



**THE GOVERNING BODY
PRESIDENT HIGH SCHOOL**

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President High School

Code of Conduct

2021

- ***As established by the Governing Body after consultation with Learners' (Council of Learners) parents (Governing Body) The educators and the Senior Management Team.***
- ***Comply with the provisions of the Western Cape Provincial School Education Act, 12 of 1997 and the South African Schools Act, 84 of 1996.***

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1. PURPOSE AND IMPORTANCE OF THE CODE OF CONDUCT

- To help create a school community:
 - which will honour the provisions of the Constitution of the Republic of South Africa, the South African Schools Act, 84 of 1996 and the Western Cape School Teachers Act of 1997.
 - within which the school's value system serves as a guide for daily actions
 - within which the school's mission statement will be fully pursued
 - within which the school's character can be maintained to create a culture of positive behaviour within which successful teaching and learning can take place.
- To promote a culture of positive behaviour in which successful teaching and learning can take place.
- To promote the civic responsibilities of the school by equipping learners with values, knowledge and skills.
- To serve as a gauge for fair and reasonable action for both learners and educators.
- To promote the rights and safety of all learners, educators and parents.
- To ensure that learners take responsibility for their actions and behaviour.
- To promote fairness and tolerance of diversity.
- To model and rectify disruptive and rude behaviour.

This Code of Conduct applies to all students on and off the school grounds - as they act as representatives of President High School. The Code of Conduct also applies to all school functions or any other connection to the school. **Learners may not bring the schools name in disrepute.**

The South African Schools Act emphasises that all learners are bound by the Code of Conduct of their school. The administration and feasibility of the Code of Conduct is the responsibility of all teachers, matric council, RCL, Governing Body and parents.

2. VALUE SYSTEM

The behaviour and actions of all persons involved in the school is governed by the positive values contained in the Code of Conduct.

The following values are part of the value system:

- Respect, pride, honesty
- Responsibility and reliability and self-discipline
- Caring, perseverance
- Punctuality
- Courtesy and helpfulness
- Democracy
- Social justice and equality
- Ubuntu (humanity toward others)
- Non-racism and non-sexism

3. GENERAL PRINCIPLES

Behaviour: It is expected from all learners to be courteous and considerate at all times.

School Rules: Learners must at all times comply with the school rules when representing the school both during and after school hours. Learners should always be proud to be part of President High School and must never bring the school's name in disrepute.

Education and Training: No learner has the right to deprive another learner of education by disruptive behaviour. No learners are allowed to cause physical or emotional harm to any other learner.

Intervention and Consequences: The school will contact the parent/guardian if there is cause for concern and will seek to resolve the issue with the parent/guardian. If a student makes it impossible for a teacher to teach and denies the other learners the right to education or pose a threat to the teacher and fellow learners, the student will be removed from the class and be taken to the "TIME OUT ROOM". Inappropriate behaviour will result in steps being taken as stipulated in the Code of Conduct of the school.

4. SCHOOL RULES

School and class attendance

- According to the Schools Act (1996) all learners must attend all classes at school daily.
- If a student does not attend school regularly, the relevant register teacher must report it to the Grade head. The Grade head must report it to the principal and the parent/guardian. The register teacher must keep an accurate register of student attendance and must supply the Grade head with all letters, medical certificates and any other form of communication for record keeping.
- All learners must be at the school at 07:40. Learners who arrive to school late will be marked as absent since the registers are completed at the beginning of each school day.
- Learners who arrive late for school must sign in at the library. A late-note will be issued on arrival. The learner must take this note to their register teacher. If the learner arrives after register period, the learner must go to the TIME-OUT room before attending any classes.
- Being late for school will result in a detention that same day, directly after school until 15:00, Mondays to Thursdays and until 14:30 on Fridays.
- Absence from any class without permission from the relevant class teacher is prohibited.
- When a learner is absent from school, the parent / guardian must inform the school in writing.
- If a learner is absent for three (3) consecutive days or more, the learner must submit a letter from a medical doctor, a traditional doctor, registered herbalist or a clinic sister to his/her class teacher.
- If a learner misses a formal assessment (examination / control test / task) as a result of illness, a medical certificate issued by a medical doctor, traditional doctor, registered herbalist or a clinic sister must be submitted on the first day the student is back at school.
- If, in exceptional cases, a parent/guardian decides to keep or remove a pupil from school for urgent private affairs or any other valid reason, an arrangement should be made in advance with the relevant Grade head.
- If a student is injured or gets sick during the school day, it must be reported to the office. The Grade head may grant permission for such learners to go home during break after the parent/guardian has been notified. In an emergency, the teacher in charge of first aid may use his/her own discretion. Learners may only go home if the parent/guardian signs them out at the office.
- No learner may leave the school grounds during school hours without permission from the principal, deputy principal or Grade head.
- No bunking from class or any school activity is allowed.

