



HOËRSKOOL
TYGERBERG
HIGH SCHOOL

CODE OF CONDUCT FOR LEARNERS 2019

APPROVED:

CHAIRMAN: SCHOOL GOVERNING BODY

DATE:

TABLE OF CONTENTS

INTRODUCTION	4
SECTION A: SCHOOL RULES.....	5
1. GENERAL PRINCIPLES.....	5
2. SCHOOL AND CLASS ATTENDANCE.....	5
3. SCHOOL UNIFORM AND GENERAL APPEARANCE.....	6
4. PERSONAL AND VALUABLE BELONGINGS	7
5. GENERAL RULES.....	8
6. RULES REGARDING DANGEROUS WEAPONS AND ILLEGAL SUBSTANCES.....	10
7. CLASSROOM RULES	11
8. DRUG POLICY	11
8.1 Confidentiality	11
8.2 Test	11
8.3 Searches.....	12
9. ELECTRONIC DEVICES POLICY (which includes cell phones).....	12
10. WORK EXPECTATIONS	12
10.1 Classwork.....	12
10.2 Homework	12
10.3 Tests and exams	13
11. PLAGIARISM.....	13
12. REMEDIAL PROCEDURES, EXTRA LESSONS AND SUBJECT CHOICES.....	13
13. PROJECTS AND ASSIGNMENTS	14
14. TRANSPORT	14
15. SCHOOL ENRICHMENT PROGRAMMES	14
16. RELIGIOUS AND CULTURAL RIGHTS.....	15
17. BULLYING AND CYBER BULLYING	15
SECTION B: DISCIPLINARY SYSTEM	16
1. CLASSIFICATION OF OFFENCES.....	16

2.	DISCIPLINARY PROCEDURES	16
2.1	Grade 1:	16
2.2	Grade 2:	17
2.3	Grade 3:	18
2.4	Grade 4	18
3.	DISCIPLINARY INTERVENTION	18
4.	SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTION	19
5.	DISCIPLINARY HEARINGS	19
6.	PROCEDURE DURING HEARINGS	20
	ADDENDUMS	i
	ADDENDUM A.....	i
	ADDENDUM B.....	i
	ADDENDUM C.....	xi
	ADDENDUM D	xii
	ADDENDUM E	xiii
	ADDENDUM F	xiv

INTRODUCTION

The school is committed to the creation of an environment where effective learning and tuition can take place by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring that learners be held responsible for their conduct and behaviour.
- Prohibiting all forms of unfair discrimination and intolerance.
- Discouraging disruptive and aggressive behaviour.

The document sets out the rules for learner conduct at school and at all occasions where the school is represented. It also explains the school's disciplinary system for learners who transgress. The code of conduct applies to all learners, on the school grounds as well as wherever they may represent the school.

In terms of section 8(4) of the South African Schools Act all learners enrolled at a public school are bound by the code of conduct of that school. All learners are expected to sign a declaration in which they promise to obey the code of conduct (Addendum A). The school's internal disciplinary committee enforces the code of conduct.

SECTION A: SCHOOL RULES

School rules are applied in order to create a disciplined, orderly and safe environment in which effective tuition and learning can take place. No learner is exempt from the rules and ignorance of school rules is not an acceptable excuse.

1. GENERAL PRINCIPLES

- 1.1. Learners must act courteous and friendly towards each other, the student council, the representative council of learners (RCL), the staff and visitors to the school at all times.
- 1.2. Learners must obey the school rules during and after school hours, at the school or wherever they may be representing the school.
- 1.3. Learners may say or do nothing that will put the school in a bad light.
- 1.4. No learner may act in a way that will disrupt or frustrate the learning activities of co-learners and the tuition process.
- 1.5. No learner may act in a way that will cause physical and/or emotional damage to other learners or staff members.
- 1.6. The parents/guardians of learners who display persistent behavioural problems will be contacted to discuss and solve the problems as quickly as possible.

2. SCHOOL AND CLASS ATTENDANCE

- 2.1 Parents/guardians, learners, teachers and members of the governing body carry the joint responsibility for ensuring that all learners attend school on a daily basis.
- 2.2 Should a learner be absent on a regular basis, the grade head must inform the parents and principal of the learner's absence in writing. The grade head must keep copies of letters to parents relating to absences.
- 2.3 All learners must arrive at the school before the official starting time. Register will be kept at the start of each school day, with the result that learners who are late will be marked as absent.
- 2.4 Learners may not be absent from or be late for class without the permission of the relevant teacher. The learner will be marked as absent.
- 2.5 A learner who is absent, must have a letter from the parent/guardian giving him/her permission for such absence.
- 2.6 Should a learner be absent due to illness for three or more days, he/she must submit a medical certificate.
- 2.7 Should a learner be absent during a formal examination, test or task, the learner must submit a medical certificate.
- 2.8 No learner may leave the school during school hours without a letter from the parent/guardian and must also have a relevant letter of permission signed by the principal, deputy principal or grade head.

