

# POTCHEFSTROOM CENTRAL SCHOOL



## CODE OF CONDUCT

The Code of Conduct at Potchefstroom Central School is based on a few essential principles:

### Respect myself:

By striving to realize my talents and having pride in my thoughts, actions and dress.

### Respect others

By being polite, considerate and helpful at all times, giving others an opportunity to reach their full potential in school life and encouraging those who are weaker by giving them assistance and support.

### Respect the environment:

By consciously caring for and protecting my natural surroundings.

### Accept responsibility:

By completing whatever tasks have been set for me and recognizing that with every responsibility comes accountability.

School rules are clearly set out together with disciplinary procedures covering all aspects of school life governed by the few principles stated above. Misdemeanours range from minor offences through to serious offences and major offences and cover such behaviour as grooming, general behaviour, theft, offensive materials, punctuality and substance abuse.

The purpose of any disciplinary procedure that is applied to learners, who violate the Code of Conduct, is to rehabilitate unacceptable behaviour rather than punish the offender.

## **HOMEWORK POLICY**

The Homework Policy for the school is quite simple. Whatever classwork is not completed during the school day is to be completed at home. When an educator gives homework to the class, it is the learner's responsibility to write it down in their diaries.

There are, however, some additional tasks that the educators may wish to give the children, for example, in the Foundation Phase there are usually some consolidation exercises in phonics, reading, spelling and number work. No child in the Foundation Phase (Grades 1-3) should have to spend more than half an hour (maximum) on homework each day.

In the Senior Classes (Grades 4 - 7) children may be asked to do some consolidation of work covered in class, or research or collecting of items for specific tasks in the various classes and preparing a little each day for tests/exams. Here again, time spent on homework should be approximately 45 minutes. Children are given plenty of time to do the "little extras" often as long as a week. Children should organise their time and spread their tasks out and should not leave work till the last minute.

Not doing homework is more than just an act of disobedience. It is an act of disrespect focused at the educator. As "respect" forms the basis of our Code of Conduct, any acts where the necessary respect is not shown will be severely dealt with. A disciplinary hearing may be called and a report of such a hearing will be placed in the child's permanent record. Sadly, this is the only recourse we have with regard to effective discipline where children choose not to cooperate in respect of what their educators are trying to do for them.

We call on all parents to support us in this regard. Should you wish to communicate with us on this matter, please e-mail us at [pcschool@potchcentral.co.za](mailto:pcschool@potchcentral.co.za)

**Absenteeism:** Should your child be absent due to illness or death in the family, the educator will ensure that the child gets the work they missed. However, should parents take their child out of school for a holiday, then it remains the parents' responsibility to get the work missed.

**POTCHEFSTROOM CENTRAL SCHOOL**

## CODE OF CONDUCT

### INTRODUCTION AND POLICY

Our school, POTCHEFSTROOM CENTRAL SCHOOL, recognizes the policies and principles of the Department of Education and Human Rights in accordance with the Constitution of South Africa.

To give effect to the constitutional rights and mission statement of our school, the learners, educators and parents as co-authors have produced this document. Through this policy document, its ownership and committed implementation, values of our school will be upheld, effective schooling will be guaranteed, and the Governing Body will be empowered to ensure quality education.

### GENERAL PRINCIPLES

- 2.1 This Code of Conduct is a binding document, which must be known, understood, and implemented by all parties. It will be applied consistently to establish and maintain discipline based on the principle of a “reasonable man”.
- 2.2 All parents must be part of the team and take an active role in the moral development of their children.
- 2.3 All learners are expected to respect their school environment. They must be considerate to the well-being of the school and not the individual interest or rights at the expense of the majority.
- 2.4 Our school exists to provide an environment of sound learning and any obstruction or hindrance to realize this objective, will be punished accordingly.
- 2.5 As part of our mission, good behaviour will be valued and awarded.

### GENERAL RULES

- 3.1 No learner may leave the school or classroom without permission. There should be no visitation at school by friends or parents unless on urgent matters as permitted by management. All visitors to school must report to the office first.
- 3.2 Attendance at school and classes is compulsory. Latecomers and absenteeism will be dealt with accordingly. **Letters for absenteeism are compulsory.**
- 3.3 All learners are expected to participate in organized school activities, and during these activities, good behaviour should prevail at all times.
- 3.4 This Code of Conduct empowers the SMT to search learners or classrooms at any time,

to remove unwanted material or weapons. This search may be done with the help of the police if circumstances so demand.

