

**J.G. Meiring  
High School  
GOVERNING BODY**

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Tel: 021 591-3131 • Fax: 021 592-2920 • Merriman Street, Goodwood, 7460



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***CODE OF CONDUCT FOR LEARNERS OF  
J.G. Meiring High School***

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**MARCH 2023**

**NAME OF SCHOOL:** J.G. Meiring High School  
**NAME OF PRINCIPAL:** Ms N. Bailey  
**NAME OF SGB CHAIRPERSON:** Mr R. Roberts

**TITLE OF THE POLICY:** The Code of Conduct for Learners of J.G. Meiring High School

**EFFECTIVE DATE:**

- Date approved by HOD: ..... 2023
- Until approved by the HOD, the code of conduct policy as adopted by the SGB on or before ..... 2023 will be in force.

**DATE OF NEXT REVIEW:**

- The Governing Body will review this policy every three years, or sooner, if there is a change in the relevant legislative framework; or for operational reasons whenever circumstances so require.

## VISION AND MISSION OF THE SCHOOL

The vision of J.G. Meiring High School is to prepare each learner for his/her future (academic, spiritual, social, physical) in such a way that he/she may take his/her place in society with ease.

The mission of J.G. Meiring High School is to create a climate which is favourable to all involved, and in which the learners can reach their full potential.

Consequently, we regard the following as important:

- the moral values of honesty, sincerity and respect for others;
- the social values of good manners, neatness, self-discipline and respect for the property of other people/the school;
- pride in and loyalty towards our school;
- the value of conscientiousness, punctuality and responsibility;
- a balanced lifestyle characterised by participation in different constructive activities.

<b>DEFINITIONS</b>	
<b>Code:</b>	A set of rules
<b>Conduct:</b>	The way one behaves or treats others
<b>Code of Conduct:</b>	The Code of Conduct for Learners as stipulated in Section 8 of the South African Schools' Act ("SASA") 84 of 1996, as amended
<b>Learner:</b>	Any person receiving or who is obliged to receive education as defined in SASA
<b>Educator:</b>	A person appointed as defined in Proclamation 138 of 1994 (xiii) Educators' Employment Act of 1994
<b>SGB:</b>	School Governing Body

## **1. SCHOOL RULES**

### **1.1 LEARNERS MUST:**

- attend school during prescribed times;
- comply with school rules, and prescriptions for school uniform and appearance;
- effectively support the tuition and education process;
- allow other learners the right to education;
- have respect for school property and grounds, and keep them tidy;
- never make the lives of others unpleasant or make them feel threatened / unsafe;
- abstain from the use, handling or being in possession of tobacco products, e-cigarette (including vapes, pops, etc) and other smoking devices or being under the influence of mind / mood altering substances;
- abstain from aggressive and/or insulting behaviour;
- abstain from unacceptable social and/or sexual behaviour;
- show mutual respect for each other;
- show mutual respect for the property of others;
- abstain from using crude language;
- show respect for educators and obey that which is reasonable and right;
- always behave in such a manner, both in and beyond the school, that no dishonour is brought to the name of the school.

### **1.2 GENERAL ORDER RULES**

- When the bell rings at the beginning of the school day, or the end of an interval, learners go directly to their class. When the second bell rings, learners must be in their classes and ready to work.
- Movement to classrooms (and during lesson changes) must be done quickly, silently and in an orderly manner. Always keep LEFT.
- Classrooms must be entered in an orderly manner and only when the teacher is present.
- When a learner is absent, the parents/guardians must inform the school telephonically not later than 10:00 the same day. Alternatively, a written explanation for the learner's absence must be handed to the register teacher on the first day of the learner's return to school.
- Absence during examinations/official tests or repeated absenteeism must be verified by a doctor's certificate (or death certificate/court order/affidavit). Doctors' appointments must be made outside of school hours, especially during an official test series or examination.
- The school building is out of bounds before school and during intervals. Special arrangements will be applied on rainy days. The administration block (Front Office corridor) may not be used during class changes, as well as when arriving or leaving school.
- Unlawful entry of the school terrain after school hours is not permitted.
- Learners may not enter prohibited out of bounds areas during intervals, before or after school. These include: the pavilion cloakrooms, the area past the halfway mark on the A-field, the area past the netball courts (hockey field), the parking area under the shade netting and any area within 3 metres of the school perimeter.
- All ball games are prohibited in the quads, on the tarmac behind the school, and on the tennis courts during school hours.

