

## TECHNICAL HIGH SCHOOL, RUSTENBURG



### CODE OF CONDUCT FOR LEARNERS

#### Part 1

#### 1. INTRODUCTION

- 1.1. This code of conduct has been compiled by the governing body in conjunction with the parents, learners and teachers of the school, according to the guidelines published by the Minister of Education in the *Government Gazette* 18900 of 15 May 1998; *General notice* 776 of 1998.
- 1.2. Any dispute concerning the interpretation of this code of conduct will be settled by the disciplinary committee of the governing body.
- 1.3. All learners of this school is bound by this code of conduct. Learners must make sure of the content of this code of conduct as well as their obligation towards it.
- 1.4. This code of conduct applies:
  - 1.4.1. In the school buildings, on the school grounds including hostel grounds; and
  - 1.4.2. Outside the school grounds including school functions where learners are involved, including travelling to and from school activities in school uniform or sports wear by which he/she is identified as a learner of this school.
- 1.5. Learners will behave as ambassadors of the school at all times.
- 1.6. Learners are obliged to support the principal and staff in maintaining order, as well as respecting the environment in which teaching and learning takes place.
- 1.7. Unless otherwise indicated by the context, the words below will have the following meanings:

"Governing body" - the governing body of the Technical High School Rustenburg, properly ordained according to the Schools Act.

"Department" - the Provincial Department of Education of the Northwest Province.

"Principal" - the serving or acting principal or his/her delegates

"Educator/ Teacher" - any educator teaching at the school

"Parent" - the parent or legal guardian of a learner

"Learner" - any learner properly enrolled at the Technical High School, male and female.

#### 2. SCHOOL AND CLASS ATTENDANCE

- 2.1. A learner may be absent from school only with written permission from his/her parents. The reason for absence should be acceptable.
- 2.2. Leave of absence must be arranged in advance and if not possible, the letter of absence must be submitted to his/her register teacher on the first day of his return. It is the learner's responsibility to catch up the work he / she missed during absenteeism.
- 2.3. A learner may leave the school grounds during school hours only with prior written permission from his parents/guardian or if his / her parent / guardian come to fetch the child in person, as stipulated in the school rules.
- 2.4. A learner may be excused from class only with the prior permission of the relevant subject teacher.
- 2.5. Any learner who is absent from class without an acceptable reason will be regarded as playing truant.
- 2.6. Learners should report for classes and school activities on time.
- 2.7. Be advised that the school gates only open at 6:30 and closes again at 14:30 for the learners.

### 3. CLASSROOM RULES

- 3.1. Learners must abide by the ground rules of the teacher of a specific class / subject or any other staff member.
- 3.2. Learners may not disrupt or disturb academic progress in any way.
- 3.3. No learner may deliberately cause noise or any other disturbance which will distract teachers or learners, or prevent other learners from receiving tuition.
- 3.4. No learner may deliberately instigate any activity whereby teachers or learners will be distracted.
- 3.5. No learner may eat, drink or walk around in a classroom once a lesson has commenced.
- 3.6. Pupils in a specific register class are responsible to sweep and dust the class on a regular basis. The cleaning of classes is the responsibility of the pupils attending the classes and not the administrative workers.

### 4. SCHOOL UNIFORM AND PERSONAL APPEARANCE.

All learners must abide by the separate rules concerning School uniform.

### 5. BEHAVIOUR TOWARDS TEACHERS AND FELLOW LEARNERS

- 5.1. A learner must always be polite and respectful towards teachers and other employees of the school and carry out all reasonable instructions.
- 5.2. Learners must show respect towards members of the RLC and accept their authority.
- 5.3. A learner may not behave in a way that causes or can cause harm or potential harm to another person.

### 6. SPORT AND EXTRA-MURAL ACTIVITIES

#### 6.1. PARTICIPANTS

- 6.1.1. Learners chosen to represent the school as participants of any sporting or other activity, must be clothed in school uniform or school sports wear during participation in such an activity.
- 6.1.2. All learners must report at the appropriate place of departure or participation ON TIME.
- 6.1.3. If a learner is absent from an activity for which he/she was chosen, a written apology must be given to the coach or organizer within three days of the absence.
- 6.1.4. Participants must always behave courteously and abide by the decisions, rules and instructions of the coach, teacher, organizer, referee, judge and team captain involved.
- 6.1.5. Participants should display self-discipline and restraint in their behavior and may NEVER behave in a negative or unsporting way.

