

Glenvista



*Ikusasa Ngelethu*

## CODE OF CONDUCT LEARNERS

### CONTENTS PAGE

1. VISION
2. MISSION
3. PREAMBLE
4. AIM
5. DEFINITIONS
6. PRINCIPLES AND VALUES
7. DISTRIBUTION PROCEDURES
8. JURISDICTION AND SCOPE OF CODE OF CONDUCT
9. SCHOOL RULES
10. DISCIPLINARY SYSTEM

# GLENVISTA HIGH SCHOOL CODE OF CONDUCT – LEARNERS

## 1. VISION

Glenvista High School aims to provide a high-quality education within supportive environment, taking into account inclusivity and diversity of our learners, in preparation for great future endeavours,

## 2. MISSION

Glenvista High School strives towards being a safe, non-racial, culturally diverse learning environment wherein all stakeholders are involved. Glenvista high school endeavours to honour quality and enable learners to become responsible citizens ready to meet the challenges of the future.

## 3. PREAMBLE

This Code of Conduct has been developed according to the SASA Act of 1996. Promotes the Vision and the Mission Statement of our school maintaining discipline and order within the school by defining the standard of behaviour expected of and required from all learners.

This Code of Conduct was determined, compiled and accepted by the school's Governing Body after consultation with Educators, Learners, Parents and Non-Educators at the school. This Code of Conduct will be revised annually.

*Glenvista High School's Code of Conduct was compiled in accordance with the following legislation.*

- ☐ Constitution of the Republic of South Africa.
- ☐ National Education Policy (Act 27 of 1996)
- ☐ South African Schools' Act (Act 84 of 1996)
- ☐ Admission of Learners to Public Schools (General Notice 4138 of 2001)
- ☐ Education Law Amendment Act 2002 (The amendment of Section 5 of Act 84 of 1996)
- ☐ Gauteng School Education Act (Act 6 of 1995)
- ☐ Relevant GDE Circulars

#### 4. DEFINITIONS

**"Educator"** - Any person who teaches, educates or trains other people.

**"Learner"** - A pupil who is taught by an educator.

**"Member of staff"** - Any person employed at the school.

**"Parent"** -  
(a) The biological parent.  
(b) legal guardian of the learner.  
(c) Foster parent inclusive of an adoptive parent.

**"Principal"** - An educator appointed or acting as the head of a school.

**"Governing Body"** - A body of representatives elected by parents, teachers and other stakeholders that govern the school in accordance with National, Provincial and District legislation and circulars.

**"School"** - A public or independent institution which enrolls learners in one or more grades from Grade 8 to Grade 12. Within the context of this Code of Conduct "School" refers to **Glenvista High School** and its environs.

#### 5. AIM

- Effective discipline is directly dependent upon the limits set by a code of acceptable behaviour. The School's Code of Conduct is based on fostering a culture of mutual respect in an orderly, clean and safe environment. The school rules are straightforward their expect both parents and learners to familiarize themselves with our school code of conduct. We aim at establishing a disciplined and purposeful environment to facilitate effective education and learning.
- This Code of Conduct serves as a general guide for the standards of the dress code and behaviour expected of Glenvista High School Learners. All learners are expected to conform to these standards.
- Create an environment of serenity and learning in which learners can strive towards self-discipline in becoming responsible and accountable adults.
- Regulate learner conduct.
- Discipline the unruly learner.
- Eliminate negative characteristics in our learners by promoting a positive demeanour that advocates support and respect.

## **6. PRINCIPLES AND VALUES**

The Code of Conduct is based on the following principles and values:

- Democracy and Human Rights
- Non-violence, personal freedom and security
- Respect, dignity and privacy
- Non-discrimination and Equality
- Freedom of Expression and the Right to Demonstrate and Present Petitions
- The Environment
- Education.

### **6.1 Democracy**

All learners at the school have the democratic right to due process and to participate in decision-making about matters affecting them at school. They also have the right to have their views heard by following the proper channels in liaising with the TLO/Grade controllers/ educators/Social worker. It always remains the responsibility of the learner/educator/parent to be accountable in following the rules.

### **6.2 Non-violence, Freedom and Security of a Person**

Every learner has the right not to be treated or punished in a cruel, inhuman or degrading manner. No Corporal punishment is allowed as per the departmental rule. Educators and learners must use mediation and co-operation to negotiate non-violent solutions to conflict and differences. It remains the responsibility of the disciplinary system to maintain human dignity, respect and consideration for others.

