

 Hoërskool STELLENBERG High School VIVAT SCIENTIA		CODE OF CONDUCT AND SCHOOL RULES	
Approved by:	Governing Body	Policy custodians:	School's Senior Management Team
Signature GB Chairman:		Edition date:	21 April 2026

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.
- 1.11. To enforce legitimate disciplinary action within the ambit of the Code of Conduct of the school and the laws of the country.

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.
- 2.16. While it is beyond the law to delegate the authority to enforce legitimate disciplinary action within the ambit of the Code of Conduct of the school and the laws of the country, it remains a fundamental responsibility of all learners to adhere to the Code of Conduct and to uphold the values and norms of the school and to report any breach thereof.

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.
- All parents and learners pledge that when admitted to the school, they will abide by the Code of Conduct unconditionally and that all rules, as well as the mission statement and vision of Stellenberg High School, will be respected and obeyed.
- Teachers, parents, and learners admit that discipline is an integral part of healthy educational values that must be adhered to and enforced professionally within the school environment and that all parties, when admitted to the school, will obey the school's disciplinary code unconditionally.
- All learners and partners at the school have the democratic right to participate in decision-making about matters affecting them at the school, as well as the democratic right to have their views heard about matters affecting them at the school.
- All learners and partners at the school have the democratic right to due process at the school.
- The philosophy of discipline at the school is based on human dignity, respect and consideration for others, and not on fear or assault.
- Learners may not be locked up in solitary confinement.
- Freedom of expression is guaranteed within the ambit of the Code of Conduct, but learners' rights to freedom of expression are not absolute. When expression leads to a material and substantial disruption of school operations, activities, or the rights of others, the school may lawfully limit such expression.
- Every learner has the right not to be treated or punished in a cruel, inhumane or degrading manner.
- Corporal punishment may not be administered. Corporal punishment has been abolished and is prohibited.
- The disciplinary process must be expeditious, fair, just, corrective, consistent and educational. Where possible, parents should be informed and involved in the correction of behaviour. Learners must be protected from abuse by adults or other learners.
- Discipline must be maintained in the school and classroom so that education can proceed without disruptive behaviour; its goal is to lead learners to self-discipline.
- All learners in general - and the Representative Council of Learners (RCL) and senior learners in particular - must promote proper conduct within the school; however, no learner has the authority or right to punish other learners.
- All class and other rules must be clear and in accordance with the overall Code of Conduct, must be clear and understandable, and make provision for fair warning where applicable.

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. Vision and Mission

Stellenberg High School is a school with a vision that upholds excellence in all areas: Academics, Sport, and Culture.

Our **FIRE** values: **Faith, Integrity, Responsibility, and Excellence**, are the compass and flame that guide our learners and staff to build a positive school environment where we shape young minds to become active leaders, critical thinkers, entrepreneurs, and valued citizens in the world of tomorrow.

FAITH: We continually strive to encourage a positive outlook on life, reflected in the way our staff and learners conduct themselves and live. Here we nurture our convictions and care for our fellow human beings.

INTEGRITY: We motivate our staff and learners to treasure a path lined with integrity, and a way of life that no one can question. We pride ourselves that we treat all learners and staff members with the utmost respect.

RESPONSIBILITY: We encourage our learners to demonstrate responsibility in their academic work, and in their participation in sport and cultural activities. We also emphasise the mindset of making every learner feel welcome, valued and loved.

EXCELLENCE: We live by these words: “A powerful mind can conquer any challenge”. Our staff and learners work diligently in everything that they do because we CHOOSE to be SUCCESSFUL and EXCELLENT!

Here at Stellenberg High School, we believe that a school must equip its learners with critical thinking skills and strong values so that they can be successful in a competitive world.

VISION

The school will be a centre of excellence:

- at the forefront of education and teaching
- in meaningful service to the community
- dedicated to the promotion and development of all its learners and educators

MISSION

To provide quality education.

VALUES

Faith serves as the starting point and foundation for the norms and values upheld and lived out at Stellenberg High School. This is done with consideration for and sensitivity toward different religions and cultures.

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.
- Only one person per toilet cubicle.

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

- cloakrooms for adults
- school hall, multi-purpose centre and activity centre
- the staffroom
- the entrance at the steps in Panorama Drive
- the staff workroom
- the main entrance from 07:00 to 15:00 (unless a learner has signed out.)
- the workshop and workers' sheds
- the staff parking areas and vehicles
- the stone-covered slope next to the C block
- C rugby field and B cricket field.
- date trees, tennis courts and cricket nets
- the cubicles where the gas cylinders are stored (in A- and B block quads)
- Learners are not permitted to be anywhere close to the school fence. This includes the area surrounding the Administration Block and the **IOB** Hub.
- the function room (including the foyer)
- the gymnasium and training area ("rekke" gym)
- the Tennis Hut
- the Astro Turf
- The IT block is out of bounds before school, during breaks as well as after school.
- No informal ball games on the A rugby field, athletics track as well as close to any of the school buildings.
- The E rugby field is available during breaks, depending on the condition of the field.

