



**St Patrick's CBC**

# Primary School Code of Conduct

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## **1. INTRODUCTION**

This document has been drafted in the interest of all those involved in St Patrick's CBC (hereafter referred to as 'the School' or 'School'). The basis of the document is to provide a secure environment wherein which all may thrive and reach their full potential.

It is imperative that all concerned adhere to this document to ensure that the culture of teaching and learning is maintained at St Patrick's CBC.

St Patrick's CBC reserves the right to take disciplinary action against any members of the school community (teachers, parents and pupils) who do not abide by this Code of Conduct.

## **2. SCHOOL POLICIES**

- 2.1 All the School policies, for example the policy on substance abuse, must be read as if incorporated in this Code of Conduct.
- 2.2 It will be incumbent upon all pupils and their parents or guardians to acquaint themselves fully with all the School policies.
- 2.3 Copies of all School policies can be obtained from the School.

## **3. REVISION OF THE CODE OF CONDUCT**

St Patrick's CBC reserves the right to revise the Code of Conduct from time to time. Signatories will be advised of any such changes which will come into effect 3 (three) weeks after notification. Copies of the revised Code of Conduct will be available on request from St Patrick's CBC.

## **4. RIGHTS AND RESPONSIBILITIES**

In the School context, teachers, parents and pupils have responsibilities. To sustain a healthy learning environment, the parties in the education relationship need to acknowledge their respective responsibilities.

Given the available resources, parents can expect only the best possible education, whilst at the same time accepting responsibility to help the School achieve the goal of a holistic education. It is the responsibility of parents/guardians to support both their child and the teachers in the learning process. The teachers need to be treated with the same respect that the parents/guardians expect from the School.

Every pupil at St Patrick's CBC has a right to an education but with this they must recognise their responsibility to the School, the teachers, their fellow-pupils, their parents and themselves. An environment of mutual respect, tolerance and acceptance of others irrespective of culture, race, creed or gender which is conducive to learning is therefore promoted.

Should the expected norms and standards of behaviour of St Patrick's CBC pupils not be met, corrective action will be taken by the School. This Code of Conduct applies whenever a pupil is seen to be associated with St Patrick's CBC. Pupils are expected, whether it be during normal school hours and on the School premises or outside of normal school hours and off the School premises, to behave, act and dress in such a way that their behaviour will bring credit to themselves and the School.

Teachers at St Patrick's CBC have the right to insist on respectful behaviour by St Patrick's CBC pupils. It is the responsibility of the teachers to ensure that there is orderly behaviour in their classrooms, which is conducive to learning for all.

## **5. GENERAL CONDUCT**

In the light of the above, pupils at St Patrick's CBC are expected to:

- 5.1. Behave responsibly and not endanger the safety and welfare of themselves and others;
- 5.2. Respect and care for the property of the School, themselves and others;
- 5.3. Maintain sound relations with others at St Patrick's CBC; be courteous and respect the dignity and self-worth of others;
- 5.4. Be punctual and observe the timekeeping practices of the School;
- 5.5. Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn;
- 5.6. Behave honestly and conduct themselves with integrity;

- 5.7. Accept the authority of teachers and the prefects as delegated by the Executive Head;
- 5.8. Accept legitimate punishment and disciplinary action taken against them.

It is impossible to list every possible infringement in this Code. The procedures below will outline the broad principles for the implementation of fair discipline at St Patrick's CBC.

Pupils need to be aware that being in the company of those contravening the Code may make themselves guilty by association. They are encouraged to avoid situations, which could be to their detriment.

## **6. UNIFORM**

### **6.1 Accommodation of religious or cultural rights**

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 may be accommodated by a deviation from this Code of Conduct by the Board of Governors.

- 6.1.1 The pupil, assisted by the parent/guardian, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the pupil.
- 6.1.2 This application must be in writing and must identify the specific rule/s that is/are offensive to the pupil's religious rights as contained in the Constitution of the Republic of South Africa.
- 6.1.3 This application must include a reasonable interpretation of the religious rights that the pupil feels are offensive and a suggestion on how the rules may be supplemented by the Board of Governors to accommodate such religious rights.
- 6.1.4 The pupil must provide proof that he/she belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
- 6.1.5 The religious conduct or practice must be lawful.
- 6.1.6 The Board of Governors must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 days.
- 6.1.7 When the School Board of Governors allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the pupil to comply with such beliefs.
- 6.1.8 The deviation must specify the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of facial hair; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviations will be applicable to the pupil.
- 6.1.9 Cultural rights that do not relate to a religion will be considered, provided that such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of cultural jewellery or a mark will cause considerable pain to the pupil. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The pupil must convince the Board of Governors that his/her cultural rights can be exercised only through a permanent intervention.
- 6.1.10 Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

### **6.2 Dress Code**

Uniform checks are carried out regularly by the monitors and assisting staff. It is the responsibility of pupils and their parents/guardians, staff and the prefects to ensure that the school uniform is worn correctly and with the necessary pride. All items of uniform must be clearly marked.