### **6.3 Respect, Dignity and Privacy**

Every learner has the right to be treated in a humane, respectful, and dignified manner. This relates to respect for one another's convictions and cultural traditions. Every learner has the right to privacy, which does not limit the right to be searched where there is reasonable suspicion for contravening the school code of conduct/Act. The school has a responsibility to always follow dignified and reasonable search methods. It remains the learner's responsibility to respect and dignify all learners, educators, staff, and parents.

### **6.4 Non-Discrimination and Equality**

No person may unfairly discriminate against a learner. All learners shall enjoy equal treatment and receive equal protection and benefits of the law. It remains the learner's responsibility to be non-discriminative to other learners/educators/staff and parents.

## 6.5 Freedom of Expression

Learners' rights to enjoy freedom of expression are not absolute. Vulgar words, racist comments, insubordination and insults are not protected speech. Problems or issues should as far as possible be resolved at school. Learners have the responsibility to respect all others and contribute to an environment that promotes healthy and constructive debate and discussion.

## 6.6 The Environment

Learners have the right to a clean and safe environment that is conducive to teaching and learning, however they have the responsibility to maintain that environment.

## 6.7 Education

Learners have the right to attend all classes and the responsibility to ensure attendance, to learn and be taught in all approved subjects. Learners to have access to make use of all school facilities and to have their potential fully developed.

Education is compulsory for learners up to the age of 15 or completion of the 9<sup>th</sup> grade.

In a case of expulsion, the Head of Department must find a suitable school for the learner. In a case of suspension or expulsion, placement in an alternative school setting could be considered with the assistance of the school Social-Worker. The School Governing Body may suspend a learner, if correct procedures have been followed.

Learners have the responsibility to ensure that they attend school, learn, fully participate in all school activities and contribute to a positive school environment.

## 7. RIGHTS AND RESPONSIBILITIES OF LEARNERS

### 7.1 Learners Rights

Embodied in the policy of **Glenvista High School** is the right of every learner:

- To privacy;
- To approach all members of staff (including the Principal) on any matter they wish to discuss;
- To be free of victimisation by any other learner or member of staff;
- To be free of discrimination based on race, religion, nationality, gender or economic status;

- To learn without being distracted by other learners.
- To be included in learning/training/sport programs without discrimination-based disability limitations (physically, mentally and emotionally)

## 7.2. Learner's responsibilities

**We expect learners to respond to their rights by:**

- Using good judgement and seeking good advice from their parents and educators.
- Striving to do their best in their studies and to participate in class activities.
- Being punctual at all times, being attentive in class and applying themselves to their work.
- Attend all lessons unless excused for some special reason. It is the responsibility of the learner to catch up on any work missed as a result of absenteeism.
- Showing consideration for the feelings of others in what they say and do at all times and to refrain from distracting other learners from tasks set for them.
- Accepting and supporting those learners who are selected as Leaders.
- Respecting the rights and property of other learners/staff and educators.
- Respecting school property.
- It remains every learner's responsibility to avoid, prevent and report any vandalism

The school will endeavour to contact parents whenever their child's behaviour becomes cause for concern and will attempt, in the spirit of constructive partnership, to resolve the problem. The parents, however, remain **ultimately responsible** for ensuring that their children meet the disciplinary standards required by the school and the parent body as a whole.

## 8. DISTRIBUTION PROCEDURES

- The Code of Conduct is displayed on our school website.
- Each learner will be able to access the Code of Conduct. Parents are required to read it through with their child; both parent and learner sign it and return the tear-off slip to the learner's register educator for filing.
- Learners are informed of what they may or may not do and what action will be taken against them if they contravene the Code of Conduct.
- An educator at the school shall have the same rights as a parent (Loco parentis) control and discipline the learner according to the Code of Conduct during the time the learner is at the school, on any school excursion or school related activities.
- The principal or an educator, or any authorised entity or individual, upon reasonable suspicion has the legal right to conduct a search of any learner or property belonging to the learner for any contravening items.
- These guidelines are in accordance with the South African Schools Act and associated regulations.

## 9. THE JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

The Code of Conduct is in full force:

- On the property prior to, during and after school hours.
- At all official events, both within and outside the regular school hours, where such events are held under the auspices of the school.
- At all official school events which are held on and off the school property.
- At all times when the learner is dressed in school uniform, on the school property or in public view outside the school.

## 10. THE SCHOOL RULES

The school Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at **Glenvista High**. Nothing shall exempt a learner from complying with the school rules. Ignorance of **Glenvista High School** rules is, therefore, not an acceptable excuse. The school rules are available to every learners/parent on the website, upon registration and upon request

### 10.1 General Principles

- Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the **Glenvista High School**.
- Learners are expected to abide by the rules with regard to appearance and behaviour when representing the school both during school hours, after school hours and away for school activities, as long as they are wearing a school uniform/outfit.
- No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
- The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the issue.