2.9 Learners may not bunk during school hours.

3. SCHOOL UNIFORM AND GENERAL APPEARANCE

3.1 Learners must wear their full school uniform, always look neat and portray a good image of the school.

Learners are identified as members of the Tiger-community by their school uniform and therefore the correct standards with regards to their school uniform are expected, which include uniforms being clean, neat and worn correctly. There must be adhered to the regulations laid down by the school governing body.

3.2 No accessories to the school uniform will be allowed.

3.3 Jewellery is restricted to watches and in the case of girls, to a small silver or gold stud or ring in the ear lobe. Only one stud or ring is allowed per ear. No additional earrings or jewellery or coloured contact lenses are allowed.

3.4 No makeup is allowed.

3.5 No coloured hair or daring hair styles are allowed.

3.6 Finger nails must be kept clean and short at all times.

3.7 If learners are given permission to wear informal clothes, it must be neat. Beach, tight-fitting, see-through and daring clothes are not allowed. Hair, shoes and accessories must be neat at all times.

3.8 Girls may wear a black hijab (without any decorations) in accordance with the prescriptions of their religion. They may also wear black tights regardless of the season.

3.9 No visible tattoos are allowed.

3.10 Learners must wear their school uniform to school as well as on their way back home from school. Their school uniform may not be worn with casual clothes.

3.11 When learners represent the school while attending a school function as a group, they must wear their full school uniform. No casual clothes, e.g. beanies or jackets, may be worn with the school uniform.

3.12 The correct sportswear must be worn for the various school sports like tennis, hockey, rugby, netball and cricket (during lessons, practice and games). It may only be worn during sporting events, but not as part of the formal school uniform.

3.13 Boys must wear the correct size grey pants that fit well. The width of the trousers may not be adjusted.

3.14 Boys must be shaved.

3.15 Girls' school skirts may not be shorter than four fingers above the knee.

4. PERSONAL AND VALUABLE BELONGINGS

- 4.1 The school will not be held responsible for theft of or damage to personal belongings on school grounds (e.g. cell phones, vehicles, bags, books, clothes).
- 4.2 Learners should rather leave their cell phones at home and avoid bringing large amounts of money or possessions to school. Cell phones may not be switched on during a normal school day, breaks excluded, but then only outside the school building. All learners are requested to comply with the electronic devices policy, which includes the policy with regards to cell phones.
- 4.3 If a learner must pay school fees on behalf of his/her parent/guardian, it must be placed in the box for school fees before the start of the school day.
- 4.4 Learners with valuable possessions must make their own arrangements for safekeeping during extramural activities.
- 4.5 Learners may not bring any computer games, iPods or any such non-school-related electronic devices to school.
- 4.6 It is the learners' responsibility to ensure that their clothes, books and school bags are clearly marked.

5. GENERAL RULES

- 5.1 Learners may not loiter or play in the passages, on the stairs, at the tuck shop and lockers or in the toilets. Learners must move quickly and silently in the passages.
- 5.2 Deposit all litter in bins and paper in paper recycling containers.
- 5.3 No school property or any property of others may be deliberately damaged, vandalised or abused, whether in the form of graffiti or physical damage.
- 5.4 No school- or private property may be stolen.
- 5.5 No form of irregularity with regards to classwork or homework during formal/informal tests or internal/external examinations will be allowed. Learners may under no circumstances copy and/or borrow another learner's work.
- 5.6 No disturbing, rude or disruptive behaviour will be allowed. It is expected from learners to behave orderly during assembly. There must be immediate silence when the teacher who is speaking, asks for it.
- 5.7 It is the responsibility of every learner to hand in his/her work at the required time.
- 5.8 Learners who cannot show a medical certificate for absence during formal examinations, tests or assessment tasks will receive nought for that specific examination/test/task.
- 5.9 All learners must respect the religion, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality and respect their physical, emotional and moral well-being.
- 5.10 No belittling, discriminatory or racist language will be allowed.
- 5.11 No conduct or action which belittles or degrades the culture, race, gender or religion of other learners will be allowed.
- 5.12 All learners are entitled to education without interference, intimidation, disruptive behaviour or physical abuse.
- 5.13 Learners must respect the property and safety of other learners and staff members.
- 5.14 Learners must respect the school's property as well as the school environment, including plants, trees and playgrounds.
- 5.15 No fighting, assault, attempted assault and threats towards other learners and staff members will be allowed.

