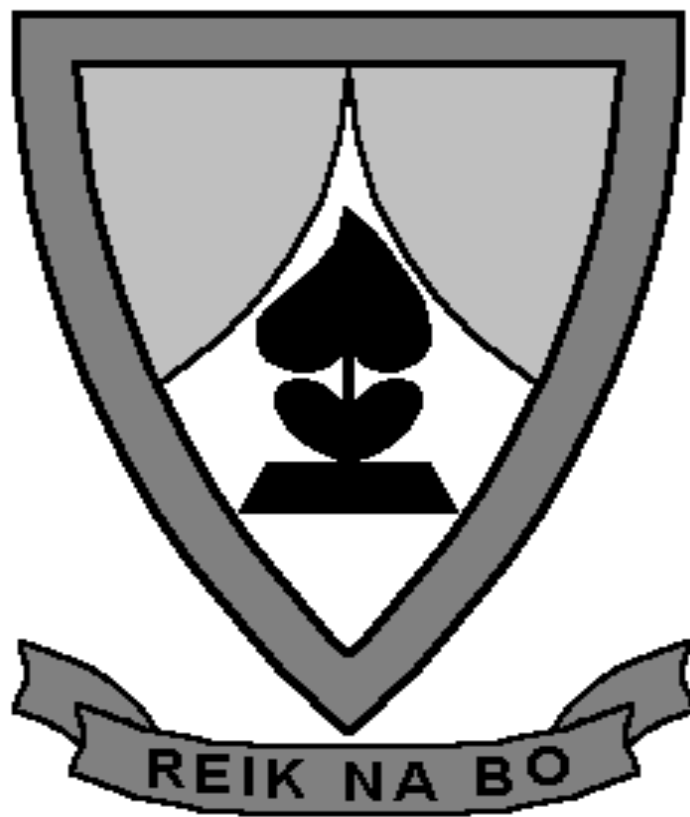


# RIEBEECKSTAD HIGH SCHOOL



## CODE OF CONDUCT

**It is the mission and vision of Riebeeckstad High School TO PROVIDE QUALITY AND SOUND CHRISTIAN EDUCATION FOR THE balanced AND OPTIMAL DEVELOPMENT OF EACH PUPIL.**

This vision will be achieved in the following ways:

- § Appointment and development of well-trained and enthusiastic educators.
- § The provision of cultural and sport programmes and to encourage enjoyed participation and achievement.
- § The provision, maintenance and development of a high academic standard.
- § Continued, effective, cost-effective and educational responsible management by the governing body and educational managers.
- § To make the parents and community aware of their responsibility and participation in the education process as well as their responsibility towards their school.
- § Presentation of a well-considered life orientation programmed that will improve creative and independent thoughts.
- § Provision, maintenance and development of the necessary functions and physical resources.
- § The nurturing and development of a Christian ethos, image and school pride.
- § Application and development of an enthusiastic, participating and supportive student body.

This Code of Conduct is accepted by us, the learners, parents, educators, non-educators and the Governing Body of Riebeeckstad High School as the basis for the ethical, norm and disciplinary foundation through which the mission and goal of the school will be reached;

THIS CODE OF CONDUCT IS ACCORDING TO Article 8 (4) of the South African School Law (Law 84 of 1996) applicable to all enrolled learners of Riebeeckstad High School.

### **1. CHRISTIAN PRINCIPLES**

Without any discrimination against other beliefs we point out that the education of this institution is founded upon a Christian and world consideration as is revealed in the unfailing Word of God and is vested upon the reformed biblical policies.

### **2. CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA (LAW 108 OF 1996)**

The authority and principles stipulated in the constitution of the Republic of South Africa are accepted and supported as well as the Charter of Human Rights as described in chapter 2 of the Constitution.

### **3. LANGUAGE POLICY**

The Governing Body of Riebeeckstad High School has determined in terms of the power given to it through Article 6 (2) of the South African School Law that education in grade 8 and 9 at this school will be parallel but double in grades 10–12.

#### 4. ADMISSION POLICY

The Governing Body of Riebeeckstad High School approves the principles with regards to the admission of learners in terms of Article 5 of the South African School Law, which has the right to refuse the admission of any learner:

- 4.1 Who cannot benefit educationally from proven and acceptable educational principles by the education offered here?
- 4.2 who exceeds the accepted age requirement by two years?
- 4.3 who has from any educational institution including private and government schools:
  - 4.3.1 been expelled,
  - 4.3.2 OR further attendance prohibited,
  - 4.3.3 OR been temporarily excluded from being in class,
  - 4.3.4 OR initiated steps to bring about expulsion,
  - 4.3.5 OR left any respective institution by choice because of disciplinary regulations,
  - 4.3.6 OR after vested information of the Governing Body of Riebeeckstad High School been found guilty of/or inclined to behave in a way that is not reconcilable with the ethos, the mission or Code of Conduct of this school,
  - 4.3.7 OR been found guilty through evidence of any offence which in terms of this Code of Conduct may lead to expulsion,
  - 4.3.8 OR has been accused of or found guilty of any criminal complaint or offence recorded as serious later in this Code of Conduct through the discretion of the Governing Body.

