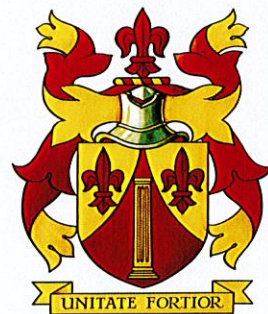


DISCIPLINE TREE



SUBJECT TEACHER

TALK TO STUDENT - DEMERITS - SMS OR CALL HOME - LOG INTERVENTIONS - IF BEHAVIOUR PERSISTS INFORM REGISTER TEACHER.

REGISTER TEACHER

TALK TO STUDENT - CHECK LOG INTERVENTIONS - PLACE ON YELLOW REPORT - INFORM PARENTS - MONITOR - SIGN BOOK - IF FAILED INFORM SMT MEMBER AND INFORM PARENTS OF FAILED BOOK.

SMT MEMBER

TALK TO STUDENT/CHECK LOG INTERVENTIONS/PLACE ON ORANGE REPORT/INFORM PARENTS/ MONITOR/SIGN BOOK - IF FAILED INFORM HEAD OR DEPUTY AND SENT UP MEETING WITH PARENTS - REQUEST BEHAVIOUR SUMMARY AND LOG INTERVENTIONS FORM.

HEAD & DEPUTY

TALK TO STUDENT - CHECK LOG INTERVENTIONS - PLACE ON RED REPORT - INFORM PARENTS - MONITOR - SIGN BOOK - IF FAILED HAND OVER TO SGB

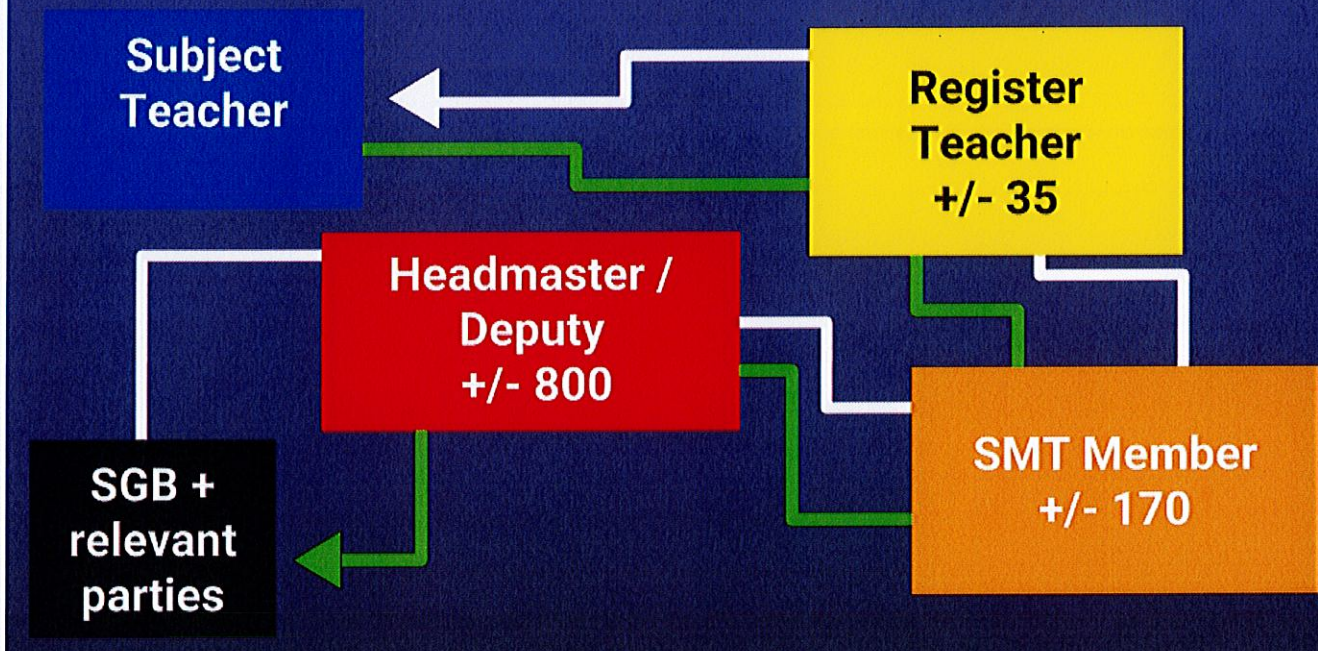
SGB + RELEVANT PARTIES

(DISCIPLINARY HEARING)

**RESPECT - LOYALTY -
HONESTY - RESPONSIBILITY**

School Administration

Order of administration:



Colour - coded levels

- **Blue** - **Level 1 (low-level)**
- **Yellow** - **Level 2 (Preventative)**
- **Orange** - **Level 3 (Moderate)**
- **Red** - **Level 4 (Serious)**
- **Black** - **Level 5 (Critical)**

Subject Teacher:

- +/- 35 learners
- Have your class rules in place
- Issue warnings
- Issue demerits
- X3 strikes to time-out
- Have a private conversation with student and attempt to build a relationship
- If behaviour persists, contact parent (inform register teacher)
- **Log** interventions and parent contact in shared class folder

If all above steps have been followed but the problem persists - hand over to register teacher.

Register Teacher:

- +/- 35 learners
- 1st step of discipline
- Receive all communication from subject teachers
- After subject teacher has tried disciplinary steps, register teacher will assist:
 - If the ongoing behaviour report justifies it
 - Place learner on YELLOW REPORT
 - Inform parents
 - Monitor/sign books [Register and end of day]
- Communicates with SMT member if learner fails YELLOW REPORT or requires further assistance in other relevant areas.

SMT Member

- +/- 170 learners
- Responsible for their respective grade group:
 - Delegation and management of duties to register teachers
 - Monitoring and maintaining order within grade group.
- If learner fails the YELLOW REPORT:
 - Issue ORANGE REPORT
 - Inform parents
 - Monitor/sign ORANGE REPORT
 - If learner fails ORANGE REPORT, discipline record must be completed by subject teachers which will be sent to parent.
 - SMT member will have a meeting with the learner.
- If discipline issue is not resolved on this level, SMT member will escalate it to HEADMASTER / DEPUTY HEADMASTER.

Headmaster / Deputy

- +/- 800 learners
- LAST CALL OF DISCIPLINE before internal hearing.
- If learner fails ORANGE REPORT:
 - Issue RED REPORT
 - Monitor/sign RED REPORT.
 - Inform parents that learner has failed RED REPORT
- If needed the disciplinary committee will assist.
- Communicate any relating issues to the SMT member who will then pass it down to the register teachers
- **Referral to Governing Body Disciplinary committee / DBST / Bridget Goosen**

Duties of Grade team

- The grade team will be responsible for all administration related to that specific grade.
- This will include things like: promotions at the end of every term and the year, class allocations and event planning etc.
 - **Event planning (When, Where, What, Needs, Goals)**

[Teachers with no register classes: Will be allocated other administration roles]

BOSMANSDAM HIGH SCHOOL

CODE OF CONDUCT FOR LEARNERS

1. PREAMBLE

In accordance with the Schools Act every school must have a code of conduct for learners. This code of conduct must be determined by the educators, the learners and the parents. All those involved co-operate to ensure the success of the code of conduct. The application of the code of conduct rests with the Governing Body.

2. DEFINITIONS

Concepts such as: "learner", "educator", "principal", "school" and "governing body" shall have the meanings as laid down in the South African Schools Act No 81 of 1996. This also applies to other similar concepts, which may appear in this code of conduct.

3. AIMS AND PRINCIPLES

We wish to create a safe and secure atmosphere in which teaching and education can flourish and grow. The aim is that the code of conduct establishes the ethos and special spirit of the school without discrimination. By means of our code of conduct we accept our co-responsibility for our school and our learners. At the same time we establish a sound morale, compliance and empathy. Further we make provision for future amendments should such become necessary.

The Governing Body has given the principal the authority to suspend students with **immediate** effect in cases of serious misconduct or gross defiance when he deems it necessary or when it is in the best interest of the learners of the school. The principal shall inform the Executive Committee of the Governing Body of such suspensions. These suspensions shall be ratified by the full Governing Body and disciplinary hearings may follow.

4. SCHOOL RULES

5. POSITIVE AND NEGATIVE POINTS

6. APPEARANCE

(Uniform and Hair)

HOËRSKOOL BOSMANSDAM

GEDRAGSKODE VIR LEERDERS

1. INLEIDING

Elke skool moet ingevolge die skolewet 'n gedragkode vir leerders saamstel. Hierdie gedragkode moet deur die opvoeders, die leerders en ouers bepaal word. Alle betrokkenes moet saamwerk om die sukses van dié gedragkode te verseker. Die toepassing van dié gedragkode berus by die Beheerliggaam.

2. DEFINISIES

Begrippe soos: "leerder", "opvoeder", "prinsipaal", "skool" en "beheerliggaam" word verstaan soos in die Suid-Afrikaanse Skolewet no. 81 van 1996 uiteengesit. Dit is ook van toepassing op ander soortgelyke begrippe wat in die gedragkode mag verskyn.

3. DOELWITTE EN BEGINSELS

Ons strewende daarna om 'n veilige en beskermende atmosfeer te skep waarin onderwys en opvoeding kan groei en floreer. Die doel van die gedragkode is om sonder diskriminasie 'n etos en spesiale gees in die skool te vestig. Deur hierdie gedragkode aanvaar ons verantwoordelikheid teenoor die skool en leerders wat tot 'n gesonde moraal, samewerking en empatie sal lei. Daar word ook voorsiening gemaak vir toekomstige wysigings indien nodig.

Toestemming is verleen deur die Beheerliggaam aan die skoolhoof om in gevalle van ernstige oortredings of verset, leerders met **onmiddellike** effek te skors wanneer die volgens sy oorweging noodsaaklik of in die beste belang van die leerders van die skool is. Die Uitvoerende Bestuur van die Beheerliggaam sal van sulke skorsings in kennis gestel word en dit moet deur die volle Beheerliggaam bekragtig word en dissiplinêre verhore mag volg.

4. SKOOLREËLS

5. POSITIEWE EN NEGATIEWE PUNTE

6. VOORKOMS (Uniform en Hare)

SCHOOL RULES

1. OUT OF BOUNDS

- 1.1 **The staff car park, front lawns and gardens and the main entrance to the school.**
- 1.2 The tuck shop, unless learners are going to and from the tuck shop during breaks.
- 1.3 The area in front of the clubhouse.
- 1.4 **The hockey field, A-rugby field and tennis courts before and during school hours.**
- 1.5 The area behind the garages and next to the metalwork block (also before school).
- 1.6 The classrooms, before school, during breaks and after school (when it is raining learners are allowed downstairs in the passages)
- 1.7 The hall, sound room, stage and storeroom below, unless a teacher is present.
- 1.8 The hall and entrance foyer unless on official business.
- 1.9 The staffroom and kitchen.
- 1.10 The passage adjacent to the staffroom, headmaster's office and the staff toilets.
- 1.11 The bicycle quad during school hours.

The front door is for the use of parents and guests of the school during the school day only.

2. MOVEMENT ABOUT THE SCHOOL

- 2.1 On arrival and on departure learners must use the tarred pathways to prevent the destruction of grassed areas.
- 2.2 **In the mornings, all learners must move onto the premises and be at their register classes at 07:57.** No loitering in front of the school or next to the school. Learners may use only the pedestrian gate at the Eskom box and the vehicle entrance at the Metalwork room. The main entrance gate is for vehicles only.
- 2.3 Access to the office area is via the passage next to the hall on the side of girls' toilets only.
- 2.4 Loitering in the toilets and passages is not allowed.
- 2.5 No learner may go to the toilet during or between periods without permission. A tag must be worn. No learner may leave a classroom without a tag.
- 2.6 Lines are to be straight and orderly.
- 2.7 No learner is allowed to assemble or loiter on private property or in the streets in the vicinity of the school.
- 2.8 There is to be no running, whistling, shouting, or any other rowdy behaviour in the school building.