3.5 The Bill of Rights is not unlimited. It will be upheld only through responsible actions within the value system of our school and constitutional imperatives.

3.6 It is expected of every learner to do the assignments and written work given without an excuse and to strive for the best performance within the limited resources.

## **DISCIPLINARY PROCEDURE FOR MINOR OFFENCES AND GENERAL OFFENCES AND FOR NOT CONFORMING TO THE RULES OF THE SCHOOL**

These are offences that are punishable on the spot by the Educator, the DH's, the Principal or the Deputy Principal. (These punishments could include the issuing of extra homework, detaining the child in class during a break, withdrawal of certain privileges for a period of time.)

**First Offence:** Warning in the monitor book, verbal warning, or demerit.

**Second Offence:** Social skills training, school service, time-out, etc. appropriate to the offence.

Parents will be notified about the punishment and will be expected to assist with improving the behaviour of the child.

Parents will be notified if there is no improvement and the matter will be dealt with as a serious offence, i.e., a final written warning that could lead to suspension.

### **Rules for the Learners of the school:**

#### **4.1 Classroom:**

- \* Always be busy with school work or reading. Leave distractions at home. All belongings should be marked. Belongings that are not marked and that disappear will be deemed to have been lost by the learner.
- \* Sport bags and belongings must be taken home every day. Take responsibility for belongings!
- \* Speak with respect to the educator and other learners. Be silent when there is a visitor in the classroom.
- \* Raise your hand when you want to speak to an educator.
- \* Follow the class rules according to each individual educator.
- \* No scratching or writing on desk surfaces / textbooks (vandalism).
- \* Homework is compulsory for Grades 3 – 7. Grades 1 - 2 are expected to read and practise phonics.
- \* Always try your best to be at school when class tests are being written.
- \* When a child has been absent from school, a written note from the parent is compulsory on returning to the school.

- \* Physical Education is a compulsory subject and all children must participate. A medical certificate is required when a child continuously excuses himself/herself. The compulsory uniform for P.E. is navy shorts and a school PT-shirt or school navy/black swimming costume and cap.
- \* No writing of rude or nasty letters.
- \* No bullying in class.
- \* No littering in the classrooms.
- \* No eating/chewing in class.
- \* Always get to your class on time. No dawdling.
- \* No actions that may cause accidents, e.g. no running on the Corridors.
- \* Two minutes of silence at the end of each school day.

## **4.2 School Hall:**

- \* Line up quietly and in an orderly manner outside the hall.
- \* Lead in quietly.
- \* Learners are only allowed into the hall when an educator accompanies them.
- \* No talking during Assembly.
- \* Respect all furniture in the hall.
- \* No food or drinks allowed in the hall at any time!
- \* Assembly Mondays: 07:30 08:10

## **4.3 Playgrounds/Buildings:**

- \* The playgrounds are demarcated for various Grades.
- \* The grass in the quad is out of bounds unless learners are given permission to meet or walk on the lawn.
- \* The quad area is out of bounds during break and before school (except to place your suitcase). **Corridors are out of bounds during breaks.**
- \* No ball games in the quad area or near windows or cars.
- \* Walk on the corridors. Walk briskly and quietly. No running.
- \* Silence when the bell rings.
- \* No writing on the walls.
- \* Leave toilets, as you would like to find them.
- \* All litter to be placed in a dustbin. Fines will be imposed on those who litter.
- \* No spitting.
- \* No bullying / sexual harassment / intimidation/ threats / fighting. \* Jungle gym and swings: Children (Foundation phase) may play on them while under supervision.
- \* SIT on the benches!
- \* Listen to the leaders.

## **4.4 Extra-curricular Activities:**

- \* Make a commitment to the activity you participate in.

- \* Be punctual for all practices and matches.
- \* Show appreciation by thanking your coach, teammates and opposition.
- \* Apologise to the educator/coach if you could not attend a practice.
- \* Wear the correct sport uniform.
- \* All boys and girls must wear caps in the swimming pool.
- \* Respect the decisions of the umpires.
- \* Self-discipline is required at all activities.
- \* Spectators sit on the stands and behave courteously.
- \* No screaming and shouting unless you have been given permission to do so.
- \* No chewing gum.
- \* Non-sportsmanship and misbehaviour on or next to the sports' fields or at cultural activities could lead to exclusion from the activity or sport. \* No littering on sports' fields.

