OUDTSHOORN HIGH SCHOOL

CODE OF CONDUCT FOR LEARNERS



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TITLE OF THE POLICY: The Code of Conduct of
 Oudtshoorn High School

2. DATE OF ADOPTION: 10 April 2018

3. HISTORICAL OVERVIEW

As amended on:		
a)	10 April 2018	
b)	30 June 2018	
c)	30 April 2019	
d)	November 2019	
e)	April 2020	
Date	e of next review:	
Nov	rember 2020	

4 PREAMBLE

In terms of the South African Schools Education Act (Act 84 of 1996), hereafter referred to as SASA, it is the duty and responsibility of the Governing Body to formulate and adopt a Code of Conduct for the learners of that school. This Code of Conduct must be in accordance with the provisions of the Provincial Regulations and relevant National and Provincial legislation as well as the Constitution of South Africa.

5 PURPOSE OF THE CODE OF CONDUCT

Objectives:

- 5.1 To ensure that no learner is treated unconstitutionally or unjustly;
- 5.2 To nurture a collective respect and establish a culture of tolerance and unity among learners and educators;
- 5.3 To ensure that all administrative procedures are clearly expounded.

6 DEFINITIONS

See Annexure A.

7 APPLICATION AND SCOPE OF CODE OF CONDUCT

This Code of Conduct pertains to all learners who are registered at Oudtshoorn High School.

8 LEGAL FRAMEWORK

- 8.1 General principles:
- 8.1.1 This Code of Conduct was established and should be applied, executed and interpreted with reference to and in thorough consideration of and is subject to
 - 8.1.1.1 The Constitution of the Republic of South Africa,1996;
 - 8.1.1.2 Relevant National and Provincial legislation and common law principles;
 - 8.1.1.3 The principles of natural justice and, in particular:
 - response within a reasonable time frame;
 - a thorough formulation of the complaint;
 - the right to fair adjudication;
 - the right to state your case;
 - the right to be notified timeously (three school days) of incriminating facts in order to defend yourself;
 - the right to hear, test and contest the case of the opposition;
 - the right to procedural fairness;
 - the right to reasons for a verdict or decision;
 - the right to unbiased decision making;
 - 8.1.1.4 Western Cape Government, General Notice "What is Restorative Justice?", 15 March 2014.

9. NON-EXEMPTION

No stipulation of the SASA exempts a learner from the obligation to adhere to the Code of Conduct of Oudtshoorn High School.

10. POLICY APPLICATION

10.1 Philosophical foundation

- 10.1.1 Oudtshoorn High School regards every learner as a unique individual who must be afforded the opportunity to utilise and develop his/her talents in an organised, safe and structured environment.
- 10.1.2 The School strives to offer only the best for every learner.
- 10.1.3 Learners should be sensitive to the physical, emotional and educational needs of fellow learners and staff members.
- 10.1.4 This Code of Conduct is based on the norms, values and principles of the School community which includes but is not limited to
 - 10.1.4.1 natural justice;
 - 10.1.4.2 mutual respect among learners, parents and educators;
 - 10.1.4.3 emphasis of the positive;

10.1.4.4	honesty;
10.1.4.5	mutual understanding;
10.1.4.6	recognition of individuality within a group;
10.1.4.7	human dignity;
10.1.4.8	punctuality;
10.1.4.9	group and self discipline;
10.1.4.10	pride;
10.1.4.11	loyalty;
10.1.4.12	the aesthetic;
10.1.4.13	conservation consciousness;
10.1.4.14	safety;
10.1.4.15	neatness in appearance and conduct;
10.1.4.16	recognition;
10.1.4.17	reward;
10.1.4.18	respect for another's property and person;
10.1.4.19	collective responsibility, utilisation of and respect for Schoo
	facilities;
10.1.4.20	uniformity;
10.1.4.21	good human relations.

10.2 Educational approach

- 10.2.1 The primary objective of this Code of Conduct is the formulation of rules and procedures to create a disciplined, purposeful and safe environment in order to ensure, maintain and improve quality teaching and education.
- 10.2.2 It is not only the task and responsibility of the School to educate and discipline learners. The Governing Body and parents/guardians form, together with the educators, other staff members and learner leader corps, a partnership which, jointly and separately, accept responsibility for the teaching and education of the learners.
- 10.2.3 In the application and implementation of this Code of Conduct the emphasis will always be placed on the support, understanding, remediation and promotion of the positive.

10.3 Specific rights and responsibilities, acceptance and undertakings

10.3.1 Rights and responsibilities:

- 10.3.1.1 Every learner has the right to receive education and participate in extra curricular activities in an unrestricted fashion.
- Other learners may insist on the same rights and therefore every learner is responsible to ensure that all learners' rights to quality education and participation in extra curricular activities are protected.
- 10.3.1.3 The basic rights of learners, according to the Constitution and the SASA, are acknowledged.
- 10.3.1.4 Learners must realise and acknowledge that they cannot claim any rights without accepting that they have duties and responsibilities as well. Therefore they are, as opposed to the above rights, obliged to do the following:

(This list should not be regarded as comprehensive or complete.)

- 10.3.1.4.1 to show respect to fellow learners and staff members: 10.3.1.4.2 to adhere to the security measures of the School and co-operate in this regard: 10.3.1.4.3 to respect the religious beliefs and creeds of others; 10.3.1.4.4 to listen to and respect the opinions of others: to respect the belongings of others by not damaging, 10.3.1.4.5 stealing or hiding their property; 10.3.1.4.6 to take care of the School's property and facilities; to keep the School premises neat and tidy, to show 10.3.1.4.7 respect, not to damage anything or allow anyone else to litter, damage or steal anything; 10.3.1.4.8 to see to it that all homework assignments. assessments and projects are completed promptly and accurately: to report to classes punctually, i.e. before the 10.3.1.4.9 second bell: 10.3.1.4.10 to respect staff members and their classrooms: 10.3.1.4.11 to obey the School rules; to be clean and neat: 10.3.1.4.12 10.3.1.4.13 to withhold and protect themselves as well as fellow learners from the use of alcohol, drugs/illegal substances, boosters and other dangerous substances: not to smoke or be in possession of the equipment -10.3.1.4.14 this includes the use of a hubbly-bubbly or ecigarettes, etc.; not to be in possession of dangerous objects; 10.3.1.4.15 to give their co-operation to educators: 10.3.1.4.16 to behave respectfully to educators, other staff 10.3.1.4.17 members and guests of the School; 10.3.1.4.18 No learner may make him/herself guilty of bullying a fellow learner (see Annexure C entitled "Bullying
- 10.3.2 Sustained and continuous good behaviour is an indispensable prerequisite when learners are elected to leadership positions (Representative Council of Learners, Matric Council, class leaders and captains of sports teams) for sport and cultural participation and for the consideration of prizes, bursaries and honorary colours.

Policy");

- 10.3.3 The WCED, Governing Body, principal, School Management, educators, Matric Council, RCL and class leaders are required to see to the reasonable exercise of authority and maintaining discipline.
- 10.3.4 Acceptance
 - 10.3.4.1 Parents/Guardians and learners accept jointly and separately that this Code of Conduct is a proactive

attempt of the Governing Body and the School Management to establish a healthy educational milieu springing from a particular ethos.

10.3.4.2 Parents/Guardians and learners acknowledge and accept jointly and separately that the Governing Body, principal, School Management, educators, members of the RCL, Matric Council and class leaders are tasked with the reasonable exercise of authority and maintaining discipline.

10.3.5 Undertakings

- 10.3.5.1 Parents/Guardians undertake to become involved in the education of their children who are learners of the School, to participate in all disciplinary measures which may be necessary and assist in the extension of the School and its ethos
- 10.3.5.2 Learners undertake to submit to this Code of Conduct.
- 10.3.5.3 Learners undertake to attend School regularly and conscientiously and not be guilty of a pattern of negligence. Valid reasons for absence must be communicated in writing and submitted to the secretary's office on the first day the learner has returned to School.
- 10.3.5.4 Learners undertake to address any problem they may have with a class leader, member of the RCL, Matric Council, educator or other member of staff, with the principal or deputy principal and not to take the law into their own hands.
- 10.3.5.5 It is the duty and responsibility of parents/learners to see to it that learners have the necessary transport and arrive at school on time.

10.4 Application

10.4.1 Enrolment at the School as a learner implies an automatic submission to this Code of Conduct.

- 10.4.2 The Code of Conduct is applicable and enforceable to all enrolled learners of the School, irrespective of the fact that he/she:
 - 10.4.2.1 has reached the age of a major (18 years);
 - 10.4.2.2 has not formally signed the Code of Conduct;
 - 10.4.2.3 enrolled elsewhere and participates in sport at Oudtshoorn High School.
- 10.4.3 This Code of Conduct applies to and will be enforced against learners during all School activities as well as when they appear in public in their school or sport uniform.
- 10.4.4 Any disciplinary steps taken against a learner must be educational, corrective and fair in nature.
- 10.4.5 The fact that an action (positive) of a learner during any School activity may form the basis of criminal or civil proceedings, will not prevent any action in terms of this Code of Conduct. Similarly the intended or pending disciplinary action of a sports body against a learner will not prevent any action against that learner in terms of this Code of Conduct.

