



HOËRSKOOL BIRCHLEIGH

POLICY OF

LEARNER CODE OF CONDUCT

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|---|--|------------------------------|--|---------------------|--|
| Date of approved | | Date policy will take effect | | Date of next review | |
| Developed by: | Policy Development and Review Committee (PDRC) of the School Governing Body (SGB) | | | | |
| Approved by: | School Governing Body | | | | |
| Responsible Body: | School Governing Body | | | | |
| Supporting documents, procedures and forms for this policy: | Legislation (see below) Relevant legislation South African School Act no 84 of 1996 (as amended) National Guidelines on Code of Conduct for learners Gauteng Misconduct of Learners National Regulations for Safety Measures at Public Schools National Policy on Management of Drug Abuse by Learners National Guideline on School Uniform | | | | |
| Reference and legislation: | The South African Schools Act (1996) as amended The Constitution of the Republic of South Africa (1996) National Education Policy Act (Act 27 of 1996) | | | | |
| Scope: | Learners | | | | |
| Expiry date of the policy: | | | | | |

1. LEARNERS CODE OF CONDUCT

The Governing Body as per the provisions of the South African Schools Act No 84 of 1996 (as amended) has adopted this Learners Code of Conduct after consultation with all stakeholders at the school.

Every learner at the school is bound by die Code. This Code must be displayed at the school for all learners to read.

These learners Code of Conduct will be given to parents on admission of learners to the school.

2. PURPOSE OF THE CODE OF CONDUCT

2.1 General Rule

Learners shall support the principal and Members of staff in establishing and maintaining good order and an environment and conditions in which the process of teaching and learning can take place. In particular, learners shall be required to obey and promptly carried out any instructions reasonably given by the principal, any educator, or class leader to achieve the end referred to herein.

In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learner, or which may have that result.

This school is smoking free, drug free, alcohol free, weapon free, gun free, gambling free zone.

2.2 Rules of the classroom

These rules must be formulated by the class teacher in consultation with the learners in the class at the beginning of each school year.

The rules must be consistent with the aim of the school to create a setting where teaching and learning can take place. The rules will be written and displayed in each classroom.

2.3 General rules:

- *all learners will greet the teacher and each other in the morning.
- *all learners will leave their desks neat and tidy when leaving the classroom
- *all learners will ensure that no litter is on the floor or on the desk in the classroom
- *no swearing will take place in the classroom
- *no more than 8 rules – becomes cumbersome to administer and control

3. DRESS CODE

All learners will ensure that they are neatly dressed at all times during the school day.

All learners will at all times during school hours be dressed in the school uniform, which is as follows:

3.1

Boys:

Summer uniform:

Brown shorts/trousers (**narrowed/skinny pants are not accepted, ankle-length pants must touch the shoe**)

Cream short or long sleeve shirt and tie

Brown school shoes with brown shoe laces and long socks

Jersey or blazer and tie

School track suit

School cap (only school caps)

Brown pullover jersey

Brown belt with ordinary buckle

Winter Uniform:

Brown trousers **NOT TAILORED (narrowed/skinny pants are not accepted, ankle-length pants must touch the shoes)**

Cream long sleeved shirt and tie

Brown school shoes with long socks

School wind breaker

School beanie

Brown belt with ordinary buckle

PLEASE NOTE: Only matriculants are allowed to wear prescribed grade 12 jackets.

Learners are not allowed to wear matric jackets from previous years.

ONLY SCHOOL BEANIES, CAPS AND SCARVES ARE ALLOWED!

Beanies and scarves only allowed in the winter.

If there is any problem with the school uniform, the learner must bring a letter from the parents which must be signed by the grade guardian.

Jewellery:

Bangles, chains, lucky chains, earrings, are not allowed. If any of the above-mentioned are worn in school uniform, it will be confiscated.

Piercing and tattoos

No body piercing in the face is allowed. Tattoos must not be visible and always be covered by clothing, at all times – even during sport events.

Hair:

Hair must be short and neat at all times.

Hair must follow the natural line of the head not longer than 5cm, not touching the collar.

This means that no hair style, which does not adhere to this, will be allowed. Hair extensions are allowed if it is not longer than 5cm, not touching the collar, no pony-tails.

Hair is not allowed to be tinted/coloured.

