PARKSIDE PRIMARY

CODE OF CONDUCT FOR LEARNERS

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Preamble

1.1. Parkside Primary School is committed to providing an environment for the delivery of quality teaching and learning by:

- **Promoting the rights and safety of all learners, teachers and parents.**
- **Ensuring learners' responsibility for their own actions and behaviours.**
- **Prohibiting all forms of unfair discrimination and intolerance.**
- **Eliminating disruptive and offensive conduct.**

1.2. The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School, with regards to transgressions by learners.

1.3. The Code of Conduct applies to all learners whilst they are on the School premises or when they are away from the School, representing it or attending a School function/event.

1.4. Section 8(4) of the SA Schools Act prescribes that all learners attending a School are bound by the Code of Conduct of that School.

1.5. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A).

1.6. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

2. Background to School Rules

- **For an individual to enjoy the privileges of a community, club or institution, he or she must abide by the rules and norms of that body.**
- **When a learner is admitted to Parkside Primary, he/she automatically becomes a member of our community.**
- **Rules and regulations exist to encourage the highest possible standards of behaviour and to enable the Parkside Primary School community to run as smoothly as possible.**
- **Underpinning any system of rules and regulations must be common sense, decency and concern for the well-being of others.**
- **Parkside's learners are expected to recognise the need to behave in a way which graces the School, wherever they are.**

3. General Principles

- **All learners will accept the Code of Conduct and the School Rules and will uphold them at all times.**
- **The basic rule is that no-one may disrupt school life at Parkside Primary.**
- **Learners are expected, at all times, to behave in a courteous, respectful and considerate manner towards each other, all members of staff, all parents and other visitors to the school.**
- **No form of intimidation - political, religious or otherwise is allowed.**
- **No learner has the right to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm at any time.**
- **Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.**
- **The school will contact parents/legal guardians when a learner's behaviour becomes a cause for concern and will take all necessary steps, in the spirit of constructive, partnership, to resolve problems.**

4. Parental Responsibility

- **The ultimate responsibility for a learner's conduct rests with their parents/legal guardian. It is the obligation of every parent/legal guardian to support the school, to ensure his/her child observes school rules and regulations and to accept responsibility for any misconduct on his/her child's part.**

5. School Uniform and General Appearance

The regulated, prescribed Uniform Code is a part of the School's Code of Conduct and is implemented with the view to:

- **instil discipline in learners**
- **maintain school safety and standards**
- **encourage our learners to experience a sense of pride, unity, identity and belonging.**

It must be noted that:

- **All learners will abide by the prescribed Uniform Code at all times.**
- **Outside of school, the uniform will be worn in its entirety, or not at all.**
- **Full school uniform is to be worn to official school functions unless otherwise advised.**

6. UNIFORM CODE FOR LEARNERS

6.1. Regulation School Uniform for Female Learners

GIRLS	
Dress	➢ **Regulation Yellow/white check fabric** ***(No T-shirts/Costumes/Black lycra shorts/boxer shorts, long or short tights to be worn under dress). (Full White cotton petty coat is allowed but the top of the petty coat must not show through the V of the dress)***
Socks	➢ **Regulation Plain White ankle socks (Folded Down)**
Shoes	➢ **Black school shoes** ***(No lace-up or Velcro strapped Shoes)***
Jersey	➢ **Regulation Grey V-neck (without collar) button through cardigan or V-neck full jersey.** ➢ **Sleeveless pullovers are not allowed.**
Tracksuit	➢ **Regulation Parkside Tracksuit with regulation PE White/Maroon Collared Sports Shirt only.** ***Both Tracksuit top and bottom must be worn at all times.***
Stockings	➢ **The use of Stockings is not permitted.**
Hair	➢ **Hair must be properly and neatly tied back if it reaches the collar** ➢ **Fringes may not be over the eyes** ➢ **Only Black or White plain bands or Black or Brown clips may be worn. Large ribbons or hair ornaments are NOT permitted.** ➢ **Gel, lotion, baby oil, hair conditioner etc is NOT permitted, even on Civvies Days.** ➢ **Fancy hairstyles such as a single side pony, pony on top of head, spikes, "poofs", long fringes hanging on the sides etc are NOT permitted.** ➢ **Unnatural hair colouring is NOT permitted.**