Should a t-shirt or vest be worn under the shirt, the t-shirt must be plain white or plain flesh-coloured and the sleeves may not be longer than that of the School shirt.

When worn, the St Patrick's CBC blazer is to always be the top garment.

#### **6.2.1 Grade 1 – 7 Boys**

##### Summer

- Black school shoes
- CBC grey socks
- Grey school shorts

- White short-sleeved open neck shirt with Crest on pocket
- Blazer (not compulsory for school on a daily basis but needed for assemblies, outings, formal occasions and prize-giving, etc.)
- Name badge
- On very cold days the grey school pullover or jersey may be worn, but with the blazer

#### Winter

- Black school shoes
- Long grey school trousers
- A long-sleeved white shirt and school tie
- CBC grey socks
- Blazer
- Name badge
- Grey school pullover or jersey may be worn, but with the blazer
- Official grey school scarf or beanie (optional)

### **6.2.2 Grade 1-7 Girls**

#### Summer

- Black school shoes
- White ankle socks
- CBC summer tunic
- Blazer (not compulsory for school on a daily basis but needed for assemblies, outings, formal occasions and prize-giving, etc.)
- Name badge
- On very cold days the grey school pullover or jersey may be worn, but with the blazer
- Black hairbands/scrunchies

#### Winter

- Black school shoes
- Grey CBC school tunic or long, grey school trousers
- CBC grey socks
- Blazer
- Name badge
- Grey school pullover or jersey may be worn, but with the blazer
- Black hairbands/scrunchies
- Official grey school scarf or beanie (optional)

### **6.2.3 Grade 1 – 7 Sports Uniform**

#### Summer (for school)

- Navy blue PT shorts
- CBC branded navy golf shirt
- Predominantly white sport takkies
- CBC navy sport socks
- Black or navy one-piece swimming costume for girls
- Black or navy speedo for boys (no board shorts)
- Navy blue or black swimming caps (compulsory) and towels for both boys and girls (Goggles - optional)
- Girls hair - Black hairbands/scrunchies
- Official CBC cap
- CBC branded House T-shirt (Cavanagh (Red), Keeley (Yellow), Michaelis (Blue), and Spiers (Green)) - only to be worn for Inter-house school events
- School tracksuit (optional in summer)

#### Winter (for school)

- CBC branded navy golf shirt
- Predominantly white takkies
- CBC navy sport socks
- CBC tracksuit
- Official green quilted jacket (optional)
- Girls hair - Black hairbands/scrunchies
- CBC branded House T-shirt (Cavanagh (Red), Keeley (Yellow), Michaelis (Blue), and Spiers (Green)) - only to be worn for Inter-house school events

#### **6.2.4 Nails**

All nails are to be kept short and clean. No nail polish of any kind may be worn. Nail polish remover is kept in the secretary's office. Pupils will be sent to the prefect on duty to remove nail polish or to cut nails that are too long.

#### **6.2.5 Hair**

Refer to School's Hair Policy.

#### **6.2.6 Jewellery**

- St Patrick's CBC is a Catholic School and as such, no religious jewellery besides the St Christopher, the cross and rosaries may be worn around the neck. These must be of acceptable size and be suspended from a simple chain which is long enough so that it is not visible.
- Pupils may only wear watches and Medic-Alert bracelets over and above the cross and the St Christopher.
- Boys may not wear earrings. Girls may wear 1 cm sleepers or studs of silver or gold. Only one earring per ear, which must be worn in the earlobe, is allowed. Girls may not wear one earring only.
- Any jewellery items which are disallowed will be handed over to the staff member, placed in an envelope with the name of the pupil, teacher who confiscated the item as well as the date thereon and left with the Primary School Secretary for safekeeping. Confiscated jewellery items may be collected, in person, at the end of the school term in which they were handed over. Items not collected may be disposed of.
- No other forms of body piercings, such as eyebrows and tongue, will be accepted at School.