- 10.4.6 As far as possible, similar offenses committed in comparable circumstances must be treated accordingly. The goal is the uniform, fair, reasonable and consistent application of this Code of Conduct.
- 10.4.7 All offenses may be recorded.
- 10.4.8 Except where a learner is found guilty after a formal disciplinary hearing, his/her record of violations will expire at the end of the school year and not be transferred from one school year to the next. Each learner thus begins every new school year with a clean record.
- 10.4.9 Individual educators are primarily responsible for the exercise of authority and enforcement of discipline in their classrooms and determine the manner in which it will take place with complete regard of this Code of Conduct.

10.5 Persons responsible for disciplinary and related matters

- 10.5.1 The disciplinary office is responsible for the practical application of this Code of Conduct.
- 10.5.2 The following officials are tasked with the implementation and execution of the Code:
 - 10.5.2.1 The principal; 10.5.2.2 The stafff member responsible for youth guidance: 10.5.2.3 The staff member responsible for dealing with learners with special needs: The deputy principal; 10.5.2.4 10.5.2.5 Heads of department: 10.5.2.6 **Grade Heads:** 10.5.2.7 Register teachers; 10.5.2.8 Educators (subject teachers):
 - 10.5.2.9 The Representative Council of Learners/Matric Council;
 - 10.5.2.10 The sub committee of the Governing Body tasked/charged with disciplinary matters and disciplinary hearings of learners;
 - 10.5.2.11 The Governing Body;
 - 10.5.2.12 The district office of the HoD of the Western Cape Education Department;
 - 10.5.2.13 The Western Cape Education Department.

10.6 Comprehensiveness

It is an impossible task to record a comprehensive set of rules. This Code of Conduct and, in particular, the School rules (par 11), violations (par 12.1 – 12.3), disciplinary measures and penalties (par 12.7) and procedural measures (par 12.8) should therefore not be considered complete and final. The Code of Conduct will be revised and amended periodically (par 3).

10.7 Interpretation

10.7.1 This Code of Conduct must be interpreted with reference to and with thorough consideration of the sources of law referred to in paragraph 8 above.

In cases of doubt regarding the interpretation of a provision in this Code, the purpose serving method of interpretation must be followed.

11 SCHOOL RULES

11.1 General conduct and prohibited action

- 11.1.1 Learners must carry a permission card (pass) at all times when moving outside class rooms during class periods;
- 11.1.2 Learners are prohibited from eating or drinking inside classrooms only WATER is allowed and only with the permission of the subject educator.
- 11.1.3 Learners may visit the bathroom during class periods only with the permission of the relevant teacher and when carrying a bathroom pass;
- 11.1.4 Learners may not visit the kiosk during class periods or whilst moving from one class to another:
- 11.1.5 No learner is allowed in a classroom or in the passages of the buildings before school, during breaks or after school without the supervision of a teacher;
- 11.1.6 If learners are granted permission to be in a classroom without the supervision of the teacher, that teacher remains responsible for any incident inside the class concerned:
- 11.1.7 No inappropriate physical contact between learners is permitted on the School premises or any other place when dressed in School uniform;
- 11.1.8 No goods may be bought or sold at or outside the School gates or on the School premises during school hours (only at the kiosk);
- 11.1.9 No electronic games or equipment (<u>excluding cell phones and tablets</u>) or portable and/or cordless loudspeakers may be brought to School without prior permission of the deputy principal. No speakers are allowed at School. This includes after school hours and outside the School gates:
- 11.1.10 No learner may make himself guilty of the bullying of a fellow learner (See Bullying Policy in Annexure C).

11.2 Cell phones and other electronic devices

- 11.2.1 Mobile phones must be switced off when a learner enters the School premises. No phone may be visible or used during the hours of 07:15 and 14:15 on School premises. The use of earphones is not allowed once a learner has entered the School premises. This rule is valid until 14:15 and the learner leaves the School premises.
- 11.2.2 If a learner is caught with a cell phone visibly in his possession during school hours, the phone will be confiscated by the relevant educator and stored in the school safe for a calendar month. The parent of the learner may claim it before the end of this period and only after identifying the phone and paying a penalty of R500.
- 11.2.3 No learner may make any call or send an SMS, EMS, MMS, e-mail or any similar communication to an educator during School hours.
- 11.2.4 No learner may make or direct any call or send an SMS, EMS, MMS, email or any similar communication which is not related to School activities and which may be deemed inappropriate by the receiver.

- 11.2.5 The School Management/Governing Body accepts no responsibility for loss of or damage to any learner's personal electronic equipment or any other property.
- 11.2.6 No cell phone may be in a learner's possession during tests and examinations.

11.3 Bicycles, motor cycles and motor cars

- 11.3.1 Bicycles, motor cycles and motor cars are parked at own risk and learners and/or their parents/guardians exempt the School from any loss or damage which may be incurred in any way;
- 11.3.2 Bicycles must be stored in the bicycle shed;
- 11.3.3 Learners who cycle to school must push their bicycles on entering the School premises to and from the bicycle shed;
- 11.3.4 No learner without a valid learner's licence (motor cycles only) or a driver's licence and parking permit, issued by the staff member responsible, will be allowed to enter the School premises with a motor cycle or motor car.
- 11.3.5 Learners with motor cycles may enter and exit the School premises only via the vehicle gate in Jan van Riebeeck Road;
- 11.3.6 Motor cycles may be parked only in the designated area:
- 11.3.7 Learners who come to school in motor cars may not park on the School grounds but must make use of Jan van Riebeeck Road for parking;
- 1.3.8 Pedestrians will at all times have preference of movement over bicycles, motor cycles and motor cars on the School grounds;
- 11.3.9 Learners who manage or handle bicycles, motor cycles or motor cars must at all times observe and comply with access, parking and traffic rules;
- 11.3.10 The Governing Body and School Management accept no responsibility for any loss or damage to any equipment of a learner, visitor or parent/quardian of the School:
- 11.3.11 The speed limit for motor cycles on the School premises is 10km/h.

11.4 School uniform and appearance

- 11.4.1 The School has its own registered dress code for learners.
- 11.4.2 The uniform is available from the suppliers.
- 11.4.3 The prescibed uniform must be worn during School hours and during relevant extra curricular activities.
- 11.4.4 Learners wear summer uniform in the first and fourth term.
- 11.4.5 Learners wear winter uniform in the second and third term.
- 11.4.6 The School Management may, from time to time, approve privileges for all learners of a particular group.
- 11.4.7 No clothing worn for protection against wind and rain by motor cyclists, cyclists or pedestrians may be worn inside the School premises together with the official School uniform.
- 11.4.8 No "second skins" may be worn visibly.
- 11.4.9 Only the approved School ski pants may be worn.
- 11.4.10 Wearing a School blazer is compulsory for all learners during the following times:

- 11.4.10.1 Every day of the two winter terms, i.e. April to September;
- 11.4.10.2 During hall assemblies on the first day of each term. For members of the RCL and the Matric Council the wearing of a blazer is compulsory for all Monday hall assemblies;
- 11.4.10.3 For other hall and formal assemblies, as determined or requested by the principal and members of staff;
- 11.4.10.4 All sports meetings which take place during the two winter months.
- 11.4.11 Under no circumstance may a learner wear a long sleeved jersey in the place of a blazer. If said learner is wearing a pullover and is still cold, preference must be given to a blazer and only then may a long sleeved jersey be worn. Wearing a blazer must take precedence over a long sleeved jersey.
- 11.4.12 It is expected of all learners to be dressed in the official School uniform and be neat and orderly at all times.
- 11.4.13 No additions to the official uniform which do not form part of the dress code may be worn, e.g. beanies.
- 11.4.14 No exotic, coloured contact lenses or visible tattoos are allowed.
- 11.4.15 When allowance is made for wearing casual clothing,
 - 11.4.15.1 learners must still be dressed decently;
 - 11.4.15.2 beach wear or clothing which is figure hugging, transparent or revealing is not allowed;
 - 11.4.15.3 hair, shoes and accessories must be neat at all times.
- 11.4.16 Only learners who have attained permission from the Governing Body after submission of supporting documentation may deviate from the official uniform.
- 11.4.17 Only the correct, monochrome school bags (reinforced and segmented) in black, dark blue or maroon or a Struisie backpack or a brown leather school bag will be allowed.
- 11.4.18 Only the Struisie backpack may be used for LO gear or during tests/exams.
- 11.4.19 Parents' co-operation is requested in this matter. It is the duty of all parents to see to it that their children obey the rules.
- The principal may, at times, change the rules regarding uniform for a specific group or grade. This change will be applicable for a limited time and must be communicated timeously with the Governing Body and the learners involved.
- 11.4.21 No graffiti is allowed on the School uniform, School bag or body of any learner.

