

HOPEFIELD HIGH SCHOOL CODE OF CONDUCT



2019

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I. GENERAL

1. The Code of Conduct (also referred to as the Code) is indispensable in this school community to protect the individual and achieve the educational goals of the school. Order, discipline and respect of every individual form the foundation for success and a happy school community. The school's vision and values serve as the basis for behaviour. This Code recognises the following: the RSA Constitution, Bill of Rights and the Basic Education Law.
2. Section 8 of the South African Schools Act 84 of 1996 provides that the Governing Body of a school has to institute a Code of Conduct and that the Governing Body is responsible for its implementation in collaboration with the principal, teachers, pupils and parent(s)/guardian(s).
3. A disciplinary committee is set up by the Governing Body to investigate and administer serious disciplinary matters. The Disciplinary Committee comprises members of the Governing Body, of which a parent is the chairperson, the principal and the school's disciplinary official (as appointed by the Committee) as prosecutor and the option of co-opting of legal advisors.
4. This Code is only enforceable on Hopefield High School learners and is applicable to any property of the above school or at any occasion where the above school is represented and governs any student of this school's public behaviour.
5. The School's Code of Conduct is augmented by classroom rules, hostel rules and bus rules, which contain rules and actions which come in effect if these rules are broken. Additional hostel rules can be obtained from the relevant superintendent.
6. The Representative Council of Learners' (RCL's) code of honour is part of the Code of Conduct and any violations of the code of honour will be handled within the framework of the Code (Appendix "B").
7. The Appearance and Dress Policy is part of the Code of Conduct. (Appendix "A").

II. GOALS

1. To give each learner the full opportunity to perform to the full potential of his/her abilities and talents in all educational areas in which the school operates.
2. To give each learner the full opportunity to prepare himself/herself for adulthood and to play a significant role.
3. To offer each child security, a safe environment and a home in the school community as a unique individual with his/her own special characteristics and needs.
4. To provide each learner with the principle of learning: to each have one another's interests at heart in a spirit of cooperation and support.
5. To set clear boundaries to the children, thus providing security and trying to eliminate misunderstandings.
6. To help establish the fundamentals of our country, namely democracy, accountability and human rights.
7. To ensure equal opportunities for every learner.

8. The teachers and pupils of Hopefield High School seek excellence in the education of the children and to progressively provide a high quality of education to all learners. Thus a strong basis for developing the learners' talents and abilities is laid, the democratic transformation of the community is promoted, intolerance is combated and the rights of learners, parent(s)/guardian(s) and educators are maintained.

III. INTERPRETATION OF RULES

1. Notwithstanding anything to the contrary herein contained or not contained herein, the decision if any rules have been contravened in a case rests with the Governing Body or principal as the case may be.
2. The decision whether or not a pupil was under the authority of the principal at the time of an alleged or actual infringement will be solely at the Headmaster's discretion.

IV. DEFINITIONS

Unless the context requires otherwise, the following words will be interpreted with the meaning ascribed to them as follows:

GOVERNING BODY	- As set out in the School Act, Act 84 of 1996 Act.
DISCIPLINARY COMMITTEE	- Members of the Governing Body who handle serious disciplinary issues.
SCHOOL LEARNER	- School Hopefield. - Any girl/boy enrolled to receive formal education at Hopefield High School.
SEX	- Where the masculine form is used, the female is automatically included, and vice versa..
SCHOOL STAFF	- Teachers, officials, functionaries and other full- or part-time employees of the school education department.
MANAGEMENT TEAM	- The management group of teachers from the school.
STUDENT COUNCIL (RCL)	- The management group of learners from the school.

V. THE PURPOSE OF THE CODE OF CONDUCT IS TO:

1. Advance discipline in learners because of the safety and welfare of each child and the success of the school's educational mission:
 - 1.1. Ensure that the provisions of the South African Schools Act, Act 84 of 1996, and any amendments to this Act, are met.
 - 1.2. Ensure that the rules are fairly and consistently applied.
 - 1.3. Seat the responsibility in the school board to ensure that actions against deviant behaviour are applied immediately.

VI. CONTENT

1. The Code of Conduct includes:
 - 1.1. Conduct Rules and requirements by which the actions of learners will be evaluated.
 - 1.2. Disciplinary action for misconduct for the staff and Governing Body so that rules of conduct may be applied consistently.

- 1.3. Opportunities for learners with regard to representation and appeal.

VII. RESPONSIBILITIES

1. It is the intention of the Governing Body that:
 - 1.1. The Governing Body is the final disciplinary authority.
 - 1.2. The principal, teachers, members of the Governing Body, RCL and class captains are responsible for the exercise of discipline at school.
 - 1.3. The principal or his nominee is responsible of the analysis and recommendations to the Governing Body regarding disciplinary action and keeping the records pertaining to disciplinary matters.

VIII. PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment is prohibited: Permission for corporal punishment is void and unenforceable. An educator who administers corporal punishment to a pupil under the National and Provincial Legislation is guilty of an offense and also acts unconstitutionally. Disciplinary action will be made against such a teacher.

IX. POSITIVE POINTS

Learners who observe the Code of Conduct obediently or who make positive inputs will be rewarded with positive points. (See Positive Points System – Point X (7), page 29).

X. HOSTELS

This Code of Conduct is applicable to both hostels and the appropriateness thereof is hereby entered.

A. INTRODUCTION

1. This Code of Conduct of Hopefield High School (also referred to as “the school” in this document) focuses on a disciplined and focused school environment which promotes and maintains quality education.
2. The delivery of excellent education and the opportunity of every learner to reach their full potential are only possible in a school environment and in a classroom where effective policy, standards and discipline are maintained.
3. Each pupil has the right to enjoy learning in an environment that is constructive, has a positive influence and is beneficial for teaching, and where a culture of reconciliation, education and mutual respect prevails.
4. The whole school community is responsible for the compliance with the Code of Conduct.
5. This Code replaces in full any prior or other Codes of Conduct and/or disciplinary codes of Hopefield High School. All learners of Hopefield High School are subject to this Code of Conduct. A student’s ignorance of this Code is not an excuse and/or fair grounds to be free of disciplinary measures.
6. Hopefield High School subscribes to the principles of fairness and consistency. It is applied in accordance with the Code of Conduct that recognises and protects the interests of learners and other parties.
7. Ultimately, responsibility for learners’ behaviour lies with the learners and their parent(s)/guardian(s). It is expected of parent(s)/guardian(s) that they:

- 7.1. Support Hopefield High School in the disciplinary role of their children and that their children are required to obey all school rules. Parent(s)/guardian(s) will be liable for misconduct of their children.
- 7.2. Be actively interested in their children's homework and involvement in school activities and that they allow their children to complete prescribed homework and duties.
8. The education and teaching by educators (teachers) of Hopefield High School provided must be supplemented by the dedication and acceptance of responsibility by parent(s)/guardian(s) and pupils.
9. There is a distinction between informal and formal disciplinary measures. Informal disciplinary measures involve steps that can be taken by educators on a day-to-day basis to establish and maintain a disciplined, purposeful and orderly school environment. Steps to address disruptive and unacceptable behaviour in circumstances where – in the opinion of the teacher – formal disciplinary action is not necessary.
10. In order for educators to allow for purposeful and effective classroom teaching and education to the learners themselves and to thus realise the full potential of each child, the cooperation and support of parent(s)/guardian(s) and students is needed. Each learner must therefore accept their responsibility to their parent(s)/guardian(s), school teachers and classmates. It is therefore expected of every pupil to:
 - 10.1. Comply with the rules of the Code of Conduct that regulate school activities on and off school premises.
 - 10.2. Accept and respect the authority of the Representative Council of Learners (RCL), teachers and the principal.
 - 10.3. Act with integrity and honesty.
 - 10.4. Grab the opportunity to learn with a positive attitude and to tackle all learner work with dedication.
 - 10.5. Maintain good relationships with teachers and fellow students and to respect the dignity of others.
 - 10.6. Respect school property and the property of others and to leave school property in such a condition so as to allow use by others.

B. WHAT DOES THE CODE OF CONDUCT FURTHER EXPECT OF LEARNERS?

1. The willingness to accept the customs at school and to obey rules of the school.
2. To obey the school rules in totality.
3. To actively participate in learning events within the class and to not disturb learning events.
4. Conscientious school attendance and conscientious and regular participation/attendance of the school's extra-curricular program.
5. The pursuit of academic performance and progress.
6. Using the school amenities with extreme care.
7. To wear the prescribed uniform and to have a neat appearance.
8. To not co-operate with offenders, but rather to point them out.

9. To sustain ground rules for maintaining good discipline and order.
10. To be proud of the school's ethos.
11. To acknowledge and respect the rights of others and to recognise multicultural diversity.
12. To obey school rules at social events / after hours on school grounds.
13. To diligently do school work and to carefully carry out homework and assignments (this includes work that is in arrears due to learners' absence).
14. To respect the school's teachers and endeavour to wholeheartedly cooperate in all reasonable directions they may receive from teachers.
15. To show respect for non-educators and visitors to the school.
16. To participate for the enjoyment of sports and to avoid conflict/disputes.
17. To not discuss officials/umpires or their decisions and rulings on the course with the captain/coach and to not use crude language against officials/umpires.
18. To practice good sportsmanship and give recognition to all players for good play.
19. Not to insult teachers or use crude language against teachers.
20. To not damage/steal other people's property.

C. INFORMAL DISCIPLINARY ACTION

1. Disciplinary action is needed in cases of less serious offenses that do not necessitate a formal disciplinary hearing and should be taken fairly and summarily by the teacher concerned.
2. Such disciplinary action includes one or more of the following:
 - 2.1. Verbal warning.
 - 2.2. Additional homework.
 - 2.3. Expulsion from the classroom.
 - 2.4. Detention during breaks or after school.
 - 2.5. Referring to the learner's class teacher / grade head / disciplinary head / deputy / the principal.
 - 2.6. Awarding of negative points.
3. Repeated minor violation could lead to formal disciplinary proceedings and accompanying punishment.
4. In order for parent(s)/guardian(s) of a pupil who has been awarded negative marks to be aware of them:
 - 4.1. The negative points awarded to a learner during the school term will be indicated on the child's school report.

5. The offenses for which negative points may be awarded by informal disciplinary action and the number of negative points that may be imposed for such violations are stipulated in categories 1 to 4.
6. Each teacher will maintain an administrative system where-in the teacher will record the awarding of negative points as well as the date and reason/s for it. The learner must be informed by the teacher as soon as possible of the awarding of negative marks and related notes.
7. If the negative points that a learner is awarded accumulate to a certain number, there will be an additional notice to the parent(s)/guardian(s) regarding disciplinary steps (per term or when a cumulative mark of 200 has been reached).
8. The principal may suspend a learner from school for a maximum of 3 days.

