



FICKSBURG HIGH SCHOOL CODE OF CONDUCT FOR LEARNERS

Opgestel deur die Beheerliggaam en goedgekeur op 23 April 2024

CODE OF CONDUCT FOR LEARNERS – PART 1

1. BACKGROUND

- 1.1 In accordance to Article 12 read with Article 52 of the SA School Act 84/1996 (hereinafter referred to as “School Act”) is Ficksburg High School (hereinafter referred to as “the school”) a public school.
- 1.2 In accordance to Article 16 of the School Act, the control of the school is established in its governing body.
- 1.3 In accordance to Article 8 of the School Act, read with any other relevant legislation, The governing body should accept a Code of Conduct for learners after consultation with learners, their parents and the educators of the school which then will be applicable to educators and/or staff and/or learners and/or hostel boarders of the school.
- 1.4 Pursuant to the Regulations concerning Discipline, Suspension and Eviction of Learners in Public Schools of the Free State, is serious misconduct dealt with.

2. DEFINITION OF WORDS

In this Code of Conduct, unless it appears otherwise from the text, the following words contain the meanings shown against them:

Governing Body	-	Governing body of the school;
Code of Rights and Duties	-	The Code of Rights and Duties of the respective interest groups of the school;
School	-	High School Ficksburg which may include the school Premises and hostel premises;
Hostel	-	Huis van der Walt;
School premises	-	High School Ficksburg and Huis van der Walt;
Minister	-	the National and Provincial Minister of Education;
Department	-	National Department of Education and/or Free State Department of Education;
Principal	-	the principal and/or acting principle of the school;
Educator	-	any educator as defined by the School’s Act and/or Free State School Education Act 12 of 1997; and/or amendments
Learner	-	learner as defined by the School’s Act who is enrolled at the school and/or relevant hostel of the school;
Parent	-	can also be read in relevant circumstances as the guardian and/or legal representative of the learner;
General class rules	-	the rules referred to in this Code of Conduct;
Duty statement	-	the duty statement of the RCL, referred to in 6.3 of Schedule A part II of this Code of Conduct;
Code of Conduct for the RCL	-	the code of conduct referred to in 6.1 of Schedule A part II of the Code of Conduct;
Disciplinary Committee	-	this committee consist of non-governing body members and/or Governing body members as appointed by the Governing Body;
RCL	-	Representative Council of Learners
Serious misconduct	-	in Code of Conduct
Hostel boarders	-	live-in learners as well as daily students in the hostel

3. REVIEW OF CODE OF CONDUCT

This Code of Conduct can at any given time be amended by the Governing Body after consultation with the educators, parents & learners of the school. Amendments will be effective after the Governing body approve it.

4. INTERPRETATION

Any difference of opinion regarding the interpretation of the Code of Conduct, will be handled according to the appropriate and relevant legislation and/or a final decision of the governing body.

5. BOUND LEARNERS

Every learner of the school is bound to this Code of Conduct. This Code of Conduct is a guidance and therefore any unacceptable conduct by a learner which is not included herein will also be handled according to the disciplinary provisions and/or guidelines and/or procedures of this Code and/or relevant legislation.

6. CODE OF RIGHTS AND DUTIES

6.1 The Code of Rights and Duties of the school contained herein must be read in conjunction with the Code of Conduct.

6.2 The Code of Rights and Duties sets out the respective rights and obligations of the interest groups of the school and aims to create a climate of mutual respect, understanding and tolerance between the different groups, in the interest of peaceful relations in a purposeful and dynamic school.

CODE OF CONDUCT FOR LEARNERS PART II SCHEDULE RULE OF CONDUCT

1. GENERAL RULES

- 1.1. The learners will act as good ambassadors of the school at all times.
- 1.2. Students will acquaint themselves with the Code of Rights and Obligations of this Code and will act accordingly. If any pupil would like exemption from any rule for religious reasons, they must apply in writing to the School Governing Body as soon as they have been accepted by the school.
- 1.3. Learners will at all times treat the principal, teachers, other staff and co-learners of this and other schools with the necessary courtesy and respect.
- 1.4. Students will refrain from rebellious behaviour.
- 1.5. Learners are required to support the principal, educators, support staff and fellow students in the creation and maintenance of good order, and the creation of an environment and conditions in which the learning and education process can take place without hindrance. In particular, learners are expected to obey any reasonable instructions of the principal, teacher and member of the RCL in order to achieve the above aim.
- 1.6. Learners must apply restraint and show mutual respect and tolerance during their interaction with one another. In particular, learners shall refrain from any action which will violate the physical, mental and moral welfare of any other student.
- 1.7. These rules of conduct, where relevant, are also applicable to the boarders in the hostel.
- 1.8. No person or learner of Ficksburg High School who is not a resident at Huis van der Walt hostel may enter the hostel premises without permission. No learner of Ficksburg High School may enter any room or apartment of any tenant or employee of the Department of Education/School Governing Body or Huis van der Walt hostel at any time.

2. CLASS RULES

- 2.1 Class rules must be formulated by the principal and/or teachers and/or RCL in consultation with the students.
- 2.2 Learners must obey these class rules.

3. RULES REGARDING APPEARANCE AND DRESS CODE

If any students have a valid reason for not having the correct school uniform, they should go directly to the office to receive written permission from the grade head.

3.1. BOYS

Boys' hair should always be short and neat.

- (a) Boys' hair must be evenly shaved from the ear and neck to the top of the head. The fringe and hair may not be longer than 4cm and the fringe should be 1cm above the eyebrows when it is combed down. Boys' hair should not protrude more than 2cm from their scalp.
- (b) Hair around the ears should be cleanly shaven. The hair may not touch the shirt or collar when combed down.
- (c) The neck above the collar should be cleanly shaven.
- (d) No 'bank' of hair, step or undercut is allowed.
- (e) Hair may not stand away from the head.

