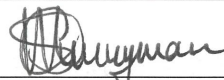




LEARNERS CODE OF CONDUCT POLICY

REFERENCE	KP-POL-LEN-001	REVISION	3	
POLICY		REVIEWED DATE	MAY 2025	
		NEXT REVIEW DATE	JUNE 2027	
INITIAL DRAFTING COMMITTEE				
	<u>DESIGNATION</u>	<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
PERSON RESPONSIBLE	PRINCIPAL	V. DE BEER		25/11/2021
COMPILED BY	DIRECTOR	AGJ ROUX		25/11/2021
REVIEWED BY	DIRECTOR	C ROUX		25/11/2021
REVIEWING COMMITTEE				
REVIEWED BY	DIRECTOR	C ROUX		26/05/2025
REVIEWED BY	BOARD MEMBER	N. OLIVIER		26/05/2025
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APPROVED BY	PRINCIPAL	V. DE BEER		26/05/2025



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1. INTRODUCTION

The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Private Schools Act, Act 104 of 1986; the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); was considered and the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) was also considered along with relevant provincial legislation.

Although **Kingston Private School** makes education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely teachers, learners and parents. This Code of Conduct is intended to promote such dedication and commitment.

This Code of Conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The Code of Conduct endorses the school's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the school's Code of Conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the Code of Conduct, and must strictly adhere to it. Should learners transgress or violate the Code of Conduct, they will be acted against in accordance with the disciplinary procedure for learners.

2. TERMS AND DEFINITIONS

TERM	DEFINITIONS
Code of Conduct	A set of rules and expectations governing learners' behavior, conduct, and responsibilities within the learning environment
Disciplinary Action	Steps taken by the institution in response to a violation of the Code of Conduct. This can include warnings, suspension, or expulsion
Learner	Any individual enrolled in an educational institution, program, or course, including full-time, part-time, distance, or online learning students
Misconduct	Any behavior that violates the rules outlined in the Code of Conduct. This includes but is not limited to cheating, plagiarism, bullying, harassment, vandalism, and disruptive behavior etc. (See list of demerits)

3. CODE OF CONDUCT

3.1 The Departmental Head (HOD) of each phase must discuss this Code of Conduct with all learners of that phase within the first week of the term as a refresher training of the rules.

3.2 General rules

3.2.1 Learners will be good ambassadors of the school, and will conduct themselves in accordance with the school's Code of Ethics at all times.



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- 3.2.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, and spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.2.3 In their interaction with the principal, vice-principal, HODs, teachers and other staff of the school, learners shall be courteous and respectful at all times.
- 3.2.4 In their interaction with one another, learners will practice self-restraint as far as possible, and will display mutual respect and tolerance.
- 3.2.5 A school teachers will have the same rights as a parent regarding controlling and disciplining the learner according to the Code of Conduct, both during such learner's school attendance as well as at any school activity.
- 3.2.6 Learners may not eat or drink in the classroom. The chewing of gum during school hours is prohibited.
- 3.2.7 Pre-school – No toys may be brought to school, any and all toys will be confiscated.
- 3.2.8 Primary school - The use of cellphones during school hours is strictly prohibited. Emergency calls may be made only and **only with the school principal's permission**. (If a learner is in the possession of a cell phone, it should be handed to the office for safe keeping until after school.)
- 3.2.9 The smoking, possession and/or use of tobacco products (including vapes and hubbly bubbly), liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.
- 3.2.10 The consume of energy drinks during school hours is also strictly prohibited. (E.g. Monster, Switch etc.)
- 3.2.11 In case of a reasonable suspicion that learners have violated this code of conduct, the school principal, deputy principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. **(Only female teachers are allowed to search girls and male staff to search boys.)**
- 3.2.12 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school will be regarded as a violation of this Code of Conduct.
- 3.2.13 A conviction of a criminal offence in a court of law will be regarded as a violation of this Code of Conduct.
- 3.2.14 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
- 3.2.14.1 Conduct that poses a threat to others' safety and infringes upon others' rights;
- 3.2.14.2 Possessing, threatening with or using dangerous weapons;
- 3.2.14.3 The possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
- 3.2.14.4 Fighting, assault or abuse;
- 3.2.14.5 Indecent behaviour or swearing;

