

HERMANUS HIGH SCHOOL



CODE OF CONDUCT

SECTION A

INTRODUCTION

1. This Code of Conduct is directed to adhere to Clause 8 of the South African School's Act (84 of 1996) namely: "A Code of Conduct must be aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process".
2. This Code of Conduct recognizes the Constitution of the Republic of South Africa (108 of 1996), with special reference to the Bill of Rights in Chapter 2 as well as other applicable laws, rules and the Code of Conduct for staff members.
3. This Code of Conduct, as accepted by the School Governing Body, comprises of the following sections that in addition to the positive attitude of the learners and support of parents or guardians must contribute towards maintaining the orderliness, ethos, discipline, name and esteem of Hermanus High School:
 - 3.1. Section A: Introduction
 - 3.2. Section B: General Principles of Value
 - 3.3. Section C: Objectives of the School Rules
 - 3.4. Section D: Disciplinary Competence of Educators
 - 3.5. Section E: School Rules:
 - P.7 Good conduct towards Educators, Matric Council members, other delegates and the school as an institution.
 - P. 8 Smoking /Alcohol / other drugs
 - P. 8 Indecent or offensive material
 - P. 9 School attendance
 - P. 10 Sports
 - P. 10 School building and other amenities
 - P. 11 Violence, offensive behaviour, other prohibitions private property and transport
 - P.12 Classroom and examination room
 - P. 13 Rotation of classes
 - P. 13 School uniform and Sportswear
 - P. 16 Hairstyles and appearance
 - P. 17 Jewellery and other ornamentation
 - P. 17 Extra-mural activities
 - P. 18 Politics
 - P. 18 Measures of control

3.6. Section F: Disciplinary Matters

- P. 19 Introduction
- P. 20 Penalties when guilty of an offence
- P. 20 Examples of serious misconduct
- P. 21 Procedures for expulsion and/or suspension of learners
- P. 21 Exclusion from social activities and the penalty points system
- P. 22 General rules of order
- P. 22 Cellular phones and other devices
- P. 23 General

SECTION B

GENERAL PRINCIPLES OF VALUE

1. Learners agree to and underline the following Principles of Value, and also take note that by violating any of the school rules, or assignment, or expectation in this Code of Conduct, it will be no impediment to read these principles parallel to the accusation or charge.
 - 1.1 While learners realize that they have certain rights in accordance with the Constitution of the Republic of South Africa, they also acknowledge the fact that other people have similar rights and they will respect same. Learners also acknowledge the dignity and equality of all people and will undertake to exercise their rights in such a way that it will not have a detrimental effect on the lives of others.
 - 1.2 Order, discipline and respect for every individual form the basis for a successful and happy school community.
 - 1.3 As for the school, Christian principles form the foundation of this Code of Conduct.
 - 1.4 Learners respect the teachers as their educators and pledge their wholehearted co-operation in all reasonable instructions received from the educators. Learners respect teachers as adults and admit that the teacher's position, training and experience is to their advantage. For that reason learners undertake to give their full support to the educators and to be polite to them at all times.
 - 1.5 The natural environment is a gift from God and learners accept joint responsibility for the conservation thereof. Learners must show appreciation for school property i.e. school buildings, contents of the classrooms and any other facility at their disposal, within the school grounds. Learners undertake to use same in a responsible manner and, as far as possible, assist in maintaining these facilities including encouraging their parents to pay school fees and request them to support school activities aimed at improving the facilities.

- 1.6 Learners will abide by the school rules because they understand that a school, as an institution for education, cannot operate without organizational structures and rules of conduct.
- 1.7 Learners undertake to respect the time-table by being on time at the start of each day, remaining during the day and attending each lesson on their time-tables. Learners must limit doctors' and dentists' appointments during school hours. Permission to go for learner's and driver's licence tests during school hours will only be granted in exceptional cases.
- 1.8 Learners accept the authority of teachers and all other persons in authority who are appointed to maintain order and discipline in the school and they will accept suitable punishment when found guilty of transgressing any of the rules of this Code of Conduct.
- 1.9 Learners accept the formative value of sport, culture, academic and social activities and should be active participants or loyal supporters thereof. Fitting behaviour and appearance contributes positively towards the image of the school. Learners therefore endorse the fact that school rules will be enforced at matches, excursions and any other extra-mural activity, wherever these may take place, to maintain good order and to support the educational importance, safety of persons, discipline and the good name of the school.
- 1.10 Uniformity of school uniform contributes towards unity of mind and aspiration. The school badge symbolizes the concerted striving of learners, parents and members of staff. As the school uniform and presentable appearance of learners symbolizes the established norms and values of the school and the community, learners will wear the uniform in the manner laid down in the rules of personal appearance.
- 1.11 Learners may only benefit from education if they are totally involved in the learning process in the classroom. Learners accept the fact that any disruption of classes is detrimental to the learning process and will therefore refrain from misbehaving and will condemn such behaviour. Learners realize the importance of homework and will do it diligently. Honesty is part of an unimpeachable character, and learners will therefore be honest at all times during assessments, and will not allow or accept other learners to act dishonestly.
- 1.12 When learners are involved in any school activity, whether during or after school hours, or on or away from the school grounds, a general duty rests upon them to behave in a civilized and proper manner in order to maintain and strengthen their learning experience, the school's name, ethos, order and discipline.
- 1.13 Learners are encouraged to make use of every opportunity to try and improve the school management by, for example, getting involved in the following: as members of the Representative Council of Learners (who serve on the Governing Body as representative of all other learners), as class or sports captains, as chairperson of academic or social societies and/or clubs, etc. Irrespective of his/her position in any society a learner will always put the interests of the school first and will not look for personal favours or benefits.

