

# PANORAMA PRIMARY



## CODE OF CONDUCT: LEARNERS

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# CODE OF CONDUCT

The purpose of this code is to create a climate of teaching and learning.

Self-discipline, obedience, pride, good manners, friendliness, kindness and tolerance is to be nurtured. Self-discipline is the key to positive behaviour and must be nurtured so that harmony and happiness will prevail in the school. Learners are encouraged to pursue conscientiousness and a sense of duty. We respect the right of everyone to be educated. Teamwork is encouraged. It is the right of every learner and educator to reach his/her full potential.

## OUR VISION

At Panorama Primary School we strive to:

- \* provide our learners with progressively high quality education.
- \* use and develop the maximum potential, talents and competencies of our staff, parents and learners.
- \* contribute, together with the community, towards the development of and respect of each individual's democratic right.
- \* guard against unfair discrimination with regard to sexism and racism.
- \* protect the diverse cultures, tasks and rights of the learners, staff and parents.
- \* accept responsibility, in co-operation with the State, with regard to the financing, organization and control of the education process.
- \* contribute towards the setting of uniform norms and standards for the education of the youth of our country.

We shall still strive to base all of the above on Christian norms and values.

## At **Panorama Primary** we strive to

- \* place our children at the centre of Christian based education and learning;
- \* develop the child to his/her full potential;
- \* let the child strive to be creative according to his/her unique abilities in every facet of his/her being;
- \* maintain healthy relationships amongst teachers, parents and children;
- \* steer the child to developing self-discipline through subjection to authority and discipline at school, at home and in the community;
- \* develop a healthy self-image through constant loving, nurturing and guidance;
- \* guide a child to develop self-respect, understanding and respect for his/her fellow S.A. in order for us to live in peace and harmony.

With our eyes fully focused on God, and our sights set on the future, we will meet each day with a smile.

## **SCHOOL POLICY** (As approved by the Governing Body)

Panorama Primary School strives to carry out its educational task, based on Christian norms in harmony with the cultural values of the community.

It is our aim to assist every child to attain his/her full potential by means of responsible teaching and the nurturing of healthy attitudes with regards to courtesy, responsibility, neatness, a sense of duty, self-discipline and self pride.

### **CLASSROOMS**

1. Only class captains or learners with specific duties are permitted to be in the classrooms before or after school.
2. Learners are permitted to remain in classrooms during breaks on rainy days. Everyone must then sit in their own desks. Running around is not allowed.
3. Classrooms and desks are to be kept neat at all times and scribbling on desks and walls is forbidden.
4. The whole class must stand and greet a visiting member of staff or visiting adult when entering the classroom.
5. No clothes/bags or art aprons may be left on the hooks outside the classrooms after school, except for Foundation Phase classes and the Art room. All Foundation Phase classes must appoint a "passage monitor" who must keep the suitcases neat.
6. Learners are expected to continue their work quietly, should an educator have to leave the classroom.
7. Classrooms must be left in a neat condition when learners leave them.
8. Learners must knock before entering a classroom and greet the educator - never just enter.
9. Grade 4-7 learners' classrooms must be swept each afternoon. All windows must be closed and the lights switched off.
10. Should a learner remain in the class for whatever reason, the educator must sign next to the learner's name on the board.
11. One educator per grade should remain in the passage on a rotation basis on rainy days. The educator on duty must monitor the passages during rainy days. There should be prefects / monitors allocated to specific classes.
12. Cell phones must be switched off during school hours. Cell phones will be confiscated, parents will be notified to fetch the cell phone from office. (See cell phone policy)

### **PASSAGES**

1. Talking, running, playing or loitering in the passages is forbidden.
2. Learners should always walk on the left hand side of the passage and carry suitcases on the side furthest from the wall. All classes must walk in single file. Groups and pairs of learners also have to walk in a single file.
3. Learners must lift their feet, not drag them, when walking in the passages.
4. Learners moving from class to class, must move briskly, in an orderly, straight line, without touching the walls or the clothes hooks.
5. Panorama learners are expected to be courteous and friendly to all members of staff, fellow learners, cleaning staff and any visitors whom they may encounter anywhere. They should offer assistance when necessary.
6. Eating or drinking in the passages, toilets or classrooms is not permitted (except of course when it rains and learners remain in classrooms). Foundation Phase learners should be allowed to eat in the classroom 10 minutes before break.

