



CODE OF CONDUCT FOR LEARNERS **HARTBEEAPOORT HIGH SCHOOL**

REVISED NOV. 2018

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Part 1: Code of Ethics

Hartbeespoort Hoërskool

Privaatsak X351
HARTBEESPOORT
0216

Tel: (012) 253/1017-8
Faks: 086 681 8578
Epos: admin@hsharties.co.za



High
School

Privaatsak X351
HARTBEESPOORT
0216

Tel: (012) 253/1017-8
Fax: 086 681 8578
Email: admin@hsharties.co.za

Code of Ethics

I _____ (name of Learner) hereby commit myself to the Bill of Rights contained in the Constitution of the Republic of South Africa, and I undertake to respect & maintain the law and the judicial system.

I hereby acknowledge receipt of the Code of Conduct of Hartbeespoort High School and commit myself to:

- reading through and complying with the code of conduct, as well as the rules and the regulations of Hartbeespoort High School
- maintaining high moral- and ethical standards;
- striving towards responsible actions under all circumstances, in order to help maintain the positive reputation of the school;
- doing my homework in a dedicated, enthusiastic and diligent manner;
- showing and exercising courtesy and respect to all staff, fellow learners and visitors.

I hereby undertake to abide by the Code of Conduct and disciplinary measures of Hartbeespoort High School (as well as those disciplinary measures which may be amended from time to time and of which I shall receive a copy).

I acknowledge and agree that the Principal and Governing Body, in their sole & reasonable discretion (with all conditions considered), may dismiss me from a school scroll, or may recommend to the Department of Education such dismissal. This may follow after I have contravened any of the following critical codes or conduct rules:

- The possession or use of any illegal or dependency drugs or rituals on the school grounds, or in the public whilst wearing my school uniform or part thereof. This includes any form of dangerous or dependency mediums one may smoke, sniff, inject, drink, served or actioned (dagga, steroids, glue, dangerous illegal spices, unhealthy spiritual rituals of any kind, etc..);
- Any serious criminal offense committed, intimidation (including "cyber" intimidation), and / or violence against other students or teachers;
- Possession of pornographic or satanic materials on the school premises or in public whilst dressed in your school uniform (or part thereof), and thereby damaging the school's image and reputation;

My parents and I hereby agree that any lawsuits, legal disputes or claims arising from or related to me, my parents and / or the School (with the exception of fees) will be solved by using a process of Reconciliation, followed by arbitration, in accordance with the expedited rules of the Arbitration Foundation of South Africa, through the school's appointed arbiter/s.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE: LEARNER

SIGNATURE: PARENT / GUARDIAN

Part 2: Code of Conduct and –rules

1. Introduction

This document is the code of conduct of Hartbeespoort High School, as approved by the Governing Body on 30 November 2015. The Governing Body consulted parents, learners and educators of the school about the content of the code of conduct. The code of conduct was drawn up in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; South African Schools Act 84 of 1996 (SASA); the National Education Policy Act 27 of 1996; Guidelines for Conduct for Learners (General Notice 776 in Government Gazette 18900 of 15 May 1998); Regulations regarding Apparatus for Drug Evaluation and procedure to be followed (GN 1140 - Government Gazette 31417 of 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 - Government Gazette 22754 of October 2001, as amended) and applicable provincial legislation.

2. Purpose

Although the State is obligated to make education available and accessible, it must be complemented by the dedication and commitment of responsible stakeholders, namely teachers, pupils and parents. This code of conduct is intended to encourage such dedication and commitment.

The purpose of this code is to establish a disciplined and purposeful school environment, dedicated to the promotion and maintenance of the quality of education and also the learning process.

Also to provide a safe & socially acceptable environment with regards to values, healthy lifestyle, physical- and spiritual safety for all our learners (minors and young adults) within our collective structure.

The code of conduct endorses the school's mission statement.

Learners and their parents / guardians must acquaint themselves with the school's code of conduct and the provisions set out. Once students are enrolled in the school / boarding school, or appear in the public in their school uniform or part thereof, they are subject to the code of conduct and should strictly comply. If students violate the code of conduct or show contempt for it, actions will be taken against such a learner in accordance with the disciplinary procedures.

3. Code of Conduct

3.1 General rules	
	A teacher will pose the same rights as a parent, regarding the control and discipline of the learner, as per the Code of Conduct, applicable to both school attendance or during any school activity.
	Conviction by a court of a criminal offense, will be considered a violation of this code of conduct.
	In case of reasonable suspicion of violation of this code of conduct or the laws of the country, it grants the principal or a teacher / delegated person, the right to search such learner/s and / or the property in their possession (for any hazardous medium, weapons, drugs or other harmful and dangerous drugs, stolen goods, pornographic material, stimulants or electronic device/s), without any official permission from the learner or its parents/guardians. Such learners' dignity will be

