HOËRSKOOL SECUNDA

CODE OF CONDUCT FOR LEARNERS

PART 1

CODE OF ETHICS

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- the values of the school, namely respect, responsibility, self-control, caring, and thankfulness;
- adhere faithfully to this code of conduct and all the rules and regulations of Hoërskool Secunda.
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my school work diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT_____ON THIS_____DAY OF _____20_____

_____

LEARNER

HOËRSKOOL SECUNDA

CODE OF CONDUCT FOR LEARNERS

PART 2

CODE AND RULES OF CONDUCT

1. Introduction

In terms of the provisions of the South African Schools Act, Act 84 of 1996 ('SASA'), every public school governing body needs to adopt a code of conduct for learners of the school. A governing body is expected to consult the learners, parents and educators of the school before adopting the code of conduct. You will be provided with the Code and Rules of Conduct for learners of Hoërskool Secunda, which the governing body has adopted.

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'); Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998) and relevant provincial legislation.

2. Objective

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

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

3. Code of Conduct for learners

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 Hoërskool Secunda, 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.

See the Code of Conduct for learners for a complete explanation of the rules and regulations.

I regard the Code of Conduct as binding at all times when I am on the property of the school, or in school-uniform, or on an outing or tour with the school, or partaking in any activity linked to the school, whether it be sport, cultural or otherwise, or when I can in any way be associated with Hoërskool Secunda.

I undertake to apply the Code of Conduct and abide by it.

Pupil: _____ Date: _____

Parent: _____ Date: _____

ACKNOWLEDGE RECEIPT OF CODE AND RULES OF CONDUCT

Hereby, I, _____, acknowledge receipt of the
(Name of learner)

Code and Rules of Conduct on _____.

_____ _____

Signature of learner Signature of parent

POLICY REGARDING THE CHANGE OF SUBJECTS

NB! Substitution/changing of subjects can only be approved if the learner's subjects can be accommodated on the school timetable.

Departmental policy states as follows:

1. Grade 10: A maximum of TWO subjects may be changed before or up to the second week of the third term.
2. Grade 11: Only ONE subject may be substituted/changed before or up to the second week of the third term.
3. Grade 12: Only ONE subject may be substituted/changed at the end of the November examination in the Gr. 11 year.

NO SUBJECT MAY BE CHANGED IN GRADE 12.

All changes of subjects are subject to the approval of and consultation with the Regional head of examinations of the Department.

Documents needed:

1. Complete application form for changing of a subject (obtained from Grade Head)
2. Letter of motivation from parent/guardian.
3. Signatures of approval of both previous and new subject teachers.
4. The application must be handed in at the Grade Head.
5. The Grade Head submits the application at the Deputy Principal: Academic issues.
6. The learner will receive a new timetable if the application is approved.
7. If the learner has already substituted a subject in Grade 10, the original form has to be retrieved from the Deputy Principal: Academic issues and completed (the same form) for the new subject.

POLICY REGARDING CELL PHONES

Policy regarding the use of cell phones and other electronic devices hindering education, constitutes the following:

Learners may only use cell phones before and after school and during breaks. When the bell indicates the beginning of a school day or the end of break, cell phones must be switched off and put away. <u>No cell phone must be visible.</u>

If a learner disobeys the above rule, the device must be handed to the teacher. It will be stored in the school's safe in an envelope/sealed plastic bag. The device can be collected after a week. For a first transgression, R100 must be paid at the office. For a second transgression, the phone will be kept for a week and R200 must be paid at the office. For a third transgression, the phone will be kept for a week and R300 must be paid ate the office, etc. The staff member must send a pink letter to the office so that the transgression can be dealt with according to the Disciplinary Code.

The school doesn't accept responsibility for the loss of any possessions.

FINAL PROMOTION MARK

Is determined by the department but is usually:

Grade 8 and 9:

Continuous assessment (Year mark): 40% November examination: 60%

Grade 10-12:
Continuous assessment (Year mark): 25% November examination: 75%

RULES FOR THE USE OF THE SCHOOL DIARY

This diary must be in your possession at all times during the school day, especially when you are outside of the classroom during lessons.

- Parents must sign this diary at the beginning of the year. They should also check and control this book on a daily basis. The parents' signature implies that the parents are fully aware of the contents of the diary.
- This diary is a document in which homework and test must be indicated.
- Your diary should be covered with plastic.
- If a diary gets lost for some reason, it's the responsibility of the learner to buy a new one at the office for R45.

