

GOODWOOD COLLEGE

CODE OF CONDUCT FOR LEARNERS

(Revised 2020)

Section A: INTRODUCTION

1. Extract from the preamble of the South African Schools Act – Act No. 84 1996

“WHEREAS this country requires a new national system for schools which will redress past injustices for all learners and in so doing lay a strong foundation for the development of all our people’s talents and capabilities, advance the democratic transformation of society, combat racism and sexism and all other poverty and the economic well-being of society protect and advance our diverse cultures and languages, uphold the rights of all learners, parents and educators, and promote their acceptance of responsibility for the organization, governance and funding of schools in partnership with the state:”

2. The Constitution of South Africa: Act 108 of 1996

Some Extracts:

2.1 FOUNDING PROVISIONS

The Republic of South Africa is one, sovereign, democratic state founded on the following values: - Human dignity, the achievement of equality and the advancement of human rights and freedoms;

- Non- racialism and non-sexism;
- Supremacy of the constitution and the rule of law...

2.2 BILL OF RIGHTS

Rights: This Bill of Rights is the cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.

Application: A juristic person is entitled to the rights in the Bill of Rights to the extent required by the nature of that juristic person.

Equality: Everyone is equal before the law and has the right to equal protection and benefit of the law.

Human Dignity: Everyone has inherent dignity and the right to have their dignity respected and protected.

Freedom and Security of the person: everyone has the right to freedom and security of the person.

Freedom of religion, belief and Opinion: Everyone has the right to freedom of conscience, religion, thought, belief and opinion.

Limitation Rights: The rights in the Bill of Rights may be limited only in terms of law of general application to the extent that the limitation is reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom, taking into account all relevant factors, including- the nature of the right; the importance of the purpose of the limitation; the nature and extent of the limitation; the relation between the limitation and its purpose; and less restrictive means to achieve the purpose.

3. GOODWOOD COLLEGE MISSION STATEMENT

OUR VISION

- To develop the school as a Centre of excellence**
- To empower our learners to be productive citizens**
- To serve as a beacon of hope to our community**

OUR MISSION

- To develop each learner to their full potential**
- To promote critical thinkers**
- To nurture the individuality of each learner**
- To develop mutual respect**
- To instil high moral values and standards**

4. Terms of legislation

The Code of Conduct for learners at Goodwood College has been drawn up in terms of the following legislation:

- 4.1 The Constitution of the Republic of South Africa 1996, Act No. 108 and the Bill of rights included in the constitution
- 4.2 South African Schools Act, 1996 (Act No84 of 1996) as amended
- 4.3 Guideline for the consideration of Governing Bodies in adopting a code of conduct for learners, in Government Gazette No 18900
- 4.4 General manual for the suspension and expulsion of learners from public schools (excluding public schools for learners who were referred or transferred to such schools in terms of the child care act, 1983 (act 74 of 1983), and/ or the criminal procedure act, 1977 (act 51 of 1977)), in circular 0030/99- Provincial Administration Western Cape – Education Department.

5. Legal Authority

The South African Schools Act, Act No 84 of 1996, section 8 (l) empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.

- 5.1 An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learner is in attendance at the school, in any classroom, at any school function or school excursion or other school related activities.
- 5.2 The principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs, or harmful dangerous, stolen property, or pornographic material brought onto the school property. During a search, human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record must be kept of the search proceedings and the outcome.
- 5.3 In accordance with Act 31, 2007 of the Education Laws Amendment Act, 2007, the Principal or his or her delegate may at random administer a urine or other non-invasive test to any learner that is on fair and reasonable grounds suspected of using illegal drugs. This screening can be done on the school premises. The parent must be informed within one working day, if practical, that a random test or search and seizure was done in respect of his or her child.

6. Preamble to the Code of Conduct

- 6.1 The Code of Conduct is aimed at establishing a disciplined and purposeful environment, dedicated to the improvement and maintenance of the quality of the learning process at Goodwood College.
- 6.2 Nothing contained in the South African Schools Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner.
- 6.3 While a state has an obligation to make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the other partners in education, namely the learners, educators and parents.
- 6.4 The Code of Conduct should promote a culture of reconciliation, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in the school.

