



Code of Conduct: Preamble

1. The School has adopted a values-based approach to education and to all interactions that stem from the School's core purpose. The core values include the following: Respect, Honesty, Responsibility, Accountability, Safety, Commitment, Tolerance, Modesty and Sportsmanship.
2. The purpose of the Code of Conduct is to teach and guide pupils to adopt those values and make them part of their lives.
3. The demonstration of values is expected of the entire Blouberg Ridge community. Parents and staff are therefore expected to be good role models in the display of the Values in their actions, attitudes and interactions.
4. Expectations and explanations of requirements are listed in Addendum A to the Code of Conduct.
5. Categorisation of various types of misconduct and the Value that has been ignored are listed in Addendum B to the Code of Conduct.

BLOUBERG RIDGE PRIMARY SCHOOL **Code of Conduct**

Blouberg Ridge Primary School must be a safe and happy environment where we will:

- **Respect** one another, ourselves, our school property and our environment.
- Be **honest** in all our dealings with others.
- Be **responsible** and **helpful** to benefit others.
- Ensure that we keep ourselves **safe**.
- Be **committed** to our School and our education.
- Be **tolerant** of others.
- Be **modest** in our dress and behaviour.
- Display **sportsmanship** in all our games.

1. I will show **RESPECT** to myself, one another and our School by:

1. Always talking to my teachers and friends with respect and not using bad language or back-chatting or being defiant.
2. Looking after all my school books (including text books and library books) and ensuring that they are covered within two weeks of receiving them.
3. Not eating in the Library or Computer Centre.
4. Treating all school property with care.
5. Respecting teachers' and other pupils' property.
6. Never intentionally leaving litter anywhere.
7. Wearing my uniform with pride and being neatly and correctly dressed for any excursion.
8. Only using the official school bags and keeping them free of graffiti and stickers.
9. Staying away from the Administration building unless a teacher sends me on an errand.
10. Keeping off the neighbours' properties.
11. Remembering that ink belongs only on paper.
12. Making sure that I am not being disruptive in class.
13. Following all instructions given to me by my teachers and coaches.

The following action may be taken if I treat people, their possessions or my environment with disrespect:

It is important for me to show respect for my School, all adults and other pupils. It shows that I treat myself and others with dignity. If I am guilty of being disrespectful, I deserve to be reprimanded.

- 1st and 2nd display of disrespect: I will have to meet with my teacher and the person to whom I was disrespectful or to the person who is the owner of the item that I have disrespected to apologise for my behaviour.
- 3rd display of disrespect: My parents will be informed. I will have to meet with my teacher, the Head of Discipline and the person to whom I was disrespectful or to the person who is the owner of the item that I have disrespected to apologise for my behaviour. I will be required to give them a verbal apology as well as a letter of apology which has been approved by the Head of Discipline.
- 4th display of disrespect: A meeting with my parents, my teacher, the Head of Discipline and myself will be called so that a plan of action can be put in place to enable me to control my behaviour and show respect to people and property. I will be required to give a verbal apology as well as a letter of apology which has been approved by the Head of Discipline.

2. I will always be HONEST with my friends and teachers by:

1. Not copying work from others or committing fraud or forgery.
2. Writing my tests and exams without attempting to cheat in any way.
3. Handing in to reception any items I find that do not belong to me.
4. Informing a teacher or coach if I accidentally break something.
5. Always being willing to admit that I have done something that was wrong.
6. Never taking what does not belong to me.

The following action may be taken if I am dishonest about anything that I have said or done:

Honesty is our policy, so being dishonest is a serious offence which will carry more serious consequences.

- 1st display of dishonesty: Straight detention, where I will write an apology letter as part of my detention. My parents will also be informed so that they can support me in learning to be honest. The Head of Discipline will be informed.
- 2nd display of dishonesty: My parents will be called in for a meeting with my teacher, the Head of Discipline and myself where my dishonesty will be discussed. I will be required to serve a detention and write down what I intend to do to change my behaviour.
- 3rd display of dishonesty: I will be referred to the Behaviour Guidance Council for a hearing. The recommendation may be that my parents and I will have to appear before the Governing Body for a disciplinary hearing.
- 4th display of dishonesty: My parents and I will have to appear before the Governing Body for a disciplinary hearing.

