

# SWELLENDAM HIGH SCHOOL

## CODE OF CONDUCT



**2020**

# SWELLENDAM HIGH SCHOOL CODE OF CONDUCT

This code of conduct was drawn up by the parents, learners and educators of Swellendam High School. The code is applied to ensure that the school is effectively managed and that discipline is maintained. The code may be reviewed regularly.

## A. CODE OF CONDUCT RULES

### 1. CONDUCT AND PERFORMANCE OF LEARNERS

- 1.1 No learner may in any way discredit the school name.
- 1.2 Learners have to strictly adhere to the school hours and be in attendance during these hours. A student may not be absent from school or a class during school hours without the permission of the principal or his delegated authority. In the case of a learner being absent from school the parents / guardians of the learner must inform the principal, by writing of the reason/s for the non attendance. In the case of parents/guardians wishing to take their children out of school for any reason the principal must be informed timeously of the reasons for the absence.
- 1.3 During the period that a learner is under the care, supervision and control of the school he/she shall in no way endanger the well being of educators or fellow learners. Learners are prohibited from having in their possession any form of dangerous weapons which may be used to endanger the lives of educators or fellow learners.
- 1.4 When a learner voluntarily participates in an extramural activity he/she must honour his/her obligations and responsibilities unless he/she is informed otherwise by the principal or his nominated delegate.
- 1.5 No learners may make use of any facilities or materials belonging to the school including sports equipment outside of school hours without the permission of the principal or his nominated delegate. Learners may also not be on the school's premises after hours without permission.
- 1.6 No learner may under any circumstances, indulge in the smoking of cigarettes whilst at school uniform or casual clothing during school hours or whilst on school outings or school activities or whilst inside and outside the school/sport/boarding premises. Smoking in school uniform in the public view will be seen in a most serious light and will be severely dealt with.
- 1.7 While a learner is at school or participating in school related activity or excursion, he/she shall not be in possession of any drugs, alcohol or offensive literature or material. Neither should he/she distribute such substances or offensive material to any other learner.
- 1.8 Learners may not engage in any form of physical contact with other learners. Neither may learners have any contact with people who are outside the school boundary/fence during school hours.
- 1.9 The school does not allow any form of initiation especially that involving newly arrived learners. The school does have an orientation program for new students. This programme is under the control of the principal and his staff.
- 1.10 A student may not damage, deface or pollute school property, or anything belonging to anyone else.
- 1.11 A student shall not, without the permission of the principal or his delegated authority, drive or park a motor car or motor bike on the school grounds or sports fields. Motorcycles and bicycles must be parked within the designated parking areas.
- 1.12 No occult, satanic or gang related activities are allowed on the school premises and school sports fields.
- 1.13 When the school's name is brought into disrepute by a learner's behaviour, the principal has the right to investigate and if warranted he may act against the learner.
- 1.14 No unfair discrimination based on race, sex, pregnancy, marital status, ethnic or cultural background, color, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth, shall be tolerated.
- 1.15 Language must be used which is in accordance with generally accepted civilized norms and no obscene language will be tolerated.
- 1.16 Cell phones:
  - Cell phones are allowed but may not be visible and must be switched off during classes and between lessons.
  - For the duration of tests or examinations, cell phones must be handed to invigilators.
  - The school accepts no responsibility for any loss, theft or damage to cell phones.

- ☛ If the above rule is contravened, the cell phone shall be confiscated and stored in the school's safe until the parents / guardians forwards, to the principal, a letter of explanation which requests that the cell phone be returned. For the first offence a fine of R30; second offence R60; third offence R90; the fourth offence R120, and so on shall be imposed for the return of the cell phone.

1.17 No form of electronic equipment, including earphones, may be used on the school premises during school hours. It may not be visible

1.18 Chewing gum is prohibited at all times.

## **2. THE LINEUP AND MOVEMENT OF LEARNERS**

2.1 When the bell rings at the start of the day and at the end of the second recess, learners must lineup immediately, in the designated area. When the second bell rings two minutes later, everyone must be quiet. Candidates must not lean against walls or under the bridge.

2.2 In the school passages learners must keep left and carry their bags in the hand away from the wall.

2.3 Learners may not frequent the locker room or toilets during lessons, without permission.

2.4 When changing classes learners must do so quickly and with as little noise as possible. However learners must not **run** to their next class.

2.5 No bags will be allowed in passages or classrooms before school except on rainy days. Bags must be placed outside the classroom in which the learner will be after break.