## 10.2 School and Class Attendance

Parents/guardians, learners, educators and **Glenvista High School** Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.

- a) If a learner does not attend school regularly, the relevant register educator will report the absence of the learner to the parent and the Grade Controller in writing. The register educator must keep an accurate register of learner attendance and must keep copies of communication to parents when absence from the classroom is reported.
- b) All learners are to arrive at school before the official starting time – **07:30**.  
Learners who are late for school will be marked as **"late"**.
- c) Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- d) Any absence from school must be covered by an absent note from a parent/guardian.
- e) Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
- f) Any absence from a formal examination, assessment or task must be supported by a letter from a medical doctor.
- g) No learner may leave the school during school hours without a parent/guardian accompanying him/her and the permission of the Grade Controller where required. All early leavers must be recorded in the **Early Leaving Register**.
- h) Truancy from school is prohibited.
- i) All learners will attend formal assembly on a Thursday per announcement of the principal at a venue announced or directed.
- j) Grade controlling assemblies will be announced when scheduled.

## 10.3 School Uniform and General Appearance

- Learners are expected to wear the official **Glenvista High School** uniform and appear neat and tidy at all times.
- No additions to the uniform that are not in accordance with the regulations will be allowed. Lost or stolen items are not a valid reason to substitute non-uniform items.
- The wearing of casual wear during events should be neat, presentable clothing.



- Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed.
- Hair, shoes and accessories should be neat at all times.

### 10.3.1 School Uniform:

The uniform is practical and gives an identity and sense of belonging. (Dates for change will be announced as uniform is categorised based on seasons).

#### 10.3.1.1 SUMMER UNIFORM FOR GIRLS

- Red and white tunic to be worn with white socks, black school shoes.
- Grey school pants and white short-sleeve shirt with grey short school socks, black shoes.
- Only Matriculants may wear a grey skirt with the official white **GLENVISTA** High shirt, white socks and black shoes. (All skirts to be on the knee and **NOT SHORTER THAN 5CM ABOVE THE KNEE**).
- Only white vests or short sleeved t-shirts may be worn under tunics/ shirts and may not be visible.

#### 10.3.1.2 WINTER UNIFORM FOR GIRLS

- Grey school pants and white long-sleeve shirt. Pants may not be turned up.
- Official school red jersey or red, grey or white school blazer and official school tie.
- No skinnies or skinnies with side zips will be permitted.
- Only plain black belts for pants will be allowed.
- Grey skirt with the official **GLENVISTA** High shirt, long grey socks or black stockings to be worn not with socks or black stockings underneath.

#### 10.3.1.3 SUMMER UNIFORM FOR BOYS

- White short-sleeve shirt, grey pants, grey school socks, black school shoes (not suede), red jersey or red, grey or white school blazer and official school tie.
- Grey shorts may be worn with the official **GLENVISTA** High shirt.

- Only white vests or short sleeved t-shirts may be worn under shirts and may not be visible.
- Shirts must be always tucked in. (No PE shirts/ golf shirts!).
- Only plain black belts for school pants will be allowed.

#### 10.3.1.4 WINTER UNIFORM FOR BOYS

- White long-sleeve- shirt, grey pants, grey school socks, black school shoes (not suede), red jersey or grey, red, grey or white school blazer and official school tie per grade.
- Only plain black belts for pants will be allowed.

### 11. Valuables and Personal Belongings

- ☐ The school **will not be held responsible** for theft of or damage to personal belongings on school premises (e.g., **cell phones, bags, books and clothing**).
- ☐ Learners should avoid bringing **cell phones, large sums of money and valuables** to School. Cell phones must be switched off during a normal school day.
- ☐ **Cell phones in class can be used under strict teacher supervision only.**
- ☐ Arrangements should be made with the educator in charge for safe-keeping of valuables, etc. during sports practices (refer to sporting Code of Conduct)

### 12. School Fees

**Glenvista High School is a fee-paying school** as declared in the AGM and in accordance with the provision of section 38 and 39 of the South African Schools Act 84 of 1996 as amended. Therefore, it remains the responsibility of the parents/guardian to pay the school fees, and to submit on time where exemption is applicable.

### 13. General Rules

- Learners will at all times be correctly dressed in the official school and sports uniform.
- Learners must never do anything to jeopardize the fine name of the school, by word or deed.
- No running on corridors, playing with soccer balls inside the building or outside in areas that are out of bounds or on the stairs at any given time. Screaming or excessive loud speech is inappropriate.
- No riding of bicycles, skateboards, rollerblades or scooters within the school boundaries at any time.