#### 5. HUMAN RIGHTS

Even though we, the learners are aware of our human rights according to the Charter of Human Rights as laid down in the constitution, we admit that all the learners, educators and non-educators at this school also have human dignity and similar rights and that all participants at the school consequently have the right to be acknowledged and respected and undertake to carry out our right that no one will be harmed through our behavior. We undertake to have this attitude towards all visitors to the school.

#### 6. RESPECT FOR EDUCATION AND TEACHERS

We, the learners realise and accept that the purpose of our attendance at the Riebeeckstad High School is primarily aimed at receiving education of the highest quality and therefore we undertake:

- 6.1 to dedicate ourselves to a purposeful education process,
- 6.2 obedience toward all educators at this school,
- 6.3 to acknowledge and respect all educators and adults,
- 6.4 to accept and respect the knowledge, training and experience of educators,
- 6.5 to acknowledge the role of educators in our training and teaching,
- 6.6 to attend school regularly and not to stay away without a good reason,
- 6.7 to notify the school if through illness or any other reason school cannot be attended,
- 6.8 committed to do all school work,
- 6.9 to co-operate at all times and always to be courteous to educators,
- 6.10 to give everyone the opportunity to receive the maximum advantage through education,
- 6.11 through our actions not to hinder any learner from benefiting by the education process,
- 6.12 to dedicate ourselves to self-development and dedicated self-study. Similarly the teachers are dedicated to teaching and education.
- 6.13 To prepare thoroughly for evaluation opportunities such as tests and exams and to maintain a high level of honesty as a result of an unimpeachable character and therefore to report any dishonesty of any learner during tests and exams with the intention to erase such acts.

## 7. RESPECT FOR NON-EDUCATORS AND VISITORS

Learners realise that administrative and terrain staff is a necessity for the smooth functioning of the school and therefore undertake to have the same respect and co-operation towards these members as for educators. Visitors to the school, whether connected to teaching, business, parents, other adults have the interest of the school in mind and therefore we undertake to reveal respect, courtesy and co-operation towards them.

## 8. RESPECT FOR PROPERTY, FACILITIES AND SURROUNDINGS

We, the learners realise that the school environment, buildings, contents of the classroom, sport equipment and other facilities have been made available to learners and maintained at a great expense. To provide an environment which encourage education we undertake to use and extend these facilities as well as to maintain them for future learners. Untidiness, littering and vandalism are not part of the ethos and character of the learners at this school.

## 9 SAFETY

Education can only function in a safe environment. We, the learners endeavour at all times to pay heed to our own safety as well as that of all occupants within our school. This includes the safety of fellow pupils, educators, non-educators, parents and visitors to our school during school and extra mural activities as well as during outings and sport tours. We endeavour to do everything within our means to prevent injuries to others during any school activity: also never to endanger the safety of others through our behaviour.

## 10. RESPONSIBILITY

Each learner is responsible for his/her own future. We, the learners are responsible for self-discipline, order and the flow of education at Riebeeckstad High School, which includes the responsibility to guard the rights of others through participation and input of the executive committee and council of learners, to contest any unfairness toward learners and educators. To address our seniors with the necessary respect if they do not meet their responsibility towards learners. Together with the school management and Governing Body to accept responsibility for the provision and maintenance of discipline and to solve disputes.

## 11. PARENTS' RESPONSIBILITIES , RIGHTS AND OBLIGATIONS

The ultimate responsibility for learners' behavior rests with their parents/guardians. Riebeeckstad High School places a high value on the involvement and co-operation of the parent body of the school and are proud of the school's excellent record of parent co-operation during school activities. Therefore the school and Governing Body expect parents to:

- 11.1 support the school and to apply this Code of Conduct,
- 11.2 familiarise them with the contents of this Code of Conduct as well as the application of internal school rules,
- 11.3 ensure that their children know and obey the Code of Conduct which includes the application of internal school rules,
- 11.4 ensure that their children know and obey the Code of Conduct, including rules with regards to appearance and behaviour,
- 11.5 ensure that their children attend school daily and do not stay away without any good reason or knowledge of the principal and not to keep a child out of school,
- 11.6 ensure that their children don't disregard or fail to comply to the Code of Conduct and to ensure that they adhere to them,
- 11.7 co-operate and support in the provision and maintenance of academic and other facilities at school as well as fund raising endeavours to acquire such facilities and to maintain them,
- 11.8 attend budget meetings, give input to ensure that learners' school fees, as discussed during these meetings, are paid punctually and regularly,

- 11.9 subject to and to support the school in taking legal action to ensure the payment of fees,
- 11.10 any discrepancy towards his/her child or any other learner, educator, non-educator or parent that he is aware of,
- 11.11 to report it immediately to the principal or Governing Body, and to ensure that such discrepancies will be addressed accordingly to prevent repetition, which includes the violation of human rights, impairment of human dignity, racist behavior, endangering anyone's safety or corporal punishment that is applied unfairly.