- 2.9 Learners are to move swiftly to their next period and keep to the left-hand side of the corridors.
- 2.10 Riding of bicycles and skateboards in the school grounds is not allowed. Bicycles must be kept in the bicycle quad during school hours and it is recommended that learners lock them securely.
Skateboards to be handed in at Metalwork Class.
- 2.11 No learner is allowed to bring a motorbike onto the grounds without a valid licence and the prior permission of the principal. No motorbikes may be driven on the school premises.
- 2.12 In a school-related context no learner may give lifts to fellow learners or drive a motor vehicle on the school premises.
- 2.13 No learner may hitchhike in school uniform.

3. SUITCASES AND BOOKS

- 3.1 Only conventional school suitcases, briefcases and plain rucksacks may be used for books. School bags and rucksacks may not be decorated and no graffiti will be allowed. School bags must be either black or blue, no other colours are permissible.
- 3.2 Learners' names must be written clearly on the inside.
- 3.3 Tog bags are to be used for sports kit only.
- 3.4 All cases, books and clothes must be marked clearly with the learner's name.
- 3.5 No offensive slogans or pictures may appear on book covers.

4. CONDUCT AND BEHAVIOUR OF LEARNERS

- 4.1 Learners may not have in their possession, use or sell cigarettes, matches, cigarette lighters (or allied products), other harmful drugs, amongst others, prescription drugs, dagga and hard drugs, alcoholic beverages or objectionable (pornographic) reading matter or objects, in any context in which the learner can be identified as a learner of the school.
- 4.2 No one may use or be in possession of any weapon (imitation toy or otherwise), or materials such as crackers or fireworks, which can cause physical injury. In short: It constitutes an offence to bring anything, which may be judged (by the school) as dangerous onto the school property.
- 4.3 In the event of our receiving a bomb scare, which is a serious criminal offence (and will be treated as such) the school's official policy to make up the time lost after school, will be implemented.
- 4.4 Gangsterism, gang membership or association with gangs is strictly prohibited.
- 4.5 Satanism, witchcraft and such-like practices are banned at the school and therefore will not be tolerated.
- 4.6 Similarly any form of reprehensible behaviour, such as theft and shoplifting, either in the school or out of it, which might bring discredit to the person or the school, will not be tolerated.
- 4.7 No fighting anywhere on school property or outside the school (if the learner may be connected in any way with the school) is allowed.

- 4.8 Dangerous games are not allowed. Contact sports are only permissible under an educator's supervision.
- 4.9 Truancy, not attending meetings, practices, matches, any extra classes or detention is viewed as a very serious offence.
- 4.10 Learners shall attend school every day for the whole of the prescribed school hours. A learner may not be absent from class or leave the school premises during school hours without the permission of the principal or the vice-principal and Grade Head.
- 4.11 Any form of initiation ceremonies, pranks, practical jokes, bullying, intimidation or any displays of racism are banned altogether and are considered to be reprehensible to the extent that they adversely affect any person on the school premises or on excursions, sporting activities, or in any context in which the learner can be identified as a learner of the school.
- 4.12 Reprehensible behaviour may be punishable appropriately by suspension or expulsion. Each case will be judged on its own merits.
- 4.13 The defacing of desks, school property, notice boards, or walls is considered an extremely serious offence.
- 4.14 All forms of graffiti are strictly forbidden.
- 4.15 Any books, including library books, damaged through negligence or loss, will have to be replaced by the learners.
- 4.16 Similarly no property belonging to other learners or staff may be tampered with or borrowed without the owner's permission.
- 4.17 Littering is an offence and all papers and rubbish must be placed in the bins provided.
- 4.18 Similarly time lost to cleaning up litter on school grounds or late for lines/class, will be made up after school.
- 4.19 The administrative staff, the janitor, assistant workers and RCL have the right to report a learner who vandalises, litters, etc. and may confiscate items which are used destructively, e.g. soccer balls, koki pens, etc.
- 4.20 No physical contact of a courting nature is allowed in school uniform, on or off the school premises or at school functions.
- 4.21 No one may sexually harass or interfere in any way with another's person, or make such abusive or provocative comments, which may harm the emotional or moral well-being of a fellow learner (or any other member of staff).
- 4.22 Chewing gum in school uniform or on school premises is strictly forbidden.
- 4.23 Eating and drinking during class or in the passages, hall and library is forbidden. Water-bottles should not be visible.
- 4.24 Radios, bluetooth/wireless devices,(except for official purposes) or anything which can cause disturbance to the routine of the school, are forbidden. Earphones will be confiscated.

- 4.25 Staff members, RCL members, fellow learners and members of the public must be treated with respect at all times.
- 4.26 No learner may use abusive or offensive language.
- 4.27 While wearing the school uniform or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 4.28 In their interaction with the principal, vice-principal, educators, other staff of the school and RCL, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 4.29 Learners may not walk with their hands in their pockets.
- 4.30 According to WCED guidelines, cell phones, MP3s, IPODS and Bluetooth, may not be visible or be used under ANY circumstances or for any purpose, i.e. to make or receive phone calls, or as a calculator, radio, camera, for games, for sms, or for any other function. Electronic mobile devices are brought to school at own risk. Also see electronic equipment policy.
- 4.31 Incorrect or prohibited clothing, as well as prohibited items of jewellery deliberately worn against school rules, will be immediately confiscated and kept, at the owner's risk, until the end of the academic year. These will be returned at a fine of R10,00. Confiscated goods are redeemable at the end of the year. Illegal or dangerous goods are not redeemable. The school accepts no responsibility for confiscated articles.
- 4.32 When learners are on an official outing, whether in civilian/casual clothing or not, no non-regulation jewellery may be worn by either boys or girls, including nose-rings, tongue-rings etc. No bare midriffs are allowed, and civilian clothing may not be of a revealing or provocative nature, as regards skirts, blouses, tops etc. No underwear may be revealed. It must be born in mind that the reputation of the school and its students and staff must be upheld at all times in this regard.
- 4.33 In the case of absence, the learner must bring a signed letter or doctor's certificate from his/her parents/guardians or doctor on the day he/she returns, stating clearly the days absent and the reason for the absence. Learners absent from SBA tasks/exams must provide a medical certificate. If no medical certificate is provided, the learner will forfeit the mark.
- 4.34 Similarly, failure to report late or coming late can result in a learner making up time in detention.
- 4.35 Language that is seen as pejorative, discriminatory or racist is prohibited.
- 4.36 Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 4.37 The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- 4.38 Any matric student who is found guilty at a disciplinary hearing may forfeit their attendance to the matric ball.

5 GENERAL

- 5.1 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 5.2 ALL visitors to the school must announce themselves to the secretary at the principal's office.
- 5.3 Correction fluid (Tippex) and kokis may not be brought to school.
- 5.4 No learner may sell goods for personal gain at school or do any fundraising without Governing Body approval.
- 5.5 No trading across the school fence is to take place during breaks or at any other time.
- 5.6 No learner may organise any activity or social gathering that can be identified with Bosmansdam High School without the permission of the principal.
- 5.7 No circular, notice, pamphlet or poster may be distributed on school premises or posted onto notice boards or anywhere else in the building or elsewhere without permission of the headmaster or his deputy.
- 5.8 Do not leave money or valuables in the change rooms. Keep valuables on your person at all times. While every effort will be made to trace lost property, it must be realised that this is very difficult and the school cannot be held responsible for such losses. Parents must ensure that learners' property while at school is covered by their own comprehensive insurance.
- 5.9 Learners who commit themselves to sport or an extra-mural activity are not allowed to end the activity until the season is over.
- 5.10 Any recording of activities which contravenes the school's code of conduct or the distribution thereof is strictly prohibited.

SKOOLREËLS

1. BUIITE PERKE

- 1.1 Die personeelmotorstaanplekke, voorste grasperke en tuine asook die hoofingang na die skool.
- 1.2 Die snoepie, tensy leerders dit gedurende pouses gebruik.
- 1.3 Die gebied voor die klubhuis.
- 1.4 Die hokkieveld, A-rugbyveld en tennisbaan voor en gedurende skoolure.
- 1.5 Die gebied agter die motorhuise en langs die metaalwerkblok (ook voor skool).
- 1.6 Die klaskamers - voor skool, tydens pouses en na skool (skoolgange mag egter tydens reënweer gebruik word).
- 1.7 Die skoolsaal, klankkamer, verhoog en onderste stoorkamer (wel in die teenwoordigheid van 'n onderwyser).
- 1.8 Die skoolsaal en ingangsportaal - slegs met amptelike sake.
- 1.9 Die personeelkamer en kombuis.
- 1.10 Die gang net voor die personeelkamer, skoolhoof se kantoor asook die personeeltoilette.
- 1.11 Die fietsloods gedurende skoolure.

Die gebruik van die voordeur is slegs vir ouers en gaste wat die skool tydens skoolure besoek

2. BEWEGING IN EN OM DIE SKOOL

- 2.1 Met aankoms en vertrek moet leerders die geteerde voetpaaie volg om sodoende die gras te beskerm.
- 2.2 **Leerders moet in die oggende dadelik die skoolgronde betree en reeds om 07.57 by hul registerklas wees.** Niemand mag aan die voorkant of langs die skool rondstaan nie. Leerders mag slegs die ingang langs die Eskom-kragboks en voertuigingang by die metaalwerkklass gebruik. Hoofhek word vir voertuie gebruik.
- 2.3 Toegang tot die kantoorgebied is via die gang langs die saal aan die kant van die meisies se toilette.
- 2.4 Doellose rondstanery in toilette en gange is verbode.
- 2.5 Geen leerder mag sonder toestemming gedurende en tussen periodes die toilette besoek nie. 'n Pas moet gedra word. Geen leerder mag 'n klaskamer sonder 'n pas verlaat nie.
- 2.6 Rye moet reguit en ordelik wees.

- 2.7 Daar moet weggebly word van die Eskomboks en heinings.
- 2.8 Toegang tot privaat eiendom asook doellose beweging in strate naby die skool is verbode.
- 2.9 Geen uitspattige gedrag, gehardloop, geskreeu of gefluit word geduld nie.
- 2.10 Leerders moet vinnig aan die linkerkant van die gang na hul klasse beweeg.
- 2.11 Die gebruik van fietse en skaatsplanke op die skoolgronde is taboe. Fietse moet gedurende skoolure gesluit in die fietsloods wees. **Skaatsplanke moet by die Metaalwerkklas ingehandig word.**
- 2.12 Die gebruik van motorfietse op die skoolgronde mag slegs geskied deur toestemming van die skoolhoof en is onderhewig aan die besit van 'n geldige lisensie. Geen motorfiets mag binne die skoolgronde gery word nie.
- 2.13 Leerders mag onder geen omstandighede in 'n skoolkonteks ritte of vervoergeleenthede voorsien aan ander leerders en ook geensins 'n motor bestuur op die skoolperseel nie.
- 2.14 Geen leerder mag in skooldrag ryloop nie.

3. **TASSE EN BOEKE**

- 3.1 Slegs konvensionele skooltas en rugsakke wat sonder enige versiering is, mag vir skooldoeleindes gebruik word. Skooltas en rugsakke mag nie versier word nie en geen graffiti mag daarop aangebring word nie. Slegs 'n blou of swart skooltas word toegelaat.
- 3.2 Die leerder se naam en besonderhede moet duidelik aan die binnekant van die betrokke tas of rugsak aangebring word.
- 3.3 Taksakke mag slegs vir sportdoeleindes gebruik word.
- 3.4 Alle sakke, boeke en klere moet duidelik met die leerder se naam daarop gemerk word.
- 3.5 Geen boeke mag op 'n manier versier word wat deur die personeel as aanstootlik beskou word nie.

