
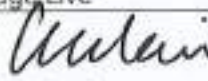


<b>HOERSKOOL STELLENBERG HIGH SCHOOL</b>  Laai Kennis Leef Let Knowledge Live		<b>CODE OF CONDUCT AND SCHOOL RULES</b>	
<b>Approved</b>	 C. Marais SGB-Chairman	<b>Formulation of Policy</b>	Governing Body
<b>Edition - date</b>	27 May 2021	<b>Application field</b>	See section 5 of the Code of Conduct

## 1. AIMS OF THE SCHOOL

- 1.1 To provide quality education to the learners.
- 1.2 To accept learners and to provide for their educational needs without discriminating in any way, according to the stipulations of Section 5 of the Schools Act (hereafter "the Act"), 84 of 1996.
- 1.3 To allow no form of discrimination in the execution of the school's language policy, according to the stipulations of Section 6 of the Act.
- 1.4 To allow religious practice at the school in an equitable manner and to allow attendance of such events by learners and staff to take place freely and voluntarily, according to the stipulations of Section 7 of the Act.
- 1.5 To use school fees, all proceeds from school fees and all other assets of the school according to the stipulations of Section 37 of the Act.
- 1.6 To function financially in such a manner that the school can meet its obligations.
- 1.7 To serve the community by preparing learners so that they can take their place in the community as well-educated people.
- 1.8 To offer staff members the opportunity to grow professionally, have job satisfaction and consequently provide education of a high quality.
- 1.9 To contribute to the promotion of sport and culture in general, but specifically to use sport and cultural activities as educational opportunities to the benefit of the learners of the school.
- 1.10 To carry out the motto and mission of the school.

## 2. FUNDAMENTAL RESPONSIBILITIES OF LEARNERS

- 2.1 To attend all classes dutifully, except in the case of valid medical reasons or family responsibility or with explicit prior permission from the school.
- 2.2 To follow the curriculum as determined by the Department of Education and practical arrangements as determined by the school.
- 2.3 To behave in such a manner that educational activities can take place in an orderly manner to the benefit of all learners.
- 2.4 To complete/follow all tasks/instructions regarding examinations, tests and homework on time and with pride.
- 2.5 To be honest and transparent at all times.
- 2.6 To participate actively in extra-mural activities offered by the school.
- 2.7 To treat other learners, educators, staff and members of the public with respect.
- 2.8 To conduct themselves in a dignified manner at all times.
- 2.9 To treat the property of others, including the school's, with respect.
- 2.10 To respect the legitimate authority of those who have been placed in positions of authority.
- 2.11 To respect our national and school symbols.

- 2.12 To support legitimate disciplinary action within the ambit of the Code of Conduct of the school and the laws of the country.
- 2.13 To refrain from any acts of discrimination on the basis of religion, language, ethnicity, sexual orientation or any other basis as defined in the South African Constitution.
- 2.14 To accept any measures implemented to protect fellow learners, staff and themselves against possible HIV infection (National Educational Act, 27 of 1996).
- 2.15 To refrain from any acts of bullying.

### 3. **CODE OF CONDUCT**

Stellenberg High School (learners, educators and parents) strives to develop the potential of each individual involved in the school in order to benefit one another, our community and our country. We acknowledge our inter-dependence and pledge to support one another. In order to achieve this, we are led by mutually accepted values and norms.

#### 3.1 **Introduction**

- The Code of Conduct is adopted in terms of Section 8 of the Schools Act.
- Every learner is bound to adhere to the Code of Conduct.
- The Code of Conduct stipulates the process to be followed when a learner is involved in disciplinary action.

#### 3.2 **Norms**

The norms and values of the school are based on consideration and sensitivity towards all people.

#### 3.3 **Values**

Faith  
Integrity  
Responsibility  
Excellence

#### 3.4 **Vision**

The school strives to be a centre of excellence by:

- being at the forefront of both physical and academic education;
- delivering meaningful service to the community;
- being dedicated to the promotion and development of all its learners and educators.

## 4. SCHOOL RULES

### 4.1 BEHAVIOUR IN THE SCHOOL BUILDINGS AND ON THE SCHOOL GROUNDS

4.1.1. Behaviour that disadvantages or infringes on the rights of others is not allowed, including but not limited to:

- intimidation (physical, verbal or emotional);
- discrimination (language, capacity, ethnicity, sexual orientation or religion);
- victimisation;
- bullying (verbal, physical and emotional).
- non-compliance with health protocols as set out by the school or government.

4.1.2. Order is maintained in all classrooms with due respect to the authority of the educator.

4.1.3. Movement in the passages is orderly.

#### 4.1.4. Cafeteria

Learners may **not** visit the cafeteria during academic school time (not even on behalf of educators) The customary school behaviour and conduct rules shall apply in respect of the cafeteria.

#### 4.1.5. Cloak rooms and toilets

No physical contact or unnecessary loitering is allowed in cloak rooms and/or toilets.