#### **6.2.7 Make-up**

Pupils may not wear any form of make-up.

#### **6.2.8 Tattoos**

Tattoos, temporary or permanent, may not be visible.

#### **6.2.9 Facial hair**

The eyebrows must be natural i.e. not dyed.

If applicable, boys must ensure that they are always cleanly shaven. Refer to School's Hair Policy for details.

#### **6.2.10 Uniform Infringements**

A pupil infringing the uniform requirements;

- The pupil may be issued with the necessary equipment to correct the uniform infringement, e.g. buttons to sew on, correct socks, a nail clipper to cut nails which are too long, etc.
- The parents may be billed for these items issued or used.

Should a pupil continuously infringe the uniform requirements:

- The Head of the Primary School will conduct an interview with the pupil.
- The parents/guardians of the pupil will be phoned to fetch the pupil to rectify the uniform problem each time it occurs. In the case of boarders, the boarding house matron will be called to deal with the uniform infringement.
- Should the problem still persist, the pupil and parents will be asked to meet with the Head of the Primary School. A written warning will be issued.
- Should, despite the written warning, the problem still continue, the pupil will be referred to the Executive Head for action which may include a Disciplinary Hearing.

### **6.3 Civvies Days**

When pupils are permitted to wear civvies, attire needs to be school appropriate. Avoid dresses/ skirts/shorts which are too short, necklines which are too low and pants which hang too low or are too tight. If, in the opinion of the Head of the Primary School, the civvies dress seems to be inappropriate, the pupil will be requested to rectify the problem immediately. Civvies of a political nature or affiliation may not be worn.

## 7. PARTICIPATION IN EXTRA-MURAL ACTIVITIES

Pupils are encouraged to take part in extra-mural activities as a means of self-development and undertake to do this in a way that reflects the School's values.

- 7.1 A minimum of 2 afternoons of extra-mural participation is required per week. From time to time the Executive Head may determine that one or more extra-mural codes are mandatory.
- 7.2 When participating in sporting or cultural activities, whether on or off the campus, pupils are ambassadors of the School and are bound by the provisions of the Code of Conduct. This means that courteous behaviour and good sportsmanship are required at all times.
- 7.3 In sports matches, the referee's/umpire's decision must be accepted without argument and dissent.
- 7.4 Pupils are to act responsibly with regard to turning up for matches and practices. When it is necessary to be excused from a practice or match, a valid reason in writing to the teacher or coach, with at least 24 hours' notice, must be given. When ill and unable to attend school on a weekday and there is a match scheduled, the pupil must inform reception before the end of the first period. For a weekend match, when a pupil is unable to participate, the coach concerned must be informed immediately. Absence from a match or fixture without contacting the appropriate person is a serious matter that will be dealt with.
- 7.5 Pupils are to be correctly dressed for every match according to the School requirements for each sport.

## 8. DISCIPLINARY MEASURES

- 8.1.1 Maintaining a learning environment requires every member of the School community to behave responsibly and with integrity, understanding the need for both discipline and compassion. Detention will be issued after receiving 5 demerits and further disciplinary processes may be followed if 3 detentions have been issued. Merits and demerits are issued at the discretion of the staff. A copy of the guidelines for awarding the merits and demerits are placed in the staff manual.
- 8.1.2 Pupils who infringe the Code of Conduct may be issued with Official Warnings and/or Demerits.
- 8.1.3 Informal measures may be applied by the Prefects, Teachers, Grade Heads or the Head of the Primary School or their delegated authority in the following instances of **Level 1 and Level 2 infringements** of the Code of Conduct.

### LEVEL 1 infringements include:

- Not adhering to the schedules practices of the School.
- Not attending sport practices, rehearsals or scheduled support classes without a prior written or personal verbal apology offered to the person in charge.
- Infringing the dress code.
- Disruption of the classroom environment.
- Chewing gum.
- Littering.
- Use of a cellphone without permission.

### LEVEL 2 infringements include:

- Being absent from a class or extra-mural activities without an acceptable reason.
- Not attending Liturgical Singing, Mass, Assembly or Special Events.
- Disrespect for School property and/or vandalism.
- Offensive language.
- Tampering with or damaging property.
- Disrespectful or insolent behaviour towards teachers or Prefects, e.g. back chatting and playing one off against the other.
- Making defamatory statements about other people.