6.2. Regulation School Uniform for Male Learners

BOYS	
Shorts	➢ **Regulation fabric, medium Grey** ***(No satin or Coloured Boxers to be worn under)*** ***(Under Garments must not be visible)*** ***(Belts are not allowed)***
Shirt	➢ **Regulation White, open neck, short sleeved with Parkside Badge on pocket** ***(No T-shirts under, even in inclement weather.)***
Socks	➢ **Regulation Medium grey with yellow and maroon trim** ***(Folded once below the knee to show trim and always pulled up)***
Shoes	➢ **Black lace-up regulation school shoes** ***(no buckled or velcro strapped shoes or takkies)***
Jersey	➢ **Regulation Grey V-neck without collar.** ***(No Grey Cardigans, other jackets or pullovers even if the weather is inclement)*** ➢ **Sleeveless Pullovers are not allowed.**
Tracksuit	➢ **Regulation Parkside Tracksuit with PE White Sports Shirt only. (Maroon Collared)** ***(No maroon T-shirt) Both Tracksuit top and bottom must be worn at all times.***
Hair	➢ **to be of acceptable length at all times, i.e. NOT below the collar and not too long or too short.** ➢ ***Must be cut the same length on the top and the sides.*** ***(Strictly No Mohawks, Pompadours, Bangs, Comb Overs, Cowlicks, Taper Cuts, Side Parts, Crew Cuts etc)*** ➢ **it should be brushed/combed off the forehead.** ➢ **Should be short and neat at the sides** ➢ **Gel, lotion, baby oil, hair conditioner etc is NOT permitted, even on Civvies Days.** ➢ **Spikes, tufts at the front or top, long fringes, "sikhas", "tails" etc are NOT permitted.** ➢ **Unnatural hair colouring is NOT permitted.**

6.3. Accessories for both Male and Female Learners

ACCESSORIES		
Item	**GIRLS**	**BOYS**
Watches	➢ **Plain Black, Gold or Silver straps only (max width 15mm)** ➢ **No large faces** ➢ **No fancy, jewellery type, charms, brightly coloured faces etc**	➢ **Plain Black, Gold or Silver straps only (max width 15mm)** ➢ **No large faces** ➢ **No fancy, jewellery type, charms, brightly coloured faces etc**
Belts	➢ **Yellow/White School Check which must always be worn with the school dress.**	➢ **NOT ALLOWED** ***So Please ensure the school grey shorts are of correct size/fit***
Earrings	➢ **One pair of Studs (3mm) or Sleepers (Plain and NOT hoops) – Gold or Silver** ***No stones, Patterns, Shapes (Stars, Hearts etc)***	➢ **NOT ALLOWED** ***Even on Civvies Days or for any other reason / purpose***
Hairbands	➢ **White, Black, Yellow/white school check** ➢ **Black, White yellow/white school check Alice bands** ➢ **Black or brown Hair Clips/Slides only. *(No fancy clips/grips)***	**Not applicable**
Make Up/ Cosmetics	➢ **NOT ALLOWED** **Including lipstick, Coloured labello/lip Ice, nail polish, mascara, lip gloss, foundation etc**	➢ **NOT ALLOWED**
Jewellery	➢ **Not ALLOWED - Including neck chains, bracelets**	➢ **NOT ALLOWED - Including neck chains, bracelets, earrings.**
	Basic Medic Alert Bracelets are permitted	
Other	➢ **NOT ALLOWED** **Mendhi, Dots on foreheads, beads, bands on wrists, beads strung around the neck**	➢ **NOT ALLOWED** **Beads, bands on wrists, Beads strung around the neck**

6.4. Regulation Physical Education Uniform for Male and Female Learners

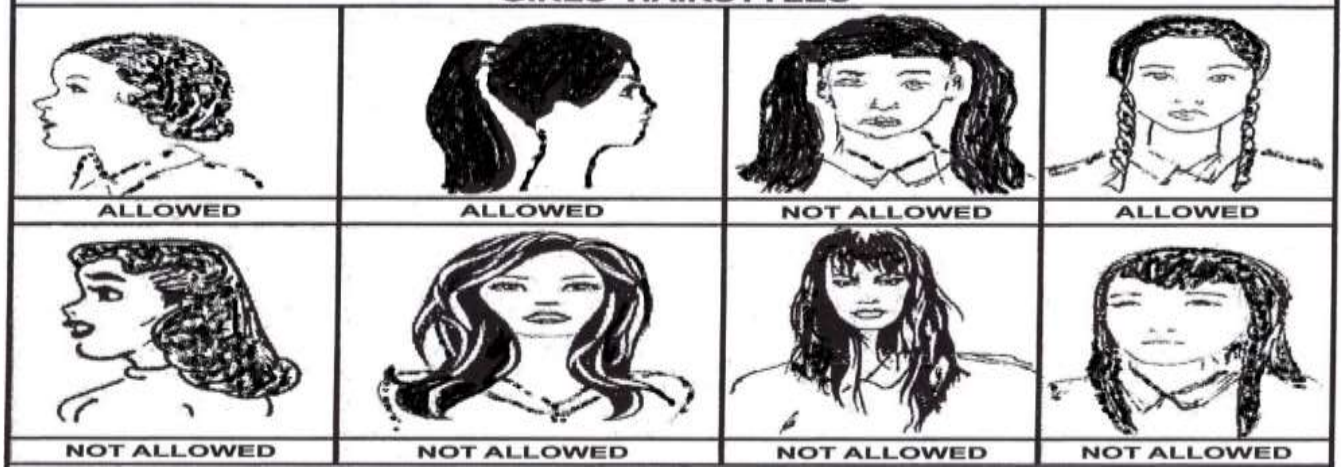
PHYSICAL EDUCATION – SWIMMING (Term 1 & Term 4)	
GIRLS	
GRADES 1 to 3	➢ **Black speedo-type Costume and House Cap** ***(The same kit will be worn in Galas)***
GRADES 4 to 7	➢ **Black one-piece Costume and House Cap or Regulation Black swimming Shorts over Black one-piece Costume and House Cap.** ***(The Black one-piece Costume only and House Cap/School Cap must be worn in Galas- NO Black Shorts over costumes)***

