



LEBONE II
College of the Royal Bafokeng

LEBONE II – COLLEGE OF THE ROYAL BAFOKENG

Lower School
Student Code of Conduct

Name: _____

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We believe Lebone II - College of the Royal Bafokeng, is a great place to learn and our students have a right to feel safe, happy and valued. We link our expectations to the Values and Habits of Mind as displayed in the classrooms.

This Code of Conduct is designed to help you understand your rights and responsibilities at our school, and creates a support structure which can assist you towards becoming the responsible citizen we wish you to be.

Nothing will exempt you from these school rules and ignorance of these rules is not an excuse.

Our purpose at Lebone is to:

Inspire, to educate, and enable people to flourish.

Health and Safety



You have a right to be safe and healthy

The school is a place of safety where laws pertaining to public places are applicable.

- Use school equipment safely.
- Move safely both inside and outside classrooms.
- Walk up and down stairs holding onto the handrails.
- Walk, using correct entrances and exits.
- Stay inside the school grounds and play in your area.
- Stay out of the classroom/IT lab/library if a teacher is not there.
- When J-boarding or using a scooter, wear a helmet and follow the correct route. No J-boarding or using a scooter before or after school.
- Children are encouraged to wear a hat and sunscreen when outside.
- Parents are encouraged to send lunch boxes for their children packed according to Discovery Health guidelines.
- Go home immediately if not in aftercare or engaged in school activities.
- Keep our school litter free by following the recycling guidelines and using the allocated bins.
- Take responsibility for keeping grade toilets neat and tidy. Do not play or eat in the toilets.
- Chewing of gum is not permitted unless identified as part of an intervention strategy by the TLC.
- If a student is in possession of prescription medication, a copy of the doctor's script and medication is to be handed in and administered from the WC.
- No dangerous objects or illegal drugs, as defined in the SA Schools Act 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.
- The carrying and/or smoking of cigarettes / e cigarettes is prohibited.
- Alcohol is not permitted on school premises.
- Carrying, copying and/or reading of offensive material is prohibited.
- The swimming pool and dams are out of bounds unless accompanied by a teacher.

Be safe on school outings



- Be polite, respectful and friendly at all times.
- Be well behaved.
- Listen to and follow instructions.
- Sit in the bus, buckle up and do not throw anything around in the bus or out the windows.
- Ensure that the bus is clean before you leave after the trip.
- You are a reflection of your school, your parents and yourself.
- All school rules apply on outings.



Kindness and Respect

You have a right to be treated with kindness and respect

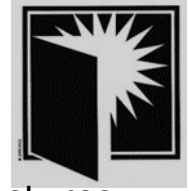
- Respect and accept each other's differences, opinions, cultures and beliefs.
- Talk politely and greet all people in our school.
- We do not accept vulgar language, swearing, hate speech or racial misbehaviour such as the use of racial slurs.
- Always be friendly and considerate to each other's feelings and needs.
- Be considerate and co-operative.
- Listen to and include others in games and activities.
- Try to solve problems together.
- Be fair and listen to both sides of the story.
- Always tell the truth.
- Accept responsibility for what you have done without blaming others.
- Do not plagiarise or cheat in any way.
- Hand any found money, clothes or possessions to a teacher or at lost property.
- Respect the school rules by dressing correctly and behaving correctly at all times, both during school hours and after.
- Students say and do things to bring credit to the school.



Tolerance and Acceptance

Bullying is any behaviour that is meant to hurt, happens more than once or involves an imbalance of power.

Bullying will not be tolerated



- This means there will be NO:
- **Physical Bullying**: including fighting, pushing, shoving, rude gestures, or invasion of personal space.
- **Verbal Bullying**: including name calling, offensive language, rude words, putting people down behind their backs, picking on people because of their race, gender or religion.
- **Visual Bullying**: including hurtful or offensive notes or material, graffiti, damaging other people's possessions or taking/hiding their property
- **Emotional Bullying**: including, but not limited to, picking on others, threats to 'get' people, repeatedly leaving other students out or tormenting others.
- **Cyber Bullying**: including teasing, spreading rumours or unwanted messages using social media, email, instant messaging and SMS.
- **Racist**: racial taunts, graffiti or gestures.

What can you do if you are bullied?

It is your right and responsibility to report bullying to your teacher, whether it happens to you or someone else. Remember, if you are bullied, it is never your fault. It can be stopped and it can usually be traced.

