



ST PAULUS PRE-PRIMARY AND PRIMARY SCHOOL CODE OF CONDUCT AND DISCIPLINARY PROCEDURES: PUPILS

The Code of Conduct and Disciplinary Procedures are addressed in the following sections:

A:	Code of Conduct for Pupils	Page 1
B:	School Rules	Page 2
C:	Disciplinary Policy & Procedure	Page 12

A: CODE OF CONDUCT FOR PUPILS

This Code of Conduct aims to make a reality of the Vision Statement for Dominican Schools whereby “we seek to care for the whole person in order to develop in young people:

- A love for learning.
- An enthusiasm for truth.
- A love for others.
- A respect for the culture and religious values of all.
- A willingness to serve in a spirit of healing and reconciliation, flowing from an appreciation of the Word of God and a deep commitment in Christ.”

It follows then, that members of the school community are encouraged to conduct themselves in such a way that learning, and teaching of the highest quality may take place and respect is shown by each one for the dignity and uniqueness of others, as we strive towards the realisation of the Vision outlined above.

Such conduct is characterised by:

- Co-operation with teachers in striving towards spiritual, social and academic progress
- Searching for truth, upholding it and nurturing it
- Being courteous to all members of the human family
- Upholding the code of Christian morality
- Showing respect for the religious values of others and for different cultures
- Protecting all school property from damage and destruction
- Respecting earth and all life
- Serving the school community to the best of one’s ability
- Making a contribution to building a free, just and peaceful society

The implementation of this Code of Conduct should be the responsibility of the Governing

Body, School Management and Educators. Parents also need to support our Code of Conduct.

All members of our school community are called upon to pledge to uphold this Code of Conduct. This code is amplified by a set of rules and procedures.

B: SCHOOL RULES

INTRODUCTION

We need to respect and support the motto and ethos of our school. Children will try at all times to live by our motto “Veritas”. This involves being true to oneself and dealing fairly with others. Any behaviour which prevents other children from receiving an education is a form of disrespect.

1. COURTESY AND GOOD MANNERS

To live by our motto “Veritas”, St Paulus children should:

- 1.1 Greet all school staff and visitors on the corridors and on the grounds with a sincere greeting. Stand and greet staff members who enter the classrooms. Step aside to allow adults to go through doorways and down the stairs before them.
- 1.2 Speak respectfully to adults and peers; do not answer back. Always offer assistance or help to staff, visitors and peers when needed.
- 1.3 Use the magic words at all times: Please, Thank You, Excuse Me, Sorry. Tell the truth at all times.
- 1.4 Respect that everyone is different and may not look the same, think the same or believe the same as you. Celebrate these differences.
- 1.5 Make mindful choices everyday: Be kind, be responsible for your belongings, be accountable for your actions, be a good sport, be humble, have integrity!
- 1.6 Be polite and courteous to peers and allow others to join in games and all activities.
Never push others away or exclude them from games and activities. Treat others the way you would like to be treated.
- 1.7 Never tease, bully, or hurt others. This includes using social media to send hurtful messages or to say unkind and hurtful things about others.

2. DRESS CODE

SCHOOL UNIFORM

- 2.1 St Paulus children should respect their school uniform. They should always wear the correct uniform for school and sports activities. All articles of school clothing should be clearly marked with the child's name.
- 2.2 School uniform shall be worn during school hours, for school functions and outings. (Civvies may be worn on birthdays, Civvies Days or when specified by an Educator.)
- 2.3 The school uniform is as follows:

UNIFORM REQUIREMENTS		
GIRLS	SUMMER	WINTER
Grade 00	Civvies	Civvies
Grade R	Blue PT shirt, black shorts, white socks , white sport shoes	Full school tracksuit, Blue PT shirt, white or grey socks . [Only black long-sleeve vest should be worn]; white sport shoes
Grade 1 - 3	Blue shirt, white St Paulus shirt, white cuff socks , black school shoes	Full school tracksuit, Blue PT shirt, white socks or grey school socks ; black school shoes. [Only black long-sleeve vest should be worn.]
Grade 4 - 7	Blue skirt, white St Paulus shirt, white cuff socks , black school shoes.	Blue skirt, white long-sleeve button up shirt , school tie, grey school socks or grey stockings, black school shoes
BOYS	SUMMER	WINTER
Grade 00	Civvies	Civvies
Grade R	Blue PT shirt, black shorts, white socks , white sport shoes.	Full school tracksuit, Blue PT shirt, white or grey socks , white sport shoes. [Only black long-sleeve vest should be worn.]
Grade 1 - 3	Grey shorts , white St Paulus shirt, grey school socks, black school shoes.	Full school tracksuit, Blue PT shirt, white socks or grey school socks , black school shoes. [Only black long-sleeve vest should be worn.]
Grade 4 - 7	Grey shorts , white St Paulus shirt, grey school socks, black school shoes	Grey trousers , white long-sleeve button up shirt , school tie, grey school socks, black school shoes

