



**ST MARKS
PRIMARY
SCHOOL**

**LEARNERS CODE OF
CONDUCT**

**EMIS NUMBER:
925661799**



PREAMBLE

In terms of section 12 of the constitution of South Africa (act 108 of 1996), every child has the right to be educated. We at St Mark's Primary realized that better education is attainable through collectivity based on discipline and high level of professionalism. It is the responsibility of the school and all its stakeholders and the DoE to provide educational opportunities that its learners and all community deserve.

St Marks Primary school is a public institution of learning. This policy serves to guide internal operations, behavior, relations, procedures, and process for the orderly running the school. Learners must also recognize their responsibilities to their parents, educators, fellow learners and themselves.

The school will formulate rules which define the kind of behavior expected of its learners. Learners will always be advised and expected to conduct themselves within the rules provided. We will also ensure that the school becomes the centre of excellence.

1. Aims and objectives

- St Marks Primary school aims to promote professionalism maintain discipline and stability i.e exemplary conduct ,
- To develop a healthy working relation for effective teaching and learning,
- To encourage collective problem solving effort, to provide fair and sound solutions.
- To produce confident and committed learners whom the government and parents will benefit both economically and intellectually.

2. School Vision

To provide a healthy learning and teaching opportunities for both educators, learners within the school campus.

3. Mission Statement

- St Marks Primary school is committed to unlock learners' potential and nurture their talent to meet socio economic and technological need s of our community.
- The school's code of conduct will be distributed to all the relevant stakeholders to refer from
- The task team especially the SMT, SGB, Schools disciplinary committee will monitor the implementation thereof.

4. Legislative framework

- South African schools act 84 of 1996 as amended
- School Governing Body training manual 2009-2010
- St Marks Primary – schools constitution.



5. Learners Code of Conduct

1. Learners must be punctual at school,
2. Must maintain sound relation with others at school
3. Must respect the dignity and self worth of others
4. Must comply with all instructions and general rules of the school
5. Respect and take care of the schools properties
6. Behave honestly and promptly so
7. Demonstrate and show positive attitude towards learning
8. Behave responsibly and not endanger the safety and welfare of others
9. Accept punishment and disciplinary action against him/herself
10. All learners are expected to participate in all extra mural activities performed at school
11. No learner is allowed to vacate the school's campus during contact time , unless the office of the Principal is notified
12. Learners should not make up & down movements during lessons/working periods
13. Learners are not allowed to drink water during contact sessions as this will cause unnecessary movement indicated in 12 above
14. Cell phones and its accessories are completely not allowed at school
15. Boys hair should be neatly cut short and well combed
16. Coloured hair is totally prohibited in the school's campus
17. Learners must regard and accept Educators as their parents and show respect to all
18. Theft at school is strongly discouraged.

6. Learners' Dress code

Girls (all these should have an emblem except for shoes and socks pants)

- Red and white Scottish pants, red golf shirt with Scottish collar
- White school socks
- Black school shoes
- Red and navy blue tracksuit when it is cold or a navy blue jersey with red stripe

Boys (all these should have an emblem except for shoes and socks)

- Red golf shirt with navy blue collar
- Navy blue Bermudas
- Red and navy blue tracksuit only when it is cold
- Navy and red jersey



7. School Times

- 8.1** 7h45-7h50 Devotion in their respective classrooms (Monday – Thursday)
- 8.2** 08h00-10h00 lesson periods
- 8.3** 10h00-11h00 long break
- 8.4** 11h00-13h30 lessons for Foundation Phase
- 8.5** 11h00-14h00 lessons for Intermediate and Senior
- 8.6** 14h00 -14h10 short break
- 8.7** 14h10-15h00 extra mural activities (Intermediate and Senior Phase)

8.2. Assembly and devotion

- 1** All learners are expected to be in the school campus when the bell rings at 7h45 Monday - Friday
- 2** Learners must queue in front of their classrooms boys and girls separate
- 3** Learners enter the classroom through the instruction of the educator
- 4** Learners will start a short song and thereafter pray usual prayer
- 5** All learners will sit down and keep quiet waiting patiently for educator to teach
- 6** The whole process is monitored by the class teacher in each classroom from Monday –Thursday
- 7** On Fridays assembly will be held in the library centre with all learners and educators actively involved from 07h45-08h45

8.3 Extra Mural Activities

All learners in the Intermediate and Senior Phase are compelled to do extra mural activities.

