

The disciplinary points are for record-keeping purposes only and do not constitute punishment.  
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| CATEGORY A MISCONDUCT |   |     |
|-----------------------|---|-----|
| 1.1                   | General misbehaviour on the school premises   | -10 |
| 1.2                   | Late-coming, lack of punctuality, taking longer breaks than allowed   | -10 |
| 1.3                   | Uniform transgressions  | -10 |
| 1.4                   | Grooming violation (hair, shaving, jewellery, make-up, nails etc)   | -10 |
| 1.5                   | Work incomplete - homework/class work/oral work   | -10 |
| 1.6                   | Talking in class without educator's permission  | -10 |
| 1.7                   | Sleeping in class   | -10 |
| 1.8                   | Chewing bubble-gum during school hours  | -10 |
| 1.9                   | Failure to present a sick note from parent following an absence   | -10 |
| 1.10                  | Transgression of language policy  | -10 |
| 1.11                  | Playing music on cellphone at any time or wearing earphones/ear buds  | -30 |
| 1.12                  | Defiance – failure to carry out an instruction  | -30 |
| 1.13                  | Discrimination – race/gender/religion (minor)   | -30 |
| 1.14                  | Disrespect for authority, adult, RCL, leaders   | -30 |
| 1.15                  | Distracting other learners  | -30 |
| 1.16                  | Verbal intimidation of a learner  | -30 |
| 1.17                  | Learner presence in any prohibited school area  | -30 |
| 1.18                  | Disruption on a school bus or any other mode of school transport  | -30 |
| 1.19                  | Inappropriate public display of affection   | -30 |
| 1.20                  | Unauthorized absence from class or school for part of a day (truancy)   | -30 |
| 1.21                  | Poor sportmanship   | -30 |
| 1.22                  | Cheating or dishonesty in school work   | -30 |
| 1.23                  | Crude language/behaviour  | -30 |
| 1.24                  | Throwing objects (no injuries involved)   | -30 |
| 1.25                  | Cellphone not off and put away during school hours. <b>Confiscate phone for one (1) day</b>   | -30 |
| 1.26                  | In presence of learners that are smoking/and or possession of and/or holding of a tobacco product/matches/lighter while in school uniform or at school function | -30 |
|                       |   |     |

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| CATEGORY B MISCONDUCT (SERIOUS) |   |      |
|---------------------------------|---|------|
| 2.1                             | Repeated level 1 transgressions, including serious disruption of class  | -60  |
| 2.2                             | Impudence, brash, defiant, arrogant or inappropriate behaviour towards RCL, educators and/or members of staff   | -60  |
| 2.3                             | Leaving the school early without permission   | -60  |
| 2.4                             | Unauthorized entry into a school building or school activity  | -60  |
| 2.5                             | Fighting (less serious)   | -60  |
| 2.6                             | Possession or use of fireworks  | -60  |
| 2.7                             | Dropping objects over balcony   | -60  |
| 2.8                             | Serious or repeated grooming/uniform transgressions   | -60  |
| 2.9                             | Misconduct that puts the school's name in a negative light, in or outside school while in school uniform  | -60  |
| 2.10                            | Refusal to identify oneself to appropriate authorities or providing false identification  | -60  |
| 2.11                            | Being an accomplice to colluding, conspiring, assisting, abetting or instigating dishonesty, fraud or theft   | -60  |
| 2.12                            | Disrespect, defiance, insubordination, insolence, rudeness, discourteous behaviour or refusal to follow appropriate directive from educator or member of school authority   | -60  |
| 2.13                            | Disrespect towards another learner  | -60  |
| 2.14                            | Vandalism/property damage   | -60  |
| 2.15                            | Threats/extortion   | -60  |
| 2.16                            | Use of profane language, inappropriate gestures or obscene manifestations (verbal, written, gesture directed towards another person)  | -60  |
| 2.17                            | Gang related behaviour  | -60  |
| 2.18                            | Unauthorized absence from school for a day or more  | -60  |
| 2.19                            | Written or verbal proposition to engage in sexual acts/immoral acts/indecent and obscene behaviour  | -60  |
| 2.20                            | Unauthorised use of cellphones, camera's, electronic devices or any other electronic communication or entertainment devices during school hours. <b>Instrument will be confiscated for 7 days for the first offence, 14 days for the second offence, 21 days for the third offence 28 days for the 4<sup>th</sup> offence</b> | -60  |
| 2.21                            | Providing false information to any school employee or any false information about a school employee.  | -60  |
| 2.22                            | Possession and/or use of prescription, non-prescription medication, inhalants, aerosol sprays, over-the-counter products without permission from school authorities.  | -60  |
| 2.23                            | Verbal confrontation with another learner on purpose to provoke the other learner as a result of an incident.   | -60  |
| 2.24                            | Obscene material – possession or distribution   | -120 |
| 2.25                            | Taking property without permission or attempting to remove another's property without their knowledge or consent and/or sale of another person's stolen property.   | -120 |
| 2.26                            | Dishonesty and cheating during tests/exams  | -120 |
| 2.27                            | Bullying (verbal, emotional, physical)  | -120 |