## 12. RIGHTS OF LEARNERS

- 12.1 Learners have the rights guaranteed in chapter 2 of the Constitution of the Republic of South Africa.
- 12.2 Learners may exercise these rights as long as they do not hamper the rights of other role players at Riebeeckstad High School.
- 12.3 Learners have the right to have the uninterrupted advantage of education, teaching and social moulding opportunities offered at Riebeeckstad High School and may appeal against the following:
  - intimidation
  - harassment
  - corporal punishment
  - any discrimination

with the full freedom of:

  - Conscience
  - language, culture and religious convictions
  - speech and opinion
  - healthy environment
  - association and dissociation
  - human dignity
  - privacy
  - equality and equal rights
  - input in rules and regulations which affect his/her school life, through the use of the correct canals, individual and collective within the existing rules and regulations of this Code of Conduct, as long as it provides the same rights to all role players involved in the school.

## 13. RESPONSIBILITIES OF AND COMMITMENTS BY LEARNERS

- 13.1 We the learners subject ourselves to the South African School Law (Law 84 of 1996) and the regulations based upon it.
- 13.2 We endeavor to attend school daily and not to stay away without a good reason or without the school's knowledge.
- 13.3 We the learners realise the importance of this Code of Conduct and subject ourselves to the regulations therein and acknowledge receipt and confirm this through our signature.
- 13.4 We commit ourselves to maintain and respect the regulations of the Code of Conduct in the interest of our own education.
- 13.5 We undertake to subject ourselves to the regulations of this Code of Conduct as described in the Disciplinary Code as stipulated, discussed and agreed upon and also as far as it restricts our public liability and rights.
- 13.6 We endeavor to maintain and respect the Christian and world view to reveal it in our lives at school through identifying with the normative regulations that have been included in this table of values.
- 13.7 We solemnly undertake to identify with and to adhere to the RIEBIE CODE OF CONDUCT as stipulated below.

## 14. THE DEMERIT MARKS SYSTEM

- 14.1 Demerit marks are allocated to a learner according to the demerit marks schedule.
- 14.2 Infringements of a serious nature can be referred to the Disciplinary Committee for allocation of demerits or suspension/expulsion measures.
- 14.3 No demerits can be allocated to a learner without his/her knowledge.
- 14.4 When demerits are allocated, the educator must complete the demerit record form which both the learner and the educator must sign.
- 14.5 If a learner should feel that he/she has been treated unjustly, he/she may appeal to the Grade Manager by completing the appropriate appeal form, within 24 hours.
- 14.6 Should the Grade Manager reject the appeal, the learner can appeal to the Deputy Principal, in the case of 30 or more demerit marks.
- 14.7 If a learner's appeal to the Deputy Principal is not successful, he/she may appeal to the Principal, in the case of 50 or more demerit marks.
- 14.8 Demerit marks and appeals that have been finalised are entered into the computer demerit system programme.
- 14.9 The Deputy Principal receives a weekly printout and dispatches letters to parents with 75 or more demerits.
- 14.10 The Principal deals with cases of 100 or more demerits of which he receives print out records.
- 14.11 In the case of 120 or more demerits the learner can appeal to the Disciplinary Committee for mitigation.
- 14.12 If a learner has not accumulated any demerit marks within 3 months, he/she may apply for mitigation of his/her demerits by 30 marks. However, the final decision in such a matter rests with the Principal.
- 14.13 If a learner has not accumulated any demerits within a period of 6 months, he/she can apply for the removal of all demerit marks against him/her from the records, except if the Disciplinary Committee has not placed any restriction on such removals.
- 14.14 The Disciplinary Committee, can restrict the exemption from punishment in the case of any allocation of demerits.
- 14.15 The Principal has the right to refer any case of infringement to the Disciplinary Committee.
- 14.16 The Principal has the right to summon the parents of a learner in order to discuss the behaviour of the particular learner, should he regard this as necessary. He has the right to co-opt members of the staff or Governing Body of the school for this meeting as well.

## 15. PROCEDURE

### 15.1 75 DEMERITS:

When a learner has accumulated 75 demerit marks, the Deputy Principal sends a letter, regarding the matter to the parents via the learner. The letter should contain notification of the learner's demerits and the nature of the learner's infringements. Receipt of this letter of notification should be acknowledged by the return of the answer slip, signed by the parent or guardian of the learner.

A learner who has accumulated 75 demerits may not be nominated for any position such as class captain, captain of a sports team or member of the prefect body. A Matric learner who accumulated more than 75 demerit marks by the end of August will not be invited to the Matric farewell

**When a learner has accumulated 90 to 99 demerit marks, he/she can be permanently or temporarily deprived of his/her position of leadership, by the Principal or Governing Body.** However he/she has the right to appeal to the Disciplinary Committee against permanent deprivation of his/her previous position of leadership.