BOYS	
GRADES 1 to 3	➢ **Black one-piece Costume and House Cap** ***(The same kit will be worn in Galas)***
GRADES 4 to 7	➢ **Black speedo-type Costume and House Cap or Regulation Black swimming Shorts over Black speedo-type Costume and House Cap.** ***(The Black speedo-type Costume only and House Cap/School Cap must be worn in Galas- N0 Black Shorts over costumes)***

PHYSICAL EDUCATION – (Term 2 & 4)	
GIRLS	
GRADES 1 to 7	➢ **Regulation Black Shorts** ➢ **Regulation White (Maroon collared) sports shirt.**

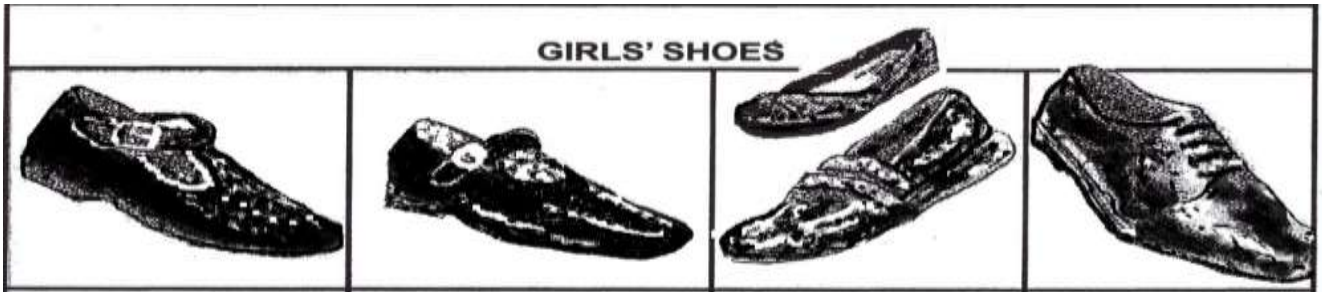
BOYS	
GRADES 1 to 7	➢ **Regulation Black Shorts** ➢ **Regulation White (Maroon Collared) Sports shirt.**

GIRLS' HAIRSTYLES



ALLOWED	ALLOWED	NOT ALLOWED	ALLOWED
NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED

GIRLS' SHOES



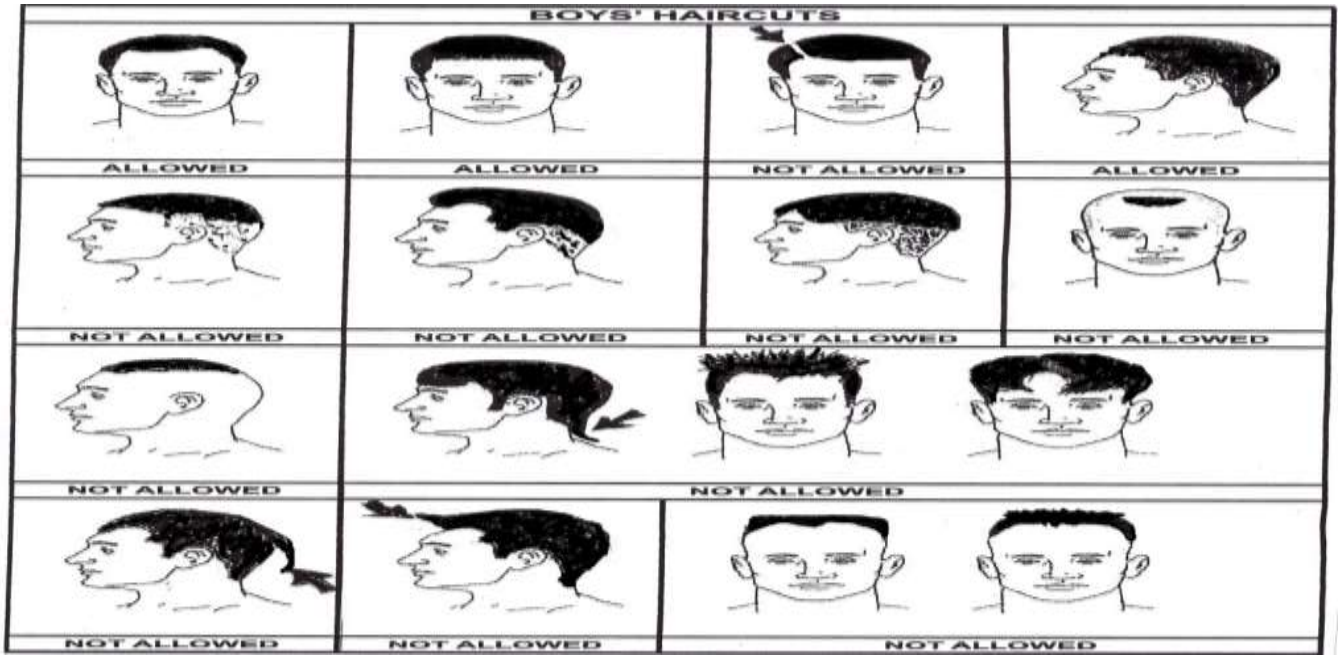
ALLOWED	ALLOWED	NOT ALLOWED	NOT ALLOWED

BOYS' SHOES



ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED

BOYS' HAIRCUTS



ALLOWED	ALLOWED	NOT ALLOWED	ALLOWED
NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
NOT ALLOWED	NOT ALLOWED		
NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	

7. GENERAL SCHOOL RULES FOR ALL LEARNERS

7.1. In the Morning before School Begins

- **Learners are not to arrive at school before 07:00 am.**
- **All bags and other personal belongings are to be left at the designated line up areas.**
- **Ball games and other games are not permitted.**
- **Running around, screaming and 'horse play' are not allowed.**
- **Learners are not to be on corridors, in classrooms and in other designated out of bounds areas.**
- **Learners must promptly make their way to line-up at the sound of the first bell (07:35), remain silent and be seated by the sound of the second bell.**
- **Learners not seated at line-up by the sound of the second bell are deemed to be late for school and must report to Reception.**
- **Gates will be locked at 07:35. Learners arriving for school, after this time, must use the main entrance at Hyde Avenue to gain access into the school.**

7.2. In the Classroom

It is required of every learner to:

- **be attentive and co-operative during lessons and to work to the best of their abilities, exploiting their individual talents to the full;**
- **ensure that class work, homework, assignments, projects and teach backs are completed timeously;**
- **follow all classroom rules, as negotiated and set at the beginning of the school year;**
- **respect authority at all times – all educators and monitors;**
- **do his/her utmost to maintain self-discipline in the classroom;**
- **remain in his/her seat unless otherwise instructed by an educator;**
- **contribute towards an effective and efficient work pace and the completion of work;**
- **maintain a neat, clean work space around him/her;**
- **take care of all school furniture and equipment;**
- **respect the property of others and to seek permission before using any item which belongs to other learners;**
- **remain in the classroom during session. No learner is to be found out of the classroom without permission and without a valid reason;**
- **Absence from class, without the permission of the relevant educator or a member of the SMT, is prohibited.**

Each learner needs to heed the following:

- **Eating in the classroom is prohibited.**
- **'Banned Items' are not to be brought to school.**
- **The throwing of any item across the classroom is not permitted.**
- **Furniture and other material or apparatus, e.g. computers, radios, TVs, may not be used by learners without permission and/or supervision.**
- **No learner/s may be inside a classroom, unless under supervision of an educator.**
- **Only one learner, of the same gender, is allowed to leave the classroom to go to the toilet at any given time.**

7.3. Behaviour when moving to Specialist Rooms

- **Learners must walk silently and in rows.**
- **Nobody is allowed to visit the toilets or leave the row without permission**
- **No talking or unruly behaviour will be tolerated during changing of classes and no exuberance is allowed.**
- **Learners are to stand back and allow adults to pass along corridors, or on approaching an entrance/exit.**
- **The rule of "keep to the left" applies on all passages.**
- **Running and unnecessary loitering is prohibited.**
- **Suitcases should be placed against the wall and not in the middle of the passages.**

7.4. Behaviour during break.

- **Learners are to remain seated when the bell sounds for breaks.**
- **(First break 10:15 – 10:35) (Second Break 12:35 – 12:50)**
- **Learners must leave the classroom immediately when instructed to do so by the educator.**
- **Learners are not allowed on corridors or stairs but must move off to designated areas. Learners are to remain in the designated areas.**
- **Apart from the Toilets, all school buildings are out of bounds.**
- **Learners may not meet visitors at school without permission. All visitors are required to report to Reception when they arrive.**
- **No learner may leave the school grounds without permission.**
- **No learner may purchase items from passing vendors.**
- **No learner may engage in conversion with passers-by.**
- **No learner is allowed in the designated "out of bounds" areas.**
- **Ball games are to be restricted to the big field only. The use of any "hard Ball" is only allowed, unless under educator supervision.**
- **Learners are not allowed to run and engage in dangerous games.**
- **School equipment may only be used with official permission.**

- **Orderly queuing at the Tuck-shop is essential to facilitate efficient service. No "pushing" is permitted. Loitering outside the Tuck-shop is not allowed.**
- **Littering is not allowed.**
- **Learners must promptly make their way to line-up at the sound of the first bell, remain silent and be seated by the sound of the second bell.**