	<p>respected, and therefore the search will take place in private, and conducted by persons of the same sex (body search), and in the presence of a witness. The outcome will be recorded, as stipulated by law.</p> <p>Any action that might harm or negatively impact the administration, discipline or efficiency of the school, will be considered a violation of this code of conduct.</p>	
3.1.1	<p>Unethical behaviour and projecting the image of the school: Learners will at all times be good ambassadors of the school and behave in accordance with the code of ethics of the school. While learners are dressed in the school's uniform or any part thereof, or while representing the school, whether directly or indirectly, whether as participants, supporters, helpers, spectators or otherwise, learners shall refrain from any conduct that brings about any unacceptable behaviour or premature and ill-conduct, to any other learners, teachers or staff.</p>	-30
3.1.2	<p>Respect: Staff – During their interaction with any staff member, students must at all times show courtesy and respect and refrain from actions that amount to disrespect or rebellion. Learners – During their interaction with each other, learners must show mutual respect and tolerance with one another. In particular, learners shall refrain from any action aimed at harming another learner, either physically, or, mentally or morally. Any improper-physical contact between students on the school premises or any other place where they can be identified as learners of the school, is strictly prohibited.</p> <p>i) Kissing, holding hands and cuddling ii) Using abusive language iii) Disrespectful behaviour iv) Fighting v) Bullying and victimization</p>	<p>-30</p> <p>-10 -30 -120 -30 -120</p>
3.1.3	<p>a. The adoption of, or assuming of: (i) Lies b. The adoption of, or assuming of: (i) a false identity (ii) Providing false information (iii) Committing a fraud</p>	<p>-30 -120 -120 -120</p>
3.1.4	<p>Mobile phones and unauthorized electronic devices: Are strictly prohibited during school hours. Calls may only be made in emergencies and only with the permission of the principal or his delegate. Cellphones will be confiscated and be placed in the school safe for safekeeping until the date agreed on for collection.</p> <p>i) Phone / electronic device, not switched off and put away. ii) Use of phone / electronic device during school hours. iii) Phone during test and exam (even if it just rings.)</p>	<p>-30 -120 -120</p>
3.1.5	<p>Smoking: Smoking, possession and / or use of tobacco products on school grounds OR during any school activity or when students are in school uniform or part thereof, is strictly prohibited. (See appendix regarding smoking and the relevant sanctions.)</p>	

	<p>i) Present while others are smoking OR in possession of cigarettes.</p> <p>ii) Smoking in school uniform or part thereof.</p>	<p>-30</p> <p>-120</p>
3.1.6	<p>Offences that may lead to suspension and / or expulsion, and which may include, but are not limited to the following:</p> <p>a) Actions that threaten others' <u>safety and violate the rights of others</u>:</p> <ol style="list-style-type: none"> i. possession or use of dangerous weapons or the threat to use dangerous weapons; ii. possession, under the influence of and / or trafficking in narcotic or unauthorized drugs, alcohol and intoxicants of any kind; iii. assault; iv. theft or possession of stolen goods, including the theft or possession of, and dealing in test and / or examination papers prior to such test or examination; v. arson (the criminal act of setting fire to property.) <p>b) Any form of hate speech, sexism, racism or out-of-the-ordinary scholar / anti-social behavior;</p> <p>c) Repeated disruption of class contrary to good order in the classroom, as well as depriving other students' right to be taught;</p> <p>d) Criminal and unacceptable behaviour related to rape and sexual harassment as well as any indecent behaviour;</p> <p>e) The possession and / or distribution and / or display of pornographic material;</p> <p>f) Repeated violations of school rules in the code of conduct.</p>	<p>-240</p>
3.2 Class Rules		
	<ul style="list-style-type: none"> • The class teacher must, after consultation with the management of the school, RCL member, class students and their parents, decide upon specific class rules for his/her class, at the beginning of each school year. It is the responsibility of the parent to familiarize him- or herself with these class rules during parent evenings or class visits or via feedback from their children. Any objection should be done in writing during the first 3 weeks after these rules have been developed OR within the first 3 weeks after a new learner has been registered at the school, and be made in writing to the principal and teacher; • The class rules must be in writing and be submitted to the principal and the school governing body for sign-off; • The class rules must be clear, visible and placed in a prominent place in the classroom; • The class rules should be available to all students in order to be informed; • Any violation of the class rules will be considered a violation of this code of conduct and school rules. 	
3.2.1	<p>Execution of assignments and class rules:</p> <p>Students must act promptly and timely when carrying out instructions and complying with class rules. This also includes the verbal instruction/s given by a teacher or any staff member that is reasonable and necessary, in order to help execute this code of conduct and / or manage the school properly and professionally.</p>	<p>-10</p>
3.3 Uniform and appearance		
3.3.1	School Uniform:	