4. **OPTREDE EN GEDRAG VAN LEERDERS**

- 4.1 Leerders mag nie die volgende in hul besit hê nie: sigarette, vuurhoutjies, sigaretaanstekers of enige ander verwante produk, ander skadelike dwelmmiddels o.a. middels wat op voorskrif verkrygbaar is, dagga of ander verbode dwelmmiddels, alkoholiese drankies of aanstootlike (pornografiese) leesstof of voorwerpe. Dit mag nie verkoop of gebruik word in enige verband waarin die leerder as 'n leerder van die skool geïdentifiseer kan word nie.
- 4.2 Niemand mag 'n vuurwapen of enige wapen (namaaksel of speelding) gebruik of besit nie. Klappers en vuurwerke of enige iets wat 'n fisiese besering kan veroorsaak, is streng verbode. Let daarop: dit is 'n oorskryding van die wet om enige iets wat deur die skool as gevaarlik beskou word op die skoolterrein te hê.
- 4.3 In die geval van 'n bomdreigement, wat 'n ernstige kriminele oortreding is (en as sulks beskou sal word), sal die skool se amptelike beleid om verlore tyd na skool in te haal onmiddellik uitgevoer word.

- 4.4 Lidmaatskap van bendes of assosiasie met bendes is streng verbode.
- 4.5 Satanisme, hekserij en soortgelyke gebruike word verban by die skool en sal dus nie geduld word nie.
- 4.6 Enige vorm van soortgelyke laakbare gedrag, soos winkeldiefstal binne of buite die skool, wat die skool of enige persoon binne die skool mag diskrediteer sal verduur word nie.
- 4.7 Geen bakleiery enige plek op die skoolterrein of selfs buite die skool (as die leerder op enige manier met die skool verbind kan word) word toegelaat nie.
- 4.8 Gevaarlike speletjies word nie toegelaat nie. Kontak sport is slegs toelaatbaar wanneer onderwysers teenwoordig is.
- 4.9 Stokkiesdraai, nie opdaag vir vergaderings, oefeninge, wedstryde, ekstra klasse of detensie word as 'n baie ernstige oortreding beskou.
- 4.10 Leerders moet die skool elke dag vir die volle voorgeskrewe skooltyd, bywoon. 'n Leerder mag nie uit 'n klas afwesig wees of die skoolterrein gedurende skoolure verlaat sonder die verlof van die skoolhoof of die onderhoof en graadhoof nie.
- 4.11 Enige vorm van ontgroening of inlywing, poetse of ligsinnige gekseerdery, intimidasie of verkleining of enige vorm van rassisme is heeltemal verbode en sal ten strengste verbied word. Dit word as laakbaar beskou aangesien dit 'n nadelige effek op enige persoon op die skoolterrein of op uitstappies en by sportgeleenthede kan hê. Dit mag nie gebeur in enige verband waarin die leerder as 'n leerder van hierdie skool geïdentifiseer mag word nie.
- 4.12 Ontoelaatbare gedrag is strafbaar deur uitsetting of tydelike skorsing. Elke geval sal volgens meriete beoordeel word.
- 4.13 Skending van lessenaars, skool eiendom, aansteekborde of mure word as 'n uiters ernstige oortreding beskou.
- 4.14 Alle vorme van graffiti is streng verbode.
- 4.15 Enige boeke insluitende biblioteekboeke wat beskadig is deur agterlosgheid of verlies, sal deur die leerders vervang moet word.
- 4.16 Enige eiendom wat aan ander leerders of personeelle behoort mag nie mee gepeuter of geleen word, sonder die eienaar se toestemming nie.
- 4.17 Rommelstrooi is 'n oortreding en alle papier en gemors moet in die vullisdromme geplaas word.
- 4.18 Tyd wat verloor word deur rommel van die skoolterrein te verwyder of laat vir klas of rye, sal na skool opgemaak word.
- 4.19 Die administratiewe personeel, die opsigter, assistent-werkers **en RVL** het die reg om 'n leerder te rapporteer wat verniel, rommelstrooi, ens. Hulle mag enige iets konfiskeer wat vernietigend kan wees, bv. sokkerballe, kokipenne, ens.
- 4.20 Geen buitensporige flirtasies of fisiese kontak in skooldrag, op die skoolterrein of buite die skoolterrein of by skool funksies, word toegelaat nie.

- 4.21 Niemand mag ander seksueel teister of op enige wyse op 'n ontoelaatbare manier aanraak nie of enige afstootlike of uitlokkende aanmerkings maak wat die emosionele of morele welstand van 'n leerder of enige lid van die personeel mag skend nie.
- 4.22 Kou van kougom in skooldrag of op die skoolterrein is streng verbode.
- 4.23 Eet en drink gedurende klastyd of in die gange, saal of biblioteek is verbode. **Waterbottels mag nie sigbaar wees nie.**
- 4.24 Die saambring van radios, bandopnemers (behalwe vir amptelike doeleindes), "walkmans", rekenaarspeletjies of enigiets wat die normale roetine van die skool kan versteur, is streng verbode. Oorfone sal gekonfiskeer word.
- 4.25 Lede van die personeel, leerlingraad, mede-leerders en lede van die publiek moet te alle tye met respek behandel word.
- 4.26 Geen leerder mag beledigende of vulgêre taal gebruik nie.
- 4.27 Terwyl leerders in die skool se drag of enige gedeelte daarvan geklee is wat voldoende is om hulle in die oë van die publiek met die te verbind, of terwyl leerders die skool verteenwoordig, hetsy direk of indirek, hetsy as deelnemers, ondersteuners, helpers, toeskouers of andersins, sal hulle hulself van enige gedrag weerhou wat die skool, personeel of hul medeleerders in 'n slegte lig kan stel.
- 4.28 In hul wisselwerking met die skoolhoof, adjunkhoof, opvoeders, ander skoolpersoneel **en RVL**, moet leerders te alle tye die nodige hoflikheid en respek betoon en hulle weerhou van optrede wat op oneerbiedigheid of opstandigheid neerkom.
- 4.29 Geen leerder mag met die hande in die sakke loop nie.
- 4.30 Volgens die WKOD riglyne, mag GEEN selfone of elektroniese toerusting onder enige omstandighede sigbaar wees of te enige tyd gebruik word nie. Hierdie omstandighede sluit in bv. om oproepe te ontvang of te maak, die sakrekenaar op die selfoon te gebruik, speletjies te speel, radio te luister, die kamera te gebruik, vir sms'e of vir enige ander funksie. Elektroniese toerusting word op eie risiko skool toe gebring. Sien ook elektroniese toestelbeleid.
- 4.31 Inkorrekte of verbode kleredrag, asook verbode juweliersware, wat opsetlik gedra word en heeltemal teenstrydig is met die skoolreëls, sal onmiddellik gekonfiskeer word en gehou word. Leerders wat juweliersware skool toe dra doen so op eie risiko. Alle gekonfiskeerde juweliersware sal slegs aan die einde van die akademiese jaar terug besorg word, teen 'n boete van R10. Gekonfiskeerde klere kan aan die einde van elke kwartaal teruggekoop word. Onwettige of gevaarlike artikels kan nie teruggekoop word nie. Die skool aanvaar geen verantwoordelikheid vir gekonfiskeerde artikels nie.
- 4.32 Indien leerders op 'n amptelike skooluitstappie gaan – met gewone kleredrag ("civvies") of nie – mag geen ontoelaatbare juwele (ingesluit neus-, tongringe, ens) gedra word nie. Gewone klere mag nie uitlokkend wees nie, byvoorbeeld middellywe mag nie vertoon word nie. Onderklere mag nie sigbaar wees nie. Die skool se reputasie kom altyd eerste en die leerders en personeel moet dit te alle tye in gedagte hou.
- 4.33 In die geval van afwesigheid moet die leerder 'n getekende brief of sertifikaat van 'n geneesheer of van sy/haar ouers/voogde op die dag wat sy/hy terugkeer, saambring. Dit moet die aantal dae afwesig en die rede daarvoor duidelik aandui. Leerders wat afwesig is vir 'n SBA-taak/eksamen moet 'n doktersbrief voorsien. As geen doktersbrief voorsien word nie, sal die leerder die punte verbeur.

- 4.34 Net so kan laatkom of versuim om laat aan te meld, lei tot tyddetensie om die verlore tyd in te haal.
- 4.35 Taal wat gesien word as pejoratief, diskriminerend of rassisties is verbode.
- 4.36 Enige aksie wat verkleineer, verlaag of verneder teenoor 'n leerder se kultuur, ras of geloof is verbode.
- 4.37 Die leerder sal die leerders in posisie van gesag respekteer. Die leerder wie in die gesagsposisie is, sal hom/haarself gedra op 'n manier wat pas by sy gesagsposisie. Hy/sy al die regte van ander leerders respekteer en nie sy/haar gesagsposisie misbruik nie.
- 4.38 Enige matrikulant wat skuldig bevind word tydens 'n dissiplinêre verhoor, mag die geleentheid om die matriekafskied by te woon verbeur.

5. **ALGEMEEN**

- 5.1 'n Opvoeder van die skool sal oor dieselfde regte as 'n ouer beskik wat betref die beheer en dissipline van die leerder volgens die gedragskode, sowel gedurende die leerder se skoolbywoning as gedurende enige skoolaktiwiteit.
- 5.2 Alle besoekers aan die skool moet by die sekretaresse by die hoof se kantoor aanmeld.
- 5.3 Korrigeer vloeistof (Tippex) en koki's mag nie na die skool gebring word nie.
- 5.4 Geen leerder mag goedere vir eie wins by die skool verkoop of fondse insamel sonder die Beheerliggaam se goedkeuring nie.
- 5.5 Handeldryf bo-oor die skoolheining mag nie gedurende pouses of enige ander tyd plaasvind nie.
- 5.6 Geen leerder mag 'n aktiwiteit of sosiale byeenkoms wat met die Hoërskool Bosmansdam geassosieer kan word sonder die verlot van die skoolhoof organiseer nie.
- 5.7 Geen omsendbrief, kennisgewing, pamflet of plakkaat mag op die skoolterrein versprei word of op die kennisgewingborde of enige ander plek in die gebou of terrein aangebring word sonder die verlot van die skoolhoof of sy gevolmagtigde nie.
- 5.8 Geld of waardevolle artikels moet nie in die kleedkamers gelaat word nie. Hou waardevolle artikels te alle tye by jou. Alhoewel alles moontlik gedoen sal word om verlore artikels op te spoor, moet besef word dat dit baie moeilik is en die skool kan nie verantwoordelik gehou word vir die verlies van sodanige goedere nie. Ouers moet asseblief seker maak dat leerders se eiendom by die skool deur hulle eie omvattende versekering gedek word.
- 5.9 Leerlinge wat hulle verbind tot sport of 'n buitemuurse verpligting word nie toegelaat om dit te beëindig voor die einde van die seisoen nie.
- 5.10 Enige elektroniese opneem van aktiwiteite wat teenstrydig met die skool se gedragskode is en/of die verspreiding daarvan, is streng verbode.

CODE OF CONDUCT

The school's Code of Conduct is devised to rectify poor behaviour and to reward good behaviour and academic excellence.

It is fully computerised and parents receive a comprehensive behavioural report (positive and negative) about their children once a term when they receive the school report.