7.5. Behaviour after School.

- **Learners must be fetched by 14:05 on days in which they are not engaged in extra-mural activities and by 15:15 on the days on which they are, unless they are involved in a match, in which case parents will be informed accordingly.**
- **Learners waiting to be fetched must wait at either the entrance at Battersea Road or at the entrance to the field on Hyde Avenue.**
- **Learners who cannot be fetched by the times indicated above must make arrangements to attend the Aftercare which is run on the school's premises.**
- **Learners waiting to be fetched must not engage in behaviour that would bring the school into disrepute.**
- **Running around, ball games, screaming and 'horse play' are not permitted.**

7.6. School Attendance

- **Each learner has an obligation to attend school daily.**
- **The class teacher and Admin Secretary will keep an accurate register of learner attendance and copies of all communication to parents when absence from the classroom is reported.**
- **All absences must be covered by a written explanation from the parent/legal guardian to the class teacher on the learner's return.**
- **A medical certificate must be produced for any absence of 3 days or longer.**
- **Any absence from an official examination or test/assessment must be covered by a medical certificate.**
- **Truancy from school is prohibited.**
- **Requests for 'early leave' must be done in writing by the parent/legal guardian and sanctioned by the principal.**
- **A learner granted 'early leave' will only be dismissed if fetched by the parent/legal guardian, unless other verified arrangements have been made with the principal/SMT.**
- **A learner will not be marked absent for officially sanctioned school activities.**
-

- **No learner may leave the School during school hours without a letter from a parent/ guardian requesting the release of their child and the permission of the principal/SMT.**

7.7. Learner Late Coming

Parents/guardians, learners and teachers are jointly responsible for ensuring that all learners attend School on time.

- **All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.**
- **A learner will be deemed late for school if he/she is not seated at the grade line-up when the school bell rings at 07:35.**
- **A learner who is late for school must report to Reception before proceeding to the classroom.**
- **On the first occasion, the learner who is late will receive a letter informing the parents of the consequences, if the practice continues.**
- **The learner will receive detention if he/she on the 3rd occasion he/she is late for school.**
- **The learner will be sent home on the 4th occasion he/she is late and subsequently every time he/she is late thereafter. This sanction will apply irrespective of assessments, events at school and sport that the learner may be engaged in on that day.**

7.8. Valuables and Personal Belongings

- **The School will not be held responsible for theft of or damage to personal belongings on School premises (bags, books and clothing).**
- **Learners should not bring large sums of money and valuables to School.**
- **It is the responsibility of each learner to ensure the safe keeping of valuables during breaks, extra-murals, matches and in the classroom.**
- **It is the responsibility of the learner to look for mislaid items of uniform or other personal belongings at school and not that of educators, administration staff or general assistants.**
- **All items of uniform must be labelled with the learner's name and grade for identification purposes.**

7.9. Items not allowed at School

The following items are not to be brought to school:

- **Weapons of any type or any other dangerous item which could compromise the safety and well-being of other learners and staff.**
- **Cell Phones – learners are not to be in possession of a cell phone anywhere and at any time on the school premises.**
- **Needles of any kind.**
- **Alcohol, drugs, cigarettes, electronic cigarettes (twisps) and related items.**
- **Electronic equipment such as iPods, iPads, tablets, earphones and related items.**
- **Jewellery and make-up/cosmetics.**
- **Fireworks**
- **Pets**
- **Toys**
- **Matches or lighters**
- **Gel**
- **Pornographic material**
- **Playing cards, Promotional cards and related items**



7.10 School Values, School Ethos and Manners

- **Academic staff, administrative staff, ground staff, parents, visitors and fellow learners are to be accorded the utmost courtesy. If a learner is seated when an adult approaches he/she should stand and greet the adult, and offer assistance where necessary.**
- **Learners should greet staff members when meeting or passing each other during the day. Adults are to be greeted by surname (e.g. Mr Naidoo) or Sir or Miss/Ma'am.**
- **The manner in which pupils communicate with other learners, staff and parents should be of an unquestionable standard at all times. No slang, bad language, shouting or answering back is acceptable. Verbal defiance is a serious offence.**
- **A Learner is not allowed to have his/her hands in his/her pocket when addressing an adult.**
- **A learner will not swear, use offensive language, be insolent and cheeky.**
- **Offensive gestures, lying and dishonesty are prohibited.**
- **Violent conduct is prohibited. Retaliation is regarded as violent conduct.**
- **Theft is prohibited.**
- **Intolerance and disrespect by any learner towards those whose ideas and beliefs differ from his/her own are not permitted.**
- **Racism and any discrimination on racial grounds will not be tolerated.**
- **To avoid accidental injury or damage to property, learners are not allowed to throw stones or other objects.**
- **At sports events the learners are reminded not to walk in front of the spectators. They are not to play near the area while matches are in progress.**
- **Learners are expected to behave appropriately at all functions.**
- **Learners are to remain silent when entering venues for formal occasions – Assembly, Prize Giving.**
- **A learner in a position of authority will not abuse the authority bestowed on him/her by virtue of his/her position, and must realise that he/she is not exempt from the School's Code of Conduct.**
- **A learner in a position of authority may not punish, chastise or bully another learner.**
- **A Learner waiting for transport before or after school should do so in an orderly manner and not bring the school into disrepute by his/her behaviour.**
- **The possession or distribution of pornographic material or other offensive material (e.g. racist or sexist propaganda publications) is not allowed.**
- **Unacceptable, intimate behaviour by learners is not allowed. Kissing, embracing.**
- **Bullying, in any form – verbal, physical or emotional, is prohibited.**

