



PAUL ROOS

GIMNASIUM – GYMNASIUM

CODE OF CONDUCT

CONTENTS

PREAMBLE	3
1. PART ONE – INTRODUCTION	3
1. DEFINITIONS	4
2. PHILOSOPHY	5
3. BACKGROUND.....	5
4. REVISION OF CODE OF CONDUCT.....	5
5. AMENDMENT.....	5
6. INTERPRETATION	6
7. LEARNER COMPLIANCE.....	6
8. CODE OF RIGHTS AND DUTIES	6
2. PART TWO – CODE OF HONOUR	6
3. PART THREE – GENERAL BEHAVIOUR	6
4. PART FOUR – SCHOOL RULES	8
1. GENERAL RULES	8
2. CLASS RULES	9
3. RULES WITH REGARD TO SCHOOL UNIFORM AND APPEARANCE.....	10
4. SPORT AND EXTRA-MURAL ACTIVITIES	13
5. SCHOOL PROPERTY	14
6. PERSONAL BELONGINGS AND VALUABLES.....	15
7. THE REPRESENTATIVE COUNCIL OF learnerS (RCL), PAUL ROOS DISCIPLINARY COUNSEL AND STUDENT COUNCIL	15
8. SCHOOL NOTICES.....	16
9. SCHOOLWORK AND HOMEWORK	16
10. TESTS, EXAMINATIONS AND FORMAL ASSESSMENTS.....	16
11. SCHOOL REPORTS	17
12. MOTOR VEHICLES AND MOTORCYCLES.....	17
13. HOSTEL RULES.....	18
14. PUNCTUALITY.....	18
15. ABSENCE FROM SCHOOL	18
16. ENVIRONMENT	18
17. CELL PHONES/ELECTRONIC DEVICES, SOCIAL MEDIA AND SOCIAL NETWORKING.....	19
18. BULLYING	19
19. DRUGS.....	20
20. SPORT POLICY	20

21.	PLAGIARISM POLICY.....	20
5.	PART FIVE - EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT	20
6.	PART SIX - SEARCH AND SEIZURE	21
7.	PART SEVEN – CCTV POLICY	21
5	PART EIGHT - MISCONDUCT	23

PREAMBLE

WHEREAS the State has the obligation to make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the other partners in education, *inter alia* learners, educators and parents; and

WHEREAS the school calls for a culture of reconciliation, teaching, learning and mutual respect and the establishment of a culture of tolerance and peace; and

WHEREAS the school seeks to provide an education of progressively high quality for all learners and in so doing lay a strong foundation for the development of learner’s talents and capabilities, advance the democratic transformation of society, combat racism and sexism and all other forms of unfair discrimination and protect and uphold the rights of all learners, parents and educators; and

WHEREAS it is necessary to set uniform norms and standards for learners at schools¹.

NOW THEREFORE the Governing Body accepts and adopts the Code of Conduct for learners of the school, subject to the terms and conditions set out below.

1. PART ONE – INTRODUCTION

The Code of Conduct for Paul Roos Gymnasium is based on pride, mutual respect and gentlemanship.

The aim of the Code of Conduct is to inform learners of the way in which they should conduct themselves at school, in preparation for their appropriate conduct and safety in civil society; to set the standard of moral behaviour to equip learners with the expertise, knowledge and skills they would be expected to demonstrate as responsible citizens; to promote the civic responsibilities of the school and develop leadership; and to advance positive discipline that is not purely punitive, but also orientated towards constructive learning.

The purpose of the Code of Conduct is to promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience. All stakeholders should be committed to the Code of Conduct, even though it is directed specifically towards learners at the school².

¹ South African Schools Act 84 of 1996

² Government Gazette No. 18900 of 15 May 1998

The Code of Conduct and Disciplinary Procedure is not intended as an exhaustive guideline of the conduct/rules with which a learner is expected to comply, or the procedure to follow in respect of all disciplinary-related issues. It is rather intended to indicate fundamental values and principles according to which learners are expected to conduct themselves, as well as a framework within which corrective action and discipline can effectively be implemented by the school. The Code of Conduct is supplemented by the rules and policy documents of the school, as well as by the Schools Act and the regulations promulgated thereunder.

