

LAERSKOOL MEYERSPARK PRIMARY

CODE OF CONDUCT POLICY



**POLICY OF LAERSKOOL MEYERSPARK PRIMARY
SCHOOL REGARDING THE CODE OF CONDUCT OF
LEARNERS TO THE SCHOOL**

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PART 1 – THE PREAMBLE

1. INTRODUCTION: PURPOSE AND LEGAL FOUNDATIONS

The legal foundations of the CODE of CONDUCT are set out in:

1. The National Education Policy Act (Act No. 27 of 1996)
 2. The South African Schools Act (Act No. 84 of 1996)
 3. The Bill of Rights in The Constitution of the Republic of South Africa (Act No. 108 of 1996)
 4. Government Gazette, 15 May 1998
 5. Provincial Gazette Extraordinary, 4 October 2000
 6. Bill of Responsibility
 7. Education Laws Amended Act (Act No. 31 of 2007)
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- a. In terms of **Section 8(1) of the South African Schools Act**, the School Must adopt and implement a CODE OF CONDUCT to ensure that purposeful teaching and learning take place in a disciplined and well-organised school environment.
 - b. Each learner is subject to the stipulations of the CODE OF CONDUCT and binds himself/herself to the effective implementation thereof. **NOTHING shall exempt a learner from complying with the CODE OF CONDUCT.**
 - c. An educator has the same rights as a parent to control and discipline a learner according to the CODE OF CONDUCT during the time that such learner is involved in school or school related activities.
 - d. The ultimate aim of the CODE OF CONDUCT is to promote positive behaviour, self-discipline and proper conduct on the part of all learners, whilst being at school.

2. PRINCIPLES AND VALUES: THE RIGHTS OF LEARNERS

- a. The BILL OF RIGHTS in the Constitution of the Republic of South Africa, 1996, sets out the rights of the people and affirms the democratic values of human dignity, equality and freedom. The school must protect, promote and fulfil the rights identified in the BILL OF RIGHTS.
- b. The Constitution enshrines the rights of everyone to education. The right to education includes the right to attend classes on the terms and conditions contained in the school's contract and to be taught in approved subjects so that the potential of each learner can be fully developed.
- c. Each learner has the right to a clean and safe environment that is conducive to sound education.
- d. Learners have a democratic right to have their views heard about matters that affect them in the school.
- e. Each learner has the right to freedom of expression within the context of the law.
- f. School rules must be made known to the learners. Such information must include the consequences for breaking the rules.
- g. Each learner has the right to due process.
- h. No person may unfairly discriminate against a learner.
- i. Each learner shall enjoy equal treatment before the law.
- j. Each learner has the right to have his/her human dignity respected.
- k. Each learner has the right not to be treated in a cruel, inhumane or degrading manner.

3. PRINCIPLES AND VALUES: THE RESPONSIBILITIES OF LEARNERS

- a. Educators can only be successful in their profession if learners are committed to self-development and learning. Learners have the responsibility to strive to develop their full potential in the academic, sporting, cultural and spiritual spheres.
- b. Learners have an obligation to attend school regularly. Should a learner be absent from school, his/her parent or legal guardian must notify the school in writing to explain the absence.

- c. When an internal test/examination is missed when a learner is sick, a doctor's note is required. Without a doctor's note, the learner will not score any mark for the particular test/examination and there will be no retake.
- d. Learners have an obligation to arrive at class on time. Late arrival is discourteous to their educators and their fellow learners, as well as undermining the process of teaching and learning.
- e. Learners must commit themselves to doing their schoolwork during classes, to complete their homework and to catch up on work missed of absence.
- f. Learners are expected to know and to conform to classroom rules in general and specific rules set by each individual teacher. Ignorance of the rules is not an excuse for incorrect behaviour.
- g. Learners are expected to interact with their educators in a respectful manner.
- h. Each learner is expected to contribute positively towards the establishment of a climate of tolerance within the school.
- i. Freedom of expression may not in any way disrupt the running of the school or impact negatively on the rights of others. Insolence, insubordination, vulgarity, insults and "hate speech" do not in any way fall within the concept of freedom expression.
- j. Learners are expected at all times to seek non-violent and negotiated solutions to conflicts and differences of opinion.
- k. It is the obligation of every learner to protect and use with care all the school's facilities and equipment so that other learners are not disadvantaged in any way.
- l. Learners are also obliged to communicate in the LOLT at all times during teaching time.