L = Low-level

P = Preventative

M = Moderate

S = Serious

C = Critical

L =	<u>LOW - LEVEL - 3</u>	Type
L001	Homework not done	B
L002	Does not work in class	B
L003	Doing other work in class	B
L004	Forgot books / Wrong books, permission slips	B
L005	Borrows book / Copies homework	B
L006	Poor test marks	B
L007	Circular not signed	B
L008	Late for class	B
L009	Disrupting teaching of others	B
L010	Walking around in class	B
L011	Talking during announcements	B
L012	Absent from sport practice	B

P =	<u>PREVENTATIVE -5</u>	Type
P001	Disobeying instructions	P
P002	Rowdy, noisy, horseplay in corridors	P
P003	Throwing things in class	P
P004	Late for school	P
P005	Littering	P
P006	Failing appearance	P
P007	Forgetting daily report	P
P008	Daily report not signed	P
P009	Late for register	P
P010	Timeout - Disobey instructions	P

P011	Timeout - Rowdy/noisy/ horseplay	P
P012	Timeout - Rude/cheeky	P
P013	Timeout - Defiance	P
P014	Timeout - Walking around in class	P
P015	Timeout - Not working in class	P
P016	Timeout - Disturbing teaching of others	P
P017	Timeout - 10 minutes + late for class	P

M =	<u>Moderate - 10</u>	Type
M001	Left class without permission	M
M002	Unacceptable behaviour in class/Playgrounds	M
M003	Refuses to sign admission of guilt form	M
M004	Rude / cheeky behaviour	M
M005	Dishonest	M
M006	Offensive language (General)	M
M007	Making out / Fondling in public	M
M008	Lost Daily Report	M
M009	Not responding to Staff	M
M010	Out of Bounds	M
M011	Loitering	M
M012	Failing appearance outside school	M
M013	SBA(Task not handed in)	M
M014	Not attending Time Out	M

S=	<u>Serious - 15</u>	Type
S001	Possession of cigarettes / In company of smokers	S
S002	Not attending DT	S
S003	Disrupting DT	S
S004	Copies test	S
S005	SMT Detention	S
S006	Defiance	S
S007	Load computer software without permission	S
S008	Bunking school/class/assembly	S
S009	Graffiti	S
S010	Pornography	S
S011	Bunking sports matches	S

C=	<u>Critical - 30</u>	Type
C001	Disrupting Saturday DT	C
C002	Smoking	C
C003	Extraordinary misbehaviour	C
C004	Using Alcohol	C
C005	Swearing at teachers	C
C006	Fighting	C
C007	Vandalism	C
C008	Lights fires/Crackers/bombs etc	C
C009	Intimidation/Bullying/Cyberbullying	C
C010	Racism/Sexual harassment/Inappropriate sexual behaviour	C
C011	Possession of weapons/Dangerous objects	C
C012	Theft	C
C013	Corruption/Fraud/Bribery	C
C014	Possession of prohibited Substances	C
C015	Gangsterism	C
C016	Copies exams	C
C017	Under the influence/Test positive	C
C018	Not Attending Saturday DT	C

10 POINTS/PUNTE = DT

Serious misconduct or continuous contravention of the school's code of conduct, can lead to a disciplinary intervention,disciplinary meeting or a disciplinary hearing.

Detention will end at 4:30pm.

Saturday DT

Saturday detentions will only be arranged if the need arises.

POSITIVE POINTS // POSITIEWE PUNTE

H - Headmaster/Deputy

E - Extra-mural -Sports/Culture

G - General

T - Teachers

H =	<u>H - Headmaster/Deputy +30</u>	Type	Point
H001	Member of Matric Council per term	H	30
H002	H002 Member of LRC per term	H	30
H003	H003 Activity colours	H	30
H004	H004 100% attendance per term	H	30
H005	H005 Student tutor per term	H	30
H006	H006 Super Donation/fundraising	H	30
H007	H007 Prizegiving recipient	H	30
H008	H008 Top achievers	H	30
H009	H010 Excellent behavior over term	H	30
H010	H011 Unbeaten team per season	H	30
H011	H012 Attending Saturday DT	H	30
H012	H013 Leadership Value Merit	H	30
H013	H014 Super CCS	H	30

E =	<u>Extra-mural -Sports/Culture</u>	Type	Point
E001	Activity practice: attendance	E	5
E002	Activity Participation in match / event	E	10
E003	Activity inter-schools / event	E	15
E004	Attending sports meeting in school clothes	E	5
E005	Helper at sports/event meeting	E	15
E006	Participation in Colour Sports per event	E	5

G =	<u>General</u>	Type	Point
G001	Assignment / Books exceptionally neat	G	10
G002	Above 70% in control test / Activity	G	15
G003	Responsible class captain over term	G	15
G004	CCS	G	15
G005	Attending DT	G	15
G006	Attending community service	G	15
G007	School Value	G	10
G008	Donations/Fundraising	G	5

T =	<u>Teachers</u>	Type	Point
T001	Helpfulness	T	5
T002	Teachers discretion	T	10
T003	Attending Time out	T	10
T004	Constant good behaviour	T	5
T005	Improvement in behaviour	T	15
T006	Class interaction	T	3
T007	Positive attitude	T	3

SCHOOL RULES ADDENDUM A

UNIFORM AND HAIR

The following school uniform is compulsory for **ALL** Grades.

UNIFORM DEVIATION

If uniform deviates in any way, parents or guardians must state their reasons for such deviation in a letter addressed to the Deputy Head. A note will be issued by the Deputy Head to the learner which he must keep with him until the expiry date stated on the note.

BOYS:

SUMMER AND WINTER

Short sleeved shirt with badge (summer).

Long sleeved shirt must be worn with tie.

Trousers or grey shorts (with long gray socks)

Jersey sleeveless with embroidery

Shoes – black Buccaneers (**NO** suede shoes/takkies/sport shoes allowed)

Windbreaker

School Scarf (**ONLY 2nd and 3rd term**) - Optional

Long-sleeved jersey with embroidery

Plain white T-shirt may be worn under school shirt in summer **and winter**

Grey socks

LO shirt and blue PT shorts are compulsory during the practical period.

Blazer with badge compulsory for Grade 8 (winter)

HAIR

1. **Learners' hair/appearance may not draw undue attention to themselves.**
2. May not touch the collar or ears.
3. Fringe 15 mm above eyebrows.
4. Gel may be used in moderation to keep hair tidy.
5. No spikes.
6. Natural colour, no dye may be used.
7. No highlights or peroxide.
8. Clean shaven.
9. If moustache is visible, it must be shaved off.
10. Sideburns shaved to little knob at middle of ear.
11. If a boy has very curly hair and wants to wear his hair longer, his hair must meet the standards as set for learners with straight hair. It must also be neat!
12. Should hair not comply with the above-mentioned standards during hair inspection, 2 days will be allowed to rectify it. There-after the school will take steps to rectify the problem.
13. **The headmaster shall be the final judge on what constitutes drawing undue attention to oneself or exotic styling.**

GENERAL

1. No earrings, studs, stoppers, ('rietjies') or plaster to prevent closing of pierced holes.
2. No pierced eyebrows.
3. No chains, bracelets, zombies or rings.
4. No tongue- nose studs or rings.
5. No visible tattoos.
6. No visible graffiti on body by means of pens, kokis or any manner whatsoever.
7. Black belt with standard buckle.
8. Shoelaces should be tied in a proper fashion. Shoes should be laced using all the lace openings.
9. Trousers must be the correct length and must be hemmed. It may not be tapered.
10. Any caps or headgear other than those prescribed in the clothing rules are prohibited.
11. School caps may not be worn in the school building.
12. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
13. Fingernails must be kept trimmed and clean at all times.
14. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. 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.
15. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official school uniform for religious and cultural reasons as contemplated.

GIRLS:

SUMMER AND WINTER

Blouse with badge

Grey skirt with two pleats

Jersey sleeveless with embroidery

Shoes – Black Buccaneer as for boys or Dollies (**NO** takkies/sport shoes allowed)

Shoelaces/buckles must be fastened

Socks with school name

Windbreaker

Black stockings (**WINTER ONLY**)

School Scarf (**WINTER ONLY**) Optional

No trousers

Long-sleeved jersey with embroidery

LO shirt and blue PT shorts are compulsory during the practical period

Blazer with badge

HAIR

1. **Learners' hair/appearance may not draw undue attention to themselves.**
2. **No excessive wedge, step, corn rows or exotic styling**
3. Natural colour, no dye
4. If hair/hair extensions are touching the shoulder, the hair must be tied back in a standard ponytail.
5. Hair pins/trimmings must be navy blue, black, brown, yellow, white or red.
6. No peroxide or highlights
7. No dreadlocks
8. If fringe touches eyebrow it should be pinned away from face.
9. **Hair pieces (not excessive) must be according to the learner's natural hair colour. It must be tied up according to the specified regulations. Extensions may not be longer than 30 cm. No beehive styles allowed.**
10. No fashion clips.

GENERAL

1. Shoes must be clean and polished.
2. No civvies with school clothes, before, during or after school.
3. In case of rain: raincoat / jacket / etc. must be removed when entering the school.
4. The wearing of body jewellery, such as nose, tongue and eyebrow jewellery, is strictly prohibited. Earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once.
5. No other studs or gems will be allowed.
6. No 'rietjies' or plaster to prevent closing of pierced holes
7. No chains, bracelets or zombies.
8. Nails short, not visible when viewed from the palm
9. No visible tattoos.
10. No graffiti on body by means of pens, kokis or any manner whatsoever.
11. No make-up or lip gloss.
12. White or flesh coloured underwear only.
13. Skirts should not be more than 4 fingers above the knee. Girls not conforming to this will be given 5 days to rectify the situation and if not, those girls will be sent home and may return as soon as their skirts conform to the school rules.
14. Any recording of activities which contravenes the school's code of conduct and the distribution thereof is prohibited.

SKOOLREËLS ADDENDUM A

UNIFORM EN HARE

Die volgende skooldrag is verpligtend vir **ALLE** Grade.

SKOOLDRAGAFWYKINGS

As skooldrag op enige wyse van die riglyne afwyk, moet ouers of voogde die redes daarvoor in 'n brief skryf wat die leerling dan aan die adjunk-hoof moet gee. Die adjunk-hoof sal dan 'n nota aan die leerder uitreik wat hy by hom moet hou tot die vervaldatum op die nota aangedui.

SEUNS:

SOMER EN WINTER

Kortmouhemp met wapen (somer)

Langmouhemp moet met 'n das gedra word

Grys langbroek of grys kortbroek (met lang grys sokkies)

Trui mouloos met borduurwerk

Skoene – swart Buccaneers (**GEEN** 'suede' skoene/seilskoene/sportskoene toegelaat)

Windbreaker / Windjekker

Serp (**SLEGS 2^{de} en 3^{de} kwartaal**) - Opsioneel

Langmou trui met borduurwerk

Wit T-hemp mag onder skoolhemp gedra word in somer **en winter**

Grys sokkies

LO hempie en blou sportbroek verpligtend tydens praktiese periode

Skoolbaadjie met skoolwapen

HARE

1. **Leerders se hare/voorkoms mag nie oormatige aandag na hulself trek nie**
2. Mag nie aan kraag of ore raak nie
3. Kuif moet 15 mm bo die wenkbrou wees,
4. **Geen oormatige "wedge", "step", "corn rows" of eksotiese modestilering nie.**
5. Geen "braiding" of "dreadlocks" nie.
6. 'n Bietjie gel mag gebruik word om hare netjies te hou.
7. Geen "spikes" nie.
8. Natuurlike haarkleur. Geen haarkleur middels nie.
9. Geen sonstrepe of bleikmiddels mag gebruik word nie.
10. Skoon geskeer.
11. Sigbare snor moet afgeskeer word.
12. Hare wat langs die gesig afgroei, mag nie langer as knop in die middel van die oor wees nie.
13. Seuns met krulhare se haarlengte moet voldoen aan die vereistes soos vir reguit haarstyle. Hare moet netjies wees!
14. Indien hare nie aan bogenoemde standaardte voldoen tydens haarinspeksie nie, sal 2 dae grasie verleen word om dit reg te stel. Indien die probleem nie reggestel word nie, sal die leerder geskors word tot tyd en wyl die voorkoms aan die skool se standaardte voldoen.
15. **Die skoolhoof sal die finale oordeel tref in verband met wat uitmaak (aantrek van oormatige aandag na hulself of eksotiese modestilering)**

ALGEMEEN

1. Geen oorringe, "studs", rietjies ("stoppers") of hegpleister wat die toegroei van gaatjies voorkom.
2. Geen deurgesteekte wenkbroue nie.
3. Geen kettings, armbande, zombies of ringe nie.
4. Geen tong- en "neusstuds" of ringe nie.