- 8.1.4 Informal intervention measures could include one or more of the following:
  - Counselling of the pupil by a teacher, i.e. pupil is called in and the situation is discussed. Incorrect behaviour is pointed out and expected behaviour is highlighted.
  - Community Service during which various tasks will be allocated at the discretion of the teacher-in-charge.
  - Writing out, e.g. the Code of Conduct.
  - Writing a letter of apology or offering a public apology.
  - Rectifying appearance and uniform problems during break.
  - Confiscation of jewellery other than religious jewellery (cross or St Christopher) and Medic Alert bracelets.

- Should a pupil infringe the Code of Conduct with regard to the School's cell phone policy, the item will be handed over to a member of staff for safe-keeping until the end of the School day. A repeated offence will result in the cell phone only being available for collection on the last day of the term.
- Replacing any property that was tampered with or damaged – this may be levied on the School account.
- A letter to the parent, a copy of which will be placed on the pupil's file.

## 8.2. LEVEL 3 infringements:

Formal measures may be applied by the Executive Head, Head of the Primary School, or their delegated authority in the following instances of **LEVEL 3 infringements**.

*The School is a place of safety where laws pertaining to public places are applicable.*

- 8.2.1 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 unless authorised by the Executive Head for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 8.2.2 The carrying and/or smoking of cigarettes / e-cigarettes is prohibited. Purchasing of cigarettes, possession of or smoking cigarettes on the School premises and smoking in any form, including hookah pipes, on or off the school premises is prohibited.
- 8.2.3 Alcohol is not permitted on the school premises or during any school activity. This includes purchasing or possessing alcohol, drinking on or off the school premises or displaying any symptoms of intoxication. Pupils may not consume alcohol in public without their parent/s being present. (Even if a pupil is eighteen or over, the School does not regard drinking in public as an acceptable practice. It is not the example the School wishes to promote.)
- 8.2.4 If a pupil is in possession of prescription medication, a copy of the doctor's script should be kept by the pupil at all times.
- 8.2.5 Dishonesty of any kind.
- 8.2.6 Theft.
- 8.2.7 Repeatedly committing the same Level 1 or Level 2 offence which has resulted in at least three letters regarding the infringement being sent to the parent/s.
- 8.2.8 Indecent public behaviour and/ or sexual impropriety.
- 8.2.9 Possession of, and/or the sharing of, offensive or pornographic material.
- 8.2.10 Obscene language.
- 8.2.11 Possession of or testing positively for any illegal drug on the school premises or where any association can be made with St Patrick's CBC. (See Substance Abuse Policy).
- 8.2.12 Possession of a dangerous object; any explosive material or device; any firearm or gas weapon or any article, weapon or instrument which can be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious at any official educational, cultural or social activity of the School within or outside the School premises.
- 8.2.13 Bullying (See Bullying Policy).
- 8.2.14 Fighting.
- 8.2.15 Violence.
- 8.2.16 Any transgression involving the law.
- 8.2.17 Racism.
- 8.2.18 Having received fifteen demerits for repeatedly infringing on the rights of other pupils to be educated by disrupting the class room environment.
- 8.2.19 Leaving the School premises without permission.
- 8.2.20 Any other act of misconduct that, in the opinion of the Head of the Primary School, reasonably constitutes serious misconduct.
- 8.2.21 Serious acts of vandalism which deface the buildings or interfere with teaching and learning.

## 8.3 Formal measures could be one or more of the following:

- 8.3.1 Formal counselling
- 8.3.2 Written warning letter
- 8.3.3 Community service
- 8.3.4 Referral to School Counsellor
- 8.3.5 Parent interview.
- 8.3.6 Referral for psychological counselling at the parents' cost.
- 8.3.7 Involvement of law enforcement officers.
- 8.3.8 Disciplinary Hearing.



## 9. DISCIPLINARY PROCESS

9.1 **Level 1 and 2** infringements which result in informal disciplinary measures will be recorded as far as is reasonably possible on the pupil's file and parents may be informed.

### 9.2 Investigation:

The following procedure will apply where Level 3 infringements require formal discipline measures.

9.2.1 In order to gather information and decide upon the specific disciplinary steps to be taken, the alleged misconduct will be investigated by the Head of the Primary School upon receiving notice of such alleged misconduct. This informal investigation, which will last no longer than three school days, may include an opportunity, if appropriate, for the pupil to 'state his/her case' in response to the complaint. At this stage, before the validity and details of the alleged misconduct have been established, the School will not necessarily advise the parents/guardians of such an investigation. If there has been misconduct which requires further steps to be taken, the parents will be informed. It is imperative that there be accurate documentation.