3. I will always be RESPONSIBLE and HELPFUL by:

1. Seeking to return all reply slips on time.
2. Being self-controlled when moving from class to class.
3. Playing all ball games away from the School windows or gardens.
4. Having all my clothing, books, or any other item brought to school from home labelled.
5. Only being in a classroom during break if I have permission from a teacher or if it is raining and my teacher is in the classroom.
6. Keeping my cellphone in my cellphone locker from the first bell to the end of the day and only using it as agreed to in the cellphone policy.
7. Only using audio-visual or computer equipment with a teacher's permission.

The following action may be taken if I am behaving irresponsibly:

Being a helpful and responsible pupil benefits others. I will need help if I am struggling to maintain my sense of responsibility.

- 1st and 2nd display of irresponsibility: My teacher will discuss the incident with me to help to prevent it from happening again.
- If I continue to struggle to act responsibly, my parents will be informed so that they can help me to act responsibly.
- If I continue to struggle to act responsibly, my parents will be called for a meeting with my teacher, the Head of Discipline and myself.
- Further acts of irresponsibility will result in a Behaviour Guidance Council hearing.

4. I will make ensure that I am SAFE at School by:

1. Ensuring that I don't "play fight" or take part in contact sport (e.g. wrestling or rugby) with my friends if such sport is not being controlled by a teacher.
2. Making sure that I don't try any silly tricks in the adventure park. If I am in Grade 4-7 then I will stay away from the Adventure Park.
3. Not eating my lunch while I am playing, sitting, or standing on apparatus in the Adventure Park.

4. Walking and not running on the walkways.
5. Keeping away from areas where pupils should not be found.
6. Standing my suitcase properly against the classroom wall to prevent other pupils from tripping over it.
7. Keeping all parts of my body inside any vehicle when on an outing or being transported to or from School.
8. Wearing my seatbelt when in a vehicle.
9. Keeping my laces tied so that I don't trip and fall.
10. Staying on school property from the time I get to school until the end of my school day.
11. Staying inside the school grounds while waiting for my lift.
12. Keeping ball games for the field and not playing in the driveway or near traffic.
13. Crossing the road only when it is safe to do so.
14. Pushing my bike when I am on school property.
15. Looking after the needs of my friends and not endangering anyone or hurting them on purpose.
16. Only selling items at school when given permission by a teacher
17. Staying out of the parking lot, off the steps to the far gate, away from electrical appliances and soccer and hockey posts, unless I am with a teacher.
18. Never going onto any forbidden sites on the School computers.
19. Never playing on the stands.
20. Only playing cricket with a tennis or other soft ball during any times other than cricket practices or matches.
21. Never eating or spending unnecessary time in the toilets.
22. Realising that, for my own health and that of my friends, I must stay away from the sickroom and should not visit my friends who are ill.
23. Only bringing the minimum amount of money to school.
24. Never bringing my skate board, scooter or rollerblades/skates onto the school grounds.
25. Understanding that I may not under any circumstances bring the following items onto the school premises: drugs, cigarettes, contraceptives, pornographic material, weapons (including penknives), explosives (including fireworks), matches, lighters of any sort, alcohol or any other illegal or contraband items in terms of the SA Schools Act.

The following action may be taken if I do anything that could affect my safety or the safety of others:

It is very important to be safe at school. My parents want me to be safe and I don't want to be in an unsafe environment. If I am the reason that someone is harmed or if I put myself in danger, I will need to be redirected on how to behave in a way that is safe for everyone.

- 1st incidence of unsafe behaviour (depending on what I did): My teacher will discuss the incident with me so that it does not re-occur.
- 2nd incident of unsafe behaviour: My teacher will inform my parents and the Head of Discipline will also be informed. I will be asked to write down how I can ensure that I keep safe and I will be required help to repair any damaged area.
- 3rd incident of unsafe behaviour: My parents will be called to a meeting with my teacher, the Head of Discipline and myself to decide on a plan of action that will help me and others to be safe. I would need to write a letter of apology to the person who was hurt by my actions and repair or replace their property that was broken or destroyed.
- 4th incident of unsafe behaviour or an incident involving point 25: I will, with my parents, be referred to the Governing Body for a disciplinary hearing.

5. **I will remain COMMITTED to BPRS and my education by:**

1. Doing my best to complete all my homework on time and making sure that my parents sign my message book or homework diary.
2. Making sure that any work missed due to my absence is completed with 3 days of my return to School.
3. Making sure that I am not late for School as this disrupts the teachers and my friends.
4. Making sure that wherever I am, I behave myself in a manner which does not reflect badly on our School.

