

Boys' Primary School
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Circular: 05/2012

17 January 2012

Dear Parents

<p>BOYS' PRIMARY SCHOOL CODE OF CONDUCT AND DISCIPLINARY SYSTEM</p>
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We would once again like to convey to you information concerning our school's disciplinary system.

Please could you study this document thoroughly together with your son.

Complete the attached form and send it back to school before or on 10 February 2012.

We hope that you as parents will support us in this endeavour. We really believe that a disciplined school will make a great contribution to the development of your son.

If you would like to peruse the disciplinary policy, it will be available at the school.

Kind regards

**MR J. BASSON
(DEPUTY HEAD)**

**MR H. BESTER
(PRINCIPAL)**

PAARL BOYS' PRIMARY



CODE OF CONDUCT

BOYS' PRIMARY SCHOOL

CODE OF CONDUCT

A. MISSION

BPS together with our parents, staff, children and community will be known as a school that:

- applies modern teaching methods to ensure that every boy develops his full academic potential;
- gives their boys the opportunity to actively take part in a number of different cultural activities with confidence;
- cultivates good sportsmanship and promotes healthy interaction by taking part in a variety of different sporting activities;
- develops the boys into emotionally balanced and socially acceptable individuals with exceptional inter-personal skills

We recognise that every boy must live out his individuality within an environment of respect, integrity, self-discipline, confidence and healthy spiritual values

B. THE ETHOS

Boys' Primary School forms part of the Boys' High family and as such we strive to uphold and develop our rich heritage, tradition and pride.

We value honesty, loyalty, integrity, courtesy, generosity, humility and sportsmanship. We expect tolerance of opposing viewpoints, respect for different cultures and consideration for the feelings of others. We condemn all forms of prejudice and unfair discrimination. We expect our pupils to accept responsibility/ accountability for all that they do. As a result, we value self-discipline, commitment, dedication, determination, perseverance and reliability.

C. THE RIGHTS AND RESPONSIBILITIES OF LEARNERS AND EDUCATORS

Bearing in mind the South African Bill of Rights, Paarl Boys' Primary School recognises the basic rights of every person attending this school, on the understanding that each of these rights implies a responsibility towards other people and that a person's freedom to exercise these rights is guaranteed only if another person's rights are not infringed upon in the process.

We emphasise the following:

- The right to work and learn without being disturbed by others
- The right to be treated fairly and handled with respect

- The right to work in a clean and healthy environment
- The right to take a pride in our school
- The right to “due process” (fair hearing)
- The right to appeal

D. BPS BASES ITS NORMS AND VALUES ON THE FOLLOWING FOUR PILLARS:

1. GOOD BEHAVIOUR

- 1.1 The boys must show respect towards everyone in a position of authority in the school and must act courteously towards these persons. They must not be guilty of any behaviour that undermines the school ethos in or outside of the school. Open contempt towards an educator’s authority will be seen in a serious light.
- 1.2 The boys must also act in a courteous manner towards all other persons or groups involved in the school as well as the public in general.
- 1.3 The boys must obey instructions to the best of their ability.
- 1.4 The boys must not harm their fellow learners psychologically or physically in or outside the school neither must they intimidate them.
- 1.5 The boys may not be involved in any form of vandalism and must respect the property of others.
- 1.6 The boys may not use or bring any habit forming substances onto the school grounds which can lead to addiction, unless the said substance has been prescribed by a doctor and the principal has been notified thereof. No indecent material will be allowed on the school premises.

2. GOOD LEARNERSHIP

Learners must attend school daily during the school term and their parents/guardians must provide sound reasons if they are absent for any period of time. Learners may not do anything to jeopardise their own academic progress or that of their fellow learners.

3. GOOD SPORTSMANSHIP

Where learners represent the school in extra-mural activities, they must act as true ambassadors at all times and especially on the sports field. Their conduct must always reflect good sportsmanship.

4. PROMOTION OF THE SCHOOL’S TRADITION AND PRIDE

All participation and involvement must be consonant with the promotion of the traditions and pride of BPS.

The boys' overall appearance (hygiene, general neatness and hair) must at all times compliment the school uniform. Only learners of the school may wear the school uniform. They may do nothing to taint the good name of the school while they are wearing their school uniform.

E. DISCIPLINARY POLICY

The following disciplinary policy has been established so that the code of conduct can be applied according to the stipulations of the schools act of 1996, in co-operation with the governing body, educators and learners of the school.

The following principles are applicable:

- **Respect and dignity will govern the administration of all discipline. Positive discipline will be the basic principle of this policy.**
- Special attention will be given to the following:
 - The creation and nurturing of self discipline by the educators and boys.
 - The creation of an orderly and pleasant atmosphere where effective learning can take place.
 - The creation of a positive attitude and atmosphere which will promote learning.
 - The establishment of a value-system of respect toward others, their rights and property.

The disciplinary channels in order are as follows:

- Teacher
- Head of Department
- Internal disciplinary committee
- Principal
- Principal and parents
- The disciplinary committee of the governing body.

