

ALBERTON HIGH SCHOOL

LEARNER CODE OF CONDUCT

2025



LEARNER CODE OF CONDUCT

PREAMBLE

In terms of the South African Schools Act (Act No. 84 of 1996) hereafter referred to as SASA, it is the duty and responsibility of the School Governing Body (SGB) to develop and adopt a Code of Conduct for learners. Such policy must be in line with the provision of the Provincial Gazette, relevant National Education Legislation as well as the Constitution of the Country. In a case where the Code of Conduct is in conflict with any provincial or national legislation then such legislation shall take precedence.

PURPOSE OF THE POLICY

The purpose of the policy is to set out the parameters within which learners should behave in order to protect and promote the integrity and security of each learner and all members of the school community.

Objectives

- 1) To ensure that no learner is unlawfully and / or unfairly treated;
- 2) To foster mutual respect and establish a culture of tolerance and peace amongst learners and educators in the school;
- 3) To ensure that the administrative procedures are clearly defined.

With the Code of Conduct for learners we aim to promote orderly and effective teaching and also guide the learner towards the development / acquisition of self-discipline. The aim is to establish a safe, orderly and disciplined school environment, committed to the improvement and maintenance of the quality of learning. This Code of Conduct ensures that standards of appearance are upheld equally, without exceptions based on race, culture, or religious beliefs, fostering an environment of equality and mutual respect.

APPLICATION AND SCOPE OF THIS DOCUMENT

This Code of Conduct applies to all learners enrolled at Alberton High School.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the SGB and Disciplinary Committee, assisted by the School Management Team (SMT)

LEGISLATIVE FRAMEWORK

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 (as amended); the South African Schools Act, Act 84 of 1996 ('SASA'), as amended; the National Education Policy Act, Act 27 of 1996(as amended); 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); Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); Promotion of

Administrative Justice Act, 2000 (Act No. 3 of 2000); The Gauteng Schools Education Act, 1995 (Act No. 6 of

1995); Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General

Notice 2591 of 2001); Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended and Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.

POLICY STATEMENTS

The Principle and Values: The Rights of the Learners

- a) At the School all learners shall have the democratic right to due process, participation in decision – making on matters affecting them and a method of appeal. The school prides itself on its record of allowing learners to express and resolve school-related grievances together with the SMT and SGB.
- b) Any form of discipline embarked upon by the school is underpinned by dignity and respect.
- c) Corporal punishment is prohibited at the School.
- d) The school will endeavour to provide learners with a clean, safe, healthy environment with access to clean running water and toilets and an environment that protects them from harassment and intimidation; assisting them in attending classes and writing tests and examinations thereby creating an atmosphere conducive for teaching and learning.
- e) Learners have the right to expect educators to maintain high standard of professional ethics.

The Legal Authority for the Control and Discipline of Learners

- a) The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.
- b) The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken the school will inform the learners why:
 - 1. Their conduct is considered as misbehaviour or misconduct
 - 2. They are to be disciplined or punished
 - 3. All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school.
 - 4. An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or school related activities.
 - 5. The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property.

CODE OF CONDUCT

All learners are bound and will adhere to the code of conduct as set out below:

➤ Article 1

I shall abide by all the school rules as laid out in the School Code of Conduct and comply with the current policies and procedures of the school.

➤ Article 2

I commit not to infringe on the rights of any learner or other member of the school community and to treat all members of the school community (including visitors) with respect and fairness (Always greet first).

➤ Article 3

I shall be neat and presentable and it will be my endeavour to maintain the honour of the school at all times.

➤ Article 4

I shall endeavour always to be loyal, helpful, honest, reliable, sincere, humble and gracious in my conduct.

➤ Article 5

I shall never deny the right of my fellow learners to an effective learning environment by my manner of conduct.

➤ **Article 6**

I shall contribute to the expansion of the school's cultural and sporting programmes and will conduct myself in an exemplary manner when doing so. I will be a loyal, trustworthy member of the school community and of activities or sport teams (All practices and matches must be attended).

➤ **Article 7**

I shall contribute to the maintenance and refinement of the school's traditions and to act in an appropriate way in public so as to add prestige to the good reputation of Alberton High.

➤ **Article 8**

I shall apply myself diligently to my studies and endeavour to promote a culture of learning in the class. This implies that I shall:

- submit homework, assessment tasks and assignments by the due date or seek approval to extend the due date care for and return text books or other school equipment by the due date not to engage in deception or dishonesty, whether in written work or in other aspects of school life.
- (AI-STUDENT USAGE) As a school we are committed to helping learners acquire new skills and knowledge. This can only be achieved if a teacher has a learner's authentic display of learning. By using AI, learners deceive the process of learning and at the same time the teacher's ability to guide/teach to learners needs. Therefore, the use of generative AI in completing any school work (projects, essays, tests) is RESTRICTED. (will have to explain what is meant by restricted, or define restricted otherwise it is not certain what is prohibited. (restricted to research only.) (??)
- Use of any AI to produce the work may be considered cheating/ plagiarism and carries the same penalties.)
- take individual responsibility to catch up work in general, homework and any other form of academic assignments after absence from school.
- be punctual and regular in attendance.

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 sanctioned in accordance with the disciplinary procedure for learners.

LEGAL AUTHORITY FOR THE CONTROL AND DISCIPLINE OF LEARNERS

The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken the school will inform the learners:

- (i) Their conduct is considered as misbehaviour or misconduct.
- (ii) They are to be disciplined or punished.

All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school.

An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or involved in school related activities.

The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property or to an official school function, camp, tour or sport event, even if it is not on the property of Alberton High.

SCHOOL RULES

SCHOOL UNIFORM AND PERSONAL APPEARANCE

The school uniform is mandatory and applies equally to all students regardless of race, culture, religion or personal preferences.

All learners are required to comply with the dress code during school hours, including extracurricular activities, school functions, and when representing the school.