Examples of typical bullying behaviour:

- **Physical Bullying**
- **Minor assault - prodding, poking, tripping.**
- **Offensive physical gestures.**
- **Deliberate damage to property of others.**
- **Major assault – hitting, kicking, pulling of hair, scratching, punching, using a weapon of any nature; acting either as one-on-one, or else as a group against an individual/group.**
- **Verbal and Written Bullying**
- **Name-calling, taunting aimed at ridiculing, humiliating or belittling someone, including remarks which can be construed as mocking of or offensive to race, disability, sexual orientation, age, status, appearance or religion.**
- **Teasing which can be construed as humiliating, embarrassing.**
- **Spreading of malicious rumours and false information and rumours which are designed to mock, humiliate, ridicule and belittle others.**
- **Sending bullying text messages, notes or letters.**
- **Circulating material which humiliates or embarrasses another via electronic format, posters, photographs, graffiti or other means.**
- **Threatening behaviour and intimidation of others.**
- **Psychological (Silent) Bullying**
- **Isolating/ostracising a learner in any way, rejection of a learner by a group. threatening looks, refusal to work with any learner/s in a group activity.**
- **Intentionally placing a learner in an uncomfortable position.**
- **Being a bystander who, in any way, encourages or supports the actions of the bully, without intervening.**
- **Intimidating or threatening another learner in any way to use or borrow their possessions.**

7.11. Cheating/Copying

- **Any act of cheating/copying in classwork, homework, test or other assessment is prohibited, so too is the borrowing of another learner's work.**
- **If a learner who voluntarily allows his or her work to be copied will also get zero for the work.**
- **The same rules apply if anyone else does the work for a learner, including if it is done by the parent.**

7.12. Plagiarism

- **All work presented in tests, projects and assignments must be the learner's own work.**
- **If outside sources are used these must be acknowledged in a bibliography or reference list.**
- **If a learner copies work directly from another source and does not acknowledge it, the learner will get zero for the work and be required to redo the piece of work.**

7.13. School Property and Facilities

- **Wilful damage, vandalism or neglect of school property by any act is prohibited.**
- **Theft of school property is prohibited.**
- **It is the responsibility of every learner to care for the school environment.**
- **Littering is prohibited.**
- **Graffiti is prohibited.**
- **The use of school premises and playing fields after hours, over weekends and during holidays is not permitted without written permission and only under adult supervision.**
- **Misuse of ablution facilities will be viewed in a serious light.**

7.14. ICT and The Computer Room

Users of the Schools Computer System do so under the following rules and conditions:

- **All learners must be accompanied by an educator if they are to make use of any computer system.**
- **ICT equipment, fixtures and furniture must be treated with care and respect at all times.**
- **NO FOOD, NO DRINK is allowed into the computer room.**
- **Conduct must be quiet and orderly at all times, both when using the ICT facilities and whilst waiting for a computer to become available.**
- **Users will be liable for the cost of remedying any damage they cause to the ICT facilities or to remote systems.**
- **The ICT facilities are provided for SCHOOL WORK ONLY.**
- **Any learner seeking to gain access to, modify or delete files belonging to another user will be regarded as guilty of theft, and punished accordingly. Any learner found to be logging on or attempting to log on using a different learner's username will be similarly punished.**

- **Under no circumstances is any learner to interfere or tamper with system settings and files or physically interfere with computers or other equipment in any way. Any such behaviour will be regarded as vandalism and punished accordingly.**
- **Non-schoolwork material is not permitted to be stored or viewed on any computer at any time.**
- **It is forbidden to research objectionable items on the Internet, to download these onto the school network, or to send offensive material to any person's e-mail address box.**
- **Email Usage: Parkside Primary does not provide email facilities for learners.**

7.15. Other

- **Learners may not enter the Admin Offices, SMT Offices, Staffroom or Photocopy Room without permission. All of them are out of bounds for learners.**
- **Chewing gum is not permitted.**
- **Learners must submit to random searches which do not violate the individual's constitutional rights.**
- **Running, walking and sliding down banks are not permitted.**
- **The riding of bicycles, skateboards, rollerblades are not permitted on the school premises.**

7.16. Out of Bounds Areas

The following areas are designated as out of bounds areas to all learners:

- **The area behind the hall.**
- **The cricket nets unless under educator supervision**
- **The car park area near the pump room**
- **The main car parking area.**
- **Entrance via the main Hyde Avenue gate, unless a learner is late for school.**
- **The pool, unless under educator supervision.**
- **The area behind the pool**
- **The General Assistant's home.**
- **The hall, unless under educator supervision**
- **All specialist rooms unless under educator supervision**
- **Admin offices, the staffroom and photocopy room.**
- **Classrooms, unless under educator supervision.**