## 2. APPEARANCE

At JG Meiring we believe in instilling a positive self-image in our learners. This is being done by promoting a neat appearance and focusing on personal hygiene. Learners are encouraged to live out the values of responsibility and respect by respecting themselves first. Good behaviour and general courtesy towards other learners and teachers are always encouraged.

### 2.1 GENERAL

- It is the responsibility of each learner to see to it that his/her appearance is at all times neat, acceptable and in accordance with the school rules.
- It is in the interests of the learner that his/her school clothes and sports clothes should be clearly labelled to assist in the tracing of lost clothing.
- SCHOOL BAGS – only the prescribed navy-blue / black bag, the 20-inch reinforced school bag or navy blue / black Karrimor.
- School bags must be clean and have no slogans, Tippex, pictures or stickers on them. The name, surname, grade and section of the learner must be clearly visible on the inside or outside of the school bag.
- Raincoats, windbreakers, caps and hats may not be worn with the school uniform in the school building.
- Sports and cultural teams may wear their designated uniform/sports top on a Friday only – approved by the School Governing Body / Senior Management Team.
- NB: The regular school track suit top does not fall into this category and may not be worn as part of the school uniform, except at sporting events and practices.
- ALL SCHOOL RULES APPLY OUTSIDE THE SCHOOL IF THE SCHOOL UNIFORM IS WORN.
- All school rules apply for sports meetings.
- Tattoos may not be visible if the learner is wearing school uniform.
- A school blazer is compulsory for Terms 2 and 3, as well as for all assemblies and prize-giving events.

### 2.2 GROOMING

<p><b>Hair:</b> <i>These regulations apply to all students at all times and under any conditions when they are identifiable as learners of JGM</i></p>	<ul style="list-style-type: none"> <li>• Hair must be clean, neat and well-maintained.</li> <li>• All hair that touches the collar, the ears or the eyebrows when loose must be tied up.</li> <li>• The style of hair may not be such that it impedes the functioning of other students in the classroom.</li> <li>• Extreme versions of fashion statements are not permitted.</li> <li>• Patterns and stripes may not be shaved or cut into the hair.</li> <li>• Hair / braids must be a natural hair colour, and must be one colour throughout.</li> <li>• Gel or other fixatives may be used in moderation.</li> <li>• With braids, extensions, cornrows and dreadlocks, all above rules apply.</li> </ul>
	<p><u>Hair Accessories:</u></p> <ul style="list-style-type: none"> <li>• These must be functional and plain. They may not be over-sized or worn for decoration.</li> <li>• Only royal blue, navy, black, brown, white or transparent accessories are permitted. This applies to all functional accessories, including but not limited to hair bands, bobbles, ribbons, clips, and Alice bands.</li> </ul>

	<p><u>Boys' Facial Hair:</u></p> <ul style="list-style-type: none"> <li>• Sideburns may extend to the earlobe.</li> <li>• No other facial hair is allowed (see inclusivity clause)</li> <li>• Patterns may not be shaved or cut into the eyebrows.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Students in contravention of these regulations will be referred to the Appearance and Hair Committee which is constituted as follows: <ul style="list-style-type: none"> <li>– Member of School Governing Body;</li> <li>– Principal;</li> <li>– Head / Assistant of Discipline</li> <li>– Relevant Grade Heads;</li> <li>– RCL Member</li> </ul> </li> <li>• Four members of the committee will constitute a quorum but 1 member must be a learner.</li> <li>• Due consideration will be given to the diversity of the committee on its establishment.</li> <li>• As there is an element of subjectivity in the management of hair and appearance, the committee will be granted the authority to use its discretion in reviewing each case.</li> <li>• Dependent upon the circumstances of each student, the committee may grant a period of up to five school days in which the student must meet the requirements of this policy.</li> <li>• Decisions of the Appearance and Hair Committee will be final.</li> </ul>
<b>Nails</b>	<ul style="list-style-type: none"> <li>• The white of the nail must be kept short and neat.</li> <li>• Coloured nail polish is not allowed.</li> <li>• Colourless nail polish may be used to strengthen the nails.</li> <li>• “Henna” must be grown out and not re-applied. Any deviation from this rule for cultural purposes needs to be preceded by a letter and a response from the Principal.</li> </ul>
<b>Make-up</b>	<ul style="list-style-type: none"> <li>• Make-up is not allowed.</li> <li>• Girls with skin problems may ask permission to wear a medicinal base.</li> <li>• ONLY colourless lip-ice/lip-gloss may be used.</li> </ul>
<b>Jewellery</b>	<ul style="list-style-type: none"> <li>• Only earrings (as specified below), wrist-watches and medic alert bracelets/chains are allowed</li> <li>• No coloured straps or bangles.</li> <li>• Plain silver or gold sleepers (not more than 1 cm in diameter), or small silver or gold studs without stones or patterns (not more than 4mm in diameter) may be worn. No diamond earrings allowed.</li> <li>• Only one pair of studs/earrings is allowed - one in each ear, in the lowest hole of the earlobe.</li> <li>• Only school-related badges issued in the current year may be worn.</li> <li>• Piercings may <b>NOT</b> be covered with plasters, only a see-through silicone bristle.</li> <li>• Nose rings are not allowed.</li> <li>• No facial piercings are allowed.</li> <li>• No rings are allowed.</li> <li>• No chains and necklaces are allowed.</li> </ul>

