

# HARTLEY ROAD PRIMARY SCHOOL

## CODE OF CONDUCT

2025

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## **RESPONSIBILITY : EDUCATORS**

<b><u>LEVEL ONE OFFENCES</u></b>	<b>FIRST OFFENCE</b>	<b>SECOND OFFENCE</b>	<b>THIRD OFFENCE</b>
<b>LATE-COMING</b>	AE & D.DHALECH to record & issue late coming slip	AE & D.DHALECH to record and issue late coming slip	AE & D. DHALECH to enter name on detention list . Learner to serve detention during interval break
<b>POOR ATTENDANCE</b>	Counsel & letter from parent explaining learner absence	Educator to telephone parent regarding learner absence	Refer matter to respective DH for further investigation. DH to issue letter to parent
<b>TEASING/MOCKING/ INSULTING</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>LATE ARRIVAL FOR CLASS</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>COPYING OF WORK/ ASSESSMENTS</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>RUNNING &amp; SHOUTING IN CLASS / CORRIDORS</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>DISOBEYING PREFECTS/ STUDENT LEADERS</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>BREAKING OF AGREED CLASS RULES</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>LITTERING OF CLASSROOM</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break & complete slip for secretary to capture on system
<b>NOT FOLLOWING REASONABLE INSTRUCTIONS</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break and complete slip for secretary to capture on system
<b>NOT HANDING IN WORK ON TIME</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break and complete slip for secretary to capture on system
<b>NEGLECT OF SCHOOL BOOKS</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break and complete slip for secretary to capture on system
<b>LEAVING CLASSROOM WITHOUT PERMISSION</b>	Counsel & verbal apology by learner	Counsel & written apology by learner	Detention during the interval break and complete slip for secretary to capture on system

## **LEVEL TWO OFFENCES**

**RESPONSIBILITY : HEADS OF DEPARTMENT**

<b>LEVEL TWO OFFENCES</b>	<b>CORRECTIVE ACTION</b>
<b>REPETITION OF MINOR OFFENCES</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>RUDENESS / VERBAL &amp; PHYSICAL ABUSE SWEARING / FIGHTING</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>DAMAGE TO ANOTHER LEARNERS PROPERTY</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>DISRUPTIVE BEHAVIOUR FRUSTRATING TEACHING AND LEARNING IN THE CLASSROOM</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>DISRESPECT FOR TEACHER &amp; SUPPORT STAFF</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>GRAFFITI</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>DISOBEYING SPORTS RULES &amp; POOR SPORTSMANSHIP</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>DISHONESTY, DECEITFULNESS INDECENT BEHAVIOUR</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>REGULARLY NOT DOING WORK SET BY TEACHERS</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>MEETING WITH UNAUTHORISED VISITORS</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>AVOIDING CLASSES, BUNKING LESSONS/ DETENTION</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>BRINGING POTENTIALLY HARMFUL TOYS/ OBJECTS TO SCHOOL</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>PLAGIARISM OF ASSIGNMENTS ; PROJECTS &amp; OTHER WORK</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>CLOSE RELATIONSHIP WITH THE OPPOSITE GENDER</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>UNAUTHORIZED TRADING ON SCHOOL PREMISES</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>DRESS CODE INFRINGEMENTS</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>FORGERY OF PARENTS / GUARDIANS SIGNATURE</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes

<b>DISREGARDING TEST/EXAMINATION PROCEDURES</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>LATE FOR SCHOOL FOR MORE THAN THREE DAYS</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>INTERFERING WITH POSSESSIONS (BAGS, CASES ETC) OF OTHERS</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes
<b>BULLYING</b>	DH will either refer for counselling or issue a green letter. Detention for 15 minutes