	<ul style="list-style-type: none"> • Only the prescribed school uniform may be worn during school hours, and during school activities, as per the governing body's approval, and which may be changed from time to time; • School uniform must be clean and neat at all times. Boys may only wear a plain white vest which is not visible under any circumstances. • It is a violation of our dress code if any boy wears girls' attire and any girl wear boys' attire, either at school or in public. • While students are clothed in the school's uniform or any part thereof, or can be identified as learners of the school, or while representing the school, whether directly or indirectly, whether as participants, supporters, helpers, spectators or otherwise, learners must comply with the following conditions : 	-10
	<p>Dress Code</p> <p>BOYS</p> <p>Summer Uniform:</p> <ul style="list-style-type: none"> • Short or long grey pants. (NO change to the style of the pants.) • Grey or black belt. • Grey school socks. • Black shoes. • Blue shirt - always tucked into pants. <p>Winter Uniform:</p> <ul style="list-style-type: none"> • Same as summer dress code, except: • Grey trousers. (NO change to the style of the pants.) • School jersey, pull over or blazer and a tie. <p>Shoes:</p> <ul style="list-style-type: none"> • Black shoes. The following are NOT allowed: <ul style="list-style-type: none"> ❖ shoes with thick soles ❖ any kind of boot, ❖ veld shoes (veldskoene) ❖ suede shoes, ❖ shoes of other colours, ❖ shoes with high heels ❖ sneakers. <p>GIRLS</p> <p>Summer Uniform:</p> <ul style="list-style-type: none"> • NO slacks (long pants) may be worn in the summer. • Blue skirt, 6 cm from the ground when standing on your knees (NO change in the style / cut of the skirt) • Blue short-sleeved blouse, tucked in at all times. No winter shirts may be worn during the summer months. • School shirt, blazer, royal blue jersey or pull-over. • Appropriate underwear and of the right colour. • White socks - folded. • Black shoes or boys shoes (no thick soles (pumps), sneakers or "boots"). 	

Winter Uniform:

- A blue long-sleeved shirt tucked! NO summer shirts during winter time.
- A school tie is compulsory.
- A blue skirt, 6 cm from the ground when standing on your knees (NO change in the style / cut of the skirt).
- Blazer, jersey or pull-over (available at the schools clothing store.)
- Royal blue tights.
- Black shoes or black boys shoes.
- Grey trousers with a blazer (NO change to the style of the pants).

Note:

- Jerseys - only the standard V-neck jersey.
- School tie may only be worn with a collard, buttoned-up shirt.
- When a scarf is worn, it may only be a royal blue or white scarf. (Available from the school's clothing store).
- NO caps or headgear may be worn under any circumstance.
- The Governing Body may, at its discretion, give permission for learners to wear social or ordinary clothes to a specific occasion. Such attire should be neat and decent.

Sportswear:

There is officially approved sportswear for each sports code, respectively for boys and girls. NO other alternative dress code is allowed during school / sports meetings.

All sports clothes are available from the school's clothing shop. Approved dress codes during normal school hours, ONLY for players selected for 1st teams for that specific day and only on the day a specific game is played:

Hockey: Long white socks and first team tie.

Netball: Short white socks ("Harties Netball") and first team tie.

Rugby: As approved during the pre-season meeting and first team tie.

First team ties should only be worn on game days.

General:

The school does not recognize any "1st team jackets", caps or any unofficial wear not approved by the Governing Body.

1st teams must travel to and arrive at games in their FULL school attire and change into their game wear on the stipulated time or as arranged by the coach.

No other unofficial wear, not approved by the Governing Body, will be allowed on game days.

It is a violation of our dress code if any boy wears girls' attire (sport uniform) and any girl wear boys' attire (sport wear), either at school or in public.

3.3.2 Appearance		
	<p>No examination period, competition, function or preparation for any performance / play, may be used as an excuse for growing hair, beards, mustaches or side burns, or to violate the appearance values set for boys and girls of our school.</p>	
	<p>Hair</p> <p>Boys</p> <ul style="list-style-type: none"> • Only a short, neat cut is allowed. Hair may not touch or cover the ears or the collar. • Fringes may not touch the eyebrows. Foreheads need to be clean. • Hair may not stand excessively away from the head. No weird hairstyles (trends) are allowed (long/short on the sides and top - "mohawks"). • "Steps" are not allowed. • Hair colour must be natural at all times. No unnatural lines / patterns are allowed. • Fragmentation and colour of hair is taboo. • Hair may not be bleached. • Long side burns, beards (beard hair) and mustaches are not allowed. • NO strings or braids / "dreadlocks" are allowed. • NO "hair extensions" allowed. • NO tattoos, patterns or lines are allowed to be cut or engraved on the head or eye brows. • NO "flat tops" are allowed. <p>Girls</p> <ul style="list-style-type: none"> • Hair must be neat and natural, and be worn in such manner. • Current trends may not affect the style of your hair at school. It must be in conjunction with the rules and norms set out in this code. • Once the hair grows over the collar, it must be tied so that no loose hair remains outside the elastic band. • NO fringes may hang in the eyes and should rather be pinned back with clips which are representative of the school colours (white, blue and yellow) or of a matching colour of the hair (black, gold, brown). • Only hair accessories (ribbons, combs and rubber bands) that reflect the school's colours may be worn. (Blue, white and yellow). • Hair colour must be natural at all times. No unnatural lines are allowed. • NO wigs unless necessary due to a medical reason (which would necessitate a presentation with proof to the SGB in order to be granted written permission). • The volume of and colour of hair extensions are limited to a neat, acceptable norm. If any confusion, a panel of 3 ladies will be used to judge acceptability. Their call will be final. • NO interwoven beads are allowed. • NO "dreadlocks" • NO "afro" hairstyles. If natural, it needs to be trimmed to a neat, acceptable level (judged by 3 independent ladies) • Hair may be braided but must be fastened and neat at all times. 	