## 2.3 UNIFORM

<b>SCHOOL UNIFORM (Girls)</b>	<u>Summer:</u> <ul style="list-style-type: none"><li>• Dark blue school dress or prescribed navy-blue slacks.</li><li>• White short-sleeved shirt with open collar / buttoned up shirt with tie.</li><li>• Prescribed school jersey</li><li>• Black school shoes</li><li>• Blazer is optional (except for assembly days)</li><li>• White JGM striped “bobby” socks, folded once over.</li><li>• Shoes must be clean and polished.</li></ul>
	<u>Winter:</u> <ul style="list-style-type: none"><li>• Blazer with school badge</li><li>• School jerseys are optional. (NB: A school jersey may not be worn without a blazer.)</li><li>• Dark blue school dress (The dress may not be shorter than 10cm above the knee when kneeling on the ground).</li><li>• Long-sleeved white shirt.</li><li>• School jerseys are optional.</li><li>• Prescribed long plain black / navy stockings.</li><li>• No white socks are allowed under stockings.</li><li>• School tie is compulsory.</li><li>• Black school shoes (buckled or shoelaces - No writing on shoes)</li><li>• The prescribed navy blue or black windbreaker may be worn over (not under) the blazer (outside the school building only) during the winter months or in wet weather.</li><li>• Navy blue (plain, knitted) gloves and the prescribed school scarf and beanie may be worn in the second and third terms. Muslim girls may wear the navy-blue scarf which has been prescribed for the school.</li><li>• Only the prescribed JGM navy blue beanie and scarf will be allowed in the school building.</li><li>• No decoration or beading of any kind is allowed on beanie / gloves or scarves.</li><li>• The school belt must be worn at all times - The dress may not be pulled up and folded over the belt.</li><li>• Shoes must be clean and polished.</li></ul>
	<u>Sports Wear</u> <ul style="list-style-type: none"><li>• As prescribed for each sports event. School track suit is optional.</li></ul>

<b>SCHOOL UNIFORM (Boys)</b>	<p><u>Summer:</u></p> <ul style="list-style-type: none"> <li>• A white shirt with the school badge printed on the pocket</li> <li>• White short-sleeved shirt with open collar / buttoned up shirt with tie.</li> <li>• Grey trousers of the approved design (long or short)</li> <li>• Black or grey belt</li> <li>• Grey JGM striped school socks</li> <li>• Black leather shoes with laces</li> <li>• The prescribed school jersey or pullover.</li> <li>• Shoes must be clean and polished.</li> </ul>
	<p><u>Winter:</u></p> <ul style="list-style-type: none"> <li>• School blazer with badge</li> <li>• School tie</li> <li>• White shirt</li> <li>• Grey trousers of the approved design (long or short)</li> <li>• Black or grey belt</li> <li>• Grey JGM striped school socks</li> <li>• Black leather shoes with laces</li> <li>• School jerseys are optional. (NB: A school jersey may not be worn without a blazer.)</li> <li>• Navy blue (knitted) gloves and the <u>prescribed</u> school scarf and beanie, black or dark blue windbreaker (without any printing) may be worn during winter months.</li> <li>• Shoes must be clean and polished.</li> </ul>
	<p><u>SPORTS WEAR</u></p> <ul style="list-style-type: none"> <li>• As prescribed for each sports event. School track suit is optional.</li> </ul>