Section B: RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

1. Learners

1.1 Expectations for learners

The school has pastoral care over its learners both in and out of the school in the form of guidance, counsel, discipline and especially when there is misbehaviour, anti-social or illegal behaviour.

The school's structure consists of four pillars, which provide a framework for the learner's life in the school:

Pastoral

Learners are expected:

- to maintain a high standard of behaviour and courtesy both inside and outside of the school;
- to be loyal to the school and to enhance the reputation of the school for the benefit of all at the school; and
- to display integrity and honesty in their actions and attitudes.

Academic

Learners are expected:

- to try their best to fulfil their academic potential at school;
- to be accountable and recognise that each member of the school has the right to unhindered teaching and learning in a safe and secure environment; and
- to respect the rights of the individual to a full education.
- to complete all homework assignments, and prepare adequately for all tests and examinations.

Extramural

It is compulsory to be fully involved in the extramural program offered by the school as stipulated in the sport and culture policy.

Culture

Learners are expected:

- to be members of a society;
- to be involved in a cultural activity and to appreciate beauty and their heritage;
- to behave in an appropriate manner at cultural events , and

- to attend cultural events.

Physical

Learners are expected:

- to display sportsmanship of the highest order on and off the field; and
- to support matches.

1.2 Learners Rights

Learners should be entitled to:

- educational facilities and resources necessary for effective learning
- be taught in a clean, safe and orderly environment
- be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners
- be treated as an individual, enjoying the respect of others, and treated in a fair and dignified manner
- be able to express themselves, to ask questions, and be heard
- be taught in a disciplined environment in which punishment is fair and consistent
- be recognized for their achievements
- the democratic right to due process and to have their views heard

1.3 Leadership positions and Awards

All leadership positions and awards will be withdrawn from and /or not considered for, any learner who has been found guilty of a level 3 or 4 transgression or of serious misconduct for the season in which the offence is committed.

2. Educators

2.1 Educators' Rights

Educators should:

- be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided and maintained
- expect learners to be prepared for lessons, having completed all homework assignments
- expect pupils to be punctual, courteous and respectful
- be treated fairly and be respected as professional persons
- be supported by parents and colleagues and receive the support of those in authority
- be able to teach without interruption
- enjoy privacy in their private lives, with the assurance that their personal property at school will be respected

2.2 Educators' Obligations

Educators must:

- be professional in appearance and approach, and provide an environment which is conducive to effective learning
- be well prepared for each lesson, teach each lesson effectively, and effectively evaluate work done
- maintain a clean, disciplined and safe environment in the classroom
- be punctual, consistent and fair, and sensitive to the needs of learners
- treat learners as individuals, respecting their rights, and encouraging each learner to reach his/her full potential in all spheres of school life

- guide learners, help them to identify problems that they have, and help them to resolve such problems
- communicate with parents and keep them informed of the progress of learners
- keep up to date with developments in education, in the subjects taught, and in the teaching of the subjects
- set the correct example as a professional person
- keep up to date with all administrative duties and attend all official school functions

3. Parents

3.1 Parents' Expectations:

Parents expect from the school:

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

3.2 Parents Obligations

Parents should:

- support and encourage their children in their involvement in all spheres of school life
- ensure that learners attend school regularly, that they are correctly dressed, are properly equipped, and are punctual
- support the school, the staff, the code of conduct and school rules, and ensure that their children do likewise
- inform the school of any problem areas and communicate with individual educators where this is necessary or desirable
- pay school fees on time
- fetch their children on time after school functions, and attend official school functions such as Parent meetings

Section C: CODE OF CONDUCT

1. General Rules

- 1.1 Learners are to ensure that their parents or legal guardians are conversant with the requirements of the School's Code of Conduct.
- 1.2 Learners are to carry out all instructions given to them by any person in authority.
- 1.3 Learners are to assist in keeping the buildings and grounds neat and clean. All litter is to be deposited in refuse/ recycling bins. Learners must draw up a cleaning roster for their register class.
- 1.4 Where learners are identified as learners of Goodwood College, they are accountable for their actions even if the activity is an out-of-school one.
- 1.5 Learners on the school premises, or in school uniform, or recognizable as Goodwood College learners, or when attending any school activity may not be in possession of

anything identifiable as a cigarette (eg e-cigarette), tobacco, alcohol, drugs, weapons, matches, a lighter or smoking paraphernalia, pornography or undesirable items. They may not smoke or be under the influence of any substance. They may not be in the presence of someone smoking or taking any other illegal substances. To be in the company of any learner breaking this rule will also be considered a serious offence. Smoking after school hours in school uniform is a violation of school rules. No learner may consume or be in possession of alcohol on the school premises. The use of alcohol in school uniform is a violation of school rules.

