



Parkview Senior School

Website: www.parkviewsenior.co.za

Dundalk Avenue, Cnr Dee Road. Parkview 2193 Johannesburg

Reference number 131193

CODE OF CONDUCT

1. INTRODUCTION

1.1. This School's **mission** is to provide and maintain:

- 1.1.1. excellence in education through a learning environment that recognizes the uniqueness of each pupil;
- 1.1.2. a safe, secure, structured and nurturing environment;
- 1.1.3. opportunities for learners and staff to develop holistically;
- 1.1.4. responsibility to support an integrated environment, promoting religious and cultural tolerance, diversity & understanding;
- 1.1.5. an environment which supports a journey of personal development.

1.2. The School's **vision** is to:

- 1.2.1. continue striving to produce well-balanced, confident and happy young people, who leave PVS well prepared for High School; and
- 1.2.2. keep abreast of new and innovative ideas in education.

1.3. To achieve its mission and vision, the School's **goal** is to offer education which:

- 1.3.1. is holistic and relevant;
- 1.3.2. is learner centred, by recognising individual needs and talents;
- 1.3.3. encourages independence, critical thinking and decision making;
- 1.3.4. develops life skills;
- 1.3.5. respects different points of view;
- 1.3.6. promotes resourcefulness and entrepreneurship;
- 1.3.7. promotes a healthy interest in sport, cultural activities and team participation;

- 1.3.8. reinforces and promotes an ethic of personal and social responsibility; and
- 1.3.9. recognises and respects human rights, as well as religious and cultural differences.
- 1.4. The School community supports the following **values**:
 - 1.4.1. respect for all rights, cultures and religions;
 - 1.4.2. showing kindness and compassion by caring for others;
 - 1.4.3. non-violence in all that we say and do;
 - 1.4.4. striving for excellence;
 - 1.4.5. protecting our environment;
 - 1.4.6. practising safety;
 - 1.4.7. showing courtesy and consideration;
 - 1.4.8. practising honesty and integrity;
 - 1.4.9. demonstrating loyalty to the School;
 - 1.4.10. practising punctuality; and
 - 1.4.11. showing pride in our uniform.
- 1.5. The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School in the event of breaches by learners of the Code of Conduct.
- 1.6. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function, while in school uniform.
- 1.7. Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct.

2. **PART 1: SCHOOL RULES**

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Every learner is required to comply with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

2.1. General Principles

- 2.1.1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School.
- 2.1.2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School.
- 2.1.3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
- 2.1.4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.
- 2.1.5. Learners are expected to adhere to the School Uniform Policy, and to appear neat and tidy at all times.
- 2.1.6. Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body, upon reasonable written request.

2.2. School and Class Attendance

- 2.2.1. Parents/guardians and learners are jointly responsible for ensuring that all learners attend School.
- 2.2.2. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing.
- 2.2.3. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- 2.2.4. All learners are to arrive at School at least 10 (ten) minutes before the official starting time of 07h40, and to be at the classroom door of the learner's home room by 07h40 for registration.
- 2.2.5. Learners must be on time for each class throughout the day, as well as for sport practices and matches, and other extra-mural activities.

- 2.2.6. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 2.2.7. Any absence from School for 1 (one) or 2 (two) days must be covered by an absentee note from a parent/guardian, on the day of the learner's return to School.
- 2.2.8. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist, on the day of the learner's return to School.
- 2.2.9. Any absence from a formal examination or test must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- 2.2.10. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child, *and* the permission of the Principal/Grade Head.
- 2.2.11. Learners who are permitted to leave the School during School hours must be 'signed out' by a parent/guardian.
- 2.2.12. Truancy from School is prohibited.
- 2.2.13. It is the responsibility of the learner to collect all notes and study materials handed out during periods of his or her absence, and to ensure that work is brought up to date. This includes children who leave early to attend Mosque on a Friday.
- 2.2.14. Every learner, whether participating in the events of the day or not, is expected to attend the two compulsory sports events of the year, namely the Inter-House Gala and Athletics Day.
- 2.2.15. Learners are also expected to support other fundraising events throughout the School year.
- 2.2.16. All learners will attend assembly for the full duration thereof.
- 2.2.17. Learners may not remain on the School property after 14h30 unless they are involved in extra-mural activities or are booked into Aftercare. Learners who are not collected by 14h30 will be sent to Aftercare and parents will be charged accordingly.

- 2.2.18. If a child has been absent over the period during which work is due, it is his/her responsibility to hand in the work on the day of return, without being reminded.
- 2.2.19. Learners must arrange to be collected at the specified time after any School event, or they will be left in the care of the Parkview Police Service.