## 15.2 100 DEMERITS:

When 100 demerit marks have been accumulated, the parents of the learners are summoned to a meeting with the Principal.

This matter is discussed with the parents/guardian and the parents/guardian are informed about the nature of the procedure that follows when 150 demerits are accumulated, in which case suspension/expulsion procedure may be considered necessary.

**Parents are informed that the school expects them to take steps to prevent the suspension/expulsion of their child.**

As long as a learner has 100 demerit marks against him/her, he/she may not be awarded any honorary colours or be elected to a position of leadership.

Learners already in position of leadership may be demoted from such positions by the Principal or his Management Team. The learner has the right to appeal against permanent deprivation of such a previous position.

The Principal has the right to refer such cases to the Disciplinary Committee for consideration and deliberation.

## 15.3 150 DEMERITS:

**THIS IS THE IRREVERSIBLE STAGE WHERE SUSPENSION/EXPULSION PROCEDURES HAVE STARTED. AT THIS STAGE IT IS COMPULSARY TO ATTEND THE DETENTION CLASSES ON A FRIDAY FROM 13:15 UNTILL 16:00. S/HE FORFIT THE PRIVILEGE TO STUDY AT HOME AND MUST STAY AT SCHOOL UNTILL 13:00 DURING EXAMINATIONS. THIS WILL END THE MOMENT THE DEMERIT MARKS ARE BELOW 150.**

Parents receive a letter from the Deputy Principal in which they are requested to appear at a given time and venue. before the Principal, the Deputy Principal and the Grade Manager – with the learner, who has accumulated the demerit marks.

At this meeting:

- The seriousness of the situation is explained to the learner and his/ her parents.
- The learner and his/ her parents are advised that suspension/expulsion procedures have been initiated against the learner.
- A complete list with a summary of the infringements which resulted in the accumulation of 150 demerit marks, is handed over to the parents of the learner.
- The parents are advised in writing of the intention of the school to have a disciplinary hearing by the disciplinary committee of the Governing Body for the particular learner, in a manner described and explained in the section of this document: " FAIR HEARING", at which it is imperative that both the parents and the learner be present.

Demerit mark forms, that have been signed by the learner, the educator and the Grade Manager, and against which there have been unsuccessful appeals, are accepted as *prima facie* proof that the infringements have actually taken place. These forms also serve as proof of admission of guilt by the learner that he/ she has committed the infringement.

These signed forms will exempt the Governing Body from the burden of proof to indicate that the infringements have really taken place.

A disciplinary hearing is held at the appointed time and venue, by the disciplinary committee of the Governing Body of the school. During this meeting the full extent of the situation as well as the implications are presented to the parents.

In the case where signed demerit forms of 150 accumulated demerits are presented to the disciplinary committee of the Governing Body, the learner is regarded as guilty of the stipulated infringements and the learner and his/ her parents and/ or representative are given the opportunity to plead guilty or not guilty and state reasons why the learner should perhaps not be suspended according to the conduct and disciplinary codes of the school.

In the case of a summary hearing involving serious infringements, the disciplinary committee of the Governing Body will investigate the case in a fair hearing, during which the learner will receive ample opportunity to defend him-/herself against the charges.

Should the learner intend to make use of the services of a professional legal advisor during the hearing, the particular learner will have to apply to the Principal at least 72 hours before the start of the hearing, for permission to be assisted by the legal advisor. This application should be accompanied by a written statement by the legal advisor that he/ she will be advising during the hearing on behalf of the learner.

Should the learner intend to call witnesses during the hearing, it will likewise be necessary to apply for permission, from the Principal, to call such witnesses. This application for permission should include a list of the names of the intended witnesses and should be presented to the Principal at least 72 hours before the hearing.

Should the learner be found guilty of the stipulated infringements, after a fair legal process has been concluded by the disciplinary committee of the Governing Body, this Committee will have to decide whether the learner will be suspended/expelled in terms of Section 9 (1) (b) of the South African Schools Act (Act Law 84 of 1996), pending the decision of the Head of the Department.

After the learner has had the opportunity to present extenuating evidence, the learner and his/ her parents are notified by word of mouth and in writing about the decision of the disciplinary committee.

The Governing Body of Riebeeckstad High School reserves the right to have disciplinary hearings, according to its own discretion, following any serious infringement of the basic and divergent Codes 1 – 6 of the Disciplinary Code of the school, involving any learner, at any stage, at any time, disregarding the nature and extent of previous infringements or number of demerit marks at stake, in order to deliberate about the continued school attendance or suspension/ expulsion of said learner from Riebeeckstad High School.

## 16. FAIR HEARINGS

16.1 A fair hearing can only be an option where the suspension/ expulsion of a learner from the school is at stake, after the particular learner has accumulated 150 demerits, whether it be an immediate accumulation or a gradual one of demerits which would indicate a rebellious resistance against authority and discipline, or where the hearing results from a summary suspension / expulsion as a result of serious misconduct, as stipulated in sections/ codes 1 – 6 of the Disciplinary Code, or as stated in par. 3.11 of this document.