<b>General</b>	Socks	<p><u>Boys</u></p> <ul style="list-style-type: none"> <li>• Knee length, grey with JGM colours. Must be pulled up to the knees.</li> </ul>
	Trousers	<ul style="list-style-type: none"> <li>• Trouser-legs must be of standard width and may not be tapered or made narrower.</li> <li>• Shorts or trouser legs may not be rolled up.</li> </ul>
	Belt	<ul style="list-style-type: none"> <li>• A belt with a normal buckle and no studs <b>MUST</b> be worn with long trousers.</li> </ul>
	Shirt	<p><u>Short-sleeved shirt:</u></p> <ul style="list-style-type: none"> <li>• With school badge on pocket.</li> <li>• Only one (top) button unfastened or normal summer shirt with flat collar</li> <li>• All other buttons fastened</li> <li>• Shirt at all times to be tucked in</li> <li>• Sleeves may not be rolled up.</li> </ul> <p><u>Long-sleeved shirt:</u></p> <ul style="list-style-type: none"> <li>• this is for winter use only and must be worn with a school tie and blazer.</li> <li>• All buttons to be fastened at all times.</li> <li>• A short-sleeved shirt with a top button for a tie may be worn during winter but with all the buttons fastened, and with a tie and blazer.</li> </ul>
	Tie	<ul style="list-style-type: none"> <li>• School tie must be neatly knotted, pulled tight against the collar and length should reach the belt</li> </ul>

	School jersey and/or pull over	<ul style="list-style-type: none"> <li>• May be worn during summer and winter, but not without blazer.</li> </ul>
	Blazer	<ul style="list-style-type: none"> <li>• All buttons to be sewn on</li> <li>• School badge must appear on breast pocket</li> <li>• School blazer may be worn during the <u>summer</u> terms, but the collar of the shirt must be folded out at all times</li> <li>• Wearing a school blazer is compulsory in the winter months.</li> </ul>
	Vests	<ul style="list-style-type: none"> <li>• Only plain white vests or T-shirts may be worn under the school shirt - not visible.</li> </ul>
	Jackets and hats	<ul style="list-style-type: none"> <li>• Raincoats, rain jackets, caps and hats may not be worn in school with the school uniform.</li> <li>• Navy gloves and the prescribed school scarves may be worn during winter months.</li> <li>• A black or navy windbreaker (without any printing) may be worn <u>over</u> (not under) the</li> <li>• blazer on rainy days and only outside the school building.</li> <li>• Only the prescribed school beanie may be worn, in winter, and only outside the school building.</li> </ul>

#### **INFRINGEMENTS – UNIFORM**

- Learners wearing the incorrect uniform will be reprimanded. If the incorrect items can be removed, if must be packed away or the teacher has the right to confiscate the item(s).
- If a learner cannot remove the incorrect item (for example: incorrect shoes or shirt) the learner will be sent to the Grade Head who will make arrangements with the parent(s) and send the learner home
- Three (3) days will be granted to the learner(s) and parent(s) to rectify the infringement(s).
- The above applies to Grade 12s for the full duration of the NSC Exams (Final Exams).

#### **2.4 INCLUSIVITY CLAUSE**

The school practices inclusivity. Any deviation to above appearance rules on basis of inclusivity, religion and cultural beliefs must be preceded with a letter of request from the parent to the Principal to be granted with possible permission.

#### **EXEMPTION FROM CODE OF CONDUCT REGULATIONS**

- Learners can, on cultural, religious or medical grounds, apply in writing to the governing body for partial or full exemption from one or more of the regulations specified in the clothing and appearance policy.
- Such an application should include valid reasons and supporting evidence. Hence, the onus is on the learner to motivate and substantiate an application.
- Applications for exemption will only be considered at the start of the school year, unless urgency or a change in circumstances can be proven.
- During the evaluation of an application, the governing body is entitled to gather any information required for a fair judgement.
- The governing body will consider each application with the necessary gravity and accountability, and within the framework of the Constitution and court rulings. The learner will be notified in writing of the decision.



## 2.5 CIVILIAN DAYS

- All normal school rules apply on a Civvies Day.
- The cell phone policy also still applies.
- The appropriate school bag with workbooks for the day must be at school.
- Shoes must be worn. No high heeled shoes or platform heels are allowed.
- Only one pair of earrings for girls is permitted (as practiced on normal school days) - rings through the nose, etc. are not permitted.
- No indecent pictures and/or words or political slogans are allowed on clothing.
- No bare midriiffs or crop tops are allowed.
- Very short dresses and shorts are not allowed. A tunic or dress must be worn with tights.
- Revealing or low-cut tops may not be worn; no spaghetti straps allowed.
- The necessary underclothing must be worn, but may not be visible.
- No facial piercings are permitted
- No make-up may be worn
- No head gear (caps / hoodies / beanies) may not be worn in the school building.