- Detention will be held on Friday afternoons (14:00 – 15:45) and Wednesday afternoons (14:25 – 15:45). Attendance of detention is mandatory and a learner will only be excused from detention if a sick note or written notification of the reason for absence is handed in on time for consideration.
- Learners who bunk detention will not be allowed back in class unless a parent accompanies them to school on the first morning after the missed detention session in order to explain the reason for the learner's absence from detention.

5. APPROPRIATE GENERAL BEHAVIOUR IN AND OUTSIDE OF THE SCHOOL BUILDING

- Inside the school building, learners move in single file in an orderly fashion between classes.
- Learners must move quickly along the shortest route during class changes. No learner may go to the bathroom during the changing of classes without permission.
- On rainy days, learners wait in the passages of the lower level during breaks or before school. No learners are allowed in the passages of the upper level.
- Before and after school or during breaks, no learner is allowed in the classrooms or hallways without permission. No learner is allowed near the tuck shop during class time.
- When it does not rain, the school building must be vacated as soon as possible during breaks and after school.
- Learners are only allowed in the corridors during class time with permission from a teacher. Such a learner will receive a hall pass.
- The toilets are always kept neat and tidy and all learners are expected to exercise good hygiene practices when using the bathroom facilities.
- The offices, staff room and hallway in front of the staff room are off-limits to learners.
- Learners may not use the main entrance of the school without permission.
- During assembly we act according to our values, maintain silence and show the necessary respect for the flags, the national anthem, the school song as well as all speakers on stage, educators and fellow learners.
- When announcements are made over the intercom, learners remain quiet and listen carefully.
- No eating or drinking is allowed anywhere inside the school building, unless it is a rainy day. No gum is chewed during school hours.
- Scratching or writing on desks, walls, doors, or windows (graffiti) is prohibited.
- The repair costs of any damaged school property will be charged to the guilty party. For example, damage done to doors, windows, clothing hooks, school desks, etc.
- Only teachers and members of the Council of Learners and Matric Council may update the notice boards.
- Mobile and Electronic Devices Policy:

Cell phones and other devices allowing access to any social media site are not allowed at school. The school will therefore not take responsibility nor launch an investigation into the loss or theft of any device brought to school. Should learners bring these devices to school, it will be confiscated and kept at school for a period of one school term.

Personal slander/libel, harassment or threats of any person involved in the school, or the school itself, on any social network is considered very serious and is not allowed.