F. DISCIPLINARY MEASURES

The guidelines for the administration of punishment are in accordance with principles that are included in the code of conduct. The following remain the basis of the disciplinary measures:

- Even handed discipline – discipline that is fair.
- Discipline within limits
- Consequential discipline
- Humane discipline
- Discipline to be dealt with immediately
- Discipline must fit the offence.
- The learner will have the opportunity to put forward his case
- No corporal punishment

All discipline (and punishment) within the school must comply with the guidelines as stipulated in the SA Schools Act of 1996. (Law 84 of 1996)

Punishment and disciplinary measures within the school will depend on what the principal and educators regard as necessary, taking into account the circumstances. The school reserves the right to administer punishment as needed. The decision regarding the type of punishment lies in the following procedure:

The following disciplinary measures will be administered:

- Internal disciplinary measures applied in the classroom. (A report of the following shall be kept by the educator concerned.)
 - Counselling of pupil
 - Punishment in classroom
 - Contact parents
 - Refer to Disciplinary Committee

- Possible actions to be taken by the Disciplinary Committee
 - Friday afternoon detention
 - Reprimand
 - Warning
 - Work or service for the school
 - Suspension from school, class, playground for a specific period.
 - Written instruction
 - Withholding privileges
 - Contact parents
 - Cleaning of school grounds
 - In the case of vandalism, writing on desks – damage to be repaired at own cost.
 - Report in correct school uniform
 - Washing of the school busses.
 - To sit in front of the hall during assembly.

- POSSIBLE ACTIONS TAKEN BY PRINCIPAL
 - Report to principal (school uniform)
 - Contacting parents
 - Referral to psychologist
 - Temporary suspension from school
 - Isolation
 - Referral to Governing Body (disciplinary committee.)

G. Rather avoid the following:

<ul style="list-style-type: none"> • Assaulting fellow learners • Fighting • Giving the school a bad name • Destroying other's property • Destroying school property • The possession of indecent material • Stealing • Very aggressive behaviour • Serious disruption of class routine • Serious temper tantrum • Behaviour that goes against the school's values • Dishonesty • Rude behaviour • Undermining authority • Dishonesty in tests or exams • Indecent language usage • Open Satanism • Smoking on school grounds • Sexual misconduct • Slander • Playing truant • Bad behaviour in public while in school uniform • Bad behaviour during school outings • Mimicking an educator • Vandalism • Rejects ethos of the school • Swearing at fellow pupils or educators • Inappropriate letters / swearing 	<ul style="list-style-type: none"> • Bullying of friends • Copying of homework • Absent without permission • Absent from class without permission • Absent for an appointment • Arrogant attitude • Untidy cloakrooms • Littering the school grounds • Damage to plants • Busy with other things • Set foot on prohibited areas • Moodiness (unmotivated) • Chronic absenteeism • Disrespect towards educator • Arrives late for class • Eating in class • Bad attitude towards school work • Wrong school case according to the school rules • Psychological bullying • Dangerous games • Throwing toilet paper against the roof • Running in passages • Continuous bad behaviour • Copying work supposed to be for homework • Hair unkept • Climbing on roof • Chewing bubblegum • Fiddling in other's property 	<ul style="list-style-type: none"> • Starting rumours about fellow learners • Coming to school or class late • Slackness • Contemptuous backchatting • Running away from the school • Sulkiness • Dishonesty (general) • Disobedient in class/rows • Disturbs quiet work atmosphere • Discourteous behaviour • Cheekiness • Neglect of duty • Talking continually • Riding a bike on school grounds • Playing rough games • Shooting objects • School uniform not correct • Disobeys school rules • Spits at other boys • Toys in class • Causes a disturbance in groups/rows • Lets down sports team without an excuse • Urinates on terrain • Destroys school property • Delays changing of classes • Dirty conversation • Leaves school ground without permission
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H. General behaviour in and around the school

- No running on tar surfaces to avoid injuries
- No learner may ride with his bicycle on the school grounds
- No dangerous games on the rugby field
- Learners may not use the front door of the school in the mornings when coming to school or when going home in the afternoon
- No learners may be in the hall without supervision
- Keep toilets and cloakrooms spotless
- Stand in two rows at the tuck shop/cake sales and wait one's turn
- No littering – use the rubbish bins
- No learner on the cricket pitch without permission
- No one may lean or climb over fences
- Make use of the scholar patrol
- No running in the passages
- Fasten one button of school blazer
- No blazers over arm or shoulder – put it on or leave it in the classroom
- Always stand up for adults and greet them in a friendly way
- Do not spit
- Do not play golf on the rugby field

Remember a “Klein Boishaaiër” is always a GENTLEMAN

PAARL BOYS' PRIMARY ELECTRONIC COMMUNICATIONS POLICY (INTERNET AND COMPUTER USE)

1. INTRODUCTION

The use of BPS's Electronic Communications facilities are subject to the official Communications policy. If the user is not in agreement with this policy, he does not have the right to use these facilities.