11.5 School unform for boys

- 11.5.1 Grey short or long trousers traditional school trousers of appropriate fit/style and length;
- 11.5.2 White short or long sleeved shirt. If a long sleeved shirt is worn, a tie must be worn as well;
- 11.5.3 Grey school socks;
- 11.5.4 Black lace up shoes (no "soft" shoes);
- 11.5.5 School blazer as determined in 11.4.10;

- 11.5.6 Black school jersey;
 - 11.5.6.1The black long sleeved jersey may not be worn on its own only underneath the school blazer;
 - 11.5.6.2The black pullover may be worn with a school tie;
- 11.5.7 School ties are compulsory when a jersey or blazer is worn. Length: the tie must touch the belt.
- 11.5.8 The school scarf may be worn only with a blazer;
- 11.5.9 Only a black belt may be worn (compulsory). The buckle must be plain, of medium size and without any patterns or decorations.
- 11.5.10 No earrings or rings are allowed;
- 11.5.11 Boys may not wear any jewellery, except a wrist watch;
- 11.5.12No wrist bands/bracelets of any kind (except Medic Alert) may be worn;
- 11.5.13No sunglasses may be worn with the School uniform;
- 11.5.14Shoes must be clean.

11.6 School uniform rules for boys

- 11.6.1 Summer uniform (first and fourth term):
 - 11.6.1.1Grey short or long trousers with black belt (compulsory);
 - 11.6.1.2No scarf may be worn in the first and fourth terms;
 - 11.6.1.3White short sleeved school shirt with school badge;
- 11.6.2 Winter uniform (Second and third term):
 - 11.6.2.1The sleeves of a long sleeved shirt may not be rolled up;
 - 11.6.2.2White T-shirts without any motifs may be worn underneath the school shirt as long as they are not visible. No coloured T-shirt or a T-shirt with motif may be worn underneath the school shirt;
 - 11.6.2.3No boots or built-up shoes may be worn;
 - 11.6.2.4No tracksuit or other jackets, windbreakers or jerseys other than the prescribed school wear may be worn;
 - 11.6.2.5Long trousers may not be tapered;
 - 11.6.2.6Shirts must be neatly tucked in at all times. It may not hang over the trousers or be folded over:
 - 11.6.2.7When long trousers are worn, a black belt with medium sized buckle must be worn.

11.7 General rules for hair and other appearance rules

- 11.7.1 Hair must be clean and neat at all times;
- 11.7.2 No weird hairstyles are allowed. This include:

Girls:

- Steps
- "Under cuts"
- Frivolous hairstyles or unnnaturally coloured/tinted hair "highlights", "low lights"
- "Dreadlocks" or "pineapple ponies"
- "mohawks"
- Incisions in eyebrows
- Patterns in hair
- Hair exceeding the collar must be tied back.
- Elastic hair ties or other hair clips must be in monotone colour (School colours back/white/maroon)
- No head scarves or bandanas

- Hair accessories which are not appropriate or do not suit the school uniform may not be worn.
- Fringes may not exceed the eyebrows. Boys:
- Drastic difference in length of hair in different parts of the head not allowed.
- "Steps"
- "Under cuts"
- "Mullet" or long hair at the back of the head.
- Ponytails, "man bun", coloured, tinted hair, "highlights", "low lights",
- Patterns in hair
- "Dreadlocks"
- "Pineapple ponies"
- "Mohawks"
- Incisions in eyebrows
- Short at the sides but long at the back or bushy at the top.
- Moustaches and/or beards
- Boys must be clean shaven daily
- "Sideburns" may not be lower/longer than mid-ear
- Fringes may not cover the eyebrows
- 11.7.3 Where applicable, boys must shave every day. No beards, moustaches or "cheek beards" are allowed.
- 11.7.4 No visible tattoos (temporary or permanent) are allowed on any part of the learner's body. If visible, it must be covered. The Sport codes must manage this according to the particular sport's regulations but tattoos may not be visible; No religious wristbands may be visible during school hours. All wrist bands must be covered by the shirt or jersey.

11.7.5 Hair rules specifically for boys

11.7.5.1	When the head is held upright, the hair in the neck may not be closer than a finger width from the collar;
11.7.5.2	When the hair is combed straight down, it may not
	hang over the ears;
11.7.5.3	Hair may not be combed upwards or styled in any
	way which causes it to appear "spiky";
11.7.5.4	Sideburns may not reach lower than mid-ear or curl
	as a result of its length;
11.7.5.5	No "steps" or "undercut" is allowed;
11.7.5.6	There may be no clear line in the hair style;
11.7.5.7	Thick hair must be thinned and not cut in one length;
11.7.5.8	A boy's hair may not differ by more than two comb
	sizes of a hair clipper and no clear line is allowed.

11.8 School uniform for girls

- 11.8.1 Dark grey pleated skirt or black pants;
- 11.8.2 White blouse or long sleeved shirt;
- 11.8.3 White socks or black opaque stockings:
- 11.8.4 Black school shoes (strapped or lace up);

- 11.8.5 School blazer as determined in 11.4.10;
- 11.8.6 Maroon school jersey or pullover;
- 11.8.7 School tie is compulsory when a jersey/blazer is worn;
- 11.8.8 School scarf may be worn only in the second and third term.
- 11.8.9 In Winter times black knitted gloves may be worn full fingers and both hands.

11.9 School uniform rules for girls

- 11.9.1 Summer dress (first and fourth term):
 - 11.9.1.1 Dark grey pleated skirt and white blouse with School badge;
 - 11.9.1.2 A tie is not compulsory unless a shirt with a School badge is worn;
 - 11.9.1.3 If cold, a School blazer, long sleeved shirt and tie are worn
 - 11.9.1.4 No School scarf may be worn.
- 11.9.2 Winter wear (second and third term):
 - 11.9.2.1 Dark grey pleated skirt or black pants with white long sleeved or short sleeved shirt;
 - 11.9.2.2 A tie is compulsory;
 - 11.9.2.3 A school blazer and school tie must be worn;
 - 11.9.2.4 A school jersey may be worn underneath the school blazer;
 - 11.9.2.5 A school scarf may be worn;
 - 11.9.2.6 Skirts may not be more than four fingers above the knee from the ground when the girl is kneeling;
 - 11.9.2.7 If a long sleeved shirt is worn with a blazer, a tie must be worn as well.
- 11.9.3 No tracksuit jacket or any other sweater, windbreaker or jersey other than the prescribed items may be worn;
- 11.9.4 Only white T shirts or white 'spaghetti' tops without motifs may be worn underneath the blouse or school shirt;
- 11.9.5 Black socks are worn with the trousers:
- 11.9.6 White socks must be folded when worn with the skirt;
- 11.9.7 Shirts/blouses must be tucked in at all times when worn with the skirt or long trousers;
- 11.9.8 Shirts may not be worn over the skirt/trousers or folded loosely;
- 11.9.9 Only black opaque stockings may be worn with a skirt as part of winter wear:
- 11.9.10 Only black school shoes with a single strap or tied with laces/velcro may be worn;
- 11.9.11 Shoes must be clean as well as fastened or laced up;
- 11.9.12 Nails must be clean and short. Nails may not be longer than 2 mm or exceed the edge of the finger tip;
- 11.9.13 Only colourless nail varnish may be worn;
- 11.9.14 No make up is allowed;
- 11.9.15 Only one gold or silver ear stud or ear ring with a diameter of 15 mm or less in each ear is allowed. Ear rings may be worn only in the first piercing of the ear lobe.
- 11.9.16 No rings may be worn;

- 11.9.17 No other jewellery except a wrist watch may be worn;
- 11.9.18 No wrist bands/bracelets are allowed (Medic Alert bracelets are the exception);
- 11.9.19 No sunglasses may be worn with a School uniform;
- 11.9.20 Brooches or pins not related to the School are not allowed.

 Special permission is required for wearing any badge not related to the School. The wearing of a specific badge is valid only for that particular year.

11.10 Hair rules specifically for girls

- 11.10.1 Hair touching the shoulders must be tied back with a hair band or ribbon in one of the official School colours (white/maroon/black);
- 11.10.2 All loose hair strands must be tied back and away from the face;
- 11.10.3 No loose hair strands are allowed they must be pinned back;
- 11.10.4 No fashion hair accessories may be worn only the acceptable hair pins, bands and ribbons;
- 11.10.5 Short hair may not be combed upwards or styled in such a way that the hair appears "spiky";
- 11.10.6 Hair may not be dyed under any circumstances;
- 11.10.7 No highlights are permitted;
- 11.10.8 Only one hair band may be worn, in one colour (School colours) and not wider than 4-5 cm;
- 11.10.9 Extensions are limited to 40cm and then rules 11.10.1, 11.10.2 and 11.10.3 apply. The hairstyle may in no way cause a visual obstruction between fellow learners and the educator;
- 11.10.10 Ethnic hairstyles: No "bee hive" or "Afro" styles are allowed.

11.11 Sport uniform

11.11.1 Every sport code has a prescribed outfit which is available from the suppliers.

Sport wear is as follows:

- 11.11.1.1 School tracksuit
- 11.11.1.2 Tennis:

Boys: Struisie golf shirt, tennis shoes and black shorts

Girls: New athletics/netball vest, tennis shoes and black skort

11.11.1.3 Golf:

Boys: Struisie golf shirt, golf shoes and Chino long trousers or shorts

Girls: Struisie golf shirt, golf shoes and Chino pants, short or skirt

11.11.1.4 Athletics, Cross country and Biathlon:

Boys and girls: Black shorts with new athletics vest (maroon/back/white)

11.11.1.5 Hockey:

Boys u/14 and u/16:

Struisie golf shirt, black shorts (LO wear) OH rugby socks and hockey shoes

Boys u/18A:

Sponsored uniform

Girls u/14 – u/18B:

Burgundy outfit with OH hockey socks and hockey shoes

Girls u/18A:

Sponsored outfit

11.11.1.6 Rugby:

OH rugby jersey, black shorts, OH rugby socks, rugby togs

11.11.1.7 Netball:

Black skort, athletics vest, white socks,

netball shoes

11.11.1.8 Cricket:

White/cream short sleeved shirt/golf shirt, white/cream trousers, cricket hat, cricket shoes

- 11.11.2 The School tracksuit is worn as sport wear only during sport activities/events when the learner takes part in sport.
- 11.11.3 NO tracksuit partial or complete may ever be worn in the place of a School uniform.