4.2. General

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

4.2.1. physical contact (holding hands, hanging, clinging, kissing) between learners and/or between learners and people from outside the school community;

4.2.2. smoking of any substance including e-cigarettes/devices, possession of, dealing in and/or consumption of alcohol and/or prohibited/illegal drugs or substances;

4.2.3. possession and/or distribution of pornographic material in any format;

4.2.4. vandalism and littering;

4.2.5. the use of foul language and/or swearing.

4.3. REPORTING PROCEDURES AND CHANGING OF CLASSES

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

4.4. GENERAL APPEARANCE

Learners' appearance must always comply with the standards stipulated in the school's Code of Conduct. Stated accepted standards of cleanliness and style, such as matching a school uniform, must be met. Requests to differentiate from the appearance or dress regulations must be submitted in advance in writing to the grade head for submission to the governing body.

LEARNERS AND THEIR PARENTS AGREE TO ADHERE TO THE FOLLOWING RULES:

4.4.1. BOYS

4.4.1.1. SHOES

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

4.4.1.2. SOCKS

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

4.4.1.3. TROUSERS

- Grey school trousers, regular fit with regular width legs.
- Trousers must be worn at normal waist height. Undergarments may not be visible.
- No hipsters allowed.
- The size must be correct.

4.4.1.4. BELTS

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

4.4.1.5. 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.

4.4.1.6. 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 also be worn.

4.4.1.7. TIE

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

4.4.1.8. 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 neat.

4.4.1.9. **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.

4.4.1.10. **SCHOOL BLAZER**

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

4.4.1.11. **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).
- Only official school scarves are allowed during the winter season (Terms 2 and 3).

4.4.1.12. **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.

4.4.1.13. **HAIR**

The school acknowledges and supports the concept of diversity within the specific guideline of the Code of Conduct.

- Must be clean and neat.
- 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.
- Boys are not allowed to plait or twist their hair. 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.
- Mohawks, mullets and undercuts and “manbuns” are not permitted.
- No extensions are allowed.
- Hairstyles: no extreme hairstyles allowed.
- No shaved-in paths are allowed.

4.4.1.14 **FACIAL HAIR**

- Sideburns may not extend below the bottom of the ear hole.
- Moustaches or beards are not permitted.
- Must be cleanly shaven when at school or in school uniform (including sportswear).
- No cuts in eyebrows are permitted.

- 4.4.1.15 **NAILS**
- Must be short and clean.
 - No nail polish allowed.
- 4.4.1.16 **MAKE-UP**
- Make-up may not be worn at school, when representing the school or when in school uniform
- 4.4.1.17 **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).
- 4.4.1.18 **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.
 - **No plasters may be used to conceal jewellery.**
 - Only **official** badges, one per activity of the current school year, as earned by learner her-/himself, are allowed on uniforms.
 - The wearing of WP/SA colours or a highest award by learners who have earned them, is permitted for the duration of their school career, in accordance with the school’s Code of Conduct.
- 4.4.1.19 **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.
- 4.4.1.20 **BOOKCASES, SCHOOL BAGS AND SPORTS BAGS**
- No foul language or indecent images are allowed on these items.
- 4.4.1.21 **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 hairstyles, facial hair, nails, tattoos, make-up, vests and headgear.
 - Learners **must** change into their normal sport uniform for practices and matches after the civvies day.

4.4.2. **GIRLS**

4.4.2.1. **SHOES**

- Only black, smooth leather formal school shoes are allowed.
- Clean and polished.

4.4.2.2. **SOCKS**

- White, and turned over just above the ankle.

4.4.2.3. **DRESS**

- Dress should cover at least three-quarters of the length of the thigh.
- Hems must be properly stitched.
- Standard A pattern must be maintained.
- Zip fastened at all times.

4.4.2.4. **SHIRT WITH DRESS**

- 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.

4.4.2.5. **TIE**

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

4.4.2.6. **BLAZER**

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

4.4.2.7. **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.

4.4.2.8. **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.

4.4.2.9. **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.

4.4.2.10. **WINTER UNIFORM**

- School dress.
- Long-sleeve shirt. (Top button must be fastened.)
- Navy pantyhose (Navy socks may be worn underneath the pantyhose.)
- Shoes.
- Navy gloves (optional).
- Only official school scarves are allowed during the winter season (Terms 2 and 3).