5. Geen sigbare tatoëermerke.
6. Geen sigbare lyf-graffiti met behulp van pen, koki's of wat ook al.
7. Swart gordel met standaard gespe.
8. Veters moet deur al die gaatjies geryg en behoorlik vasgemaak wees.
9. Langbroeke moet die korrekte lengte en omgesoom wees.
10. Geen musse of hoofbedekkings buiten die wat in die kleredragreëls voorgeskryf word, mag gedra word nie.
11. Skoolkeppie mag nie in die skoolgebou gedra word nie
12. Geen bykomstighede wat nie deel vorm van die skooluniform-regulasies nie, word toegelaat nie (bv. beanies)
13. Vingernaels moet te alle tye kort geknip en skoon gehou word.
14. Gedurende byeenkomste waar ontspannings drag toegelaat word, moet leerder netjiese, fatsoenlike klere aantrek. Swemdrag, noupassende klere, deursigtige klere en/of te onthullend word nie toegelaat nie. Hare, skoene en bykomstighede moet te alle tye netjies wees.
15. Slegs leerders wat aansoek doen, relevante ondersteunende dokumente indien en die nodige toestemming van die Skoolbeheerliggaam ontvang, mag van offisiële skooluniform vir geloof of kulturele redes, soos ooreengekom, afwyk.

DOGTERS:

SOMER EN WINTER

Hemp met wapen

Grys romp met twee plooië

Moulose trui met borduurwerk

Skoene – Swart Buccaneer soos vir seuns of Dollys (**GEEN** seilskoene/sportskoene toegelaat)

Skoenveters/gespes moet te alle tye vasgemaak wees.

Socks with school name / Sokkies met skool se naam

Windbreaker / Windjekker

Swart kouse en serp (**SLEGS WINTER**)

Skool Serp (**SLEGS WINTER**) opsioneel

Geen langbroeke

Langmou trui met borduurwerk

LO hempie en blou sportbroek verpligtend tydens praktiese periode

Skoolbaadjie met skoolwapen verpligtend vir Graad 8 (winter)

HARE

1. **Leerders se hare/voorkoms mag nie oormatige aandag na hulself trek nie.**
2. **Geen oormatige “wedge”, “step”, “corn rows” of eksotiese modestilering nie.**
3. Natuurlike kleur, geen haarkleursel
4. Skouerlengte hare en verlengstukke moet in 'n standaard poniestert vasgemaak word.
5. Haarnaalde of knippies moet vlootblou, swart, bruin, geel, wit of rooi wees.
6. Geen bleikmiddels of sonstrepies nie.
7. Geen “dreadlocks” nie.
8. 'n Lang kuif moet vasgesteek wees – mag dus nie oor wenkbroue hang nie.
9. Verlengstukke (nie te veel nie) moet 'n natuurlike haarkleur wees en moet volgens bogenoemde standarde vasgemaak word. – Geen gevlegte patrone toelaatbaar nie. Verlengstukke mag nie langer as 30 cm wees nie. Geen byekorfstyle word toegelaat nie.
10. Geen modeknippies/strikkies/kraletjies/serpe

ALGEMEEN

1. Skoene moet skoon en gepolitoer wees.
2. Geen 'civvies' met skooldrag voor, gedurende of na skool nie.
3. In geval van reën: reënjas/baadjie moet uitgetrek word sodra die skoolgrond betree word.
4. Die dra van liggaamsjuwele, soos neus-, tong- en wenkbroujuwele is verbode. Wat ooringe betref, mag slegs een goue of silwer knoppie of standaard- goue of silwer ringetjie per oor gedra word, en wel in die onderste gaatjie indien daar meer as een is.
5. Geen steentjies van enige aard word toegelaat nie.
6. Geen rietjies of hegpleister om toegroei van gaatjies te voorkom nie.
7. Geen kettings, armbande of "zombies" nie.
8. Naels kort, nie sigbaar bokant vingerpunte nie.
9. Geen sigbare tatoëermerke nie.
10. Geen sigbare lyf-graffiti met behulp van pen, koki's of wat ook al.
11. Geen grimering of "lipgloss" nie.
12. Slegs wit of vleeskleurige onderklere.
13. Rompielengte moet nie meer as 4 vingers bo die knie wees. Indien daar nie aan dié reël gehoor gegee word nie, sal die leerder 5 dae kry om dit reg te stel. Indien nie, sal die leerder huis toe gestuur word en mag terugkeer as die rompie aan die skoolreëls voldoen.
14. Alle opnames van aktiwiteite wat die skool se gedragskode oortree en die verspreiding daarvan is streng verbode.

CLASSROOM RULES

1. The teacher must check learners' appearance as they enter the classroom.
2. The teacher must see to it that the pupils sit in the correct desks as allocated by the teacher. The teacher should have a class-seating plan for each class.
3. The teacher greets the class and allows pupils to sit down. No pupil may wear any non-school uniform item in the class, e.g. beanies, rain tops, etc. These items must be confiscated and kept until the end of the term by the teacher.
4. The pupils take out their books. No lending of equipment is allowed. All pupils must have their own writing materials.
5. Pupils may only leave their desks on the instruction of the teacher.
6. Pupils may only speak if the teacher has given them permission. Pupils must raise their hands to ask permission to speak.
7. No eating or drinking allowed in the classroom. The teacher must confiscate sweets and cool drinks. Lollipops are not allowed on the school grounds.
8. No chewing gum is allowed at school.
9. The pupils must keep their classroom clean. No littering is allowed. Pupils must stay after class in order to clean the room, if necessary, especially if it is during break.
10. Pupils must sit straight in their desks and must face the front.
11. No pupil may pack his or her books away unless instructed to do so by the teacher.
12. There must be silence during announcements. If not, pupils take their books out again.
13. The teacher must check the appearance of pupils before they leave the classroom. No pupil whose shirt is hanging out may leave the classroom.
14. The pupils do not get up from their desks when the bell goes. They can only do so on the instruction from the teacher.
15. The pupils must lead out row by row; the neatest and most quiet row first, etc. They remain seated until their row is asked to go.
16. Pupils, who arrive late for class, must get a demerit.
17. Pupils and teachers must respect one another.
18. Teachers must be in the passage outside the classroom between periods.
19. It is the responsibility of pupils who were absent (for any reason) to:
 - get notes that were handed out;
 - to arrange to write tests that they might have missed;
 - to catch up with work and homework that was missed;
 - to circulate medical certificate to subject teachers.
20. Pupils who have a medical problem and who have to go more regularly to the bathroom must have a letter/medical certificate signed by the grade head to indicate that they have permission to leave the classroom.
21. Teachers, who keep pupils after class, must give them a note with the time and date to indicate to the next teacher that the pupil is legitimately late. It can also be written in the blue book.
22. Pupils who have to leave during school hours for funerals or medical reasons must:
 - take a letter from the parent to the grade head during register period;
 - the parent must also phone and inform the school secretary about the time of the appointment. (This is to prevent fraud.)
23. The grade heads will only send sick pupils home after first break. Parents must keep pupils who are not feeling well at home and send an absentee note within two days to the school or phone the secretary.
24. Electronic equipment: See electronic equipment policy.
25. It is the responsibility of each pupil to look after his/her possessions during and between lessons.
26. All instructions from the teacher must be respected. The teacher has the right to demand that tasks are handed in on time, that homework must be done, that pupils pay attention in class and so forth.

The above rules are there to ensure that all pupils receive the education they deserve and which parents expect from the school. Pupils who repeatedly do not comply with the above rules, or simply refuse to comply with the rules and who make it impossible for their fellow learners to receive effective tuition, will be asked to leave the classroom. They will have to spend the remainder of the lesson in the time-out room. This will go on the pupil's record and parents will be informed when this happens.

KLASKAMERREËLS

1. Die onderwyser moet die voorkoms van die leerders kontroleer soos hulle by die klas inkom.
2. Die onderwyser moet toesien dat die leerders in die korrekte banke, soos deur die onderwyser aangedui, sit. Die onderwyser moet 'n sitplekplan vir elke klas hê.
3. Die onderwyser groet die klas en laat die leerders sit. Geen leerder mag enige kledingstuk wat nie deel van die skooluniform is in die klas dra nie, bv. musse, reënjasse, ens. Hierdie items moet gekonfiskeer word en tot aan die einde van die kwartaal gehou word.
4. Die leerders haal hulle boeke uit. Geen geleen van skryfbehoeftes word toegelaat nie. Alle leerders moet hulle eie hê.
5. Leerders mag net hulle banke met die toestemming van die onderwyser verlaat.
6. Leerders mag slegs praat met die toestemming van die onderwyser. Leerders moet hulle hande opsteek om toestemming te vra om te praat.
7. Geen drink en eet word in die klas toegelaat nie. Die onderwyser moet lekkers en koeldrank konfiskeer. Stokkielekkers word nie op die skoolterrein toegelaat nie.
8. Geen borrelgom word by die skool toegelaat nie.
9. Leerders moet hul klaskamers skoon hou. Geen rommelstrooi word toegelaat nie. Leerders moet inbly na klas en die klas skoonmaak, indien nodig. Veral as dit tydens 'n pouse is.
10. Leerders moet regop in hul banke sit en vorentoe kyk.
11. Geen leerder mag sy of haar boeke wegpak tensy so 'n instruksie deur die onderwyser gegee is nie.
12. Daar moet stilte tydens afkondigings wees. Indien nie, moet leerders weer hul boeke uithaal.
13. Die onderwyser moet die voorkoms van die leerders kyk voor hulle die klas verlaat. Geen leerder wie se hemp uithang, mag die klas verlaat nie.
14. Leerders staan nie op as die klok lui nie. Hulle staan net op as die onderwyser instruksie gee.
15. Leerders stap ry vir ry uit; die stilste en netjiesste ry eerste, ens. Hulle moet bly sit tot hulle kan uitstap.
16. Leerders wat laat vir klas is, moet 'n versuiming kry.
17. Leerders en onderwysers moet mekaar respekteer.
18. Onderwysers moet tussen periodes buite in die gang voor hul klaskamers wees.
19. Dit is die verantwoordelikheid van leerders wat afwesig was (weens enige rede) om:
 - notas te kry wat uitgehandig is.
 - te reël om toetse te skryf wat hulle kon gemis het.
 - werk in te haal en huiswerk wat gemis is.
 - 'n mediese sertifikaat aan sy vakonderwysers te toon.
20. Leerders wat 'n mediese probleem het en wat meer gereeld badkamer toe moet gaan, moet 'n brief/mediese sertifikaat, geteken deur die graadhoof hê om aan te dui dat hy/sy toestemming het om die klas te verlaat.
21. Onderwysers wat leerders na klas hou, moet hulle 'n nota gee met die tyd en datum om aan die volgende onderwyser te wys dat hulle wettig laat is. Dit kan ook in die blou boek geskryf word.
22. Leerders wat die skool moet verlaat gedurende skoolure vir begrafnisse of mediese redes, moet:
 - die brief van die ouer na die graadhoof neem tydens registerperiode.
 - die ouer moet ook die skoolsekretaresse bel en inlig oor die tyd van die afspraak. (Dit is om bedrog te voorkom.)
23. Die graadhoofde sal slegs siek leerders na eerste pouse huis toe stuur. Ouers moet leerders wat nie gesond voel nie, tuis hou en 'n afwesigheidsbrief binne twee dae aan die skool stuur of die sekretaresse bel.
24. Elektroniese toestelle: sien elektroniese toestelbeleid.

25. Dit is die verantwoordelikheid van elke leerder om sy besittings tydens en tussen lesse op te pas.
26. Alle instruksies van die onderwyser moet gerespekteer word. Die onderwyser het die reg om te eis dat take betyds ingegee word, dat huiswerk gedoen word, dat leerders aandag gee in die klas, ens.

Die bostaande reëls is daar om te verseker dat alle leerders die onderrig ontvang wat hulle verdien en wat ouers van die skool verwag. Leerders wat herhaaldelik die bostaande reëls verontagsaam, of net weier om die reëls te gehoorsaam, en wat dit onmoontlik vir hul mede-leerders maak om effektiewe onderrig te ontvang, sal gevra word om die klaskamer te verlaat. Hulle sal die res van die les in die time-out kantoor deurbring. Dit sal op die leerder se rekord geplaas word en ouers sal ingelig word wanneer dit gebeur.