11.12 School hours, school attendance and absenteeism

11.12.1 School hours are as follows:

Summer and winter: Mondays to Fridays: From 07:20 to 14:00;

The school bell rings at 7:20 and learners must then be ready to assemble in front of the school. To create a culture of punctuality the schoolgates may be closed at 07:15.;

- 11.12.2 The school day consists of 8 periods plus 2 breaks of 30 minutes in total;
- 11.12.3 At the end of the last period of every day a classroom may be left only after the bell has rung, the day's proceedings are concluded and the specific teacher has dismissed the class.
- 11.12.4 School attendance is compulsory.
- 11.12.5 Absenteeism of learners without a valid reason is unacceptable and will be followed up as soon as possible.
- 11.12.6 Valid reasons for absenteeism include illness, specialist appointments, death of a relative and licence appointments. Family vacations are not valid reasons for absenteeism.
- 11.12.7 In case of illness or other reasons of absence, the parent/guardian must notify the School before 09:00.
- On the first day on which the learner returns to School after being absent, he/she must submit a letter of absence provided by his/her parent or guardian or medical certificate and supporting documentation explaining the reason for absence to the register teacher.

- 11.12.9 The attendance register is completed by the register teacher daily. Learners who report after 08:00 will be marked absent. Learners who report after 08:00 with a valid reason (circumstances beyond the control of the parent and learner) will be marked present only if they report to the general office. If the learner has not reported to the office, the indication of absence will remain. Learners who are signed out before 10:00 and leave the School premises, will be marked absent for the day.
- 11.12.10 Learners who are frequently absent without a valid reason will be charged with violating the Code of Conduct.
- 11.12.11 Learners absent for **ten consecutive school days** without a valid reason will be removed from the register if the necessary follow up work was done by the School.
- 11.12.12 Learners who have been absent from School or signed out early are responsible to catch up all lost work on their own. Learners who have been absent during a school day may not take part in any after school activities on that particular day without the consent of the discipline head.
- 11.12.13.1 Learners who are absent during the completion of a task or the writing of a test or question paper must consult the Assessment Policy of the School in order to be granted an opportunity to complete the assignment.
- 11.12.13.2 Learners who were absent with a valid reason and who submitted the necessary supporting documents will be assisted by the educating staff to bring their work up to date.
- 11.12.13.3 Learners who were absent without providing the necessary supporting documents will be responsible to catch up on all missed work by themselves.

11.12.14 Late arrival:

- 11.12.14.1 Learners who are late and who arrive at School only after the register period should report to the general office, receive a note and report to the register teacher before going to class.
- 11.12.14.2 If a learner has arrived late for register period, he/she must report to the register class without delay.
- 11.12.14.3 Firm action will be taken against learners who make a habit of arriving late.
- 11.12.14.4 Learners and parents must, as far as possible, avoid scheduling appointments for learners (dentist, doctor, driver's licence, etc.) during school hours.
- 11.12.14.5 Where, in exceptional circumstances, appointments can only be obtained within school hours, the learner must request permission for such absence from a senior deputy two days prior to the appointment and by means of the AWP form.

- 11.12.14.6 A learner will not be signed out unless the parent/guardian has requested permission beforehand via the AWP form.
- 11.12.14.7 A learner will be called over the intercom only in case of emergency.
- 11.12.14.8 Learners must show the AWP form to the relevant register/subject teacher in order to be allowed to meet his/her parent/guardian in the general office and be signed out. The AWP form is handed to the secretary for filing.
- 11.12.14.9 Should a learner have any specialist appointment during School hours, proof has to be submitted the next day that the appointment has taken place. The secretary will distribute the AWP forms and supporting documentation to the register teachers on a weekly basis.
- 11.12.14.10 If a parent/guardian has granted permission to another person by means of the AWP form to fetch/sign out a learner, a copy of that person's ID must accompany the AWP form.
- 11.12.15 Learners are not allowed to leave the School premises during School hours without the permission of the principal or his/her delegate.
- 11.12.16 Unless explicitly stated otherwise by the principal, a learner who has obtained permission to leave the School premises must be fetched by the learner's parent/guardian or his/her proxy. In such a case the secretary in the general office will call the learner once the parent/guardian/proxy has arrived. The parent/guardian/proxy must sign out the learner in the permission register.
- 11.12.17 Where a learner has received permission to leave the School premises unaccompanied, the learner must sign the permission register before leaving the School premises.
- 11.12.18 Learners who are guilty of misconduct may be prohibited from attending certain activities offered by the School.
- 11.12.19 If a learner is not allowed to play sport or participate in PE due to illness, the particular educator/coach must be provided with a medical certificate (Individual cases without a certificate will be dealt with by the principal.)

11.13 Injuries or illness during school hours

- 11.13.1 If a learner is injured or feels ill during school hours, one of the following persons must be notified immediately:
 - Register teacher;
 - Subject teacher;
 - Grade head:
 - Sport coach;
 - Staff member in the administrative office.

- 11.13.2 After one of the abovementioned persons has been notified, the learner must report to the administrative office.
- 11.13.3 Learners who feel ill or are injured will under no circumstances be allowed to call their parents/guardians themselves. Staff members in the administrative office are responsible for this task.
- 11.13.4 Oudtshoorn High School will accept no responsibility for injuries incurred by a pregnant person or the unborn baby if such injuries have taken place on the School premises or during a School excursion (See Pregnancy Policy).

11.14 Visitors

- 11.14.1 Learners may not receive visitors during School hours.
- 11.14.2 All visitors/parents must report to the office before speaking to a learner.

11.15 Buildings, premises and equipment

- 11.15.1 Learners must appreciate all facilities and equipment and treat it with the necessary care and respect:
- 11.15.2 The School premises, cloak rooms, classrooms and technological centra must be kept tidy and clean;
- 11.15.3 Any misuse of, damage to or vandalism of facilities or equipment must be reported immediately to the staff member in charge:
- 11.15.4 If a particular learner has damaged any facilities or equipment, his parent/guardian may be held liable for the damage or loss incurred;
- 11.15.5 Failure of any learner to report vandalism and damage of property to the School Management may result in disciplinary steps taken against said learner.

11.16 Books and school material

- 11.16.1 Text books are supplied to learners;
- 11.16.2 If a text book is lost or damaged, the text book will be replaced only after the immediate payment of the book's replacement value, or else the book will not be replaced;
- 11.16.3 Learners should purchase scripts, stationery, drawing instruments, calculators and tablets themselves;
- 11.16.4 It is compulsory for every learner to be in possession of the prescribed drawing instruments and a non-programmable calculator;
- 11.16.5 Books must be carried in a neat, reinforced school bag to prevent books from being damaged.

11.17 Areas out of bounds/prohibited territories

11.17.1 The following areas are out of bounds during school hours or school activities, unless indicated otherwise:

- 11.17.1.1 No learner will be allowed in the vicinity of his motor car/motor cycle or a staff member's vehicle during school hours (break time included):
- 11.17.1.2 The bicycle shed. No learner will be allowed in the vicinity of his bicycle during school hours (break time included):
- 11.17.1.3 The flower beds surrounding the School;
- 11.17.1.4 The copy room;
- 11.17.1.5 Classrooms/teaching rooms, the stairs and passages in the building before school, during breaks and after school hours without the supervision of a staff member.
- 11.17.1.6 Areas out of bounds include the stairs leading to the staffroom as well as the bridge in front of the staffroom.

11.18 Movement to and from classes

- 11.18.1 Class rotation must take place in an orderly fashion;
- 11.18.2 Excessive loudness, shouting and shoving is not allowed;
- 11.18.3 With class change learners must be particularly quiet in the vicinity of the offices of the principal, deputy principal and the general administration building:
- 11.18.4 Movement to and from classes may not take place via the foyer at the general office or the passage past the staff room, unless indicated otherwise.

11.19 Hall assembly

- 11.19.1 Attending the hall assembly is compulsory for all learners and staff members unless they have the explicit permission of the principal to be excused from such gatherings;
- 11.19.2 Learners must enter the hall orderly and quietly, according to grade and class;
- 11.19.3 Silence in the hall is essential.

11.20 Administrative arrangements

- 11.20.1 Telephonic messages will be relayed to learners only in case of an emergency;
- 11.20.2 Change of address as well as contact details (parents'/guardians' telephone numbers and other important information) must be reported to the particular register teacher right away;
- 11.20.3 All school fees which are not paid by electronic bank payments must be paid by the learner or his parent/guardian personally at the finance office upon which a receipt will be issued.