SECTION C

OBJECTIVES OF THE SCHOOL RULES

1. Rules are drawn up to assert the values and norms as mentioned in the Code of Conduct. Rules have the following objectives:
 - 1.1 To give all learners the full opportunity to realize their full potential and talent;
 - 1.2 To give all learners the opportunity to maximize their preparation to become useful citizens of the country;
 - 1.3 To give all learners, as unique individuals with their special qualities and needs, the necessary security in the school community;
 - 1.4 To teach learners the principles of co-operation and support in order to care for one another and to share one another's interests;
 - 1.5 To create a safe environment for each learner where physical injuries and physical or verbal abuse is avoided;
 - 1.6 To offer each learner the best by creating effective communication between parents and the school;
 - 1.7 To teach learners a positive value system with regard to principles such as respect, co-operation, consideration and tolerance and to strengthen it;
 - 1.8 To convince learners to accept authority and to function in an orderly manner so that they may develop into responsible and disciplined adults;
 - 1.9 To educate learners in such a way that they can become adults who can stand up in a personal relationship with their Maker and whose beliefs in healthy human values and a positive outlook on life will reflect that;
 - 1.10 To assist learners through thorough tuition to realize their full academic potential;
 - 1.11 To assist learners in developing an outstanding character;
 - 1.12 To hone values such as neatness, discipline and patriotism;
 - 1.13 To encourage learners to participate in sports and cultural activities in order to assist them in developing physical and mental strength and to foster goodwill and a healthy way of life.

SECTION D

DISCIPLINARY COMPETENCE OF EDUCATORS

1. An educator is authorized to act against any learner who misbehaves, causes a disturbance, is disruptive, wastes time or behaves in any way contradictory to this Code of Conduct. The educator may act in accordance with the mutual agreement of staff members and take their judgement into consideration, provided that with mutual agreement is meant those aspects that include the knowledge about violation of school rules, misconduct, administration of disciplinary actions, practical arrangements regarding the execution of any competence in accordance with this Code of Conduct or delegation and procedures with regards to misconduct for disciplinary investigation and eventual hearing by the School Governing Body:
 - 1.1 A talk with the learner;
 - 1.2 A warning;
 - 1.3 To record the transgression on the penalty point system;
 - 1.4 Reporting to the register teacher, Grade Head, Deputy Principal or to the Principal for action;
 - 1.5 According to mutual agreement, to exclude learners from the classroom in order to address the violation and/or report the situation in order to get an undertaking from the learners that they will change their attitude;
 - 1.6 Detention for the learner as prescribed;
 - 1.7 Contact the parents;
 - 1.8 Notify the parents in writing;
 - 1.9 A disciplinary investigation with the intention of recommending a disciplinary hearing.
2. Nothing in this Code of Conduct will result in any way, in preventing any staff member from seeking alternative remedies in order to compensate for the violation of his/her physical or personal integrity or damage to his/her property.

SECTION E

SCHOOL RULES

1. GOOD CONDUCT TOWARDS EDUCATORS AND STAFF, MATRIC COUNCIL MEMBERS, OTHER DELEGATES AND THE SCHOOL AS AN INSTITUTION

Learners will:

- 1.1 Obey and scrupulously carry out all instructions which have been issued by a staff member, members of the Matric Council and of the Representative Council of Learners or delegates, in connection with the school.
- 1.2 At all times behave in a friendly, courteous and respectful manner towards staff members and members of the Matric Council. No learner will at any time, whether on the school grounds or not, in any way behave rudely or contemptuously towards any staff member or member of the Matric Council, or in any way curse or use abusive language in their presence. With the understanding that any non-verbal action aimed to convey the same message is also included;
- 1.3 Not use any form of violence against any staff members or members of the Matric Council, whether on the school grounds or not, neither will they use or be involved in any threat of violence, be it direct or indirect, or in any way express or organise any form of violence, including intimidation;
- 1.4 At no time damage any property of any staff member or member of the Matric Council or act in any such a way as to intend to damage the property;
- 1.5 When in school uniform, be properly dressed - according to the dress code, and will behave respectably at all times. No learner identifiable as a learner of this school, will in any way behave in such a way as to dishonour or disgrace the name of the school, be it during or after school, on or outside the school grounds, whether under supervision of the school or not;
- 1.6 Not act in any dishonest way, either to their own advantage or in any fraudulent manner that may be deceitful;
- 1.7 Subject themselves to the school rules and comply with the punishment laid down for transgressing this Code of Conduct;
- 1.8 After being properly informed:
 - 1.8.1 Not be absent from any detention / disciplinary hearing without a proper excuse,
 - 1.8.2 When they are supposed to attend such detention / disciplinary hearing, be present for the duration of the session.

2. SMOKING / ALCOHOL / OTHER DRUGS

- 2.1 No learner may, while on the school grounds or any other part of the school, while under supervision of the school, smoke or be in possession of any tobacco product, alcohol or any other drug, including any artificial or electronic smoking device, or use any substance which may have a narcotic effect;
- 2.2 No learner may smoke or be in possession of any tobacco product, alcohol or any drug or use it or be under the influence thereof in any public place, while in school uniform or any part of the school uniform, whereby they can be identified as learners of this school. This includes any artificial or electronic smoking device or the use of any substance which may have a narcotic effect;
- 2.3 No learner will, on the school grounds or any other place, while under the supervision of the school or where they are wearing the school uniform or part thereof whereby they can be identified as a learner from this school, trade in any of the items and subject matters mentioned in Paragraphs 2.1 and 2.2, and where the trade in same is legally prohibited.
- 2.4 No learner may enter the school grounds or attend any school function / activity after they have consumed any tobacco product, alcohol or any other drug, including any artificial or electronic smoking device.
- 2.5 While on the school premises or in the care or supervision of the school outside the school grounds, any tobacco product, alcohol or any substance, including any artificial or electronic smoking devices that look suspicious and could presumably be a transgression of this stipulation, will be confiscated as evidence. A reasonable body search as well as a search through possessions to confiscate any device or piece of equipment that looks suspicious may be carried out provided that no unauthorized search of a person or property will take place.
- 2.6 Searching and/or confiscating of property that can be done by rights without the parents' consent, is not affected by this clause.

