



CODE OF CONDUCT

Craiglands Remedial School (hereinafter referred to as “School”) is a small, Christian-based remedial school. We believe that every child has the right to learning within an environment in which they are protected and happy. It is therefore important that all students abide by the School rules and that they behave responsibly and in no way endanger the safety and well-being of the other Students.

The school is committed to providing an environment for the delivery of quality teaching and learning by:

1. Promoting the rights and safety of all students, teachers, employees of the School and parents;
2. Fostering an environment in which Students take responsibility for their own actions and behaviours;
3. Prohibiting all forms of unfair discrimination and intolerance; and
4. Eliminating disruptive and offensive conduct.

The Code of Conduct applies to all Students at all times while they are on the School premises, when they are away from the School representing the School or attending a School function. It is important that all parties acknowledge their respective responsibilities set out in this Code and conduct themselves accordingly.

Section 8(4) of the South African Schools Act 84 of 1996 provides that all students attending a school are bound by the Code of Conduct of that school. All students attending the School are expected to sign a statement of commitment to the Code of Conduct.

1. GENERAL CONDUCT EXPECTED OF TEACHERS

Teachers are required, amongst other things, to:

- 1.1 Be punctual, prepared, and professional in their approach to a student’s education;
- 1.2 Manage student performance effectively and motivate students to achieve realistic and 1.3
- 1.3 meaningful goals;
- 1.4 Be sensitive to the needs of their students and address learning difficulties in a positive manner;
- 1.5 Encourage, recognise and reward students who strive to achieve;
- 1.6 Set a positive example for their students to follow;
- 1.7 When necessary, administer discipline correctively and with the dignity of the student in mind; and
- 1.8 To have open and positive communication with parents.



2. GENERAL CONDUCT EXPECTED OF PARENTS

The School prides itself on maintaining good relations with parents and/or legal guardians of their students. While parents and/or legal guardians can expect the School to provide their child(ren) with the best possible education with the resources available to it, parents and/or legal guardians must also accept certain responsibilities which will help the School achieve its goals and must impress upon their child(ren) the importance of adhering to the School rules and the disciplinary standards.

Craiglands is a remedial school that is aimed specifically at educating and assisting children with learning difficulties. We are not equipped to support students with severe emotional or behavioural difficulties. Should your child experience such difficulties to the extent that the School cannot meet his/her needs, the School may request you to move your child to an environment where full-time therapy or counselling is available in order to provide better support for you and your child.

Parents and legal guardians have the responsibility to:

- 2.1 Assist the School by ensuring that their child(ren) abide by the School's rules and regulations;
- 2.2 Contact their child's teacher/principal of the School directly in respect of any query/grievance through other means, including but not limited to the use of social media;
- 2.3 Support the disciplinary structures and procedures of the School, and support the reasonable efforts made by the School when there is a need to discipline their child(ren);
- 2.4 Encourage their child(ren) to participate in their education and extramural activities;
- 2.5 Support teachers in their efforts to teach their child(ren) by, for example: monitoring the child's homework, checking his/her test results, helping their child to set goals and regularly consulting the diary for teachers' comments;
- 2.6 Foster and encourage self-discipline and respect in their child(ren);
- 2.7 Make their child(ren) aware of the seriousness of receiving a demerit or a suspension from school and do not criticize the school or any staff member in front of their child(ren);
- 2.8 Provide any information regarding special circumstances that may impact their child's progress and behaviour at the School; and
- 2.9 Fulfil their financial obligations towards the School.

3. GENERAL CONDUCT EXPECTED OF STUDENTS

Students are required to:

- 3.1 Comply with the School rules and instructions given by members of staff;
- 3.2 Adopt a responsible and self-disciplined approach to all School-related activities;
- 3.3 Respect and care for the property of the School and other students;
- 3.4 Respect the dignity and self-worth of other students and other persons;
- 3.5 Be punctual and observe the timekeeping practices of the School. All students are to arrive at School before the official starting time.