MISCONDUCT OF LEARNERS AT PUBLIC SCHOOLS AND DISCIPLINARY PROCEEDINGS

Published under

General Notice 6903 of 2000 (*PG 144 of 4 October 2000*)

as amended by

General Notice 2591 of 2001 (*PG 72 of 9 May 2001*)

I, Ignatius Jacobs, Member of the Executive Council responsible for education in the Province of Gauteng, under section 9(3) of the South African Schools Act, 1996 (Act 84 of 1996), hereby determine -

- (a) the behaviour by a learner at a public school which constitutes serious misconduct;
- (b) disciplinary proceedings to be followed in such cases; and
- (c) provisions of due process safeguarding the interests of learners and any other party involved in disciplinary proceedings ,

as set out in the Schedule.

Given under my hand at Johannesburg on this _____ day of September, Two Thousand.

IGNATIUS JACOBS
MEC: Education
GAUTENG PROVINCE

SCHEDULE

1 Definitions

(1) Subject to subparagraph (2) and unless the context indicates otherwise, a word which is defined in section 1 of the South African Schools Act, 1996 (Act 84 of 1996) shall have the same meaning in this notice.

(2) In this notice, unless the context indicates otherwise-

"code" means the code of conduct of a school;

"days" means days of the week, excluding Saturday, Sundays, public holidays and school holidays;

[Definition of "days" inserted by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]

"disciplinary committee" means a disciplinary committee appointed in terms of paragraph 4;

"misconduct" means misconduct committed by a learner and includes the following-

- (a) misconduct committed on the premises of a school, whether during or outside of school hours;
- (b) misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours; and
- (c) any conduct, committed in or out of school uniform and within or outside the school premises, which-
 - (i) tends to bring the school into disrepute;
 - (ii) interferes with the governance, authority and proper administration of the school;
 - (iii) interferes with the conditions necessary for any school activity;
 - (iv) subject to the reasonable exercise of the right TO assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the code, is committed with the intention of preventing any person from exercising his or her rights, powers or duties as a member of the school community, or is committed in retaliation against such exercise; or
 - (v) is prohibited by the code of the school;

"prosecutor" means the principal of the school or an educator appointed by the principal to present the case against a learner;

"representative" means a parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing;

"school days" means days of the week, excluding Saturdays, Sundays, public holidays and school holidays;

"serious misconduct" means misconduct as contained in Schedules 1 and 2;

"suspension" means:-

- (a) a learner may not be entitled to attend a class at the school;
- (b) a learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension;
- (c) a learner may not be entitled to participate in extra-curricular activities at the school; or
- (d) a learner may not be able to attend school for a period of time that may not

exceed one week;

and **"suspend"** has the same meaning;

"provisional suspension" means a learner may be provisionally suspended by the principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalized if, in the opinion of the principal in consultation with the Head of Department, it is in the interests of the learner or educators and the school community: Provided that the learner is able to continue with schoolwork under proper supervision; and

"the Act" means the South African Schools Act, 1996 (Act 84 of 1996).

2 Application

- (1) This notice and any code made in terms thereof apply to a learner who was at the time of the misconduct alleged against the learner subject to the discipline of the school.
- (2) A learner is subject to the discipline of the school if the learner is registered as a learner at a school.

3 Institution of disciplinary proceedings that may lead to suspension or expulsion

- (1) Only the principal may institute disciplinary action against a learner in respect of serious misconduct.
- (2) The principal may institute disciplinary action against a learner in respect of serious misconduct only if -
 - (a) there is sufficient evidence to institute such proceedings; and
 - (b) the principal considers it to be in the best interests of the school and its community that such disciplinary action should be instituted.
- (3) No learner may be expelled from school unless -
 - (a) the learner is found guilty of serious misconduct specified in Schedule 2 of this notice; and
 - (b) the provisions relating to expulsion are complied with.
- (4) Learners found guilty of serious misconduct specified in Schedule 1 of this notice may not be expelled, but may only be suspended or provisionally suspended.
- (5) The Head of Department may, in exceptional circumstances, authorize a departure from subparagraphs (3) and (4).

4 Disciplinary Committee for serious misconduct

- (1) Upon notification by the principal to a learner that disciplinary action is instituted against that learner, the governing body must appoint a disciplinary committee and designate one of the members of the disciplinary committee as chairperson to adjudicate the allegation of serious misconduct.
- (2) Subject to subparagraph (3), the disciplinary committee comprises of three persons who are either members of the governing body or persons who are eligible to be elected as members of the governing body.
- (3) The appointment of persons to a disciplinary committee is subject to the following conditions:
 - (a) The chairperson of the disciplinary committee must be a parent member or community member of the governing body;
 - (b) the principal or a learner at the school are not eligible to be members of the disciplinary committee; and
 - (c) no person may be appointed to the disciplinary committee if the person has personal knowledge of or any interest in any matter before the disciplinary committee.
- (4) An executive committee member of the representative council of learners (RCL) may attend the hearing as an observer.
- (5) A decision of such committee is a decision of the governing body.

[Subregulation (5) added by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]

5 Procedure for hearing of serious misconduct

- (1) A learner charged with serious misconduct is entitled to a hearing adjudicated upon by the disciplinary committee.
- (2) A learner charged with serious misconduct must be given no less than 5 (five) school days written notice of the hearing into the alleged misconduct, unless-
 - (a) the governing body directs, with good cause, that a shorter notice period shall apply; and
 - (b) there is no prejudice caused to the learner by the shorter notice period.
- (3) The notice contemplated in subparagraph (2) must-
 - (a) contain sufficient particularity of the date, place and nature of the alleged serious misconduct to enable the learner to identify the incident in question and to respond thereto;

- (b) inform the learner of the charges, place date and time of the hearing;
 - (c) inform the learner of provisional suspension, if any, the reasons therefore and any other matter required in connection with the provisional suspension; and
 - (d) inform the learner of the rights of a learner in terms hereof.
- (4) The principal must give the notice contemplated in subparagraph (2) to the learner and deliver a copy thereof to the parents of the learner at the address of the learner as indicated in the school register.
- (5) At least one of the parents of the learner must accompany the learner at the hearing, unless the learner is 21 (twenty-one) years or older.
- (6) If a member of the disciplinary committee, the learner, his or her representative or a witness requires an interpreter, the disciplinary committee may not proceed with the hearing until an interpreter competent in the relevant language has been made available: Provided that it is not necessary to make use of a formally qualified interpreter.
- (7) If the learner fails to appear before the disciplinary committee after due notice in terms of subparagraph (2) and without just cause for not attending the hearing, the hearing may continue in the absence of the learner.
- (8) The disciplinary committee must keep a full and accurate record of all proceedings before it.
- (9) The prosecutor must commence proceedings at the hearing by setting out the charge against the learner and thereafter presenting the case against the learner.
- (10) The chairperson of the disciplinary committee must ask the learner whether the learner pleads guilty or not guilty to the charge. The learner must respond thereto. Should the learner fail to respond, the learner will be deemed to have pleaded not guilty to the charge.
- (11) If the learner pleads guilty to the charge -
 - (a) the chairperson must question the learner with reference to the alleged facts comprising the misconduct as outlined by the prosecutor in order to satisfy the disciplinary committee that the learner is indeed guilty of the charge;
 - (b) if, upon questioning the learner, it appears that the version of the learner materially differs from the facts as outlined by the prosecutor, or if the chairperson is not satisfied that the learner is guilty of the charge, the chairperson must enter a plea of not guilty in respect of the charge on behalf of the learner;
 - (c) if the disciplinary committee, or the majority of its members, is satisfied that the learner is guilty of the charge, the disciplinary committee must

find the learner guilty of the charge.

- (12) If the learner pleads not guilty to the charge-
- (a) the prosecutor may call witnesses or present other evidence on oath in respect of the allegations against the learner;
 - (b) the learner or the representative of the learner may question any witness and examine any evidence presented by the prosecutor;
 - (c) after all the evidence has been led against the learner, the learner or the representative of the learner may call witnesses or present other evidence on oath in support of the defence;
 - (d) the prosecutor may question any witness and examine any evidence presented on behalf of the learner;
 - (e) the disciplinary committee may question any witness or examine any evidence at any time;
 - (f) after all the evidence has been presented, first the prosecutor and then the learner or the representative of the learner may address the disciplinary committee as to the guilt or otherwise of the learner;
 - (g) the disciplinary committee must thereafter adjourn the hearing for not more than 2 (two) school days to a specified place, date and time in order to decide whether, on a balance of probabilities, the learner is guilty or not guilty of the charge; and
 - (h) at the date and time contemplated in subparagraph (g), the disciplinary committee must inform the learner of the findings of the disciplinary committee.
- (13) If the learner is found guilty of the charge, the prosecutor and the learner or the representative of the learner, may present evidence before the disciplinary committee relevant to an appropriate penalty, including but not limited to evidence of the personal circumstances of the learner, general record of past conduct at the school, the nature and seriousness of the misconduct in question, and the interests of the school community.
- (14) Immediately after considering any evidence presented in terms of subparagraph (13), the disciplinary committee must impose on the learner a penalty that is prescribed in terms of the code and this notice, and inform the learner in writing thereof.
- (15) If the disciplinary committee decides that the learner should be expelled from the school, it must make a recommendation to that effect to the Head of Department and may suspend the learner from the school, in consultation with the Head of Department, pending the decision of the Head of Department on whether the learner is to be expelled.

6 Further provisions on expulsion

- (1) Where a disciplinary committee in terms of paragraph 5(15) suspends a learner from attending school with a view to expulsion by the Head of Department, the disciplinary committee must direct the principal to submit to the Head of Department the full record of proceedings and a report compiled by the disciplinary committee in respect of the learner.

[Subregulation (1) amended by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]

- (2) The report contemplated in subparagraph (1) must include at least the following-
 - (a) the full name, date of birth and grade of the learner;
 - (b) a summary of the evidence presented by the prosecutor and the learner; and
 - (c) a summary of the findings of the disciplinary committee relating to the evidence presented and the sentence proposed by it.
- (3) After considering the full record of the proceedings and the report contemplated in subparagraph (1) and within 5 (five) days of being informed of the decision of the disciplinary committee, the Head of Department must-
 - (a) expel the learner; or
 - (b) impose on the learner a lesser punishment permitted by the code and this notice; or
 - (c) suspend or postpone a sentence referred to in subparagraph (a) for a period of not less than six months; or
 - (d) impose a competent sentence which the Head of Department deems fit; or
 - (e) find the learner not guilty.

[Subregulation (3) amended by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]

- (4) The notice contemplated in subparagraph (2) must include a reference to the right of appeal to the Member of the Executive Council if the Head of Department expels a learner.
- (5) If the Head of Department expels a learner who is of compulsory school age, the Head of Department-
 - (a) must ensure that the learner is admitted to another school or centre of learning within the province;

- (b) may require that the learner attend counselling; and
 - (c) must procure regular progress reports in respect of any counselling contemplated in paragraph (b).
- (6) If the Head of Department expels a learner who is not of compulsory school age the Head of Department may order that the learner may not be re-admitted to another school within the Province.

7 Suspension and expulsion from a hostel

- (1) The provisions of paragraphs 3, 4, 5 and 6 apply likewise to the suspension and expulsion of a learner from a hostel.
- (2) If a learner residing in a hostel, is suspended or expelled from a school to which the hostel is attached, the learner is deemed to be expelled from that hostel as well.
- (3) A learner may be suspended or expelled from a hostel, without being suspended from the school to which the hostel is attached.

8 Appeal against decision of Head of Department to expel a learner

- (1) A learner or the parent of a learner may appeal to the Member of the Executive Council against-
 - (a) any finding of guilt by the Head of Department in respect of which a penalty of expulsion has been imposed;
 - (b) a penalty of expulsion imposed by the Head of Department; and
 - (c) an order made by the Head of Department in terms of paragraph 6(5).

