

Title: Code of Conduct for Learners	Version/Revision	1 of 2020
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved
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# HOLY CROSS HIGH SCHOOL

## CODE OF CONDUCT FOR LEARNERS

### **1. Extract from the South African Schools Act 1996**

*“It is necessary to set uniform norms and standards for the education of learners at school throughout the Republic of South Africa.”*

### **2. Terms of legislation**

The Code of Conduct for Learners was drawn up in terms of the following legislation:

- The Constitution of the Republic of South Africa 1996, Act No. 108 and the Bill of Rights contained therein.
- The South African Schools Act, 1996.
- Learner Discipline and School Management WCED 2007.
- Amended in line with:
  - The National Health Act 61 of 2003
  - The Disaster Management Act 61 of 2002
  - The State of Emergency 64 of 1997.
- The recommendations of WHO and the NCCC.

### **3. Legal authority**

The South African Schools Act, 1996, section 8 (1) empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.

- An educator shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learners is in attendance at the school, in any classroom, at any school function, school excursion or other school related activities.
- The principal or an educator, upon reasonable suspicion (sufficient information) has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs

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or harmful dangerous substance, stolen property, or pornographic material brought onto the school property. During a search human dignity shall be observed and learners shall be in the presence of at least one other person. A record must be kept of the search proceedings and the outcome.

#### ***4. Rights, Obligations and Responsibilities.***

### **LEARNERS**

#### ***Expectations for learners***

The school has pastoral care for its learners in the form of guidance and counselling. Misbehaviour, anti-social or illegal behaviour are dealt with judiciously.

#### **Pastoral**

##### **Learners are expected to**

- Maintain a high standard of behaviour and courtesy both at and outside of school.
- Be loyal to the school and enhance its reputation for the benefit of all.
- Display integrity and honesty in their actions and attitudes.
- Christian values are encouraged

#### **Academic**

##### **Learners are expected to:**

- Respect educator and their professional duties.
- Try their best to fulfil their academic potential.
- Be accountable and recognise that each member of the school has the right to unhindered teaching and learning in a safe and secure environment.
- Respect the rights of each individual to receive a full education.

#### **Extra-mural**

##### **Learners are expected to**

- Be involved in a cultural and/or a physical activity
- Respect their own and other persons' cultural heritage
- Displays sportsmanship on and off the field
- Support cultural events and sporting matches

#### **Learners' rights**

##### **Learners should be entitled to**

- Educational facilities and resources necessary for effective learning
- Be taught in a clean, safe and orderly environment

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- Be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners
- Be treated as an individual, enjoying the respect of others and treated in a fair and dignified manner
- Be able to express themselves, to ask questions , and be heard
- Be taught in a disciplined environment
- Be recognised for their achievements
- The democratic right of having their views heard in a non-confrontational manner.

## **EDUCATORS**

### **Educators' rights**

#### **Educators should**

- Present themselves in a neat and professional manner.
- Be able to teach in a safe, orderly, clean and quiet environment in which the necessary material and equipment are provided and maintained.
- Expect learners to be prepared for lessons, having completed all homework assignments
- Expect learners to be punctual, courteous and respectful
- Be treated fairly and be respected as professional persons
- Be supported by parents and colleagues and receive the support of those in authority.
- Be able to teach without interruption
- The dignity of educators to be protected within the school context.
- Enjoy privacy in their private lives, with the assurance that their personal property at school will be respected.
- Guide learners, help them identify problems that they have, and help them to resolve such problems.
- Communicate with parents and keep them informed of the progress of learners

### **Educators' obligations**

#### **Educators should**

- Be professional in appearance and approach, and provide an environment which is conducive to effective learning
- Be well prepared for each lesson, teach each lesson effectively and effectively evaluate work done
- Maintain a clean, disciplined and safe environment in the classroom
- Be punctual, consistent and fair, and sensitive to the needs of the learners

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- Treat learners as individuals, respecting their rights, and encourage them
- Keep up to date with the developments in education, in the subjects taught , and in teaching of the subjects
- Set the correct example as a professional person
- Keep up to date with all administrative duties and attend all official functions

## **PARENTS**

### **Parents' rights**

#### **Parents expect from the school**

- Educators who are well qualified and competent to teach subjects of instruction
- A school that respects cultural diversities and which is non-discriminatory
- Educators who are professional in their approach to their work and who set and maintain correct standards
- The promotion of high moral standards and good ethics, with learners being taught in a disciplined environment that is conducive to learning.
- That they will be treated fairly and as individuals according to their situation.
- Support from approachable educators who communicate with parents on work and behaviour problems.