All learners are expected to be in full uniform as from the first day of school. School identity and school loyalty is vital. Alberton High is proud of our commitment to discipline and the wearing of a school uniform affords us the chance to maintain and regulate discipline and create a sense of unity. Learners wearing the incorrect school uniform and / or carrying no school diary may be asked to leave the school premises. Repeated offence (3 times) of the code of conduct can lead to a disciplinary hearing. Parents are asked to assist the school to achieve these qualities by seeing to it that learners observe the following regulations.

- Learners and their clothing must be neat and clean at all times.
- No learner may leave the school premises for any event unless they are correctly dressed, either in their school uniform or sportswear.
- The school uniform must be worn at all school functions, unless otherwise specified by the Principal.
- If a learner does not have the correct school uniform on the day because of theft or dry cleaning, a letter from the parent(s) must accompany the learner indicating what the problem is, otherwise he/she will be scanned/recorded for the infringement and given a warning.
- **School rules apply at all school functions, as well as after school when the learners are still dressed in uniform.**

Blazer

All learners are required to wear a blazer. The blazer must be worn at all times. It may only be removed in class and during break, or if permission given by the Principal during heatwaves. It is also compulsory to wear the blazer during assembly. The ordinary blazer for boys and girls is navy blue with the school badge on the pocket. Councillors wear an Alberton High blue blazer and those learners who receive colours awards wear the same colour with a laurel wreath around the badge and the scroll for the particular activity under the badge. This blazer may only be worn once the learner is in grade 11 excepting newly appointed grade 10 councillors. **Only official school badges may be worn on the uniform.**

No blazers, jackets or jerseys other than those specified by the school regulations may ever be worn to school. No other sport jackets may be worn i.e. soccer clubs, action netball cricket etc. Incorrect clothing will be confiscated.

Girls

- School blazer with badge on pocket (compulsory in summer and winter).
- Plain black, low heeled buckle or lace-up leather school shoes. (**No other** shoes will be allowed).
- Shoe laces tied through all holes and buckles working.
- **SUMMER OR WINTER TIMES:** Regulation school uniform / dress (length 7cm above knee). No pins or other methods to tie up the dresses (e.g. string) are allowed in dresses. Girls are permitted to wear navy blue tights on very cold days during the Summer months.
- White ankle socks (turned down at all times).
- Ankle socks must cover the ankle bone (no longer or shorter).
- No nude stockings with summer uniform
- Navy blue tights with summer uniform/dress. Alternatively, grey flannels, grey socks ONLY, white long-sleeved collared shirt with the school tie. **No stove pipe flannels or tight fitted flannels are allowed. Flannels are not allowed to be altered to a “stove pipe” look. School flannels are a straight leg with the width the same at the top and the bottom. In other words, the pants must be a “regular fit”.**
- School jersey or pullover
- Only an official school tracksuit top (other than the school jersey) may be worn under the blazer only during the winter **months**.
- An official school scarf may be worn during **winter months** only. Current first team players may wear an official school white scarf instead.

Boys

- White shirt.
- School tie.
- Grey flannels of regulation width as supplied by school stockists. **Stove pipe flannels or tight fitted flannels are allowed at the discretion of the Educators in charge of the boy's inspection. Flannels must be wide enough to be able to pull it up over the kneecap.**
- Grey shorts *Please note: no Bermuda or tight-fitting shorts.*
- **Plain black lace up leather shoes (No suede shoes or slip-on shoes, platform or pointed shoes will be allowed).** No pins in shoes / laces through all the holes, and the laces must be tied.
- Grey socks. No white or any other coloured socks are permitted.
- Knee high grey socks with school colours must be worn at all times if shorts are worn. Shirts must be neatly tucked in.
- A black belt with a small plain buckle must be worn.
- Pants have to be fastened with a belt above the hips.
- School jersey or pullover
- Only an official school tracksuit top (other than the school jersey) may be worn under the blazer only during the **winter months**.
- An official school scarf may be worn during **winter months** only. Current first team players may wear a white scarf instead.

Grade 12 Uniform

Only grade 12 learners may wear the following:

- Plain white jersey or pullover. No embroidery of any sort will be allowed. Should any other item of the school uniform be embroidered, the item will be confiscated.
- Girls wear a matric skirt and white shirt or a normal white long sleeve shirt with a proper collar
- A special Grade 12 tie will be available to purchase from the finance office (only for grade 12 learners).
- Girls wear a pair of white socks with 2 blue lines

Note: Ties for boys and girls must at all times fall to under the breast bone

Sport

- School track suit for sport only (no other tracksuit may be worn).
- Official sportswear as arranged by the coaches and sport coordinator.
- Only first team members have the right to wear a white scarf in the **winter months**.
- First team jackets may be worn under the blazer on **Fridays only** during summer season. During the winter season as specified by school it may also be worn on a daily basis under the blazer.
- Official provincial or national colours (ONLY BLAZER) may be worn as per arrangement.
- Learners must wear the official school tracksuit with appropriate shoes on days when they have LO Sport starting with **Grade 8 2025**.

APPEARANCE: GIRLS

HAIR REGULATIONS

- All hair clips and other accessories must be white, sky blue, navy blue, black, grey or silver. No printed headbands are allowed.
- Decorative accessories must be small, one colour with no glitter and must serve a purpose. White, blue, black, brown or silver bobbles/hair ties must be used.
- Fringes are allowed provided they are just above the eyebrows and not below.
- Hair must be neat, properly kept and if hair is longer than below the bottom of the collar it must be tied up and **loose strands must be out of the face at all times.**

- All hair treatment must appear natural. Appropriateness thereof is at the discretion of school management.
No “growing out” of hair colour is allowed, roots need to be maintained at all times and no regrowth may be seen.
- No highlights are allowed. Sun bleach highlights will be overseen by management.
- Hair colour needs to blend in with the natural hair; must be one colour.
- Hair extensions must look natural and blend in with the natural hair. If it is below the collar of the dress it must be tied up in a pony or bun. No sponge or sock may be used to increase the size of the bun. The height of the bun may not be higher than the length of an ID card.
- Ends of the extensions must be neatly fused and / or cut and may not exceed 1.5 cm at the widest point.
- Braiding should be done in **only black**.
- Long braids should not be longer than reaching the waist and should be tied at the back of the head and away from the face.
- No beads may be worn.
- No fancy patterns are permitted (zig –zag / flower patterns etc.)
- Very curly hair and afros need to be tied up when long enough. The hair of girls with shaven / comb over hair must be the same length all round.
- No overusing of hair products (Hairspray / Gel). If it is the case the learner will be requested to go home and fix her hair.

