

## **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 Board of Control 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, 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.

#### **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 principal.

##### **3.1 BOYS**

- (a) Boys' hair should always be short and neat.
- (b) 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 with curly hair should ensure that their hair is not longer than 1cm.
- (c) Hair around the ears should be cleanly shaven. The hair may not touch the shirt or collar when combed down.
- (d) The neck above the collar should be cleanly shaven.
- (e) No 'bank' of hair, step or undercut is allowed.
- (f) Hair may not stand away from the head. No weird hairstyles 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)
- (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 "mohawk" hairstyle will be allowed. Hairstyles should be appropriate for the occasion. No plaited hair. No exotic styles must be created.
- (n) The principal 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.
- (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 make-up may be used by learners.
- (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 forms of hair clips, elastic bands and Alice bands may only be black, white or blue. Only narrow ties are allowed. All clips must be small.
- (b) Hair may not stand away from the head when fastened.
- (c) No shiny or jewelled hair clips are allowed.
- (d) No unnatural hair colour is allowed.
- (e) Long hair should be combed and neatly tied.
- (f) Long fringes and loose pieces of hair are not allowed. Loose hair behind or in front of the ear is not allowed either.
- (g) Hair may not be coloured. No peroxide, colour streaks or bleached hair. Girls' fringes may not touch the eyebrows.
- (h) Hairstyles must be appropriate for the occasion and no "exotic" styles are allowed at school.
- (i) No fake hair pieces, wigs or dreadlocks. No new hairstyles may be created, no patterns may be cut into the hair.
- (j) Comb over hairstyles are not allowed. Hair must be cut in gradual steps and there may not be a difference of more than 4cm between steps.

### **3.2.4 Jewellery**

- (a) Earrings are the only permissible jewellery and must meet the following requirements:
- (b) Only one per ear at the bottom of the earlobe.
- (c) 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.
- (d) 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.
- (e) No visible tattoos allowed.
- (f) No learner may write on their body.

## **3.3 Clothing**

### **(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**

Dresses should not be shorter than 4 fingers above the knee when standing.

### **(c) Ties, shirts and sweaters**

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 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 practicals.
- (e) **Tracksuits**  
Only school tracksuits are allowed at sporting events. No drimacs are allowed.
- (f) **Scarves**  
Only royal blue for Grades 8-12. Matriculants may also wear a white scarf.  
No ornate scarves.
- (g) **Beanies & Hats**  
No beanies & hats may be worn with school uniforms.
- (h) **Badges**  
A scroll / Top 10 badges only approved badges may be worn. Only the current year's badges are permitted.
- (i) **Belts: Boys**  
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 school 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.

#### 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 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

##### 4.2 **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 The rules set out above in 4.1 will also apply to any participation in any extra-curricular activity, in addition to sports activities, except where it is obviously not applicable.
- 4.3.4 Learners who visit other schools/towns where away matches are played, should travel in full school uniform unless other arrangements have been made.

## **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 (eg. 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.

## **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 (a) 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.
- 8.1 (b) The learner is relieved from the requirement mentioned in paragraph 8.1 (a) above, if the learner can provide the subject teacher with an acceptable explanation/excuse for school work and homework not done.
- 8.2 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.
- 8.3 The use of a school homework book is compulsory. Parents must ensure that every learners has a homework book, in which the daily homework is recorded.
- 8.4 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.
- 8.5 Textbooks should be at school every day according to your school timetable.

## **9. SCHOOL REPORTS**

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 at school before the school starts each morning. School starts at 07:30 each day, except on the first day of the quarter; it will start at 08:00.

## 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.
- 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 parent has given permission telephonically. 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.
- 12.7 If a learner is absent due to death in the family or close relatives – see Mr van Zyl.

## 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 school's 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 if all the learner's texts books have been returned.

**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 the period 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.

**24. CHEWING GUM**

No chewing gum is allowed on the school grounds.

**25. CLASSROOMS AN 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: In you break a window; you should report it immediately to the principal. (You will pay for the new window).

## **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, except if a learner was sent by a teacher (with a letter) or if the learner was called to the office. Do not pass through the hall when going to 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.

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.

## **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.

28.2 Cell phones

Cell phones are allowed at school at own risk. It must be switched off during and between periods. If a learner is seen with a cell phone during or between periods, the cell phone will be confiscated and locked in the safe for two weeks or learner will be punished according to the card-system. It is the learner's choice. This includes invigilation periods.

## **29. SCHOOLBAGS**

Blue or black bags with dividers are acceptable. 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.

## **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**

31.1 Learners must be dropped off at the main gate.

## **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.



**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 or 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, blaspheme 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, begin 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.

**Couples**

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.