7. Learners must at all times have their "passage card" with them when leaving the classroom.
8. If a pupil requires the toilet, the learner must sign out and a toilet card must accompany the pupil.

## **EDUCATIONAL EXCURSIONS**

### **GUIDELINES FOR EDUCATORS, LEARNERS AND PARENTS**

1. Learners must be dressed in summer or winter uniform unless otherwise arranged. Should learners wear "civvies", they must be neat - no tight fitting trousers, frayed jeans or other high fashion trends (this also applies to jewellery).
2. Only Panorama tog bags are permitted.
3. No glass cool drink bottles or fizzy cool drinks in tins are permitted - preferably plastic or carton containers.
4. Learners, staff and parents are expected to greet the bus driver on alighting and to thank him on leaving the bus.
5. Learners are not permitted to walk around in the bus. Each one must remain in their seats for the duration of the trip.
6. Learner must be seated when the bus departs and may not stand while the bus is moving.
7. No eating or drinking is permitted on the bus. (Exception of sports tours)
8. Learners may not litter or leave any litter in the bus.
9. Learners are not allowed to put their arms or heads out of the windows of the bus.
10. Learners may not mock, gesticulate or show signs to drivers or passengers in other passing vehicles.
11. Learners may not wander away from the group.
12. Educators/parents may not deviate from the planned route or excursion.
13. Learners are expected to obey the rules of the venue being visited i.e.
  - \* exhibitions may not be touched
  - \* they must stay on the footpaths
  - \* they must not poke their fingers through the railings of cages
  - \* no running in buildings
14. Learners' behaviour should at all times be above reproach when they visit various venues as they are then an advertisement for Panorama Primary School. We wish our name to be held high and for our learners to be seen in a positive light by the public.
15. Educators should not allow learners to alight the bus should the bus driver act suspiciously in any way.
16. Educators/parents must stop the bus immediately should it show signs of not being roadworthy.
17. Educators may wear neat, comfortable clothing when going on outings.

## **SCHOOL RULES**

School curriculum:

All learners must participate in the education programme as approved of by the head of education, unless exemption has been granted by the head of education.

Once a learner has committed her/himself voluntarily to an extra-mural activity, this commitment must be adhered to in a responsible manner.

### Appearance of learners:

The personal appearance and attire of a learner must comply with the norms as set up by the Governing Body who are the representatives of the community.

### Actions and behaviour of learners:

Learners must attend school timeously according to the prescribed school hours. In the case of absence, the parents must inform the principal in writing as to the reason.

Learners may not be absent from a class during school hours or leave the school grounds without permission. The principal will only grant permission if a written request has been sent by the parents. Learners must be "signed out" in a register at the secretary's office.

While a learner is under the supervision of the school, he/she must respect fellow-learners' spiritual and physical welfare.

OUR SCHOOL IS OUR PRIDE. School property and the property of others must at all times be respected.

Learners must at all times honour and display respect towards the national symbols of the Republic of South Africa and the codes of the school.

### Punishment:

All forms of punishment will at all times be educationally accountable. As a last resort, expulsion of a learner could take place.

## GENERAL

1. Should a learner require first aid, only one other learner may accompany him/her to the secretary.
2. Learners must at all times wear the correct school uniform and sport clothes to school and sport functions.

## REMEMBER!

- \* Be friendly - SMILE !
- \* Take pride in yourself and your school
- \* Participate academically, on the sport fields and culturally
- \* Be an asset to the school
- \* Remember - School is what you make of it!

## PLAYGROUND

1. Learners must play in the allocated area. (Talking, running, playing or loitering in the passages is forbidden.)

2. No dangerous games may be played.
3. Ball games are not permitted close to the buildings or staff members' cars. Ball games are not allowed in the Grade 1 playing area. It is the prerogative of the teachers to suspend ball games when necessary.
4. Fighting or bullying will not be tolerated at the school.
5. Learners may not leave the school grounds during break.
6. All refuse must be put into the bins provided.
7. Learners should set an example for each other by picking up papers etc. and putting them into the bins if they see them on the grounds.
8. On no account, may any learners tamper with the bicycles in the racks.
9. Bicycles or skateboards may not be ridden on the grounds.
10. Learners are not permitted to chew bubble gum or chewing gum at school.
11. Prefects, monitors and the scholar patrol must be obeyed at all times.
12. Learners are expected to be considerate towards each other. The playground is there for everyone to share and enjoy. If anything is damaged during break (e.g. a window), it should be reported immediately to the secretary.
13. Two bells are rung at the end of break times. There must be absolute silence in the rows once the second bell has rung.

