



Parkview Senior School

Website: www.parkviewsenior.co.za

Dundalk Avenue, Cnr Dee Road. Parkview 2193 Johannesburg
Reference number 131193

CODE OF CONDUCT - UPDATED IN 2019

MISSION STATEMENT

We, the staff, parents and learners at Parkview Senior Primary are committed to providing, achieving and maintaining:

- Excellence in education through a learning environment that recognizes the uniqueness of each pupil.
- A safe, secure, structured and nurturing environment.
- Opportunities for learners and staff to develop holistically.
- Responsibility to support an integrated environment, promoting religious and cultural tolerance, diversity & understanding.
- An environment which supports a journey of personal development.

VISION

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

CENTRAL GOALS

To offer education which:

- Is holistic and relevant
- Is learner centred, by recognising individual needs and talents
- Encourages independence, critical thinking and decision making
- Develops life skills
- Respects different points of view
- Promotes resourcefulness and entrepreneurship
- Promotes a healthy interest in sport, cultural activities and team participation
- Reinforces and promotes an ethic of personal and social responsibility
- Recognises and respects human rights, as well as religious and cultural differences
- Promotes an ethic of social responsibility

OUR VALUES

- Respect for all ideas, rights, cultures and religions
- Showing kindness and compassion by caring for others
- Non-violence in all that we say and do
- Striving for excellence
- Protecting our environment
- Practising safety
- Showing courtesy and consideration
- Practising honesty and integrity
- Demonstrating loyalty to our school
- Practising punctuality
- Showing pride in our uniform

Because we uphold these values, we keep to the rules and therefore remain a happy and contented group. Should we transgress our rules, our safety and contentment will be

CODE OF CONDUCT AND THE DISCIPLINARY PROCEDURES

TABLE OF CONTENTS

CODE OF CONDUCT

1. AREA RULES

- General
- Classrooms
- Quad/Arena
- Corridors
- Sports Areas
- Special Areas
- Computer Room

2. LEARNER CONDUCT

- General
- Telephone Calls
- Manners

3. LEARNER RESPONSIBILITY

- General
- Absence
- Extra Murals
- Punctuality
- Work

THE DISCIPLINARY PROCEDURES

1. MINOR OFFENCES

- Transgression of the School Code of Conduct
- Lack of consideration for others

2. MAJOR OFFENCES

3. GUIDELINES FOR DISCIPLINARY PROCEDURE

THE CODE OF CONDUCT

1. AREA RULES:

GENERAL:

- Property, buildings and facilities of Parkview Senior Primary School are reserved exclusively for the use of its staff and learners during school hours.
- Property shall be respected at ALL times. This includes:
 - No littering
 - No graffiti
 - No vandalism
 - No bicycles, roller blades, skateboards etc. to be used on school property at any time
 - No meddling with, using or taking other learners' property without specific permission from the learner concerned or an educator.
- The following areas are OUT OF BOUNDS to learners, unless permission is granted by a staff member or a staff member is present:
 - Staffroom
 - Ground Staff Quarters
 - Garden beds and the embankments
 - The Hall and Foyer
 - The Tennis Court Area
 - The Computer Room
 - The swimming pool
 - Educators Parking Area – unless accompanied by a staff member

CLASSROOMS:

- Learners are to apply their respective educator's classroom rules.
- Classrooms are out of bounds when educators are not present.
- Learners are expected to respect School property, and the property of educators and other learners, i.e.
 - Learners may not deface walls, desks, chairs or any school surface.
 - Learners are expected to keep their work area tidy.
 - Learners may not take or use the possessions of the teachers or other learners without specific permission.

QUAD/ARENA:

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

CORRIDORS:

- After putting bags down in the morning, children must move off the corridors and go to the field.
- No items may be removed from notice boards or display boards without the permission of an educator.
- No items may be removed from any other learners' school bags, togbags 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:

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

SPECIAL AREAS:

- The Media Centre rules and requirements must be strictly adhered to at all times.
- The toilets are to be kept clean and tidy. Any improper use, of or unacceptable behaviour in the bathrooms will be punishable in terms of the disciplinary code.

COMPUTER ROOM:

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

2. LEARNER CONDUCT

GENERAL:

- All personal property must be clearly marked with the learner's name.
- Learners may not chew gum at school.
- Eating and drinking anything but water in class is not allowed, without the educator's permission.
- Learners may not put up posters, circulate pamphlets or sell goods of any kind without the permission of the principal. EMS Market Day posters are permitted for a limited time as stipulated by the educator.
- Valuable items e.g. cell phones, radios, iPods, large sums of money etc. are not allowed to be brought to school. NOTE: The school will not be held responsible if any of these items are damaged or go missing, including those which have been confiscated.
Cell phones will be confiscated and can only be claimed from the office by a parent.
- Money for school fees or other school events must be placed in a clearly marked envelope – name, surname, grade and purpose – and handed to the teacher.
- Learners may not leave the school premises during school hours without the permission of the principal or without being 'signed out' by a parent or guardian.
- Learners may not remain on the school property after 14h30 unless they are involved in extramural activities or are booked into Aftercare. Children who are not collected by 14h30, will be sent to Aftercare and parents will be charged accordingly.

TELEPHONE CALLS:

- 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.

MANNERS:

- Learners are expected to greet staff, parents and visitors, either by Mr/Mrs/ Mr and surname, Ma'am or Sir.
- Offensive language may NEVER be used to anyone on the school premises.