#### **4.5 General Rules:**

- \* Greet each other at school activities.
- \* Visitors to the school should be treated with respect. A standard greeting: "Good morning ma'am." "Good morning sir."
- \* No learners may leave the grounds during school time or while waiting for extra-mural activities without the permission of the Principal, teacher or sports' coach.
- \* Be on time for school. **School starts at 07:30.** School closes:  
Grade R: 12:30  
Grades 1 & 2: 12:55  
Grade 3: 13:35 (Mon to Thurs)  
Grades 4 - 7: 13:35  
**NO SUPERVISION BEFORE 06:45**
- \* No cheating in tests/exams.
- \* School grounds, buildings and pool are out of bounds during holidays.
- \* **Any learner suffering from a contagious disease may not attend school until a letter has been received from a medical doctor declaring a clean bill of health.**
- \* Learners may not operate any electrical apparatus.
- \* Suitcases must have firm partitions to keep books secure. No soft bags or rucksacks.  
**As of 2024, no Cadiis will be allowed.**
- \* A contact number must be written on the learner's suitcase (in case of emergencies).
- \* No pornographic literature.
- \* No foul or improper language (swearing), no verbal abuse.
- \* No drugs, alcohol, smoking, stealing, vandalism or bullying.
- \* No weapons, knives, dangerous games.
- \* No cell phones are allowed. If a cell-phone has to be brought to school for an emergency or transport issues, it must be accompanied by a letter from the parents/guardians. The phone is then locked in the safe for the day.

#### **4.6 School Uniform:**

- \* The correct school uniform must be worn on all the appropriate occasions. When wearing your school uniform in public, your behaviour must be exemplary. For example, boys must not walk around with their hands in their pockets. School uniform rules apply outside the school as well.
- \* Jewellery: Girls may only wear one signet ring and **stud earrings/sleeper (nothing may be attached to the sleeper)**. Jewellery worn for religious reasons may only be sanctioned if a letter signed by the parents is produced and a written request has been sent to the SGB and has been approved. Boys may not wear any jewellery. Jewellery will be confiscated and only returned at the end of the term.
- \* Nails clipped, short and NO varnish.

### **HAIR - GIRLS:**

- \* Hairstyles should always be neat.
- \* Long hair must be tied back. Short hair must not touch the shoulders.
- \* Hair may not be coloured.
- \* Hair accessories must be black, navy or white and within reason.
- \* No exotic hairstyles. E.g. no beads or highlights.
- \* Hair must be kept out of the eyes.
- \* Braids must be manageable.

### **HAIR - BOYS:**

- \* Hair must be kept short and neat.
- \* No exotic hairstyles.
- \* No long fringes. Hair must all be one length.
- \* Hair may not touch the collar or curl up at the back or cover the ears.
- \* No colouring or highlights.
- \* No gel.
- \* No mohawks.
- \* No lines cut into the hair.

Any other hairstyles not classified mentioned above due to religious or cultural reasons, must be a written request addressed to the School Governing Body.

### \* **SUMMER UNIFORM:**

**GIRLS:** PT shorts, PT shirt (short / long sleeved depending on weather), navy ankle socks or navy long socks, white school takkies, NO high tops or sneakers. Only tracksuit jacket allowed, if necessary. School jersey may be worn underneath jacket.

**BOYS:** PT shorts, PT shirt (short / long sleeved depending on weather) PT shirt, navy school socks, white school takkies, NO high tops or sneakers. Only tracksuit jacket allowed, if necessary. School jersey may be worn underneath jacket.

### \* **WINTER UNIFORM:**

**GIRLS:** School tracksuit, long sleeved PT shirt, navy socks, white school takkies, NO high tops or sneakers. School jersey may be worn under tracksuit jacket.

**BOYS:** School tracksuit, long sleeved PT shirt, navy socks, white school takkies, NO high tops or sneakers. School jersey may be worn underneath tracksuit jacket.  
Navy scarves may be worn. Only NAVY beanies allowed. School branded beanies will be available to purchase at the office for R50. No brand name beanies allowed.  
Navy Dri-macs may be worn over school jerseys or tracksuit tops only!

