



## **Code of conduct for learners**

### **Part 1 - 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:

- adhere faithfully to this code of conduct and all the rules and regulations of *Ferdinand Postma High School*;
- maintain high moral and ethical standards:

#### **TEN GOLDEN RULES FOR A FERDIE**

##### A FERDIE WILL:

- always be dressed in the correct uniform, appropriate for the occasion
  - make sure that his/her uniform is clean, neat and in good repair
  - ensure that his/her hair is neat and in keeping with school policy
  - always be polite and greet first
  - stand up when approached by an adult, particularly an educator
  - always be willing to assist
  - always show consideration for others
  - set a good example at all times
  - behave at all times so that both he/she and his/her Alma Mater will be held in high esteem (valued and respected)
  - strive as a Ferdie to live and behave to the glory and honour of God.
- 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 measures should I fail to comply with any provision or measure contained in the school's code of conduct.

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

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
WITNESS – PARENT



## **Part 2 - Code and rules of conduct**

### **1. Introduction**

This document is the code of conduct of *Ferdinand Postma High School* as approved by the governing body on 11 January 2017. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. 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 22754 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. Furthermore, the aim is also to develop a culture of reconciliation, education, and to establish mutual respect, tolerance and peace in the school.

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

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/hostel, 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.



### **3. 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, 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 classrooms, school hall or laboratories. The chewing of gum during school activities is prohibited.
- 3.7 Mobile phones and all other technological devices must be switched off during the school day, unless an educator gives permission to use it. Learners may only use their mobile phones in the morning before school starts and during breaks. The school does not take responsibility for any technological device which has gone missing or get damaged. Should a device be confiscated, the learner will be able to pay a fine of R50 to get it back. Otherwise he/she can collect it at the end of the following school day. Should a learner's device / cell



phone be confiscated for a second time in one school quarter, and the learner does not pay the fine, it will remain in the school's possession for one week.

Should a learner's cell phone / device be confiscated for a third time after he /she has paid the R50 fine, the device will remain in the school's possession for one week.

- 3.8 Learners may not hide the property of others.
- 3.9 The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, whether the learner is dressed in school uniform or not, (as written in the smoke and drug policy of the school) is strictly prohibited. Also, learners may not be part of a group who is guilty of these behaviours, even if they themselves do not participate.
- 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 his delegate is entitled to search such learners and/or the property (including information on a technological device) The school reserves the right to search any person who enters the school grounds for possession of: any dangerous weapons, guns, drugs or other harmful and dangerous substances, information, stolen goods or pornographic material. Throughout, people's 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 impairs the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.12 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
- 3.13 Any other offence of the code of conduct with less severe consequences.
- 3.14 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
  - 3.14.1 conduct that poses a threat to others' safety and infringes upon others' rights;
  - 3.14.2 possessing, threatening with or using dangerous weapons;



- 3.14.3 the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature (Annexure A);
- 3.14.4 fighting, assault or abuse;
- 3.14.5 indecent behaviour or swearing;
- 3.14.6 adopting or assuming a false identity;
- 3.14.7 harmful graffiti, hate speech, sexism or racism;
- 3.14.8 theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
- 3.14.9 unlawful conduct towards and/or vandalising, destroying or damaging school property, including graffiti (apart from disciplinary action taken by the school and its governing body, the learner is responsible for the repair and/or replacement of the damaged property.);
- 3.14.10 disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
- 3.14.11 repeated violations of school rules or of this code of conduct, or failure to comply with previous penalties;
- 3.14.12 criminal and oppressive behaviour, such as rape and gender-based harassment;
- 3.14.13 victimisation, bullying, cyber bullying, defamation and intimidation of other learners, educators or the school in any way (Annexure B);
- 3.14.14 the transgression of examination rules;
- 3.14.15 intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage;
- 3.14.16 involvement in events and/or activities that indicate occult/satanic activities;
- 3.14.17 initiation of any kind on fellow learners; and
- 3.14.18 disrespect regarding religious activities.