2.6 The use of the following areas is prohibited before school and during breaks:

- ☛ Foyer
- ☛ Section in front of the general office
- ☛ Roneo room
- ☛ Classrooms
- ☛ Hall
- ☛ Next to the southern verandah of the hall
- ☛ The staff changing Rooms
- ☛ The changing rooms behind the hall are for the use of gr 8's only
- ☛ Passage in front of the staffroom
- ☛ Behind or next to the shooting range
- ☛ Pool area, inside and outside the fence
- ☛ Parking area for cars
- ☛ Tennis courts (also behind tennis courts)
- ☛ Hostel grounds
- ☛ Passages, inside stairs and quadrangle during breaks

## **3. ORDERLINESS IN THE SCHOOL BUILDING**

3.1 At the beginning and end of a lesson learners must adhere to educators' instructions.

3.2 When any adult enters the classroom, learners must act in accordance with the behaviour expected of them.

3.3 Before school and during breaks no learner may enter any classrooms or passages (except in rainy weather) without permission.

3.4 At the end of the school day and during break learners must leave the buildings with their bags in an orderly manner.

3.5 No pupil may enter the hall without the presence or consent of an educator.

3.6 During functions in the hall silence must be maintained.

3.7 When announcements are made over the intercom, there should be silence and learners are not permitted to start packing away their books.

3.8 The Representative Council of Learners (RCL) and Matriculation Board (MB) are empowered to assist in certain circumstances with the implementation of the code and this must be accepted by learners.

## **4. GENERAL**

4.1 As a sign of respect learners must greet others in a respectful and friendly manner.

4.2 When an educator or any other adult speaks to a learner it is good manners on the part of the

learner to stand.

- 4.3 When a pupil has been absent from school he / she must submit a letter from his / her parents, or guardians explaining the reason for the absence. Absence during tests and controlled tests as a result of illness must be supported by a medical certificate.
- 4.4 Special leave of absence during the school day for matters of urgency will only be granted by the principal or his delegated authority. No learner will be allowed to leave school unless the parents' or guardians' request and explanation is received. Appointments with doctors, etc must where possible be made for after school hours.
- 4.5 If it is necessary for a learner to leave school during the school day, the following procedures must be followed:
- The parents / guardians must submit a request in writing to the school for such absence.
  - The relevant educators are informed.
  - The principal or his delegate's approval is obtained (usually only after the above procedures have been carried out).
  - The learner and parent must sign out at the office.

## **5. CLEANLINESS OF THE SCHOOL BUILDINGS AND GROUNDS**

- 5.1 No papers or rubbish is to be dropped on the school grounds. Everyone is responsible for picking up any papers or rubbish which may be lying around and for placing it in the nearest rubbish bins.
- 5.2 It is absolutely forbidden to deface or damage school desks or other furniture.
- 5.3 No rubbish is permitted to be dropped on the floors or under the desks in the classroom.

## **6. BOOKS**

- 6.1 Learners must provide their own texts books and exercise books and stationery, save for the few learning areas where the WCED issues free books to the school. These books must be returned at the end of the school year and, if not, must be paid for.
- 6.2 WCED books are not to be written in. No highlighters may be used. Only pencils may be used.
- 6.3 As WCED books must be used for several years learners must treat them with care.
- 6.4 All free textbooks must be covered with plastic, according to the teacher's instructions.
- 6.5 A sturdy bag or strengthened canvas bag must be used to protect the books when being carried. Only the child's name, grade and school name should be written on the bag.

## **7. PERSONAL NEATNESS**

### **General:**

The personal appearance and dress of a pupil must meet the standard normally accepted in our society. We place a high premium on personal cleanliness and would like to emphasize the following:

- 7.1 Learners must ensure that their hair, nails and bodies are well groomed.
- 7.2 Shoes and clothing must be clean and neat every day.
- 7.3 School shirts must always be neatly tucked in.
- 7.4 Candidates must wear the prescribed school uniform at all school functions, assemblies and sporting events. No clothing with any emblems other than that of the Swellendam High School may be worn.
- 7.5 No chains, necklaces, bracelets, rings, pendants, etc. are allowed, except for the prescribed size earrings or buttons permitted for girl learners. Medic Alert warnings for allergies may be worn. No coloured rubber bracelets or bracelets showing messages may be worn.
- 7.6 No lapel badges other than school badges may be worn.
- 7.7 Tattoos must not be visible.

### **GIRLS:**

- 7.8 Rules regarding girls' appearance are as follows:

#### **Hair**

- ☛ Hair should be neat. If it is worn loose, it may not hang over the collar.
- ☛ The fringe may not hang over the eyebrows.

- ☛ If the hair is in a ponytail, the hair in front must not hang loose or be tucked in behind the ears.
- ☛ If the hair is cut in a bob it may not cover her face when the learner bends over.
- ☛ Hair may only be dyed a natural colour.
- ☛ Alice bands and rubber bands may only be black in colour.
- ☛ No jewelry is allowed. Only gold / silver earrings with a diameter of no more than 10mm may be worn. However the rings may not be thicker than 1mm. Silver or gold studs may not exceed 2mm in diameter. Only one earring is allowed per earlobe. No "diamond" is allowed in the studs.
- ☛ No other rings than earrings are allowed.
- ☛ No coloured nail polish is allowed. Only colorless nail polish used for strengthening nails is allowed.. Nails should be cut short. No 'French tips'
- ☛ No makeup is allowed.
- ☛ No gel or other hair preparations may be used.
- ☛ Winter uniform is worn from the date determined by the principal or his appointed delegate. It is usually around the beginning of May. Summer uniforms are worn at the commencement of the fourth term.
- ☛ No ornamental watches or plaited straps may be worn.