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| <b>CATEGORY C (MORE SERIOUS MISCONDUCT)</b> |  |      |
|---|--|------|
| 3.1   | Repeated level 2 transgressions  | -120 |
| 3.2   | Tampering with safety and other equipment/installation on school premises  | -120 |
| 3.3   | Extortion  | -120 |
| 3.4   | Technology/computer misuse (inappropriate internet use), tampering, trespass, hijacking, altering hard drives.   | -120 |
| 3.5   | Illegal possession of tobacco products, distribution and sale of products on school property or using such products. This include electronic cigarettes, vape pens, nicotine, flavoured and other chemical instruments via inhalation. <b>Items will be confiscated and destroyed.</b> | -120 |
| 3.6   | Leaving school without permission (repeated offense)   | -120 |
| 3.7   | Aggressive behaviour (including repeated fighting)   | -120 |
| 3.8   | Initiation practices   | -120 |
| 3.9   | Stabbing/throwing another learner with a sharp object  | -120 |
| 3.10  | Reckless or negligent driving on school property (no damage/injuries)  | -120 |
| 3.11  | Serious misconduct in public or social media when in school uniform or when identifiable as a learner of the school.   | -120 |
| 3.12  | Use of phone during test and exam (even if it just rings). <b>Phone will be confiscated until investigation is concluded.</b>  | -120 |
| 3.13  | Theft  | -120 |
| 3.14  | Bomb threat  | -120 |
| 3.15  | Unjustified activation of fire alarm system or fire extinguisher.  | -120 |
| 3.16  | Harming the image of the school by placing material, photographs or negative comments on social media and/or filming or photographing other learners or school activities and distributing material via cellphone or any other electronic or social media for malicious reasons.       | -120 |
| 3.17  | Serious unruly behaviour, perpetration of any act that may endanger the safety of other learners/educators/staff members or members of the school community or the general public.   | -120 |

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| <b>CATEGORY D (VERY SERIOUS MISCONDUCT)</b>  |   |      |
|--|---|------|
| <b>Offences that may lead to suspension and / or expulsion, may include but are not limited to</b> |   |      |
| 4.1  | Repeated level 3 transgressions   | -240 |
| 4.2  | Arson – intentionally setting a fire on school property to damage or cause harm   | -240 |
| 4.3  | Any sexual offense, sexual activity, sexual abuse   | -240 |
| 4.4  | Wilfully ignoring and not abiding by sanctions imposed and/or terms of a written warning without just cause including trespassing on school grounds while suspension is in effect   | -240 |
| 4.5  | Physical assaulting a staff member who is intervening in a fight or other disruptive activity and/or attack against school personnel  | -240 |
| 4.6  | Intentionally provoking and/or making physical contact of an insulting or provoking nature towards a school employee  | -240 |
| 4.7  | Possession of or use of any weapon/dangerous object/contraband  | -240 |
| 4.8  | Possession/distribution/selling/trading of test or examination material prior to test or examination being written  | -240 |
| 4.9  | Premeditated fighting, assault and battery with the intent to cause grievous bodily harm  | -240 |
| 4.10   | Repeated use or possession or sharing/distribution of pornographic/offensive material   | -240 |
| 4.11   | Physically or fatally injuring a learner, parent or staff member, owing to negligence, recklessness or speeding while driving a vehicle on the premises   | -240 |
| 4.12   | Engagement in any act of public indecency or gross immorality in any form including social media /on school premises/in public places that inupngns the school's good name and honour   | -240 |
| 4.13   | Boycotts, riots, sit-ins/walkouts/sedition or inciting any form of illegal strike action/meeting/campaign at school even on behalf or in sympathy with others and even employees of the school  | -240 |
| 4.14   | Forcefully abducting/transporting and or detaining a person against his/her will  | -240 |
| 4.15   | Vandalism resulting in serious damage   | -240 |
| 4.16   | Forging signature/writing own letter/ impersonation   | -240 |
| 4.18   | Swearing at an educator/affecting the dignity of another person   | -240 |
| 4.19   | Sexual harassment of educators, adults, peers   | -240 |
| 4.20   | Serious abuse of mobile phone, violation of the POPI Act, taking video's or sexting. Cyber bullying and/or recordings of fights or acts of bullying, assault, battery whether staged or real, disseminating or posting to the internet or any social media platform. <b>Cellphone will be confiscated for the duration of the investigation</b>   | -240 |
| 4.21   | Unlawful use, sale, purchase, furnishing or giving or in possession of illegal drugs, drug paraphernalia or alcohol beverage or being under the influence of an illegal drug or alcoholic beverage or testing positive for the use of an illicit substance. Refusal to be tested for an illicit substance of using subterfuge or any delaying tactics to be tested. <b>Items will be confiscated and given to authorities</b> | -240 |
| 4.22   | Any spiritual act that distrupts class interaction or leads to the emotional or physical discomfort of learners. This included satanic practices/witchcraft/cultural practices that damages property and/or cause harm to other people/ any other living creature in any way.   | -240 |
| 4.23   | Theft or possession of stolen goods   | -240 |
| 4.24   | Serious discrimination (racial/gender/religious)  | -240 |

