



## CODE OF CONDUCT: PRIMARY SCHOOL STUDENT

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At Michael Oak we learn and live as a community. In our classrooms and in the playground we all strive to make our school a safe, well cared for and a happy place. We want our time at school to be filled with beauty, interesting and challenging things to learn and lots of fun. We want to make good friends and learn to trust and care for each other. We want to respect all those around us and give our best in all that we do.

### **1. In the light of the above we will strive to:**

- Be courteous and polite, and respect the dignity and self-worth of others.
- Behave honestly and conduct ourselves with integrity.
- Behave responsibly and not endanger the safety and welfare of others.
- Respect and care for the property of the school and others.
- Be punctual for school and lessons.
- Work hard in class and do our best to learn.
- Have a positive attitude towards our lessons.
- Take responsibility for our learning, work and behaviour at school.

### **2. We know that:**

- All class camps, class sharings, school performances and festivals are compulsory for us to attend.
- The use of the office telephone is for emergencies only.
- The Primary School does not condone the independent use of cell phones by children.
- A cell phone may only be brought to school by a class 6 or 7 learner when that learner is required to use transport independently.
  - A permission form must be signed by the class teacher, parent or guardian and the learner (see form attached to this policy)
  - The cell phone must be switched off when on school grounds and be immediately given to the class teacher or school reception at the beginning of the day. It can then be collected at the end of the day.
- We are not permitted to bring any electronic devices and games to school.

## **OUR SAFETY**

### **3. We know that the following are potentially dangerous:**

- Leaning or throwing things out of upstairs windows or over the balcony.
- Riding our bicycles within school grounds or the main house.
- Knives, BB guns, cigarette lighters, matches, fireworks or any other dangerous instruments or

weapons. We therefore understand that they are forbidden at school or any school- related activity or event.

**4. To make sure that we and others around us are safe, we agree:**

- To stay inside school grounds from the time of arrival to departure and not leave the property without a teacher's permission.
- To wait for our lifts inside the school gates.
- Not to leave the school grounds during school time/while at Aftercare without permission.
- To stay away from play or others areas which are out of bounds: (The Nursery garden, Class 1, 2 & 3 Garden and the teachers' stoep are reserved for the use of those people only. The courtyard is not a play place. The hall is out of bounds. The area around the Eurythmy/Movement Room (beyond the big jungle gym) is out of bounds except for lessons).

**RESPECT AND CARE FOR OTHERS AND OURSELVES**

**5. To show our respect for others and ourselves, we agree:**

- Not to make any comments about another person's skin colour, hair, gender, body or language.
- Not to swear, insult, tease or use bad language.
- Not to disturb lessons or the activities of others with disruptive behaviour such as backchat, rudeness, incessant talking, shouting, horseplay in the classroom, calling out, interrupting, jeering, threatening or fighting.
- To come to school in clothes which are neat, clean, comfortable and practical, without inappropriate images or advertisements of any kind. **Clothing should cover the back, midriff and belly button.**
- Not to wear make-up or nail varnish, dangly earrings and inappropriate, ornate jewellery.
- To keep our hair tidy and clean (long hair must be tied back).
- To wear comfortable, practical shoes to and from school and to assembly closed shoes for woodwork and metalwork.
- To remove our hats and caps during indoor lessons and assemblies.
- To always behave with consideration for the general public, both in and out of the school grounds.

**RESPECT AND CARE FOR THE PROPERTY OF OTHERS AND THE SCHOOL**

**6. We agree that we will:**

- Care for all property and belongings and not tamper with or wilfully damage the property of others and the school.
- Not write or draw on chalkboards (without permission), notice boards, walls and buildings.
- Bring boards or bricks from home for skateboarding, and not remove them from school walls or buildings.
- Take great care of the garden beds, flowers, plants and trees. We know that fruit trees may not be climbed when in blossom or bearing fruit.
- Not pick ripe or unripe fruit. Only fruit lying on the ground may be eaten. (Fruit picking and distribution will be organised by the Class 3 teacher).
- Not play the pianos in classrooms or the hall, unless with special permission.

- Take great care of library and textbooks, and replace them if they are lost or wilfully damaged.
- Keep our desk, lockers, classroom and school grounds litter-free. (Plastic wrappers, bottles and waxed paper from packed lunches or Friday market, will be thrown into the nearest bin).

### **LIVING HEALTHILY—SCHOOL LUNCH, SNACKS & HATS**

- To live healthily we will make sure that our Break-time snacks are healthy such as: wholesome sandwiches, vegetables, biscuits, healthy bars, fruit, nuts and pure fruit juices.
- We know that food or drinks containing high amounts of sugar, salt, or artificial additives are not healthy and should be avoided.
- To protect ourselves from the harmful rays of the sun, we will wear hats or caps and protective clothing when playing outside.
- Smoking is bad for our health therefore we will not smoke or bring alcohol and illegal drugs to school.