16.2 The South African Schools Act (Act 84 Of 1996) stipulates the following:

Section 9(1). : Barring this act and any other appropriate provincial act, the Governing Body of a public school, can, after a fair hearing, suspend / expel a learner from attendance of the school.....

16.3 The South African Schools Act is subject to the Constitution of South Africa (Act 108 of 1996).

16.4 Section 35 (3) of the Constitution stipulates the following requirements for a fair hearing:



## 16.5 REQUIREMENTS / STANDARD FOR A FAIR HEARING:

- The defendant should be fully informed of the complaints against him /her.
- The defendant should have ample time in which to prepare his /her case.
- The hearing should start and take place within reasonable time limits.
- The defendant should be present during the hearing.
- The defendant is entitled to legal assistance.
- The defendant is regarded as innocent until proven guilty.
- The defendant is entitled to silence / keep his /her own counsel.
- The defendant need not give incriminating evidence.
- The defendant may not be subjected to a hearing for an infringement for which he / she has already been found guilty or innocent.
- The defendant has the right to appeal.
- At the meeting with the Principal, Deputy Principal and Grade Manager, which precedes the hearing by the Governing Body, any learner of Riebeeckstad High School, who has accumulated 150 demerits over a period of time, for serious misconduct, for example: schedule 1 criminal offences and infringements such as stipulated in sections / codes 1 – 6 of the Disciplinary Code of the school, will be informed of the aforementioned requisites for a fair hearing.
- A learner is not automatically entitled to professional legal advice, but will have to apply to the Principal, at least 72 hours before the disciplinary hearing, for the right to be assisted by a legal advisor. This legal advisor should present a written declaration that he / she will assist the learner during the hearing.

## DISCIPLINARY SYSTEM

Infringement	Nature of Infringement	Suggested numerical code of demerits	Mitigating mark
SATANISM/ CULTS:OTHER	Taking part in satanistic rituals;	130	120
	making propaganda and canvassing for the cult.	150	140
	Other	150	140
SEXUAL	Advances	80	70
	Harassment	100	80
	Groping	100	80
	Provocation	100	70
	Intercourse	150	150
	Rape	150	150
	Negative comments	90	70
	Repeat	150	140
DAGGA/ DRUGS OTHER SUBSTANCES	Possession of	150	130
	Smoking of	150	130
	Distributing of	150	140
	Addiction/ under the influence	150	140
	Other	150	140
	Other	150	140
FIRE ARMS AND OTHER WEAPONS	Possession	150	120
	Threatening by aiming at.	150	130
	Use of	150	150
	Other		
ALCOHOL	Possession	100	70
	Imbibing /using	150	100
	distribution	150	120
	Under the influence	150	120
	Other		
ARREST CONVICTION	Any criminal offence	150	100
	Other		
VANDALISM	Serious damage	150	130
	Arson	130	100
	Other		
PORNOGRAPHY	Possession	100	70
	Distributing	120	100
	Repeat	150	140
THEFT	Serious/ repeatedly/criminal	150	130
	Minor	50	30
	Other		

ASSAULT	Serious injury	140	120
	Willful injury	80	60
	Fighting	60	40
	Intimidation	100	80
	Bullying	50	40
	Threatening	30	20
	Other	20	20
DISRUPTION	In class/ assembly	50	30
	Repeat	60	50
ABSENCE	From school without permission	30	20
	Leaves school grounds without permission	30	20
	Leaves class without permission	30	20
	Busy with activities other than given by educator	30	20
	Repeat	40	30
DAMAGE	Scribbling on/damaging/soiling/defacing in any way/	40	20
	Other		
FRAUD / DECEPTION / DISHONESTY	forged certificates/ letters/ mark records Telephone		
	call shams/	70	60
	Copying during tests and examinations	80	70
	Repeat		
UNLISTED	Serious infringements	50	30
	Other		
PLAYING THE FOOL (HIDING THE PROPERTY OF OTHERS)	Hiding books, bags, any possessions of peers	30	20
	Other		
SMOKING	Possession of cigarettes	75	70
	Smoking on school grounds/during school functions, school trips	75	70
	Other	75	70
BAD BEHAVIOUR	Embarrassment to school / disloyal to school	30	20
PUBLIC PETTING	Embracing while in school uniform, or at any school meeting	20	10
	Repeat	40	30
RUDENESS DISRESPECT	Swearing, rude language and behaviour/ disrespect	30	20
FIRE HOSES	Playing with fire hoses and similar / water bombs/ fire extinguishers	20	10
PROHIBITED AREAS	As stipulated: during school hours, school dances/ meetings/	30	20
	Repeat	40	30
HOMEWORK	Not done/copied	10	5