- (f) No weird hairstyles (this includes, but is not limited to, shaved patterns/ a-symmetrical hairstyles/ mo-hawks/ mullets) are allowed.
- (g) No unnatural hair colour is allowed.
- (h) No student may write on his body.
- (i) No make-up may be worn on the face.
- (j) No moustaches or beards are allowed (unless special permission has been obtained from the SGB)
- (k) No patterns may be cut into hair/eyebrows.
- (l) No peroxide, colour streaks or bleached hair.
- (m) “Sideburns” may not extend the cheekbone. No “mo-hawk” hairstyle will be allowed. Hairstyles should be appropriate for the occasion. No plaited hair. No exotic styles must be created.
- (n) The principal/a male member of the SMT will determine when it is necessary for a boy to start shaving his beard/moustache.
- (o) Boys who are already shaving, should be cleanly shaven at all school activities, this includes beards and moustaches.
- (p) No facial jewellery worn in the ear and or any other jewellery may be worn with the school uniform or during school functions, school tours or excursions.
- (q) No visible tattoos are allowed.
- (r) Short, neat nails (the nail may not project past the fingertips if the palm is turned upwards).
- (s) No bracelets, rings (including watch rings), jewellery around the neck, ‘charms’, nose rings or nose studs and tongue rings or tongue studs may be worn.
- (t) Dreadlocks are not allowed.

3.2. GIRLS

3.2.1 Make-up

- (a) No form of make-up may be used by any learner.
- (b) Lip gloss may only be of a natural colour.

3.2.2 Nails

- (a) Short, neat nails (the nail may not project past the fingertips if the palm is turned upwards).
- (b) Only colourless nail polish may be worn.
- (c) Nails must look natural.
- (d) No French manicure is permitted.

3.2.3 Hair

- a) All types of pins, elastics and hair bands may only be black, white or navy in colour. No other bright colours are allowed. Only thin hair bands are allowed. All pins must be small. Except school pin.
- b) Rules with regards to long hair:
 - ❖ The height of a bun or any other hair style at the top of a learner’s head may not protrude more than 7cm from the learner’s scalp. The style may also not be wider than the learner’s head. Any style that is an obstacle for the learners behind them in class, will not be allowed.
 - ❖ Long hair must be tied up neatly.
- c) No shiny or decorated hair pins or hair bands are allowed.
- d) If hair touches the learner’s collar it must be tied up.
- e) Long fringes and loose hanging pieces of hair may not hang in the face, in front of or behind the ears of a learner. Girl’s fringes may not touch their eyebrows.
- f) Hair may not have any peroxide or coloured high or low lights. Hair must be one natural colour over the whole head.
- g) No dreadlocks will be allowed.
- h) No half-up, half-down styles will be allowed.
- i) Braiding will be allowed. A single braid may not be broader than **5mm**.
- j) Hair with more than two plats/braids that touches the collar or goes past/over the collar must be tied together in one elastic/ hair band.
- k) No new hairstyles may be created.
- l) No patterns may be made in hair.
- m) Short hair: No ‘bank’ of hair, step or undercut is allowed.
Hair may not stand away from the head.
- u) No weird hairstyles (this includes, but is not limited to shaved patterns/ a-symmetrical hairstyles/ mow hawks/ mullets) are allowed. Girls’ short hair may not protrude more than 2cm above their scalp.

3.2.4 Jewellery

- (a) Earrings are the only permissible jewellery and must meet the following requirements:

- (1) Only one per ear at the bottom of the earlobe.
- (2) Only small, narrow silver/gold rings or small round silver/gold stud – no costume jewellery or stones. Rings should be thin and no bigger than a 20c piece.
- (b) No bracelets, rings (including watch rings), jewellery around the neck, charms, nose rings or nose studs and tongue rings or tongue studs may be worn. Except school earring.
- (c) No visible tattoos allowed.
- (d) No learner may write on their body.

3.3 CLOTHING (Learners are subjected to the code of conduct by the gender in which they enrolled)

- (a) **Socks and shoes**
Standard black school shoes with no ornaments but with a small buckle are acceptable. Laces/buckles should be fastened. White socks without stripes that have been folded over, for the girls and grey socks for the boys. A letter of permission is required to wear other shoes to school. No platform shoes. Must be leather or faux leather.
- (b) **Dresses**
Correct school dress is white and blue striped tunic with the waist band. Dresses should not be shorter than 4 fingers above the knee when standing.
- (c) **Ties, shirts and sweaters**
Blue striped tie must be worn with white collar shirt. No ink stripes or pictures on the school ties are allowed. Length of knotted tie is 30cm. Learners' shirts should be tucked in at all times. Ties may not be used as switches or be frayed. Royal blue school jerseys are to be worn and may not be tied around the waist/neck. No coloured T-shirts may be worn under the shirt without a jersey. Boys may not stand or walk with their hands in their pockets.
- (d) **Overalls**
Overalls should be the school blue – no logos or slogans on overalls. Overalls or duster is mandatory for technical subjects. Consumer Studies learners must have an apron or overalls or chef's jacket for practical.
- (e) **Tracksuits and sport**
Only school **tracksuits** are allowed at sporting events. No drimacs are allowed. The blue tracksuit pant as available at LA Clothing must be worn with the blue soft shell jacket which is available at the school's office. Sport attire is available at LA Clothing. All learners taking part in sport **MUST** have the correct sport uniform.
- (f) **Scarves**
Only royal blue for Grades 8-12. Matrics may also wear a white scarf. No ornate scarves.
- (g) **Beanies & Hats**
Only royal blue beanies may be worn with school uniforms and only outdoors. Any other beanie will be confiscated.
Only school bucket hats and caps may be worn with school uniform and only outdoors. Any other hat will be confiscated.
- (h) **Badges**
A scroll / Top 10 badges or only approved badges may be worn. Only the current year's badges are permitted.
- (i) **Belts and Pants: Boys**
Grey school pants with a brown/black or grey belt must be worn. No ornaments or rivets or decorative buckles on belts. No cloth/canvas belts are allowed.
- (j) **Days without school uniforms ("civvy-day")**
On the day when civvies are allowed, all rules regarding hair, jewellery, make-up etc. apply. The only difference is that school clothes on this day have been replaced by ordinary clothes. On occasions where pupils are allowed to wear ordinary clothing, learners must be dressed neatly and presentably. Beach wear, tight-fitting clothing, transparent clothes and clothes that show too much flesh are not appropriate. Hair, shoes and accessories should be neat at all times.
- (k) **School honour badges:**
Learners are not allowed to wear someone else's honours badge at any time. Should a learner be caught wearing someone else's honours badge/ lending their own honours badge to someone else, they will lose that honours badge and demerit points will be added to that learner's record. Learners are only allowed to wear honours badges for ONE year after receiving that badge.

4. SPORT AND OUTDOOR ACTIVITIES

4.1 Extra-mural Program

Involvement in the activities of the school's extra-mural program forms a valuable and integral part of the education of every learner. All learners are expected to be actively involved in at least (one) 1 sports/cultural/service/activity of the school per term.