1. DEFINITIONS

In this Code of Conduct, unless the context indicates otherwise, the following words have these meanings:

<i>“governing body”</i>	means a governing body of the school, duly elected and compiled in accordance with the Schools Act
<i>“code of rights and duties”</i>	the code of rights and duties of all the respective concerned groups
<i>“school”</i>	Paul Roos Gymnasium
<i>“Minister”</i>	Minister of Education
<i>“department” or “provincial department”</i>	the Provincial Department of Education of the Western Cape Province
<i>“rector”</i>	the serving or acting rector/headmaster of Paul Roos Gymnasium from time to time
<i>“educator”</i>	any educator, including the rector and deputy rectors, who renders teaching services at the school from time to time
<i>“learner”</i>	any learner who has been properly admitted and enrolled at the school
<i>“disciplinary committee”</i>	the appointed members of the governing body, who are eligible to vote and are authorised in accordance with the resolution of the governing body to represent and carry out disciplinary functions on behalf of the governing body
<i>“Schools Act”</i>	the South African Schools Act, no. 84 of 1996

“Staff”

the rector, deputy rectors, educators and other staff of the school

2. PHILOSOPHY

Paul Roos Gymnasium strives for a balanced disciplinary approach which aims to encourage positive behaviour and create a safe and constructive school and work environment for the entire school community. Disciplinary measures are fair, reasonable, and lawful and require the school community to act responsibly and be held accountable for their actions. A form of punishment is often necessarily part of discipline, but is to be applied commensurately with justice and fairness.

3. BACKGROUND

- 3.1. Paul Roos Gymnasium (hereinafter referred to as "the school") is a public school as referred to in Section 12, read with Section 52 of the SA Schools Act, 1996 (Act 84 of 1996; hereafter referred to as "the Schools Act").
- 3.2. The governance of the school is established in its governing body in terms of Section 16 of the Schools Act. The governing body stands in a position of trust towards the school. The professional management of the school is undertaken by the Rector under the authority of the Head of Department.
- 3.3. In terms of Section 8 of the Schools Act, the governing body must, subject to any applicable provincial law, adopt a Code of Conduct for learners after consultation with the learners, their parents and the educators of the school, which is aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of learning processes.
- 3.4. The governing body has consulted with the parents, learners and educators of the school regarding the content of the Code of Conduct, in accordance with the guidelines as published for such Code of Conduct by the Minister of Education in the Government Gazette no. 18900 of 15 May 1998.

4. REVISION OF CODE OF CONDUCT

This Code of Conduct may be revised and/or adopted by the governing body, annually or when necessary.

5. AMENDMENT

This Code of Conduct may only be amended after consultation with the educators, parents and learners of the school. Amendments will take effect once they have been accepted and adopted by the governing body and made known to the educators, parents and learners of the school by written notice.

6. INTERPRETATION

Any disagreement regarding the interpretation of this Code of Conduct will be finally and solely resolved by way of a decision of the governing body.

7. LEARNER COMPLIANCE

Every learner of the school is obliged to comply with this Code of Conduct. A copy of this Code of Conduct has been provided to every learner, is available on the School's website and/or on request at Room 14. All learners have signed an acceptance form confirming that they endorse, respect and will obey this Code of Conduct.

8. CODE OF RIGHTS AND DUTIES

- 8.1. The Code of Rights and Duties of the school must be read in conjunction with this Code of Conduct.
- 8.2. The Code of Rights and Duties sets out the various rights and obligations of the interest groups of the school and aims to create a climate of mutual respect, understanding and tolerance between the different groups, in the interest of peaceful relations in a purposeful and dynamic school.

2. PART TWO – CODE OF HONOUR

CODE OF HONOUR

As a true Paul Rooser, I declare that I honour the noble values and traditions of my school. I am proud of my school and my appearance; I respect others and conduct myself as a true gentleman.

I honour my parents, educators and other authority figures so that I can grow in obedience.

Relationships are important to me and I add value by encouraging others, knowing that I form a daily part of Paul Roos history.

I live with passion, integrity and humility.

I reject passivity, mediocrity and self-centredness and I accept responsibility for my role as cultivator.

I choose to do what is right and I strive for excellence in all areas ...
... in order to be worthy of our motto, "Semper Splendidior".