## **PARENTS**

### **Parents' obligations**

#### **Parents should**

- Support and encourage their children in their involvement in all spheres of school life
- Ensure that learners attend school regularly, that they are correctly dressed.
- Ensure that they are properly equipped and are punctual.
- Purchase all textbooks and stationery each year.
- Support the school, staff, the code of conduct and school rules, and ensure that their children do likewise
- Inform the school of any problem areas and communicate with individual educators where this is necessary or desirable
- Pay school fees on time
- Fetch their children on time after school, school functions, and attend official intervention opportunities such as Parent Teacher meetings.

## **5. Classroom Code of Practice**

### **The People who use this classroom:**

- Respect one another and each person's property
- Help and care for one another

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- Listen actively to all
- Are courteous and polite

**The classroom atmosphere which we all work hard to develop, is:**

- Open and tolerant
- Friendly and kind
- Relaxed and controlled
- Positive and challenging
- Honest and sincere

**We come to class:**

- Well prepared for our lessons
- With all relevant books and equipment
- Ready to work immediately
- Punctually

**In our class we will:**

- Not discriminate
- Not raise our voices unnecessarily
- Not pressure any person unfairly
- Speak English when it is the medium of instruction
- Ensure that we are not blamed for the poor behaviour of individuals.

**We all:**

- Look after our school facilities and equipment
- Enjoy a variety of teaching methods and approaches
- Tolerate and affirm individual differences of opinions
- Accept that people have different values, needs and abilities
- Respect each other's RIGHT TO LEARN!

**6. Learner's General Code of Conduct**

The following code is based firmly on these principles:

- The rules must be clear
- There must be good reasons for the rules
- Learners are expected to know the rules
- Learners need to know the reasons for the rules
- Learners need to know the consequences of any infringements of the rules
- All the consequent actions and penalties must be designed to change behaviour patterns

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**Here follows a list of actions and activities, which are not acceptable. The list is divided into 3 sections, which grade the offences.**

LEVEL 1 OFFENCE	LEVEL 2 OFFENCE	LEVEL 3 OFFENCE
<ul style="list-style-type: none"> <li>• Use crude language</li> <li>• Hands in pocket when talking to an adult</li> <li>• Misbehaviour in hall ,verandas</li> <li>• Classroom code infringements e.g. littering , not doing duties</li> <li>• Other code infringements e.g. talking, disrupting lessons</li> <li>• Chewing gum at school or in uniform</li> <li>• Infringement of uniform code in and out of school</li> <li>• Insolence</li> <li>• Talking during announcements</li> <li>• Non-attendance at meetings and extra-mural</li> <li>• Possession or use of Tippex</li> <li>• Arriving late for school activities</li> <li>• Non-return of return slip or absentee notes</li> <li>• Out of bound areas or use of educators' toilets</li> <li>• Littering , failure to pick up litter in close proximity</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated crude language</li> <li>• Graffiti-minor</li> <li>• Vandalism-minor</li> <li>• Cheating, and copying in class</li> <li>• Repeated infringement of uniform in and out of school</li> <li>• Dishonesty</li> <li>• Truancy-including leaving school without permission</li> <li>• Littering - in action</li> <li>• Repetition of level 1 offences</li> <li>• Arriving late x 2 days</li> <li>• Other code infringements e.g. sickroom, tuck shop, lines, assembly</li> <li>• Non-attendance at a match or performance</li> <li>• Possession of cigarettes, tobacco product , lighter or matches</li> <li>• Persistent classroom misbehaviour</li> <li>• Non-Attendance of detention</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing</li> <li>• Graffiti-major</li> <li>• Vandalism –major</li> <li>• Bullying and intimidation</li> <li>• Fighting-violent/premeditated</li> <li>• Other code infringements</li> <li>• Weapon-possession, display or use</li> <li>• Criminal offences</li> <li>• Sexual harassment</li> <li>• Drugs, alcohol-possession or use</li> <li>• Drugs, alcohol-dealing</li> <li>• Possession, display of or dealing in pornography</li> <li>• Smoking at school or in uniform or in civvies at school-related function</li> <li>• Repetition of level 2 offences</li> <li>• Dishonest use of school fees</li> <li>• Repeated Non-Attendance of detention</li> <li>• Any serious misconduct</li> <li>• Persistent insolence</li> <li>• Cell phone and other electronic equipment at school used in classroom unless permitted by educator</li> <li>• Open defiance of Class room Code of Practice.</li> </ul>