WINTER UNIFORM (With trousers)

- Long grey ladies' school trousers.
- Long-sleeve shirt, tucked in, with a tie (top button must be fastened). Undergarments may not be visible.
- Grey school socks and shoes.
- Navy gloves (optional).
- Only official school scarves are allowed during the winter season (Terms 2 and 3).

4.4.2.11. **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. Undergarments should not be visible.
- 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.

4.4.2.12. **HAIR**

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

The school acknowledges and supports the concept of diversity within the specific guidelines of the Code of Conduct.

- 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, extensions and afros.
- Hair length including extensions, may not exceed hipline.
- Hair long enough to be tied, must be tied.
- **Extensions:**
 - no beads and/or decorations allowed.
 - braids should not be longer than the hips.
 - Loose extensions must be fixed.
- **colour of braids:**
 - extensions may only be in a shade of your natural hair colour.
 - extensions of mixed colours are not allowed.
- 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. In the case of an afro hairstyle, consideration is expected to be given to the size of said hairstyle so as not to obstruct the view of other learners or the teacher in the class.
- Hair bands: only white, navy blue or hair colour, not wider than 30 mm.
- No decorations (except those available at the clothing store).

4.4.2.13. **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.

4.4.2.14. **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

4.4.2.15. **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).

4.4.2.16. **STOCKINGS**

- Navy pantyhose.

4.4.2.17. **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 – maximum 6 mm diameter.
- **Only one earring per ear, positioned in the earlobe, is allowed.**
- **No plasters may be used to conceal jewellery.**
- Only **official** badges, one per activity of the current school year, as earned by learner him-/herself, are allowed on uniforms.
- The wearing of WP/SA colours or a highest award by learners who have earned them is permitted for the duration of their school career - in accordance with the school's Code of Conduct.

4.4.2.18. **LYCRA PANTS**

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

4.4.2.19. **BOOKCASES and SCHOOL BAGS**

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

4.4.2.20. **CIVVIES 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 jewellery and tattoos.
- Hair may be worn loose but may not hang in their faces.
- 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 civvies day.

4.4.3. SPORTS CLOTHING (BOYS AND GIRLS)

4.4.3.1. General principles

- The purpose of sports clothing regulations is to ensure safety, discipline, uniformity, and school pride.
- Learners are expected to present themselves in a manner that reflects positively on the school at all times, whether participating, travelling, or supporting school activities.
- Only approved school sportswear may be worn for any school related sporting activity.
- Tattoos and other body art may not be visible.
- Jewellery is not permitted during practices or matches, except for approved medical or religious items.

4.4.3.2. Sports clothing for practices

- Learners must arrive already dressed in the correct sports attire - where this is required.
- Learners must wear the prescribed sports attire for all practices.
- Sports clothing must be neat, clean, and in a good condition.
- Appropriate footwear must be worn for the specific sport or activity to ensure safety and to protect the surface.

4.4.3.3. Changing into and out of sports clothing

- Changing into sports clothing is only permitted:
 - in designated changing rooms, or
 - at locations and at times specifically approved by the school.
- Learners may not change their clothing in classrooms, corridors, toilets, or other unauthorised areas.
- After practices or LO Sport during the school day, learners must change back into their full school uniform immediately, making use of the allocated five-minute break or designated changing time.
- Learners may not remain in sports clothing for academic classes, unless expressly authorised.

4.4.3.4. Sport matches (home and away)

- On match day, learners must arrive at school or at the departure venue in full school uniform, unless prior written permission has been granted.
- Learners may only change into their official match or sports kit when instructed by the coach or teacher.
- After the completion of the match:
 - Learners must change back into their full school uniform as soon as reasonably possible.
 - Sports clothing may not be worn while travelling back home unless specific permission has been granted by the coach or school management.

4.4.3.5. Travel to sport matches and during tours

- When travelling to and from sport matches, festivals, or tours, learners must wear the following:
 - Full school uniform, or
 - Official school tracksuit or tour clothing, if approved in advance.
- No casual clothing, non-school sportswear, hoodies, or fashion items may be worn while representing the school.
- Learners must wear the approved travel attire for the duration of the journey - unless otherwise instructed.

4.4.3.6. **Spectators and supporters**

- Learners who attend any extra-mural sport or cultural event as spectators or supporters are required to wear:
 - The full school uniform.
- This applies whether the event takes place:
 - On the school grounds, or
 - At another school or venue.