3. PART THREE – GENERAL BEHAVIOUR

- 3.1 Any transgression that is regarded as a criminal offence in terms of the South African law, as well as any transgression that is regarded as an act of misconduct in terms of the South African Schools Act, will be regarded as a transgression of this Code of Conduct.
- 3.2 Learners may not bring discredit to the name of the school in any way.
- 3.3 All members of the school must maintain personal neatness. The personal appearance and dress of learners must comply with the requirements as set out by the school community.
- 3.4 Learners must attend school for the full academic day and be punctual for all facets of school life.
- 3.5 Learners are required to obey all lawful instructions from the staff, which are reasonably necessary to give effect to the Disciplinary Policy and/or are reasonably necessary for the proper professional management of the school.
- 3.6 No weapons, implements or materials that may cause physical harm may be in the possession of learners at school, while under the supervision of the school, while learners are in school uniform or while learners are representing the school at another school or venue.
- 3.7 Learners may not have in their possession, use, deal in or distribute, cigarettes or any tobacco products, e-cigarettes or vapes, any smoking paraphernalia, other drugs, alcoholic liquor, illegal substances, dangerous object or objectionable printed or recorded matter or objects, when on the school's premises, when in school uniform, when under the supervision of the school or when representing the school.
- 3.8 Learners may not have in their possession any prescription medication, without a valid script for such medication. Learners are strictly prohibited from distributing prescription medication to any other learner, prescription medication is to be used as prescribed and only by the learner to whom such medication was prescribed. The school may request a copy of the script, which must then be provided by the learner.
- 3.9 School property, or the property of others, may not be stolen, taken without consent, damaged or defaced (vandalised).
- 3.10 Learners must participate in the educational programme prescribed by the Department of Education, unless exemption has been granted by the department.
- 3.11 Learners may not sexually or in any other way, harass, threaten, bully (physically, emotionally or per cyberspace), fight with, tease or do an injustice to other learners, educators or members of the school community in any material, physical or emotional way.
- 3.12 Learners may not be in possession of any form of fireworks in the buildings or on the school grounds.

- 3.13 Learners may not eat or drink in the classroom, school hall or the Media Centre. The chewing of gum during any school activity is prohibited. A teacher may give a learner permission to drink water if required.
- 3.14 The cell phone policy must strictly be adhered to.

4. PART FOUR – SCHOOL RULES

1. GENERAL RULES

- 1.1. Learners will, at all times, 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, refrain from any conduct that could bring the school, its staff or their fellow learners into disrepute. When establishing a link with the school via any social media platform, either directly or indirectly, learners shall refrain from any conduct that could bring the school, its staff or their fellow learners into disrepute.
- 1.2. It is expected of learners to acquaint themselves with the Code of Conduct and the Code of Duties and Rights, which is part of the Code of Conduct, as an ongoing practice undertaken when a learner joins the school and to refrain from acting in any way that violates the rights contained herein.
- 1.3. In their interaction with the rector, deputy rectors, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness. In this regard, rebelliousness does not include any action that is in accordance with the justifiable exercise of the learner's rights under the Code of Rights and Duties.
- 1.4. Learners are obliged to support the rector and staff in maintaining order and creating an environment in which learning and teaching can take place in an unhindered way. In particular, learners are required to obey and carry out any reasonable and lawful instruction of the principal, any educator, member of the student council/representative council of learners or class leader immediately in order to achieve the objective mentioned herein.
- 1.5. In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 1.6. In their interaction with each other, educators and learners shall display mutual respect, tolerance and shall refrain from any action that could harm or possibly cause harm to their physical, emotional and moral well-being or any conduct that does not accord with this Code of Conduct. Any sexual or improper physical contact

or communications of any form between educators and learners is strictly prohibited.

- 1.7. The school, its main campus, Markötter sports complex and any other venue used for any school event is a drug, alcohol and dangerous object/weapon free area.
- 1.8. No learner is permitted to leave the school grounds during school hours, including breaks, without a letter from a parent or guardian requesting the release of the child, or without the permission of the Rector/Deputy Rector/Grade Head. An exit note must also be obtained from Room 14 before leaving the school grounds during school hours.
- 1.9. The rector or his delegate may search any learner, or the property of any learner, for any dangerous object, alcoholic liquor or illegal drug, if the rector reasonably suspects the presence of a dangerous object, alcoholic liquor or illegal drug on the school premises or during a school activity.
- 1.10. Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this Code of Conduct.
- 1.11. A conviction for a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct.
- 1.12. Offences that may lead to suspension and/or expulsion shall be defined and dealt with in accordance the Schools Act and Regulations Relating to Discipline, Suspension and Expulsion of learners at Public Schools in the Western Cape, Provincial Gazette Extraordinary 6939 of 15 December 2011, as amended, read together with the school's disciplinary policies. Should there be a conflict between the Schools Act or the Regulations and the school's disciplinary policies, the Schools Act and the Regulations shall prevail.

2. CLASS RULES

- 2.1. Class Rules shall be formulated by the rector, the educators and the RCL, who will consider the suggestions brought by learners at the School, communicated through the RCL, upon the adoption of this Code of Conduct.
- 2.2. These rules must be in accordance with the general rules set out above as well as with the Code of Rights and Duties.
- 2.3. After formulation, the rules must be:
 - 2.3.1. submitted in writing to the rector and governing body;
 - 2.3.2. displayed in legible format in a prominent place in the classroom;
 - 2.3.3. made available to every learner and his parents.
- 2.4. The terms set out in 2.1, 2.2 and 2.3 are also applicable to amendments of and additions to the class rules.

2.5. The rector may:

- 2.5.1. supplement and/or amend the class rules if necessary for sound and professional management;
- 2.5.2. in consultation with educators and the involvement of learners, through the representative council of learners, formulate class rules for inclusion in the disciplinary code.