**ALL CLOTHES MUST BE CLEARLY MARKED**

## **5. DISCIPLINE PROCEDURE**

Misdemeanours that appear in the classrooms and on the playground will be dealt with as follows: (disruptiveness, disrespect, constant refusal to do homework, not handing in tasks):

### **Grades 4 – 7**

- Break detention, verbal warnings, name recorded in the monitor book
- Once 30 demerits are given, a possible detention letter will go out
- At 50 demerits, detention will be given to the learner.
- Should bad behaviour continue, then a 2<sup>nd</sup> detention will be given.
- Parents will then be called in for a meeting with the Senior Management Team.
- Should this still not work, break isolation will take place for a week or more.
- Then a visit to the principal.
- Should none of the above help, then a hearing will be held with the School Governing Body.

## **6. SERIOUS OFFENCES THAT MAY LEAD TO A FINAL WARNING LETTER, PROVISIONAL SUSPENSION AND OR EXPULSION**

A final warning letter will be issued after all efforts of encouraging remedial, corrective behaviour have failed. If a learner is guilty of offences listed, he/she will be notified in writing and provisionally suspended with immediate effect. Time suspension will be accompanied by a written notification of a hearing that must be acknowledged by the affected parties.

- 6.1 Cheating in a test/exam: The educator has the right to remove your paper/ test and penalize your results/marks. Any irregularities will be dealt with by the SMT in accordance with regulations from the Education Department.
- 6.2 Stealing: If proven, in addition to a final warning, the case could be referred to the police.
- 6.3 Vandalism (damaging school property): In addition to a final warning, the matter could be reported to the police and the parents or guardians will be compelled to replace or pay for the damaged property.
- 6.4 Fighting, carrying of dangerous weapons, smoking, drugs and drinking of alcohol, possession of pornographic literature  
This refers to inside and outside the classrooms, i.e. on the school ground at functions and excursions.  
In the event of the above, in addition to a final warning and suspension, a criminal charge could be laid with the police where applicable.
- 6.5 Harassment and abuse (sexual, physical, emotional, verbal): Repeated misbehaviour, which causes disruption of classes, is a serious offence. Harassment of fellow learners (including bullying) and intimidation of educators will lead to suspension and expulsion after a final warning has been given.

### 6.6 Regular absenteeism:

To ensure effective schooling, all learners must attend school regularly and do school work.



If a pupil is absent without permission for an unreasonable period, a letter will be sent to the parents and applicable steps be taken as befits the offence.

#### 6.7 Playing truant (bunking)

### **7. GENERAL PRINCIPLES**

Subject to the School Act (1996), the decision to expel, and/or to suspend a learner after a fair hearing, rests with the Governing Body. The Governing Body will suspend the learner as a corrective measure for a week. If the decision is taken for expulsion, a recommendation will be sent to the Head of the Department, who makes the final ruling. While awaiting the decision of the Head of the Department, the period of suspension may be longer than one week. The parties involved in the disciplinary proceedings may lodge an appeal against the decision of the Head of Department.

The provisional suspension and/or expulsion will only be considered when sufficient grounds exist that the presence of the learner at school would disrupt the discipline, and/or for his/her protection.

### **8. DISCIPLINARY COMMITTEE**

The educator(s) after exhausting all possible options (as indicated above) to ensure discipline will refer the matter to the Disciplinary Committee. The Committee will comprise of the Governing Body and educators. This Committee shall always be fair and consistent in the handling of matters referred to it. All the steps taken will be solely based on maintenance of standards, correction of behaviour and upholding human values.

*Approved by:*

**SMT of Potchefstroom Central School**

**ACCEPTANCE OF SCHOOL RULES /  
CODE OF CONDUCT**

\_\_\_\_\_ (Name of learner) undertake to abide by  
and respect the rules laid down by the school.

As educators have undertaken to be educators in both guiding and imparting knowledge to the best of their ability, so I in turn will strive at all times to co-operate and assist the educator in his or her endeavour to successfully carry out that role.

I will be courteous to those with whom I come into contact, both in the classroom and on the playground.

I will accept the disciplinary code of conduct set out by the teachers to maximize learning opportunity.

I acknowledge that I too have problems and face difficulties from time to time, and will therefore show understanding and compassion, and be sensitive to the needs of those around me.

Only as I become a totally disciplined person, can I develop my personality to the full, learn the respect of my peers and gain sufficient knowledge to prepare me for life.

PROVERB 16:16

“It is much better to have wisdom and knowledge than gold and silver.”

I accept and will abide by the rules of Potchefstroom Central School as set out in the Code of Conduct

\_\_\_\_\_  
Learner's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date