- 1.6 Any learner found in possession of medication that has a schedule 4 or 5 classification will within 24 hours provide a copy of the medical script issued by a medical doctor to the school. Should this certificate not be provided the medication will be deemed an illegal substance. Substance abuse will not be tolerated. No learner may be in possession of or under the influence of drugs
- 1.7 Theft is considered to be a serious offence and will be dealt with as a level 4 transgression.
- 1.8 No learner may harm or endanger the physical and emotional well-being of a fellow learner. No learner may bring to school, have on their person or use dangerous weapons, any kind of fireworks or any object which can cause injury. No learner may have scissors on their person or in their pockets. These must be kept in the school bag or pencil case
- 1.9 A learner may not be guilty of disruptive behaviour, and shall always be respectful and polite towards staff members, RCL Executive members and visitors to the College.
- 1.10 Bullying, fighting, victimisation, intimidation, initiation and any display of racism will be severely dealt with.
- 1.11 Learners may not hitchhike in school uniform or in the company of another learner in Goodwood College.
- 1.12 Learners waiting for buses or any other form of transport before or after school or while travelling shall do so in orderly manner and shall behave in accordance with the instructions of the driver or person officially in charge.
- 1.13 Behaviour in the corridors and on the stairs must be orderly. Keep to the left when walking in the corridors.
- 1.14 Eating or drinking is not permitted in the classrooms.
- 1.15 The chewing of gum is prohibited at all times when in school uniform or when taking part in any school activity.
- 1.16 Learners must line up quickly and quietly before entering the hall for assembly. No talking is allowed on entering the hall for assembly.
- 1.17 Any learner who is absent must bring a written note from his/ her parent/ guardian on the day they return to school. Absence for three or more days requires a Medical Certificate from a medical practitioner/ traditional doctor/ registered herbalist. If a pattern of absence is noted a Medical Certificate may be required for any day absent.
- 1.18 Absence for any continuous assessment (CASS) activity, test or practical requires a medical certificate and will result in an incomplete result for that term even if a medical certificate is supplied. The learner will be granted a second opportunity. No certificate will result in zero. If the learner has no valid proof of absence a zero will be awarded.
- 1.19 All appointments i.e. Medical, Dental, Interviews, or Drivers tests must not be, made during school hours and official extra-mural sport practices or matches. Learners may only leave the school premises during school hours with the permission of the Grade head and then only on receipt of a letter from the parent/ guardian. Extended

absence from school must also be referred to the Grade head for permission or notification.

- 1.20 Motorcycles, scooters, bicycles and any vehicle of a learner may not enter or be parked on school premises.
- 1.21 Parents may not drop off or collect learners inside the school grounds.
- 1.22 Learners may not put up non-school related posters or circulate pamphlets without the permission of the Principal. All posters must be signed by the Principal or deputy. Poster may only be put up on the face brick and notice boards and not on the painted walls.
- 1.23 Learners may not touch or tamper with any possessions belonging to staff or other learners. Learners are responsible for their belongings and should label all clothing, equipment, books and suitcase clearly. No valuable items should be brought to school. Learners are responsible for all such items.
- 1.24 Vandalism will not be tolerated and any form of damaging or defacing of property such as furniture, walls, equipment, books will be regarded as a most serious transgression.
- 1.25 No ball games are allowed without educator supervision.
- 1.26 Notices and newsletters are essential methods of communication between the school and the home. Learners are to ensure that notices handed out at school are given to parents/ guardians and that the reply slips are returned on the specified date.
- 1.27 Learners are to be punctual at all times. This includes being on time for school, for class and for extra-mural activities. When late for school it is the learner's responsibility to report to the admin secretary. When late for class, the learner must get a slip from the educator he/she was at. Latecomers are dealt with at the discretion of the head of discipline.
- 1.28 Hanging around and playing in the corridors, on the stairs, the tuck shop, the lockers and toilets is prohibited.
No learner is to be in the area of the school which is designated as out of bounds.
The following areas are out of bounds when not with an educator.

