a sexual nature.
Not wearing the correct uniform	Incomplete work (talking / playing)	Spitting on or off school grounds	Verbal abuse of a teacher or member of staff
		Bunking a lesson or a school enrichment activity	Bribery
		Bullying in any form (physical, verbal, emotional, cyber)	Possession of a dangerous weapon or object e.g. a firearm or knife.
			Fraud- using fund raising forms as a personal gain
			Trading in test/examination material for personal monetary gain.

### **Intermediate and Senior Phase (Gr. 4-7)**

By the time learners get to the intermediate and senior phase, we expect learners to already have a clear understanding of what is acceptable and unacceptable behaviour. Learners in these grades are therefore discouraged to make unacceptable behaviour choices through:

- counselling (discussion with child about their behaviour)
- punishment

However, we understand that it is still important for these learners to get adult approval and so if a learner is making the right choices, they will know about it through:

- oral words of encouragement
- merits
- merit badges
- rewards

### **Merits Recording Sheet**

Each learner has a Merits Recording Sheet in their homework book (the teacher has a copy of this for if it is tampered with or lost). Merits will be added on this sheet for acceptable choices as well as taken away on this sheet for unacceptable choices.

All disciplinary actions are to the discretion of the school. The school will acknowledge the age of the learners when deciding on a sanction.

1. The merits: All learners will start with a credit of 150 merits.
2. If a learner reaches 60 merits he/she will receive a detention for an hour on a Friday afternoon. During detention the learner might have to catch up on homework, do a chore, study the Code of Conduct, and do an applicable assignment relating to the transgressions. Parents will receive notification in writing of the detention date a week in advance.
3. No exceptions will be made e.g. transport challenges etc. A learner's points will be re-adjusted to 150 once detention was done satisfactorily. Please note that the points are to the discretion of the school.
4. When a learner gets a new badge, the old badge will be taken in. The learner may keep the last badge of the year as reminder of his/her personal best of that year.
5. The learner starts each year afresh and has to accumulate new merits.
6. Learners will receive merit badges when they reach the following merits:

Meritum (Red merit badge)	Meritum (Green merit badge)	Meritum (Blue merit badge)	Meritum (Achiever) Bronze badge	Meritum (Leader) Silver badge	Meritum (Ambassador) Gold badge
300 merits	450 merits	600 merits	800 merits	900 merits	1000 merits

Acceptable Choices:

Below is a layout of commendable behaviour and the amount of merits achievable:

		<b>MERITS</b>
	<b>PERSONAL DEVELOPMENT</b>	
1	Good manners/politeness (at the discretion of educators)	5
2	Excellent behaviour even under difficult circumstances	5
3	Neat and appropriate uniform and hair (also hygienic)	5
4	Neat and tidy workbooks at the end of the term	5
5	Co-operation e.g. return of reply slips, handing in of assignments etc.	5
6	Birthdays (may also wear civvies for the day)	5
7	Lining up in an orderly manner as is expected from the educator	5
8	Achieving a personal milestone (done in collaboration with an educator – setting it up at the start of the year)	5
9	Perseverance and commitment each term	5
10	Service to school – offering time and help to peers and staff (only 2 per term)	10
	<b>POSITIVE ATTITUDE TOWARDS THE SCHOOL</b>	
11	Involvement in School Events	10
12	Donations/Contributions (only 2 per term)	5
13	Learner did more than was expected (e.g. completed extra class work or homework)	5
14	Helpful after hours	5
15	Supporting and or participating in any non-compulsory sport or cultural event	5
16	100 % school attendance for the term	10

<b>ACADEMIC</b>		
17	Reading most books in the grade per term	10
18	Marks are above grade average (only awarded when not qualifying for any of the 20-24 merits)	10
19	Improvements on assessment results	10
20	Highest marks in a subject in the grade	15
21	Highest average in Maths and Natural Science	20
22	Highest average in both Afrikaans and English	20
23	Highest mark for a project (without parental assistance)	10
24	Excellent school report at the end of the term with overall achievement of 80% and above (point for the report of the fourth term may be claimed in the new year)	20
<b>SPORT AND CULTURE</b>		
25	Great participation overall in both sport and culture (per activity- should have attended all practices and matches)	20
26	Great improvement in sport/culture (judged by coach)	15
27	Received a certificate for any sport or cultural event	15
28	Received a certificate for any sport or cultural achievement	15
29	Elected for a provincial team: Sport or Culture	20
30	National representation: sport or cultural level	50
<b>LEADERSHIP</b>		
31	Elected as a media monitor/ class monitor/ tuck shop leader	15
32	Duties of monitor well performed	15
33	Elected as captain of a team	20