- 4.1.1 The learner is expected to behave properly at all times.
- 4.1.2 If a learner participates in an activity, it is expected of him/her to comply with the rules and obligations of that activity.
- 4.1.3 Equipment and clothing must be carried in a suitable bag.
- 4.1.4 Students who attend matches must wear the school's sportswear or full school uniform.
- 4.1.5 Learners must wear appropriate sportswear to all practices.

4.2 Participants in sport

- 4.2.1 Learners who are chosen to represent the school in any sport activity, should be in the full sportswear or full uniform of the school, before and after games.
- 4.2.2 During the winter or summer season, all sporting events must be attended in either the summer or winter uniforms/sportswear.
- 4.2.3 Loyalty towards the school and team mates is expected from all participants in sports activities. Participants must be prompt when reporting for sports activities. If a student is unable to participate in the activity, it must be reported in advance to the coach. If the student is absent without permission or does not give a reason for being absent to the coach, the matter can be referred to a disciplinary committee. Attendance at practices is mandatory. If you miss a practice without a valid written excuse from parents for not attending, it can lead to your suspension of one Inter-school match.
A student and/or parent or guardian who is responsible for money being wasted because they have not given the coach prior notice, can be held responsible for the costs incurred. The principal will determine whether wasted expenses need to be recovered.
- 4.2.4 It is expected that participants will act politely at all times and accept the decisions, directives and instructions of the following persons:
 - (a) the head of sport and the teacher involved in the specific sport;
 - (b) the umpire, referee or judge of the activity in question;
 - (c) the team captain
- 4.2.5 Although it is assumed that students who participate in sports activities do it with commitment such pupils are required to apply restraint and discipline at all times. In particular, learners may not act in an unsporting manner and may not use foul or abusive language or get involved in fights or incidents or be guilty of dirty play or unacceptable play during a game.
- 4.2.6 No prohibited substances may be used or be ingested by learners. Learners can be asked at any time to be tested for possible prohibited substances.
- 4.2.7 Appropriate uniform/equipment will be used during practices.
- 4.2.8 During the match, the correct equipment/clothing must be worn.
- 4.2.9 If learners are engaged in a particular activity it is expected that the pupil will be part of the group for the entire duration of the activity.

4.3 Spectators and fans or sports and other extracurricular activities

- 4.3.1 All learners who attend any school activity as spectators or fans, will in addition to abiding to the obligations of this Code, also refrain from disruptive, inappropriate, rebellious, unnecessarily inflammatory, loitering and/or behaviour that may violate the dignity of the school. In particular, learners may not react negatively to the decisions of judges or referees.
- 4.3.2 Students who attend any school activity, will submit to and obey any instructions and directions given to them before, during and after the activity by the principal, any teacher, member of the RCL or parent appointed by the principal to assist with the transportation, supervision or control of learners being transported to or from the activity.
- 4.3.3 Learners who visit other schools/towns where away matches are played, should travel in full school uniform unless other arrangements have been made.
- 4.3.4 All learners who attend any sport/school activity/function at home or away must wear full school uniform and will be asked to leave the sport/function/school activity should they fail to do so.

5. SCHOOL AND HOSTEL PROPERTY

- 5.1 "School and hostel property" includes the following:
 - 5.1.1 the land and buildings occupied by the school and any permanent addition to such land and buildings;
 - 5.1.2 plants and trees, and/or animals;
 - 5.1.3 all other property, including equipment, books, supplies, vehicles and so forth, that the school owns or rents or stores, or for which the school could be held legally liable for damage or loss.
 - 5.1.4 any computer/electronics related issues such as data related information, software, computer programs, websites, etc.
- 5.2 Each learner is obliged to do everything in his/her ability to keep the school's property safe, so it can be used to the benefit of all present and future learners of the school.
- 5.3 If a learner damages property, the learner and his parents are accountable to compensate the school for any loss or damage to such property.

- 5.3.1 Any property belonging to the school or entrusted to a learner, must be returned to the school at the proper time and in the same condition it was when it was entrusted to the learner – fair use and wear and tear excluded.
- 5.3.2 No learner shall intentionally or negligently violate any property or damages, destroy or lose it.
- 5.3.3 No learner may use or remove school property without the prior consent of the principal or a teacher of the school.
- 5.3.4 Learners may not damage, mark, deface or destroy any property of the staff, school fellow learners, visitors to the school or members of the public.
- 5.4 No computer/electronic related equipment of the school may be used illegally (e.g. Duplication and hacking).
- 5.5 The damage and or loss of any property of the school must immediately be reported to the principal and or teacher by either the observer or perpetrator. Failure to report such conduct is a very serious offence.
- 5.6 The above rules apply to property on the school and hostel premises and school grounds.
- 5.7 Vehicles, grounds, buildings and toilets should be kept clean and looked after.
- 5.8 No vandalism will be tolerated.

6. REPRESENTATIVE COUNCIL OF LEARNERS (RCL)

- 6.1 A code of conduct for the RCL has been formulated. The code of conduct for the RCL is part of this Code of Conduct and a copy must be provided to each member of the RCL and their parents.
- 6.2 Each learner should obey a reasonable order given by a member of the RCL and support the RCL and cooperate with them in the proper discharge of their duties.
- 6.3 The principal, in consultation with staff, RCL and governing body should formulate a job description for the RCL, a copy of which every member of the RCL, their parents and all learners should receive. The RCL members must comply with the requirements of this job description.
- 6.4 Learners who accumulated detention points of 60 points or more will not be eligible to serve on the RCL.

7. SCHOOL NOTICES

Each learner is obliged to hand over immediately all notices from the school by the Governing body, principal and or a teacher to his/her parents. Any acknowledgment that has to be completed by the parents should be promptly returned to the class teacher. Parents are encouraged to make use of the electronic media.

8. SCHOOL WORK AND HOMEWORK

- 8.1 Each learner must promptly do the homework assigned by a teacher. If there is a valid reason why the learner cannot do his/her homework, the parent/guardian should immediately send a written note with a reasonable explanation, to the teacher.
- 8.2 The learner is relieved from the requirement mentioned in paragraph 8.1 above, if the learner can provide the subject teacher with an acceptable explanation/excuse for school work and homework not done.
- 8.3 Each learner must complete his/her schoolwork with diligence and dedication in order to develop a consistent work ethic. Laziness and an obvious failure to comply with this rule, without reasonable excuse, will be considered a violation of this rule.
- 8.4 The use of a school homework book is compulsory. Parents must ensure that every learner has a homework book, in which the daily homework is recorded.
- 8.5 The homework book should be at school every day. If it is lost the learner must buy a new one at the office. You may not use somebody else's homework book.
- 8.6 Textbooks and work books should be at school every day according to your school timetable.