2.3. Valuables and Personal Belongings

- 2.3.1. The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).
- 2.3.2. Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones will be confiscated and may be claimed from the School office by a parent.
- 2.3.3. If a parent requests a learner to pay School fees or other moneys on his/her behalf, such School fees or other monies should be placed in a clearly marked envelope – name, surname, grade and purpose – and handed to the teacher or paid at the School office before the start of the School day.
- 2.3.4. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
- 2.3.5. Learners may not bring computer games, iPods or similar electronic devices to School.
- 2.3.6. All personal property must be clearly marked with the learner's name.

2.4. General Rules

- 2.4.1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- 2.4.2. All litter must be placed in refuse bins or wastepaper baskets.
- 2.4.3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- 2.4.4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- 2.4.5. Learners are expected to greet staff, parents and visitors, either by Mr/Mrs/Mr and surname, Ma'am or Sir.

- 2.4.6. Offensive language may not be used to anyone on and around the School premises.
- 2.4.7. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 2.4.8. It is the learner's responsibility to hand in books, assignments or any other work timeously, as per the request of educators on the due dates given.
- 2.4.9. All learners are expected:
 - 2.4.9.1. to be tolerant of different points of view;
 - 2.4.9.2. to respect the needs and feelings of other learners;
 - 2.4.9.3. to pack their bags carefully and according to the day's timetable, so that they will be properly equipped for lessons and extramural activities, and to alleviate having unnecessary weight in the School bag;
 - 2.4.9.4. to carry out, promptly and willingly, all reasonable instructions given to them by educators, office and ground staff;
 - 2.4.9.5. to give parents/ guardians any correspondence from teachers e.g. newsletters etc., on the day that it is handed out;
 - 2.4.9.6. to complete homework given, and have their school diary signed daily at the request of the educator;
 - 2.4.9.7. to ask permission before leaving the classroom;
 - 2.4.9.8. to keep hands, feet and objects to themselves;
 - 2.4.9.9. to not interrupt, shout out or break down the culture of learning and teaching through misbehaviour of any sort;
 - 2.4.9.10. to keep any money on their person in a lanyard purse, available at the office, and not to leave money in their tog bags;
 - 2.4.9.11. to be concerned about the safety of others, and therefore not to:
 - 2.4.9.11.1. play games, at break or any other time, which may endanger themselves or others;
 - 2.4.9.11.2. play with hard balls. This is STRICTLY prohibited, except under adult supervision;

- 2.4.9.11.3. bring any kind of dangerous object to school or
threaten another child with a dangerous object.
- 2.4.10. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 2.4.11. Language that is seen as derogatory, discriminatory or racist is prohibited.
- 2.4.12. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 2.4.13. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- 2.4.14. The learner will respect those learners in positions of authority, such as prefects. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- 2.4.15. The carrying, copying and/or reading of offensive material is prohibited.
- 2.4.16. Telephone calls may only be made at break, before or after school from the Office phone, at a cost of R2 per call. R20 phone cards are sold at the office. In the event of illness, or if a child is required to fill in for a match, the secretaries will contact the parents/ guardians directly.
- 2.4.17. Learners may not chew gum at School.
- 2.4.18. Eating and drinking anything but water in class is not allowed, without the educator's permission.

2.5. Area Rules

General

- 2.5.1. Property, buildings and facilities of the School are reserved exclusively for the use of its staff and learners during school hours, other than at the invitation or request of the principal.
- 2.5.2. Property must be respected at all times. This includes:
- 2.5.2.1. no littering;

- 2.5.2.2. no graffiti;
 - 2.5.2.3. no vandalism;
 - 2.5.2.4. no bicycles, roller blades, skateboards etc. to be used on School property at any time;
 - 2.5.2.5. no meddling with, using or taking other learners' property without specific permission from the learner concerned or an educator.
- 2.5.3. Learners must keep clear of areas that are indicated as out of bounds unless permission is granted by a staff member or a staff member is present. These areas include:
- 2.5.3.1. the staffroom;
 - 2.5.3.2. ground staff quarters;
 - 2.5.3.3. garden beds and the embankments;
 - 2.5.3.4. the School hall and foyer;
 - 2.5.3.5. the tennis court area;
 - 2.5.3.6. the computer room;
 - 2.5.3.7. the swimming pool;
 - 2.5.3.8. the educators' parking area – unless accompanied by a staff member; and
 - 2.5.3.9. electrical mains distribution boxes, fire extinguishers and hoses.
- 2.5.4. Learners may not put up posters, circulate pamphlets or sell goods of any kind on School property, without the permission of the principal. EMS Market Day posters are permitted for a limited time as stipulated by the educator.