The following action may be taken if I display a non-committal attitude towards an aspect of the School:

It is important for me to be committed to my School and schoolwork in all respects. Being non-committal towards my School has a negative effect on my education and on me personally. My teachers need to guide me should I need help in this area.

- 1st evidence of lack of commitment: My teacher will have a discussion with me and try to help me to understand the benefits of being committed to our School and my schoolwork.

- 2nd evidence of lack of commitment: My teacher will inform my parents and appropriate action will be taken to redirect me to be committed.
- 3rd evidence of lack of commitment: My parents will be called to a meeting with my teacher, the Head of Discipline and myself to decide what will be done to enable my commitment to my School and my schoolwork to improve.
- 4th evidence of lack of commitment: I will be referred to the Behaviour Guidance Council for a hearing.

6. I will show **TOLERANCE** towards my fellow pupils, teachers and school by:

1. Remembering that we are all equal at School and that I have no right to tease, bully, harm, endanger or harass a fellow pupil for any reason including their religion, culture, race or gender.
2. Never being involved in cyberbullying because I realise that it is just as hurtful as face-to-face bullying.
3. Refusing to spread gossip and so causing hurt to fellow pupils.

The following action may be taken if I cause hurt to someone because I am intolerant:

Tolerance for other people is an important life skill to learn. If I am intolerant of others at School, my teachers have a responsibility to help me to correct my actions. Being intolerant and causing hurt is regarded as serious misconduct at BPRS and so any action taken to guide me will most likely be very firm.

- 1st act of intolerance: A formal discussion will be held with my teacher, the Head of Discipline, myself and the person that I have treated with intolerance so as to repair the damage that I have caused. My teacher will inform my parents of my behaviour so that they can support me in learning to be tolerant of others, especially those who are different to me.
- 2nd act of intolerance: A straight detention will be served at which I will write a letter of apology as part of my detention. My parents will be called in for a meeting with my teacher, Head of Discipline and myself to decide on appropriate action to be taken to enable me to become tolerant of others.
- 3rd act of intolerance: I will be referred to the Behaviour Guidance Council for a hearing.
- 4th act of intolerance: I will be referred, with my parents, to the Governing Body for a hearing.

7. I will, as a boy, maintain my **MODESTY** by:

1. Remembering that only girls may be in or around the girls' toilets.
2. Wearing my school trousers in my waist and not on my hips.
3. Never allowing my underwear to show.
4. Never using my cellphone to take inappropriate photos or videos.
5. Keeping any displays of affection for other pupils for when I am at home.
6. Never using crude or rude speech.
7. Never being in possession of pornographic material.

I will, as a girl, maintain my **MODESTY** by:

1. Remembering that only boys may be in or around the boys' toilets.
2. Wearing flesh-coloured or white bra or vest under my white shirt.
3. Wearing my skirt at the correct length.
4. Wearing my school pants in my waist and not on my hips
5. Wearing a T-shirt over my bikini while on camp or on outings.
6. Never wearing revealing clothing at school, even on Civvies Days.
7. Never using my cellphone to take inappropriate photos or videos.
8. Keeping any displays of affection for other pupils for when I am at home.
9. Never using crude or rude speech.
10. Never being in possession of pornographic material.

The following action may be taken if I am found to be immodest in my dress or behaviour:

As a pupil of BPRS, it is important to maintain my modesty and have respect for my body and my sexuality. Should I be found to be immodest in my dress or behaviour, my teachers will steer me in the right direction with the following corrective action:

- 1st immodest act: I will have a discussion with a teacher to make sure that I understand why what

I said or did was immodest. If I have directly disobeyed an instruction concerning the dress for an event, I will be sent home from that event to change my clothing. My parents will be informed of what I said or did.

- 2nd immodest act: The teacher concerned will call my parents for a meeting and appropriate action will be taken to redirect me towards being modest
- 3rd immodest act: I will be referred to the Behaviour Guidance Council for a hearing.
- 4th immodest act or an incident involving point 10: My parents and I will be referred to the Governing Body for a hearing.