4.1.6. Learners are **not allowed** in the following areas without the supervision of a staff member or authorised person:

- cloakrooms for adults (hall and activity centre)
- school hall and activity centre
- the staffroom
- the entrance at the steps in Panorama Drive
- the staff workroom
- the main entrance from 07:30 to 15:00
- the workers' sheds
- the staff parking areas
- the stone-covered slope next to the C block
- C rugby field and B hockey field (B cricket field)
- date trees, tennis courts and cricket nets
- the area between the A rugby field and the fence
- the cubicles where the gas cylinders are stored (Quad AB)
- the section of the school grounds between Mountain View Drive and the technology classrooms, around the Administration Block and the Media Centre
- the function room
- the gymnasium, the ultimate training centre (UTC) and training area (TA)
- the tennis hut
- the Astro Turf

#### 4.1.7. General

The following is **not** permitted on the school grounds, when representing the school, or when in school uniform:

- 4.1.7.1. physical contact (holding hands, hanging, clinging, kissing) between learners and/or between learners and people from outside the school community;
- 4.1.7.2. smoking of any substance including e-cigarettes/devices, possession of, dealing in and/or consumption of alcohol and/or prohibited/illegal drugs or substances;
- 4.1.7.3. possession and/or distribution of pornographic material in any format;
- 4.1.7.4. vandalism and littering;
- 4.1.7.5. the use of foul language and/or swearing.

#### 4.2 REPORTING PROCEDURES AND CHANGING OF CLASSES

- 4.1.1. Learners are responsible for their own belongings.
- 4.1.2. Learners must move to their next classrooms in a swift and orderly manner in order to arrive at the next class on time.
- 4.1.3. Classrooms must be entered in an orderly fashion.
- 4.2.4. Learners are not allowed out of the class without the explicit permission of the responsible educator or management staff member.

#### 4.3. GENERAL APPEARANCE

- Learners must, at all times, be clean and neatly dressed in accordance with the rules regarding school uniform and appearance. Requests to differentiate from the prescribed uniform must be made in writing and handed to the Grade Head.
- Learners and their parents agree to adhere to the following rules:

##### 4.3.1. BOYS

###### 4.3.1.1. SHOES

- Plain, black leather shoes; no boots and no buckles
- Shoes must be clean and polished at all times
- Laces must be fastened and unfrayed

###### 4.3.1.2. SOCKS

- Grey school socks (standard length) pulled up at all times.

###### 4.3.1.3. TROUSERS

- Grey school trousers, regular fit with regular width legs
- Trousers must be worn at normal waist height; no hipsters allowed. The size must be correct.

###### 4.3.1.4. BELTS

- Plain black or grey belts **must** be worn with trousers.
- No ornate buckles.

###### 4.3.1.5. SHORTS

- Regular grey school shorts of standard length.
- Trousers converted to shorts are not permitted.
- Overly tight shorts are not permitted.
- Size must be correct.

###### 4.3.1.6. SHIRTS

- Standard white school shirt
- Long-sleeve shirt and tie
- Open-neck, short-sleeve shirt with standard school badge
- Should a boy wear a button-up shirt, a tie must be worn.

###### 4.3.1.7. TIE

- Prescribed school tie, properly tied, standard length and pulled up to the top of the shirt collar.

#### 4.3.1.8. SCHOOL JERSEY

- May be worn without school blazer.
- The sleeves may not be rolled up or pushed up.
- The size must be correct.
- Must be in a good state of repair and unfrayed.

#### 4.3.1.9. MATRIC TOPS

- Matric tops may not be worn under the school blazer.
- Matric tops may not be worn during assembly or at official school functions.
- The full school uniform must be worn under the Matric top.

#### 4.3.1.10. SCHOOL BLAZER

- Sleeves may not be rolled up or pushed up.
- All buttons must be attached.
- Must be worn during assembly and official school functions.
- To be worn on Tuesdays and Thursdays.

#### 4.3.1.11. WINTER UNIFORM

- Grey school pants (trousers or shorts)
- Long-sleeve shirt or short-sleeve shirt and tie (top button must be fastened)
- Grey school socks
- Belt
- Shoes
- Navy gloves (optional)

#### 4.3.1.12. SUMMER UNIFORM

- Grey school pants (shorts or trousers)
- Long-sleeve shirt and tie  
Top button must be fastened.  
Sleeves may be rolled up.  
OR  
Open-neck, short-sleeve shirt with school badge  
Open collar must be folded back over lapel of blazer.
- Shirts must be tucked into pants at all times.
- Grey school socks
- Belt
- Shoes
- Concession: Winter uniform may also be worn in summer.

#### 4.3.1.13. HAIR

- Must be clean and neatly combed.
- No excessive hair-styling products may be used.
- Only a natural hair colour is allowed.
- Hair may not extend over the top of ears.
- Must be short on the top and sides of the head and follow the profile of the head.
- Hair length must gradually blend in from the sides to the crown.
- Fringe may not touch the eyebrows.
- Hair at the back may not touch or extend over the shirt collar.
- Boys are not allowed to plait or twist their hair.
- Mohawks, mullets and undercuts are not permitted.
- No extensions are allowed.
- Hairstyles: no extreme hairstyles allowed.
- No shaved-in paths are allowed.

#### 4.3.1.14. FACIAL HAIR

- Side-burns may not extend below the bottom of the ear hole.
- Moustaches are not permitted.
- Must be cleanly shaven when at school or in school uniform.
- No cuts in eyebrows are permitted.

#### 4.3.1.15. NAILS

- Must be short and clean.
- No nail polish.

#### 4.3.1.16. MAKE-UP

- Make-up may not be worn at school, when representing the school or when in school uniform.

#### 4.3.1.17. TATTOOS

- Tattoos and other body art may not be visible at school, when representing the school, attending sport practices, matches and school functions or activities or when wearing the school uniform (including sportswear).

