

**CODE OF CONDUCT FOR LEARNERS****2025****CODE OF ETHICS**

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with, and promote the law and the legal system.

I commit myself to:

- always live out the values of the school – PASSION, RESPECT, INTEGRITY, DILIGENCE, EMPATHY.
- adhere faithfully to this code of conduct and all the rules and regulations of President High School
- maintain high moral and ethical standards.
- strive for conduct that is always responsible and that does the school credit.
- do my schoolwork diligently, conscientiously and with dedication; and
- display the necessary empathy and respect towards all staff, fellow learners, and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT GOODWOOD ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

---

LEARNER



## CODE AND RULES OF CONDUCT

### 1 INTRODUCTION

This document is the code of conduct of President High School, as approved by the school governing body (SGB). The governing body has consulted the school's parents, learners, and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

### 2 OBJECTIVE

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners, and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined, safe, and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement:

*"Our mission is to empower our learners to become confident, well-balanced adults who can use the values instilled in them to become responsible, productive members of society."*

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code of conduct, and must strictly adhere to it. Should learner transgress, consequences will be implemented in accordance with the disciplinary procedure for learners.

- 2.1 Learners shall be good ambassadors of the school and shall conduct themselves in accordance with the school's code of ethics at all times.
- 2.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff, or their fellow learners into disrepute.
- 2.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall always be courteous and respectful and shall refrain from any action that constitutes disrespectfulness or rebelliousness.



- 2.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect, empathy and tolerance. Learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual, and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 2.5 A school educator shall have the same rights as a parent regarding controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 2.6 Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.
- 2.7 The use and/or possession of a cell phone during school hours is strictly prohibited. Should you be caught with a cell phone in your possession (regardless of whether it is yours or not), the cell phone will be confiscated until the end of the term. Confiscated cell phones are kept in the safe. NO EXCEPTION of this rule will be made. It is the parent/guardians' responsibility to make sure that the school has a contact number of the parent/guardian in case of emergency.
- 2.8 The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, vapes, liquor, other alcoholic substances, or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. A learner may not be under the influence of alcohol and/or intoxicating substances of any nature during any school activity, or when learners are dressed in school uniform and identifiable as learners of the school by the public, is prohibited.
- 2.9 The possession, display, distribution, creation, manufacture, or production of pornographic material in printed, electronic or any other format, during any school activity or when learners are dressed in school uniform and identifiable as learners of the school by the public, is prohibited.
- 2.10 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods, or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 2.11 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 2.12 An arrest or conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.



2.13 Transgressions that may lead to suspension and/or expulsion include but are not limited to:

- 2.13.1 conduct that poses a threat to others' safety and infringes upon others' rights.
- 2.13.2 possessing, threatening with, or using dangerous weapons.
- 2.13.3 the possession, use, trading, or any visible sign of narcotic or unauthorised drugs, cigarettes, vapes as well as marijuana, alcohol, and intoxicating substances of any nature.
- 2.13.4 present in the smoker's circle / where alcohol or drugs are sold or consumed.
- 2.13.5 withholding knowledge of substance abuse
- 2.13.6 fighting, assault, or abuse.
- 2.13.7 indecent behaviour or swearing.
- 2.13.8 truancy / bunking of classes
- 2.13.9 class / hall/ pavilion disruption
- 2.13.10 blatant lies
- 2.13.11 adopting or assuming a false identity.
- 2.13.12 harmful graffiti, hate speech, sexism, or racism.
- 2.13.13 applying corporal punishment of initiation.
- 2.13.14 messing with school safety equipment.
- 2.13.15 theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted.
- 2.13.16 endangering staff / learners.
- 2.13.17 unlawful conduct towards and/or vandalising, destroying or damaging school property.
- 2.13.18 disrespectfulness, offensive behaviour, and verbal abuse aimed at educators or other school staff or learners.
- 2.13.19 repeated violations of school rules or this code of conduct.
- 2.13.20 criminal and oppressive behaviour, such as rape and gender-based harassment.
- 2.13.21 victimisation, bullying and intimidation of other learners.
- 2.13.22 the transgression of examination rules; and
- 2.13.23 intentionally and knowingly providing false information, or forging documents, to obtain an unfair advantage.