HATS (COMPULSORY FOR GRADE R - 7):	Floppy/Peak/Visor
------------------------------------	-------------------

THE FOLLOWING IS NOT COMPULSORY:
• Hair Ribbons • Togbag • Name on Togbag • School Towel
• Embroidery of school uniform

ADDITIONAL WINTER ITEMS FOR ALL GRADES:	Beanies • Gloves • Scarves
---	----------------------------

PLEASE NOTE:
All items in italic are not supplied by us but can be purchased at Woolworths; Jet; Pep; Sportsman's Warehouse, etc.

2.4 The following also applies:

1. A blazer is compulsory for Grade 5 - 7.
2. The St Paulus School Bag is compulsory for Grade R – 7.
3. Sport uniform should be worn at all practices and matches. A full school tracksuit is part of the winter sport uniform.
Black skipants may be worn under sport shorts but may not be visible outside the shorts. No full-length leggings may be worn under the sports uniform.
4. Sport shoes worn must be white. No other colour sport shoes are permitted.
5. All long sleeve vests worn must be black.
6. A school cap/sunhat is compulsory for Grade R - 7 and should be worn at all times when children are outside.
7. School skirts should reach just above the knee.
8. Children may not leave the pool area, or ballet practice in a costume or leotard; they must do so fully dressed in their school or sports uniform.
9. Short, school regulations black skipants may be worn under skirts. These may not be visible out of the school skirt.
10. Nails must be kept clean and short and may not be seen when the hand is held up. No nail polish may be worn on hands or feet.
11. Under no circumstances is make-up is permitted, including lip-gloss/tinted lip-balms.

CIVVIES DAYS AND DRESS CODE

All clothing must be in keeping with the school's ethos and must be conservative and age appropriate in nature. We do not permit very tight or revealing clothing. No make-up is permitted, and hairstyles must be in keeping with Hair Rules. All other rules apply on Civvies Days. Sunhats should also be worn on Civvies Days. No 'short shorts', tight fitting clothing, 'spaghetti strap', 'racer back' or 'halter neck' tops are permitted.

We reserve the right to send a child home if clothing is not in keeping with our Dress Code.

3. HAIRSTYLES

Boys' hairstyles

- 3.1 Boys' hair should be kept neat, and clean. Hairstyles should be conservative and age-appropriate by nature.
- 3.2 Hair must be short, with no significant difference in the length of the hair on the sides and top of the head.

- 3.3 Hair should be off the eyes and afford clear vision.
- 3.4 No cornrows or natural dreadlocks are permitted.
No dyeing, bleaching, or highlighting of hair is permitted. Hair products such as gel and/or dyes are also not permitted.

Girls' Hairstyles

- 3.5 Girls' hair should be kept neat, and clean. Hairstyles should be conservative and age-appropriate by nature.
- 3.6 Girls' hair should be tied or pinned back, away from the eyes to afford clear vision. Hair that is touching the collar must be tied or pinned back. The rule when deciding if a style is permissible is that school's sunhat must be able to always fit comfortably and correctly.
- 3.7 Hair attire such as bands, ribbons and alic bands may be worn in the school's colours of white, blue, and black.
- 3.8 All braids or hair-extensions must be the same colour of the girls' hair, and all styles should be conservative and age-appropriate. No beads, decorations or hair ornaments are permitted.
- 3.9 No dyeing, bleaching, or highlighting of hair is permitted. Hair products such as gel and/or dyes are also not permitted.

4. JEWELLERY

- 4.1 The wearing of jewellery is discouraged for safety reasons and to guard against the loss of valuables.
- 4.2 Girls may wear plain sleepers or studs (one per ear).
- 4.3 Boys and girls may wear simple wristwatches. Only plain watches without technological functions are permitted. No smartwatches are allowed under any circumstances.
- 4.4 Boys and girls may wear a plain silver or gold chain with a cross. No other jewellery may be worn.