#### **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.



- 4.2 The class rules must be compiled in writing and, in a legible font, be prominently placed in the classroom.
- 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, any staff member, class representative or SCR 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 Learners shall move swiftly and in single file, on the left side of the corridor, from one class to the next. Chatting in groups or visits to the restrooms between classes are not allowed.
- 4.5 During academic time learners may only be outside a classroom when they have written permission in their diaries, which must be on their person.
- 4.6 Use or handling of a mobile phone or any other electronic device is strictly prohibited during academic periods or when the learners are moving between classrooms.
- 4.7 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

## **5. Rules with regard to appearance and school wear**

### 5.1 School wear – Uniform Policy

*The school uniform of Ferdinand Postma High School is available at SS Skooldrag and AK Sports and Leisure.*

**The governing body or the school management team may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.**

### GIRLS

The following rules regarding the dress code apply at all times that learners are dressed in school uniform; even when this is outside of normal school hours. No civilian clothes or shoes may be worn in combination with the school uniform, as determined by the code of conduct.

### Summer



- A blue, styled shirt (elbow-length sleeves without school badge) and a bow-tie with pearl. The shirt may not be tucked in.
  - Bow-tie may not be loose
  - T-shirts/JT-shirts and underwear may not be visible under the school uniform.
- School approved blue-plaid (checkered) skirt for girls in grade 8 to grade 11. School approved black skirt for girls in grade 12.
  - Length: 10cm above the ground when kneeling
  - No slits are allowed in the skirt.
  - Skirts should be a loose fit and may not be rolled up at the waist.
  - School trousers may not be worn in the summer.
  - Black ski-pant may be worn under the skirts but may not be visible – no boxer shorts are allowed.
- Black knee-length socks (bobby socks).
- School approved black shoes with a strap over the foot or lace-up shoes with a flat heel. No platform shoes or boots are allowed.
  - Shoes must be clean and polished at all times.
  - Shoes must be fastened properly and shoe laces must be neatly tied.
- A black blazer with the school badge.
- A black V-neck pullover or school jersey with the school badge. No other jerseys or pullovers are allowed.
  - Jerseys and pullovers should be a proper fit, no oversized jerseys or pullovers are allowed.
  - Jerseys and blazers may not be worn around the waist.
  - Long sleeves may not be pushed up to the elbows or pulled down over the hands.
  - There may not be any holes in the sleeves.

### Winter

- A blue, styled shirt (elbow-length sleeves without school badge) and a bow-tie with pearl.
  - Long sleeved shirts may only be worn with a school jersey or blazer.
  - The shirt may not be tucked in.
  - T-shirts/JT-shirts and underwear may not be visible under the school uniform.
- School approved blue-plaid (checkered) skirt for girls in grade 8 to grade 11. School approved black skirt for girls in grade 12. Skirts are worn with black lycra stockings.
  - Length: 10cm above the ground when kneeling
  - No slits are allowed in the skirt.
  - Skirts should be a loose fit and may not be rolled up at the waist.
- School approved black trousers may be worn in the winter. (Bought only at SS-Schoolwear)
  - Trousers must be black, a loose fit with straight tailored legging.
  - Plain black socks are to be worn with the trousers.
  - No stretch material, bell bottoms, denims, bootleg pants, skinnies or hipsters are allowed.
  - There may not be zippers on the pockets.
- School approved black shoes – as with the summer uniform.
- A black V-neck school jersey or blazer with the school badge.



- No other jerseys, blazers, jacket, “drimacs” or school tracksuit tops may be worn with the formal school uniform.
- Jerseys and blazers should be a proper fit, no oversized jerseys or blazers are allowed.
- Jerseys and blazers may not be worn around the waist.
- The sleeves may not be pushed up to the elbows or pulled down over the hands.
- There may not be any holes in the sleeves.
- Only official school scarves and black gloves may be worn.

**NB: No coats, overcoats/windbreakers, beanies or caps are allowed.**

## BOYS

The following rules regarding the dress code apply at all times that learners are dressed in school uniform; even when this is outside of normal school hours. No civilian clothes or shoes may be worn in combination with the school uniform, as determined by the code of conduct.