Hair length:

Back:

Hair is not allowed to touch the collar if the head is held straight.

Sides:

It must be neat around the ears so that the hair will not touch the ears when pulled straight down.

Sidies (beard) must not be longer than the line between the eye and the ear hole.

Front:

Fringe must not be longer than the eyebrows when pulled straight down.
Fringe must be aligned with the rest of the hair and not allowed to touch the eyebrows.
Braiding must be plaited against the head.

On top:

Maximum length 5cm when wearing it down and 3cm when it is brush cut.
If hair is too long the parent must fetch the learner at school and rectify the problem.

Beard and moustache:

Boys' faces must be shaven clearly, every day. If boys have to shave at school there will be a R15 fee for a new razor. If there are no razors in stock at the school, the parents must fetch the boy so that he can shave.

3.2 Girls:**Summer uniform**

Brown short or bobby socks with school colours
Brown school skirt (knee height)
Cream and check short sleeve shirt
Brown short sleeve pullover
Brown laced-up shoes
School track-suit
Brown trousers
School blazer
School dri-mac
School cap
Brown belt with ordinary buckle

Winter uniform

Cream shirt with tie
School jersey (V-neck)
Brown trousers
School wind breaker
School track suit
Brown short or bobby socks with school colours
Brown laced-up shoes
School beanie
School scarf
Brown belt with ordinary buckle

**NB. Only matriculants may wear jackets designed yearly for them.
Learners are not allowed to wear matric jackets from previous years.
ONLY SCHOOL BEANIES, CAPS AND SCARVES ARE ALLOWED!
Beanies and scarves only allowed in the winter.
No other clothes underneath school clothes may be visible.**

Casual Wear

Not too low, too short, too tight and too see-through
No slippers
No jewellery
No make up

No underwear should be visible.

General:

Jewellery:

Girls may NOT wear jewellery, with the exception of earrings: one in each ear.

*Studs: gold, silver or white (not coloured) stone. Not bigger than 5mm in diameter.

Ring: Thin gold or silver. Not bigger than 15mm in diameter.

*No pearl ear studs

Culture or religious arm bands may be worn on **Special request by parents and if authorized by the grade guardian.**

No costume watches are allowed, only the traditional watches.

Any jewellery not meeting the above requirements will be confiscated.

Make-up:

No make-up may be worn

Hairstyles:

Hair must be neat and tidy

Fringes may not touch the eyebrows

If hair is longer than the shirt collar it must be tied up.

Hair extensions are allowed if it blends with the natural colour of the hair.

Hair may not be coloured or tinted. No highlights are allowed.

Nails:

Nails must be short and neat. Only colourless nail polish may be used.

Skirts may not be shorter than 10cm from the ground, when in a kneeling position.

Jersey sleeves may not be pushed up. If it is too hot learners should take their jerseys off.

Jerseys may not be worn around shoulders or hips or over their school dri-mac.

School bags:

School bags must be sturdy with divisions. Canvas or plastic bags are not allowed. Only the learner's name and grade may appear on the bag. Slogans, stickers and other decorations are now allowed on bags.

3.3 The following is prohibited – Boys and Girls

The wearing of any fashion jewellery in the form of earrings, necklaces, pendants, bangles, rings, trinkets, charms, talisman, or any other jewellery.

The wearing of any make-up or dyed hair and highlights – Boys and Girls

The wearing of fashion shoes in place of the standard school footwear.

No deviation from these rules will be permitted except by the Governing Body or the written authority of the Principal given in exceptional circumstances.

Learners who wish to deviate from the dress code and/or other rules must make a submission to the Governing Body clearly setting out their objection to the dress code and/or other. The submission must clearly outline the Religion/and/or religious beliefs of the learner.

The Governing Body will consider the submission based on religious practices of the learner. The Governing Body will, within 14 days, give a written reply to the learner and/or his/her parents.

4. DRESS REQUIREMENTS FOR SPORTING ACTIVITIES

Boys:

White shorts and school sport shirt

Girls:

White shorts/or official sport skirt and school sport shirt

Footwear – sport shoes

5. SPORT AND EXTRA-MURAL ACTIVITIES

5.1 Learners taking part in sport

Learners selected to participate in any sports activity for the school, as a representative of the school or on behalf of their houses, must be dressed in the manner prescribed under sport clothes which will have to be determined with the concurrence of the Governing Body before, during and after participation in any such activity.