NAILS

- Nails are to be clipped neatly to the end of the finger.
- No French manicures are allowed or any other gel/acrylic nails or tips.
- Only clear colourless nail varnish may be worn, otherwise girls will be requested to remove it immediately.

MAKE-UP

- **No make-up** (including base, mascara, powder / eye shadow, eye liner, BB cream) may be worn. Learners will have to remove it immediately
- Base will only be allowed if a letter from either the Dermatologist or a Psychologist is given to school management / SGB by the parent / guardian.
- No permanent make-up is allowed. Tinted eyelashes or eyebrows must always have a **natural look. It must match the hair colour.**
- No lip gloss / lipstick or lip liner is permitted.
- All tattoos must be covered up at all times.
- A permission letter is required if a learner must wear a henna tattoo and the request will be granted at the discretion of management/ SGB.

JEWELLERY

- Only jewellery allowed is a watch and Medic Alert bracelet, signet-ring and one pair of earrings (standard size sleeper or stud) that will be worn in the bottom pierced hole only. Earrings may not have a gemstone in.
- **NO BRISTLES** nor studs or rings may be worn in the ears, mouth, nose, face, eye brows or tongue.
Religious/cultural jewellery may be worn but may **NOT be visible at all with any school uniform. A letter from a religious institution need to be presented to the SGB explaining the reason for wearing the jewellery. Or the jewellery will be seen as Confiscated Goods.**

PLEASE NOTE: Girls must be dressed appropriately at all times. Proper underwear must be worn at all times

APPEARANCE: BOYS

HAIR: GENERAL

- Hair to be cut neatly and short (clear of the ears, neck and forehead).
- No fancy or wild styles, gel, grease or hair sprays permitted.
- Boys' hair must be short and evenly cut. This implies that NO "undercuts" are permitted and that NO "steps" or definite line is permitted.
- Where hair is blended / faded it must be a number 1 to 2 or 3 to 4. (Not a number 1 to 3 or 1 to 4 or 2 to 4) ☐ No comb over is allowed.
- A short afro can be worn but not longer than a number 3. The hair must be combed out and not relaxed.
- Side burns may not be longer than the middle of the ear.
- Hair may not be dyed – no "highlights" or "low lights". If this is done, hair must be shaved with a No.2 blade and be kept that way until it is according to the rules.
- No hair extensions may be worn.
- No "dreadlocks", "man buns", spikes, "plaits" or any other style, which causes the hair to stand up unnaturally, and/or appear long, is permitted.
- No "mohawk" / "mullet" allowed.
- No "patterns" may be cut / shaved into the hair.

GENERAL APPEARANCE

- Boys are to be clean-shaven. If they haven't shaved, a razor will be provided at a cost of R10 and the boy must shave immediately.
- Only jewellery allowed is a watch and a medic alert bracelet. No studs / bristles or rings may be worn in the ear, mouth, nose, face or tongue.

Migraine piercing will only be allowed with an official doctor's note presented to the SGB and with the SGB approval.
No jewellery bracelets or chains are allowed
- Religious/cultural jewellery may be worn but may **NOT be visible at all with any school uniform. A letter from a religious institution need to be presented to the SGB explaining the reason for wearing the jewellery. Or the jewellery will be seen as Confiscated Goods.**

GENERAL APPEARANCE: CIVVIES DAYS

Clothes must at all times be neat and tidy

School civvies:

- Only blue or black denims are allowed **and** denims may not be shorter than knee height.
In the case of denim shorts, they also should not be shorter than knee height.
- NO RIPPED DENIMS.
- **No white or other colour denims are allowed.**
- Only a councillor or supporter shirt is allowed. No other shirts unless as per arrangement with management.

Other civvies:

Girls:

- No make-up is allowed.
- May not wear shirts that show the midriff or cleavage. No crop tops are allowed and top may not be of a see-through nature.
- No short skirts or shorts allowed. It must either be on or below the knees.
- Three quarter denim shorts are allowed
- The shirt must be long enough to cover the buttocks in the case of ski-pants / leggings / tights or yoga pants.

- Tank tops (thick straps) can be worn but NO cleavage may be seen at any time. **Proper underwear must be worn at all times.** Boys
- Normal school rules regarding hair (except the above-mentioned point; jewellery and shaving applies. ☐ Long denim shorts may be worn
- No clothing (shirts/caps etc.) that promote/advertise drugs/alcohol is allowed. (Or that are vulgar or inappropriate.)

PLEASE NOTE:

Learners will get a warning for their first hair infringement if it is not correct, will be scanned and parents will receive a mail or message. The second time they are not correct, it will be recorded and the learner will be asked to go home and get the hair fixed before returning to school.

CONFISCATED GOODS

- Any jewellery or incorrect pieces of clothing (boys and girls) will be confiscated immediately. If the learner would like the item returned, they can collect it during the last week of the term and an admin fee is payable; the process will be communicated.
- Learners will be scanned for each item confiscated and repeat offence can result in detention or suspension.
- Confiscated items that are not claimed by the end of the year will be donated to a welfare organisation

NOTE: Any transgressions of these rules may lead to the learner being sent home.

