



# Laerskool Meyerspark



## LAERSKOOL MEYERSPARK

## CODE OF CONDUCT FOR LEARNERS

**This school discipline Code of Conduct for Learners outlines how discipline is implemented in the school. It will inform and guide learners, staff and parents about the aims, underlying philosophy, expectations, strategies and responsibilities for learner discipline.**

### CODE OF CONDUCT CONTENTS



# Laerskool Meyerspark

## **12. Policy Statement**

- 12.1 School Environment and Discipline**
- 12.2 Specific Acts/Offenses**
- 12.3 The rights of learners**
- 12.4 The Responsibilities of learners**
- 12.5 Privacy/Confidentiality**
- 12.6 Accommodation of Religious or Cultural Rights of learners**
- 12.7 The Legal Authority for the Control and Discipline of Learners**
- 12.8 Search and Seizure of Contraband**
- 12.9 Habitual Learner Transgressors**
- 12.10 Learners Who is an Accomplice**
- 12.11 Use of CCTV Cameras and Surveillance**
- 12.12 Safeguarding Confiscated/Seized Items**
- 12.13 Educator Report Information**
- 12.14 Obligatory Learner Reporting of Violations**
- 12.15 School Notices and Written Communication**
- 12.16 School Documents**
- 12.17 School Learner academic Report**
- 12.18 Expected Behaviour of Learners**
- 12.19 Behaviour during Assembly and Announcements**
- 12.20 Searches Involving Outside Legal Agencies**
- 12.21 Obligatory Learner Identification**
- 12.22 Learner Insubordination**
- 12.23 Legal Excused Absences for Non-attendance**
- 12.24 Participation in school Programme/Activities**
- 12.25 “In Loco Parentis” Responsibilities of Educators and School Staff.**
- 12.26 Behaviour of Learners Outside of school Premises**
- 12.27 Gang activity/Association**
- 12.28 School Uniforms, wear, and General Appearance of Learners**
- 12.29 School bags of learners**
- 12.30 Civvies, “Civvies Days”**
- 12.31 School Attendance and Truancy**
- 12.32 Prohibition of Sales of Any Goods**
- 12.33 Dismissal of Classes and School Activities**
- 12.34 Health and safety**



# Laerskool Meyerspark

- 12.35 Out of Bounds Areas**
- 12.36 Use of toilets/Cloakrooms**
- 12.37 Telephone Calls**
- 12.38 Behaviour of Learners in Public Places/Spaces**
- 12.39 Unauthorised Persons on the School Premises/Activities**
- 12.40 Loitering on School Property**
- 12.41 Occupation/Admission/Assembly of Any Person at School**
- 12.42 The Sick – Room and illnesses**
- 12.43 Fire Equipment**
- 12.44 Satanism and Witchcraft**
- 12.45 Practice of Traditional Medicine/Related Activities**
- 12.46 Disruption of Classes/School Activities/Educational Process**
- 12.47 School and Classroom Rules**
- 12.48 Unexcused Absence from Detention Class**
- 12.49 Care of School Property**
- 12.50 Property of Learners**
- 12.51 Early Departure from School**
- 12.52 Acts of Arson**
- 12.53 Gambling**
- 12.54 Sexual Harassment**
- 12.55 Assault/Violence and Bullying Free Zone**
- 12.56 Displays of any inappropriate conduct**
- 12.57 Use of Social Media**
- 12.58 Recording without Permission**
- 12.59 Learner Who Is an Accomplice**
- 12.60 Promotion of the School's Code of Conduct**
- 12.61 Amendments to the Code of Conduct**
- 12.62 Disputes**

**APPENDIX 1: Parents Commitment**

**APPENDIX 2: Declaration by Learner**

**APPENDIX 3: Example of Learner Levels of Misconduct**

**APPENDIX 4: Extract from General Notice 6903 of 2000 (pg. 144 of 4 October**

**2000) as amended by General Notice 2591 of 2001(pg. 72 of 9 May 2001)**



# Laerskool Meyerspark

**APPENDIX 5: Misconduct procedure for learner**

**APPENDIX 6: Misconduct to be reported to the District/Government Agency**

**APPENDIX 7: Protocol/Procedure to follow to test a Learner for any Illicit Substances**

**APPENDIX 8: Appeal to the member of the executive council after the outcome of the  
Departmental Head**

**APPENDIX 9: Dress and Appearance Code**



# Laerskool Meyerspark

## **12. POLICY STATEMENTS**

### **12.1 School Environment and Discipline**

- 12.1.1** A safe environment that is conducive to education including the security of property, security of person, well-cared-for school facilities, school furniture and equipment, toilet facilities, absence of harassment in attending classes, writing tests and examinations, participating in school activities, extramural activities or sport, all create an atmosphere that is conducive to education and training. All parties have a responsibility to maintain such an environment.
- 12.1.2** Discipline must be maintained in the school and the classroom to ensure that the education of learners proceeds without disruptive behaviour and offenses perpetrated by other learners. The Schools Act, of 1996, and related legislation and policies empower school authorities to discipline learners, but it is unlawful to delegate this authority to learners.
- 12.1.3** Learners have the responsibility to learn and develop their own full potential and to allow fellow learners, without any hindrance, to reach their full potential.
- 12.1.4** The school engages in positive orientation which involves a process of induction that seeks to introduce learners to their new academic environment in a manner where dignity is enhanced as learners are advised, guided, and mentored. This process focuses on self-discipline, self-motivation, and self-respect together with academic and sporting achievements.

### **12.2. Specific Acts/Offenses**

- 12.2.1.** Listed below are some examples of offenses that may result in discipline that is addressed in the policy in more detail. Other acts that are not listed below may result in discipline if a learner should have known that the act might hurt, injure, harass, or threaten others, affect the dignity of others, damage property, disrupt class or school, or violate criminal law.
- 12.2.2.** Some, but not all, of the acts that may result in discipline are:
- a. arson;
  - b. blackmail;
  - c. bullying in all forms;
  - d. cellular telephones, electronic communication devices, and other electronic devices, the use of (See the school's social media policy)
  - e. cheating
  - f. chemical spray, pepper, mace; possession of;
  - g. computers or electronic devices, improper use of;



# Laerskool Meyerspark

- h. cyberstalking;
- i. defiance in any form;
- j. disruptive demonstration, participation in;
- k. drug paraphernalia, possession of;
- l. extortion;
- m. failure to give correct name;
- n. false alarm, making of (this includes pulling a fire alarm);
- o. falsifying or altering records (for example, computer records or attendance notes);
- p. fighting;
- q. gambling;
- r. gang participation or display of gang-like behaviour;
- s. hazardous material, possession of;
- t. hazing
- u. hitting someone
- v. interference with school personnel/educators;
- w. interference with the movement of another learner;
- x. leaving school grounds without permission;
- y. physical force, use of against someone;
- z. profanity;
- aa. recordings of fighting or acts of bullying, assault, or battery, whether staged or real;  
posting or disseminating or posting to the internet;
- bb. repeated misconduct;
- cc. school rule, violation of a; (e.g. dress code violation);
- dd. sexting;
- ee. sexual activity at school, at a school activity, or on a school bus;
- ff. sexual or other harassment;
- gg. stealing;
- hh. threatening to hurt someone;
- ii. tobacco, possession of;
- jj. toy or replica gun or knife, possession of;
- kk. trespassing;
- ll. vandalism;
- mm. verbal abuse of another;
- nn. Other serious misconduct that will lead to disciplinary consequences include but  
are not limited to the aforementioned infractions.



# Laerskool Meyerspark

- 12.3. The Rights of the Learners** (Also see the Bill of Responsibilities and Rights of Learners in the Appendix)
- 12.3.1.** While it is important that learners understand that they have rights and responsibilities, it is equally important that they understand that their individual rights are balanced against the rights of other learners, educators, and staff within the school or any other person connected to the school e.g. parents, SGB members, SBST members or officials of the GDE. The Code outlines the learner's rights and responsibilities and provides a guide for the Principal to balance those rights against the Principal's responsibility to provide a safe and caring school.
- 12.3.2.** At the school all learners shall have the right to due process. The school prides itself on its record of allowing learners to express and resolve school-related grievances together with the SMT and SGB in a responsible and courteous manner without infringing on the dignity of the others in the school.
- 12.3.3.** Any form of disciplinary measures and actions embarked upon by the school is underpinned by dignity and respect.
- 12.3.4.** Corporal punishment is prohibited at the school.
- 12.3.5.** Learners are protected by laws prohibiting the release of any personally identifiable information, (including any CCTV footage, documents, reports or any other electronic information or evidence) to any party (excluding school authorities or a DC), without the consent of parents/guardians, or learners 18 years of age even during any disciplinary process.
- 12.3.6.** The school will endeavour to provide learners with a clean, safe, healthy environment with access to clean running water and toilets and an environment that protects them from harassment and intimidation from attending classes and writing tests and examinations thereby creating an atmosphere conducive to teaching and learning.
- 12.3.7.** Learners have the right to expect educators to maintain a high standard of professionalism, **given the opportunity to teach and educate them without any disruptions.**
- 12.3.8.** Learners have the right to privacy in his/her personal possessions unless the Principal or his/her designee has reasonable cause to believe that illegal or harmful materials are possessed by the learner and/or are being used to disrupt the educational process or to endanger the health, safety or welfare of the learner herself/himself and/or others.



# Laerskool Meyerspark

- 12.3.9. Learners have the right to expect to attend a school free of drugs, weapons, dangerous objects/items, inebriation or any person being under the influence of any illicit substance, drug verbal and physical bullying, intimidation or victimisation.
- 12.3.10. Learners have the right to expect to attend a school free of sexual harassment or criminal behaviour.
- 12.3.11. Learners have the right to expect to develop his/her full potential.
- 12.3.12. **Learners have the right to expect be treated with courtesy, tolerance and consideration but in turn must treat others equally in the same way.**
- 12.3.13. Learners have the right to expect clean surroundings and hygienic premises but must do their part to keep it in such a condition.
- 12.3.14. Learners have the right to expect essential and appropriate learning facilities provided they contribute to it being so.
- 12.3.15. Learners are expected to be aware of each right they have, there is a concomitant responsibility to be exercised that in turn affects the rights of others.
- 12.3.16. Learners have the right to attend all classes regularly, free from interference, disruption whether of a verbal or physical nature, by any other person especially fellow learners, but are not allowed to disrupt classes.
- 12.3.17. **Learners have the right to receive tuition in all preferred subjects, where practicable, according to the learner's abilities and subject to the core curriculum and standards required by the Provincial Department of Education.**
- 12.3.18. Learners have the right to receive regular feedback reflecting academic progress.
- 12.3.19. Learners have the right to make responsible use of the school facilities subject to availability and the limitations imposed thereon by school rules and general school organisation.
- 12.3.20. Learners have the right to receive appropriate counselling within reasonable means for personal and/or educational problems within the limits of the school otherwise it is the responsibility of parents when directed by school authorities or the outcome of any disciplinary action.
- 12.3.21. Learners and their parents have the right to request in writing, to be excused from any activity which is against their religious beliefs provided the motivate such a request to the SGB,
- 12.3.22. Learners have the right to follow an agreed-upon procedure for expressing and resolving grievances provided that they follow the correct procedures in a courteous and respectful manner in terms of the school's policies and the Code.



# Laerskool Meyerspark

**12.3.23.** As far as is possible, learners/educators who have been victims of certain offenses committed by other learners, as well as the siblings of the learner victims, may request to be kept separated from the learner offender both at school and during school transportation and any other school activity as far as possible. The School may forbid the offender to make contact with or intimidate a victim in any manner and may institute further disciplinary procedures if it is not adhered to.

## **12.4. The Responsibilities of Learners**

**12.4.1.** In the summary below, it is not possible to list the behaviour required of learners in **every** circumstance in the code. However, it **is** required of all learners to act, dress and behave sensibly, decently and in accordance with the code of behaviour generally accepted in the community served by the school. This is so, even if such actions or behaviour are not specifically either required or barred in terms of the other sections of this code, rules, disciplinary guidelines and demerit system and therefore include but are not, necessarily limited to learners undertaking to:

- a. refrain from engaging in any behaviour that violates the provisions of this Code of Conduct or any other rules, including classroom rules, instructions and other related school policies.
- b. have the responsibility to avoid any behaviour that is detrimental to achieving their own and other learners' educational goals to learn and to pass subjects;
- c. attend all classes daily on time and pay attention to educational instruction;
- d. do all academic assignments and activities, including homework;
- e. be in possession of the appropriate working materials and stationery items for all subjects;
- f. be responsible for their own work;
- g. respect all persons and property;
- h. greet staff and visitors to the school courteously;
- i. refrain from abusive language and inflammatory actions, indiscreet sexual behaviour, teasing, intimidation, bullying in any form, emotional abuse, racist or sexist remarks or related inappropriate gestures, indecent or immoral behaviour, comments, remarks or actions, and any form of initiation;
- j. conduct themselves in a safe and responsible manner;
- k. be correctly attired or groomed in accordance with the school rules;
- l. seek changes in an orderly and approved manner;
- m. protect school property;



# Laerskool Meyerspark

- n. not litter or despoil the premises in any way;
- o. create mutual respect amongst themselves;
- p. strive towards being pro-active, independent, critical, disciplined and creative thinkers;
- q. observe, respect and uphold the school rules;
- r. display a positive attitude and enhance the reputation of the school wherever possible;
- s. encourage a disruption-free learning process;
- t. refrain from any form of assault, the carrying of dangerous weapons/objects, criminal or illegal activities, intimidation, verbal and physical bullying, sexual harassment, victimisation, intimidation, smoking, drunkenness, the possession or use of drugs, or being in possession of pornographic material in any form or on any digital electronic device;
- u. adhere to the school's social media policy and the Code.

