

## CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, he learns to condemn....  
If a child lives with hostility, he learns to fight.....  
If a child lives with fear, he learns to be apprehensive....  
If a child lives with pity, he learns to feel sorry for himself....  
If a child lives with ridicule, he learns what envy is....

## THE SCHOOL COAT OF ARMS

**Red – loyalty, warmth White – purity, innocence, Blue – hope**

The engraved blue and white lines represent water (Florida Lake and the streams that feed it). Water speaks of life and growth and the reason for establishing the early settlement where water was plentiful.

The Swan is indigenous in two ways; the engraved lines represent the “choppy” waves caused by a strong morning breeze and a young swan testing its wings in this breeze.

The Latin motto: “Primus inter pares” means “First among equals” and reflects the historical fact that the Florida Primary School was not only the first in the area, but is indeed the oldest school on the West Rand.

Thus, the school’s coat of arms not only identifies the school, it also reflects the school’s history, purpose and philosophy of education. It has the added advantage that it has a simple, yet attractive and striking design, so sought after in heraldry.

Indeed, a coat of arms to be proud of.

## THE SCHOOL SONG

With pride we raise our banner high  
To show that we’re the best  
The most renowned of all the schools-  
The finest in the west

**Chorus:** Our school (girls) Our school (boys)  
The only school for me  
Our school (girls) Our school (boys)  
Is FLORIDA PRIMARY.

We pledge to you our loyalty  
Our dedication too  
And through the years will cherish  
All our memories of you.

**Repeat chorus**

## Florida Primary School

28 Rose Street  
Florida  
1709

P.O. Box 14  
Florida  
1710

Telephone Number: 011 472-3552/4  
Fax Number: 011 672-3413  
e-mail: [office.floridaps@gmail.com](mailto:office.floridaps@gmail.com)

Principal :	Mrs B.P Hlongwane
Deputy Principals:	Mrs R.K Nyembe (Foundation Phase Personnel/Student Affairs)
	Mrs G. Bhikha (Intersen Phase/Curriculum)
Heads of Department:	Mrs P. Paulsen (acting) Senior Phase
	Mrs. S Jardine Intermediate Phase
	Mrs A. Hess Intermediate Phase
	Mrs U. Frazenburg Foundation Phase

## Problems and Queries

If you wish to contact the school concerning your child/children, please arrange an appointment through the secretaries, firstly with the teacher concerned. If necessary the next step would be an appointment with the Head of Department, Deputies and only then the Principal.

As teachers may not be called from the classroom, these appointments should be made for either before school or after school.

Messages will not be relayed to learners by office staff except in the case of an emergency. Parents must report to the office first for obvious security reasons.

## FLORIDA PRIMARY SCHOOL DISCIPLINARY POLICY

### Discipline

Discipline is one of the fundamental qualities necessary for the survival of our future generations, since discipline affects every facet of our lives. Discipline is not inborn nor is it a quality that we inherit. It is a value that we should instill in our children from birth. It should be taught, nurtured and reinforced throughout the course of one's life.

### Aim of the policy

An effective atmosphere of culture and learning can be maintained in any school only if good discipline is promoted. Thus, discipline forms an integral part of any school management. The main objective of our discipline policy is to ensure the creation of an orderly, disciplined environment where meaningful learning and teaching can take place, thus providing a superior quality of education to our learners. Our ultimate aim is to promote intrinsic discipline amongst our learners.

This disciplinary policy aims to:

- Create an environment of serenity and learning in which each learner can strive towards self-discipline so that he/she will become responsible, accountable adults.
- Regulate learner, parent and educator conduct.
- Discipline the unruly learner and instill in him/her a sense of responsibility and accountability.
- Eliminate negative characteristics in our learners and promote positive characteristics that speak of love, support and respect.
- Acknowledges the learners' right to be heard and defended.
- Lend assistance to learners who exhibit serious deviations in their behavior.

**This disciplinary policy is governed by a code of conduct that has to be adhered to by all stakeholders of Florida Primary School.**

### CODE OF CONDUCT

This code of conduct has been developed according to the SASA Act, 1996. It promotes the Vision and the Mission Statement of the school and also promotes and maintains discipline and order within the school. The code of conduct defines the standard of behavior expected of and required from all the stakeholders of this school. Healthy working relationships will be created between all if the spirit of this code is followed. Signing of the Admission Document indicates an acceptance of the Code of Conduct of the school.