## Summer

- School approved blue shirt – short or long sleeved.
  - The shirt must be tucked in at the waist.
  - Short sleeved shirts may be worn with or without a tie.
  - Long sleeved shirts must be rolled up above the elbow if the learner is not wearing a tie.
  - Plain white vests may be worn under the shirt, as long as it is not visible.
  - T-shirts may not be visible under the school uniform.
- School approved grey trousers for boys in grade 8 to grade 11.  
School approved black trousers for boys in grade 12. (Bought only at SS-Schoolwear)
  - Trousers are to be worn with a black, undecorated belt.
  - No stretch material, bell bottoms, denims, bootleg pants, skinnies or hipsters are allowed.
  - All trousers must be a regular fit, normal length and not sag loosely on the shoes.
  - Boxer shorts or underwear may not be visible under any circumstances.
- Plain grey socks (grade 8 to grade 11) and plain black socks (grade 12).
  - No characters or pictures on socks.
- School approved black shoes with laces and a flat heel. Bronx buckled shoes are allowed. No platform shoes or boots are allowed.
  - Shoes must be clean and polished at all times.
  - Shoes must be fastened properly and shoe laces must be neatly tied.
  - Large buckles, slip-ons or moccasins are not allowed.
  - Shoes may not have coloured stitching or decoration.
- A black blazer with the school badge.
- A black V-neck pullover or school jersey with the school badge. No other jerseys or pullovers are allowed.
  - Jerseys and pullovers should be a proper fit, no oversized jerseys or pullovers are allowed.
  - Jerseys and blazers may not be worn around the waist.





- Long sleeves may not be pushed up to the elbows or pulled down over the hands.
- There may not be any holes in the sleeves.

## Winter

- School approved blue shirt.
  - The shirt must be tucked in at the waist.
  - Wearing a school tie is compulsory in winter.
  - Plain white vests may be worn under the shirt, as long as it is not visible.
  - T-shirts may not be visible under the school uniform.
- School approved grey trousers for boys in grade 8 to grade 11.  
School approved black trousers for boys in grade 12.(Bought only at SS-Schoolwear)
  - Trousers are to be worn with a black, undecorated belt.
  - No stretch material, bell bottoms, denims, bootleg pants, skinnies or hipsters are allowed.
  - All trousers must be a regular fit, normal length and not sag loosely on the shoes.
  - Boxer shorts or underwear may not be visible under any circumstances.
- Plain grey socks (grade 8 to grade 11) and plain black socks (grade 12).
  - No characters or pictures on socks.
- School approved black shoes – as with the summer uniform.
- A black V-neck school jersey or blazer with the school badge.
  - No other jerseys, blazers, jacket, “drimacs” or school tracksuit tops may be worn with the formal school uniform.
  - Jerseys and blazers should be a proper fit, no oversized jerseys or blazers are allowed.
  - Jerseys and blazers may not be worn around the waist.
  - The sleeves of jerseys and jackets/blazers may not be pushed up to the elbows or pulled down over the hands.
  - There may not be any holes in the sleeves.
- Only official school scarves and black gloves may be worn.

**NB: No coats, overcoats/windbreakers, beanies or caps are allowed.**

## CULTURAL ATTIRE

Follow the winter uniform specifications.

## UNIFORM DURING EXAMINATIONS

The rules regarding the uniform are also applicable during examinations. No sporting clothes may be worn during this time, unless otherwise arranged.

## GRADE 12 UNIFORM

All rules regarding the uniform apply to the grade 12 learners. Adjustments and exceptions can only be made with the approval of the principal and the uniform committee (the deputy principal is the chairperson) of the school. A concession regarding the change of the uniform is only valid for that year and group of grade 12 learners. The next group must hand in a written request to the deputy principal for



review by the uniform committee. Such changes must be finalised before the December holiday of their grade 11 year.

## 5.2 Appearance

### 5.2.1 Hair

*All boys and girls enrolled in Ferdinand Postma High School must note that their hair must be in accordance with the rules from the first day of each term to the last day of the school year. No exceptions will be granted.*

#### GIRLS

- Girls fringes may not be longer than the top of the eyebrows.
- Hair that touches or hangs below the toe edge of the collar must be tied and neatly secured with hairpins in order to ensure that there is no loose hair.
- Prevailing hairstyles may not influence a girl's neatness.
- Only plain undecorated black hair accessories such as clips, hairbands and hair elastics.
- Gel may be used to style hair that is shorter than 3cm; spikes are not allowed.
- Modelling examinations, competitions, functions or performances are not to be used as excuse to violate the school dress code.
- Only own natural hair – no wigs are allowed (except if necessary for medical reasons).
- Hair must be natural, no colour may be applied – not even non-permanent colour. This includes highlights, lowlights and using any sprays or shampoos to lighten or darken the hair.
- If hair was coloured, it may not be coloured back without permission from the deputy principal or delegate. This will be regarded as a new misconduct.
- De-merits as a result of coloured hair cannot be cancelled out.
- No weaves or soft dreads are allowed.
- No dreadlocks are allowed.
- No afro hairstyles are allowed. – Hair longer than 3 cm must be worn flat and may not be standing up.
- Hair may be braided or plaited (not shorter than the earlobe and tied back at all times).
- Braids/plaits must all be the same thickness/width
  - Only thin braids / plaits are allowed, and should look natural.
  - The length is restricted to shoulder length when the braids are tied back.
  - The volume of extensions should be kept to a minimum. A girl's ponytail may not have a circumference of more than 15 cm.
- Plaited or braided hair that is not in accordance with the rules must be corrected immediately.