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<ul style="list-style-type: none"> <li>• Disobeying a reasonable instruction</li> <li>• Placing a notice on a board without permission</li> <li>• Bunking class</li> <li>• Not producing letter of absence</li> </ul>	<ul style="list-style-type: none"> <li>• Back chat of Teachers or Student Leaders</li> <li>• Showing dissent</li> <li>• Lying to Teachers</li> </ul>	
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**Here follows the list of possible consequences for offences at each level:**

LEVEL 1 CONSEQUENCES	LEVEL 2 CONSEQUENCES	LEVEL 3 CONSEQUENCES
<ul style="list-style-type: none"> <li>• A reprimand. Written work (min 200,max 500 words related to code infringement)</li> <li>• Break restrictions-limited to certain area</li> <li>• Afternoon detention 30 minutes</li> <li>• Litter clean up</li> <li>• "The Cooler"- with parent contact</li> <li>• Match or performance or excursion exclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Afternoon detention 60 minutes</li> <li>• Written work (min 500, max 1000 words related to Code of infringement)</li> <li>• Parental interaction and intervention</li> <li>• Removal of school colours</li> <li>• Intervention with Disciplinary Committee</li> <li>• Friday Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Intervention with Disciplinary Committee and /or School Management Team</li> <li>• Parental interaction and /or intervention with Board of Governors</li> <li>• Short-term suspension from school(Maximum 5 days)</li> <li>• Warning about possible expulsion(Board of Governors)</li> <li>• Expulsion procedures(Board of Governors)</li> <li>• Mark penalisation by "Irregularities Committee"</li> <li>• Police intervention</li> <li>• Removal of school colours</li> </ul>

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		<ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Confiscation of cell phone: 10 school weeks</li> </ul>
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At no stage should counselling be seen as part of a discipline procedure. It is assumed that in all serious code violations counselling would be part of the process of behaviour modification. This counselling would take place using school structures where possible and making full use of outside agencies where necessary.

## **7. Serious Misconduct**

Offences in this category are handled by and referred to Disciplinary Committee and / or the Senior Management Team. In cases of suspension or expulsion, such as matters will be referred to the Governing Body of the School.

A learner may be found guilty of serious misconduct if she:

1. Has been convicted by a court of a criminal offence
2. Used or had in her possession intoxicating liquor or drugs during a school related activity or in school uniform
3. Is guilty of assault ,theft, gross insubordination or immoral conduct
4. Has been repeatedly absent without leave from school and / or classes
5. Without reason
  - 5.1 Seriously threatens, disrupts or frustrates teaching or learning in a class
  - 5.2 Engages in a conspiracy to disrupt the proper functioning of the school
  - 5.3 Insults the dignity of a staff member or fellow learner
  - 5.4 Cheats in a test or examination
  - 5.5 Distributes any test or examination material that may enable another person or herself to gain an unfair advantage or is in possession of any examination material; prior to or during the writing of the said examination
  - 5.6 Sexually harasses another person
  - 5.7 Is found in possession of or distributes pornographic material
  - 5.8 Supplies false information of or falsifies documentation to gain an unfair advantage at school
  - 5.9 Is in possession of a dangerous weapon or uses it to threaten any person
  - 5.10 Engages in any act of public indecency
  - 5.11 Endangers the safety and violates the rights of others
6. Fights, swears or falsely identifies herself
7. Threatens fellow learners or educators
8. Uses hate speech , makes herself guilty of racism or applies harmful graffiti vandalises, destroys or defaces school property or the property of any member of the school community
9. Repeatedly violates school rules or the code of conduct