	<p>Jewelry</p> <ul style="list-style-type: none"> • NO jewelry, such as rings, bracelets (elastic or leather) or chains are allowed. • Only watches and a signet ring (girls) are allowed. • The wearing of body jewelry, such as nose, tongue and eyebrow rings or alike, is prohibited. • As far as earrings for girls are concerned: Only a single (one) gold or silver stud or standard gold or silver ring may be worn per ear. It may only be worn in the bottom hole (should there be more than one hole in an ear). • Rings of ANY kind are NOT allowed for boys! (Ears, tongue, eyebrow, etc). • No stone of any kind, is allowed in any ring or ear stud. 	
	<p>Nails</p> <ul style="list-style-type: none"> • NO fake nails or any nail that stretches over the fingertips. • No nail polish may be worn. 	
	<p>Make-up</p> <p>No mascara, false eyelashes, eyeliner, lipstick or lip gloss of colour, blush or excessive foundation are allowed when wearing your school uniform or any part thereof.</p>	
3.4. Sport and outdoor activities		
3.4.1	Participants in sport and outdoor activities:	
3.4.1.1	Participants who represent the school in any sports or other extra-curricular activities, must be clothed during as well as after the sports activity in proper sportswear, uniforms or other prescribed dress, as determined by the teacher who is responsible for that activity. (See dress code rules)	
3.4.1.2	<p>Attendance of activities & team loyalty:</p> <p>All students who participate in extra-curricular activities, must be loyal to the school and co-participants. In particular, participants need to be prompt and on time at the place where the activity happens, or from where participants would be travelling to a particular venue. Regular late-coming, or absenteeism during an exercise, can lead to a disqualification of participation as a member, either for the practice or match or game or cultural activity. Candidates chosen for the school team will only be excused, if he / she hands in a written apology or excuse beforehand to the coach / culture head. Unavoidable absence of an activity shall be excused if the sport / culture head / coach receives a letter, within 3 DAYS of the activity having happened, from a doctor or parent.</p> <p>Absence of exercises without a valid excuse Let team down.</p>	<p>\</p> <p>-10 -30</p>
3.4.1.3	Students who represent the school in sports activities, will be courteous at all times in adhering to the decisions, instructions and directives of: <ul style="list-style-type: none"> • the head of sport , the educator or coach in the particular sport / cultural activity involved; • the referee or official in respect of his / her appointment for that activity; and • the team captain. 	-30
3.4.1.4	<p>Poor sportsmanship and behaviour:</p> <p>Although it is assumed that students who participate in sports activities will do so with enthusiasm and dedication, it is expected from the participants to apply self-control and discipline. Learners should keep</p>	

	from displaying any poor sportsmanship behaviour, foul or abusive language, involvement in fights or incidents, or cheating.	-30
3.4.2 Spectators and supporters at sport and other extra-curricular activities		
	These rules also apply to the attendance of any extra-curricular activities besides only sports, except where it is obviously not applicable.	
	All learners who attend any school activity as spectators or fans, will comply with the instructions given to them by the principal, teacher, RSC, Service Committee, coach or parents appointed by the principal or responsible manager, to abide by the rules, arrangements and instructions relevant for / to the occasion. Whether it is applicable to pre-, during-, or after activity instructions, and whether it has to do with transport, cleaning or control of the area.	
3.4.2.1	All learners shall, apart from attending the event as a spectator or supporter, withhold themselves from disruptive, inappropriate, rebellious, seditious or improper activities and actions. In particular, learners may not negatively respond to the decisions of judges or referees, but communicate their dismay through the proper and correct channels. <ul style="list-style-type: none"> i. Questioning a referee's / judges' ruling. ii. Disrespecting the opponent. iii. Singing songs of obscene. iv. Victimisation, watering or bad-mouthing spectators. 	-10 -10 -10 -10
3.5 School property and grounds		
	"School property" includes the following: <ul style="list-style-type: none"> • The land and buildings owned by the school as well as any permanent addition to such land and buildings. • All other property, which includes but not limited to: equipment, books, supplies, motor vehicles and a-like, which is owned by the school, rented or maintained, or any property and / or equipment that the school could be held legally liable for. 	
	Learners may not damage, harm or destroy any school property. Any learner who purposefully damage, destroy or lose any school property or violate the right of any learner in for example the bathrooms, or a classroom, is regarded as a disciplinary and punishable offense.	
3.5.1	Damage to school property: The school is constructed for use by all learners who attend it. Therefore, all pupils are obliged to do everything in their power to keep the school's property in a state and condition that benefits all current and future learners of the school. Intentional or negligent conduct, vandalism and / or destruction or unpermitted use of, or damage to any school property, property of the staff, fellow learners, and visitors to the school, is prohibited. Damaged property must be replaced or repaired or returned within 7 calendar days, by the user / borrower.	-120
3.5.2	No learner may remove any school property off the school premises without the prior consent of the principal or a teacher of the school.	-10
3.5.3	Graffiti: Students may not damage, brand or deface any property of the staff of the school, fellow students, visitors or the property of the school itself. This rule applies to property on school grounds, in the immediate vicinity of the school, at or near the location of any school activity, as well as any vehicle that learners are transported and the property thereon. No	