5.2 Learner Spectators/Supporters of sport and other extra-mural activities of the school of their house.

*All learners must conduct themselves in an orderly manner with respect for persons and property at all organized school events.

*Learners attending any school activity shall obey all reasonable instructions and directives given to them before, during and after the activity by the principal, any teacher, parent and/or any person appointed by the principal to assist with any of the duties to and from the activity.

5.3 Participations in any Extra-Mural school activity apart from sport activities

The rules set out above apply to this section as well, except where they are obviously inapplicable.

6. SCHOOL PROPERTY

"School Property" includes the following:

*the land and buildings occupied by the School and any permanent or relatively permanent fixture or fitting on or in such land or buildings.

*all property, including equipment, books, materials motor vehicles, and the like, owned by the School, hired by the School, possessed by the School, stored by the school.

*every learner must do all he/she can to preserve school property for use for the benefit of all present and future learners of the school.

*any school property or equipment made available for use to a learner, must be returned to the school at the appointed time in the same condition in which it was when handed to the learner, fair wear and tear excepted.

*Learners and their parents shall be liable to compensate the school for the loss of or damage

to any such property.

*no learner may wilfully or negligently deface damage, destroy or displace any school property.

*No learner may remove any school property from the school premises without the prior consent of the principal or any educator of the school.

7. THE PROPERTY OF MEMBERS OF STAFF, FELLOW LEARNERS, VISITORS TO THE SCHOOL AND OTHERS

*Learners shall not handle, damage, mark and deface the property of any member of staff, fellow learner, visitors to the school or members of the public.

*This rule applies to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport, conveying learners to or from school or any school activity, and any school property.

*The attention of learners and their parents is drawn to the contents of the Code of Rights and duties regarding school property.

8. SCHOOLWORK AND HOMEWORK

Every learner must keep and maintain a homework book in which to record each day's homework.

*Every learner must complete and submit set homework to the teacher who set it, punctually on the relevant prescribed date.

*Not doing homework is regarded as an offence and may have a negative impact on learner results, demerits will be given for homework/schoolwork not done.

*Parents must support learners and ensure that learners are able to complete their homework.

9. PUNCTUALITY

*The school day will start in the morning at 7:30. The bell will ring and learners are expected to be at their class ready to start the day. The school day ends at 14:15 every day.

*Late arrivals cause undesirable disruption of the teaching process, as well as other school activities.

*SGB member will issue a letter of warning to parents with a return slip.

*The learner must furnish a note from his/her parents explaining late arrival for the commencement of school.

*Learners may not leave the school grounds without written permission from the principal or deputy principal and grade heads and only if requested by the guardian or parent. Guardian or parent must pick up and sign out from reception.

10. ABSENCE FROM SCHOOL

*Every child has a right to education and the school respects this right of children

- *School attendance is compulsory and no learner may be absent from school without a satisfactory reason.
- *A register will be kept recording learner attendance.
- *Any learner whom absents himself/herself from school without a satisfactory reason will be deemed to be playing truant (bunking) which is strictly forbidden.
- *A learner who is absent from school for up to 3 (three) consecutive days must on his/her return to school present a note from his/her parents explaining the absence.
- *Absence for more than (three) consecutive days (except in the case of bereavement or trauma concerning the learner's family or in connection with an activity sanctioned by the principal) can be explained only in terms of a note from a registered medical practitioner.
- *If a learner is absent for 10 days or more, without any communication with school or valid reason it will lead to deregistration.
- *A doctor's note or a valid letter is needed.
- *If a learner is absent, the onus is on the learner to catch-up on the work missed.

11. MOTOR VEHICLE AND MOTOR CYLES

- *No learner may bring a motor vehicle or motor cycle onto the property occupied by the school except under the written authority of the principal or member of staff nominated by him/her and strictly in accordance with conditions set out in such authority.
- *The driving of a motor vehicle or motor cycle by a learner in such a manner as to create a risk of harm to learners on the school property or members of the public in the immediate vicinity of the school is strictly prohibited.
- *The driver's licence of the learner for the vehicle or motor bike will be checked by the principal.