ABSENTEEISM

1. When a learner is absent, parents must provide the reason for the learner's absence in a letter and hand in a medical certificate.
2. When a learner is absent, in the case of an of an official test or examination, the following rules apply: A learner must have a medical certificate/funeral letter of close family/proof of school activities for the day that the test was written.
   A medical certificate stating: "As informed", will not be accepted.
3. When a learner arrives late for school or returns from an appointment from outside the school, he/she must report at the general office.
4. When a learner must obtain permission to be absent for a particular school day, e.g. for a funeral or appointment at a medical specialist, these arrangements must be communicated to the school in writing by the parents. The written note must be handed in at the general office before school commences. Only a parent or a legal guardian will be permitted to fetch the learner. This is a safety measure to protect your child.
5. Learners are only regarded as present by the Department when they have attended school until 10:00.
6. When a learner falls ill at school, he/she must report to the general office. The school will contact the parents – learners may not contact their parents.
7. The policy with regard to Absenteeism during assessments is available on D6.

LEAVING SCHOOL PERMANENTLY

Application for a transfer card to another school and notification of a learner leaving school permanently, must be done in writing by the parent.
Before the school can issue a transfer card, all textbooks must be returned and all accounts settled.

BOOKS AND BOOKCASES

Textbooks are provided by the school, some workbooks will have to be bought by the parent. It is compulsory for a learner to write his/her name on a label when covering the textbook with durable plastic. If the Education Department provides scripts to learners, the school will issue these scripts to the learners, otherwise the learners must buy their own scripts. A list of the necessary stationary will be issued at the end of each year for the following year. The school requires that every learner must possess a sturdy bookcase with supportive partitions. No canvas bags are allowed. Bookcases may not be written or drawn on but must be clearly marked. The school cannot accept any responsibility for lost bookcases or contents thereof.

TEST AND EXAMINATION TIMETABLE

Official tests will normally be written on Wednesdays and Fridays. Test timetables can be pasted in the school diary.

Under normal circumstances, Grade 8 – 11 learners write exams twice a year. Grade 12 learners write three exams yearly.

Most timetables are determined by the Education Department. No tests or exams can be changed to another date based on a request of a parent or learner.

ACCOUNTABILITY

The school does not accept any responsibility for the theft of any item whatsoever. Valuable articles must rather be left at home. Cell phones are brought to school at own risk and must be switched off during class time and during the changing of classes.

COMMUNICATION

Communication takes place by means of the D6-Communicator, sms-system and whatsapp groups for the child's grade. Parents' evenings are scheduled after learners have received their reports. After every test and exam the answer script will be sent home for parents to sign and send back to the school. Reports are sent out at the end of the first, second and fourth quarter. Parents who don't receive a report must make an enquiry at the school.

In the third term, only a mark sheet will be issued from the school.

Parents are welcome to discuss matters concerning their children with the staff members.

The following serve as guidelines:

- The principal deals with the following: Serious matters that negatively impact the school, notices of death, staff matters and exclusion of learners. Appointments must please be made.
- Deputy Principals: New admissions, enquiries about marks and reports, serious transgressions of the school's Code of Conduct, absenteeism due to medical appointments, funerals, arrangements regarding school functions, enquiries about school fees.

- Grade Heads are responsible for the general educational and academic well-being of learners in the relevant grade. They are also responsible for disciplinary problems according to the Code of Conduct.
- Register teachers are responsible to see to it that every child in his/her class is happy and able to study successfully. Parents are requested to discuss any problems concerning absenteeism, negligence to do homework and transgression of school rules with the relevant register teacher.
- Subject teachers will deal with enquiries concerning the progress of a learner in a specific subject.
- Parents must please make an appointment to see a teacher, as teachers cannot be called out of the classroom during class time.

DAILY PROGRAMME

1. All learners must be on the school premises by 07:25. For the sake of the safety of our learners, they must please remain in the school premises, once they have entered the school.
2. On Thursdays, learners must assemble on the quad by 07:30.On all the other days, learners must go to their register classes.
3. On Mondays LO and assembly will be alternated.
4. Tests will be written on Wednesdays and Fridays.
5. Learner's behaviour during hall assembly must be exemplary at all times.
6. After 14:15 learners may only be in the school perimeter under the supervision of a teacher.
7. There may be no noise in the vicinity of the classrooms, as extra classes are be taking place.
8. Learners are only allowed outside a classroom during class time, if their diaries have been signed by the relevant teacher.

GENERAL

1. It is compulsory for a learner to attend class every school day. All learners must attend class according to their official timetable and may not play truant or be absent without permission.
2. No learner will be allowed to communicate with outsiders over the fence or talk to people outside of the school property. Learners must maintain a distance of at least 2m from the fence.
3. The behaviour of couples who wish to sit together and talk during breaks, must not be an embarrassment to other learners and staff members. Any physical contact is forbidden at school or anywhere else where learners are representing the school in their uniform.
4. Any dangerous games, such as the throwing of stones are forbidden. No learner may have any dangerous weapons, crackers/fireworks, skateboards or rollerblades in their possession at school.
5. Littering and vandalism is strictly prohibited.