#### BOYS

- Only short, neat haircuts are allowed.
- Hair touching or hanging over the ears, steps, and extreme hair styles e.g. short sides and long on top (Mohawks) and comb-overs are not allowed.



- Modelling examinations, competitions, functions or performances are not to be used as excuse to violate the school dress code or hair rates.
- Only own hair – no wigs are allowed (except if necessary for medical reasons).
- Gel may be used to style hair that is shorter than 3cm; spikes are not allowed.
- Undercuts or steps are not allowed.
- Hair must be natural, no colour may be applied – not even non-permanent colour. This includes bleach, highlights, lowlights and using any sprays or shampoos to lighten or darken the hair.
- De-merits as a result of coloured hair cannot be cancelled out.
- If hair was coloured, it may not be coloured back without permission from the deputy principal or delegate. This will be regarded as a new misconduct.
- Sideburns, beards, and moustaches are not allowed. Sideburns no lower than middle of ear.
- No weaves or soft dreads are allowed.
- No dreadlocks are allowed.
- No hair extensions are allowed.
- No engravings on the scalp or eyebrows (shaved or tattooed) are allowed.
- No flat top hairstyles are allowed.
- Boys must be cleanly shaved every morning (moustache and beard).

### 5.2.2 Jewellery

#### GIRLS

- A wristwatch may be worn – only gold, silver or black watches – no decorative or coloured straps are allowed.
- In the case of pierced ears, only small silver or gold stud earrings (4mm diameter) or simple silver thin or gold ring earrings, no longer than 1 cm diameter - only one in each ear in the lower piercing in the earlobe. No studs with stones are permitted.
- No jewellery may be worn.
- Standard medical tokens are allowed. In order to justify wearing such a token, the learner must produce a medical certificate of which a copy will be placed in the personal file.
- No nose-, eyebrow-, tongue- rings/-studs are allowed.
- Tattoos (non-permanent and permanent) are forbidden.
- Only a single signet-ring may be worn on the ring or middle finger of one hand.
- Lapel pins may be worn only if issued /officially approved by the school.

#### BOYS

- A wristwatch may be worn – only gold, silver or black watches – no decorative or coloured straps are allowed.
- No jewellery may be worn.
- Standard medical tokens are allowed. In order to justify wearing such a token, the learner must produce a medical certificate of which a copy will be placed in the register class file.
- No ear-, nose-, eyebrow-, tongue-rings/-studs are allowed.
- Tattoos (non-permanent and permanent) are forbidden.
- No rings may be worn.
- Lapel pins may be worn only if issued /officially approved by the school.



### 5.2.3 Nails

#### GIRLS

- Nails must not be seen when looking at the palm of the hand.
- Nails must be kept neat and clean.
- Colourless translucent nail polish is allowed.
- ONLY FOR GR 12'S - A French manicure is allowed – provided that there is no decoration and that only white with colourless translucent products are used. (This grant is subject to learners' cooperation.)

#### BOYS

- Nails must be kept short and not be seen when looking at the palm of the hand.
- Nails must be kept neat and clean.
- No nail polish is allowed.

### 5.2.4 Make-up

#### GIRLS

- No make-up of any kind is allowed. This includes residue of make-up worn the previous evening.
- Colourless translucent lip-balm may be worn. No lip-gloss may be worn.

#### BOYS

- No make-up of any kind is allowed. This includes residue of make-up worn the previous evening.
- Colourless translucent lip-balm may be worn. No lip-gloss may be worn.

## 6. Sports and extracurricular activities

***The code of conduct of Ferdinand Postma High School, including the dress code, also applies to sport- and extracurricular activities.***

### 6.1 Participants in sports and extracurricular activities

6.1.1 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.