#### 6.2. SPECTATORS AND SUPPORTERS OF SCHOOL ACTIVITIES

- 6.2.1. All learners attending sporting and other extra-mural activities as spectators or supporters will refrain from disruptive, indecent or inappropriate behavior.
- 6.2.2. Learners attending such activities will subject themselves to any reasonable instruction and order from the persons appointed in positions of authority.
- 6.2.3. Learners attending such activities will do so in school uniform.

## **7. PROPERTY**

- 7.1. All learners must respect the property of others, as well as the property of the school.
- 7.2. No learner may purposely damage the property of another person, including writing graffiti on any wall, school desk or any other place on the school grounds.
- 7.3. School property entrusted to learners must be returned to the school at the time set by the teacher.
- 7.4. No learner may remove any school property from the school grounds without permission from the principal.
- 7.5. Learners may not handle, damage, mark, vandalize, steal or destroy any property of any other person at school, including visitors.

## **8. SCHOOL NOTICES AND NEWSLETTERS**

Every learner is obliged to hand all forms of communication issued by the school to his parents / guardian, as well as to return all receipt slips from the parents / guardian to his / her register teacher punctually.

## **9. SCHOOL WORK AND HOMEWORK**

- 9.1. Learners must do their homework and assignments meticulously, in full and punctually.
- 9.2. Learners must bring all the study materials, equipment and books needed to school each day, and whatever is required for each period, must be available.
- 9.3. Learners may not hand in or present anything but their own work as such.

## **10. TESTS AND EXAMS**

- 10.1. Learners are obliged to write the tests and exams given at school.
- 10.2. Learners may not communicate with each other in any way during tests or exams.
- 10.3. Learners may in no way attempt to or be dishonest in order to put him- / herself at an advantage.
- 10.4. Learners may not be in the possession of a cell phone or any other electronic devices or "crip" notes when writing any test or examination.

## **11. MOTORCARS AND MOTORCYCLES**

- 11.1. No learner may ride a motorcycle or drive a motorcar on the school grounds without a valid driver's license.
- 11.2. Riding a motorcycle or driving a motorcar must be done in a responsible manner to minimize the risk of causing harm or disadvantage to other persons on the school grounds.
- 11.3. If a learner behaves irresponsibly with regard to his privilege on the school grounds, the principal or his delegates are entitled to deprive such a learner of the privilege of riding or driving on the school grounds.
- 11.4. Motorcars and motorcycles may be parked only in the designated places.

## **12. HOSTEL RULES**

Learners who stay in the hostel must abide by the specific hostel rules and the hostel's Code of conduct.

### **13. ENVIRONMENT**

- 13.1. Learners may not cause or make any mess or spill on the school grounds or buildings.
- 13.2. Participants, spectators or supporters of any school activity must leave the venue or terrain used by them neat and clean.
- 13.3. No learner may do anything which may cause a health risk to anyone on the school grounds.
- 13.4. Learners may not stuff anything into any pipe, nor fail to close a tap.
- 13.5. No littering is allowed, nor may a learner refuse to clear up his / her litter when requested to do so.
- 13.6. Restricted areas are to be avoided - certain areas on school or hostel grounds are out of bounds.
- 13.7. Learners who do not go home directly after school must wait for their transport **inside** the school grounds, preferably at the security guard, instead of outside the gate. All learners must be gone by 14:30 if they have no arrangement with an educator as stipulated in the school rules.

### **14. SMOKING AND THE USE OF DRUGS AND ALCOHOL AND THE DEALING THERE OF**

- 14.1. Learners may not be in possession of cigarettes or other products containing tobacco; matches, lighters or electric cigarettes.
- 14.2. Learners may not smoke cigarettes or any other product containing tobacco or electric cigarettes while on the school grounds, wearing school uniform, attending any school activity or associated with the school.

- 14.3. No learner may be in possession of or partake of any alcoholic beverage or any drug, or be intoxicated by it or deal with it.
- 14.4. No learner may deliberately be in the presence or persons who are smoking or partaking of alcoholic beverages or drugs or who are dealing with it.
- 14.5. No learner may warn or protect anyone disregarding or disobeying the above rule should such a person be about to be apprehended.
- 14.6. Learners who are aware of learners who contravene the above rules must report it forthwith to the principal, deputy principal or grade head.

### **15. INAPPROPRIATE PHYSICAL CONTACT**

- 15.1. No inappropriate kissing, hugging or touching is allowed during school hours and on the school grounds or in school cloths.
- 15.2. The above also applies to learners dropped outside the school grounds.