NEGLIGENCE	E.g. leaving return slips, sport gear/ items of clothing/ books/etc. at home / Tests not signed	10	10
TARDINESS / LATE	Late for school/ tests/class/other without acceptable, good reason.	10	10
GRAFFITI	Scribbling/ writing slogans/drawing on books and desks Other	20	10
UNRULY TALKING AND DISTURBANCE (NOISE)	In classrooms/rows/school hall/ other	10	5
REFUSAL TO PERFORM TASKS	Given by educators/ Given prefects/ class captains	40 10	30 5
EATING/ DRINKING IN CLASS	Chewing gum/ eating or drinking in classes	10	5
UNIFORM / GENERAL APPEARANCE	Ignoring rules regarding uniform/ hair / shaving / jewels/ Non school beanies. If unshaved the school will provide the shaver and the school account will be debited by R10-00	10	5
LYING / DECEPTION	As determined	10	5
UNLISTED	Minor/ less serious infringements	10	5
LITTERING	school grounds/ class rooms / meetings / social gatherings Repeat	10 20	5 10
OTHER	1) Use discretion according to nature and seriousness of infringement. 2) The maximum of the demerit mark is the minimum of the mitigation mark.		
PROHIBITED AREA (WITHOUT PERMISSION)	Office complex (except foyer) Staff room and staff toilet complex Buses (without permission) Duplicating – room Book – store Class – rooms after school/ before school/ without permission As stipulated from time to time		
DURING SCHOOL FUNCTIONS	Pavilion/stands Cricket nets Stairs and stair landings Sport fields Other, as stipulated from time to time		

## MERIT POINTS

We would like to applaud good behavior and practice:

1. Voluntary extra work	10
2. Exceptionally honesty – handing in lost/ misplaced goods or property	20
3. Reporting: Graffiti, Misuse of fire hoses, vandalism, gambling.	30
4. Behaviour brings honor to school	10
5. Always neat with good manners & being courteous – per term.	10
6. Class Captain/ RCL member/ Sport Captain & shows exceptional dedication to duty – per term	10
7. Service above the ordinary.	15
8. Term 2 & 3 Fail improve to a pass	10
9. Grade 10 – 12 Distinction above 80%.	20
10. Exceptional neat, consistent schoolwork during the term.	10
11. In top twenty.	10
12. 100% attendance of extra mural activities for the term ( Practice and matches per activity per term)	20
13. Attending detention class.	10
14. Cleaning of classroom.	10
15. Cleaning of school grounds after functions.	10

## 17. GENERAL SCHOOL RULES

No cell phones, MP 3 players or IPODS are allowed at school during school ours. It will be confiscated and held for TEN days in the school's Safe or until the learners parent come to collect it. NO cell phones will be allowed during the examinations.

### 17.1 SCHOOL HOURS

#### 17.1.1 Commencement:

- Ø 07:15 (First bell rings at 07:15 when learners must assemble in the quadrangle. When the second bell rings, pupils must already be assembled.)
- Ø 07:10 – Staff

#### 17.1.2 Adjournment:

- Ø Monday to Thursday – 07:15 – 13:45
- Ø Friday – 07:15 – 13:00

## 17.2 SCHOOL ATTENDANCE

- LEARNERS MUST WEAR THEIR ID – TAGS AT ALL TIMES!!!!!!
- When a learner has been absent the matter should be recorded. The Parent / Guardian must write a letter explaining why the learner has been absent or phone the school to inform them. The pupil reports to the Grade manager on the day he/she returns to school.
- In the case of lengthy periods of absence and when the learner is absent for a test or examination, a sick note/doctor's note from a doctor should be presented.
- If a learner has to leave the school grounds during school hours the parents have to apply for permission in writing. No learner will be allowed to leave the grounds if he/she is not fetched by the parent / guardian personally. It would be appreciated if doctors/dentists appointments are made after school hours.
- Learners who arrive late should report to the prefect body/office before going to class.
- Learners have to attend class and school diligently – playing truant and bunking class are regarded as cases of serious misconduct and will be dealt with as such.
- No learner is allowed to phone from the public telephone, should he/she become ill during school hours. The secretary deals with such calls after permission has been granted. Learners are to be fetched by the parents in the administration block and signed out. Learners are not allowed to phone their parents personally by means of using cell phones
- Messages to learners should be kept to the minimum and be most important.
- Learners are not allowed to use the phone during periods. Any case of illness must be reported at the office.

## 17.3 SCHOOL GROUNDS

The grounds are demarcated by the Student Council during break and before school – refer to the map on the notice board. Learners are not allowed to linger or play in classrooms, near the parking area, the bicycle shed, or motor cycles. No dangerous games are allowed – pushing and shoving will not be condoned and fighting and bullying will be punished severely. No learner may leave the school grounds during school hours, without permission.

## 17.4 PROCEDURE/MOVEMENT

### 17.4.1 Before school

Pupils move to the quadrangle on time and when the bell rings they fall into line in order of the respective classes. No learner is allowed to move through the office area or the entrance hall, either before or after school or during school hours. These premises may only be entered when learners are called to attend to matters with the office staff.