### SUMMARY OF PRESCRIPTIONS

- Under no circumstances will any type of earring, visible body piercing or tattoos be allowed while a boy is in school uniform, or attending any school function in civilian clothes. This applies to both during and after school hours.
- Existing tattoos must be covered at all times
- No jewellery (except watches) may be worn with the school uniform.
- Religious emblems may be worn, but must not be visible
- The school does not accept any responsibility for lost jewellery items.

ANY ITEM OF CLOTHING OR PIECE OF ACCESSORY THAT IS NOT ALLOWED, WILL BE CONFISCATED UNTIL THE LAST DAY OF THE GIVEN TERM.

### 3. DETENTION POLICY

At JG Meiring High we strive to inculcate sound values and to mould our learners into young adults who have respect for the rule of law and who take responsibility for their actions.

**To this end, the following form part of our sanctions and procedures:**

Three types of detention may be given:

<b>Academic detention</b>	<ul style="list-style-type: none"><li>• Homework not done/workbooks not up to date/failure in an informal test. In the subject teacher's own class, from 14h30 to 15h15.</li></ul>
<b>Weekday detention</b>	<ul style="list-style-type: none"><li>• Three transgressions</li><li>• Failure to attend an academic detention</li><li>• Bunking a class</li><li>• Gross insubordination or disruption of a class</li><li>• Other serious offence determined by the Grade Head</li></ul>
<b>Saturday detention</b>	<ul style="list-style-type: none"><li>• Missing a weekday detention without a valid reason</li><li>• Repeated Category 2 offence</li><li>• Bunking a school day</li><li>• At the discretion of the grade head or head of discipline, for other serious offences</li></ul>
<b>Failure to attend a Saturday detention:</b>	<ul style="list-style-type: none"><li>• The learner may not re-join the academic programme until his/her parent has made an appointment to see the Head of Discipline(s) or one of the Deputy Principals.</li><li>• Missing the Saturday detention for a second time will result in an SGB disciplinary hearing.</li></ul>

#### 4. CATEGORIES OF OFFENCES / CORRECTIVE MEASURES AND PROCEDURES

##### 4.1 Offences are divided into THREE categories:

No written set of rules can cover all situations. The most common transgressions are summarised in the table below. JG Meiring High School works on a 3 Category System.

In the event of misconduct, remedial/disciplinary action may be taken against a student. In order to ensure the consistent application of such action, misconduct has been categorised under various levels, according to seriousness. The nature of the remedial/disciplinary action will depend on the level of the misconduct:

Category 1	Category 2	Category 3
<ul style="list-style-type: none"> <li>• Littering</li> <li>• Excessively noisy or unruly behaviour before school, during change-overs, during breaks and after school</li> <li>• Eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>• Misconduct in assembly</li> <li>• Entering an out-of-bounds area, classroom or passage without permission</li> <li>• Loitering in the passages, at the tuck shop, at the toilet or change rooms</li> <li>• Failure to:               <ul style="list-style-type: none"> <li>• Submit an absentee note or exit notes by stipulated deadlines</li> </ul> </li> <li>• Attend and extra-mural activity's practice session without excusing him or herself</li> <li>• Attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</li> <li>• Attend detention</li> <li>• Continual interference with another learner which causes minor physical or mental discomfort</li> <li>• Minor infringements of uniform regulations: wearing of printed t-shirts; an incorrect Jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery</li> <li>• Failure to wear the correct school uniform when in a public space, including the</li> </ul>	<ul style="list-style-type: none"> <li>• Misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-school competition or league fixture</li> <li>• Misconduct during detention</li> <li>• Vandalism</li> <li>• Defacing school property</li> <li>• Interfering with another person's possessions / property without the owner's consent</li> <li>• Damaging another person's possessions / property as a result of interfering or using said possession of property without the owner's consent</li> <li>• Forging, altering of official documents such as medical certificates and of signatures and fraudulent use thereof</li> <li>• Swearing, lying or using obscene gestures</li> <li>• Disrespect or defiant</li> <li>• Insubordination - ignoring or failing to carry out specific instruction (to include failure to do work / punishment set out in the exclusion room, or failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated.</li> <li>• Gambling</li> <li>• Failure to attend detention without prior submission of a written excuse or note.</li> <li>• Absenteeism (truancy) from school or leaving school</li> </ul>	<ul style="list-style-type: none"> <li>• Repetition of category 2</li> <li>• Racism, remarks / insults</li> <li>• Intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>• Verbal or non-verbal abuse (bullying)</li> <li>• offence</li> <li>• possession of weapons that can cause physical injury (knives, etc.)</li> <li>• entering the School premises while under the influence of alcohol/drugs</li> <li>• possession, copying, distribution, use or displaying of pornographic material</li> <li>• assault with the intent to do grievous bodily harm</li> <li>• any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</li> <li>• fighting, common assault or attempted assault</li> <li>• public disturbance and public indecency</li> <li>• recording of serious misconduct / distributing recorded material via social media</li> <li>• possession or use of fire crackers</li> </ul>