## 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 a guideline and at the discretion of the School Management, the infringement made be deemed in any category according to the discretion of the relevant teacher, 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	Teacher will facilitate
BLUE CARD	Teacher will facilitate
GREEN CARD	Refer to HOD – Office will phone parents
YELLOW CARD	Deputy principal and HOD will facilitate Parents will be contacted to visit school Smoking - phone Behaviour - parents need to visit school
RED CARD	Deputy principal will communicate with Principal Internal hearing (with or without SGB) Can be referred to SGB

#### 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 HOD.

The HOD will ensure it gets to the office. The office will communicate with the parent and 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 or disruptive during announcements

- \* Chatting/speaking during hall/squad assembly
- \* Unruly behaviour in corridors during changing periods
- \* Unacceptable appearance - as per code of conduct
- \* Illegal ball play
- \* Poor behaviour on pavilion/ chanting / vulgar songs

## 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. Intervention must be clearly indicated. The HOD of the grade must be informed and have a conversation with the learner. The parents should be contacted by the office and be informed of the infringement as well as detention dates.

Blue card transgressions are immediately communicated to the grade HOD.

### 3.1 CATEGORY 2 - TRANSGRESSIONS (15 POINTS)

- \* Late for school
- \* Unruly behaviour in corridors during change of periods
- \* Hiding of schoolbags
- \* Rude remarks
- \* Littering in class or school grounds/sport field
- \* Enters forbidden areas
- \* Behavioural problems during functions
- \* Dirtying cloakrooms
- \* Ignoring specific instructions
- \* Often late for school, class and other activities
- \* Wrong invigilation
- \* 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 ring in class

### 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 – the intervention should be noted. The department head should be informed and communication may be initiated with learner.

Parents should be sent written notifications of transgression/s, including dates of detention and these must be indicated by the office.

Green card transgressions should be given to the head of the specific grade.

##### 4.1 **CATEGORY 3 – TRANSGRESSIONS (45 POINTS)**

- \* Repeated unruly behaviour during class changes
- \* Continuous hurtful remarks
- \* Bad sportsmanship
- \* Constantly 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 / Civvie 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

##### 4.2 **PUNITIVE MEASURES: GREEN CARD**

Possible punishment:

Detention – 45 points

The office **must** contact parents telephonically in order to communicate

Communication between the learner, teacher, 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

Parents should be sent written notifications of transgressions

A disciplinary discussion must be facilitated by the teacher and HOD and keep minutes of the discussion.

Parents must be informed, in writing, of the disciplinary discussion, at least five days before it takes place.

The parents **MUST** be present at the hearing. If they are unable to attend the hearing will be moved to a new date. The teacher who completed the yellow card must be present

##### 5.1 **CATEGORY 4: TRANSGRESSION**

- \* Learner in possession of cigarettes/smoking on school grounds in school uniform and gambling
- \* Absent from school without permission for tests and exams
- \* Leaving the school grounds without permission
- \* Involved in **fighting** (without any visible injuries)
- \* 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.

## 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 PROVIDE ACCESS TO:

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 e.g matric farewell

All learning and teaching activities

Wearing of colour awards

## 6.1 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 -

- (a) must launch an investigation or see to it that it is investigated to determine if there are grounds to instigate a disciplinary hearing
- (b) must decide whether there is enough evidence against the learner to instigate the disciplinary procedures concerning the serious offence

## 6.2 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
- \* A deed of bullying, assault, theft, arson or malicious damages of property committed
- \* 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;
- \* Threatening the safety of fellow learners or teachers or putting them at risk, disrupting the school program or violating the rights of others;
- \* Falsely identifying himself/herself, consciously and intentionally providing false information or falsified documents to obtain an unfair disadvantage;
- \* Repeatedly convicted or violations of the student code of conduct;
- \* Shameful or inappropriate/improper behaviour in the opinion of the 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
- \* Blasphemy
- \* Fighting on and/or outside the school grounds in school uniform
- \* Serious or regular disruption of the school routine
- \* Sniffing of glue/petrol, etc.
- \* The committing and/or conviction of a criminal offence – inside or outside the school grounds

## 6.3 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.

Expulsion

Temporary expulsion 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.

Terrain duty for a term.

Counselling

Detention

**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 a guideline and at the discretion the School Management, the infringement made be deemed in any category according to the discretion of the relevant teacher, 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	Teacher will facilitate
BLUE CARD	Teacher will facilitate
GREEN CARD	Refer to HOD – Office will phone parents
YELLOW CARD	Deputy principal and HOD will facilitate Parents will be contacted to visit school Smoking - phone parents Behaviour - parents need to visit school
RED CARD	Deputy principal will communicate with Principal Internal hearing (with or without SGB) Can be referred to SGB

**2. CATEGORY 1 – WHITE CARD**

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The white card must be completed fully and placed in the discipline holder of the HOD. The HOD will ensure it gets to the office.  
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## 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

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One week's grace to obtain the correct school uniform, but infringement will remain part of learner's behaviour profile.

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A blue card must be completed by the teacher. Intervention must be clearly indicated. The HOD of the grade must be informed and have a conversation with the learner.

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