- Learners may not bring computer games, iPods, audio amplifiers or similar electronic devices to school.
- Theft or malicious damage to learners' or educators' property fall outside our value system and are therefore not allowed.
- No student will be allowed to loiter near the staff's vehicles, nor enter the school premises at the gate in front of the P.J. le Roux Hall. Only grade 12 learners may use this gate during their exams.
- Ball games may only be played on the sports fields. No cricket, hockey or golf balls are allowed.
- Littering is prohibited.
- Motorcycles are parked in front of the library during school hours. They are only to be parked under the trees next to the Matric Quad during sports practices and matches. They are only driven to and from the parking areas and nowhere else on the school premises. Motorcycles parked on school ground are done so at own risk and the driver of the motorcycle must be in possession of a valid driver's licence for the motorcycle. A copy of the licence must be submitted to the principal.
- Learners may not ride their bicycles inside the school grounds or building.
- Bicycles are locked, with a chain, in the Kiewiet Quad, at own risk during school hours, sporting events or any other school event.
- Bicycles are pushed from the entrance at the tuckshop to the Kiewiet Quad.
- Roller blades and skateboards are not allowed on the school premises.
- Learners who drive cars to school, may not park on the school premises. The driver must hold a valid driver's license.
- No learner may climb over the fence or gates.
- With the exception of school events and school activities, access to and on the school premises is not allowed from 16:00 onwards, as well as on Sundays, public holidays or during the school holiday.
- Physical violence, which is against the law, as well as defamatory or obscene language and bullying are inconsistent with our values and is therefore not allowed.
- Dangerous objects that may cause bodily harm are strictly forbidden on the school premises. Stone-throwing and also throwing of other objects that could result in injury is also strictly forbidden on the school premises. "Pepper spray" and stun guns may not be used on the school grounds.
- No pornography or any other offensive/inappropriate reading material or any other form of such material is allowed on the school premises.
- No gang activity is permitted on or near the school premises.
- Learners may not use cigarettes, e-cigarettes, Oka pipes, alcohol and/or any other illegal substances as described in the South African Schools Act on school ground or be in possession of it. The same rule applies when learners are in their school uniform in another location. Learners are strictly forbidden to trade in the field of illegal drugs.
- Learners are not allowed to smoke/drink or misbehave when they are in their school uniform - this rule also applies when outside of the school grounds - and even when learners are not wearing a school uniform in a public place.
- Students may not be in possession of matches, lighters or any paraphernalia on the school premises.
- **All drug related cases can be referred directly to the police. Learners will also undergo a hearing by the Disciplinary Committee of the School Governing Body (SGB) and face a possible suspension or expulsion from school.**

- Learners are responsible for the safekeeping of any money and other valuable items such as cell phones, tablets they bring to school.
- Physical contact between students should be avoided at all times. Inappropriate sexual behaviour is strictly prohibited.
- The school reserves the right to search and test learners for illegal substances.

6. SPORTING AND CULTURAL ACTIVITIES

- In order to enable our learners to develop as a whole, participation in a winter and summer sport or cultural activity (preferably both) is required.
- Learners never leave their peers or coaches in the lurch by missing any practise, match or performance without tendering an acceptable excuse in advance.
- For all sports matches, learners must be dressed in school uniform, the school tracksuit or official sportswear.
- During all sports practices comfortable exercise clothes may be worn as long as the relevant coach gives permission.
- Rules for hair, makeup and jewellery also apply to sports practices and matches.
- Physical violence, profane and obscene language during sports practices and matches and other extracurricular activities is not allowed.
- Learners may not make use of the school's facilities or equipment outside school hours without permission from the principal. Learners may also not enter the school grounds after hours without permission.
- Bicycles must be safely locked in the designated locations during school, school activities & sports practices and/or matches.
- When students participate in sports they must wear the necessary protective gear as stipulated by the sports code.

7. SCHOOL UNIFORM AND APPEARANCE - GENERAL

Girls – Summer Uniform	Boys – Summer Uniform
Short-sleeved school shirt Red dress White socks (overturned once) Black school shoes School jersey or pullover Only silver or gold studs or rings in the bottom of the earlobe No other watch except a wristwatch	Short-sleeved school shirt (with school emblem if available) Grey school trousers/short Long grey school socks Belt (black, brown, grey, dark blue) Black school shoes School jersey or pullover No earrings No other watch except a wristwatch
Girls – LO uniform	Boys – LO Uniform
Red shorts White t-shirt Full tracksuit	Black shorts Red t-shirt Full tracksuit

Girls – Winter Uniform	Boys – Winter Uniform
Long-sleeved school shirt (with school emblem if visible)	Long-sleeved school shirt (with school emblem if visible)
Red dress or grey school trousers	Grey school trousers
Black stockings with dress	Belt (black, brown, grey, dark blue)
Long grey socks with pants	Long grey socks with pants
Black school shoes	Black school shoes
School jersey and pullover	School jersey and pullover
School blazer	School blazer
President rain coat	President rain coat
President scarf	President scarf
Gloves (white, grey, red)	Gloves (white, grey, red)