- 5.16 Staff and learners in positions of authority must be respected. A learner in a position of authority must respect the rights of other learners and not abuse his/her authority.
- 5.17 Learners may not possess, copy, read or distribute any unacceptable material.
- 5.18 Learners must stay away from areas that are out of limits.
- 5.19 Learners may not eat (chewing gum included) or drink during class.
- 5.20 All library books must be handed in timeously.
- 5.21 No hitchhiking while in school uniform or school sportswear will be allowed.
- 5.22 Class- and homework must be done and handed in regularly and as expected.
- 5.23 No learner may fail to attend detention.
- 5.24 No intimidation by means of verbal or physical threats in order to humiliate, belittle or abuse someone else will be allowed.
- 5.25 Learners may not swear.
- 5.26 Learners may not tell lies.
- 5.27 Learners may not make rude gestures.
- 5.28 No improper behaviour in public will be allowed. School rules apply on the way to school, as well as on the way back home.
- 5.29 No gambling during or after school hours while dressed in school uniform will be allowed.
- 5.30 No teacher may be disturbed in the execution of his/her professional task.
- 5.31 No learner may injure a staff member, co-learner or any other person.
- 5.32 No rape, attempted rape or indecent assault of staff, co-learners or any other person by a learner will be allowed.
- 5.33 No incitement, initiation or attendance of any form of illegal strike, action, meeting or campaign on school grounds will be allowed.

- 5.34 Official documents such as medical certificates and academic reports may not be forged or unlawfully used.
- 5.35 The possession of or setting off fireworks on school grounds will not be allowed.
- 5.36 No sexual harassment of co-learners and staff members will be allowed.
- 5.37 All learners who sign out before the end of the school day, must stay on the school grounds until they are picked up.
- 5.38 Learners may not receive visitors or communicate with visitors through the boundary fence during break time.
- 5.39 Learners who want to be excused from PT or any extramural activity they participate in, must present a letter signed by the parent / guardian or doctor.
- 5.40 Learners are responsible for the transfer of school information to their parents / guardians, as well as the return of reply slips signed by a parent / guardian.
- 5.41 Learners should take and accept all measures to indemnify themselves, other learners as well as staff members from possible HIV contamination.

6. RULES REGARDING DANGEROUS WEAPONS AND ILLEGAL SUBSTANCES

- 6.1 The school is a place of safety where laws for public places apply.
- 6.2 No dangerous objects or weapons of any kind, as described in the South African Schools Act or the Safety Regulations, may be brought onto or used on the school grounds, except if permitted by the principal for education purposes. These include knives, guns, aerosols or spray cans and any item with which a learner can injure another person.
- 6.3 Possession of, using, distributing or being under the influence of alcohol is not allowed.
- 6.4 Possession of, using, distributing or being under the influence of illegal substances or drugs is not allowed.
- 6.5 Learners may not smoke cigarettes or be in possession of cigarettes, (this includes e-cigarettes, lighters, matches, pipes or any other relevant product used for smoking and/or inhaling), other harmful substances, alcoholic drinks or offensive material.
- 6.6 Learners may not use or be in possession of the above:
 - 6.6.1. On the school grounds.
 - 6.6.2. In the presence of staff members.
 - 6.6.3. In school uniform.
 - 6.6.4. During school related activities, e.g. a tour, outing, expedition, cyclo-cross, class or grade party or – function.

6.6.5. In the school environment, including public places like train stations, bus stops, shopping centres and local sports clubs where their behaviour will harm the name of the school. If a learner brings any forbidden item to school contrary to these rules, appropriate disciplinary steps will be taken, and the item will be confiscated.

7. CLASSROOM_RULES

- 7.1 The bathroom / toilet must be visited before school and during breaks.
- 7.2 Learners must be prompt and take out their books immediately.
- 7.3 Contribute positively to the lesson and complete all tasks in time.
- 7.4 The teacher is in control of classroom management.
- 7.5 Speak to teachers and co-learners in a courteous way and respect other's opinions.
- 7.6 At the end of a lesson, pack up and leave the classroom only if the teacher gives instruction to do so.

8. DRUG POLICY

The drug policy of Tygerberg High School is contained in a separate policy which must be read with the code of conduct.

8.1 Confidentiality

Where a learner approaches any of the school's staff, it will be handled in confidentiality. The staff member who is being approached, must contact the learner's parents as well as a senior staff member who is involved with counselling. No other staff member, learners or parents will be informed. Where it is in the learner's interest that any other person be informed, it will be done in consultation with the learner.

8.2 Test

When a test must be done, it will be done with consideration of the necessary clinical procedures and personal rights with regards to privacy, dignity and physical integrity. The procedure is set out in the drug policy of Tygerberg High School.

8.3 Searches

Where there is reasonable suspicion that a learner is in possession of a forbidden substance, a search will be done in terms of Act 8A of the South African School Law. The process is set out in the drug policy of Tygerberg High School.