## **12.5. Privacy/Confidentiality**

**12.5.1.** The School will respect the privacy of a complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated and disciplinary hearings held under the terms of the Code and related policies and rules and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

**12.5.2.** The findings from a Disciplinary hearing and all other warnings/debit points and other reports recorded are to be regarded as Confidential Disciplinary Records and shall remain on the learner's file for the duration of their time at the School.

## **12.6. Accommodation of Religious or Cultural Rights of Learners**

**12.6.1.** Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- a. The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious rights of the learner. The application must be accompanied by a letter from the Religious Leader.



# Laerskool Meyerspark

- b. The application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- c. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion of how the rules may be supplemented by the School Governing Body, to accommodate such religious rights.
- d. The learner must provide written proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
- e. The religious conduct or practice must be lawful and not cause any undue disruption to the school educational process or any school activity.
- f. The School Governing Body must consider the application and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- g. The School Governing Body reserves the right to consult with other experts/knowledgeable persons on the requested deviation.
- h. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- i. The deviation must specify the extent of the exception from the normal rules and must clearly identify the conduct that will be allowed e.g. the growing of facial hair; or the wearing of a specific hairstyle or jewellery/adornment and the conditions under which such deviation will be applicable to the learner.
- j. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable emotional distress to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the School Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
- k. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in the sub-paragraphs above.



# Laerskool Meyerspark

**12.6.2.** The SGB shall consider the application for exemption from any other provision of the Code by any learner/parent that has been received in writing, with the necessary earnestness and responsibility, and within the framework of the Constitution, legislation and court judgements, and will inform the learner/parents of its decision in writing within 30 school days.

## **12.7. The Legal Authority for the Control and Discipline of Learners**

**12.7.1.** The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.

**12.7.2.** The school will make every effort to ensure that parents and learners understand that disciplinary action may be taken against any learner and/or learners if they contravene the Code of Conduct and school rules and related policies. In cases where action has to be taken the school will inform the learners regarding the reasons for:

- a. Their conduct being considered as a transgression, misbehaviour, misconduct and/or serious misconduct in contravention of the Code.
- b. They are to be disciplined and/or sanctions may be imposed.

**12.7.3.** All enrolled learners (no matter what age even if they are adults in terms of the law) at the school are subject to the Code, applicable school rules and related policies without exception. (Section 8(4) of SASA).

**12.7.4.** All learners will be informed about the Code's contents on enrolment at the school and a summary of the CoC may be published in the school diary and it is expected of every learner and parent to sign the learner undertaking to abide by the school's CoC, Honour Code, classroom rules, instructions and any other related policy.

**12.7.5.** Any educator at the school who has a SACE number shall have the same rights as a parent to control and discipline any learner of the school, in accordance with the Code, school rules and related policies during the time the learner is in attendance at the school or school-related activities off or on school premises, within or outside of school hours or where and when such a learner can be identified as a learner of the school, in or out of school uniform.

## **12.8. Search and Seizure of Contraband**

**12.8.1.** The Principal or any educator as delegated in writing by the principal, upon reasonable suspicion, or any intimidating display/threat or assault with any of the said item(s), has the legal authority to conduct a search of any learner or any property as indicated below but not restricted thereto in possession of any learner for:

- a. any dangerous weapon/object;



# Laerskool Meyerspark

- b. any contraband,
- c. firearm;
- d. illicit drugs and/or over-the-counter medication/prescribed medication,
- e. any tobacco/nicotine-containing product which includes cigarettes and or any electronic smoking device/vaper/vape/disposable vape, vape products and/or the possession, use, or distribution of matches, lighters or any related product to the use of tobacco or any other nicotine product/ vaper flavouring liquid. It also includes tobacco products, which include cigarettes, chewing tobacco, snuff and e-cigarettes as well as vapers/vaping products possessed by any learner eighteen years of age or older;
- f. any alcohol product or harmful dangerous substance;
- g. synthetic (herbal) drugs;
- h. any stolen property;
- i. any pornographic material in any form or on any digital and/or electronic devices brought onto the school property;
- j. and/or any emblems/badgers/patches/paraphernalia/clothing illustrating any images/slogans/wording/advertisements of use related to the aforementioned objects or any gang affiliation or any gang activities;
- k. ammunition of any kind;
- l. any type of fireworks,
- m. toy weapons/replicas of any weapon;
- n. laser beam devices;
- o. any common pocket knife of any kind that may have one or more blades and utility tools or, a plastic knife, a blunt-bladed table knife, steak knife, any other kind of knife blade or any other type of blade or other item that is not designed or typically used as a weapon/dangerous object;
- p. any intimidating display of the item(s);
- q. any concealed weapon/dangerous object;
- r. needles or other sharp objects that can be used as a weapon or dangerous object.

**12.8.2.** The principal and/or his/her delegate who has a SACE number, shall fully document and may take photographs of contraband found and seized in and for every incident where a search is conducted. Such documentation shall include a detailed account of the search, items impounded, the learners(s) involved, a list of all witnesses present, and other information regarding the incident.



# Laerskool Meyerspark

- 12.8.3.** The power to search in terms of SASA, without consent, allows a personal search involving the removal of outer clothing and/or any head covering (hat, cap, beanie etc.) but not an intimate search (Intimate searches may only be carried out by someone with more extensive powers such as a police officer). The learner must also empty all his/her pockets in front of the persons conducting the search. (See Appendix for procedures to undertake searches of learners).
- 12.8.4.** The School is not required to inform parents/learners before a search takes place or to seek their consent to search a learner or his /her belongings. Nor is there any legal requirement for the school to inform learners/parents when alcohol, illegal drugs or potentially harmful substances are found in the course of a search, but after investigation, the school may do so if circumstances permit.
- 12.8.5.** If a learner realises that he/she is in possession of any contraband and voluntarily surrenders such contraband to an educator/staff member/security guard/member of SAPS or any other person, before the start of an investigation or search and seizure investigation, then the learner may be eligible for mitigation in a disciplinary response from the school or the SGB disciplinary committee.
- 12.8.6.** The Principal or an educator as delegated in writing by the principal, upon reasonable suspicion, has the legal authority to test any learner for the use of any drug, illegal substance and/or any harmful dangerous substance, synthetic drugs and other medicines, pills and opiates.
- 12.8.7.** The prescripts of Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998, form part of this code of conduct as well as other policies of the school.
- 12.9. Habitual Learner Transgressors**
- 12.9.1.** Learners must be aware that they are learners of the school for 24/7 and may be disciplined for actions that brought the school's name and honour in disrepute especially when it comes to transgressing the school's social media policy.
- 12.9.2.** The principal/head of discipline may institute disciplinary procedures against habitual transgressors including academic isolation, detention, suspension and disciplinary hearings.
- 12.9.3.** Every educator is responsible for assisting the school governing body with discipline in a lawful manner at the school and in any school-related activities.



# Laerskool Meyerspark

- 12.9.4.** Every educator has a duty to control the actions of learners when such actions may inflict harm to others or to the learner or violate the rights of other learners or educators.
- 12.9.5.** Educators must take reasonable measures where necessary to prevent a learner from harming himself or herself or others or the educator.
- 12.9.6.** In cases where a learner cannot adjust to the school and where his or her behaviour is objectionable in that it violates the rights of others; an educator has the obligation to refer such a learner to the principal and to inform the learner's parents and the school governing body.
- 12.9.7.** Violence against any School personnel/any other learner(s) by a learner or any learners is grounds for detention, out-of-school suspension, and recommendation for expulsion after due process by the disciplinary committee of the school to the Departmental Head, or imposition of other disciplinary action by the school and may also result in criminal procedures being instituted by the affected staff member or learner/victim.
- 12.10. Any Learner Who Is an Accomplice/ Accomplice Activity/In the Presence of Misconduct**
- 12.10.1.** Any learner who is an accomplice or complicit in any activity that transgresses the Code may be disciplined or a sanction can be imposed if such a learner is an accomplice to another person in the commission of any misconduct. A learner is an accomplice to another person if, with the knowledge that it will promote or facilitate the misbehaviour, he/she:
- Solicits, commands, encourages, or requests such person to engage in the misbehaviour, or
  - Aids/assists or agrees to aid such other learner in planning or committing the misbehaviour.
- 12.10.2.** A learner is not an accomplice if he/she is the victim or participation is terminated prior to the misbehaviour and a timely warning/information is provided to any educator or school official that the misbehaviour may occur or is planned to occur.
- 12.10.3.** If a learner engages in accomplice activity, he/she may be charged with the same offense that the learner who committed an offense and may receive the same sanction, with an indication to the disciplinary hearing that the learner committed the offense as an accomplice.



# Laerskool Meyerspark

**12.10.4.** Any learner who is present when such misconduct occurs or has knowledge of such misconduct and does not report it to the school authorities is guilty of misconduct in terms of the Code.

## **12.11. Use of CCTV Cameras in the School and Surveillance**

**12.11.1.** This serves to provide parents and learners notice that the installation of CCTV in the School is sanctioned by school policy and the Code of Conduct approved by the Governing Body and is legal in terms of the Protection of Personal Information Act, 2013.

**12.11.2.** The purpose of such a CCTV installation should always be for the strict control over any footage and the purpose for which the footage may be used and will be for the promotion of educational rights of the majority of the learners and also to protect the security of learners, educators, staff and visitors alike.

**12.11.3.** The Principal will have strict control over any footage and the purpose for which the footage may be used.

**12.11.4.** The learners and teaching staff have a constitutional right to privacy, but such right to privacy may be limited in terms of competing constitutional rights such **as security of the person and the right to education** amongst others particularly where there would not be a legitimate expectation to privacy in any particular circumstances.

**12.11.5.** The school shall be entitled to monitor any and all learner activities at the school, on any school premises, facility, vehicle or premises and/or facilities of customers of the school, therefore security cameras/CCTV installations may not be tampered with or re-aligned.

**12.11.6.** Monitoring of any footage and monitors may be carried out by personal observation, surveillance equipment, CCTV surveillance and/or searches of learner's property from time to time.

**12.11.7.** Learners shall be required to cooperate and/or assist and/or participate in any investigations or searches carried out by the school and shall comply with any instructions given by the school in this regard.

**12.11.8.** It is specifically recorded that learners and parents have been informed of, and are aware of the fact that such monitoring may take place from time to time.

**12.11.9.** All monitoring in terms of the Code and related policies are essential and necessary for the operational requirements of the business of the school and in order to protect the business of the school against unlawful activities, losses, shrinkage and any other form of harm or damage.



# Laerskool Meyerspark

**12.11.10.** Any CCTV footage, information, evidence or documents obtained or procured by the school through surveillance of activities may be used as evidence against any learner in any proceedings, whether internally in the school or in any tribunal, forum or Court but will remain confidential and may not be released to any outside party and or even any parent without a court order or a police warrant.

## **12.12. Safeguarding Confiscated/Seized Items by the School Authorities**

**12.12.1.** As soon as practicable after the confiscation of any item/contraband that is confiscated or found in a learner's possession/bag/locker or on reasonable suspicion is believed to belong to a learner or was in the learner's possession, should be photographed or videoed with commentary, may be downloaded to a USB or secure server or secured in an envelope or bag and marked with the learner's name, grade, description of the item and date of confiscation and signed into the register for confiscated items and placed in the school's vault/safe. A receipt should be completed at the time of deposit and a copy either be given to the learner directly or placed in their form folder and handed to them by his/her educator at the earliest opportunity.

**12.12.2.** Members of staff are permitted to **confiscate inappropriate items and even cell phones or any other digital/electronic device/smartwatch that may be** considered harmful or detrimental to school discipline and the school is protected from legal proceedings arising from the confiscation of the same if the items are brought on to school premises or used during any school activity or off the school premises or after school hours, in contravention of the Code.

**12.12.3.** **All reasonable steps will be taken to ensure that storage arrangements are secure, but all confiscated items are placed in the vault at the learner's risk and the school accepts no responsibility for loss or damage of any kind if it is not an illegal item.**

**12.12.4.** For some items, the school will deal with it in terms of the provision of SASA and the School will always seek specialist advice, for example, suspected illegal drugs and items/objects which might be used as weapons. The school is committed to working in partnership with Police and other specialist law enforcement and other governmental agencies to cover such issues. The school will not hesitate to access specialist support and advice if an incident occurs that warrants such intervention.



# Laerskool Meyerspark

**12.12.5.** Items/contraband which might be considered for confiscation include, among other items not listed here:

- a. Any item posing a threat to others - for example, a laser pen being used to distract and possibly harm other learners or staff.
- b. Any item/object/substance posing a threat to good order for learning.
- c. Any item which is against the school uniform/dress code and appearance rules.
- d. Any item posing a health or safety threat.
- e. Any drug, alcohol, medicine product, or substance.
- f. Any tobacco product or related paraphernalia, such as lighters, pipes, and cigarettes will be destroyed.
- g. Any vapor and related paraphernalia which will be destroyed.
- h. Any unauthorised jewellery item, can be redeemed after paying a storage fee of R25.
- i. Any weapon/dangerous object.
- j. Any item which is counter to the ethos of the school and/or which is illegal for a learner to have in his/her possession in terms of the Code or common law.

