



CODE OF CONDUCT FOR LEARNERS

Part 1

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:

- adhere faithfully to this code of conduct and all the rules and regulations of Groote Schuur High School;
- 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 an appropriate 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

Part 2

2. Code and rules of conduct

Introduction

This document is the code of conduct of Groote Schuur High School, as reviewed by the governing body on 8 December 2020. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.



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The code of conduct endorses the school's mission statement. Insert Mission Statement. It also promotes the school's values of:

- Accountability
- Belonging
- Excellence
- Growth
- Integrity
- Respect
- Service
- Stewardship

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct for learners and its provisions. As soon as learners are enrolled at the school/hostel, 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.

3. Code of conduct

General rules

- 3.1 Learners shall be good ambassadors of the school, and shall align themselves with the school's agreed mission and values at all times.
- 3.2 While wearing the school uniform, or any part thereof that establishes a good link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall conduct themselves in a respectful and dignified manner that will bring honour to the school, and which will not bring the staff or their fellow learners into disrepute.
- 3.3 In their interaction with staff of the school, learners shall be courteous and respectful at all times.
- 3.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance, and promote a sense of belonging.
- 3.5 Eating and drinking are not permitted in venues where signage indicates as such.
- 3.6 The Smart Devices Policy must be strictly adhered to. In emergencies concerning learners, the school secretary will contact parents/guardians.
- 3.7 The possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. The principal or his/her designate, has the right to conduct random testing of learners who are suspected of having imbibed drugs.
- 3.8 A conviction of a criminal offence in a court of law shall be regarded as serious misconduct and hence be a violation of this code of conduct.
- 3.9 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
 - conduct that poses a threat to others' safety and infringes upon others' rights;
 - possessing, threatening with or using dangerous weapons;
 - the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
 - fighting, assault or abuse;



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- indecent behaviours or swearing;
- adopting or assuming a false identity;
- harmful graffiti;
- hate speech or racism;
- sexual harassment;
- Gender-based violence;
- theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
- unlawful conduct towards and/or vandalising, destroying or damaging school property;
- disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
- repeated violations of school rules or this code of conduct;
- criminal and oppressive behaviour, such a rape and gender-based harassment;
- victimisation, bullying and intimidation of other learners;
- the transgression of examination rules; and
- intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

4. Homeroom and Classroom Rules

- 4.1 The homeroom tutor and classroom educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the Gr. 12 learners in class.
- 4.2 The class rules must be compiled in writing and –
 - 4.2.1. immediately be tabled;
 - 4.2.2. be displayed in a legible format in a prominent spot in the classroom; and
 - 4.2.3 be made available to all learners and their parents (email).
- 4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 4.4 Any violation(s) of the class rules shall be regarded as a violation of this code of conduct and school rules.

5. Rules with regard to appearance and school uniform

- 5.1 The school uniform, as determined by the governing body, shall be worn during school hours as well as at other formal school activities.
- 5.2 School wear must be clean and neat at all times.



6. Sport period, Sports and extracurricular activities

- 6.1 During Sport periods, learners must be dressed in the prescribed clothing. Learners who represent the school as participants or supporters in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing.
- 6.2 All learners shall be loyal to the school and fellow participants, and will at all times be courteous towards, and comply with the rulings, prescripts and instructions of people of authority.

7. School property

- 7.1 All learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.
- 7.2 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.
- 7.3 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public.
- 7.4 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited.

8. The Representative Council of Learners (RCL) and school leaders

- 8.1 The learner leaders, in conjunction with the staff of the school, as responsible for general school discipline.
- 8.2 Staff and learner leaders shall report transgressing learners to the H.O.D Pastoral care of the school, where after line functions will be followed.
- 8.3 All learners shall obey any reasonable instruction from learner leaders, and shall support and cooperate with the learner leaders in properly executing their duties.

9. School communication

- 9.1 Communication will be shared with parents via text messages, emails, newsletters and/or appear on the School Communicator.

10. Tests and examinations

- 10.1 All learners are obligated to abide by the tests and examinations that educators may require and we scheduled on school assessment program.
- 10.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

11. Motor vehicles and motorcycles

- 11.1 Learners may not drive motor vehicles or motorcycles onto the school grounds, unless he/she submits a legal driver's licence to HOD Pastoral Care.
- 11.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or cause possible harm to other people on the school grounds is strictly prohibited.
- 11.3 Learners shall adhere to traffic rules on and around the school grounds.
- 11.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.



12. Punctuality

- 12.1 Learners are expected to arrive on time at the beginning of the school day and the start of any other school activity.
- 12.2 When learners arrive late, parents must provide a written apology or an email to the Homeroom Tutor.
- 12.3 Learners who arrive late must first report to the office before proceeding to their particular class.

13. Absence from school

- 13.1 Learners may be absent from school in exceptional cases only.
- 13.2 When a learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 13.3 Learners who are absent from school for one to three consecutive days must, upon their return to school, submit a written explanation from their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family.

14. Environment

- 14.1 Learners have the right to a safe and clean environment and school that are conducive to education.
- 14.2 Learners are expected to keep the school grounds and school buildings free of litter.

15. Exemption from provisions of code of conduct

- 15.1 A parent/guardian may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- 15.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the parent/guardian to substantiate the application for exemption.
- 15.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 15.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 15.5 The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgments, and will inform the parent/guardian of its decision in writing.