4. SCHOOL DISCIPLINE

- a. Discipline must be maintained in the school and in the classrooms to ensure that the education of learners proceeds without disruption.
- b. Discipline must deter learners from violating the rights of educators and other learners.
- c. Discipline must protect the image and reputation of the school.
- d. Corrective measures will be administered in terms of the school's CODE OF CONDUCT.

Corrective measures for offences may include:

Demerits will be issued per infringement

Verbal reprimands and written notifications

Written impositions

Supervised detention: Educator Detention; Community Service Detention and special detentions for specific misdemeanours, e.g. late coming

Payment for damage to property

Warning letters

Withdrawal of privileges, e.g. colours award

Denial of privileges, e.g. participation in school outings

Suspension from school activities, e.g. sport

Suspension from class or school

Expulsion from school

- e. While corrective measures are intended to discourage and correct inappropriate behaviour, there are also forms of recognition in place which reward positive behaviour and performance.

Reward and forms of motivation may include:

Merits allocated per achievement

Verbal praise and encouragement

Announcements at assembly

Certificates of recognition

Team scrolls, colours and half-colours

Trophies and prizes handed out at prize-giving functions

Special outings / excursions

- f. All educators are given full authority and responsibility to correct the behaviour of learners when such corrections are necessary. Serious misconduct will be referred to the Grade Heads, the Head of Discipline, the Deputy Principal or the Principal as circumstances dictate.
- g. A learner may be subjected to a search of his / her clothing, case, tog-bag or any other container in his / her possession to be carried out by an educator, a member of the school's security personnel or a member of the SAPS.
- h. The disciplinary process must be fair and consistent. The ultimate goal is to lead each learner to self-discipline.
- i. Parents / guardians will be informed of incorrect behaviour so that they can also be involved in the correction thereof.
- j. Corrective measures for violations of the CODE OF CONDUCT will become more severe with repeat infractions.
- k. Learners, however, must not think that they cannot be suspended or excluded from the school because it is their first offence. The best interest of the majority of learners is of paramount importance.
- l. When a learner cannot adjust to the requirements of the school, as set out in the CODE OF CONDUCT, and where his / her behaviour continually infringes on the rights of others, referral to the Education Support Services at District Level may take place. If the situation cannot be improved, the school Governors will be asked to intervene in a way that protects the interests of educators and other learners of the school.
- m. Any misconduct which appears to be a transgression of South African criminal law will be referred with immediate effect to SAPS.
- n. All misconducts will be recorded by a written document, signed by the learner, the involved educator and the Principal/Deputy Principal for future references.

5. OFFICIAL DISCIPLINARY PROCEDURES

- a. The Official Disciplinary Procedure will begin when the relevant Grade Educator of the Head of Discipline takes up a disciplinary issue.
- b. The aim of the Official Disciplinary Procedure is to promote constructive interaction between learners and parents on the one hand, and educators on the other, while at the same time eliminating conflict between them.
- c. It is also intended that disciplinary issues will be handled in such a way that the rights of learners will not be compromised and any sanctions handed out will be fair and in proportion to the offence.
- d. **Stages in the disciplinary procedure:**

Stage 1

At this stage disciplinary issues will be handled in the first place by the Grade Teacher concerned who will interview the learner and the complainant (educator, Head of Discipline, etc.) If the issue is not resolved, or if it re-occurs, the parties involved will proceed to:

Stage 2

The Grade Teacher will contact the parents / guardians to discuss the issue further and to seek a solution. The Grade Educator may also choose to inform the Deputy Principal of what is happening at this stage. If still unresolved, the issue will go through to:

Stage 3:

The Grade Educator will arrange an informal hearing. A Disciplinary Committee comprising the Educator and the Head of Discipline will be constituted. The learner and his / her parent / guardian along with any other interested party, will be invited to attend the hearing. If still unresolved, the issue will now go to:

Stage 4

This stage comprises a formal disciplinary hearing instituted by the Principal and preceded by a formal notification in writing of the issue being investigated. The learner must report for the hearing in the company of a parent / guardian.

The hearing will be conducted by the Chairperson of the SGB, or an appointed representative. Members of the disciplinary committee and the principal will also be present.