9. SCHOOL REPORTS

Legal parents/guardian must collect school reports from school on the date communicated on the term letters. In the case where the report is handed to the learner, learners should immediately give their reports to their parents/guardians.

10. MOTOR VEHICLES AND MOTORCYCLES THAT PUPILS USE ON SCHOOL PROPERTY

10.1 Cars / Motorcycles and bicycles

Learner's vehicles that are parked on school grounds must be parked with permission and it must only be used in the designated areas. Learners will only be allowed with a car if they are in possession of a valid, legal SA license, a copy of which must be submitted to the office.

If a learner comes to school with a car/motorcycle, the keys must be handed in at the office. Learners will only be allowed with a licensed vehicle or motorcycle. Bicycles should be locked in the bike shed. If learners of this school are using school transport like buses etc. learners should not walk around in the bus and all the rules of the code of conduct must be adhered to in the vehicles.

- 10.2 No student shall drive a motor vehicle or motorcycle on school property in such a manner that it is a risk to other learners. A speed limit of 20km/h applies on school property.

11. PUNCTUALITY

- 11.1.1 A school day is carefully planned to spend the maximum time available to teach. Lateness causes unwanted disruption of the educational process as well as other school activities. Consequently, learners should always be on time at the start of the school day and arrive on time at the start of any other school activity.
- 11.1.2 Time: All learners must be on the school premises before the bell goes at 07:25. School starts at 07:25 each day, except on the first day of the term; it will start at 08:00.
- 11.1.3 Learners who arrive to school late will sign 45 demerit points which will be added to their record. In the case of an emergency/unforeseen circumstances, parents should contact the office ASAP on the same day, to avoid learners being prosecuted. Continuous infringement of this rule will result in temporary suspension. Third time late for school without an excuse/arrangement will result in a formal disciplinary hearing.

11.2 ASSEMBLY WHEN THE BELL RINGS / HALL OPENING

- 11.2.1 The bell rings at the beginning of the school day at 07:25. When the bell rings, all learners must meet immediately at the assembly point. Learners arriving after 07:25 will be refused/denied entry to assembly. Parents must contact the office in case of emergency.
- 11.2.2 As soon as the second bell rings at 07:30, learners should already be in their rows according to their classes and be quiet.
- 11.2.3 The learners must walk orderly and quietly into the hall.
- 11.2.4 No noises or comments may be made by learners during assembly or functions in the hall.
- 11.2.5 Everyone must behave themselves orderly for the occasion.
- 11.2.6 Learners must leave the hall orderly after the staff have left.

12. ABSENCE

- 12.1 Learners may only be absent due to illness or other valid reasons. A learner who was absent must submit a written excuse at the office on the first day after his/her absence.
- 12.2 If a pupil needs to leave the school urgently, they must obtain written permission from the head of the grade. Afterwards the pupil must sign out at the office, after the legal parent/guardian has given permission telephonically. No relative/friend may give permission, it must be the legal parent or guardian. The students must then sign out at the office.
- 12.3 No learner may have a parent or someone else call him/her during the school day to pick them up before the necessary permission has been obtained in advance from the office. In the above case, the parents must personally collect the learner at the office to sign out.
- 12.4 Any learner who, is absent from school without an acceptable excuse will be considered truant, which is strictly prohibited. The department officials may be requested in certain cases to fetch the learner from their homes and bring them to school. If a learner writes a test, he/she will get zero.
- 12.5 If a learner has an appointment during the school day or has to be fetched by their parents, they must already submit the written request to the head of the grade at the beginning of the day. He/she will then be given written permission in the learner's dairy, to give to the office later in the day, to leave the school.
- 12.6 If they have to leave the room during class time, learners' must get the signature of their subject teacher in their dairy and carry the teacher's card with them at all times.
- 12.7 If a learner is absent due to death in the family or close relatives – see the principal.

13. ENVIRONMENT

- 13.1 Learners may not pollute the school grounds or buildings.
- 13.2 No learner shall communicate verbally with anyone on the outside of the school fence and or pass or receive items(s) during school time.
- 13.3 Learners, who are spectators or fans at any school activity, must leave the site neat and clean and make sure that all litter is picked up and placed in the garbage bins.
- 13.4 Learners must keep the restrooms clean.
- 13.5 Any act of learners that can cause a health risk to other learners should be avoided.
- 13.6 Learners may not clog any drain or toilet with paper or other objects, or leave a tap open.
- 13.7 No slogans ("graffiti"), stickers, posters or something similar may be posted in any area of the school, without the consent of the principal.
- 13.8 No learners may take part in any commercial advertising and/or propaganda and/or notice(s) that may violate the schools honour/disadvantage the school. You may not distribute anything that is detrimental to the school on the school grounds or in the social media without the principal's permission.
- 13.9 Learners must comply with the reasonable instructions of the principal, or any teacher or member of the RCL relating to maintaining a clean and hygienic school environment.

14. ANNOUNCEMENTS

When announcements over the intercom are made, all students should be quiet and sit at their desks and listen to what is being said. All announcements must be submitted on time at the office by the relevant teacher.

15. BALL PLAYING

No ball playing may take place near buildings or played near the staff's vehicles. The ball can be confiscated.

16. INJURY AND ILLNESS DURING SCHOOL HOURS

If a student gets injured, sick, or has an epilepsy attack during school hours, it must be reported to the office immediately. Such a learner may only leave the school with another person other than the parents with the parents' consent. A First Aid officer should be called.

17. EATING DURING LESSONS

No learner may eat, chew gum or have something to drink during lessons. The teacher may confiscate all foods, sweets or snacks.

18. ELECTRICAL- AND ELECTRONIC INSTALLATIONS

No learner may interfere with any audio and/or switchboards and/or electrical/electronic installations, light switches and/or intercom systems and or computer equipment and/or digital devices.

19. FIRE HOSE

No learner may fiddle with the fire hose or fire extinguishers in and around the school.