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10. Conducts herself, in the opinion of the Board of Governors , in a disgraceful, improper or unbecoming manner,
11. Acts in a manner deemed to be in serious conflict with the religious character of the school

In cases of serious misconduct, parents will be informed of the offence and the learner will be suspended from school for a maximum of 5 days pending a Board of Governor’s disciplinary hearing. Investigation into such serious offences may continue during such suspension. Any allegations against the learner will be provided to her and her parents before such hearing.

If a learner is under investigation for serious misconduct, no contact may be made with any other learner –witnesses regarding the incident under investigation. Threats or intimidation will be regarded as a most serious offence.

If a learner is found guilty of serious misconduct she will have the right to appeal to the Board prior to any decision that affects her continued registration at the school.

All Disciplinary Committee meetings will be held on Wednesdays twice a month after school. Parents/ Guardians who are summoned must accompany the learner to attend such meetings.

Levels of Disciplinary Intervention:

- Level 1. Student Leaders-monitoring
- Level 2. Teachers-academic (level 1,2 offences)
- Level 3. Disciplinary Committee -Level 2, 3 offences.
- Level 4. School Board- Serious Misconduct & Suspension.
- Level 5. School Governing Body-Probable expulsion

### **Discipline and Punishment.**

The purpose of discipline and punishment is constructive rather than destructive, educative rather and punitive.

The aim is to educate and nurture values and tolerance, respect and self-discipline in our learners rather than to victimise or belittle our learners.

### **8. General Rules**

1. Learners are to ensure that their parents or guardians are conversant with the requirements of the School’s Code of Conduct.
2. Learners are to carry out all instructions given to them by any person in authority.
3. Learners are to assist in keeping the buildings and the grounds neat and clean.
4. Where learners are identified as learners of Holy Cross High School, they are accountable for their actions even if the activity is an out-of-school one.

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5. Learners on the school premises, or in school uniform, or recognisable as Holy Cross learners, or when attending any school activity may not be in possession of tobacco, alcohol, drugs, weapons or undesirable items. To be in company of any learner breaking this rule will be considered a serious offence.
6. Theft is considered to be a very serious offence and will be dealt with accordingly.
7. Learners may not hitch-hike in school uniform or in the company of another learner in Holy Cross uniform.
8. Learners waiting for buses, taxis or any other form of transport before and after school or while travelling, shall do so in an orderly manner.
9. Behaviour in the corridors and on the stairs must be in an orderly manner. Keep to the left.
10. Eating or drinking is not permitted in the classrooms. The chewing of gum is prohibited at any time when in school uniform or when taking part in a school activity.
11. No talking is allowed on entering or leaving the hall for assembly.
12. Any learner who is absent must bring a written note from her parent / guardian on the day of return to school.
13. Absence during and after examination period or for a standardised test requires a doctor's certificate.
14. All appointments i.e. Medical, Dental or Driver's Test must not be made during school hours. Learners may only leave the school premises during school hours with permission of a member of SMT and only on receipt of a letter from a parent/ guardian. Extended absence must also be referred to the SMT for permission and notification.
15. Parents may not drop off or collect learners inside the school grounds.
16. Learners may not put up posters or circulate pamphlets without permission of the SMT.
17. Learners may not touch or tamper with any possessions belonging to staff or other learners. Learners are responsible for their belongings and should clearly label all clothing, equipment, books and suitcases clearly. No valuable items should be brought to school. Learners are responsible for all such items.
18. Vandalism will not be tolerated and any form of damaging or defacing of property such as furniture, walls, equipment, books, will be regarded as a most serious offence.
19. Notices and newsletters are essential methods of communication between the school and the home. Learners are to ensure that all notices handed out at school are given to parents/guardians and that the reply slips are returned within 2 days.
20. Learners are to be punctual at all times. This includes being on time for school, for class and extra-mural activities. Latecomers must report to the secretary's office.
21. No learner is to be in an area of the school which is designated as out of bounds.