- No learner is to enter the pool area except when in the company of an educator.
- Rough play/games are not permitted on the fields or in the classroom.
- The hall is out of bounds at all times, including backstage, except for functions or exams or when learners are accompanied by an educator or when an adult is involved in extramural activities. Learners may not consume food and beverages in the hall.
- Class monitors/Leaders are to be treated with respect and courtesy by all learners and their legitimate/reasonable instructions must be obeyed.
- Learners must leave the school promptly at the end of the day or after extra-mural activities. When leaving the grounds, learners must be dressed in full school uniform or in their practice outfits. Learners may not leave the pool area or school in swimming costumes.
- Learners must keep to designated play areas during breaks. No balls will be permitted within the school area, except on the designated playing fields.
- No games to be played in the quad or the corridors, in the car-parks and not between the buildings.
- Learners must keep off all banks and out of the flowerbeds and gardens.
- Learners must treat the toilet facilities with respect.
- Learners must not litter.
- Learners must not chew gum.
- Learners must not interfere with the possessions of others.
- Learners must not tamper with or scratch cars parked on the school premises.
- Courtesy, respect, good manners and kindness are expected from all learners.
- Learners must greet adults/visitors/teachers on the school premises.
- Learners who represent the school in official school sports teams may only compete in their specific age group or category. This also applies to the sport practice sessions.
- Classrooms are always out of bounds unless the educator is present.
- Girls may not wear jewellery, nail varnish or make-up. Girls with pierced ears may wear one small gold or silver, round stud, no bigger than 4mm in diameter or one simple sleeper per ear. No coloured stones permitted. No nose-rings and eyebrow piercing with jewellery will be allowed. (Provided proof of religious affiliation is submitted).
- No sexual engagement allowed on the school premises (kissing, cuddling, sex).
- Boys are not permitted to wear earrings, have tattoos or any other jewellery e.g. thong necklaces, chains or bracelets will **NOT** be allowed.
- No tattoos should be visible while in school uniform. Tattoos on the arms must always be covered with a long sleeve school shirt.
- The staff's quarters are always out of bounds.
- No learners may be on the school premises during holidays or weekends, unless attending officially organized courses or other activities.
- Parking areas are always out of bounds. Pupils may not gather at entry gates in the mornings where staff cars enter, park or use it as a thoroughfare to get to other areas of the school premises).

### 13.1 Hair regulations must be strictly adhered to:

- a) **Girls:** Hair and hair extensions that are shoulder length or longer must be plaited or tied up. The fringe must be above the eyebrows and should not obscure vision. Only simple white, black or red clips and bands, scrunches, ribbons or elastics may be worn. Hair may not be bleached, streaked or coloured into any unnatural colour of the learner.
- b) **No beading of braids will be allowed.**

### 13.2 Boys' hair regulations

- a) **Boys:** Hair must be neatly trimmed. No hair is to extend below the natural hairline on the neck. The fringe must be short and not obscure vision. Hair must be clear of the ears and off the collar. Cult (flavour of the month) hairstyles are not permitted e.g. the step cut. No bleaching, streaking or colouring is permitted.
- b) **No beading of braids will be allowed.**
- c) **No beards or moustaches will be allowed** (provided proof of religious affiliation is submitted).

### 14. Learners MUST at all times adhere to these rules;

1. School bags should be of a sturdy construction in order to protect books. They may not be decorated with stickers or graffiti and must be clearly marked with the learner's name. There should be no questionable graffiti on space-cases.
2. When learners change for Physical Education or Life Orientation practical's, their uniforms must be packed into their tog bags and taken to a place of safety by the educator accompanying them or on the field to prevent theft.
3. Items of value e.g. toys/ iPod/ speakers/cell phones or large sums of money may not be brought to school.
4. The school and its staff will not be responsible for the theft of such items.
5. Learners must immediately leave the school at the end of the school day or immediately after their extra-mural activity has ended.
6. Access by learners into and out of the school may only be gained through the gates on **The Broads Street** and **True North Roads** per arrangement with the school management.
7. Learners are not allowed to sell any items, food or otherwise to other learners or educators on or off the school premises.
8. Learners may not purchase any food from vendors on the pavements inside or outside the school premises.
9. Learners may not accept lifts from or give directions to strangers. Learners should walk home in groups if possible.
10. Learners must obey the instructions of the traffic officer/teacher/scholar patrol on traffic duty.
11. Learners must always cross The Broads Road on the **pedestrian crossing** markings only.