#### **SUMMER UNIFORM:**

- ☛ Navy blue school dress with acceptable length. (when learner stands upright on her knees, the dress may not be shorter than 20 cm from the ground.) Skirts are not permitted.
- ☛ White shirt
- ☛ Sleeveless pullover (matriculants with approved emblem)
- ☛ Blazer / jersey (the sleeves may not be pushed up)
- ☛ School tie must be worn with a blazer
- ☛ Black laced or buckled shoes
- ☛ Soles of the shoes may not be thicker than 15mm.
- ☛ Shoes should not have coloured stitching such as white or yellow.
- ☛ Only white ankle socks may be worn.
- ☛ Socks must be not be higher than the ankle.

#### **WINTER UNIFORM:**

- ☛ Grey trousers. NB! Long trousers must be worn with a brown or black belt with an unobtrusive buckle
- ☛ White shirt
- ☛ School tie (compulsory winter uniform)
- ☛ Black socks must be worn with the navy school dress and grey socks with the grey school tights
- ☛ Blazer and / or jersey
- ☛ Navy blue beanies with the school emblem may be worn under the following conditions:
  - in passageways
  - during breaks
  - before and after school
  - during sporting events

It may not be worn under the following conditions:

- inside classrooms
- during assembly (Monday assemblies, pricegiving, Big Brag etc.)

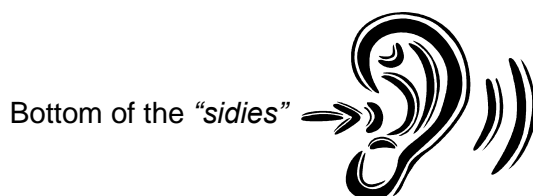
## **7.9 BOYS**

**The rules regarding boys' appearance are the following:**

### **Hair:**

- ☛ Regarding hair the following must be adhered to:
  - A maximum length of more than ½ of the distance from the centre parting to the ears and from the middle of the head (crown) to the collar.
  - Hair should be short and neat.
  - Hair must not be shaved.
  - Hair may only be dyed a natural colour.

- Not to touch the collar when standing upright.
- Not to touch the ears.
- Not cut in steps.
- Not to touch the eyebrows.
- The hair must follow the natural curve of the head.
- ☛ Hair must at all times:
  - Be neatly groomed.
  - No drastic change in haircolour is allowed.
  - Hair may not be an unnatural colour.
  - Follow the required style.
- ☛ General:
  - Hair styles should fit the individual learner's hair characteristics.
  - No gel or other preparations may be used.
  - Sideburns may not fall below the ear hole. (See diagram)



- ☛ General appearance:
  - Learners must be shaved at all times.
  - No jewellery, bracelets nor chains are allowed to be worn around the neck.
  - T-shirts worn under the school shirt must be white and without any form of logos or writing and should not be visible.

#### **SUMMER UNIFORM:**

- ☛ Grey school trousers (short or long pants) NB! Pants **must** be worn with a brown or black belt with no obvious buckles
- ☛ Short gray socks with long pants / long gray socks with shorts
- ☛ white shirt with collar
- ☛ sleeveless pullover (matriculants with approved emblem)
- ☛ blazer / jersey (the sleeves may not be pushed up)
- ☛ School tie must be worn with the school blazer
- ☛ Black shoes with black shoelaces
- ☛ Shoes should not have coloured stitching such as white or yellow.

#### **WINTER UNIFORM:**

- ☛ Grey school trousers (short or long) NB! Long trousers **must** be worn with a brown or black belt with no obvious buckle.
- ☛ White long-sleeved shirt with tie (compulsory winter uniform)
- ☛ Short grey socks with long trousers / long grey socks with shorts
- ☛ Blazer / jersey (the sleeves may not be pushed up)
- ☛ T-shirts worn under the school shirt must be white and without any form of logos or writing and should not be visible.
- ☛ Navy blue beanies with the school emblem may be worn under the following conditions:
  - in passageways
  - during breaks
  - before and after school
  - during sporting events

It may not be worn under the following conditions:

- inside classrooms
- during assembly (Monday assemblies, pricegiving, Big Brag etc.)

7.10 As long as learners are wearing any form of school uniform the above rules apply even though the learner is outside the school premises or grounds.