2.6. Learners must adhere strictly and completely to the class rules as well as to any lawful verbal instructions given by the class educator, academic, sport or cultural staff member and/or any executive staff member and which are reasonably necessary to give effect to the Disciplinary Policy and/or are reasonably necessary for the proper professional management of the school.

2.7. Rules for behaviour in class are up to the discretion of the individual educator, but must not be in conflict with general school values and principles.

3. RULES WITH REGARD TO SCHOOL UNIFORM AND APPEARANCE

3.1 Official School Uniform

The following dress items are prescribed for school assemblies, any official representation of the school, for example sports meetings and extra mural activities, or as the Rector decides:

- 3.1.1. The maroon blazer.
- 3.1.2. A long- or short-sleeved white school shirt that can be buttoned up at the neck
- 3.1.3. The school tie.
- 3.1.4. Grey shorts or long trousers (no stovepipes will be allowed).
- 3.1.5. A pull-over or long-sleeved maroon school jersey or no jersey.
- 3.1.6. A black or grey belt.
- 3.1.7. Grey socks with trousers. With shorts, the official grey socks with school colours.
- 3.1.8. Black, round-toed, lace-up school shoes (no boots, no “vellies” or half-boots or slip-ons are allowed). School shoes must be polished daily.
- 3.1.9. The official scarf.
- 3.1.10. Full colours of the school, may be worn on Tuesdays (for assembly) and at official sport events, except while spectating as a group, when only maroon blazers may be worn to ensure uniformity. White school shirts must be worn with blue blazers.

3.2 School Uniform (on ordinary school days)

- 3.2.1. Summer (1st and 4th terms)
 - a) A long- or short-sleeved grey shirt which can be buttoned up at the neck.
 - b) The school tie.
 - c) Grey shorts or long trousers (no stove-pipes will be allowed).
 - d) Grey socks with trousers. With shorts, the official grey socks with school colours.
 - e) A black or grey belt.

- f) Black, lace-up school shoes (no boots or half-boots will be allowed).
- g) A long-sleeved jersey is optional (without the blazer).
- h) The maroon blazer is optional.

3.2.2 Winter (2nd and 3rd terms)

- a) As for summer, except that the maroon blazer is compulsory on every school day.
- b) The pull-over or long-sleeved jersey may not be worn without the maroon blazer.

3.3 General Guidelines

3.3.1 Jerseys

- a) No sweater or sportswear is allowed with official school wear.
- b) No jersey other than the maroon jersey is allowed with the official school uniform.
- c) The long-sleeved maroon jersey may be worn without the school blazer during summer, except during official gatherings (e.g. at assembly on Tuesdays).
- d) Matric jerseys may be worn instead of the maroon jersey if they are worn neatly. Matric tops do not replace the school jersey and may only be worn on the last Friday of the month, or as agreed to by the rector and the relevant grade head.

3.3.2 Maroon blazer

The maroon blazer must be worn and may never be carried in the hand, over the arm, or slung over the shoulder.

3.3.3 T-shirts

A plain white T-shirt may be worn underneath a shirt, as long as it is not visible at the neck or sleeves of the shirt.

3.3.4 Trousers

- a) No corduroy or denim trousers are allowed.
- b) No "stove-pipes" are allowed. Minimum width at and above the ankle: 20 cm.

3.3.5 Track-suit

The official Paul Roos full tracksuit and athletic running shoes are to be worn when learners are not wearing step-outs but are representing the school.

3.3.6 Jackets

- a) Only school rain jackets or school wind-breakers may be worn with official school clothes.
- b) Rain jackets may only be worn in case of actual rain.
- c) No other jackets will be allowed.

3.3.7 Scarves

Only the official school scarf is allowed.

3.3.8 School caps

- a) The official school cap may only be worn with the school uniform at sports events.

3.3.9 School case/bag

- a) The navy blue, strengthened PRG school bag is compulsory.
- b) Only the name of the learner, his grade and the name of his school may be written on this school case.
- c) The official maroon school backpack is allowed during formal examinations.

3.3.10 Earphones/headphones/Bluetooth-connected devices

No learner may wear/use earphones, headphones or any Bluetooth/ wireless transmission devices while in school uniform.

3.3.11 Tog bags

Learners who represent the school may use only the official school tog bag.