In situations where expulsion is recommended, the Disciplinary Committee must forward this recommendation to the Chairperson of the school Governors for ratification. A parent / guardian aggrieved by the

outcome of the disciplinary hearing may also lodge an appeal with the Chairperson.

Further aspects of a disciplinary hearing:

A formal disciplinary hearing can be instituted without having to progress through disciplinary stages 1 to 3.

The CODE OF CONDUCT provides for the immediate institution of a formal disciplinary hearing when serious misconduct has occurred.

For such a hearing a learner and his / her parents must:

- be informed of, and understand, the complaint / charges being investigated;
- be given 3 days' notice of the date, time and place of the hearing (unless a shorter notice period is mutually agreed upon);
- have access to an interpreter should he / she, the parent / guardian or any witness require assistance in understanding the proceedings;
- be given the opportunity to offer a plea of guilty or not guilty at the beginning of the hearing;
- be given the opportunity to state his / her side of the story
- be given the opportunity to call witnesses in his / her defence or to question witnesses called by the Disciplinary Committee;
- be given the opportunity to make a submission in mitigation of sentence;
- be informed of the disciplinary steps that will be taken in the event of a guilty verdict;
- be informed of the right of appeal to the Chairperson of the School Governing Body.

If a learner fails to appear at a hearing after due notice, and without just cause, the hearing may proceed in his / her absence.

The Disciplinary Committee may adjourn a hearing for up to 2 school days in order to decide whether, on a balance of probabilities, the learner is guilty or not of the charge.

The suspension of a learner may be effected pending the Chairperson of the School Governors' decision as to whether or not a learner is to expelled.

PART 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 Primary,
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my school work 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 Primary:

Honesty

Respect

Integrity

Responsibility

Kindness

Punctuality

Commitment

Trustworthy

Self-control

Cooperation

Generosity

SIGNED AT _____ ON THIS ____ DAY OF _____ 20__.

LEARNER

PART 3

Code and rules of conduct

1. Introduction

The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

3. Vision and Mission of the School:

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

MISSION

- Laerskool Meyerspark Primary is grounded in the philosophy that the education of children is entrusted to parents as a calling from God.
- We therefore, strive in partnership with our parent's for the optimal development and potential of each student.

VISION

- Laerskool Meyerspark Primary strives for the optimal development and potential of each individual in the school environment.
- We strive to nurture balanced adults and nationals free from prejudice in order to reflect our diverse society.

- The four pillars of instructions consist of spirituality, academic progress, sport and culture.
- The builders of our school are our parents; teachers and the community.
- The foundation is love and trust founded in our Creator God.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

5. CODE OF CONDUCT

GENERAL RULES:

- 3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2 While wearing the school uniform or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, and spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 3.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 3.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 3.6 Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.
- 3.7 The use of cell phones during school activities is strictly prohibited. Calls may be made in emergencies only and only with the school principal's permission.
- 3.8 The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. A learner may not be under the

influence of alcohol and/or intoxicating substances of any nature during any school activity, or when learners are dressed in school uniform.

- 3.9 The possession, display, distribution, creation, manufacture or production of pornographic material in printed, electronic or any other format, during any school activity or when learners are dressed in school uniform and identifiable as learners of the school by the public, is prohibited.
- 3.10 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 3.11 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.12 When a learner is convicted of a criminal offence the discipline action from the school and criminal proceedings will run concurrent.
- 3.13 **Serious misconduct that may lead to suspension:**

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse –

- (a) Seriously threatens, disrupts or frustrates teaching or learning in a class;
- (b) Engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- (c) Insults the dignity of or defames any learner or any other person, which includes racist remarks;
- (d) Distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- (e) Cheats in a test or examination or any other form of assessment such as assignments;
- (f) Engages in any act of public indecency;
- (g) Sexually harasses another person;
- (h) Is found in possession of or distributes pornographic material; or

- (i) Is under the influence or in the possession alcohol.

3.14 Serious misconduct that may lead to expulsion:

A learner will be guilty of serious misconduct is he or she –

- (a) Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) Fails to comply with a punishment of suspension as a correctional measure; or
- (c) Intentionally and without just excuse –
 - (i) forges any document or signature to the potential or actual prejudice of the school;
 - (ii) trades in any test or examination question paper or in any test or examination material;
 - (iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - (iv) engages in fraud;
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - (vi) is in possession of, consumes or deals in any illegal substance or other harmful substance;
 - (vii) is in possession of, uses or transmits narcotic or unauthorised drugs or n visible evidence of such possession, use or transmission;
 - (viii) is in possession of any dangerous weapon;
 - (ix) assaults or threatens to assault another person;
 - (x) holds any person hostage;
 - (xi) murders any person;
 - (xii) rapes any person, or engages in any sexual activity which amounts to an offence in law, or
 - (xiii) Maliciously damages property.

