



# MICHAELIS PRIVATE SCHOOL

*"Moving Forward Courageously" with a proud German Heritage*

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## CODE OF CONDUCT FOR LEARNERS

The implementation of the Code of Conduct is the responsibility of the Governing Body, principal and educators of the Michaelis School.

This Code of Conduct aims to make a reality of our Mission Statement, whereby we seek to care for the whole person in order to develop in our learners:

- A love for learning
- An enthusiasm for truth
- A love for others
- A respect for others, their views and believes
- A willingness to serve others; flowing from an appreciation of the Word of God and a deep commitment in Christ.

It follows then that a learner at the Michaelis School, will want to conduct him/herself in such a way that learning and teaching of the highest quality may take place and respect is shown by each one for the dignity of others.

This code of conduct is amplified by a set of rules and procedures

### 1. Dress Code

#### 1.1. School Uniform

The school uniform should be worn with pride. Full school uniform shall be worn during school hours, for school functions and outings. (Civvies may be worn where specified by an educator.)

Sports uniform as specified for individual sports, including practices, shall be worn for sports activities.

School uniform should be clean, neat and in good repair at all times as the school uniform is an advertisement for the school.

#### 1.2. Hairstyles

Boys' hair should be kept short, clean and neat. It is unacceptable to apply coloring or bleach to hair.

Girls' hair will be styled away from the eyes to afford clear vision. Shoulder-length hair should be held back off the face. Hair attire (e.g. Alice band) may be worn in navy or black. Hair should be kept clean, neat and coloring of hair is not acceptable.

#### 1.3. Jewelry

The wearing of jewelry is discouraged for safety reasons and to guard against the loss of valuables.

- Girls may wear plain sleepers or studs (one per ear).
- Boys and girls may wear wristwatches and a plain silver or gold chain with a cross. No other jewellery may be worn.

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- No temporary tattoos may be worn
- No nail varnish of any kind may be worn
- No makeup of any kind may be worn

## 2. Classroom Etiquette

Learners will obey all reasonable instructions issued by educators and adhere to the rules of the classroom as specified by individual educators for specific subjects and/or activities. Learners are expected not to talk while being spoken to. This applies at all times. Everyone is expected not to interrupt when people are talking.

All learners will participate to the best of their ability and complete tasks to the best of their ability.

A positive approach to learning should be encouraged and behavior must always give consideration to the interest of fellow learners. Children that disrupt lessons “steal” teaching time from other learners. They will be removed from the classroom and their parents will receive an SMS informing them to come and see the principal at school. Until such time the child will unfortunately be outside the classroom. They will be able to hear the teacher and have access to the work but they will be prevented from disrupting other students.

Personal belongings should be cared for. Respect for the personal property of fellow learners and equipment belonging to the school is essential. No property belonging to another may be used without permission being granted prior to usage.

All the books of the learners must be covered.

Learners are responsible for their own belongings, their work areas and their classroom. Work areas must be kept in a condition conducive to learning and classroom should be kept tidy and free of litter. Suitcases and sports bags should be arranged neatly in designated areas. Cleaning staff is only required to sweep rooms and verandas and empty waste bins. Litter control and care for the school environment is the responsibility of every learner.

All classwork and homework assignments must be completed to the best of the learner’s ability and in the time allocated. All homework set should be neatly recorded in a homework diary, which must be regularly checked by a parent/guardian. Classrooms should be vacated during break.

## 3. Aftercare rules

Aftercare children must report to the aftercare teacher at 14h15, and enter the aftercare classroom.

- They may not leave the classroom without permission.
- All classroom rules apply during after care.
- After one hour, and with the teacher’s signature in the home work book, they may leave the classroom to play outside.
- They may not leave the playground without permission.
- Once the parent has arrived to fetch a child, they must inform the teacher that they are leaving.
- Aftercare ends at 17h00. For every 10 minutes after this, a late fee of R20.00 will be charged.

