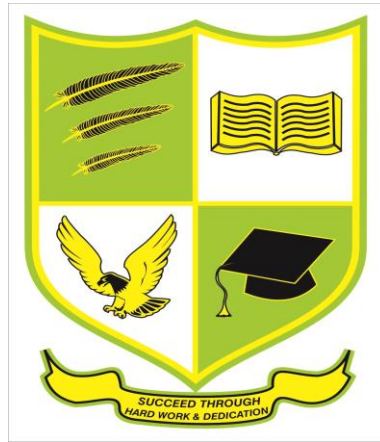


BIRDSWOOD SECONDARY SCHOOL



CODE OF CONDUCT FOR LEARNERS

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

**To provide equitable access to quality education for the
people of Birdswood (Kwazulu-Natal)**

A well educated, skilled and highly developed citizenry

We therefore resolve:

A society without order cannot function efficiently, if at all. At the same time a society that is too regimented finds itself stultified and its individuals are not able to develop to the best of their ability in order to offer society something meaningful.

Thus the Code of Conduct for the learners and the School Rules of Birdswood Secondary School have evolved with this aim in mind, i.e. to lead a child from Grade 8 to Grade 12 so that when he or she departs from the school, the adaptation to society beyond the school boundaries will be as straightforward as possible.

Parents, learners and teachers at Birdswood Secondary School are in a partnership to ensure that the school is properly governed and that discipline is maintained.

The global aim is to ensure the safety and freedom of each child, to promote his/her education and wellbeing, and to enable each student to fulfil his/her legal duty to be obedient.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code of conduct, and must strictly adhere to it.

Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

CODE AND RULES OF CONDUCT

A. PRE-AMBLE

This document is the code of conduct of Birdswood Secondary School, as approved by the governing body on 28 March 2018. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 20A1, as amended) and relevant provincial legislation.

B. NATIONAL COMMITMENT

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

C. SCHOOL COMMITMENT

The School is committed to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

1. The aims of the Code of Conduct are to:

- Maintain an orderly, disciplined environment within which students are educated.
- Establish rules for co-existence and harmonious interpersonal relationships.

- Guarantee protection of resources - human, physical, material and financial.
- Affirm the requirements of the daily programme.
- Ensure the individual's right to develop to his / her full potential within the parameters of the Code of Conduct.
- Provide school rules relevant to the broadly defined parameters.
- Highlight rights, responsibilities and obligations of students.

As an educational institution, we are in the enviable position of being able to impress on our community the value of one of the School's precepts, namely that of **RESPECT**.

'Respect' encapsulates the Christian Biblical principle of "Do unto others as you wish they would do unto you", and closely allied to this is the concept of courtesy or good manners including politeness.

- Respect for persons in positions of authority.
- Respect for the inherent dignity of others.
- Respect for one another's convictions and cultural traditions.
- Courtesy, tolerance and consideration for others.
- A knowledge of, and adherence to, the Code of Conduct of the school.
- A positive attitude towards the school, its ethics, curriculum and rules.
- Active support for the effective learning process.
- Respect for school property and environment – (especially newly planted trees/shrubs/lawns).
- An ability to practise sound conduct and behaviour beyond school hours and in public places

2. Rights and Responsibilities

Rights and responsibilities go hand in hand. Every learner has the responsibility to uphold this Code of Conduct. It is each learner's right:

2.1 Rights and Responsibilities of Learners

It is each learner's right:

- To develop to his/her full potential and to make use of all the facilities offered.
- To have his/her own convictions and cultural traditions and yet it is his/her responsibility to respect the convictions and cultural traditions of others as well as the Christian ethos of Birdswood Secondary School
- To have dignity, equity and fair treatment and it is his/her responsibility to treat others in a fair, just manner.
- To be in a disciplined environment and it is his/her responsibility to uphold discipline by acting in a mature and responsible manner.
- To develop good inter-personal relationships and it is his/her responsibility to be courteous, honest, tolerant and compassionate towards his/her peers.
- To the protection of his/her own property and it is his/her responsibility to respect the property of others.
- To learn, and it is his/her responsibility to actively support the learning process.
- To be protected from any form of abuse.