34	Elected as a school leader	50
35	Excellent duty as a leader	30

**Unacceptable Choices:**

Below is a layout of behaviour that we do not deem acceptable at El Marine Primary and the amount of merits that will be taken away as well as the steps that will be taken to discourage this type of behaviour:

A Category will be handled by teachers themselves.

	<b>TRANSGRESSION</b>	<b>DEMERIT</b>	<b>POSSIBLE SANCTION</b>
A1	Littering in or outside the classroom	5	Warning; break detention to pick up litter; demerit
A2	Failure to return tear-off slips	5	Warning; demerit; WhatsApp notice to parent
A3	Failure to return detention slips	5	Demerit; WhatsApp notice to parent
A4	Electronic devices used during school hours without permission	10	Warning; confiscated and handed to the secretary to lock up in the safe; parents must come and personally fetch the device from school; demerit; WhatsApp notice to parent
A5	Homework, tasks, projects and assignments not done/copied	10	Warning; demerit; homework book entry
A6	Books or stationary left at home	10	Warning; demerit; homework book entry

A7	Disruption of teaching and learning e.g. walking around without permission; deliberately slowing down work pace; disturbance from inside or outside class; late for class, eating/drinking in class etc.	5	Warning; demerit; confiscating of food; homework book entry
A8	Untidy/incorrect uniform or hair (inappropriate appearance/civvies day included)	10	Warning; demerit; homework book entry
A9	Unbecoming behaviour e.g. spitting, swearing, rudeness	10	Warning; demerit; homework book entry
A10	Gambling/wheeling and dealing	10	Warning; demerit; homework book entry; confiscate items
A11	Late for school without a valid reason	10	Warning; demerit; homework book entry; incident recorded
A12	Loudness or inappropriate noises	5	Warning; demerit; homework book entry
A13	Outside a classroom without permission	10	Warning; demerit; homework book entry
A14	Insubordination towards Monitors/prefects	15	Warning; demerit; homework book entry
A15	General Dishonesty e.g. cheating in a test	15	Warning; demerit; phone the parents; deduct section's marks
A16	Bullying: Aggression towards peers; swearing; teasing; taunting; (also via electronic media or written on paper)	15	Warning; demerit; phone parents
A17	Vandalism (e.g. minor graffiti, minor damage to property etc.)	15	Clean; repair; replace; demerit; phone parents

A18	In possession of prohibited/dangerous items e.g. fire-crackers, pee-shooters, skate boards, stink bombs etc.	15	Confiscate- lock up in safe; demerit; phone parents
A19	Mocking/Taunting behaviour towards educators	15	Phone parents; demerit
A20	Transgression at a school function	15	Demerit; contact parents; remove from function; refuse learner further functions (serious transgressions can lead to disciplinary hearing)
A21	Transgression on a school outing	15	Demerit; contact parents; refuse learner further outings (serious transgressions can lead to disciplinary hearing)
A22	Untidy work/ stationary/ books	5	Warning; demerit; homework book entry

B Category will be handled by the Head of Department.

	<b>TRANSGRESSION</b>	<b>DEMERIT</b>	<b>POSSIBLE SANCTION</b>
B1	Repeated A category offences	50	Refer to the Head of Department; contact parent; written warning
B2	Disrespect, objectionable behaviour, verbal abuse directed at educator, staff or peers (minor)	50	Remove learner from place of incident. Detention and contact parents. Reoccurrence- parent interview or referral to principal; written warning
B3	Continuous disruption of classes	50	Demerit; contact parent; written warning
B4	Failure to attend detention	50	Catch up on missed detentions. Reoccurrence will result in



			disciplinary discussion; written warning.
B5	Disruptive, unacceptable behaviour during detention	50	Detention repeated and disciplinary discussion; written warning
B6	Discriminatory behaviour	50	Detention; contact parents
B7	Disregarding test/examination procedures	50	Start later; issued with new question paper no extra time will be given; contact parents; could forfeit marks(question paper will be used as evidence), written warning
B8	Engaging in minor public indecency	50	Detention, contact parents, written warning
B9	Ongoing Fighting, bullying, teasing	50	Detention, refer to HOD, phone parents, written warning
B10	Truancy of any school events	50	Detention, contact parents, written warning.