### 1. Learner's Rights and Responsibilities

Embodied in the policy of FLORIDA PRIMARY SCHOOL is the right of every learner:

- to privacy
- to approach all members of staff (including the Principal) on any matter they wish to discuss
- to be free of victimization by any other learner or member of staff
- to be free of discrimination based on race, religion, nationality, gender or economic status
- to learn without being distracted by other learners

**But with rights go responsibilities. We expect learners to respond to their rights by:**

- using good judgment and seeking good advice from their parents and educators
- striving to do their best in their studies and to participate in class activities
- being punctual at all times, being attentive in class and applying themselves to their work
- attending all their lessons unless excused for some special reason. It is the responsibility of the learner to make up any work missed as a result of absence of any kind
- showing consideration for the feelings of others in what they say and do at all times
- not distracting other learners from the tasks set for them
- accepting and supporting those learners who are selected as Mediators in their Grade 7 year
- respecting the rights and property of other learners and educators

- respecting school property

## **2. Code of Conduct – Educators**

Each educator can expect the respect, support and co-operation of the school, parents and learners in his/her efforts to create a healthy learning environment inside and outside the classroom. It is important that the educators acknowledge their responsibilities. Therefore, the educator at Florida Primary School undertakes to:

- maintain a professional bearing and manner and by doing so, set a positive example and model to the learners
- be well prepared at all times
- be fully conversant with the demands of the Learning Areas taught
- be punctual
- assess and return tasks and tests within a reasonable period of time
- praise, encourage, affirm and motivate learners
- help create a concept of team work or partnership with learners in the educational process
- help establish and communicate realistic, clear and meaningful goals each year
- confront learners who transgress the accepted code, administering punishments and detentions when necessary
- discipline with dignity and adhere to the principles outlined in this Code of Conduct
- report serious misconduct to the HOD's, Deputies and Principal
- be sensitive to the individual needs and problems of the learners

**Educators who do not conform to the Code of Conduct will face disciplinary action.**

## **3. Code of Conduct - Parents**

Florida Primary prides itself on the good relations it enjoys with its parents while parents can expect the school to provide their child/children with the best possible education according to the resources available to it, parents must also accept certain responsibilities in achieving the goals set. Parents should:

- provide their children with the necessities for effective schooling
- support, encourage, affirm and motivate their children in their studies and various school activities
- uphold the discipline structures of the school and support the school in their endeavors to create an environment conducive to teaching and learning
- serve on parent committees
- attend school functions, sport and cultural activities, parent meetings, etc.
- extend their own professional expertise to the school when required
- support the educators in their efforts to teach their children by regularly monitoring homework and by ensuring work done in class is reinforced and revised at home
- consult the learner's diary for daily comments from the educator and homework due
- communicate with the educator, relevant HOD or Principal, if necessary regarding areas of concern as soon as possible
- make suggestions or provide assistance to improve the educational process and environment
- encourage their children to participate fully in the school's programmes
- familiarize themselves with the school's policies and the Code of Conduct
- refrain from bad-mouthing your child's educator in the presence of your child
- treat all staff members, learners and other parents of the school community with dignity and respect

**Parents who do not conform to the Code of Conduct for parents will be reported to the SGB and the transgression will be handled accordingly.**