- Proud learners of President High School are always clean, neat and dressed in the official school uniform
- It is recommended that all clothing be clearly marked.
- Only school bags with a strengthening mechanism is permitted. Learners' bags must stay in its original condition as nothing may be plastered on or drawn on. School bags must be clearly marked. No slogans or tippex are allowed on school bags.
- No holes may be made in school jerseys.
- School shirts and blazer collars must always be neatly folded.
- School shoes must be black and should be clean at all times and worn with black shoelaces. The buckles on school shoes must always be tied.
- The school logo and all buttons of the blazer must be neatly sewn onto the blazer.
- Only badges related to school activities are allowed on the school uniform.
- School trousers may not be altered to be fashionable. School trousers may, under no circumstances, be pushed into the school socks.
- Deviations from the prescribed school uniform should be declared to the Grade head the morning before school by way of a letter from the concerned parent/guardian. All applications will be reviewed and a decision will be made based on the unique circumstances of each request, the reason for the request, the Code of Conduct as well as the Code of Conduct of the WCED.
- No religious accessories may be worn with the school uniform. Application to special variances are discussed at point 13 of the Code of Conduct.
- No visible tattoos are allowed.
- No colour contacts are allowed.
- Bracelets and friendship bands are also seen as decorations and are prohibited.
- No "stretchers", rings, pins or studs are allowed in ears, the tongue, nose, eyebrows or other such visible location.
- These rules apply at all times when uniforms are worn, even when learners are no longer on the school grounds.
- Afro-hairstyles may be worn, but should not exceed 5cm around the head.
- Learners may wear "braids", but it may only be a natural colour and the "braids" must not be larger than 1cm in diameter. "Braids" must still be tied if it reaches the collar. "Braids" must run parallel to the head. No patterns are allowed.

- No “bandanas” are allowed.
- No make-up of any kind may be worn.
- Hair may not be dyed an unnatural, unusual colour, tinted or bleached. The whole head should be a natural colour.
- No false eyelashes are allowed.
- Nails should always be short and clean. Only colourless nail polish is allowed.
- Excessive use of gel or hairspray to create hairstyles are not permitted.
- Learners may not shave their heads clean.
- Undercuts and steps are not allowed.
- On “civvie” days, the following rules will apply:
 - Learners must wear shoes.
 - No bare midriffs are allowed.
 - No inappropriate images, slogans or words may be on clothing.

8. APPEARANCE - SPECIAL RULES FOR BOYS

- The only jewellery that a boy may wear is a wristwatch and a 'medic-alert bracelet.'
- Only neat black shoes are allowed, not pointed shoes, boots or sneakers.

9. APPEARANCE - SPECIAL RULES FOR GIRLS

- Girls' dresses may not be shorter than 15cm above the knee.
- Girls may, apart from a watch, only wear simple silver or gold 'stud'-earrings or small sleeper-earrings. These earrings are to be worn at the bottom of the earlobes. Any other decorations will be confiscated.
- Neat black school shoes are worn.

10. APPEARANCE - SPECIAL RULES FOR BOYS & GIRLS (HAIR)

- Hair on the forehead may not cover the eyebrows or the eyes.
- Hair must be kept out of the face.
- Hair that touches the blazer or shirt collar (bottom) must be tied up.
- Hair must only be one colour – natural shade
- The hair on top of the head has to be a reasonable length. When it is combed forward, it may not hang over the eyebrows. There must be a balance between the hair on top of the head and the hair on the sides of the head.
- Hair accessories must be red, black, white or brown. If more than one piece is used, it should be only ONE of these colours. No colour combinations are allowed when using hair accessories. Only girls may wear accessories.
- Side-burns may not be lower than the middle of the ear. Boys must be clean-shaved at all times.

- No extreme hairstyles that provoke undue attention is allowed. No patterns are allowed in the hair on the head. No patterns are allowed in eyebrows. The Grade Head will decide at their own discretion which is considered extreme hairstyles.
- Hair that does not comply with the school rules must be rectified as arranged by the Grade Head.