3.15 Bullying is totally forbidden. (Anti Bully Policy refers)

No learner is allowed to leave the school grounds without permission during school hours.

No dangerous articles may be brought to school.

Keep away from motor cars on the school grounds.

No ball games may be played near motor cars.

You are not allowed to hurt or humiliate any learner.

No roller blades or skate boards are allowed on the school grounds.

No learner is allowed to enter classrooms during breaks, without permission.

React immediately when the bell rings for the school to start and after breaks.

Start moving towards the line-up area five minutes before the bell rings after second break.

One of the members of the learners' committee will blow a whistle to indicate the time.

3.16 Classrooms:

No writing on the black board, school bags or desks is allowed.

At the end of each school day, place chairs on top of the desks, pick up all papers and rubbish and close the windows of the classroom.

Only learners in possession of permission cards may be outside during school hours.

3.17 Punctuality

3.17.1 Learners are expected to arrive before 07:25 at the beginning of the school day and the start of any other school activity. When learners arrive late, their parents must sign them in at the Admin Office. Learners who arrive late must first report to the office with their parents before proceeding to their particular class.

School hours:	Monday to Thursday:	07:25 – 13:45
	Friday:	07:25 – 13:20

3.18 Late coming

3.18.1 Late coming is not acceptable as it takes valuable time from learning.

The school gates will close exactly at 07:25 and any learning coming after that will be regarded as late.

Whenever a learner is late his/her parent/guardian must sign the child in on a late coming register.

When the late coming occurs more than three times during a term, the learner will receive demerits.

4. Class rules

4.1 The class educator shall formulate class rules upon the adoption of this

Code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as **their parents.**

4.2 The class rules must be compiled in writing and –

4.2.1 immediately be tabled to the principal and school governing body;

4.2.2 be displayed in a legible format in a prominent spot in the classroom; and

4.2.3 be made available to all learners and their parents.

4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.

4.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

5. BEHAVIOUR:

5.1 Lining up:

Line up quietly in the correct order.

No talking is allowed during assembly.

Interchange between classes only on corridors.

No walking on assembly area.

5.2 Hall:

How to enter: Learners should follow the class leader.

No conversation is allowed.

Fill rows up.

Be quiet, listen and pay attention.

No rhythmic, applause, cheering or whistling.

Stand at attention while singing the school song and national anthem.

No pushing or bumping at the doors.

Sit with crossed legs, hands folded in lap.

5.3 Corridors:

Keep left when changing classes.

Changing of classes must take place quickly.

No running or unnecessary talking on the corridors.

You may not open or fiddle with school bags which do not belong to you.

In case of rain during breaks, stay on the corridors in an orderly manner.

5.4 Play ground:

You may only play on the playground which has been allocated to your grade.

Keep your area clean.

No littering. Littering to be charged with demerit points.

No fighting or swearing is allowed.

Dangerous games are prohibited.

Learners may not climb trees or damage plants.

Stone throwing is prohibited.

5.8 Punctuality:

Be at school before 07:25.

You are not allowed to be late for classes.

Be punctual for sports and cultural activities.

A letter from the parent must be provided if a learner cannot attend an activity.

15.9 Cell phone policy:

- Cell phones are brought to school at the owner's risk.
- The school does not accept responsibility for the loss or theft of cell phones on the school property.
- Cell phones must be switched off during school hours. (R100 fine)
- Cell phones may be confiscated by teachers if they are used during school hours.
- Parents/guardians will be advised accordingly and need to collect the

cell phone at the end of the term from the principal/deputy principal.

5.10 Cloakrooms:

Leave cloakrooms as you would like to find them.

No food may be taken into cloakrooms.

Cloakrooms are out of bounds except during breaks or with permission from a teacher.

5.11 Outside school grounds:

No fighting after school hours whether inside or outside the school grounds.

5.12 Tuck shop:

Learners must stand in line and wait their turn.

