

ELLERTON PRIMARY SCHOOL  
CODE OF CONDUCT 2018

	<b>UNACCEPTABLE CONDUCT</b>	<b>DEMERIT</b>	<b>CONSEQUENCES</b>
	Late coming	1	1 <sup>st</sup> warning 2 <sup>nd</sup> warning 3 <sup>rd</sup> warning Contact parent HOD Referral to SBST <sup>4</sup>
	No absentee letter *Incorrect/unacceptable uniform # hairstyle and appearance  * Full Summer/Winter/Phys Ed/Dance uniform # No dye or highlights. Braids to be the natural colour of the hair, braids to be away from the face. <i>Haircuts/styles: boys' hair to be cut either 1/2, 2/3, 3/4 combinations and no other fancy patterns.</i>	1	Contact parent HOD
	Incorrect dress code on school excursions.	1	Forfeit outing and written warning
	Disrespectful behavior towards any person, property/resources	2 - 4	Verbal warning Apology in front of class and school Demerits Contact parent HOD <sup>1</sup> referral DC <sup>2</sup> SGB <sup>3</sup>
	*Cellphone/Smart Watch/Electronic gadget  *allowed before and after school, switched off during school time, not to be used for any photos/videos unless instructed by the educator. School not responsible for any losses	2	Item confiscated Contact parent. Parent to collect. Repeated offence 2 - Parent collects after 7 days. Repeat offence 3 – parent to collect after a month.
	Homework/projects/assignments incomplete or not done. Diary/message book not signed.	2	1 <sup>st</sup> warning 2 <sup>nd</sup> 3 <sup>rd</sup> warning Contact parent HOD SBST <sup>4</sup>
	Loss and damaging of textbooks/library books/resources purchased by the school as well as negligence of school books.	2	Parent to pay the cost of the item or replace.
	Leaving school premises without permission.	3	HOD Office referral Contact parent

Damaging school property/vandalism/trespassing	2 - 4	HOD <sup>1</sup> Contact parent. Parent to cover costs. Work/Community service. DC <sup>2</sup> Referral to SBST <sup>4</sup> . SGB <sup>3</sup> . Possible suspension/expulsion
Swearing	5	HOD <sup>1</sup> referral Contact parent DC <sup>2</sup> Referral to the SGB <sup>3</sup>
Bullying/Fighting/ Cyberbullying Needling and teasing	5	Demerits. HOD <sup>1</sup> referral Contact parent. Parent to cover all costs. Work/Community service. DC <sup>2</sup> Referral to SBST <sup>4</sup> WCED <sup>5</sup> [Safe Schools]. Referral to the SGB <sup>3</sup> Suspension/expulsion
Possession of weapons – cause bodily harm. Smoking, alcohol or drugs on the premises.	5	Demerits Office referral Contact parent Contact police WCED <sup>5</sup> [Safe Schools] SGB <sup>3</sup> . Suspension/expulsion
Inappropriate sexual contact/behaviour/comments/gestures	5	Demerits Office referral Contact parent Contact police. WCED <sup>5</sup> [Safe Schools] SGB <sup>3</sup> . SBST <sup>4</sup> Suspension/expulsion
Extortion Theft	5	Demerits Educator investigates. HOD Office referral Contact parent SGB <sup>3</sup> . SBST <sup>4</sup> Suspension/expulsion
Fraud/cheating during assessments.	5	Demerits Office referral. HOD Contact parent. SGB <sup>3</sup> .
Not reporting for detention.	5	Referral to office, Contact parent, SGB <sup>3</sup> .

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1	HOD	Head Of Department
2	DC	Disciplinary Committee
3	SGB	School Governing Body
4	SBST	School Based Support Team
5	WCED	Western Cape Education Department

- Each learner is expected to uphold the Code of Conduct.
- Demerit points will be awarded according to the offence at the discretion of the educator.
- 10 demerit points will result in detention. Detention is on a Friday from 1pm – 2pm.
- Immediate detention will be given if the offence merits it.
- A detention form and a copy of the demerit sheet will be sent home for the parent to sign. Parents are to make the necessary arrangements.
- A learner placed in detention for a 3<sup>rd</sup> time will appear before the DC/SBST/SGB for further intervention.

**PARENT AND LEARNER TO SIGN AFTER DISCUSSING**

I, \_\_\_\_\_ (learner) in Grade \_\_\_\_\_

and my parents / guardian \_\_\_\_\_

have read and understand the rules and consequences of Ellerton Primary School. I, as a learner, commit myself to follow the rules and to accept the consequences when disobeying the rules.

I, as the parent, have read the above and agree.

**SIGNATURES:**

MOTHER / GUARDIAN: \_\_\_\_\_

FATHER: \_\_\_\_\_

LEARNER: \_\_\_\_\_

DATE: \_\_\_\_\_