| Always | Breaks | Before/ After School |
|---|--|--|
| <ul style="list-style-type: none"> • The foyer of the school. • Educators Staffroom • General workers staffroom • Car park • Passage next to the staff room • All steps | <ul style="list-style-type: none"> • Stairs • Upstairs • Must stay 5m away from fence | <ul style="list-style-type: none"> • Upstairs (without educators supervision) |

- 1.29 Learners may not meet visitors at school without permission. Visitors are to report to the secretary's office and obtain permission and a visitor's card.
- 1.30 Bullying, fighting and the use of offensive language is considered a serious offence and may result in level 3 or 4 punishment.
- 1.31 No rucksacks/Backpacks allowed. No bags on wheels allowed without the permission of the head of discipline. Any form of rucksack will be confiscated and kept for 2 months. Learners are obligated to utilise a space case on school premises.

1.32 Learners/parents/guardians are responsible for the replacement value of lost/damaged text books and school property.

1.33 **Courtesy:**

Staff members are referred to by name i.e. Mr Smith, Mrs Brown or as Sir or Ma'am as applicable. Learners must greet staff members when meeting or passing each other during the day. Adults on the school grounds, particularly parents and visitors must be afforded the utmost courtesy. If a member of staff passes along the corridor or through a doorway, learners are expected to stand back to allow the person to pass. If a learner is sitting down when an adult enters the room he/she is to stand up to greet the person. Disrespectful behaviour or impertinence directed at any adult is totally unacceptable. The ground staff and the administration staff are integral to the school and courtesy is to be extended to them.

1.34 **Extra- mural (Sports and Culture):**

Learners are to furnish the educator in charge with a letter from their parents explaining their absence from practice. The letter must be given to the educator in charge on the day preceding the practice day.

Learners to furnish the educator in charge with a letter from their parents explaining their unavailability for selection for a specific match/ function.

Learners representing a school team must purchase the official school tracksuit and wear the correct kit for the specific sport. Cultural and other extra-mural activities must be done in the correct dress code.

1.35 **Cell phones:**

Read in conjunction with the Electronic device policy. Cell phones may not be used for any purpose in the quads or inside the school building or classrooms between 7:45 and 14:30 unless under the direct supervision of a teacher. Learners must leave cell phones at home or hand cell phone in before school.

Learners may not bring computer games, iPods or any electronic equipment to school.

CELL PHONES OR ELECTRONIC DEVICES THAT ARE CONFISCATED WILL BE HANDLED AS FOLLOW:

- In cases where a cell phone (or any other smart device) was confiscated during any class assessment, formal test or examination, it will be referred to a SAIC (School Assessment Irregularity Committee) and the "device" will be withheld until the investigation process has been declared at the District Office.
- During day to day activity on any area of the school terrain, even during break times, it will remain in possession of Goodwood College for 5 school days and will only be returned after the payment of a penalty of R50.00.
- In cases where the cell phone or electronic device is required immediately, it will only be released by Goodwood College after consultation with the Parent/Guardian who enrolled the learner. If the specified person is not available, the device will remain in lock up.

IF A LEARNER REFUSES TO HAND OVER A CELL-PHONE: NOTE!

- The parent will be contacted immediately and will have to come to school to resolve the situation. In the event that the parent convinces the learner to hand over the device by speaking to him/her during a telephonic conversation, the parent will not be summoned to come to school.
- Any form of electronic device may not be taken into any examination or test venue. If a cell phone or any electronic device is found on a learner during an exam or test venue, the learner will be given zero for that examination or test.