Throw all litter in rubbish bins.

6. RULES WITH REGARD TO APPEARANCE AND SCHOOL WEAR

6.1 School wear:

6.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.

6.1.2 School wear must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances. School shirts must be tucked in at all times.

6.2 Clothing rules.

6.2.1 Summer Wear:

Girls:

Blue golf shirt with school badge. Navy blue culottes.

Bare feet/black leather shoes with short or long navy blue socks.

No tackies.

Fridays: Empie shirts

Boys:

Blue golf shirt with school badge.

Navy blue rugby shorts with pockets and school emblem.

Bare feet/black leather shoes with long navy blue socks.

No tackies.

Fridays: Empie shirts

6.2.2 Winter Wear:

Girls:

School tracksuit and blue golf shirt with school badge.

Navy blue V-neck jersey.

Black leather shoes with long navy blue socks and navy tights and no tackies.

Boys:

School tracksuit and blue golf shirt with school badge.

Navy blue V-neck jersey.

Black leather shoes with long navy blue socks – no tackies.

6.2.3 Empie Shirts:

"Empie" shirts may be worn on Fridays instead of blue golf shirts. Do not mix summer and winter wear!

6.2.4 Scarves:

Orange school scarf – April to September only.

6.2.5 Gloves:

Only navy.

6.2.6 Blankets

Blue and orange blankets are available at the school (finance office).

Only the school blanket is allowed before school.

During classed place on learners lap.

Blankets must be carry in hand during class changes.

6.2.6 Learner Committee:

Prescribed learner committee uniform.

6.2.7 Navy beanies are allowed. before school starts

In winter Navy Beanies are allowed throughout the school day.

6.2.8 Sport Wear:

School tracksuit with clean tackies. Information with regard to specific sport wear will be determined by the head of each sport.

NO TORN CLOTHES.

6.2.9 Supplier of School Uniform:

Our suppliers are Totiusdal Handelshuis, 773 Codonia Avenue, Waverley.

Tel: 012 332 0016

6.2.10 Civvies days:

May always wear blue jeans.

No revealing tops.

No chick shorts.

No ski pants.

7. GENERAL APPEARANCE:

7.1 GIRLS: GENERAL APPEARANCE

School uniforms must always be neat.

School uniforms must be worn during school hours, at school functions and sport events.

When a school uniform is worn after hours, outside school premises, the uniform should be in accordance with school rules.

7.1.1 Jerseys may not be tied around the waist.

School uniforms and casual clothes may not be worn together.

7.1.2 No beads, relating to religious/cultural beliefs, may be worn, unless parents have discussed the reasons with the Principal.

List of approved candidates will be drawn up and kept in the Admin Block.

7.1.3 Jewellery:

Only wrist watch (silver, gold, black or brown leather strap) and medic alert bracelet with no charms attached. No pictures on glass or another colour on glass.

No rings, chains, necklaces or bracelets.

Earrings: only rings, gold or silver – not bigger than 3mm. (No patterns on earrings).

Studs: Small gold or silver without gems.

Prohibited jewellery will be confiscated until the end of the term.

7.1.4 Hair:

Hair must be neat at all times and in appropriate style for a girl in school uniform.

No unnatural highlights or lowlights are allowed and may not be coloured.

Hair that extends over the collar must be tied and display neatly.

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.

Long hair must be tied up so that no pieces of hair are loose.

No hair hanging over the eyes is allowed.

Hair extensions must be tied back with one or two elastics.

Only navy and white elastics, ribbons or alic bands may be worn in the hair. Orange is allowed on Fridays with "Empie" shirts.

7.1.5 Make-up:

No make-up is allowed (including foundation).

No eye liner or mascara.

No "lip gloss".

7.1.6 Nails:

May not exceed fingertips.

Only colourless polish allowed.

Nails must be short, clean and neat.

No function (for example a wedding) is an excuse for long nails.

7.2 BOYS: GENERAL APPEARANCE

Boys are not allowed to walk around with their hands in their pockets.

Shirts must be tucked in.

Socks must be pulled up.

Shoes must be clean, polished and shoelaces tightened.

Pants must fit around the waist. NOT ON HIPS!

No "boxer" shorts may be worn under school pants.