- 3.6 At all times behave honestly and conduct themselves with integrity;
- 3.7 Abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, whether on the School premises or away from School. Students may not say or do anything that will discredit themselves or the School;
- 3.8 Not behave in a manner that will disrupt the learning activity of other students or cause another physical or emotional harm.

4. GENERAL SCHOOL RULES

- 4.1 All students are expected to co-operate in maintaining the attractive and cleanly appearance of the School.
- 4.2 Students must obtain permission from a teacher before leaving the classroom during lesson times.
- 4.3 Wilful damage to or vandalising or neglect of School property and the property of others, is prohibited.
- 4.4 Theft of School and private property is prohibited.
- 4.5 Disruptive, unruly, rude, and/or offensive behaviour will not be tolerated.
- 4.6 The timeous handing in of work is the responsibility of each student.
- 4.7 Language that is seen as pejorative, discriminatory or racist is prohibited.
- 4.8 Any act that belittles, demeans or humiliates another student's culture, race or religion is prohibited.
- 4.9 The carrying, copying and/or reading of offensive material is prohibited.

5. RULES GOVERNING PUBLIC PLACES

- 5.1 No dangerous objects or illegal drugs/chemical substances as defined in the South African Schools Act 84 of 1999 or the Safety Regulations will be brought onto and/or used on the School property. Dangerous objects include knives, firearms or any item that could harm a person.
- 5.2 The carrying and/or smoking of cigarettes is prohibited.
- 5.3 Alcohol is not permitted on School premises.

6. SCHOOL UNIFORM AND GENERAL APPEARANCE

Students are always expected to wear the official School uniform and appear neat and tidy when wearing the uniform both while on and outside the School premises, in accordance with Craiglands School Dress Code. Any additions or alterations to the uniform that are not in accordance with the



regulations will not be allowed. Students in incorrect School uniform may not go to the Craighall fields or tuckshop during school break.

The following must be obeyed at all times:

- 6.1 No colouring of hair is allowed.
- 6.2 Hair long enough to touch the collar of the student's shirt must be tied up.
- 6.3 Fingernails must be kept trimmed short and clean at all times.
- 6.4 During events that allow the wearing of casual wear, students should wear neat, presentable clothing
- 6.5 No jewellery may be worn, except for watches. Female students may wear one earring in each ear.
- 6.6 Make-up may not be worn, this includes eye shadow, mascara, eyeliner, blush, bronzer, lipstick/lip-gloss and nail polish.
- 6.7 Personal possessions brought to school:
 - 6.7.1 As the School cannot be held responsible or liable for the loss, damage to, or theft of property, you are advised of the following:
 - 6.7.1.1 you should label all clothing and possessions clearly;
 - 6.7.1.2 on no account may valuable jewellery, large amounts of money or electronic equipment be brought onto the School premises and;
 - 6.7.1.3 dangerous toys, objects and/or electronic equipment will be confiscated and shall not be returned until parents reclaim such objects directly from the School.
- 6.8 Electronic equipment:
 - 6.8.1 Electronic devices are not allowed to be brought onto School premises, subject to item 6.8.2 below.
 - 6.8.2 Students may only bring a cell phone to School if they will need to contact their parents and/or legal guardians after an extra-curricular activity.
 - 6.8.3 All cell phones must be handed to the student's register teacher and must be collected by the student when he/she leaves the School premises at the end of the school day.

7. MERIT SYSTEM – POSITIVE ENDORSMENT OF BEHAVIOUR

We have a number of incentive programmes to foster and encourage upright behaviour, kindness and a strong work ethics in the students.

Each child will start each week with 10 beans and are then given beans for each act of upright behaviour and good work, to name a few. At the end of each week the child with the most beans in the class is rewarded. The child who has collected the highest number of beans in each class at the end of the term receives a bigger reward. Those who have the highest total for the year are acknowledged in the final assembly and receive a prize.



The Students also participate in Craighall Primary School’s Merit System. Merits are given for all facets of school life and the children receive merit badges for 30, 60, 100, 150 and 200 merits.