9. ELECTRONIC DEVICES POLICY (which includes cell phones)

The electronic devices policy is contained in a separate policy which needs to be read with the code of conduct.

10. WORK EXPECTATIONS

10.1 Classwork

- 10.1.1 The teacher is the manager of the class. Follow the teacher's instructions and respect the classroom as a learning environment.
- 10.1.2 Follow the classroom's rules and procedures.
- 10.1.3 If a learner is for some reason not present during a lesson, it is the learner's responsibility to excuse him- or herself with valid documentation. It will be considered a bunking offense if no documentation can be shown.
- 10.1.4 If a learner misses work for some reason, it is his / her responsibility to catch up with the work.

Attending school is a necessity for academic skill. A learner must participate in the educational program, which is prescribed by the Education Department, unless exemption is granted by the Department.

10.2 Homework

- 10.2.1 All homework given by the teacher must be done during the following lesson or on the date as prescribed by the teacher. The teacher is allowed to punish the learner for incomplete homework, unless there is a valid reason.
- 10.2.2 If homework is not done or not of the correct standard, the learner will be expected to redo his/her homework. Other corrective measures prescribed by the teacher may apply.
- 10.2.3 All learners must do their own homework. Parents may provide guidance, but the work has to be done by the learner.
- 10.2.4 If a learner is absent from school or missed a lesson, it is the learner's responsibility to find out what the day's homework was and to complete it as quickly as possible.
- 10.2.5 Homework may not be done during the morning's register period.

10.3 Tests and exams

- 10.3.1 During a test or exam, the supervisor is the manager of the classroom. His/her instructions and disciplinary measures must always be followed.
- 10.3.2 The school has a clear policy with regards to tests and exams which will apply to all tests and exams. The policy must be read with this document.
- 10.3.3 No learner can enter or write a test or exam on behalf of another learner.
- 10.3.4 Learners are strictly forbidden to communicate with another learner (including non-writers) in any manner during a test or exam.
- 10.3.5 No notes or other illegal aids (including cell phones, iPads, tablets etc.) may be used by a learner during a test or exam, unless special permission was granted.
- 10.3.6 Cell phones must be switched off during the test or exam and put in the learners' school bags. Matric learners are not allowed to take their cell phones into the examination room.
- 10.3.7 A doctor's certificate or valid note is required if a learner misses an exam. If a doctor's certificate is provided, the overall mark will be adjusted accordingly. If no valid certification can be provided, the learner will receive nought for the test or exam.
- 10.3.8 As soon as a learner has left the test- or examination room, the test or exam the learner has written may not be changed.

In exceptional circumstances parents must approach a subject head, grade head or academic head to discuss a problem a learner may have with regards to the compliance of a deadline or the writing of a test because of unavoidable recklessness or absence. Any decisions in this regard will be discussed and finalised with the deputy principal.

11. PLAGIARISM

- 11.1 All work presented in tests, projects and assignments, must be the learner's own work.
- 11.2 If other sources are used, it must be acknowledged in a bibliography or reference list.
- 11.3 If a learner copies work directly from another source without acknowledging it, the learner will receive nought for the work done and will have to redo the work.
- 11.4 If a learner voluntarily allows someone to make copies of his/her work, he/she will also receive nought for the work done.
- 11.5 The same rules apply if someone else does the work on behalf of the learner.

12. REMEDIAL PROCEDURES, EXTRA LESSONS AND SUBJECT CHOICES

- 12.1 If a teacher recommends extra lessons for a learner, both the parents and learner must respect the teacher's professional judgment and take steps to adhere thereto.

- 12.2 Any intervention strategies recommended by the school must be adhered to. If parents or learners are not prepared to accept the school's intervention strategies, it is the parent's responsibility to find alternative supporting intervention strategies.
- 12.3 Learners and parents should follow the advice and requirements given by the school with regards to subject choices.
- 12.4 If a learner wants to change subjects, he/she must follow the policy as set out by the school and Education Department.
- 12.5 The school reserves the right to enforce a subject change if the subject jeopardises the learner's change to pass the grade.

13. PROJECTS AND ASSIGNMENTS

- 13.1 No exceptions will be made with regards to the submission of assignments and projects. Under no circumstances it will be acceptable for a learner to choose between receiving nought as opposed to submitting a work piece.
- 13.2 Monitoring of work will be done and controlled by the subject heads, supported by the grade heads and academic head.
- 13.3 It is the learner's responsibility to maintain files and assignments.
- 13.4 As soon as a deadline has been allocated, it is fixed.
- 13.5 Learners must take responsibility to acquaint them of the dates of formal assessments by consulting the relevant documentation.
- 13.6 Work must personally be presented to the relevant teacher on or before the deadline.