	slogans (graffiti), stickers, posters or such like, may, without the consent of the principal be installed, written or pasted on any surface (tables, benches, chairs, walls, mirrors, fences, doors, roofs, ceilings, tiles, floors, objects such as bins and tanks, cement surface or any surface or object on the school grounds).	-10
3.5.4	No learner may enter any restricted area of the school grounds unsupervised or without permission, neither be allowed to enter the school grounds after hours, without permission. Bathrooms are for the exclusive use of the particular gender and therefore no boys are allowed in the girl's bathrooms and no girls are allowed in the boys bathrooms.	-10
3.6 Leaders: The Service Council (SC) and Representative Council of Learners (RCL)		
	The RCL is elected according to departmental guidelines at the beginning of each year. The Service Council is elected in July / August every year according to the guidelines of the policy. RCL and Service Council (senior school leaders) assist the staff with the use of general school discipline. Both councils are subordinate to the staff of the school, but collectively responsible for the implementation of general school discipline. In the case of RCL members, their responsibilities are specifically aimed to help with discipline in their respective register classes and at specific functions and school activities. RCL members and other school leaders (Service Council) should take offending learners to a staff member of the school where the correct procedures will be followed.	
	Any leader guilty of violating any code of conduct can be reported, investigated and be deprived of his / her position on the Service Council if convicted. Learners may also introduce a motion of no confidence (untrustworthiness) in a leader, through the formal grievance procedure. Only evidence and testimonies (not "hear-say") will serve as the benchmark against which the case against such leader would be investigated.	
	Any leader who must be replaced will be replaced automatically by the student with the next highest number of votes (as per the previous election for candidates of that year), designated - if that member were subject to violations of the code of conduct to such an extent that it does not doubt the member's leadership skills.	
3.6.1	Respect for the elected leadership position: All learners should obey any reasonable instruction from a member of the RCL or another school leader (Service Council), as well as support him/her by offering their cooperation and to provide the proper performance of their duties.	-30
3.7 School Notices		
3.7.1	It is compulsory that all learners should hand over notices that the Governing Body, Principal or a Teacher of the school issue, to their parents and feedback regarding the acknowledgement of the notice by the parents should be completed and promptly provided to the Teacher.	-10

3.8 School work and homework		
	All students will receive a homework book to keep and update instructions from the Principal or Teachers of the school. Learners are required for any work they missed as soon as possible to catch up.	
3.8.1	Disruption of class: An orderly atmosphere will prevail in the classroom at all times. Learners may not disrupt or hinder teaching. (A completed report of the incident must be recorded on the conduct record).	-120
3.8.2	Undisciplined actions (Talking): All students must do their prescribed homework with zeal, diligence and dedication to develop thus a consistent work ethic. Failure to comply with this rule without an acceptable excuse will be considered a violation of this rule.	-10
3.8.3	Learners must do class assignments promptly.	-10
3.8.4	Learners must take the prescribed homework and hand it in promptly to the teacher concerned. Failure to comply with this rule can only be excused if the student handed in a written note from his / her parents or guardians with an acceptable explanation for the failure to the teacher in advance or on the day the homework should have been completed,.	-10
3.9 Tests and examinations		
	It is compulsory to all students to participate in all tests and examinations assigned to them by the teachers / education department assigned to them. Failure to be excused from this rule will be met only in exceptional cases, if the parents or guardians of the learner handed a fully acceptable written explanation to the principal at the earliest possible time. Only a medical certificate from a registered medical practitioner or a death certificate will be accepted as an excuse for official tests and examinations, and submitted within three days of the test or examination to the examination officer or teacher involved.	
3.9.1	Learners must refrain from any form of dishonesty during the writing of a test or examination. If a learner is guilty of dishonesty during a test or examination, the learner will receive zero (0) for the specific test or question paper. All inaccuracies during tests and examinations are handled according to the National Senior Certificate's examinations - "Appendix M" – Which deals with discipline and misconduct of examination irregularities.	-120
3.10 Motor vehicles and motorcycles		
	Learners may not bring motor vehicles or motorcycles on the school grounds unless they obtain written permission from the principal or another staff member who is nominated by the principal, and unless they promptly fulfill their obligations to which the said consent is subject to. If a student is not in possession of such approval when he / she is requested by any member of the staff, Governing Body, RCL or a school leader to show, it will be assumed that he / she does not have such permission has, until he / she can prove the contrary. Such a vehicle is not allowed on the school grounds.	
	All motor vehicles, motorcycles and bicycles park on and nearby the school grounds at their own risk.	
3.10.1	It is prohibited to drive a car or motorcycle without a valid driver's license, or in such a way that it poses a danger to or can harm other learners on	