<p>wearing of unauthorised items</p> <ul style="list-style-type: none"> <li>• Failure to wear the correct sports kit for a match or practice</li> <li>• Unacceptable hair styles, including bleaching or colouring</li> <li>• Display of visible tattoos</li> <li>• Disruptive behaviour in class</li> <li>• Spitting in public</li> <li>• Failure to:</li> <li>• Do classwork set and submit homework</li> <li>• Bring the required textbooks, notes, stationery, or equipment to a lesson</li> <li>• Hand work in on time</li> <li>• Copying another learner's classwork or homework</li> <li>• Reporting late for class, relief, or to the exclusion room</li> <li>• Uses offensive material to cover books or files</li> <li>• Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time (unless permission is granted by class teacher)</li> <li>• Arriving late for school without an excuse note</li> <li>• Failure to attend and extra mural activity fixture or function as a participant or official</li> </ul>	<p>grounds without the necessary permission</p> <ul style="list-style-type: none"> <li>• Taking part in any form of illegal strike action / meeting / campaign on school premises</li> <li>• Violating rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner.</li> </ul>	<ul style="list-style-type: none"> <li>• tampering with safety and other equipment on School premises</li> <li>• use of weapons that cause physical injury (knives, etc.)</li> <li>• possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>• poisoning, or attempting to poison another person</li> <li>• theft, robbery, breaking and entering malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body</li> <li>• Sexual assault / harassment</li> <li>• rape, attempted rape, or indecent assault</li> <li>• physical assault that results in bodily harm</li> <li>• sedition or inciting any form of illegal strike action/meeting/campaign on School premises</li> <li>• Any offence punishable under common law</li> </ul>
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## 4.2 Recommended sanctions (corrective, punitive measures and procedures)

Category 1	Category 2	Category 3
<ul style="list-style-type: none"> <li>• Teachers contact Parents</li> <li>• Written warning</li> <li>• Meeting with parents</li> <li>• Weekday detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Written warning</li> <li>• Parental intervention (1 or 2 days)</li> <li>• Meeting with Grade Head</li> <li>• Meeting with Parents and Grade Head</li> <li>• Tribunal hearing</li> <li>• Repair / payment of damages</li> <li>• Weekday detention</li> <li>• Multiple detentions</li> <li>• or 2-day Parental Interventions</li> <li>• Counselling</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary hearing (SGB)</li> <li>• Excluded from certain school privileges</li> <li>• Saturday detention</li> <li>• Counselling</li> <li>• Suspension from class</li> <li>• Suspension from school</li> <li>• Expulsion</li> <li>• SAPS may be contacted</li> </ul>
<p>• Please note that in the event of a being found guilty of an offence and/or depending on the severity of the offence, the Disciplinary Committee and greater School Governing Body may ban the learner from attending / participating in extra-mural activities and/or events.</p> <p><u>Examples of such activities / events include, but not limited to:</u></p> <ul style="list-style-type: none"> <li>• Sports &amp; cultural activities</li> <li>• Matric Ball / Farewell Dance &amp; Valedictory (Grade 12)</li> <li>• Fundraising events (Valentine's Dance, etc.)</li> </ul>		

## 4.3 RIGHTS OF LEARNERS: APPEALS PROCESS TO CORRECTIVE SANCTIONS?

- 5.1 If not satisfied, a learner may arrange a meeting with the Head of Grade.
- 5.2 If still not satisfied with the outcome; a learner may lodge an appeal with the deputy principal or Head of Discipline.
- 5.3 If still not happy with the outcome; the parent of the learner may lodge an appeal with the school principal.