6. Initiation is strictly forbidden. Grade 8 learners are introduced by the EC under supervision of the staff.
7. No learners are allowed in a classroom, either before or after school or during breaks without the permission and presence of a teacher.
8. Our own classrooms, restrooms and pavilion, as well as those of the school we visit must be left in an immaculate condition.
9. Bicycles and motorcycles must be parked and locked up in the designated areas. Learners who come to school with their own vehicles must park in the parking area close to the tennis courts. These learners must be in possession of a valid driver's licence. A licence card must be displayed in the window of the car. This card can be obtained from Mr. G Matfield.
10. The roneo room and front office is out of bound for learners.
11. In the interest of the offender and the reputation of the school, it is expected of every learner to report any misconduct of other learners.
12. The school property may only be entered or exited through one of the official gates. It is an infringement to climb over the fence.
13. Functions like the Matric farewell, dances, the Valentine's Ball are all exclusively for enrolled learners of Hoërskool Secunda.
14. Only the Cafeteria will be permitted to sell any refreshments. No learner or teacher is allowed to sell any food or drinks. Refreshments may be sold at official fund raising events.

RULES REGARDING APPEARANCE AND SCHOOL UNIFORM

(extract from code of Conduct)

Our school uniform is registered and may not be sold or given to any person who is not a learner of Hoërskool Secunda.

Only relevant school badges may be worn on the school blazer.

6.1 School wear

6.1.1 The prescribed school wear will be worn during school hours as well as other school activities, as determined by the governing body.

6.1.2 School wear is compulsory during any school function or when a learner is representing the school elsewhere, unless other official arrangements have been made. During social gatherings e.g. school dances, where private wear is permitted, learners must always be appropriately dressed.

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

6.1.4 Failure to adhere to these particular rules is a level 1 offense but in the case of **three repeated offences**, it becomes a level 3 offense.

6.1.5 **Clothing rules**:

6.1.5.1 **Boys:**

i. White school shirt (short sleeves in summer, long sleeves in winter)
ii. Grey trousers (short or long) with a grey, black or brown belt. (Trousers should not be too tight.)
iii. Tie (summer and winter)
iv. Grey socks
v. School jersey / blazer (optional) / pullover or tracksuit jacket (Only Gr. 11 - 12, if you already have one)
vi. No T-shirts is allowed to be worn under school- or athletic wear. Only a white 'second skin' is allowed.
vii. Black lace up leather shoes (no shoes with buckles). Shoe laces must be tied at all times. No pointy shoes may be worn. Seeing as though there is such a big variety of shoes available, the responsibility is that of the parents to ensure that the shoes are according to school rules.
viii. School shoes must be clean and polished.

6.1.5.2 **Girls:**

a. Summer: Option 1
i. White short sleeve school shirt.
ii. Turquoise and white tunic with belt.
iii. Short white school socks with tunic (not sport socks).
iv. School socks must be folded over.
v. The tunic must be 10cm above the knee, measured from the ground when the learner stands on her knees.
vi. Black leather shoes for girls, with a buckle or laces. No pumps are allowed. Seeing as though there is such a big variety of shoes available, the responsibility is that of the parents to ensure that the shoes are according to school rules.
vii. School shoes must be clean and polished at all times.

Summer: Option 2
i White short sleeve school shirt with school tie.
ii Long grey school trousers.
iii Grey school socks with trousers.
iv. School jersey or pullover is compulsory with the trousers
v. The tie is not worn with the tunic but it is compulsory with grey trousers.

b. Winter: Option 1
i. White long sleeve school shirt.
ii. Turquoise and white tunic with belt.
iii. The tie is not worn with the tunic.
iv. Black stockings (Pantyhose).
v. School jersey, school blazer or tracksuit jacket (Only Gr. 11 - 12, if you already have one)

Winter :Option 2

i White long sleeve school shirt.
ii Long grey school trousers.

iii School tie is compulsory if worn with grey pants.
iv Grey school socks
v School jersey, school blazer, pullover or tracksuit jacket (Only Gr. 11 - 12, if you already have one)

vi No blouse/ T-shirt or lace shirt is allowed to be worn under school- or athletic wear. Only a white 'second skin' is allowed.

The tracksuit and S-clothes is not part of our official school wear. It may only be worn during LO practical periods as announced. It may, as arranged, be worn with sport events.

The school doesn't have a Matric jacket. The blazer with approved cord, serve as Matric jacket.

Only school scarves and the official school beanie is allowed and only from June to September together with winter wear.