**12.12.6.** Cell phones and other electronic devices may be returned after the principal has given permission and a storage fee of R100 may be charged before the item is returned.

## **12.13. Educator Reporting Information**

**12.13.1.** Any educator has the authority, consistent with this code, school rules and related policies and applicable law, to manage his/her classroom, discipline learners, and refer a learner to the principal/head of discipline or designee to maintain discipline in the classroom.

**12.13.2.** Any educator who has knowledge that a learner has exhibited behaviour which violates the learner code of conduct and repeatedly or substantially interferes with the educator's ability to communicate effectively with the learners in the class or with the ability of such learner's co-learner ability to learn or receive education /instruction may file a report of such behaviour with the principal or his/her designate or act in terms of the Code.

## **12.14. Obligatory Learner Reporting of Violations of the Code**

**12.14.1.** Each learner is reasonably expected to be responsible for his/her own behaviour.



# Laerskool Meyerspark

- 12.14.2.** All learners are expected to promptly report violations of the code of conduct by any learner to an educator, counsellor/social worker, the principal/deputy principal, head of discipline or his or her designate.
- 12.14.3.** Any learner observing a learner possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to an educator, the principal, the principal's designee or any other adult they can trust on the school premises.
- 12.15. School Notices, Circulars and any Other Written Communication**
- 12.15.1.** Every learner shall hand over to his/her parent any notice to parents/legal guardian issued to them for that purpose by the Governing Body, the Principal, the Administrative staff or any educator. Likewise, every learner shall promptly return to his/her register educator any return slip or acknowledgement of receipt, required to be completed by his/her parent/legal guardian.
- 12.16. School Documents/Other Documents**
- 12.16.1.** No learner may in any way alter any document belonging to and/or issued by the school. This includes, but is not restricted to, school reports, receipts for monies paid to the school, substitution lists, letters on the school's letterhead etc. This will be viewed as fraud/forgery.
- 12.16.2.** Parents will be notified via electronic means by the school that an important document letter has been issued to the learner for his/her attention.
- 12.16.3.** No learner may forge the signature of parents, guardians, educators, school officials, any medical doctor or any other person and/or alter any official document or commit any other fraudulent acts.
- 12.17. School Learner Academic Reports**
- 12.17.1.** Each learner will be issued with an academic report after each term. Parents will be informed via SMS or other electronic communication regarding the issue of reports.
- 12.18. Expected Behaviour of Learners**
- 12.18.1.** Learners are expected at all times to behave in a courteous, respectful and considerate manner towards each other, learner leaders, all members of staff and visitors to the School.



# Laerskool Meyerspark

- 12.18.2.** Learners are required to communicate in the languages of learning and teaching in the classroom or when addressing any staff member. They may use another language provided it does not affect the dignity of any person and is not any type of profanity or any other offensive, immoral or indecent phrases which may be any form of bullying, intimidation, hate speech, any form of harassment, racism, sexism, misogyny or xenophobic or discriminatory.
- 12.18.3.** All learners will have the responsibility of showing respect for the authority and knowledge of school staff.
- 12.18.4.** Learners must obey lawful instructions and directions and use only acceptable and courteous language and to avoid any actions that show or exhibit contempt, insolence and talking back. Assaults or any threat of assault on school staff will not be tolerated under any circumstances. Bullying, harassment, threats, intimidation and/or cyber bullying towards school staff are equally prohibited.
- 12.18.5.** Learners are expected to abide by the Code, school rules and related policies with regard to their dress and appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
- 12.18.6.** Any learner refusing to open a book, write an assignment, work with another learner, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave any place on the school premises or any school activity or any other location when instructed by any school staff member, or running away from school staff when told to stop constitutes unruly conduct and a violation of this code.
- 12.18.7.** No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm. Class pranks have become a serious problem and will not be tolerated. Such pranks cause disruptions of the educational process and reflect a negative image of the class and the school in general.
- 12.18.8.** Only those learners with an official pass/written authorisation/pass to a specified location are permitted outside the classroom during educational time during the school day. A written official pass includes the date, time, destination, and the signature of an educator/member of the SMT. While en-route, any educator may request the learner's pass/diary and name and class. Learners will be held accountable for the reason stated on the pass.



# Laerskool Meyerspark

- 12.18.9.** The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.
- 12.18.10.** The throwing of objects at any person by any learner on the school premises in class/during any lesson or during any school activity is prohibited.
- 12.18.11.** Learners may not enter school premises before or after school hours, or use any of the School's facilities and equipment, including those for sport or any other school activity, before or after school hours without permission.
- 12.18.12.** Learners are both encouraged and expected to display behaviour in accordance with the school values i.e. respect, integrity, service and excellence.
- 12.18.13.** Appropriate action will be taken in the case of conduct that discredits the School in any way in the eyes of the community and the greater community. Learners may not say or do anything that will discredit themselves or the school.
- 12.18.14.** Failure to follow directives or lawful instructions and commands is a violation of the code.
- 12.18.15.** Every learner of the school has the right to a reasonably quiet environment in which to study and write tests and exams and receive and participate in educational activities in class and on the school premises. The school expects all learners to respect this right and to be aware of the impact of their activities on other learners when moving around the school at any time. The school has several areas designated as quiet zones which include the office admin block and other areas which will be indicated with the appropriate signs. Learners will not bring to school any Wi-Fi or Bluetooth loudspeakers and equipment and will not play loud music through these devices or even through cell phones with permission from the school SMT/Principal. This is also applicable to the use of all cell phones, smartphones and other digital devices.
- 12.18.16.** Learners may not disrupt education, instruction or other school activities or operations in any way.
- 12.18.17.** Learners will arrive on time for all school activities and instruction.
- 12.18.18.** Learners will not make false statements or false accusations about any other person or about their identity or any other school matter or their work.
- 12.18.19.** Learners may not solicit or attempt to solicit any other learner to violate the Code, School policies and rules, or the law.



# Laerskool Meyerspark

- 12.18.20.** It is expected that all learners in the School will attend the classes to which they are assigned and write tests in the rooms as per their rosters and not interfere, enter or be in a class in which they should not be.
- 12.18.21.** A learner shall not refuse to give his/her correct name when requested to do so by authorised school personnel. A learner shall not use another person's identification or give false identification to any school personnel to falsely obtain information, money, any property, a cell phone/smartphone and/or any other confiscated object.
- 12.18.22.** Disrespect towards the national symbols (national flag, anthem, etc.) of the Republic of South Africa as well as the school flag and anthem will not be tolerated.
- 12.18.23.** Learners must not disregard/undermine the authority of the Principal or staff of the school.
- 12.18.24.** Learners may not and will not harass others or misbehave in any manner that causes disruption or obstruction to any educational or instructional process. Disruption caused by talking, making noises or any other sound, gestures, body movements, clapping, knocking, clicking fingers and/or tongues, throwing any object anywhere on the school premises or otherwise distracting behaviour of any manner or kind constitutes disorderly conduct and disruption of classes/activities and frustration of teaching and learning. Behaviour is considered disorderly conduct if an educator, member of staff, coach, counsellor or instructor is prevented from starting to teach a lesson or activity or it takes place during a lesson or activity or has to stop instruction/supervision to deal with and address the disruption or the learner or learners who caused the disruption.
- 12.18.25.** Learners may not post or distribute literature or materials without written School authorisation engage in sexting of any kind or insult the dignity of another person on social media and may not place any notice, drawing or any other form of document anywhere on the school premises without the permission of the principal/ deputy principal.
- 12.18.26.** No pets, insects, reptiles or arachnidans are to be brought to school without the permission of the Principal or her delegate. Cruelty to animals is not allowed and will not be tolerated.
- 12.18.27.** No learner may use the address of the school premises to receive deliveries of any kind from any courier, delivery company or any other delivery service. The security guard and staff have been instructed to accept no parcel or other foodstuff or any other object from any delivery service on behalf of any learner and to send the delivery person away.



# Laerskool Meyerspark

**12.18.28.** No form of Satanism/occult/blasphemy or the practice or promotion thereof or the wearing of any symbols associated with it or graffiti or any post on social media or any notices are allowed.

**12.18.29.** Learners will at the end of each day place chairs on top of the desk, pick up all the Papers and rubbish and close the windows of the class.

## **12.19. Behaviour during Assembly and Announcements during the School Day/ School Activities**

**12.19.1.** When school is in session, announcements related to school concerns will be made at designated times on the school intercom address system or during assembly or at other times during any school activities. During announcements, learners will be quiet and attentive during all announcements and assemblies and adhere to instructions that may be given where applicable.

**12.19.2.** No learner may pass any comment on what transpires in assembly, whistle, jeer or laugh in a manner designed to attract attention to himself during the assembly or any announcements or prayer. Learners are to follow instructions and show respect at all times. Interfering with other learners making noise or causing disruptions during announcements/assembly will be an offense and will be viewed as a disruption of the educational process of the school and counts as a transgression of the Code.

**12.19.3.** The use of cell phones, electronic music players and any other digital/electronic device (hearing aids excluded) is prohibited during announcements/assembly and no learner may play games, access any app, social media platform, internet or are allowed to even use earphones, iPods or any other form of Bluetooth or Wi-Fi enabled apps or equipment during the time of assemblies or announcements. This is a transgression of the school's social media policy and the cell phone and related paraphernalia and will be confiscated by the educator in charge and locked away as per the search and seizure policy of the school and may only be returned after a period as decided upon by the principal and after the payment of R100 storage fee.

**12.19.4.** The Hall. Learners enter the hall following the class leader, with no pushing or bumping at the doors, fill rows up, and sit quietly with crossed legs and hands folded in lap. Listen and pay attention.

**12.19.5.** During the singing of the National Anthem Learners stand at attention.

## **12.20. Searches Involving Outside Legal Agencies, Dogs, and/or Detection Devices**

**12.20.1.** Searches and seizures which involve outside (non-school) personnel, dogs, and/or detection devices are permitted and will be conducted when appropriate.



# Laerskool Meyerspark

## **12.21. Obligatory Learner Identification**

- 12.22.1 All learners must identify themselves upon request of school staff or any security guard. To refuse to do so or supply a false name is a transgression of the CoC and school rules, including classroom rules. Supplying a false name or another learner's name as your own is fraud.

## **12.22. Learner Insubordination and Gross Insubordination**

- 12.22.1. A learner will not ignore or refuse to comply with lawful directions or instructions given by any educator or the school authority.
- 12.22.2. Any wilful and unjust refusal to submit to or comply with authority and or exhibiting open contempt or open resistance to a legal direct order from any educator or member of the SMT, including (but not restricted there to):
- a. any form of refusal (verbal and physical) to stop the disruption of any education and/or frustrates teaching or learning during any class or school activity;
  - b. refusing to open a book, write an assignment, PAT, work with another learner, work in a group, take a test or perform any other class or school-related activity;
  - c. refusing to/not attending any detention class and/or community service or any other intervention, obligation or an internal or external disciplinary hearing without just cause
  - d. refusing to leave a hallway, entrance to a door or any other school area or any other place, or running away from school staff when told to stop and other offenses as directed by the principal all constitute insubordination; or jumping the fence of the school, climbing through a window and/or leaving a class/assembly without permission or trespassing and/or being in a classroom prohibited location on the school premises or during any school activity or climbing over the school fence.

## **12.23. Legal Excused Absences for Non-attendance of School or Legal Reasons for Late Coming of a Learner**

- 12.23.1. Illness or injury of the learner. (Documentary proof must be provided if absent).
- 12.23.2. Illness or injury of the learner's immediate family necessitating the learner's absence – immediate family includes, but is not limited to parent, brother, sister, grandparent, aunt, uncle, legal guardian or person in loco parentis, or member of the household. (Documentary proof must be provided).
- 12.23.3. Death of a member of the learner's immediate family. (Documentary proof in the form of a letter from the parent must be provided if absent afterwards or before leave of absence is granted).



# Laerskool Meyerspark

- 12.23.4.** Urgent doctor or dental appointments which cannot be scheduled outside of school hours (School to be informed by the parent before the appointment or as early as possible in the school day and documentary evidence to be provided for such appointment).
- 12.23.5.** Pre-arranged absences of educational value/representing the province country at a sporting/cultural event and with the principal's prior approval - The request for pre-arranged absence must be at least five days in advance to be excused unless there are extenuating circumstances.
- 12.23.6.** Pre-arranged absences can be for no more than five days and only one pre-arranged absence will be granted per school year.
- 12.23.7.** Recognised religious holidays with the prior approval of the principal/SGB.
- 12.23.8.** Judicial actions – subpoena/summons to appear in court or warrant of arrest issued (documentary proof to be provided).
- 12.23.9.** Hospitalisation for psychological evaluation/rehabilitation programmes. (Documentary proof to be provided).
- 12.23.10. All other absences or late coming are considered unexcused and will be dealt with in terms of the Code and school rules by the school.** Learners with unexcused absences are responsible for making arrangements with the educator to make up all work and assignments within five school days after their return to school. Arrangements to make up work are to be made with the educators and are the responsibility of the learner/parents of the learner in the case of foundation phase learners.
- 12.24. Participation in the School Programme/Activities by a Learner**
- 12.24.1.** A learner shall participate in the educational curriculum as prescribed by the Gauteng Education Department unless an exemption has been granted.
- 12.24.2.** Participation in any school activity is a privilege and not a right and this includes being voted, nominated or appointed in any leadership position.
- 12.24.3.** School activities provide additional opportunities for learners to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the educational instructional programme in providing learners with additional opportunities for growth and development.
- 12.24.4.** All rules and prescripts of the Code pertaining to learner conduct and learner discipline extend and is applicable to all school activities and are described in terms of what is misconduct.