3. INDECENT OR OFFENSIVE MATERIAL

- 3.1 While on the school grounds, or in the care of or under supervision of the school, outside the school grounds, or in a public place in school uniform or not, where the learner can be identified as a learner of this school, no learner will:
 - 3.1.1 Be in possession of any material, regardless in what form, that contains indecent or offensive material, or in any way fabricate or distribute or be involved in the fabrication and/or distribution of such material;
 - 3.1.2 In any way use any of the school's equipment to obtain, manufacture or distribute any indecent or offensive material;
 - 3.1.3 To use any of the school's equipment in any way whatsoever to obtain access to indecent or offensive material irrespective if it is done electronically or in any other way;
 - 3.1.3.1 Provided that each learner, when enrolling in the school, and every learner who is enrolled when this Code of Conduct is implemented, and his/her parents or guardians will be notified in writing that the school, is an institution that can for financial, liability, security and maintenance reasons inspect or monitor the contents of any equipment or apparatus.

- 3.2 No learner who is involved in the manufacture and/or distribution and/or is in possession of such material will in any way involve the school or any staff member or other learner irrespective if such a learner is under the supervision of the school or not, or is on the school grounds or not.
- 3.3 While on the school premises or in the care or supervision of the school outside the school grounds, any device or piece of equipment that reasonably looks suspicious and presumably be a transgression of this stipulation, will be confiscated as documentary evidence. Included hereby is a reasonable body search as well as a search through possessions and to confiscate any device or piece of equipment that looks suspicious.
- 3.3.1 Provided that no unauthorized search of a person or property will take place. Searching and/or confiscating of property that can be done by rights without the parents' consent, is not affected by this clause.

4. SCHOOL ATTENDANCE

- 4.1 A learner is compelled to attend school on every school day for the duration of the school day and be on time as scheduled by the school times;
- 4.2 A learner is not allowed to be absent from a lesson or leave the school grounds without permission from one of the staff members mentioned in 4.2.1 to 4.2.3.
- 4.2.1 A learner may leave the classroom only with the register, subject or a substitute teacher's permission;
- 4.2.2 Absent for a whole period at least with permission from the subject teacher;
- 4.2.3 To leave the school grounds at least with permission from the or appointed staff member.
- 4.3 Absence for the duration of periods or abandonment of the school grounds which will have the effect that the learner will be absent from various classes will only be permitted when a letter of consent, signed by all the relevant teachers is handed in and filed by the school secretary. Provided this stipulation has no effect on the Principal or his delegate who has the authority to grant permission.
- 4.4 When a learner through illness or any other compelling reason is prevented to attend school, the learner will, depending on the reasons, supply the school with a letter from his/her parents or guardian or a medical certificate, where applicable, issued by a qualified person who is registered at any of the legally recognized medical aids in South Africa, on the first day of attendance.
- 4.5 A learner who arrives late at school will have to report to the secretary who will note it on the relevant register. The secretary will hand the learner a letter of confirmation and this must be handed in to the relevant educators.
- 4.6 With inobservance of attending school during examination times, excluding medical certificates, will be according to the same rules as were mentioned in 4.1 and 4.2, therefore:
- 4.6.1. When a learner is absent a medical certificate as referred to in 4.4 is required. Provided that the days the learner is not writing examination will also be covered;

- 4.6.1.1 Study time is allowed for the Grade 12 learners, who did not fail any previous examinations or do not have more than 100 detention marks, at the discretion of the Principal;
- 4.6.1.2 Grade 10 and 11 learners will only be allowed to study at home where the parents or guardians give a written undertaking to the Principal that they will comply with certain obligations from the Principal, provided that only learners who did not fail any of the previous examinations or have less than 100 detention marks, will qualify.
- 4.6.1.3 No study time will be granted to learners in Grade 8 and 9 and no concessions will be made.

5. SPORTS

- 5.1. A learner who will not be able to attend a sport practice or any other activity on a certain day or days, must hand in a letter in this regard from his/her parent or guardian to the sports coach concerned prior to the relevant day/event. Provided where exemption from sports or any other activity will be for a period longer than fourteen days (14), a medical certificate as mentioned in 4.4 must be attached to the letter.
- 5.2. If the period of exemption is longer than initially anticipated, a further letter will have to be submitted to the sports coach concerned. No medical certificate will be required if the period of absence does not exceed fourteen days (14).