#### 7.11 SPORT AND EXTRAMURAL ACTIVITIES

- Learners selected to represent the school as participants in any sport or activity on behalf of their teams must be dressed in the approved sportswear and school uniform.
- All students attending any school activity as a spectator or supporter must be dressed in their school uniform.
- Together with the conditions applicable to the dress code learners must refrain from participating in disruptive, indecent, filthy, unnecessarily inflammatory or improper conduct. In particular, learners may not react negatively to the rulings of judges or referees.
- Learners who attend any school activity will submit to the authority and directions of the principal, any educator, member of the RCL or adult appointed by the principal.
- Learners that participate in extra mural sport are responsible to inform the school of any results and achievements. If an award should be made supporting evidence must be submitted!

#### 7.12 CELL PHONES

##### GENERAL:

- Any learner who brings a cell phone to school must use the cell phone lockers. No smart phones or tablets are allowed during school hours.
- Learners may rent lockers at R60 per year. A maximum of 2 learners may share one locker. (No provision is made for tablets.) The school takes no responsibility for disagreements that may develop between parties who share a locker.
- The R60 may be paid in instalments of R20 during the first weeks of terms 1, 2 and 3. (If the locker is shared, it is R10 x 3 per person.)
- The learner who signs the agreement receives only one key.
- The learner who signs the agreement accepts responsibility for the locker and the key.
- Under no circumstances may a duplicate of the key be made.
- A fee of R50 is payable to replace the lock when a key is lost.
- The Law on Searching also applies to the cell phone lockers.
- Swellendam High School accepts no responsibility for any cell phones.

##### USE:

- Learners need to store their cell phones in the lockers before 07:30 in the morning.
- No one is allowed, under any circumstances, to unlock, store or remove anything from the locker during school hours. No cell phones may be used during breaks.
- When a teacher requires learners to use cell phones during school hours, permission must be gained from the school principal. The principal and relevant teacher will inform the rest of the staff of the arrangement.
- Emergencies/infringements need to be reported to the departmental head of discipline.
- Learners may only unlock the locker again at the end of the school day to reclaim cell phones.

***If a learner is in possession of a cell phone during school hours (07:30 – 14:00), the cell phone will be confiscated and stored in the safe. Only parents may collect the cell phone at a fee of R60. The learner immediately receives 20 demerits.***

***When a learner repeats this offence, the level 1 misconduct automatically becomes a level 2 misconduct. This offence will be dealt with according to the code of conduct.***

## **B. OFFENCES, INVESTIGATIONS, FINDINGS AND PENALTIES**

### **8. PRINCIPLES APPLICABLE TO INVESTIGATIONS AND DISCIPLINARY ACTIONS**

- 8.1 During investigations there must be minimal disruption of teaching and the regular school program.
- 8.2 The starting point for dealing with violations is not only to punish, but to instill the desired behaviour pattern
- 8.3 When investigations are conducted or disciplinary action is required, the people involved in initiating the disciplinary action (including those acting in the interests of the individuals or Governing Body of the Swellendam High School, must apply the principles of equity and fairness and be constructive in their dealings with the matter.
- 8.4 Allegations of misconduct by learners must be handled according to the directions contained in the South African Schools Act, No. 84, 1996 and the Provincial Gazette. 5190, 31 October 1997, and all other laws and regulations from time to time promulgated or published, as applicable, and by decisions from time to time taken or ratified by the Governing Body, subject to all relevant laws, rules and regulations.
- 8.5 There is a school support team to which offenders may be referred. The learner's grade controller will in such cases act as chairperson.
- 8.6 Any violation not listed will be handled by the school management team. The management team will be comprised of a minimum of three senior (in terms of years of service or levels) educators.
- 8.7 All breaches will be recorded.
- 8.8 Appeal procedures must be conducted according to the provisions of the South African Schools Act No. 84, 1996, as well as any documents referred to in paragraph 8.4.
- 8.9 The class teacher will hold weekly tribunals helping learners to act correctly according to the norms of the school. After a learner collected 29 negative points, the student will be referred to the department heads. Grades 8 - 9 and 10 - 12 will be referred to the H.O.D. for the specific group. The H.O.D. consults then with the learner about his/her behavior and try to influence the learner positively. If unsuccessful, the learner will then, by reaching a total of 50 points, be referred to the principal for further action. If the learner is reach the total of 100 negative points he/she will be referred to the disciplinary committee of the SGB.