3. LEARNER RESPONSIBILITY

GENERAL:

All learners are expected:

- To be courteous and helpful.
- To show respect for the customs, languages and religions of others.
- To be tolerant of different points of view.
- To respect the needs and feelings of other learners.
- To be punctual.
- To pack bags carefully and according to the day's timetable, so that they will be properly equipped for lessons and extramural activities. This also alleviates having unnecessary weight in the school bag.
- To take care of their personal belongings.
- To carry out, promptly and willingly, all instructions given to them by educators, office and ground staff.
- To strictly uphold the Code of Conduct, within or outside school, in or out of uniform and especially when representing the school.
- To arrange to be collected at the specified time after any school event or they will be left in The safety of the Parkview Police Station.
- To give parents/ guardians any correspondence from teachers e.g. newsletters etc., on the the day that it is handed out.
- To complete homework given and have their school diary signed daily.
- To ask permission before leaving the classroom.
- To keep hands, feet and objects to themselves.
- To not interrupt, shout out or break down the culture of learning and teaching through misbehaviour of any sort.
- To keep any money on their person in a lanyard purse, available at the office. Money is not to be left in togbags.
- To be concerned about the safety of others, and therefore may not:
 - i. play games, at break or any other time, which may endanger themselves or others.
 - ii. play with hard balls. This is STRICTLY prohibited, except under adult supervision.
 - iii. bring any kind of dangerous object to school or threaten another child with a dangerous object.

ABSENCE:

It is the responsibility of the parents to ensure that children attend school regularly.

- On return to school after a period of 1 or 2 days' absence, a signed note from a parent, indicating the reason for absence, must be handed in to the class educator.
- If a child is absent for 3 or more days, a doctor's letter is required on the day of return to school. A doctor's letter is required if a test or exam is missed.
- If a test or examination is missed, a letter from a parent, guardian or doctor must be handed in to the educator in charge of the test or examination.

- It is the responsibility of the LEARNER to collect all notes handed out during periods of absence and to ensure that work is brought up to date. This includes children who leave early to attend Mosque on a Friday.
- Every child in the school, 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.
- Children are also expected to support other fundraising events throughout the school year.

EXTRA MURALS:

- i. Learners are expected to attend all team meetings to note their selection.
- ii. If unable to attend practice or play matches, learners **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.
- iii. Children who do not attend a practice and are not excused for a valid reason, will not be included in the match for that week.

PUNCTUALITY:

- i. It is the learner's responsibility to be at school at least 10 minutes before the bell rings at 7:40, and to be at the classroom door of the home room by 7:40 for registration.
- ii. The learner must be on time for each class throughout the day, as well as for sport practices and matches.

WORK:

- i. It is the child's responsibility to hand in books, assignments or any other work timeously, as per the request of teachers or due dates given. Failure to do so could result in marks being deducted or/ and demerits to be issued.
- ii. 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.

THE DISCIPLINARY PROCEDURES

This disciplinary code is intended as a guideline for appropriate disciplinary action for various types of offences.

It is important to recognize 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.

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.

It must be noted that the code makes provision for “progressive” or accumulative penalties i.e. the imposition of a harsher sanction for repeated offences of a similar nature.

Offences have been divided into two categories, namely minor offences and major offences.

1. MINOR OFFENCES (This type of offence may be re-categorized, at the discretion of the educator or principal, depending on the severity of the incident.)

TRANSGRESSION OF THE SCHOOL CODE OF CONDUCT

Any learner who breaches the school's code of conduct is punishable in terms of the disciplinary code.

The following behaviour, not restricted to the list below, is considered to be unacceptable and is punishable by awarding 1 – 3 demerits, escalating to restorative classes and meetings between the relevant educator and the learner's parent or guardian, and/or between the principal and/or HOD and the learner's parent or guardian:

- a. Chewing gum
- b. Failure to attend Restorative Class without a valid reason
- c. Failure to do homework without a valid reason
- d. Incorrect uniform / inappropriate hair/ nails/ jewellery
- e. Being found in an 'out of bounds' area
- f. Using a cell phone during formal school hours
- g. Disruptive behaviour / not working in class
- h. Littering
- i. Not being equipped for school/ leaving items at home
- j. Being late for school or class
- k. Not handing in work/ incomplete work
- l. Not having tests/ slips/reports/ documents/ homework diaries signed
- m. Teasing or being unkind
- n. Insubordination/ being disrespectful/ not following instructions
- o. Lying
- p. Cheating/ copying / forging a parent's signature

LACK OF CONSIDERATION FOR OTHERS

The following behaviour is considered to be a lack of consideration for others and is not in line with the general ethos and values of the school. It is therefore punishable in terms of the disciplinary code and demerits / detentions will be awarded accordingly.

- a. Swearing
- b. Disruptive behaviour
- c. Racist comments
- d. Fighting
- e. Offensive behaviour

2. MAJOR OFFENCES

The following offences are considered to be major offences and are subject to the severest punishment in terms of the disciplinary code. It may be necessary for the Principal to report the incident to the police for further investigation:

- a. Bunking lessons or school
- b. Use and/ or possession of illegal substances
- c. Vandalism
- d. Possession of weapons or dangerous objects
- e. Possession of inappropriate materials - at the discretion of the Educator/ Principal.
- f. Smoking
- g. Theft
- h. Assault / violence
- i. Bullying

3. GUIDELINES FOR DISCIPLINARY ACTION

MINOR OFFENCES

- Warning
- Demerit
- Demerit
- Demerit – Restorative Session
- 2nd Restorative Session - Relevant educator meeting with parent
- 3rd Restorative Session – Parent interview with HOD/ Principal

A. MAJOR OFFENCES

- Parent Interview with Principal
- Parent and child interview with the Governing Body
- Disciplinary Committee to be convened for purposes of disciplinary hearing
- Involvement of the Gauteng Education Department
- Appropriate punitive measures
- Possible suspension / Possible Expulsion.