# Laerskool Meyerspark

- 12.24.5.** When a learner has joined a co-curricular school activity, he/she shall fulfil his/her obligations and carry out his/her responsibilities in that connection, unless he/she is granted an exemption by the principal/educator in charge of the activity for the duration of the season. As a learner of the school participating in a sport/extra-curricular activity offered by the school, the learner's first loyalty is always towards his/her school.
- 12.24.6.** Participation in any school activity is a privilege and not a right and any learner who transgresses the Code, school rules or any other related policy may be barred from participation in any activity and any award or colours received can be forfeited or any leadership position in the school be revoked.
- 12.24.7.** The school expects all learner participants and any learner spectators at school-sponsored activities, to behave in an appropriate manner at those activities.
- 12.24.8.** Learners may be subject to discipline and sanctions for engaging in misbehaviour or inappropriate, illegal or unsportsmanlike behaviour at these activities or events.
- 12.25. "In Loco Parentis" Responsibilities of Educators and Other School Staff**
- 12.25.1.** "In loco parentis" responsibilities to all learners diminish immediately upon exit of the school premises, unless in the care of an officially appointed person on behalf of the school. (Sports/cultural and other official School Representative events – unless a waiver/disclaim thereof is signed).
- 12.25.2.** No learner may be on the school property unless he/she is involved in an official school activity or must report to a detention class, or study class. The school will only accept responsibility for any learner who is not involved in any activity for one hour after the school has been dismissed for the day.
- 12.26. Behaviour of Learners Outside of the School Premises**
- 12.26.1.** No learner of this school shall bring discredit to the school by any unseemly behaviour in any public place or at any other school.
- 12.26.2.** No learner of this school shall bring discredit to the school by any unseemly behaviour during in-school activity on the school premises in terms of the Code and school rules, whether in or out of school uniform.
- 12.26.3.** Learners waiting for transport before or after school shall do so in an orderly manner.
- 12.26.4.** Learners using buses/transport shall behave in accordance with the instructions of the driver, or the person officially in charge of the vehicle.
- 12.26.5.** Learners are to observe the rules of the road when waiting outside the school.



# Laerskool Meyerspark

## **12.27. Gang Activity or Association**

- 12.27.1.** For the purpose of these policies, a gang is a group of three or more people who:
- interact together to the exclusion of others;
  - claims a “turf”, territory or area;
  - have a name;
  - have rivals/enemies, and
  - exhibit antisocial behaviour often associated with crime or a threat to the community.
- 12.27.2.** The type of dress, apparel, activities, acts, behaviour or manner, or grooming displayed, reflected or participated in by the learner shall not:
- lead school officials to believe that such behaviour, apparel, activities, acts or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/or educational objectives;
  - present a physical safety hazard to self, learners, staff members, or other employees;
  - create an atmosphere in which the well-being of a learner, staff member, or other person is hindered by undue pressure, behaviour, intimidation, overt gesture or threat of violence; or
  - imply gang membership or affiliation by written communication, marks, drawing, paint, design, or emblem upon any school or personal property or on one's person.
- 12.27.3.** Additionally, inappropriate hand gestures of any type are not acceptable. If a learner's dress or behaviour is in violation of the Code of Conduct or any related policy or school rule, the principal or his/her designee may instruct the learner to make the appropriate correction. If the learner refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

## **12.28. School Uniforms, Wear and General Appearance of a Learner**

- 12.28.1.** Learners' general appearance directly influences the way in which a school is perceived in terms of the norms and standards advocated and upheld by that institution. It creates an undeniable sense of entity within the School context and contributes positively towards issues such as discipline, orderliness and goal-orientated academic, sports and cultural achievement.



# Laerskool Meyerspark

- 12.28.2.** The policy of the school is to encourage learners to be dressed appropriately in terms of the school's dress and appearance code and in keeping with its standards. Learners are expected to wear the official school uniform and appear neat and tidy at all times.
- 12.28.3.** The school uniform is intended to give each learner of the school an identification with the school and is important to the school's tone.
- 12.28.4.** The wearing of the uniform is a mark of loyalty to all the School stands for Learners are required to wear the School uniform on all school occasions unless special instructions have been given by the principal or they have to wear dress for a school activity. This is a joint responsibility of the learner and the learner's parent(s) or guardian(s).
- 12.28.5.** Learners shall at all times during school hours, or while involved in school activities, be dressed in the complete appropriate school uniform. No learner may wear a combination of uniform items and non-uniform items.
- 12.28.6.** Parents have the responsibility to ensure their children leave home each school day correctly attired and that their grooming is of an acceptable standard. In all matters pertaining to the learners' appearance, it must be borne in mind that learners' appearance must be suitable to the school environment/activity, which is not necessarily the same as a social or work environment. Learners may not change from school uniform into other clothes (besides sports clothes) before leaving the school premises, without permission from the Principal or his/her designate.
- 12.28.7.** No learner may wear any regalia/school colours he/she has not earned.
- 12.28.8.** All learners are expected to wear the uniform with pride. Uniforms should be kept neat and tidy, clean and in good condition at all times. Learners are not permitted to write on uniforms or get their uniforms wet in any type of water fight.
- 12.28.9.** Girls' skirts should be knee-length neat and clean.
- 12.28.10.** Learners should be neatly and correctly dressed in their school uniforms daily unless otherwise determined by the Principal.
- 12.28.11.** Learners' hair - Hair is a part of the school uniform and appearance rules and must be clean, well-groomed and neat at all times.
- a. Girl's hair must have a neat appearance. If long, the hair must be neatly tied with the approved accessories. No hair extensions allowed.
  - b. No wigs are allowed unless for medical purposes.



# Laerskool Meyerspark

- c. Boy's hair must be short and evenly cut without any designs on the side or on the crown of the head.
- d. No frayed ends are allowed for boys and girls.
- e. Highlights and coloured hair are not allowed.
- f. No hair gel allowed.
- g. No combs in hair are allowed.

## **12.28.12. Jewellery**

- a. All learners are allowed to wear a wristwatch.
- b. Necklaces and bangles are prohibited for boys and girls. Only one set of small studs or sleeper earrings may be worn only by girls.
- c. The above notwithstanding, no liability whatsoever can be accepted for the loss of, or damage to any confiscated jewellery or article regardless of the cause of such loss or damage by the school under any circumstances.

## **12.28.13. Learners' nails**

- a. Nails of both boys and girls must be clean, cut short and well cared for.
- b. Polished nails are not allowed.
- c. Fake nails of any kind are not allowed.
- d. Nail polish and make-up are not appropriate for school.

## **12.28.14. No Make-Up, no form of eye or facial make-up (base or eyeliner. eye pencil) is permitted, unless for medical reasons in which case a doctor's note has to be provided. No lip gloss or lipstick are to be worn.**

## **12.28.15. Learners may not wear or display, any objectionable emblems, badges, symbols, signs, words, patches, objects or pictures on clothing or jewellery communicating a message that is racist, sexist, or otherwise derogatory to any group, evidence gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined.**

## **12.28.16. When, in the judgment of the principal or his/her designate, a learner's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or is not allowed in terms of the Code, or poses a threat to the health or safety of the learner or others, the learner will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.**



# Laerskool Meyerspark

- 12.28.17.** All boys must be clean-shaven. **No facial hair is allowed** (e.g. beards, moustaches, and goatees). Sideburns may not be longer than the bottom of the ears and not extend to the face or onto the cheeks.
- 12.28.18.** Commercial sunglasses/shades/dark glasses will not be worn on top of the head, on the school premises in the school building or anywhere else on the school premises or during any school activity, unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- 12.28.19.** No coloured contact lenses are allowed to be worn if contact lenses are worn, they must be clear. It must be stated on the learner's medical questionnaire if he /she wears contact lenses in case of any medical emergency.
- 12.28.20.** Shirts must be tucked in. Only prescribed trousers are allowed. Belts must be tucked into the belt loops; belts may not hang.
- 12.28.21.** Trousers should fit in a manner that they do not touch the floor, **or sag and reveal underwear** at any time. Shoes cannot be completely covered by pants and must be visible at all times.
- 12.28.22.** No facial piercings of any kind are allowed at school, during any school activity or school function on or off the school premises in or outside of school hours during such activities. Only one earring per earlobe may be worn. Earrings may not contain cut or coloured glass, cubic zirconia or any other gemstone. Any other piercings on the body must be covered at all times. No tongue rings are allowed. "Spacers" will not be allowed for facial piercings since the piercing is an obvious violation of school policy. Facial earrings (eyebrow, lip, nose, etc.) may not be worn by learners at school or at school activities
- 12.28.23.** The School dress and grooming policy will, after permission has been obtained in writing from the SGB, accommodate learners whose religious beliefs are substantially burdened by the rules
- 12.28.24.** The Principal/deputy principal or any designated educator will be the final judge about whether a learner's clothing is appropriate for school or whether it will create any circumstances or incidents that are distracting to learning or the ethos of the school.



# Laerskool Meyerspark

**12.28.25. The Principal and staff members will enforce the dress code and will have the final word on the uniform.** Failure to comply with the dress code will be handled similarly to other disciplinary infractions. Non-compliance may result in consequences including but not limited to detention, in-school suspension and loss of eligibility to participate or be barred from participation in extra-curricular school activities.

## **12.29. Dealing with Uniform/Appearance Offenders of a Learner by the School**

### **Authorities**

- 12.29.1.** There will be no system of warnings. Jewellery will be confiscated immediately and sent to the Grade Educator who will have it stored in the school safe. It will be returned after payment of R25 storage fees.
- 12.29.2.** Incorrect items of clothing or clothing worn incorrectly will be confiscated. It will be returned after payment of R25 storage fees. The school or a member of staff will not be held responsible if an item is lost or stolen.
- 12.29.3.** Makeup will be removed when inappropriately worn during a school day/activity/function and hair fixed.
- 12.29.4.** Learners with unacceptable hairstyles will be dealt with in a similar manner as stated above. If hair is however cut/shaven in an incorrect manner the parents will be phoned in order to fetch the learner and have his / her hair fixed before they return.

## **12.30. School Bags of Learners**

- 12.30.1.** All school bags must be made of a material strong enough to protect all schoolbooks. Bags should not attract attention by their design or colour. They should be neat, presentable and in line with the ethos of the school. No graffiti of any sort is permitted on school bags.

## **12.31. General Appearance and Grooming of Learners Wearing of Civilian Clothes on “Civvies Days”**

- 12.31.1.** Learners shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other learners or otherwise to cause disruption or interference with the operation of the school. Apparel/dress that disrupts educational activities and processes of the school will result in the removal of the learner from the regular school environment until acceptable apparel can be secured for the learner.



# Laerskool Meyerspark

- 12.31.2.** Clothing containing any objectionable logos and/or depicting any obscene, profane, lewd, or vulgar statements, clothing that promotes drugs or any illicit use of any substance in any form, clothing discourteous of school officials or authority, clothing that is disrespectful or distortive of religion is not allowed.
- 12.31.3.** The Principal or other duly authorised educator shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols results in such interference or disruption, as to violate this rule. Learners shall at all times ensure that their dress and appearance adhere to the rules with regard to body cleanliness, hygiene, modesty, neatness of appearance and good grooming. Revealing clothing, that in any way exposes any undergarments, the torso, a naked back, front of body or cleavage of any kind, is not appropriate. Correctly sized clothing must be worn.
- 12.31.4.** Hair colour and/or styles, any make-up, body piercing, or style of dress that may cause a disruption to the learning environment or school programme will not be allowed.
- 12.31.5.** Coats and jackets shall be the appropriate size for the wearer and shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school.
- 12.31.6.** Shirts or Blouses - Unacceptable attire includes clothing that exposes the torso such as see-through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, shirts or blouses that are tied at or may rise above the waist. All shirts and blouses must cover the midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- 12.31.7.** Skirts, shorts, and pants of all kinds must be fitted at the waist and must be at a length at least equal to the longest part of the fingertip when hanging down by the side of the learner, which should be at least the mid-thigh area. The SGB deems miniskirts and short shorts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the fingertip/mid-thigh area previously described herein. Where appropriate belts must be worn.