**The suspension and expulsion of learners will be conducted in terms of the prescribed regulations after a Governing Body Disciplinary Hearing.**

## **5. REPRESENTATIVE COUNCIL OF LEARNERS (RCL)**

### **5.1 The Representative Council of learners must:**

- a) assist in maintaining order in the school in accordance with approved school rules;
- b) set a positive example of discipline, loyalty, respect, punctuality, academic thoroughness, morality, co-operation and active participation in school activities;
- c) promote good relations among learners themselves, between learners and staff, the school and the community and the school and parents;
- d) promote responsibility, learnership and leadership;
- e) support the total educational programme of the school (academic, religious, cultural and sports).

### **5.2 A member of the RCL may be discharged if he or she**

- i. commits an act which undermines the administration of the school, or encourages such acts to be committed by others;
- ii. is disobedient or refuses to carry out instructions given to him or her by any educator or a person in charge;
- iii. is loath or refuses to fulfil duties;
- iv. conducts himself or herself in a scandalous, improper or unseemly manner or is guilty of gross discourtesy towards another person;
- v. is found guilty of an offence and is sentenced to imprisonment without the option of a fine;
- vi. stays away from school without permission to do so, unless he or she can prove a valid reason for his or her absence;
- vii. fails to attend meetings regularly;
- viii. leaves the school permanently; or has been suspended.

### **5.3 Nomination process**

- Will be discussed with all learners in Term 4
- Nobody who is on the council in a specific year is automatically on the council for the next year
- Nobody who has been on a detention this year or has been suspended, gone home for parental intervention or appeared in front of the SGB may be nominated or elected
- Nobody who has transgressed against the Code of Conduct (Category 2/3 offence) will be allowed to be nominated or elected

## 6. POLICIES:

### 6.1 CELL PHONE POLICY – REFER TO CELL PHONE POLICY OF THE SCHOOL (HEREWITH A SUMMARY)

Students will not be allowed to have smartphones in their possession while they are at school or in school uniform for the various reasons:

- Students become the targets of criminals who accost them and rob them of their cell phones and other possessions.
- Theft of cell phones at school from bags and blazers is a persistent problem.
- Students are careless with their cell phones.
- Cell phones can be used to cheat in examinations and tests.
- Cell phones make students vulnerable to approaches by undesirable individuals or groups including criminals and paedophiles.
- Cell phones may carry private and personal material which may become accessible by undesirable individuals and groups when cell phones are lost, borrowed or stolen.

As the school is not insensitive to the need of parents to be able to communicate with their children with respect to transport arrangements, it will therefore be permissible for learners to have a "burner" cell phone. These are basic entry-level phones without the smart capabilities (no camera, WhatsApp, email, games, YouTube etc.).

Please take note that the school will not take responsibility for the theft or loss of any cell phone brought to school, no matter what the circumstances. This includes the loss or theft of cell phones that may be handed in to teachers and/or coaches for safekeeping, as well as to cell phones, which have been confiscated, from students who use them in defiance of the school rules.

## 6.2 ANTI-BULLYING (AND CYBER-BULLYING) POLICY REFER TO BULLYING AND CYBER-BULLYING POLICY OF THE SCHOOL (HEREWITH A SUMMARY)

### a. Guiding Philosophy

In keeping with the school's philosophy, we strive to create a climate in which every pupil can develop academically, socially, spiritually and emotionally. In order for this to happen, the pupils need to feel safe. Attempting to root out all elements of bullying is an integral part of our attempts to create a secure milieu that is conducive to the desired development of each individual.

"Do not do unto others what is hateful to yourself" is a message that we need constantly to impart.

Each and every pupil has rights, namely: to feel safe, to learn and grow, to be respected, to be valued, and to be different. However, with rights come responsibilities, namely: to respect yourself, to respect others, to use common sense, to support others, and to show compassion and understanding.

These rights and responsibilities should be embraced by staff, parents and pupils alike.

### b. Definition of Bullying

Bullying is the continued dominance of a less powerful person by more powerful people.

Physical bullying: includes hitting, kicking, rude gestures, extortion, pushing, shoving, taking or damaging belongings – i.e. any form of physical behaviour which hurts others or their property.

Verbal bullying: includes name-calling, insulting, repeated teasing, discriminatory remarks (about religion, sexuality, subject choices, abilities, appearance), threatening, sexual harassment and any other form of verbal behaviour designed to hurt another person. N.B. Verbal bullying includes cyber-bullying.

Psychological bullying: includes nasty rumours, excluding someone from the group, and isolating someone by preventing others from befriending them.