3.3.12 Gloves

Gloves are not allowed to be worn with the school uniform

3.4 Hair Rules

- 3.4.1 With head and shoulders held upright, the longest strand of hair at the back of the head may not touch the collar.
- 3.4.2 Hair must taper gradually towards the neck – a mild step in the hair is, however, acceptable but the so-called “mushroom”, “mullet” or “mohawk” styles are not allowed. The shape of the hair style must follow the natural curvature of the head.
- 3.4.3 The length of the hair on the side and the back of the head must be the same.
- 3.4.4 If hair is combed down straight, it may not touch the ears.
- 3.4.5 Sideburns may not reach below the hole in the earlobe.
- 3.4.6 Learners must be cleanly shaven.
- 3.4.7 If the fringe is combed forward, it may not touch the eyebrows.
- 3.4.8 No dyeing/colouring of hair is allowed. Hair gel or mousse is allowed to control difficult hair.
- 3.4.9 If the hair is brush cut, the following minimum conditions apply: no 1 comb for matrices and no 2 for the rest of the school.
- 3.4.10 No braiding of hair is allowed.
- 3.4.11 No exotic or unnatural-looking hairstyles are allowed.
- 3.4.12 The general impression must be one of neatness and the hair style must not attract unnecessary attention.

3.5 Tattoos, Jewellery and Piercings

- 3.5.1 No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.

- 3.5.2 Only a medical bracelet and/or wristwatch may be worn during school, while in school uniform and/or while representing the school at another school or venue
- 3.5.3 A learner with tattoos that are visible must cover up such visible tattoos in a suitable, neat manner during school, while in school uniform and/or while representing the school at another school or venue.

3.6 Nails and Make-up

- 3.6.1 Fingernails must be kept trimmed short and clean at all times.
- 3.6.2 Nail polish is not permitted.
- 3.6.3 Learners must have a clean face, without make-up.

4. SPORT AND EXTRA-MURAL ACTIVITIES

- 4.1 The school's official Sports Policy serves as an addendum to this Code of Conduct.
- 4.2 All learners are expected to participate in at least one winter and one summer sport or to be actively involved in a cultural activity throughout the school year. Learners will be exempted from such participation/involvement in special circumstances and with written consent from the head of sports or the head of culture only.
- 4.3 Learners who participate in sport and extra-curricular activities
 - 4.3.1 and who are selected to represent the school as participants in any sports or other extra-curricular activities, must be dressed in the official sportswear, schoolwear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.
 - 4.3.2 must display loyalty to the school and fellow participants. In particular, participants must report punctually at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity and who are absent from this activity, will only be condoned if a written explanation is handed to the head of sport, academics or culture in advance.
- 4.4 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:
 - 4.4.1 the sports head and the educator involved in the relevant sports code;
 - 4.4.2 the referee, umpire or adjudicator with regard to the relevant activity; and
 - 4.4.3 the team captain.
- 4.5 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are also expected to practice self-restraint and self-discipline. In particular, no learner may display bad

sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

- 4.6 All learners who attend any school activity as spectators or supporters, in addition to the obligation to comply with the provisions of this Code of Conduct, will refrain from disruptive, improper, rebellious, unnecessarily provocative or inappropriate behaviour. In particular, learners may not react negatively to the decisions of judges or referees. Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the rector, any educator, member of the Student Council /Representative Council of learners (RCL), other school leaders, or parents appointed by the rector to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.
- 4.7 The above-mentioned rules equally apply to any participation in any extra-curricular activity apart from sports activities, except in cases where the rules obviously have no bearing.

5. SCHOOL PROPERTY

- 5.1 “school property” includes the following:
- 5.1.1 the grounds and buildings (immovable property) owned by the school as well as any permanent additions to such buildings and grounds;
 - 5.1.2 all other movable property, including equipment, books, supplies, motor vehicles, etc. owned, rented or stored by the school, for which it can be held legally liable in case of any damage or loss.
- 5.2 Any school property entrusted to the care and control of a learner has to be returned at the appointed time (as determined and requested by the governing body, the rector or an educator of the school) in the same condition as when it was entrusted to the learner; this excludes reasonable usage and wear and tear.
- 5.3 No learner shall deliberately or negligently vandalise, damage, destroy or lose any school property.
- 5.4 No learner may remove any school property from the school grounds without prior consent of the rector or an educator of the school.
- 5.5 Learners may not handle, damage, vandalise, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

- 5.6 Learners and parents should take note of the terms and conditions regarding school property as set out in the Code of Rights and Duties.
- 5.7 Any learner who deliberately abuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

6. PERSONAL BELONGINGS AND VALUABLES

- 6.1 The school will not be held responsible for theft or damage to personal belongings or valuable items on school premises or items carried off the premises on school outings or activities. Such personal belongings and/or valuable shall include, but not be limited to, cell phones, electronic devices, bags, books, bicycles, sporting equipment and clothing.
- 6.2 Learners should avoid bringing electronic devices, large sums of money and valuables to school.
- 6.3 Electronic devices (including but not limited to cell phones, laptops, tablets and electronic readers) may only be brought on school premises, or carried off the premises on school outings and activities, and used in accordance with this Code of Conduct.
- 6.4 If a parent requests that his/her son make a payment on his/her behalf, the carrying of cash is at their own risk.
- 6.5 Arrangements should be made for the safekeeping of personal belongings and/or valuables during school activities, with the applicable coach or school representative.