[Paragraph (c) amended by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]

- (2) A learner or the parent of a learner who wishes to appeal against a decision contemplated in subparagraph (1) must, within 14 (fourteen) days of being notified in terms of paragraph 6(3) of the decision, hand deliver a notice of appeal together with the grounds for the appeal to the office of the Member of the Executive Council.

[Subregulation (2) amended by General 2591 of 9 May 2001 wef with effect from 9 May 2001.]

- (3) Unless the Member of the Executive Council on good cause orders otherwise, the lodging of an appeal shall not have the effect of suspending the penalty imposed by the Head of Department.
- (4) Within 5 (five) days of receiving the notice of appeal, the Member of the Executive Council must inform the Head of Department and the governing body of the lodging of an appeal and provide them with a copy thereof.

- (5) Within 5 (five) days of receipt of the notice of appeal from the Member of the Executive Council, the Head of Department and the governing body may respond in writing to the notice of appeal and state the reasons why the appeal should be dismissed.
- (6) Within 5 (five) days of receipt of the submissions contemplated in subparagraph (5), the Member of the Executive Council must-
 - (a) dismiss the appeal;
 - (b) impose on the learner a lesser punishment permitted by the code and this notice;
 - (c) impose any other sanction deemed appropriate by the Member of the Executive Council; or
 - (d) find the learner not guilty; and notify the learner, parents and the representative of the learner and the Head of Department of the decision.
- (7) The decision of the Member of the Executive Council in respect of the appeal shall be final.

SCHEDULE 1
(SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION)

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse-

- (a) seriously threatens, disrupts or frustrates teaching or learning in a class;
- (b) engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- (c) insults the dignity of or defames any learner or any other person, which includes racist remarks;
- (d) 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 examination;
- (e) cheats in a test or examination or any other form of assessment such as assignments;
- (f) engages in any act of public indecency;
- (g) sexually harasses another person;
- (h) is found in possession of or distributes pornographic material; or
- (i) is under the influence or in the possession of alcohol.

SCHEDULE 2
(SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION)

A learner will be guilty of serious misconduct if he or she-

- (a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) fails to comply with a punishment of suspension as a correctional measure; or
- (c) intentionally and without just excuse-
 - (i) forges any document or signature to the potential or actual prejudice of the school;
 - (ii) trades in any test or examination question paper or in any test or examination material;
 - (iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - (iv) engages in fraud;
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - (vi) is in possession, of, consumes or deals in any illegal substance or other harmful substance;
 - (vii) is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission;
 - (viii) is in possession of any dangerous weapon;
 - (ix) assaults or threatens to assault another person;
 - (x) holds any person hostage;
 - (xi) murders any person;
 - (xii) rapes any person, or engages in any sexual activity which amounts to an offence in law; or
 - (xiii) maliciously damages property.

P.K. 365/2011

15 Desember 2011

PROVINSIALE KENNISGEWING**REGULASIES BETREFFENDE DIE DISSIPLINERING, SKORSING EN UITSETTING VAN LEERDERS IN OPENBARE SKOLE IN DIE WES-KAAP**

Die Provinsiale Minister verantwoordelik vir onderwys in die Wes-Kaap maak, ingevolge artikel 63(1)(cE) van die Wes-Kaapse Provinsiale Wet op Skoolonderwys, 1997 (Wet 12 van 1997), saamgelees met artikel 9(3) van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996) die regulasies soos uiteengesit in die Bylae.

BYLAE**VOLGORDE VAN REGULASIES**

1. Definisies en toepassing
2. Onderzoek na moontlike ernstige wangedrag
3. Ernstige wangedrag
4. Skorsing van leerder
5. Kennisgewing aan leerder en ouer aangaande dissiplinêre verhoor
6. Aanstelling en samestelling van dissiplinêre komitee
7. Dissiplinêre verhoor
8. Aanbeveling van uitsetting deur beheerliggaam
9. Appèl
10. Toegang tot onderwys
11. Herroeping
12. Kort titel en datum van inwerkingtreding

1. Definisies

- (1) In hierdie regulasies het enige woord of uitdrukking waaraan 'n betekenis in die Wes-Kaap Provinsiale Wet of Skoolonderwys, 1997, (Wet 12 van 1997) geheg is, die betekenis aldus daaraan geheg en, tensy uit die samehang anders blyk, beteken—
“die Wet” die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996);
“dissiplinêre komitee” ’n komitee saamgestel deur die beheerliggaam van ’n openbare skool ingevolge artikel 30(1) van die Wet;
“Distriksdirekteur” die senior beampte in ’n distrik van die Wes-Kaap Onderwysdepartement;
“skorsing” die tydelike verbod op ’n leerder se bywoning van ’n skool in terme van regulasie 4; en
“uitsetting” die permanente verbod op ’n leerder se bywoning van die skool waarby hy of sy ingeskryf was, deur die Departementshoof, nadat die proses in terme van die Wet en hierdie regulasies gevolg is.
- (2) Hierdie regulasies is nie van toepassing op ’n kind en jeugsorgsentrum soos beskryf in artikel 191 van die Kinderwet, 2005 (Wet 38 van 2005) nie.

2. Onderzoek na moontlike ernstige wangedrag

- (1) Waar daar bewerings is dat die optrede van ’n leerder beskou kan word as ernstige wangedrag in terme van regulasie 3(1), moet die bewering onder die aandag van die prinsipaal gebring word, wat—
 - (a) ondersoek moet instel of moet sorg dat ondersoek ingestel word om te bepaal of daar gronde bestaan vir ’n dissiplinêre verhoor;
 - (b) moet besluit of daar genoegsame getuienis is om dissiplinêre prosedures teen die leerder ten opsigte van die ernstige misdryf in te stel en of dit nodig is om die saak by die beheerliggaam aan te meld.
- (2) Die beheerliggaam mag, op redelike gronde en as voorsorgmaatreël, die leerder wat van ernstige wangedrag verdink word, skors van skoolbywoning vir ’n periode van hoogstens sewe skooldae.
- (3) Die beheerliggaam moet—
 - (a) die leerder en die ouers van die leerder in kennis stel van die voorneme om te skors en die redes daarvoor;
 - (b) die leerder en die ouers van die leerder ’n redelike geleentheid bied om verhoër te rig aan die beheerliggaam insake sodanige skorsing, en
 - (c) die besluit om die leerder te skors aan die Distriksdirekteur rapporteer, wie ’n register van alle sodanige skorsings moet hou.

- (4) Die beheerliggaam moet dissiplinêre prosedures instel teen die leerder op die wyse soos bedoel in artikel 8 van die Wet binne sewe skooldae na die skorsing van sodanige leerder.
- (5) Indien dissiplinêre prosedures nie uitgevoer is binne sewe skooldae na die skorsing van die leerder nie, moet die beheerliggaam die goedkeuring van die Departementshoof verkry vir die voortgesette skorsing van sodanige leerder.

3. Ernstige wangedrag

- (1) Onderhewig aan die bepalings van die Wet, sal 'n leerder by 'n skool wat—
 - (a) 'n gevaarlike voorwerp, alkoholiese drank of onwettige dwelms gebruik het of in sy of haar besit gehad het of verkoop het of versprei het;
 - (b) 'n daad van afknouery, aanranding, diefstal, brandstigting of kwaadwillige beskadiging van eiendom pleeg;
 - (c) 'n daad van gruwelike ongehoorsaamheid pleeg of immorele gedrag openbaar;
 - (d) in besit is of gebruik maak van enige ongemagtigde afskrif van 'n toets- of eksamenvraestel, of kul, versprei, uitruil, omkoop of poog om enige persoon om te koop ten opsigte van enige toets of eksamen, met die doel om sodoende sigself of enige ander persoon in die posisie plaas om 'n onbillike voordeel te verkry;
 - (e) haatspraak gebruik, homself of haarself skuldig maak aan rasisme, seksisme, seksuele teistering, in besit is van of pornografiese materiaal versprei of deelneem aan enige daad van openbare onsedelikheid;
 - (f) die veiligheid van medeleerders of opvoeders in gevaar stel of bedreig, die skoolprogram ontwrig of die regte van ander skend;
 - (g) homself of haarself valslik identifiseer, bewustelik en opsetlik valse inligting verskaf of dokumentasie vervals om onbillike voordeel te verkry by 'n skool;
 - (h) herhaaldelik skuldig bevind is aan oortredings van die leerdergedragskode; of
 - (i) homself of haarself, volgens die mening van die beheerliggaam, op 'n skandelijke, onvanpaste of onbetaamlike wyse gedra, skuldig mag wees aan ernstige wangedrag.
- (2) Onderhewig aan die bepalings van die Wet, kan 'n leerder by 'n skool geskors word deur die beheerliggaam of uitgesit word deur die Departementshoof, indien, na 'n billike verhoor, hy of sy skuldig bevind is aan ernstige wangedrag soos bedoel in subregulasie (1).

4. Skorsing van leerder

- (1) 'n Beheerliggaam mag 'n leerder slegs uit die skool skors—
 - (a) as voorsorgmaatreeël op die wyse soos bepaal in regulasie 2(2) vir 'n tydperk van hoogstens sewe skooldae;
 - (b) as korrektiewe maatreeël soos bepaal in regulasie 7(4)(e)(i) vir 'n tydperk van hoogstens sewe skooldae nadat die leerder skuldig bevind is aan ernstige wangedrag; of
 - (c) in afwagting op die besluit van die Departementshoof op die wyse soos bepaal in regulasie 8(2) vir 'n tydperk hoogstens 14 skooldae.
- (2) Die totale tydperk van skorsing uit die skool van 'n leerder moet nie langer as 21 skooldae wees nie.
- (3) Die beheerliggaam moet die besluit om die leerder te skors, asook die aard van die skorsing, aan die Distriksdirekteur rapporteer wat dit sal aanteken in 'n register van alle skorsings.

5. Kennisgewing aan leerder en ouer van dissiplinêre verhoor

- (1) Die beheerliggaam moet die leerder sowel as die ouers van die leerder skriftelik in kennis stel dat dissiplinêre prosedures teen sodanige leerder ingestel gaan word. Die kennisgewing moet—
 - (a) ten minste vyf skooldae kennis gee voor die verhoor plaasvind;
 - (b) die leerder en die ouers van die leerder in kennis stel dat dissiplinêre prosedures ingestel sal word teen die leerder;
 - (c) voldoende gegewens van die datum, tyd, plek en aard van die beweerde ernstige wangedrag bevat om die leerder in staat te stel om die insident te identifiseer en daarop te reageer by die dissiplinêre verhoor;
 - (d) die datum, tyd en plek van die dissiplinêre verhoor bevat;
 - (e) die leerder adviseer aangaande sy of haar reg om—
 - (i) vergesel te wees en by die verhoor verteenwoordig te word deur sy of haar ouer(s) of deur 'n verteenwoordiger van sy of haar ouers se keuse;
 - (ii) toegang te vra tot dokumente of inligting wat as getuienis voorgelê is, en
 - (iii) vrae te stel, kruisondervraging te doen, getuienis te lei, getuies te roep en dokumentêre bewys te lewer om kwessies aangaande die bewerings uit te klaar,
 - (f) die leerder van die voorkomende skorsing as voorsorg, waar van toepassing, en die aard van die akademiese ondersteuning wat deur die skool verskaf moet word, inlig, voor die dissiplinêre verhoor en tydens die periode van skorsing soos bedoel in regulasie 2(2).

- (2) Die prinsipaal moet die leerder in kennis stel soos bedoel in subregulasie (1) en 'n afskrif daarvan aan die ouers van die leerder aflewer by die adres van die leerder aangedui in die skool se toelatingsregister of die leerderprofiel.

