**DAXINA PRIMARY SCHOOL**

**RIGHTS AND RESPONSIBILITIES**

\* The dignity and rights of a learner at this school shall be respected as required by the South African School Act of 1996, and the bill of rights.

\* The following rights form the basis of a very effective discipline code within aschool.

\* - The right to an education

- The right to work and learn without being disturbed by others.

- The right to be treated courteously and respectfully.

- The right to work in a clean, safe and orderly environment.

\* In conjunction with these rights, a learner at this school shall have the following responsibilities.

- Be committed to learn and develop to his/her full potential.

- Respect the rights of other learners and stakeholders during the learning process.

- Respect the educators, support staff and visitors of the school.

- Respect, protect and carefully use the facilities and equipment of theschool.

- Respect the property of all learners, educators and others at school.

- To attend school regularly and be punctual for school and classes.

- To adhere to all school and classroom rules and regulations.

**COMMON SCHOOL RULES AND REGULATIONS**

The following school rules and regulations serve as a guideline for the effectivemanagement of the school and aims to enhance the loyalty and dedication of learners.

**THE DRESS CODE**

Learners are to be properly attired in the Daxina Primary School's uniform

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| **SUMMER** | |
| BOYS | GIRLS |
| White school shirts  Grey school pants  Grey socks  Black school shoes  School tie  NO coloured T-shirts to be worn underneath shirts | School Tunic (Gold)  School Socks (Navy Blue and Gold)  Black school shoes  Navy Blue/black tights |
| **WINTER** | |
| BOYS | GIRLS |
| As in summer with blue school jersey  School tracksuit with white school shirts  Grey socks  Black school shoes | 1.Grey school pants, white school shirt with blue school jersey or blue dry Mac  Black school Shoes  2.School tracksuit with Golf T-Shirt  Navy blue/ grey socks  Black or White takkies |
| **COMPULSORY PT AND SPORTS UNIFORM** | |
| BOYS | GIRLS |
| School Tracksuit  Golf T-Shirt  Black or white Takkies | School Tracksuit  Golf T-Shirt  Black or white Takkies |
| Compulsory for both Boys and Girls - Failure to adhere to this uniform will  lead to Suspension and / or Expulsion. | |
| **Uniform for grades 1 to 7 is available at City Fashions or con-cord in Lenasia.** | |

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| **HAIR, NAILS AND ACCESSORIES** | |
| BOYS | GIRLS |
| Conventional school boy haircut.  No gel, bleaching, hair dyes, highlights, spikes etc  Nails to be short and clean. No nail polish.  Only watch can be worn.  No chains, bangles, rings and earrings will be allowed. | Collar length hair, and longer must be tied back.  Plain white/black or tunic colour hair bands to be used. No gel, bleaching, hair dyes, highlights, spikesor different colours plaited into hair braids etc.  Nails to be short and clean. NO nail polish.  Only watch can be worn, small stud earrings allowed.  No double earrings on ear allowed.  No chains, bangles, rings will be allowed.  No Fancy braid only straight back is allowed and should not be longer than collar level |

**TIME MANAGEMENT**

\* Late coming: learners are to report to school at least 10 minutes before the start of the school day.

\* Early Leave: early leave is not encouraged. However, in cases of emergency, leave will only be granted by the office. The parents or legalguardian must personally fetch the child. Proof of identification may at times be requested.

\* Punctuality to the classroom: learners must report promptly to the class after breaks. Learners to bring a letter from the doctor or parent if absent,

**NUTRITION**

\* Healthy eating habits are encouraged. Parents are to provide learners with wholesome sandwiches, juices and fruit.

**LEARNERS PROPERTY**

\* All personal belongings, including school uniform, should be marked withthe learners' name for easy identification.

\* No learner is to touch or take another learners property without their permission. This will be considered as stealing and will be appropriately dealt with.

**TRANSPORT**

\* Parents are to ensure that learners are transported in safe transportation to and from school.

\* Learners who walk to school should be informed of road safety rules and personal safety precautions.

\* Learners waiting for transport should do so at the entrance of the school.

**DROP OFF ZONES**

\* Learners transport must drop them at the drop off zones away from the scholar patrollers and learners are to enter the school premises after being dropped off.

**EXTRA ANDCO-CURRICULAR ACTIVITIES**

\* Parents will be notified of any event (sporting, cultural or academic) inwhich learners are participating.

\* Practice sessions for extra- mural activities shall start from 13:30 – 14:30(Wednesdays)

\* Learners need to be attired in appropriate uniform for these events.