### **THE FOLLOWING AREAS ARE OUT OF BOUNDS FOR LEARNERS**

- \* The foyer
- \* The front garden and parking area
- \* The staffroom and kitchens
- \* The cricket pitch
- \* The bicycle racks
- \* The Art Room, Technology room, and Computer Centres, unless under supervision of an educator.

### **DISCIPLINARY SYSTEM:**

#### **GROUP ONE MISCONDUCT**

##### **Offenses:**

- Books left at home
- Homework not done
- Tests not signed
- Work and assignments not handed in for marking
- Homework copied from others
- Cheek and insolence / backchatting
- Eating in class
- Chewing bubble gum
- PE clothes left at home
- Arriving late for school or at lines
- Wearing of incorrect uniform without explanation (letter)
- Failure to comply with hair regulations
- Wearing of jewellery or cosmetics that fall outside the school regulations
- Failure to attend sport or other extra mural practices
- Misconduct in the passages, classroom, hall, lines or on the field during break

- Failure to obtain permission to leave the classroom
- Refusing to listen to or carry out educator's instructions
- Littering

**Punishment:** (one of)

- Three of the same offences = one detention

## **GROUP TWO MISCONDUCT**

**Offences:**

- Repeated infringements of the same Group one offences x3- (See above information)
- Failure to carry out Group one punishment
- Repeated disruption of lessons
- Repeated lack of co-operation in class
- Use of foul language
- Making racial remarks or insults towards other learners
- Bunking classes
- Ignores educator's instructions or being dishonest towards a teacher
- Talking or cheating in tests/examinations and formal assessments
- Bullying
- Vandalism

**Punishment:** (one of)

- Immediate detention class (Parents are notified as to the reason)
- Possible revoking of privileges after 5 detentions per year. In the event of drastic behavioural improvement, this penalty may be suspended.

- **The circumstances with regards to the incident and the wellbeing of the child needs to be taken in account when a judgment is made.**

If learners continue to infringe, an official letter will be sent to the parents.

## **GROUP THREE MISCONDUCT**

**Offences:**

- Repeated infringement of Group two offences
- Failure to do punishment handed down for Group two offences
- Fighting and threatening behaviour
- Verbal abuse of an educator or in reference to an educator
- Vandalism (school or private property)
- Being in possession of unsavoury, pornographic material
- Sexual harassment
- Physical assault
- Possession of cigarettes
- Bunking school
- Possession or distribution of any information on cell phones which indicates deformation



of character of any learner, teacher or the school

**Punishment:** (one of)

- Parents will be requested to attend an interview with the educator and/or HOD and/or Deputy Principal and/or Principal
- Official letter of warning to the parents and 1 detention session.
- Principal needs to be informed immediately of the above-mentioned conducts
  - **The circumstances with regards to the incident and the wellbeing of the child needs to be taken into account when a judgment is made.**

**GROUP FOUR MISCONDUCT**

**Offences:**

- Repeated infringements of Group three offences
- Stealing
- Smoking at school or in uniform after school
- Carrying of dangerous weapons or toys e.g. knives, lighters etc.
- Possession or consumption of alcohol
- Possession, consumption or dealing in banned drugs
- Display or distribution of any pornographic material
- Continuous disruption of the teaching process

**Punishment:**

- Temporary suspension
- Expulsion from the school

In both cases, parents will be called in for an interview with the headmaster.

**OFFENCES THAT MAY LEAD TO SUSPENSION AND EXPULSION:**

1. According to specifications of the Western Cape Provincial Law of Education, 1997 (Law 12 of 1999), a learner is guilty of serious misconduct should he/she -
  - 1.1 be found guilty by a court of law and where sentence was passed without the possibility of bail; or
  - 1.2 under the influence of alcohol or drugs while on the school premises or during any school activity; or
  - 1.3 being accused of assault, battery, immoral behaviour and theft; or
  - 1.4 playing truant, or
  - 1.5 misconduct that, according to the Governing Body, is unacceptable and/or repulsive.
2. A learner at a school may therefore, should he/she be found guilty, after a fair hearing of misconduct, be suspended by the Governing Body of the school.

**THE DIFFERENCE BETWEEN SUSPENSION AND EXPULSION**

1. Suspension is the temporary ban, by the Governing Body, of a learner that prohibits the

learner from attending school. The Governing Body of a public school is the only body that has the power and authority to suspend a learner, and then only after a just and fair hearing.