2. ACCEPTABLE AND UNACCEPTABLE USE

2.1 BPS allows the use of the school's facilities with the understanding that the school reserves the right to:

2.1.1 Reconsider the user's access to or the use of the facilities and where necessary to limit or to ban him if he does not meet the stipulations of the Electronic Communications Policy.

2.2 The user may not use the facilities:

2.2.1 To create communication, dispatch or salvage information that according to the judgement of the principal can be seen as disturbing, slanderous, discriminatory or indecent towards other people or that could lead to a violation of confidence.

2.2.2 To Violate or affect another person's personal or property rights.

2.2.3 To reveal or to make available personal information in possession of the school (which may be obtained by the use of these facilities) to a third party without permission.

2.2.4 To, in any way, put an unacceptable burden or disturbance on the facilities by the engaging of hardware or installation of software that does not belong to the school.

2.2.5 To obtain unlawful entry to the computer network of the school or to obtain unpermitted access to any person's computer, e-mail, short message service (sms) or equipment or even attempt to obtain access.

2.2.6 To obtain or attempt to obtain any communication or information that is not meant for the user.

2.2.7 To damage the physical apparatus (hardware) and system configuration or to change or try to change it.

3. USER'S RESPONSIBILITIES

3.1 The user is held responsible:

3.1.1 To protect passwords to any facility that has access to the school's network.

3.1.2 To set up reasonable safety measures inclusive of personal passwords and measures for the safety of files, to prevent the unauthorised use of the facilities by other people.

3.1.3 To use the facilities solely for authorised purposes.

3.1.4 To keep the passwords that allows the user entry to the facilities, confidential.

4. PRIVACY

4.1 Although the school respects the privacy of the user, the school has to manage and protect its communication systems therefore the person that has authorisation can without further notice intercept, decline or trace any of the user's information, in enforcing the school's responsibility for the managing of its facilities. The above will only be put into action on the grounds of the following:

4.1.1 To ensure that the school's facilities are not used in conflict with paragraph 2.2.

4.1.2 To determine the presence of unlawful and indecent material or unlicensed programming.

4.1.3 To combat crime.

4.1.4 To determine if any law or any of the school's policies or disciplinary codes have been infringed upon.

4.2 The user hereby gives his permission to the school, corresponding with paragraph 4.1. to intercept and/or to be declined all communication.

**PAARL BOYS' PRIMARY
ELECTRONIC COMMUNICATIONS POLICY
(INTERNET AND COMPUTER USE)**

I, _____ accept Paarl Boys' Primary's electronic policy as set out in the previous paragraphs.

I have read through this policy in the presence of my parents and the implications have been explained to me.

Signed:

LEARNER

DATE

PARENT

DATE

**Code of Conduct
Declaration**

I, _____, parent of, _____ sign and confirm this code of conduct and undertake to co-operate to uphold its principles.

Signature of Parent

Date

I, _____, learner at Paarl Boys' Primary school, sign and confirm this Code of Conduct and undertake to co-operate to uphold its principles.

Signature of learner

Date

Paarl Boys' Primary School Cell Phone Policy

Paarl Boys' Primary has determined that cell phones have limited or no educational value and their use may create a distraction to the learning environment. Learners are therefore encouraged to leave their cell phones at home. Parents who wish their sons to carry cell phones to school must read the Cell Phone Policy and be familiar with its contents.

Learner possession of cell phones at school is only allowed subject to the following rules and regulations. Strict adherence to these rules and regulations is required.

Possession of a cell phone by a learner is a privilege that may be forfeited by any learner not abiding by the terms of this policy. Learners shall be personally and solely responsible for the security of their cell phones. Paarl Boys' Primary School shall not assume any responsibility for theft, loss or damage of a cell phone, or unauthorised calls made on a cell phone.

Use of cell phones on the School Grounds

- Learners may use cell phones **before** and **after** school on the school grounds as long as they do not create a distraction or disruption. Use of cell phones during the school day is prohibited and they should be turned off completely and kept in a locker or completely out of sight.
- Cell phone usage is also not allowed during any other school-sponsored activities unless an emergency situation, as determined by the responsible educator/staff member, exists.
- Cell phones may not be used in any manner that will cause disruption to the educational environment.
- It is the school's position that camera phones pose threats to freedom of privacy. Additionally, camera phones can be used to exploit personal information and compromise the integrity of educational programmes. Accordingly, the camera function of a cell phone is strictly prohibited on school premises at all times.
- Learners may not have any pictures, photos, animations, video material or notes of an undesirable nature, stored or saved on their cell phones.
- Learners who violate this provision of the policy will have their cell phones confiscated and will only be returned to the parent or legal guardian of such a learner.
- Repeated violations of the policy will result in a learner not being allowed to bring his cell phone to school and the privilege of possession of a cell phone at school will be forfeited.