4.4.3.7. **Non-compliance**

- Failure to comply with sports clothing and uniform regulations will be regarded as a breach of the Code of Conduct.
- Disciplinary action may be taken in accordance with the school's disciplinary procedures.
- Failure to wear the correct uniform may result in learners being refused entry or asked to leave the venue.

4.4.3.8. **LO SPORT ATTIRE**

Learners are required to wear the prescribed sports attire during all Life Orientation (LO) sport activities.

- All learners are required to wear the official LO sport uniform, consisting of:
 - Navy shorts
 - Navy dri-tec T-shirt with the school badge
- Grade 9 -12 learners may, for the time being, wear official Stellenberg High School sportswear. This arrangement will be phased out over a three-year period, after which all learners will be required to wear the official Life Orientation sports attire.
- **The Gemstones T-shirt may not be worn for LO sport or PT.**
- No non-school or modified sports clothing is permitted.
- Learners must arrive at LO sport already dressed in the correct attire.
- Learners must change back into their full school uniform immediately after LO sport, during the five-minute break.

Failure to comply with the prescribed sports attire may result in disciplinary action in accordance with the school's Code of Conduct.

4.4.3.9. **THE FOLLOWING GENERAL APPEARANCE 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 at assemblies and 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 civvies 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. A concession will only be issued under exceptional circumstances 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.
- School cap - may only be worn with school uniforms at sporting events.

4.4.3.10. **Matric top:**

- Wearing a matric top is a privilege and can be withdrawn if a learner does not comply with the requirements of the school's Code of Conduct.
- The design of the matric top is subject to the final approval of the school management.
- Only the name and/or surname or initials and surname listed on the school's official database may be printed on the matric top.

4.4.3.11. **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.
- 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 apply.
- 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).
- Only official school scarves are permitted during **the winter season** (Terms 2 and 3).

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

4.5 **TEXTBOOKS AND EXERCISE BOOKS**

Textbooks remain the **property of the school** and are issued to learners for educational purposes. Learners are expected to take full responsibility for the care, use, and safekeeping of all books issued to them.

4.5.1 **Care of textbooks**

- Textbooks must be handled with care and always be kept in a neat and serviceable condition.
- Textbooks must be properly covered, using only clear book covering plastic or pre-cut plastic covers.
- No writing in, drawing on, highlighting in; and marking or defacing of textbooks is permitted.
- Textbooks may not be torn, bent, folded, or exposed to damage through misuse, neglect, or careless handling.
- Learners must ensure that textbooks are protected from water, food, misuse, or loss.

4.5.2 **Identification of books**

- Each learner must clearly write his/her full name and surname, grade and class in ink (pen):
 - on the first page of each textbook, and
 - on the front cover of all exercise and writing books.
- Books not clearly marked, may be regarded as lost property.

4.5.3 **Responsibility and storage**

- Learners are responsible for ensuring that all required textbooks, exercise books and equipment are brought to school daily as required by the timetable.
- Books must be carried in a suitable school bag, and stored correctly to prevent damage.
- Textbooks may not be left unattended or lent to other learners.

4.5.4 Loss or damage

- Lost or damaged textbooks must be reported immediately to the textbook coordinator.
- Learners (or their parents/guardians) will be financially liable for the replacement of any textbook that is lost, damaged, or defaced.
- Wear and tear resulting from normal and careful use will be considered separately.

4.5.5 Return of textbooks

- All textbooks must be returned to the school:
 - At the end of the academic year, or
 - When a learner leaves the school.
- Textbooks must be returned in an acceptable condition, as determined by the school.

4.5.6 Non-compliance

- Failure to comply with the rules regarding textbooks and exercise books, will be regarded as a breach of the Code of Conduct.
- Disciplinary action may be taken in accordance with the school's disciplinary procedures.

4.6 VALUABLE AND PROHIBITED ARTICLES

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.

4.6.1 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.

4.6.2 In the event of a learner having to bring any article mentioned in 4.6.1. 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.

4.7 INTERACTIVE MULTIMEDIA ELECTRONIC DEVICES

- 4.7.1 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.
- 4.7.2 Where a learner uses the electronic device without the permission of the educator, or the electronic 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.
- 4.7.3 The learner shall be required to collect the electronic device from the educator at the end of the lesson and will incur five demerit points.
- 4.7.4 On second and subsequent transgressions, the device shall be returned to the student and five demerits shall be incurred for each individual transgression.
- 4.7.5 Continuous cell phone or device transgressions will be regarded as an act of defiance and a student may be charged with serious misconduct.
- 4.7.6 May not be used during school functions or assembly. If so, the same procedure as in 4.7.2. shall apply.
- 4.7.7 Headphones may not be used. Concessions will only be allowed by the class teacher during class time and break.
- 4.7.8 Loudspeakers may not be used on the school grounds without permission.