7.2.1 Boys: Hair

- Hair must be short and neatly cut.
- Hair may not touch the collar, ears or eyebrows.
- Sideburns may extend up to the middle of the ear.
- Hair may not be coloured or highlighted.
 - Steps are allowed, but must be tapered in ,no visible "step cut" lines are allowed. No V- cuts and no patterns are allowed. Plated hair are allowed, no braids
- No gel or mousse may be used.
- Dreadlocks are not allowed.
- No colouring of hair.
- No caps may be worn.

7.2.2 Jewellery:

- Only wrist watch (silver, gold, brown/black strap) and medic alert bracelet.
- No smart watches are allowed, Fitbit, Apple etc.
- No chains, rings, bracelets or earrings.
- Masks: No buffs and baklava type of masks are allowed.

8. Sports and extracurricular activities

8.1 Participants in sports and extracurricular activities:

8.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

8.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.

8.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

8.1.3.1 the sports head and the educator involved in the relevant sports code;

8.1.3.2 the referee or adjudicator with regard to the relevant activity; and

8.1.3.3 the team captain.

8.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

8.2 Spectators and supporters at sports and other extracurricular activities.

8.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent

behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

8.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

8.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

9. School property:

9.1 'School property' includes the following:

9.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings.

9.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

9.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.

9.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

9.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

9.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school

property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

10. The Representative Council of Learners (RCL) and school leaders:

- 10.1** The RCL and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.
- 10.2** RCL members and other school leaders shall bring transgressing learners to the staff of the school; where after line functions will be followed.
- 10.3** All learners shall obey any reasonable instruction from a member of the RCL or another school leader, and shall support and cooperate with the RCL and other school leaders in properly executing their duties.

11. School notices:

- 11.1** All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

12. School work and homework

- 10.1** There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 10.2** Learners must promptly carry out instructions in class.
- 10.3** All learners must have and maintain such homework book as may be required by the principal or class educator.
- 10.4** All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.
- 10.5** All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 10.6** Learners are obligated to catch up as soon as possible on any work that they have missed.
- 10.7** Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

11. Tests and examinations

11.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.

11.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

16. Absence from school

16.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.

16.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.

16.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

17. Environment

17.1 Learners have the right to a safe environment and school that are conducive to education.

17.2 Learners may not litter on school grounds or in school buildings.

17.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.

17.4 Learners must leave restrooms in a clean condition.

17.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.

17.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.

17.7 Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader with regard to maintaining a clean and hygienic school environment.

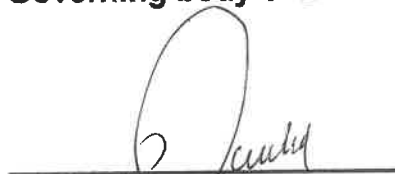
20. Exemption from provisions of the code of conduct

20.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.

- 20.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 20.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 20.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 20.5 The governing body shall consider the application for exemption with the necessary earnestness, objectivity and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.
21. In case of a violation of any provision in this code of conduct, the prescribed disciplinary procedure shall be followed.

SIGNED AT PTA ON THIS 30 DAY OF SEPTEMBER 2021


Governing body chair


School principal

PART 3

A. SUSPENSION OF A LEARNER FOR SERIOUS MISCONDUCT

1. According to Section 9(1) of SASA, a school governing body (SGB) may on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending school, but may only enforce such suspension, after the learner has been granted a reasonable opportunity to make representations to it in relation to such suspension.

2. If a learner is suspended, the governing body must conduct the disciplinary proceedings within 7 (seven) days of the suspension, failing which, the governing body must obtain the approval of the HOD for the continuation of the suspension of such a learner.
3. According to Section 9(1C) of SASA, a governing body may, after a fair hearing, suspend a learner from attending school, as a sanction for a period not longer than 7 (seven) school days.
4. According to Section 9(1E) of SASA, a governing body may suspend or extend the suspension of a learner for a period not longer than 14 days, pending a decision as to whether the learner is to be expelled from the school by the HOD.

B. INSTITUTION OF DISCIPLINARY PROCEEDINGS WHICH MAY LEAD TO SUSPENSION OR EXPULSION

1. The learner must be questioned by the principal.
2. On the basis of evidence collected, the principal may institute a disciplinary hearing.
3. According to Regulation 3 of the Notice:
 - 3.1 Only the principal may institute disciplinary action against a learner in respect of serious misconduct.
 - 3.2 The principal may institute disciplinary action against a learner in respect of serious misconduct only if:
 - (a) There is sufficient evidence to institute such proceedings; and
 - (b) The principal considers it to be the interest of the school and its community that such disciplinary action should be instituted.