8. DISCIPLINARY ACTION

The school may use various forms of informal and formal disciplinary measures. The severity of the action taken by the School will depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors of relevance. The level of an offence will determine the procedure to be followed.

LIST OF OFFENCES PER LEVEL OF OFFENCE			
Level 1 Offence	Level 2 Offence	Level 3 Offence	Level 4 Offence
<ul style="list-style-type: none"> • Littering • Unruly behaviour • Eating, drinking or chewing gum during class or assembly • Misconduct in assembly • Continuous interference with another learner causing minor physical or mental discomfort • Minor infringements of uniform regulations • Failure to do classwork and submit homework and/or hand work in on time • Failure to bring the required books, notes, stationery, etc to a lesson • Reporting late for class/to school 	<ul style="list-style-type: none"> • Vandalism • Interfering with another person’s possessions/property without their consent • Forgery • Intimidation by verbal or physical threat • Swearing, lying or using obscene gestures • Disrespect to a person in authority (insubordination) • Fighting • Gambling • Failure to attend detention • Cheating/attempting to cheat or having forbidden material/information whilst writing a test • Possession/use of firecrackers • Any action which brings the School’s name into disrepute • Tampering with the School’s equipment • Repetition of Level 1 offence 	<ul style="list-style-type: none"> • Possession of weapons • Under the influence of alcohol/drugs • Possession, copying, distribution, or displaying of pornographic material • Assault with intent to do grievous bodily harm • Leaving School grounds without the necessary permission • Racism • Bullying • Violating the rights of the other students to receive education • Preventing teachers from providing teaching • Unreasonable repetition of a Level 2 offence 	<ul style="list-style-type: none"> • Use of weapons that cause physical injury • Possession and/or use of a firearm or any dangerous or lethal weapon • Possession, using, and/or dealing in drugs or alcohol or any other intoxicating substance • Theft or robbery • Malicious damage/injury to property of the School, staff members, fellow students, or other persons • Indecent Assault • Physical Assault • Any offence punishable under common law



The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:

- 8.1 demerits;
- 8.2 a verbal warning to express disapproval;
- 8.3 first written warning/punishment;
- 8.4 final written warning;
- 8.5 written punishment;
- 8.6 community service to improve the physical environment within and around the School property;
- 8.7 detention at break;
- 8.8 subtracting marks (homework);
- 8.9 temporary confiscation until the end of the day (e.g. jewellery, cell phone, electronic devices not permitted);
- 8.10 referral for counselling;
- 8.11 temporary suspension from class or School, pending a disciplinary hearing; and
- 8.12 disciplinary hearing.

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. A demerit system is also in place whereby a Student will be given two written warnings before being given a demerit. A demerit slip is sent home and is to be signed by the parent. The student will be suspended for two days on receiving a second demerit and after a third demerit, the parent and child will be called in for a meeting. At the discretion of the teacher involved, a student may be given a demerit without a written warning if deemed necessary.

Conduct that may lead to suspension or exclusion includes, but is not limited to the following:

- a.) conduct that violates the rights or safety of others;
- b.) criminal behaviour of any kind;
- c.) stealing;
- d.) defacing or destroying School property;
- e.) disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow students;
- f.) indulging in harmful graffiti, racism or 'hate speech';
- g.) sexual harassment or sexual assault;
- h.) possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant;
- i.) repeated infringements of the School rules or the Code of Conduct; and
- j.) possession of dangerous weapons.



CRAIGLANDS REMEDIAL SCHOOL

Craiglands Remedial School

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Parents and students are required to acknowledge that they have read the contents of this Code of Conduct.

Please keep the Code of Conduct for reference and return the signed reply slip to the register teacher.

I acknowledge that I have read the content of the Craiglands Remedial School's Code of Conduct with my son/daughter.

Parent / legal guardian's name (please print)

Parent / legal guardian's signature

Date

Child's name (please print)

Child's signature / initials

Date