# Laerskool Meyerspark

- 12.31.8.** All pants, trousers, and slacks, including jeans, must be without cut-outs or holes that expose the skin above the fingertip/mid-thigh area previously described herein. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging. Pants must not drag on the floor. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts. Where appropriate belts must be worn.
- 12.31.9.** Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Unacceptable shorts include but are not limited to, spandex-style "bicycle" shorts, short-shorts, running shorts, and boxer-type shorts or any see-through garment.
- 12.31.10.** See-through or mesh fabric clothing may only be worn over clothing meeting requirements. Clothing must be appropriate size, with the waist of the garment worn at the learner's waist. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- 12.31.11.** Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- 12.31.12.** Shoes/footwear- Shoelaces should be tied. No house slippers, or altered shoes, such as shoes with wheels, are allowed. At all times learner safety should be considered in shoe selection. Footwear that is deemed a safety hazard will not be allowed. No hang-ten sandals or flip-flops allowed.
- 12.31.13.** Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. Excessively large belt buckles are prohibited.
- 12.31.14.** No hats, balaclavas, scarves, sweatbands, bandannas, beanies, caps or other head covers may be worn in the building except for a medical or religious purposes as approved by the SGB.
- 12.31.15.** Sunshades and/or any dark glasses/sunglasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- 12.31.16.** Learners shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such learner to use.
- 12.31.17.** Suggestive, vulgar, or obscene pictures, showing any inappropriate or indecent obscene gesture or picture and/or language on any clothing are forbidden.



# Laerskool Meyerspark

**12.31.18.** Any symbol or article of clothing that is gang-related or can be surmised is gang-related, is prohibited and will be confiscated and destroyed by the school.

**12.32. School Attendance and Truancy (Bunking) by any Learner**

- a. All learners are expected to attend school regularly and punctually every school day. All learners are to be at school before 7H25. Learners are expected to be punctual for all Sports, culture, and extramural activities including Remedial Classes. Learners are not allowed to be late for any class, it's a violation of the Code.
- b. Access to the school is through the gates only, and then only when the school is open. No learner may climb over or through any fence or over a gate!
- c. Learners may not stand/sit/loiter around school gates during school hours.
- d. All learners are required to assemble in designated areas by 7h25 each school day.
- e. Should a learner be absent from school, his/her parent is required to notify the school in writing and the reason for the absence.
- f. Learner truancy/absence/slip from class and/or bunking will not be tolerated. A learner is truant if no valid explanation is provided for absences, or the learner is absent for reasons other than those recognised as excusable.
- g. No learner may in the course of a lesson be outside the classroom without permission of the educator. Any learner leaving a class/school activity without a valid reason or permission tag or permission from the educator in charge is guilty of a misdemeanour. No learner may leave the school premises of the school without being dismissed or being given permission to do so and is signed out.

**12.33. Prohibition of Food Sales and Sale/Bartering of Any Goods by Any Learner**

- a. In keeping with the school's fundraising policy, no food, drinks, candy, sweets, cakes, cupcakes, muffins, cookies, cool drinks or any other form of liquid etc., may be sold/bartered during school hours by any learner without the written permission of the principal.
- b. No learner may therefore sell, distribute, or take orders for any items (even any item deemed to be contraband or other illegal products/substances) for the purpose of raising money for personal gain or for non-school related activities at school or during school hours.
- c. Soliciting, selling, or collecting money from school personnel by learners without the permission of the principal is forbidden.



# Laerskool Meyerspark

- d. Soliciting, selling, or collecting money from other learners without permission from the principal by learners is forbidden.
- e. Learners may also not go from door to door throughout the community selling items to raise money for school projects without the permission of the SGB.
- f. All sales must be school sponsored: no sales for outside agents, personal gain, parents or anybody else are allowed.
- g. There shall be no advertising/marketing of any goods/services etc. by any learner in any manner, on any social media platform or otherwise at the school, sale, distribution and/or storage of any goods not approved by the principal, of any nature within the school premises.
- h. All fundraising ventures shall be authorised by the SGB, the School Principal or his/her delegate.
- i. These rules serve to protect the rights, well-being and best interest (health, safety and security) of learners, educators and all persons of the school, within the school environment and/or on the school premises.

## **12.34. Dismissal of Classes and School Activities**

- a. The bell schedule for school periods and activities will be strictly adhered to regarding the dismissal of classes.
- b. Classes will not be dismissed before the sound of the bell ending each particular class period. In the event of a bell malfunction, learners should wait for verbal dismissal.
- c. Any learner leaving a class without permission during any class/activity will be in breach of the code of conduct and it will be viewed as truancy.
- d. During breaks all learners must leave their classrooms and move either to the tuck shop or to their designated relaxation areas. Should a change in weather conditions necessitate those learners be inside, they should proceed to their designated areas.

## **12.35. Health and Safety: General Duties of Learners**

Every learner shall:

- a. Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- b. Not obstruct any staff member in the carrying out of their duties;
- c. Do not obstruct any doorway or entrance to prevent any learner from entering or passing unless instructed by an educator to do so.



# Laerskool Meyerspark

- d. Carry out any lawful order given to them, and obey the health and safety rules and procedures laid down by the Principal or by anyone authorised thereto by the Principal, in the interest of health or safety;
- e. If any situation which is unsafe or unhealthy comes to their attention, as soon as possible report such situation to the Principal or to a member of staff, as the case may be, who shall report it within twenty-four hours;
- f. If the learner is involved in any incident which may affect their health or which has caused an injury to themselves or any other learner, report such incident to the Principal or to a member of staff as soon as possible, but not later than the end of the particular school day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case the incident shall be reported within twenty-four hours or if it happens on a Friday the Monday (provided that it is a school day) first thing in the morning;
- g. Not intentionally or recklessly interfere with or misuse anything that is provided in the interest of health or safety e.g. fire extinguishers;
- h. All learners need to be aware of all uneven surfaces, drain coverings, and wet floors;
- i. If learners encounter a stranger on the school premises during school hours, they must notify reception/staff members immediately.
- j. Being in possession of or discharging any type of fireworks on the school premises is prohibited

## **12.36. Out of Bounds Areas for any Learner on the School Premises [campus]**

Different areas may be considered out of bounds in different by the School. Learners will be notified of these where they are applicable.

- a. These areas are out of bounds to all School Learners:
  - i. all access points to the School and exits from the School that are not designated as official entrances or exits;
  - ii. all areas outside the school property during the course of the school day, unless permission has been received to leave the school premises;
  - iii. all building sites or areas where renovations are taking place, unless permission has been received from an educator;
  - iv. Admin office during school time unless permission has been received from an educator or during break time or before or directly after school;
  - v. staff room and offices, unless with the permission of a member of staff;



# Laerskool Meyerspark

- vi. the turf cricket pitches and the cricket nets, unless permission has been received from an educator,
  - vii. all jungle gyms, unless under adult supervision;
  - viii. all classrooms, the hall, the pavilion, and the swimming pool area, unless a member of staff is present;
  - ix. the tuck shop during tuition periods unless permission has been received;
  - x. the swimming pool area without adult supervision;
  - xi. all change rooms, unless for the express purpose of changing for a sports activity; and
  - xii. all toilets and change rooms designated for adult use.
  - xiii. all electrical mains distribution boxes, fire extinguishers, and hoses.
  - xiv. no learner is allowed in the vault.
  - xv. No Intersen Phase learner near or around the Foundation Phase classes or areas including Grade R.
- b. Learners may not loiter at the school entrances, passages/corridors in driveways, or along pathways. Learners shall not flock together in the corridors.
  - c. Staff quarters, School workshops, storage areas, garages, and other premises used by staff are out of bounds to any learner.
  - d. Learners may not enter the swimming pool enclosure unless during swimming lessons or under the supervision of an educator/coach.
  - e. In case of heavy rain during breaks, when announced stay in class or corridors in an orderly manner

## **12.37. Use of Toilets / Cloakrooms by a Learner**

- a. Unhygienic personal habits and improper use of school facilities and ablutions by learners are not allowed. Toilets/cloakrooms must be kept neat and clean. Toilets must be flushed after use.
- b. Nothing may be carried into the cloakroom, especially food/drink or other contraband.
- c. No cell phones may be used in the cloakrooms/toilets.
- d. No playing around is allowed in the cloakrooms.
- e. Learners may not congregate inside or outside the cloakrooms.
- f. Only one learner at a time from the same class may visit the cloakroom during class time and then only with the permission of the educator.
- g. Smoking and the use of any illicit substances are prohibited in the cloakrooms.
- h. Only one learner at a time in a cubicle.



# Laerskool Meyerspark

- i. No loitering allowed in the cloakrooms.
- j. Learners may not hide in the cloakrooms or play truant.
- k. Tampering with equipment or property of others is not allowed.
- l. No indecent, untoward, or immoral behaviour, sexual harassment, or sexually explicit behaviour by any learner or group of learners is allowed in the cloakrooms.
- m. No intimidating of others or other forms of invasive behaviour are allowed.

## **12.38. Attendance of Learner Social Events**

- a. Social events are created for the learners of the school only. Therefore, all social occasions, e.g. discos, are attended only by the school's learners.
- b. Dress is casual, but neat and decent in terms of the Code. All school rules still apply, also in terms of appearance.
- c. No misconduct of any kind will be tolerated.
- d. No alcohol or use of any other illicit substances as described in the Code will be allowed.
- e. No smoking will be allowed of any tobacco or any other illicit substances.
- f. No vaping will be allowed.
- g. Learners may only consume foodstuffs/cold drinks sold or provided and may not bring any foodstuffs or any other liquids onto the property.
- h. Learners may not move around in the school building during a disco/social event.
- i. The venue may not be dirtied, and everyone is responsible for cleaning up after functions.
- j. Each social event held will determine whether there will be another one.

## **12.39. Telephone Calls by and on Behalf of Learners to Parents or Other Persons**

- a. Learners may not phone or communicate with parents or any other persons during school hours whatsoever with their cell phones or any other electronic device. In urgent cases, the receptionist/educator/deputy principal may be asked to contact the parent. Depending on the circumstances the learner/parent must pay for the call.
- b. Messages for learners will only be conveyed to them when it is appropriate, and no learner will be called from class to answer any telephone call.

## **12.40. Behaviour of Learners in Public Places/Spaces**

- a. The School is a place of safety where laws pertaining to public spaces are also applicable.



# Laerskool Meyerspark

- b. No dangerous objects/weapons or illegal drugs as defined in the SA Schools Act or the Safety Regulations or in the Code will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects are any item that could harm or cause harm to a person in any way.
- c. The carrying and/or smoking of cigarettes and any lighters, lighter fluid, matches, and other incendiary devices is prohibited.
- d. Alcohol use and the possession thereof is not permitted during any activity.
- e. The procurement, buying, dealing, provision, and carrying of and/or consumption/ use of illegal chemical substances and drugs is prohibited in any public places/spaces

## **12.41. Unauthorised Persons on the School Premises or at School Activities at the Urging of Learners or Entry to any school activity and/or function**

- a. No learner may urge, incite, bring, or encourage any unauthorised persons to visit school premises/activities. The principal and the SGB are empowered to take appropriate action against non-learners who invade the building, premises, or other school property. Such action shall include the right to request assistance from police authorities and to take further legal action against such unauthorised persons and take any disciplinary action against any learner for soliciting and inducing such persons to do so.
- b. The School is within its rights to refuse entry to anyone if they are of the view that such an action is warranted. Visual assessment at the entry of learners' condition and behaviour may occur, and entry can be refused based on a judgment about a learner's condition. A search does not need to take place before arriving at that decision. Continued supervision of learners may be based on the same criteria.

## **12.42. Unsupervised Learners/Loitering on School Property at the end of the School Day**

- a. Learners are not to remain after school unless supervised by an educator or coach or attending remedial classes.
- b. A learner shall not remain or linger/loiter on school property without a legitimate purpose and/or without proper authority in any way that may cause disruption of any regular school activity or function.
- c. A learner who has been suspended is not permitted on school grounds and if he or she does so, it is considered to be trespassing without the authorisation of the principal.



# Laerskool Meyerspark

- d. A learner shall not enter a location that is not accessible to learners before, during, or after the school day.
- e. Learners are not permitted to wander the school building unsupervised or without permission after the end of a school day.
- f. Learners participating in after-school tutoring or other activities should remain in their assigned classroom or at the place they should be for an activity.
- g. Unsupervised learners will be asked to leave the building/school premises.
- h. Continued loitering may result in disciplinary measures.
- i. Parents must ensure they collect learners immediately after school (**at 14h00**) and after an activity (as per the activity's time schedule).

## **12.43. Occupation/Admission/Assembly of Any Person at School**

- a. No learner or a group of learners may under any circumstances without lawful permission from the principal or his delegate:
  - i. Occupy or attempt to occupy any school building, school grounds, hallway, gate, entrance to school property or any other school premises, sports field, or any part of the aforementioned with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
  - ii. Block or attempt to block the entrance or exit of any school building or property, corridor, or room thereof so as to deprive others of access thereto.
  - iii. Prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meeting or assembly on the school premises/grounds.
  - iv. Prevent any learner from attending a class or school activity.
  - v. Block or attempt to block normal pedestrian or vehicular traffic to the school premises, except under the direct instruction of the principal or his/her delegate.
  - vi. Take part in any industrial action, initiate any protest action, participate in any such action involving any employee of the school, or protest against any action by any employee.

## **12.44. Electrical Installations/Laboratory Equipment at School/ICT Equipment**

- a. Learners may not tamper with plugs, switchboards, or any other ICT equipment, electrical or CCTV installations. They may not open electrical boxes on the school premises and operate or tamper with the switches or any electrical connections.



# Laerskool Meyerspark

- b. A learner may not tamper with light switches any other electrical equipment or fans, the gas-cocks, and other laboratory equipment or any products stored or used in the laboratories. If this rule is violated, the school will not be held responsible for damage or injury.
- c. Learners may not charge cell phones at any electrical outlet without the permission of an educator/employee of the school and if permission do so at their sole and own risk.