- Tell /write a note to a teacher or parent.
- Before deleting a picture/message tell or show a teacher.
- Do not reply to nasty messages.
- Language that is seen to be insulting, discriminatory or racist is prohibited and must be reported immediately to the class teacher.
- Any act that belittles, demeans or humiliates another student's culture, race or religion is prohibited.
- Keep your log-in and password information private.



Accommodation of religious or cultural rights

- If the school rules conflict with any religious or cultural rights, apply for a deviation.
- The application must be in writing to the Head and must identify the conflicting rule.
- Make a suggestion on how the rule may be adapted to accommodate the religious or cultural rights.
- The student must provide proof that she/he belongs to that specific religion or culture and that the religious or cultural practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
- The religious / cultural conduct or practice must be lawful.
- The Head must consider the application and grant the application within 14 school days.
- The deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the student to comply with such beliefs.
- Cultural rights will be considered in the event that it is compulsory for the cultural group.
- The deviation must clearly identify the conduct that will be allowed and the conditions under which the deviation applies to the student.



Learning

You have a right to learn



- Come to school and classes on time.
- Arrive at school by 7:15 in the morning.
- Stay on task and participate in learning activities.
- Follow instructions and complete tasks.
- Cooperate with others and help them if they need it.
- Take it in turns to speak and listen to others.
- Do not disrupt teaching and learning in the classroom.
- Know and implement the Habits of Mind.
- Communication by parents to teachers of any absence from school.
- Should a student be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/ registered herbalist.
- Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- Students leaving during school hours need to be signed out by the responsible adult at the Lower School admin building.
- Truancy from any classes is not allowed.



School and Personal Property

Look after and use all belongings appropriately

The school will not be held responsible for theft of or damage to personal belongings on school premises (e.g. cell phones, bags, books and clothing).

- Respect other people's property.
- Do not touch other people's belongings without their permission.
- Look after your own property.
- Mark all your possessions.
- No valuable items or large sums of money should be brought to school.
- Arrangements should be made with the teacher in charge for safekeeping of money and/or valuables.
- Cell phones must be switched off during school hours, including breaks and aftercare. If the student brings a cell phone to school, the school must have written consent from a parent / legal guardian on the indemnity form, which provides for indemnification against loss of or damage to the cell phone.
- Students may not bring toys, computer games, iPods or similar electronic devices to school unless requested so by the teachers.
- Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by physical act, is prohibited.
- Theft of school and private property is prohibited.
- Students must keep clear of areas that are indicated as out of bounds.
These include:
 - The school parking area.
 - The dams and surrounding area.
 - The playing fields, tennis courts, basketball courts, swimming pool area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
 - Electrical mains distribution boxes, fire extinguishers and hoses.



Wear your school uniform with pride

- Wear the correct uniform as stipulated.
- Fingernails must be kept trimmed short and clean at all times.
- During events that allow the wearing of casual wear, students should wear neat, presentable, unbranded clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
- You may wear a wristwatch and the truth bracelet.
- Hair accessories must be simple and in the school colours: blue, green, black or white.
- No jewellery except one stud earring or small hoop per ear in gold or silver for girls.
- No bangles, bracelets or bands around wrists or ankles.
- No nail polish, lip gloss, tinted /coloured lip balm or any other makeup.
- Hairstyles must be neat at all times.
- Hair extensions are allowed. Hair must be kept back out of the face.
- No colouring of hair, fad hairstyles e.g. man buns, gel or Mohawk; no patterns shaved into hair or eyebrows.
- Hats/caps/beanies to be worn only outside not indoors.



Summer Uniform

- Grade R-4 girls: green golf shirt with skorts and black Froggie sandals, school shoes, plain white or black takkies. White ankle socks.
- Grade 5-6 girls: short-sleeved Lebone blouse, blue wraparound dress and black Froggie sandals or school shoes. White ankle socks.
- Grade R-4 boys: green golf shirt with blue shorts and black Froggie sandals, school shoes, plain white or black takkies. White ankle socks.
- Grade 5-6 boys: short-sleeved white Lebone shirt, which is not tucked into the charcoal shorts. Black Froggie sandals or school shoes. Grey socks. Lebone hat or cap and sunscreen.

Winter Uniform

- Grade R-6 students may wear the blue tracksuit with white socks and school shoes, plain white or plain black takkies.
- Green school jersey or a zipped up track suit top.

Sport uniform

- Green golf shirt with logo, blue shorts, cricket hat with logo/ cap with logo, white ankle socks and plain white or plain black takkies.