	the school premises or other learners and members of the public in the immediate vicinity of the school grounds.	-120
3.10.2	No learner may drive a vehicle on the grounds without permission, with this permission the learner must still adhere to the traffic rules at all times on and within the immediate school grounds.	-30
3.10.3	Dangerous and unauthorized games, bicycles, skateboards or any other unauthorized items are strictly prohibited in the school buildings, on tennis and netball courts	-10
3.11 Punctuality		
3.11.1	Late for school: Learners will in due time, at the beginning of the school day and the start of another school activity, be punctual. When students arrive late, they need to provide a written excuse from their parents or guardians. Learners who arrive late must first report to the office and sign in before they go to their particular classes. It is the duty of the student to report to the register teacher to ensure that he / she is marked present. School hours: 7:10 to 14:00.	-10
3.11.2	Changing classes: Learners will arrive within the appointed time, at the beginning of each period. Learners must move quickly and quietly in a single file from one class to the next. Talking in groups or locker room visits during class changes, as well as drag-step (inertia) are not allowed.	-10
3.12 Absences		
	Learners may only be absent from school in exceptional cases and only then with the written consent of the principal or his / her representative if the principal is not available. Learners who are absent for one to three consecutive days from school, should provide a written explanation from their parents or guardians on their return. Absence for more than three consecutive days shall be excused if a letter is submitted by a registered medical practitioner, except in the case of death or trauma in the learner's family or another reason that is approved by the principal. Absence for ten consecutive school days without any excuse or communication from the pupil to the school, will lead to immediate deregistration of the learner. If a Grade 12 learner is absent for ten or more days without a valid excuse he/she will forfeit the right to attend the matric farewell.	
3.12.1	Absence from school without an acceptable excuse as "truancy", and is strictly prohibited.	-30
3.12.2	Absence from class without an acceptable excuse and consent from the teacher is strictly prohibited.	-30
3.12.3	No learner may leave the school grounds without permission. Parents who wish to collect learners early, are required to notify the school in writing and must personally report to the administration office to sign the learner out.	-30
3.12.4	Failure to submit letter of absence to register teacher.	-10
3.13 Environment		
	Staff, parents and students have the right to a safe environment and school that is conducive to education. Candidates must comply with the reasonable instructions of the principal, any teacher, member of the	

	Service Council or RCL or another school leader with regard to maintaining a clean and hygienic school environment.	
3.13.1	Learners may not pollute school grounds or any buildings. Any teacher can request a learner to pick up papers or rubbish of any kind whatsoever, regardless of who scattered it, and throw it in the dustbin or clean it up.	-10
3.13.2	Learners, whether in their capacity as scholar, spectator or supporter at any school activity, should ensure that the premises they occupied is left neat and clean as well as all rubbish is picked up and placed in garbage bins.	-10
3.13.3	Learners must leave restrooms clean. Candidates who violate certain aspects of the disciplinary / code of conduct, can be used as part of "community service", to clean toilets or bathrooms during breaks or after school hours.	-30
3.13.4	Any act or omission by learners who can stand as a health hazard or can cause a health hazard to other learners, should be avoided. If it is not avoided or stopped it is subject to disciplinary action.	-30

4. Exemption of provisions of the code of conduct.

- 4.1 Learners may apply on cultural, religious or medical grounds in writing to the governing body for full or partial exemption from one or more of the items contained in the code of conduct.
- 4.2 The application must include full reasons and supporting evidence. The onus therefore rests on the specific learner to support his/her application.
- 4.3 Applications for exemption will only be considered at the beginning (first three weeks of school) of each school year, unless urgency or changing circumstances can be argued.
- 4.4 In considering an application for exemption, the governing body shall be entitled to obtain any information required to understand and be fair in the assessment of the application.
- 4.5 The governing body will with the necessary seriousness and responsibility take the application for exemption in consideration within the framework of the Constitution and court rulings, and the student will be notified in writing of the decision.

In the case of any violation of this code of conduct or the school's residence rules the prescribed disciplinary procedure will be followed.

SIGNED AT _____ THIS ____ DAY OF _____ 20__.

Governing Body Chairperson

Principal

PART 3: Procedure for disciplinary action against learners.

In the case of a violation of any of the provisions as prescribed in the code of conduct for learners, this disciplinary procedure must be followed. To apply this disciplinary procedure the misconduct is divided into three categories. This corresponds to the various disciplinary actions that can be taken and the different procedures that can be followed in dealing with misconduct.

For the purposes of procedural compliance, violations of residence rules will be regarded as violations of the code of conduct, and will have the same procedural requirements, with the necessary adjustments applicable to the circumstances will apply.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

1. Disciplinary action

1.1 Less serious offenses

1.1.1 Category A misconduct

In the case of a violation of any of the above mentioned provisions, such violation must be referred to the principal or his authorized representative and will be recorded on the disciplinary system. Such person shall be entitled to apply the following sanctions:

- a) A written warning according to the attached procedure. (Appendix 1).
- b) Academical work which contributes to the students' progress as well as developing the academical environment should be completed under supervision, provided that parents or guardians are informed in time and the safety of the student is reassured.
- c) The execution of duties by the offender in favor of the person / organisation that is affected by the violation.
- d) The suspension of participation in school activities such as sports and culture (excluding social events).

1.1.2 Category B misconduct

In the case of a violation of any of the above mentioned provisions, such a violation must be referred to the principal or his authorized representative and should be recorded on the disciplinary system. The person is entitled to apply the following sanctions:

- a) Any of the penalties as in 1.1.1 (a) to (d) as mentioned above, to which the following may be added:
- b) Exclusion from participation in social events of the school.
- c) Agreed, affordable cost.
- d) Agreed, repair or replacement of damaged property.
- e) Community service for up to six hours.