### **9. DEPENDING ON THE SERIOUSNESS OF THE OFFENCE THE FOLLOWING WILL DEAL WITH THE MATTER.**

- Educator with the delegated authority
- The grade controller
- Head of department
- Principal
- Governing Body (disciplinary committee)

(The following abbreviations shall apply: ODG: Educator with delegated authority; GH: Grade controller, HOD, Departmental Head, SH, principal, SB: School Management Team, GB: Governing Body)



# Swellendam High School

## Disciplinary Code

GRADE 1 VIOLATIONS			POINTS	POSSIBLE DISCIPLINE / ACTION
<b>1.1 Appearance</b>				
1.1.1	01	Boys unshaven	5	Rectify for next day
1.1.2	02	General cleanliness / appearance	5	Rectify
1.1.3	03	Clothes	2	Rectify
1.1.4	04	No school uniform	5	Rectify
1.1.5	05	Unacceptable hair style	4	Rectify
1.1.6	06	Wrong socks	2	Take off
1.1.7	07	Make-up / nail polish / nails too long	3	Remove / cut
1.1.8	08	Jewellery / decorations	3	Confiscate until the end of the term
1.1.9	09	Coloured belts or no belts	3	As above
1.1.10	10	Improper scarves	3	As above
1.1.11	100	Writing on schoolbag	2	Rectify
1.1.12	101	Visible tattoos	5	May not be visible. Remove
<b>1.2 School Work</b>				
1.2.1	102	Homework not done.	5	After third time educator to contact parents / guardians
1.2.2	103	Fail to attend extra classes.	5	See Assessment and intervention policy
1.2.3	104	Tasks not handed in.	5	See Assessment and intervention policy. Educator to contact parents / guardians
1.2.4	105	Assignments submitted late	5	See intervention policy
1.2.5	106	Tasks / tests not signed or returned	5	Give a warning
1.2.6	107	Perform other work in class	5	Confiscate and hand to educator
1.2.7	108	Write a letter in class	5	Confiscate and hand to educator
1.2.8	109	Does no work nor does not pay attention in class	5	After third time educator to contact parents / guardians
1.2.9	11	Refuses to carry out punishment	5	Refer to H.O.D.
1.2.10	112	Forgets books	5	Written punishment to be determined by educator
<b>1.3 Coming late</b>				
1.3.1	113	Being late for class	5	Address and record
1.3.2	114	Being late for lines	7	Address and record
1.3.3	115	Being late for school	7	After third time HOD to contact parents / guardians
<b>1.4 Forgot / Lose articles</b>				
1.4.1	116	Forgets to return reply slips on the date determined by principal	2	Address and record
1.4.2	117	Forgets absentee note. First occasion	2	Address and record
1.4.3	12	Forgets absentee note repeatedly	4	After the second time HOD contacts the parents / guardians
1.4.4	122	Forgets administration forms	3	Address and record
1.4.5	123	Loss of school books		Pay for the book
1.4.6	124	Write in / damage school books deliberately	5	Pay for book if it cannot be repaired
1.4.7	125	Basic stationery / calculator is not at hand	2	Cannot borrow from other learners during tests or examinations
1.4.8	126	Forget detention form	10	Parents must be notified
1.4.9	127	Forget to hand in school property	5	Address and record
1.4.10	128	Handbooks not covered	2	Address and record
<b>1.5 Extra mural activities</b>				
1.5.1	129	Absence from sports practice	5	Report to organizer
1.5.2	13	Staying away from cultural activities / practices	5	Report to organizer
<b>1.6 General Behaviour</b>				

1.6.1	130	Talking in class/passages/lines/during announcements	5	Address and record
1.6.2	131	Eating/chewing/drinking in class/passages/lines	5	Address and record
1.6.3	14	Push/ trip / slap in passages	5	Address and record
1.6.4	15	Make uncalled noises in class / passages	5	Address and record
1.6.5	150	Be in passages, classrooms, toilets and outside the school grounds without a permission slip	5	Address and record
1.6.6	151	Enter forbidden areas	5	Address and record
1.6.7	152	Littering	5	Address and record
1.6.8	153	Disrupt classroom routine / run around / speak out of turn	5	Address and record
1.6.9	154	Deprive other learners of the opportunity to receive tutoring	5	Address and record. Educator to contact parents/guardian
1.6.10	155	Use of cell phone / electronic device (read, talk, play, show, watch)	20	Confiscate. Secretary keep in safe until parent collects it. Pay R60. Address and record.
1.6.11	156	Riding bike / roller skates / skateboards on school grounds	5	Address and record
1.6.12	157	Copying homework	5	Address and record
1.6.13	158	Taunting of/aggression towards RCL/SC	5	Address and record
1.6.14	216	Covid-19: Breaking of 1,5m rule	10	Address and record. Educator to contact parents/guardian
1.6.15	217	Covid-19: Deliberate breaking of safety measures	10	Address and record. Educator to contact parents/guardian
<b>1.7 Dishonesty</b>				
1.7.1	159	Assist with tests/tasks/homework	15	Address and record. Both parties given 0
1.7.2	161			
1.7.3	162	Forged absentee note	15	Address and record HOD to contact parents / guardians
1.7.4	163	Speaking during test / exam	10	Address and record
1.7.5	164	Cheat in exam / cribbing/help another	20	Both parties given 0. HOD to contact parents / guardians / Irregularities committee
1.7.6				
<b>1.8 Absence</b>				
1.8.1	166	Bunk portion of school day	10	HOD to contact parents / guardians
1.8.2	167	Bunk school for the whole day	20	HOD to contact parents / guardians
1.8.3	168	Absent from detention	10	HOD to contact parents / guardians if necessary
1.8.4	169	Absent from detention for the first time	20	Tribunal – receive work detention
1.8.5	17	Bunking break and week detention	20	BHL - determine punishment on merit
<b>1.9 Vandalism</b>				
1.9.1	170	Scratch on desks/walls/doors	10	Clean desks / walls /doors. If necessary, pay the costs of the painting of walls and repairs

