

# West Rand Seventh-day Adventist Primary School

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Westdene  
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## CODE OF CONDUCT

### 1. PURPOSE

- The Code of Conduct governs the conduct of all learners & the relationships between the School & its pupils/learners.
- West Rand SDA Primary's motto, "Duty is Sacred", forms the basis of the Code of Conduct.
- In line with the philosophy of "Duty is Sacred", mutual respect between West Rand SDA Primary School & its learners, and a mature & dignified interaction, is expected at all times.
- Individuality & self-initiative is encouraged within the parameters set out below and having regard & respect at all times for the interests of fellow learners & West Rand SDA Primary School.

### 2. DRESS & APPEARANCE

- Learners are required to appear neat, tidy & clean at all times & must be dressed in the correct school uniform every day.
- Plain black shoes must be worn.
- No boots may be worn.
- Undersize or oversize items of uniform may not be worn.
- No makeup may be worn.

### 3. HAIR

- Hair must be tidy, clean & be of a natural appearing colour.
- No inappropriate hairstyles are permitted.

### 4. JEWELLERY

- No jewellery will be allowed at the school.

### 5. CLASSROOM CONDUCT

- The School expects a concentration on, and a commitment to academic excellence.
- No disruption of classroom routine will be tolerated.
- The ambience of the classroom must be one of warmth & mutual respect.
- Homework must always be timeously done & thorough preparation must be carried out before tests & examinations.
- Greet teachers both in classrooms & corridors.
- Visitors to the school should always be courteously greeted.
- Learners must be punctual for all classes & school activities.

### 6. GENERAL CODE OF GOOD BEHAVIOUR EXPECTED FROM ALL LEARNERS

- Learners are expected to take pride in their school.
- Littering will not be tolerated.
- Toilets are to be kept clean at all times.



- Learners are expected to have respect for their teachers & learners and to treat others with respect.
- Disrespectful behaviour or impertinence is totally unacceptable.
- Punctuality is essential. Latecomers must report to the secretary at reception. Parents are expected to co-operate in this regard & to provide a note explaining late arrival. Habitual late arrival may lead to disciplinary action.
- Learners are expected to move in a quiet & orderly fashion during the changing of periods.
- No rough play or unruliness is allowed.
- As learners are regarded at all times by the general public as being representatives of West Rand SDA Primary School, misbehaviour or discourtesy will not be tolerated & could result in disciplinary action.
- Learners will not be permitted to leave the school for dental or medical appointments unless they are of an urgent nature & a letter is received from the student's parent/guardian. All medical appointments must be made after school or during the school holidays.
- Learners who fall ill during school hours must report to the school secretary at reception for the secretary to contact a parent/guardian in the case of a serious illness.
- No cell phones or any mobile music devices are allowed. This decision was again taken at a P.T.A. Meeting held on 23/10/2011. Cell phones will be confiscated, and learners will be fined. Learners may communicate with parents in emergencies only via the School secretary.

## 7. OFFENCES WHICH COULD RESULT IN EXPULSION

- **Substance Abuse**: Any student to be found in possession or under the influence of drugs or alcohol or participating passively or actively in activities related to drugs or alcohol, will be required to leave the school with immediate effect. This applies while on the school grounds, any school related excursion away from the school & if reported to the Principal if such activities occurred in public & pupils are identified.
- **Smoking**: Smoking is forbidden. Learners found smoking on the school premises or in school uniform outside the school grounds or any school excursion or situation where they may be identified as belonging to West Rand SDA Primary School, will be required to leave the school with immediate effect.
- **Theft**: Theft is forbidden. Any student found stealing will be required to leave the school with immediate effect. West Rand SDA Primary School reserves the right, at its discretion & where an incident of theft is suspected, to open & inspect suitcases & bags.
- **Victimisation**: Victimisation, including but not limited to bullying, fighting, intimidation & any display of racism or religious intolerance, will be severely dealt with. Depending on the severity of the transgression, the student could be required to leave to the school.
- **Vandalism**: Vandalism will not be tolerated & the student may be required to leave the school. Any damaging or defacing of property belonging to the school and/or other persons, will be regarded as a serious offence. Any damage or loss caused to the school and/ or another person, will be recompensed by transgressor and/or his/her parent/guardian.
- **Unauthorised Absence**: Unauthorised absence from school or lesson periods is a serious misdemeanour. If recurring, the student could be required to leave the school.
- **Bullying**

## 8. DISCIPLINE

The offence of acceptable social conduct will not be tolerated at the West Rand SDA Primary School. Learners who infringe upon the code of reasonable behaviour or are guilty of misconduct will be disciplined accordingly, as is stated in the West Rand's "Discipline Policy". In instances of serious misconduct, learners will be required to leave the school. Disciplinary action will be implemented by taking the history of the student, his/her involvement in the commission of the offence & various other activities, into consideration before punishment is decided upon. The Principal & the disciplinary committee, shall at their discretion, be entitled to call for or convene a disciplinary hearing.



**AGREEMENT BETWEEN PARENT/GUARDIAN & WEST RAND SDA PRIMARY SCHOOL**

I, Parent/Guardian (**PRINT**) \_\_\_\_\_ of  
\_\_\_\_\_ in Grade \_\_\_\_\_ hereby agree to the Terms and Conditions in the  
**SCHOOL'S CODE OF CONDUCT** and undertake that my child/children will uphold the rules, regulations, principles and  
standards of the School.

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF LEARNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***(PLEASE SIGN THIS AGREEMENT USING A BLACK PEN & RETURN IT TO THE SCHOOL)***