8. I will show **SPORTSMANSHIP** to my teammates, friends and visiting schools by:

1. Remaining committed to my chosen sport for the whole season and being punctual for matches and practices.
2. Wearing the correct clothing for practices and the prescribed uniform for matches.
3. Explaining all absences in the form of a letter or phone call from my parents before first break.
4. Assisting my coach with packing away equipment after the match and only entering the equipment room with my teacher or coach.
5. Abiding by the decisions taken by referees or umpires.
6. Refraining from physically or verbally abusing another player.
7. Thanking umpires and players after the game, irrespective of who won or lost.
8. Always being a good ambassador for our School.
9. Thanking parents who gave me a lift.

The following action may be taken if I display unsportsmanlike attitudes or behaviour:

Good sportsmanship is vital in all areas of life. It teaches me to win and lose gracefully and to deal with decisions I don't like in a mature manner. I also learn to play in a team with people from different backgrounds and it teaches us to understand each other. Everybody likes to play with a good team player and therefore the teachers should help me should I struggle to show sportsmanship.

- 1st display of unsportsmanlike behaviour: Verbal apology will be made to the coach and my teammates.
- 2nd display of unsportsmanlike behaviour: Written apology will be made to the coach and my teammates. I will miss the next sports match.
- 3rd display of unsportsmanlike behaviour: My parents will be informed of my attitude or behaviour. I will meet with my sports coach and the Head of Sport to discuss how I can improve my attitude and behaviour on and off the sports field or court.
- 4th display of unsportsmanlike behaviour: I will be referred to the Behaviour Guidance Council for a hearing.

EXPECTATIONS AND REQUIREMENTS

1. BOOKS, HOMEWORK & CLASSROOM

- 1.1 All school books must be treated with respect and if damaged or lost, they must be replaced at the pupil's or parent's expense.
- 1.2 No parties may be held in classrooms.
- 1.3 Every pupil must devote time after school every day to doing homework or revision. The following times are recommended:
- | | | | |
|------|-------------|------|--------|
| Gr 1 | 20 min | Gr 5 | 45 min |
| Gr 2 | 30 min | Gr 6 | 60 min |
| Gr 3 | 30 min | Gr 7 | 1½ hrs |
| Gr 4 | 35 - 40 min | | |
- 1.4 Visits to the toilet by pupils in Grades 3-7 may only take place sixty or more minutes after break or at the teacher's discretion.
- 1.5 All pupils from Grade 4-7 should have and use a homework diary which is checked by parents.
- 1.6 The sick room may only be used by pupils who are sent there by teachers or the secretaries. No visitors are allowed in the sick room.
- 1.7 The computer room may only be used by pupils whilst under adult supervision.
- 1.8 No eating or drinking in the computer room, library, music rooms, art room, technology room or the hall is permitted.
- 1.9 All library books which leave the library, must be issued by the librarian or library monitors.
- 1.10 Pupils must stay away from the following "out of bounds" areas unless accompanied by a teacher: staff room, offices, storerooms, music rooms, theatre room, Art room, technology room, garage, printing room, school foyer and all parking areas.

2. PLAYGROUND

2.1 Playing areas

- 2.1.1 Pupils may not run or play between classrooms.
- 2.1.2 Pupils must be on the field during breaks, or they may **sit or stand** quietly outside classrooms on the walkways.
- 2.1.3 All ball games are to be played away from school buildings while cricket games are only permitted along the Watsonia Road fence.
- 2.1.4 No hard balls may be used in games.
- 2.1.5 During breaks, the following areas or structures are out of bounds: cricket pitches (during the summer months); between the hockey goals and soccer posts; all walls; classrooms; on the steps up to the gate; the car park; the bicycle quad; the ranks quad.
- 2.1.6 No loitering or eating may take place in or around the toilets.
- 2.1.7 Pupils may not play games on the spectator stands.

2.2 Adventure Playground

- 2.2.1 This may be used only by Gr 1 - 3 pupils at first break under the supervision of the teacher on duty.
- 2.2.2 No rough play is allowed in the Adventure Playground and all play must be on the apparatus.
- 2.2.3 Pupils may not eat on the apparatus.

2.3 Rainy days

- 2.3.1 On rainy days, pupils remain **in their own classes** and must be supervised by their teachers.

2.4 Games, Toys and Equipment

- 2.4.1 Pupils may never fight or "play-fight".
- 2.4.2 Before and after school and during breaks, pupils may not play "contact" sports. Safe, harmless games which do not require strenuous running around are permitted.
- 2.4.3 No hard balls may be used for play during unsupervised games.
- 2.4.4 "Toys" may be brought to school only if requested by a teacher for a particular lesson; consequently, the School will not be held responsible for any toy which is damaged outside of that lesson.
- 2.4.5 Pupils are expected to treat all school property with respect, e.g. sports equipment, netball posts, the irrigation system, etc.
- 2.4.6 Pupils must stay out of the school's gardens and ensure that trees are not damaged.
- 2.4.7 Skate boards and rollerblades are not permitted on the premises.
- 2.4.8 All pupils must be familiar with the Cell Phone Policy of the School. No pupil may be in possession of a cell phone during the School day. Should a cell phone be brought to School, it must be locked away in a cell phone locker before the first bell rings. It may not be used during breaks.

3. EXTRA-CURRICULAR

3.1 Participation

All pupils are expected to participate in at least one extra-mural activity each term.

3.1.1 Pupils who play a sport must stay committed for the whole season.

3.1.2 Where possible, all absences from practices or matches must be explained in a letter from the parent or guardian. Where a pupil has not been excused, they forfeit their position in the next match.

3.1.3 Pupils must display good sportsmanship at all times.

3.1.4 Teams may only be dismissed once all equipment has been returned to the store room.

3.1.5 No pupil may enter the equipment store room unless accompanied by a teacher.

3.2 Sportsmanship

3.2.1 Decisions taken by referees or umpires may never be questioned during the match.

3.2.2 No other player or pupil may be physically or verbally abused.

3.2.3 Always thank opponents for the game, whether they won, drew or lost.

3.2.4 Always thank the umpire or referee.

3.2.5 No foul language or vulgar behaviour is permitted.

3.3 Punctuality

3.3.1 Be punctual for all practices and matches.

3.3.2 A player who cannot attend a practice or match, must inform the coach personally during the day.

3.4 Uniform

3.4.1 Uniform requirements as set out in the Uniform Requirements List must be adhered to.

4. EXCURSIONS

4.1 Appearance and dress

4.1.1 Pupils must dress as per instructions for the specific excursion.

4.2 Behaviour

4.2.1 All instructions must be obeyed.

4.2.2 The general behaviour must be that of good ambassadors of BRPS.

4.3 Transport

4.3.1 No eating or drinking is permitted in vehicles on short trips.

4.3.2 Pupils are to remain seated during the trip.

4.3.3 No part of the body may protrude from windows.

4.3.4 Seatbelts must be worn.

4.3.5 Nothing may be thrown out of the window.

4.3.6 At the end of every journey, the vehicle must be cleaned of all litter and lost property.

4.3.7 No shouting in vehicles or gesticulating at people outside the vehicle is permitted.

5. GENERAL

5.1 Monies

5.1.1 Any money or valuables found on school property must be handed to the secretary.

5.1.2 No pupils may sell any items at School for their own or somebody else's profit. Pupils may sell items for profit at the specified Entrepreneurs' Days.

5.1.3 No advertising of any product is permitted unless approved by the Headmaster.

5.2 Equipment

5.2.1 No pupil, with the exception of the trained Technical Media Monitors, may carry audio-visual equipment.

5.2.2 No pupil may operate any audio-visual equipment unless instructed to do so by a teacher.

5.3 Ranks

5.3.1 All pupils must line up in an orderly fashion at their own classroom immediately when the first bell rings.

5.3.2 No talking after the second bell.

5.4 Lost property

5.4.1 All items of clothing or equipment found on the school property should be handed in to the secretary.

5.5 Movement on walkways

5.5.1 During change of class, pupils must walk in single file and keep to the left.

5.5.2 No talking, jostling or disruptive behaviour is permitted.

5.5.3 When waiting outside a classroom, pupils must stand quietly on either side of the walkway, leaving the centre free for others to pass through.

