



ESTABLISHED SINCE 1815

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CODE OF CONDUCT - LEARNERS

[LEARNERS ARE EXPECTED TO UPHOLD THE GOOD NAME OF THE SCHOOL AT ALL TIMES AND CONDUCT THEMSELVES IN ACCORDANCE WITH ACCEPTED LAWS, CODES AND RULES OF THE COMMUNITY]

The Code of Conduct for any school is an important tool that provides guidance on how learners should behave while at school. It is important to note that discipline forms the basis of learning and remains an ongoing commitment for all shareholders in the school environment. Parents/guardians/caregivers play a crucial role in the discipline of their children while the school aims to guide learners during their educational journey.

An ever-changing society demands that schools remain committed to ensuring that the Code of Conduct is inclusive, within reason, and responds to any contextual advancements within the country. The Code of Conduct is a document designed to be fair for all learners while ensuring that everyone behaves in a way that maintains safety at all times.

1. ATTENDANCE AND ABSENTEEISM

- 1.1 Learners shall attend school for the whole of the prescribed school hours. A learner may not be absent from a class or leave the school premises during school hours without written permission from the Principal, Deputy Principal or Grade Head. Learners also need a letter of permission from parents with a telephone number on it.
- 1.2 In cases of absence, the parents / guardians shall furnish the class/register teacher with the reason in writing on the day of return but, whenever possible, advance notice should be given.
- 1.3 Absence during examinations, control tests and class tests will only be accepted if the reason is supported by any of the `Valid reason or a medical certificate for absence, page 10 of Policy on Learner Attendance.`
- 1.4.1 Should a learner arrive late for school; he/she must report to the Admin staff member on duty before going to class. Learners who arrive late for school/class should issue the relevant educator with the late slip. If a learner is late for more than 2 days in the week without a valid reason, punitive action will be taken.
- 1.4.2 Learners who are habitually late will receive detention on the same day that they are late. Any learner who arrives after 8:15 am is late.

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Chairperson, School Governing Body – Ms. N. Adams

- 1.5.1 Should a learner be given permission to leave school early, he/she must report to the main office to be signed out before leaving. Should the learner return later that day, the main office must be informed so that the learner can be signed in again and get a signed slip of paper.
- 1.5.2 Relevant subject educators must be informed of early departures.
- 1.6 Grade 8 to 12 learners are to line-up promptly at 08:00 for 8:05 in the quad on Fridays for lines. (Weather permitting)

2. CONDUCT AND BEHAVIOUR

- 2.1 Learners should be polite and helpful to adults and fellow learners at all times. Greet all guests and offer assistance. Insolence toward any staff member will not be tolerated. Any form of abuse or sexual harassment will not be tolerated.
- 2.2 While a learner is under the school's supervision, he/she may not harm or endanger the physical well-being of a fellow learner and may not be in possession of weapons, dangerous toys or materials that can cause physical injury. Any form of abuse towards the educators by learners will not be tolerated.
- 2.3 No learner may smoke, be in possession of, sell or peddle cigarettes, drugs, lighters, matches, alcoholic drink or pornographic literature or carry them for anyone else, when in school uniform or under the jurisdiction of the school. No learner may be in the company of another learner under the above mentioned circumstances. The school has a right to perform random drug testing on learners and may also request blood test results at the cost of the parent or guardian.
- 2.4 No learner may come to school with evidence of having used alcohol or other illegal substances.
- 2.5 No learners are allowed motorised vehicles on the school grounds. Skateboards are not allowed on the school premises.
- 2.6 No vandalism, damaging or defacing school property will be tolerated. Parents will be held liable for costs of the aforementioned. School property, e.g. data projectors, intercoms, computers etc. may not be interfered with in any way.
- 2.7.1 Learners are to behave in a respectful and dignified manner in the classroom, on the playground, on buses, on taxis, and trains and must obey instructions of educators, monitors and conductors. Primary school learners must enter the bus before the high school learners after school. Any primary or high school learner who arrives late for the bus will be placed last when boarding the bus. All learners are expected to line up in an orderly manner before entering the bus.
- 2.7.2 Student teachers, invigilators and visitors have to be treated with the utmost respect.
- 2.8 Hitch-hiking is forbidden in school uniform.
- 2.9 Learners should not abuse social media, e.g. Facebook, twitter, etc. No defamatory or derogatory comments are to be made against any learners or staff members on social media. No cyber bullying.
- 2.10 No inappropriate contact is allowed between learners on school property, in school uniform or when representing the school. No fraternization between learners will be tolerated.
- 2.11 No inappropriate touching is allowed by learners when coming into contact with educators.