11.21 Co-curricular and extra mural activities

11.21.1 As representatives of Oudtshoorn High School, learners who take part in extra mural activities must act in such a

manner that the image of the School does not suffer. Participation should therefore always be positive, honest, with complete adherence to the rules of the game or competition and in good spirit. Positive sportsmanship must always be the norm. Learners must at all times accept the authority of coaches. referees, line judges, officials and adjudicators. scheduled Learners must attend all practices conscientiously, even practices arranged at short notice (at least two days prior to the practice). Learners must be punctual for matches, competitions and performances. If there are circumstances which prevent a learner from attending a practice, match, competition or performance, it is the learner's responsibility to make an excuse to the relevant coach or organiser. Learners must at all times ensure that their appearance and uniform adhere to the School's requirements. Learners should refrain from any dirty/unauthorised play or tactics or to give rise to such play or tactics or be involved in any way. Learners should refrain from abusive or hurtful comments made to opponents, referees, line judges, officials and adjudicators.

- 11.21.9 Learners should refrain from offering criticism to/commenting on the decisions of referees, line judges, officials and adjudicators.
- 11.21.10 Learners may not perform any act in order for their team to receive an unfair advantage (match fixing).
- 11.21.11 The distribution or use of stimulants, boosters, anabolic steroids and other hazardous substances is prohibited.

12 DISCIPLINARY RULES

11.21.2

11.21.3

11.21.4

11.21.5

11.21.6

11.21.7

11.21.8

In an attempt to maintain discipline in the School and ensure that learning and education is not disrupted by behavioural problems, the Governing Body has established the following disciplinary rules.

The parent/guardian and the learner (assisted by the parent/guardian) jointly and separately:

- take note:
- agree;
- accept
- and concur with the School

that if the learner is guilty of any misconduct (without valid reason) as expounded below, it will be recorded.

12.1 MISCONDUCT (Level 1 transgressions)

12.1.1 Late arrival at School;

- 12.1.2 Guilty of a moderate degree of disruption, frustration or compromising of the teaching/learning process in class or disadvantage learners;
- 12.1.3 Disruption of extra curricular activities;
- 12.1.4 Talk in class, rows, assemblies, during announcements, etc.;
- 12.1.5 School books are willfully damaged/neglected;
- 12.1.6 Unauthorised use/misuse of school equipment (fire extinguishers, taps, alarm system, etc.);
- 12.1.7 Use of degrading and suggestive language and signs/gestures;
- 12.1.8 Inciting others to fight ("taxing");
- 12.1.9 Disregard of class rules;
- 12.1.10 To be guilty of negligence which includes but is not limited to the following:

Failure to -

- Complete class work when the opportunity is granted;
- Complete homework;
- Prepare for tests or other forms of assessment;
- Take a test on a set date:
- Submit tests, assignments or portfolio projects on the due date;
- Have available books, teaching material, drawing tools or calculator necessary for a specific purpose
- Submit return slips or any neglect involving the handling of other notices or communication according to instruction;
- Report fully any vandalism or damage of School property which he/she has witnessed/observed to the School Management;
- 12.1.11Late arrival at a class, register class or sport practice;
- 12.1.12Absenting yourself from a class or cutting a particular class;
- 12.1.13Neglect to attend an extra curricular activity (practice, match, competition or performance);
- 12.1.14Refusal to follow the orders/instructions/prescriptions of educators, coaches, referees, line judges, members of the RCL, failure to respond to reprimands by abovementioned parties or displaying disobedient behaviour:
- 12.1.15Damaging the property of the School or a person, whether accidentally or due to negligence;
- 12.1.16Misuse of property belonging to the School or another person;
- 12.1.17Failure to comply with rules regarding School uniform and appearance;
- 12.1.18Littering on the School premises or in a classroom or leaving litter behind:
- 12.1.19Unsportive behaviour of a relatively minor nature;
- 12.1.20Faulty appearance;
- 12.1.21 Copying of homework;
- 12.1.22 Contravening any of the School rules as stipulated in paragraph 11 which might not be explicitly mentioned/included in this or any other categories below.

12.2 Level 2 transgressions

Serious misconduct which may lead to suspension

(See the WCR)

The parent/guardian and the learner (assisted by the parent/guardian) jointly and separately

- take note;
- agree;
- accept
- and concur with the School that the learner has committed serious misconduct which may lead to suspension if he/she, without a valid excuse, is guilty of:
- 12.2.1 Repeatedly committing level 1 transgressions (being found guilty of level 1 transgressions on two previous occasions); 12.2.2 Class disruption (repetitive); Racist, sexist and discriminatory remarks and behaviour; 12.2.3 12.2.4 Fraud (forging documents, exam fraud, etc.); 12.2.5 Vandalism: graffiti, writing on desks, breaking of windows, etc.: 12.2.6 Fighting and causing injuries: 12.2.7 Gambling. Smoking/possession of cigarettes; Forging of documents with minor consequences: 12.2.8 12.2.9 Serious disruption of class: 12.2.10 Refusal to obey corrective measures; 12.2.11 Theft:
- 12.3 Level 3 transgressions
 Serious misconduct which may lead to expulsion from the School

Disrespectful behaviour towards educators;

premises, on a bus or during any extra curricular activity;

(See the WCR)

12.2.12

12.2.13

The parent/guardian and the learner (assisted by the parent/guardian) jointly and separately

Crude, foul or abusive language in the classroom, on the School

- take note:
- agree;
- accept
- and concur with the School that the learner is guilty of serious misconduct which may lead to expulsion in the following instances:
- 12.3.1 Repeatedly committing level 2 transgressions (being found guilty of level 2 transgressions on two previous occasions);
- 12.3.2Repeated serious misconduct;
- 12.3.3 Under the influence of alcohol and addictive substances;
- 12.3.4 Theft of a serious nature/robbery;
- 12.3.5 Arson:
- 12.3.6 Serious vandalism;

- 12.3.7 Sexual abuse (harassment of fellow learners);
- 12.3.8 Sexual misconduct/immoral behaviour (like exposure);
- 12.3.9 Physical assault of fellow learners (fighting, throwing objects, etc.);
- 12.3.10 Threatening fellow learners or educators;
- 12.3.11 Involvement in gang-related activities;
- 12.3.12 Disruption of the School programme by means of riot or protest without permission;
- 12.3.13 Entering the School premises while suspension sanction is still valid;
- 12.3.14 Making bomb threats;
- 12.3.15 Possession and distribution of pornographic, racist, sexist material or the viewing/downloading of any such material from any computer or cell phone at School.

12.4 Level 4 transgressions Serious misconduct which may lead to expulsion from the School

(See the WCR)

The parent/guardian and the learner (assisted by the parent/guardian) jointly and separately

- take note;
- agree;
- accept
- and concur with the School that the learner is guilty of serious misconduct which may lead to expulsion in the following instances:
- 12.4.1Repeatedly committing level 3 transgressions (being found guilty of level 3 transgressions on two previous occasions);
- 12.4.2 Refusal to attend developmental programmes;
- 12.4.3 Dangerous weapons: bringing weapons onto the School premises, threatening people with a weapon, intentional assault of person/s with weapon.
- 12.4.4 Possession/use of illegal substances on School premises;
- 12.4.5 Trading in drugs on School premises:
- 12.4.6 Serious assault:
- 12.4.7 Learner has been found guilty in a criminal court (immediate expulsion);
- 12.4.8 Sexual assault and/or rape.

12.5 Responsibilities

12.5.1 Responsibilities of learners

12.5.1.1With the acceptance of the Code of Conduct by the parents and the Representative Council of Learners (schools with learners in grade 8 and higher), the Code has to be implemented by the learners;

- 12.5.1.2The Matric Council, RCL and class leaders must promote the implementation of the Code of Conduct but have no authority to punish learners in any manner.
- 12.5.2 Responsibilities of parents/guardians
 - 12.5.2.1The exclusive responsibility of the learner's conduct rests with the parents/guardians and they are expected to support the School in the implementation/application of the Code of Conduct in order to ensure that the learner will accept responsibility for his misconduct.
 - 12.5.2.2Parents/guardians need to attend scheduled meetings regarding their child.

12.6 Sanctions

12.6.1 Misconduct: Level 1 transgressions:

12.6.1.1 Educators record/document all breaches of conduct and negligence on a class list. 12.6.1.2 The application of internal disciplinary measures must be alligned with the Code of Conduct of the School. 12.6.1.3 Movement of learners regarding their seats in class. 12.6.1.4 Reprimanding a learner/learners. Point out a learner's behaviour and the fact that he/she 12.6.1.5 committed a transgression. 12.6.1.6 Immediate removal of unauthorised clothing, make up, jewellery or correcting appearance such as tucking in a shirt. Verbal addressal/reprimand/admonition or reproof. 12.6.1.7 12.6.1.8 Oral warning 12.6.1.9 Constructive additional homework or other assignments; Carrying a Struisie passport (see Annexure A) 12.6.1.10 Minor form of compulsory service delivery, such as 12.6.1.11 sweeping a classroom, picking up litter, School renovation projects, etc.; 12.6.1.12 Reporting, recording and subsequent loss of marks; Minor denial of privileges: 12.6.1.13 12.6.1.14 Confiscation of unauthorised items or objects which are the cause of a transgression with accompanying refusal to hand it over to anyone other than the parent/guardian of the learner in question. Cell phones and electronic games are taken and will be kept in the safe for one calendar month. After the period the learner may receive it again. Only the parent/quardian of the learner may claim the cell phone or electronic game back before the end of the period upon signing for it and paying a penalty of R500.