2.2 Responsibilities of Parents

The ultimate responsibility for a student's behaviour rests with his/her parents or guardians. It is expected that parents will:

- Support the School, its staff and the Code of Conduct
- Ensure that their child/children observe/s all school rules and regulations
- Accept responsibility for any misbehaviour on the part of their child/children
- Take an active interest in their children's schoolwork and make it possible for the children to complete assigned homework.
- Contact the Principal or his assigned delegates on any item of relevance to Birdswood Secondary School, which would assist the Principal and Staff with the efficient and caring management of the School.
- Check, read and sign their children's homework/class work regularly.

3. Code of conduct

General rules

- 3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3 Learners are not allowed in classrooms and on the corridors during breaks or before or after school, unless the teacher is present. When it is raining Learners are allowed to be on the veranda or corridors but not in the corridors of the first building in front of the admin office and also not inside the classrooms.
- 3.4 Running on the verandas and pathways is not allowed.
- 3.5 Climbing of trees is forbidden. Also swinging on the goal posts is unacceptable, sitting on the rails, swinging on the security gates (burglar guards) is forbidden.
- 3.6 In their interaction with the Principal, Deputy Principal, Educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 3.7 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being.

Any sexual or improper physical contact between learners in classrooms and on school grounds, or in any other place where they could be identified as learners of the school is prohibited and is classified as a very serious misconduct.

- 3.8 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 3.9 Learners may not eat or drink in the classroom or library. The chewing of gum during school activities is prohibited.
- 3.10 Graffiti is not permitted either on any school or personal property, also on learners' body.
- 3.11 Loitering is strictly not permitted. No food is allowed in the ablution areas. Ablutions must be kept tidy and clean at all times. Toilet paper may not be wasted.
- 3.12 The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited and it is very serious misconduct.
- 3.13 Hitch-hiking in school uniform is not permitted.
- 3.14 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 3.15 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.16 A conviction of a criminal offence in a court of law shall be regarded as a very serious violation of this code of conduct.

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

- conduct that poses a threat to others' safety and infringes upon others' rights;
- possessing, threatening with or using dangerous weapons;
- the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
- fighting, assault or abuse;
- indecent behaviour or swearing;
- adopting or assuming a false identity;
- harmful graffiti, hate speech, sexism or racism;
- theft, or the possession of stolen goods, including the theft possession of test or examination papers before such test examination has been conducted;
- unlawful conduct towards and/or vandalising, destroying or damaging school property;
- disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
- repeated violations of school rules or this code of conduct;
- criminal and oppressive behaviour, such as rape and gender-based harassment;
- victimisation, bullying and intimidation of other learners;
- the transgression of examination rules; and
- intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

4. Punishment Schedule

The purpose of punishment is that of guilt removal. Punishment is meted out where a student has admitted guilt or if he/she has been proven guilty after a thorough investigation. Every attempt is made to see that the punishment fits the transgression. In determining punishment, the offender's previous recorded misdemeanours will be taken into account but, in accordance with the South African Schools Act, the principle of precedent is not applicable.

5. Types of Punishment

Depending upon the severity of the misdemeanour, one or more of the following procedures may be adopted:

- Constructive, neat writing out (not lines)
- Verbal reprimand/ warning
- Detention – Break or afternoon detention – (Wednesday during sports time)
- Collection / clearing of litter
- Community Service
- Written warning
- Suspension
- Expulsion

6. Minor Offences

- a) Detention class will be held every Wednesday for learners from 13h15 – 14h15. Teachers will supervise this detention.
- b) Break-time detention will be supervised by Prefects.
- c) Extra work or punishment assignment must be given by the Teacher, not by Prefects.

7. Class rules

- 7.1 The register educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having informed the learners in the class.
- 7.2 The class rules must be compiled in writing and -
 - 7.2.1 immediately be tabled to the principal;
 - 7.2.2 be displayed in a legible format in a prominent spot in the classroom; and
 - 7.2.3 be made available to all learners.
- 7.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 7.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

8. Rules with regard to appearance and school wear

8.1 School wear

8.1.1 Whenever the school uniform is worn, it has to be worn **properly** at all times.

8.1.2 School wear must be clean and neat at all times.

8.1.3 Clothing rules

Boys: Grey long trousers, long enough to cover the ankle. Learners may not narrow the legs of the trousers. In Summer, boys may wear grey short pants with long grey socks.

Shirts: White long or short sleeve with the school emblem on it worn with a tie at all times.

School T-shirts and tracksuits: May be worn on Wednesdays only, as part of uniform. Tracksuits to be worn with white running shoes and school t-shirts. No takkies allowed

Black belts only and it is compulsory. No fancy buckles

Grey socks only.

Ties are to be worn at all times.

No jewellery is allowed.

Only school jerseys, pull—overs and blazers are to be worn.

Nails are to be kept clean and level with fingertips.

Vests or T-shirts worn underneath are not meant to be visible above neckline and must be plain white without any symbols.

Black shoes with reasonable sole. Boots or takkies are not acceptable.

Girls: Prescribed skirts. Skirts must not be over 5cm from the kneecap. Short skirts will be let down if worn to school. Skirts may not be rolled to the waist.

Shirts: White with school emblem on it. Only Matrics may wear school shirts with emblem and grade 12 matric tie.

School T-shirts and tracksuits: May be worn on Wednesdays only, as part of uniform. Tracksuits to be worn with white running school shoes and school t-shirts. No takkies allowed

White socks: May not be rolled but folded neatly twice.

Black shoes with reasonable sole. Boots or takkies are not acceptable.

Sleeves may not be rolled.

Only school jerseys, pull-overs and blazers may be worn.

Only fleshed-coloured or white vests may be worn.

Sport bras may be worn. No lace bra's. Bras must be flesh-coloured or white

Only school scarves with emblem may be worn.

Only permitted badges may be worn on blazer labels.

Caps or headgear are prohibited.

Academic colours to be worn only by the learner who achieved them

8.2 **Appearance**

8.2.1 Hair

Girls

- Hair colour must remain natural at all times. No highlights or lowlights are allowed.
- Hair that extends over the collar must be tied.
- Only plain black hair bands may be worn. No fancy hair grips or hair bands

- Hair must be properly tied. African hair (afro) must be platted and be cut if it's long.
- False hairpieces or braids are prohibited.
- Hair may not be cut in steps or undercuts

Boys

- Hair must be short and neatly cut. Hair may not be cut in steps or undercuts
- There may be no hair in the section around the ears. Hair may not touch the ears when it is combed straight down.
- When hair is combed down, it may not touch the eyebrows.
- Sideburns and moustaches are not allowed.
- Hair at the back must be gradually layered.
- Hair may not bush out excessively. No hairstyles are allowed.
- Need to be clean shaven at all times
- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- No caps or beanies may be worn.

8.2.2 Jewellery

- All jewellery items, such as rings, bracelets (elastic or leather) or chains, are prohibited.
- Only wristwatches are allowed in black, gold or silver standard sized watches may be worn
- The wearing of body jewellery, such as nose, tongue and eyebrow jewellery, is strictly prohibited. As for girls' earrings, only one gold or silver stud will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once.

- No other studs or gems will be allowed.

8.2.3 Nails

- Nails may not extend beyond fingertips.
- No nail polish may be worn. Nails are to be kept natural

8.2.4 Make-up

- No mascara, lipstick, foundation, lip gloss eyeliner or blusher will be allowed.

Please note: No badges, other than approved Birdswood Secondary School badges may be worn with the Birdswood Secondary School uniform.

9. Sports and extracurricular activities

9.1 Participants in sports and extra-curricular activities

9.1.1 Learners who are selected to represent the school as participants in any sports or other extra-curricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

9.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.

9.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

9.1 .3.1 the sports head and the educator involved in the relevant sports code;

9.1.3.2 the referee or adjudicator with regard to the relevant activity; and

9.1.3.3 the team captain.

9.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

9.2 Spectators and supporters at sports and other extracurricular activities

9.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

9.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

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

10. School property

10.1 'School property' includes the following:

10.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings

10.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

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

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

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

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

11. The Representative Council of Learners (RCL) and Prefects

11.1 The RCL and Prefects, in conjunction with the staff of the school, are responsible for general school discipline. The class reports to RCL, then RCL reports to register Educator. From the register Educator to the Grade leader and the Grade leader will report to the SMT.

11.2 RCL members and Prefects shall bring transgressing learners to the staff of the school, where-after line functions will be followed.

11.3 All learners shall obey any reasonable instruction from a member of the RCL or Prefects, and shall support and cooperate with the RCL and Prefects in properly executing their duties.

12. School notices

- 12.1 All learners are obligated to hand to their parents all school notices that are distributed to learners for such purpose by the Governing Body, Principal or an Educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

13. School work and homework

- 13.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 13.2 Learners must promptly carry out instructions in class.
- 13.3 All learners must have and maintain such homework diaries as may be required by the principal or subject educator.
- 13.4 Each learner must ensure that his/her homework is done and parents must follow up. The work must be returned promptly to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.
- 13.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule, and appropriate action will be taken. See annexure A.
- 13.6 Learners are obligated to catch up as soon as possible on any work that they have missed.
- 13.7 Learners shall move swiftly and in single line from one class to the next. Chatting in groups or visits to the ablutions between classes is not allowed. **Bunking is strictly prohibited.**

14. Tests and examinations

- 14.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of

the learner concerned provide the Principal with a full and acceptable written explanation at the earliest possible opportunity.

14.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

14.3 Absenteeism during tests and exams is not allowed. Learners will only be tested when producing a medical certificate/death certificate submitted only by a parent.

15. Motor vehicles and motorcycles

15.1 Learners may not bring motor vehicles or motorcycles inside the school premises.

15.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses danger to learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.

15.3 Learners may only operate a vehicle or motorcycle if they have a valid driver's licence.

16. Cell phones

In order to create an environment that is conducive to teaching and learning, **NO** cell phones are allowed at school.

This will assist:

To remove irregularities like truancy, pornography, inciting/provoking fights, organising of unlawful activities, theft of cell phones, etc.

Students who, despise the school's policy, insist on bringing a cell phone to school will have the following activities taken:

- The cell phone will be confiscated in its entirety – no sim card will be removed till the end of the school term.
- Confiscated cell phones will be handed in at the admin office and a receipt will be issued for the phone.
- The cell phone can be bought back at the end of the term for R150.00, payable at the finance office.
- Parents who have to contact their children urgently, can do so through the receptionist.

The school will not take responsibility for the theft or loss of any cell phone brought to school, no matter what the circumstances. This includes cell phones which have been confiscated from learners who use them in defiance of the school rules.

17. Punctuality

17.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

Monday to Thursday 7:15 to 14:15
Friday 7:15 to 13:45

18. Absence from school

18.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the parent/guardian.

18.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited, and the necessary action will be taken against that learner.

18.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

19. Environment

19.1 Learners have the right to a safe environment and school that are conducive to education.

19.2 Learners may not litter on school grounds or in school buildings.

19.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.

19.4 Learners must leave restrooms in a clean condition.

- 19.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 19.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 19.7 Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader with regard to maintaining a clean and hygienic school environment.

20. Cheating and misrepresentation of Documents

If a learner is caught doing any of the action mentioned below, necessary action will be taken against that learner as indicated in Annexure A:

- 20.1 This occurs when someone else's work is copied, crib notes are used in an examination or test, electronic information is accessed during tests or exams or when unauthorized material is used for unfair advantage.
- 20.2 Talking in an exam or test constitutes cheating.
- 20.3 Obtaining a copy of a test, exam or memo prior to the test being written, is cheating.
- 20.4 The unauthorized alteration of answers or marks during moderation or checking is cheating.
- 20.5 Academic misrepresentation occurs when any record of academic achievement, a test, assignment or report is changed.
- 20.6 Signing a document on behalf of someone else eg. on behalf of parents in respect of absentee letters, receipt of detention notices and/or reports, is considered to be misrepresentation and dishonesty.

21. Drugs

The Government considers drugs a health risk and therefore the school needs to act accordingly:

- Learners can be tested at random if there is any suspicion that they have used prohibited stimulants.

- The School reserves the right to confiscate any such stimulants found in a learner's possession.
- Learners who are tested positively or found in possession of prohibited stimulants will have a disciplinary hearing and possible expulsion.

22. Exemption from provisions of the Code of conduct

- 22.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- 22.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 22.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 22.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 22.5 The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.
- 22.6 In case of a violation of any provision in this code of conduct or the school's rules, the prescribed disciplinary procedure shall be followed.

Annexure A

Learner Code of Conduct Infringements and Recommended Sanctions

TYPE OF MISCONDUCT		First offence	Second/ Repeated offence	Subsequent offence
MINOR TRANSGRESSIONS	Littering	Counselling and/or reprimand and/or verbal warning and/or demerit	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and /or expulsion and / or alternative sanction
	Poor grooming			
	Unhygienic personal habits			
	Improper use of school facilities			
	Hair, dress or apparel that is not in accordance with the school code of conduct			
	Eating or drinking during class			
	Graffiti			
	Persistent late Coming	Verbal warning	Detention (3 times in one month) Invite parents & a written warning (4 times in one month)	Suspension without hearing (5 times in one month)
	Persistent violation of School rules	Counselling and/or reprimand and/or verbal warning and/or demerit	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and /or expulsion and / or alternative sanction
	Unruly classroom behaviour and homework not done	Verbal warning	Written warning / Detention	Suspension without hearing
Bringing of motor vehicle onto school property	Counselling and/or reprimand and/or verbal warning and/or demerit	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and /or expulsion and / or alternative sanction	

SERIOUS TRANSGRESSIONS

Being absent from school without a valid reason & Failure to produce a medical certificate	Verbal warning	Written warning / Detention	Suspension without hearing
Inappropriate behaviour in public, at school events or on public transport	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and /or expulsion and / or alternative sanction	
Lying/Dishonesty & Disrespect	Verbal warning	Written warning / Detention	Suspension without hearing
Vandalising of school property of equipment	Parental Contact and Counselling and/or Final Warning	Hearing with Suspension and /or expulsion and / or alternative sanction	
Reckless driving on the school grounds			
Any misconduct that is considered to warrant more than a verbal reprimand or warning			
Bunking of Classes	Written warning	Suspension without hearing	
Leaving the school premises without permission	Counselling and/or reprimand and/or verbal warning and/or demerit	Parental contact and counselling and/or Final warning	Hearing with Suspension and /or expulsion and / or alternative sanction
Compulsory COVID-19 protocols: Wearing of masks all the time Compulsory screening before attending any class Observing social distancing	First written warning	Second written warning	Suspension without hearing Three days maximum

	Washing of hands and sanitising where necessary			
VERY SERIOUS TRANSGRESSIONS	False document & identity	Hearing with Suspension and /or expulsion and / or alternative sanction		
	Possession of dangerous objects and weapons eg. Knives and guns			
	Gang activity eg. Fighting, bullying and abuse			
	Any harassment & rape			
	Discrimination, racism, hate speech and swearing			
	Possession of drugs or alcohol			
	Stealing & criminal offence eg. To be in possession of stolen goods			
	Cheating with tests and exams			
	Committing a sexual offence eg. Any improper physical contact, kissing, touching of private parts Any drawings, writing, possessing of pornographic material			
	Serious misconduct that may bring the School or learners to disrepute			
Smoking or being in possession of tobacco or cigarettes				

SGB CHAIRPERSON
MR VB MADONSELA

PRINCIPAL
MR M S MAZIBUKO

SGB DEPUTY CHAIRPERSON
MR PA MTHEMBU

SGB TREASURER
MR S DLUDLA

TEACHER REPRESENTATIVE
MRS D DONDA

TEACHER REPRESENTATIVE
MR S MBUYAZI

NON-TEACHING STAFF REPRESENTATIVE
SECRETARY
MISS TN SIKHAKHANE

LEARNER REPRESENTATIVE
MR T NTULI

LEARNER REPRESENTATION
MISS P MCHUNU

Signed on the 22nd of April 2021