11. CONDUCT OF LEARNERS

- Hitchhiking to or from school when uniforms are worn is strictly prohibited for any learner.
- Learners are expected to maintain the norms and values of parents, the school as well as the community regarding acceptable behaviour in conducting boy/girl relationships. Public petting on the school grounds, during school hours, while in school uniform or at school functions is not allowed.
- No pupil shall be guilty of fraud, theft or any other action in which dishonesty is an element.
- No student may be in possession of stolen goods, knowing that it was stolen.
- No pupil shall be guilty of any form of vandalism or damage to school property, school grounds or the school building.
- No learner may enter the school premises or attend any other school event under the influence of alcohol or mood altering or illegal substance. This rule also applies to partners who are not learners of High School President.
- No pupil shall be guilty of violence and/or bullying or oppressive behaviour or harassment based on gender.
- No pupil shall be guilty of any form, of defamation, intimidation, mental or emotional harassment, immoral behaviour, profanity, blasphemy or threats
- No learners are allowed to make himself/herself guilty of obscene language towards other persons or sexism.
- No student may assist another learner to commit any violation of the law or this Code of Conduct.
- No learner may act disrespectfully or use abusive language towards teachers, other school employees, or against learners.
- No pupil shall be guilty of organizing or participating in any action or activity that has not been declared permissible by the head of the school in advance thereof, and that infringes on the academic, cultural or sports activities of other students or to the functioning of the school.
- No pupil shall be guilty of disclosing false information about the school to the press or any other institution; or falsifying documentation to gain an unfair advantage at school; or falsely identifying oneself.
- Because we are a caring school which wants to expand public relations and relationships, any form of racism is not permitted.

12. SCHOOL WORK

- With the absence of a learner, the learner must arrange to stay up to date with the school work and homework. Sections of work missed must be obtained from a classmate so that the learner does not return to school unprepared.
- Each student has to acquire a diary at the start of the academic year and use it consistently.
- Homework must be recorded in the diary/homework book and promptly completed.

- In addition to the diary, the following items are required for each student: A pen (blue or black), pencil, eraser, examination pad and a scientific calculator.
- No learner may be guilty of any attempt, during a test or exam, to help, to try to help another student, or to obtain a learner's help or attempt to gain or gain any document or information which might be of assistance to the learner, unless it is a document of which the use is expressly granted by the supervisor or the teacher concerned.
- Assessment irregularities will be referred to the SAIC.
- No learner may submit any form of copied work as his/her own, unless it was generated during group work.
- No student may gain or attempt to gain access through the unauthorized use of computers or electronic media to the school's data files & information.

13. VIOLATIONS: DISCIPLINARY ACTION AND RESTORATIVE JUSTICE / SUPPORT MECHANISMS

- All behaviour pertaining to a breach of this Code of Conduct is punishable.
- Points are awarded for each violation as indicated in the restorative justice addendum of this Code of Conduct. This forms part of the Code of Conduct.
- Appropriate penalties are also set out in the section pertaining to the violation of rules.
- There is provision for an internal tribunal for repeated offenses as well as offenses of a serious nature.
- With the exception of sanctions on suspension or expulsion, all sanctions are imposed by also taking into account any explanation that the learner offers for his / her behaviour.
- Where the penalties include the possibility of suspension and / or expulsion itself, the learner's behaviour is investigated and sanctions are imposed within the prescribed and applicable regulations as may from time to time be issued by the Western Cape Education Authority concerning investigations regarding serious misconduct of learners.
- Every student has the right to submit a reasoned objection to the conduct of any member of staff or fellow student to the school principal. The principal is obliged to investigate such grievance or to instruct an impartial staff member to investigate his actions or proposed actions in response to his findings and to disclose this information within a reasonable time to the aggrieved student.

14. ACCOMMODATION OF RELIGIOUS AND CULTURAL RIGHTS

- Religious practices, actions or obligations associated with the core values and beliefs of recognised religions and contrary to any rule in this Code of Conduct will be accommodated by making a departure from the Code of Conduct by the Governing Body of the school under the following conditions:
- The student, assisted by the parent/guardian may apply for deviation from the standard school rules if the rule/s are inconsistent or infringes upon any religious rights of the learner.
- The written application must state the particular rule/s that offend the learner's religious rights contained in the Constitution of South Africa.
- This application must include a reasonable descriptive interpretation of religious rights the learner experiences as offensive. The learner must also make suggestions on how the rule/s can be adjusted by the Governing Body to accommodate these religious rights.
- The learner must submit proof that he/she has a connection with the specific religion and religious practices, rule/s and obligations and that these rule/s are contradictory with the school's Code of Conduct.