#### 4.3.1.18. JEWELLERY

- Only wrist watches are permitted.
- Non-ornate Medical Alert bracelets and chains may be worn.
- No visible body jewellery (piercings) is allowed at school, when representing the school or when in school uniform.
- Only official badges, one per activity of current school year, as earned by learner self, are allowed on uniforms.

#### 4.3.1.19. T-SHIRTS AND VESTS

- Only plain white vests or T-shirts may be worn under shirts.
- Vests and T-shirts may not be visible at the neck nor hang out under the shirt.

#### 4.3.1.20. BOOKCASES, SCHOOL BAGS AND SPORTS BAGS

- No foul language or indecent images are allowed on these items.

#### 4.3.1.21. CIVVIE DAYS

- No sexually provocative or indecent clothing
- Shirts must be worn.
- Shoes or sandals must be worn.
- Learner appearance must be clean, neat and tidy.
- Normal appearance rules apply regarding facial hair, make-up, hairstyles, vests, hairstyles, vests, headgear, nails, jewelery and tattoos.
- Learners must change into their normal sport uniform for practices and matches after the civvie day.

#### 4.3.2. **GIRLS**

##### 4.3.2.1. **SHOES**

- Only black, smooth leather formal school shoes are allowed.
- Clean and polished.
- Official gumboots may only be worn at sporting events (in winter).

##### 4.3.2.2. **SOCKS**

- White, and turned over just above the ankle.

##### 4.3.2.3. **DRESS**

- Dress length: 2 - 10 cm above the knee.
- Hems must be properly stitched.
- Standard A pattern must be maintained.
- Zip fastened at all times.

##### 4.3.2.4. **SHIRT**

- Standard white school shirt
- Long-sleeve shirt and tie
- Open-neck, short-sleeve shirt with or without school badge
- Should a girl wear a button-up shirt, a tie must be worn.

##### 4.3.2.5. **TIE**

- Prescribed school tie, properly tied and pulled up to the top of the shirt collar button.

##### 4.3.2.6. **BLAZER**

- Sleeves may not be rolled up or pushed up.
- All buttons must be attached.
- Must be worn during assembly and official school functions.
- To be worn on Tuesdays and Thursdays.

##### 4.3.2.7. **SCHOOL JERSEY**

- May be worn without school blazer.
- The sleeves may not be rolled or pushed up.
- The size must be correct.
- Must be in a good state of repair and unfrayed.

##### 4.3.2.8. **TROUSERS (Ladies' cut)**

- Long grey ladies' school trousers, regular fit with regular width legs.
- Trousers must be worn at normal waist height; no hipsters allowed. The size must be correct.

##### 4.3.2.9. **MATRIC TOPS**

- Matric tops may not be worn under the school blazer.
- Matric tops may not be worn during assembly or at official school functions.
- The full school uniform must be worn under the matric top.

##### 4.3.2.10. **WINTER UNIFORM**

- School dress
- Long-sleeve shirt and tie (Top button must be fastened.)
- Navy pantyhose (Navy socks may be worn underneath the pantyhose.)
- Shoes
- Navy gloves (optional)
- **WINTER UNIFORM (With trousers)**
- Long grey ladies' school trousers
- Long-sleeve shirt, tucked in, with a tie (top button must be fastened)
- Grey school socks
- Shoes
- Navy gloves (optional)

#### 4.3.2.11. **SUMMER UNIFORM**

- School dress
- Open-necked, short-sleeve shirt with school badge
- Open collar must be folded back over lapel of blazer
- If a learner wears a tie-shirt, a tie must be worn.
- Sleeves of long-sleeved shirt may be rolled up.
- White socks
- Shoes
- Concession: Full winter uniform may also be worn in summer.
- Concession: Only the official STB rain jacket may be worn inside and outside the building during rainy weather. The existing blazer is not replaced by the rain jacket.

#### **SUMMER UNIFORM (With trousers)**

- Long grey ladies' school trousers
- Open-necked, short-sleeve shirt (ladies' cut) with school badge, not tucked in.
- When wearing a jersey, the shirt must be tucked in.
- Open collar must be folded back over lapel of blazer.
- Grey school socks
- Shoes
- Concession: Full winter uniform may also be worn in summer.

#### 4.3.2.12. **HAIR** (Guideline: Hair that touches the bottom of the collar is considered long hair.)

- Must be clean and neatly combed at all times.
- Hair-styling products may not be used excessively.
- Long hair: All hair must be properly tied away from the face, including braids and extensions.
- Hair length may not exceed hipline.
- Hair long enough to be tied, must be tied.
- Extensions: allowed if in the natural colour of the learner.
- Fringes: combed and fixed in such a way as not to touch the eyebrows.
- Wisps of hair: fastened.
- Mohawks, mullets and undercuts are not permitted.
- Clips: silver, gold, brown, black or white
- Hair accessories: official school colours and hair bands not wider than 30mm
- Hair colour: only a natural colour
- Hairstyle: no extreme hairstyles allowed.
- Hair bands: only white, navy blue or hair colour, not wider than 30 mm
- No decorations

#### 4.3.2.13. **NAILS**

- Clean and not visible when viewed from the palm side of the hand, allowing for a high nail bed.
- Only clear nail varnish allowed.

#### 4.3.2.14. **MAKE-UP**

- Make-up may not be worn at school, when representing the school or when in school uniform.
- Foundation may be used moderately with permission from the Grade Head.
- No false eyelashes are allowed.