9.2.2. Depending upon the seriousness of the alleged misconduct, the Executive Head may decide to **suspend** the pupil pending a full investigation. A Disciplinary Hearing will follow such a suspension unless, following the investigation, the infringement is proven not to be of the nature initially alleged.

### 9.3 Suspension:

#### 9.3.1 Instituting suspension:

- The parents/guardians will be contacted for a meeting at which the situation will be explained to them and the pupil.
- Parents will be advised to remove their son/daughter from the School premises immediately. The pupil may only return upon being informed.
- Such a suspension may not last longer than five school days unless the misconduct proves to be of such a serious nature that there will be a Disciplinary Hearing and the possibility of expulsion.

#### 9.3.2 Lifting suspension:

Should, following the investigation, the infringement be confirmed but not regarded to be of such a nature that the suspension continues or the pupil face a Disciplinary Hearing, then:

- A meeting will be convened with the pupil, parents/ guardians, and the Head of the Primary School where the corrective measures will be explained.
- The pupil may return to School.
- Disciplinary measures to be taken, following the infringement of the Code, will be communicated.

## 10. DISCIPLINARY HEARINGS

10.1 The Executive Head, or his/her authorised representative, shall at his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems it necessary to conduct a disciplinary hearing.

10.2 This Disciplinary Committee may consist of three members: the Executive Head or his/her authorised representative (as Chairperson), and teacher/s of the School. In addition, one member of the pupil prefect executive may be present, but only as an observer. The Executive Head or his/her authorised representative's (as Chairperson) decision will be final.

10.3 No legal representative is permitted but the pupil may nominate his/her parent as a representative/intermediary.

10.4 A pupil who is called to a Disciplinary Hearing must:

- 10.4.1 receive written notification of the date, time, and venue of the disciplinary hearing with a minimum of 48 hours' notice;
- 10.4.2 be informed of the alleged infringements of the Code of Conduct in writing;
- 10.4.3 receive such particulars of the alleged infringements of the Code of Conduct as he/she may reasonably be entitled to, if so requested;
- 10.4.4 be given the opportunity to be heard and to present his/her side of the matter and to present relevant facts including cross examination of School witness/es;
- 10.4.5 be treated with dignity during the process, receive a fair hearing and have the right to address the Chairperson on the merits and of the mitigation/sanction, if applicable.

- 10.4.6 be informed of the decision of the Disciplinary Committee on whether or not he/she is guilty of misconduct and the penalty to be imposed.
- 10.5 The Chairperson may request a record of the proceedings of the hearing to be kept.

## 11. REVIEW OF DISCIPLINARY COMMITTEE'S DECISION

- 11.1 Any application for review must be in writing.
- 11.2 The review may be requested by the pupil's representative.
- 11.3 The review must be lodged within 5 (five) days of the Disciplinary Committee's finding regarding the penalty.
- 11.4 The review application must contain all the grounds on which the application is based.
- 11.5 All reviews will be conducted by the Executive Head; but in instances where the disciplinary hearing was conducted by the Executive Head, the review will be done by the Chairperson of the Board of Governors or his/her authorised representative.
- 11.6 For the purpose of the review, the Executive Head or the Chairperson of the Board of Governors or authorised representative will be furnished with the record of the hearing and any documentation handed in during the course of the hearing.
- 11.7 The review shall not comprise an appeal or re-hearing.
- 11.8 The decision of the review of the Chairperson / Executive Head shall be final.

## 12. SPECIFIC BEHAVIOURS AND CONSEQUENCES

### 12.1 Electronic devices:

- 12.1.1 Under no circumstances will the School take responsibility for any cell phones or electronic devices lost or stolen unless these were handed in to the office for safekeeping and a record of such was kept.
- 12.1.2 Under no circumstances may an electronic device, e.g. cell phone, MP3 player and iPod disturb or be used in the classroom environment unless permission is given.
- 12.1.3 None of these devices may be used during official school hours, support classes or extra-mural activities unless permission is given.
- 12.1.4 Should a pupil at any time be seen not to be adhering to the above, the electronic device and attachments will be handed over to the staff member. No SIM cards or batteries will be removed from phones and handed to pupils. The device will be placed in an envelope, handed to the Head of the Primary School and returned to the pupil at the end of the school day. If however, the cell phone/ electronic device is used without permission again, it may only be collected from the Bursar, in person, on the last day of term. No exceptions will be entertained.
- 12.1.5 Should, however, the use of an electronic device be part of the teacher's lesson the pupil is expected to abide by the ground rules laid down by the teacher.