### 17.4.2 Changing classrooms

Learners move quickly and energetically during the changing. Late arrivals for a period are not allowed. There must be brisk reaction to the bells. Five minutes to change classrooms

### 17.4.3 Cloakrooms/Bathrooms

Learners may only visit these before school, during break or after school. In all other cases permission is only given by means of the yellow bibby of the teacher.

### 17.4.4 Breaks

- ✓ Learners may not leave the school grounds on any account.
- ✓ Learners are not allowed to have fence or gate visitors.
- ✓ Learners may not be in the corridors or classrooms.
- ✓ Certain prohibited areas will be duly indicated.

## 17.5 SCHOOL UNIFORM

The prescribed uniform must be worn. The excellent image of the school must be promoted even after school hours. During sport meetings only the prescribed sportswear may be worn.

### 17.5.1 Appearance of girls - At all times that school uniform is worn

#### General appearance

- Earrings – only gold or silver studs. One in each ear. No bigger than 3mm in diameter.
- Nails – must be short. May not be felt above the fingertips. Only colourless cutex may be worn.
- Make-up – No make-up e.g. base, eye shadow, eyeliner and/or mascara. Should you have a skin problem and need to wear a base, a doctor's (dermatologist) certificate must be handed in.
- Lips – No gloss allowed on lips e.g. no lip-gloss or coloured lip-ice, Vaseline etc.
- Jewellery – No jewellery or bands may be worn during school hours or during sports meetings (nose rings, tongue rings, naval rings, armbands/bangles and chains). Only unadorned, plain watches may be worn.

#### Hair

- Unorthodox hairstyles are not allowed. The hairstyle should not attract undue attention.
- Dark blue/black ribbons, baubles or elastics. (Only Gr. 12's may wear white.)
- Dark blue/black combs. (Only Gr. 12's may wear white.)
- Dark blue/black Alice bands (crescent shaped) may be worn, but not the broad type. (Only Gr. 12's may wear white.)
- Gold/silver hairclips without any decorations.
- As soon as your hair touches the bottom of the collar of your shirt it must be tied up.
- Fringes may not hang over the eyebrows or be tucked behind the ear/s. Pin back neatly with hairclips.
- Hair must be combed / braided flat against the head.
- Ponytails may not be clipped in place at back of head.
- The colour of your hair must be natural. No contrasting colours.
- No strange/outlandish hairstyles. (Dreadlocks, Bongo, Twist, Terrible, S-curl, Pages, Gel, etc.)

#### Clothing

- A navy school blazer is compulsory for formal school events during the winter.

#### Summer (1 September)

- Navy skirt – length must be on knee. (Gr. 8-11)
- Grade 12 skirt differs and must be bought at the school.
- Skirts may not be rolled up at the waistband or stitched narrower.
- White short-sleeved shirt with school badge on.
- Shirts must be tucked in.
- Only plain white socks that are folded over.
- **Any black leather school shoes. (Not ballet shoes. No tekkies)**
- No other shirt may be worn under the school shirt.
- No underclothes may show.
- **Ski-pants may be worn but shouldn't be exposing.**
- First Team jackets may only be worn on Fridays.
- Sports clothes during sporting events: RRR-shirt, blue shorts or navy tracksuit pants.

### Winter (1 May)

- The navy blazer MUST be worn every day during the winter.
- Navy skirt with navy full length pantyhose.
- Navy long pants with plain navy socks (without any patterns).
- Tie must be worn with white long-sleeved shirt.
- The bottom of the tie must be directly in line with the learner's naval.
- Jerseys must fit neatly and not be too big. The sleeves of the jersey may not hang over the hands or be rolled up.
- No other tracksuit tops or windbreakers are allowed to be worn with the school uniform.
- Only the school scarves and beanies may be worn. (GR 8-12)
- Only plain navy gloves (no motives). (GR 8-12)
- Sports clothes during sporting events: RRR-shirt and School Tracksuit.

## 17.5.2 Appearance of boys - At all times that school uniform is worn

### General appearance

- Jewellery – No jewellery or bands may be worn during school hours or during sports meetings (nose rings, tongue rings, naval rings, armbands/bangles and chains). Only unadorned, plain watches may be worn.
- Nails – must be short. May not be felt above the fingertips.
- Beard – Boys MUST shave every morning.

### General Clothing

#### Summer (1 September)

- Grey (Gr. 8-11) and navy (Gr. 12) trousers are worn throughout the year. The trouser legs may not be too broad or too narrow at the hem.
- Only plain black or grey belts may be worn. The buckle may not be broader than the belt.
- Only grey (Gr. 8-11) and navy (Gr. 12) socks may be worn with black school shoes.
- A white short-sleeved shirt with the school badge on the pocket.
- No other shirt may be worn under the school shirt.
- Shirts must be tucked in.
- First Team jackets may only be worn on Fridays.
- Sports clothes during sporting events: RRR-shirt, blue shorts or navy tracksuit pants.