D. FORMAL DISCIPLINARY PROCESS

1. In the case of any alleged misconduct to the alleged nature and/or severity to the opinion of an educator, or in case of repeated violations by a learner, a formal disciplinary hearing will be convened.
2. In this case, the learner and his/her parent(s)/guardian(s) will be informed by letter of the hearing. Such a letter, delivered at least five calendar days before the hearing, to the learner, should contain the following information:
 - 2.1. The place, date and time of the disciplinary hearing.
 - 2.2. Adequate information regarding the charge(s) to enable the learner to explain the charge(s).
 - 2.3. That the parent(s)/guardian(s) are entitled to attend the hearing and that a parent/guardian may assist the learner at the hearing with or without legal assistance at the parents'/guardians' expense and any witnesses for the accused. No persons other than the aforementioned persons will be allowed at the hearing.
 - 2.4. That if a parent/guardian does not attend the hearing, the hearing will continue and be completed in their absence without their input and that decisions will be binding.
 - 2.5. Where a parent/guardian of a learner does not assist the learner at the formal disciplinary proceedings, the learner is entitled to request that he/she be assisted by an educator or a member of the RCL. In extreme cases a parent/guardian may give written consent to an alternative family member to assist the learner.
3. The President starting the Disciplinary Committee shall be a parent member of the Governing Body, but depending on the specific circumstances, a legal practitioner, as the Governing Body's representative, may be co-opted.
4. At the formal hearing:
 - 4.1. Testimony and statements of the alleged violation(s) are tabled.
 - 4.2. The learner, assisting his/her parent/guardian (or other members) will be given the opportunity to:
 - 4.2.1. Question the evidence submitted and ask questions to any members who testified.
 - 4.2.2. Be heard and convey his/her side of the case and the facts.

- 4.2.3. Convey the facts regarding appropriate disciplinary action.
5. During the hearing, all persons involved will be treated with dignity and respect. No racism, discrimination, victimisation or threats will be tolerated. The Chairperson of the Disciplinary Committee reserves the right to excuse such persons or discontinue the proceedings until order is ensured.
6. If the Chairperson of the Disciplinary Committee finds, either before or during the proceedings, that a witness under the age of 18 years is suffering or will be suffering undue mental stress if he/she were at the hearing, the Chairperson, if possible, may appoint a capable person as an intermediary to the witness to enable him/her to render evidence through that intermediary.
7. The hearing, cross-examination or retrial of a witness for whom an intermediary is appointed, will take place through the mediator. Such an intermediary may, unless the Chairperson of the hearing decides otherwise, transfer any question to the witness concerned.
8. If a mediator is appointed, the Chairperson of the Disciplinary Committee determines that the relevant witness deliver their testimony at such a place and time that:
 - 8.1. Is informally arranged to set the witness at ease.
 - 8.2. Any persons whose presence may upset the witness be out of sight and/or earshot of the witness.
 - 8.3. The Disciplinary Committee and any persons whose presence is necessary at the proceedings, with or without the medium of electronic devices or other devices, to hear the intermediary as well as the witness during his/her trial testimony.
9. As soon as practicable after the completion of the hearing, the learner and his/her parent(s)/guardian(s) be are to be informed orally during the hearing and informed in writing afterwards:
 - 9.1. Of the findings of the Disciplinary Committee and any penalty imposed.
 - 9.2. To appeal within five school days against the conviction and/or penalty imposed.
10. Notwithstanding any other provisions in this contained Code of Conduct, the Governing Body, on reasonable grounds and as a precaution, according to the provisions of section 9 of the South African Schools Act 1996 ("the Act"), may suspend a pupil from attendance at school if suspected of committing a serious misconduct. The Governing Body may enforce such suspension only after the learner has had a reasonable opportunity to make representations in connection with such suspension to the Governing body. In such case:
 - 10.1. A formal disciplinary hearing must take place within seven school days after the suspension of the learner.
 - 10.2. If a formal disciplinary hearing is not held within seven school days after the suspension of the learner, the Governing Body must call for the approval of the Education Department for the continued suspension of such learner.
 - 10.3. The Governing Body may, after a learner has been convicted of serious misconduct during the formal hearing:
 - 10.3.1. Impose the suspension of such learner for a period not exceeding seven school days, or any other sanction provided in this code.

10.3.2. Make a recommendation to the Department that such learner be expelled from the school.

10.4. If the Department decided not to expel the learner from the school, the Education Department, after consultation with the Governing Body, may impose an appropriate penalty to the learner and such penalty will be implemented.

11. The Disciplinary Committee may, with the help of any electronic recording, record the proceedings for the purpose of writing an accurate record. All tapes must be in safe keeping at the school if any queries arise. The Financial Officer of the school year is budgeted for the purchase of tapes. In exceptional cases, the record of a disciplinary hearing is a video/DVD. All documents and images must be dealt with as "Confidential". No person may view documents or images without the written consent/approval of the Chairperson of the Governing Body, or, in the absence of the Chairperson, the Vice-Chairperson.

E. APPEAL PROCESS: RIGHT OF APPEAL AND PROCEDURE THEREFOR

1. The learner and/or his/her parent(s)/guardian(s) are entitled to appeal to the Disciplinary Committee of the Governing Body of the school against the findings and/or the punishment decided by the principal. Such appeal should be recorded and be with the principal in writing within five days from the date of receipt by the learner. From the date of filing the notice of appeal until the decision of the Disciplinary Committee is transferred, as set out below, the finding and sentence will be suspended.
2. Upon receipt of the notice of appeal, the principal must without delay prepare and provide a typed record of the proceedings, together with exhibits and attachments and any notices and forms issued to the Disciplinary Committee.
3. The Disciplinary Committee will consider the appeal only with reference to the record as submitted, unless it considers that justice will not be properly served through this. The Disciplinary Committee must invite the principal and the learner and his/her parent(s)/guardian(s), by written notice, to submit written arguments for consideration by the appeal.
4. The Disciplinary Committee is entitled, if it is in the interest of justice, to have an investigation reopened, in which case the same procedures as outlined above must be followed, as if it is the principal who is trying the case afresh.
5. The Disciplinary Committee is entitled, on appeal, to change the decision of the principal or decide on a lighter / alternative / severe criminal sanction as imposed by the principal, or have the whole or any part of such penalty suspended, modified or alleviated, or have stricter sanctions which, on such conditions, are deemed appropriate.
6. Having duly considered the appeal, the Disciplinary Committee must hand their findings to the principal.
7. The principal must immediately report such results to the learner with orders to deliver the report to his/her parent(s)/guardian(s). The principal must immediately obtain the signature of the learner on the results form and the learner must no later than 10:00 the following school day return the form, signed by the parent(s)/guardian(s), to the principal.
8. The principal must ensure that the learner is properly in compliance with the terms of the punishment imposed on appeal and this should be reported to the Governing Body.
9. A learner who is convicted according to a formal disciplinary hearing shall be entitled to appeal against such a conviction and/or disciplinary action imposed to the Governing Body, or in the case of expulsion, to the WCED (West Coast Education Department).

10. If a learner wishes to exercise his/her right to appeal, the learner or a parent/guardian of the learner must inform the principal in writing within five calendar days' notice that he/she is against the conviction and/or disciplinary action by the Disciplinary Committee and will appeal.
11. The principal will assist the parent/guardian with the appeal application and send it to the WCED.
12. If a pupil is suspended, the appeal process does not have an effect on the suspension and such suspension shall remain in force until the appeal process is completed. Where any other disciplinary action was imposed, the application and enforcement of such disciplinary action is not executed until the appeal process is completed.

F. EMPOWERMENT OF CHILD LEADERS (RCL) AND CLASS LEADERS

1. Learner leaders and class leaders have the authority to deal with a pupil who violated a school rule in one of the following ways as he/she considers best for the situation:
 - 1.1. Reprimanding him/her.
 - 1.2. Giving him/her a verbal warning.
 - 1.3. Writing a written warning in the learner's workbook.
 - 1.4. Recording the offense in a penalty book and having it signed by the learner.
 - 1.5. Reporting the violation to the class teacher, grade chief disciplinary officer or deputy for management.

G. EXPECTATIONS OF THE ROLE OF PARENT(S)/GUARDIAN(S)

1. The final responsibility for the conduct of learners rests with their parents/guardians. The parent(s)/guardian(s) are responsible for the actions/conduct/damage of their minor child.
2. It is also expected of the parent(s)/guardian(s) to sign the school's application for admission and to undertake to ensure that their child complies with all school rules and regulations of the school. Parent(s)/Guardian(s) accept the responsibility of any misconduct on their child's side and they take a keen interest in showing their child's schoolwork/progress. Parent(s)/Guardian(s) undertake to allow the child to complete homework and to ensure that homework/assignments/tasks that the child has been assigned are completed on time for presentation or submission in class.

H. SERIOUS MISCONDUCT (CATEGORY THREE OR FOUR OFFENSES) THAT MAY RESULT IN SUSPENSION AND/OR EXPULSION

1. A student will be guilty of minor and serious misconduct if he/she:
 - 1.1. Is found guilty of misconduct as per categories 1 to 4, having been convicted of similar misconduct on two previous occasions.
 - 1.2. Fails to comply with a penalty or suspension as a corrective measure.
 - 1.3. Wilfully and without good reason:
 - 1.3.1. Falsifies any document or signature where it is potentially or actually detrimental to the school.

- 1.3.2. Trades any test or examination material or is illegally in possession thereof.
- 1.3.3. Attempts to bribe any child/person, regardless of whether successful or not, in respect of any test or examination to allow himself/herself, or another, to gain unfair advantage from it.
- 1.3.4. Participates in fraud or initiates it.
- 1.3.5. Participates in or initiates theft, or is otherwise dishonest at the expense of another.
- 1.3.6. Is in possession of, uses or deals any illegal/harmful substances, including any tobacco and vaping substances. Smoking / vaping in a public place under section 2 (1) (a) of the Act on the Tobacco Products Control Act No. 83 of 1993 is prohibited. Smoking / vaping by a pupil on school grounds or during any school activity is prohibited. Violation of this rule – in addition to disciplinary action (which includes suspension) and the issuance of a letter to the parent(s)/guardian(s) and the learner – is subject to criminal prosecution.
- 1.3.7. Is in possession of / uses (as proven by a drug test) / commits the unauthorised transfer of a narcotic drug, or if there is visible evidence of such possession/use/transfer, regardless of whether during school or not.
- 1.3.8. Is in possession of any dangerous weapon.
- 1.3.9. Assaults, victimises, bullies or intimidates a child / person / fellow learner, or threatens to do so.
- 1.3.10. Holds any child/person hostage.
- 1.3.11. Kills or attempts to murder any child/person.
- 1.3.12. Rapes any child/person, whether the person is fully conscious or under the influence of a “date rape” drug, participates in any sexual activity that violates the law, sexually harasses any child/person, or makes sexually offensive remarks/jokes/ is maliciously sexist.
- 1.3.13. Maliciously destroys property.
- 1.3.14. Pretends to be someone else.
- 1.3.15. Makes damaging statements (hate speech / racism).
- 1.3.16. Acts in any way unlawfully or trespasses/destroys school property.
- 1.3.17. Uses disrespectful, offensive or insulting language towards teachers, staff and/or peers.
- 1.3.18. Repeatedly violates the school rules or this Code of Conduct.
- 1.3.19. Breaches examination rules.
- 1.3.20. Is a serious threat/disruption to the learning and teaching process in the classroom.
- 1.3.21. Engages in a conspiracy to disturb the proper functioning of the school by instigation of collective action.
- 1.3.22. Defames the dignity of or physically assaults a teacher or non-teaching staff member, or uses abusive language (swearing, threats, insults), including via social media.