## 4. School grounds Regulations

Learners should spend break periods in the areas allocated to them.

Ball games are restricted to the playing fields. No ball games may be played near the buildings, vehicles, on the verandas.

A sense of fair play is essential at all times. Dangerous contact sports should be avoided.

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The learners are discouraged at all times to play with sharp objects, sticks or elastics which are used as a catapult.

Older learners must respect the rights of younger learners and should not disrupt their games.

Respect for the environment and care for the earth and its resources form part of our ethos. Water should be used sparingly, bird, animal and plant-life cared for and the environment should be kept clean and litter-free.

## **5. Sports Etiquette**

The correct sports uniform, as laid down by the educator/coach in charge of the activity, must be worn.

Learners will be punctual for practices and must accept responsibility by being available for all matches, galas and school functions. If a learner is unable to attend a practice or event, this should be communicated to the responsible educator, in writing, in sufficient time to make other arrangements. Coaches will undertake to give adequate written notification of the event.

Learners will behave in a manner befitting the ethos of the school. Referees' and umpires' decisions will not be questioned publically, opponents will be treated respectfully and games will be played in a healthy, positive spirit. Visiting teams will be hosted graciously and coaches greeted and thanked courteously.

On outings, field trips and school camps, all school rules apply. Personal behaviour must always reinforce the good name of the school.

## **6. General**

### **6.1 Taking toys to school**

Learners are discouraged from bringing toys to school. The school is not responsible for any toys which are broken or got lost.

### **6.2 The use of cell-phones or electronics at school**

Cell-phones, must be left in the secretary's office at the beginning of school, and may be fetched after school. CD players, TV and computer games, radios and MP3 players, iPods etc. may not be brought to school. The school will not be held responsible for the loss or theft of valuables. Should a child bring one of these devices to school they will receive a notice in the conduct book which must be returned, signed by the parents, on the following day and the devices will be confiscated until the parents come too school and collect it.

### **6.3 Birthday celebrations at school**

Learners who want to celebrate their birthdays with fellow learners at school can do so in the following way:

The celebration at the school does not replace the birthday parties which are celebrated at home. When a learner wants to celebrate his/her birthday with fellow learners, the parents may only send the following along:

- One cupcake **OR** one slice of the birthday cake,
- One party pack

If a learner brings too much, it will be returned in the afternoon with the learner.

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## 6.4 Absenteeism

If a learner is absent due to illness or for personal reasons, the school should be advised prior to their absence where possible, or notify teacher via sms on the first day of absence. No teacher may give permission to a parent to excuse the learner from school or school activities. The parents must get permission from the head master. A letter addressed to the class teacher should be furnished after the learner's return. A doctor's certificate is required if a learner is absent for three day or longer.

When a learner is absent for longer than a day, the parents must contact the class teacher. The class teacher will inform the subject teachers to gather the learning material which has been dealt with during the learner's absence. If a learner is absent for longer than one day, it is in the interest of the learner that the parents collect work so that the learner can keep his/her work up to date.

Once the learner returns to school he/she must discuss with the teacher, what he /she must catch up or hand in. It is the responsibility of the absent learner to catch up all the work. If a learner was absent when a test was written, he/she will write it the day he/she returns to school. If we do not receive communication from a parent regarding absenteeism the child will receive a discipline slip.

## 6.5 Safety of learner during school

The safety of learners is the responsibility of the management and school staff between 07:30 – 14:00 on weekdays and during stipulated times when educational activities are arranged after hours. Aftercare facilities are provided by arrangement (14:00 – 17:00.)

Learners may not leave the premises during school hours (07:30 – 12:30 for juniors; 07:30 – 14:00 for seniors) without receiving permission from a member of the school's staff.

## 6.6 Fetching a learner during school hours

Should you need to collect your child early from school due to an appointment or family emergency, please make prior arrangements with the class teacher or principal. When collecting your child please report to the school office instead of the classroom, where you will be required to sign your child out and the secretary will then fetch your child from the classroom.