4.8. 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.

4.9. SCHOOL PROPERTY

- School property may not be damaged, soiled, defaced or removed.
- Schoolbags may not be placed on desks or windowsills 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.

4.10. SCHOOL AND CLASS ATTENDANCE

In line with the Western Cape Education Department (WCED) Assessment of Learner Achievement, Promotion and Progression Requirements, regular and punctual school attendance is compulsory, as absenteeism and lateness have a direct impact on learner assessment, progression, and promotion.

- Absence from any test, examination, or assessment will only be regarded as valid if supported by a medical certificate or other acceptable documentation, as prescribed by WCED assessment and promotion regulations.
- Learners who arrive late for school must first report to security at the main gate upon arrival. Thereafter, learners are required to report to Learner Reception and provide a valid and acceptable reason for their late arrival.
- Learners who are not present during the official administrative (register) period, will be recorded as absent, and an e-mail notification will be sent to parents, irrespective of whether prior arrangements were communicated.
- Repeated absenteeism or late arrival may negatively affect a learner's eligibility for promotion or progression, in accordance with WCED promotion criteria.

4.11. SIGNING OUT OF LEARNERS

4.11.1. General rule

The school authority does not grant permission for learners to leave the school premises during the school day, except under previously approved circumstances as outlined below. This includes learners being dropped off at school in the mornings: once they have entered the school gates, they are required to remain on the school property for the **remainder of the school day**. Learners may not leave the school premises during break times.

4.11.2. Planned early departure

If a parent or guardian wishes to withdraw a learner during the school day, the following procedure must be followed:

- An email request must be sent to the Grade Heads and the Learner Secretary one day prior to the intended sign-out.
- After this request is logged, the learner must collect a sign-out slip from their Grade Head or from Learner Reception.
- The learner must then complete his/her details on the slip and have the slip signed by all subject teachers whose classes he/she will miss.
- Once all signatures have been obtained, the slip must be returned to the Grade Head for final approval.
- The learner must then report to Learner Reception, whereafter a staff member will notify Security of the earlier departure.
- Learners will only be allowed to leave the school property during first or second break.

4.11.3. Emergencies

In cases of emergency - such as a learner falling ill during/between classes - exceptions may be made. Learners will be assisted or treated as necessary, and the school will contact the parent or guardian if sign-out is required.

4.11.4. **Liability**

Learners leave the school premises **at their own risk**, and the school cannot be held liable for any incident that occurs once the learner has been signed out and exits the property.

4.12 **VEHICLES**

4.12.1 **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 around the bicycle stands during school hours.

4.12.2 **Skates**

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

4.12.3 **Cars**

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

4.12.4 **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 inside the school property.
- Motorcycles are ridden and parked at own risk.
- Learners may not ride motorcycles on the school grounds.

4.13 **EXTRA-MURALS**

- Failure to report for activities is viewed in a serious light.
- The dress code as prescribed for the various sports must be adhered to.
- 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.
- Playing golf or any non-school sport on school grounds is prohibited.
- Learners using the tennis courts must wear the correct clothing and shoes.
- Learners may not use the cricket pitch without the supervision of an educator.
- No society, club or group may be founded or disbanded without the permission of the principal.

5. DISCIPLINARY SYSTEM

The school will detail and implement prevention strategies, proactive advice, counselling, appropriate penalties and corrective measures to support discipline, learning and wellbeing across the school community.

If an infringement has taken place and reasonable 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 (FIVE demerit points per infringement)

Infringements

- 5.1.1. Late for school/class/non-academic periods without a valid excuse.
- 5.1.2. Homework not completed or school documents not submitted.
- 5.1.3 SBA – not submitted on time.
- 5.1.4 Cell phone or electronic device transgressions.
- 5.1.5 Unsatisfactory appearance or behaviour.
- 5.1.6 Transgressing area boundaries.
- 5.1.7 Textbooks not covered.

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 relevant Grade Heads.
- The transgression will be recorded electronically, and the original form will be kept for record keeping purposes.
- The Educator must keep proof/record of previous warnings.
- Grade Heads will follow up with Parents regarding Learners' regular tardiness.

CATEGORY 2 (TEN demerit points per infringement)

Infringements

- 5.2.1. Dishonesty.
- 5.2.2. Disrespect towards authority figures and/or the school.
- 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 educator or grade head and signed by both the learner and the educator or grade head.
- Dishonesty during formal assessment is dealt with by the SAIC (academic office).
- The educator is responsible for delivering the completed form to the relevant grade heads.
- The transgression will be recorded electronically, and the original form will be kept for record keeping purposes.