- 1.3.23. Distributes any test/examination material so as to enable another learner to obtain an unfair advantage in the test/examination.
 - 1.3.24. Distributes/sells/possesses pornographic material, either in print or electronically.
 - 1.3.25. Is guilty of any form of public indecency including physical contact or exposure on the school grounds or during school activities, including via social media.
 - 1.3.26. Is in possession of / trades in / is under the influence of drugs or alcohol, albeit during school hours or not.
 - 1.3.27. Fails to comply with any punitive measures for a contravention of this Code of Conduct.
 - 1.3.28. Commits serious criminal actions or offenses involving violence or damage where another child's/person's bodily integrity is concerned.
 - 1.3.29. Practices the occult or Satanism.
2. Serious Misconduct and the Law: In terms of section 14 of the South African School Act, Act 84 in 1996, any learner who engages in serious misconduct involving violations of the Criminal Procedures Act, must be reported to Police as required by law, which may lead to Police investigation, and, if necessary after, being referred to the Criminal Court.

I. REVIEW OF THE CODE OF CONDUCT

This code shall be reviewed annually by the Governing Body, or as needed.

J. AMENDMENT

This Code of Conduct may be changed only after consultation with educators, parents/guardians and pupils of the school. Amendment will take effect when adopted by the School Governing Body and published to staff, parents/guardians and pupils of the school by written notice and if a copy is affixed to the school's notice board during school hours.

K. GENERAL RULES AND RULES REGARDING CELLPHONES, BOOKS AND WRITTEN WORK, MOTOR VEHICLES OR MOTORCYCLES, BUSES, PROHIBITION OF CERTAIN ACTIVITIES, GRIEVANCE PROCEDURES, AND RELIGIOUS/CULTURAL RIGHTS

1. GENERAL RULES

- 1.1. The learners will always conduct themselves as good ambassadors of the school.
- 1.2. The pupils will at all times while dressed in uniform or any part thereof which may sufficiently tie them to the school in the eyes of the public, or while representing the school (directly or indirectly; whether as participants, supporters, helpers, spectators or otherwise) conduct themselves in such a manner that will not set the school, staff or their peers in a bad light.
- 1.3. It is expected of the learners to familiarise themselves with the rights and obligations as part of this Code of Conduct and to refrain from conduct that infringes upon the rights contained therein.
- 1.4. Learners must, at all times in their dealings with the principal, deputy head, teachers and other staff members of the school, maintain the necessary courtesy and respectfulness, and must refrain from

any conduct that constitutes rebellion. In this regard, rebellion does not include any action that is consistent with the justifiable exercise of the child's right under the Code of Conduct.

- 1.5. Learners are required by the principal and staff to support the establishment and maintenance of good order and an environment and conditions in which the learning and teaching process can be used freely. In particular, learners are expected to obey and immediately carry out any reasonable direction of the principal, any educator, any member of the RCL or the class captain in order to achieve this objective.
- 1.6. In their dealings with each other, learners must as far as possible show and maintain sound performance, practices and mutual respect and tolerance. In particular, learners should refrain from any conduct aimed to violate the physical, mental and moral welfare of any learner or person.

2. CELLPHONES / SMARTPHONES / OTHER DEVICES

- 2.1. Cellphones stay at home or at hostel. If learners do bring cellphones to school, they do so at their own risk and the school accepts no responsibility if cellphones, etc. are lost or stolen. Music may only be listened to through iPods, smartphones, and similar devices during the bus ride to and from school. If this rule is contravened, the device will be confiscated for three calendar months, as determined by the principal..
- 2.2. No cellphone, smartphone, iPod, or similar device may be switched on or used during official school hours (this includes all official sporting events, school functions and breaks). Non-compliance of this rule will, in addition to any negative marks that may be awarded or any other disciplinary action that may be taken, result in the immediate confiscation of the device for a maximum of three calendar months.

3. BOOKS AND WRITING BOOKS

- 3.1. All books, whether textbooks or exercise books, should be neatly covered and so maintained; textbooks preferably with plastic, and stationery with appropriate covering paper and/or covered in plastic.
- 3.2. No notes may be made in ink in any textbooks, but underlining may be done with a soft pencil and a ruler.
- 3.3. No scratching is allowed in books.
- 3.4. No school books may be left on desks in the school.
- 3.5. No writing on bags is allowed.

4. MOTOR VEHICLES OR MOTORCYCLES

- 4.1. No learner shall operate/bring a motor vehicle or motorcycle on the property occupied by the school before he/she has obtained the written consent of the principal and other staff nominated by the principal and if he/she promptly complies with any conditions that the said agreement may subject him/her to. If a learner does not possess such consent when he/she is requested to do so by any member of staff, Governing Body or RCL, it will be deemed that he/she does not have such permission until he/she can provide evidence to the contrary.

4.2. The management of a motor vehicle or motorcycle by a learner that should in any way hold a risk or potential disadvantage for other learners within the school grounds or other members of the public in the immediate vicinity of the school grounds, is strictly prohibited.

5. BUS RULES

5.1. Under no circumstances may the bus be littered.

5.2. Learners may not walk around on the bus while the bus is moving.

5.3. Each student must keep his seat until the bus comes to a halt.

5.4. No student shall stand on a seat or stand on his/her knees in order to talk to any other learner.

5.5. No shouting or loud noises will be tolerated.

5.6. Students may not touch or push each other while on the bus.

5.7. No items may be thrown out the bus windows.

5.8. Pupils may not extend any part of their bodies, or any other article, outside the bus windows.

5.9. The bus shall in no way be vandalised.

5.10. Under no circumstances shall there be any disturbance to the bus driver via any form of disturbance or unnecessary calls.

5.11. No overt or covert contact on buses is allowed.

5.12. No parents/guardians are allowed on our buses to reprimand learners or otherwise. If this rule is breached, learners may lose the right to make use of bus transport.

5.13. Responsible use of cell phones is allowed on buses. No cell phone or earphones may be visible when learners are outside the buses, unless in case of emergency.

6. PROHIBITION OF CERTAIN ACTIVITIES

6.1. In terms of Regulations 4 of the South African Schools Act, Act 84 of 1996, no teacher, parent/guardian, learner or any other person may be in possession of or use any of these at any "school activity" (any educational, cultural, sporting or social activities of the school within or outside premises:

6.1.1. Alcohol.

6.1.2. Illegal drugs.

6.1.3. Any other banned substances.

6.1.4. Dangerous objects.

6.1.5. Any form of unauthorised initiation.

6.1.6. Smoking / vaping.

7. GRIEVANCE PROCEDURES

- 7.1. Any learner who has any grievances towards any matter within the school (excluding personal grievances towards learners) must complete a letter of grievance and submit it to the principal.
- 7.2. Within five school days of receiving the form, the principal must decide on the matter and inform the learner, in writing, of his decision. If a complaint is directed against a teacher, the educator must not also deal with the grievance, with the understanding that the teacher who deals with the complaint must obtain comments from the teacher before a decision is made. If the grievance is against the principal or vice principal, the matter should be handled by the Governing Body.

8. RELIGIOUS/CULTURAL RIGHTS

- 8.1. Religious practices, behaviour or obligations associated with the core values and beliefs of an acknowledged faith and in violation of any rule contained in this Code of Conduct will be accommodated by a deviation from this Code by the Governing Body on the following conditions:
- 8.1.1. The learner, assisted by his/her parent(s)/guardian(s), must apply for the standard deviation of school rules if they are contradictory or contravene any religious rights of the child.
- 8.1.2. This application must be submitted to the specific rule(s) in contravention of the learner's religious rights as stipulated in the Constitution of the Republic of South Africa.
- 8.1.3. The application must be a reasonable interpretation of the religious right(s) that are believed to be offended, and must include a proposal on how the rules can be adjusted by the Governing Body to accommodate such a religious duty.
- 8.1.4. The learner must demonstrate that he/she belongs to that religious belief and that the practices, rules and obligations which are in conflict with this Code are his/her true beliefs.
- 8.1.5. The religious conduct or practice should be legal.
- 8.1.6. The Governing Body shall consider the application, and, if satisfied that the application is Constitutionally justified, will support the application in writing.
- 8.1.7. When the Governing Body deviates from the standard rules, the variances should be based on the core religious beliefs inherent to that religion, and it should be mandatory that the learner subjects himself/herself to such beliefs.
- 8.1.8. The deviation / nature of exemption from the normal rules must clearly indicate what acceptable behaviour will be allowed instead.
- 8.1.9. Cultural rights will be considered with the understanding that they are not associated with a religion. If such cultural rights are manifested in the behaviour of a permanent nature required for the cultural group (referring to jewellery or tags of a permanent nature), the removal of such manifestations, if it may significantly hurt the pupil in any way, will not be required. Normally, cultural rights exercised by tags and expressions of a temporary nature are justified for a particular cultural event. The learner must convince the Governing Body of their practice of a particular cultural event and that their practice of cultural rights can only take place through a permanent intervention.

8.1.10. Any request for deviation from the Code of Conduct based on cultural rights must be in writing and must be based on the procedure set out in subparagraphs 8.1.1 to 8.1.8 (as above).

L. CLASS RULES AND RULES REGARDING LINING AND ADJOURNMENT, CLASSROOMS/BUILDINGS, SCHOOL NOTICES, SCHOOL- AND HOMEWORK, TESTS AND EXAMS, AND SCHOOL REPORTS

1. CLASSROOM RULES

- 1.1. Classroom rules may be formulated by the teacher, in consultation with the class pupils and their parents/guardians, at the beginning of each school year. These rules must be compatible with the goals of the school and the Code of Conduct.
- 1.2. After formulation, the class rules must be completed in writing and:
 - 1.2.1. Immediately submitted to the principal.
 - 1.2.2. Displayed in clearly legible letters in a prominent place in the classroom.
- 1.3. The principal may, after consultation with the teacher:
 - 1.3.1. Supplement the classroom rules or adapt them if it is reasonably necessary for the purposes of sound professional management.
 - 1.3.2. And his staff, the RCL, and the students' parents/guardians, along with the prior consent of the Governing Body, formulate general classroom rules for all classes of the school for inclusion in this Code of Conduct. Such general rules will be handled in accordance with 1.3.1 above.
- 1.4. Learners must promptly and fully comply with class rules and any verbal instructions given by the teacher or any staff member if reasonably necessary to give effect to this Code of Conduct and/or reasonably necessary for the proper professional management of the school.
- 1.5. The provisions of 1.1 to 1.4 above also apply to any amendment of or addition to the classroom rules.

2. CLASSROOM RULES MAY FOR EXAMPLE INCLUDE THE FOLLOWING:

- 2.1. No hazardous toys/objects are to be brought to school.
- 2.2. In the classroom, each learner will behave orderly.
- 2.3. Learners are to sit down immediately upon entering the classroom. No bags are allowed on benches/tables.
- 2.4. No scratching/writing on furniture is allowed.
- 2.5. Children may not walk around in the classroom during the class.
- 2.6. There is to be no talking in the class unless the teacher gives permission for it.
- 2.7. All rubbish is to be thrown in the dustbins when leaving the class.
- 2.8. No chewing gum or eating is allowed in class. No water should be drunk without permission.
- 2.9. Cellphones, smartphones, and similar devices are not allowed to be used in class.

- 2.10. Learners may not leave the classroom during class in groups of 2 or more, simultaneously.
- 2.11. No learner may intimidate another learner in the classroom.
- 2.12. Learners must leave each other and each other's belongings in peace.

3. LINING UP AND ADJOURNMENT

- 3.1. In the morning, as school starts, and after break (when the bell rings), all students must immediately line up in their allocated rows in the quad and must be silent. On rainy days, learners may line up in the corridors surrounding the quad.
- 3.2. Teachers will receive their students each morning and after breaks at their rows and escort them to their classrooms.
- 3.3. When classes change, students must walk on the left-hand side of any hallway, etc in single file and in silence.
- 3.4. When the students adjourn in the afternoons, they should leave their classrooms in rows until they are beyond the school building.