- The religious behaviour or practice must be lawful.
- The Governing Body of the school must consider the application and if they are satisfied with the application, they will notify the applicant in writing.
- If the Governing Body of the school approves the deviations from the standard rule/s, it must be based on core values of religion and mandatory for the applicant to comply with these core values.
- The magnitude of the deviation from the school's Code of Conduct must be clearly set out and what these changes entail must be identified (for example, wearing a headscarf, including the colour and detail of the design; the growth of a beard; a specific hairstyle or jewellery) and under what conditions the deviation shall be valid.
- Cultural rights will be considered in the event that it is not associated with a religion.
- Any application for a departure from the Code of Conduct of the school, based on cultural rights, should be addressed to the Governing Body of the school in writing and shall be dealt with in a similar manner as described in paragraph 1 to 8 of section 11.

15. VIOLATIONS: ADDENDUM TO CODE OF CONDUCT

The aim of restorative justice is:

- to educate learners to make responsible, independent decisions within a positive value system
- to cultivate a strong sense of duty in learners
- to teach learners to accept responsibility for their actions

General guidelines:

- The focus is on the development of positive value systems. The award of merit (positive points) is the point of departure and of vital importance.
- Each situation must be considered on merit.
- Rendering aid to students is a priority.
- Administering restorative justice measures takes place after guilt has been established
- Temporary exclusion is with immediate effect and applies to all aspects of school activities.
- Always instruct learners about the administering of restorative justice measures in response to an offense.
- Counselling at school is done by the counsellor on the premises, the school psychologist or social worker.
- Counselling by a professional person should be done with the consent of the parent, and is also for the account of the parent.
- Communication with the parent is deemed important.
- Only teachers can award merit points according to the criteria set.
- In exceptional cases, the Grade Head or principal can impose detention immediately.

16. LIST OF OFFENCES PER LEVEL OF OFFENCE:

LEVEL 1

1. littering
2. excessively noisy or unruly behavior before School, during change-overs, during breaks, and after School
3. eating, drinking or chewing gum during any contact time (class and assembly)
4. misconduct in an assembly
5. entering an out of bounds area, classroom or passage without permission
6. loitering in the passages, at the tuck
7. misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture

8. failure to:
 - submit an absentee note by the stipulated deadline
 - return a library book by the due date, or
 - pay the fine for overdue book/s
 - attend an extramural activity, practice session without excusing himself

9. continual interference with another learner which causes minor physical or mental discomfort
10. minor infringements of uniform regulations:
 - wearing unauthorized items / clothing (items confiscated until the end of the term)
 - failure to wear the correct sports kit for a match or practice
 - unshaven / nails / nail polish (immediately corrected at school)

11. Hitchhiking while in school uniform, formal or sport dress
12. disruptive behavior in class
13. spitting in public
14. failure to:
 - do classwork set and submit homework
 - bring the required textbooks, notes, stationery, or equipment to a lesson
 - hand work in on time

15. copying another learner's classwork or homework
16. defacing school property
17. reporting late for class or TIME-OUT room
18. use of offensive material to cover books or files
19. possession and/or use of a cell phone, computer game, iPod and similar electronic devices during school hours
20. arriving late for school without a written note from a parent

CORRECTIVE SANCTIONS – LEVEL 1

One or more or a combination of the following corrective measures may be implemented by the educator, Grade Head or Head of discipline:

- Verbal Reprimand
- Phone to call parents or guardians
- Written punishment
- Break detention
- Detention after school
- Subtracting marks/naught for a test/task/exam
- Removing graffiti from bags and cases at break
- Written notification
- Warning letter
- Suspension from class

LEVEL 2

1. vandalism
2. In possession of or using another's possessions/property without the owner's consent
3. damaging another person's possessions/property
4. racism: remarks/insults
5. forgery: unlawful altering of official documents such as medical certificates and qualifications and fraudulent use thereof
6. intimidation by verbal or physical threat to harm the person or his property (bullying)
7. swearing, lying or using obscene gestures
8. verbal or non-verbal abuse
9. disrespect or insolence
10. insubordination –