6. Aanstelling en samestelling van dissiplinêre komitee

- (1) Die beheerliggaam moet voorsit tydens die dissiplinêre prosedures of 'n dissiplinêre komitee aanstel vir hierdie doel.
- (2) Die dissiplinêre komitee moet bestaan uit ten minste vyf persone waarvan ten minste drie persone beheerliggaamlede moet wees.
- (3) Die dissiplinêre komitee moet 'n lid van die beheerliggaam, aangewys deur die beheerliggaam, wat nie 'n werknemer of lid van die skoolpersoneel is nie, as voorsitter hê.
- (4) Die dissiplinêre komitee moet onpartydig en billik wees en optree sonder gunsbetoning of vooroordeel.
- (5) Die prinsipaal, leerders by die skool of persone wat 'n botsing van belange het, is nie geregtig om as lede van die dissiplinêre komitee te dien nie en mag nie teenwoordig wees wanneer die beheerliggaam die verslag of aanbevelings van die dissiplinêre komitee bespreek nie.

7. Dissiplinêre verhoor

- (1) By die dissiplinêre verhoor het die leerder die reg om teenwoordig te wees, om verteenwoordig te word, om getuienis te lewer en óf persoonlik óf deur 'n verteenwoordiger—
 - (a) sy of haar saak te stel;
 - (b) getuies op te roep;
 - (c) vrae te stel aan enige persoon wat as getuie opgeroep is ter ondersteuning van 'n aanklag; en
 - (d) dokumente te inspekteer wat as getuienis voorgelê is.
- (2) Indien 'n leerder of sy of haar ouers versuim om die dissiplinêre verhoor by te woon sonder 'n geldige rede, en na behoorlike kennisgewing soos bedoel in regulasie 5, kan die verhoor, nadat dit 'n tweede keer saamgeroep is, in hulle afwesigheid gehou word.
- (3) Die voorsitter moet aan die begin van die dissiplinêre verhoor die redes vir die dissiplinêre verhoor verduidelik, versoek dat die aanklag of aanklagte gelees word en die leerder versoek om op die aanklag te pleit.
- (4) Indien die leerder skuldig pleit, moet die voorsitter—
 - (a) seker maak dat die leerder weet en verstaan waarop hy of sy skuldig pleit;
 - (b) die leerder, die verteenwoordiger en die ouers van die leerder vra of enige een verhoë wil rig voor 'n gepaste strafbepaling opgelê word;
 - (c) die leerder, die verteenwoordiger en die ouers van die leerder en enige ander partye, behalwe die lede van die dissiplinêre komitee, versoek om die kamer te verlaat terwyl die komitee oor 'n gepaste strafbepaling oorleg pleeg;
 - (d) seker maak dat die dissiplinêre komitee op 'n gepaste strafbepaling besluit;
 - (e) verseker dat die dissiplinêre komitee, na die skuldigbevinding van die leerder aan ernstige wangedrag, besluit of—
 - (i) die leerder geskors behoort te word vir 'n tydperk van hoogstens sewe skooldae;
 - (ii) enige ander strafmaatreël bedoel in die gedragskode vir leerders van daardie skool vir ernstige wangedrag aan die leerder opgelê moet word; of
 - (iii) 'n aanbeveling aan die Departementshoof gedoen moet word om die leerder uit te sit; en
 - (f) die leerder, verteenwoordiger en ouer(s) van die leerder terugroep en in kennis stel van die aanbevelings wat aan die beheerliggaam voorgelê sal word.
- (5) Indien die leerder onskuldig pleit, moet die voorsitter—
 - (a) versoek dat die ondersoekverslag voorgelees word en getuienis aangebied word ter ondersteuning van die aanklag, wat insluit die oproep van 'n klaer en getuies;
 - (b) aan die leerder, verteenwoordiger en ouers van die leerder die geleentheid bied om vrae te stel aan die klaer en die getuies met die doel om getuienis te weerlê;
 - (c) komiteelede toelaat om vrae te stel om onduidelikhede op te klaar, waar van toepassing;
 - (d) die leerder 'n geleentheid bied om sy of haar saak te stel en getuies te roep;
 - (e) komiteelede toelaat om vrae stel vir duidelikheid;
 - (f) die leerder, verteenwoordiger en ouers van die leerder verskoon terwyl die komitee getuienis in oorweging neem en op die uitspraak besluit; en
 - (g) die leerder, verteenwoordiger en ouer(s) van die leerder terugroep en hulle inlig aangaande die besluit van die dissiplinêre komitee.

- (6) Indien die dissiplinêre komitee die leerder skuldig bevind, moet die voorsitter:
 - (a) hom of haar, of sy of haar verteenwoordiger of ouers van die leerder, vra of hulle vertoë wil rig voordat 'n besluit geneem word oor die gepaste strafbepaling; en
 - (b) die leerder, die verteenwoordiger en die ouers van die leerder en enige ander partye, behalwe die lede van die dissiplinêre komitee, versoek om die kamer te verlaat terwyl die komitee oor 'n gepaste strafbepaling oorleg pleeg.
- (7) Die dissiplinêre komitee moet dan besluit op 'n gepaste strafbepaling na inagneming van al die getuienis en vertoë en besluit of:
 - (a) die leerder geskors behoort te word vir 'n tydperk van hoogstens sewe skooldae;
 - (b) enige ander strafmaatreël bedoel in die gedragskode vir leerders van daardie skool vir ernstige wangedrag aan die leerder opgelê word; of
 - (c) 'n aanbeveling aan die Departementshoof gedoen moet word om die leerder uit te sit.
- (8) Die leerder, verteenwoordiger en ouers van die leerder terugroep en in kennis stel van die aanbevelings wat aan die beheerliggaam voorgelê sal word.
- (9) Die leerder of sy of haar ouers moet verder skriftelik ingelig word van die besluit van die beheerliggaam of hy of sy skuldig bevind is al dan nie aan ernstige wangedrag, en die strafbepaling ingestel.

8. Aanbeveling van uitsetting deur beheerliggaam

- (1) (a) Waar die beheerliggaam by die Departementshoof aanbeveel dat 'n leerder uitgesit moet word, moet die ouers van die leerder skriftelik in kennis gestel word van die besluit van die beheerliggaam.
- (b) Waar 'n beheerliggaam 'n leerder skors van skoolbywoning, met die aanbeveling van uitsetting aan die Departementshoof, moet die beheerliggaam die prinsipaal opdrag gee om volgende binne drie skooldae aan die Departementshoof voor te lê—
 - (i) die notules van vergaderings waarop die besluit geneem is;
 - (ii) enige geskrewe vertoë wat deur die leerder of ouers van die leerder of verteenwoordiger gerig is, en
 - (iii) die volledige rekord van die prosedures deur die dissiplinêre komitee of beheerliggaam.
- (2) Die beheerliggaam mag die uitsetting van 'n leerder opskort of verleng vir 'n periode van hoogstens 14 dae, hangende van die besluit deur die Departementshoof.
- (3) Die Departementshoof moet die aanbeveling van die beheerliggaam oorweeg en besluit of 'n leerder binne veertien dae vanaf ontvangs van sodanige aanbeveling uitgesit moet word.
- (4) Indien die Departementshoof besluit om nie die leerder uit te sit nie, mag die Departementshoof, na konsultasie met die beheerliggaam, 'n gepaste strafbepaling vir die leerder opelê wat deur die beheerliggaam geïmplementeer moet word.
- (5) Indien die Departementshoof besluit om nie 'n strafbepaling vir die leerder op te lê nie, moet die Departementshoof die saak terugverwys na die beheerliggaam, vir 'n alternatiewe strafbepaling, ingevolge die gedragskode vir leerders soos bedoel in artikel 8 van die Wet.
- (6) Die beheerliggaam en die ouers van die leerder moet onmiddellik skriftelik in kennis gestel word van die besluit van die Departementshoof, met goeie gronde aangevoer.
- (7) Die kennisgewing soos bedoel in subregulasie (6), moet insluit 'n verwysing na die reg tot appèl by die Provinsiale Minister, indien die Departementshoof 'n leerder uitsit.

9. Appèl

- (1) 'n Leerder wat uit 'n skool gesit is of ouer van so 'n leerder, mag appèl aanteken teen die besluit van die Departementshoof by die Provinsiale Minister binne 14 dae van ontvangs van die kennisgewing van uitsetting.
- (2) 'n Afskrif van die kennisgewing om appèl aan te teken soos bepaal in subregulasie (1), moet ook by die kantoor van die Departementshoof en die voorsitter van die beheerliggaam ingedien word.
- (3) Indien 'n appèl ingevolge subregulasie (1) van 'n leerder wat uit 'n skool gesit is, deur die Provinsiale Minister gehandhaaf word, moet die Provinsiale Minister verseker dat 'n geskikte strafbepaling ingestel word op die leerder binne 14 dae van die datum waarop die appèl gehandhaaf is.
- (4) Vir doeleindes van die oplegging van 'n geskikte strafbepaling soos bedoel in subregulasie (3), is die bepalinge van regulasie 8(4) en (5) van toepassing met die veranderinge soos vereis deur die konteks.

10. Toegang tot onderwys

- (1) Indien 'n leerder wat onderhewig is aan skoolplig ingevolge artikel 3 van die Wet, uit 'n skool gesit word, moet die Departementshoof 'n alternatiewe reëling vir sy of haar plasing by 'n skool tref.
- (2) In die geval van 'n leerder wat uit die skool gesit word, wat nie skoolpligdig is nie, die ouers van die leerder alternatiewe reëlings tref vir sy of haar plasing by 'n ander skool en mag die Distriksdirekteur versoek om hulle hierin by te staan.
- (3) Indien 'n leerder appèl aangeteken het op die wyse soos bedoel in regulasie 9(1), moet hy of sy, hangende die uitkoms van die appèl, toegang tot onderwys gegee word op die wyse soos bepaal deur die Departementshoof, na konsultasie met die prinsipaal van die skool.

- (4) By die bepaling van 'n alternatiewe reëling vir plasing soos bedoel in subregulasie (1), of die wyse van toegang tot onderwys soos bedoel in subregulasie (3),—
- (a) moet die Departementshoof redelike maatreëls tref om die regte van ander leerders by die skool te beskerm; en
 - (b) mag die Departementshoof 'n alternatiewe manier waarop onderwys aan die leerder verskaf kan word, soos bedoel in subregulasie (1) en (3) oorweeg, wat mag insluit—
 - (i) die versekering dat die leerder toegelaat word tot 'n ander skool in die provinsie;
 - (ii) dat van die leerder verwag word om berading op distriksvlak te ontvang by Gespesialiseerde Leerder- en Opvoederondersteuning of Skoolsielkundige Ondersteuning of Skool Sosiale Werk-ondersteuning, en
 - (iii) die aanvraag van gereelde vorderingsverslae ten opsigte van die berading bedoel in subparagraaf (ii) of van die betrokke ondersteuningskomponent.
- (5) Enige leerder wat uit 'n skool gesit word tydens die laaste kwartaal van 'n jaar, moet die geleentheid gegun word om die finale eksamen te skryf van die jaar waarin hy of sy uitgesit is, op voorwaarde dat sodanige leerder deur die prinsipaal van die skool versoek mag word om die eksamen, in 'n lokaal afsonderlik van die leerders van die skool wat hy of sy bygewoon het tydens sy of haar uitsetting, te skryf.

11. Herroeping

Die Regulasies betreffende ernstige wangedrag van leerders by openbare skole (uitgesonder openbare skole vir leerders wat daarheen gestuur is ingevolge die Wet op Kindersorg, 1983 (Wet 74 van 1983), en/of die Strafproseswet, 1997 (Wet 51 van 1997) in die Provinsie Wes-Kaap, en die dissiplinêre prosedures wat in sodanige gevalle gevolg moet word, wat gepubliseer is in die Provinsiale Kennisgewing 372/1997 in die Buitengewone Provinsiale Gazette No. 5190, gedateer 31 Oktober 1997, word hiermee in totaliteit herroep.

12. Kort titel en datum van inwerkingtreding

Hierdie regulasies word genoem die Regulasies betreffende Dissiplinerings, Skorsing en Uitsetting van Leerders in Openbare Skole in die Wes-Kaap, en tree met ingang van 2 April 2012 in werking.