### 3 CLASS RULES

- 3.1 The class educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.
- 3.2 The class rules must be compiled in writing and –
  - 3.2.1 be tabled to the principal.
  - 3.2.2 be displayed in a legible format in a prominent spot in the classroom; and
  - 3.2.3 be made available to all learners and their parents.
- 3.3 Learners are expected, fully and promptly, to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 3.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules. Class teachers will contact the parents of learners who violate the class rules. There shall always be an orderly atmosphere in the classroom. Learners may not disrupt or hinder teaching.
- 3.5 Learners must promptly carry out instructions in class.
- 3.6 All learners must do their prescribed homework enthusiastically, diligently and with dedication to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 3.7 Learners are obligated to catch up as soon as possible on any work that they have missed.
- 3.8 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

### 4 RULES REGARDING APPEARANCE AND SCHOOL WEAR

#### 4.1 *School wear*

- 4.1.1 The prescribed school uniform shall be worn during school hours as well as other school activities, as determined by the governing body.
- 4.1.2 School uniform must be always clean and neat. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances. School shirts must be always tucked in. The top button (summer uniform) must always be unbuttoned.



#### 4.2 *Clothing rules:*

<b>Girls – Summer Uniform</b>	<b>Boys – Summer Uniform</b>
Short-sleeved school shirt Red dress or grey trousers White socks (overturned once) Black school shoes School jersey or pullover School cap – purchased at school	Short-sleeved school shirt (with school emblem if available) Grey school trousers/short Long grey school socks Belt (black, brown, grey) Black school shoes School jersey or pullover School cap – purchased at school
<b>Girls – LO uniform</b>	<b>Boys – LO Uniform</b>
Purchased at the Financial office at school: Red shorts White t-shirt Full tracksuit	Purchased at the Financial office at school: Black shorts Red t-shirt Full tracksuit
<b>Girls – Winter Uniform</b>	<b>Boys – Winter Uniform</b>
Long-sleeved school shirt (with school emblem if visible) Red dress or long grey school trousers Black stockings with dress Long grey socks with pants Black school shoes School jersey and/or pullover School blazer President raincoat – purchased at school. President scarf – purchased at school. Gloves (plain white, grey, red) School beanie – purchased at school	Long-sleeved school shirt (with school emblem if visible) Grey school trousers Belt (black, brown, grey, dark blue) Long grey socks with pants Black school shoes School jersey and/or pullover School blazer President raincoat – purchased at school. President scarf – purchased at school. Gloves (plain white, grey, red) School beanie – purchased at school

- 4.2.1 Any caps or headgear other than those prescribed in the clothing rules are prohibited.
- 4.2.2 School caps may be worn with summer uniform but must be removed in classes.
- 4.2.3 School beanies may only be worn with winter uniform.
- 4.2.4 School dresses may not be shorter than 10cm above the knee when standing.  
Shorts should not be visible under the dress.
- 4.2.5 Only the prescribed beanie, rain jacket and scarves may be worn.
- 4.2.6 Any unauthorised clothing / accessories will be confiscated until the end of the term.



4.2.7 The governing body may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be appropriate and non-revealing.

4.2.8 Length of tie should be appropriate.

### 4.3 Appearance

#### ***4.3.1 The same hair rules apply to girls & boys:***

- Hair colour must always seem natural. No unnatural highlights or lowlights are allowed.
- Hair that extends over the collar must be tied and display neatly.
- All hair and braids must be tied out of the face.
- No undercuts or patterns are allowed.
- Only plain (no patterned), hair accessories that fit in with the school's colours may be worn. (red, grey, black, white)
- No beads, bandanas, durags or bonnets may be worn in hair.
- Afros need to be an appropriate length.
- Sideburns may extend up to the middle of the ear.
- Hijabs must be either red or black.
- Boys must always be clean shaved.
- No cuts in eyebrows.

#### ***4.3.2 Jewellery***

- All jewellery items, such as rings, bracelets (elastic or leather) or chains are prohibited.
- Only normal wristwatches are allowed – no smartwatches during assessments.
- The wearing of body jewellery, such as nose, tongue and eyebrow jewellery is strictly prohibited. As for girls' earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once. Boys may not wear ant earrings.
- No other studs or gems will be allowed.