- ignoring or failing to carry out a specific instruction (including failure to do work/punishment set in the TIME-OUT room or by the Grade head or educator)
- failure to report to the TIME-OUT, or
- failure to report to the subject teacher with work/punishment as stipulated
- disrespectful and/or rude gestures, body language, language or slurs towards educators, staff and student council

11. fighting, common assault or attempted assault
12. public disturbance and public indecency
13. gambling
14. failure to attend detention without prior notification of the Grade Head involved
15. misconduct during detention
16. unacceptable hair styles that provoke undue attention
17. visible tattoos
18. using a cell phone as a means of communication during formal testing or exams
19. cheating, attempting to cheat during a test or exam
20. Having forbidden material or information in a test or exam venue during controlled testing (class tests, term tests, internal or external exams). This includes any form of communication, verbal or non-verbal, with another learner
21. copying of computer exercises, projects or any other work intended for the year mark (plagiarism)
22. truancy/bunking
23. possession or use of fire crackers
24. failure to attend a compulsory extra-mural activity fixture or function as a participant or official
25. any action which brings the School's name into disrepute
26. possession of offensive material, excluding pornographic material
27. tampering with safety and other equipment on School premises
28. Smoking / possession of cigarettes or lighters or electronic cigarettes / smoking circles
29. misuse of electronic device at school
30. repetition of Level 1 offences

CORRECTIVE SANCTIONS – LEVEL 2

One or more or a combination of the following corrective measures may be implemented by the educator, Grade Head or Head of discipline:

- Phone call to parents or guardian
- Warning letter
- Detention after school
- Payment of damages or repair or replacement
- Community Service
- Suspension from class or school
- Naught for a test / exam
- Implementation of official provincial procedures
- Interview with parents/guardians
- Professional intervention
- Tribunal
- Disciplinary hearing

LEVEL 3:

1. possession of weapons that can cause physical injury (knives, etc.)
2. entering the School premises while under the influence of alcohol/drugs
3. possession, copying, distribution, use or displaying of pornographic material
4. download any pornographic material from a computer at school
5. assault with the intent to do grievous bodily harm
6. truancy from School or leaving School grounds without the necessary permission
7. taking part in any form of illegal strike action/ meeting/campaign on School premises
8. 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 reputation and/or maintenance of order or discipline at the School or school function
9. violating the rights of other learners to receive education by
10. disrupting classes,
11. preventing other learners from attending classes,
12. preventing teachers from providing teaching, or in any other manner violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners
13. reckless or negligent driving of a vehicle, motorcycle or any other means of transport whether in School uniform or not, and whether on the School property or not
14. disrespectful behavior (verbal or physical) towards educators or staff members or guests or the principal
15. cigarette trading
16. absent for more than 20 days without valid reason/s
17. repetition of a Level 2 offences

CORRECTIVE SANCTIONS – LEVEL 3

One or more or a combination of the following corrective measures may be implemented by the educator, Grade Head or Head of discipline:

- Warning letter
- Community Service
- Detention
- Suspension from class
- Suspension from activities/sport/functions
- Disciplinary hearing/Academic hearing
- Professional Counseling
- Referral to SGB – Tribunal Hearing
- Expulsion

LEVEL 4:

1. use of weapons that cause physical injury (knives, etc.)
2. possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon
3. possession, using and/or dealing in drugs, or alcohol, or
4. any other intoxicating or illegal substance or item
5. poisoning, or attempting to poison another person
6. theft, robbery, breaking and entering
7. malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body
8. rape, attempted rape, or indecent assault
9. physical assault that results in bodily harm
10. sedition or inciting any form of illegal strike/action/meeting/campaign on School premises
11. threatening (verbal or physical) the life & safety of any staff member or learner
12. threatening to use or make use of a gang
13. Any offence punishable under common law

CORRECTIVE SANCTIONS – LEVEL 4:

One or more or a combination of the following corrective measures may be implemented by the educator, Grade Head or Head of discipline:

- Warning letter
- Contact and refer to SAPS
- Suspension from School
- Tribunal Hearing with School Governing Body
- Expulsion