12.6.2 Level 2 transgressions:

- 12.6.2.1 Consistent irritation, misconduct and negligence is documented on a class list in the period register and the relevant learner is sent to the Disciplinary Office, accompanied by the class leader, for recording. Repeated transgressions regarding misconduct may, with 12.6.2.2 regard to its seriousness, result in a level 3 transgression. Transgressions are reported to the Governing Body 12.6.2.3 disciplinary committee. 13.6.2.4 Serious discussion by Discipline Office; parents may even be informed. Withdrawal of privileges. 12.6.2.5 Serious negligence. Learner may be prohibited from 12.6.2.6 taking part in extra curricular activities.
- 12.6.2.7 Involvement in community service.
 - 12.6.2.7.1Community service may be performed on Tuesday and Thursday during sport practice. In such cases a learner will be excused from sport practice/obligations.
 - 12.6.2.7.2Community service may include, amongst others, involvement in School renovation projects or fixing any damage caused by learner or any other task as imposed by the disciplinary committee.

12.6.3 Level 3 transgressions

12.6.3.1	Learners are, in certain circumstances, removed from class by the deputy principal or his delegate and placed in
12.6.3.2	the care of their parents. Offences in this category are of a more serious nature than those in the level 1 and level 2 category.
12.6.3.3	Educators document all transgressions regarding conduct and negligence on a class list.
12.6.3.4	Where necessary, the culprits are withdrawn from classes and referred to the deputy principal for further disciplinary action/s.
12.6.3.5	The discipline office will allow a learner an opportunity to state his/her case regarding the offense.
12.6.3.6	The nature of the offense will determine whether the parents of the learner will be called in for negotiation/s regarding the learner's offense.
12.6.3.7	The disciplinary committee of the Governing Body will be notified of the learner's transgression if the Disciplinary Office has regarded this as a serious matter which may influence other learners/staff members negatively.
12.6.3.8	The Disciplinary Office, in conjunction with the deputy head, will issue a serious warning letter to the learner for notification of and response by his/her parents.
12.6.3.9	This serious letter of warning is to be signed by the parents as well as the learner upon which it will be returned to the Disciplinary Office and put on the learner's

file.

12.6.3.10	The action/s on which the disciplinary committee of the Governing Body have decided will be determined by the nature and seriousness of the offense.
12.6.3.11	Learners appear before the diciplinary committee of the Governing Body for a disciplinary discussion.
12.6.3.12	Awaiting the decision of this disciplinary committee a learner may be suspended from School as precautionary measure.
12.6.3.13	Certain privileges are revoked in the case of a learner who has been found guilty.
12.6.3.14	Certain tasks are imposed on the learner who has been found guilty.
12.6.3.15	Specific conditions are set in order to ensure continued membership of the School.
12.6.3.16	Depending on the WCED's decision, a learner may lose his/her enrolment/registration at the School.
12.6.3.17	The repetition of a transgression or a serious violation of the School's Code of Conduct will result in a level 1 and level 2 transgression being treated like a level 3 transgression.
12.6.3.18	Discussion with the sub committee of the Governing Body which has been established to deal with matters of a disciplinary nature.
12.6.3.19	Disciplinary hearing by disciplinary committee (in terms of the provisions set out in WCR).
12.6.3.20	Attendance of a life skills or other appropriate training programme at the expense of parents/guardians;
12.6.3.21	Referral for assessment by a social worker, psychologist or other expert and/or testing for any drug or illegal substance, at the expense of the parents/guardian.
12.6.3.22	Attendance of remedial sessions, guidance, counselling sessions, therapy, treatment or a rehabilitation programme, at the expense of parents/guardians.
12.6.3.23	Restorative justice which includes but is not limited to - offering an apology; - payment of compensation or the replacement of stolen property; - service delivery and community service;
12.6.3.24	Suspension.

12.6.4 Level 4 transgressions

12.6.4.1	In certain circumstances, learners are withdrawn from	
	classes by the principal/deputy principal/delegate and	
	placed in the care of their parents.	
12.6.4.2	Learners and their parents may be referred to the	
	disciplinary committee of the Governing Body.	
12.6.4.3	The sanctions decided on by the Governing Body's	
	disciplinary committee will be determined by the nature of	

the offense. The disciplinary committee's decision is final and binding. 12.6.4.4 Learners may be referred to a disciplinary hearing. Learners may, in anticipation of the outcome of this 12.6.4.5 hearing, be suspended from School for seven days as a precautionary measure. Where necessary witnesses may be called. 12.6.4.6 12.6.4.7 The learner has a right to be assisted or represented by a legal expert during the disciplinary procedure only if the disciplinary committee is of the opinion that it is justified by the nature of the alleged misconduct or if an additional fact necessitates such assistance or representation and the learner takes responsibility for the cost of said assistance. The Governing Body may submit recommendations to 12.6.4.8 the WCED with view to a final decision by the WCED. This final decision may include expulsion but is not confined to it. 12.6.4.9 If a learner is found guilty, he/she may be denied certain privileges. 12.6.4.10 Specific conditions are set in order to ensure continued admission to the School. 12.6.4.11 The repetition of a transgression or any severe violation of the Code of Conduct may result in a level 1, 2, or 3 transgression to be treated like level 4 transgression. Recommendation to the head of the Western Cape 12.6.4.12 Education Department for expulsion.

12.7 Procedure for the address of transgressions and instances of misconduct

- 12.7.1 The procedure for dealing with transgressions and instances of misconduct will take place in accordance with the relevant laws and regulations and/or rules issued from time to time and will take due account of the right of all parties to be heard, the right to be represented, the right to be notified in advance of an offense/transgression, the right to present and question evidence during disciplinary proceedings and hearings.
- 12.7.2 As far as practicable the procedure will be determined by the officer in charge of the disciplinary action taking into account the rights set out above.
- 12.7.3 The process followed during any disciplinary action or investigation will be aimed at protecting the interests of the learner and any party involved in the disciplinary act.
- 12.7.4 If necessary, the deputy principal of the School and/or the Governing Body will, from time to time, prescribe certain guidelines for dealing with specific cases and offenses.

12.8 Appeal procedure

12.8.1 The decision of the Governing Body is final and binding and the appeal procedure is relevant only when the learner has been expelled due to serious misconduct. The WCR will then determine the process to be followed in the case of an appeal.

13 REVIEW AND AMENDMENT OF THE CODE OF CONDUCT

- 13.1 As this Code of Conduct is a dynamic document, it will be reviewed and amended continuously.
- 13.2 A committee of the Governing Body will, as often as deemed necessary but at least annually in September and October, consolidate all adjustments and amendments to the Code of Conduct whereafter the Governing Body, after consultation with the learners, parents and educators (see section 8(1) of the South African Schools Act, 1996) will consider the amendments and, if approved, accept the amendments and determine a date of implementation of the (amended) Code of Conduct.

14. APPROVAL:

Recommended by: (Principal)	Name:	Signature:	
Date:			
Contact details:			
Approved by: (Chairperson of GB)	Name:	Signature:	
Date:			
Contact details			
Verified by WCED: (District Director)	Name:	Signature:	
Date:			
Contact details			
Certified by:	Name:	Signature:	
Date:			
Contact details:			

15 ANNEXURE A

DEFINITIONS

- 1 **Dangerous object:** Any
 - i. explosive material or equipment/device;
 - ii. fire arm or gas weapon;
 - iii. article, object or instrument which can be used to injure another person (physical harm), paralyse the person temporarily or leave in a state of unconsciousness, or which can cause damage to property; or an object which has been declared dangerous by the Minister via notice in the Gazette.
- 2 Dangerous weapon: Any object likely to cause severe bodily harm/injury or scarring if used to commit an assault.
- Initiation practice: Any act which, with a view to incorporation in, admission to, connection with or as a condition for continued membership at the School, of a group, sports team or organisation or with a view to participation in co- or extra mural activities-
 - 3.1 endangering the mental or physical health or safety of a person;
 - 3.2 intending to deny the human dignity of others by subordinating them/treating them as inferior to others;
 - 3.3 to subject individuals to humiliating or violent acts which violate their constitutional right to human dignity.
- 4 **Intimidation/intimidate:** Any act of a person intentionally assigned to another person through:
 - 4.1 The administering of violence, injury or damage to that person or another person; or
 - 4.2 threatening to kill that person or another person, to assault, injure or cause damage, to force or persuade to do (or neglect to do) something or to take a particular position.
- Disciplinary Office: The Discipline Office is the extension of the deputy principal's office with regard to disciplinary matters as well as the counselling of learners regarding their aptitude, negligence, conduct, social and emotional problems. This is the venue from which contact is made with learners of the School and their parents in order to address abovementioned problems. Parents are involved in the processes by means of reports (incidents, absenteeism, progress, parent counselling, interviews, etc.)
 - This venue is always accessible to parents, staff members and learners.
- Struisie passport: The Struisie passport is a pro forma, based on the daily schedule and meant for any six day cycle, where educators have an opportunity to comment/report each period on the negligence or misconduct of the learner carrying the passport. The intention is to sensitise learners to their actions and behaviour towards educators and fellow learners in the various classrooms.
- 7 **Cheating/dishonesty:** With regard to tests, examinations and assessment, also cribbing, copying, offering assistance in being dishonest or the use of a mobile phone during tests, exams or any form of assessment.
- 8 **Slander:** The unlawful, intentional
 - 8.1 publication or expression of words relating to;
 - 8.2 or behaviour towards another person by which his/her good name, reputation status/standing in the community is impaired/tarnished.
- 9 Learner: Any person who receives education or is obliged to receive education and who has been officially enrolled at the School as well as learners who are enrolled elsewhere but participate in sport at Oudtshoorn High School.