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- 3.2.14.6 Adopting or assuming a false identity;
- 3.2.14.7 Harmful graffiti, hate speech, sexism or racism;
- 3.2.14.8 Theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
- 3.2.14.9 Unlawful conduct towards and/or vandalising, destroying or damaging school property;
- 3.2.14.10 Disrespectfulness, abusive or offensive behaviour and verbal abuse aimed at teachers or other school staff or learners;
- 3.2.14.11 Repeated violations of school rules or this code of conduct;
- 3.2.14.12 Criminal and oppressive behaviour, such as rape and gender-based harassment;
- 3.2.14.13 Victimization, bullying and intimidation of other learners as well as a teacher;
- 3.2.14.14 The transgression of examination rules (cheating during any form of assessment (tests or exams); and intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

4. CLASS RULES

- 4.1 The class teacher will formulate class rules upon the adoption of this Code of Conduct, after having consulted the learners in the class.
- 4.2 The class rules must be compiled in writing and;
 - 4.2.1 Be submitted to the DH per Phase and principal;
 - 4.2.2 Be displayed in a legible format in a prominent spot in the classroom; and
 - 4.2.3 Be made available to all learners and their parents.
- 4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class teacher or any staff member that is reasonably essential to give effect to this Code of Conduct and/or for the sound and professional management of the school.
- 4.4 Any violation of the class rules shall be regarded as a violation of this Code of Conduct and school rules.

5. RULES WITH REGARD TO APPEARANCE AND SCHOOL WEAR

5.1 School wear

- 5.1.1 The prescribed school wear will be worn during school hours as well as other school activities, as determined by the school.
- 5.1.2 School wear must be clean and neat at all times. As for vests, boys and girls may wear only plain white vests, which may not be visible under any circumstances.
- 5.1.3 Clothing rules - Primary school (Grade R to 7)



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SUMMER – MON & WED	WINTER – MON TO FRI	FORMAL – TUE & THUR
BOYS (COMPULSORY)		
School short, school shirt, blue socks and tekkies	School tracksuit, school long sleeve shirt, school jersey or drimac, blue socks, tekkies	School shirt, blue shorts, school jersey, blue socks & black school shoes
GIRLS (COMPULSARY)		
School short, school shirt, blue socks and tekkies	School tracksuit, school long sleeve shirt, school jersey or drimac, blue socks, tekkies	School dress, blue socks & school jersey, black school shoes

- 5.1.4 Any caps or headgear (beanies) other than those prescribed in the clothing rules are prohibited.
- 5.1.5 The school will, at own discretion, grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.
- 5.1.6 Pre-school (Grade RRRR to RR)

SUMMER – MON TO FRI	WINTER – MON TO FRI
GIRLS & BOYS (COMPULSORY)	
School short / blue denim short, school shirt, blue socks and tekkies	Full School tracksuit / blue long denim, school long sleeve shirt, school jersey or drimac, blue socks, tekkies

5.2 Appearance

5.2.1 Hair - Girls

- 5.2.1.1 Hair colour must always seem natural. No unnatural highlights or lowlights are allowed.
- 5.2.1.2 Hair that extends over the collar must be tied and displayed neatly.
- 5.2.1.3 Only hair accessories (ribbons, combs, bobbles and head bands) that fit in with the school's colours may be worn. (Red and Navy)
- 5.2.1.4 Hair must be properly tied up. Hair may not bush out excessively. (Fluffy, but not over fluffy)
- 5.2.1.5 Short hair may not have any lines cut in.
- 5.2.1.6 No exotic (modern trends) hairstyles are allowed.
- 5.2.1.7 Afros are allowed if it is kept short (**3cm**), neat and presentable
- 5.2.1.8 If you have a fringe, it may not hang over the eyebrows.
- 5.2.1.9 If hair is braided, it must be neat and no loose hanging hair in front of the face. The length of braided extensions must not exceeded middle of back, and must be tied. No fancy beading trends are allowed.
- 5.2.1.10 No beading or any bling allowed.