4. CLASSROOMS AND BUILDINGS

- 4.1. No person shall enter any classroom or the hall before school or during breaks.
- 4.2. On rainy days, students may sit in a classroom. Grades 1-4 will remain in their classrooms and under their teacher's supervision.
- 4.3. Damage to the buildings and furniture will be considered in a serious light and all breakages will be to the culprit's account.
- 4.4. Once a teacher leaves a classroom, the class captain / prefect will ensure order and that all offenders are reported immediately.
- 4.5. During class time, no student may run in the quad, in the corridors, or on the verandah.

5. SCHOOL NOTICES

Each learner is required to deliver all notices issued to their parent(s)/guardian(s) for that purpose by the Governing Body, principal or any teacher of the school. Parents/guardians must promptly reply and deliver any acknowledgement to the teacher if doing so is necessary.

6. SCHOOL- AND HOMEWORK

- 6.1. Each learner is required to keep and maintain a homework diary/book as prescribed by the principal or the register teacher.
- 6.2. Every learner must complete homework assigned to them by the deadline and hand it in to the teacher in concern. Failure to comply will only be condoned if the learner, on the day after the homework was completed, hands in a written note to the teacher from the parent(s)/guardian(s) with an acceptable explanation for the delay.

6.3. Every learner is expected to complete their assigned school work with diligence, conscientiousness and commitment to develop an ongoing work ethic. Laziness and an obvious failure to comply, without reasonable excuse, are considered a violation of this Code.

7. TESTS AND EXAMS

7.1. Tests and exams are aimed at the learner's knowledge and understanding of a particular part of the school work basis.

7.2. All learners are compelled to submit to tests and examinations set by the teachers in the course of their professional duties. Failure to comply can only be condoned in exceptional circumstances, after the parent(s)/guardian(s) of that student have submitted a full and acceptable explanation in writing to the principal at the earliest possible opportunity.

7.3. Learners must, during the conducting of tests or examinations, refrain from copying or any other activity that might wreck the object of the tests or examinations for themselves and other learners.

7.4. Learners may not, in any way, communicate with each other or cause any disturbance during the conducting of tests or examinations.

8. SCHOOL REPORTS

8.1. Learners must deal with the school reports they are provided with under the directives of the principal or class teacher.

M. SCHOOL GROUNDS

1. The following rules apply to the school grounds:

1.1. Learners may not play with balls in the quad, unless it's a game of hand tennis.

1.2. The playgrounds are to be kept neat and no papers/rubbish may be strewn around.

1.3. The playground / school grounds may only be left (during school hours) with the permission of the principal and only when a learner or parent/guardian has signed the sign-out book. Only students who have planned music lessons during break may go to the music classroom.

1.4. No students may smoke / vape on school property.

1.5. No learners who are not connected to the school are allowed on school grounds without permission.

1.6. No students are allowed on the lawn at the front of the school without permission.

1.7. Students may not ride on motorcycles or bicycles on the school grounds during breaks.

1.8. Toilets are to be kept clean, orderly and hygienic.

1.9. The following areas of the school grounds are out of bounds:

1.9.1. Area behind the hall.

1.9.2. Matric garden - only for matrics

1.9.3. Space between school and the fence in Kort- and Victoria streets

1.9.4. Corridor to staff room.

1.9.5. Front gate of the school.

1.9.6. Foyer of the school.

N. SPORTS AND OUTDOOR ACTIVITIES

1. The following rules apply during sporting and extracurricular activities:

1.1. Learners who are selected to represent the school as participants in any sport or activity on behalf of their internal teams must be dressed in sportswear in accordance with and as set out in the School Uniform Policy, both during and after participation in such activity.

1.2. All learners participating in said sporting activities are expected to be loyal to the school and fellow participants. In particular, participants are required to arrive on time to the site where the activity takes place or from where the participants leave for the appropriate venue.

1.3. Absence from an activity for which a pupil has been selected to represent the school will only be condoned if a written apology is provided to the coach immediately after the sporting event, and apologies should be made before games.

1.4. It is expected of participants, when taking part in sporting activities on behalf of the school, to behave courteously and to comply with the decisions, directives and instructions of:

1.4.1. The main sport and educators involved in the specific sport.

1.4.2. The arbitrator or judge in respect of such activities.

1.4.3. The team captain.

1.5. Although it is assumed that the learners who participate in sports activities do so with commitment and full effort, it is also expected of such learners to apply self-control and composure. In particular, learners may not behave in an unsporting manner and must not use foul or abusive language or engage in fights or incidents, or make themselves guilty of dirty/improper play of any kind.

1.6. A minimum suspension of 2 weeks will apply when a player is sent off for the rest of a game during a sport event (receives a red card). The principal may use his discretion for a suitable punishment in case of a temporary suspension (yellow card).

2. The following rules apply to spectators and fans of sports and other extracurricular activities:

2.1. All learners attending any school activity as spectators or supporters will, in addition to the obligation to enforce the provisions of the Code, refrain from disruptive, indecent, filthy, unnecessarily inflammatory or obscene behaviour. In particular, learners may not react negatively to the decisions of judges or arbitrators.

2.2. Learners attending any school activity will submit to and obey any orders and directions given to them before, during or after an activity by the principal, any teacher, any member of the RCL or any parent

appointed by the principal to help with transportation, supervision or control of learners being transferred to or from an activity.

2.3. The rules set out above in 2.1 and 2.2 also apply to any participation in any extracurricular activity in addition to sports activities except where it is obviously not applicable.

2.4. Learners who are absent from school on a Friday will not be allowed to participate in the weekend's sport activities, except for urgent personal matters which may be considered in exceptional circumstances.

O. SCHOOL PROPERTY

1. "School property" includes the following:

1.1. The land and buildings occupied by the school and any permanent attachment to such land and buildings.

1.2. All other property, including equipment, books, supplies, vehicles, buses and the like, the school owns as property or as tenant or stores, or in respect of which the school will be held legally liable for the damage or loss.

2. Each pupil is obliged to do everything in his/her power to preserve the school's property so it can be used to benefit of all current and future learners of the school.

3. Any school property entrusted to the care and control of a learner must be returned at the appointed time (i.e. when requested by the Governing Body, principal or any teacher at the school) in the same condition it was in when the learner received it (reasonable use and wear excluded). Learners and their parents/guardians will be liable to the school for compensation for any loss or damage to such property. No pupil shall wilfully or negligently damage, destroy or lose any school property.

4. Learners may not remove school property from the premises of the school without the prior consent of the principal or a teacher of the school.

5. Learners may not handle, damage, mark, deface, conceal or destroy any property on the premises of the school, or belonging to any member of the staff, peers, visitors or members of the public. This rule extends to property in the immediate vicinity of the school, or close to where any school activity is conducted, as well as any vehicle used to transport learners.

6. Pupils' and parents/guardians attention is drawn to the provisions of the Code of Conduct relating to school property.

P. PUNCTUALITY

The school day is carefully planned to maximise the use of time available for education. Lateness causes unwanted disruption of the teaching process as well as other school activities. Consequently, the learners must be punctual for school and any other school activity. If a pupil is late, he/she must submit a written excuse from his/her parent(s)/guardian(s), as well as report to reception to complete the Late Arrivals Register.

Q. ABSENCE FROM SCHOOL

1. Learners may be absent from school only in exceptional cases, and then only with the written consent of the principal or his representative if he is unavailable.

2. Any learner who is absent from school without an acceptable excuse is considered to be truant, which is strictly prohibited.
3. Any student who is absent from school for one to three consecutive days must, on his/her return, submit a written explanation from his/her parent(s)/guardian(s). Absence for more than three consecutive days will only be condoned if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the child's family, or other reasons approved by the principal.

R. ENVIRONMENT

1. Learners may not leave the school grounds or buildings in an untidy state.
2. Learner spectators/fans, at any school activity, must leave the facilities they occupy in a neat and clean state and must ensure that debris is cleaned up and placed in garbage bins.
3. Learners must leave the ablution facilities clean and orderly.
4. Any act or omission thereof that causes or may cause a health risk to other learners should be avoided.
5. Learners may not block any drain or toilet with paper or other objects or leave water taps running.
6. It is forbidden to use slogans, stickers, posters and the like in any area of the school without the consent of the principal.
7. Learners must adhere to the reasonable instructions of the principal, any teacher or any member of the RCL with regard to maintaining a clean and hygienic school environment.

S. SCHOOL PARTIES

1. Pupils must be decently dressed for such an occasion.
2. The supervising teacher reserves the right to remove any pupils who are not properly dressed.
3. These features are only available to current students of the school. No other persons are allowed.
4. Adhere to the Appearance and Dress Policy for School Parties (Appendix "C") as determined by the staff.

T. STUDENT COUNCIL (RCL)

1. The principal may, in consultation with the RCL, formulate a Code of Conduct for the RCL.
2. Once approved by the Governing Body, the Code of Conduct for RCL members is deemed a part of this Code of Conduct and a copy thereof must be given to each member of the RCL and affixed to a notice board.
3. Each learner should obey any reasonable direction given by a member of the RCL and support the prefect in the execution of their duties.
4. The principal, in consultation with the staff, RCL and Governing Body, may formulate a job description for the RCL, a copy of which must be given to each member of the RCL, parents/guardians and all learners of the school. A copy should be displayed on the RCL notice board. Members of the RCL are required to meet the provisions of this obligation.

5. The Code of Conduct and duty statement for the RCL and all amendments thereof should be submitted to the school Governing Body for filing.

U. DISCIPLINARY CODES FOR LEADERS (RCL AND HOSTEL COUNCILS)

1. If a learner makes himself/herself guilty of a category 4 offense, he/she disqualifies himself/herself from being elected as a leader.
2. If a member of the RCL is guilty of a category 3 or 4 offense, he/she will summarily be permanently discharged from his/her duties as an RCL member.

V. ATTENDANCE OF GRADE 12 LEARNERS AT THE MATRIC FAREWELL

1. It is the prerogative of the principal and the staff, in consultation with the Governing Body, to invite the learners, their partners and any other guests to the matric farewell.
2. As the matric farewell is a highlight of each child's school career, it is the Governing Body's view that all matric learners should attend this special event when invited.
3. All school rules apply during the matric farewell and any exception is at the discretion of the principal.

W. GENERAL SEARCHES

1. The principal or his representative/delegate, if he/she has fair or reasonable suspicion that a dangerous or illegal substance/object may be found on school property/hostel or during a school activity, has the right to arbitrarily search any groups of learners or their belongings for dangerous objects, pornography, stolen goods, weapons (including firearms) or any illegal drugs / narcotics / unauthorised substances. If any of the above items are found in a learner's possession, the learner will immediately be temporarily suspended from school, pending on the outcome of a disciplinary hearing. Depending on the circumstances, the penalty may be suspended for a time.
2. Physical searches may only be made by two staff members if they are of the same gender as the learner being searched.
3. Searches must be done in private and not in the presence or visual field of other learners.
4. Dangerous objects/drugs/narcotics must be handled as follows:
 - 4.1. They should be sealed in a transparent plastic bag and clearly and correctly marked with a label. The following must either be included in the label or be recorded in the school's Incident Book:
 - 4.1.1. The name of the learner in whose possession it was found.
 - 4.1.2. The date and time of seizure.
 - 4.1.3. An incident reference number (as recorded in the school's Incident Book).
 - 4.1.4. The names of the witnesses and the person who searched the learner.
 - 4.1.5. Any other particulars required for the corroboration of the identification of the object/incident.
 - 4.2. They should be immediately handed over to the Police.