7. THE REPRESENTATIVE COUNCIL OF LEARNERS, PAUL ROOS DISCIPLINARY COUNSEL AND THE STUDENT COUNCIL

- 7.1 The rector may, in consultation with the student council/RCL, formulate a code of honour for the student council/RCL and the Paul Roos Disciplinary Council.
- 7.2 As soon as such a code of honour has been approved by the student council/RCL/PRD, it will be considered part of this Code of Conduct and a copy of it will be supplied to every member of the student council/RCL/PRD, as well as their parents.
- 7.3 All learners shall obey any reasonable and lawful instruction from a member of the RCL, PRD, student council or another school leader, and shall support and co-operate with the RCL, PRD, student council and other school leaders in properly executing their duties.
- 7.4 The rector, in consultation with the staff, student council, RCL, PRD and governing body, will compile a list of duties for the student council/RCL which will be

communicated to all members of the student council and the RCL and their parents, as well as to the other learners.

8. SCHOOL NOTICES

- 8.1 School notices are dispatch electronically via email, the D6 application and/or on mass grade groups.
- 8.2 Learners are expected to keep abreast of all notices dispatch by the school where relevant, but this must be done before or after school or during breaks, and not between class periods.

9. SCHOOLWORK AND HOMEWORK

- 9.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt teaching.
- 9.2 Learners must complete class assignments punctually.
- 9.3 All learners must have and maintain any homework book/electronic diary as may be required by the rector or class educator.
- 9.4 Learners must do the assigned homework and submit it punctually to the educator concerned by the specified deadline. Failure to comply with this rule can only be excused if the learner hands a written note from his parents with an acceptable explanation for the failure to the educator on the day on which the homework should have been completed.
- 9.5 All learners must do their prescribed homework timeously, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse will be seen as a transgression.
- 9.6 Learners are obliged to catch up as soon as possible on any work that they have missed. It is the learner's responsibility to find out what work he has missed if absent.
- 9.7 Learners shall move swiftly in single file from one class to the next, keeping to the left of the corridors. Learners may not be late for the next class if they visit the bathrooms in between lessons.

10. TESTS, EXAMINATIONS AND FORMAL ASSESSMENTS

- 10.1 Tests, examinations and formal assessments aim to assess a learner's knowledge and understanding of a specific part of the schoolwork.
- 10.2 Any absence from a formal examination, test or assessment must be supported by a letter from a medical doctor.

- 10.3 Tests and examinations required by educators are compulsory for all learners, except in cases where a valid medical certificate has been presented and/or when the parents of the learner concerned supply the head of academics with a full and acceptable written explanation at the earliest possible opportunity.
- 10.4 Learners shall refrain from any form of dishonesty or disruptive behaviour when tests and examinations are conducted.
- 10.5 Learners may not communicate in any way or cause any disruption during tests and examinations.
- 10.6 Learners who were absent for a test or examination, must hand in a valid medical certificate to Room 14, grade head and/or subject teacher as soon as possible. Failure to hand in a medical certificate will be regarded as absent without a valid reason and the learner will receive zero for the test/examination. No tests/examinations will be written at a later stage.

11. SCHOOL REPORTS

- 11.1 School reports are sent to parents electronically, via email, on the last day of every school term. Parents can request a hard copy of their child's school report from Room 14.
- 11.2 It is the responsibility of each parent to notify the school of any changes in contact details, including email address and physical residential address.

12. MOTOR VEHICLES AND MOTORCYCLES

- 12.1 A matric learner may only bring a motor vehicle onto the school grounds and park same at a designated area only with the prior written consent of the grade head or assistant grade head, and provided that such learner strictly complies with any conditions imposed together with the aforementioned consent. If a learner does not have the necessary consent when asked by any member of the staff, governing body, RCL, student council or a school leader to present it, it will be assumed that he does not have such consent, until proved otherwise.
- 12.2 Specific areas are provided for parking of motor vehicles and motorcycles and must be used by learners.
- 12.3 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.
- 12.4 Learners may ride or drive a vehicle on the school grounds provided the learner has a valid license to drive such vehicle and provided extreme caution is exercised.

Learners shall adhere to traffic rules on and around the school grounds. Reckless behaviour is forbidden.

- 12.5 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds. Permission is granted to matrics to park a vehicle on the premises, after they have applied for a disk from the grade head or assistant grade head.