Other things to remember:

- **Gym and sportswear:**
  - Michael Oak or any plain T-shirt (short- or long- sleeved).
  - Plain white/blue/black/white shorts
  - Takkies or proper sports shoes are required.
  - A sun hat (for outdoor sports)
- **Eurythmy:** Eurythmy shoes and tunic

### **THE ALERT SYSTEM**

The **ALERT SYSTEM** serves to ‘catch’ in good time behaviour and work patterns that, with some intervention, can be corrected and improved.

The **ALERT SYSTEM** recognises two important facts.

1. Learning cannot take place where a class is being disrupted and a teacher is continually interrupted by having to deal with challenging behaviour of a pupil or pupils. Likewise, the disrupting learner is also going to miss many learning opportunities.
2. Classroom management is disturbed by learners who have difficulty organising their work. These learners need to learn time and organisational management, without which they will find coping in the classroom very challenging. This in turn could lead to frustration, low self esteem and problematic behaviour. These children need tools, boundaries and clear consequences to manage their work, and progress.

#### **7. The ALERT SYSTEM offers a monitoring process which is designed to:**

- Give learners tools to manage their work/behaviour.
- Provide a record of problematic behaviour and progress.
- Keep parents informed of progress and other concerns at all stages.
- Positively encourage, even when consequences are set.
- Pre-empt deterioration of behaviour, scholastic achievement and progress.

- Allow pupils to see the fruits of their improvements.

### **WORK ALERTS AND HOMEWORK CATCH UP TIME**

#### **8. These will be given when the learner repeatedly and after warning:**

- Fails to complete Main Lesson/homework or hand in homework on time presents messy, incomplete or poorly laid out work.
- Does not have or forgets necessary books or equipment on the days required.
- Does work in the wrong book or part of a book.

### **BEHAVIOUR ALERTS**

#### **9. These will be given where a learner persistently or after warning**

- Is rude or offensive in class.
- Is rude and/or undermines the authority of any staff member.
- Talks across the class to others.
- Shouts, swears, plays rough games, throws things around.
- Is late for lessons at the beginning of or during the school day.
- Moves around in the classroom without valid reasons.
- Passes notes around.
- Eats without permission.
- Fails to respect the space and property of themselves or others.
- Teases and/or taunts others.
- Vandalises any property/ item at school.

### **BULLYING ALERTS**

#### **10. These will be given without warning. Any bullying incident will be referred to the Primary Faculty and/or discipline monitor.**

#### **Please Note:**

Alert forms are sent home for parents to sign. They are returned to school, collected, collated and recorded by the **Alerts Administrator**. A regular feedback session takes place once a week at the Teachers' faculty meeting to monitor Alerts. Further action could result in the learners seeing the monitor for a few sessions. If no progress is made, formal disciplinary action would then be the next step.



## **PERMISSION FORM TO BRING A CELL PHONE ONTO SCHOOL GROUNDS**

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The Primary School will continue to maintain a cell phone free environment and does not generally condone the independent use of cell phones by primary school children. However, it does recognise that cell phones do play a role in the daily lives of Michael Oak families, and it is understood that some children in the upper primary that use public transport/travel independently of an adult, do rely on a cell phone to enable a feeling of safety and security.

If the parents/guardians of a Class 6 or 7 learner require that child to bring a cell phone to school to enable use prior to and/or after school hours, it is only permissible under the following conditions:

- This permission form is signed by the learner, parent and the class teacher.
- The parent/guardian is making this request as the learner uses transport to and/or from school independently of a responsible adult.
- Cell phones must be switched off when on school property and will be immediately handed in for safekeeping either to the Class teacher or the Front Office.
- Cell phones will only be accessible at the end of the school day and to be switched on once the learner has left school property.
- A cell phone is not to be used during the school day. If emergency communications are required with a learner's parent/guardian this will occur via the normal channels of the class teacher and/or Front Office.

### **Student:**

I, [Student's Full Name.....], in class (class number .....)  
acknowledge that I have read and understand Michael Oak's guidance on cell phones.

Student Signature: \_\_\_\_\_

### **Parent/guardian:**

I, [Parent's Full Name .....], acknowledge that I have read and understand Michael Oak's guidance on cell phones and can confirm that my child needs access to a phone before/after school to take public transport.

Parent Signature: \_\_\_\_\_

### **Acknowledged by Class teacher (Name .....):**

Class Teacher signature: \_\_\_\_\_