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22. Learners may not meet visitors at school without permission. Visitors are to report to the secretary's office.
23. Bullying, fighting and the use of offensive language and swearing will not be tolerated.
24. Only the navy blue string –type bag and rucksacks or canvas type suitcases may be used.
25. Courtesy: Staff members are addressed by name i.e. Sister Flora, Mrs Smith or Mr Jones, as applicable. Learners must greet staff members when meeting or passing each other during the day. Adults on the school grounds, particularly parents and visitors must be afforded the utmost courtesy. If a member of staff passes along the corridor or through a doorway, learners are expected to stand back to allow the person to pass. If a learner is sitting down when an adult enters the room, she is to stand to greet the person. Disrespectful behaviour or impertinence directed at any adult it is totally unacceptable. The ground staff and the administration staff are integral to the school and courtesy is to be extended to them.
26. Sport and Extra-mural activities: Learners must wear the correct kit for their specific sport or extra-mural activity.
27. Cell phones: Cell phones must be switched off upon entering the school. The school will not accept any responsibility for the loss of this article on school premises. Cell phones may not be taken into an examination or a test venue. If a cell phone is used on the premises, it will be confiscated for a period of 10 weeks. Illicit use will result in banning.
28. Learners may not sit/congregate at the front gate. Sitting on the pavement is totally unacceptable. Learners waiting for their transport do so inside of the school gate.
29. Eating outside the school premises while in school uniform is not allowed.
30. No visible body piercing is allowed.
31. During lesson time, learners may not be anywhere on the school grounds except in a classroom or under the direct supervision of a staff member.
32. Learners may not be inside classroom or the school hall during break without special permission. On rainy days they may eat their lunch in their register classroom which must be left tidy.
33. Incoming calls to learners or outgoing calls to parents may only be received or made through the school office.
34. Learners are not allowed to talk to boys or walk with boys to and from school, unless the boy is a family member.
35. Girls must wear blazer when off the premises.
36. Blazer must never be put on the floor or ground.
37. Learners must obey instructions from Student leaders and House leaders.

## **PROCEDURES FOR LEARNERS AND PARENTS**

- Latecomers report to the secretary to sign in.

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- Leaving school early. Parents must send a letter and permission may only be granted by the SMT.
- No learner may leave the school premises for any reason whatsoever without permission.
- Leaving school when sick. Parent is contacted to make arrangements to collect their daughter.
- Sick bay. Learners may only be in the sick bay by permission of a senior staff member. The office must be informed that the learner is in the sick bay.
- Absenteeism of more than 3 days must be accompanied by a doctor's certificate. Absenteeism of more than 10 consecutive days may result in de-registration.
- Parents must please report to the secretary's office and not go directly to any classroom.
- Meeting with teachers or the principal are by appointment only as they cannot leave classes unattended.
- Learners who have not been fetched by the time the school is locked at 4 p.m. will have to be collected at Maitland Police station. Learners will not be left standing on their own on the pavement.

## ***POLICY ON PREGNANCY***

**As a Catholic Institution our stance on teenage sexual activity is:**

- Pro-life/ against abortion
- The non-use of contraceptives
- Abstinence from premarital sex

### **Pregnancy:**

- The policy of the school is to be caring and supportive of learners and their families. The school endeavours to make girls aware of the consequences of teenage pregnancy and focuses on moral values in its religious education and life skills programmes.
- The school must be informed as soon as possible.
- Immediate counselling and support will be provided.
- The school cannot take responsibility for the safety of the mother and her unborn child, therefore she would continue her education at home for the remainder of that academic year.
- Academic support will be negotiated with the parents.
- It is the responsibility of parents to work closely with the school.
- The learner will leave the school at the end of that year.
- Mother's responsibilities as mother are more important than her right to an education for the first 2 years of the babies life.