14. TRANSPORT

- 14.1 Learners who use motorbikes or cars and wish to park these on school grounds must obtain the school's permission and park in specially designated areas.
- 14.2 Cars, motorbikes and bicycles are parked on school grounds at own risk.
- 14.3 Learners must use the specially designated areas that are provided for the safekeeping of bicycles, etc.
- 14.4 A learner may drive a vehicle on school grounds if he/she has a legal driver's licence for the relevant vehicle. A speed limit of 20 km/h applies on the school grounds.
- 14.5 The code of conduct applies when public transport is used to and from school.
- 14.6 Learners may not hitchhike while in school uniform or school sportswear.

15. SCHOOL ENRICHMENT PROGRAMMES

- 15.1 Involvement in school enrichment programme activities form a valuable and integral part of the holistic development of all learners. All learners must be involved in at least one sports- or cultural activity per term.
- 15.2 Learners must follow the correct etiquette of the activity they are participating in.

- 15.3 If a learner has committed him-/herself to an activity, he/she must comply with its rules and responsibilities.
- 15.4 Participation in a specific activity applies for the entire season or the duration of that activity.
- 15.5 Attendance of all practice sessions is compulsory. Should a learner miss a practice without a written and valid reason from his/her parents/guardians, he/she may be suspended for one match.
- 15.6 Learners must wear the applicable gear and accessories at practice sessions.
- 15.7 Learners must wear the correct gear or uniform during matches/performances.
- 15.8 Learners who will be playing matches must arrive at the venue in full school uniform, except if other arrangements were made.
- 15.9 Sportswear and other accessories must be carried in a suitable bag.
- 15.10 No misconduct or poor sportsmanship will be allowed during extramural activities. Bad language (swearing) on and off the sports field is not allowed.
- 15.11 Having been instructed to do so, learners are compelled to attend certain activities as spectators and designated extramural activities, matches or functions as a participant or official.
- 15.12 In agreement to the Schools Act and/or all other related policies, no initiation or welcoming of any kind, which could affect any learner in any way (including physical and/or psychologically) negatively are allowed in any sports team. "Bakoond" as well as any other similar uses are prohibited.
- 15.13 Any internal traditions/rules in a sports team must be communicated to all newcomers. If the captain of the team, for example, always walk onto or leave the field first, it must be communicated to the new members of the team when he/she becomes a member and not later on. The new team member must not be allowed to, for example, walk onto or off the field first and are then subjected to a "bakoond" because it's the captains' privilege.
- 15.14 All people involved (including external staff) should unconditionally be aware that the parents/guardians of the learner could lay a complaint at the South African Police Service where these policies are transgressed.

16. RELIGIOUS AND CULTURAL RIGHTS

The religious and cultural rights of all learners will be respected. Learners who experience a restriction of their rights must immediately report it to their grade heads. The religious and cultural rights of any group are however subject to the effective functioning of the school. Learners who miss school work due to religious or cultural reasons, must accept responsibility for the catching up of such school work. If a learner's religious or cultural activities influence formal assessments, it must be discussed with the deputy principal of academics, Mrs Rossouw, timeously.

17. BULLYING AND CYBER BULLYING

Tygerberg High School has zero tolerance with regards to bullying as well as cyber bullying. The policy with regards to bullying and cyber bullying needs to be read with the code of conduct.

SECTION B: DISCIPLINARY SYSTEM

It is the responsibility of all teachers to discipline learners. They have full authority to reprimand learners in order to improve their behaviour, when necessary. Any disciplinary action must correspond and be in line with the offence.

All learners must obey the disciplinary system which has been developed exactly to guide and control learner conduct in our school

1. CLASSIFICATION OF OFFENCES

Offences are classified according to the degree of severity, grade 4 offences being the most serious. See Addendum B, Table 1 for grading of offences.

2. DISCIPLINARY PROCEDURES

Grade 1 offence:

A written warning followed by a final written warning and then an internal disciplinary hearing.

Grade 2 offence:

A final written warning followed by an internal disciplinary hearing by the SGB.

Grade 3 offence:

An internal or formal disciplinary hearing by the SGB, depending on the severity of the offence.

Grade 4 offence:

The offence is immediately reported to the SAPS, followed by a formal disciplinary hearing by the SGB. The learner must sign all written warnings as an acknowledgement of guilt.

2.1 Grade 1:

2.1.1 All grade 1 offences are handled by the teacher or student council, and a written record must be kept of the offence and the disciplinary action taken.

2.1.2 If a grade 1 offence is committed for the third time, the matter is referred to the grade head (together with evidence of the three offences). The grade head will then issue a **written warning**, keeping a signed copy on record and providing the parents/guardians with a copy.