There are 2 forms of suspension:

- (a) as a punitive measure for a period of no more than 5 school days.
- (b) after recommendation by the Governing Body to the Department Head of the WCED.

(It is very important that the correct documentation reaches the WCED). The period of suspension begins from the moment that the learner is banned from school and her/his parents are notified of the said suspension.

The date upon which the letter re. suspension is received and acknowledged by the parents must be noted.

- 2. Expulsion is the permanent ban placed by the Head of the Department for WCED, on a learner, from attending said school, after he/she has had a fair trial and been found guilty of serious misconduct.
- 3. The Principal or Governing Body has the right to immediately temporarily suspend a learner on the basis of endangering the safety of other learners and disrupting teaching.

### **PROCEDURE REGARDING SUSPENSION AND EXPULSION**

See circular 0030/99 for complete procedure regarding the above.

**ADDENDUM A**

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr/Ms \_\_\_\_\_

In accordance with regulation 3(1)(a) of the regulations promulgated in terms of the South African Schools Act, 1996 (Act 84 of 1996), I hereby notify you that your son/daughter\*

\_\_\_\_\_ (name), a grade \_\_\_\_\_ learner at the above-mentioned school, is guilty of serious misconduct, seeing that he/she\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (furnish full details with date(s) of the serious misconduct)

You are welcome to provide me with written or oral representations of explanation, denial or defence why your child should not be suspended or expelled. Such representations must reach me within \_\_\_\_\_ days from the date of this letter to be taken into consideration when the case will be considered by the Governing Body on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (venue).

You and/or your son/daughter\* and/or your representative (who may be a legal representative) are also welcome to be present on the mentioned date, time and place and, if present, you will be afforded the opportunity to state your side of the case to the Governing Body.

Yours faithfully

SECRETARY : GOVERNING BODY

**ADDENDUM B**

DATE: \_\_\_\_\_

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Dear Mr/Ms \_\_\_\_\_

I have to inform you that the Governing Body of the above-mentioned school, after the hearing of the representations on \_\_\_\_\_ (date), has found your son/daughter\* guilty of serious misconduct and, in accordance with regulation 3(1)(c) of the regulations promulgated in terms of the South African Schools Act, 1996 (Act 84 of 1996), decided to suspend your son/daughter\* for a period not longer than five school days, as a correctional measure.

As a result of this decision your son/daughter\* may no longer attend the school nor enter the grounds of the institution from the date of this letter. If your son/daughter\* does enter the grounds, he/she\* shall be guilty of an offence and be subject to prosecution.

(Only where applicable) Your son/daughter\* is also prohibited from residing in the hostel attached to the school and must therefore vacate the hostel no later than \_\_\_\_\_ (date). Please make arrangements immediately for the residence of your son/daughter\* after the aforementioned date.

Yours faithfully

SECRETARY : GOVERNING BODY

**ADDENDUM C**

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr/Ms \_\_\_\_\_

In accordance with regulation 3(3) of the regulations promulgated in terms of the South African Schools Act, 1996 (Act 84 of 1996), I hereby notify you that the Governing Body of the above-mentioned school has investigated the circumstances of the misconduct of your son/daughter\* \_\_\_\_\_ (name).

The decision of the Governing Body is that your son/daughter\* is suspended from attending the school pending a decision by the Head of department whether your son/daughter\* should be expelled, seeing that he/she\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Details of serious misconduct.)

As a result of this decision your son/daughter\* may no longer attend the school nor enter the grounds of the institution from the date of this letter. If your son/daughter\* does enter the grounds, he/she\* shall be guilty of an offence and be subject to prosecution.

(Only where applicable) Your son/daughter\* is also prohibited from residing in the hostel attached to the school and must therefore vacate the hostel no later than \_\_\_\_\_ (date). Please make arrangements immediately for the residence of your son/daughter\* after the aforementioned date.

Yours faithfully

SECRETARY : GOVERNING BODY

## PANORAMA PRIMARY PROPOSED DRUG POLICY

This is a working document and subject to alteration, addition as necessary. In the meantime it serves as the School's Drug Policy/Substance Abuse Policy (Alcohol/Nicotine).

The motivation for this policy stems from the increasing awareness of misuse and abuse of drugs. The school already has a clear standpoint with regard to tobacco, alcohol and illegal drugs (with reference to our Code of Conduct). It has become necessary to have a more detailed policy in response to the drug situation that is becoming more widespread and pernicious. (Refer also to Department of Education : Ministry of Education : South African Schools Act, 1996. Guidelines, section 11 : Offences that may lead to suspension (and expulsion), with regard to possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol, tobacco or intoxicants of any kind.