### **The Staff and matters related to teenage sexual activity:**

- Learners are encouraged to approach staff members in confidence for advice and support.

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## ***SUBSTANCE ABUSE POLICY***

- While the school has a supportive, caring approach in handling substance abuse, it does not negotiate the steps that have to be put in place to help the learner. Refusal to comply with these steps will be regarded as violating the contract between the parent and the school and will result in the de-registration of the learner.
- Learners who have alcohol or other drug-related problems are urged to discuss their problems with staff members.
- Drug abuse prevention education programs address the legal, social and health consequences of tobacco, alcohol and other drug use, and techniques for resisting peer pressure to use drugs.
- Learners with drug abuse problems may require rehabilitation, counselling and support services.
- The use or possession of any intoxicating liquor or drugs during any school-related activity, whether in or out of school uniform, will be viewed as serious misconduct.
- Learners, guilty of the above, face disciplinary action, including expulsion, as well as possible legal penalties.
- Substance testing based on reasonable suspicion, will be performed in the presence of a female SMT member.
- Parents will be expected to sign consent forms for substance testing upon enrolment of their daughters.
- Parents will be expected to arrange suitable treatment and counselling for a learner with a substance abuse problem.
- Such a learner will be suspended until such treatment has been completed to the satisfaction of the medical personnel treating her.
- Educational support during treatment will be negotiated with the parent.
- Refusal to comply with these directives by any parent will result in the de-registration of the learner.

## ***ASSESSMENT POLICY***

1. Assessments are completed according to the regulations of the WCED.
2. A learner must have a portfolio containing all assessments, set out according to the regulations of the Department of Education.
3. In the event of a learner being absent for any assessment (i.e. tests, practicals, presentations, exams etc.) a valid medical certificate is required.
4. Educators must give learners reasonable notice of dates on which assessments will occur as well as due dates for handing in work.
5. Assessment criteria and rubrics (where applicable) must be supplied by educators when assessments are handed out.
6. A learner will be penalised for work not handed in on due dates.

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7. If absent with medical certificate on due date, work is due on return to school.
8. No learner is allowed to remove any portfolio from the classroom without the permission of the educator.
9. Portfolios will only be made available to parents/ guardians by prior arrangement with the principal and the educator.
10. If work is not handed in on the due date the learner will remain after school daily until the work has been completed.
11. All assessment pieces must be the learner's own work. A letter of authenticity will be signed by the learner, parent and educator, and displayed in the portfolio.
12. Exam timetables are provided at least 1 week before the start of the examination
13. Promotion/ Progression: Learners are promoted strictly according to the regulations of the WCED.
14. Reports are to be collected at Parent Meetings, unless otherwise advised.

## **EXAMINATION POLICY & TEST POLICY**

1. During exam time the official school closing time is 12h00. Learners who misbehave or infringe school rules will be required to stay until 14h00.
2. Learners found guilty of dishonesty in an examination will be given nought for that subject regardless of whether this will result in her failing the year.
3. A doctor's certificate must be obtained for any absence during an examination period.
4. A study session must be used as follows:
  - (a) Books for the next examination must be brought to school for the study session
  - (b) Learners must study actively with pen and paper and not just read their books
  - (c) No learner may move around during the study session
  - (d) No communication whatsoever between learners allowed
  - (e) No reading of non-examination material is allowed
  - (f) Learners may not leave their desks to ask the teacher a question, nor may teachers conduct conversations with learners.