## 12.45. The Sick Room and Illnesses

- a. **Learners who are ill are expected to stay at home to aid their recovery and to avoid infecting other learners in the classroom/school.**
- b. Any learner who becomes ill during school or classroom activities, is to report to their Class educator or the supervisory person. The learner's parent/guardian will then be notified and will be expected to make the necessary arrangements for the learner to leave the School premises. It is therefore vital for all parents/guardians to update contact details with the School Secretary or Class Teacher. No learner is permitted to contact their parents/guardians without the permission of the relevant school authority.
- c. The sick room is a temporary waiting area for a learner who falls seriously ill during the school day. Learners are not entitled to use this room *for any* other purpose.
- d. The procedure for learners who fall sick is as follows:
  - i. Learner may only be given Sick Acceptance Slip (SAC) by the educator after 9:00
  - ii. The slip must be given to the school secretary who will allow the learner to lie down for **ONE** period and/ or phone parents to fetch the learner from school.
- e. The school does not provide any medical service and in case of serious injury or sickness/medical emergency will call the emergency services for assistance and render first aid as far as possible.
- f. The school accepts no responsibility for any learner who falls ill or needs medical attention apart from making them comfortable and ensuring that they are safe.
- g. All costs will be for the account of the parent/guardian.



# Laerskool Meyerspark

## **12.46. Fire Equipment**

Fire equipment is off-limits and is considered a serious offense if it is tampered with unless it is used for the extinguishing of fires.

## **12.47. Satanism and Witchcraft**

The practice of the above by any learner is strictly prohibited at any time on the school premises or during any school activity on or off the school premises or during or outside of school hours. Possession or distribution of any paraphernalia, literature, or electronic communication in any form or format on the topic, as well as extortion, intimidation, victimisation, assault or threats of assault, and any acts of recruitment of other learners and or any other person, will not be tolerated under any circumstances and will lead to an SGB disciplinary hearing and the involvement of other external legal agencies.

## **12.48. Practice of Traditional Medicine and Related Activities**

- a. The practice of the above by any learner at any time on the school premises or during any school activity in or out of school hours on or off the school premises during any school activity without the explicit written permission of the SGB is not allowed, this includes providing any substance to any learner to inhale, eat, consume, ingest, sniff or use in any way in or on any part of their bodies.
- b. Parents of any learner who wishes to undergo any training with regard to any cultural practice which does not fall in a school holiday, must apply in writing to the principal as this entails being absent from the school. The principal will direct the request to the Circuit Manager for a decision.

## **12.49. Disruption of Classes/School Activities and the Educational Process by Any Learner**

- a. The basic rule is that no learner may disrupt school life in any manner (violence, force of any kind, noise, insolence, rudeness, being discourteous, shouting, banging on a desk, coercion, threat, intimidation, fear, passive resistance, singing, making remarks out of context etc.) and/or intentionally cause the disruption or obstruction of any action or function of the school nor shall he/she engage in such conduct if such disruption or obstruction is reasonably likely to result. For purposes of the code of conduct, a disruptive learner is a learner who is substantially disruptive of the educational process or substantially interferes with any educator's authority over the classroom. A substantial disruption of the educational process or substantial interference with an educator's authority occurs when a learner demonstrates a persistent unwillingness to comply with the educator's instructions



# Laerskool Meyerspark

or repeatedly violates the educator's classroom behaviour rules. Behavior is also considered disorderly/disruptive if an educator is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

- b. A learner shall not and may not and will not actively or passively aid, abet, and/or otherwise encourage or coerce another learner or group of learners to violate and/or disobey the rules contained in this Code of Conduct.
- c. Neither shall he/she urge other learners/persons/any member of staff to engage in such conduct for the purpose of causing such disruption or obstruction if such disruption or obstruction is reasonably likely to result from his/her urging.
- d. No learner may continuously or cause to make noises, sing, utter threats, utter phrases in any language or act in any other manner so as to interfere with the educator's ability and/or disrupt his/her ability to conduct the class in a lawful manner.
- e. No Learner may cause or attempt to cause the disruption of any lawful mission, process, or function of the school in any manner, by the use of violence, intimidation, force, noise, coercion, threat, harassment, fear, passive resistance, technology, cell phones, smart phones, digital devices, internet or any other conduct, or engage in any such conduct causing the disruption or obstruction of any such lawful mission, process or function or obstruct or hinder any school employee from performing his or her assigned duty.
- f. No learner may engage in any verbal or physical assault during any school activity or educational activity in or out of class.
- g. No learner may defame or impugn the dignity of another person, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- h. No learner may incite or attempt to incite or produce imminent violence or be involved in any group violence directed against another person or group of persons, because of his or her race, religion, ancestry, disability, gender or sexual orientation in any manner or use any social media platform to do so.
- i. No learner may engage in any type of threatening/assaulting behaviour which is defined as any pattern of behaviour or isolated action, whether or not it is directed at another person, or a group of persons that can be construed as group violence that a reasonable person would believe indicates potential for future harm to learners, school personnel, or school property.



# Laerskool Meyerspark

- j. No learner may prevent or attempt to prevent by physical act the convening or continued functioning of the school, class or any school activity or of any lawful meeting or assembly of the school.
- k. No learner may be engaged in any conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, or impact on the performance or discipline of any learner. Such behaviour will result in disciplinary action being taken against such learner. The principal or the SGB may refer such matters to law enforcement for investigation and prosecution and in certain cases may pursue criminal complaints and/or charges when a learner's actions are of a criminal nature.
- l. No learner may intentionally and/or premeditate, cause or behave in such a way as to cause a false fire alarm, false emergency or a fire alarm and/or bomb threat.
- m. No learner or group of learners may conspire, to incite, advise, urge, encourage, inform or counsel other learners or persons to violate any of the preceding paragraphs of this rule or any other rule of this Code of Conduct using any medium and mode of communication in any manner whatsoever.
- n. Get involved or participate or attempt to influence any strike/labour issue of any employee or group of employees of the school and disrupt the functioning of the school.

## **12.50. School and Classroom Rules and Expected Behaviour of Learners**

Apart from each educator's classroom rules, the following rules are applicable to all classes and school activities:

- a. Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct will be referred to the Principal or his/her designate/the head of discipline.
- b. Chewing gum is not allowed on the school premises. A learner may not chew gum while he/she is in his/her school uniform, including when he/she is in public.
- c. No learner may engage in any acts disruptive of the educational process, conspire with other learners to disrupt the educational process, including, but not limited to, disobedience, disruptive or disrespectful behaviour, defiance of authority, cheating, insolence, rudeness, discourteousness, insubordination and/or failure to identify oneself.



# Laerskool Meyerspark

- d. Playing with water (i.e. hoses, taps, water bombs, squirting with water bottles or any other liquid, etc.) is prohibited.
- e. **The moving between classes must proceed quickly, efficiently and in an orderly fashion. The shortest/designated route between classes must be followed.**
- f. Learners must commit themselves to do their schoolwork during classes, complete assigned homework and catch up on work missed because of absence. Homework must be completed by the **due date**.
- g. An educator's instruction must be followed at all times. Under no circumstances will the undermining/disregard of an educator's authority be tolerated or allowed.
- h. Classrooms may only be left with the explicit permission of an educator.
- i. Learners must have their own stationery. Borrowing and lending stationery and books create disruptions in classes.
- j. Learners must turn off cell phones or other electronic media/digital devices during instructional time, put it away, and otherwise will follow policies related to the use of any digital technology, including the use of earphones and/or earbuds or any other blue tooth and or Wi-Fi and internet technology.
- k. Learners will ensure they have the correct textbooks, scripts, and notes for a particular subject before a class commences.
- l. Learners will be on time for class and not play truant.
- m. Co-operate with School personnel in maintaining safety, order, and discipline.
- n. The desk and any document, object, electronic device, projector, stationary on it, or in any drawer of educators are out of bounds for all learners unless the permission of the educator has been given that a learner may access such property. No learner may be in possession of any key, access code, card, or any other device which allows the learner access to any premises of the school.
- o. No learner may steal and/or commit any act of theft, use, damage, break or take another learner's or any other person's property without permission of the other learner or person.
- p. No learner may disrupt or upset any assessment, test, or examination process in any way.
- q. No learner may access a classroom or other premises of the school without valid permission to do so.



# Laerskool Meyerspark

- r. No learner may insult, assault, or attempt to do so to affect the dignity and/or defame any other person in class including any educator or any other person present.
  - s. No learner may verbally assault or verbally abuse or use vulgar or profane or threatening language or gestures or exhibit disrespectful, boorish, rude, and insolent conduct toward any other learner, educator, the principal, deputy principal, any other member of the school management, any staff member, any other school personnel, or any other persons attending school-related functions.
  - t. No learner may switch on or use any mechanical/electronic equipment in the centres without supervision or permission.
  - u. No learner may be involved in any form of lying, cheating, fraud, theft of test/examination material/documents/memorandums, or copying the work of another without authorisation (plagiarism)
  - v. No learner may engage in any opposition to any school authority using physical force, unacceptable language, and/or gestures or violence at any time or place.
  - w. Curtains, electrical equipment, electrical installations, electronic devices, computers, and the projection screen are not to be touched or adjusted by learners unless authorised to do so by the educator in charge.
  - x. Learners may not remain in classrooms before school commences, during breaks, or after school without the presence of an educator.
  - y. Climbing on or over walls, gates, and fences is not allowed.
  - z. Littering is prohibited. It is everyone's duty to dispose of litter in the bins provided.
- This rule also applies when learners visit other schools.

## **12.51. Unexcused Absence from Detention Class**

Unexcused absence from detention class will warrant further disciplinary action by the school.

## **12.52. Learner Conduct during Breaks**

- a. No learner may be on the corridors or in a classroom, school hall, or any other prohibited area without supervision.
- b. No one may leave the school grounds without the permission of the deputy principal/the principal.
- c. No one may conduct any conversations with any person outside the fence/gate or purchase any objects/substances through the fence or at the gate.
- d. No rough games may be played. Older learners may not interfere unnecessarily in the games of the younger learners or bother them.



# Laerskool Meyerspark

- e. Learners may only be in the areas assigned to their specific grades, ages or groups.
- f. No fighting, bullying, intimidation, sexual harassment, unwanted touching, violence, arguments, or profane or inflammatory statements are allowed.
- g. No smoking and use of other illicit activities as described in the code are allowed.
- h. Playing or being near any vehicle is prohibited.
- i. No gambling or any games of chance may take place nor any money lending schemes.
- j. No learner may loiter, beg for any money or any other goods, or cause any disruption at the tuckshop or anywhere else on the premises.
- k. Learners will stay in the queue at the tuck shop until it is their turn to be served. "Pushing-in" is not permitted. Appropriate manners and language at all times.
- l. No stones or other objects may be thrown anywhere at school or during any school activity.
- m. Hanging around toilets is prohibited.

## **12.53. Care of School Property**

- a. Every learner is expected to protect and use all school equipment and facilities with care and respect. Vandalism, graffiti, defacing property, and damage and malicious damage to any school property will not be tolerated. The parents, guardian, or other person having control of any enrolled learner with whom the learner is living and who has custody of the learner (in case of a minor) shall be liable for the actual damages sustained to school property, plus the court costs (if applicable), caused by any intentional, wilful, or malicious act of the learner.
- b. Any learner who intentionally and wilfully misuses, damages, or defaces any school property should replace it or pay for the damage to property incurred.
- c. Learners who damage school property (e.g. breaking a window) will be expected to pay for the repairs and must report such damage to Reception or to one of the Deputy Principals/Grade heads.
- d. No learner may set or attempt to set light to any object or start a fire of any kind anywhere on the school premises. If damage occurs, the learner and his/her parents will be held liable for costs to restore/repair the room/place/equipment to its original condition or even criminal charges may be brought by the school.



# Laerskool Meyerspark

## **12.54. Property of Learners**

The school will NOT be held responsible for any item of any learner's personal property, electronic equipment, cell phones, or school property entrusted to the care of the learner that may be damaged or may go missing anywhere. Lost items must be claimed on the parents' own insurance policy. Valuable items should rather not be brought to school.

## **12.55. Early Departure from School**

- a. No learner may leave the school premises without permission from the office during school hours.
- b. The school prefers those appointments to e.g. doctors, dentists, etc. be made after school hours or over the holidays.
- c. A learner who has to leave during school hours must supply the office with a letter from the parent requesting permission for leave.
- d. A learner who falls sick during school hours must report to the class educator or the admin office, who will contact the parent.

## **12.56. Burning and Possession of any Candles/Flammable Liquid/Incense/Other Flammable Herbal Products/Other Flammable Products and any other Acts of Arson or attempted Arson**

- a. A learner shall not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. A learner shall not attempt to act or act in the burning or attempted burning of any item on school property or in any class or set fire to another learner and/or his/her possessions in any manner.
- b. There is a total ban on the use of candles/incense/flammable products and liquid of any kind on all school premises.
- c. The school only has to prove the use thereof based on the principle of a balance of probabilities of such products and they might not be brought on to the premises in the manufacturer's wrapping or any other wrapping or without any wrapping.
- d. All such products will be confiscated and immediately disposed of.
- e. If damage occurs to a room/property owing to the use thereof, the learner and his/her parents will be held liable for charges to restore the room/place to its original condition.
- f. In case of power outages only battery torches and only other non-flammable sources of light may be used.