## POSSIBLE CORRECTIVE PROCEDURES FOR GRADE 1 TRANSGRESSIONS

- Detention when a total of 20 negative points have accumulated.
- Not allowed in class
- Be given extra homework
- Pick up papers after school
- Banned from class for 3 days
- Clean desks
- Clean classes by sweeping, dusting etc.
- Must attend school during the examination on days when he / she does not write.
- Help groundsman with the maintenance of the school grounds e.g. gardens.
- **IN THE CASE OF REPEATED AND CONTINUOUS GRADE 1 VIOLATIONS, GRADE 2 CORRECTIVE MEASURES HAVE TO BE FOLLOWED.**

## **Swellendam High School** **Disciplinary regulation (continued)**

	<b>GRADE 2 VIOLATIONS</b>		<b>POINTS</b>	<b>POSSIBLE PUNISHMENT/ACTION</b>
<b>2.1 Appearance</b>				
2.1.1	171	Repeated grade 1 violation (Boys unshaven)	10	Address and record
2.1.2	172	Repeated grade 1 violation (General cleanliness / appearance)	10	Address and record
<b>2.2 School Work</b>				
2.2.1	173	Repeated grade 1 violation (Homework not done)	10	Address and record
2.2.2	174			
2.2.3	175	Repeated grade 1 violation (Forgetting administration forms)	6	Address and record
2.2.4	176	Repeated grade 1 violation (Tasks submitted late)	10	Address and record
2.2.8	177	Repeated grade 1 violation (Does no work in class)	10	Address and record
2.2.10	178	Repeated grade 1 violation (Forget books)	10	Address and record
<b>2.5 – 2.6 General</b>				
2.5.3	179	Absent from matches when selected.	20	Address and record. Sport tribunal
2.5.4	18	Absent from cultural performances when selected.	20	Address and record. Culture tribunal
2.6.1	180	Repeated Grade 1 violation (Talking in class/lines etc.)	10	Address and record
2.6.2	181	Inappropriate physical contact	10	
2.6.9	20	Repeated Grade 1 violation (Deprive other learners to receive tutoring)	10	Send out of class for the rest of the period. Educator to contact parents/guardians and inform the HOD if necessary
2.6.12	183	Fail to attend appointments/tasks	10	Educator to contact parents / guardians.
2.6.13	21	Denied the authority of educators/back chatting/arrogance	10	Educator to contact parents / guardians.
2.6.14	22	Swearing/lying/making crude signs/spitting	10	Educator to contact parents / guardians.
2.6.15	23	Fighting/bullying/instigating learners/RCL	10	HOD to contact parents / guardians
2.6.16	24	Poor/provocative behaviour in detention class	10	HOD to contact parents / guardians
2.6.17	25	Poor behaviour in public/at school events/assembly	10	HOD to contact parents / guardians
2.6.18	26	Find cigarettes/matches/lighters/dangerous objects on learner	10	Confiscate. Authority to contact parents / guardians

### **PROCEDURE:**

- *Parents are contacted.*
- *Appear before principle / head of department for internal disciplinary hearing.*
- *In addition to disciplinary action, the learner can be referred to the school's support mechanisms.*

### **CORRECTIONAL PROCEDURES FOR GRADE 2 OR REPEATED GRADE 1 INFRINGEMENTS:**

*One or more of the following:*

- *Detention*
- *Parents/guardians can be involved, even for less serious infringements.*
- ***IF THE SAME GRADE 2 VIOLATION IS VIOLATED FOUR AND MORE TIMES, THEN GRADE 3 CORRECTIVE MEASURES MUST BE FOLLOWED.***
- *Community service on Fridays and or Saturdays.*
- *In school suspension (learner comes to school and sit in front of office).*
- *Suspension and community service (learner comes to school and does community service).*
- *Counseling (learner are referred to a counselor).*
- *The privilege of studying at home during exams can be taken away.*
- *Learner can be refused to attend social functions ( including civvie days and matric farewell.).*
- *Taking away leadership office for a time up to one year.*
- *Not eligible for election to a leadership position.*
- *School terrain service.*