<b><u>LEVEL THREE OFFENCES</u></b>	
	<b>RESPONSIBILITY : DEPUTY PRINCIPAL</b>
<b>LEVEL THREE OFFENCES</b>	<b>CORRECTIVE ACTION</b>
<b>REPETITION OF LEVEL TWO OFFENCES</b>	
<b>BRAWLING. ASSAULT. VICTIMISATION</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>PORNOGRAPHY – DISTRIBUTION AT SCHOOL</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>PUBLIC INDECENCY AND BRINGING THE SCHOOL INTO DISREPUTE</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>IMPROPER SUGGESTIONS OF A SEXUAL NATURE</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>THEFT, DEALING IN STOLEN GOODS &amp; POSSESSION</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>BREAKING AND ENTERING</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>INTIMIDATION OR THREAT TO AN EDUCATOR / SUPPORT STAFF OR LEARNER</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>ONGOING BULLYING IN SPITE OF WARNING</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>BRIBERY</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>CARRYING OF CELL PHONES &amp; CAMERAS</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>VANDALISM – DEFACING/DAMAGING / BREAKING SCHOOL PROPERTY</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>BOMB THREATS / HOAX TELEPHONE CALLS</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>CHEATING /ATTEMPTED CHEATING IN TESTS/ EXAMINATIONS</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>POSSESSION/DISTRIBUTION OF TEST OR EXAMINATION MATERIAL PRIOR TO TEST OR EXAMINATION BEING WRITTEN</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>ONGOING DISRUPTIVE BEHAVIOUR IN CLASSROOM</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed

<b>GAMBLING ON OR OFF SCHOOL PROPERTY</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>DISRUPTIVE BEHAVIOUR ON SCHOOL PROPERTY OR ON SCHOOL OUTING/TRIP/EXCURSION</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>PROMOTING GANG FORMATION AND INVOLVEMENT IN GANG RELATED ACTIVITIES</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>INVOLVING/ ATTEMPTING TO INVOLVE OUTSIDERS IN DISPUTES BETWEEN LEARNERS</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>INVOLVING OR ATTEMPTING TO INVOLVE SIBLINGS/FRIENDS OUTSIDE SCHOOL IN DISPUTES BETWEEN LEARNERS</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>TRESPASSING ON SCHOOL GROUNDS WHILE SUSPENSION IS STILL IN EFFECT</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>DISRUPTION OF THE SCHOOL PROGRAMME THROUGH REBELLION AND DEMONSTRATING WITHOUT PERMISSION</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>POSSESSION OF MATCHES; FIRECRACKERS &amp; CAUSING A FIRE OR DISCHARGING OF FIRECRACKERS</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>CARRYING OF CIGARETTES / SMOKING</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed
<b>SOCIAL NETWORK SITES: DEROGATORY COMMENTS/ IMAGES AND RELATED INSERTS POSTED ON SOCIAL NETWORK SITES SUCH AS FACEBOOK, TWITTER AND MIXT ON LEARNERS EDUCATION PARENTS AND OTHER PERSONALITIES</b>	Blue letter issued. Detention during interval and after school. Letter of commitment signed

**LEVEL FOUR OFFENCES****RESPONSIBILITY : PRINCIPAL / GOVERNING BODY**

<b>LEVEL FOUR OFFENCES</b>	<b>CORRECTIVE ACTION</b>
<b>REPEATED LEVEL 3 INFRINGEMENTS</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>IN POSSESSION OF ALCOHOL / DRUGS</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>IN POSSESSION OF DANGEROUS WEAPONS OR OBJECTS</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>ASSAULT ON A LEARNER CAUSING SERIOUS BODILY HARM</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>ASSAULT ON A TEACHER OR A MEMBER OF STAFF</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>SEXUAL ASSAULT ( RAPE )</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>SEXUAL HARASSMENT OF A TEACHER/ LEARNER</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>VERBAL ABUSE OF A TEACHER</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>FRAUD ( FINANCIAL )</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>SERIOUS DAMAGE TO SCHOOL / EDUCATOR PROPERTY &amp; EQUIPMENT</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>RACIST /CONDUCT THAT DEFAMES A LEARNER/ TEACHER</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>HOSTAGE TAKING</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>SATANIC PRACTICES THAT DAMAGE PROPERTY OR CAUSE HARM TO PEOPLE OR ANY OTHER LIVING CREATURES</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
<b>LEARNER IS FOUND GUILTY IN A CRIME COURT</b>	Yellow Letter . Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support

# **FLOW DIAGRAM OF PROCEDURES**