#### 4. GENERAL SCHOOL RULES

- a. Treat each other with kindness and courtesy. – Uphold the “Leader in Me” 7 Habits of Effective People.
- b. Show respect to educators (or any other adult), mediators and fellow learners.
- c. No chewing of gum at school.
- d. No littering. Use the dustbins.
- e. No tippex may be brought to school or used in books.
- f. When moving from one class to another, move quietly in a single file and in height order, keeping left. When learners approach an adult in the corridor, they are to stand aside and allow the adult to pass.
- g. Do not touch or in any way tamper with the cars parked on the grounds. Stay away from the area where the cars are parked.
- h. No playing and running on the corridors during break, before and after school.
- i. No touching, removing or interfering with anyone’s belongings.
- j. No fighting, punching, kicking, biting, hair pulling or hitting is allowed under any circumstances.
- k. Bullying and disruptive behavior are not permissible and will not be tolerated at our school.
- l. Swearing and foul language is not allowed.
- m. No dangerous/ sharp objects are to be brought to school for any reason.
- n. No ball games (due to lack of space) or dangerous games are allowed to be played in the playground. Designated areas and specific days will be given to the different grades for ball games.
- o. No learner may bring cigarettes, matches, alcohol or drugs to school.
- p. No school building or property may be defaced or vandalized. Any loss or damage to school property must be reported immediately. Breakage or loss must be paid for. NO graffiti will be tolerated.
- q. Nothing detrimental to good morals e.g. books/pictures or magazines which are not acceptable for children may be brought to school.
- r. Bicycles may not be ridden in the school grounds. Push the bike until on the road.
- s. Toys, skateboards, roller blades, cell phones (refer to cell phone policy), radios, walkmans, cards or discs or any other electronic toys, etc. are not allowed at school.
- t. Learners may not be in the hall, the pool area or adventure playground without adult supervision/educator.
- u. No valuables to be brought to school. The school cannot be held responsible for any item lost /stolen.
- v. Foundation Phase learners who have to wait for an older brother/sister must wait in the designated area until the end of the school day at 14:00 on a Monday and 13:45 Tuesday - Friday
- w. Learners must wait in the taxi waiting area until their transport arrives. Pavements are not part of the school grounds. Learners must go home after school, leave promptly at the end of the day or after extra-mural activities. Wandering around the street will not be tolerated.
- x. Learners must look after their schoolbooks. These books must be neatly covered.
- y. A learner who is absent from school must bring a note signed by a parent/guardian even if the parent/guardian has phoned the school. Learners who are absent for longer than three days must have a doctor’s certificate. Learners in Grade 4-7 must find out what work they have missed while they were away and needs to catch up the work.
- z. Homework diaries MUST be signed by parents daily. Homework must be done everyday. Remember that part of the homework is to bring the necessary books, Physical Education clothes, etc. to school when they are needed. Reading, spelling and times tables are to be done daily. (See Homework Policy in the school Prospectus)
- aa. Do not spray/throw water at each other.
- bb. No gambling games involving money.
- cc. If a learner is absent from school for ten consecutive days without informing the school – learner will be removed from the register and will have to re-apply on return. There is no obligation on the school to re-admit, should the class be full.

Besides these general rules, learners must also abide by the Disciplinary Strategies as set out by the school and rules set out by the class educator.

## DISCIPLINE STRATEGIES

### 1. Lining up and leading off

- Line up in height order
- Uniform check
- Stand up straight, hands at your side
- No talking

### 2. Follow instructions

- Stop what you are doing, pens down
- Look at the person giving instructions
- Acknowledge that you have heard and understood the instruction

### 3. Respect

- Display respectful body language and attitude
- No rude comments or back chatting
- Learn to greet staff, peers and visitors
- Listen to the educator and do not interrupt

### 4. Remain in your seats

- Ask permission if you need to leave your seat

### 5. Keep hands, feet and harmful words to yourself

## CLASSROOM MANAGEMENT STRATEGIES

- Reprimand misbehavior and give corrective feedback
- Issue time-out. This may be a designated area in the classroom or in another educator's or HOD's classroom. Time-out is given according to the age of the learner. Learner to complete a behavior journal.
- Detain learner during any one of the breaks

### 5. Merits

The purpose of this merit system is to put a procedure in place to reward learners for special achievements and for behavior that is in line with the core values of life. Rewards for merits are granted as follows:

- Merits will be rewarded at the beginning of each week. Learners will start with zero (0) merits at the beginning of each term.
- At the end of the year positive merits of all four terms will be added together. Special awards will be given.

The following rewards may be granted:

Merits	Reward
10	Takkies on Thursday – announced on Monday assembly
30	Civvies on Thursday – announced on Monday assembly
50	Civvies on Thursday and may leave 15mins earlier
Highest number of merits per grade per term	Merit badge for the term
Highest number of merits per grade per year(minimum 100)	Certificate and a book voucher end of year

## 6. Offences

When a learner breaks any rule or commits an offence, such a learner must also accept the consequence of his/her misbehavior. For every offence or transgression, the learner will have to face the consequence stipulated for that offence.

### 6.1 CATEGORY ONE OFFENCES

#### ACTION/CONSEQUENCE

- Category 1 transgressions will be recorded on the transgression form.
- The learner will complete a behavior journal.
- The learner will be removed from class to report to the Deputy Principal
- Parents will be informed via SMS
- Continuation of unacceptable behavior will result in the learner appearing before the school disciplinary panel and a letter or a SMS notification or an email will be sent to the parents informing them about the continuation of the misconduct.
- After appearing before the disciplinary panel and misconduct continues, this will result in a disciplinary meeting with the parents.