8. SPORTS CODE FOR LEARNERS

8.1. General Rules:

- **A Learner must ensure that he/she is dressed in full, appropriate kit at all times for practices and for matches/games.**
- **A Learner travels to games in his/her match kit unless otherwise instructed by his/her coach.**
- **A learner must ensure that he/she is punctual for all practices and matches/games.**
- **It is imperative that he/she shows commitment by attending all practices and fulfils his/her obligation of attending all matches he/she has been selected to play in.**
- **He/She must be fully engaged in any warm-up sessions called by the coach before practices and matches.**
- **A learner must always follow the instructions given by his/her coach and captain of the team.**
- **He/She must always display the utmost respect for:**
  - **umpires/referees,**
  - **visiting coaches,**
  - **members of the opposition team,**
  - **parents and spectators,**
  - **educators and coaches,**
  - **members of his/her own team.**

- **A Learner must ensure that he/she refrains from:**
  - **public displays of disappointment;**
  - **abuse of equipment;**
  - **arguing with umpires/referees, coaches and the opposition;**
  - **use of vulgar language;**
  - **blaming members of his/her team for poor performance.**
- **He/She remains seated with other members of the team when the team is not involved in a match during tournaments.**
- **He/She must ensure that his/her coach is aware of his/her whereabouts at all times during the period that he/she is under the coach's supervision.**
- **He/She must remain for the full duration of a match/tournament and only leaves when dismissed by the coach.**
- **A learner must thank umpires/referees, members of the opposition team and all coaches at the end of every match.**

8.2. Rainy Day Procedures:

8.2.1 Practices:

- If it rains during the day of a scheduled practice, he/she will presume that the practice will go on unless otherwise instructed.
- The Principal will make a decision about the practice by the end of the second break [13:00] of the day.
- Should it start raining during a practice, he/she will wait for the coach to make a decision.
- Practices will be cancelled if there is lightning and a learner's safety is in question.

8.2.2 Before Midweek Matches:

- If it is raining heavily, a match may be cancelled prior to players leaving for the venue.
- Only the Principal may cancel a fixture.

8.2.1 Before Saturday Matches:

- He/she must report to the venue of the match by the time indicated by his/her coach. He/she should not presume that the match has been cancelled.
- Coaches/Umpires/Referees will use their better judgement to make a decision.
- He/she must ensure that his/her transport arrangements are in place so that he/her coach is not inconvenienced if the fixture is cancelled.

8.3. DRESS CODE

ACTIVITY	ATTIRE
SPEECH & DRAMA	Regulation White and Maroon Parkside shirt, black PE shorts, barefoot
CHOIR	Full Regulation School Uniform
CHESS	Full Regulation School Uniform

8.3.1 Practices:

- Black /White PE Shorts
- White/ maroon collared sport-shirt only
- Grey socks
- Official Parkside cap
- White closed shoes, soccer/hockey/rugby boots
- Black Swimming shorts, One Piece Costume, Speedos (PE only)

8.3.2 Matches/Galas/Athletics:

CODE		KIT
ATHLETICS	Boys & Girls	Regulation White and Maroon Parkside shirt, black PE shorts, athletics will compete barefoot (No Takkies)
SWIMMING	Boys	Regulation Black Speedos only (galas)
	Girls	Regulation Black one piece costume only
NETBALL	Girls	Regulation White and Maroon Parkside shirt, Regulation White School Socks, White Takkies
HOCKEY	Boys	Regulation White and Maroon Parkside shirt, Black Shorts, Regulation White and Maroon socks, Shin Pads and Gum Guards are compulsory.
	Girls	Regulation White and Maroon Parkside shirt, Regulation White and Maroon Socks, White Takkies/boots, Shin Pads and Gum Guards are compulsory.
SOCCER	Boys	Regulation White and Maroon Parkside shirt, Black Shorts, Regulation White and maroon socks, soccer boots, Shin Pads are compulsory.
CRICKET	Boys	Regulation White and Maroon Parkside shirt, White Shorts, Regulation White and maroon socks, White Takkies. Helmet, Box, Batting Gloves are compulsory.
MINI CRICKET	Boys	Regulation White and Maroon Parkside shirt, Black Shorts, Regulation White and maroon socks, White Takkies.
CHESS	Boys Girls	Full School Uniform
CROSS COUNTRY	Boys Girls	Regulation White and Maroon Parkside shirt, black PE shorts
VOLLEYBALL	Boys Girls	Regulation White and Maroon Parkside shirt, black PE shorts