Please note:

- Regular uniform inspections are held by the staff as well as the councillors, who assist with these inspections and are well versed in the rules. Councillors have the authority, with the assistance of an Educator, to pull learners out that are not complying with the Code of Conduct.
- Infringements will be punished by scanning the infringement followed by detention / suspension (if the learner persists in transgressing the rules) or immediate corrective action; i.e. where hems are too short, or where trousers have been tapered, the girl / boy may be given a dress / pair of grey shorts from the second hand shop to wear for the day and have her dress / his trousers returned at two o' clock to take home for alteration.
If no uniform in the second hand shop fits the learner, the learner will be sent home.
- Where the learner persists in uniform infringement, he/she will be sent home with the prior consent of the Principal and this will continue until the matter is rectified.
- Learners are required to be fully and correctly dressed on their way to and from school and before and after sport matches.
- Learners are aware of the rules and should not wait to be told that they are incorrectly dressed. It is a matter of pride and responsibility to ensure that the correct attire is worn.
- 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.

LACK OF SUPPORT FOR COMPLIANCE

- Parents who do not support the school in ensuring their child adheres to the dress code will receive formal communication from the school reminding them of their responsibility.
- Failure to respond to the school's requests may result in escalation to the School Governing Body.

BEFORE SCHOOL

- All learners must enter the school on arrival through the bottom gate (Phantom Street or Edward Street).
- If a learner arrives before 07:00 in the mornings at school, they are requested to meet in the Blues Café.
- No learner may then leave the school grounds until the end of the school day unless a deputy principal (grades 8-11) or principal (grade 12) has granted permission to leave by signing their diary.

When the bell rings at 07:25 all learners must be lined up in the quad for assembly and not still entering the school gates. **Gates will close at 07:20.**

All learners must line up in their allocated quad (see below) according to their form class per grade and must stand in alphabetical order.

- All learners must be quiet while lining up in the quad.

ASSEMBLY

- All learners will assemble in the brick quad (grades 8 – 12 learners to assemble in the paved area alongside the hall) on Wednesdays and Fridays (unless stated otherwise) followed by a short form period if time permits. On Mondays, Grade 10-12 will attend hall assembly (Grade 12 learners will sit up in the gallery) during (form/ period.1. for grade 8 and 9 learners). Then the Grade 8 and 9 will attend hall assembly during (form/ period.1.for grade 10-12 learners). All learners have to be present at all assemblies, as important announcements and information is conveyed.
- Learners must report directly to form on Tuesdays and Thursday at the latest 07:30.

LATE-COMERS

- **The school gates will be locked at 07:20.**
- All learners must be on time to attend assembly at 07:30.
- Any learner who enters after 07:20 will report to the main gate and will be treated as being late for school.
- Late coming will be entered on the points system.
- An educator will always be on duty if there are any problems. Learners arriving late are to remain in the area outside the front foyer. A Responsible staff member will co-ordinate the procedure to be followed for latecomers. If a learner is late for the first time or in the case of an emergency, the learner will be sent to class. In all other cases of late arrivals, the learner will be placed in an entertainment area for the day and parents will be informed that their child was late. After the third occasion of arriving late, the learner will be placed on detention on a Friday afternoon.
- A parent must accompany the learner in the event of an **emergency** resulting in the learner being late for school. This is only applicable in the case of an emergency and not being generally late.

Note: *If a learner is constantly late, the parents will be requested to enrol their child in a school closer to home.*

HANDLING OF SUITCASES

- All suitcases will be placed at the learners' form classes and then learners will make their way towards the brick quad or the hall for assembly.
- There will be lines allocated per form class on the brick quad.
- Before break suitcases must be placed in neat rows in front of the classroom if it is locked. Otherwise suitcases must be placed in the class during break or keep the bag with you.
- School bags must be placed in a class during practices of extra-mural activities.
- Learners can place bags/suitcases in the demarcated area in the quad that is under camera surveillance.
The school does not accept responsibility for items lost as a result of unattended bags or blazers.
- ***The school does not accept responsibility for any suitcase that is lost or stolen or damaged.***
The school does not accept responsibility for any sport bag/equipment that is lost or stolen or damaged.

THE SCHOOL BUILDINGS / PROPERTY

- No learner is allowed in classrooms before school or during breaks without the permission and / or presence of the educator.
- No learner is allowed to roam around the school building without being signed out by an educator.
- No littering is allowed.
- No learner may write on walls, desks or any other part of the building / furniture.

- No property may be removed from the school premises without the permission of the principal.
- Any vandalism must be reported to the office immediately.
- No learner is allowed to roam around the school after school hours, unless involved with an extra-mural activity. **The gates are locked 30 minutes after the end of official classes.**
- ***No Primary School siblings of learners are allowed to wait on Alberton High School grounds or roam around at the school after school hours.***
- Any learner who intentionally misuses, damages or defaces any school property will replace it or pay for the damages to property.

INJURIES AND ILLNESS

- Any of the above must be reported to the office personnel immediately.
- Any contact with parents regarding the above will be done by the office personnel only.
- **Parents must give permission at the front office for the learner to leave the school grounds.**

DURING SCHOOL HOURS / CLASS ROOM RULES

- Changing of classes must be done quickly and in an orderly fashion.
- Learners must line up outside classes. (Boys and girls separately)
- **No learner may enter the class without the permission of an educator.**
- Learners must be quiet during announcements.
- Educators have the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct will be referred to the Deputy Principal or Principal of the school.
- Learners are expected to 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 essential to give effect to this code of conduct.
- Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence. **It will not be the responsibility of the educator to ensure work missed is caught up.**

Educator's instructions must be followed at all times. Under no circumstances will the undermining/disregard of an educator be tolerated.

Classrooms may only be left with the permission of the educator by a signature in the learner's diary and the hall pass issued by the teacher.