20. BIKES

20.1 Bicycles may only be parked in the bike shed and not against buildings.

20.2 Bicycles are used and locked at owner's own risk at the school. Parents must ensure that students lock their bikes with proper locks.

20.3 Cyclists should always obey the general rules of the road.

21. TEXT BOOKS

21.1. Students must cover all books issued to them with a good cover.

21.2. If learners lose a book, he/she must pay the replacement cost of the book at the financial officer and the receipt of the payment must be handed to the responsible teacher. Only then will a different textbook be issued.

21.3. Learners must write their names and the current year of study in PEN in front of their books.

21.4. If a learner leaves the school, the secretary will issue a transfer certificate only after all the learner's texts books have been returned.

21.5 A teacher may refuse a learner to take his/her text book home if he/she does not have the correct school bag. It's the learner's responsibility to have all books available at school every day. Not bringing books to school is punishable with a white card (15 detention points).

22. CHANGING OF CLASSES

22.1. Learners must be in class by the time the second bell rings with their workbooks in front of them.

22.2. Noise should be at a minimum during class changes. Excessive noise will not be tolerated.

22.3. Keep left, especially near staircases where learners can get injured easily. The staircases in the middle are DOWN-stairs. Corner/side staircases are UP-stairs. The amphitheatre is UP and DOWN-stairs. No shouting, whistling or congregation of learners will be tolerated.

23. TOILETS

23.1. Toilets must be kept neat and clean.

23.2. No playing in the toilets.

23.3. Learners from a specific class may visit the toilet strictly one at a time. No learner will be allowed to visit the toilet 15 minutes before and after break.

23.4. Toilets may not be used to congregate.

23.5. Toilets may only be used for the purpose they were designed for.

23.6. No learner may leave a class without written permission from a teacher in the official school diary and the teacher's individual permission card.

24. CHEWING GUM

No chewing gum is allowed on the school grounds.

25. CLASSROOMS AND CORRIDORS

25.1. No learner may leave a class without written permission in the official school diary from a teacher. No learner may be in a classroom or the corridors before school, during break and after school. Everything on the teacher's table and in the classroom must be left alone. Learners may not write on the board or wipe it without permission from the teacher. No writing on the walls of classes or corridors. No learners are allowed in the examination rooms before or after the exams.

- 25.2. Furniture - Learners may not write on any furniture with pens, Tippex or anything else.
- 25.3. Graffiti - No graffiti on papers and text books.
- 25.4. Windows - If you break a window; you should report it immediately to the principal. (You will pay for the new window).
- 25.5. Any learner who disrupts the academic process or causes chaos or is responsible for a situation where academic rights of others are violated, will be removed from the class room. Parents must schedule a meeting with the principal before learner will be allowed to enter the classrooms.

26. ADMINISTRATIVE BLOCK

- 26.1. No learner may use the administrative office as a thoroughfare.
- 26.2. Learners may only move through the administrative office if they have to see the secretary or if they were sent by a teacher. Keep left, especially near staircases, where learners can get injured easily. The staircases in the middle are DOWN-stairs. Corner/side staircases are UP-stairs. The amphitheatre is UP and DOWN-stairs. The administration block's stairs are off limits during school hours. Learners may not pass through the hall when going to the office. You are not allowed to use the stairs at the office.
- 26.3 If learners have to wait to be helped in the office, he/she may not take part in conversations with fellow learners.
- 26.4 Learners must act in an orderly manner when in the office.

27. BREAK

- 27.1 No dangerous games may be played.
- 27.2 No playing near vehicles of staff members.
- 27.3 No objects may be thrown. (Balls excluded).
- 27.4 No learner may leave the school grounds without permission from the principal/head of department/vice-principal.
- 27.5 No physical contact during school hours or whilst wearing school clothing will be allowed.
- 27.6 Learners may not receive visitors during break.
- 27.7 At break learners may not make contact with any person outside the school grounds.
- 27.8 No gambling on the premises. No private trade during school hours.
- 27.9 The following areas are restricted areas for learners and if a learner should be caught in any restricted area, 15 demerit points will be added to the learner's record: The passage behind the Consumer Studies practical class, where the vehicles of staff are parked, behind the singing room (Mr Hanekom's class), behind the vehicle sheds. The passage between the Consumer Studies practical and theory classes is also restricted unless a learner is attending one of the three classes located there.

28. CELL PHONES AND ELECTRICAL APPLIANCES

- 28.1 Valuable personal belongings - The school is not responsible for theft or damage to personal property on the school grounds. Cell phones are allowed at school at own risk but take note of the following: No cell phone may be visible during the school day. Learners may only use their cell phones during break. It must be switched off during and between periods. If a learner is seen with a cell phone, or if a cell phone rings/gets any notification during or between periods, the cell phone will be confiscated and the legal parent/guardian will have to sign out the cell phone from the office. This includes invigilation periods.
- 28.3 No earphones/iPods are allowed and may not be visible. Earphones and headphones/iPod will be confiscated and must then be signed out by the parent/legal guardian.

29. SCHOOLBAGS

Blue or black bags with dividers are compulsory. Backpacks and other bags are not allowed, unless it is the schoolbag that can convert into a backpack. School bags should not be drawn on or have graffiti on them. If it is not a standard suitcase, it must be approved by the office. Learners who does not have the correct school bag (with dividers) will be sent home.

30. TENNIS AND NETBALL COURTS

Learners may only play with the prescribed shoes on the tennis and netball courts.

31. PICKING UP AND DROPPING OFF OF LEARNERS

Learners must be dropped off at the main gate. No parking in front of the entrance by parents/taxis.

32. DETENTION

Detentions on Wednesdays will begin promptly at 14:15. Learners may not run during detention. Only schoolwork may be done. Prescribed books may be read. Detention may be extended if the learners disrupt the detention. Learners

who fail to comply with the punitive system of the school will be temporarily suspended. One day suspension for 100 detention points.