X. TESTING FOR DRUGS OR OTHER FORBIDDEN SUBSTANCES

1. The principal or his representative may manage a voluntary urine or other non-invasive testing of any group of learners if he/she is of the same gender as the learners and if there is a fair and reasonable manner to suspect that the learner used illegal drugs/narcotics or other illicit drugs, including alcohol.
2. Such tests should be performed in isolation, out of sight of any other pupils, in the presence of another person who is the same gender as the learner and who is not a learner.
3. No pupil may have alcohol present in his/her blood or have used alcohol during a school meeting or social occasion. Alcohol breathalyser tests will be periodically used on learners, with the purpose of determining if a learner has consumed alcohol or not.
4. If a learner should test positive for alcohol and/or any forbidden substance, he/she will be charged for being “under the influence of alcohol and/or any forbidden substance”. Where a pupil refuses to be tested, it will be automatically assumed that the learner is guilty of the above charge, and a witness must sign that the learner refused to be tested or refused to sign the test document. The test document must have been completed by the test official, including all the learner’s details and no test result, indicating the learner’s refusal to take the test.
5. The following people may test for alcohol and/or any forbidden substance:
 - 5.1. The principal.
 - 5.2. An educator (teacher).
 - 5.3. A person / persons delegated by the principal or Governing Body to do so.
6. Testing and the reading of results should be done in the presence of two or more persons, and the results are to be recorded on the form in the presence of learner, who must then approve the document with his/her signature.
7. The parent(s)/guardian(s) should preferably be informed within one work day that an investigation was conducted and whether any substances or objects were confiscated.
8. The learner must be advised of the results as soon as possible after the test.
9. The Governing Body and/or the principal may temporarily suspend a learner as a punitive measure after the prescribed procedure was followed. In the event of a suspension exceeding 3 days, the principal must inform at least one management member.
10. In serious cases, the Governing Body has the right to, as an administrative measure, suspend the learner from the school after the procedure prescribed in section 13.2 of the South African Schools Act, Act 84 of 1996, has been followed.
11. When a learner has, as an administrative measure, been provisionally suspended according to the results of an investigation and hearing, such learner is to be informed in writing of the investigation in due course. Such an interim suspension may not be regarded as a punitive measure.
12. Provisional suspension, as provided in paragraph 9 and 10 above, must have the intention of calming the emotions at school to prohibit the offender from interfering with witnesses.

13. The disciplinary hearing should preferably take place as soon as possible, but no later than fifteen work days after the school became aware of the offense(s). This includes school holidays and exam periods.
14. The Governing Body may grant permission to the Police at any time, without prior notice, to search the school and the learners if a presumption should exist that any (illegal) drugs, etc are on school property or are being sold/held by a learner.

Y. SAFETY

1. Security at Hopefield High School is placed in three categories, namely and defined as:
 - 1.1. Occupation Health and Safety: Is defined in the policy that ensures the health of our educators, learners, parents/guardians and visitors to the school, and prevents exposure to all hazards and hazardous materials. This also includes the Occupation Health and Safety Act No. 85 of 1993. The school will be strictly enforcing this law, and for this purpose, the school must be in possession of a copy of the law. Funds for Personal Protective Clothing and Equipment must be budgeted for each year.
 - 1.2. Environment Safety: Addresses all safety hazards on school grounds, hostels and sports grounds. All risks must be promptly reported to the principal. The risk must be immediately removed. If there are financial implications, the Finance Committee must be immediately consulted to make funds available, and funding for such events must be reflected in the yearly budget.
 - 1.3. School Safety: Refers to the safety of teachers, staff members and pupils of the school. The school will meet the Government Gazette dated 12 October 2001 No. 22754. Herein, the following key points are highlighted:
 - 1.3.1. "Dangerous article" refers to:
 - 1.3.1.1. Any explosive material or device.
 - 1.3.1.2. Any firearm or gas-driven gun.
 - 1.3.1.3. Any article, object or instrument that can be applied to cause bodily injury or temporary paralysis/coma to any person.
 - 1.3.1.4. Any article, object or instrument that can be applied to cause damage to any buildings on the property.
 - 1.3.1.5. Any article which the Minister declared, by a notice, as a dangerous object for the purpose of this regulation or otherwise / for the purpose of instruction.
2. Hopefield High School, for the purpose of the regulation as a Violence and Drug Free School, declares:
 - 2.1.1. No person shall:
 - 2.1.1.1. Bring or be permitted to bring any dangerous object onto the school premises.
 - 2.1.1.2. Carry any dangerous object on school property.
 - 2.1.1.3. Store any dangerous object on school premises except in official identified locations as determined by the principal.

- 2.1.1.4. Be in possession of illegal drugs on school property.
 - 2.1.1.5. Enter the school premises under the influence of any illegal substance or alcohol.
 - 2.1.1.6. In any form of violence, cause disorder / disturbance / a negative impact on school activities.
 - 2.1.1.7. Willingly encourage / hide / deny / work together for the possession of dangerous objects, or neglect/fail/forget to sign or register to be in possession of a dangerous object to the principal or Police as soon as possible.
 - 2.1.1.8. Directly or indirectly cause damage to a person whom another person exposed to be in the possession/use of a dangerous object.
- 2.1.2. Members of the public, political officials/representatives, and members of the press have the right to visit the school in the interest of public accountability, but the law should be regulated to ensure that schools are not disrupted by such visits, and to prevent such visits from degenerating into politics. The right is subject to the reasonable control measures at the school and the effectiveness of teaching. None of the aforementioned persons shall be allowed on the school grounds without the consent of the principal and Governing Body. An application must be sent at least thirty days before the planned visit to the principal and the Head of the Department of Education – see paragraph 7 (1), (2), (3) and (4) of the Government Gazette No. 22754.
- 2.1.3. Parents/guardians have the right to visit the school where their children are enrolled, but the visits may not disrupt school activities. Parents/guardians must make an appointment with the principal before the visit and provide a reason and/or the names of the persons involved in the issue. Under no circumstances is a parent/guardian allowed in any classroom or to visit any teachers regarding their children or any other problem during school hours. Parents/guardians may not speak to learners in classes about any disciplinary incidents - that is the responsibility of the principal, and such parents/guardians must report their problem to the principal. Parents/guardians who disregard this rule will summarily be removed from the school premises. In the event of this rule being contravened a second time, the parents/guardians will be prohibited from entering school premises. Appointments with teachers can be made at the office and will take place outside school hours.

3. GENERAL SAFETY

- 3.1. The school should have a clear notice at the entrance that reads: *“Any person who enters these premises is subject to a search. Any person who contravenes this rule will be removed from the premises.”*
- 3.2. Public schools must give their co-operation to the Police to ensure visual policing at sports and cultural activities at school.
- 3.3. Governing Body members and parents/guardians are encouraged to be involved at the community policing forums.
- 3.4. Action plans for prevention of threats of violence should be implemented to ensure the safety of pupils, teachers, staff and parents/guardians during school hours.
- 3.5. The school should have the right to communicate their right to protect the school against violence in the community.

Z. CODE OF CONDUCT CREDITS, SANCTIONS, WAIVER, DUE PROCESS / PRELIMINARY INVESTIGATION, LEGAL ADVICE, POINTS FOR POSITIVE BEHAVIOUR, AND INTERNAL SUSPENSION

1. GENERAL

- 1.1. Serious misconduct (which might be criminal offense) will be referred to the South African Police Service or other appropriate authorities.
- 1.2. Smoking in a public place under section 2 (1) (a) of the Act on the Tobacco Products Control Act No. 83 of 1993 is prohibited. Smoking by a pupil on school grounds or during any school activity is prohibited. Violation of this rule – in addition to disciplinary action (which includes suspension) and the issuance of a letter to the parent(s)/guardian(s) and the learner – is subject to criminal prosecution (as previously stated).
- 1.3. Disciplinary action is not limited to the imposition of negative points in the categories indicated. There may, in accordance with the case, be a further and/or alternative sentence. A disciplinary hearing may also be suspended, either in part or in whole.

2. CREDIT POINTS FOR A SERVICE OR SERVING A PENALTY FOR A LESS SERIOUS OFFENSE SPECIFIED BY THE PRINCIPAL OR DISCIPLINARY COMMITTEE

2.1. Credit Points may be awarded for:

2.1.1. Detention: 100 points per 2 hours (Friday afternoons for 2 hours).

2.1.2. Community service: 100 points.

2.1.3. Odd jobs around the school: between 10 and 100 points, at the discretion of the educator.

3. SANCTIONS (PENALTIES) THAT CAN BE IMPOSED BY THE PRINCIPAL OR DISCIPLINARY COMMITTEE

3.1. Detention.

3.2. Community service.

3.3. Financial implications.

3.4. Final warning or disciplinary hearing.

3.5. Allocation of a mark of zero on tests or examinations.

3.6. Exclusion from school (maximum of seven days) pending a disciplinary hearing.

3.7. Recommendation by the Disciplinary Committee for permanent expulsion pending an outcome from the WCED.

3.8. Parent/guardian interview with the Governing Body or Disciplinary Committee.

3.9. Rehabilitation – all learners who commit category 3 or 4 offenses must, at their own expense, receive counselling in an attempt to recover himself/herself. Rehabilitation may include:

- 3.9.1. Discussions with parents/guardians and students with the principal and other leadership team members.
- 3.9.2. Counselling by a school psychologist, clinical psychologist or registered counsellor.
- 3.9.3. Interview with a social worker.
- 3.9.4. Investigations/dialogues by a medical practitioner or psychiatrist.
- 3.9.5. Talks with medical staff about AIDS, drugs, alcohol and sex.
- 3.9.6. Use of Police officials to talk about assault, rape, drug use and pornography.
- 3.9.7. Admission to hospital or a rehabilitation centre.
- 3.9.8. The Governing Body should receive regular reports about counselling and conversations from officers.
- 3.9.9. Denial of bus transport (especially for transgression of bus rules) and denial of entry to hostels for hostel dwellers.
- 3.9.10. Odd jobs around the school.
- 3.9.11. Recording.
- 3.9.12. Immediately dyeing hair back to its natural shade.
- 3.9.13. Written warning.
- 3.9.14. Verbal warning to verbalise aversion.
- 3.9.15. Written punishment.
- 3.9.16. Temporary suspension of school privileges or related classes.
- 3.9.17. Exclusion from school activities.
- 3.9.18. Withdrawal of recognition (e.g. awards).
- 3.9.19. Disciplinary hearing.
- 3.9.20. Imposition of a fine to reimburse for damage, loss or replacement of school items. This penalty may be accumulated fines.

4. COMPULSORY (DUE) PROCESS / PRELIMINARY INVESTIGATION

- 4.1. Due process, as prescribed in section 13.1 and 13.2 of the South African Schools Act, Act 84 of 1996, provides as follows:
 - 4.1.1. Due process guarantees the child a fair hearing before the learner is temporarily or permanently excluded/expelled from school.