These unacceptable behaviours include: bullying that takes place one to one, in a group or via the misuse of technology – cell phone, computer, photographs, email, internet, instant/voice messaging, websites, TIK TOK, Instagram, Facebook and all other such programs.

Many of these behaviours occur frequently, and do not always constitute bullying. In order to ascertain the presence of bullying, the following elements **MUST** be present:

- an initial desire to hurt
- the desire is carried out
- the action is harmful
- there is an imbalance of power
- there is no justification for the action
- the action is persistent
- the bully derives gratification from hurting the other person



### c. Procedure

- If a pupil is bullied, s/he should:
- tell the bully to stop (if possible)
- if this is not effective, ask someone s/he trusts for help (friend, teacher, parent, counsellor, principal)
- report the incident – verbally or in writing (not anonymously)

If a pupil or parent knows someone who is being bullied, s/he should:

- speak to the person who is being bullied and offer help/support
- report the incident to someone s/he trusts – verbally or in writing (not anonymously)

### d. Consequences

The school's response should be sensitive, and we need to be aware of not bullying the bully. We always need to investigate the situation. In all cases the consequences should be determined by the severity of the bullying, the age of the pupil, prior history, etc.

Possible consequences are:

- written warning
- detention
- referral to therapist or school counsellor
- withdrawal of privileges
- reparation to the person who was bullied
- disciplinary hearing
- suspension
- expulsion

## 5. Preventative Measures

- The policy must include measures to prevent as well as remediate bullying.
- The following are some suggestions:
- decide on restricted areas that tend to be locales for bullying
- peer mediation programme
- social skills and life skills training
- counselling
- buddy system
- assertiveness training
- encourage a "telling" environment
- parent and teacher education
- aspects of diversity should be an on-going focus within the curriculum
- co-operative learning
- bully box
- establish rules, to be prominently displayed
- adequate supervision by staff during break-times

### **6.3 SUBSTANCE ABUSE, SEARCH AND SEIZURE AND DRUG TESTING POLICY (HEREWITH A SUMMARY)**

It is the aim of the school's policy that we do not condone the inappropriate use of, or possession of, alcohol or other drugs, especially on school premises. The use of illegal substances is seen as a major offence and learners will be sanctioned as per this policy.

The school does not permit learners to indulge in the following (on school premises, before or after school in school uniform on or off school premises):

- the use of prohibited substances
- being under the influence of prohibited substances
- the inappropriate use of either prescribed or non-prescribed medicines
- the inappropriate use of solvents, inhalants and/or other chemical agents
- the consumption of alcoholic beverages
- the smoking of tobacco and other drugs
- the possession of drug-related paraphernalia such as cigarette papers, pipes, 'vapes' or other related products for the purpose of smoking
- any form of behaviour resulting in their being under the influence of alcohol and/or other stupefying drugs

The consequences of breaching these requirements could include any or all of the following:

- drawing up of a contract of agreement on corrective measures between all parties
- appropriate disciplinary and/or rehabilitative action relative to the breach
- suspension of the learner
- expulsion of the learner
- in extreme cases - laying a criminal charge with SAPS

The principal or his or her delegate may (also at random):

- search a learner's belongings based on suspicion
- search a learner's pockets, blazer and shoes based on suspicion
- conduct a 5-panel urine test based on suspicion
- search any group of learners, or the property of a group of learners, for any dangerous object or illegal drug, if a fair and reasonable suspicion has been established

#### **SEARCHES**

Where an educator in authority reasonably suspects that a learner has a prohibited substance in his or her possession, an appointed nominee (which may include the police or a specialised security organisation) may search that learner's person and/or possessions. Should such a search be necessary, it will occur in the presence of the learner concerned, a person of his or her support, and a second adult witness.

#### **SCREENING / TESTING**

Where an educator in authority reasonably suspects that a learner is under the influence of a prohibited substance, the learner can immediately be sent to an appointed nominee for screening/testing.

**PLEASE NOTE – further information regarding ANY POLICY Cell Phone use, Substance Abuse and Bullying can be found in the specific school policies.**

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023

Chairperson \_\_\_\_\_

Vice-Chairperson \_\_\_\_\_

Principal \_\_\_\_\_

Educator \_\_\_\_\_

Educator \_\_\_\_\_

Non-Educator \_\_\_\_\_

Learner \_\_\_\_\_

Learner \_\_\_\_\_

Parent \_\_\_\_\_

Parent \_\_\_\_\_

Parent \_\_\_\_\_

Parent \_\_\_\_\_

Parent \_\_\_\_\_