

Short version of the Code of Conduct of Tygerberg High School

Code and rules of conduct

1. Introduction

This document is the Code of Conduct of The Tygerberg High School, as approved by the Governing Body. The Governing Body has consulted parents, learners and educators of the school regarding the content of the Code of Conduct. The Code of Conduct has been drafted in accordance with the relevant stipulations of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (Notice 776 in the Government Gazette 18900 dated 15 May 1998) and other applicable regulations and legislation.

2. Objective

The aim of the Code of Conduct is to:

- Establish a culture of reconciliation, education, mutual respect, tolerance and peace in the school,

- Create an environment where teaching and learning receive priority.
- Endorse the school's mission statement.
- Establish amongst the learners the principles of a value driven school, based on the Christian values of respect, citizenship, caring, responsibility, trustworthiness and fairness.

Although the State is obligated to make education available and accessible to all, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This Code of Conduct is intended to promote such dedication and commitment.

This Code of Conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

Learners and their parents or guardians must acquaint themselves with the school's Code of Conduct and its provisions. As soon as learners are enrolled at the school, they are, by implication, subject to the Code of Conduct, and must adhere to it strictly. Should learners transgress or violate the

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Code of Conduct, action will be taken against them in accordance with the disciplinary procedure of the school.

3. Code of Conduct

General rules

- 3.1 Learners shall be good ambassadors of the school and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2 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.
- 3.3 In their interaction with the staff of the school, fellow learners as well as visitors to the school, learners shall be courteous and respectful at all times.

- 3.4 In their interaction with one another, learners shall practise self-restraint and display mutual respect and tolerance.
- 3.5 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, during a learners attendance of the school and /or participation in school activities, both on and off the premises.
- 3.6 The use of cellphones during school activities is strictly prohibited. Calls may be made in emergencies only and only with the school principal's permission. (See full Code of Conduct).
- 3.7 The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.
- 3.8 When it is suspected that learners have violated this Code of Conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for guns or any other dangerous weapons, drugs or harmful and

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dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds.

- 3.9 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of the Code of Conduct.
- 3.10 Any conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct.
- 3.11 For transgressions that may lead to suspension and/or expulsion, see the full Code of Conduct.

4. Class rules

- 4.1 The class educator shall formulate class rules based upon this Code of Conduct.
- 4.2 The class rules must be tabled in writing and –
 - 4.2.1 immediately be presented to the principal.
 - 4.2.2 be displayed in a legible format in a prominent area of the classroom; and
 - 4.2.3 be made available to all learners and their parents.

- 4.3 Learners are expected to comply fully and promptly with the class rules as well as any verbal instructions given by the class educator or any staff member that are reasonably essential to give effect to this Code of Conduct and/or for the sound and professional management of the school.
- 4.4 Any violation of the class rules shall be regarded as a violation of this Code of Conduct and school rules.

5. Rules with regard to appearance and school wear

5.1 School wear

- 5.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.

5.1.2 Clothing rules

See full Code of Conduct

5.2 Appearance

See full Code of Conduct

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6. Sports and extracurricular activities

See full Code of Conduct

7. School property

- 7.1 As the school has been established for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.
- 7.2 No person may remove any school property from the school grounds without the prior consent of the principal or an authorised educator of the school.
- 7.3 Learners may not handle, damage, mark, deface or destroy any property of the staff, 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.

- 7.4 Learners may not damage, deface or destroy any school property.

8. The Student Council (SC) and school leaders

- 8.1 The SC and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.
- 8.2 All learners shall obey any reasonable instruction from a member of the SC or any other school leader, and shall support and cooperate with the SC and other school leaders in the execution of their duties.

9. School notices

All learners are obligated to hand to their parents all school notices that are distributed to learners for such purpose by the governing body, principal or an educator of the school, and to promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

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10. School work and homework

- 10.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or prevent teaching.
- 10.2 Learners must promptly carry out instructions in class.
- 10.3 All learners must have and maintain a homework book as may be required by the principal or class educator.
- 10.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date.
- 10.5 All learners must do their prescribed homework with diligence and dedication in order to develop a consistent work ethic.
- 10.6 Learners are obligated to promptly catch up on any work that they have missed.

11. Tests and examinations

- 11.1 All learners are obligated to submit to the tests and examinations that educators may require.

- 11.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

12. Motor vehicles and motorcycles

See full Code of Conduct

13. Punctuality

- 13.1 Learners are expected to arrive at the appointed time of the beginning of the school day and at the start of any other school activity. Learners who arrive late at school shall immediately report to the office before proceeding to their particular class.

13.2 School hours:

Monday – Friday 7:45 to 14:30 with the exception of Tuesday, when the school closes at 13:45.

14. Absence from school

- 14.1 Learners may be absent from school in exceptional cases only,

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- 14.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 14.3 Learners who are absent from school for one to three consecutive days must, upon their return to school, submit a written explanation by their parents to their register class teacher. Absence for more than three (3) consecutive days will only be accepted if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's household or for any reason which may be approved of by the principal.
- 15.4 Learners must leave cloak rooms in a clean condition.
- 15.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 15.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 15.7 Learners shall comply with any reasonable instruction from the principal, any educator, SC member or other school leader with regard to maintaining a clean and hygienic school environment. *(See the Code of Conduct for a detailed outline of the school rules.)*

15. Environment

- 15.1 Learners have the right to a safe environment and school that are conducive to education.
- 15.2 Learners may not litter on school grounds or in school buildings.
- 15.3 Learners who attend any school activity as spectators or supporters must ensure that all litter is picked up and

16. Exemption from provisions of the Code of Conduct

- 16.1 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 Code of Conduct based on cultural, religious or medical grounds;

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- 16.2 Such application must include full reasons as well as supporting evidence. Therefore, the onus of proof to substantiate the application for exemption still lies with the learner;
- 16.3 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;
- 16.4 In considering an application for exemption, the governing Body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application;
- 16.5 The Governing Body shall consider the application for exemption with the necessary gravity and responsibility, and within the framework of the Constitution and court judgements of South Africa, and shall inform the learner of its decision in writing.
- 16.6 In the event of a violation of any provision in this Code of Conduct, the prescribed disciplinary procedure shall be followed. *(See the full Code of Conduct for a detailed outline of the school rules.)*