#### 4.3.2.15. **TATTOOS**

- Tattoos and other body art may not be visible at school, when representing the school, attending sport practices, matches and school functions or activities or when in school uniform (including sportswear).



#### 4.3.2.16. STOCKINGS

- Navy pantihose

#### 4.3.2.17. JEWELLERY

- Only wrist watches are permitted.
- Non-ornate Medical Alert bracelets and chains may be worn.
- No body jewellery (piercings) are allowed at school, when representing the school or when in school uniform. Exceptions for ears as described below:
- Undecorated gold or silver (1 cm diameter) sleepers are allowed as earrings.
- Undecorated gold, silver, diamond, clear crystal or pearl studs are allowed as earrings – maksimum 6 mm diameter.
- Only one earring per ear, positioned in the earlobe, is allowed.
- No unauthorised badges are allowed on the uniform.

#### 4.3.2.18. LYCRA PANTS

- Allowed under school uniform.
- May not be visible.

#### 4.3.2.19. BOOKCASES and SCHOOL BAGS

- No foul language or indecent images are allowed on these items.

#### 4.3.2.20. CIVVIE DAYS

- No sexually provocative or indecent clothing
- Stomach must be covered.
- Shoes or sandals must be worn.
- Learner appearance must be clean, neat and tidy.
- Normal appearance rules apply regarding jewelry and tattoos.
- Dress length must adhere to the same standard as set for the school uniform.
- Only shorts with a longer leg length are allowed. (Dress must be modest.)
- Leggings may only be worn with a top that covers the buttocks.
- Learners must change into their normal sport uniform for practices and matches after the civvie day.

#### 4.3.3. SPORTS CLOTHING

The specified sportswear must be worn.

##### **LO SPORT (available at the clothing bank)**

- White T-shirt with school badge
- Navy blue quantec shorts without school badge

#### 4.3.4. THE FOLLOWING GENERAL RULES APPLY AT ALL TIMES:

- All items of clothing must be marked clearly.
- Clothing prescribed for the various sporting activities is compulsory.
- Wearing the school blazer and tie is compulsory on special occasions.
- The uniform must, in all instances, be worn as prescribed and without additional civilian clothing, unless permission has been granted to do otherwise.
- For safety reasons no learner in civilian clothing is allowed on the school grounds during school hours. The only exceptions are pre-arranged civvie days.
- No sports shoes may be worn with the formal school uniform. If other shoes have to be worn, the learner must wear a school tracksuit. An appearance card will only be issued by the Grade Head on approval of a letter of request from the parents/guardians.
- The winter uniform may be worn in summer provided that the full winter uniform is worn.

#### 4.3.5. CONCESSIONS:

- Only the official STB informal jacket may be worn inside and outside the building on days on which the formal blazer is not worn. The existing formal blazer is not replaced by the informal jacket.
- Masking products/sunblock with base colour may be used moderately and naturally with a valid reason (e.g. skin condition). Permission from the grade head is required.
- Permission must be obtained from the grade head for a valid reason (e.g. new piercing) for other piercing holes (other than the one earring that is allowed in the earlobe) to be filled temporarily with a small see-through "stick" earring retainer.
- Nail masking products with natural base colour may be used moderately with a valid reason (e.g. nail condition). Permission from the grade head is required. Normal nail rules applies.
- Only the navy blue blankets, available at the clothing bank, may be used in the classrooms to keep the legs warm **during the winter season (Terms 2 and 3)**.
- The official Stellies gumboots may be worn with the school uniform during sport meetings **during the winter season (Terms 2 and 3)**.
- Only official school scarves are allowed **during the winter season (Terms 2 and 3)**.

**TAKE NOTE:** These concessions can be withdrawn at any time.

#### 4.4. TEXTBOOKS AND EXERCISE BOOKS

- 4.4.1. Textbooks must be handled with care and kept in good condition.
- 4.4.2. Each learner must write his/her name, grade and class in pen on the first page of all textbooks and on the front of all writing books.

#### 4.5. VALUABLE AND PROHIBITED ARTICLES

- 4.5.1. The school takes no responsibility for **any items belonging to learners**; valuable items are therefore brought to school at the risk of the learner and his/her parents/guardians.
- 4.5.2. Prohibited articles:
  - Offensive or discriminatory media including printed, audio and electronic media
  - Weapons of any kind, including but not limited to firearms, knives, chains, catapults, tazers and pepper spray (If the learner is in possession of pepper spray self defence reasons, a permission letter from his/her grade head must also be in his/her possession.)
  - Explosives and combustible items and substances
  - Matches, lighters, tobacco products, e-cigarettes and alcohol (If this is found in a learner's possession, his/her parents will be contacted to make an appointment with the Grade Head for retrieval.)
  - Any illegal/prohibited substance
  - Stink bombs or any other item that may be used to cause general discomfort
- 4.1.1. In the event of a learner having to bring any article mentioned in 4.5.2 to school (e.g. for an oral presentation or project), prior written permission must be obtained from the Grade Head and the latter will specify the conditions under which such items may be brought onto and managed on the school grounds.

#### 4.5.4. INTERACTIVE MULTIMEDIA ELECTRONIC DEVICES

4.5.4.1. May be used during academic periods for educational purposes or with the explicit permission and under the supervision of the educator in charge during that period.

Where a learner uses the device without the permission of the educator, or the device causes disruption in the class, the educator shall request that the learner turn off the device and place it on the educator's desk.