- 6.1.2 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 coach, sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the coach, sports or cultural head receives a written apology no later than three days following the relevant activity. No deliberate absence will be tolerated and will be dealt with according to the rules in the code of conduct.
- 6.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:
- 6.1.3.1 the sports head and the educator involved in the relevant sports code;
  - 6.1.3.2 the referee or adjudicator with regard to the relevant activity; and
  - 6.1.3.3 the team captain.
- 6.1.4 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.
- 6.2 Spectators and supporters at sports and other extracurricular activities
- 6.2.1 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.



6.2.2 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 (SCR), 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.

6.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities.

## **7. School property**

7.1 'School property' includes the following:

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

7.1.2 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

7.2 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.

7.3 No learner may remove any school property from the school grounds without the prior consent of the principal, his delegate or an educator of the school. When permission is granted to remove items, the items must be signed out (and signed back) in the register at reception.

7.4 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.

- 7.5 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 which is punishable.
- 7.6 All ball games may only be played on the rugby field.
- 7.7 No learner may ride with his / her bicycle on the corridors or the areas between classrooms. The bicycles must be parked in the allocated parking bay.

## **8. The Student Council of Representatives (SCR) and school leaders**

- 8.1 The SCR and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.
- 8.2 SCR members and other school leaders shall bring transgressing learners to the staff of the school, whereafter the correct channels will be followed.
- 8.3 All learners shall obey any reasonable instruction from a member of the SCR or another school leader, and shall support and cooperate with the SCR and other school leaders in properly executing their duties.

(Annexure C)

## **9. School notices**

- 9.1 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 and signed at the relevant date by the parents.

## **10. 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.



- Should a learner disrupt a lesson to such an extent that he/she is disturbing the right to learn for others, the educator may ask him/her to leave that classroom and to report to the principal or his delegate.

10.2 Learners must promptly carry out instructions in class.

10.3 All learners must have and maintain a Ferdies diary (available at the school office).

- When this diary is lost or damaged, the learner has to replace it at his or her own cost.

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 within one school day, or as per arrangement with the educator, on any work that they have missed.

10.7 Learners must have their Ferdies diaries, textbooks, workbooks and SBA-documents with them at all times.

10.8 Textbooks and workbooks must be neatly covered.

## **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 only be excused with a medical certificate and, in exceptional cases only, provided that the parents of the learner concerned supply the academic head with a full and acceptable telephonic or written explanation before the test or examination commences.





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

11.3 All examination rules must be followed. (Annexure D)

## **12. Motor vehicles and motorcycles**

12.1 Learners may not bring motor vehicles or motorcycles onto the school grounds, unless he/she has the valid “Ferdies Parking Disk” which is signed by the principal or delegate. If a learner does not have the necessary consent when asked to present such by any member of the staff, governing body or SCR, or a school leader, it will be assumed that he/she does not have such consent, and the vehicle or motorcycle must be parked outside the school grounds, until proved otherwise.

12.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.

12.3 Learners shall adhere to traffic rules on and around the school grounds.

12.4 All motor vehicles, motorcycles and bicycles are parked - in designated areas on and around the school grounds - at own risk.

## **13. Punctuality**

13.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. On school days the gates are closed at 7:15am for the safety of learners and staff members. When learners arrive late, their parents/guardians must phone the school before 8:00am on the same day with the information. Learners who arrive late must first report to the office before proceeding to their particular class. When a learner has a letter of explanation from the parents/guardians, no punishment will be given, provided that it does not become a regular occurrence.



## School hours

### **Mondays – Fridays 7:15 – 13:45**

13.2 Learners may not arrive late for any class, substitute class or school activities.

#### **14. Absence from school**

14.1 Learners may be absent from school in exceptional cases only, and only with the acknowledgement of the school principal, delegate or grade head.

14.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. Should a learner be absent from school for more than 20 days during the year, the learner will not be allowed to write the final examination at the end of the year.

14.3 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/guardians. 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 or delegate.

14.4 Should the learner miss a task, test or examination at any time, even for one day, he/she must hand in a medical certificate on the first day that he/she is back at school. The deputy principal must also be informed telephonically on the day of the test or examination.

#### **15. Environment**

15.1 Learners have the right to a safe environment and school that are conducive to education. (Annexure E)

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

15.3 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. This includes the vehicles used for transport.