- 2.12 Gangsterism and gangs are not allowed. Gang-related activity is forbidden on or around the school premises.
- 2.13 Foul or abusive language will not be tolerated by learners or educators.
- 2.14 Learners in boarding will be referred to the DC should they be found guilty after three infringements at the boarding house.
- 2.15 **All offences of serious nature or criminal offences will be handed over to the authorities.**

3. APPEARANCE AND UNIFORM

- 3.1 The official school uniform (which includes the school tracksuit) should be worn at all times. Primary school PT uniform should be worn during the PT period. No mixing of PT clothing with school clothes. School blazers are compulsory for school events.
- 3.2 Uniforms must fit properly and be clean. School skirts may not rise further than 6cm above the knee (about four fingers). Any deviations must be reported by parents / guardians, in writing, to the Grade Head.
- 3.3 All articles of uniform must be clearly marked.
- 3.4 The top button of the shirt must be done up at all times when a tie is worn.
- 3.5 The knot of the tie must cover the top button of the shirt and the length should reach the naval.
- 3.6 Vests or T-shirts with advertisements or logos may not show through school shirts. Only white vests or sweaters may be worn under the school shirt.
- 3.7 Shirts must be plain white without any company logo and may have a small school badge on the pocket. Boys and girl's shirts must be tucked in at all times.
- 3.8 Hair must, at all times, be clean and neat.
- 3.9 Hair styles should be of such a nature that they do not attract undue attention to the individual.
- 3.10 Boys' hair should be reasonably short. It may not cover any part of the ear or touch the collar. The fringe must be above the eyebrows. No bleaching / dying of hair is allowed. Braiding is allowed but hair must still be short. No hair jewelry Boys must be cleanly shaven. No beards or moustaches are allowed. The lowest limit for sideburns is the middle of the ear.
- 3.11 Girls' hair must be clipped away from the face and hair of shoulder length or longer must be tied back. Black, white, red and navy blue narrow accessories may be worn. Only one colour may be worn at a time. Braiding is allowed, however, the colour of the braid should be close to the natural hair colour. Bleaching and dying of hair is not allowed. No hair jewellery.
- 3.12 No jewellery or any other form of visible adornment may be worn. Exceptions are: wristwatches, medic-alert bracelets and badges issued by the school. Girls may wear earrings but these may be one pair of plain gold or silver studs, sleepers, one per ear. Earrings must only be placed in the earlobes. No facial piercing.

- 3.13 Nails must be kept short and clean and free from coloured nail polish or henna. No clear nail polish. No false eyelashes or nails.
- 3.14 No make-up may be worn by learners, e.g. eye-liner, lipstick, etc.
- 3.15 No tattoos.
- 3.16 Only regular black school shoes are allowed with white socks for girls and grey socks for boys.
- 3.17 No "hoodies" may be worn. Only the official navy blue school "hoodie" and beanies are allowed during Winter only.
- 3.18 Pants (boys) are to be pulled up. No inappropriate buckles may be worn. No tailored skinny pants. No pants are to be worn below the waistline.
- 3.19 The official school sports uniform is described in the document dealing with uniform requirements.
- 3.20 A school tracksuit is compulsory for all learners.

- 3.21 Learners may deviate from the school uniform for religious purposes, however, permission will only be granted should a valid reason be forwarded to the school by the parent/guardian and must be signed off on by the Grade Head.

4. PARTICIPATION IN SCHOOL PROGRAMME

- 4.1 All learners must participate in the educational programme as prescribed by the controlling Education Department, unless exemption has been granted by the Department.
- 4.2 All learners are required to participate in extra-mural activities for the school, one winter activity and one summer activity.
- 4.3 Exemption from physical education requires the production of a medical certificate.
- 4.4 When learners have voluntarily joined an extra mural activity, they shall fulfill obligations and carry out their responsibilities in that connection unless granted exemption by the relevant authority.
- 4.5 Extra classes are compulsory as indicated by the educator.

5 OUT OF BOUNDS

The following areas are out of bounds to learners:

- 5.1 Prefabs, behind the LST room /Geography classroom and outside the gym.
- 5.2 Behind the Technology classroom.