#### ***4.3.3 Nails***

- Nails may not extend beyond fingertips.
- No nail polish may be worn.

#### ***4.3.4 Make-up***

- No make-up or lash extensions may be worn
- No visible tattoos. Tattoos must be covered by school uniform.



## 5 SPORTS AND EXTRACURRICULAR ACTIVITIES

### 5.1 Participants in sports and extracurricular activities

- 5.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.
- 5.1.2 All learners who participate in the activities shall be loyal to the school and fellow participants. Participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.
- 5.1.3 Learners who represent the school at sports activities will always be courteous towards, and comply with the rulings, prescripts, and instructions of:
  - the sports head and the educator involved in the relevant sports code.
  - the referee or adjudicator regarding the relevant activity; and
  - the team captain.
- 5.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. No learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

5.2 Learners as spectators and supporters at sports and other extracurricular activities must be dressed in full school uniform. Normal school rules apply to appearance.

- 5.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting, or indecent behaviour. Learners may not respond negatively to any ruling by an adjudicator or referee.
- 5.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.



5.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

## **6 SCHOOL PROPERTY**

6.1 'School property' includes the following:

- 6.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings.
- 6.1.2 All other property, including equipment, furniture, books, stock, motor vehicles and anything else that the school owns, rents or stores, of which the school could be held legally liable in case of any damage or loss.

6.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property for it to be utilised to the benefit of all current and future learners of the school.

6.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

6.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

6.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages, or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

## **7 THE REPRESENTATIVE COUNCIL OF LEARNERS (RCL) AND SCHOOL LEADERS**

7.1 The RCL and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.

7.2 RCL members and other school leaders shall bring transgressing learners to the staff of the school, where after disciplinary procedures will be followed.

7.3 All learners shall obey any reasonable instruction from a member of the RCL or any other school leader and shall support and cooperate with the RCL and other school leaders in properly executing their duties.

## **8 SCHOOL NOTICES**

8.1 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal, or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

**9 TESTS AND EXAMINATIONS**

- 9.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.
- 9.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.
- 9.3 Learners shall refrain from any form of plagiarism.

**10 MOTOR VEHICLES AND MOTORCYCLES**

- 10.1 Learners may not bring motor vehicles or motorcycles onto the school grounds, unless he/she has the prior written consent of the principal or another staff member duly nominated by the principal, and unless he/she promptly complies with any conditions imposed together with the consent. If a learner does not have the necessary consent when asked to present such by any member of the staff, governing body he/she will be asked to remove the vehicle / motorcycle from the school premises.
- 10.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.
- 10.3 Learners shall adhere to traffic rules on and around the school grounds.
- 10.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.
- 10.5 Only learners with a valid licence, will be allowed to park a vehicle or motorcycle on the school grounds, after they have requested written permission from the school principal.

**11 PUNCTUALITY**

Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. The gates will strictly be locked at 07:40

If learners arrive late, their parent/guardian/transport must sign them in. Learners must only use the main gate and report to the office before proceeding to their class.

**SCHOOL HOURS:**

Monday – Thursday	7:40 - 14:30
Friday	7:40 - 13:30

**12 ABSENCE FROM SCHOOL**

- 12.1 Only in exceptional circumstances learners will be signed out. Learners may only sign out during break and only with the written consent of the grade head.
- 12.2 A learner is not allowed to contact a parent to fetch them before they have written permission from the grade head. In this instance a learner will not be allowed to leave the premises.
- 12.3 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 12.4 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.
- 12.5 Learners who are absent from school regularly, without a valid reason, will be reported to Safe Schools or the welfare. It's the parent/guardian's responsibility that a learner attends school every day.

**13 ENVIRONMENT**

- 13.1 Learners have the right to a safe environment and school that are conducive to education.
- 13.2 Learners may not litter on school grounds or in school buildings.
- 13.3 Intentional waste of water is seen as a serious transgression.
- 13.4 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition and must ensure that all litter is picked up and placed in garbage bins.
- 13.5 Learners must leave restrooms in a clean condition.
- 13.6 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 13.7 The application of slogans (graffiti), stickers, posters, and the writing to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 13.8 Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader regarding maintaining a clean and hygienic school environment.