5.2.1.11 Should hair not be according to the above guidelines the learner has one week to rectify the hairstyle according to the above requirements.

5.2.2 Hair – Boys

5.2.2.1 Hair must be short and neatly cut above the collar.

5.2.2.2 Only brush cut is allowed, not longer than **3cm**

5.2.2.3 There may be no hair in the section around the ears. Hair may not touch the ears or eyebrows when it is combed straight down.

5.2.2.4 Sideburns may extend up to the middle of the ear.

5.2.2.5 Hair may not bush out excessively. Hair must be neatly combed.

5.2.2.6 No fade cuts are allowed.

5.2.2.7 No lines may be cut in the hair

5.2.2.8 No semi or full dreadlocked hairstyle is allowed

5.2.2.9 Afros are allowed if it is kept short (**3cm**), neat and presentable.

5.2.2.10 Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.

5.2.2.11 No caps may be worn except for the Kingston caps (only during break times) and during outside school activities.

5.2.2.12 No fancy trends (modern trends) or deep lines may be cut in.

5.2.2.13 No pleating for boys allowed

5.2.2.14 Should hair not be according to the above guidelines the learner has one week to rectify the hairstyle according to the above requirements.

5.2.3 Jewellery (Boys and Girls)

5.2.3.1 All jewellery items, such as rings (except for a signet ring), bracelets (elastic or leather) or chains are prohibited. (Unless for medical information and must be clearly displayed as such).

5.2.3.2 Only wristwatches are allowed.

5.2.3.3 The wearing of body jewelry, such as nose, tongue and eyebrow jewellery is strictly prohibited. As for girls' earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once.

5.2.3.4 No other studs or gems will be allowed.

5.2.3.5 Boys are strictly prohibited from any earrings.

5.2.4 Nails

5.2.4.1 Nails may not extend beyond fingertips.



5.2.4.2 No nail polish may be worn.

5.2.5 Make-up

5.2.5.1 No mascara, eyeliner, lip gloss or blusher will be allowed.

5.2.5.2 All clothing items and personal belongings must be clearly marked.

5.2.5.3 Kingston may not be held liable for any lost or damaged personal property.

6. SPORTS AND EXTRACURRICULAR ACTIVITIES (GRADE R TO GRADE 7)

6.1 Participants in sports and extracurricular activities

6.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator/coach responsible for the activity concerned, both during and after participation in such activity.

6.1.2 All learners who participate in the above mentioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports- or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports- or cultural head receives a written apology no later than three days following the relevant activity.

6.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

6.1.3.1 The sports head and the educator involved in the relevant sports code;

6.1.3.2 The referee or adjudicator regarding the relevant activity; and

6.1.3.3 The team captain

6.1.4 Although it is assumed that learners who participate in sports activities will do so with commitment and dedication, such learners are expected also to practice self-control and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

6.2 Spectators and supporters at sports and other extracurricular activities

6.2.1 Apart from their duty to comply with the provisions of this Code of Conduct, all learners attending any school activity as spectators or supporters will also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behavior. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

6.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (Prefects), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

6.2.3 The above-mentioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no relevance.



7. SCHOOL PROPERTY

7.1 'School property' includes the following:

7.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings.

7.1.2 All other property, including equipment, books, stock, school bus, motor vehicles that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss.

7.2 As the school has been developed and erected, for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property for it to be utilized to the benefit of all current and future learners of the school.

7.3 No learner may remove any school property from the school grounds without the prior consent of the principal, deputy principal, DH's or an educator of the school.

7.4 Learners may not handle, damage, mark, vandalize or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained there-in.

7.5 Learners may not damage, vandalize or destroy any school property. Any learner who deliberately misuses, damages or vandalizes any school property will replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

8. THE SCHOOL LEADERS / PREFECTS: ELECTED GRADE 7 LEARNERS

8.1 The school leaders Representative Council for Learners (Prefects), in conjunction with the staff of the school, are responsible for general school discipline.

8.2 School leaders shall bring transgressing learners to the class teacher of the school; were after, line functions will be followed.