The following stationery must be brought to school for the relevant exam:

- a) At least two good blue or black pens, a ruler and a stapler (or pins), a pencil and sharpener (or 'pacer' pencil) and an eraser. Where necessary construction instruments (compass, protractor).e.g. Mathematics
- b) Tippex may NOT be used (a neat line must be ruled through mistakes).
- c) Non-programmable scientific calculations may be used.
- d) An exam pad, to be left in exam venue

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- No learner may leave the room during a study session or during an examination.
- A few minutes before the examination begins all books must be packed away, all papers taken out of the desk and picked up from the floor and emptied from pockets. Any cell phones to be handed in.
- No incriminating notes may be near any learner. Satchels must be placed in the front or back of the room.
- There must be absolute silence and no communication between learners from the time the first question paper is handed out until the time the last script is collected at the end of the examination.
- If a learner needs to ask a question she must raise her hand and wait in silence until the invigilator responds.
- Learners may NOT ask invigilators for explanations of questions, the meanings of words, etc.
- All learners must stop writing simultaneously when the invigilator announces that the time has expired. This ensures fairness to all learners.
- No borrowing whatsoever may take place during examination!!
- The period after formal examination is still regarded as examination time.
- CASS assessments are done during this period. No learner may be absent after school exams without a medical certificate.

## **ACADEMIC PROGRAMME**

### **Grades 8 and 9**

#### **Learning Areas:**

- **English Home Language**
- **Afrikaans or IsiXhosa First Additional Language**
- **Mathematics**
- **Natural Science**
- **Social Science (History and Geography)**
- **Economics Management Science**
- **Life Orientation**
- **Technology**
- **Creative Arts.**
  - The School follows the requirements of the Education Department closely in the 8 learning areas that have to be covered.
  - Learners and parents are reminded of the importance of English as the school medium of communication and instruction and of Mathematics as core learning areas in these grades.

### **Grades 10, 11 and 12:**

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**Subjects: English Home Language AND Afrikaans OR IsiXhosa First Additional Language AND Life Orientation AND Mathematics OR Mathematical Literacy AND Religion Studies OR Computer Applications Technology AND**

- **Tourism, History OR**
- **Accounting , Business Studies OR**
- **Physical Science, Life Sciences OR**
- **Tourism, Business Studies**
- **Tourism, Life Sciences**

- The school strives to provide learners with subject choices that will enable them to obtain B degree or Diploma course admission.
- A 55% pass in Mathematics at Grade 9 level is required to take Mathematics in Grade 10. Learners who achieve below 55% will do Mathematical Literacy. Learners not doing Mathematics cannot do Accounting and/or Physical Science.
- Subject changes will not be considered after the end of July in Grades 10 and after the end of February in Grade 11. All subject changes have to be approved in writing by the principal.
- Immigrant learners must obtain exemption from having to pass a second language from the Education Department. They must receive tuition outside of school for the subject they will be doing in its place. Such tuition is to be arranged and paid for by the parent. Contact numbers for outside teachers must be provided to the school and the subject must conform in all respects to the requirements of other school subjects.
- NSC policy requires full completion of all 3 years in subjects for Grade 10, 11 and 12.
- A maximum of 2 subject changes are allowed in Gr.11.(by end February)
- A maximum of 1 subject change is allowed in Gr.12. (by end January)

***Computer course:***

- Not offered any longer

***EXTRA-MURAL PROGRAMME***

**Sport:** Summer-Swimming, Athletics,  
Winter- Netball, Soccer

- All learners must participate in the extra-mural programme.
- Learners must be equipped with the prescribed sports uniform or equipment for the extra-mural.
- Non-participation without a letter from the parent will be punished with community service or detention.



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**After school private extra-mural programme: Fees paid directly to teacher concerned.**

## ***UNIFORM***

As a school we are committed to ensuring that the uniform is worn neatly and proudly. We will not allow the image of the whole to be negatively affected by a few.

- The appearance of learners in uniform must promote the good image of the school.
- Uniform must be washed regularly (especially blazers) and socks.
- Clean shirt and socks must be worn daily
- All items of clothing and bags must be clearly marked. No names or graffiti on the outside of bags.

### ***Uniform Supplier***

De Jager School Shop, Cnr. Bill Bezuidenhout & Spartaka Road, Tygervalley

Tel: 021 914 7816.

### ***Summer:***

Open-neck short sleeve white blouse, school dress, jersey and blazer. Black lace-up or "Baby-doll" shoes with short white school socks.