The learner shall be required to collect the cell phone from the educator at the end of the lesson and will incur five demerit points.

On second and subsequent transgressions, the device shall be returned to the student and five demerit point shall be incurred for each individual transgression. Continuous cell phone transgressions will be regarded as an act of defiance and a student may be charged with serious misconduct.

4.5.4.2. **May not** be used during period changes, school functions or assembly.

If so, the same procedure as in 4.5.4.1 shall apply.

#### 4.6. NOTICES

No circulars, pamphlets, notices, leaflets or anything of a similar nature may be distributed on the school property or posted on the notice boards without permission from the Principal or his/her representative.

#### 4.7. SCHOOL PROPERTY

4.7.1. School property may not be damaged, soiled, defaced or removed.

4.7.2. Schoolbags may not be placed on desks or window sills and must be carried in such a manner that damage is not caused to school property. **The cost of repairs shall be recovered from the parents or legal guardians of the learner concerned.**

#### 4.8. SCHOOL AND CLASS ATTENDANCE

4.8.1. Absence during tests, exams and continuous assessments requires a medical certificate.

4.8.2. Learners who arrive late for school have to report to the General Office and provide an acceptable explanation for being late.

4.8.3. Learners who are not present during the admin period will be marked absent and an sms will be sent to the parents irrespective of whether prior arrangements were made or not.

4.8.4. **Signing out of learners.**

The school authority may not grant permission for learners to leave the school premises during the day. Should a parent/guardian wish to withdraw his/her child during the school day, it may only happen during first and second break.

In case of emergencies where learners fall ill between periods, they will be treated as necessary and therefore an exception. The learner always leaves the school premises at your own risk.

#### 4.3. VEHICLES

##### 4.3.1. Bicycles

- Bicycles are always parked at own risk on the school grounds.
- Entrance to the school grounds is confined to the main gate in Mountain View Drive.
- Bicycles may not be ridden on school property.
- All bicycles must be properly locked in the bicycle stands provided for this purpose.
- Learners are not allowed in the area of the bicycle stands during school hours.

##### 4.3.2. Skates

- No form of skates are allowed to be used on school premises.

4.3.3. **Cars**

- Learners may not drive or park cars on the school grounds.

4.3.4. **Motorcycles**

- Lockers are available to rent. Learners need to provide their own locks for securing their helmets, which are stored at own risk.
- Motorcycles may only be parked in the designated areas provided both inside AND outside the school property.
- Motorcycles are ridden and parked at own risk.
- Learners may not ride motorcycles on the school grounds.

4.10. **EXTRA-MURALS**

4.10.1. Failure to report for activities is viewed in a serious light.

4.10.2. The dress code as prescribed for the various sports must be adhered to. Provincial and regional tracksuits, according to the various sports, are allowed.

4.10.3. No sporting equipment, which belongs to the school, may be used outside school hours or be removed from school property without the permission of the educator in charge of the equipment.

4.10.4. Playing golf or any non-school sport on school grounds is prohibited.

4.10.5. Learners using the tennis courts must wear the correct clothing and shoes.

4.10.6. Learners may not use the cricket pitch without the supervision of an educator.

4.10.7. No society, club or group may be founded or disbanded without the permission of the principal.

## 5. DISCIPLINARY SYSTEM

If an infringement has taken place and proof has been found, action will be taken against learners according to the school's internal disciplinary system. The infringements are divided into the following categories as stated on the offence form:

### **CONDUCT AND BEHAVIOURAL INFRINGEMENTS**

#### **CATEGORY 1 (5 demerit points per infringement)**

##### **Infringements**

- 5.1.1 Repeatedly late for school/class/non-academic periods (2)
- 5.1.2 Repeated academic infringements (3)
- 5.1.3 Slips or absentee notes not handed in repeatedly (2)
- 5.1.4 Cell phone transgressions
- 5.1.5 Unsatisfactory appearance after first warning
- 5.1.6 Transgressing area boundaries

##### **Process**

- These offences are recorded on the transgression form and signed by both the learner and the educator.
- The educator is responsible for delivering the completed form to the recording administrative secretary.
- The transgression will be recorded electronically and the original form forwarded to the relevant Grade Heads for record purposes.
- The educator must keep proof/record of previous warnings.
- Grade Heads will follow up with parents regarding learners' regular tardiness.

#### **CATEGORY 2 (10 demerit points per infringement)**

##### **Infringements**

- 5.2.1 Dishonesty
- 5.2.2 Disrespect
- 5.2.3 Inappropriate behaviour
- 5.2.4 The use of insulting or foul language
- 5.2.5 Illegitimate challenging of authority
- 5.2.6 Littering
- 5.2.7 Inappropriate cyber behaviour (e.g. As listed in Category 1 & 2)

##### **Process**

- These transgressions are dealt with by the Grade Head.
- Dishonesty during formal assessment is dealt with by the SAIC (academic office).

#### **CATEGORY 3 (10 demerit points, plus community service per infringement)**

##### **Infringements**

- 5.3.1 Smoking/being in the presence of smokers/attempting to smoke or being in possession of items used for smoking
- 5.3.2 Absence without permission
- 5.3.3 Vandalism
- 5.3.4 Racism
- 5.3.5 Victimisation/intimidation/bullying (verbal, physical, emotional)

##### **Process**

- These transgressions are dealt with by a Grade Head or a more senior Management staff member.
- A learner who is caught smoking on the school grounds, while representing the school or in school uniform, will incur 10 demerit points and will have to do community service.
- A learner who misses detention or community service twice, without a valid reason, will be referred for an internal disciplinary hearing.
- The parent/guardian is responsible for covering the repair costs of any damage caused.