- 4.1.2. Any learner who is accused of breaking any rule resulting in temporary or permanent exclusion/expulsion must be presented to the principal or his representative.
- 4.1.3. The principal or his delegate will make a preliminary investigation to hear both parties and if the facts lead to support the charge against the learner, the above person must inform the parent(s)/guardian(s) of the accused learner, in writing, of the proposed action and he/she must also make arrangements for a disciplinary hearing.
- 4.1.4. The President and Portfolio holder of the Governing Body Disciplinary Committee must be informed of the serious misconduct that warrants a temporary or permanent exclusion/expulsion so they can assist the principal in the appropriate manner.

5. LEGAL ADVICE

- 5.1. A disciplinary hearing is an administrative investigation process entirely different from a trial in court.
- 5.2. It is proposed that the offender, those who accuse him/her and the witnesses are given a fair and equitable opportunity to present the case of all parties.
- 5.3. Legal representation is allowed to level the playing field for all parties and is limited to the assistance of the offender.
- 5.4. Legal representation will be allowed for any disciplinary proceedings heard by the Disciplinary Committee, where a learner may be permanently expelled from school or from hostel.
- 5.5. Situations where lawyers, parents/guardians and family members disrupt the processes by inappropriate technical arguments will not be allowed.
- 5.6. Legal advice is limited to only the accused learner to assist and guide him/her during the hearing.
- 5.7. Cross examination may be observed by the accused learner.
- 5.8. Questions by the Counsel may be done via the President.
- 5.9. The legal advisor will not directly contact witnesses, but only by the President of the trial or through the accused learner.
- 5.10. The legal advisor is there to protect the learner's interests.

6. POINTS FOR POSITIVE BEHAVIOUR

- 6.1. In order to allow for a learner to obtain positive points, he/she must have volunteered to come forward regarding a violation. Note that these credit points are not rewarded for similar behaviour as those contained above (section 2 of Z). Points are allocated by the principal as follows:
 - 6.1.1. Community service (Friday afternoons): 100 points.
 - 6.1.2. Voluntary detention (only 1 per year): 50 points.
 - 6.1.3. Assistance: 20 points.
 - 6.1.4. Reporting offenders of theft: 50 points.

6.1.5. Reporting offenders of possessing liquor/drugs/pornography: 50 points.

6.1.6. Reporting offenders of possessing dangerous weapons: 50 points.

6.1.7. Reporting offenders of cheating in tests/exams: 50 points.

6.1.8. Reporting offenders of smoking: 50 points.

6.1.9. Reporting offenders of bunking school: 50 points.

6.1.10. Reporting offenders of vandalism: 100 points.

6.1.11. Average mark improving by 10%: 50 points.

6.2. No positive points will be taken into consideration in the week the learner will be sitting detention. However, learners will be credited once the detention process is completed.

6.3. Children who provide false information with the intention of getting points for positive behaviour are handled in terms of the disciplinary process.

7. INTERNAL SUSPENSION

Internal suspension means that the learner will be removed from the rest of the learners and isolated for a period not exceeding five days. During this period, the children will be isolated and will have no contact with other learners. The learner will report to the principal each morning and all work will be distributed and checked by the teachers concerned. Breaks are also spent in isolation. The suspension is applied at the discretion of the principal.

ACCEPTED AND REVIEWED BY THE GOVERNING BODY ON: _____

(SGB CHARMAN)

(SGB SECRETARY)

(PRINCIPAL)

APPENDIX A: HOPEFIELD HIGH SCHOOL POLICY FOR APPEARANCE AND DRESS CODE

1. INTRODUCTION

- 1.1. It is of vital importance to Hopefield High School that the pupils at school and in the public eye, display themselves neatly and proudly.
- 1.2. This policy is subject to the Code of the High School.

2. RULES ON APPEARANCE

2.1. PERSONAL CLEANLINESS

- 2.1.1. Students must come to school neatly dressed in the prescribed uniform every day.
- 2.1.2. The seams of skirts may not exceed 15cm, measured in a kneeling position from the ground.
- 2.1.3. Girls may not wear jewellery, except a plain gold/silver stud or small ring in their ears.
- 2.1.4. No costume watches or bracelets may be worn, except the school's WOW wrist band.
- 2.1.5. Learners may, under no circumstances, wear makeup during school hours or any official school function (excluding the matric farewell, social dances and other functions determined by the principal from time to time).
- 2.1.6. No learners may wear rings, chains, pocket badges or lapel badges while dressed in school uniform.
- 2.1.7. Boys must wear black shoes with school uniform. Girls must wear black lace-up shoes or sandals with straps.
- 2.1.8. Boys may not wear white socks.
- 2.1.9. Blazers may not be worn hanging over the arm/shoulder at school or on the learners' way to/from school. Blazers may be removed in class on hot days with permission of the teacher. Between classes, the jackets must be worn again.
- 2.1.10. Only black or gray belts may be worn by boys.
- 2.1.11. No tattoos or writing on skin (e.g. hands, arms, legs) is allowed.
- 2.1.12. Nails must be short and without any colour nail varnish. Colourless nail polish is allowed.
- 2.1.13. No tongue rings/studs or belly rings are allowed on any learners.

2.2. HAIR RULES (BOYS)

- 2.2.1. All boys' hair must be cut according to school requirements. Long hair is not allowed under any circumstances; neither is a cut under number 1. Neatness is key.
- 2.2.2. Colouring of hair is not allowed.

- 2.2.3. No steps may be cut in hair.
- 2.2.4. No fringes may hang in eyes.
- 2.2.5. Hair at the back of the head must not touch the collar.
- 2.2.6. Hair must not hang over the ears or touch the ears.
- 2.2.7. Sideburns/side-whiskers may not be longer than half the length of the student's ear.
- 2.2.8. The length of the hair at the top of the head should also be in line with all hair rules.
- 2.2.9. Boys with facial hair must ensure that they shave beards/moustaches regularly.
- 2.2.10. No hair-styling products are allowed in hair.
- 2.2.11. No outrageous hairstyles are allowed.

2.3. HAIR RULES (GIRLS)

- 2.3.1. Girls' hair must be cut short or tied up. Their hair must be decently combed.
- 2.3.2. Only dark blue or black rubber bands / ribbons are allowed. Only silver, black or navy flat clips (without decorations) are allowed.
- 2.3.3. No hair may be coloured, tinted, streaked or permanently dyed.
- 2.3.4. No hair is allowed to hang in front of the face (face must be open).
- 2.3.5. Hair that reaches past the collar must be tied.
- 2.3.6. Hair must always be neatly tied – no outrageous hairstyles are allowed.
- 2.3.7. No hair-styling products are allowed in hair.
- 2.3.8. Extensions of ethnic hair must be in the same colour as natural hair and must adhere to all school/hair rules.
- 2.3.9. No modern hair clips, combs or any other decorations are allowed (e.g. the banana-slide).

The principal and the staff reserve the right to send learners back home to have hair cut or to send them to a qualified hairdresser.

3. SCHOOL UNIFORM (GENERAL)

- 3.1. Suppliers: Pep Stores, Woolworths and the school.
- 3.2. Full uniform is required during the following events:
 - 3.2.1. School hours.

3.2.2. School trips.

3.2.3. Inter-school events.

2.3.1. Other sporting events (unless otherwise announced).

2.3.2. Any other official school function.

4. BOYS' SCHOOL UNIFORM

4.1. Winter wear:

Shoes:	Black lace-ups
Socks:	Long, grey socks
Trousers:	Long, grey pants
Shirt:	White long sleeve button-up shirt with collar, worn with school tie (ties are compulsory for grade 8 to 12 learners wearing winter uniform)
Blazer:	Dark blue (the following badges are allowed: leader badges, honourable colours, CSV, school badges, blood services, land services and other approved badges) – blazer is compulsory for grade 8 to 12 learners from 1 May to 30 September.
Scarves:	Dark blue school scarves are allowed.
Jersey:	Dark blue V-neck jerseys (either long-sleeve or sleeveless) – optional for all learners. The jersey may be worn by boys in grade R to 7 in place of a blazer.
Tracksuit top and pants:	The school tracksuit top may only be worn (in the place of a blazer) by boys in grade R to 7. School tracksuit pants may also only be worn by pupils from grade R to 7.
Windbreaker:	Dark blue windbreakers may also form part of the official school uniform when it rains.

4.2. Summer wear:

Shoes:	Black lace-ups
Socks:	Long, gray socks
Trousers:	Grey trousers/shorts (with the exception of grade 8 boys, for whom it is compulsory to wear shorts during the summer terms)
Shirt:	White short-sleeved button-up shirt with an open collar
Blazer:	Dark blue – optional during summer (the following badges are allowed: leader badges, honourable colours, CSV, school badges, blood services, land services and other approved badges)
Jersey:	Dark blue V-neck jerseys (either long-sleeve or sleeveless) – optional for all learners. The jersey may be worn by boys in grade R to 7 in place of a blazer.
Tracksuit top and pants:	The school tracksuit top may only be worn (in the place of a blazer) by boys in grade R to 7. School tracksuit pants may also only be worn by pupils from grade R to 7.

Windbreaker: Dark blue windbreakers may also form part of the official school uniform when it rains.

4.3. Sportswear:

Hockey: White shorts, school hockey shirt and blue rugby socks.
Athletics: School athletics vest and dark blue shorts.
L.O.: White and blue HSH golf shirt and blue shorts.
Rugby: Set jersey and white shorts. P/S dark blue shorts.
Tennis: White and blue HSH golf shirt (compulsory) and acceptable tennis attire.
Golf: Prescribed golf gear.
Footwear: Tennis shoes/running shoes.
Tracksuit: Only school/provincial tracksuits are allowed during school events.
Swimming: Acceptable swimming trunks and a cap.
Sports bags: Sports bag are allowed in the case of sporting events or an L.O. lesson.
Cricket: White and blue HSH golf shirt, white pants, fitting white running shoes and rugby socks (if shorts are worn).
Soccer: White shorts, white school soccer shirt and blue rugby socks.

5. GIRLS' SCHOOL UNIFORM

5.1. Winter wear:

Dress: Check school dress (available at school clothing shop)
Shoes: Black leather lace-ups / T-strap / sandals with strap across the foot.
Socks: Black opaque pantyhose.
Blazer: Dark blue (the following badges are allowed: leader badges, honourable colours, CSV, school badges, blood services, land services and other approved badges) – blazer is compulsory for grade 8 to 12 learners from 1 May to 30 September.
Scarves: Dark blue school scarves are allowed.
Jersey: Dark blue V-neck jerseys (either long-sleeve or sleeveless) – optional for all learners. The jersey may be worn by girls in grade R to 7 in place of a blazer.
Tracksuit top and pants: The school tracksuit top may only be worn (in the place of a blazer) by girls in grade R to 7. School tracksuit pants may also only be worn by pupils from grade R to 7.
Windbreaker: Dark blue windbreakers may also form part of the official school uniform when it rains.

5.2. Summer wear:

Dress: Check school dress (available at school clothing shop)
Shoes: Black leather lace-ups / T-strap / sandals with strap across the foot.
Socks: Short white socks, upper edge folded over. Dark blue shorts may be worn under the dress.

Blazer:	Dark blue – optional during summer (the following badges are allowed: leader badges, honourable colours, CSV, school badges, blood services, land services and other approved badges).
Jersey:	Dark blue V-neck jerseys (either long-sleeve or sleeveless) – optional for all learners. The jersey may be worn by girls in grade R to 7 in place of a blazer.
Tracksuit top and pants:	The school tracksuit top may only be worn (in the place of a blazer) by girls in grade R to 7. School tracksuit pants may also only be worn by pupils from grade R to 7.
Windbreaker:	Dark blue windbreakers may also form part of the official school uniform when it rains.