CATEGORY 3 (TEN 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 from school / class / non-academic periods.
- 5.3.3. Vandalism/graffiti.
- 5.3.4. Discrimination.
- 5.3.5. Victimisation/intimidation/bullying. (Verbal, physical or 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, plus detention per infringement.)

Take note:

Learners who have made themselves guilty of serious misconduct (category 4 offence) may not make themselves available for election to the student council in the term following the offence.

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. 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).
- 5.4.15. Providing false information/falsifying documentation.

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/her 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.
- The school will detail and implement prevention strategies, proactive advice, counselling, appropriate penalties and corrective measures to support discipline, learning and wellbeing across the school community.

- The Code of Conduct below states how examination, cross^[OB]examination and re^[OB]examination are to be conducted during disciplinary hearings, in line with provincial regulations.
- Where a learner who is underage appears as a witness, the school will indicate when a competent person may be used as an intermediary.
- A learner must be accompanied by his/her parent or a person designated by the parent at disciplinary proceedings. The Code of Conduct indicates what establishes “good cause” for the SGB to continue with proceedings in the absence of the parent or designated person.
- Support measures and structures for counselling must be made available for a learner involved in disciplinary proceedings.
- The Code of Conduct contains provisions safeguarding due process, including a fair hearing as a sanction before suspension by the governing body or referral for expulsion by the Head of Department, as per applicable provincial regulations.
- If a learner is found guilty of any alleged serious misconduct during a school tour or excursion, the school reserves the right, after consultation with the head of sport or culture, to decide to send the learner home pending a disciplinary hearing. All tour or excursion costs may be forfeited.

Disciplinary hearings

The school follows the South African Schools Act (Act 84 of 1996) and the Western Cape Regulations relating to the disciplining, suspension and expulsion of learners (15 December 2011). These rules ensure that all disciplinary matters are handled fairly and legally.

When Is a disciplinary hearing held?

A formal disciplinary hearing is held when a learner is accused of **serious misconduct**.

The matter is referred to the **School Governing Body (SGB)**, which acts as a disciplinary tribunal in terms of **Regulation 6** of the Western Cape Regulations.

Learner and parent rights as per Regulation 6 is summarised as follows:

Parents and learners have the right to:

- Receive written notice of the hearing
- Be informed of the charges
- Have enough time to prepare
- Attend the hearing together
- Be represented by a person of their choice (including a legal representative)
- Present their side of the matter and ask questions

Possible outcomes

Precautionary suspension

- May be applied for up to 7 school days while the matter is being investigated
- Used only in serious cases
- Does not mean the learner is guilty

Suspension

- A temporary removal from school
- May only be imposed after a fair hearing
- The SGB may recommend suspension for up to 7 school days

Expulsion

- A permanent removal from the school
- Only the Head of Department of the WCED may approve expulsion
- The SGB may only recommend expulsion after a fair hearing

What Is serious misconduct?

A learner may be charged with serious misconduct if he or she is guilty of:

Criminal or illegal behaviour

Serious misconduct includes:

- Being convicted of a criminal offence by a court.
- Possession, use and/or distribution of; or being under the influence of drugs or intoxicating liquor during school activities or on the school premises..

Violence, threats, and harm

The following behaviours constitute serious misconduct:

- Assault of any learner, educator, or staff member.
- Threatening, intimidating, or endangering others.
- Gross insubordination.
- Serious immoral conduct.
- Any act that seriously disrupts, threatens, or frustrates teaching or learning.

Misconduct Involving staff or learners

Learners commit serious misconduct when they:

- Insult or impair the dignity of an educator, staff member, or learner.
- Sexually harass any person.
- Engage in behaviour that interferes with the proper functioning of the school.

Academic dishonesty

The following are regarded as serious misconduct:

- Cheating in any test or examination.
- Distributing exam or test materials to gain or provide an unfair advantage.
- Providing false information or falsifying documentation for personal gain.

Possession or distribution of prohibited material

The following actions are regarded as serious misconduct:

- Possession of or distribution of pornographic material.
- Possession of dangerous items or weapons, as commonly recognised in school disciplinary guidelines.

Attendance^[OBJ] related misconduct

Repeated absence without permission from school or classes (truancy), despite interventions.

Each case is considered individually, taking the learner's age, circumstances and best interests into account.

After the hearing

- The SGB considers all evidence and makes a fair decision
- Parents are informed in writing
- Matters requiring suspension or expulsion are referred to the WCED (where applicable)

Our commitment

The school and Governing Body are committed to:

- Fairness and transparency
- Respecting learner rights and dignity
- Acting in the best interests of learners and the school community

5.5 Disciplinary procedure

5.5.1 When demerit points have been accumulated:

- Written communication to parents/guardians to inform them of a disciplinary record being sent home (SMS/email).