6. SCHOOL BUILDINGS AND OTHER AMENITIES

6.1 No learner will:

- 6.1.1 Be allowed to enter the school buildings before school, during breaks or after school without permission except members of the Matric Council or learners who want to go to their lockers or have to change clothes for one or other school event;
- 6.1.2 Enter any office, the staffroom, photostating room or storerooms without permission;
- 6.1.3 Be in the foyer during normal school hours, except with a valid reason or the necessary permission. Included herewith is the ruling that a learner who wants to visit any office must make use of the door nearest to the office excluding the main entrance;
- 6.1.4 Do anything, including writing graffiti, which will damage the school buildings inside or outside or will in any way deface or disfigure the school building;
- 6.1.5 Drive or allow anyone else to drive any vehicle belonging to the school without permission;
- 6.1.6 Begrime any of the vehicles including buses belonging to the school. Each learner will be responsible to remove all his/her property and litter from the vehicles or bus and leave it in a neat and clean state;
- 6.1.7 Use any equipment or enter any facility of the school after hours without the necessary permission from the Principal or his delegate. This also includes the rule that no learner may board the school bus without permission from a prefect, the bus driver or teacher in charge.

6.2 Every learner will:

- 6.2.1 Be careful when using the facilities, property and school buildings and over and above keeping it neat and proper will also take the necessary steps to prevent damage or possible damage or intent to damage by any other person to any member of the staff or Matric Council;
- 6.2.2 Treat school desks, notice boards and all other school property with respect, keep them clean and in good order and do nothing to damage or disfigure the property;
- 6.2.3 Keep classrooms and toilets clean and will not flush any foreign objects down the toilets or urinals.

7. VIOLENCE, OFFENSIVE BEHAVIOUR, OTHER PROHIBITIONS, PRIVATE PROPERTY AND MEANS OF TRANSPORT

7.1 No learner shall, whether on the schoolgrounds or not, or while in the care or supervision of the school:

- 7.1.1 At any time behave publicly in such a way, whether verbally or non-verbally, towards another learner or anyone else that might have the effect that it may be offensive or insulting, and this includes foul language, swear words, abusive language and signs;
- 7.1.2 Use any form of violence irrespective of it being direct or indirect or issue any form of threat, or in any way express, or be involved, or organize it, inclusive of victimizing, intimidation or fighting;
- 7.1.3 Either use or distribute any type of explosive, including fireworks, firearms, ammunition, knives, scissors, combs, any toy that may cause bodily harm or have it in his/her possession;
- 7.1.4 Commit any form of racism;
- 7.1.5 Commit any sexual activity with another learner or anyone else;
- 7.1.6 Commit any act of sexual abuse towards another learner or any other person.

7.2 No learner shall:

- 7.2.1 Use skateboards or roller blades on any part of the school grounds including the school buildings;
- 7.2.2 Ride any kind of bicycle on the school grounds or in any part of the school buildings;
- 7.2.3 Drive a motor vehicle on any part of the school grounds. With the understanding that vehicles belonging to learners must be parked outside the school grounds;
- 7.2.4 Ride a motorbike on any part of the school grounds, except to ride slowly to the demarcated motorbike parking space outside the Consumer Studies classroom;
- 7.2.5 Park his/her bicycle on any other place other than in the cycle racks;

- 7.2.6 While on the school premises or any other place where the school is involved, or where the learner is representing the school, damage, disfigure, pollute or remove anybody else's property without permission;
- 7.2.7 Litter or leave any trash in any part of the building, but place it in the prescribed and designated places and refuse bins;
- 7.2.8 Play or be outside the designated areas of the school grounds;
- 7.2.9 Throw stones in any part of the school grounds or buildings and take part in rough and tumble games that might have an effect on the safety of other learners or anyone else.
- 7.2.10 Climb over fences or hedges in any part of the school grounds;
- 7.2.11 Pick any flowers or damage any plant or shrubs on the school grounds,
- 7.2.12 Use any cell phone, MP3 player, i-Pod, tablet or any other communication audio, playing or any other electronic device during school hours, in any part of the buildings including classrooms and examination rooms;
 - 7.2.12.1 Any device as mentioned in 7.2.12 must, on entering the premises, be locked away in his/her locker (Section F par 6.1) and remain there until the end of the school day;
- 7.2.13 Hitchhike while wearing school uniform.
- 7.3. Any conviction by a court of law on any charge may lead to a disciplinary hearing and possible further disciplinary action against the learner.

8. CLASSROOM AND EXAMINATION ROOM

In the classroom or examination room a learner will:

- 8.1 At all times show respect towards teachers, invigilators and fellow scholars;
- 8.2 Carry out all instructions regarding academic work, tests and examinations diligently;
- 8.3 Act responsibly and supportively;
- 8.4 Not in any way, through bad behaviour, deprive themselves or fellow learners the right to education or test- and examination facilities;
- 8.5 Not eat or drink;
- 8.6 Not chew gum;
- 8.7 Complete all setwork and homework neatly and punctual. No homework may be copied from anybody else. This excludes learners who were absent. Such homework may be copied and completed with responsibility.

- 8.8 Not in any way be dishonest in answering any examination paper or test and will not assist any fellow learner in any way to act dishonestly in any test, examination, project or task.
- 8.9 Not be in possession of any test or exam papers or part thereof or try to get hold of some or in any way be involved in obtaining and/or distributing such papers;
- 8.10 No exemption or concession in this regard will mean that the prohibition was nullified. Permission will still have to be obtained.

9. ROTATION OF CLASSES

Learners will:

- 9.1 Behave in an exemplary and orderly way when forming lines and moving between classes;
- 9.2 Move quickly, orderly and quietly during the allocated time allowed for changing classes.
- 9.3 At the beginning of break take their bags to the classroom they will line up for after break;
- 9.4 Not leave any personal possessions or bags in the foyer during and after school or during breaks.