- 2.1.3 If a specific grade 1 offence is repeated **within six months** after disciplinary intervention and a written warning has already been issued, the teacher must consult the grade head. An interview will then be arranged with the learner upon which a **final written warning** will be issued. The grade head keeps a signed copy on record and provides the parents/guardians with a copy.
- 2.1.4 If a grade 1 offence is repeated **within six months** after a final written warning, the grade head must refer the matter to the Disciplinary Committee for an **internal disciplinary hearing**. The parents/guardians will be informed that an internal disciplinary hearing has been arranged.
- 2.1.5 The grade head keeps records of all offences as well as the disciplinary action taken. The learner's register teacher is provided with copies of these.

2.2 Grade 2:

- 2.2.1 All grade 2 offences are referred to the principal immediately. The teacher and grade head arrange an interview with the learner. A **final written warning** is issued, and a signed copy of that is kept on record by the grade head and provided to the parent/guardians.
- 2.2.2 If a grade 2 offence is repeated **within six months** of a final written warning for the first offence, the grade head must refer the matter to the Disciplinary Committee for a **disciplinary hearing**. The parents/guardians will be informed in writing that an internal disciplinary hearing has been arranged.
- 2.2.3 If a grade 2 offence is repeated **within six months** after a disciplinary hearing, the grade head must refer the matter to the Disciplinary Committee for a **formal disciplinary hearing**. The parents/guardians will be informed in writing that a formal disciplinary hearing has been arranged.
- 2.2.4 The grade head keeps record of all relevant documentation relating to the offences and the disciplinary action taken and provide it to the register teacher.

2.3 Grade 3:

All grade 3 offences are reported to the grade head who immediately must refer the matter to the Disciplinary Committee to decide whether an **internal or formal disciplinary hearing must be arranged by the SGB**, depending on the severity of the offence. The parents/guardians will be informed in writing that a disciplinary hearing has been arranged.

2.4 Grade 4:

All grade 4 offences are reported to the grade head immediately. The grade head must refer the matter to the principal who will immediately lay a **charge with the SAPS** and arrange a **formal disciplinary hearing** by the SGB. The parents/guardians will be informed in writing that a hearing has been arranged.

3. DISCIPLINARY INTERVENTION

- 3.1 The school may employ the following list of interventions and corrective measures to improve a learner's behaviour before suspension and expulsion:
- 3.2 Verbal warning
- 3.3 Written warning
- 3.4 Final written warning
- 3.5 Removal from classroom
- 3.6 Written punishment
- 3.7 Community service to improve the environment in and around the school property
- 3.8 Detention
- 3.9 Schoolwork under supervision
- 3.10 Counselling
- 3.11 Attendance of life skills programme(s)
- 3.12 Fines to compensate for damage to school property
- 3.13 Exclusion from school privileges
- 3.14 Exclusion from school activities and functions
- 3.15 No award for achievements
- 3.16 Temporary suspension from class/school, depending on the disciplinary hearing
- 3.17 Internal disciplinary hearing
- 3.18 Formal disciplinary hearing
- 3.19 If intervention and corrective measures are unsuccessful, further intervention must take place. This may also lead to the offence being classified as a higher-grade offence. For a grade 3 or 4 offence the learner may be suspended from school. See Addendum B, Table 2 for a list of possible disciplinary measures applied to grades 1, 2, 3 and 4 respectively.

- 3.20 Behaviour that may lead to suspension/expulsion includes:
- 3.21 Behaviour that infringes upon the rights and safety of other learners and staff
- 3.22 Criminal conduct of any nature
- 3.23 Destruction of or damage to school property
- 3.24 Disrespect, contempt or verbal intimidation aimed at staff or other learners
- 3.25 Summary refusal of legitimate instructions and requests by persons in authority
- 3.26 Participation in damaging graffiti, racism and/or hate speech
- 3.27 Sexual harassment or sexual assault
- 3.28 Indecent behaviour or blasphemy
- 3.29 Possession, use or evidence of any drugs, illegal substances, alcohol or any other strong liquor
- 3.30 Repeated transgression of the school rules or code of conduct
- 3.31 Possession of dangerous weapons, for instance guns/knives and other objects that may pose a threat to the lives of other learners or staff
- 3.32 Should a learner be found guilty of having contravened a law of the country, the school has the right, after a fair hearing by the SGB, to propose to the provincial head of education that the learner be suspended.
- 3.33 A formal disciplinary hearing must be arranged with a view to expulsion. In such circumstances the proposal for expulsion will be submitted to the provincial head of education.
- 3.34 If the proposal for expulsion is not granted, the learner will receive counselling or attend appropriate life skills programmes.

4. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTION

- 4.1 The SGB authorises the principal or deputy principal to suspend a learner as a precautionary measure if he/she is charged with serious misconduct as set out in Section 8 of the Schools Act.
- 4.2 Before a learner is suspended, he/she and his/her parents/guardians must be given an opportunity to indicate why the suspension should not be considered.
- 4.3 The disciplinary procedures must be commenced with within one week of the suspension. If not, permission must be obtained from the provincial Head of Education for the continuation of the suspension.
- 4.4 The suspension is valid until the learner is found not guilty, or should the learner be found guilty, until appropriate sanctions are determined.