5.5.2 When 25 demerit points have been accumulated:

- Grade head contacts parents.
- 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.).

5.5.3 When 30 demerit points have been accumulated:

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

If a learner misses a detention without a valid excuse, the missed detention plus an additional detention will be awarded. Repetition of this violation will result in an internal disciplinary hearing.

5.5.4 When 60+ demerit points have been accumulated:

- Parents/guardians and learner attend an internal disciplinary discussion.
- Second formal written warning issued and further detention.
- Sanction as decided at the discussion e.g. written submissions, temporary suspension, suspension of privileges and home study during exams.

5.5.5 Further transgressions:

- Action will be determined by Management.

5.5.6 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.

5.5.7 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.

5.6 GENERAL

5.6.1 Deviant behaviour

In accordance with Sections 8 and 9 of the South African Schools Act, 84 of 1996, anti-social behaviour, persistent aggressive conduct, emotionally unstable behaviour, or any other misconduct that undermines the values, discipline, or safety of the school may be referred to School Management and the School Governing Body. Following a fair disciplinary process, such misconduct may result in disciplinary action, including suspension or expulsion.

5.6.2 Acts to bring the name of the school into disrepute

The school reserves the right to institute disciplinary proceedings against any learner whose conduct harms or brings the name of the school into disrepute, subject to a fair disciplinary process and due procedure as prescribed by Section 8 of the South African Schools Act, 84 of 1996.

5.6.3 The Internal Disciplinary Committee may consist of:

The Principal, SGB – head of discipline, Deputy Principals, Head: Learner Support, an SRC member (if necessary), Grade Heads and/or a relevant educator.

5.6.4 Search and seizure

In accordance with Section 8A of the South African Schools Act, 84 of 1996, the school may conduct a search of a learner or the learner's possessions where there are reasonable grounds to suspect that a learner is in possession of a prohibited substance or dangerous object.

- A search may be conducted by a designated person, which may include a member of the School Management Team, a security officer, or a member of the South African Police Service, acting within the scope of the law.
- The search shall be limited to the learner's possessions, including bags and lockers, and shall be conducted in a reasonable and dignified manner that respects the learner's privacy.
- Where practicable, the search will be conducted in the presence of the learner, a person of the learner's choice, and a second adult witness.
- Any prohibited substance or dangerous object found may be confiscated and dealt with in accordance with the law, including being handed over to the relevant authorities where required.
- Parents or guardians will be informed as soon as reasonably practicable upon completion of the search.

5.6.5 Appeal against demerit points

Learners may appeal in writing within 24 hours against penalty points recorded against them. Appeals are handled by at least two impartial staff management team members and a grade head as designated by the head of discipline or the principal. Written feedback must be made within one working week.

6. 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 act 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.

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

6.6 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.

7. SEXUAL HARRASSMENT

7.1 Definition

Sexual harassment is any form of unwelcome conduct of a sexual nature that violates the dignity of a person and creates an intimidating, hostile, degrading, humiliating, or offensive environment. Sexual harassment includes, but is not limited to, the following:

- Any unwelcome, inappropriate, or suggestive remarks, gestures, attitudes, physical acts, contact, or electronic communication (including messages, images, or social media content) that are experienced negatively by the recipient.
- Repeated and/or unwelcome sexual advances, including suggestive staring or peeping, indecent exposure, verbal requests for sexual favours, or the offering of sexual favours.
- Threats, coercion, or intimidation of a sexual nature
- Any explicit sexual statement, behaviour, attitude, physical act, contact, or electronic communication that is unacceptable to the recipient, regardless of intent.

Sexual harassment may occur between learners or between learners and staff members.

7.2 School position

- The school opposes any form of sexual harassment.
- Sexual harassment is regarded as a serious misconduct and/or offence.
- All learners and staff members have the right to be treated with dignity, respect, and fairness in a safe school environment.
- Appropriate action will be taken whenever the school is informed of an alleged incident of sexual harassment.

7.3 Procedures and action

7.3.1 Reporting

- Any allegation or complaint of sexual harassment may be reported to any staff member.
- The staff member must ensure that the complaint is recorded on Form 22 and reported to the principal without delay.

7.3.2 Initial handling

- The principal will receive and listen to the reported allegation in a sensitive, confidential, and impartial manner.
- All allegations will be treated with due seriousness and sensitivity, with due regard to the rights of all parties involved.

7.3.3 Investigation

- All accusations of sexual harassment will be formally investigated in accordance with school policy and the applicable legislation.
- Where only learners are involved, the matter will be referred to the School Disciplinary Committee.
- Where a learner and an educator or staff member are involved, the matter will be referred to the relevant education authority for further action.