### 12.2 Academic behaviours:

- 12.2.1 **Plagiarism:** Teachers need to assess the work of pupils to determine their understanding and progress being made. With technological advancement it is possible for a pupil to download information from the internet and submit such as his/ her own effort. This constitutes plagiarism. Plagiarised work can be in typed or written form or even presented as an oral piece.

Should a pupil commit plagiarism, zero will be awarded for the work. Depending upon the timeframe the pupil may be given the opportunity to submit another task – their own work – but marks will be deducted for the initial plagiarism.

- 12.2.2 **Copying another pupil's work:** Both the pupil who copied as well as the pupil who offered their work to be copied will receive zero. Depending upon the timeframe the pupils may be given the opportunity to submit another task – their own work – but marks will be deducted for the initial copying.
- 12.2.3 **Dishonesty in tests/ exams:**  
When an invigilator is satisfied that a candidate has shown sufficient cause to be disqualified, the following procedure is to be adopted:
- 12.2.3.1 Confiscate incriminating material, if any.
- 12.2.3.2 Remove the answer book(s) used up to that point from the candidate and write the following on the outside cover: 'Confiscated at ... (time)'.  
12.2.3.3 The answer book/ pages of any other candidate from whom assistance has been obtained should not be removed unless that candidate also shows sufficient cause to warrant disqualification.

- 12.2.3.4 Inform the candidate that the incident will be reported to the Head of the Primary School.
- 12.2.3.5 Supply the candidate with another answer book/ pages, marked by the Chief Invigilator on the outside cover: 'This book/ page supplied at ... (time)'
- 12.2.3.6 Report the matter in writing immediately to the Head of the Primary School together with the incriminating material.
- 12.2.3.7 Expulsion from the sitting may take place only if the candidate persists in malpractice, but such expulsion shall not prevent the candidate from attending further sittings.
- 12.2.3.8 If evidence of copying is found, the pupil will receive zero for all work done up to the time that he/she was seen to be dishonest.
- 12.2.3.9 Disciplinary process will be followed and it may result in a Disciplinary Hearing
- 12.2.4 **Not submitting work for assessment on the due date:**  
Refer to Primary School Academic and Assessment Policy.
- 12.2.5 **Not writing a test/ exam:**  
Should a pupil not be present to write a scheduled test or exam, zero will be awarded if a doctor's certificate is not presented to the Grade Head upon return to school. If a doctor's certificate is presented, the teacher may schedule another date for the test/ exam, which was missed to be written. A pupil who has missed an exam will not be considered for the Top 5/ Top 10 of that specific term.

### 13. THE SCHOOL'S RIGHT TO ACT

St Patrick's CBC retains the right to act in applicable situations according to the Regulations Relating to Safety Measures at Independent Schools as published in the Government Gazette No: 26663 on 20 August 2004. These regulations deal *inter alia* with, violence, drugs, sexual harassment and trespassing on School premises.





# St Patrick's CBC

## PRIMARY SCHOOL GENERAL RULES (ADDENDUM A)

P.O. Box 10281  
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## **PRIMARY SCHOOL RULES:**

*School rules are standards of behaviour that tell us what to do and what not to do. School rules must always be obeyed, even if you are alone. School rules ensure a safe and disciplined school environment.*

### **1. On arriving at school in the morning**

- 1.1 Pupils are not allowed to enter the building, except to assist a teacher;
- 1.2 School bags are to be placed in neat rows at the designated line-up areas;
- 1.3 Move away from the lines and play in the designated play areas;
- 1.4 No bags may be left open;
- 1.5 No pupil is allowed to touch anyone else's belongings.

### **2. Lining up when the bell rings**

- 2.1 When the bell rings, all pupils must line-up at the designated line-up area. This is to be done under supervision of the teacher;
- 2.2 Morning prayers will be conducted at line-up;
- 2.3 Once dismissed from the line-up area, pupils will, under the supervision of the teachers, walk in an orderly manner to their classes;
- 2.4 Once all pupils are quiet, the teachers will give the instruction for the pupils to enter the class.

### **3. Mass / Assembly**

- 3.1 Each teacher will accompany his/her class;
- 3.2 When lining up and walking into the chapel/hall, absolute silence must be observed;
- 3.3 Respect for all the religious ceremonies and ethos of the school must be ensured.