C Category will be handled by the Principal or Disciplinary Head

	<b>TRANSGRESSION</b>	<b>DEMERIT</b>	<b>POSSIBLE SANCTION</b>
C1	Repeated Category B offences	100	Follow procedures as stipulated below
C2	Major fighting	100	Refer to Disciplinary Head. Parents contacted. Final Written warning. Disciplinary discussion with parents.
C3	Smoking / possession of cigarettes on or off school property when wearing school uniform.	100	Confiscate cigarettes and lighters. Refer to Disciplinary Head. Contact parents. Break detention for one week. Final written warning
C4	Serious disruptive/unacceptable behaviour during outings and any	100	Refer to most senior staff member present. Banned from event and future events.

	school events (on or off the property)		Disciplinary discussion with parents. Final Written warning.
C5	Petty theft	100	Refer to Disciplinary Head. Parents contacted. Final Written warning. Disciplinary discussion with parents.
C6	Cheating in tests (refer immediately)	100	Irregularities recorded, refer to Disciplinary Head, disciplinary discussion with parents, final written warning.
C7	Inappropriate behaviour/comments in public or at school events bringing school in disrepute.	100	Refer to Disciplinary Head, disciplinary discussion with parents, final written warning.
C8	Playing demeaning/insulting/dangerous games	100	Refer to Disciplinary Head, disciplinary discussion with parents, final written warning.
C9	Truancy: Absent from school without a valid reason	100	Refer to Disciplinary Head, disciplinary discussion with parents, final written warning.
C10	Partaking in any form of gambling or similar gaming activities on premises	100	Refer to Disciplinary Head, disciplinary discussion with parents, final written warning.
C11	Extortion, bribery, corruption, fraud	100	Refer to Disciplinary Head, disciplinary discussion with parents, final written warning.

Very Serious Misconduct – Handled by the Principal and Directors

	<b>TRANSGRESSION</b>	<b>Possible Sanctions (Discretion of the Disciplinary Head)</b>
D1	Repeated Category C offences	Primary School Learners will lose all their merits and monitor badges. Learner's merits will fall away and he/she will start at 0 points.  Financial obligation to parents.
D2	Extreme vulgar/deviant/unacceptable behaviour	

D3	Possession of dangerous weapons	Provisional suspension until disciplinary hearing.  Suspension  Compulsory rehabilitation programme (private institutions)  Criminal charges laid as SAPS.  Expulsion from school.
D4	Possession/storage/creation of pornography/obscene/offensive material or distribution thereof	
D5	Possession/under influence/suspicion of habitual use of alcohol/drugs	
D6	Sexual assault	
D7	Inappropriate sexual behaviour	
D8	Sexual harassment	
D9	Engaging in serious public indecency/exposing	
D10	Serious fighting (assault/injury)	
D11	Assault to educator-verbal or physical	
D12	Theft; in possession of another person's property without their consent, sale of another person's stolen property	
D13	Major vandalism/sabotage	
D14	Fraud –Examinations	
D15	Violent, abusive, intimidating or threatening behaviour (verbal or physical)	
D16	Transferring, selling or distributing, using or being in possession of a dangerous object including but not restricted to weapons (including guns, ammunition, knives, clubs or screwdrivers), fireworks, explosives or any object that may be considered as potentially dangerous	
D17	In possession of OR under influence of alcoholic, hallucinogenic or dangerous/prohibited substances; distributing, storing or consuming any of these.	

D18	Any gang related activity	
D19	Actions that expose others or the school to danger, injury, loss	

### **Detention Procedures**

Detention takes place on a Friday afternoon from 12:45 until 14:00.

All learners at detention will be given from 12:45-13:00 to eat and use the bathroom.

From 13:00-14:00 the learners will have to spend the hour doing work their teacher gave them to complete.