12. ENVIRONMENT

- *Learners may not litter the school grounds or buildings.
- *Learners must be proud of their school and contribute to the beautification of the gardens and school buildings.
- *Learner spectators at or supporters of any school activity or event must leave the place occupied by them neat and tidy.
- *Learners shall leave the toilets, hall, playground and sport field in a clean and neat state.
- *Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running.
- *Graffiti, stickers, placards, etc on any surface of the school property is forbidden without the authority of the principal.

13. SCHOOL NOTICES

- *Every learner is in duty bound to hand over to his/her parents any notice to parent issued to them by the Governing Body, the principal or any head of department or class teacher.
- *Likewise, every learner shall return to his/her register class or class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent, or

14. BOOKS AND EQUIPMENT

Learners will maintain the textbooks, books and equipment of the school in good order. Failure to do so will result in the learner paying for the replacement of the text book or equipment.

15. RIGHTS OF LEARNERS

- *All learners have the right to learn without disturbance or interference from others
- *Every learner has the right to privacy, dignity and respect.
- *No corporal punishment may be administered
- *All learners have a right to a safe and clean learning environment
- *No learner may be subjected to physical, emotional or sexual harassment
- *All learners have a right to expect educators to teach them at the required standard
- *Learners have the right to be heard
- *No learner has the right to violate the rights of another learner.

16. LEARNER PREGNANCY

In 2007, The Education Department published its *Measures for the Prevention and Management of Learner Pregnancy*, under the slogan, "Choose to Wait for a Brighter Future." The measures strongly emphasize the prevention of pregnancy, and promote sexual abstinence. Schools are supposed to give learners strong sex, moral and life skills education with the help of NGO's and other agencies, and schools must also involve parents and guardians in this regard. The school's code of conduct should include anti-pregnancy measures. However, learners who do fall pregnant (and their newborn children) enjoy the Constitutional rights to equality, dignity, education and the Rights of the Child, and are protected from unfair discrimination by the South African Schools Act and the Prevention of Unfair Discrimination Act (4/2000.) They must be accommodated within a safe and Caring Child Friendly School.

The following is a summary of the sections from the *Measures* that outline what learners, parents and schools must do in the event of a learner falling pregnant:

| THE LEARNER MUST | THE PARENTS MUST | THE SCHOOL MUST |
|------------------|------------------|-----------------|
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| <p>Inform a designated educator who will take responsibility for implementing the measures.</p> <p>Attend a clinic and provide the school with records of attendance.</p> <p>Be informed that the school has no medical staff to handle deliveries or look after newborns and that a period of absence long enough to cover "pre and post natal concerns and initial care of the child: should be taken.</p> <p>Before being readmitted to the school after the period of absence, produce a medical report stating that she is fit to return.</p> <p>Understand that, although she is protected from unfair discrimination, some people may disapprove of her situation.</p> | <p>Take responsibility for their pregnant children and work with the school regarding the child's health and progress.</p> <p>Help the child to receive and return assignments during any period of absence.</p> | <p>Strongly encourage learners to continue with their schooling before and after the birth.</p> <p>Create a climate of understanding and respect and take steps to deal with name calling, hate speech and harassment of the pregnant learner.</p> <p>Where possible, advise the new mother (and father if he is a learner) regarding mother hood, child rearing and the roles and responsibilities of parents.</p> <p>Inform the Department of Social Development and facilitate registration for the child support grant and access to other assistance.</p> <p>Maintain records of learner pregnancies and submit these to the Department.</p> <p>Report rape and statutory rape to SAPS</p> |
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17. DISCIPLINE

The Governing Body of the school has determined this Code of Conduct after consultation. Failure to adhere to the Code could result in a Disciplinary hearing and resulting consequences should a learner be found guilty of misconduct.

17.1 Grading of offences

Class related offences –

- *Punctuality
- *Homework not completed
- *Misbehaviour

The class teacher shall record the offence in the register of offences in the class. The class teacher shall write a note to the parent of the learner.

Continued disregard for the warning will result in the learner being sent to the Principal/ Deputy principal.

17.2 The Sanction

After the learner has been given a fair hearing and found to have transgressed the Code of Conduct, the governing Body will impose the sanction(s) as recommended by them.

17.3 Serious offences

The learner(s) who has allegedly committed the serious offence will be dealt with in terms of the SASA.

*The Governing Body, with the approval from the Head of department, may on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending the school. The suspension may not be for longer than 10 days.