### ***Winter:***

Closed-neck long sleeved white shirt, tie, school dress or long pants, jersey and blazer. Black stockings and shoes. Navy blue school rain jacket or raincoat and school scarf (available from office).

### ***Sport and Life Orientation:***

The Sports kit is available from the office

### ***Swimming:***

Black full length Speedo bathing costume, Black swimming cap. Learners may not travel to or from school in their sports clothing. They must change into their uniform they are being fetched from school to return home.

## ***DRESS CODE***

### ***Hair:***

- No coloured bands, slides, clips, bows, etc. other than black.
- No bows or fancy hair ornaments allowed.

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- Braiding must be in natural hair colour, thin neat braids that provide a well-groomed appearance.
- Braids must be able to fit into a normal swimming cap and therefore may not be too long.
- Fashion styles and shaving are not allowed.
- Hair/ Braids must be tied up if below the collar.
- Fringes below the eyebrows must be clipped back.
- Gel to control unruly hair may be used sparingly.
- Hair/Braids may not be tinted, washed with a colour rinse, dyed or highlighted. Any girl who violates this rule will be required to restore her hair to its original colour.
- No shaved heads.

#### **Dresses:**

- Dresses must not be shorter than 5cm above the knee when kneeling.
- Belts must be worn at all times.

#### **Shoes:**

- Black lace-up or “Baby-doll” school shoes must be worn.
- All shoes must be polished regularly.

#### **Blazers:**

- Blazers must have all the buttons.
- Blazers must be worn to and from school at all times.
- Only recognised badges may be worn on blazers, no little ornaments.
- Learners may not walk or stand with hands in their pockets.

#### **Raincoats:**

- Only navy blue raincoats or rain jackets are allowed.
- Rain jackets may not be worn under the blazer.
- School beanies are worn to and from school only.

#### **Jerseys:**

- School jersey with both summer and winter uniform, as weather permits.
- Jerseys may not be excessively long.
- Jerseys may not be tied around the waist.
- Jerseys may not be worn outside the school grounds without a blazer.

#### **Stockings/Socks:**

- Only school regulation black stockings must be worn in the winter months. No socks to be worn under stockings.
- No patterned stockings allowed.

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- Stockings may not be worn in summer- white ankle socks may not be rolled down or pulled up.

### **Scarves and beanies:**

Only the school scarf and beanie (available from the office) may be worn outside the school grounds.

### **Jewellery:**

- Only watches and Medic-Alert bracelets may be worn.
- Earrings –small, plain gold / silver studs or thin sleepers up to 10c size. Only one earring per ear and if more than holes in ear, the earring must be worn in the bottom hole. Neck chains-crucifix or a saint’s medal may be worn under clothing.

### **Make-up:**

- No make-up is allowed with school uniform.
- Nail polish –only clear, natural, colourless nail polish is allowed.
- Lip ice-only clear, natural, colourless lip ice is allowed. No lip gloss.
- Nails to be kept at a reasonable length -1mm over the tips of fingers.

### **School bags:**

- Navy Blue.
- Bags may not have graffiti or Tippex on the outside.
- Sport bags must also be navy blue.

## ***CONSEQUENCES OF INFRINGEMENT***

- Infringements of the school premises out of the public eye: Weekday detention 1 hour.
- Infringement in the public eye: Weekday detention 4 x 1 hours.
- Failure to rectify the infringement within an agreed period, without negotiating an extension will result in double the original consequence.
- Repeated defiance of Code after the learner has previously been suspended from school: Steps will be considered which may lead to the formal expulsion from school or non-re-registration.
- Under special circumstances temporary permission for unavoidable uniform, dress or appearance deviations will be granted at the discretion of Management.
- If the deviation involves a hairstyle offence (e.g. hair shaved or coloured unacceptably) which cannot be rectified immediately, the learner shall be kept in isolation from her peers at break times until such time infringement has been rectified. This will be in addition to the 4 x 1 hour detention because the offence by nature is public.