C. DISCIPLINARY COMMITTEE (DC) FOR SERIOUS MISCONDUCT

1. Upon the advice of the principal, the SGB must appoint a DC to adjudicate the allegation of serious misconduct.
2. The DC appointed by the SGB must comprise of three persons who are members of the SGB or are nominated by the SGB.
3. The DC is subjected to the following conditions:

- 3.1 The chairperson of DC must be a parent member or community member of the SGB.
- 3.2 The two remaining members of the disciplinary committee may not be the principal or a learner at the school.
- 3.3 No person may be appointed to the disciplinary committee if he or she has personal knowledge of any matter that may be in dispute at the hearing.
4. In appointing members of the disciplinary committee, issues of representivity in terms of gender and race must be reflected in the composition of the panel.

D. PROCEDURE FOR HEARING OF SERIOUS MISCONDUCT

1. Regulation 5 of the Notice outlines the procedure for hearing of serious misconduct and other steps to be followed to ensure that the process is fair and transparent.
2. The principle of FAIRNESS is expected to apply during the disciplinary proceedings:
 - 2.1 The principles of fairness require that the accused person understands all the allegations against him or her, and is given a fair opportunity to respond to those allegations.
 - 2.2 This would therefore require that an opportunity be provided for the cross-examination of a person making allegations by the person against whom the allegations are made.
 - 2.3 The learner has the right to be represented by an attorney.
 - 2.4 The evidence before the DC must be fairly evaluated and considered, and a decision must be taken without bias, malice or prejudice against anyone.
 - 2.5 The circumstance of the accused person must be considered, and mitigation factors (such as the matter being a first offence) should be taken into account.
 - 2.6 Equality before the law requires that there be no unfair, discrimination, directly or indirectly, on the basis of inter alia race, gender, age or religion.
 - 2.7 It also requires that like cases should be treated alike.
3. The SGB makes a recommendation for expulsion to the HD after a fair hearing.
4. This recommendation of the DC must be forwarded to the HOD.

5. The parents of the learner must be notified in writing of their right to forward an accompanying letter with the recommendation, stating their position on the incident, if they so wish. The letter may serve as a part of the appeal process.
6. The HOD then investigates the procedure; and substantive aspects of the guilty verdict and the sanction recommended.
7. The HOD decision, after due consideration of the reports and the record of proceedings from the DC, together with the optional letter from parent, is final.
8. If the HOD expels a learner who is of compulsory school age, he/she must ensure that the learner is admitted to another school.
9. If the HOD decides to impose on the learner a lesser punishment, other than expulsion, he/she may, after consultation with the SGB, impose a suitable sanction on the learner; he/she will refer the matter back to the SGB for an alternative sanction.

D. PROCEDURE AT HEAD OFFICE

1. A team is appointed the HOD to deliberate on the recommendation on his/her behalf so as to enable him/her to proclaim his/her decision on the matter within 14 (fourteen) days.
2. In the event whereby the HOD upholds expulsion, the learner's parent(s) must be made aware of their right to lodge an appeal with the Member of the Executive Council (MEC).

E APPEAL TO PROCESS THE MEC

1. A learner or the parent(s) of a learner who has been expelled or a representative designated by him/her may appeal against the decision of the HOD to the MEC, within 14 (fourteen) days.
2. Alternative arrangements for the continued education of the learner who has appealed must be made by the HOD, until the appeal has been finalised.
3. The MEC must, within 5 (five) days notify the HOD and SGB that the appeal has been lodged and furnish them with a copy thereof, and request them, within 5 (five) days after receipt of the appeal and any other information relevant to the appeal.

4. After consideration of all the information, the MEC must, within 5 (five) days of receipt of the documentation, provide the learner with the decision regarding the appeal.
5. The decision of the MEC in respect of the appeal is final.

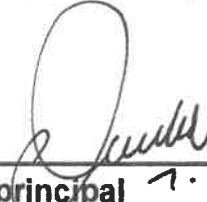
5. General provisions

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee.

SIGNED AT PTA ON THIS 22 DAY OF OCTOBER 2021



Governing body chair



School principal 7.