<b>TRANSGRESSION</b>
Book or books not covered
Untidy school uniform
Playing with toys in class
Littering
Eating, chewing gum and drinking during lessons
Homework diary not signed by parents/guardians
Library book not returned on time
Absent from class without permission from educator
Misbehaving in line
Misbehaving in the hall
Incorrect school uniform/ Phys Ed
Incorrect hairstyle/hair cut
Wearing non-approved jewelry or make-up or nail varnish
Homework not copied into homework diary
Letter to parents in the diary not signed by parent/guardian
Cellphone at school and was not handed in for safekeeping
Lost homework diary

### 6.2 CATEGORY TWO OFFENCES

#### ACTION/CONSEQUENCE

1. Teacher will log the transgression on the incident log form
2. The learner will complete a behavior journal.
3. The parent/guardian will be notified via a letter and a sms that a letter has been given to the learner

#### **After two detentions**

1. Learner will appear before the school disciplinary panel
2. Letter will be sent to the parent/guardian and a sms that a letter has been given to the learner

#### **After three detentions**

A disciplinary meeting will be held at school

#### **After four detentions**

A disciplinary hearing with the SGB will be held

<b>OFFENCE</b>
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Playing dangerous games
Writing on another learner's property/ their own/ or on themselves
Damaging trees/plants/the garden
Unacceptable behavior such as spitting, pea shooting, throwing objects in class
Misbehaving on day trips

**6.3 CATEGORY THREE OFFENCES****ACTION/CONSEQUENCE**

1. Transgression will be logged by educator
2. Behaviour journal completed and/or statements written by learner/s
3. Learner to be sent to the HOD with the necessary documentation
4. Parent/guardian to be informed telephonically and in writing
5. Learner to attend detention

**After a second offence the learner will:**

Appear before the school disciplinary panel or attend a disciplinary meeting or a disciplinary hearing

<b>OFFENCE</b>
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Continuous talking in class	Homework assignments and projects not done or incomplete
Homework not done	Causing damage to a textbook
Disrupting classes/class routine	Vandalism - destructive behavior and/or serious damage to any property
Documentation not signed by parents	Dishonesty/theft – stealing others' belongings
Entering and leaving class without permission	Bunking/absent from class without permission
Lack of respect for educators, leaders and other adults	Ignores educators' instructions
Disobedience	Fighting/both or all parties
Back chatting educators, mediators and scholar patrol	Seriously threatens, disputes or frustrates teaching or learning in class
Interfering with other people's possessions	Truancy – bunking a period or bunking school
Non-platonic show of affection	Swearing at an educator, an adult or fellow learner
Bullying a fellow learner	Urinating in the playground or public
Disobeying of general school rules/code of conduct	Throwing wet toilet paper against surfaces e.g. the ceiling
Continuous disruptive behavior in class	Intimidation of other learners
Damage to other learners' property	Undermines the authority of an educator
Cheating or copying in a test, project or an assignment	Telling lies
Unsatisfactory execution of instructions	Indecent language
Making peculiar sounds in class	Leaves school grounds without permission
Reply slips not returned on time	Not prepared for oral presentation

**SERIOUS MISCONDUCT****SASA, 1996 (ACT NO 84 OF 1996) SECTION 9 (3): MISCONDUCT OF LEARNERS AT PUBLIC SCHOOLS AND DISCIPLINARY HEARINGS**

A disciplinary hearing may lead to the suspension or expulsion of the learner. The correct process needs to be followed. Recording all incidents and behavior journals will be used as evidence.

**SCHEDULE 1 – SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION**

A learner will be guilty of serious misconduct if he or she intentionally and without just excuse –

- a. Seriously threatens, disrupts or frustrates teaching or learning in a class.
- b. Engages in a conspiracy to disrupt the proper functioning of the school through collective action

- c. Insults the dignity of or defames any learner or any other person which includes racist remarks
- d. Distributes or is in possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination
- e. Cheats in a test or examination or any other form of assessment such as assignments
- f. Engages in any act of public indecency
- g. Sexually harasses another person
- h. Is found in possession of or distributes pornographic material or
- i. Is under the influence or in the possession of alcohol and/or drugs (including cigarettes, e-cigs, hookah pipes etc)

## **SCHEDULE 2 – SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION**

A learner will be guilty of serious misconduct if he or she –

- a. Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions
- b. Fails to comply with a punishment of suspension as a correctional measure or
- c. Intentionally and without just excuse –
  - i. Forges any document or signature to the potential or actual prejudice of the school
  - ii. Trades in any test or examination question paper or in any test or examination material
  - iii. Attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein
  - iv. Engages in fraud
  - v. Engages in theft, or otherwise acts dishonestly to the prejudice of another person
  - vi. Is in possession of, consumes or deals in any illegal substance or another harmful substance
  - vii. Is in possession of, uses or transmits narcotic or unauthorized drugs, or on visible evidence of such possession, use or transmission
  - viii. Is in possession of any dangerous weapon
  - ix. Assaults or threatens to assault another person
  - x. Holds any person hostage
  - xi. Murders any person
  - xii. Rapes any person or engages in any sexual activity which amounts to an offence in law or
  - xiii. Maliciously damages property