In some cases, class teachers will send written work to be completed by the learner during this time.

During this hour, learners will not be permitted to:

- eat or drink
  - go to the bathroom more than once
  - talk
  - stand/walk around
  - use any electronic devices
  - listen to music/watch movies
  - draw/read
  - talk or look around
  - sleep
- Parents will have to make other arrangements with their child's transport so that the learner can attend detention.
  - In very extreme circumstances that will have to be proven by the learner's parents, learners will be allowed to sit detention during break on Friday and on Monday again, instead of after school.
  - The teacher on duty will keep a register. Should a learner be absent, that learner will be put on the following week's detention list.
  - Should a learner be absent from 2 detentions in a row, a disciplinary hearing will be scheduled for that learner.

- Should a learner be absent from detention again after a disciplinary hearing was held with that learner, he/she will be immediately suspended for 1 week of schooling.
- After 3 times in detention, a disciplinary hearing will be scheduled for that learner.

**P. Annexure**



*El Marine Primary*  
 Tel: 021 853 7943    info@elmarineprimary.co.za  
 Cell: 082 073 6517    www.elmarineprimary.co.za  
 Fax: 086 619 5053



**WRITTEN WARNING IN THE LEARNER'S HOMEWORK BOOK**

**Notice of Bad Behaviour**

Date of offence	Code of offence('s)	Additional notes from the teacher	Teacher signature	Parent/ guardian signature
Detention				
Detention				
Detention				

\* If the grey areas are ticked, it indicates that your child will receive detention for his continued behaviour and that you should also sign the detention section of this book.

- One (1) copy to learner in their homework book.
- Note made in Teacher Behaviour File with the same details as written to the learner.



## FINAL WRITTEN WARNING

Name of learner: .....  
Class/Subject: .....  
Teacher: .....

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence: .....  
Grade of offence: .....  
Nature of offence:  
.....  
.....  
.....

Learner's statement:  
.....  
.....  
.....  
.....

Teacher signature: ..... Date: .....

Parent signature: ..... Date: .....

- Teacher and Disciplinary Head to keep record:**
- One (1) copy to learner, original to be kept by teacher in Behaviour file
  - Signed copy must be sent to the Disciplinary Head



## NOTICE OF DISCIPLINARY HEARING

Name of learner: .....

Class/Subject: .....

Teacher: .....

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing: ..... Venue of hearing: .....

Time of hearing: .....

The charge against you is as follows:

.....  
.....  
.....

Date of Offence(s): .....

Codes of offence(s):

.....  
.....  
.....

Disciplinary Head signature: ..... Date: .....

Parent signature: ..... Date: .....

- One (1) copy to learner, one copy to teacher, original to be kept by Disciplinary Head
- Signed copy must be sent to the Disciplinary Head





## RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

Learner's rights (to be read by Server)

- The right to formal hearing
- The right to be present at the hearing
- The right to be given time to prepare your case
- The right to be given advance notice of the charges
- The right to be represented at the hearing by an internal representative
- The right to be assisted at the hearing by parents/guardian if under age
- The right to ask questions on any evidence produced, or on statements of witnesses
- The right to call witnesses to testify on your behalf
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing)
- The right to appeal within five (5) school days against any penalty by the Disciplinary Committee
- If you do not attend, the hearing will be conducted in your absence

I certify that the above rights have been read and explained to the learner.

.....  
**Learner**

.....  
**Witness**

.....  
**Date**



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**SUSPENSION FROM CLASS**

You are further advised that you have been suspended from class from:

Time: .....Date:...../...../.....until Time: ..... Date: ...../...../.....

During your period of suspension, you will not be permitted on the school premises unless written permission has been given to you by a senior member of management.

**Note: Learner receives one (1) copy and the signed copy must be kept and filed by the Disciplinary Head.**





## LOGGING OF APPEAL (REVIEW FORM)

In terms of the school's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) school days)

Name of Appellant:

.....  
.....

The appeal is made on the following grounds (the appropriate areas to be marked with an X)

The disciplinary measure imposed was not in line with the grade offence.

Disciplinary procedures were not followed.

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

.....

The following reasons are submitted in support of this appeal:

.....  
.....  
.....  
.....

Date of appeal lodged: ..... Appellant: .....