1. Outdoor Activities

- a. Netball
- b. Soccer
- c. Volleyball

2. Indoor activities

- a. Chess
- b. Scrabble
- c. Monopoly
- d. Table tennis

3. Music

4. Traditional Dance

5. Drama

6. Poetry

8. The rights of learners

- i. Learners have democratic right to participate in decision making on matters affecting them at school
- ii. All learners shall enjoy equal treatment before the law
- iii. The learner has the right to have his/her human dignity be respected
- iv. Every learner has the right not to be treated or punished in an inhuman and degrading manner.
- v. Learners have right to clean and safe environment conducive to education
- vi. Learners have right to education which must be accessible to everyone



9. Rights and responsibilities of learners

- i. Learners must be involved in the formulation of class rules
- ii. Every learner should be provided with a copy of school rules
- iii. Learners are expected to adhere and know both school and classroom rules
- iv. Learners must commit themselves to do school work
- v. No learner will be allowed to disrupt the school
- vi. Learners must protect and use the schools facilities and equipment fruitfully and effectively
- vii. Learners who intentionally misuse or damage the school's property should replace it or pay it
- viii. Learners must attend school regularly
- ix. Parents or guardians of the learner who absent him/herself from school must notify the school in writing or physically avail themselves
- x. All learners are expected to be disciplined and well behaved.

10. Disciplinary and Punishment procedures at school level

- i. Learners must report all their problems to their class educators
- ii. The class educator must engage themselves to the problem and solve it.
- iii. If further attention is required the matter will be referred to the Principal's office
- iv. Disciplinary committee will be consulted to attend the problem
- v. Disciplinary committees will finalize the matter in consultation with the Principal, SMT and SGB and the parent of the learner. NB corporal punishment at school should not be administered
- vi. Disciplinary committee must conduct hearing in accordance with provincial regulation laid down by member of the executive committee.

11. Penalties and Corrective measures of the offender (Learners)

- i. Verbal warning by an Educator or Principal
- ii. Supervised school work that will contribute to the learners progress at school
- iii. Replacement of damaged property
- iv. Performing task that would benefit the offended person
- v. Agreed on affordable compensation
- vi. Suspension from schools' activities



12. Offences that may lead to suspension

- i. Conduct which endangers the safety and violates the right of others
- ii. Possessions or use of dangerous weapon
- iii. Possession or use of unauthorized drugs, alcohol and intoxicants of any kind
- iv. Fighting or assaulting others
- v. Immoral behavior
- vi. Falsely identification of oneself
- vii. Hate speech, sexism and racism
- viii. Theft or possession of stolen property e.g. tests or examination papers prior to writing,
- ix. Unlawful action, vandalism or destroying school property
- x. Disrespect, unacceptable behavior or verbal abuse directed at educators, schools employees and/or learners
- xi. Violation of school rules and code of conduct
- xii. Criminal behavior e.g. rape and gender based harassment
- xiii. Victimization, bullying and intimidation of other learners
- xiv. infringement of examination rules
- xv. Supplying false information in order to gain advantage at school

13. Suspension and expulsion

- i. The SGB may after fair hearing suspend the learners who has been found guilty of contravening the stipulated code of conduct
- ii. Suspension of learners must not exceed one week
- iii. A learner who has been expelled, parents are at liability to appeal against the decision to the HOD within 7 days of the decision
- iv. HOD must find a school place for a learner in case transfer is necessary/required
- v. All decisions leading to suspension and expulsion must take cognizance of applicable law.



14. Involvement of the Learner during hearing

- i. Learners must be informed of the charges in writing five days before indicating date, time and place of hearing
- ii. Given opportunity to tell his/her side of story
- iii. He/She is at liberty to be represented by legal counsel, LRC, Parent, Guardian or Educator
- iv. Learners should be treated with dignity during that process
- v. SGB must inform the learner in writing of the decision of the hearing and the penalty imposed thereof
- vi. The learner has got the right to appeal the decision to HOD
- vii. SGB must keep records of the proceedings of hearing.
- viii. SGB must inform the HOD of its decision to suspend the learner within 24hours
- ix. According to the provincial law, a learner may only be expelled by the Head of Department.

15. Classrooms Procedures

- i. Assembly must be held at the beginning of each school day
- ii. Prayer is held inside individual classrooms Monday –Thursday
- iii. If the educator leaves, the class leader should remain in charge of the class
- iv. When any visitor enters the classroom, all learners should stand up and greet the person,
- v. No learner will be outside the classroom during lessons without permission
- vi. No drinking of water during lessons
- vii. Learners are not allowed to behave in an unacceptable manner
- viii. Positive participation is expected in the classrooms
- ix. Learners must accept educator as their academic parent and give them the same respect given to their parents
- x. Homework's and classworks must be done /written regularly

Compiled by;

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