1.2 Serious offenses

1.2.1 Category C-misconduct

In the case of a violation of any of the above mentioned provisions, the violation must be referred to the Governing Body and will be reported on the disciplinary system. The Governing Body is entitled to apply the following sanctions:

- a) Any of the penalties as in 1.1.1 (a) to (d) mentioned above, to which the following may be added:
- b) In the event of a breach of the code of conduct by members of the RCL and other school leaders:
With or as an alternative to the above, suspension of duties for a period of up to six weeks, or dismissal and permanent removal from the RCL or another leadership position in the school.
- c) After a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the Governing Body is allowed to impose any of the aforementioned penalties, the learner may be suspended, or the Head of Education can recommended that the learner be expelled from school.
- d) If only suspension was sanctioned, the Governing Body may suspend learner for up to seven school days.
- e) If the Governing Body should decide to recommend the expulsion of a learner at the Head of Education, the Governing Body may suspend the learner for up to fourteen school days, pending the Head's decision.
 - Section 9 (1C) (b): A governing body may, after a student was convicted of a serious misconduct during the disciplinary proceedings contemplated in section 8, make a recommendation to the Head of Department to put such student out of public schools.
 - Section 9 (1D): A Head of Department must consider the recommendation of the governing body in subsection (1C) (b) and then decide whether to put a learner out of school for 14 days after receipt of such recommendation.
- f) After a hearing in which any learner violated the rules of residence, the Governing Body is allowed to impose any of the aforementioned penalties, or the learner may be suspended for any appropriate period from residence or expelled from the hostel.

1.2.2 Sanction Table

Sanction	Immediate action (Category A)	Internal intervention (Category B)	Disciplinary-hearing (Category C)
Written Warning (After 30 demerits)	X	X	X
Confiscating	X	X	X
Suspension of privilages	X Sport / Culture	X Socials	X
School work under supervision	X	X	X
School service and/or community service		X	X
Councillng and mentorship		X	X
Repair or replacement of damages		X	X
Affordable compensation		X	X
School suspension			X
Expulsion			X

2. Preventive expulsion / school suspension

The Governing Body may, on reasonable grounds and as a precaution, expel / suspend from school a learner who may have committed a serious misconduct (category C) for up to seven school days, but may only impose such suspension after the student has received a reasonable opportunity to

make representations in respect of such suspension to the Governing Body / Governing Body representative (SGB Manager / Head / Deputy).

3. Disciplinary Hearing / intervention

3.1 Internal intervention

When a learner is suspected of committing a minor offense (category B or repeated Category A offenses), the grade manager may arrange for an internal intervention between the school, the learner and his / her parents. The grade manager, in co-ordination with the BL-manager, must garner the needed information and send a written notice to the parents involved. There should be at least two school days between the presentation of the notice and the intervention. The purpose of this intervention is to find a solution in collaboration with the parents to the possible disciplinary behaviour of the student. If necessary, an appropriate sanction can be applied.

3.2 External disciplinary hearing

3.2.1 Preliminary investigation

When a student has allegedly committed a serious (category C) offense, the principal may appoint an investigating officer. The latter will gather information so that the principal can make a decision on whether or not a disciplinary hearing is necessary.

3.2.2 Hearing

- i. The investigating officer will, where applicable, compile the indictment and inform the parents/guardians as well as the learner involved about the hearing (Attachment 5).
- ii. The notice mentioned above has to contain clear information about the date, place and time of the hearing as well as the nature and extent of the alleged transgression. These arrangements are made in consultation with the disciplinary committee.
- iii. The presentation of the notice and the hearing should be at least 5 school days apart.
- iv. The governing body appoints the disciplinary committee. The chairperson of the committee has to be a member of the governing body. The disciplinary committee will have the authority to conduct and deal with the disciplinary hearing on behalf of the Governing Body and it will be done as thoroughly as if it were done by the Governing Body itself. They will be entitled to do anything that the Governing Body is entitled to do in terms of applicable legislation, including the imposition and enforcement of any punitive measure and the recommendation of eviction at the head of Education.
- v. The learner must be assisted by his/her parents, guardian or a person appointed by the parents/guardian. In the case of a serious offense, the learner has the right to apply for a legal representative or other person appointed by the parents/guardian, to represent them. Such an application has to be addressed to the chairperson of the disciplinary committee, at least two school days before the commencement of the hearing. No other persons, except for those mentioned above, are allowed to represent the learner during the disciplinary hearing.
- vi. If the learner has legal representation, he/she is allowed to shorten the hearing, by closing a plea- and sentence agreement with the presiding official.
- vii. In addition to the rights of minors to testify by means of intermediaries, as stated in article 8(7)–(9) of the Schools Act, minors (whether the accused or the witness) also have the right to be assisted during disciplinary proceedings by their parents/guardians, or an educator of their choice. The person appointed will, however, not be allowed to answer any questions on behalf of the learner, or address the disciplinary committee.