Swimming gear

- All clothes, towels and tog/sports bags to be clearly marked with the child's name and surname.
- Swimming gear to be sent to school in a separate tog/sports bag. A plastic shopping bag to be placed inside tog/sports bag to accommodate wet items.
- Navy blue, black or Lebone costumes to be worn for boys and girls. Girls: a one-piece costume. Boys: either a speedo or a jammer. No Lebone PE clothes will be allowed to be used as swimming costumes.
- All students to wear a swimming cap.
- It is recommended that students wear swimming goggles in the water.

Guidelines

- Froggie sandals will gradually be phased out, whereafter school shoes will be worn by all students.
- Days on which students have physical education or class sport: sport uniform may be worn to school.
- Days on which students have swimming early in the morning: costumes may be worn under the sport uniform. Full school uniform to be worn after swimming.
- Afternoon sport: school uniform is worn to school, students change into sport uniform during lunch.
- No long sleeved vests or tops under summer shirts or sport uniform.

Classroom Rules



Early each year teachers and students agree on a set of classroom rules to help create a positive learning environment.

My Classroom Rules:



Strategies for Students

When someone does something to you that you don't like, you have a choice in how you deal with it.

Here are some strategies that you can use:

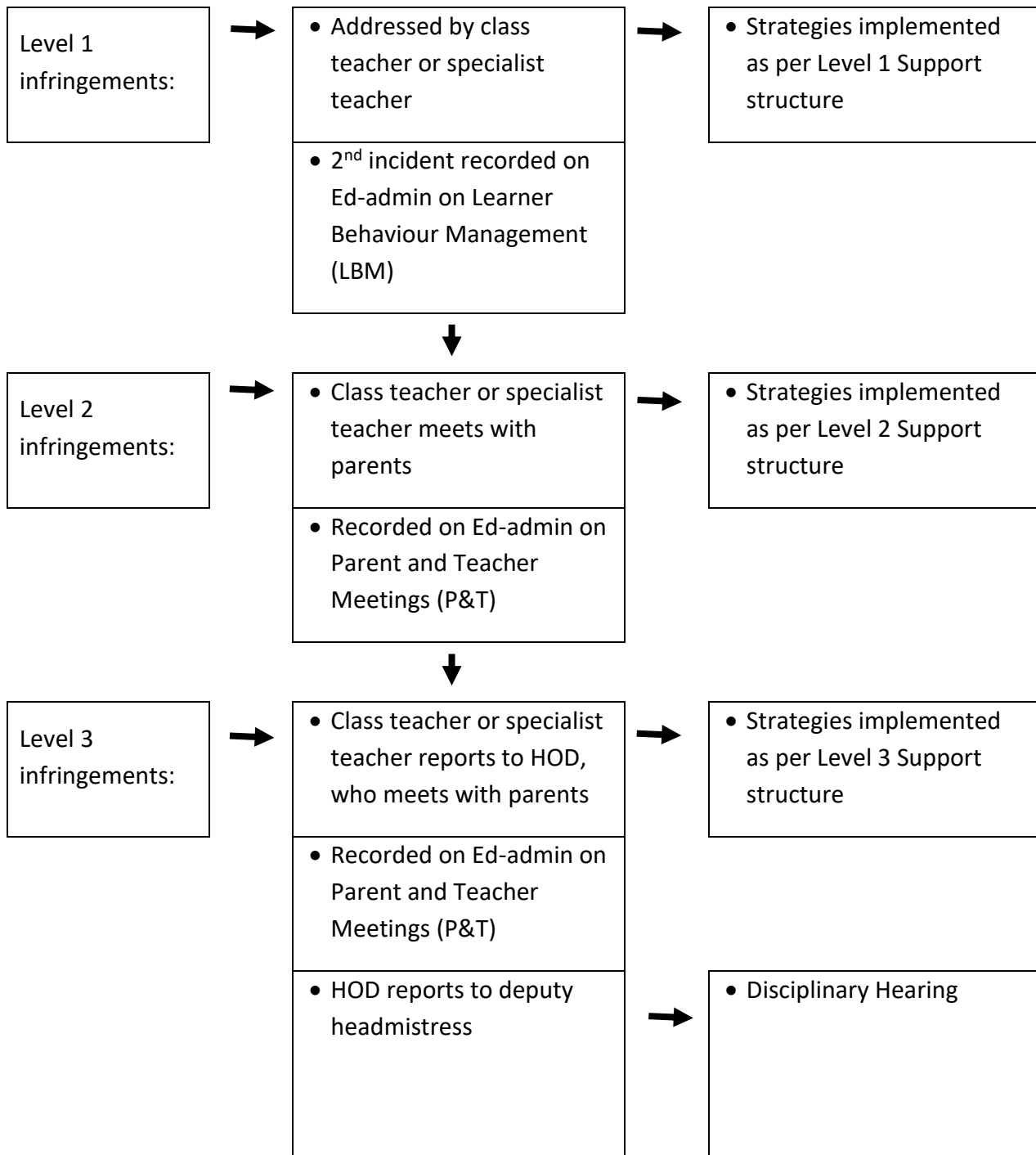
- Wait and cool off
- Tell them to stop it
- Talk it out
- Make a deal or compromise
- Apologise
- Ignore it or walk away
- Go to another game or play with other people
- Get help from a teacher