5. CLASSROOM ETIQUETTE

- 5.1 Children are to respect the educator's right to teach and the other children's right to learn. Work quietly and don't disturb others.
- 5.2 Children will obey all reasonable instructions issued by educators and adhere to the rules of the classroom as specified by individual educators for specific subjects and/or activities.
- 5.3 All children will participate and complete tasks to the best of their ability.
A positive approach to learning should be encouraged and behaviour must always consider the interests of other children.

- 5.4 The school buildings and Hall are a 'quiet zone' to show respect for the teaching and learning taking place throughout the school building. Children must assemble quietly for Lines and Prayers and must move quietly between classes / venues throughout the school.
- 5.5 Children must walk and not run in the school buildings. Never push and shove to get to the front of the line. Line up in an orderly fashion and walk through the door when leaving or entering a classroom. Rushing and running may cause an accident.
- 5.6 All children should enter, assemble, and exit the school Hall for Assembly, Mass or Hymn Singing, or any other function, in a quiet and orderly manner.
- 5.7 All children should take responsibility and be accountable for their personal belongings. All clothing and belongings must be clearly marked. Work areas, desks and classrooms and venues must be kept tidy and free of litter. Cleaning staff are only required to sweep rooms and verandas and empty waste bins. Litter control and care for the school environment by recycling is the responsibility of every child and all staff.
- 5.8 Suitcases and sports bags should be arranged neatly in designated areas. All suitcases and sports bags must be hung or placed neatly on the shelves outside the classrooms. All cricket and hockey bags must be stored in the Sports Container and may not be stored in the classroom or on the corridors.
- 5.9 Respect for the personal property of other children and equipment belonging to the school is essential. No property belonging to another may be used or taken without permission being granted. The equipment in the Media Centre, Computer Lab, Robotics Lab and Art and DT Centre must be looked after and respected.
- 5.10 As a community, we are committed to Earthcare and all children and members of our community are expected to recycle and to use resources, such as water and electricity, sparingly. Litter-control and keeping our campus litter-free is the collective responsibility of everyone on our campus.
- 5.11 Chewing gum is not permitted on our campus at any time.
- 5.12 Toys or games of any form may not be brought to school. These disturb teaching and learning and get lost. The school cannot be held responsible for the loss or theft of toys which should not have been brought onto the school campus.

6. CLASSWORK, HOMEWORK AND ASSESSMENTS

- 6.1 All classwork must be completed to the best of the child's ability and in the time allocated.
- 6.2 All homework must be completed daily, and to the best of the child's ability.
- 6.3 All homework set should be neatly recorded in a Homework Diary which must be checked and signed daily by a parent/guardian.

[For more information, please refer to the Homework Policy]

7. CAMPUS REGULATIONS AND OUT OF BOUNDS AREAS

- 7.1 Children should spend break periods in the areas allocated to them. Sunhats are a compulsory uniform item for breaks.
- 7.2 Ball games are restricted to the playing fields. No ball games may be played near the buildings, vehicles, on the verandas or in the quad.
- 7.3 A sense of fair play is essential at all times. Dangerous contact sports eg: rugby may not be played. Sports such as soccer or hand-tennis may only be played under adult supervision.
- 7.4 Older children must respect the rights of younger children and should not disrupt their games.
- 7.5 Children using the Tuckshop facilities must treat the tuckshop staff with respect. Children are expected to wait their turn to be served calmly, and in queues. No child may purchase for another once the queue has been formed.
The use of the tuckshop facilities for children is a privilege, not a right.
- 7.6 Children may not enter the school through the front entrance, and the corridor in front of the Admin Block is out of bounds for children unless they are visiting Reception.
- 7.7 Children may not play near the parking areas and where staff park their vehicles and, in any areas, where there is no adult supervision.
- 7.8 The area behind the school buildings (Grade 3 Block/Admin Block) and the koppie are out of bounds at all times and may only be entered when accompanied by an educator.
- 7.9 The Hall is out of bounds during break. Children entering the Hall must be accompanied by a member of the educator staff.
- 7.10 Children may not enter staff bathrooms, changerooms, staffroom or tearooms.
- 7.11 Unless under direct supervision by an educator, other Out-of-Bounds areas include:
- The Swimming Pool and Learn-2-Swim Pool and surrounding areas.
 - The guest toilets in the Hall.
 - The tuckshop (during school hours other than break).
 - The Therapy House and garden.
 - All classrooms and labs during break and after school.
 - All Admin and Educator offices.
- 7.12 Respect for the environment and care for the earth and its resources form part of our ethos. Water should be used sparingly, bird, animal and plant-life cared for and the environment should be kept clean and litter-free.