# Laerskool Meyerspark

- g. A transgression of this rule may lead to a disciplinary hearing of the SGB or even criminal charges.

## **12.57. Gambling/Games of Chance/Lotteries**

- a. No learner may gamble or participate in gambling activity or any game of chance of any kind or solicit others to gamble or participate in gambling activity on or off school premises in or out of school hours, in or out of school uniform, and/or where the learner can be identified as a learner of the school without permission.
- b. Gambling includes but is not limited to, betting on any game or event, shooting dice, games of chance involving any gaming cards, matching or other games of chance for money, other rewards and/or other items and/or things of value/lists with numbers and/or purchasing of tickets, etc.
- c. Learners who are found gambling may be suspended prior to a disciplinary hearing.

## **12.58. The School is a Violence, Drug, Alcohol, Gambling, Smoking (including e-cigarettes), Dangerous Object, and Dangerous Weapon Free Zone**

The School is a Drug, Alcohol, Smoke and a Dangerous Object and Weapon Free Zone as determined within the national Departmental policy:

- a. smoking, vaping, use or possession of any alcohol, tobacco, drugs, opioids, medicines, and the use of any synthetic drug or substance is not permissible at the school.
- b. No cigarettes and any other tobacco products or related paraphernalia such as cigarette lighters and matches are allowed on school property.
- c. No dangerous weapons/objects are allowed onto the school property or maybe in the possession or any bag/container of any learner. This includes firearms (real or simulated/replica), any knives or a self-fashioned shank/knife/sharp object, pocket knives, blades and other dangerous weapons, oriental weapons, traditional sticks, "knob kieries" or similar objects, razors, slingshots, brass knuckles, and any other inherently dangerous object. It also includes any object used to endanger the life/assault another person or threaten to assault another person with such an object.
- d. No electronic cigarettes, hubbly bubbly pipes, vapes or any similar devices are allowed at school or may be used on school property at any time.
- e. Learners are prohibited from using, transmitting, storing, concealing on their bodies in any way, having in their belongings in any way, bartering, dealing, providing to other learners, and/or being in possession have in their possession, any



# Laerskool Meyerspark

drug/tobacco or any other related paraphernalia at school and or possess, transmit, store, buy, sell, barter or otherwise distribute or possess with intent to sell, or otherwise distribute or provide to any person any drug-related or tobacco paraphernalia, which may include vapers and hubbly bubbly pipes, bong, and other types of smoking devices or for personal use.

- f. No learner may falsely present or identify a substance to be alcohol or an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or any substances meant to mimic/imitate the effects of drugs or alcohol or represent a substance as an illegal or controlled substance.
- g. No learner may possess or sell seeds, herbal products, plant products, pieces of marijuana or any other illicit substance even in small unusable amounts.
- h. The school may test any learner for the use of illicit substances at any time and learners may not refuse or try and delay such testing.
- i. Learners are prohibited from using, transmitting, storing, concealing on their bodies in any way, have in their belongings in any way, bartering, dealing, providing to other learners, and/or being in possession of alcohol, drugs, any other narcotic drug, any type of substance containing any drug, stimulant, barbiturate, synthetic cathinone drugs, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or other controlled dangerous substance or tobacco product including any substance which is capable of being eaten, ingested, inhaled, injected or absorbed into the body and/or affecting the central nervous system, vision, hearing, or other sensory or motor function, any brain function on the school premises and/or whilst in school uniform or any place where they can be identified as a learner of the school or any other substance believed by the learner and/or the school to be alcohol or any illegal drug at any school activity in or out of school hours. No learner may abuse his/her own prescription drug, over the counter medicine, give, provide, transmit a prescription drug to another learner or possess or be under the influence of another person's prescription drug at school or at any school-related activity in or out of school hours or where he/she can be identified as a learner of the school.
- j. No person/learner may use, transmit, deal, barter, provide to others, be in possession of any drug, habit-forming narcotic, alcohol, or tobacco on the School property or at any School function or excursion on tour, or whilst representing the school in any manner or where he/she can be identified as a learner of the school.
- k. The school may undertake random searches of any learners' property and confiscate any contraband. If a search yields contraband, school officials will seize



# Laerskool Meyerspark

the item and, where appropriate, turn it over to legal authorities for ultimate disposition. This search may include specially trained dogs and the use of metal detectors.

- l. No learner may have in his/her possession any article/object and/or caustic substance/liquid and/or any chemical substance which may be employed to cause bodily harm to a person or to render a person temporarily paralysed or unconscious or to cause damage to any property.
- m. Learners are encouraged to report any dangerous weapon/drug-related issues to the Deputy Principal.
- n. No learner may refuse to be tested or use delaying tactics to be tested by the school. Such refusal is a transgression of the Code.
- o. Should a learner be found in possession of drugs or alcohol and/or be suspected of drug or alcohol abuse or test positive, the parents will be contacted and summoned to the school. A disciplinary hearing of the SGB may also follow.
- p. If no cooperation is given by the learner and/or parents, the matter will be handed over to the SAPS immediately. (Refusal to do so is a criminal matter that has to be reported to SAPS).
- q. Where there are indications that a learner is involved or in any way connected with an offense in terms of the Drug and Drug Trafficking Act, the learner will be temporarily suspended and the school will move for immediate expulsion by the Departmental Head after an external disciplinary hearing.

## **12.59. Sexual Harassment** *(Also see the school's Sexual Harassment Policy)*

- a. Section 12(1)(c) of the Constitution of South Africa provides that all persons have the right to freedom and security of the person, which includes the right to be free from all forms of violence and invasion of privacy of his/her body from either public or private sources.
- b. The rights to bodily and psychological integrity, privacy and equality enshrined in the Bill of Rights further protect learners from any actions or comments which threaten their sense of safety and well-being.
- c. Sexual harassment is defined as any unwelcome physical, verbal or non-verbal conduct that makes one feel uncomfortable, threatened or afraid.
- d. If a learner feels that he/she is the target of any form of sexual harassment/bullying, they must please contact one of the Deputy Principals.
- e. All matters will be treated in the strictest of confidence.



# Laerskool Meyerspark

- f. Recording, sharing or disseminating recordings, or threatening to share or disseminate recordings, of sexual activity or nudity.

**12.60. Assault, Threatening to Assault, Threatening Gestures, Violence, Group Violence, Bullying, Grievous Bodily Harm and Foul/Unacceptable Language (See Other Related Policies of the School)**

The school is a declared violence-free zone:

- a. Bullying happens when a learner or group of learners set out deliberately to upset another learner again and again in any manner.
- b. Any learner alleged to have committed an act of physical violence or assault or to have threatened, conspired or planned to assault any other person in any manner, shall be suspended in terms of SASA, pending a disciplinary hearing by an external DC of the school.
- c. Apparent permission or consent by a learner or a group of learners being bullied does not lessen the prohibitions contained in the Code.
- d. The prohibition of bullying and assault or threat of assault, includes but is not limited to physical (e.g. hitting, kicking, spitting, pinching, shoving, pushing, pulling, poking, slapping, pulling/rubbing of hair or any limb of the body or other part, taking and/or damaging personal belongings or extorting money, blocking or impeding learner movement, unwelcome physical contact, any type of intimidatory behaviour), verbal (oral or written) (e.g. taunting, malicious teasing, insulting, name calling, sexual, religious, disability, or racial harassment, making threats), electronically transmitted (cyber or high-tech) (e.g. posting slurs or rumours or other disparaging remarks about a learner on a web site or on a web blog, sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill/air time, using a camera and/or cell phone/digital device to take and send embarrassing photographs of learners; posting misleading or fake photographs of learners on web sites), and/or psychological abuse (e.g. spreading rumours, sex texting, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanising gestures or public humiliation). The school will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.



# Laerskool Meyerspark

- e. Cyberstalking in all its forms is prohibited and is the action of engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.
- f. False accusations or reports of bullying against another learner are prohibited.
- g. Any learner who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline for that act in accordance with the School's Code, policies and procedures.
- h. The school may take into account the following factors:
  - i. The developmental and maturity levels of the parties involved;
  - ii. The levels of harm, surrounding circumstances, and nature of the behaviour;
  - iii. Past incidences or past or continuing patterns of behaviour;
  - iv. The relationship between the parties involved; and
  - v. The context in which the alleged incidents occurred.
- i. Consequences for any learner(s) who commit prohibited acts of bullying may range from positive behavioural interventions up to and including suspension and/or expulsion.
- j. Consequences for other learners engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school activities and events and other sanctions.
- k. Educators teach the learners about bullying in Life Orientation lessons.
- l. Learners will learn how to identify bullying, how to respond when made a victim of bullying and how to handle bullying incidents they may observe.
- m. Learners are encouraged to report any incident or suspected incident of bullying.
- n. They will also learn how to identify and correct bullying behaviours that they themselves may exhibit. Staff will ensure adequate supervision of the learners around the school and will take special note of any identified bullying "hotspots" in the school.
- o. The reporting of bullying should be encouraged as the right thing to do. Learners or parents can report bullying to the learner's class educator. Staff members will take these reports seriously, investigate them thoroughly, and provide feedback and appropriate action will be taken.
- p. No violence, bullying, assault of any kind, intimidation or threatening behaviour of any kind is allowed at the school towards any other person at any time.



# Laerskool Meyerspark

- q. Learners are not allowed to swear or use foul language at any time in any language, or any such language directed to any other person including to engage in name-calling, ethnic, racial or gender slurs, other derogatory statements, or yelling or throwing temper tantrums.
- r. No learner may assault or threaten to assault any other person and/or commit an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment.
- s. No learner may defame or affect the dignity of any other person.
- t. No learner may direct any cyberbullying, threaten any other person with assault of any kind or intimidate or defame any other person with threatening behaviour or any kind of offensive language, pictures, videos, sound, links, and/or any images by using any electronic device or cell phone to do so.
- u. No learner may harass and or intimidate any other learner in any way including sexual harassment and indecent/immoral behaviour or be involved in physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist.
- v. No learner may cause or be involved in any retaliation of any form against other Learners or School personnel. Retaliation against any victim, good faith reporter, or witness of bullying is prohibited.
- w. The school will discipline or take appropriate action against any learner who retaliates against any person who makes a good faith report of any act prohibited by this Code or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or a disciplinary hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, violence, [physical] assault or [verbal or gestures of] threat of assault, any form of harassment, or intentional disparate treatment or group violence.

*Note: For purposes of the Code, the term Bullying (as also described in the School's Anti- Bully Policy) will also apply to acts which occur in school, on school premises, on school transport, at school entrances, at school-related functions or activities, enroute to and from school or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the School System. The term also applies to acts of cyberbullying which occur through the use of any electronic communication,*



# Laerskool Meyerspark

*whether or not the electronic act originated on school property or with school equipment, if the electronic communication:*

- i. is directed specifically at any learner, parent or school personnel,*
  - ii. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school and creates a reasonable fear of harm to the learners' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Ignorance of the relevant policy is no excuse by any learner or parent.*
- x. Learners or adults who knowingly fabricate allegations and falsely accuse a learner or member of staff of being a bully will be subject to disciplinary action up to and adults may be banned from the school premises including the laying of criminal charges by the said learner or member of staff.

## **12.61. Displays of Inappropriate Affection, Indecent Exposure of Any Body Parts and/or Other Forms of Inappropriate Contact and/or Inappropriate Indecent/Immoral/Sexual Behaviour of any kind**

- a. Close physical contact is not appropriate for learners in an educational setting including inappropriate public sexual contact of any nature.
- b. Learners should keep their hands to themselves. Learners may not engage in displays of affection such as kissing, embracing, hugging, arms around waists, holding hands, touching any body part or other indiscreet/immoral/indecent behaviour that violates the norms of good taste or of behaviours that are deemed by the school authorities that are not acceptable.
- c. No learner, a group of learners or any two learners may commit or engage in or attempt to commit or engage in any immoral, indecent, inappropriate or illicit acts or displays of affection in any form or kind, on the school premises, or off the school premises during any school activity or a school-sponsored activity, in or out of school hours, in or out of school uniform, or where the learner(s) can be identified as learners of the school, or where any other school group or persons are present, this includes any form of sexual harassment or any other form of sexual conduct either by himself/herself or in consent with others.
- d. A learner shall not knowingly make any open or indecent exposure of his or her person or of the person of another No learner may cause any inappropriate or indecent exposure of body parts of his/her/own or any other person in any manner whatsoever or be involved, engaged, exhibit and/or participate in any form of sexual exhibitionism.