- Only councillors responsible for bible reading and prayer may leave classes earlier at the end of day (last 5 minutes).
- No learner may report to the front office during class time without first being signed out by the relevant educator (unless accompanied by an educator or councillor).
- **No learner except councillors may use the stairs in the foyer. These are for staff use only. Learners may only use the stairs if they are accompanied by an educator.**
- Any violations of the class rules shall be regarded as a violation of this code of conduct and school rules.

ATTENDANCE

- If a learner is absent, their parents will be notified via an SMS.
- Learners may only be absent in the case of sickness or a valid written reason given by parent.
- All absenteeism must be acknowledged in writing by parents in the form of a letter handed into the front office or an email send to the front office.
- After an absence a learner is required to hand in a note / **medical certificate** explaining the reason for absence on the first day of their return to school.
- Should an absence occur during a test, SBA, PAT, oral or exam, a medical certificate must be provided or the learner will be given no marks. In the case of handing in a medical certificate, the learner will qualify to do the assessment task on the condition: That an

arrangement has been made with Ms T Faia and the Subject educator on how the assessment will be done. **No class average will be given to a learner.**

- Attendance is controlled on a regular basis.
- Persistent truants run the risk of expulsion in terms of the Educational Affairs Act.
- Should a grade 12 learner be absent more than 5 days without a medical certificate he/she will forfeit the opportunity to attend the matric farewell.
- Study leave does not exist. Learners are not permitted to stay away from school because they are preparing for an examination. If they do so, they could likely be regarded as playing truant, with the appropriate steps being taken against them.
- **Bunking periods** during the day will eliminate a learner from qualifying for 100% attendance.
- If a learner is **late for school nine times and more** – that learner will be eliminated from qualifying for 100% attendance.
- Learners leaving school early will also not qualify for 100% attendance.

Note: Where it does happen, that learners are allowed to stay away during sessions when they are not writing an examination, it should be borne in mind that this is a concession - not a right. Relevant documentation must be completed for the learner to be able to stay at home.

LEAVING THE SCHOOL GROUNDS

- Urgent permission to leave the school ground can only be granted in writing (by signing the diary) by the Principal or a Deputy Principal. (e.g. sickness/ funeral or death)
- The learner must ensure that the educators are notified of the learner's departure.
- The school prefers that appointments to e.g. doctors, dentists etc. be made after school hours or over the holidays. In cases of funeral/death/ or doctor's appointments – the learner must have a written letter from the parents.
- Only the parent or guardian may request permission for their child to leave the school and only with written parental consent will a learner travel with someone else. Learner must present parental consent and positive ID from a person if it is not the parent/guardian collecting the learner.
- **Learners may not contact their parents / guardian him-/ herself to fetch them from school. Only the office may phone the parent.**
- A register must be signed by the parent/guardian upon fetching the learner from school. This register is located at the front office. **Proof of identity of the parent/ guardian must be given. In a case where the parent/guardian is unable to collect the child written permission by them must be given indicating whom they have given permission to in order to collect the child in question. They too must also present proof of identification.**
- If the learner needs to make use of an UBER, transport system, the parent needs to send a letter of conformation.

SAFETY

- No learner may be in possession of a weapon of any nature.
- Any object that may result in any kind of injury e.g. Fireworks, etc. are prohibited and the learner guilty of using the object will be suspended immediately.
- Dangerous games are not allowed.
- No learner may tamper with any switch board, light switches, electrical appliances or any electrical installations, fire hoses, overhead projectors, data projectors etc.
- Running or pushing on the passages or stairways is not allowed.
- **Under no circumstances** will a learner be allowed to sell any food, cold drinks, sweets etc. on the school premises or directly outside the school premises. **Any articles for sale will be confiscated.**
- Learners will be required to carry a standard identification card at all times, including at functions like dances and sporting events. **No learner may visit the bathrooms during classes without a signed diary.**

- A learner who assaults another learner or a staff member of Alberton High will be guilty of an offence. Steps will be taken against such a learner to ensure that (a sentence is imposed) (prosecution is instituted) for assault.
- The school adopts a zero-tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation.

At the first suspicion of gangsterism or gang related activities, the relevant school officials will inform the District Office and police about suspected gang related activities on or near the school property. No gambling or any card games are allowed on the school premises

- Learners are permitted to come to school on a bicycle. This is to be stored in the bicycle shed. Learners may not ride their bicycle into the school grounds but must rather push the bicycle to the shed.
- Skateboards are not permitted as a recognized mode of transport to school. Skateboards may not be brought onto the school premises; if so, it will be confiscated.

VALUABLES AND PERSONAL BELONGINGS

The school will not be held responsible for theft of or damage to personal belongings on the School premises (e.g. cell phones, bags, books, clothing etc.)

IT IS THE RESPONSIBILITY OF THE LEARNER TO LOOK AFTER HIS / HER OWN PROPERTY.

THE BLUE'S CAFÉ AND EATING

- No learner may eat or drink in the class rooms.
- Chewing gum is not allowed.
- No learner may leave the classroom before break / end of day to visit the tuck shop / or on behalf of an educator.
- Purchases at The Blue's Cafe will stop when the bell rings at the end of break.
- Grade 12 learners have their Matric Garden to sit.
- All grades must make use of the directed lines for their purchases (these lines will be communicated to the learners).

BEHAVIOUR

The school has an enviable reputation for the good behaviour of its learners. It is a reputation of which we are justly proud and one that we seek to guard jealously. Although we do not impose regimentation on our learners, preferring that they should accept responsibility for their own behaviour, we do take action against those who clearly demonstrate that they are unwilling or unable to conduct themselves in a seemly or proper fashion.