33. THE FOLLOWING ARE NOT ALLOWED WHEN ON SCHOOL PROPERTY OR WHEN PUPILS ARE ON TOURS/EXCURSIONS WHERE THEY REPRESENT THE SCHOOL IN ANY CAPACITY:

The following are serious cases of misconduct and upon conviction may lead to the suspension or expulsion of a student from the school:

- 33.1 Being in possession of a dangerous object or using it;
- 33.2 Possession of alcoholic beverages/illegal drugs, having used it, having it on your person or having sold/spread it.
- 33.3 An act of bullying, assault, theft, arson or malicious damages of property committed;
- 33.4 An act of horrific disobedience, blasphemy uttered, Satanism practiced or the practice of immoral behaviour.
- 33.5 Hate speech used, making himself or herself guilty of racism, sexism or sexual harassment, being in possession and/or production and/or distribution of pornographic material and/or participating in any act of public indecency;
- 33.6 Threatening the safety of fellow learners or teacher or putting them at risk, disrupting the school program or violating the rights of others;
- 33.7 Falsely identifying himself or herself, consciously and intentionally providing false information or falsified documents to obtain an unfair advantage;
- 33.8 Repeatedly convicted of violations of the student code of conduct;
- 33.9 Shameful or inappropriate /improper behaviour in the opinion of the governing body.
- 33.10 The use of unwanted or inappropriate hand gestures.
- 33.11 Any sexual and/or related offense or acts with or without the consent of the victim;
- 33.12 Disrespectful/objectionable behaviour and abusive language towards staff or fellow learners.
- 33.13 Victimisation of fellow learners.
- 33.14 Violation of exam rules.
- 33.15 Serious threat, disruption or frustration of the teaching and learning process in the classroom.
- 33.16 Plan and/or participating in a conspiracy/incitement/instigation to disrupt the proper functioning of the school through collective action, such as for example chanting.
- 33.17 Class attendance boycott.
- 33.18 Slandering and/or violation of the dignity of a performer and/or non-performer and/or fellow learners.
- 33.19 Failure to comply with any punishment is a violation of this Code of Conduct.
- 33.20. Any conduct that can cause damage to the discretion of the school management reputation and ethos of Ficksburg High School.
- 33.21. The attempting and/or contributing to and/or conspiracy to and/or incitement to commit any offense in this Code of Conduct and/or an offense that is not contained herein, but according to the Governing Body is to be considered an offence, is also liable and the punishment that will be imposed will be as if it the learner committed the offense.

34. COUPLES

- 34.1 No smooching and/or hands being held on school grounds or in school uniform is allowed. No holding hands or smooching in school uniforms in the town/street/hostel.
- 34.2 No courting/physical contact and or romantic relationship between a learner of Ficksburg High School and an employee of the School Governing Body or the Department of Basic Education is allowed.

35. SOCIAL MEDIA POLICY

35.1. Philosophy

The school is committed to the highest standards of conduct and ethics, and its success is built on integrity in all school matters. The school recognises that emerging online collaboration is changing the way in which individuals and organisations communicate, and that social media platforms constitute a large part of people's lives during and after school hours. Therefore, the school encourages ethical and responsible engagement on all social media platforms.

35.2 The following acts of 'cyber-misconduct' are prohibited:

- 35.2.1 Learners may not circulate information that is racist, defamatory, sexist or pornographic. This constitutes gross misconduct. Racist comments are not only offensive, but create disharmony among people.
- 35.2.2 Derogatory statements:
Learners may not post or distribute derogatory and offensive messages about the school, its staff or the learners. Learners may not engage in online communication activities that could bring the school into disrepute and have a responsibility to avoid establishing online interests that could adversely influence or impair their capacity to act with integrity and objectivity in relation to the

school as well as other learners. An offender may be found guilty of bringing the school into disrepute, which could lead to disciplinary or legal action for defamation.

- 35.2.3 Learners may not use information systems or social media platforms in a way that breaches the school's trust.
- 35.3 Learners and parents should take note that the school may from time to time share photos on social media sites that were taken during official school activities. People may be 'tagged'. Users of these social media sites are advised to check their security settings if they prefer to review postings in which they were 'tagged'. Learners and parents are advised to block other users who they do not know or do not want to be associated with, from accessing their profiles.
The school does not accept any responsibility or liability for weak security settings on the social media profile of any person associated with the school
- 35.4 If any learner or parent posts a remark, photo or video on any social media platform that may harm the reputation of the school, and affiliation to the school is identified, known or presumed, such learner will be subject to disciplinary and legal action. Legal action may be taken against a parent who jeopardises the school's reputation.

PART II

SCHEDULE B

CATEGORIES OF INFRINGEMENTS AND PUNITIVE MEASURES

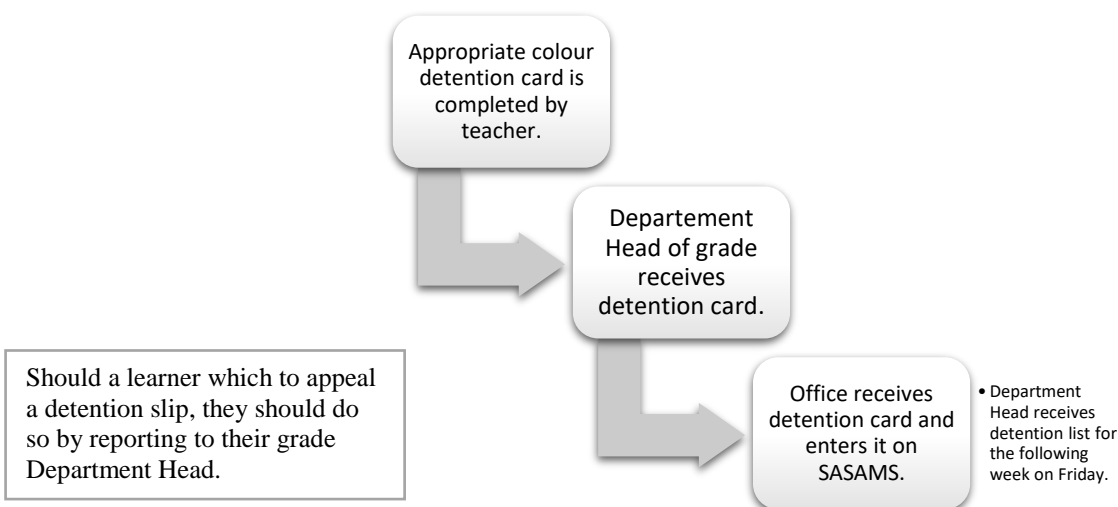
1. INTRODUCTION

There are four categories of infringements, which range from minor to major infringements.

This serves only as a guideline. The infringement may be deemed under any category according to the discretion of the relevant teacher, SMT, SGB or principal. The disciplinary steps that may be taken and the various procedures that may be followed is at the discretion of the School Management.