5. DISCIPLINARY HEARINGS

- 5.1 The following official forms are to be used for misconduct and disciplinary hearings:
- 5.2 Written warning (Addendum C)
- 5.3 Final written warning (Addendum D)
- 5.4 Notice of formal disciplinary hearing (Addendum E)
- 5.5 Record of disciplinary hearing (Addendum F)

- 5.6 Written notice of a formal disciplinary hearing must be issued **at least five school days** before the hearing.
- 5.7 When issued with a notice, the learner must sign it as acknowledgement of receipt. Signing the notice does not constitute an acknowledgement of guilt.
- 5.8 If a learner is not present during the hearing, the hearing will continue in his/her absence.
- 5.9 The offender will be issued with a written verdict of the hearing and must sign the document as acknowledgement of receipt.
- 5.10 A learner has the right to request a review of the disciplinary action taken against him/her if there are enough grounds to do so. Non-compliance with the sanctions imposed by the Disciplinary Committee will lead to a temporary suspension pending a formal disciplinary hearing.
- 5.11 The **Internal Disciplinary Hearing Committee** comprises the following persons:
 - 5.12 An SGB representative
 - 5.13 Principal or disciplinary official
 - 5.14 Grade head
 - 5.15 Register teacher
- 5.16 The learner must attend the hearing, as well as any other learner(s) who can defend his/her case.
- 5.17 Disciplinary measures to be taken by the Internal Disciplinary Hearing Committee include:
 - 5.18 Exclusion of privileges
 - 5.19 Suspension for a minimum of two to a maximum of five school days, approved by the SGB, put in writing and placed on record.
 - 5.20 Recommendation of counselling or attendance of life skills programmes
 - 5.21 Progress programmes monitored for a period of two weeks, followed up by a progress report
 - 5.22 Written warning about the learner's conduct with a signed copy of such warning kept on record
 - 5.23 Compensation to cover the cost of the repair or replacement of damaged, lost or stolen items
- 5.24 The **Formal Disciplinary Hearing Committee** comprises the following persons:
 - 5.25 Chairman of the disciplinary committee (elected or co-opted member of the SGB)
 - 5.26 Two parent representatives of the SGB
 - 5.27 Secretary
 - 5.28 Grade head
- 5.29 The disciplinary official must keep record of all documentation relating to the transgression, the finding of the hearing and the sanction applied.

6. PROCEDURE DURING HEARINGS

- 6.1 The chairman of the committee must lead the proceedings and:
 - 6.2 Introduce those present
 - 6.3 Ensure that witnesses are only present when providing evidence
 - 6.4 The chairman must inform the learner of his/her rights:

- 6.5 The right to a fair hearing
- 6.6 The right to be present during the hearing
- 6.7 The right to prepare for the hearing
- 6.8 The right to be informed of the charge in good time
- 6.9 The right to be represented by one internal representative
- 6.10 The right to be assisted by parents/guardians during the hearing
- 6.11 The right to ask questions about any evidence provided or declarations by witnesses
- 6.12 The right to call eyewitnesses to testify on his/her behalf
- 6.13 The right to appeal to any sanction imposed by the Disciplinary Committee, within five days
- 6.14 The chairman must explain the severity and type of offence to those present.
- 6.15 The chairman must explain the hearing procedures. The complainant and his/her witnesses' testimony must be heard first. The learner and panel may ask questions about the charge. The learner and his/her witnesses/representative may then provide evidence and the complainant and committee may ask them questions.
- 6.16 As soon as everyone has been heard, the chairman must conclude the hearing, dismiss the complainant as well as the accused, representatives, parents/guardians and all the witnesses.
- 6.17 The disciplinary committee must discuss the evidence and decide on a suitable sanction.
- 6.18 The chairman must call all interested parties together.
- 6.19 The chairman must announce the hearing committee's verdict.
- 6.20 The chairman must explain the verdict as well as the reasons for the sanction decided upon.
- 6.21 Both the complainant and learner must sign the disciplinary forms and a copy must be handed to them. If the learner refuses, a witness must sign in his/her presence.
- 6.22 Signing the document/forms does not constitute an acknowledgement of guilt.