- Learners should always behave in such a manner, both at school, on tour, on school buses and in public that their behaviour will not in any way bring disrepute upon themselves, their friends or the school.
- All learners should treat staff courteously and with respect.
- Any reasonable requests by staff must be obeyed.
- In their interaction with the principal, deputy-principal, educators and other staff of the school, learners will be courteous and respectful at all times and will refrain from any action that constitutes disrespect or rebelliousness.
- In their interaction with one another, learners shall practice 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.
- No learner may harass, threaten, harm or belittle a councillor in any way. (Verbal or physical actions).
- Examples of unacceptable behaviour against which action will be taken whether they occur in school or out of it are: fighting, loud and rowdy behaviour, discourtesy, insolence, vandalism, consumption of alcohol or any other substance abuse, smoking, vaping or

any other misdemeanour which, in the opinion of the Principal or the Governing Body, brings disrepute upon the good name and reputation of the school.

- No bunking of school or classes is allowed.
- No learner may climb over fences or gates of the school.
- No sexual harassment or sexual activity of any nature are allowed, and will be severely punished.
- Inappropriate relationships with educators will not be tolerated.
- No theft will be allowed.
- No learner may play cards, gamble or listen to music on the school premises.
- No boys are to stand or walk with their hands in the pockets.
- No software may be copied on to school equipment.
- Only Grade 12 learners with a valid driver's license and the necessary permission from Ms le Grange are allowed to park on the school premises (next to the pavilion).
- All litter must be thrown in the bins provided and not around the class or school grounds.
- **Learners may be kept after school if they do not adhere to the above (litter on the school grounds). (Detention?)**
- 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.
- 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.
- Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:
 - ✓ The sports head and the educator involved in the relevant sports code;
 - ✓ The referee or adjudicator with regard to the relevant activity; and ☐ The team captain.
- Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practice 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.
- Spectators and supporters at sports and other extracurricular activities must:
 - ✓ 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.
 - ✓ 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.
- 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.

THE REPRESENTATIVE COUNCIL OF LEARNERS (RCL) AND SCHOOL LEADERS

- The RCL and school leaders will assist the staff and management in dealing with general school discipline.
- RCL members and other school leaders shall bring transgressing learners to the staff of the school; where after line functions will be followed.
- 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.

AWARDS & SCHOLARSHIPS

- Awards and Scholarships are awarded according to the criteria of and at the discretion of the school.
- To receive any award or scholarship is a privilege and not a right.
- Awards and scholarships can be withdrawn at the discretion of the Principal under the following conditions:

Dishonouring the school's name

Receiving more than -80 demerit points

- These awards can be re-awarded at the discretion of the Principal, pending behaviour and merit points.

PROHIBITED ITEMS AND AREAS

Alcohol

In terms of the South African Schools Act (SASA) regulation 4(4) states that no learner may possess or use alcohol or be under the influence of alcohol on the school premises or during any school activity, even off the school premises although the premises may be in possession of a liquor license.

Cigarettes

- According to legislation no hubbly-bubbly (or any form thereof), vape-cigarettes and e-cigarettes or smoking is permitted in a public place. Persons (learners) who are found guilty of such an offence will be liable to pay a fine of R200. Furthermore, it should be noted that should a learner be caught with cigarettes in their possession, the same fine of R200 will apply.
- Any Cigarettes, Vape-cigarette / E-cigarette or Hubbly will be confiscated by the school. After the fine has been paid, items will only be handed to the parents personally. **Should it not be claimed within 5 working days, the items will be disposed of.**
- The use of any of the above outside school hours, in school uniform, is also an offence. If a learner is caught standing along with smoking learners, he/she will also be liable to pay a fine of R100 for being associated with smokers.
- Because of the provisions of the Tobacco Act the above is also applicable at all school events off the school property.

Cannabis and other drug related substances

- The existing education law and policy is not altered by the new judgment regarding use of cannabis. Cannabis is an illegal drug and the Regulations for Safety Measures at Public Schools specifically state in regulation 4 that all schools are declared "drug free". Regulation 4(2) states that "No person may...(b) possess illegal drugs on public school premises" and "(e) enter public school premises while under the influence of an illegal drug or alcohol". Regulation 3 provides for searching any person on the premises on reasonable suspicion that illegal drugs may be on the person on the premises.

Important to note that if the personal use results in the person being on school premises under the influence of the effects of it, it is unlawful. The school will require a medical test at own expenses and referred to SANCA, where proof of the learner's treatment and that the learner is drug free before being allowed back at school.

- The use or possession or sale of drugs, alcohol or any item that may have an intoxicating effect are prohibited. A disciplinary hearing will be set up and charges will be laid at the SAPD.

Cell Phones

- It is advisable for cell phones to **NOT** be brought to school. Should a learner need to have his/her cell phone, the phone must be handed in at the office in the morning for safekeeping and collected at the end of the day. Transgression of the rule regarding use of cell phones will lead to the immediate confiscation of the cell phone with the SIM card. This rule will be applicable from 07:25 until 14:00 on official school days. Cell phones may **only** be collected from the office at **14:00**. **The fine for the first week is R200 , thereafter R100. All monies collected will be allocated to our Welfare fund.**
- Learners are not allowed to record / video any learner or staff at school. Learners are not allowed to record any fights at school during or after school hours. Transgression of this rule will lead to the cell phone / iPad or any other device being confiscated. *The learner guilty of such an offence can be charged with instigating violence or being part thereof.* **The Protection of Personal Information Act (POPI Act) in South Africa regulates the collection, storage, and use of personal information on social media and other platforms. The POPI Act aims to protect individuals' privacy rights and give them more control over their personal information**

Other

- Pornographic material is strictly prohibited for all learners and visitors to the school.
- If any learner is caught with any of the above-mentioned in his/her possession, disciplinary action will be taken.
- If a WhatsApp group is created for work purposes, please note that the group will only function with the teacher holding admin rights only functioning with one-way communication with the teacher providing work to the learners. Under no circumstances may a learner/parent privately WhatsApp the teacher for any discussion. Appointments should be made via the front office.
- No Radios, iPods, CD players, External Speakers, Computer games etc. are allowed. (These items will be confiscated until the end of the year.)