In case of a violation of any provision in this code of conduct or the school's hostel rules, the prescribed disciplinary procedure shall be followed.

Signed at _____ on this _____ day of _____



Governing Body Chair

School Principal

ANNEXURE A

Consequences of Infringements

The goal with all the measures listed below is to restore relationships between learners and their peers, learners and staff, and learners and the school. In each matter in which the Code of Conduct for Learners is applied, all contextual matters as well as the age and circumstances of the learner(s) involved will be taken into account.

1. Admonishment: the transgressor will be admonished by the person in authority, and asked to correct it.
2. Severe reprimand: the transgressor will be referred to relevant grade head who will deal with the matter.
3. Report to the HOD: Pastoral Care
4. Disciplinary meeting
5. Disciplinary hearing
6. Saturday disciplinary session
7. Item confiscated
8. Parents/parents contacted and informed
9. Meeting with parents/guardians
10. Transgressor forfeits participation in a school activity
11. Design a Project/Written work
12. Suspension (at discretion of the SGB in conjunction with the SMT)
13. Participate in a rehabilitation programme (substance abuse or relevant life skills programmes)
14. Leadership positions forfeited (subject to a Disciplinary meeting or hearing)
15. Search
16. Action instituted towards expulsion (subject to a Disciplinary hearing and SGB ratification)
17. Designated seating in class/hall
18. Restitution, replacement/repair of item at own cost
19. Shave immediately
20. Item confiscated and handed in at the Finance Office for safekeeping
21. Wednesday academic progress session
22. School Community Service/Render service to the school (Level 1 and 2 Offence - library duty/clean up squad, etc. of 1 hour) or (Grade 3 Offence - 8 hours, 4 X 2 hour sessions)
23. Educator consequences (class clean-up, administrative tasks, daily report, monitoring system, contact parents, meeting with parent/s)
24. Monitor programme



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| GRADE 1 OFFENCES | | GRADE 2 OFFENCES | | GRADE 3 OFFENCES | | GRADE 4 OFFENCES | |
|---|--------------------------|---|------------------------------|---|---------------------------------------|---|------------------|
| Failure to wear correct school uniform | 1 | Repeated Grade 1 offences | 2, 4, 8, 9 | Repeated Grade 2 offences | 4, 5, 9, 10, 22 | Repeated Grade 3 offences | 4, 5, 12, 13, 16 |
| Failure to wear correct sports clothes | 1 | Bullying | 2, 3, 4, 5 | Repeated neglect to return books | 8, 9, 18 | Serious misconduct (as per SASA No 84 of 1996) | 5, 13, 16 |
| Not shaven | 19 | Fighting/threats | 2, 3, 4, 5, 8, 9 | Fighting with intent to harm | 3, 4, 5, 16 | Threats to public or school staff | 5, 12, 16 |
| Wearing unauthorised jewellery | 7 | Intimidation | 2, 3, 4, 5 | Truancy (school day/s) | 2, 3, 4, 6, 8, 22 | Using, being in possession of prohibited substances | 4, 5, 12, 13, 16 |
| Poor behaviour outside of the classroom | 1, 2 | Bribery | 2, 3, 4, 5, 8, 9 | Failure to show up to represent school | 4, 9, 10, 22 | Selling prohibited substances | 5, 12, 16 |
| Late for class | 1, 21, 23 | Rudeness | 2, 3, 4 | Repeated Intimidation | 5, 12, 13, 16 | Theft | 4, 5, 12, 16, 18 |
| Late for school | 1, 21, 23 | Swearing/use of crude language | 1, 2, 3, 4, 8, 9, 23 | Dishonesty (first offence) | 3, 4, 5, 10, 22, 23 | Creating, being in possession of, display or distribute any form of pornography | 5, 12, 13, 16 |
| Failure to listen to general announcements | 1, 17, 23 | Insubordination and disrespect | 2, 3, 4, 5, 6, 8, 9 | Dishonesty (cheating in assessments) | Refer to Assessment Policy | Explicit sexual actions/sexual harassment; Blatant amorous behaviour | 4, 5, 12, 13, 16 |
| Incomplete homework, or not handed in after warning | Refer to Homework Policy | Bunking of a lesson | 1, 2, 4, 8, 23 | Vandalism | 2, 4, 5, 6, 18 | Swearing, threatening or harassing any learner or staff member | 5, 12, 16 |
| Lack of respect for other learners | 1, 2 | Failure to turn up for extra-mural activities | 1, 2, 4, 8, 9, 23, 24 | In opposite gender's toilets/cloakrooms | 3, 4, 22 | Bomb threats/false alarms | 5, 12, 16 |
| Littering | 1, 22 | Graffiti | 2, 3, 4, 6, 8, 9, 11, 18, 22 | In the presence of a person committing a Grade 3 or 4 offence | Discretion of School Management (SMT) | Gang-related activities, calling outsiders to threaten or harm learners or staff discrimination | 5, 12, 16 |
| | | | | | | Racism/Gender bias | 4, 5, 12, 16 |
| | | | | | | Found guilty in court of illegal actions | 5, 12, 16 |
| | | | | | | Violent attack of person (premeditated attacks will be at the discretion of the DC) | 5, 12, 16 |
| | | | | | | Being in possession of dangerous weapons, explosives (crackers) | 5, 12, 16 |