The purpose of the School's Drug policy is to provide guidance, security and support.

We need to, at school level, educate, help and protect with this in mind. It is proposed that the school undertakes to educate, make aware, discourage and react firmly when any of our learners are involved, and that we further try to act in co-operation with other local schools and community organisations to minimise the problem.

Should a Panorama learner admit to/be found in a drug-related situation and want to rectify the situation, then the school will rather act in support of the learner and family, in the following manner:

- Step 1: Contact with parents (at parent's expense) a drug test by a doctor/approved clinic or medical establishment. The result of the test must be made known to the school via the testing agency. There must be involvement in a counselling or rehabilitation process, where the counsellor/rehabilitator is instructed that information of the pupil's progress/rehabilitation is to be made known to the school, Principal of delegate. Should the process be protracted, then further tests may be called for by the School (at parent's expense). Should there be little or no improvement/rehabilitation, then the learner's further presence at the School may need re-evaluation.
- Step 2: Involves communication with parent, a positive indication from the learner that a change of behaviour/need to rehabilitate, is recognized, as per Step 1, testing and involvement in a rehabilitation programme will be undertaken, (again at parent's expense) with similar provisos from the School.

**IMPORTANT** - this step may well involve recommendation for suspension.

Should a pupil be involved in a third drug-related situation/offence, then ....

- Step 3: Procedure for suspension and expulsion is likely.
- Step 4: May well be the recommended procedure from the first offence, should it be apparent that the learner has insufficiently resolved to rehabilitate OR should a pupil be involved in dealing in drugs. This step needs to be considered in order to protect the rights and well-being and interests of the wider School community.

The School recognizes the need for confidentiality in dealing with individuals and families, but also recognizes the rights of other learners and families to be part of a drug-free environment.

Therefore, there may be times when the confidentiality situation will have to be of lesser importance.

The School reserves the right to search for the presence of drugs (ref. The Bill of Rights 36(1))

### **Drug Policy:**

No educator, parent or learner, and no other person, may possess or use:

- (a) alcohol
- (b) illegal drugs
- (c) any illegal substance or
- (d) dangerous objects,

during any school activity.

Violence and drug free public schools:

1. All public schools are hereby declared drug free and dangerous object-free zones.
2. No person may
  - (a) allow any dangerous object in the public school premises;
  - (b) carry any dangerous object in the public school premises;
  - (c) store any dangerous object in the public school premises except in officially designated places identified by the principal;
  - (d) possess illegal drugs on public school premises;
  - (e) enter public school premises while under the influence of an illegal drug or alcohol;
  - (f) cause any form of violence or disturbances which can negatively impact on any public school activities;
  - (g) wittingly condone, connive, hide, abet, encourage possession of dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the dept authorities or the police as soon as possible.
  - (h) Directly or indirectly cause harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities.
3. A police official or in his absence, the principal or delegate, without warrant may
  - (a) search any public school premises if he or she has a reasonable suspicion that a dangerous object or illegal drugs may be present in the public school premises in contravention of the regulations.
  - (b) search any person present on the public school premises; and
  - (c) seize any dangerous object or illegal drugs present on public school premises or on the person in contravention of these regulations.

For more detailed information see:

Regulations for Safety Measures at Public Schools, Government Gazette 22754 notice 1040 paragraph 4.3 sasa84/1996 and the Amendment Regulations for Safety Measures at Public Schools 29376, 10 November 2006.

## Sport code of conduct

### **ETHICAL CODE FOR SPECTATORS**

Panorama Primary School expect the following from you as spectators:  
Parents/ spectators:

- Must remember that children participate in sport for pleasure.
- Must encourage children in a positive way during a match and not shout at them.
- Must focus on the game – rather than only on the motive to win.
- Must recognise good individual performances of all the players and both teams, do not humiliate players.
- Must be realistic about the abilities of young players, give positive criticism and feedback after a match.
- Must remember – continuous negative feedback will eventually have a negative effect on the players' achievements, as well as on the ability and attitude of the referee.
- Must respect the decisions of the referees and officials.
- Must be a positive advert for the school by not displaying loud, rude and offensive behaviour.
- Must remember that children learn from the example set by adults.
- Must remember that we are playing a game – it is not a war!