Classrooms

- 2.5.5. Learners are to adhere to their respective educator's reasonable classroom rules.
- 2.5.6. Classrooms are out of bounds when educators are not present.
- 2.5.7. Learners are expected to respect School property, and the property of educators and other learners, for example learners:

- 2.5.7.1. may not deface walls, desks, chairs or any school surface;
- 2.5.7.2. are expected to keep their work area tidy;
- 2.5.7.3. may not take or use the possessions of the educators or other learners without specific permission.

Quad / arena

- 2.5.8. These areas are out of bounds before and after school and during break.
- 2.5.9. Learners may only use the quad if an educator has granted them permission.
- 2.5.10. Movement during the change of classes should be in a clockwise direction and should be done quietly in single file, in an orderly fashion and on the concrete path.
- 2.5.11. Playing in the quad or arena is only permitted for children attending Aftercare.

Corridors

- 2.5.12. After putting bags down in the morning, learners must move off the corridors and go to the field, weather permitting.
- 2.5.13. No items may be removed from notice boards or display boards without the permission of an educator.
- 2.5.14. No items may be removed from any other learners' school bags, tog bags or other equipment / project bags, nor may a learner move any other learners' possessions around the School without specific permission from the learner concerned or an educator.

Sports areas

- 2.5.15. The cricket pitch is out of bounds during the cricket season, except during practices and matches.
- 2.5.16. The swimming pool area, netball and tennis courts are out of bounds unless an educator is present.
- 2.5.17. Only non-marking sports shoes may be worn on the tennis and netball courts.
- 2.5.18. Improper use of sports equipment is strictly prohibited i.e. swinging on the goal posts, using cricket balls at break.

Special Areas

- 2.5.19. The Media Centre rules and requirements must be strictly adhered to at all times.

- 2.5.20. The bathrooms, toilets and changing rooms are to be kept clean and tidy.
- 2.5.21. No learner may use the toilets, bathrooms and changing rooms in an improper manner, or misbehave, in the bathrooms, toilets and changing rooms.

Computer room

- 2.5.22. Learners may only be in the computer room with a member of staff or appointed instructor.
- 2.5.23. A learner may not open the work of any other learner, or interfere with the work of another learner in any way.
- 2.5.24. Learners are expected to be quiet and orderly in the computer room at all times.
- 2.5.25. Learners may not go onto any websites which may be inappropriate for children.

2.6. Rules Governing Public Places

- 2.6.1. The School is a place of safety where laws which apply to public spaces are applicable.
- 2.6.2. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property. Dangerous objects include knives, firearms or any item that could harm a person.
- 2.6.3. The carrying and/or smoking of cigarettes and e-cigarettes is prohibited.
- 2.6.4. Alcohol is not permitted on School premises or during any School activity.
- 2.6.5. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

2.7. School Extra-mural Programme

- 2.7.1. Involvement in activities making up the School Extra-mural Programme forms a valuable and integral part of the education of every learner.
- 2.7.2. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 2.7.3. Attendance of all practices and team meetings is required. If unable to attend practice or play in a match, a learner MUST report personally to the educator in charge of the activity by no later than the morning of the practice or match. In

case of illness on the day of the match, the educator in charge of the activity should be informed that morning, telephonically or by email. Learners who do not attend a practice and are not excused for a valid reason, will not be included in the match for that week.

2.7.4. Appropriate kit/uniform must be worn to practices and matches.

2.7.5. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.

3. **PART 2: DISCIPLINARY SYSTEM**

3.1. Every educator is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with, and be appropriate to, the offence.

3.2. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School. Any learner who breaches the Code of Conduct is liable to be disciplined in accordance with this section of the Code of Conduct.

3.3. Offences have been divided into two categories according to the nature and degree of seriousness of the offences. These are referred to in this Code as minor offences and major offences.

3.4. The School recognizes that there may be mitigating circumstances which apply in relation to particular incidents, and this may justify less severe action than indicated in this Code.

3.5. The offences listed in this Code are not intended to be an exhaustive list, but rather are an indication of the severity of a type of offence.

3.6. The Code makes provision for “progressive” or accumulative penalties, i.e. the imposition of a harsher sanction for repeated offences of a similar nature.

3.7. **Minor offences**

3.7.1. Conduct of the type described below may be re-categorised, at the discretion of the educator or principal, as a major offence, depending on the severity of the incident.