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### HAIR RULES – LEVEL 1 MISCONDUCT

#### Hair

##### Boys

- Hair must be worn in a style that is neat at all times.
- Only a short 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 one shade lighter or darker than natural hair colour is allowed (blonde, brown, auburn or black).** Any colour must be maintained. Regrowth of more than one centimetre is not allowed.
- Long sideburns, beards (beard hair) and moustaches are not allowed.
- Plaiting, twisting, and dreadlocks are allowed as long as it conforms to the hair rules.
- **NO** beads are allowed.
- **NO** "hair extensions" or accessories are allowed.
- **NO** tattoos, patterns or lines are allowed to be cut or engraved on the head or eyebrows.
- "Afro" hairstyles may not impede another learner's ability to see in class. It needs to be trimmed to a neat, acceptable level.
- **NO** wigs are allowed without written permission from the SGB.
- **Any discrepancies regarding hair will be judged by a panel of three male educators or members of the SGB, their decision will be final.**

##### Girls

- Hair must be worn in a style that is neat at all times.
- Once the hair touches the collar, it must be tied so that no loose hair remains outside the elastic band.
- **NO** hair is allowed to cover the face.
- **NO** fringes may hang in the eyes. It should be pinned back with no more than three to five clips which matches the colour of the hair (black, gold, brown or transparent).
- Only hair accessories (alice bands, scrunchies, ribbons and rubber bands) that reflect the school's colours may be worn. (Blue, white and yellow).
- Braids and dreadlocks are allowed but must be clean, neat and tied at all times.
- **Hair may not be longer than the waistline when it is tied.**
- **Hair one shade lighter or darker than natural hair colour is allowed (blonde, brown, auburn or black).** Any colour must be maintained. Regrowth of more than one centimetre is not allowed.
- The volume of hair extensions is limited to a neat, acceptable norm.
- "Afro" hairstyles may not impede another learner's ability to see in class. It needs to be trimmed to a neat, acceptable level.
- **NO** tattoos, patterns or lines are allowed to be cut or engraved on the head or eyebrows.
- **NO** wigs are allowed without written permission from the SGB.
- **NO** beads are allowed.
- **Any discrepancies regarding hair will be judged by a panel of three female educators or members of the SGB, their decision will be final.**

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## UNIFORM AND APPEARANCE – LEVEL 1 MISCONDUCT

### School Uniform

- i. Only the prescribed school uniform may be worn during school hours, and during school activities, as per the governing body's approval;
- ii. 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.
- iii. 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 learners 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 rules set out below.

### Dress code - Boys

#### **Summer Uniform:**

- i. Short or long grey pants. (**NO** change in the style of the pants.)
- ii. Grey or black belt.
- iii. Grey school socks.
- iv. Black shoes.
- v. Blue shirt - always tucked into pants.

#### **Winter Uniform:**

- i. Same as summer dress code, except:
- ii. Grey trousers. (**NO change to the style of the pants**)
- iii. School jersey, pull over or blazer and a tie.
- iv. School tie is compulsory.

#### **Shoes:**

- a. Black shoes. The following are NOT allowed:
  - i. shoes with thick soles
  - ii. any kind of boot,
  - iii. veld shoes (vellies)
  - iv. suede shoes,
  - v. shoes of other colours,
  - vi. shoes with high heels
  - vii. sneakers.