#### **CATEGORY 4 (20 demerit points per infringement)**

##### **Infringements**

- 5.4.1 Theft
- 5.4.2 The use, abuse, distribution of, dealing in or possession of alcohol, steroids, stimulants and or prohibited substances
- 5.4.3 Criminal offence
- 5.4.4 Serious vandalism
- 5.4.5 Any rituals/activities that result in another person/school property/the school's reputation suffering harm/damage
- 5.4.6 The possession of weapons that may be used to cause grievous bodily harm, including but not limited to firearms, firecrackers and hunting knives
- 5.4.7 Inappropriate sexual behaviour, sexual harassment and immoral behaviour
- 5.4.8 Assault (physical & verbal)
- 5.4.9 Severe forms of racism
- 5.4.10 Severe forms of victimisation and intimidation
- 5.4.11 Repetitive aggressive and/or deviant behaviour
- 5.4.12 Disregard for the Code of Conduct
- 5.4.13 Cyber misconduct (e.g. As listed in Category 3 & 4)
- 5.4.14 Possessing, using or distributing any unauthorised assessments (test/examination/task) to gain an unfair advantage
- 5.4.15 Providing false information/falsifying documentation to gain an unfair advantage

##### **Process**

- These transgressions are dealt with by the Grade Head in conjunction with a senior member of Management. A full investigation must be done and the parents must be informed regarding the incident as soon as possible.
- The principal or his representative may refer the case to an internal disciplinary committee or to the tribunal of the Governing Body for consideration as per the South African Schools Act.
- When a disciplinary case is referred to the Governing Body, the procedures as prescribed in Regulation 5 of the Regulations relating to disciplining, suspension and expulsion of learners in the Western Cape, published in the Western Cape Provincial Gazette Extraordinary No. 6939 dated 15 December 2011, apply:
  - i. suspension (temporary prohibition of a learner to attend school) after a fair trial.
  - ii. expulsion (the permanent prohibition by the WCED: Head of Department of a learner to attend school) after a fair trial. The Governing Body has the authority to recommend to the WCED that a learner be suspended for a period of 7 school days and that the learner be expelled from the school if, after a fair trial, the learner has been found guilty of serious misbehaviour. The Governing Body will convene a special meeting where the learner and/or his/her parents and/or their representative (which includes a representative of the law) may make representation to the Governing Body. The tribunal of the Governing Body may also suspend a learner for 7 days as a precautionary measure.
  - iii. serious misbehaviour.

A learner is guilty of serious misbehaviour should that learner:

- be found guilty of a crime/wrong-doing in a court of law;
- be under the influence of alcohol and/or drugs or in possession thereof while on the school premises or at a school activity;
- be found guilty of assault, theft or immoral behaviour;
- be absent from school and/or classes repeatedly without permission;
- behave immodestly or indecently according to the Governing Body;
- disregard the Code of Conduct.

## **5.6 Disciplinary procedure**

### **5.6.1 When 15 demerit points have been accumulated:**

- Written communication to parents/guardians to inform them of a disciplinary record being sent home (sms/email).
- A disciplinary record is sent home with the request that it be signed by the parents/guardians and returned to the school.
- Parents/guardians sign the record and return it to the school.
- Parents/guardians are informed that learner privileges may be revoked (junior ball, senior ball, grade days, civvy days, Matric farewell, wearing of Matric tops, etc.).

### **5.6.2 When 20 demerit points have been accumulated:**

- Grade Head phones parents.
- The disciplinary record is sent home with the request that it be signed by the parent/guardians and returned to the school.
- Parents sign the record and return it to the school.
- Learner privileges may be revoked (junior ball, senior ball, grade days, civvie days, Matric farewell, wearing of Matric tops, etc.).

### **5.6.3 When 25 demerit points have been accumulated:**

- Written communication to parents/guardians
- Parents/guardians are informed that the learner will be given detention and a formal warning if further transgressions occur.

### **5.6.4 When 30-35 demerit points have been accumulated:**

- A formal meeting is held between the Grade Head, the parents/guardians and the learner.
- A formal, first written warning is issued to the learner.
- The learner is given detention.

### **5.6.5 When 35-40 demerit points have been accumulated:**

- Disciplinary record is sent home with the request that it be signed by the parents/guardians and returned to the school.
- Parents/guardians are informed that the learner will be required to attend a formal internal discussion if further transgressions occur.

### **5.6.6 When 40+ demerit points have been accumulated:**

- Parents/guardians and learner attend an internal disciplinary discussion.
- Second formal written warning issued.
- Sanction as decided at the discussion.

### **5.6.7 Further transgressions:**

- Action will be determined by Management.

### **5.6.8 Withdrawal of privileges**

As part of the disciplinary procedure, the following privileges may be withdrawn (either temporarily or permanently) at a formal internal disciplinary discussion:

- wearing the Matric top,
- attending school functions (may also include matric farewell),
- participating in civvies days,
- attending school outings.

**5.6.9 Learners who received formal warnings the previous year:**  
(Offences within the first six months after previous warning)

- **First formal warning:**  
15 points grace  
Interview between Grade Head and parents with learner  
Detention for learner  
Second formal warning is issued.
- **Second formal warning:**  
15 points grace  
Sms to parents/guardians informing them that disciplinary record will be sent.  
Disciplinary record to parents/guardians  
Parents/guardians sign it and return it to the school.  
Third formal warning in case of further transgression(s).
- **Final warning:**  
Action is determined by the Management.