*The Governing Body must conduct a Disciplinary hearing within seven days after the suspension of the learner. The Governing Body must obtain the approval of the head of Department in the Province for the continuation of the suspension of a learner.

17.4 Disciplinary Hearing

The learner shall be afforded the opportunity to present his/her case. The learner may call witnesses. The parents may accompany the learner in the Disciplinary Hearing.

17.5 Sanction

If the learner is found guilty of the serious offence, the Disciplinary sub-committee will immediately notify the Governing Body and the Head of Department of the findings.

The Governing Body will consider the evidence and the sanction and will decide to uphold the recommendation of the Disciplinary sub-committee, to recommend the expulsion of the learner, to the head of Department.

LIST OF OFFENCES PER GRADE

| GRADE 1 | GRADE 2 | GRADE 3 | GRADE 4 |
|---|---|---|---|
| *Littering *Noisy unruly behavior *Eating, drinking or chewing gum during contact time. *Loitering Not wearing correct school uniform Late coming: to school, to class or any school/activity. *Cribbing from other learners. *Defacing school property. *Spitting in public, etc. *Failure to: do/submit class work/homework *Bring required LSM, etc. | *Vandalism *Damaging another person's property *Racism: remarks/insults *Forgery *Intimidation *Swearing; lying or using obscene gestures *Verbal or non-verbal abuse. *Disrespect or insolence. *Insubordination, etc. *Cheating/attempting to cheat esp. during class test, term tests or internal exams. Use of cell phone ... | *Possession of dangerous weapon *Being under the influence or alcohol or any other substance while entering or at school. *Possession, use copying or distribution of pornographic material *Assault with intent to do GBH *Truancy *Taking part in an illegal strike at school. *Violating the rights of other learners *Violating the rights of educators. | *Use of dangerous weapons to cause harm *Possession/use of drugs, alcohol or other intoxicants *Poisoning or attempt to poison another person. *Theft, robbery, breaking and entering the school or classrooms or storage places with intent to commit crime. *Rape/attempted rape. *Assault that result in bodily harm. |

LIST OF POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED
FOR GR 1, 2, 3 AND GR 4
OFFENCES

| GRADE 1 OFFENCES | RECOMMENDED CORRECTIVE MEASURES |
|--|--|
| Dress Code: Untidiness/unkept appearance | Corrective actions/sanctions involve individual teacher and may include: verbal reprimand; written warning; punishment, detention. Subtracting Marks; temporary confiscation until the end of the term (eg. Uniform, cell phone; jewellery) |
| Personal Conduct: Insolence, tantrum, foul language, etc. | |
| Academic: LSM left at home; class/homework not done, Extra-mural Activities: non-attendance without valid reason. | |
| | |
| GRADE 2 OFFENCES | Recommended Corrective Measure |
| Dress Code: repeated dress code, etc. infringements | After 3 days warning, detention by principal |
| Personal Conduct: disruptive behaviour; defiance, etc. | Warning letter; suspension from class; detention. |
| Academic: cheating in class tests; internal exams, etc. | Nought (0) for test; written warning |
| Extra-mural activities: refusing to participate without reason | Phone call to parents and detention. |
| GRADE 3 OFFENCES | Recommended Corrective Measures |
| Academic: cheating attempted cheating in examinations cycle tests; portfolio work; gr 12 examination. | Nought (0) and written warning; Implementation of official provincial procedures. |
| Personal Conduct: Assault on a teacher; sexual harassment of teacher/learner; drinking alcohol, etc. | Suspension from school, Disciplinary hearing; warning letter; Com. Service; detention; expulsion. |
| GRADE 4 OFFENCES | RECOMMENDED CORRECTIVE MEASURES |
| Drugs/illegal substances- dealing ('pushing') at school or on school outing; Forgery of any document or signature to potential/actual prejudice of the school; Satanic practices; fraud; trading in examination material for personal monetary gain; use of dangerous weapons. | Suspension from school; Disciplinary hearing; professional counselling; Warning letter; compensation; community service; detention; expulsion. |

18. CONCLUSION

The Governing Body may, from time to time or as the need arises, amend this Learners Code of Conduct after due consultation with the stakeholders.

CHAIRPERSON SGB

DATE

PRINCIPAL

DATE

IDSO

DATE