\* Learners are to uphold the name of Daxina Primary School at these events

\* Physical Education classes are compulsory and learners will only be exempted with a doctor’s or parent’s letter.

**MOVEMENTONTHE CORRIDORS**

\* No running on the corridors will be permitted.

\* The movement in the school shall always be to the left.

\* Learners are to move quietly between periods.

**GENERAL**

\* Learners on school premises or in uniform outside school premises may not possess tobacco, alcohol, drugs or weapons.

\* There will be no intimate physical contact between two individuals.

\* There will be no fighting or bullying before, during or after school.

\* No illegal acts such as gambling or drug trafficking will be tolerated on the school’s premises.

\* Learners are to assist in keeping the buildings and grounds neat and clean.All litter to be deposited in refuse bins.

\* No toys (electronic or other), cell phones, pornographic material etc will be allowed.

\* Confiscated items will be released at a cost of R200

\* No graffiti on desks or suitcases.

**SCHOOL WORK ETHICS**

\* Learners are to complete all the tasks in the time frame given.

\* Parents are to use the assessment programs provided at the beginning ofeach term to support learners in the completion of assessment activities.

\* Learners books must be kept clean and neat

\* Learners are to plan ahead for lessons by using their time tables to packtheir books.

**COMMONCLASSROOM RULES**

\* The following set of guidelines for classroom conduct is standard. It is to be observed by every learner in every classroom of Daxina Primary School. Individual educators may augment this list with additional rules or practices that are specific to their requirements eg. Laboratory rules, computer laboratory, media centre, set up and clean up routines for Art work, experiments.

**THE START OF THE LESSON**

\* Learners are to line up quietly in two neat rows outside the classroom.

\* Learners are to be correctly attired before entering the classroom.

**DURING THE PERIOD**

\* Avoid littering

\* You may not eat or drink or chew gum in the classroom

\* Abuse of any kind is strictly forbidden

\* Vandalism of school property is strictly prohibited

**END OF PERIOD**

\* Wait for the educator's instructions before packing up to leave

\* When you stand to leave, push your chair in neatly

\* Pick up any litter and drop it into the dustbin on your way out.

\* Leave the classroom in an orderly manner, in a straight, quiet line, to the next class.

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| **NOTES TO THE TEACHER** |

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| **NOTES TO THE PARENT / GUARDIAN** |

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| **NOTES TO THE PARENT / GUARDIAN** |

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| **Level A** | | **Minor Misconduct** | | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Grade:\_\_\_\_\_\_\_\_\_\_\_** |
| Teachers will manage the punishment of these offenses. If a learnerhas 3 of these transgressions, it becomes a Level B transgression.  Any 5 transgressions in this category will lead to suspension and / or expulsion. | | | |
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| Reply slips not returned |  |  |  |  |  |  |  |  |  |
| Books not being handed in |  |  |  |  |  |  |  |  |  |
| Equipment not at school |  |  |  |  |  |  |  |  |  |
| Homework incomplete |  |  |  |  |  |  |  |  |  |
| Homework/book, test not signed |  |  |  |  |  |  |  |  |  |
| Running on corridors |  |  |  |  |  |  |  |  |  |
| Talking on corridors, quad,class |  |  |  |  |  |  |  |  |  |
| Shouting out in class |  |  |  |  |  |  |  |  |  |
| Misbehaving in tuckshop |  |  |  |  |  |  |  |  |  |

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| Being late for school |  |  |  |  |  |  |  |  |  |
| Late for extra murals/lessons |  |  |  |  |  |  |  |  |  |
| Loitering |  |  |  |  |  |  |  |  |  |
| PT clothes not at school |  |  |  |  |  |  |  |  |  |
| Insubordination to a prefect |  |  |  |  |  |  |  |  |  |
| Work not up to standard |  |  |  |  |  |  |  |  |  |
| Toys at school |  |  |  |  |  |  |  |  |  |
| Constantly out of desk |  |  |  |  |  |  |  |  |  |
| Incessant teasing |  |  |  |  |  |  |  |  |  |
| Littering |  |  |  |  |  |  |  |  |  |
| Not keeping left on stairwells |  |  |  |  |  |  |  |  |  |