- 1.36 Any audiotracks (music, movies, etc) may not be audible on the school premises or when involved in curricular activities i.e. during the formal school day and at all extramural activities.
- 1.37 Learners may not sit/ congregate in front of the gate or in the road. Learners may not stand or sit in the road, before, during and after school. The school has made provision for an area where learners who need to wait for their transport after school, can wait.
- 1.38 No visible body piercing is allowed. No visible tattoos allowed.
- 1.39 Pupils may not engage in any actions which are regarded as intimate and would cause embarrassment to others. Learners must maintain an appropriate distance from each other and should not “hang” on each other in an intimate way.
- 1.40 Watches are permitted for practical purposes but elaborate designs, styles, fashion statements are not permitted.
- 1.41 After any extended special function, e.g tour, musical, pupils must provide a doctors certificate if they are absent the day following the extended function.
- 1.42 If a learner is absent on the day of an extra-mural function, they may not attend the function. If a learner is absent from school on the Friday, they may not take part in any extramural activity on the Saturday or Sunday of that weekend.
- 1.43 Learners are responsible for the behaviour of any guest they bring to school for any function.
- 1.44 Learners, once at school in the mornings may not leave the school premises without the permission of their grade head.
- 1.45 **Exams & tests (Read in accordance with the Assessment policy):** If a learner is absent during the exams we require a medical certificate for the day(s) absent even if the learner is absent. Any exception to this rule must be directed to the Assessment Coordinator. If a learner is absent and cannot provide a medical certificate, zero will be awarded for that particular assessment.
- 1.46 **Religious observance:**
As part of our policy to embrace multi-culturalism and religious tolerance, Muslim learners will have the opportunity to leave the school at 12:40 with parents’ written consent to go to Mosque.
- 1.47 **Misbehaviour in Assembly:**
Misbehaviour or not co-operating in school assemblies will not be tolerated. Learners who are guilty of such behaviour will be dealt with accordingly.
- Dress Code:**
Learners must wear a school blazer with the official school uniform to be able to appear on the stage.

Section C: Dress Code

GIRLS APPEARANCE AND DRESS

HAIR

The basic rule is that hair must be neat and tidy and not draw undue attention to it.

- No coloured bands, slides, bows etc. other than white, black, and bottle green or, in cases of slides, the colour of individuals’ hair.
- No butterfly clips or clamps. Banana clips may only be worn if hair is tied flat against the head.
- Afro styles, ponytails or buns are only allowed on top of the head if it does not cause obstruction.
- Hair must be tied up if below the collar or if it is possible to be tied up.
- Fringes below the eyebrows must be clipped back.

- No “fashionable” hairstyles e.g. punk or little curls or pigtails hanging down the back, sides, or on top of the head.
- Hair may be washed with a colour rinse or dyed as long as it is in the “natural colour” and one colour all over. Any girl who violates this rule will be required to restore her hair to its original natural colour immediately.
- No big bows, beads or fancy hair ornaments allowed.
- Braids are allowed but must be the same colour as roots.
- No shaved in lines on the head or eyebrows.
- Only Muslim girls may wear a black or green head covering to school. All hair styles are subject to the principal’s approval. Should anyone wish to deviate from the above regulations application for deviation must be submitted to the School Governing Body.

SHIRTS/DRESS

- White shirt with top button to be fastened at all times when in winter uniform.
- Bottle green/2020 beige school skirts with badge must not be shorter than 5cm above the knee and not extend below the knee, when standing.
- No tops with "hoodies" allowed

SHOES

- Black conventional lace-ups or “Baby-doll” shoes must be worn. All shoes must be polished regularly.
- Shoes should be buckled up and not be worn loose. If the buckle is broken it must be repaired.
- No tippex or graffiti is allowed on the shoes.

BLAZERS

- Must have all buttons. Only the silver buttons that the blazer is originally manufactured with are permissible.
- Blazers are optional with summer or winter uniform.
- Blazer sleeves may not be pushed up or rolled up.
- Only approved badges may be worn on blazers – no little ornaments.

PANTS

- Beige long pants (optional from 2020)

TRACKSUITS

- Tracksuits can only be worn during Life Orientation practical period which occurs twice in a ten day cycle.
- Learners must wear the full tracksuit.

JERSEYS/SLEEVELESS PULLOVER

- Jerseys may not be excessively long.
- Sleeves may not be rolled or pushed up.
- Jerseys may not be tied around the waist.

STOCKINGS/SOCKS

- Only school regulation black stockings or thick wool stockings must be worn in the winter months.
- No patterned stockings allowed.
- Stockings may not be worn with summer uniform.
- White socks to be worn in summer – these may not be rolled down or pulled up.