Strategies that I think I could use:

Consequences

When rights, responsibilities and rules are broken, then the following consequences may occur:



These measures will be used with discretion, depending on the nature of the problem.

At all times Restorative Practices will be the first strategy used to solve issues.

Infringement and Support Structures

Level 1 Infringement	Response and support
<ul style="list-style-type: none"> • Arriving late • Cell phones during school day • Chewing gum • Computer abuse • Dishonesty (plagiarism, cheating, copying of homework) • Disregarding class rules. • Disregarding reasonable instructions e.g. work in class • Disrespectful action towards staff • Disruptive behaviour • General untidiness • Inciting fighting, bullying behaviour (needling). • Incorrect use of skateboards/jay boards/scooters etc. • Insulting, discriminatory, threatening or racist language • Misconduct on buses to and from school. • Misuse and unauthorised use of school equipment (fire extinguishers, taps, alarm system, etc.) • Out of bounds • Truancy from class • Use of humiliating and suggestive language and signs • Vandalism and littering 	<ul style="list-style-type: none"> • Class teacher / specialist teacher is responsible for classroom management of student behaviour. • Class teacher / specialist teacher records infringement on LBM if it happens more than once • The Code of Conduct is used to address infringement • Classroom rules: a prerequisite for the management of behaviour and the application of measures. • Peer intervention can have a positive influence on the creation of a positive school climate and the management of student behaviour. <p>Strategies for support:</p> <ul style="list-style-type: none"> • Reflective writing on Restorative Reflection Sheet • Daily report • Age appropriate positive rewards • Separation from the group • Removal of part of break • Removal of privileges

Level 2 Infringement	Response and support
<ul style="list-style-type: none"> • Repeated level 1 infringement • Fighting and causing injuries. • Fraud (falsification of documents, cheating in examinations, etc.) • Possession and distribution of pornographic, racist, sexist material; or viewing of and/or downloading of such on any computer or cell phone at school. • Refusal to submit to corrective measures • Smoking cigarettes/e-cigarettes and possession of cigarettes. 	<ul style="list-style-type: none"> • The alleged perpetrator and victim of bullying will be expected to write or record the facts relating to the incident. Two teachers must be present. • Class teacher / specialist teacher involves parents in joint decision making about support for student • Class teacher / specialist teacher records details of meeting on P&T; attach previous reflective writing to P&T record • Class teacher / specialist teacher involves TLC for support <p>Strategies for support:</p> <ul style="list-style-type: none"> • Parents sign Daily report at the end of a week • Removal of privileges • TLC assists with social and emotional support

Level 3 Infringement	Response and support
<ul style="list-style-type: none"> • Repeated level 2 infringement • Arson • Dealing with, using or possessing alcohol or illegal drugs • Sexual abuse (harassment of peer students) • Sexual misconduct • Theft of a serious nature / burglary 	<ul style="list-style-type: none"> • Class teacher / specialist teacher involves HOD • HOD involves Deputy headmaster/headmistress in joint decision making about support for student • Parents are involved in the intervention process • HOD records details of intervention on P&T <p>Strategies for support:</p> <ul style="list-style-type: none"> • Community service • Disciplinary hearing • Drug Policy for drug-related misdemeanours • Department/SA Schools Act policy relating to suspension and expulsion • Appeals directed to The Board

Student Agreement

Student: I, _____

agree with this Code of Conduct and will uphold it at all times.

Signed: _____ Date: _____

Parent: _____

Signed: _____ Date: _____

Class teacher: _____

Signed: _____ Date: _____

Remember

This Code of Conduct is designed to help you understand your rights and responsibilities at our school, and creates a support structure which can assist you towards becoming the responsible citizen we wish you to be.