## **INSTITUTION OF DISCIPLINARY PROCEEDINGS (reference – GDE POLICY REGISTER)**

1. Only the Principal may institute disciplinary action against a learner.
2. The learner charged with serious misconduct must be given no less than 5 days written notice of the hearing into the alleged misconduct.
3. Thereafter the SGB must appoint a disciplinary committee and designate one of the members of the committee as chairperson to adjudicate the allegations of serious misconduct. The chairperson must be a parent member or community member of the SGB.
4. At least one of the parents or legal guardian of the learner must accompany the learner at the hearing.
5. If the learner fails to appear before the disciplinary committee after due notice and without just cause for not attending the hearing, the hearing may continue in the absence of the learner.
6. The disciplinary committee must keep a full and accurate record of all the proceedings.

## Serious Offences to Principals

The Principal and/or Deputy Principals will deal with all serious offences if necessary. After due process, these offences will lead to disciplinary hearings and sanctions could be passed which may lead to suspension.

Management reserves the right to determine the punishment in cases referred to the grade head, deputies or Principal.

- Alcohol on school property during school hours
- Use of or selling narcotics
- Smoking at school in uniform
- Repeated truancy
- Violence of any nature
- Bringing weapons to school or other dangerous items to school
- Any form of disruption to the teaching process
- Malicious damage to property or gardens
- Theft of any nature
- Total disregard of discipline structure
- Racism
- Sexual harassment
- Misbehaviour on school educational tours
- Four or more detentions

Procedure for the issue of detentions

- Detentions take preference above all other events. After receiving three control book entries, (e.g. homework not done, will be transferred as one serious misdemeanour) a detention notice will be sent to the parents
- Parents must sign and return it to school immediately – the next morning
- If a learner accumulates four or more detentions, he/she will not be permitted to participate in any outings or tours and this includes the grade 7 farewell
- Once a learner has accrued four or more detentions, he/she will be removed from the playing field at break and he/she will sit in the quad until such time as his/her behaviour improves and he/she acquires a four-week no-entry demerit.

**Parent signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Learner Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## The Code of Conduct

The Code of conduct is based on the following laws and regulations:

- The South African School Act 84 of 1996
- South African Constitution 108 of 1996
- Gauteng School Law
- General

The purpose of the Code of Conduct is threefold:

- To encourage positive behavior
- To develop self-discipline
- To develop exemplary and valued citizens

As a learner at Florida Primary School, I realize that co-operation between all parties are concerned with my upbringing and education will only be successful if we agree upon the basic values and principles as set out below.

Human Rights as set out in the Constitution of the Republic of South Africa will be promoted in conjunction with the realization that responsibility goes hand in hand with these rights. I undertake to behave in such a way that no other human being's rights will be infringed upon.

1. I will respect my educators and promise my full cooperation in all reasonable instructions.
2. I will respect non-teaching staff and all visitors to our school as their contribution to our school as a whole is vital.
3. I will respect and acknowledge the multi-culturalism and individuality of others – not playing myself above or below them.
4. I will respect the environment and school facilities. Our natural environment is a natural gift from God and we have the responsibility to conserve it. I will appreciate all school buildings, educational and sport facilities and will encourage the upkeep thereof by supporting fundraising efforts and encouraging my parents to pay school fees.
5. I agree to abide by the school rules and submit to the authority of those placed in leadership positions over me. I agree to be punished suitably should I not abide by these rules.
6. I realize the value of extra-mural activities, field trips and educational tours. I will dress appropriately for these occasions and represent my school with pride. I acknowledge that school rules apply at these activities to ensure orderliness and that the good name of the school is upheld.
7. I will wear the correct school uniform at all times. By doing so, I will honour our school traditions and values.
8. I will at all times consider the safety of myself and all those around me by obeying the rules set in place to protect us all.
9. I will only benefit from the educational process if I am actively involved in learning. I will not cause disruption during teaching time. I will discourage fellow learners from acting in a manner that may disturb others.
10. Honesty is part of my character and I undertake to be honest during evaluations and assessments and will not tolerate dishonesty from my peers.
11. I will act responsibly with all the aspects of school life I am confronted with and will uphold the traditions and good name of Florida Primary School.

### *Code of Conduct Commitment*

Signature:

\_\_\_\_\_

Learner

\_\_\_\_\_

Parent/Guardian

Date:

\_\_\_\_\_

\_\_\_\_\_