10. SCHOOL UNIFORM OR SPORTSWEAR

- 10.1. Learners must be in the prescribed sportswear and school uniform as stipulated;
- 10.2. When in school or sports uniform, whether during school time or after hours, on or outside the school grounds, a learner must at all times be neatly dressed and act and behave decently;
 - 10.2.1 The rule mentioned in 10.2 is also applicable to learners visiting the school during school hours or after school dressed in civilian clothes, also when attending functions or representing the school in civilian dress. Civilian dress on these occasions will also have to be respectable;
- 10.3. Rainjackets may only be worn on rainy days whether at school or representing the school in school uniform;
 - 10.3.1 Rainjackets may not be worn in any part of the school building including classrooms;
- 10.4 Only the school blazer may be worn at assemblies;
- 10.5 If for any sound reason a learner is unable to wear the prescribed school or sports uniform, a written reason must be handed in to the Deputy Principal during the admin period on the specific day. Only a letter from the parents or guardians will be acceptable and permission will then only be granted for a reasonable period of time in order to solve the problem so that the learner can wear his/her school uniform again.
- 10.6 Shoes must be clean and neat at all times;
- 10.7 All blazer buttons and the school badges must be sewn on neatly;

- 10.8 When wearing a school tie, it must be tied in the general style, pulled up completely and the top button of the shirt must be fastened,
- 10.9 Normal grey school socks for boys and white ankle socks for girls are allowed. Boys are not allowed to roll the socks down and girls must fold the socks at the ankle;
- 10.10 Only black shoes, known as school shoes, may be worn. The following rules are applicable to boys and girls:
- 10.10.1 Only shoes with shoe laces for boys, while girls may wear laced or button-up shoes.
- 10.10.2 Only black shoe laces are allowed.
- 10.11 When shoes are too small or in for repair a written explanation must be handed in to the Deputy Principal during the register period. Only a letter by the parent or guardian will be accepted. Alternative footwear will only be allowed for a reasonable period of time to allow for the purchase or repair of the school shoes;
- 10.12 When a learner kneels down with her body up straight, the hem of her dress must not be more than 10cm above the knee.
- 10.13 School shirts must at all times be tucked into the pants or skirt;
- 10.14 Boys must wear a black belt with short or long pants. These belts must be without any logos, writing, fancy buckles or other trimmings;
- 10.15 The Matric jersey may be worn in place of the school jersey and on Fridays, and during the summer months without the school blazer;
- 10.16 The official school uniform is prescribed as follows and is obligatory to all learners:

GIRLS - SUMMER

School blazer (optional, but compulsory on Mondays for Assembly);

White shortsleeve open-neck shirt;

No school tie during summer;

Navy blue pullover (may be worn without the school blazer);

The long-sleeve navy blue school jersey may only be worn under the school blazer;

Green school skirt or navy blue school pants;

White ankle socks with the skirt and black or navy blue socks with the school pants;

Black lace-up or strap school shoes, with standard soles;

Rain jackets may only be worn on rainy days;

Girls with blonde/light hair may wear white accessories, girls with dark hair black/navy accessories.

The first team rain jackets may be worn on Fridays or rainy days by first team players.

GIRLS - WINTER

Green school blazer compulsory;

White buttoned-up school shirt;

School tie compulsory;

Navy blue school jersey or pullover;

Navy blue pullover may NOT be worn over the school jersey;

Green school skirt or navy blue school pants;

Standard black pantyhose with skirt and black or navy blue socks with the pants;

Black lace-up or strap school shoes, with standard soles;

Rain jackets may only be worn on rainy days and over the school blazer;

Official navy blue school scarf;

Navy blue gloves;

Girls with blonde/light hair may wear white accessories, girls with dark hair black/navy accessories.

The first team rain jackets may be worn on Fridays or rainy days by first team players.

BOYS - SUMMER

School blazer (optional, but compulsory on Mondays for Assembly);
White shortsleeve open-neck shirt;
No school tie may be worn in summer;
Navy blue pullover (may be worn without the school blazer);
The longsleeve navy blue school jersey may only be worn under the school blazer;
Gray long or short pants;
Gray school socks;
Black laced-up school shoes (with laces tied);
Plain black belt (without excessive buckles or decorations);
Rain jackets may only be worn on rainy days over the school blazer;
The first team rain jackets may be worn on Fridays or rainy days by first team players.

BOYS - WINTER

Green school blazer compulsory;
White buttoned-up school shirt;
School tie compulsory;
Navy blue school jersey or pullover;
Navy blue pullover may NOT be worn over the school jersey;
The longsleeve navy blue school jersey may only be worn under the school blazer;
Gray long or short pants;
Gray school socks;
Black laced-up school shoes (with laces tied);
Plain black belt (without excessive buckles or decorations);
Rain jackets may only be worn on rainy days over the school blazer;
Official navy blue school scarf;
Navy blue gloves;
The first team rain jackets may be worn on Fridays or rainy days by first team players.

THE SCHOOL TRACKSUIT - GIRLS AND BOYS

The complete school tracksuit may only be worn during school sports meetings or at any other occasion as instructed by the Principal.

PHYSICAL EDUCATION - BOYS AND GIRLS

School sport shirt and black or navy blue sports pants. This is also applicable to athletics. Different sportswear for the different sport types is available.

11. HAIRSTYLES AND APPEARANCE

11.1 GIRLS

- 11.1.1 Girls hair must be neat and tidy at all times.
- 11.1.2 Girls with blonde or light hair may wear only white elastics or ribbons.
Girls with black or brown hair, may only wear black or navy elastics or ribbons.
Only the normal dark hair clips, without any patterns, faces or mixed colours are allowed.
- 11.1.3 If a girl's hair touches the blazer or shirt collar, it must be tied up in a ponytail or plaited.
- 11.1.4 Pony tails must be neat and in the middle of the back of the head, not on top or on the side of the head.