5.3. Sportswear:

Hockey:	Prescribed hockey gear and blue rugby socks.
Athletics:	School athletics vest and dark blue shorts.
L.O.:	White and blue HSH golf shirt and blue shorts.
Tennis:	White and blue HSH golf shirt (compulsory) and acceptable tennis attire.
Footwear:	Tennis shoes/running shoes with white socks or blue rugby socks.
Tracksuit:	Only school/provincial tracksuits are allowed during school events.
Swimming:	Dark blue one-piece swimsuit and a cap.
Sports bags:	Sports bag are allowed in the case of sporting events or an L.O. lesson.
Netball:	Prescribed netball gear.
Badminton:	White and blue school golf shirt, dark blue shorts and blue rugby socks.

6. GENERAL INFORMATION

- 6.1. Only navy windbreakers may be worn by grade 8 to 12 learners on rainy days.
- 6.2. No visible shirt may be worn under the school clothing.
- 6.3. Wearing of school gear with other clothing is, under no circumstances, allowed.
- 6.4. Only official school lapel badges are to be worn on the uniform.
- 6.5. Only prescribed bags with the appropriate distributions may be used.
- 6.6. No slogans, signs or obscene words should, in any way, be written on the bags.

REVIEW:

This policy must be reviewed annually and may undergo further development.

ACCEPTED AND REVIEWED BY THE GOVERNING BODY ON: _____

(SGB CHARMAN)

(PRINCIPAL)

(SGB SECRETARY)

POINT SYSTEMS AND SANCTIONS

CATEGORY 1 - GENERAL TRANSGRESSIONS

				SANCTIONS					
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS	
1	General disobedience	5-30	X5	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)	
							Comm Service	Comm Serv (100 Pts = 1 Day)	
							Exclusion	Exclusion (100 Pts = 1 Day)	
2	Late for class	10					UP TO 5 DAYS	Detention	Detention (100 Pts = 2 Hrs)
								Comm Service	Comm Serv (100 Pts = 1 Day)
								Exclusion	Exclusion (100 Pts = 1 Day)
3	Late for school	30					UP TO 5 DAYS	Detention	Detention (100 Pts = 2 Hrs)
								Comm Service	Comm Serv (100 Pts = 1 Day)
								Exclusion	Exclusion (100 Pts = 1 Day)
4	Neatness (clothing/ personal)	10					Until Correct	Detention	Detention (100 Pts = 2 Hrs)
			Comm Service	Comm Serv (100 Pts = 1 Day)					
			Exclusion	Exclusion (100 Pts = 1 Day)					
5	Talking (in line/class/hall)	10	UP TO 5 DAYS	Detention	Detention (100 Pts = 2 Hrs)				
				Comm Service	Comm Serv (100 Pts = 1 Day)				
				Exclusion	Exclusion (100 Pts = 1 Day)				
6	Eating (in class/hall)	10	UP TO 5 DAYS	Detention	Detention (100 Pts = 2 Hrs)				
				Comm Service	Comm Serv (100 Pts = 1 Day)				
				Exclusion	Exclusion (100 Pts = 1 Day)				
7	Littering	10	UP TO 5 DAYS	Detention	Detention (100 Pts = 2 Hrs)				
				Comm Service	Comm Serv (100 Pts = 1 Day)				
				Exclusion	Exclusion (100 Pts = 1 Day)				

CATEGORY 1 - GENERAL TRANSGRESSIONS																								
				SANCTION/S																				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS																
8	Walking around in class or hall meetings	10	X5	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)																
							Comm Service	Comm Serv (100 Pts = 1 Day)																
							Exclusion	Exclusion (100 Pts = 1 Day)																
9	Minor misbehaviour	10					X5	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)												
											Comm Service	Comm Serv (100 Pts = 1 Day)												
											Exclusion	Exclusion (100 Pts = 1 Day)												
10	Uniform incomplete	10									X5	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)								
															Comm Service	Comm Serv (100 Pts = 1 Day)								
															Exclusion	Exclusion (100 Pts = 1 Day)								
11	Uniform dirty (this includes school shoes)	10													X5	YES	Until Correct	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)				
																			Comm Service	Comm Serv (100 Pts = 1 Day)				
																			Exclusion	Exclusion (100 Pts = 1 Day)				
12	Refusing a reasonable instruction and/or tasks	30																	X5	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)
																							Comm Service	Comm Serv (100 Pts = 1 Day)
			Exclusion	Exclusion (100 Pts = 1 Day)																				
13	Uniform not ironed	10	X5	YES	UP TO 5 DAYS	When Points > 200																	Detention	Detention (100 Pts = 2 Hrs)
																							Comm Service	Comm Serv (100 Pts = 1 Day)
							Exclusion	Exclusion (100 Pts = 1 Day)																
14	Books not covered	10					X5	YES	UP TO 5 DAYS	When Points > 200													Detention	Detention (100 Pts = 2 Hrs)
																							Comm Service	Comm Serv (100 Pts = 1 Day)
											Exclusion	Exclusion (100 Pts = 1 Day)												

CATEGORY 2 - MINOR TRANSGRESSIONS														
				SANCTION/S										
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS						
1	Homework incomplete	30	X5	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)						
							Comm Service	Comm Serv (100 Pts = 1 Day)						
							Exclusion	Exclusion (100 Pts = 1 Day)						
2	Forgot book	30	X5		YES		UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)				
									Comm Service	Comm Serv (100 Pts = 1 Day)				
									Exclusion	Exclusion (100 Pts = 1 Day)				
3	Forgot swim costume/PT clothes	20	X5				YES		UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)		
											Comm Service	Comm Serv (100 Pts = 1 Day)		
											Exclusion	Exclusion (100 Pts = 1 Day)		
4	Bad behaviour (lying/swearing/dishonesty/rudeness)	40	X4						YES		UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)
													Comm Service	Comm Serv (100 Pts = 1 Day)
													Exclusion	Exclusion (100 Pts = 1 Day)
5	Copying homework/task	40	X3	YES		UP TO 2 DAYS					When Points > 200		Detention	Detention (100 Pts = 2 Hrs)
													Comm Service	Comm Serv (100 Pts = 1 Day)
													Exclusion	Exclusion (100 Pts = 1 Day)
6	Hair is gelled/oiled	20	X5		YES	Until Correct		When Points > 200					Detention	Detention (100 Pts = 2 Hrs)
													Comm Service	Comm Serv (100 Pts = 1 Day)
													Exclusion	Exclusion (100 Pts = 1 Day)

CATEGORY 2 - MINOR TRANSGRESSIONS																				
				SANCTION/S																
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS												
7	Nails are too long or painted or dirty; toenails painted	20	X5	YES	Until Correct	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)												
							Comm Service	Comm Serv (100 Pts = 1 Day)												
							Exclusion	Exclusion (100 Pts = 1 Day)												
8	Wearing make-up	30					X5	YES	Until Correct	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)								
											Comm Service	Comm Serv (100 Pts = 1 Day)								
											Exclusion	Exclusion (100 Pts = 1 Day)								
9	Unshaved	30									X5	YES	Until Correct	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)				
															Comm Service	Comm Serv (100 Pts = 1 Day)				
															Exclusion	Exclusion (100 Pts = 1 Day)				
10	Jewellery not approved by SGB	30													X5	YES	Until Correct	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)
																			Comm Service	Comm Serv (100 Pts = 1 Day)
																			Exclusion	Exclusion (100 Pts = 1 Day)
11	Hair too long	30	X5	YES	Until Correct	When Points > 200													Detention	Detention (100 Pts = 2 Hrs)
																			Comm Service	Comm Serv (100 Pts = 1 Day)
																			Exclusion	Exclusion (100 Pts = 1 Day)
12	Poor attendance	30					X5	YES	UP TO 5 DAYS	When Points > 200									Detention	Detention (100 Pts = 2 Hrs)
																			Comm Service	Comm Serv (100 Pts = 1 Day)
																			Exclusion	Exclusion (100 Pts = 1 Day)

CATEGORY 2 - MINOR TRANSGRESSIONS																		
				SANCTION/S														
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVIEW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS										
13	Homework not done	30	X3	YES	UP TO 2 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)										
							Comm Service	Comm Serv (100 Pts = 1 Day)										
							Exclusion	Exclusion (100 Pts = 1 Day)										
14	Skirt too short	20	X3				UP TO 2 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)								
									Comm Service	Comm Serv (100 Pts = 1 Day)								
									Exclusion	Exclusion (100 Pts = 1 Day)								
15	Ditching class	60	X5						UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)						
											Comm Service	Comm Serv (100 Pts = 1 Day)						
											Exclusion	Exclusion (100 Pts = 1 Day)						
16	Ditching school	60	X3								UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)				
													Comm Service	Comm Serv (100 Pts = 1 Day)				
													Exclusion	Exclusion (100 Pts = 1 Day)				
17	Smoking/vaping in public	100	X5										UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)		
															Comm Service	Comm Serv (100 Pts = 1 Day)		
															Exclusion	Exclusion (100 Pts = 1 Day)		
18	Misbehaviour on bus	40	X3												UP TO 5 DAYS	When Points > 200	Exclusion from bus	None

CATEGORY 2 - MINOR TRANSGRESSIONS																	
				SANCTIONS													
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS									
19	Not wearing school uniform at school function	50	X3	YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)									
							Comm Service	Comm Serv (100 Pts = 1 Day)									
							Exclusion	Exclusion (100 Pts = 1 Day)									
20	Not wearing school uniform at disciplinary hearing	30	X1				YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)						
										Comm Service	Comm Serv (100 Pts = 1 Day)						
										Exclusion	Exclusion (100 Pts = 1 Day)						
21	Absent from extramural activities without an apology	50	X1							YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)			
													Comm Service	Comm Serv (100 Pts = 1 Day)			
													Exclusion	Exclusion (100 Pts = 1 Day)			
22	Holding hands or caressing at school or on a bus	50	X1										YES	UP TO 5 DAYS	When Points > 200	Detention	Detention (100 Pts = 2 Hrs)
																Comm Service	Comm Serv (100 Pts = 1 Day)
																Exclusion	Exclusion (100 Pts = 1 Day)
		100	X2	Detention	Detention (100 Pts = 2 Hrs)												
				Comm Service	Comm Serv (100 Pts = 1 Day)												
				Exclusion	Exclusion (100 Pts = 1 Day)												

CATEGORY 2 - MINOR TRANSGRESSIONS								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
23	Coloured hair (different from normal hair colour/highlights or lowlights etc)	100	X1	NO	1 DAY	NO	Correct Hair Exclusion	None
		200	X3	YES	5 DAYS	YES	Exclusion and no attendance of any school social activities for the remainder of that year (excluding matric farewell)	
24	Playing games in CAT class	30	X1	NO	1 DAY	YES	Detention	Det (100 Pts = Hrs)
							Comm Service	C Serv (100 Pts = 1 Day)
							Exclusion	Excl (100 Pts = 1 Day)
25	Using Internet without permission in CAT class	30	X1	NO	UP TO 3 DAYS	YES	Detention	Det (100 Pts = Hrs)
							Comm Service	C Serv (100 Pts = 1 Day)
							Exclusion	Excl (100 Pts = 1 Day)
26	Using memory stick without permission	50	X1	NO	UP TO 3 DAYS	YES	Detention	Det (100 Pts = Hrs)
							Comm Service	C Serv (100 Pts = 1 Day)
							Exclusion	Excl (100 Pts = 1 Day)
27	Ditching detention	100	X3	YES	UP TO 5 DAYS	When Points > 200	Detention	Det (100 Pts = Hrs)
							Comm Service	C Serv (100 Pts = 1 Day)
							Exclusion	Excl (100 Pts = 1 Day)