### **16. CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

- 16.1. Cell phones should preferably be left at home. If learners do bring their cell phones to school, the following rules apply:
  - 16.1.1. Each learner is responsible for his/her own phone. The school does not take liability for loss or damage.
  - 16.1.2. Cell phones must be switched off and placed out of sight during classes and changing of classes.
  - 16.1.3. No learner may phone his/her parents to be collected during school hours without permission from the principal.

- 16.1.4. No learner may have a cell phone in his/her possession during a test or exam, even if it is switched off. It must be handed in to the invigilator before the test is written.
- 16.1.5. No learner may use a cell phone to make or circulate any recording of any activity or event during school hours or scholastic activities.
- 16.2. No electronic equipment such as I-Pods, MP3 players, PSP or similar equipment may be used on the school grounds during school hours.
- 16.3. Should the above rules be broken, any person in authority has the full right to confiscate the relevant item and hand it in at the office for safekeeping. A fine of R100-00 will have to be paid before the equipment will be returned to the learner, at the end of the week.

## 17. GENERAL

- 17.1. Apart from the specific stipulations of these rules, no learner may commit any crime according to the South African Criminal Law on the school grounds or in any circumstances where these rules are applicable.
- 17.2. Without detracting from the rules as laid out above, no learner may behave in any way that poses a threat to the safety of any other learner or which affects his /her rights.
- 17.3. The following behaviors are prohibited:
  - Possession or use of any dangerous weapon or firearm or explosives, including fire crackers.
  - Any kind of immoral behavior.
  - Possession of any indecent or pornographic material, including text messages or visual images on cell phones.

- The use of blasphemous or coarse language towards any person. Any form of racism is prohibited as well as hate speech.
- Any form of sexual harassment.
- Bullying, teasing, victimization, intimidation or ill-treatment of a fellow learner or other person.
- Participating in a conspiracy to disrupt the functioning of the school.
- Refusing to meet punitive measures inflicted as a result of an offence.
- Refusing to attend disciplinary proceedings if so notified.
- No object may be thrown at persons, buildings or for the fun of it.
- Assault or attempted assault of another person, or inciting another to assault.
- Being a spectator of an assault or attempted assault.
- Refusing to abide by the punitive measures inflicted in terms of this rule.
- Gambling in and around the school premises or sports grounds

## 18. PROCEDURES FOR LATE COMING

- When a learner is late for school he/she enter at the main entrance at the admin office, together with his/her parent/guardian, to explain the reason for late coming.
- If you as parent/guardian cannot come to school they need to phone the school to apologize for their child's late coming.
- If you as parent/guardian do not contact the school the learner will remain in a separate room for the rest of the day, under the supervision of teachers, doing school work.

- The learner is responsible to be up to date in all the classes when he/she is allowed to return. This is not the responsibility of the subject teachers.

## 19. LEARNER ID CARDS

Your child's safety is our priority. ID cards is part of the book package. No one without an ID card will be allowed onto the school or sport premises. Learners will wear it around their neck. If the card is lost the school will have it replaced and the parent/guardian will be liable for the replacement cost.

## PART II

### 1. PUNITIVE MEASURES

#### 1.1. GENERAL

Appropriate punitive measures are applied, considering the interest of the individual learner, the type and gravity of the misdemeanor, the interest of society in general and school society in particular, against the background of attempting to maintain a climate and culture of education and learning at school, the fair and just treatment of all learners, the protection of the physical, spiritual and moral wellbeing of the learners and educators at the school and the protection and betterment of the basic constitutional rights of all stakeholders at the school.

#### 1.2. TYPES OF PUNISHMENT THAT CAN BE INFLICTED

The following types of punishment or a combination thereof can be inflicted when it is found that a learner has been guilty of misconduct.

- 1.2.1. A verbal warning which is recorded
- 1.2.2. Additional homework
- 1.2.3. Gardening on the school grounds
- 1.2.4. Cleaning school buildings or grounds
- 1.2.5. Community service
- 1.2.6. Detention
- 1.2.7. Withdrawal of privileges, including the right to participate in extra-mural activities and sport or to attend the matrix farewell, being elected a class leader or RCL member or being issued a testimonial.
- 1.2.8. Dismissal or suspension of member of the RCL or a recommendation that such a learner not is eligible for election as leader of the Technical High School.
- 1.2.9. Attending counseling or a treatment program as determined during a disciplinary hearing.
- 1.2.10. Suspension from school for three to seven days.
- 1.2.11. Recommended expulsion from school by the Department of Education.