13. HOSTEL RULES

The official Hostel Rules, together with the applicable regulations, statutes and policy documents regulating the school hostel serves as an addendum to this Code of Conduct.

14. PUNCTUALITY

Learners arriving late cause disruption of teaching and other school activities; therefore it is imperative that learners arrive at the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written explanation from their parents. Learners who arrive late must first report to Room 14 before proceeding to their particular class.

15. ABSENCE FROM SCHOOL

- 15.1 Except in cases where medical reasons require learners not to attend school, learners may only be absent from school in exceptional cases, and only with the written consent of the rector, or that of his representative if the rector is not available.
- 15.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 15.3 Learners who are absent from school for one to three consecutive days must submit a written explanation by their parents upon their return to school. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason accepted and approved by the rector.

16. ENVIRONMENT

- 16.1 Learners have the right to a safe environment and a school atmosphere that is conducive to education.
- 16.2 Learners may not litter on school grounds or in school buildings.
- 16.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in rubbish bins.

- 16.4 Learners must leave rest rooms in a clean condition.
- 16.5 Any action or failure to act by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 16.6 Learners may not block drainpipes or toilets with paper or other objects and taps may not be left open.
- 16.7 The application of slogans (graffiti), stickers, posters et cetera to any surface at the school is strictly prohibited unless it is done with the rector's consent.
- 16.8 Learners shall comply with any reasonable instruction from the rector, any educator, RCL member or another school leader with regard to maintaining a clean and hygienic school environment.

17. CELL PHONES/ELECTRONIC DEVICES, SOCIAL MEDIA AND SOCIAL NETWORKING

- 17.1 The school's official Cell Phones/Electronic Devices, Social Media and Social Networking Policy serves as an addendum to this Code of Conduct.
- 17.2 When cellphones/electronic devices are brought to school, the following applies:
 - 17.2.1 Cell phones/electronic devices may only be used during academic periods for educational purposes or while attending school events with the explicit permission and under the supervision of the educator in charge during that period sports event or cultural activity.
 - 17.2.2 Unless with express permission, electronic devices (including but not limited to cell phones, earphones, laptops and tablets) may not be used during academic periods, in the corridors or at school activities.
- 17.3 If the learner uses the device without the teacher's permission, the device (handset and SIM card) will be confiscated and locked away in a safe place for a period of ONE week, after which the learner may collect it. A document of proof of safekeeping will be issued to him.
- 17.4 If the learner repeats the misconduct of using the device without the teacher's permission, the device (handset and SIM card) will again be confiscated and locked away in a safe place for a period of ONE week AND the learner will receive a detention. Further repeats of this misconduct may result in disciplinary action being taken by the school in terms of the disciplinary policy.

18. BULLYING

The official Anti-bullying Policy of the school serves as an addendum to this Code of Conduct.

19. DRUGS

The official Drug Policy of the school serves as an addendum to this Code of Conduct.

20. SPORT POLICY

The official Sport Policy of the school serves as an addendum to this Code of Conduct.

21. PLAGIARISM POLICY

The official Plagiarism Policy of the school serves as an addendum to this Code of Conduct.

5. PART FIVE – EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

- 5.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the Disciplinary Policy based on cultural, religious or medical grounds.
- 5.2 Such application must include full reasons as well as supporting evidence.
- 5.3 Therefore, the onus is on the learner to substantiate the application for exemption.
- 5.4 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 5.5 In considering an application for exemption, the governing body is entitled to obtain any information that it deems necessary for a fair assessment of the application.
- 5.6 The governing body shall consider the application for exemption within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.
- 5.7 Accommodation of Religious or Cultural Rights
 - 5.7.1 Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- 5.7.1.1 The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- 5.7.1.2 This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- 5.7.1.3 This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
- 5.7.1.4 The learner must provide proof that he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his true beliefs and commitments.
- 5.7.1.5 The religious conduct or practice must be lawful.
- 5.7.1.6 The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- 5.7.1.7 When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- 5.7.1.8 The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed.
- 5.7.1.9 Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his cultural rights can be exercised only through a permanent intervention.
- 5.7.1.10 Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 7.1 to 7.8 above.

6. PART SIX – SEARCH AND SEIZURE

The official Search and Seizure Policy of the school serves as an addendum to this Code of Conduct.