#### Winter: (1 May)

- The navy blazer MUST be worn every day during the winter.
- Grey (Gr. 8-11) and navy (Gr. 12) trousers are worn throughout the year. The trouser legs may not be too broad or too narrow at the hem.
- Only plain black or grey belts may be worn. The buckle may not be broader than the belt.
- Only grey(Gr. 8-11) and navy (Gr. 12) socks may be worn with black school shoes.
- White long-sleeved shirt with a school tie.
- The bottom of the tie must be directly in line with the learner's naval.
- Jerseys must fit neatly and not be too big. The sleeves of the jersey may not hang over the hands or be rolled up.
- Only the school scarves and beanies may be worn. (GR8-12)
- Only plain navy gloves (no motives).
- No other tracksuit top or windbreaker may be worn with the school uniform.
- Sports clothes during sporting events: RRR-shirt and School Tracksuit.



## Hair

- Unorthodox hairstyles are not allowed. The hairstyle should not attract undue attention.
- Hair must be neat and well-groomed. Hair may not touch the ears or collar.
- No strange/outlandish hairstyles. (Dreadlocks, Bongo, Twist, Terrible, S-curl, Pages, Step, Mohawk)
- Hair may not be coloured.
- The length of the hair on top of the head must be kept to an acceptable length – especially the middle path.
- Sideburns may only reach the middle of the ear. They may not be longer!
- Fringes must be 2 fingers above the eyebrows.

NB. Only the official acceptable school uniform is allowed to be worn during school functions.

### 17.6 SMOKING

Pupils who smoke undermine their own health and will be severely punished if they are caught in the act. Pupils may not be in possession of matches, a lighter or cigarettes. Smoking is totally prohibited on the school grounds, in the school uniform, at functions where the school is represented, e.g. school tours. Any person who is caught red handed with a smoker is regarded as guilty as well.

### 17.7 CARS AND MOTOR CYCLES

- Learners who are not in possession of a valid driver's license may not drive a car or ride a motor cycle to school.
- Permission for learners with licenses, to park their cars in the school grounds, must be obtained from the principal.
- Motor cycles have to be parked in the area reserved for the purpose – also after school hours. Motor cycles may not be parked in the corridors, or stair wells under any circumstances.
- Courtesy and caution must always be practiced.

### 17.8 THE USE OF ALCOHOL AND DRUGS

Drastic action will be taken against any learner who is guilty of the possession and use of such substances, in the school grounds. Should a learner use the substances outside and then attend school or a school function, it may come to such drastic action as expulsion.

It is reiterated that this rule applies to all school functions, social, cultural or sports meetings, tours and trips.

### 17.9 INVOLVEMENT

Learners should attempt to take part in at least one summer sport and one winter sport and one cultural activity throughout the year – a healthy spirit is housed in a healthy body.

### 17.10 WEAPONS AND DANGEROUS OBJECTS

The possession of any fire arm or dangerous weapon/object on the school grounds is strictly prohibited. Transgression of this rule can lead to expulsion. Firelighters and matches are considered as dangerous weapons.

## 17.11 EXAMINATION

The rules may be amended for practical purposes to suit specific examination situations.

- ID CARDS MUST BE WORN DURING THE EXAMS!
- No deviations of dates and times, as indicated on the examination timetable, will be allowed.
- It is illegal to have a cell phone in the examination venue.
- All learners may study at home on the days on which they do not write. This is a privilege and not a right. (Except if you had obtained more than 150 debit marks)
- Should a learner fall ill during the examination period, he/she should present a doctor's note to the principal.
- Examinations start at 07:55 and can possibly end as late as 13:00.
- During examinations only the official school uniform may be worn. In winter a light blanket is allowed. The Official school tracksuit is also permitted.
- Should any learner be found in possession of notes, in the examination hall, or should a learner try to communicate with other learners, in the venue, whilst busy with the examination, his/her answer paper will be promptly confiscated and he/she will not receive any marks for that paper.
- Should the learner be found guilty, the learner's total examination can be declared null and void. In consequence the year will have to be repeated.

Grade eight and nine:

From 2010 the pass requirements are:

Three subjects above 50% of which one should be the HOME Language

Three subjects above 40% of which Mathematics are compulsory

17.11.2 Grade ten to twelve :

Grade 10 and eleven:

Pass requirements according the CAPS (2012/2013)

Pass requirements according the NCS grade 12:

Home Language 40%

Additional Language 30%

Must achieve 40% in two additional subjects

The rest of the subjects 30% >

## 17.12 SOCIAL NETWORKS

The school does not take responsibility for the action of it's learners in their private capacity. The parents should be responsible and the learners. However when the name of the school is implicated and involved the learner(s) will be investigated and charge according the Code of Conduct

## 17.13 CELL PHONES

No cellphones are allowed in the school during school hours. Transgressing this rule will lead to the confiscation of the phone. The parent can come and collect it or it will be kept in the safe until the end of the term

## 17.14 GENERAL

The school is an ordered community and is always maintain in a disciplined manner – this is conducive to achievement. The best discipline is self-discipline and therefore we aim towards total self-discipline, which is for our own benefit and the benefit of others. We earnestly ask each learner, parent and educator to make this their personal aim.