- *Suspension of privileges ('Privileges 'include all school activities not directly related to formal tuition ).*
- *Taking away honorary colors / offices.*
- *Temporary exclusion if governing body handles the case.*
- *Temporary exclusion with the intention of referral to support help.*
- *Recommendation for expulsion (needs to be referred to governing body).*
- *In addition to disciplinary action, the learner/pupil can be referred to the school's support mechanism.*
- *Recommendation for expulsion (must be referred to Governing Body).*

*If a learner's negative points reach 60 or more he loses ALL privileges, EXCEPT formal instruction.*

*If the learner doesn't take part in school sport, he/she must sit detention for one hour after school every day from Monday to Thursday. The learner, whether he takes part in sport or not, must sit on the couch in front of the office during every break. A learner's privileges will be reinstated once his negative points are less than 20.*

*If a learner offers of his own accord to do service on the school grounds, the following must be adhered to:*

1. *the learner must do a specific task for at least one hour to obtain 10 points*
2. *A learner may only do one task per day*
3. *The task must be completed to the satisfaction of the supervisor before the points will be given.*

## Swellendam High School Disciplinary regulation (continued)

**THE UNDERMENTIONED MUST BE REPORTED DIRECTLY TO THE GOVERNING BODY DUE TO THE SERIOUSNESS OF THE VIOLATIONS.**

		<b>GRADE 3 VIOLATIONS</b>	<b>POINTS</b>	<b>POSSIBLE PUNISHMENT/ACTION</b>
3.2.1	28	Repeated grade 2 violation (Homework)	20	
3.2.4	29	Repeated grade 2 violation (Tasks submitted late)	20	
3.2.10	30	Repeated grade 2 violation (Forget books)	20	
<b>3.6 Behaviour</b>				
3.6.1	31	Repeated grade 2 violation (Talking in class/lines etc.)	20	
3.6.13	32	Repeated grade 2 violation (Undermine educators authority)	20	
<b>3.10 Prohibited articles</b>				
3.10.1	33	Smoking on school or sports grounds or in the presence of smokers	20	Parents/guardians are contacted and appear before head of department
3.10.2	34	Use or possession of marijuana or illegal or harmful dependence-producing drugs or other drugs (eg sniffing glue, Tippex, etc.).	25	GB/SAPD
3.10.3	35	Bring / possession / use / under the influence / smuggling / trading / distribution of alcohol and other harmful substances on school grounds, any other place in school uniform, or during school outings / school related activities. <i>(Included prohibited or dependence-producing drugs or harmful drugs or other drugs and pornography.)</i>	25	GB/SAPD
3.10.4	36	In possession / use of fire arm / knives / sharp objects.	25	GB/SAPD
<b>3.11 Other offences</b>				
3.11.1	37	Assault / attempted assault / threatening with assaulting fellow student (s) / teachers. <i>(Fighting, abuse, intimidation, or serious bullying other students with the intent to cause physical or psychological harm or attempted to harm.)</i>	25	(HEADMASTER) / SAPD / GB
3.11.2	38	Sexual harassment and related offenses on school grounds. <i>(Include in the possession or distribution of pornography on school grounds. Indecent assault, rape, conduct, molestation)</i>	25	GB
3.11.3	39	Uncontrolled and aggressive behavior toward learner(s), RCL, teachers. <i>(Use of foul or abusive language or adopting a threatening attitude or disapproving/stubborn attitude towards fellow learner(s), RCL, teachers or serious irreverence and disrespect towards teachers.)</i>	25	GB
3.11.4	40	Gangsterism	25	GB / SAPD
3.11.5	41	Burglary / theft / possession of stolen property / arson	25	GB / SAPD
3.11.6	42	Satanic or occult activities or attempted efforts thereof.	25	HEADMASTER / SAPD / GB
3.11.7	43	Influencing learner to destructive behavior or attempted efforts thereof.	25	Parents are contacted and appear before head of department
3.11.8	44	Driving of a motorized vehicle without a license on school or sports grounds	40+	Parents are contacted and appear before head of department
3.11.9	45	Behaviour that violates the safety or rights of others.	25	Parents are contacted and appear before head of department
3.11.10	46	Bomb threats.	25	HEADMASTER / SAPD / GB
3.11.11	47	Racist, homophobic language, any form of hate speech, mocking or other similar actions.	25	GB
3.11.12	48	Deliberate and malicious damage to property. <i>(Includes a fellow learner's property, activities of property damage, vandalism or attempts thereof, arson or attempts thereof, sabotage or threats of</i>	25	HEADMASTER / SAPD / GB