### **4. Maintenance and neatness of the school environment**

Every pupil must take pride in the tidiness of the school grounds, buildings, sport fields, gardens and the classrooms.

### **5. Announcements**

When announcements are made at line-up, all pupils must be quiet and pay attention to what is communicated.

### **6. Conclusion of the day:**

- 6.1 All pupils must enter their homework into homework dairies, tidy the classroom and pack up before they line up outside their classroom. This must be done in an orderly manner;
- 6.2 The teacher will give permission for the class to be dismissed.

### **7. Absence**

- 7.1 Pupils may only be absent from school for legitimate reasons;
- 7.2 All medical appointments (wherever possible) must be scheduled for the afternoons;
- 7.3 Pupils, who were absent, must on the first day of their return to school provide a letter from their parent/guardian stating the reason for the absence;
- 7.4 The letter must be handed in at the register class at the start of the school day;
- 7.5 Parents should contact the school on the first day of absence;
- 7.6 Pupils who are absent for three or more days, must submit a doctor's certificate explaining the reasons for their absence at the register class at the start of the school day;
- 7.7 All parents wishing to collect their children during school hours must request and obtain the necessary permission, in writing, from the Head of the Primary School;
- 7.8 Pupils who are absent during a test or examination must submit in a medical certificate upon their return, or a zero will be allocated for that particular test or examination.

### **8. Injury or illness during school hours**

- 8.1 If a pupil is hurt during school hours or becomes ill, the matter must be reported to the office immediately, where the school nurse will assess the learner.
- 8.2 The school nurse will contact the parents if deemed necessary.
- 8.3 Pupils may not contact their parents in this regard or go to the office without the teacher's permission.

## **9. Ball games and toys**

- 9.1 Any game, with or without toys, that can result in injury to other pupils or damage to property is forbidden on the school premises.
- 9.2 The guilty person(s) will be responsible for repairing the damage and settling the account(s).

## **10. Breakage and malevolent damage**

- 10.1 No breakage or malevolent damage to school or teachers' property, will be allowed.
- 10.2 Any such occurrence must be reported to the office or teachers on duty immediately.
- 10.3 The guilty person(s) will be responsible for repairing the damage and settling the account(s).

## **11. Eating during lessons**

- 11.1 No pupil is allowed to eat during lesson hours.
- 11.2 No pupil may chew bubble gum on the school premises.
- 11.3 Pupils are allowed to have a drink of water during classes.

## **12. Cycling on the school grounds**

- 12.1 Before entering the school grounds, pupils must get off their bicycles and push the bicycle to the designated area outside the security hut.
- 12.2 When leaving the school grounds, the bicycle must be pushed to the gate.
- 12.3 During school hours all bicycles must be locked at the designated area allocated.

## **13. Behaviour in the classroom**

- 13.1 Each pupil must help create an orderly atmosphere in which learning can be optimised, both in and outside the classroom.
- 13.2 All toys will be confiscated unless the teacher authorised it.
- 13.3 All rubbish must be collected before leaving the classroom.
- 13.4 No writing/scratching or markings of any kind is permitted on any furniture, doors or walls.
- 13.5 No learner will be allowed outside the classroom during lesson hours, except when formal work must be done outside the classroom.
- 13.6 Pupils may not change seats without the teacher's permission.
- 13.7 The pupils must respect visitors to the classroom by standing up when the visitor enters the classroom, this includes any staff member.
- 13.8 Pupils must display positive body language at all times.
- 13.9 Pupils are not allowed to touch any piano or musical instrument in the hall / music class or chapel, unless the teacher is present and instructs a pupil to do so, and/or if it forms part of the lesson.

## **14. Behaviour on the school grounds**

- 14.1 Pupils are expected to greet their teachers, parents/guardians and visitors in a friendly manner by standing up and greeting courteously.
- 14.2 Pupils may not display a casual attitude such as leaning against walls and palisades.
- 14.3 Pupils must respect each other and no coarse language or rough games will be allowed on the school grounds.
- 14.4 Pupils may not play (run up and down) on the stands, stairs or pavilions.

## **15. Behaviour of pupils towards teachers**

- 15.1 It is expected of pupils to be respectful and courteous towards their teachers.
- 15.2 It is expected of pupils to be obedient and to do their daily assignments and homework to the best of their ability.