**6 GENERAL**

**6.1 Deviant behaviour**

Anti-social behaviour, repetitive aggressive behaviour, emotionally unstable behaviour and other forms of behavioural problems, which infringe on the values and norms of the school can be referred to the Management/Governing Body for further action, which can include expulsion.

**6.2 Acts to bring the name of the school into disrepute**

The school reserves the right to take action against a learner who harms or disgraces the name of the school.

**6.3 The Internal Disciplinary Committee may consist of:**

the Principal, Deputy Principals, Head: Learner Support, an SRC member (if necessary), Grade Heads and/or a relevant educator.

**6.4 Search and seizure**

If a learner is suspected of having a forbidden substance and/or a forbidden/prohibited/ dangerous article in his/her possession, a designated person (this might include a person from the police or from a security firm) can search the learner's possessions and/or locker. If such a search is deemed necessary, it will take place in the presence of the learner involved, a person of his/her choice and a second adult witness. The parents/guardians of the learner will be informed at the completion of the search.

**6.5 Appeal against demerit points**

Learners may appeal within 24 hours against demerit points that have been incurred.



## 7. PROHIBITED SUBSTANCES POLICY

It is the aim of the school's policy that all members of the school community (learners, educators, parents, Governing Body) convey by their actions and teachings that they do not condone the inappropriate use of alcohol and/or other prohibited substances. (From here onwards dealt with under the term "abuse".)

While the school accepts the view that chemical dependency is a primary, chronic and progressive condition, it holds that substance abuse is an unacceptable practice and that the concept of a healthy substance-free life should at all times be propagated and encouraged. The school has a responsibility to both the substance abuser and its other learners. A balance thus needs to be maintained between assisting the substance abuser and protecting the rights and well-being of its other learners.

This policy represents an honest attempt to identify a learner in crisis at an early stage, and it does not seek to victimise. While a pattern of indicators will be investigated and dealt with accordingly, unsubstantiated rumours will not be entertained.

In cases where the learner and/or his/her parent(s)/guardian(s) do not wish to make use of the assistance offered them in accordance with this policy, the school will have no choice but to take whatever action it deems necessary to protect itself and the rights of other learners. These actions may include suspension and/or expulsion procedures or pressing criminal charges.

The school reserves the right to take action according to this policy if a learner uses prohibited substances.

Selected staff, who have been specifically trained, will undertake substance-related investigations and call in other experts and professionals whenever necessary.

Every case will be dealt with confidentially, and parents/guardians will be informed of all relevant information and will be expected to be involved as far as possible. Parents/guardians are responsible for any expenses incurred during a substance-related incident (assessment, testing, treatment, therapy, rehabilitation, etc.), unless alternative arrangements have been made with the school.

The school policy opposes both the inappropriate use of legal substances and the possession or use of prohibited substances. This policy is applicable:

- on school premises, or in the vicinity of school premises;
- on a school outing/tour or any school functions, irrespective of whether the learner is wearing a school uniform or not;
- wherever a learner may be identified as a member of the school community;
- when it influences the school life of the learner in any way.

### 7.1 Policy explanation

The school does not permit learners to indulge in:

- the use of prohibited substances;
- the inappropriate use (deviation as stipulated by manufacturer/pharmacist/medical doctor) of either prescribed or non-prescribed drugs/medication;
- the inappropriate use of solvents, inhalants and/or other chemical agents;
- the consumption or possession of alcoholic beverages on the school grounds;
- smoking tobacco and other drugs;
- the possession of drug-related paraphernalia (cigarette paper, pipes, etc.);
- any form of misbehaviour resulting from the influence of alcohol and/or other drugs.

The consequences of breaching these requirements could include, but (depending on individual circumstances) are not limited to, any or all of the following:

- disciplinary hearing;
- drawing up of a contract between all relevant parties (learner, parents/guardians and school);
- appropriate disciplinary action and/or rehabilitation;
- suspension and/or expulsion of the learner.

## 7.2 Definitions

### Drugs:

Any substance that alters the normal functioning of the body and/or mind, including but not limited to:

- legal, prescribed over-the-counter medication used differently as stipulated by the manufacturer/pharmacist/medical doctor. This includes but is not limited to dosage and method of consumption;
- tobacco and alcohol;
- solvents, petrol, chemical agents;
- substances, such as alcohol, opiates, methaqualone, cannabis, amphetamines, methamphetamines, etc.

### Trading:

Dealing, selling, exchanging, swapping, supplying, distributing, trading of the above substances

## 7.3 Prevention

### The school undertakes to:

- make information and training available to teachers and learners;
- involve outside organisations and individuals who have been screened by Management as part of a team approach;
- support the founding of positive peer groups;
- wholeheartedly support a healthy, drug-free lifestyle.

## 7.4 Testing

When a senior member of staff suspects that a learner is under the influence of, and/or uses, a prohibited substance, the learner may immediately be sent to an appointed person for a urine test. Parents will be informed in this event.