		<i>sabotage.)</i>		
3.11.13	49	Any behavior or action that can harm the name and integrity of Swellendam High School. <i>(Included publications on the electronic media.)</i>	25	GB / Headmaster
3.11.16	50	<b>Damaging property of school/staff/learners</b>		Parents are contacted. Replace
3.11.19	51	Victimization/intimidation	25	Parents are contacted and appear before head of department
3.11.20	52	Defamation/emotional harassment/blasphemy/immoral behavior	25	Parents are contacted and appear before head of department
3.11.21	161	Willful provision of false information / forgery of documents or such attempt	25	Parents are contacted and appear before head of department

#### **PROCEDURE:**

- *Governing body to be contacted immediately.*
- *Parents are contacted.*
- *Referral of a criminal case to the police if applicable.*
- *A Governing Body hearing should take place within a reasonable time according to the Disciplinary Procedure.*

#### **GRADE 2 AND 3 VIOLATIONS OR REPEATED GRADE 1 AND 2 VIOLATIONS.**

#### **POSSIBLE CORRECTIONAL PROCEDURES**

*One or more of the following:*

- *Compulsory number of sessions with school counselor.*
- *Community Service.*
- *Suspension 1 – 5 days (learner stays at home).*
- *Suspension 1 – 5 days (learner reports at school and then go home).*
- *Suspension from class (learner comes to school and sits in front of headmaster's office).*
- *Students may be denied the privilege to study at home during exam.*
- *Deprived of positions for a period of one year.*
- *Not eligible for positions.*
- *School Site Service.*
- *Financial compensation to victims.*
- *Suspension of privileges (Privileges include all school activities not directly related to formal education)*
- *Deprived of colors.*
- *Temporary exclusion if governing body handles the matter.*
- *Temporary exclusion with the intention of referral to support help.*
- *Hearing with regard to suspension or expulsion. According to departmental procedure.*
- *Eviction according to departmental procedure (Exclusion and Eviction apply for school and hostel together).*

## POSITIVE POINTS

	CONTRIBUTION	POINTS	COMMENTS
<b>4.1 Detention</b>			
4.1.1	Attending detention (10 pages)	20	Awarded after successfully completed detention.
4.1.2	Attending detention (9 pages)	18	Awarded after successfully completed detention.
4.1.3	Attending detention (8 pages)	16	Awarded after successfully completed detention.
4.1.4	Attending detention (7 pages)	14	Awarded after successfully completed detention.
4.1.5	Attending detention (6 pages)	12	Awarded after successfully completed detention.
4.1.6	Attending detention (5 pages)	10	Awarded after successfully completed detention.
4.1.7	Attending detention (4 pages)	8	Awarded after successfully completed detention.
4.1.8	Attending detention (3 pages)	6	Awarded after successfully completed detention.
4.1.9	Attending detention (2 pages)	4	Awarded after successfully completed detention.
<b>4.2 Sport, Culture and Academic achievements</b>			
4.2.1	Assisting during sports days / concerts etc	10	
4.2.2	Sport-/cultural participation	10	Learners must collect a letter of participation from the Disciplinary Head for the Organizer to sign.
4.2.3	Attending sports days / cultural activities	5	Learners must collect a letter off participation from the Disciplinary Head for the Organizer to sign.
4.2.4	Very neat work / book / task	5	Educator uses own discretion.
<b>4.3 General</b>			
4.3.1	Significant and sustained improvement in work and attitude	10	Must be observed over a period of 2 weeks.
4.3.2	Significant and sustained behavioral improvement	10	Must be observed over a period of 1 month.
4.3.3	Offer and completion of duties on the school grounds	10	Done in consultation with groundsmen
4.3.4	Contribute to the neatness of the school	10	Spontaneously and on a regular basis.
4.3.5	Regular school attendance (max. 3 days absence per quarter)	10	Class teacher keeps record.
4.3.6	Neat and correct school uniform	10	Quarterly. According to record of inspections.
4.3.7	Reporting of violations	10	Smoking, theft, vandalism etc.
4.3.8	Willingness to give evidence of bad behavior of other learners	10	
4.3.9	Catching-up of outstanding work within set time	10	e.g. Learner is new to the school or has been absent and the outstanding work has been updated.
4.3.10	Learner has handed in lost goods.	10	Must be verified.
4.3.11	Fund raising	10	Completed fund raising form/booklet handed in (maximum amount collected)/obtaining sponsors.
4.3.12	Service above and beyond the call of duty	10	When a learner renders exceptional service to the school by promoting the image of the school without ulterior motives.
4.3.13	Make a positive contribution by academic involvement in class	10	
5	Principal detention	20	Allocation of detention according to the principal's discretion.

*NB:* The above list is by no means complete but is merely a guideline for the school and students.

**Any disciplinary action will be heard and evaluated on its own merits.**

**Recommendations for eviction will only be considered if there is no reasonable alternative available.**

**As the Code of Conduct of the Swellendam High School is periodically reviewed and adjusted, parents/guardians and learners are invited to make recommendations for changes or modifications to the Governing Body for consideration.**