8. SPORTS ETIQUETTE

- 8.1 Every child should be encouraged to participate in at least one extramural activity per term.
- 8.2 The correct sports uniform for each sporting code should be worn.
[See Sport Policy.]
- 8.3 Children should be punctual for practices and must accept responsibility by being available for all matches, galas, and school functions.
- 8.4 If a child is not able to attend a practice, he/she must excuse themselves by letting the coach know.
- 8.5 If the child is unable to attend a match/gala, this must be communicated in writing to the Sports Head of Department in sufficient time to make other arrangements. The Sports Head of Department will undertake to give adequate written notification of the event.
- 8.6 Children may not play on the tennis/netball courts unless they are wearing the correct footwear. No school shoes may be worn on the tennis/netball courts.
- 8.7 Children should behave in a manner befitting the ethos of the school. Referees' and umpires' decisions will not be questioned publicly, opponents will be treated respectfully, and games will be played in a healthy, positive spirit. Visiting teams will be hosted graciously and coaches greeted and thanked courteously.
- 8.8 At matches, whether home or away, all school rules are applicable. Children's behaviour should always reflect positively on the good name of the school. On outings, field trips and school camps, all school rules apply.
[For more information, please refer to the Sports Policy]

9. ATTENDANCE

- 9.1 The academic day runs from 07:30 – 13:30. Lines and Prayers start promptly at 7:30 - all children are expected to be present.
- 9.2 If a child is absent due to illness or for personal reasons, the school should be advised prior to the absence where possible or notified on the first day of absence via an email addressed to the child's class teacher.
- 9.3 A valid Medical Certificate is required if a child is absent for 3 or more consecutive days, and at all times when this includes a Friday and/or a Monday or a day attached to a long weekend.
- 9.4 Medical appointments should be made after school hours as far as possible. If children must be collected to leave the school premises during school hours, written notification detailing this must be sent to the child's class teacher. Parents must collect their child from Reception and will be issued with a Gate-Pass. No child will be permitted to leave the school premises during school hours without a

Gate-Pass.

- 9.5 Absence from school should be avoided at all costs and vacations should be planned to coincide with school holidays. The school may not give permission for a child to be absent from school. If, however, a parent deems it necessary to remove their child for a period of time, a letter addressed to the Principal must be received explaining the absence.

10. CELL PHONES, ELECTRONICS AND SOCIAL MEDIA

- 10.1 The school is a 100% cell phone free school and campus. No communication devices, such as but not limited to cell phones, tablets, ipads and smartwatches are permitted. This includes any device or watch that is not connected to the internet.
- 10.2 Any cell phone or device found will be immediately confiscated and must be collected by a parent from the relevant HODs office. Being in the possession of a cell phone or device constitutes serious misconduct.
- 10.3 The school cannot be held responsible for the loss or theft of valuables which should not have been brought onto the school campus.
- 10.4 Children may not engage in any social media, online communication activities or any other communications in the public domain that, if linked to the School or School employees:
- could have an adverse impact on its reputation or public image, or involve it in a public controversy; or
 - are in breach of the School's Policies, ethos, mission, and values.
- 10.5 Children may not disclose the personal details of the School's employees, other Parents and/or children online.
- 10.6 Children may not publish degrading, insulting or compromising information which may harm another individual's reputation or dignity. It is also considered harassment to publish something that can cause harm to another person, whether mental, psychological, or physical.

11. HEALTHY EATING POLICY

- 11.1 St Paulus promotes a healthy lifestyle and follows a healthy-eating plan [see Healthy Eating Policy]. Packed lunches should include healthy food items. Foods that are high in sugar should not be packed. No fizzy drinks or energy drinks are permitted and will be taken from your child if sent to school.
- 11.2 Children should have water-bottle at school and drink water regularly during the day.
- 11.3 Parents are also required to limit inclusions in party-packs and should pack to be in accordance with our Healthy Eating Policy, keeping to the value of ***Less is More***.

It is recommended that **either** a cupcake, a donut or small treat is sent. Excessive or overly generous party packs will not be distributed at school and will be sent home.

12. TRANSPORTATION

Children being transported in any mode of transport for educational, cultural and/or sporting engagements:

- 12.1 are required to remain seated and securely fastened with a seatbelt for the duration of the journey;
- 12.2 must comply with all instructions issued by the driver and staff member in charge;
- 12.3 shall not misbehave, cause damage to the vehicle or injury to the driver or other passengers or in any way threaten the safety of the other passengers and/or the vehicle;
- 12.4 shall not use any door for a purpose other than which is indicated by a notice unless the driver or staff member directs otherwise;
- 12.5 shall not hang out of windows, or project any body part or article out of doors or windows or shout, sing loudly or engage in any activity which could endanger lives, or intervene with the driver's concentration;
- 12.6 shall not deliberately interfere with the vehicle's driver or fitted equipment, or in any other way cause a nuisance; and
- 12.7 must ensure that the vehicle is left clear of rubbish and personal belongings.

[For more information, please refer to the Transport Policy]

13. GENERAL

- 13.1 The Afternoon Programme has two sessions that run from 14:00 – 14:50 and 15:00 – 15:50. All children who are on the school premises from 13:30 must be actively involved in an activity in the afternoon programme or be registered in Aftercare. Parents should collect their children at 13:30, 14:50 or 15:50 and not during a session to not disrupt the activity in process.
- 13.2 Parents are requested not to instruct children to wait for their transport in any areas other than those which have been identified as secure areas by school management. Children who have not been fetched by 14:00 will automatically be sent to an activity in the Afternoon Programme.
- 13.3 After 16:00 no children may be on the fields, cricket nets, courts or be at the Pavilion area unless they are accompanied by a coach.
- 13.4 The safety of children is the responsibility of the Principal, the Heads of Department and School Staff between 07:20 – 16:00 on weekdays and during

- stipulated times when educational activities are arranged after hours. Aftercare facilities are provided from 13:00 - 17:30. All children who are on the school premises after 16:00 will be required to be under Aftercare supervision and parents will be charged for this service accordingly. The school cannot take responsibility for the safety of children who do not obey the afternoon rules.
- 13.5 Parents must display the mandatory year access sticker to be allowed to enter the school premises freely during peak time traffic. All vehicles without an access sticker will be stopped and will have their driver's licence and disk scanned for identification purposes.
- 13.6 The Main entrance gate will close, and lock, at 07:40 each morning. Children must be dropped timeously in the morning to attend Lines and Prayers at 07:30. The Pre-School gate, for the sole use of Pre-School parents, will close at 08:10 each morning.
- 13.7 If you are collecting your child from school during the hours of 07:30 – 13:30, let your child's class teacher know via email. Please collect your child from Reception on your arrival, where you will be issued with a gate pass.
- 13.8 No child will be allowed to leave the school premises on foot unless they are accompanied by a parent, with an access sticker in their possession. If a child is riding a bicycle to school, a letter must be sent to the school, addressed to the Principal, where parents accept liability and give their child permission to do so.
- 13.9 No access to the School will be permitted to ride hailing companies, such as Uber and Bolt. If you are personally collecting your child using a ride hailing service, the vehicle will be instructed to remain outside the school and parents can enter the school premises on foot, with an access sticker in their possession, to drop or collect their child. Under no circumstances will a child be allowed to enter a ride hailing vehicle alone.
- 13.10 Educators do not have the authority to permit children to leave the premises with a friend or an unauthorised adult. Parents are requested to give written notification that permission has been granted. Educators reserve the right to refuse to allow a child to leave if written permission from the parent or guardian has not been furnished.
- 13.11 The Code of Conduct remains a guide to good practice which improves overall discipline and safeguards our children on our campus. We reserve the right to amend existing or add new rules to reflect social changes which may impact negatively on the smooth running of our school and the wellbeing of our children and to ensure that all practice is in keeping with our ethos.

C: DISCIPLINARY POLICY AND PROCEDURE

PREAMBLE

In keeping with the ethos of our school, we are committed to restorative justice. Our disciplinary procedures involve a multi-faceted approach which views children holistically and which ensures at all times that the best interest of the child is served. Our children form part of the disciplinary process, and they are considered at every juncture.

Teachers are also encouraged wherever possible to deal firmly and compassionately with the day-to day disciplining of their pupils within their classroom and to always strive to be fair and consistent, and to ensure that classroom rules are clearly communicated, simple, and non-negotiable. All teachers are also familiarised with the Merit system which is used by all teachers in conjunction with the individual teachers approach within the classroom.

The school remains committed to Restorative Justice and the teachers and members of the SMT who deal with disciplinary issues, will always endeavour to have a pastoral approach. They will wherever possible, involve home and school in the resolution of issues.

While all efforts will be made to assist pupils in taking responsibility for their actions and changing behaviour, there will be incidences, as well as repeated offences, which will need to be dealt with decisively in the interests of the safety and wellbeing of other pupils.

For restorative justice to be successful, the following must always be considered:

- Every effort must be made to ensure that children accept responsibility actively for wrongdoing and that they are committed to working towards making reparation or restoring a situation to the best of their ability. Restorative justice is a process of healing and reconciliation which is dependent upon the co-operation of the pupil and is not imposed.
- Every effort must be made to identify and deal with extenuating circumstances which may have contributed to the wrongdoing. Under no circumstances does the identification of extenuating circumstances alter the fact that the child has done wrong. For this reason, a two-pronged approach is essential. Children must be given the chance to take responsibility for their actions and to reach closure by accepting the consequences of their actions and by working to make reparation wherever possible. The pastoral response works in conjunction with the disciplinary response. The Head of Department for Pastoral Care will work closely with the Phase Head of Department to ensure that children receive the necessary spiritual and emotional support that they may require in order to be able to deal with their personal circumstances which may impact negatively on behaviour.
- In all decisions which are made, the Principal will ensure that the focus remains the best interests of the child. There will be occasions when the actions of an individual child, or children, impacts on the rights of other children to enjoy a safe school environment due to fear, or to freely access education due to consistent disruption. In such instances, the decision which will be made will be to best serve the interests of the majority of children.

REWARDS

- Merit points and You Earned Its will be awarded for positive behaviour.
- These rewards are recorded and monitored by the educators, and totals are sent to HODs regularly.

SERIOUS AND CONSISTENT MISCONDUCT

When teachers feel that they have made every effort to resolve disciplinary issues in keeping with our commitment to restorative justice, and that they have fully involved the parents in their process, but that the desired change in behaviour is not evident, they may refer this to their Head of Department for further action. The Head of Department may make the decision to deal with the situation in a number of ways:

- Involve the parents, child and teacher and set specific parameters moving forward.
- Involve the parents, child, teacher and Head of Department for Pastoral Care.
- Deal with the situation directly with the child and set achievable and measurable parameters for improvement moving forward.

In all instances, the intervention is recorded in writing and the parents are notified. If, after all avenues have been exhausted, the school's management team comes to the conclusion that there has been no visible improvement in behaviour and attitude and that the parents are not willing to support the school in its endeavours, the situation will be referred to the Principal. Serious misconduct (such as a Level 3 offense) may also be referred directly to the Principal.

It should be emphasised that this document is intended to be a guideline only. The circumstances of each matter should be considered, and this may result in a decision to escalate or de-escalate the specific infringement within reason.

It should also be emphasised that the school's reputation and dynamics can be influenced and affected by actions that take place both inside and outside of school premises, and both during and after school hours. Where actions outside of school premises have the reasonable prospect to adversely impact the School's reputation or public image, or involve it in a public controversy, any misconduct as set out within this disciplinary code can be treated as though it had happened on school premises. It is also accepted that children may be held responsible for comments, representations and other actions made over social media and electronic communication outside of school premises and after school hours.

Failure to uphold the Code of Conduct, or any misconduct by children, will be dealt with according to the following guidelines:

1. LEVEL ONE

1.1 Examples of level one offences are, but not limited to:

- Disruptive behaviour or constant talking in class that impacts teaching and learning.
- Neglecting homework.
- Breaking rules regarding uniform, hair, and jewellery.
- Books, stationery, and equipment left at home.
- Littering.
- Minor abuse of property.
- Unpunctuality.

1.2 Strategies in dealing with these offences include, but are not limited to:

- The child will be referred to the HOD by the teacher.
- A discussion with the child will take place in presence of the HOD.
- The HOD may give a verbal warning; detention, community-service, detention, withdrawal of privileges, or an appropriate punishment as a consequence for the offence.

2. LEVEL TWO

Level two offences are more serious offences which may be coupled with dishonesty or defiance. Parents will always be notified if this type of offence occurs, and they will be asked to meet with the HOD and/or Principal.

2.1 Examples of level two offences are, but not limited to:

- Repeated offences of the level one.
- Swearing.
- Theft.
- Violent behaviour, including fighting.
- Being in the possession of illegal substances on the school premises, or whilst wearing the school uniform or whilst being at school activities or with school groups.
- Bullying.
- Raising false or unsubstantiated complaints in respect of other children or St Paulus Staff that can adversely affect their reputation or disciplinary record.
- Not reporting or disclosing information related to serious misconduct which may impact on the school or any other person in the St Paulus community.
- Bunking or intentionally not being present in a lesson.
- Vandalism and destruction of school property.
- Failure to obey the rules in the Afternoon Programme.
- Playing in areas that are out of bounds and in any areas other than those agreed upon by school management after 16:00.
- Being in possession of contraband items or substances, inappropriate literature or content or weapons.
- Letting down a team by not attending practices or missing a match without a relevant reason (i.e., illness) and without ensuring that the relevant coach is notified timeously.
- Cheating and dishonesty.
- Disrespect of teachers and defiance.

2.2 Strategies in dealing with these offences include, but are not limited to:

- If this is a first offence, it will be dealt with by the relevant HOD and the class educator. The HOD may refer the matter to the Principal if he/she feels that this is necessary.
- A disciplinary committee comprising the relevant HODs (and Principal if necessary) and the child involved may be convened where the child will be given an opportunity to explain the behaviour.

- Parents of the child will be notified and an interview, in the presence of the child, if necessary, will take place, with the aim of working out strategies for putting the situation right.
- Depending on the seriousness of the offence, the HOD and/or Principal may give a detention involving community service (including a Saturday community service); a suspension (of up to 3 days) or an in-house suspension, withdrawal of privileges (such as but not limited to camp attendance), or any appropriate disciplinary action at the Principal's discretion.

3. LEVEL THREE

Level three offences are very serious offences, where the Chair of the Board of Governors needs to be informed. For all very serious offences and repeated offences the school will convene a Disciplinary Inquiry, where the offender will be provided with an opportunity to answer to the complaints.

3.1 Examples of level three offences are, but not limited to:

- Continuous offences of the level one and two.
- Gross and intentional vandalism and destruction of school property.
- Hate speech, racism, blasphemy, degrading, insulting, crude remarks directed at other children or members of staff.
- Consistent verbal and physical harassment.
- Any intentional invasion of privacy or distribution of private and/or confidential information of any member of the St Paulus community.
- Intentionally bringing the school's reputation into disrepute.
- Severe consistent bullying (also refer to Anti-Bullying Policy for the list of offences defined therein).
- Physical fights which lead to severe injury.
- Stealing.
- Being in possession of and using or distributing contraband items or substances, inappropriate literature, media or content, weapons; or soliciting such goods or material, including.
- Using or distributing any illegal substances, or whilst wearing the school uniform or whilst being at school activities or with school groups.
- Gross disrespect of teachers and defiance.
- Enabling any action which may allow access to third parties to the school or any extracurricular event for unauthorised purposes.

3.2 Strategies in dealing with these offences include, but are not limited to:

- The Principal will notify the Chair of the Board of Governors and will make arrangements to hold a full Disciplinary Inquiry. This may be chaired by the Principal, or a person appointed by the Principal. In circumstances where the Principal has been involved in the disciplinary procedure which will compromise her ability to be objective, the Principal may also opt to lead the evidence and appoint another person appointed to chair the Inquiry.
- A meeting with the parents will be scheduled to discuss other educational options which are in the best interests of the child. This discussion may involve the Phase Head of Department, the Pastoral Care Head of Department as well as experts such as a therapist.
- Depending on the seriousness of the offence, the Principal or Chair of the inquiry may give a lengthy suspension or any appropriate disciplinary action at the Principal's discretion as a consequence for the offence.

EXCLUSION

A parent will be requested to remove a child from the school if:

- After all other avenues have been exhausted there is no evident improvement in the child's behaviour.
- The seriousness of the level three offence warrants an exclusion.
- Intentional actions occur which endangers the safety of others.

A Disciplinary Inquiry will be convened and the recommendation by an objective Chair will be referred to the Board and Principal.



Louise Bukowski (Mrs)
PRINCIPAL

School policies are available @ <https://stpaulus.co.za/info-admin/policies/>