- 11.1.5 The fringe must not reach the eye brows. Forelocks must be at least 10mm above the eye brows or be tied down at the side of the head.
- 11.1.6 ‘Cornrows’ and braids (with or without extensions) are allowed as long as they are 5mm in diameter. ‘Cornrows’ or braids must be parallel with each other from the forehead to the neck. No patterns in the ‘cornrows’ are allowed.
- 11.1.7 Every braid or ‘cornrow’ must be the same length and the same colour as the learner’s natural hair colour.
- 11.1.8 Braids or ‘cornrows’ that are shorter than the collar, must be out of the face; and those longer than the collar must also be tied back (see 11.1.4).
- 11.1.9 No extraordinary or funky/punk hairstyles will be allowed. Hair must not be cut so short that the skin is visible.
- 11.1.10 Hair may not be dyed or bleached and must be neat and clean. Hair products like gel or other styling products may NOT be used.
- 11.1.11 Nails must not be longer than the fingertips and only neutral nail polish will be allowed.
- 11.1.12 No make-up will be allowed during school attendance or when representing the school whether in school uniform or not.
- 11.1.13 Any transgression of the above-mentioned rules mentioned in 11.1 will result in demerit points on the school’s demerit point system and/or a “uniform suspension” until such time that the indiscretion has been corrected.

11.2 **BOYS**

- 11.2.1 Boys must always wear their hair neat and according to the school norms as set out as follows:
 - 11.2.1.1 When the upper part of the body and head is held upright the lowest part of the hair should not touch the collar.
 - 11.2.1.2 At the back of the head from the neck upwards the hair must gradually thicken and follow the natural contour of the head.
 - 11.2.1.3 The hair along the sides of the head must not touch the ears.
 - 11.2.1.4 The fringe should not touch the eyebrows.
 - 11.2.1.5 Hair should not be cut so short that the skin is visible.
 - 11.2.1.6 No unusual or funky hairstyles, for example ‘comb-overs, schoolboy cuts and mohawks, will be allowed.
 - 11.2.1.7 No lines or patterns may be cut into hair or eyebrows.
- 11.2.2 Hair may not be dyed or bleached and must be neat and clean. Hair products like gel or other styling products may NOT be used.
- 11.2.3 No beards or moustaches will be allowed.

- 11.2.4 Sideburns must not be lower than the earlobe.
- 11.2.5 Boys who have to shave, must do so regularly and may not attend or represent the school without having shaved.
- 11.2.6 Any transgression of the above-mentioned rules mentioned in 11.2 will result in demerit points on the school's demerit point system and/or a "uniform suspension" until such time that the indiscretion has been corrected.

12. JEWELLERY AND OTHER ORNAMENTS

- 12.1 The following rules are applicable to jewellery and other ornaments:
 - 12.1.1 With the exception of small studs or simple earrings for girls, no earrings, noserings, tongue buds, chains, bracelets, rings or any other ornament will be allowed. Indicators for allergies or any other medical information may be worn.
- 12.2 No armbands, chains, friendship bands, necklaces, ankle bracelets/chains and/or key chains will be allowed.
- 12.3 No visible piercing or tattoos will be allowed.
- 12.4 Only lapel badges approved by the school may be worn

EXTRA -MURAL ACTIVITIES

- 13.1 When a learner takes part in the extra-mural activities of the school, he/she is compelled to do so in a responsible way.
 - 13.1.1 Participation in any sport may only be stopped during the season on solid grounds.
- 13.2 Withdrawal from participation, including health reasons or sickness, must be done on the day prior to the match, if at all possible;
- 13.3 Learners must arrive at practices or matches on time.
- 13.4 Sportswear must be neat and clean.
- 13.5 Learners taking part in sport or representing the school as spectators, will abide by the following dress code:
 - 13.5.1 Whether on the school grounds or not learners taking part in sport will wear the prescribed school uniform or the tracksuit;
 - 13.5.1.1 No other type of shirt except the recognized school shirt of the sport he/she takes part in may be worn under the tracksuit. Any exception to this rule will be at the discretion of the Principal.
 - 13.5.1.2 Learners attending sports meetings as spectators will wear the official school uniform. The Principal may permit exceptions to this rule.
 - 13.5.1.2 This rule applies to all learners whether he/she makes use of private transport or not.

- 13.6 All injuries must be reported to the teacher-on-duty immediately.
- 13.7 Learners will at all times behave themselves properly.
- 13.8 During away games the captains are responsible for ensuring that the cloakrooms and buses are in a neat condition and no property of any learner is left behind.

14 POLITICS

- 14.1 Bearing in mind that the school is an a-political institution, no learner, whether on the school grounds or not, will:
 - 14.1.1 Take part in any political activity of any political party, including participation in any activity of any pressure groups, parliamentary organization or mass action with political aims.
 - 14.1.2 Involve the school or any part thereof in any political action.
 - 14.1.3 Take part in any boycott or stay-away action regarding school activities or even take part in organizing such action either as an individual or as part of a group.

15 MEASURES OF CONTROL

- 15.1 Each learner will subject him/herself to the following measures of control:
 - 15.1.1 Neatness control once a week as organized by the Deputy Principal, with delegation to the Heads of Grades or other teachers.
 - 15.1.2 Hair inspection on the first school day of each term.
 - 15.1.3 Inspection may be done daily during register period.
 - 15.1.4 Textbook control once a term according to the instructions of the teacher-in-charge of text books.
 - 15.1.5 Control of workbooks and worksheets once a term as per instruction of the Principal.
 - 15.1.6 Any other form of control that the Principal or Subject Heads deem necessary. Bearing in mind that nothing will prevent any control of any kind of a learner at any time.