Areas

- The foyer may not be used by learners to leave or enter school (other than late-comers).
- The toilets in the foyer are for use of visitors only.
- No eating is allowed in the foyer.
- Only one learner at a time may be sent to the foyer to hand in forms, registers, etc. and must be signed out by the educator.
- Learners are not allowed in "out of bounds areas" e.g. Building site, parking lots, next to the fences or any area not used for teaching. (Hall, store rooms, garages, etc.)

DISCIPLINARY RULES

In an effort to maintain discipline at the school and ensure that teaching and learning is not disrupted through behavioural problems, the SGB puts forward the disciplinary rules described below:

Ordinary Offences

- Late coming
- Failure to complete school work (class work and homework) given
- Playing truant or bunking periods
- Littering anywhere on the school premises
- Use of foul language
- Incorrect uniform
- Minor disruptive behaviour

Educators will resolve the above stated offences and keep records of date of offence, type of offence, name of learner and how the matter was resolved. After three ordinary offences have been recorded the matter may be referred to the Deputy Principal who together with the educator shall implement one of the following:

(a) Give the learner supervised school work, ensuring that parents are informed timeously (detention) (b) Suspend learner from school activities e.g. sport, cultural activities etc.

Should the learner continue to commit ordinary offences, a warning letter will be sent to the parent. If the behaviour persists the parent will be called to the school to discuss the matter and the likelihood of serious action taken by the school.

- Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

Schedule 1 – Misconduct

- Seriously threatens, disrupts or frustrates teaching or learning in class.
- Engages in a conspiracy to disrupt the proper functioning of the school through collective action.
- Insults the dignity of or defames any learner or any other person, which includes racist remarks, bullying and damaging other person's property.
- Verbal abuse, foul language, insolent behaviour towards an educator, admin or ground staff.
- Distributes, or is in the possession of any test or examination material that may enable themselves or other person to gain an unfair advantage in a test or examination.
- Cheats in a test or examination or any other form of assessments such as assignments.
- Engages in any act of public indecency.
- Sexually harasses another person.
- Is found in possession of or distributes material including material depicting sexual images in all its forms.
- Smokes or is in possession of cigarettes (refer to fines as per paragraph "prohibited items and areas").
- Is under the influence or in possession of alcohol.

After schedule 1- misconduct has been noted against a learner's name, (demerit system) and following a thorough investigation and confirmation of the allegation, a written warning will be sent to the parents.

A further offence in this category will be dealt with as per serious misconduct.

Schedule 2 – Serious Misconduct

- Rape
- Indecent assault
- Sexual harassment with aggravating circumstances
- Assault with the intention to do grievous bodily harm
- Common assault of an educator
- Serious intimidation of another learner, teaching and non-teaching staff
- Malicious damage to state property (Why state only? Anyone's property?)
- Theft with aggravating circumstances
- Robbery
- Possession of dangerous weapons on school premises
- The possession, sale or abuse of illegal substances
- Being on the school premises or at a school function outside the school premises while under the influence of intoxicating liquor or illegal substances
- Repeated Ordinary offences and Schedule 1 - Misconduct

After a serious misconduct has been noted against a learner's name, (demerit system) following a thorough investigation and confirmation of the allegation the matter must be referred to the Disciplinary committee and a disciplinary hearing will then be convened.

Bullying and Cyber Infringement

All learners have the right to attend a public school that is a safe and secure learning environment. It is the intent of Alberton High to provide all learners with an equitable opportunity to learn. To that end, the school has a significant interest in providing a safe, orderly and respectful school environment, which is conducive to teaching and learning.

Bullying is detrimental to the school environment and to learner's learning, achievement and well-being. It will be addressed to ensure learner safety and an inclusive environment.

Bullying means systematically and chronically inflicting repeated written, verbal or physical behaviour, including any threatening, insulting or dehumanizing gesture by a learner or adult which is severe or pervasive enough to:

- ❑ Create an intimidating and hostile school environment

- Cause discomfort or humiliation
- Interfere with a learner's school performance or participation

Cyberbullying means bullying through the use of technology or any electronic communication, including, but not limited to, the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of the electronic device.

With regard to cyberbullying, the following acts, as well as harassment and sexting, constitute criminal offences, and shall therefore also be regarded as misconduct in terms of the school's code of conduct;

- Any act that violates the dignity of another person (verbal or physically).
- Defamatory remarks in chat rooms, on social networking sites or e-mails, text messages or instant messages to third parties.
- Where a person intentionally and unlawfully threatens to electronically distribute information comprising images about another person.

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

- 'Cyber-loafing' and the abuse of the school's resources
- Creating disharmony and distributing offensive or abusive material
- Derogatory Statements
- Breach of trust: Educators, non-educators and learners may not use the school's information, information systems or social media platforms in a way that breaches the school's trust.
- Only persons that are authorised by the school may engage in social media communication of behalf of the school.

REPORTING

Bullying, cyber bullying or suspected bullying or any other prohibited actions mentioned above is reportable in person or in writing to the disciplinary officer. (Is there such a person? Rather refer to management?) If it is determined that a learner has falsely accused another of bullying, such a learner shall be subject to disciplinary consequences.

Any harmful video /image/ statement / comment / message relating to the school, staff and or learners of the school can lead to criminal charges.

Parents and learners are to take cognisance of the Policy on the Code of Conduct of Learners and the Policy for Dealing with Substance Abuse.

Punishment lies with the discretion of the Principal. It may be written punishment, detention or in the case of a reprehensible single occurrence, suspension and ultimately expulsion, once the Governing Body has considered the matter.

In accordance with the Government Gazette 189 of 1990 and Provincial Gazette 236 of 1997 due processes in the event of misconduct are laid out and for detailed information – referred to the Schools Disciplinary Policy

SCHOOL FEES

- School fees are revised annually.
- The registration fee will be deducted from school fees. This is compulsory for all learners.
- All learners pay the same amount in school fees, even if there is more than one child from the same family.
- Where parents find that they may have difficulty in meeting the fees they should contact the Finance Officer.
- Learners may only make payments at the financial office before school, during break or after school.