**14 EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT**

- 14.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious, or medical grounds.
- 14.2 A letter from a dermatologist is needed for exemptions from shaving.
- 14.3 A letter from a religious leader is needed for exemptions for religious purposes.
- 14.4 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 14.5 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 14.6 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 14.7 The governing body shall consider the application for exemption with the necessary earnestness, objectivity, and responsibility, and within the framework of the Constitution and court judgements and will inform the learner of its decision in writing.

**15 In case of a violation of any provision in this code of conduct, the prescribed disciplinary procedure shall be followed.**



## PROCEDURE FOR DISCIPLINARY CONSEQUENCES FOR LEARNERS

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. To enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

Any procedure for disciplinary action needs to take into consideration the unique circumstances and merits of the case, including the needs, experiences and context of everyone involved. The grade head determines the potential for a restorative approach, which includes the transgressor's admission of guilt and willingness to participate.

### 1 DISCIPLINARY CONSEQUENCES

#### 1.1 *Level 1 misconduct*

1. Littering
2. Excessively noisy or unruly behavior before school, during changeovers, 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 or at the tuck shop.
7. Misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-school competition or league fixture.
8. Failing to wear the proper uniform during sport or extracurricular events.
9. Failing to abide by and obey instructions from the principal, educators or RCL members as a spectator to school events.
10. Failure to:
  - submit an absentee note by the stipulated deadline
  - catch up on schoolwork after absenteeism.
  - hand school notices to parents / guardians
  - 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
11. Continual interference with another learner which causes minor physical or mental discomfort.
12. 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)
13. Hitchhiking while in school uniform, formal or sport dress.
14. Disruptive behavior in class.



15. Not adhering to class rules.
16. Spitting in public.
17. Failure to:
  - do classwork set and submit homework
  - bring the required textbooks, notes, stationery, or equipment to a lesson
  - hand work in on time
18. Copying another learner's classwork or homework.
19. Defacing school property.
20. Reporting late for class.
21. Use of offensive material to cover books or files.
22. Possession and/or use of a cell phone, computer game, iPod and similar electronic devices during school hours.
23. Arriving late for school without a written note from a parent.
24. Bringing a vehicle or motorcycle on the premises without the proper documentation and permission.
25. Intentional waste of water.
26. Contacting a parent to sign out without the knowledge of the grade head.

**In case of the violation of any of the abovementioned provisions, such violation shall be handled by the educator of the responsible for the learner at that time, who will be entitled to impose the following sanctions:**

A verbal or written warning, together with one or more of the following:

- a. Phone call or SMS to parent / guardian
- b. One-on-one problem-solving conversations
- c. Logical consequences
- d. Restorative conversations facilitated by the SBST member.
- e. Restitution (e.g. apology; letter; errands; assistance)
- f. Contribution (donating; volunteering; assistance)
- g. Join a circle of belonging (joining a sport, extracurricular activity/group, or club).
- h. One-on-one support conversation (ISP drawn up or reviewed to include any other discipline intervention strategy mentioned)
- i. Supervised schoolwork that will contribute to the learner's progress at school as well as improve the school environment, provided that the parents are informed timeously, and the child's safety is ensured.
- j. The performance of tasks by the transgressor in favour of the person who has been wronged by the transgression.
- k. Confiscation of cell phones / unauthorised clothing.
- l. Suspension from class
- m. Suspension from participation in school activities, such as sports and cultural activities (excluding social events).