### Dress code - Girls

#### **Summer Uniform**

- i. **Blue skirt, 6 cm from the ground when standing on your knees (NO change in the style / cut of the skirt)**
- ii. Blue short-sleeved blouse, tucked in at all times. No winter shirts may be worn during the summer months.
- iii. School shirt, blazer, royal blue jersey or pull-over.
- iv. Appropriate underwear and of the right colour.
- v. White socks - folded.
- vi. Black shoes or boys shoes (no think soles/pumps), sneakers or boots.

#### **Winter Uniform**

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

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**Note:**

- i. Jerseys - only the standard V-neck jersey.
- ii. School tie may only be worn with a collard, buttoned-up shirt.
- iii. When a scarf is worn, it may only be a royal blue or white scarf. (Available from the school's clothing store).
- iv. NO caps or headgear or beanies 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.

**Appearance**

No examination period, competition, function or preparation for any performance / play, may be used as an excuse for growing hair, beards, moustaches or sideburns, or to violate the appearance values set for boys and girls of our school.

**Jewellery**

- i. **NO** jewellery, such as rings, bracelets (elastic or leather) or chains are allowed.
- ii. Only watches and a signet ring (girls) are allowed.
- iii. **The wearing of body jewellery, such as nose, tongue and eyebrow rings or alike, is prohibited.**
- iv. 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).
- v. Rings of ANY kind are NOT allowed for boys! (Ears, tongue, eyebrow, etc.).
- vi. No stones of any kind is allowed in any ring or ear stud.

**Nails**

- i. No fake nails or any nail that stretches over the fingertips.
- ii. No nail polish may be worn.

**Make-up**

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.

**Sport and outdoor activities**

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 1<sup>st</sup> 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 : Rugby cap.

**First team ties should only be worn on game days.**

**General:**

The school does not recognize any "1<sup>st</sup> team jackets" or any unofficial wear not approved by the Governing Body.

First 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.

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

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## Disciplinary Procedures

Warning 1 = -30 demerit points;

Warning 2 = -60 demerit points;

Warning 3 = -90 demerit points;

**Intervention 1 = -120 demerit points (Grade guardian + parents + learner + relevant staff)**

Warning 4 = -150 demerit points;

Warning 5 = -180 demerit points;

Warning 6 = -210 demerit points;

**Intervention 2 = -240 demerit points (Grade guardian + parents + learner + relevant staff)**

Decide on the necessary steps that will be followed in future.

## Sanctions

| Sanction                            | Immediate action<br>(Category B) | Internal intervention<br>(Category C) | Disciplinary-hearing<br>(Category D) |
|-------------------------------------|----------------------------------|---------------------------------------|--------------------------------------|
| Written warning (after 30 demerits) | X                                | X                                     | X                                    |
| Confiscating                        | X                                | X                                     | X                                    |
| Suspension of privileges (calendar) | X                                | X                                     | X                                    |
| Complete report for 2 weeks         | X                                | X                                     | X                                    |
| School service                      | X                                | X                                     | X                                    |
| Counselling and mentorship          |                                  | X                                     | X                                    |
| Repair or replacement of damages    |                                  | X                                     | X                                    |
| Compensation                        |                                  | X                                     | X                                    |
| School suspension                   | (3 days)                         | (7 days)                              | X                                    |
| Expulsion                           |                                  |                                       | X                                    |

## Learner attendance policy

### Absenteeism

Only a valid doctor's letter will be accepted when a learner is absent during a test or examination. The grade manager and subject teacher must be notified if the learner is ill and will miss a test or examination. A doctor's letter must be handed in at the register teacher as soon as possible.

For any other absenteeism, the learner must hand in a letter from the parent / guardian to the register teacher. If the learner fails to hand in the letter, he/she will receive -10 points on the disciplinary system.

### Arriving late at school

If a learner is late for school he/she will receive -10 points on the disciplinary system. The parents / guardian will be notified when the learner has -30 points on the system for being late.



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### **Signing out early**

If a learner knows at the beginning of the school day that he/she will be signed out early, a letter from the parent / guardian must be submitted to the office during the register period. The office will inform the staff that the learner will be signed out early.

If a learner falls ill during the school day, the learner must get written permission from the grade manager or assistant grade manager to leave school. The office will inform the parents that the learner is ill.

If the learner has to be signed out early for any unplanned reason, the parent / guardian must PERSONALLY sign out the learner. Should someone else sign out the learner, the parent / guardian must give written permission (no e-mail or whatsapp will be accepted).