If any infringement is committed which is not mentioned in this code of conduct, it is the prerogative of the principal to determine the category of the transgression and what sanction/punishment will be imposed.

An attempt to and/or favouritism of and/or the collusion to and/or to attempt any misconduct and is not addressed in this code of conduct, but deemed as misconduct by the SGB is also punishable.



GUIDELINES:

WHITE CARD (15)	Teacher will facilitate
BLUE CARD (15)	Teacher will facilitate
GREEN CARD (45)	Refer to Department Head of grade
YELLOW CARD (90)	Disciplinary Head and DH of grade will facilitate Parents will be contacted to visit school Smoking - phone Behaviour - parents need to visit school
RED CARD (180)	Deputy principal will communicate with Principal Internal hearing (with or without SGB) Can be referred to SGB
POINTS	PUNITIVE STEPS
30	Department Head of grade has an informal conversation with the learner on a Monday during assembly period after the detention list for that week has been read.

45	Department Head of grade contacts the parents/guardians of the learner telephonically via WhatsApp/ Email.
60	Department Head of grade has an informal conversation with the learner, contacts the learner's parents/guardians again telephonically/ via WhatsApp/ and/or Email and sends a discipline letter to the parents with the child AND electronically via WhatsApp AND Email.
90	Department Head of grade calls a meeting with the learner and his/her parents/guardians: <ul style="list-style-type: none"> • During this meeting, reports from the learner's class teachers are discussed. • Minutes must be kept for this meeting. • An intervention plan is set up and agreed upon with the learner and his/her parents/guardians. • Case is referred to the SBST if deemed necessary.
120	Department Head of grade reports to the Discipline Department Head and an informal meeting is arranged by the Discipline DH with the learner, his/her parents/guardians, the Discipline DH and a member of the SBST.
150	Informal hearing takes place: <ul style="list-style-type: none"> • Learner, learner's parents/guardians, DH of grade, Discipline DH, Principal/ Deputy Principal are present. • Punishment and conditions are set to the learner. • School Governing Body are informed.
180	Formal Internal hearing takes place. Circuit Manager is informed.
	Formal SGB hearing takes place.

2. CATEGORY 1 – WHITE CARD

Will be facilitated by the subject teacher. The first WHITE CARD will be issued as soon as the learner has committed three infringements. The dates of the infringements must be indicated on the card; thus, the teacher must keep book of all the infringements. The white card must be completed fully and placed in the discipline holder of the DH. The DH will ensure it gets to the office. The office will enter this on the electronic system.

2.1 CATEGORY 1 – INFRINGEMENTS

- * Late for class
- * Homework not completed or done
- * Chatting during lessons
- * Tasks not handed in on time
- * Eat, drink and chewing in class
- * Books left at home
- * Chatting/speaking during hall/quad assembly
- * Unruly behaviour in corridors during changing periods
- * Illegal ball play
- * Poor behaviour on pavilion/ chanting / vulgar songs
- * Incorrect school uniform/appearance

2.2 PUNITIVE STEPS: WHITE CARD

- * Detention - 5 points per infringement
- * Task not handed in on time – see assessment policy
- * Learner must have acceptable appearance the next day or arrange with the Principal
- * Learner must remove all illegal items and they will be stored in the office for the rest of the term
- * Make-up/beard/nails must be removed immediately
- * Breaks may be lost / sacrificed
- * Illegal ball play – ball can be confiscated for one term
- * One week's grace to obtain the correct school uniform, but infringement will remain part of learners' behaviour profile.

3. CATEGORY 2 - BLUE CARD

A blue card must be completed by the teacher.

3.1 CATEGORY 2 - TRANSGRESSIONS (15 POINTS)

- * Unruly behaviour in corridors during change of periods
- * Hiding of schoolbags
- * Rude remarks
- * Littering in class or school grounds/sport field
- * Enters forbidden areas
- * Chatting or disruptive during announcements
- * Unacceptable appearance - as per code of conduct
- * Behavioural problems during functions
- * Dirtying cloakrooms
- * Ignoring specific instructions
- * Often late for class and other activities
- * Wrong invigilation
- * Outside or leaving class without permission
- * Homework not done regularly
- * Disrupts classes and group work
- * Projects handed in late after repeated warnings
- * Eating, drinking/chewing in class after several warnings
- * Cell phone rings in class
- * Late for detention
- * Incorrect school bag (must have dividers to keep text books neat)
- * Wearing earphones while going to the bathroom or moving between classes
- * No visible effort from learner to be on time for class. (Applicable when learner arrives late for class)
- * Incorrect school uniform/civvys at school sport/activity/function at home or away.
- * Refusing to hand over an incorrect beanie/hat/sunglasses when teacher confiscates because it is being worn incorrectly with school uniform before/, during or after school.

3.2 PUNITIVE STEPS: BLUE CARD

- * Detention (15 points)
- * May be requested to leave the sport field / function / pavilion / or any activity
- * Can clean classrooms
- * Can clean school grounds
- * Educational talk / consultation

4. CATEGORY 3 – GREEN CARD

A green card is completed by the teacher.

4.1 CATEGORY 3 – TRANSGRESSIONS (45 POINTS)

- * Repeated unruly behaviour during class changes
- * Late for school
- * Continuous hurtful remarks
- * Bad sportsmanship
- * Repeatedly in barred areas during break
- * Serious, repeated behavioural problems / any area
- * Profanity: class, corridors, terrain, sport grounds, in school uniform
- * Spectator during fighting
- * In the presence of smokers
- * Repeated behavioural problems during functions
- * Physical contact on school grounds
- * Not suitable clothing at functions / Civvies days
- * Telling lies
- * Using of cell phone in class / seen without permission (including smart devices)
- * Bunk class/detention
- * Challenging of authority (teacher and prefects)
- * Refusing to sign detention form
- * Deliberate ignorance toward teacher during confrontation
- * Repeated disruption of class/group work.