7.3.4 External authorities

- The school reserves the right to involve the South African Police Service (SAPS), Badisa, and/or the Western Cape Education Department (WCED) in any case related to sexual harassment or a sexual offence
Where appropriate, such matters may be handed over to these authorities to be dealt with in accordance with the law.

7.3.5 Rights of the victim

- The victim has the right to institute criminal and/or civil proceedings in their private capacity against the alleged perpetrator.
- The school will not obstruct or discourage the exercise of this right.

7.3.6 Disciplinary consequences

A finding of guilt or conviction of sexual harassment may result in **serious disciplinary action**, which may include **suspension, expulsion, or a recommendation for expulsion**, in accordance with applicable legislation and WCED procedures.

8. 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.

9. 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.

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

11. USE OF ELECTRONIC DEVICES AND SOCIAL MEDIA

11.1. Electronic devices during academic time

11.1.1. Grades 8 and 9

- Learners in Grades 8 and 9 must use only the electronic device provided or approved by the school, strictly in accordance with the school's ICT and device-use policy.
- Cell phones and/or smart watches may not be used at any time during academic hours, including lessons, assessments, or study periods.

11.1.2. Grades 10, 11 and 12

- Learners in Grades 10, 11 and 12 may use their own electronic devices, strictly in accordance with the school's ICT and device-use policy for academic purposes where required.
- Cell phones may only be used with the explicit **permission** of the subject teacher and strictly for educational purposes during that lesson.
- Unauthorised use of cell phones during academic time constitutes misconduct.

11.2. Social media

Social media refers to online communication platforms and digital networks used for interaction, communication, collaboration, and the sharing of content.

11.2.1. Prohibited social media conduct

The following acts constitute social media misconduct and are strictly prohibited:

- The publishing, distribution, or redistribution of any content that:
 - Causes conflict or disrupts the school environment;
 - Is derogatory, humiliating, offensive, threatening, or abusive;
- Brings the school, its learners, staff, or the broader school community into disrepute.
- This includes, but is not limited to, content that is racist, sexist, defamatory, discriminatory, pornographic, or otherwise unlawful.

11.2.2. Disciplinary action

- Any learner found guilty of social media misconduct will be subject to disciplinary action, and where applicable, legal action.
- Depending on the nature and seriousness of the offence, such misconduct may be regarded as serious or gross misconduct and may result in severe disciplinary consequences.

11.2.3. Confiscation and search of devices

- The school reserves the right to confiscate, search, and examine any electronic or interactive device, including but not limited to cell phones, smart watches, laptops, and tablets, where there is:
 - A reasonable suspicion of a breach of the school's Code of Conduct; or
 - A suspicion of unlawful or harmful activity.
- Such actions will be conducted in accordance with applicable legislation and WCED guidelines.

12. BULLYING

Definition

Bullying refers to repetitive, intentional and undesirable aggressive behaviour that involves a real or perceived abuse of power by one learner or group of learners against another. Such conduct undermines the dignity, safety and rights of others and is inconsistent with the values and ethos of the school.

12.1. Forms of bullying

Bullying includes, but is not limited to, the following behaviours:

- Teasing or verbal abuse
- Social exclusion or isolation
- Threats, intimidation or coercion
- Stalking or persistent harassment
- Physical violence or assault
- Theft or extortion
- Sexual, religious or racial harassment or discrimination
- Humiliation or degradation
- Destruction of, or damage to, property
- Harassment, including cyberbullying through electronic or online platforms

12.2. Legal framework

Bullying is prohibited in terms of:

- The Constitution of the Republic of South Africa, 1996, which guarantees the rights to dignity, equality, freedom and security of the person
- The South African Schools Act 84 of 1996, which obliges schools to maintain discipline and a safe learning environment
- The Children's Act 38 of 2005, which protects children from maltreatment, abuse and degradation
- The Protection from Harassment Act 17 of 2011, which provides legal remedies against harassment
- The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 (PEPUDA), which prohibits unfair discrimination and harassment

12.3. Misconduct and consequences

Bullying constitutes **gross misconduct** in terms of the school's Code of Conduct. Any learner found guilty of bullying will be subject to disciplinary action, which may include measures up to and including suspension or expulsion, in accordance with the provisions of applicable legislation, departmental guidelines and the school's disciplinary procedures.

12.4. School responsibility

The school is committed to providing a safe, inclusive and respectful learning environment and will take all reasonable steps to prevent, investigate and address incidents of bullying promptly and fairly.

13. POLICY AMENDMENTS

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