15.4 Learners must leave restrooms in a clean condition.



- 15.5 Any action or failure by learners that constitutes or could constitute a health, or any other risk, to other learners is punishable and must be avoided.
- 15.6 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 consent of the staff members involved.
- 15.7 Learners shall comply with any reasonable instruction from the principal, any educator, SCR member or another school leader with regard to maintaining a clean and hygienic school environment.
- 15.8 All learners are expected to clean the classrooms and school grounds according to the set timetable.
- 15.9 Learners must comply with instructions from staff regarding areas that are out of bounds on the school grounds.

**In case of a violation of any provision in this code of conduct or the school hostel rules, the prescribed disciplinary procedure shall be followed.**



## **Part 3 - Procedure for disciplinary action against learners**

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

For the purposes of procedural matters, a violation of hostel rules shall be regarded as a violation of the code of conduct, and the same procedural requirements shall apply, with the necessary amendments, depending on the circumstances.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

### **GENERAL POLICY**

The following is fundamental to the interpretation and implementation of the school policy:

- Learners with 50 or more demerits must sit detention.
- No learner will be excused from detention, unless a medical certificate is handed in. (No learner will be exempted more than once from detention.)
- When a learner does not attend detention, he/she will receive a further 50 demerits.
- When a learner has 200 or more demerits (strictly demerits), his/her parents/guardians will be contacted by the disciplinary head.
- When a learner has more than 300 demerits (strictly demerits), an internal hearing will be conducted where the disciplinary head, the grade head, the learner and his/her parents/guardians will be present.
- Any Category 3 misconduct, or persistent misconduct of Category 1 and/or 2, will lead to the disciplinary head, in consultation with the school principal, requesting a disciplinary hearing from the school governing body.
- Only Category 1 demerits can be cancelled by merits earned.
- Learners are able to earn merits for various activities, as stipulated in the merit system.

### **1. Disciplinary action**

#### **MISCONDUCTS – CATEGORY 1**

- 1.1 Homework not done/incomplete.
- 1.2 Diary, textbooks, scripts, SBA (School Based Assessment) not at school.
- 1.3 Textbooks and/or scripts not covered.
- 1.4 Not handing in signed school documents, reports, letters, forms or slips from parents/guardians. This includes not handing in medical certificates or letters from parents/guardians the day after being absent.
- 1.5 Being in a restricted area.



- 1.6 Disobedience, not listening or paying attention in class, assembly or any school activity.
- 1.7. Disrupting class by any unacceptable behaviour.
- 1.8 Messing, eating, chewing gum or drinking in class or during assembly.
- 1.9 Copying homework or allowing others to copy your homework.
- 1.10 Misconduct regarding appearance or school wear.
- 1.11 Inappropriate physical contact on the school grounds, at school events or in public.
- 1.12 Deliberate absence from formal school events.
- 1.13 Swearing or inappropriate language.
- 1.14 Hiding other learners' property.
- 1.15 Littering
- 1.16 Use or handling of mobile phones or any technological device during school periods or between classes. – Refer to policy
- 1.17 Damaging of school, staff or other learners' property. Regardless of punishment, the learner is responsible for the cost of repairing or replacing the damaged property.
- 1.18 Late for class or substitution class (3 minutes after the bell rings) without a valid reason.
- 1.19 Late for school or school activities.
- 1.20 Other less serious violations or transgressions of the code of conduct:
- 1.21 Parking without a valid disc

In case of the violation of any of the abovementioned category 1 provisions, such violation shall be referred to an educator of the school, who will be entitled to impose the following sanctions:

- a) A verbal or written warning – demerit points.
- b) Supervised school work that will contribute to the learner's progress at school as well as improve the school environment, provided that the parents are informed timeously and the child's safety is ensured.
- c) The performance of tasks by the transgressor in favour of the person/institution who has been wronged by the transgression.
- d) Repeated offences of the above mentioned, may lead to suspension from participation in school activities, such as sports and cultural activities (including social events)



## MISCONDUCTS – CATEGORY 2

- 2.1 Dishonesty e.g. copying during tests or examinations, forging signatures etc.
- 2.2 Bunking or absence from classes, substitution classes (according to the timetable), school activities or extracurricular activities without permission.
- 2.3 Serious belligerent comments, arrogance or disrespect against educators, staff, SRC or other learners. This includes body language and/or gestures.
- 2.4 Smoking or being part of a group who were smoking.
- 2.5 Possession and/or distribution of prohibited material/items/objects by using a mobile phone or any electronic device, Facebook, Twitter, Instagram and any other social media. This may lead to a Category 3 misconduct.
- 2.6 Absence from detention.
- 2.7 Belligerent or harmful graffiti that is offensive to other learners, staff or any other person.
- 2.8 Hair is not in adherence with the code of conduct.
- 2.9 Serious misconduct of the code of conduct or school rules.
- 2.10 Disrespect regarding religious activities.
- 2.11 Does not arrive for substitution class, or sits in the wrong class.
- 2.12 Slandering of the school, staff members or learners. This may lead to Category 3 misconduct.
- 2.13 Other serious violations or transgressions of the code of conduct:

In case of the violation of any of the abovementioned category 2 provisions, such violation shall be referred to the disciplinary head, who will be entitled to impose the following sanctions:

- a) Any of the sanctions in Misconducts - Category 1 (a) to (d) above, to which the following could be added:
- b) Exclusion from participation in social events of the school.
- c) Agreed, affordable compensation.
- d) The repair or replacement of damaged property.
- e) Community service.
- f) Entering a rehabilitation programme.
- g) In the case where a grade 12 learner has missed any detention, before or after the preliminary examination, he/she may forfeit his/her privilege to attend the matric farewell.
- h) If learners has 50 demerits or more by the end of a school year, the demerits will be carried forward to the following year.



### MISCONDUCTS – CATEGORY 3

- 3.1 Hate speech, racism or sexism.
- 3.2 Behaviour or threats that can put someone's safety at risk or violate their rights.
- 3.3 Initiation beyond the limits of the code of conduct and without supervision.
- 3.4 Possession or use of weapons or dangerous objects, or threatening to use weapons or dangerous objects.
- 3.5 Possession, use, handling or visible proof of drugs or unauthorised substances, alcohol or other harmful substances.
- 3.6 Fighting, assault, abuse or bullying.
- 3.7 Serious misconduct regarding slandering of the school, staff members or learners.
- 3.8 Immoral behaviour.
- 3.9 Vandalism.
- 3.10 Theft or possession of stolen property.
- 3.11 Violation of a national ruling that is punishable in a court of law.
- 3.12 Deliberate misinformation or forging documentation.
- 3.13 Involvement with occult or satanic activities.
- 3.14 Refrain to adhere to previous punishment.
- 3.15 Any other very serious violations or transgressions of the code of conduct:

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the disciplinary committee of the governing body, who will be entitled to impose the following sanctions:

- a) Any of the sanctions in Misconducts - Category 1 (a) to (d) and Misconducts – Category 2 (b) to (g) above, to which the following could be added:
- b) In the case of a violation of the code of conduct for learners by members of the SCR or other school leaders:

In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the SCR or other leadership position in the school

- c) Following a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the disciplinary committee of the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner, or recommend the learner's expulsion from the school to the Head of Education.
- d) Should the disciplinary committee of the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days.



- e) Should the disciplinary committee of the governing body decide to recommend to the Head of Education that the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.
- f) Following a hearing in which any learner is found guilty of violating hostel rules, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner from the hostel for any appropriate period of time, or expel the learner from the hostel.

## **2. Preventative suspension**

Based on reasonable grounds and intended as a precautionary measure, the disciplinary committee of the governing body may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed serious misconduct (Category 3) or repeated Category 2 offences. However, such suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the governing body.

## **3. Disciplinary hearing**

### **3.1 Preliminary inquiry**

When a learner is suspected or alleged to have committed a major transgression (Category 3), the school principal may appoint an investigating officer. The latter will collect information for the school principal to decide whether a disciplinary hearing is warranted.

### **3.2 Hearing**

3.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.

3.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.





3.2.3 At least five school days must lapse between the delivery of the notice and the hearing.

3.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Department of Education.

This transfer of power does not restrict the Governing Body from executing these powers themselves.

3.2.5 The learner can be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.

3.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.

3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.

3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.



3.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.

3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.

3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.

3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.

3.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

### 3.3 Finding and sanction

3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

3.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may



constitute a criminal offence to the South African Police Service for investigation.

#### **4. Internal appeal**

- 4.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.
- 4.2 The notice of appeal must clearly outline the grounds for the appeal.
- 4.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.
- 4.4 The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 4.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.
- 4.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- 4.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.



- 4.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.
- 4.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- 4.10 In considering the appeal, the appeals committee may:
- a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
  - b) impose an alternative sanction (including a heavier sanction); and
  - c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

## **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.