CATEGORY 3 - SERIOUS TRANSGRESSIONS								
				SANCTIONS				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVIEW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
1	Serious misbehaviour/misconduct	100	X1	NO	2 DAYS	Principal	Final Warning	None
							Exclusion	
		150	X2	YES	5 DAYS	YES	Exclusion	
							Expulsion	
2	Disrespectful towards authority	100	X1	NO	2 DAYS	Principal	Final Warning	
							Exclusion	
		150	X2	YES	3 DAYS	YES	Exclusion	
							Expulsion	
3	Dishonesty involving exam/test (copying)	100	X1	NO	UP TO 2 DAYS	Principal	Receive 0 for Exam/test	
							Final Warning	
		150	X2	YES	UP TO 5 DAYS	YES	Receive 0 for Exam/test	
		200	X3	YES	Permanently	YES	Receive 0 for Exam/test	
							Expulsion	
4	Disrupting class	100	X1	NO	UP TO 1 DAY	Principal	Exclusion	
							Final Warning	
		150	X1	YES	UP TO 3 DAYS	YES	Exclusion	
		200	X3	YES	UP TO 5 DAYS	YES	Expulsion	
5	Verbal aggression towards staff/learners/parents/civilians visiting school or at sport/social event organised by school	50	X1	NO	UP TO 2 DAYS	Principal	Exclusion	
							Final Warning	
		100	X2	YES	UP TO 5 DAYS	YES	Exclusion	
		200	X3	YES	Permanently	YES	Expulsion	
6	Smoking or being in possession of smoking or vaping utensils/cigarettes	100	X1	NO	UP TO 2 DAYS	Principal	Exclusion	
							Final Warning	
		150	X2	YES	UP TO 5 DAYS	YES	Exclusion	
		200	X3	YES	Permanently	YES	Expulsion	
7	To discredit, shame and/or damage the name of Hopefield High School	100	X1	NO	UP TO 2 DAYS	Principal	Exclusion	
							Final Warning	
		150	X2	YES	UP TO 5 DAYS	YES	Final Warning	

							Exclusion	
		200	X3	YES	Permanently	YES	Expulsion	

CATEGORY 3 - SERIOUS TRANSGRESSIONS								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVIEW	SCHOOL EXCLUSION	DISCIPLINARY COMMITTEE	PUNISHMENT	CREDITS
8	To give any false information about Hopefield High School to the media or any other institution	100	X1	NO	UP TO 2 DAYS	Principal	Exclusion	None
		150	X2	YES	UP TO 5 DAYS	YES	Final Warning	
							Exclusion	
200	X3	YES	Permanently	YES	Expulsion			
9	To give any false information or make any false statements	100	X1	NO	UP TO 2 DAYS	Principal	Exclusion	
		150	X2	YES	UP TO 5 DAYS	YES	Final Warning	
							Exclusion	
200	X3	YES	Permanently	YES	Expulsion			
10	Getting access to a learner's / staff member's possessions without consent	100	X1	NO	UP TO 2 DAYS	Principal	Final Warning	
		150	X2	YES	UP TO 5 DAYS	YES	Exclusion	
		200	X3	YES	Permanently	YES	Exclusion	

CATEGORY 4 - VERY SERIOUS TRANSGRESSIONS (CRIMINAL INCLUDED)								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVIEW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
1	Found guilty of repeatedly breaking the school rules / Code of Conduct	100	X1	YES	UP TO 2 DAYS	Principal	Exclusion	Non-permanent points allocation and letter on file
		150	X2		UP TO 3 DAYS	YES	Final Warning	
							Exclusion/Expulsion	
200	X3	UP TO 7 DAYS	YES		Exclusion/Expulsion			
2	Neglects to adhere to any punishment/exclusion as a corrective measure that has been laid down for breaking rules in this Code of Conduct on purpose and/or without a valid purpose	100	X1		UP TO 2 DAYS	Principal	Exclusion	
		150	X2		UP TO 3 DAYS	YES	Final Warning	
							Exclusion/Expulsion	
200	X3	UP TO 7 DAYS	YES		Exclusion/Expulsion			
3	Breaking exam rules (this includes the distribution of any test/exam material that enables another learner to gain an unfair advantage in a test/exam)	150	X1		UP TO 3 DAYS	YES	Final Warning	
					Exclusion/Expulsion			
4	Serious disruption (displays serious threat to or disrupts the learning/education process in the classroom)	200	X2		UP TO 7 DAYS	YES	Exclusion/Expulsion	
		100	X1		UP TO 2 DAYS	Principal	Exclusion	
				150	X2	UP TO 3 DAYS	YES	Final Warning
		Exclusion/Expulsion						
		200	X3	UP TO 7 DAYS	YES	Expulsion/		
5	Serious verbal abuse (swearing or using distasteful language towards a staff member or fellow learner(s), causing serious direct or indirect harm)	200	X1	UP TO 7 DAYS	YES	Exclusion/Expulsion		
6	Serious disrespect (act without respect or use offensive language towards staff and/learners)	200	X1	UP TO 7 DAYS	YES	Exclusion/Expulsion		

CATEGORY 4 - VERY SERIOUS TRANSGRESSIONS (CRIMINAL INCLUDED)								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
7	Conspiracy (participate in a conspiracy to disrupt the proper functioning of the school through means of collective action)	200	X1	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	Non-permanent points allocation and letter on file
8	Trade (with a test or exam paper during a test/exam)	200	X1		UP TO 7 DAYS		Exclusion/Expulsion	
9	Forgery (of a document or signature, leading to the disadvantage of the school)	100	X1		UP TO 2 DAYS		Exclusion/Expulsion	
		150	X2		UP TO 3 DAYS		Final Warning	
		200	X3		UP TO 7 DAYS		Expulsion	
10	Bribery (try to bribe any person with any test/exam to gain an unfair advantage for himself/herself or anyone else)	200	X1		UP TO 7 DAYS		Expulsion	
11	Fraud (any fraudulent activities)	200	X1		UP TO 7 DAYS		Expulsion	
12	Serious dishonesty (to the disadvantage of someone else)	200	X1		UP TO 7 DAYS		Expulsion	

CATEGORY 4 - VERY SERIOUS TRANSGRESSIONS (CRIMINAL INCLUDED)								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
13	Hostage (hold any person hostage)	200	X1	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	Non-permanent points allocation and letter on file
14	Impersonation (pretend to be someone else)	200	X1	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	
15	Crimen injura (affecting the dignity of any staff member or learner)	100	X1	YES	UP TO 7 DAYS	YES	Final Warning	
							Expulsion	
16	Violence (is found guilty of any serious activity of violence)	200	X2	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	
16	Violence (is found guilty of any serious activity of violence)	150	X2	YES	UP TO 3 DAYS	YES	Final Warning	
							Expulsion/Expulsion	
16	Violence (is found guilty of any serious activity of violence)	200	X3	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	
17	Occult or Satanism (practicing or encouraging any person to be a part of any activity)	200	X1	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	
18	Assault (physically assaulting, victimising, bullying, fighting or intimidating a person or threatening to do so, or retaliating with the intention of seriously doing harm to a person)	100	X1	NO	UP TO 2 DAYS	Principal	Exclusion/Expulsion	
		150	X2	YES	UP TO 3 DAYS	YES	Final Warning	
							Expulsion/Expulsion	
		200	X3	YES	UP TO 7 DAYS	YES	Exclusion/Expulsion	

CATEGORY 4 - VERY SERIOUS TRANSGRESSIONS (CRIMINAL INCLUDED)								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
19	Being revised	100	X1	YES	UP TO 7 DAYS	YES	Final Warning	Non-permanent points allocation and letter on file
		200	X2				Expulsion	
20	Damaging property/vandalism (doing so intentionally, assisting another person, or encouraging any person to be a part of it)	100	X1		UP TO 2 DAYS	Principal	Financial	
		150	X2		UP TO 7 DAYS	YES	Financial	
		200	X3		UP TO 7 DAYS	YES	Exclusion/Expulsion	
21	Victimisation (individual/group/organised)	100	X1		UP TO 2 DAYS	Principal	Financial	
		150	X2		UP TO 7 DAYS	YES	Exclusion/Expulsion	
		200	X3		UP TO 7 DAYS	YES	Exclusion/Expulsion	
22	Pornography (in possession of or is distributing any letters/drawings/materials on cellphone/computer or in any other format)	100	X1		UP TO 2 DAYS	Principal	Exclusion	
		200	X2		UP TO 7 DAYS	YES	Final Warning	
23	Alcohol (using or being under the influence of alcohol at school or at any school activity)	100	X1		UP TO 7 DAYS	YES	Exclusion/Expulsion	
		200	X2		UP TO 7 DAYS	YES	Exclusion/Expulsion	
24	Indecent behaviour of any kind at school or in public, or violating any other person's bodily integrity	100	X1		UP TO 7 DAYS	YES	Final Warning	
		200	X2		UP TO 7 DAYS	YES	Exclusion/Expulsion	

CATEGORY 4 - VERY SERIOUS TRANSGRESSIONS (CRIMINAL INCLUDED)								
				SANCTION/S				
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT	CREDITS
25	Sexual misbehaviour	200	X1	YES	UP TO 7 DAYS	YES	Final Warning	Non-permanent points allocation and letter on file
			X2		Permanently		Exclusion/Expulsion	
26	Physical violence against staff	200	X1		Permanently		Expulsion	
27	Illegal/dangerous substances (in possession of / using / trading)	200	X1		Permanently		Rehabilitation	
					Expulsion			
28	Drugs (in possession of / under the influence of / using / trading / transporting; there should be visible proof)	200	X1		Permanently		Rehabilitation	
					Expulsion			
29	Racism / hate speech / harmful graffiti / sexism	200	X1		UP TO 7 DAYS		Final Warning	
			X2		Permanently		Exclusion/Expulsion	
30	Weapons (in possession of / using / attempting to use any dangerous weapon, object or instrument)	400	X1		UP TO 7 DAYS		Final Warning	
				Expulsion/Expulsion				

CATEGORY 4 - VERY SERIOUS TRANSGRESSIONS (CRIMINAL INCLUDED)									
				SANCTION/S					
NO	TRANSGRESSION	POINTS	FREQ	PARENT INTERVEIW	SCHOOL EXCLUSION	DICIPLINARY COMMITTEE	PUNISHMENT		
31	Gambling (individual/group/organised)	100	X1	YES	UP TO 2 DAYS	Principal	Exclusion	CREDITS	
		150	X2	YES	UP TO 7 DAYS	YES	Final Warning		
		200	X3	YES	Permanently	YES	Exclusion/Expulsion		
32	Illegal entry to school (this includes illegal use of equipment, facilities, databases or documents learners may have no entry to)	100	X1	NO	UP TO 2 DAYS	Principal	Exclusion	None	
		150	X2	YES	UP TO 7 DAYS	YES	Final Warning		
		200	X3	YES	Permanently	YES	Expulsion		
33	Willfully challenging authority by repeatedly ignoring school rules in a premeditated manner	400	X1	YES	2 DAYS	YES	Exclusion	Non-permanent points allocation and letter on file	