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| **Level B** | **Misconduct** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Grade:\_\_\_\_\_\_\_\_\_\_\_** |
| Three offenses in this category will lead to punishment class. (Three signatures in any category).  Any 5 transgressions in this category will lead to suspension and / or expulsion. | |
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| Homework not done |  |  |  |  |  |  |  |  |  |
| Books not at school |  |  |  |  |  |  |  |  |  |
| Disruptive behaviour in class |  |  |  |  |  |  |  |  |  |
| Late for class |  |  |  |  |  |  |  |  |  |
| Chewing gum and eating inclass |  |  |  |  |  |  |  |  |  |
| Work always incomplete |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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| Wearing jewellery |  |  |  |  |  |  |  |  |  |
| Uniform not up to standard |  |  |  |  |  |  |  |  |  |
| Wearing make-up |  |  |  |  |  |  |  |  |  |
| Out of class without permission |  |  |  |  |  |  |  |  |  |
| Playing in illegal areas |  |  |  |  |  |  |  |  |  |
| Spitting |  |  |  |  |  |  |  |  |  |
| Back chatting |  |  |  |  |  |  |  |  |  |
| Climbing on fences/walls |  |  |  |  |  |  |  |  |  |
| Incessant teasing eg. Hidingbags |  |  |  |  |  |  |  |  |  |

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| **Level C** | **Serious Misconduct** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Grade:\_\_\_\_\_\_\_\_\_\_\_** |
| One offence in this category will lead to punishment class.  Three of these transgressions will lead to a level D punishment. | |

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| Bullying |  |  |  |  |  |  |  |  |  |
| Throwing of objects |  |  |  |  |  |  |  |  |  |
| Fights-Teasing, pushing, etc. |  |  |  |  |  |  |  |  |  |
| Ignoring scholar patrol |  |  |  |  |  |  |  |  |  |
| Rough play and dangerous play |  |  |  |  |  |  |  |  |  |
| Insolence towards educators |  |  |  |  |  |  |  |  |  |
| Bringing the school intodisrepute |  |  |  |  |  |  |  |  |  |
| Failure to attend punishment  classes |  |  |  |  |  |  |  |  |  |
| Persistent disobedience |  |  |  |  |  |  |  |  |  |
| Foul Language |  |  |  |  |  |  |  |  |  |
| Criticism of coaches |  |  |  |  |  |  |  |  |  |
| Cell phone at school |  |  |  |  |  |  |  |  |  |

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| **Level D** | **Suspendible Misconduct** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Grade:\_\_\_\_\_\_\_\_\_\_\_** |
| One offence in this category will lead to punishment class and the principal should  be notified. This MUST lead to a disciplinary hearing conducted by SGB. LEARNERS  FOUND GUILTY OF ANY OFFENCE IN THIS CATEGORY MUST BE SUSPENDED or EXPELLED.  REPEATED OFFENDERS ON ANY OF THIS LEVEL MUST BE EXPELLED. | |

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| Possession of dangerous objects |  |  |  |  |  |  |  |  |  |
| Bunking of school |  |  |  |  |  |  |  |  |  |
| Assault |  |  |  |  |  |  |  |  |  |
| Crimen injuria /insults/ cursing |  |  |  |  |  |  |  |  |  |
| Drinking alcohol or taking drugs |  |  |  |  |  |  |  |  |  |
| Smoking |  |  |  |  |  |  |  |  |  |
| Pornographic material |  |  |  |  |  |  |  |  |  |
| Theft |  |  |  |  |  |  |  |  |  |
| Vandalism |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Leaving school without permission |  |  |  |  |  |  |  |  |  |
| Cheating in tests/tasks |  |  |  |  |  |  |  |  |  |
| Dishonesty eg. Telling lies inserious situations |  |  |  |  |  |  |  |  |  |
| Racism |  |  |  |  |  |  |  |  |  |
| Engaging in sex on the school  property |  |  |  |  |  |  |  |  |  |
| Threats / intimidations while in  possession of a dangerousobject |  |  |  |  |  |  |  |  |  |
| Gansterism |  |  |  |  |  |  |  |  |  |
| Continuous Bullying |  |  |  |  |  |  |  |  |  |
| Terrorism |  |  |  |  |  |  |  |  |  |
| Satanism |  |  |  |  |  |  |  |  |  |
| Murder |  |  |  |  |  |  |  |  |  |
| Causing or inflicting serious bodily harm to a person |  |  |  |  |  |  |  |  |  |
| Vandalism and damage toproperty |  |  |  |  |  |  |  |  |  |
| Sexual inappropriate behaviour |  |  |  |  |  |  |  |  |  |
| Aggression toward educator |  |  |  |  |  |  |  |  |  |
| Gambling |  |  |  |  |  |  |  |  |  |
| Indecent exposure/behaviour |  |  |  |  |  |  |  |  |  |
| Bullying with aggravating circumstances |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |