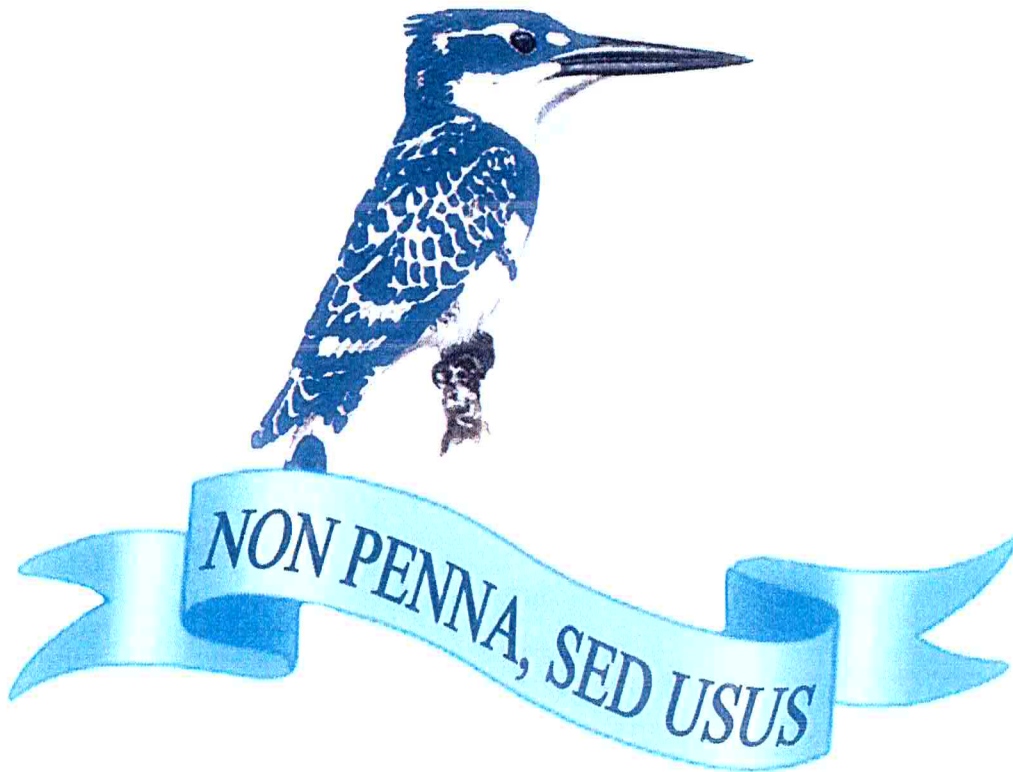


KINGFISHER PRIVATE SCHOOL



**Intersen Phase Code of Conduct
2024**

Merits

Every teacher will keep their merit/demerit forms with them in class. Every week the number of merits will be collated.

1. Upon earning a merit, the merit card is filled in.
2. Upon earning 10 merits, pupils will be allowed to wear civilian clothing on Merit Day. These notices will be sent home on the Wednesday prior to the Merit Day.
3. Merits DO NOT cancel demerits.
4. At the final assembly of the year the pupil in each grade with the most merits will receive money or a gift voucher.

MERITS		
	Description	Merits Maximum number
Academic	Homework always complete (Last week of term)	5
	Consistent diligence (Last week of term)	5
	Positive contribution to lessons (Midway and last week of term)	3
	Improved results (Midway and last week of term)	3
	Consistently neat and well-presented work (Midway and last week of term)	3
	High Flyers' Club (End of each report cycle)	5
Character Traits and Behaviour	Consistent self-discipline (Last week of term)	5
	Consistently honest and displays integrity	10
	Consistent exemplary behaviour including politeness and good manners (Last week of term)	10
	Exceptional act of kindness (After act)	2
	Improved behaviour (Last week of term)	5
Community Service	Outreach project	5
	Cake sale	5
Cultural	Concert	3
	Eisteddfod	3 (Per item)
	Oral Festival	3

	Spelling Bee	3
	Taalfees	3
	Quizzes (Inter-house, School, Maths)	3
Expos	Tritech: Every round after school round	5
	Eskom: Every round	5
Olympiads (All)	Participation	3
	Place	5
	Special Award	5
Other School Activities	Kaskar, Polar Bear, Other	3
Service	Willingness to help (Last week of term)	5
	Serving at a school function (After function)	3
Sport	Attending ALL of the practices	3
	Playing matches	2 (Per match)

Demerits

Every teacher will keep their merit/demerit forms with them in class. Every week the number of demerits will be collated.

1. Pupils will be given five and ten point demerits for more serious misdemeanours, as shown below.
2. Every 10 demerit points will result in an afternoon detention, as stipulated in the term calendar, after school for two hours, with the principal or designated teacher. **A pupil may not be collected before the detention ends.**
3. Committing two 5 point misdemeanours or one 10 point misdemeanour will result in an immediate detention.
4. Pupils may be referred to see the HOD, the principal and/or the Board of Governors depending on the severity of the misdemeanour, and at the discretion of the HOD and/or principal.
5. If a leader has to sit more than two detentions during their term of office, their badges will be taken away.

6. After Terms 1 and 2, any demerits accumulated during these terms will be cancelled. The pupil will start with a clean record at the beginning of Term 3. However, detentions issued for Terms 1 and 2 which are still outstanding will still have to be completed.
10. A staff member/the principal has the right to exclude a pupil from an outing, tour or event, if his/her behaviour at school is unacceptable.
11. Detention letters will be sent home on the Wednesday of the week before the due detention. It is mandatory for the letters to be signed and returned to school.
12. **Non-attendance at mandatory functions is a five point demerit. Pupils are required to attend all mandatory functions as stipulated in point 4.3 of the “Application for Admission” document, and signed by the parents on acceptance of their children into the school. These functions are on the calendar and therefore must be planned for to allow the pupils to attend. Pupils will be issued with the demerits even when a letter is brought to school unless the reason for the absence is unavoidable, such as being in hospital or a medical certificate.**

ONE POINT DEMERIT	
Teachers have the discretion of awarding break detention <u>instead of</u> one demerit for one demerit offences. The pupils sanctioned by break detention will be supervised by the teacher awarding it. These pupils are to go to the teacher’s classroom as soon as the break bell rings and remain there for 15 minutes, where after they may go out for break.	
No.	Description
1	Books left at home.
2	Neglect of class work.
3	Homework books not signed.
4	Reply slips, examinations, tests, tasks, projects and reports not signed and/or brought to school and absentee letters not handed in.
5	Stationery not at school when stationery check is done on a Monday. (Given by register teacher)
6	Books and textbooks not covered by the due date.
7	Continual shouting out/screaming/shouting/vocal noises/dragging sneakers/in the class/in the passages/in the school building/car park.
8	Continuous talking in class/at line up/ in the passages when moving from class to class and upon entering the hall.

9	Eating, drinking or spraying deodorant in passageways, class and the hall without permission.
10	Littering.
11	Not paying attention/sleeping/drawing when not instructed to do so/writing letters/doing another subject's work/ in class
12	Playing with soccer or netball balls or riding of bicycles/skateboards etc. on school property in areas where this is prohibited.
13	Wastage or improper use of school ablutions e.g. not closing taps etc.
14	Not being in designated areas when required.
15	Not speaking English.
16	Unauthorised throwing of any object anywhere in the school grounds.
17	Irresponsible management of daily report. (Not handing in or collecting the report from the teachers and not getting the report signed by the parents.)
18	Writing letters in class. (Appropriate content.)
19	Drawing on any part of the body.
20	Back chatting.
21	Chewing gum/plastic/stationery or eating in class.
22	Disrespect of own or others' school uniform (i.e. writing on/defacing uniform/ wearing incomplete uniform in public/mixing uniform with civilian clothing.)
23	Poor sportsmanship.
24	Bad manners/etiquette.
25	Running in the passages or up the stairs.
26	Not remaining at school to help clean up when required to do so.
27	Being mean about another person - verbal or written.
28	Inappropriate behaviour in class.
29	Drinking of water without permission, or any other liquid from a bottle during class.
30	Late for class or break line-up.
31	Late for school.

32	Homework or classwork not done and tasks/projects/homework incomplete.
33	Not doing proper corrections in class or for homework.
34	Breaking of examination and study session rules (apart from cheating). Examination and study session rules: late coming, incorrect uniform, communicating with other pupils (letters, talking, sign language), eating, chewing gum, looking around, walking around, not having required stationery, lending or borrowing stationery, sleeping, doodling, drawing, playing games, reading a book that is not prescribed, having electronic devices, no study materials brought for a scheduled study session.
35	Failing to meet commitments in terms of monitor/leader duties.
36	Absence from a co-curricular activity without prior written notification for agreed attendance. (One demerit per week)
37	No hat or cap.
38	No excessive lip gloss/lip ice or Vaseline on the lips.
39	Causing a disruption when someone is saying a speech, a poem or is reading in front of the class.
40	Laughing at another pupil who answers a question incorrectly.
41	Not obeying or showing disrespect towards a monitor/leader. (This can only be given by a teacher after discussion with the relevant monitor/s or leader/s and the relevant pupils.)
42	Spraying deodorant in the corridor or classroom.
43	Catch-up work/homework not done.
44	Missing two co-curricular sessions in a row without a valid reason or notification.

TWO POINT DEMERIT	
No.	Description
1	Defying teacher's legitimate instructions.
2	Disobedience and continual disturbance in class.
3	Doing nothing in class or daydreaming.
4	Sport uniform, or any part of it, not at school for PE or any co-curricular activity.
5	Misbehaviour at a school event or function.
6	Uniform/hat/hair not in accordance with the relevant policy.

FIVE POINT DEMERIT

No.	Description
1	Non-attendance at mandatory functions.
2	Abuse or improper care of textbooks or workbooks.
3	Blasphemy (in any language).
4	Dishonesty.
5	Inappropriate displays of affection. (Holding hands, kissing etc.)
6	Incorrect use of toilets.
7	Negative behaviour.
8	Spitting.
9	Urinating in places other than the ablutions.
10	Use of foul language/swearing (in any language).
11	Verbal abuse of peers (with witnesses).
12	Isolated incidences of slapping or hitting.
13	Use of unacceptable signs (rude gestures), sounds or symbols discriminating against gender, race, cultural and religious beliefs.
14	Entering swimming pool area without the permission/supervision of an adult.
15	Comments infringing on the integrity of other races, religions or cultures/verbal abuse, and disrespect of the property of others.
16	Intimidation of other pupils.
17	Playing dangerous games and jeopardising the safety of others.
18	Tampering with the property of others.
19	Throwing objects with intent to damage school property or harm others or the property of others.
20	Talking without permission while in possession of an examination paper.
21	Failure to hand in one of the required art projects for the term.
22	Inappropriate behaviour during an evacuation.
23	Showing disrespect for a teacher, for example, rolling of eyes when reprimanded, answering back, arguing.

24	Play fighting.
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TEN POINT DEMERIT - REFERRAL TO PRINCIPAL / BOARD MEMBER (Parents informed telephonically)	
No.	Description
1	Acts of discrimination towards gender, race, culture or religious beliefs.
2	Bullying and/or aggressive conduct towards other pupils.
3	Cheating in a formal assessment or class test/activity.
4	Deliberate absence from detention without an acceptable written explanation from parent (s) by the following Monday.
5	Misbehaviour at detention.
6	Entering or peeping into the bathrooms of the opposite gender.
7	Fighting or threatened assault of others.
8	Forgery or the falsification of documents.
9	Forgery or the falsification of parent signatures.
10	Harassment or continuous teasing of others.
11	Leaving the school premises without permission/not signing out at the front office.
12	Sexual behaviour inappropriate to children - written, verbal and physical.
13	Swearing or verbal abuse towards a staff member.
14	Theft.
15	Trespassing on school property during school holidays.
16	Truancy.
17	Bunking lesson(s).
18	Vandalism. Wilful damage of school property/equipment.
19	Disrespect for staff and adults. (Imitation and defamation of staff members.)
20	Placing any obstruction in front of any of the school gates allowing unauthorised entry to the school and compromising the safety of the school.
21	When permission is given by the teacher to use a cell phone in class, but there is inappropriate use of the cell phone by the pupil.

22	Plagiarism.
23	Disgracing the name of the school.
24	Disruption/not doing the prescribed work/ in detention.
25	Hanging around the school when not in Aftercare after the cut-off time for pick up.

**DISCIPLINARY HEARING
(Parents informed telephonically)**

No.	Description
1	Being in possession of alcoholic, hallucinogenic or dangerous substances, or distributing, storing or consuming these at school or during school events/trips/tours.
2	Being under the influence of alcoholic, hallucinogenic or unauthorised substances on school property or at events/trips/tours.
3	Physical abuse towards a staff member.
4	Possession of sexually explicit or pornographic material.
5	Possession of weapons or dangerous instruments on school premises or at school events/trips/tours.
6	Satanic practices and rituals.
7	Smoking/vaping or being in possession of cigarettes/vaping products on school premises or at school events/trips/tours/excursions or when in school uniform.
<i>NB: The school will make parents aware of their right to lay a charge at the police station in cases where criminal offences occur involving their children.</i>	

LATE HANDING IN OF WORK

Work, including activities, tasks, projects and assignments not handed in on the due date will be marked out of 50% if handed in on the next day. The marks out of which it is marked will continue to reduce to 25% the following day and then finally 0% on the third day. This matter will be followed up by the teacher with the parents. Should a pupil be absent on the day of handing in of any work, the work must be emailed OR dropped off at school on the due date.

CO-CURRICULAR PARTICIPATION

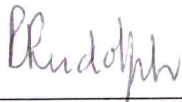
Pupils are required to attend at least 75% of the practices of the co-curricular activity/activities every term. This could be both practices of one activity or one practice a week for two different activities. Should they not be regularly attending the co-curricular activity/activities when checked halfway through the term, they will be issued with an immediate detention. Pupils who have not participated in 75% of the practices of the co-curricular activity/activities when checked at the end of the term will be given ten hours of community service to complete in the following term. This community service will be in addition to the co-curricular activities the pupils have chosen for the term.

CELL PHONES

Pupils may not have cell phones on their persons or in their bags at school. Should one be heard or found in the possession of an Intersen Phase pupil, it will be confiscated until the end of the year.

AFTERCARE DEMERITS

One demerit will be given for the following misdemeanours at Aftercare: e.g. no change of clothes, not signed in or out, continuous talking, disruption, defiance, not being in the designated area.



Mrs Rudolph
Headmistress



Chairperson
Board of Governors

Source Document: Intersen Phase Code of Conduct

Date: October – November 2023

Review Date: October – November 2024