CARE OF SCHOOL BOOKS

- All text books are school property. Text books must be covered in **thick plastic and not dc-fix** and must be carefully looked after and returned at the end of the year otherwise the school may refuse to supply a learner with books again the following year / or pay R350 per book. If possible, books will be repaired and the learner will be held liable for the cost of repairing the book. Lost or damaged books must be replaced or R350 to be paid at the finance office.
- It is essential that learners have a supported suitcase or briefcase. No other type of bag is permitted. Should a learner bring a non-regulation bag to school, it will be confiscated and returned at the end of day. If the learner persists in ignoring this rule, the school reserves the right to confiscate the bag permanently and/or send the learner home to obtain a suitable case/bag in which to carry the books.
- No tippex is allowed.

ACADEMIC ATTITUDE AND RESPONSIBILITY OF THE LEARNER

- The primary aim of every learner is to obtain a Secondary School Certificate (Matric). A parent's duty is to cooperate with and support the school so that the learner is enabled to achieve this efficiently and to avail himself/herself of all the opportunities the school makes available throughout his/her career.
- It is well established that no successful study can take place in an atmosphere of chaos and disorganization. For that reason, every learner should accept responsibility for his/her own behaviour as well as the compilation of an individual study and homework program which will make allowance for leisure activities.
- A medical note is required if a test/exam is missed as well as for certain portfolio work.
- Parents' evenings are held from time to time to afford parents the opportunity of meeting with the subject teachers of their children in order to discuss progress or problems. Parents are free to arrange interviews with teachers after school time with the permission of the Principal.

Homework diaries

- One of the school's aims is the orderly and systematic approach to studies. For this reason, the School Homework diary is compulsory for all learners. They are designed to last for a full year. Diaries are issued at no cost for grade 8 - 12. Should a learner lose the diary, damage or deface it, an additional amount of **R20** will be charged for a new diary. If a learner uses the diary properly, it becomes an invaluable aid to planning good study habits and it becomes an integral part of successful study.
- Parents are obliged to look at the diary at least once a week and to sign it.
- Form educators will check diaries on a regular basis.
- Excuses for failing to have a diary or not having one at school, or a diary being unsigned, are viewed in a poor light and will result in action being taken against any learner who chooses to ignore this important part of his/her academic responsibility.
- The diary makes provision for teacher/parent communication where questions / problems, etc can be addressed.
- No learner may move around on the school grounds during class time without his diary being signed by the applicable teach.

ID cards

- All learners receive an ID card at the beginning of their school career at no cost; however, it remains the school's property.
- Should the card be lost a replacement fee of R50 will be charged.
- Should the card be defaced (cut, broken, scratched on etc.) in any way, the card will be confiscated and a replacement fee of R50 will be charged.
- If a learner has no ID card, he/she will be scanned negatively.
- **If a learner has no ID card in the event of exams or cycle tests, the learner will start his test / exam session 10 minutes late, unless the card is produced before the 15 minutes.**

EXAMINATIONS / TESTS

- The cycle test timetable for term 1 and 3, exam timetable for June and July will be distributed and posted on D6 well in advance for each term.
- Learners will receive an exam timetable at least two weeks in advance with the weekly newsletter / school communicator.
- Learners must make sure that they are on time for their exam session. If they write the first session, they must be at school at 07:25 and at the venue at 07:30. If they write second session, they must be at school **at least 30 minutes** before the start of the session.
- Learners who arrive late for an exam session will forfeit the first 15 minutes of the exam time.
- Disruptive learners write either second session or after 13:00.
- Should a learner be allowed to write after being late due to unforeseen circumstances no additional time will be allowed.
- It is the parent's responsibility to contact the school before 08:00 if a learner is to miss an exam to unforeseen circumstances. (E.g. illness, death in the family etc.)
- A medical certificate (in the case of illness) and a death certificate (in the case of a death in the family) is compulsory. If not provided the learner will receive a zero for the test or exam.
- Learners must have a pass-out letter signed by their parents if they stay at home during the exam period.
- No cheating in tests or exams. **A learner caught cheating will not be allowed to continue writing ON THE SAME answer sheet for the particular test / exam. His / her paper (and items used to cheat) will be confiscated; he / she will receive a new answer sheet to continue (with no extra time for time lost) and then immediately be referred to the Examination / Test Irregularity Committee followed by a Disciplinary Hearing. A possible outcome could be that the learner is refused enrolment for the next academic year.**
- Any learner that does not meet the uniform regulations will forfeit exam time while the infringement is corrected.

EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

- 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 annually.
- 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.
- 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.
- 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.
- The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.
- In case of a violation of any provision in this code of conduct or the school's hostel (??) rules, the prescribed disciplinary procedure shall be followed.

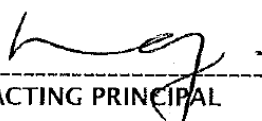
RESPONSIBILITIES OF PARENTS REGARDING THE CODE OF CONDUCT

The ultimate responsibility for learner behaviour rests with the parent who is expected to support the school and ensure that learners observe the school rules and regulations and accept responsibility for their misbehaviour. It must be borne in mind that the parent has the primary responsibility for the education of their child and assumes responsibility for the child's behaviour at all times.

The code of conduct shall be enforced by the disciplinary committee following due process.

Children who transgress the code will be treated with due process and it must be acknowledged that the teacher has the right to refuse to teach any child who does not adhere to the code until such time as the child modifies his/her behaviour and fulfils the articles of the code.

Revised: 18 October 2024



ACTING PRINCIPAL
MS N LE GRANGE



GOVERNING BODY CHAIRPERSON
Mr J KATZKE