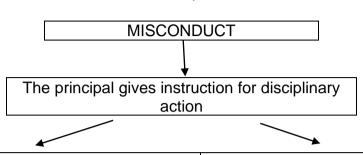
- Matric Council: Learners elected in Grade 11 by means of an election process to represent the learners, exercise discipline and act as general leaders of the learners. They are active mainly in their grade 12 year.
- 11 **Unsportive behaviour:** To, while preparing for or participating in an extra curricular activity, on or off the sport field, perform an activity or neglect to take an action which is contrary to the rules and spirit of said activity. It may include but is not limited to
 - 11.1 dirty and or unauthorised play or tactics;
 - 11.2 offensive or hurtful remarks made to opponents, referees, line judges, officials, adjudicators, or any other person involved;
 - 11.3 defiance of authority and or expressing criticism regarding the decisions of coaches, referees, officials, adjudicators or anyone in a position of authority;
 - 11.4 gaining unfair advantage (match fixing/tampering);
 - 11.5 repeatedly making professional errors;
 - 11.6 distribution or use of stimulants, boosters (doping), anabolic steroids or other dangerous substances.
- 12 *Initiation*: See Initiation Practice above.
- 13 **Boosters (doping):** Any substance or agent taken in order to increase performance.
- 14 **Educator:** The principal and any other person in an educational authority, with exception of a person exclusively apppointed to assist with extra curricular activities; who teaches, educates, trains other people, who provides professional educational services, including professional therapy and psychological services to the School.
- 15 **Parent/guardian:** The person legally entitled to the supervision or care of a learner, the person normally responsible for the care and control of a learner or the person undertaking to act as parent/guardian or caring for said learner.
- 16 **Staff/staff member:** A person employed at/by the School.
- 17 **Pornographic material:** An image, regardless how it was created or any description or depiction/presentation of a person, whether real or fictional/actual or imitated, of an explicit sexual nature.
- 18 **Psychological harm:** harrassment, humilation/belittling insult, mockery, verbal abuse or any other degrading action in order to make another person suffer emotional or psychological harm.
- 19 **Tear-off slip:** The slip attached to a parental circular or any other official information document issued by the School Management. Learners are expected to return these slips to the relevant register teacher after the parents have received and completed them.
- 20 **School:** Oudtshoorn High School, Jan van Riebeeck Road, Oudtshoorn or any other secondary educational institution.
- 21 **School activity:** Any official educational, cultural, sporting, recreational or social activity of the School, regardless whether offered/taking place on the school premises or not.
- School Management: The principal, deputy principal, heads of departments and other educators who, jointly and separately, are responsible for the professional management of the School under the authority of the HoD of the Western Cape Department of Education or the Governing Body.

- 23 **School day:** Week days excluding Saturdays, Sundays, public holidays and school holidays.
- School grounds/school premises: Any building, structure, hall, room, office, class, centre, ground, convenience or enclosure which falls under the management of the Western Cape Education Department, Governing Body and School management.
- **Suspension:** That a learner, temporarily, for the duration of such suspension
 - 25.1 is not entitled to attend a class or classes at the School;
 - 25.2 is not entitled to hold any position or exercise duties or functions associated with the School:
 - 25.3 is not entitled to participate in any extra curricular activities of the School:
- 26 **Stimulant:** See par 11.6
- 27 **Computer centre**: Centre where technological education and training (which includes practical as well as theory work) takes place.
- **Supervision:** The management and control of learners during teaching and any other School activity.
- 29 **Expulsion:** The permanent removal of a learner of the School by the HoD of the Western Cape Education Department on recommendation of the Governing Body after being found guilty of serious misconduct during (a) disciplinary hearing/s.
- 30 **Vandalism:** The malicious and wilful damage or destruction of another person's or the School's property;
- 31 **Representative Council of Learners:** The body properly compiled of learners in accordance with the relevant provisions of the WCED.
- 32 *Misconduct:* Deviant behaviour committed by a learner, which includes
 - 32.1 misconduct committed on the School premises, whether during or after School hours;
 - 32.2 misconduct committed during any School activity, regardless whether it took place on/off the School premises or during or after School hours;
 - 32.3 any conduct of a learner, whether dressed in School uniform or not, committed on or outside the School premises, which
 - 32.3.1 brings the School's name into disrepute and falls outside/is not reconciled with the School's ethos;
 - 32.3.2 interferes with the control, exercise of authority and proper management of the School;
 - 32.3.3 interferes with the necessary conditions for the orderly and normal course of any School activity;
 - 32.3.4 is prohibited by this Code of Conduct.
- 33 **Prosecutor:** The deputy principal or an educator appointed by the deputy principal to, in a formal disciplinary hearing, present the case against learner/s charged to the disciplinary committee.
- 34 **Reporting:** A relevant reporting by any person associated with the School as well as any member of the community.
- Assault: The unlawful and intentional, direct or indirect administering of violence to another person's body and also verbal threat to another person that immediate bodily harm will be administered in circumstances

- from which it appears that the person uttering/making the threat has the intention or ability to carry out said threat.
- **Extra curricular/extramural activities:** All educational activities which take place after normal school hours in an orderly manner and presented by/under the supervision of a responsible person.
- **Day/days:** Week days excluding Saturdays, Sundays, public holidays and school holidays.
- Disciplinary Committee: The judicial body (tribunal) appointed in terms of par 6 of the WCR and appointed by the Governing Body to hear/address allegations of misconduct. The Disciplinary Committee must be distinguished from the committee appointed by the School management to handle internal affairs/matters regarding discipline.
- **Disciplinary regulations/measures:** The punitive or corrective measures as in par 12.4 above which can be imposed for a particular offense and also any other measure or action aimed at addressing deviant or unacceptable conduct of learners.
- **Disciplinary hearing:** The formal assessment of serious misconduct by a disciplinary committee in terms of the procedure as prescribed in the WCR.
- **Drug substance:** Any illegal or unauthorised agent with a dependence-forming, narcotic, intoxicating, psychological or physical effect.
- **Dangerous/hazardous substance:** Any substance other than a drug which is ingested or used and which can/may cause a harmful or damaging psychological, medical or physiological effect; also any stimulant /doping / anabolic steroid administered by the governing bodies of the various sport codes offered as extra curricular activities at the School, are banned.
- WCR: Western Cape Provincial Minister for Education's notice entitled REGULATIONS REGARDING THE DISCIPLINING, SUSPENSION AND EXPULSION OF LEARNERS IN PUBLIC SCHOOLS IN THE WESTERN CAPE, General notice 365 of 2011 (Western Cape) as promulgated in Extraordinary Provincial Gazette 6939 of 15 December 2011 as amended by the Provincial Minister responsible for education in the Western Cape, in terms of article/section 63(1)(cE) of the Western Cape Provincial Chool Education Act, 1997 (Act 12 of 1997) read with section 9(3) of the South African Schools Act, 1996 (Act 84 of 1996).

16 ANNEXURE B

SCHEMATIC REPRESENTATION PROCEDURE IN CASE OF MISCONDUCT OF LEARNERS AT A PUBLIC SCHOOL



- Governing Body appoints disciplinary committee, consisting of 5 members. No educators.
- Disciplinary committee consists of at least 3 Governing Body members.
- Suspension as preventative measure
- Governing Body must schedule disciplinary discussion within seven days

Notification of disciplinary discussion

- Parent/guardian is informed at least five days before discussion
- Parent/guardian must sign for reception of notice re disciplinary discussion
- Notice contains the following information:
 - ✓ Description of type of misconduct, time and place
 - ✓ Provide date, time and venue for disciplinary discussion
 - ✓ Provide information regarding the rights of the learner

DISCIPLINARY DISCUSSION

Plead guilty

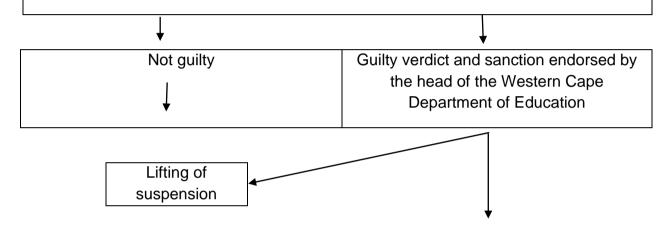
- Chairperson questions learner in order to confirm guilty plea
- If it seems as if the learner's version of facts differs significantly from that of the prosecutor or if the chairperson is not satisfied/convinced that the learner is guilty, the chairperson must record a plea of innocence

Plead not guilty

- Prosecutor provides evidence and calls witnesses
- Cross questioning takes place by learner or representative
- Prosecutor closes his/her case
- Learner provides evidence and/or calls witnesses
- Prosecutor cross questions witnesses and investigates evidence
- Committee may ask questions for clarification
- Learner closes his/her case