SECTION F

DISCIPLINARY MEASURES

1. INTRODUCTION

- 1.1 The most important role players in this disciplinary relation are undoubtedly the learners. Parents, Guardians, the SGB, the Principal all have obligations and abilities, but learners have a special responsibility. They have a responsibility to adhere to the Code of Conduct and to refrain from undisciplined behaviour and misconduct. Learners, who are honest, respectable, well-disciplined and live up to these norms, will restrict this Code of Conduct to be a document on the shelf.
- 1.2 Parents and guardians are next in line to the learners. The SGB, Principal and teachers have no doubt that parents and guardians enrolled their children to this school on specific grounds. Here they will receive a proper education and schooling to equip them for later life and will always be in a position to refer back to it, and
 - 1.2.1 In order to make maximum use of this opportunity childrens' general disciplinary behaviour and compliance with the school rules are of the utmost importance. In order to live up to parents' and guardians' expectations, why their children are at this school, their co-operation and support are of vital importance. The school must have the frankness to discuss problems with parents and guardians when necessary and also rely on their co-operation and support.
- 1.3 It is important to accept the fact that there has to be school rules. It not only serves to create an orderly and efficient community but creates security and safety when action is taken in punishing learners for misbehaviour. In order to be successful in this action the SGB, Principal and teachers have a well-defined role to play.
- 1.4 The South African School's Act (Act 84 of 1996) empowers the SGB and the Principal in particular ways when dealing with disciplinary matters and to punish transgressors, therefore it is important to note that:
 - 1.4.1 The SGB is statutory compelled and qualified to draw up a disciplinary policy, as is the case with this Code of Conduct; and
 - 1.4.2 The Principal has certain executive abilities in connection with disciplinary matters;
- 1.5 The Principal or delegate is empowered to execute his/her authority. This authority includes the investigation of cases brought to his/her attention and to penalize accordingly or to investigate and refer the case to the SGB. Referring a case to the SGB implies the possibility of expulsion or suspension as a possibility.
- 1.6 Only the SGB has the legal right to expel a learner from school. This action will only be considered by the SGB after a fair and thorough investigation. The SGB may suspend a learner on two grounds e.g.:
 - 1.6.1 As a correctional measure; or
 - 1.6.2 In expectation of the decision of the Head of Education in the Province whether a learner will be expelled from the school permanently.

2. PENALTIES WHEN GUILTY OF AN OFFENCE

Learners found guilty of transgressing any of the prohibitions of this Code of Conduct will be punished according to the empowerment given to the SGB or the Principal or his/her delegates. Serious transgressions may result in expulsion or suspension and will be handled according to the procedure in paragraph 3.

2.1 According to the Schools Act (Act 84 of 1996) “*suspension*” and “*expulsion*” is described as follows:

2.1.1 “*Suspension*” means the SGB may, in accordance with the Schools Act, suspend a learner for a period of 5 school days at one time in which he/she will not be allowed to attend school;

2.1.2 “*Expulsion*” means the learner is permanently expelled from attending this school and this power is vested in the Head of Education in the Province.

2.2 EXAMPLE OF SERIOUS MISBEHAVIOUR

The following examples of serious misbehaviour may lead to suspension or expulsion:

2.2.1 Gross rudeness or similar behaviour;

2.2.2 The possession, threat or use of a dangerous weapon that endangers the safety of others;

2.2.3 Be under the influence of, or be in possession of, or use, hand over or trade in drugs or alcohol;

2.2.4 Fighting, assault or blasphemy;

2.2.5 Fraud or fraudulent proposals;

2.2.6 Hate speech, sexism, sexual harassment, immoral behaviour or racism;

2.2.7 Theft or in possession of stolen property;

2.2.8 Vandalism;

2.2.9 Violence or threat towards learners or teachers;

2.2.10 Frequent misbehaviour;

2.2.11 Specific behaviour in or outside the school context which, as a result of the seriousness thereof, may lead to be found guilty in a court of law;

2.2.12 Intimidation;

2.2.13 Cheating in tests or examinations;

2.2.14 Serious threatening or disruption of the learning process;

2.2.15 Defamation or violation of the dignity of a teacher, the school as a learning institution or any other person;

2.2.16 Be in possession, manufacture or distribute any indecent or offensive material;

2.2.17 Under the influence of alcohol or forbidden substances during a school function on the school grounds or not;

2.2.18 Repeatedly absent from school or lessons without leave;

2.2.19 A learner who behaves indecent, improper or scandalous.

3. PROCEDURE FOR EXPULSION AND/OR SUSPENSION OF LEARNERS

- 3.1. If the attention of the SGB is drawn to the fact that a learner is misbehaving to such an extent that it will have a detrimental effect on the school and the learner if there is no disciplinary action taken, the SGB must:
 - 3.1.1. Inform the learner and his/her parents or guardians of the misconduct and the anticipated action. This notification will put the case in the form of a formal charge and will explain their rights and the procedures;
 - 3.1.2. A meeting by a committee of the SGB in the form of a Disciplinary Hearing will be called whereby the learner, his/her parents or guardians or an official delegate on behalf of them, will be given the opportunity to, either verbally or in writing, submit recommendations why the learner should not be suspended or expelled;
- 3.2. After all the relevant arguments and witnesses are heard, the committee will decide whether to suspend the learner for 5 school days or recommend to the Head of Education of the Province to expel the learner permanently from the school.
- 3.3. When the SGB recommends that a learner must be expelled from the school permanently, the accused is not allowed to attend the school while waiting for the outcome; and
- 3.4. When the SGB decides to suspend a learner or recommends to the Head of Education to expel a learner, the parents or guardians of the learner will be notified in writing and all reasons will be given in detail.