4.2 PUNITIVE MEASURES: GREEN CARD

Possible punishment:

- * Detention – 45 points
- * Communication between the learner, teacher, departmental head of grade and deputy principal must take place
- * Counselling (if necessary) must be arranged with LSEN teacher
- * Consequences for further transgression must be made very clear
- * Sporting privileges and/or school functions may be revoked
- * Compulsory school ground duty
- * Limitation of exam block days
- * Refurbishment of school desks
- * Cleaning of classrooms
- * Extra homework

5. CATEGORY 4 – YELLOW CARD (90 POINTS)

A yellow card is completed by the teacher in full

5.1 CATEGORY 4: TRANSGRESSION

- * Learner in possession of cigarettes/smoking/vape on school grounds in school uniform and gambling
- * Absent from school without permission for tests and exams
- * Leaving the school grounds without permission
- * Serious behavioural problems during matches/functions/activities
- * Behavioural problems at school
- * Dishonesty in test/exam/project
- * Damage of property /vandalism
- * Any form of fraud
- * In the presence where drugs are used
- * Punitive measures not carried out as required
- * Does not complete individual behavioural modification program
- * Continued disruption of the teaching-learning process-after repeated punitive measures have been implemented
- * Ignoring punishment
- * Challenging authority
- * Switching electronic school property on and off, hacking into school property or systems, any form of electronic interference.
- * Running away from a teacher
- * Swearing/ inappropriate language/ blasphemy verbally or physically.

5.2 PUNITIVE STEPS: YELLOW CARD

Possible punishments:

- * Detention 90 points
- * Learner may be referred for counselling
- * Individual behaviour plan should be drawn up
- * **PRIVILEGES** may be suspended until the behaviour plan has been successfully completed.
- * School ground duty
- * Suspension of examination leave – detention on block days
- * **PRIVILEGES THAT MAY BE TAKEN AWAY:**
- * Colour sports
- * All sports matches
- * All cultural events
- * All school dances (sokkies)
- * All “gees” events (Events at the school e.g. school’s birthday)
- * All tour events
- * All functions at the school
- * All learning and teaching activities
- * Wearing of colour awards

6. CATEGORY 5 – RED CARD

Two yellow cards = Red card

Category 4-punitive form must be completed in full by the teacher

- * Must be entered on the electronic system

- * The parent must be informed in writing of the infringements
- * The matter will be facilitated by the principal or will be referred directly to the tribunal of the SGB.
- * The parent must be informed, in writing, at least 7 days before the hearing according to the law in terms of a disciplinary hearing
- * Where there are allegations that a learner's behaviour can be deemed as serious misbehaviour, the principal must be notified of this allegation, who –
 - must launch an investigation or see to it that it is investigated to determine if there are grounds to instigate a disciplinary hearing
 - must decide whether there is enough evidence against the learner to instigate the disciplinary procedures concerning the serious offence

6.1 CATEGORY 5 – VIOLATIONS (ONLY GUIDELINES)

Serious misbehaviour can include the following violations:

- * In possession of a dangerous object, alcohol and or use of drugs in possession of drugs and/or buying, selling or distribution of drugs.
- * Being suspected of being under the influence of a substance (alcohol/marijuana/drugs etc.)
- * Refusing to undergo a drug or alcohol test.
- * A deed of assault, theft, arson or malicious damages of property committed
- * Any form of intentional bullying. This includes any harm caused physically, verbally, or on social media from one learner to another learner or teacher.
- * An act of horrific disobedience or practise of immoral behaviour.
- * In possession or use of an illegal copy of any test or exam question paper, cheating, distribution, exchanging, bribery or attempting to bribe anyone concerning any test or exam, with the aim to put himself/herself or anyone in the position to get unreasonable advantage.
- * Hate speech used, making himself/herself guilty of racism, sexism or sexual harassment, being in possession and/or production and/or distribution of pornographic material, and/or participating in any act of public indecency;
- * Threatening the safety of fellow learners or teachers or putting them at risk, disrupting the school programme or violating the rights of others;
- * Any form of intimidation towards a teacher/ learner.
- * Falsely identifying himself/herself, consciously and intentionally providing false information or falsified documents to obtain an unfair disadvantage;
- * Repeatedly convicted of violating of the student code of conduct;
- * Breach of the prefect code of conduct by an RCL or Matric committee member.
- * Shameful or inappropriate/improper behaviour in the opinion of the school governing body.
- * Deliberately damaging property or vandalism.
- * Gang activity
- * Any violation with dishonesty as an element
- * Any sexual and/or related offense or acts with or without the consent of the victim;
- * Satanism
- * Participant in a fight.
- * Serious or regular disruption of the school routine.
- * Sniffing of glue/petrol, etc.
- * Being under the influence of a substance, or the suspicion of being under the influence of a substance.
- * The committing and/or conviction of a criminal offence – inside or outside the school grounds
- * Any social media infringement. Any social media post/message/tag which can be associated with the school without the permission of the school.
- * Disregard for the school's punishment system – Suspension for remaining points. One day per 100 detention points or part thereof.
- * The trading or selling of goods without the school's permission.
- * Deliberate disregard for internal interdict agreement.
- * Late for school more than two times without arrangement/excuse from parent/guardian on the same day.
- * Not adhering to demands and conditions set at previous hearing.

6.2 PUNITIVE STEPS: RED CARD

INTERNAL HEARING: Will be handled by the School Management Team

EXTERNAL HEARING: The External punishment hearing will be done by the Disciplinary committee of the Governing body

THE FOLLOWING PUNISHMENT CAN BE GIVEN BY THE DISCIPLINARY COMMITTEE:

Possible punishment:

- * PRIVILEGES can be taken away until behaviour plan/punishment has been handled.
- * The Disciplinary committee has the right to give the following punishments, based on the seriousness of the violation, the intention, as well as the testimony that is given. Taking away of colour awards or you could lose a certain position like being an RCL member, etc. An individual behavioural plan must be set up.
- * Suspension which could lead to expulsion.
- * 'Temporary suspension' can be introduced where the learner will be asked to leave the school temporarily.
- * 'The permanent expulsion' from the school where the learner was enrolled through the HOD after the correct procedures was taken in accordance with the SA school's law.
- * School grounds duty for a term.
- * Counselling
- * Detention
- * Immediate two-day suspension regardless of initiation or retaliation when involved in a fight.
- * Suspension for remaining points. One day per 100 detention points or part thereof in the case of a learner disregarding the school's punishment system.
- * In the case of bullying, the learner can be asked to sign an interdict agreement.
- * Learner will be send home if there is any suspicion that a learner is or might be under the influence of a substance according to the signs and symptoms as indicated in the notice 1140 of the 2008 Gazette of 19 September 2008.
- * Should a learner fail to meet the terms set in a hearing, another hearing can be scheduled where the punitive steps will be determined.
- * Stripping of RCL/matric committee title should a member of these groups breach their specific policy or the code of conduct of the school.