## **16. Behaviour of pupils towards other pupils**

- 16.1 Pupils must respect each other and no coarse language may be used.
- 16.2 Pupils may not fight, tease or call other pupils nicknames.
- 16.3 Pupils must respect the culture and religion of other pupils.
- 16.4 Discrimination of any kind will not be tolerated.
- 16.5 Pupils may not take anything that does not belong to them.
- 16.6 Pupils may not use another learner's stationery or personal belongings.

## **17. Behaviour on the sport field**

- 17.1 Always be proud to represent your school.
- 17.2 Play the game and not the person.
- 17.3 Obey all the rules of the game.
- 17.4 Show good sportsmanship at all times.
- 17.5 Wear the correct sport uniform.
- 17.6 Always respect the opposition.
- 17.7 Pupils may not backchat a referee or show any disrespect.
- 17.8 Never use foul/bad language on the sports field.
- 17.9 No "TV celebrations" are allowed, i.e. dancing, signs, gestures, etc.

## **18. Offences that will not be tolerated**

Bad or discourteous behaviour; impolite remarks; cursing; dirty conversations; bad language; cheating, copying of homework; bunking school; gossiping; lax attitude; chewing gum; stealing; disrespect of other religions and cultures; telling lies; fighting; bullying; possession of pornographic material; vandalism, or any other forms of dubious, unethical or unruly behaviour.

## **19. Textbooks, workbooks, files, modules, copied papers, library books**

- 19.1 Pupils must at all times take good care of all the textbooks, readers, workbooks, modules, study material and files in their possession.
- 19.2 All books must have a proper protective cover.
- 19.3 If an item is lost or damaged, the pupil will be responsible for covering the cost of replacing the above-mentioned items.

## **20. Homework**

- 20.1 All homework must be written down in the pupil's personal diary on the day the homework is given.
- 20.2 Homework must be completed as per the due dates provided.
- 20.3 Pupils must ensure that their parents/guardians sign their diaries daily.

## **21. Rules regarding the swimming pool**

- 21.1 No pupil may be in the pool area without a teacher present.
- 21.2 No running is permitted in the pool area.
- 21.3 No games of any kind are permitted in the pool area, unless they form part of the lesson.
- 21.4 Non-swimmers allowed on the stands only.
- 21.5 No pushing or ducking of any kind is permitted.
- 21.6 Pupils may not swim without swimming caps, which must be in accordance with the uniform requirements.
- 21.7 All pool users to blow their noses and use the toilet before entering the pool area.
- 21.8 Dress code as per uniform specifications must be adhered to at all times.
- 21.9 No jumping or diving is permitted, unless it forms part of a lesson / training, is permitted.

## **22 Telephone / Cell phones**

No cell phones are allowed at school. The school will not be held responsible for the theft or loss of a cell phone. When a cell phone rings or beeps during a lesson, the teacher will confiscate the phone and the pupil will only get it back at the end of the term.

## **23 End-of-school-day collection**

Pupils waiting to be collected at the end of the school day must wait inside the school gates, until their parents/transport arrives.

## **24 General conduct:**

In the light of the above, pupils at St Patrick's CBC are expected to:

- Behave responsibly and not endanger the safety and welfare of themselves and others;
- Respect and care for the property of St Patrick's CBC, self and others;
- Maintain sound relations with others at St Patrick's CBC, be courteous and respect the dignity and self-worth of others;



- Be punctual and observe the timekeeping practices of St Patrick's CBC;
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn;
- Behave honestly and conduct themselves with integrity;
- Accept the authority of teachers and Prefects as delegated by the Head of the Primary School and the Executive Head.
- Accept legitimate punishment and disciplinary action taken against them.

It is impossible to list every possible infringement in this Code of conduct. The procedures below will outline the broad principles of the implementation of fair discipline at St Patrick's CBC. Pupils need to be aware that being in the company of those contravening the Code may make them guilty by association. They are encouraged to leave situations which could be to their detriment.

## **25 Disciplinary measures:**

Various forms of informal and formal disciplinary measures will be applied at St Patrick's CBC. The severity of the punishment will depend upon the seriousness of the infringement of this Code and its principles as well as any mitigating or aggravating circumstances. Repeatedly committing the same offence will result in progressively more severe punishment and may call for a formal disciplinary measure. Should the offence be of a very serious nature the Executive Head reserves the right to suspend the pupil pending a Disciplinary Hearing. As far as is reasonably possible a record will be kept of all infringements of this Code. The removal of rank, privilege or award will be given consideration where the Code of Conduct has been transgressed, especially for Level 2 and 3 infringements.