### PART III

#### DISCIPLINARY PROCEDURE APPLICABLE TO THE INVESTIGATION AND HEARING OF ALLEGED MISCONDUCT.

##### 1. INTRODUCTION

- 1.1. The learner must be given a proper opportunity to record his version of the events.
- 1.2. The learner has the right to be informed of the extent of the allegation that he is guilty of misconduct.
- 1.3. Each offence in the code of conduct is awarded demerits to determine the gravity of the offence. Regardless of the number, any offence can be referred for a hearing by the disciplinary committee of the governing body, should the disciplinary officer, principal or deputy principal deem it necessary.

##### 2. PROCEDURE FOR THE HEARING OF LESS SERIOUS OFFENCES

- 2.1. When an offence is committed, a learner is awarded a demerit by the relevant teacher after which the demerit is handed to the disciplinary officer on the appropriate offence note.
- 2.2. Each learner begins each new school year with a clean bill, except if:
  - 2.2.1. the disciplinary committee determined a deadline during a hearing in October or November of the previous year.
  - 2.2.2. the learner was given demerits during the November exam, or
  - 2.2.3. points have been suspended.

- 2.3. Demerits are awarded as stipulated in the guidelines for detention and disciplinary hearings.
- 2.4. Less serious behavioral offences and offences regarding appearance are handled by staff members in their classrooms and on the school grounds.
- 2.5. Serious misconduct is referred to the grade manager who will complete a red demerit should he/she deem it necessary. The demerit will be handed to the disciplinary officer.
- 2.6. The disciplinary officer enters the demerit/s into the computer and determines when and for how long a learner has to attend detention, or schedules a disciplinary hearing if need be.
- 2.7. If a learner behave in such a way that he/she disrupt a class and the teacher isn't able to continue with his/her lesson, the learner will be removed from the class immediately. The learner's parents/guardian will be contacted immediately and we will request them to come to school to help us find a solution for their child's behavior. The learner will not be allowed back into the specific teacher's class before his/her parents/guardian visits the school.

## **ACADEMIC DISCIPLINARY PROCEDURES**

- 1.1. If a learner has accumulated 10 - 19 points, he / she has to attend detention and his/her parents are duly informed by the disciplinary officer.
- 1.2. If a learner has accumulated 20 - 29 demerits, he/she must appear before the grade disciplinary committee and the parents are informed to attend the hearing.
- 1.3. If a learner has 30 - 39 demerits he must appear before the principal's council disciplinary committee immediately, and the parents are notified to attend the hearing.
- 1.4. If a learner has 40 - 50 or more demerits and has already appeared before an internal disciplinary committee, he/she is referred to the disciplinary committee of the governing body and the parents are notified.
- 1.5. A learner may be assisted by his/her parents during a disciplinary hearing, witnesses may be called upon and the learner must be given a chance to state his/her case. This hearing can result in permanent suspension from our school.

## **BEHAVIOURAL DISCIPLINARY PROCEDURES**

- 1.1. If a learner is involved in a fight, assault or provoking a fight or an assault he / she will be immediately suspended for 3 to 5 school days.
- 1.2. If a learner was suspended previously for the above and is involved in fight, assault or provoking a fight or an assault he / she will be reported to the Northwest Department of Education immediately and steps will be taken to expel him / her permanently from our school.

- 1.3. When a learner assault another learner the school will see the suspension as our disciplinary action and that will be the end of the matter, if a parent / guardian is not satisfied and wants to per sue the matter they must go to the police and make a civil case themselves.
- 1.4. Learners using alcohol or drugs at school or at any school activity or while in their school uniform will immediately be suspended for 3 to 5 school days.
- 1.5. If a learner was suspended previously for the above and is involved in the use of alcohol or drugs at school or at any school activity or while in their school uniform the matter will be reported to the Northwest Department of Education immediately and steps will be taken to expel him / her permanently from our school.
- 1.6. If a learner is caught urinating anywhere beside a toilette he / she will immediately be suspended for 3 to 5 school days.
- 1.7. If a learner was suspended previously for urinating anywhere beside a toilette the matter will be reported to the Northwest Department of Education immediately and steps will be taken to expel him / her permanently from our school.