## 1.2 Level 2 misconduct

1. Vandalism
2. Bringing the schools name in disrepute while wearing school uniform or part thereof or being identifiable as a learner of the school.
3. In possession of or using another's possessions/property without the owner's consent
4. Damaging another person's possessions/property
5. Removing school property from the premises.
6. Racism: remarks/insults
7. Forgery: unlawful altering of official documents such as medical certificates and qualifications and fraudulent use thereof
8. Intimidation by verbal or physical threat to harm the person or his property (bullying)
9. Swearing, lying or using obscene gestures
10. Verbal or non-verbal abuse
11. Disrespect or insolence
12. Insubordination –
  - ignoring or failing to carry out a specific instruction (including failure to do work/ punishment set by the Grade head or educator)
  - failure to report to the grade head, 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
  - refusing to obey RCL members and school leaders.
13. Encouraging/Incitement/and in the circle of fights
14. Fighting, common assault or attempted assault
15. Public disturbance and public indecency
16. gambling
17. Failure to attend community service without prior notification of the Grade Head involved
18. Unacceptable hair styles that provoke undue attention
19. Visible tattoos
20. Using a cell phone / smartwatch as a means of communication during formal testing or exams
21. Cheating, attempting to cheat during a test or exam
22. 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
23. Copying of computer exercises, projects or any other work intended for the year mark (plagiarism)
24. Truancy/bunking
25. Regular absenteeism
26. Possession or use of firecrackers
27. Failure to attend a compulsory extra-mural activity fixture or function as a participant or official
28. Unruly behavior at a sport- or extracurricular activity as a participant or spectator.
29. Any action which brings the school's name into disrepute
30. Possession of offensive material, excluding pornographic material
31. Tampering with safety and other equipment on School premises



32. Smoking/possession of cigarettes or lighters/vapes or electronic cigarettes / smoking circles
33. Misuse of electronic device at school/posting anything on social media that's detrimental to the image of the school
34. Sexual or improper conduct between learners.
35. Driving a motor vehicle in a way that possesses a risk to others.
36. Not obeying the traffic rules in and around the school.
37. Repetition of Level 1 offences

**In case of the violation of any of the abovementioned provisions, such violation shall be handled by the grade head of the responsible learner at that time, who will be entitled to impose the following sanctions:**

Any of the sanctions in 1.1 above, to which the following could be added:

- a) Referral for psycho-social assessments/prevention/treatment
- b) Formal restorative conferences
- c) Tribunal / Disciplinary hearing
- d) Payment of damages / repair / replacement
- e) Exclusion from participation in social events of the school
- f) Agreed, affordable compensation.
- g) The repair or replacement of damaged property
- h) Community service of up to six hours
- i) Suspension from school
- j) Meeting with parents

### **1.3 Level 3 misconduct**

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. Conduct that unfairly prejudice the administration, discipline or efficiency of the school.
16. An arrest or conviction of a criminal offence.
17. Cigarette / vape trading
18. Absent for more than 20 days without valid reason/s
19. Repetition of Level 2 offences
20. Non-compliance of sanctions or interventions given following previous offences

**In case of the violation of any of the abovementioned provisions, such violation shall be referred to the disciplinary committee of the school governing body, who will be entitled to impose the following sanctions:**

- a. Any of the sanctions in 1.1 and 1.2 above, to which the following could be added:
- b. In the case of a violation of the code of conduct for learners by members of the RCL or other school leaders:
  - i. In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the RCL or other leadership position in the school

Following a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the governing body may impose any of the sanctions mentioned before on such learner, or suspend the learner, or recommend the learner's expulsion from the school to the Head of Education.

- a) Should the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days.
- b) Should the governing body decide to recommend to the Head of Education that the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.

**1.4      *Level 4 Misconduct***

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 any other intoxicating or illegal substance or item
4. Poisoning, or attempting to poison another person
5. Theft, robbery, breaking and entering
6. Malicious damage/ injury to property of the school, staff members, fellow learners or any other person or body
7. Rape, attempted rape, or indecent assault
8. Physical assault that results in bodily harm
9. Sedition or inciting any form of illegal strike/action/meeting/campaign on School premises
10. Threatening (verbal or physical) the life & safety of any staff member or learner
11. Threatening to use or make use of a gang
12. Any offence punishable under common law

**In case of the violation of any of the abovementioned provisions, such violation shall be referred to the disciplinary committee of the school governing body, who will be entitled to impose the following sanctions:**

Any of the sanctions in 1.1 and 1.2 and 1.3 above, to which the following could be added:

- a) Warning letter
- b) Contact and refer to SAPS
- c) Suspension from School
- d) Tribunal Hearing with School Governing Body
- e) Expulsion

**2. PREVENTATIVE SUSPENSION**

Based on reasonable grounds and intended as a precautionary measure, the governing body may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed serious misconduct (Category C). However, such suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations about such suspension to the governing body.