# Laerskool Meyerspark

- e. No learner may participate in or cause any "dating" violence/argument thereby causing any form of immoral or indecent exposure or any such language or behaviour.
- f. No learner may be involved in any other inappropriate physical or sexual behaviour, including jokes, comments, gestures, unwelcome physical conduct or inappropriate touching or physical bodily contact of any form.
- g. Learners shall not engage in any kind of sexual activity or an act that can be construed of a sexual nature on school premises or at or during any school-sponsored activity, before, during and/or after school hours.
- h. No learner may expose themselves or any intimate body parts or cause it to any other learner by removing their clothing or pulling clothing up or down or holding them in any manner to cause such indecent exposure or engage in inappropriate or indecent exposure of their own or another person's private body parts.
- i. Learners shall not engage in any consensual sexual activity/act on school premises or at or during any school activity on or off the school premises. "Consensual" means all parties are willing participants in the activity.
- j. No learner may urinate/defecate anywhere on the school premises or in public apart from using the toilet facilities provided.
- k. Public nudity/half nudity (being undressed or dressed in any form of underwear in public) by any learner is not allowed anywhere on the school premises or off the school premises or on any social media, where a learner can be identified as a learner of the school.
- l. No learner or a group of learners shall commit any act of sexual molestation, violence, intimidation or the attempts thereof on school property, school transport, or at school-sponsored events, on or off school premises, in or out of school hours, in or out of school uniform or anywhere where the learner can be identified as a learner of the school.
- m. Other sexual misconduct may take the form of any of the following offenses:
  - i. Non-consensual sexual contact, which is any form of sexual touching with any part of the body or other object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
  - ii. Stalking, which is knowingly or intentionally engaging in a course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened,



# Laerskool Meyerspark

intimidated, or threatened and that actually causes the individual to feel terrorized, frightened, intimidated, or threatened.

- iii. Sex-based cyber harassment in any form and/or format.
- n. Learners who create or distribute information via cell phone, e-mail, or through a web site that results in or is likely to result in the disruption of the educational process advocates a violation of the Learner Code of Conduct (i.e. videotaping a fight), or is sexually explicit (commonly called sexting) may face additional disciplinary actions as deemed appropriate by the Principal or the SGB Disciplinary Committee.

## **12.62. Use of Social Media/Electronic Communication (Also see the School's Social Media Policy)**

- a. Learners are not to socialise or communicate with any staff member/ sports coach via electronic/social media. The formation of any social media group using any app/social media platform that may bring the name of the school into disrepute or be used for unauthorised activities/communication affecting the school in any manner is also expressly forbidden.
- b. Cell phones and/or any other electronic communications devices, headphones, earbuds, Wi-Fi speakers, blue tooth speakers, and devices, etc. that are in view, are heard, or are in use without permission on school grounds/premises, during school hours and any school activity and especially in class during assembly or when announcements are made by authorised persons and/or during any assessment of any kind, will be confiscated.**
- c. A learner may not use her cell phone as a radio or music player while at school or during any school activity or during the school day.
- d. Permission to leave class in response to any electronic device shall not be granted.
- e. Sexting in any form or manner is prohibited.
- f. Threatening or harassing learners or school personnel over the phone, or any electronic medium and using message boards to convey threats, derogatory comments or post pornographic pictures of learners or school personnel is a violation of the Code.
- g. Learners are strictly forbidden to either use, operate, or display cellular phones or other personal electronic devices in change rooms, cloakrooms, and/or toilets.
- h. Learners are expected to comply with the school's technology and social electronic media use policies and procedures.



# Laerskool Meyerspark

- i. Learners are expected to demonstrate the same behaviour online or while using electronic media as is expected in the classroom, on school property, or at school-related events.
- j. Sending, posting, or possessing electronic messages that are disrespectful, disruptive, abusive, obscene, illegal, threatening, harassing, or damaging to another person disrupts the learning environment and will not be tolerated. This provision also applies to those learners who originate the transmission as well as those learners who distribute or post it in any manner. The School will provide all such material to appropriate law enforcement authorities
- k. Learners may not take photographs or make video or audio recordings of learners, employees, or other persons without the consent of the other person or record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- l. No learner may make inappropriate or unauthorised use of School property, including posting or distributing literature or materials without School authorisation.
- m. No learner may deliberately, and without School authorisation, access, damage, or alter any School data and records, including but not limited to confidential records, electronic data, networks, or systems.
- n. No learner may post anonymously, forge electronic email messages, or alter, delete, or copy another user's email.
- o. No learner may use the School System's computer hardware or network for any illegal activity, which includes but is not limited to, copying or downloading copyrighted software, music, or images, or violation of copyright laws.
- p. No learner may download, install, or play any unauthorised programme or content (including those created or downloaded at home) on any school's computer or network.
- q. No learner may bring any hardware on the premises or load any software that is designed to damage, alter, destroy, or provide access to unauthorised data.
- r. No learner may attempt to vandalise or disassemble any network or computer component, including but not limited to, any attempt to alter network or computer configuration.
- s. No learner may use the school system/cell phones/smartphones/digital devices to access, review, upload, download, store, print, post, receive, transmit and/or distribute:



# Laerskool Meyerspark

- i. Any pornographic, obscene, or sexually explicit material, sound recordings, links, depictions in any format, or other visual depictions that are harmful to minors;
- ii. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- iii. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- iv. information or materials that could cause damage or danger of disruption to the educational process;
- v. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
- vi. Transmitting/posting any such material in violation of any national or provincial law and/or regulation.
- vii. The use of chat rooms or the like in any form is prohibited.
- viii. To gain access or attempt to access unauthorised or restricted network resources or the data and documents/information of another person.
- ix. Send spam through email
- t. ***The school and SGB will not accept liability or allow disruption for any lost/stolen cell phones/tablets or any other digital device. Although the school will make a reasonable effort to investigate reports of lost or stolen electronic communication devices, the school is not responsible for the return to the owner.*** These items are to be used and brought to school at the learners', parents', and the person in whose name the phone has been registered in terms of RICA, own risk.
- u. No learner may use the school system to vandalise, damage, or disable the property of another person or organization, will not make deliberate attempts to vandalise, degrade, or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school system's security, and will not use the school system or tamper with any school computers or any other equipment in such a way as to disrupt the use of the system by other users.



# Laerskool Meyerspark

- v. If a learner inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school educator.
- w. Violation of this provision may result in the loss of the learner's privilege to possess a cell phone on school premises or during any school activity in addition to any other prescribed disciplinary intervention of the Code.
- x. Refusal to surrender a device will result in disciplinary action consistent with the code of conduct.
- y. In some circumstances, it may be possible to dispose of an electronic item (such as a photo or text message) by deleting it. Note that an electronic device cannot be disposed of and may be returned to the parents or handed to the police depending on the circumstances.

## **12.63. Recording without Permission**

- a. A learner or a parent shall not record by any means (i.e., audio, video, or digital, etc. with any device) a communication from or with any staff member, administrator, member of the SMT, any member of the SGB, educator, or other School District employee without the expressed permission of the person recorded for the particular communication recorded anywhere on the school premises or any school activity in or out of school hours.
- b. Learners shall not photograph, record, or videotape other individuals at school or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
- a. A learner shall not take, disseminate, transfer, upload, or share obscene, lewd, harmful, violent, or illegal images, (including fights, bullying activities, and assault), photographs, or video footage of learners or staff in the School.
- b. Learners shall neither e-mail, post to the Internet, nor electronically transmit images of other individuals taken at school without their expressed written consent.
- c. Any video footage, photographs, images, sound recordings, links, or text on any social media platform and/or any app that fuels school conflicts, disrupts learning or the operation of the school, spurs bullying, and inflicts harm as a result of the content is prohibited and subject to disciplinary consequences, including applicable criminal charges and/or referral to law enforcement agencies if deemed appropriate by the principal/SGB.



# Laerskool Meyerspark

## **12.64. Learner Who Is an Accomplice**

- a. Should a learner violate this code, discipline can be imposed if a learner is an accomplice to another learner/person in the commission of an offense. A learner is an accomplice to another learner/person if, with the knowledge that it will promote or facilitate the misbehaviour, he/she:
  - i. Solicits, commands, encourages, or requests such person to engage in the misbehaviour, or
  - ii. Aids or agrees to aid such other person in planning or committing the misbehaviour.
- b. A learner is not an accomplice if he/she is the victim or participation is terminated prior to the misbehaviour and timely warning is given to school officials that the misbehaviour may occur.
- c. If a learner engages in accomplice activity, he/she may be charged with the same offense that the principal actor committed and receive the same consequence, with a notation that the learner committed the offense as an accomplice.

## **12.65. Serious Misconduct and the Law**

Serious misconduct which may include offenses according to the law must be investigated by the police and referred to the Court if necessary.

## **13. PROMOTION OF THE SCHOOL'S CODE OF CONDUCT**

- a. This policy will be displayed openly in the school.
- b. This policy will be made available to each learner in the official language of teaching and learning on registration.
- c. This policy shall clarify in positive terms what the expectations of the school are.
- d. The following actions shall be taken to clarify the expectations of the school to learners:
  - i. Each learner is to be given a copy of the code of conduct, or a summary published in the school dairy at the beginning of each year, younger learners at primary are to be informed verbally or published information in the school dairy every year,
  - ii. Classroom rules and the consequences for breaking these rules must be displayed in the class.

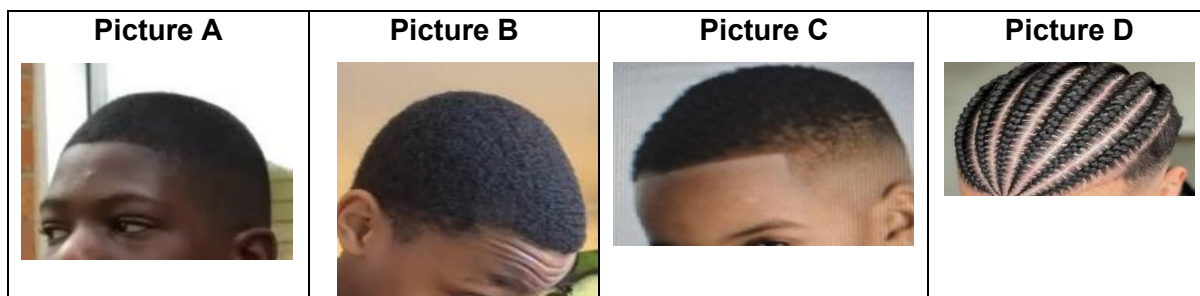
### 3.1.3. Hair girls:

- Hair must be neat at all times and in an appropriate style for a girl in school uniform. (see pictures A, B, C, D & E)
- No unnatural highlights or lowlights are allowed and may not be coloured. (see pictures A, B, C, D & E)
- Hair that extends over the collar must be tied up and displayed neatly. (see pictures B & D)
- Bob: If the front part reaches the chin, that hair must be tied back. If it reaches the collar, the hair must be completely tied back. (see pictures A, B & D)
- Long hair must be tied up so that no pieces of hair are loose. (see pictures A, B, C & D)
- No hair hanging over the eyes is allowed. (see pictures A & B)
- Neat straight and even plaited hair allowed. (see pictures C, D & E)
- Hair extensions must be tied back/up with one or two elastics. (see picture D)
- Only navy and white elastics, ribbons or alic bands may be worn in the hair. Orange is allowed on Fridays with “Empie” shirts/grade 7 shirts. (see picture A)



## 3.2.1. Hair boys:

- Hair must be short, neatly, evenly cut and no higher than 2cm with a lower fade of 1,5mm. (see picture C)
- Hair may not touch the collar, ears or eyebrows. (see pictures A & B)
- Sideburns may extend up to the middle of the ear.
- Hair may not be coloured or highlighted. (see pictures A & B)
- Hair may not bush out excessively. No long ends, lines or patterns are allowed. (see pictures A, B, & C)
- No gel or mousse may be used. (see pictures A, B, C & D)
- **Hair can be plaited into neat, short, straight and even natural cornrows with no curved or cut designs.**
- Dreadlocks are not allowed.
- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- Only the school's caps may be worn but not during class.
- Reference to the picture (see pictures A, B, C & D) above.





# Laerskool Meyerspark

## APPENDIX 1

### PARENT COMMITMENT

I, the parent/guardian of..... understand the rules and their implications and hereby commit to supporting and assisting my child who is an enrolled learner of the school to adhere to the following:

1. Abide by the Code of Conduct and Disciplinary System and to explain it to my child and if I do not understand or have a query will contact the Grade Head to explain it to me.
2. That my child will behave in a courteous and considerate manner and respect other learners, the RCL/leaders, all members of staff and visitors to the school.
3. That my child and I will treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
4. To take responsibility for his/her learning by attending regularly and punctually and completing all his/her assessment tasks on time and learning for all exams and tests.
5. To co-operate with his/her educators and other School staff.
6. To assist in making the school a safe place for all.
7. To seek help if h/she needs it.
8. To let the Grade Head know if I feel he/she feels that his/her rights have been infringed, or if he/she experiences any other difficulty.

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL NO OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: .....

DATE: .....



# Laerskool Meyerspark

## APPENDIX 2

### Code of Ethics

I hereby solemnly commit myself to the Constitution of the Republic of South Africa and undertake to respect, comply with and promote the law and the legal system.

I ..... commit myself to:

- Live out the values of the school at all times.
- adhere faithfully to this code of conduct and all the rules and regulations of Laerskool Meyerspark,
- maintain high moral and ethical standards.
- strive for conduct that is responsible at all times and that does the school credit.
- do my schoolwork diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

### Values of Laerskool Meyerspark:

- |                   |                 |
|-------------------|-----------------|
| 1. Honesty        | 6. Punctuality  |
| 2. Respect        | 7. Commitment   |
| 3. Integrity      | 8. Trustworthy  |
| 4. Responsibility | 9. Self-control |
| 5. Kindness       | 10. Cooperation |
|                   | 11. Generosity  |

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

LEARNER SIGNATURE: .....