5.5.4 Pupils must keep to the walkway and not take short-cuts across the lawns.

- 5.5.5 Pupils may not run in the walkways.
- 5.6 Uniform
 - 5.6.1 When wearing school uniform, the full dress code must be adhered to.
 - 5.6.2 Uniforms must be kept in a good state of repair and be clean and neat.
 - 5.6.3 Laces of shoes and takkies must be tied at all times.
 - 5.6.4 No stickers may be affixed to the bags, nor may they be defaced.
- 5.7 Bicycles
 - 5.7.1 Bicycles must be marked with the pupil's name and telephone number.
 - 5.7.2 All bicycles brought to school must be securely locked to the bicycle racks.
 - 5.7.3 Bicycles may not be ridden on the school property.
 - 5.7.4 The storage area for bicycles is out of bounds to everyone during school hours including the owner.
 - 5.7.5 Bicycle owners may not loiter at the bicycle racks.
- 5.8 Attendance
 - 5.8.1 It is the responsibility of a pupil to catch up any work that has been missed after any period of absence.
- 5.9 Physical boundaries
 - 5.9.1 No pupil may leave the school grounds during school hours without the permission of the principal.
 - 5.9.2 No pupil may be in a classroom during breaks (except when it is raining) or after school unless a teacher is present.
 - 5.9.3 The foyer of the administration block is out of bounds to all pupils unless they are on an errand, sent by a teacher or if they have been called to Reception.
 - 5.9.4 When waiting to be collected after school, pupils must be inside the school gates. The neighbours' properties and the field next door are out of bounds.
 - 5.9.5 The parking area is out of bounds for all pupils unless a teacher requests their help to fetch or carry goods.
 - 5.9.6 The girls' toilets are out of bounds to boys and vice versa.
 - 5.9.7 The library is out of bounds unless a teacher, librarian or prefect is present.
 - 5.9.8 All classrooms except his or her own are out of bounds to a pupil unless instructed otherwise by a teacher.
 - 5.9.9 The front door to the school foyer may not be used unless the pupil is accompanying a parent or visitor to the reception desk.
- 5.10 Punctuality
 - 5.10.1 When changing classes, pupils are expected to walk quickly, quietly and directly to their next venue via the shortest route.
- 5.11 Traffic
 - 5.11.1 Access to the school property is via the gates only.
- 5.12 Circulars / Returns
 - 5.12.1 Circulars, letters and other communication with parents are uploaded to the D6 Communicator. All reply slips must be signed and dated and returned the next school day unless otherwise indicated.
- 5.13 Behaviour:
 - 5.13.1 Pupils may not do things which can hurt others or damage their property.
 - 5.13.2 Any inappropriate display of affection on the premises or on school outings will not be tolerated.
- 5.14 Contraband Items:
 - 5.14.1 No chewing gum is allowed on school premises, or may be chewed in school uniform or at any school activity or function.
 - 5.14.2 No weapons, knives (including pen knives), sharp or dangerous objects are permitted on the school premises.
 - 5.14.3 No alcohol, drugs, cigarettes, vapes or any other such item is permitted on the school premises.
 - 5.14.4 No pornography, contraceptives or age restricted items are permitted on the school premises.
 - 5.14.5 No pets or animals are permitted on the school premises.
 - 5.14.6 No pupil is permitted to operate any motorised vehicle on the school premises.

Level 1: Minor, mostly unintentional behaviour where a Value has been ignored.

- 1.1 Being in any “out of bounds” place without permission or supervision. *Safety*
- 1.2 Eating or drinking in unauthorised places. *Responsibility*
- 1.3 Play fighting. *Safety*
- 1.4 Playing contact sport or using a hard ball during “free” time. *Safety*
- 1.5 Ignoring or disobeying sportsmanship rules during P.E. or a practice. *Sportsmanship*
- 1.6 Missing an extra-mural practice without permission or not notifying the coach. *Commitment*
- 1.7 General untidiness of school uniform or breaking uniform, hair or jewellery rules. *Respect*
- 1.8 Breaking transport rules. *Safety*
- 1.9 Disobeying walkway or lining up rules. *Safety*
- 1.10 Cycling/skateboarding on school property during school or sport hours. *Safety*
- 1.11 Books, P.E. clothes or work left at home. *Responsibility*
- 1.12 Littering. *Respect*
- 1.13 Writing or scribbling on their own or someone else’s body, clothing or property. *Respect*
- 1.14 Chewing gum. *Respect*

Level 2: Mostly intentional and/or behaviour of choice where a Value has deliberately been ignored.

- 2.1 Using bad language or blasphemy. *Respect*
- 2.2 Insolent behaviour, back-chatting, defiance, blatant disobedience or display of temper. *Tolerance*
- 2.3 Preventing the teacher from performing their duties by being disruptive. *Respect*
- 2.4 Fighting, bullying, teasing or picking on others. *Respect*
- 2.5 Wilful destruction of property – own, others or school property e.g. writing on or damaging of books, equipment, furniture, buildings, etc. *Respect*
- 2.6 Ridicule through saying rude, nasty or insulting things about others. *Tolerance*

Level 3: Deliberate ignoring of a Value to perpetrate serious misconduct.