## 15. Rules Governing Public Places

- a. The Glenvista High School is a place of safety where laws pertaining to public spaces are applicable.
- b. **No dangerous objects or illegal drugs** or cigarettes or lighters as defined in the **SA Schools Act of 1996 or the Safety Regulations** will be allowed onto and/or used or sold on the school property. Dangerous objects include knives, firearms or toy guns or toys or any other item that could harm a person.
- c. Alcohol is **not** permitted on School premises whatsoever.

## 16 Transport

- a. The Code of Conduct is applicable when making use of public transport to and from school including taxis, buses and uber transport. Transporters will be made aware of our school code of conduct and will report any untoward behaviour by learners to the school.
- b. Learners may not hitchhike while in School uniform, whether in formal or sports attire.

## 17 Extra-mural Programme

Involvement in activities making up the Glenvista High School Extra-Mural Programme forms a valuable and integral part of the holistic education of every learner. All learners are therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term (**always refer to the Sporting Code of Conduct**).

- a) The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- b) Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
- c) Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- d) Attendance at all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- e) Appropriate kit/uniform will be worn to practices.
- f) The correct match kit/uniform will be worn to inter-school league fixtures.
- g) Learners travelling to and from away fixtures will travel in full sports uniform, unless other arrangements have been made.
- h) Sports and other kit must be carried in an appropriate bag.
- i) Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.

- j) Any learner found inconsistent or guilty of misbehaviour or usage of any drug or cigarettes or alcohol or peddling of these illegal substances will relinquish the right to participate in all sporting activities and other extra-murals.
- k) Learners showing evidence of poor work ethics, poor behaviour and late coming will also lose the right to participate in sports or extra-murals.

## 18 Accommodation of Religious or Cultural Rights

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion, that conflict with any rule contained in this Code of Conduct will not be accommodated.

## 19. DISCIPLINARY SYSTEM – GRADES 8 TO 12

### 19.1 Discipline

- Our disciplinary procedures aim to be ***fair, just, corrective, consistent and educative***.
- Where possible the parent will be informed and involved in the correction of the learner's behaviour.
- Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary.
- Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.
- All learners will abide by the discipline system that has been developed to assist and guide learner behaviour at the school.

#### 1. Level 1 Offences:

All level 1 offences will be duly dealt with by the educator in class. When a learner breaks any rule or commits an offence, such a learner must also accept the consequences of his or her behaviour.

#### 1.1 Level 1 Offences

- Late for class
- Breaking of classroom rules
- Chewing gum in class
- Unsatisfactory execution of instructions.
- Continuously talking
- Shouting out in class
- Playing instead of working.
- Making disruptive noises

- Passing around notes in class
- Annoying other learners
- Throwing items in class
- Argumentative/obstinate/unrepentant/disrespectful behaviour towards Educator
- Not prepared for presentation of oral work
- Textbooks left at home
- Workbooks left at home
- Books not handed in on time
- Worksheets not pasted in
- No equipment/items at school for specific lessons
- Does not have the required stationery
- Damaging own property
- Hiding other peoples or own property
- Found in an 'out of bounds' area
- Infringing of Playground Rules
- Absence from extra-mural/sports practice without a valid reason
- Unexplained absence from school/neglecting to bring an absentee letter upon return to school
- Not listening to/obeying monitors/leaders
- Loitering and disruption between changes of classes
- Loitering between classes or after school or in bathrooms
- Homework is not written down
- Did not complete homework
- Homework is left at home/hidden/cannot be found
- Homework assignments not handed in
- Incorrect school uniform/dress code infringements
- Hair infringements
- Breaking any of the above school rules

## 1.2 Restorative Discipline Strategy

All level 1 offenses should be handled by the register teachers, subject teachers and HOD's

## 2. Level 2 Offences

- All Level 2 offences will be dealt with by the Grade Controllers and/or HODs.
- Repeated offences will be dealt with by the Disciplinary Committee.

### 2.1 Level 2 Offences:

- An accumulation of various Level 1 offences
- Playing dangerous games/engendering others through boisterous behaviour
- Failure to complete previous punishment

- Throwing things over balcony
- Misbehaviour in School Waiting Area
- Falsely identifying oneself
- Cell phone violation
- Obscenity (gesture/writing/drawing)
- Constantly late for school
- Failing to attend detention
- Failing/refusing to carry out a verbal instruction
- Disruption of extra mural sports/extra lesson classes
- Disruption learner
- Poor sportsmanship while representing the school at activities/matches Cheating: forgery/plagiarism
- Lying/dishonesty – stealing another's belongings
- Writing on another learner's property
- Seriously disrupts teaching and learning in class
- Insults the dignity of or defames any learner or any other person, which includes racist/gender/sexist remarks
- Any behaviour deemed by the Educator to be a serious interruption of teaching and learning.

