

Benjamin Preparatory School



Always Seek God First

•Pre-school •Pre-Primary •Primary •High

Code of Conduct



Code of Conduct

1. DEFINITION

The Code of Conduct defines a set of behaviors that are acceptable or unacceptable within our school. The Code includes rules that govern the conduct of learners and relations between learners, educators, parents and the owner of the school.

2. AIM

The aim of our Code of Conduct is to establish a disciplined and purposeful school environment dedicated to the maintenance and improvement of the quality of the learning process through effective teaching and learning.

3. RECOGNITION & VIOLATION BASED DISCIPLINE SYSTEM

We utilize the above system to both reward and discipline learners for behaviours. Please see the recognitions & violations document for further information.

4. THE RESPONSIBILITIES OF LEARNERS

- Learners undertake the responsibility to learn
- To attend all classes daily and on time
- To do all academic assignments and activities, including homework
- To be in possession of appropriate working/learning materials
- To have the homework diary signed by a parent/guardian, on a daily basis
- To respect all persons and property
- To refrain from abusive language and inflammatory actions
- To conduct themselves in a safe and responsible manner
- To develop cheerfulness, tolerance, patience, kindness and self-control.
- To conform to normal, acceptable standards of personal cleanliness and neatness
- To be responsible for their own work and stationery
- To protect school property
- To refrain from acts of vandalism or any other damage to or misuse of school property
- To refrain from disruptive, undisciplined or uncooperative behavior both within and outside the classroom
- To abide by the internal rules, regulations and procedures of the school and the individual class educator
- To practice tolerance within the context of interpersonal relationships in the school, particularly racial, cultural and religious tolerance and to respect the deep personal convictions of all
- To refrain from use of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, intimidation, bullying, sexual harassment, victimization, smoking or being in possession of pornographic material.

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5. SCHOOL RULES

- Learners will always be correctly dressed in the official school and sports uniform
- Learners must never do anything to jeopardize the name of the school, by word or deed
- No running in classrooms, on corridors or on the stairs
- No learner enters the pool area except in the company of an educator/swimming instructor
- Rough play/games are not permitted on the fields; the educator on playground duty will use his/her discretion in this regard
- Treat the toilet facilities with respect
- Do not litter
- Chewing gum is not permitted
- Courtesy, respect, good manners and kindness are expected from all learners
- Classrooms are out of bounds unless the educator is present or has permitted learners to be in the classroom
- All Newsletters sent home to be signed by the parent/guardian
- Learners must ensure that the homework diary is signed by a parent every day
- Girls may not wear jewellery, nail varnish or make-up. Girls with pierced ears may wear one small stud or simple sleeper per ear. Boys are not permitted to wear earrings
- Hair regulations must be strictly adhered to:

Girls

- Hair that is shoulder length or longer must be plaited or tied up. The fringe must be above the eyebrows and should not obscure vision. Hair extensions/artificial braids are acceptable, but should be neat, tidy and acceptable for school. Girls are not permitted to colour/tint their hair. Only simple, blue or white clips, bands, scrunches, ribbons or elastics may be worn. Gel, mousse, etc., is not permitted. Clips or a band may be worn to keep the hair back.

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Boys

- Hair must be neatly trimmed. No hair is to extend below the natural hairline in the neck. The fringe must be short and not obscure vision. Gel, mousse, etc. is not permitted. Hair may not be tinted/dyed. Outlandish cult (flavour of the month) hairstyles are not permitted, e.g. step cut, undercut, wedge, shaved head, Afro, Rastafarian, dreadlocks, Mohawk, spiky, high tops, etc.

Cell Phones

- Learners may not use cell phones to send or receive calls, WhatsApp messages or SMSs during class time or when moving between classes.
- Phones must be switched to silent during these times. Cell phones may only be used before and after school. A first offence will result in the phone being confiscated till the end of the Term. A further offence will result in a full disciplinary hearing.

PLEASE NOTE:

- Serious and/or repeated transgressions could result in learner suspension and/or expulsion.

6. INFRINGEMENT OF THE CODE OF CONDUCT

Unacceptable behaviour:

The following types of behaviour are regarded as unacceptable and constitute a very serious infringement of the Code of Conduct: abusive language, inflammatory actions,

arson, malicious damage to educators' property, irregular or sustained non-attendance (truancy) of school or class, theft (possession of stolen property), lying, bullying, intimidation, assault, fighting, cheating, carrying of dangerous weapons, use, sexual harassment, abuse, or any other inappropriate sexual behaviour, defiance of school authority (e.g. breaking of school rules, etc.), disruption of the educational process within and outside of the classroom, extortion, leaving school property without permission, use, selling or distribution of tobacco products, gross neglect of schoolwork, gross disrespect, racial discrimination.

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7. SANCTIONS

Sanctions may embrace the range from a quiet, private talk, through to suspension and ultimately, expulsion. Sanctions within the range include:

- Verbal and/or written reprimands issued by the Educator/Principal/Owner
- Limited 'time out' in the classroom
- Additional and meaningful academic work
- Community service within the school (e.g. cleaning, gardening, administrative tasks)
- Replacement of or reimbursement for damage or loss
- Contacting of parents to enlist their aid and support in dealing with problematic learners
- Suspension or exclusion from specific school activities (sports, cultural, field trips, excursions, etc.)
- Expulsion after due process. Expulsion is the prerogative of the Head of Education
- Emergency removal and/or suspension pending a disciplinary hearing

8. THE JURISDICTION/SCOPE OF THE CODE OF CONDUCT

The Code of Conduct is in force:

- On school property prior to, during and following regular school hours
- At all bona fide (official) school events, both within and outside the regular school hours, where said school events are held under the auspices of the school management structures
- At all bona fide (official) school events being held off campus
- At all times when the learner is dressed in the official school uniform and is recognizable as such both within the school property or in public view outside the school.



Code of Conduct Acknowledgment

Introduced: 2019 Revised: 2025

I understand, have carefully noted the Terms and Conditions of the Code of Conduct and accept them as such.

Signed by: _____

Parents signature: _____

Parents name: _____

Date: _____

This is a legal document, and you have agreed to the Terms and Conditions of BENJAMIN PREPARATORY SCHOOL.