## 6.7 Learners who remain at school after hours

Learners who are on the school premises after school hours are required to attend the Supervised Homework session and sporting activities. Educators cannot ensure the safety of learners who refuse to adhere to this rule. (Learners in the Aftercare Programme adhere to the requirements laid down by the Aftercare supervisor.)

Parents are requested not to instruct learners to wait for their transport in any areas other than those which have been identified as secure areas by school management. Learners who have not been fetched by 14:15 will automatically be sent to Supervised Homework, and the parents billed accordingly. Junior learners who have not been fetched by 12h30 must go to the Grade 2 class on a Tuesday and Grade 1 class on a Thursday.

It is in the child's best interests that he/she is not permitted to leave the premises alone and return to school for an activity. If, however, a parent would like a learner to have that freedom, a letter to this effect, directed to the School Principal, will be kept on file.

Educators do not have the authority to permit a learner to leave the premises with a friend or an unauthorised adult. Parents are requested to give written notification that permission has been granted. Educators reserve the right to refuse to allow a learner to leave if written permission from the parent or guardian has not been furnished.

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## 6.8 Greeting

When learners greet someone, it should be a meaningful exchange, not a routine done in a mindless manner:

- They should greet all adults, visitors to the school and staff members the first time they see them.
- When learners are wearing a cap, they should remove them before they greet.
- When the learners are seated, they should immediately stand when an adult passes them and thereafter greet them.
- Visitors to the school should be greeted and assistance should be offered to them.
- Greeting or talking to adults with hands in pockets is not acceptable.
- Learners should allow adults to pass through the doorway before them.
- Learners should stand straight when an adult is talking to them.

## 7. Disciplinary conduct

The principal and all educators will keep a record of all transgression. Learners will always be given the opportunity to explain the behavior.

### 7.1 Level one offences

- Disruptive behavior or constant talking in class
- Littering
- Late for class
- Wearing the incorrect school uniform to school or school activities.
- Neglected and incomplete homework
- Failure to hand in work sheets or projects
- Books and equipment left at home
- Books which are not covered
- Minor abuse to property
- Disrespect towards teachers or fellow learners
- Tests not signed by parents/guardians

#### Action:

A verbal warning on first offence, after which the learners will receive a notice in the conduct book which must be returned, signed by the parents, on the following day.

### 7.2 Level two offences

- Main forms of misconduct such as
- Stealing
- Smoking
- Graffiti
- Violent behavior
- Bullying
- Fighting
- Cheating and dishonesty
- Verbal and physical harassment or swearing
- Vandalism
- Any sexual misconduct

#### Action:

The learner will immediately receive a black mark, and the parents will be notified.

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### 7.3 Accumulation of points

- After every black mark the discipline sheet will be sent home.
- After 5 black marks the child together with their parents will come to the principal's office and the parents will be given a formal letter.
- After 8 black marks a meeting with the parents and one governing body member will be held with the principal.
- After 10 black marks the child will be suspended for a time as decided by the principal and the GB. All work must be completed and up to date on the child's return.
- If a learner has 20 conduct related transgressions he/she will not be allowed to go on any excursions and sporting tours.

### 7.4 Repeated transgressions

Where a learner repeatedly commits offences of a serious nature, the principal will, in consultation with the class teacher and the chairman of the Governing Body decide to suspend the learner from attending classes, in order to protect the rights of fellow learners. The number of days of suspension will be decided in each individual case.

If a learner, after having been suspended two times, still continuous with unruly behavior and shows no remorse, parents may be requested to remove the learner from the school.

### 7.5 Rewards

Learners that did not move on the discipline chart once for a week will receive one super star. At the end of each term, the number of super star tickets will be added and if a learner qualifies he/she will take part in the rewards day.

Learners who have never been moved on the discipline chart, during the entire year will receive a certificate and a book price at the prize giving ceremony at the end of the year.

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