SCARVES

- Only a plain bottle green or plain black scarves are allowed.

JEWELLERY

- Only watches and Medic-Alert bracelets may be worn. Any other jewellery will be confiscated.
- All learners are requested to hand in smart watches during assessments as it will be regarded as an assessment irregularity.
- No chains or any other ornament to be worn around the wrist or ankle etc.
- Earrings: Girls who have pierced ears may wear gold or silver studs or plain sleepers. Studs-only and small round. No coloured studs allowed. Sleepers – no big or thick rings – only up to the new R1.00 size. Only one earring per ear – if girls have more than one hole in the ear, the earring must be in bottom hole. Only the lobe of the ear may be pierced.
- Neck Chains: Chains are not allowed and will be confiscated.
- Tongue rings are not allowed. Learners will be asked to remove them immediately and the tongue ring will be confiscated.
- Piercings: All visible piercings and bristles are prohibited except according to the rule of earrings.
- Random search and siege operations will be carried out by the Deputy Principal or delegate Grade Head by means of a hand held metal detector. Electronics devices found will be confiscated and a complete investigation will follow to determine the material on the phone or memory card.

MAKE – UP

- No make-up allowed with school uniform, including lip gloss.
- No eyelash extensions are allowed.
- Nail polish – only clear, natural, colourless nail polish is allowed, not glossy or pearly. No French manicures are allowed. No henna is allowed without the permission of the head of discipline.
- Nails to be kept at a reasonable length – 1mm over tips of fingers.
- No coloured contact lenses are allowed.

TROUSERS

- Girls are allowed to wear grey pants during winter with grey socks only.
- Grey pants are not allowed during summer months.

BEANIES/CAPS

- No tops with "hoodies" allowed
- Only a bottle green beanie with the school badge is allowed during winter.
- Learners are prohibited from wearing the beanies in the passages and the foyer and is only allowed in classrooms after permission granted by the educator teaching the class.
- A bottle green cap with the school badge on is allowed during winter.
- Caps and beanies are prohibited during assembly.

BOYS' APPEARANCE AND DRESS

SHIRTS

- Top buttons of the winter shirt must be buttoned and ties knotted and pulled up flush with the collar – not worn loosely a few centimetres below the collar.
- If the collar is too small, the button must be moved or a new shirt bought.
- Boys' summer shirt collars are worn over the blazer collar.
- Shirts must be tucked in at all times.
- No T-shirts must be visible under the shirt.

SHOES

- Black, conventional lace-ups must be worn – no boots, slip-ons, side-laced shoes, takkies, veldskoene etc.

- All shoes must be polished regularly. The laces of the shoes must go through all the holes available and the shoelace must be tied in the conventional manner. Shoe laces may not be cut very short or be too long so that they cannot be correctly tied.
- Only one single shoelace per shoe that must be tied in the correct and acceptable manner.

TROUSERS

- Shorts – short and knee length for summer – beige from 2020 (compulsory G8/G9).
- Long trousers – beige (compulsory G8/G9) or traditional grey for the rest.
- Only trousers of the conventional width may be worn. Long pants tapered into drainpipe styles and pants that are widened into bootleg styles are unacceptable. When worn properly, the leg of the trousers should hang easily and naturally with no appearance of clinging. No slim-fit or jeggings trousers are allowed.
- Pants must be worn around the waist not around the hips.
- No underwear should be visible above the pants.
- The length of the pants must be correct and the pants must not drag on the ground or be frayed.
- If shorts are worn they must be of a conventional shape and size. No cut-off longs or baggies are acceptable. Underwear must not show.
- Shorts may not be worn to formal occasions e.g. Prize giving etc.
- If shorts are worn, long grey school socks are to be worn. Socks must stay up or be held up with garters just below the knee.
- Trousers belts must be worn and must be grey or black. Belts must be leather or synthetic leather with no branding on them. Brown, other colour belts or belts displaying shiny badges/ornaments are not acceptable. The buckle of the belt must be no more the 0.5cm wider than the belt ion either side.

TRACKSUITS

- Tracksuits can only be worn during Life Orientation practical period which occurs twice in a ten day cycle.
- Learners must wear the full tracksuit.