## 2.2 Restorative Discipline Strategy:

- Disciplinary talk with learner (counselling)
- Phone call with parent/guardian
- Suspension from a particular class and/or activity – to sit in HOD's or Grade Controller's classroom– classwork to be sent for completion
- Writing a letter of apology
- Community service e.g. picking up papers, cleaning doors, gardens and classrooms.
- Counselling at the intervention center by the school social worker– outside of school
- First Written Warning

## 3. Level 3 Offence

- All Level 3 offences will be dealt with by the Disciplinary Committee.
- Repeated offences will also be dealt with by the Disciplinary Committee.

### 3.1 Level 3 Offences:

- Unreasonable repetition of Level 2 offences.
- Verbal or physical bullying of another learner – mocking/teasing.
- Conduct that violates the rights or safety of others.



- Threatening/intimidation of other learners.
- Possession of weapons that could cause physical injury e.g. knife.
- Possession, copying, distributing, displaying pornographic material.
- Truancy from school or leaving school grounds without the necessary permission
- Taking part in any form of illegal strike action/meeting/campaign on school premises.
- Continuous verbal or physical bullying of another.
- Violating the rights of learners to receive an education by disrupting classes.
- Assault – violent fighting or verbally threatening the safety of others.
- Being in the presence of smokers. Bullying/intimidating/inciting learners to fight. Cruelty to animals.
- Defacing or damaging property (graffiti and vandalism) Defamation of character
- Engaging in inappropriate sexual activities – including kissing.
- Falsifying/forging signatures or letters.
- In possession of or distributing tobacco/alcohol/racist or sexist materials.
- Indecent behaviour.
- Publicly defaming and bringing disrepute to Glenvista High School's name in any way, including misbehaviour of any sort while in Glenvista High school uniform.
- Communicating on a cell phone during test conditions.
- Non-compliance with the safety requirements of any learning environment.
- Involving/attempting to involve outsiders in disputes between learners
- Possession of firecrackers/fireworks on school property.
- Theft of any kind.

### 3.2 Restorative Discipline Strategy

- Investigation – written evidence
- Contact parents – telephonically/interview
- First written warning
- Second written warning
- Disciplinary hearing with the SGB.

### 4. Level 4 Offences

All Level 4 offences to be dealt with by the **Disciplinary Committee** and the **School Governing Body**, where necessary some cases can be referred to **South African Police Services** where a law has been broken.

#### 4.1 Level 4 Offences:

- Unreasonable repetition of Level 3 offences.
- Criminal activities or offences punishable by law.
- Conduct that violates the rights or safety of others.
- Entering the school grounds while under the influence of alcohol/drugs.
- Assault with the intent to do grievous bodily harm.
- Preventing learners from attending school.
- Theft.
- Distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examinations.
- Cheats in Formal Assessment.
- Vandalism/destructive behaviour/serious damage to property.
- Violating the rights of an Educator to teach and/or carry out his/her tasks.
- Gambling.
- In possession of or distributing drugs.
- Robbery/breaking and entering locked premises.
- Stealing/theft or possession of stolen property.
- Under the influence of narcotics/alcohol on school premises, in school uniform or on school excursions.
- Verbal abuse of an Educator or threatening assault/intimidation of an Educator.
- Sexual harassment of an Educator or learner.
- Use of a weapon/objects to cause bodily harm.
- Possession/lighting of firecrackers/fireworks on school property.
- Rape, attempted rape or indecent assault.
- Disciplinary hearing punishment not completed.
- Financial fraud.
- Trading in test/examination material for personal monetary gain.
- Extortion of another person's property/theft.
- Poisoning or attempting to poison another person.
- Hostage taking.
- Satanic practices that damage property or cause harm to people or any other living creature.

#### 4.2 Restorative Discipline Strategy:

- Investigate – written evidence.
- Internal suspension from class/break.
- Contact parents telephonically and invite them to an interview.
- Contact the SAPS.

- Encourage parents to remove learner from school property.
- Disciplinary hearing.
- Tribunal hearing with the SGB.

Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Level 3 and a Level 4 offences.

#### **4.3 Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:**

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying school property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other school employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority
- Indulging in harmful graffiti, racism or "hate speech"
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the school rules or the Code of Conduct
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).

Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education's Head Of department.

- A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
- Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in an exclusion area in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

#### 4.4 Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure:

The Governing Body authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in **section 8 of the SA Schools Act**.

- Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
- The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
- This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

#### 4.5 Disciplinary and Tribunal Hearings

- a) The following official forms will be used for misconduct and disciplinary hearings:
  - Written warning (disciplinary warning form)
  - Final written warning
  - Notice of disciplinary hearing
  - Record of disciplinary hearing Review form (lodging of appeal)
- b) Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, including formal scheduled tests and examinations which count towards the year mark. These will be caught up when the learner is back at school.
- c) When a notice is issued to a learner, the learner and parents/guardians must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
- d) If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
- e) A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- f) A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
- g) The disciplinary Hearing Commission will consist of the following members:
  - A Governing Body representative
  - The School Principal or Discipline Officer delegated to oversee this function
  - The Grade Head
  - The grade controller
  - Educator

The hearing will also be attended by the learner and his/her parents, and any other learner that he/she may need for his/her defence.

h) Disciplinary measures that a Disciplinary Hearing Committee may impose include:

- Daily report or educator monitoring tool.
- Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
- Recommendation with respect to counselling/attendance of a life skills programme.
- Internal or external community service.
- Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

The Tribunal Hearing Commission will consist of the following members:

- The Governing Body Chairperson
- Two (2) parent representatives from the Governing Body
- The School Principal or Discipline Officer delegated to oversee this function
- The Grade Head

The Principal/Discipline Officer will keep on record, copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed. The Principal/Discipline Officer will furnish the relevant Grade Head and register teacher with all the information necessary for their records.

## PROCEDURE DURING HEARINGS

i) **The Chairperson of The Committee must lead the proceedings and:**

- Introduce those present and state their function
- Ensure that witnesses are present only while giving their evidence.

The Chairperson must inform the learner of his/her rights. The right to a formal hearing.

- The right to be present at the hearing.
- The right to be given time to prepare for the hearing case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by one (1) internal representative, for instance Teacher Liaison Officer or any educator of the learner's choice.
- The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
- The right to ask questions on any evidence produced, or on statements of witnesses.

- The right to call witnesses to testify on his/her behalf.
- The right to an interpreter, to be requested 24 hours prior to the hearing.
- The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
- If the learner does not attend, the hearing will be conducted in his/her absence.

The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.

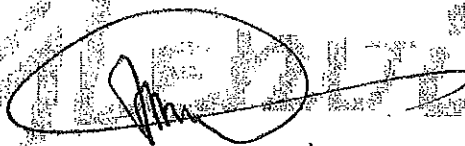
- The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
  - When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
  - The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
  - The Chairperson must reconvene all interested parties.
- The Chairperson is to communicate the decision of The Committee.
- viii) The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
  - ix) The learner must be advised of his right to appeal (Annexure E)
  - x) The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
  - xi) The signing of the document by the learner does not imply an acknowledgement of guilt.

## 5. Disciplinary Interventions

The following list of interventions and corrective measures used by Glenvista High School are aimed at correcting behaviour before suspension and expulsion:

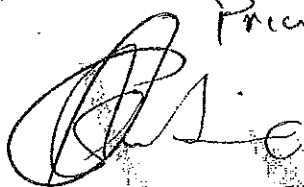
- A verbal warning/reprimand to express disapproval
- Removal from classes to an alternate, supervised location
- Written punishment
- Community service to improve the physical environment within and around the school property
- Homework detention
- Supervised schoolwork
- Written warning
- Final written warning

- Referral for counselling
- Attendance of a relevant life skills programme
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine
- Temporary suspension of access to School related matters
- Exclusion from School activities and functions, e.g. academic award ceremony
- Withdrawal of recognition, e.g. awards and RCL/prefect badge.
- Temporary suspension from class or school, pending disciplinary hearing
- Tribunal hearing



MRS MORGAN

Principal



Mr Tsheusi MC

Chairperson



### Learner Commitment

I, \_\_\_\_\_ learner at Glenvista High School,  
understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the Glenvista High School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Co-operate with my Educators and other School staff.
- Assist in making the 'School a safe place for all'.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



# THE CODE OF CONDUCT GLENVISTA HIGH SCHOOL

## The Pledge for Learners

Everyone who forms part of the Glenvista High School Family is expected to work towards making our school a positive and happy place. This can only be achieved by creating an environment of cooperation, caring and commitment to our school and to one another – to those in authority over us, to our peers and to those who are junior to us.

### This is our Pledge:

We, the learners of Glenvista High School, promise to abide by the following pledge in our attempt to make our school a happy, safe, well-disciplined place in which meaningful, qualitative education can take place, where self-discipline is promoted and where each learner will have unlimited opportunity to achieve excellence.