### 3. HEARING PROCEDURE IN CASE OF SERIOUS MISCONDUCT

- 3.1. Any alleged serious misconduct must be handed to the grade guardian in writing.
- 3.2. The grade guardian will investigate the allegation in conjunction with the disciplinary officer and has the right to procure written declarations of learners and other witnesses of the misconduct.
- 3.3. Should it prove that no serious misconduct occurred, the investigation is closed and no demerits is recorded on the file of the learner.
- 3.4. Should the misconduct prove to be less serious, the matter is handled as in number 2 above.
- 3.5. Should it become clear that there are sufficient grounds for the alleged misconduct to have taken place, the disciplinary officer will immediately convene a disciplinary hearing by the internal disciplinary committee or the disciplinary committee of the governing body.
- 3.6. Written notice of the date, time and venue of the hearing is given to the defendant and his parents.
- 3.7. The disciplinary committee of the governing body consists of at least five members. The chairperson will be a parent member of the governing body and two educators making up the rest of the committee.
- 3.8. The prosecution is led by the disciplinary officer or alternatively a person appointed by the principal, usually the grade guardian.
- 3.9. The defendant has the right of assistance from his parents.
- 3.10. The hearing is held informally but in an orderly fashion.

- 3.11. The following procedure is followed during the hearing:
  - 3.11.1. The charge is put to the defendant.
  - 3.11.2. The defendant is given an opportunity to respond to the charge and must indicate whether he/she is guilty or not guilty.
  - 3.11.3. A process of inquisition is followed and any member of the committee attending may ask any question to the defendant or any witness at any time.
  - 3.11.4. If a dispute arises witnesses will informally render their version of the incident.
  - 3.11.5. After witnesses have been heard and the dispute resolved, the committee passes a verdict of guilty or not guilty.
  - 3.11.6. If the defendant is found guilty he/she can offer mitigation.
  - 3.11.7. After consideration of all relevant factors, the disciplinary committee determines the punishment.
  - 3.11.8. A complete record is held of the hearing by the disciplinary officer who places it in the learner's file.
- 3.12. The defendant must be assisted by his/her parents as far as possible during the hearing, and parents must be allowed to contribute to the proceedings.
- 3.13. If expulsion from the school is recommended, the learner must be suspended as correctional measure - if it has not been done already - and a copy of the record with a suitable covering letter should be submitted to the department of education without delay.
- 3.14. The minutes of the disciplinary hearing are also placed in the learner's file.

**4. RIGHT TO APPEAL AND PROCEDURE THEREOF**

- 4.1. A learner or his/her parents are entitled to appeal against a verdict or a sentence of the disciplinary committee of the governing body.
- 4.2. Such an appeal must be registered with the principal, in writing, within two [2] days of the disciplinary hearing.
- 4.3. The verdict and sentence are suspended depending on the outcome of the appeal.
- 4.4. A committee will be formed for an appeal hearing. It will consist of three parent members of the governing body, one of whom will act as chairman, two senior teachers and two learners. Not one of these committee members should have been involved in the previous hearing.
- 4.5. The chairman of the initial hearing or, in his/her absence, any other member of the initial committee, presents the minutes of the previous hearing and informs the committee as to what took place during the hearing of the disciplinary committee.
- 4.6. The appeal hearing is held as informally as possible.
- 4.7. The appeal committee considers the appeal, referring to the record of the events, unless new evidence is available, in which case it will be considered.
- 4.8. The appeal committee has the right to reopen the investigation should it be deemed necessary.
- 4.9. The appeal committee passes a new verdict and may determine a different punishment, informing the defendant immediately.
- 4.10. The chairman of the appeal committee prepares a short record of the hearing and places it in the file of the defendant.

**This policy / code was approved:**

|                    |       |
|--------------------|-------|
| _____              | _____ |
| Date               | PLACE |
| PRINCIPAL:         | _____ |
| CHAIRPERSON [SGB]: | _____ |
| SGB MEMBERS:       | _____ |
|                    | _____ |



MANU ET MENTE

**ACKNOWLEDGEMENT OF RECEIPT AND SUBJECTION  
TO THE CODE OF CONDUCT OF THE TECHNICAL  
HIGH SCHOOL, RUSTENBURG**

Signature of learner

We, the parents/guardian of \_\_\_\_\_ in  
grade \_\_\_\_\_,  
do hereby acknowledge receipt of the code of conduct of the  
Technical High School, Rustenburg. We understand the responsibility  
it places on us as parents/guardian and on our child. We undertake to  
obey the code of conduct and to lead our child to respect the code.  
If he/she should contravene any of the rules in this code, he/she will  
submit to the punishment meticulously and without resistance.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature of parents/guardian

As a learner of the Technical High School Rustenburg, I subject  
myself to this code of conduct and undertake to behave in such a  
manner that I will always honor the name of my school and do it  
proud.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_