HAIR REGULATIONS

The basic rule is that hair must be neat and tidy and not draw undue attention in accordance to the following restrictions:

- Hair must be regulation length. In light of this, no hair may touch the eyebrows or ears and hair at the back of the head must be easily clear of the collar when the head is naturally held upright and may not be clipped back, tied up (man buns) or held by an alice or head band.
- Afro styles must not cause obstruction
- No hair sculpting may be done in opposition to the hair's natural pattern of growth and therefore may not be styles in the form of e.g. mowhawk etc.
- Hair products may be used but not to conceal incorrect hair length.
- Hair may be washed with colour rinse or dyed as long as it is in the natural ocolour and one colour all over. Any boy who violates this rule will be required to restore his hair to its original natural colour immediately.
- No hair accessories are allowed.
- No Facial hair
- No pattern or stripes are allowed in the eyebrows.
- No step cuts.
- Sideburns may not extend below the middle of the ear.
- For Muslim boys no other religious articles and deviations such as fezzes, beards etc. are allowed.

Section D: Serious Misconduct

Serious Misconduct

(Extracted from: general manual for the suspension and expulsion of learners from public schools (excluding public schools for learners who were referred or transferred to such schools in terms of child care act, 1983 (act 74 of 1983), and/or the Criminal Procedure Act, 1977 (act 51 of 1977)), in circular 0030/99-Provincial Administration Western Cape – Education Department.)

The Governing Body may, after a fair hearing, suspend or recommend expulsion to the Head of Education, if a learner is found guilty of serious misconduct.

A learner may be found guilty of serious misconduct if him or her:

1. has been convicted by a court of a criminal offence;
2. provided, sold, bought, procured, used or has in his or her possession intoxicating liquor or drugs during a school activity or in school uniform;
3. is guilty of assault, theft, gross insubordination or immoral conduct of learner, educator and general staff (general workers, safety officers, administration clerks).
4. has been repeatedly absent without leave from school and/ or classes;
5. intentionally and without just excuse –
 - 5.1 seriously threaten, disrupt or frustrate teaching or learning in class;
 - 5.2 engage on a conspiracy to disrupt the proper functioning of the school;
 - 5.3 insult the dignity of a staff member;
 - 5.4 cheat in a test or examination;
 - 5.5 distributes any test or examination material that may enable another person or himself or herself to gain an unfair advantage or is in possession of any examination material prior to or during the writing of the said examination;
 - 5.6 sexually harasses another person;
 - 5.7 is found in possession of or distributes pornographic material;
 - 5.8 supplies false information or falsifies documentation to gain an unfair advantage at school;
 - 5.9 is in possession of a dangerous weapon or uses it to threaten any person;
 - 5.10 engages in any act of public indecency;
 - 5.11 endangers the safety and violates the rights of others;
6. fights, swears, or falsely identifies himself or herself;
7. threatens fellow learners or educators;
8. uses hate speech, makes himself or herself guilty of racism or applies harmful graffiti;
9. vandalizes, destroys or defaces school property or the property of any member of the school community;
10. repeatedly violates school rules or the code of conduct;
11. conducts himself or herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner.

Suspension or/ Isolation of a learner by the principal/ Deputy Principal as a precautionary measure or to cool off.

1. The governing body gives authority to the principal / deputy principal to suspend a learner as a precautionary measure, in respect of learners who are accused of serious misconduct as outlined in Section 8 of the South African Schools Act.
2. Before suspending a learner, the learner and his / her parents have an opportunity to indicate why the suspension should not be considered.

3. The disciplinary procedures must start within one week after the suspension began. If not, permission must be received from the Provincial Head of the Department of Education for continuation of the suspension.
4. The suspension is valid until the learner is acquitted or, in the case of a conviction, until appropriate sanctions have been determined.