7. PART SEVEN – CCTV POLICY

- 7.1 The Policy on Closed-Circuit Television (CCTV) is aimed at giving practical effect to the school being declared a drug free, dangerous object free and violence free zone and to safeguard the well-being of the school's staff, learners and visitors. The CCTV policy further serves:
 - 7.1.1 to protect pupils, staff, volunteers, contractors, visitors and members of the public with regard to their personal safety;

- 7.1.2 to protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, contractors, visitors and members of the public;
- 7.1.3 to support the police and community in preventing and detecting crime and to assist in the identification and apprehension of offenders;
- 7.1.4 to monitor the security and integrity of the school premises;
- 7.1.5 to monitor and uphold discipline among pupils in line with the Code of Conduct, which is available to parents and pupils of the school;
- 7.1.6 to record system data (recorded video footage) for a set period of time to enable retrospective reviewing of any incidents where CCTV data may assist investigations.
- 7.2 The CCTV cameras are primarily installed to combat or prevent any form of undesirable or undisciplined conduct as far as possible, including:
 - 7.2.1 any form of harassment against any person (or persons), or investigate such harassment in a meaningful way with a view to prompt and sensible action against any transgressor(s);
 - 7.2.2 any form of undesirable and/or public misconduct, or investigate such misconduct in a meaningful way with a view to action against any transgressor(s).
- 7.3 The use of CCTV footage is intended to enable the rector or deputy rectors or any duly authorised or delegated person to act or assist as swiftly as possible upon observing and/or receiving a complaint of any form of undisciplined and/or undesirable and/or harassing conduct, or any other potential emergencies.
- 7.4 This policy applies to all staff members, learners and parents of as well as visitors to the school. Any person who enters the school premises agrees to abide by the policy.
- 7.5 The cameras will be managed by the rector/deputy rectors, or his duly authorised nominee (“nominee”), in consultation and collaboration with the school governing body (the “SGB”).
- 7.6 The rector/deputy rectors, or his/her nominee will have direct control over the cameras and the right to view the system data.
- 7.7 Access to and inspection of footage recorded by the CCTV cameras will be dealt with as follows:
 - 7.7.1 Subject to the provisions below, collected footage will be made available only to persons or institutions whose interests or rights are or may be directly affected by it.
 - 7.7.2 No person or institution other than those mentioned in paragraph 7.2.1 will receive access to or permission to inspect the footage.
 - 7.7.3 Persons or institutions may apply in writing to the rector, the deputy rectors or SGB chairperson for permission to inspect the footage, which persons or institutions (“applicants”) must specifically include the following in their written applications (“requests”):
 - 7.7.3.1 full personal information
 - 7.7.3.2 a full motivation, consisting of a brief and concise explanation of the reason(s) why any recorded footage needs to be inspected, specifically also mentioning and describing any possible incident(s) in respect of which footage is to be inspected
 - 7.7.3.3 which rights or interests would be protected.
 - 7.7.4 The rector or, alternatively, the deputy rectors will consider the aforementioned request in consultation with the SGB chairperson or, should the SGB chairperson be unavailable, in consultation with the SGB vice-chairperson. This will occur with

due regard to the principles in this policy and/or any other policy that may possibly relate to the request.

- 7.7.5 If the aforementioned request is approved, the applicant(s) to whom such permission is granted may view the relevant footage only during school hours in the office of the rector, and only in the presence of the rector and such other person who, in the rector's opinion, may have an interest in the proceedings, unless the applicant(s) and the rector agree otherwise in writing.
- 7.7.6 Any persons who obtain or attempt to obtain access to recorded footage in contravention of this document, or who publish or attempt to publish any recorded footage, or who interfere or tamper with the cameras without the knowledge of the rector or deputy rectors, will render themselves liable to disciplinary action and/or criminal and/or civil prosecution.
- 7.7.7 A proper record will be kept of all requests for access to footage received by the school.
- 7.7.8 Any recorded footage will be allowed as evidence against any person during any proceedings in the school context, with no proof of authenticity required. In other words, any recorded footage will be what it claims to be. Any person who believes that the system is used for any purpose other than in terms of this policy may lodge an official complaint with the rector or SGB.
- 7.8 The footage collected by the CCTV cameras ("the footage") and copyright of any footage will remain school property at all times.
- 7.9 Any incident noticed on camera footage by the rector/deputy rectors or his/her nominee may be used, in the discretion of the rector/deputy rectors, or his/her nominee during any investigation and/or disciplinary process. If such incident *prima facie* points to criminal conduct, such conduct may be reported to the South African Police Service or any other appropriate law enforcement institution for possible further investigation.
- 7.10 The cameras will be utilised in a way that respects the privacy of every affected person as far as possible. Any person who believes that the system is used for any purpose other than in terms of this policy may lodge an official complaint with the rector or SGB.

5 PART EIGHT – MISCONDUCT

Should a learner misbehave, commit an act of misconduct and/or fail to abide by the Code of Conduct, appropriate disciplinary procedures/measures may be conducted/implemented in accordance with the school's Disciplinary Policy, the Schools Act and Regulations Relating to Discipline, Suspension and Expulsion of learners at Public Schools in the Western Cape, Provincial Gazette Extraordinary 6939 of 15 December 2011, as amended.