Finding/Decision

- Chairperson, in conjunction with committee, decides if guilty or not guilty
- Chairperson informs learner of decision and provides relevant reasons
- Chairperson listens to mitigating or aggravating circumstances
- Committee decides on appropriate sanction (suspension may not be imposed for longer than seven days)
- If the committee decides on expulsion, the recommendation for expulsion must be reported to the Head of the Western Cape Department of Education for verification/endorsement
- Committee may expel the learner depending on the decision of the department

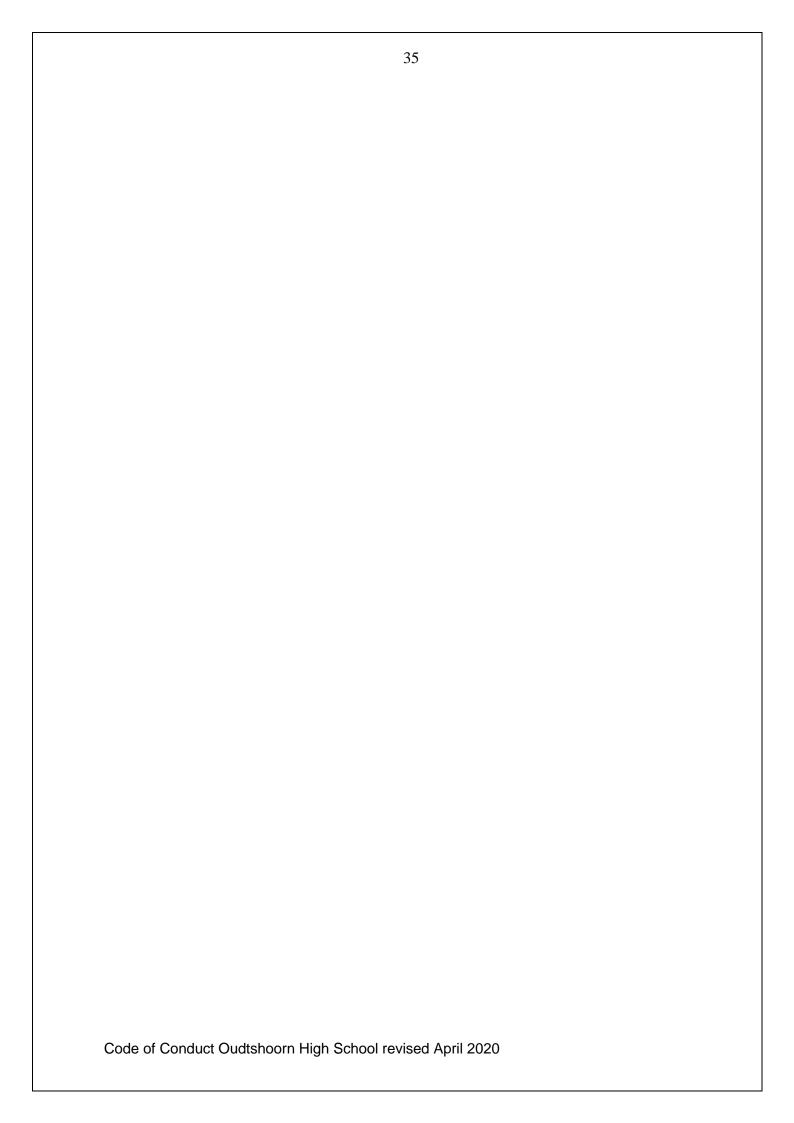


No appeal

Lodge an appeal only in cases of expulsion of learner

- Learner may appeal against:
 - ✓ Decision or
 - √ sanction
- Learner must lodge an appeal within fourteen days of notification of decision
- Appeal is submitted directly to the Provincial Minister
- Provincial Minister considers appeal by:
 - ✓ Maintaining the appeal
 - ✓ Altering/amending the sanction
 - ✓ Dismissing the appeal

Implementation of decision of Disciplinary
Committee or Provincial Minister



17 ANNEXURE C

OUDTSHOORN HIGH SCHOOL



BULLYING AND HARRASSMENT POLICY

1. POLICY

Oudtshoorn High School will not tolerate bully behaviour in any form. No person has the right to hurt another by means of bully behaviour. The staff, parents and learners will co-operate to eliminate this behaviour

2. WHAT IS A BULLY?

A bully is someone who displays deliberate and consistently aggressive, unfriendly, humiliating and impolite behaviour with the purpose to hurt and humiliate/embarrass another person. This type of behaviour causes pain and discomfort to a victim. Bully behaviour is displayed if an individual or group does not stop their bullying when asked to.

3. RIGHTS AND RESPONSIBILITIES

Every learner has the right to:

- Be safe and be a member of the school community without fear or humiliation;
- Be happy and free to socialise with friends;
- Participate in school activities without hindrance;
- Be treated with respect;
- Learn how to resolve conflict.

Every learner has the responsibility to:

- Be friendly/polite and treat others with respect:
- Co-operate in school activities;
- Report bully behaviour to a staff member or the deputy principal.

4. TYPES OF BULLY BEHAVIOUR

- 4.1 Physical bullying pushing, shoving, kicking, hitting, slapping, punching or the use of any other form of violence;
- 4.2 Verbal bullying calling names, sarcasm, mocking, foul language, threats, gossiping/spreading rumours:
- 4.3 Emotional bullying to exclude, dominate or ridicule someone;
- 4.4 Racist bullying making remarks or gestures;
- 4.5 Sexual bullying undesirable physical contact, sexually derogatory remarks;

4.6 Cyber bullying – the misuse of the internet, e-mail, cell phone, social media with the goal to disadvantage another.

5. CONSEQUENCES OF BULLY BEHAVIOUR

Bully behaviour has far reaching implications for the victim, namely:

- 5.1 fear of school;
- 5.2 unnecessary absenteeism;
- 5.3 low self image and ultimately depression;
- 5.4 physical and emotional damage/scarring;
- 5.5 problems with socialisation:
- 5.6 deviant behaviour.

6. SIGNS AND SYMPTOMS

A child may indicate that he/she is bullied by displaying certain signs of behaviour.

Adults need to be aware of these possible signs and investigate if a child:

- Refuses to attend school:
- Has excuses not to attend school:
- Is stressed, scared or unhappy after school;
- Mentions that he/she hates school:
- Has bruises, cuts or scrapes;
- Mentions that he/she does not have friends:
- Refuses to tell parents what happens at school;
- Battles to sleep at night;
- Is nervous when another child approaches;
- Is scared to meet new people or try new things:
- Becomes reserved/introverted and stressed and has little self esteem/confidence:
- Threatens to commit suicide or run away;
- Has a sudden decline in academic achievement, drop in marks;
- Returns home very hungry (money/lunch stolen);
- Suddenly becomes aggressive, disruptive or unreasonable;
- Starts bullying other children or siblings;
- Stops eating:
- Is scared to say what is wrong;
- Is scared to use the internet or cell phone
- Becomes nervous or uncomfortable when receiving an electronic message;
- Personal property is stolen/damaged.

7. PREVENTATIVE MEASURES

All cases where bully behaviour is displayed will be reported to the deputy principal.

7.1 Staff

- Visible supervision during school activities;
- Punctual arrival at classes, sport practices, etc.;
- Exemplary conduct;
- Inform learners of school rules;

- Be alert to any signs of bullying, report and investigate the incident;
- All reported incidents must be investigated and documented;
- Victims must be supported and assisted so that learners are not exposed to bully behaviour again;
- Incidents of bullying must be reported to parents.

7.2 Learners

- Refuse to be involved in any form of bully behaviour;
- Report all (possible) incidents to an educator or deputy principal.

8. STRATEGIES TO ADDRESS BULLY BEHAVIOUR

- Establish good behaviour and good discipline amongst learners;
- Create a safe environment in which learning can happen purposefully;
- Establish healthy communication channels between educators and parents;
- Eliminate unhealthy competition amongst learners;
- · Respond immediately when a conflict situation is identified;
- · Listen empathically to both parties;
- Set clear school rules which strictly prohibit bullying;
- Have a serious conversation with the bully, the victim and their parents;
- Encourage fellow learners to bring conflict situations timeously to the attention of an educator:
- Emphasise virtues like friendship;
- Take strict action against bullies;
- "Whole School Approach" in which every staff member and the parental community take responsibility to eliminate bully behaviour in the school.

9. PROCEDURE AND ACTION

Action will be taken against bullies according to the School's disciplinary system.

The following procedure will be followed:

- A staff member will document all incidents regarding possible bully behaviour on a disciplinary form.
- A staff member will have an individual discussion with the learner who is bullied in order to assess the situation and make notes.
- A discussion will also be had with the bully/bullies and notes will be made.
- If necessary, assistance will be given to alleviate the stress and anxiety of the learner who is bullied.
- A follow up date will be determined by which the progress of the bully as well as the bullied learner will be monitored.
- If progress has not been satisfactory, their parents will be involved.
- Disciplinary steps, according to the School's disciplinary system, will be taken if the situation persists.

Approved by the Governing Body of O on the day of 2020.	udtshoorn High School at a meeting held
Mr GJ Rudolph	Ms G Swart
ACTING PRINCIPAL	CHAIRPERSON
Ms A van Rooy	
SECRETARY: SGB	