8.3 All learners will obey any reasonable instruction from a school leader, and shall support and cooperate with the school leaders in properly executing their duties.

9. SCHOOL NOTICES

9.1 Pre-school – All parents are obligated to submit the little ones A5 communication booklet on a daily basis.

9.2 Primary School - All learners are obligated to hand to their parents all school correspondence (circulars) that were distributed to learners for such purpose by the School Board, principal or an educator of the school, as well as promptly return to the class teacher any acknowledgement of receipt that was to be completed by the parents (tear-off slips).

10. SCHOOL WORK AND HOMEWORK (PRIMARY SCHOOL)

10.1 There will always be an orderly atmosphere in the classroom. Learners may not disrupt teaching.

10.2 Learners must promptly carry out instructions in class.



- 10.3 All learners must have and maintain a homework book as required by the principal, deputy principal, DH's or class educator.
- 10.4 All learners must do their prescribed homework and promptly return it to the relevant teacher by the due date.
- 10.5 All learners must do their prescribed homework enthusiastically, thoroughly and with dedication in order to develop a consistent work ethic.
- 10.6 Learners are obligated to catch up as soon as possible on any work that they have missed.
- 10.7 Learners will move swiftly and in single line from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

11. ASSESSMENTS AND EXAMINATIONS (PRIMARY SCHOOL)

- 11.1 All learners are obligated to abide by the assessments and examinations that teachers may require.
- 11.2 Learners will refrain from any form of dishonesty when assessments and examinations are conducted. In the case of any dishonesty a learner will get zero (0) for his/her paper.

12. PUNCTUALITY

- 12.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, a penalty fee of R10.00 will be added to their parent's accounts. Learners who arrive late must first report to the office before proceeding to their particular class.
- 12.2 The school hours are

GRADE	SCHOOL HOURS
0 YEARS – GR. RR	07:30 – 17:00
GR. R	07:30 – 13:00
GR.1 – 2	7:30 – 13:15
GR. 3	7:30 – 13:30
Gr. 4 – 7	07:30 – 14:00

- 12.3 Gates will strictly be locked at 07:30

13. ABSENCE FROM SCHOOL

- 13.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, vice principal, or his/her representative if the principal is not available.



- 13.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 13.3 Learners who are absent from school, due to illness, for one to three consecutive days, must upon their return to school submit a written medical certificate, or explanation, in writing, by their parents.

14. ENVIRONMENT

- 14.1 Learners have the right to a safe environment and school that are conducive to education.
- 14.2 Learners may not litter on school grounds or in school buildings.
- 14.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- 14.4 Learners must leave restrooms in a clean condition.
- 14.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 14.6 The application of slogans (graffiti), stickers and posters to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 14.7 Learners will comply with any reasonable instruction from the principal, any teacher, or school leader regarding maintaining a clean and hygienic school environment.
- 14.8 In the case of deliberate damage caused by a learner, he/she will be held liable for such damages.

15. GRIEVANCE PROCEDURE

- 15.1 Any learner(s) must be given the opportunity to appeal against any disciplinary outcome, in writing within three (3) days after receiving a written (Final) warning.
- 15.2 All appeals must go through the School Management Team, which will decide if the appeal has any validity.
- 15.3 The outcome of the investigation, will be communicated in writing to the applicant within seven (7) working days.
- 15.4 15.3 **Refer to** Annexure KP-POL-DIS-002 : Annexure 11 &12 &13

16. EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

- 16.1 Parents/guardians may submit a written application to the School Board for total or partial exemption from one or more of the items contained in the Code of Conduct based on cultural, religious or medical grounds.
- 16.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the parents/guardians to support the application for exemption.
- 16.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.

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- 16.4 In considering an application for exemption, the Board shall be entitled to obtain any information that it considers necessary for a fair adjudication of the application.
- 16.5 The Board shall consider the application for exemption with the necessary seriousness and responsibility, and within the framework of the Constitution and court judgements, and will inform the Parent/Guardian/Learner of its decision in writing.

17. RECORD OF AMENDMENTS

DATE	CHANGES MADE