9. CORRECTIONAL DISCIPLINE PROCEDURES – LEVEL ONE OFFENCES

MISDEMEANOR	CONSEQUENCES
Arriving late for School	a). Reprimand/Verbal warning
Arriving late for Line-up/ school activities	b). Written Work
Classroom rules infringement	
Being outside the classroom without permission	c). Break Restrictions
Misbehaviour at line-up	d). Detention
Misbehaviour on corridors	
Misbehaviour when leading to specialist rooms.	e). Principal's Detention
Insolence and disrespectful attitude	f). Written warning informing Parent
Lying	
Littering or failing to pick up litter in close proximity.	g). Confiscation
Use of crude language - indirect	h). Litter Clean-up
Chewing gum	
Hands in pocket when talking to an adult	i). Exclusion from events
Riding a bicycle/ rollerblades/ skateboard	
Non return of reply slips or absentee notes	j). Replacing/payment for damaged or stolen item
Non participation in PE-No letter	
Being in out of bounds area	
Failure to attend meeting/ Activity	
Putting of unauthorised notice on Display	

10. CORRECTIONAL DISCIPLINE PROCEDURES – LEVEL TWO OFFENCES

MISDEMEANOR	CONSEQUENCES
Repeat of Level One offence	a). Written Work
Communication with passers-by or unauthorised visitors	b). Break Restrictions
Tampering with car	
Offensive Language - Targeted	
Bullying or intimidation	c). Detention
Leaving School without permission	d). Two Detentions or more
Bunking class or school	
Failing to complete punishment given	e). Principal's Detention
Failing to attend detention	
Disobeying a legitimate instruction	f). Parent interaction and intervention
Breach of Test/Examination Rules Cheating/Copying	g). Community Service
Repeatedly disrupting the learning of others	h). Permanent Confiscation
Graffiti (small scale)	i). Confiscation for 10 weeks
Vandalism (minor)	
Dishonesty	
Violent conduct - petty/ impulsive	j). Removal of good conduct status – loss of privileges/Exclusion from events
Bringing a 'banned item' to school or in possession of such	k). Enforced monetary compensation for damaged or stolen item
Failure to disclose peers intention of wrong doing	l). Deduction of marks/awarding a Zero mark
Selling of items at school without permission	
Inappropriate moral behaviour – kissing, embracing	m). Day suspension – returns next day
Persistent Late Arrival at School	n). Suspension from extra-mural/sport

11. CORRECTIONAL DISCIPLINE PROCEDURES – LEVEL THREE OFFENCES

MISDEMEANOR	CONSEQUENCES
Repetition of Level Two offence	a). Parental intervention and interaction b). School Governing Body intervention/disciplinary enquiry c). Community Service d). Monetary Compensation e). Permanent Confiscation f). Monetary compensation for injury g). Removal of good conduct status h). Removal of leadership position i). Suspension for a period as corrective measure. j). Police intervention k). Disciplinary Hearing l). Expulsion m) Department of Education Intervention
Graffiti (major)	
Theft	
Forgery, fraud	
Vandalism (major)	
Sexual harassment	
Weapon at school – display or use	
Assault, violence or intimidation -premeditated	
Provocation	
Bullying (high level)	
Immoral Conduct	
Possession or use of drugs, tobacco, alcohol, e-cigarettes, twisps	
Dealing in drugs, alcohol, cigarettes	
Repeated cheating in examinations or tests	
Repeated blatant defiance of authority	
Racism or religious/cultural intolerance	
Possession, display or dealing in pornography	

12. SPORTS DISCIPLINE POLICY

Misdemeanour	Consequence/Sanction	
Inappropriate Kit for Practices/matches	1st offence: 2nd offence: 3rd offence:	Verbal warning & Non participation in practice/ match Match suspension Suspension from team/squad Parental intervention
A missed practice (Learner does not excuse himself/ herself) *A written note from a learner's parent/ guardian must be given to the coach if a learner cannot attend a practice.	1st offence: 2nd offence: 3rd offence:	Verbal warning Detention Match Suspension/ Suspension from team/squad Parental intervention
A missed game (No excuse offered prior to game)	1st offence: 2nd offence: 3rd offence:	Detention Principal's Detention Match Suspension Parent Intervention Suspension from Team Parent Intervention
Inappropriate Behaviour	1st offence: 2nd offence: 3rd offence:	Detention Principal's Detention Match Suspension Parent Intervention Suspension from Team Parent Intervention

13. CORRECTIONAL DISCIPLINARY MEASURES – UNIFORM CODE

MISDEMEANOR	CONSEQUENCE/SANCTION
Incorrect Hair Cut	Verbal warning Detention Confiscation Loss of Good conduct status/Exclusion from extra-murals/match Principal's Detention Parental Intervention Parental Intervention - Learner sent to have infringement corrected and return the school on same day
Use of gel, lotion, oil in hair, use of colour	
Hair not tied back	
Incorrect earrings	
Use of cosmetics/make-up	
Incorrect Uniform	

14. The Right to Search

- The principal or his delegate, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of the learner for items not allowed at school, as specified.
- A physical search of a learner will be conducted in private by a person of the same gender, with at least one witness present.

15. Acts Governing the Code of Conduct

This Code of Conduct is adopted in terms of the South African's Schools Act (Act No 84 of 1996), the Kwa-Zulu Natal School Education Act (Act No 3 of 1996) and the guidelines published by the Department of Education (Notice 776 of 1998). It is adopted in the spirit of the Constitution of the Republic of south Africa (Act No 108 of 1996)