4. EXCLUSION FROM SOCIAL ACTIVITIES AND THE PENALTY POINTS SYSTEM

- 4.1. Over and above punishment such as suspension or expulsion, the Principal or his delegate has the power to exclude a learner from attending and/or partaking in social activities or to punish according to the Points for Penalties System, (PPS) or a combination of both these systems.
- 4.2. According to the PPS learners accumulate penalty points in relation to the seriousness of the infringement.
 - 4.2.1. In accordance with the PPS a learner will do one detention class after school for every 50 points. Detention will be held on Tuesdays and Fridays after school and daily from 12:15–13:00 during examination time. Parents or guardians will be notified of any detention. Parents and guardians of learners in detention will be responsible for their own transport arrangements. Learners who come to school by bus will not be let off detention earlier.
 - 4.2.2. All the details and operation of the PPS will be discussed with the learners and a set of rules with all the particulars and a table of points per infringement will be available in each classroom.
 - 4.2.3. If and when a learner has 200 penalty points to his/her name, a more serious penalty will be considered and it may be referred to the SGB for action.

- 4.2.4. Learners who have more than 200 points on the PPS, will not be able to attend any school functions or activities for 10 school weeks.
- 4.2.5. A Grade 12-learner with more than 400 points on the PPS will not be able to attend the Matic Farewell.
- 4.3 Principal's detention will be held on every second Saturday from 8:00–12:00. These will be attended by learners who did not attend the detentions on a Tuesday or Friday afternoon or any other serious transgression.
- 4.4 A learner who was found guilty of fighting, being in possession of, or under the influence of alcoholic, tobacco products, drugs or any other illegal substances, will not be allowed to attend any school function or activity for one year after he/she was found guilty.

5. GENERAL RULES

- 5.1. It is important to bear in mind that, over and above the formal written rules, there are also other general rules that have an impact and effect on the organization, the safety of learners, discipline and the efficient day-to-day running of the school.
- 5.2. These general rules that form part of the daily running of the school, whether in the classroom, on the school grounds or where the school is represented, will from time to time be changed, removed or even added to.
- 5.3. These rules, whether it is known as class rules or not may be in writing or announced verbally.
- 5.4. Because these rules are implemented to be advantageous to the running of the school and are issued by the Principal or his delegate they will be binding and each learner will adhere to them.
- 5.5. Any disregard of these rules will be taken in a serious light and will be punishable according to the regulations specified in the school rules.

6. CELLULAR PHONES AND OTHER DEVICES

- 6.1. Learners may place their cellular phones or other devices as mentioned in Section E par. 7.2.12, for safe-keeping by renting a locker at R100.00 per annum. This rental is payable in advance and a key deposit of R25.00 will be charged.
- 6.2. If a learner has to make an urgent telephone call it can be done at the office @ R2.00 per call. In case of an emergency parents or guardians can contact the school on 028-3123760 and the learner will be called to the office.
- 6.3. Penalties will be incurred if a cell phone or other device is found on a learner:
 - 6.3.1. 1st offence. The cell phone and SIM-card or device will be confiscated and placed in a plastic bag along with the name and signature of the owner and stored in the school safe for one week. This device may be collected after 5 school days from the office between 08:15 and 14:15.

- 6.3.2. 2nd offence. The cell phone and SIM-card or device will be confiscated and placed in the school's safe for one month, or until the end of the current term (whichever comes first). Only a parent or guardian may claim it back from the office.
- 6.3.3. 3rd offence. The same penalty as for 2nd offence but in addition a fine of R100.00 will be payable before the phone/ device will be released.

7. GENERAL

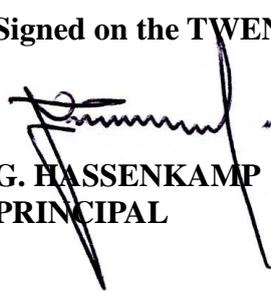
- 7.1. The Principal is entitled to handle any case and take the necessary disciplinary action within his rights including referring any disciplinary matter or action to the Governing Body.
- 7.2. This Code of Conduct will be revised by the Governing Body annually. The SGB has the power and authority to change any of the rules, in the interim, after consultation with the members of staff, parents, guardians and/or learners.
- 7.3. Because it is physically impossible to describe all possible misbehaviour and forms of misconduct, the Code of Conduct is not complete or absolute. Therefore any action or behaviour that can be labelled as misconduct will be investigated and penalized if necessary.
- 7.4. The Principal or his delegate has the right to relax a rule or rules of this Code of Conduct depending on the situation. A relaxing of a rule will, however not imply that such a rule will not be in effect in the future and will have to be adhered to;
- 7.5. This Code of Conduct is the official disciplinary policy of the school and replaces all previous Codes of Conduct.

SECTION G

CLOSING REMARKS

Because Hermanus High School and the community wherein it serves, rightfully have high expectations of the behaviour, appearance and achievements of their learners, it is the duty of every learner to do their best at all times, fulfill these expectations with pride and be great ambassadors for their school.

Signed on the TWENTY-SIXTH day of JANUARY 2016 at HERMANUS.


**G. HASSENKAMP
PRINCIPAL**


**pp R SMITH
GOVERNING BODY : CHAIRPERSON**

NB. This is a translation. In case of a discrepancy the Afrikaans text is obligatory.