1. We undertake to respect the rights of the individual as guaranteed by the Constitution of the Republic of South Africa. We also undertake to exercise our rights in such a way that our actions do not disadvantage others in any way.
2. We will respect and support the Governing Body, Principal and Staff of our school.
3. We will respect our Educators. We promise them whole hearted co-operation in all reasonable instructions that we may receive from them. We respect them as adults and acknowledge that their training and experience will be beneficial to us.
4. The contribution of the Administrative and Ground Staff to the smooth running of the school is highly valued by us and we undertake to treat these members of staff with respect and courtesy.
5. We will treat visitors to our school with respect and courtesy and offer polite assistance when needed.
6. We acknowledge the uniqueness of our multi-cultural school structure. We accept our peers as unique individuals with educational goals and ideals similar to ourselves. We respect the uniqueness of each person in the school and will not act or behave in any way that will infringe on their rights and dignity.
7. We will respect the environment and accept our collective responsibility for the conservation thereof.
8. We will respect the facilities of our school and undertake to look after the school buildings, the contents of the classrooms and all the facilities that are available for our use. We

undertake to do this in a responsible way so as to be able to pass it all on in good order to the next generation of pupils.

9. We understand that a school cannot function without school rules.
10. We accept the authority of the Educators in charge of order and discipline in our school and accept that any infringement of the rules may lead to disciplinary action.
11. We understand that school rules apply to all activities that may take place away from the school. We will uphold our good name while on trips and excursions by abiding by our school rules at all times.
12. We understand the value of participation in sport and other extra mural activities. We promise to be loyal and enthusiastic supporters of our school at all times.
13. We will dress according to the clothing regulations of our school and wear our uniform with pride. We know that the wearing of our uniform gives us a unique identity.
14. We respect the school badge and motto; the symbols of the communal goal of learners, parents and educators at our school.
15. We undertake to conduct ourselves in a manner that will not jeopardise the safety of ourselves or others whether this is in the classroom, on the playing fields and school grounds.
16. We undertake to become positively involved in the classroom and in class activities. We will do our best to ensure that effective, quality learning can take place. We will protest vigorously against any negative behaviour that could obstruct our right to a good and decent education.
17. We undertake to prepare ourselves diligently for any assessments, tasks or examinations and refrain from any form of dishonesty while completing these tasks.
18. We undertake to be one hundred percent honest in all our dealings at school, no matter what the situation. We will not tolerate dishonesty in any form and will make every effort to eradicate it from our school.
19. We will respect the role of our parents as primary educators. We will try our best to conduct ourselves in a manner that will make them proud of us.

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

# THE CODE OF CONDUCT GLENVISTA SCHOOL

## The Pledge for Parents and Guardians of Children at Glenvista High School

This is our pledge:

We, the Parents/Guardians of Learner at **Glenvista High School**, promise to pay school fees in full and support all efforts that are made to ensure that our school is a happy, safe, well-disciplined place in which meaningful, qualitative education can take place; where self-discipline is promoted; where each learner will have unlimited opportunity to achieve excellence.

We will do our best to ensure that our children comply with the Code of Conduct of **Glenvista High School**.

Should we disagree with disciplinary steps taken against our children, we have the right to question and in exercising this right, we will do so in a manner that is constructive and consistent with the aims of our Code of Conduct.

We acknowledge that there are defined procedures that need to be followed should we question disciplinary measures that may be imposed on our children. The procedures are as follows:

### Step 1:

To discuss the issue with the Educator/Coach/ Grade controller that imposed the discipline before the matter is taken further.

Should the issue remain unresolved.

### Step 2:

To contact the Grade Head by email or request an interview.

Should the issue remain unresolved.

### Step 3:

To contact the Deputy Principal by email or request an interview.

Should the issue remain unresolved.

#### Step 4:

To contact the Principal requesting an interview to discuss the unresolved issue.  
Should the issue still remain unresolved.

#### Step 5:

To contact the Chairperson of the **Glenvista High School Governing Body** in writing concerning the issue.

We agree that in keeping with our undertaking to deal with matters in a constructive fashion and in the spirit of the Code of Conduct we will attempt to resolve differences internally in accordance with the above procedure and will only contact the Gauteng Department of Education if that is appropriate and if the above steps do not result in resolution.

We accept that **Glenvista High School** has the right to implement disciplinary procedures whilst the process of communication is taking place. The school, in turn, undertakes to treat all issues regarding disciplinary procedure as a matter of urgency and will act accordingly.

#### ADOPTION PROCESS SIGNATORIES

\_\_\_\_\_  
Learner

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Guardian/ Parent

\_\_\_\_\_  
DATE