- 3.1 Cheating, copying or permitting copying of work in tests or exams. *Honesty*
- 3.2 Graffiti or writing on infrastructure of the school. *Respect*
- 3.3 Inappropriate physical contact i.e. kissing or hugging of a fellow pupil. *Modesty*
- 3.4 Foul language or rebellious behaviour towards adults. *Respect*
- 3.5 Gross defiance – constant breaking of Level 1 or 2 offences after previous intervention. *Responsibility*
- 3.6 Truancy, bunking class or leaving school without permission. *Safety*
- 3.7 Poor sportsmanship when playing a match. *Sportsmanship*
- 3.8 Any form of improper behaviour when in school uniform which seriously damages the good name/image of the school. *Commitment*
- 3.9 Not attending Headmaster’s Detention without a valid reason or letter from a parent. *Responsibility*

Level 4: Extremely serious misconduct resulting from the rejection of the Values of Blouberg Ridge Primary.

- 4.1 Stealing. *Honesty*
- 4.2 Forgery or fraud e.g. signing as a parent or writing a letter to the teacher and signing as a parent. *Honesty*
- 4.3 Displaying intolerance of others’ beliefs or culture. Being racist, degrading religions or making crude/sexual remarks whether direct or indirect, continued verbal harassment or abuse. *Tolerance*
- 4.4 Any form of intimidation or threatening of a fellow pupil or a teacher. *Respect*
- 4.5 Possession or use of contraband items e.g. drugs, alcohol, cigarettes, vapes, pornography, contraceptives, explosives, weapons, etc. *Safety*
- 4.6 Destruction or vandalism of any property belonging to the school or others. *Respect*
- 4.7 Verbal or physical sexual harassment or physical sexual behaviour. *Respect*
- 4.8 Any form of grossly improper behaviour which seriously damages the good name of the school. *Commitment*
- 4.9 Physical assault of a teacher and/or a fellow pupil or any other person resulting in injury. *Safety*



PROTOCOL FOR REFERRALS TO THE BEHAVIOURAL GUIDANCE COUNCIL

The Behaviour Guidance Council (BGC) is required to hear cases of serious misconduct or cases of continuous infringements despite previous interventions which could possibly result in a Governing Body hearing. In order for the various structures to be able to function effectively, the following protocol should be observed.

- Basic infringements according to the Code of Conduct must be dealt with by the class or subject teacher as stated in the School's Code of Conduct.
- The steps assigned to each value must be followed in the event of an infringement.
- Should the basic infringements continue after the previous intervention, the pupil would be guilty of Gross Defiance and he/she would be referred by the class teacher to the BGC for a hearing.
- Once the decision for a referral to the BGC has been taken, the meeting of the BGC must take place before the end of the following timetable cycle, failing which the referral must fall away.
- Should a pupil be guilty of serious misconduct, the parents must be informed immediately and told that a referral to the BGC will take place.
- The BGC would, after hearing the evidence, either place a sanction on the pupil or refer him/her with his/her parents to a meeting with the Headmaster.
- The decision of the BGC, whether a sanction or not, must be communicated by the BGC Chair to the relevant class teacher.
- Should the last-mentioned meeting fail to effect a change, the Head of Behaviour Guidance will refer the matter to the Governing Body Disciplinary Committee for a hearing.
- When a sanction is placed on the pupil, a member of staff must be assigned to oversee the sanction. The Head of Discipline would be responsible for ensuring that the sanction is carried out within the time frame specified by the BGC. The sanction must begin no more than five school days after the meeting of the BGC.
- Should the pupil be referred to the Governing Body for a hearing, the required documentation must be prepared by the Head of Behaviour Guidance who will drive the process with regard to informing the pupil, the pupil's parents and the Secretary of the Governing Body.
- A summary of the sanction imposed on the pupil by the Governing Body will be given by the Teacher Representative on the SGB Discipline Sub-Committee to the Head of Behaviour Guidance who will then be responsible for ensuring that the sanction is carried out.
- The Head of Behaviour Guidance will prepare a summary, to be placed in the pupil's Blue File, of the charge, the verdict, the sanction and intervention that was required.