3.7.2. The following types of behaviour, not restricted to the list below, are considered to be minor offences:

3.7.2.1. Chewing gum;

3.7.2.2. Failure to attend restorative classes without a valid reason;

- 3.7.2.3. Failure to do homework without a valid reason;
- 3.7.2.4. Incorrect uniform / inappropriate hair/ nails/ jewellery;
- 3.7.2.5. Being found in an 'out of bounds' area;
- 3.7.2.6. Using a cell phone during formal School hours;
- 3.7.2.7. Disruptive behaviour / not working in class;
- 3.7.2.8. Littering;
- 3.7.2.9. Not being equipped for school/ leaving items at home;
- 3.7.2.10. Being late for school or class;
- 3.7.2.11. Not handing in work/ incomplete work;
- 3.7.2.12. Not having tests/ slips/reports/ documents/ homework diaries signed;
- 3.7.2.13. Teasing or being unkind;
- 3.7.2.14. Insubordination/ being disrespectful/ not following instructions;
- 3.7.2.15. Lying;
- 3.7.2.16. Lack of consideration for others, including –
 - 3.7.2.16.1. Swearing;
 - 3.7.2.16.2. Disruptive behaviour;
 - 3.7.2.16.3. Fighting;
 - 3.7.2.16.4. Other offensive conduct.
- 3.7.3. Learners will be disciplined for minor offences, generally in the following manner (escalating) –
 - 3.7.3.1. Warning;
 - 3.7.3.2. Demerit;
 - 3.7.3.3. Demerit;
 - 3.7.3.4. Demerit – Restorative Session;

- 3.7.3.5. 2nd Restorative Session - Relevant educator meeting with parent;
- 3.7.3.6. 3rd Restorative Session – Parent interview with Department Head / Principal.

3.8. Major offences

- 3.8.1. The following types of behaviour, not restricted to the list below, are considered to be major offences -
 - 3.8.1.1. Bunking lessons or School (truancy);
 - 3.8.1.2. Use and/ or possession of illegal substances;
 - 3.8.1.3. Vandalism;
 - 3.8.1.4. Bullying;
 - 3.8.1.5. Racist comments;
 - 3.8.1.6. Possession of weapons or dangerous objects;
 - 3.8.1.7. Possession of inappropriate materials - at the discretion of the educator/ principal;
 - 3.8.1.8. Smoking;
 - 3.8.1.9. Theft;
 - 3.8.1.10. Cheating/ copying / forging a parent's signature;
 - 3.8.1.11. Assault / violence.
- 3.8.2. Major offences (and repeated minor offences) are subject to the severest disciplinary action in terms of the disciplinary Code, and ultimately possible suspension and/or expulsion from School (subject to confirmation by the Gauteng Department of Education).
- 3.8.3. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
 - 3.8.3.1. A verbal warning/reprimand to express disapproval.

- 3.8.3.2. Disciplinary action as for minor offences where appropriate (see clause 3.7.3 above);
- 3.8.3.3. Written warning;
- 3.8.3.4. Final written warning;
- 3.8.3.5. Removal from classes to the School office;
- 3.8.3.6. Written punishment;
- 3.8.3.7. Community service to improve the physical environment within and around the School property;
- 3.8.3.8. Supervised schoolwork;
- 3.8.3.9. Referral for counselling;
- 3.8.3.10. Attendance of a relevant life skills programme;
- 3.8.3.11. Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine;
- 3.8.3.12. Temporary suspension of library card and/or other School-related privileges;
- 3.8.3.13. Exclusion from School activities and functions, e.g. academic award ceremony;
- 3.8.3.14. Withdrawal of recognition, e.g. award;
- 3.8.3.15. Temporary suspension from class or School, pending disciplinary hearing;
- 3.8.3.16. Disciplinary Committee hearing (which has the authority to order the same interventions and corrective measures as listed above), as well as suspension and a recommendation of expulsion).
- 3.8.4. Failure to comply with interventions and corrective measures will lead to further interventions, and may lead to the offence being categorised at a higher level of seriousness.
- 3.8.5. It may, in addition, be necessary for the Principal to report the incident to the South African Police Services for further investigation.

3.9. Suspension of a Learner by the Principal as a Precautionary Measure

- 3.10. The Governing Body authorises the Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with a major offence as contemplated in section 8 of the SA Schools Act.
- 3.11. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
- 3.12. The disciplinary proceedings must commence as soon as reasonably possible after the suspension
- 3.13. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

3.14. Disciplinary Committee Hearings

- 3.15. Written notice of a disciplinary hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
- 3.16. When a notice is issued to a learner, the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
- 3.17. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
- 3.18. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- 3.19. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
- 3.20. The Disciplinary Committee hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.

Kindly complete the Reply slip below and return to the class teacher by Friday,
13th September 2019.

CODE OF CONDUCT AS UPDATED IN MAY 2019

I, _____, parent/guardian of _____
in Gr _____, have read and discussed this Code of Conduct with my child.

We endeavour, to the best of our abilities, to adhere to and support Parkview Senior School's Code of
Conduct.

Signed: (Parent / Guardian's signature) _____

Signed: (Learner's signature) _____ Date: _____