During sport days, learners must wear their complete school uniform or sport wear.

No denims may be worn, either with school wear or your s-shirt.

6.1.6 Any caps or headgear other than those prescribed in the clothing rules are prohibited.
6.1.7 The Governing Body may use its own discretion to grant permission for learners to wear informal clothes to certain events. Such clothes must be neat and proper.

6.1.7.1 Dressing rules for casual wear

6.1.7.1.1 Girls:
(i) Clothing must be neat, without any holes or tears. (no torn jeans)
(ii) Shirts, blouses or dresses must cover the shoulders, no 'spaghetti straps'.
(iii) Shorts are not allowed to be more than 10cm above the knee, measured from the ground when the learner stands on her knees.
(iv) The same hair-, jewel-, nail-, and make-up rules apply as during school hours.

6.1.7.1.2 Boys:
(i) Clothes must be neat, without any tears. (no torn jeans).
(ii) Shirts are not allowed to hang more than 20cm below the middle.
(iii) No sunglasses or hats are allowed.
(iv) The same hair-, jewel-, and nail rules apply as when attending school.

6.2 Appearance

6.2.1 Hair
Girls

- Hair colour must seem natural at all times.
- No unnatural highlights or lowlights are allowed.
- Hair that extends over the collar must be tied.
- Only hair accessories/headbands (ribbons, combs and bobbles) that fit in with the school's colours may be worn. (white, yellow, black or turquoise)
- Learners are not allowed to wear coloured- or a variety of hairpins, headbands, flowers and feathers in their hair.
- Hair must be tied securely.
- Long hair or extensions must be tied. Extensions must match the learner's natural hair colour.
- Natural 'Afros' should be neatly tied with an acceptable headband.
- Hair may not extend too far from the head. It must take on the natural shape of the learner's head.
- Short hair must be cut neatly.
- Mohawks, shaved heads, undercuts, coloured fringes, and 'tails' in the neck are strictly forbidden.
- Fringes may not hang in the learner's eyes, if it extends over the eyebrows, it is too long.
- Braided 'dreadlocks' will be allowed only if it is clean, neat, a natural hair colour and tied together. Permission must be obtained from the Governing Body in writing by the parents if a different style is required for religious or cultural purposes.
- Hair may not be longer than the middle / hips / belt area of the learner.

- Parents must see to it that learners adhere to hair rules. Parents are also responsible for the enforcement of school rules.

- The school reserves the right to decide whether a hairstyle is acceptable or not.

NB: These rules also apply on special days when learners are wearing casual clothing.

Boys

- Hair must be short and neatly cut.
- 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 may extend up to the middle of the ear.
- Hair at the back must be gradually layered, Hair must be 1cm from the collar.
- Hair may not protrude excessively on top of the head, no longer than 5cm).
- No foreign hairstyles are allowed.
- No undercuts will be allowed.
- No hair is allowed to be cut in different lengths, hair is not allowed to be cut in a 'comb over' style. Hair on top of the head must not be too long (not longer than 7cm) and must adjust to the hairstyle, for example: not exceedingly long on top and short at the sides.

- Every boy's hair will be assessed individually, as some boys have curly hair and others have straight hair. No comparisons must be made with another learner's hair.
- Hair colour must seem natural at all times. No unnatural highlights, lowlights, extensions are allowed.
- Beards and moustaches are not allowed.
- 'Dreadlocks' will be allowed only if it is clean, neat, a natural colour and tied together. Permission must be obtained from the Governing Body in writing by the parents if a different style is required for religious or cultural purposes
- No 'racket-hair'. ("spikes")
- No caps or headgear other than those prescribed in the clothing rules are allowed.
- Parents must see to it that learners adhere to hair rules. Parents are also responsible for the enforcement of school rules.
- The school reserves the right to decide whether or not a hairstyle is acceptable or not.

NB: These rules also apply on special days when learners are wearing casual clothing.

6.2.2 Jewellery

- All jewellery items, such as rings, bracelets (elastic or leather) or chains, are prohibited. (Permission must be obtained in writing if any of the above is required for religious or cultural purposes.)
- Only wristwatches and signet rings are allowed.
- 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 or pearl (not exceeding 5mm) or standard gold or silver ring 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.

6.2.3 Nails

- Nails may not extend beyond fingertips.
- Only colourless polish may be worn.
- No acrylic or gel nails are allowed.
- Nails must be short and neat.
- After the Matric Farewell, nails and hair must be according to school rules

6.2.4 Make-up

- No lip gloss, lipstick, mascara, eyeliner, base, eye shadow or blusher will be allowed.
- Medical skin creams will only be allowed if a medical certificate can be shown and if it is approved by the head of the grade.

No tattoos of any nature must be visible.