## 7.5 Drug Dealing and/or Possession

If reasonable suspicion exists that a learner is in possession of, or has been dealing in a prohibited substance, then the following actions, irrespective of the amount involved, will apply in the presence of at least one witness:

- The learner will be called in at the earliest opportunity and informed of his/her legal rights to representation.
  - The learner will be presented with the evidence and given a fair opportunity to state his/her case.
  - If the learner admits guilt, he/she will be asked to hand over the prohibited substance.
  - Irrespective of whether the learner admits guilt or not, his/her parent(s) will be notified at the earliest opportunity.
  - If the learner denies guilt, but it is felt that reasonable suspicion still exists that the learner is guilty, the learner and his/her parent(s) will be given five working days' written notice of a Governing Body disciplinary hearing.
  - If the learner is found guilty at the disciplinary hearing, the Governing Body has the choice, depending on the seriousness of the situation, to either suspend the learner for seven days or recommend expulsion with the WCED.
  - Normal rights of appeal will apply to both the Governing Body's decision and the WCED's decision.
  - All evidence can be presented to the relevant policing authorities for further investigation for criminal prosecution.
  - The school has the right to involve the SAPS in any situation involving crime, dangerous/forbidden weapons or substances and to leave the situation in their hands.
- If a learner repeatedly violates any of the above stipulations, or if the learner tests positive for any illicit drug during a subsequent random drug test, a disciplinary hearing of the Governing

Body can be held. Expulsion can be recommended to the WCED. Normal rights of appeal will apply to both the Governing Body's decision and the WCED's decision.

#### 7.6 Steroids and illegal stimulants:

Will be dealt with according to the forbidden substance policy. The guidelines of the South African Institute for a Drug free Sport (SAIDS) will be followed.

### 8 SEXUAL HARRASSMENT

Sexual harassment is defined as:

- any untoward, suggestive remarks or physical acts, contact/electronic communication that can be experienced negatively by the recipient;
- any repetitive and/or unwelcome sexual advance, ranging from suggestive peeping, indecent exposure, verbal requests or offering sexual favours, to threats;
- any explicit sexual statement, attitude or physical acts, contact/electronic communication which is unacceptable to the recipient.

The school opposes any form of sexual harassment and will take appropriate action when informed of any possible transgression.

All learners and staff members have the right to be treated with dignity and respect.

#### Action:

- Any accusation of sexual harassment will be investigated.
- Accusations of sexual harassment will be treated with sensitivity.
- The victim has the right to take criminal and/or civil action in his/her private capacity against the alleged perpetrator.
- An accusation can be lodged with any staff member who will report it on Form 22.
- The staff member informs the principal of the report.
- The principal listens to the reported accusation.
- The principal refers the incident to the disciplinary committee (when only learners are involved) and/or to the Department of Labour Relations (when a learner and an educator are involved) for further action.
- Conviction of sexual harassment can lead to expulsion and/or a recommendation for expulsion.
- The school has the right to involve the SAPS, Badisa and/or the WCED in any case related to sexual harassment/offence and to let them handle such a case.

### 9 HIV and AIDS POLICY

The following policy is the official one regarding AIDS, as approved by the Governing Body.

Together with the other policy documents it will be part of the school's Code of Conduct.

The policy acknowledges every individual's right to equality and to basic education.

- No learner will be refused entry to the school on account of his/her HIV status.
- There will be no discrimination against any learner on account of his/her HIV status.
- No learner will be expected to reveal his/her HIV status. If the parent(s) and/or learner supplies the information, it will be handled confidentially.
- The school respects the national policy prescriptions regarding the management of AIDS, and no learner will be expected to be tested for AIDS.

#### Prevention of HIV transmission:

- All blood and bodily fluids must be treated as if HIV infected.
- Open wounds must be treated by someone wearing latex gloves.
- Surfaces covered with blood must be washed with a bleach solution.
- All wounds must be cleaned with a disinfectant and covered with a dressing.
- Latex gloves will be available in every classroom and all involved parties will be informed as to their location.
- A complete first aid kit will be available.

## 10 TEENAGE PREGNANCY

The Management and the Governing Body of Stellenberg High School are completely opposed to any sexual activities and pregnancies amongst learners.

Teenage pregnancies are dealt with in accordance with the Western Cape Education Department's policy, which includes that:

- the WCED is informed;
- the Governing Body is informed.
- an agreement is entered into between the school, the learner and the parents/guardians.

11. **THE BILL OF RIGHTS**, drawn up by the Human Rights Commission, is recognized by the Code of Conduct.

## 12. SOCIAL MEDIA

**Social media** refers to the network of online communication channels dedicated to community based input, interaction, content-sharing and collaboration.

**The following acts of social media misconduct are prohibited:**

- The publishing, distribution and redistribution of content that may cause conflict, is derogatory, humiliating, offensive or abusive; or may harm the Stellenberg school community. Examples include, but are not limited to, items that are racist, defamatory, sexist or pornographic.
- Any person found guilty of such misconduct is subject to disciplinary and/or legal action. Depending on the nature of the item(s) published, the misconduct may be regarded as gross misconduct.

## 13 BULLYING

**Bullying** refers to repetitive undesirable, aggressive behaviour that involves real or perceived abuse of power.

**Examples include, but are not limited to:**

- teasing;
- social exclusion;
- threats;
- intimidation;
- stalking;
- physical violence;
- theft;
- sexual, religious or racial harassment;
- humiliation;
- destruction and damage to property;
- harassment.

Bullying constitutes gross misconduct in terms of the school's code of conduct.

## 14 POLICY AMENDMENTS

The school's governing body may, from time to time, amend, supplement, modify or alter this policy.