- 5.3 Classrooms (before and after school, during breaks). Should a learner be outside of the classroom during official class time, they would require a hall pass. Learners are only allowed to be in the corridors during break times if it is raining.
- 5.4 Staffroom and kitchen area. Workers' room and duplication room.
- 5.5 Parking area around the hall and SAMTRA.
- 5.6 Drive-in Main entrance gate and parking area.
- 5.7 No ball playing in quad tarred areas, corridors and classrooms. No cricket balls on the bottom field unless supervised.
- 5.8 No loitering around bus stop.
- 5.9 Primary Section for High School learners and vice-versa.
- 5.10 The stairs and passages on the Primary side for High School (except to the toilet for Grade 8 to 12 boys) and vice-versa for Primary School learners.
- 5.11 The passage between the double glass doors in the front of the general office section, unless learners are visiting the office.
- 5.12 The hall, gymnasium and unless permission has been granted. No one is allowed unless accompanied by an educator.
- 5.13 All motor cars.
- 5.14 The tuck shop during class times.
- 5.15 The garden area and the area behind the gym as well as the area surrounding the computer laboratory building and library during breaks.
- 5.16 The hostel for non- boarders only.
- 5.17 The boys in the girls' toilets and the girls in the boys' toilets.

6. GENERAL

- 6.1 Learners may not chew gum at school nor eat or drink in the classrooms or passages at any time. No lollipops are allowed.
- 6.2 On arriving at a classroom, learners are expected to line up and wait quietly in single file in the corridor.
- 6.3 If an educator has not arrived at a classroom within 5 minutes of the bell, the RCL representative must report to the Secretary's office while the rest of the class waits quietly.
- 6.4 Learners may not run in the buildings-learners are expected to walk.
- 6.5 When moving to and from classes, learners must walk quietly, in an orderly fashion, on the left-hand side of the corridor, along the shortest possible route.

- 6.6 Between periods learners are not permitted to go to the bathrooms, read notices, stop and chat or make telephone calls, unless permission has been granted for emergencies.
- 6.7 Learners are to queue in single file while waiting at the tuck shop or for buses and taxis.
- 6.8 Learners are to use the rubbish bins provided for all rubbish.
- 6.9 Any visitors wishing to see learners or educators on the premises must report to the main office. Permission must be obtained from the Principal or the Deputy Principal. Visits may only take place in the foyer at the main office. No visitor may attend classes with a learner unless authorised by the Principal or Deputy Principal.
- 6.10 Rucksacks are permitted. No "tippex" or graffiti of any kind will be permitted on the rucksack. The learners' names must be clearly indicated.
- 6.11 Under normal circumstances, learners may only request to see an educator at the start of break.
- 6.12 Learners, with a letter from an educator, may only use the sick room.
- 6.13 No boom/music box or speakers allowed on the premises or at the bus stop/taxi area.
- 6.14 No learners will be permitted to charge any electronic devices at school.
- 6.15 No learners may utilize the fixed classroom projector or any educator's laptop without permission.
- 6.16 No staff should be expected to reimburse learners for the loss of travel fare.
- 6.17 The school tuck-shop is to be utilized by learners during school time, with the exception of official fund – raisers, e.g. market days.
- 6.18 Learners are responsible for the loss and damage of text books that have been issued to them. Lost or damaged textbooks will be issued with an invoice for the Parents to pay.

DISCIPLINARY SYSTEM

A graded disciplinary system is attached along with relevant annexures.

7. ACCEPTANCE AND REVIEW

This policy initially accepted by the Governing Body of Simon's Town School on 3 February 2011 was reviewed, amended and ratified by the Governing Body on 28 September 2016.

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Chair of the Governing Body: Mr. F. Booyens

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Principal: Ms. J. A. Human

Principal - *Mrs J. Human*
Chairperson, School Governing Body – Ms. N. Adams

Date: 14 January 2020

LIST OF POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1,2, 3 AND 4 OFFENCES, RESPECTIVELY

Grade 1: Offences	Recommended Corrective Sanctions
<p>1. Academic: Books/work materials left at home; homework -not done on time/copied</p> <p>2. Extra-mutual activity: Non-attendance at practices and matches (without valid excuse to teachers/coach)</p> <p>3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrivalsfor class; uncooperative behaviour; discourteous behaviour/insolence/temper/tantaram; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing</p> <p>4. Dress code: Untidiness/unkept appearance; School dress code not followed</p>	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none">• Verbal reprimand;• Written punishment;• Detention at break;• Subtracting marks (homework);• Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones bags and cases);• Removing graffiti from bags and cases at break; and;• Written notification
Grade 2: Offences	Recommended Corrective Sanctions
<p>1. Plagiarism of any workor cheating/attempted cheating in class test/assignment</p>	<p>Nought for test and warning letter</p>
<p>2. Damage to property/possession of other learners property</p>	<p>Repair/replacement, warning letter and Principal's detention</p>
<p>3. Defiance/disregarding of an authority figure's instructions</p>	<p>Suspension from class, warning letter and Principal's detention</p>
<p>4. Detention – non-attendance</p>	<p>Making up missed detention, warning letter and an information hearing</p>
<p>5. Disreagrding test/examination procedures</p>	<p>Warning letter and Principal's detention</p>
<p>6. Disruptive/uncooperative in class</p>	<p>Identification of culprit/s and grade teacher to prganise corrective measures</p>