Section E: GRADING OF MISDEMEANOURS

Offences are ranked according to the nature and degree of seriousness of the offence, of which Grade 4 is the most serious. The level of offence will determine the disciplinary procedure to follow. An offence not listed may be classified according to the educator's discretion.

| List of offences which give an indication to the grade of the offence. This list is not meant to be exhaustive. | | | |
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| GRADE 1 | GRADE 2 | GRADE 3 | GRADE 4 |
| <ul style="list-style-type: none"> • Littering • Excessively noisy or unruly behaviour before school, during change-overs, during breaks, and after school • Eating, drinking or chewing gum during any contact time (class and assembly) • Misconduct in an assembly / during line-up • Entering an out of bounds area, classroom or passage without permission • Misconduct or poor sportsmanship during an extramural activity's practice, intra- or inter-School competition or league fixture • Failure to: <ul style="list-style-type: none"> ▪ submit an absentee note or by the stipulated deadlines ▪ attend an extramural activity's practice session without excusing himself ▪ attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event ▪ attend educator's detention ▪ continual interference with another learner which causes minor physical or mental discomfort • Minor infringements of uniform regulations or sport dress wear • Disruptive behaviour in class • Spitting in public • Failure to: <ul style="list-style-type: none"> ▪ do classwork and submit homework assignments, etc. ▪ cover book/files ▪ bring the required | <ul style="list-style-type: none"> • Vandalism • Interfering with another person's possessions/ property without the owner's consent • Damaging another person's possessions / property because of interfering or using said possession or property without the owner's consent • Racism: remarks / insults or any other form of bullying and discriminatory remarks • Disrespect for the religion, dignity, rights and privacy of other students • Improper suggestions of a sexual nature • Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof. Forging parents signature on official communication with school, etc. • Intimidation by verbal or physical threat to harm the person or his property (bullying) / contacting individuals from outside the school premises to settle disputes • Swearing, lying or using obscene gestures • Verbal or non-verbal abuse • Inappropriate use of electronic media • Disrespect or insolence • Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in DT or work squad or failure to report to DT or work squad, or failure to report to the subject teacher with this work/punishment as stipulated) | <ul style="list-style-type: none"> • Possession of weapons or items that can be used as a weapon that can cause physical injury • Entering the School premises while under the influence of alcohol/drugs • Possession and or using cigarettes or being in the company of a learner smoking cigarettes or purchasing cigarettes when identifiable as a learner of the school. • Possession, copying, distribution, use or displaying of pornographic material • Assault with the intent to do grievous bodily harm • Truancy from School or leaving School grounds without the necessary permission • Taking part in any form of illegal strike action/ meeting/campaign on School premises • Any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner violating the rights of the teacher to carry out his/her tasks, to the detriment of | <ul style="list-style-type: none"> • Use of weapons that cause physical injury • Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • Theft, robbery, breaking and entering • Malicious damage/injury to property of the School, staff members, fellow learners or any other person or body rape, attempted rape, or indecent assault • Threatening to assault / intimidate teachers • Physical assault that results in bodily harm • Sexual assault of a teacher or learner • Sedition or inciting any form of illegal strike action/meeting/ campaign on School premises • Any offence punishable under common law of South Africa • Unreasonable repetition of a GRADE 3 offence |

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| <p>textbooks, notes, stationery, or equipment to a lesson</p> <ul style="list-style-type: none"> ▪ hand work in on time ▪ copying another learner's classwork or homework <ul style="list-style-type: none"> • Vandalism/ Defacing School property • Reporting late for class • Use of offensive material to cover books or files • Possession and/or use of a cell phone, computer game, iPod and/or similar electronic devices, during all contact time • Arriving late for School without an excuse note. | <ul style="list-style-type: none"> • Fighting, common assault or attempted assault • Public disturbance and public indecency • Gambling • Copying of computer exercises, projects or any other work intended for the year mark • Truancy from any contact time • Possession or use of fire crackers • Failure to attend an extra-mural activity fixture or function as a participant or official • Any action which brings the School's name into disrepute • Possession of offensive material, excluding pornographic material • Tampering with safety and other equipment on School premises • Unreasonable repetition of a GRADE 1 offence | <p>the School, the staff, the teacher, or fellow learners or other stakeholders</p> <ul style="list-style-type: none"> • Deliberate use of electronic media against a fellow learner or the school • Reckless or negligent driving whether in School uniform or not, and whether on the School property or not including driving without a valid license • Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non- verbal, with another learner • Unreasonable repetition of a GRADE 2 offence | |
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CODE OF CONDUCT SIGNED OFF AND ACCEPTED BY SGB
CURRENT POLICY SINCE 2020