- viii. Learners involved in disciplinary proceedings, are entitled to support, advice and counseling by educators appointed by the principal or Governing Body for that purpose, with the understanding that such an educator is not allowed to assist the learner at the disciplinary hearing, unless the parent/guardian of the learner authorizes the educator thereto.
- ix. If the learner involved and/or the parents/guardians and/or representative, is absent from the hearing, without proper notice, or acceptable reasons supplied within a reasonable time period before the scheduled commencement of the hearing, the hearing is allowed to continue in their absence.
- x. The hearing should be fair and just and will be conducted according to the applicable prescriptions of the provincial legislation. The accuser and the learner (or the representative on behalf of the learner, if applicable) have to be given the chance to state their case, question the witnesses, call witnesses submit documents regarding the case.
- xi. Likewise, the members of the disciplinary committee have the right to call witnesses, ask for additional witnesses or evidence, question witnesses, or investigate any further aspect or let it be investigated in order to promote fairness and justice.
- xii. After the evidence is heard, the committee makes a decision regarding the involved learner's guilt or innocence. For this purposes or for any purposes of a decision on any dispute that arises during the proceedings, the committee will have the right to adjourn for a reasonable time period, in order to consider this decision. Such consideration will take place behind closed doors and will be attended only by members of the committee.
- xiii. If the learner is found guilty, the learner and the accuser will receive yet another opportunity to offer further witnesses and/or submit mitigating or aggravating circumstances, which the committee has to take into account, in order to impose an appropriate penalty. In order to consider an appropriate penalty, the committee will have the right to adjourn again for a reasonable time period. Such consideration will also take place behind closed doors and will be attended only be members of the committee.

3.2.3 Judgment and penalties

- i. In the case of a conviction, the decision of the disciplinary committee, including the inflicted sanctions, must be conveyed, lodged in writing, to the learner and his/her parents/guardians and the accuser.
- ii. Despite any convictions and penalties imposed by the governing body, any concerned party may refer any offense of the code of Conduct that amounts to a criminal offense, to the South African Police Service for investigation.

4 Appeal Procedure

4.1 Appeal procedure – immediate action

If a learner feels dissatisfied with a notification, he/she must complete an appeal form, available at the governing body manager, within 24 hours of the notification. The form must be fully completed and handed in at the Governing Body manager.

- i. The appeal form is handed over to the grade manager or his authorized representative for investigation. The grade manager's finding and the form are handed back to the Governing Body manager within 5 school days who will then inform the learner of the finding.
- ii. If the involved learner is still dissatisfied with the finding, the case is handed over to the deputy principal for further investigation. Within 5 school days the findings of this investigation will be made known to the learner by the deputy principal.
- iii. If the involved learner is still dissatisfied with the findings, the case will be handed over to the principal for further investigation. The investigation is final and the principal will make his/her findings known to learner.

4.2 Appeal procedure – hearing

Each level of the appeal is subject to the basic principles of the disciplinary procedures and both parties must be given ample opportunity to present evidence, provide witnesses and state their side of the case.

- i. If the involved learner is dissatisfied with the outcome of the disciplinary proceedings in front of the governing body's disciplinary committee, he/she then has the right to appeal in writing, within 24 hours after he/she received the outcome in writing, to the chairperson of the Governing Body against the conviction, the inflicted penalty, or both.
- ii. The notice of the appeal must clearly outline the grounds of appeal.
- iii. Within 24 hours after receiving the appeal, the chairperson of the governing body must compile an appeal committee, containing a member of the governing body as chairperson and at least two other experts. The members of the disciplinary committee who heard the case, may not serve on the appeal committee.
- iv. The chairperson of the governing body must hand the notice of appeal over to the chairperson of the appeal committee and to the other parties in front of the disciplinary committee and ensure that the record of the disciplinary procedures are available to the appeal committee.
- v. The other party will have the right to submit a reaction to the chairperson of the appeal committee, within 24 hours of receiving the notice of appeal.
- vi. In their consideration the appeal committee shall be limited to the record of the proceedings before the disciplinary committee, the notice of appeal and any notices that the other parties present.
- vii. Any party who wants to give further evidence, which is not part of the record of the proceedings before the disciplinary committee, for consideration to the appeal committee, will have to ask permission in writing to the chairman of the appeal committee. In the case of the appellant the notice of appeal should be included, and in the case of the other party it must be done within 24 hours after presentation of the notice of appeal.
- viii. The application to submit new evidence should include a complete explanation why the testimony during the disciplinary proceedings was not available or offered. It must explain the nature of the evidence, the relevance of it must be considered and then there must be an explanation outlined why this evidence should be taken into consideration.
- ix. Within seven school days after receiving the notice of appeal the appeal committee must make his written decision known to all parties.
- x. Any sanction imposed by the disciplinary committee, may be suspended pending the decision of the appeal committee.
- xi. Considering the appeal, the appeal committee can:
 - a) set aside or maintain the decision of the disciplinary committee on the guilt or innocence and / or punishment;
 - b) impose an alternative sanction (which includes a lighter or heavier punishment); and
 - c) give any other sanction under these circumstances which the appeal committee feel is reasonable or fair.

4.3 Appeal procedure – Recommendation for expulsion

According to Article 9 of the South African Schools Act 84 of 1996, the following regarding the appeal procedure is important if expulsion from school is recommended by the disciplinary committee: Section 9 (4) "A student or the parent of a student who is expelled from a public school, may, within 14 days after receiving the notice of expulsion, appeal to the members of the executive board against the decision of the Head of Department."

5 General Provisions

The governing body must keep proper records of the disciplinary proceedings. For this purpose, the governing body may appoint a person to take minutes or electronically record the proceedings. Such a person will not be part of the committee.

SIGNED AT _____ ON THIS _____ DAY OF _____

Governing Body: Chairperson

Principal