7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warning, Principal's detention

Grade 2: Offences	Recommended Corrective Sanctions
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g parent/guardian's signature	Warning letter and detention
12. Gambling on or off School's property	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Formal disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desk, walls, etc.	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking- possession of cigaretete/holding cigarette/caught in the act on/off School property	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking- selling cigarettes on/off School property	1 st offence: Information disciplinary hearing, warning letter and special detention 2 nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention

21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meth, benzene, thinners, etc	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy - bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
26. Vandalism – defacing/damaging/breaking School	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention

Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/ Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service and detention/ official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Engaging conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting information forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention

12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention
13. Pornography – distribution at School	Warning letter and community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that deframes a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention

Grade 4: Offences	Recommended Corrective Sanctions
1. Alcohol – drinking/drunk at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and detention/expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and detention/expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing appropriate punishment, e.g. community service detention/ expulsion
7. Dangerous weapon or object, e.g. firearm possession at School/on School outing	Suspension from School. Disciplinary hearing appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption /under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances – dealing('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention

12. Fraud (financial)	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service and detention/expulsion
18. Vandalism – malicious damage to School/teacher;s property	Disciplinary hearing, warning letter, community service and detention/expulsion

School:

Written Warning

Name of learner:

Subject:

Teacher:

The above learner has breached the disciplinary code.

Date of offence:

Grade of offence:

Nature of offence:
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Learner's statement:
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Learner

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Teacher

.....
Witness

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Grade Head

.....
Date

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken

School:

Final Written Warning

Name of learner:

Subject:

Teacher:

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:

Date of previous warnings:

Grade of offence:

Nature of offence:
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Learner's statement:
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Learner

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Teacher

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Witness

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Grade Head

.....
Date

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained

School:

Notice of Disciplinary Hearing

Name of learner:

Subject:

Teacher:

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing:

Venue of hearing:

Time of hearing:

Date served:

The charge against you is as follows:

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Date of offence.....

Nature of offence

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Suspension from class

You are further advised that you have been suspended from class from:

Time:..... Date:...../...../..... until Time:..... Date:...../...../.....

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

Note: Learner receives one (1) copy and the signed copy must be kept and filed

Right of Learner facing Disciplinary Action

Learner's rights (to be read by Server)

- The right to a formal hearing
- The right to be present at the hearing
- The right to be given time to prepare your case
- The right to be given advance notice of the charges
- The rights to be represented at the hearing by an internal representative
- The right to be assisted at the hearing by parents/guardian if under age
- The right to ask questions on any evidence produced, or on statement of witnesses
- The right to call witness to testify on your behalf
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee
- If you do not attend, the hearing will be conducted in your absence

I certify that the above rights have been read and explained to the learner.

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Server

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Designation

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Learner

.....
Witness

.....
Date

Principal - *Mrs J. Human*
Chairperson, School Governing Body – Ms. N. Adams

School:

Record of Disciplinary Hearing

Venue:.....

Date:.....

Present			
Capacity	Name	Designation	Section

Complaint (if applicable):	Learner:
Witnesses for complaint	Witnesses for learner
1.	1.
2.	2.
3.	3.

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

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Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

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Learner

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Teacher

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Witness

.....

Grade Head

.....

Principal - Mrs J. Human
Chairperson, School Governing Body – Ms. N. Adams

Date

Principal - *Mrs J. Human*
Chairperson, School Governing Body – Ms. N. Adams

School:

Lodging of Appeal (Review form)

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five(5) School days)

Name of Appellant:.....

The appeal is made on the following grounds (the appropriate areas to me marked with an X).

- The disciplinary measure imposed was not in line with the grade of offence.
- Disciplinary procedure were not followed.
- New or further evidence or witness are available, which could bring new facts to light and affect the result of previous hearing.

Nature of offence:

The following reasons are sub,itted in support of this appeal:

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Date appeal lodged

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Appellant