ADDENDUMS

ADDENDUM A

TYGERBERG HIGH SCHOOL

Pledge by learner

I,, a learner at Tygerberg High School, understand the rules and their implications and therefore promise to:

- Bind myself to the code of conduct and disciplinary system.
- Be courteous and considerate and respect other learners, the representative council of learners, the students' council, staff and visitors to the school.
- Treat everybody with respect, irrespective of their culture, religion, capability, race, gender, age, sexual orientation or social standing.
- Take responsibility for learning by attending class, being punctual and submitting all assessment tasks in time.
- Co-operate with all staff.
- Contribute to making the school a safe place for all.
- Ask or search for help if I need it.
- Inform the school if I feel that my rights are infringed upon or if I experience any other problems.

.....

Learner

.....

Parent/Guardian

.....

Date

ADDENDUM B

Table 1: List of offences according to the grade of the offence

Grade 1	Grade 2	Grade 3	Grade 4
<ul style="list-style-type: none"> • Littering • Excessive noise or unruly behaviour before school, during period changes, break times and after school • Eating/drinking during class (including chewing gum) • Misconduct during assembly • Entering areas that are out of limits, for instance classrooms, without permission • Loitering in passages, at the tuck shop, on the stairs and at the lockers and change rooms • Misconduct and poor sportsmanship during extramural activities • Communicating with passersby / unauthorised visitors 	<ul style="list-style-type: none"> • Causing damage to another learner's belongings or property • Misconduct during detention • Failure to attend detention • Intimidation to hurt another person or cause damage to property through a verbal/physical threat/bullying • Bunking (school or class) or leaving the school grounds without necessary permission • Swearing, telling lies or making rude gestures • Verbal/non-verbal abuse of co-learners or staff 	<ul style="list-style-type: none"> • Possession of weapons that can cause physical harm (knives, etc.) • Entering school grounds, attending a school activity or wearing of the school uniform while under the influence of alcohol or drugs • Possession, copying, distribution, use or display of pornographic material • Physical assault with the intention of doing grievous bodily harm • Improper suggestions of a sexual nature • Sexual harassment of a staff member or learner • Racism: remarks or insults 	<ul style="list-style-type: none"> • Use of weapons that can cause physical harm (knives, etc.) • Possession or use of firearms, magazines, ammunition or dangerous / deadly weapons • Possession, use of and/or trading in drugs or alcohol on the school grounds, during the attendance of a school activity or while wearing the school uniform • Poisoning or attempted poisoning of any person • Theft, robbery and burglary • Malicious damage to school property • Injury to staff, co-learners or any other person

Grade 1	Grade 2	Grade 3	Grade 4
<ul style="list-style-type: none"> • Failure to: <ul style="list-style-type: none"> - do homework - hand in assignments on time - hand in library books on time - attend extramural activities on time - attend compulsory activity as spectator • Failure to comply with uniform regulations • Failure to wear the correct sportswear at practices or matches • Hitchhiking in school- or sports uniform 	<ul style="list-style-type: none"> • Tampering with a car, motorcycle or bicycle • Insults aimed at an individual • Disregard for or cheekiness towards staff • Disobedience: Learner refuses to obey or ignores specific instructions • Any form of conduct which causes co-learners physical and/or spiritual discomfort • Fighting, assault or attempted assault • Improper conduct in public (kissing) • Gambling • Unacceptable hair styles, including bleaching or colouring • Visible tattoos • Disrupting a teacher in the execution of his/her professional task 	<ul style="list-style-type: none"> • Infringing on the rights of learners who wish to receive tuition by disrupting classes, preventing other learners from attending class or preventing teachers from giving class • Reckless or negligent driving, in school uniform or not and on the school grounds or not • Use of a cell phone during a formal test • Copying computer exercises, projects or any work that must be handed in for a year mark • Use of abusive language towards teachers • Intimidation or threatening to assault a teacher • Contempt of authority • Irresponsible / unauthorised use of a motor vehicle, motorcycle or bicycle 	<ul style="list-style-type: none"> • Rape, attempted rape or indecent assault • Incitement or instigation/initiation/attendance of any form of illegal strike/action/meeting /campaign on school grounds • Forgery: Adjustment of official documents such as medical certificates and academic reports and unlawful use of these • Possession or setting off of fireworks • Any offence that is punishable under general law

Grade 1	Grade 2	Grade 3	Grade 4
<ul style="list-style-type: none"> • Copying of other learners' class work or homework • Arriving late for class • Use of unacceptable material for covering books and files • Use of cell phone, computer games, iPods and similar electronic devices during school hours • Coming late for school without letter of apology 	<ul style="list-style-type: none"> • Failure to attend compulsory extramural activity, match or function as a participant or official • Possession of unacceptable material, pornography excluded • Tampering with safety- and other equipment on school grounds • Smoking and possession of cigarettes or e-cigarettes • Any conduct which may bring the school's name in disrepute • Repetition of a grade 1 offence • Graffiti (small scale) 	<ul style="list-style-type: none"> • Dishonesty, attempted dishonesty or possession of prohibited material in a test venue during examinations (class tests, term tests and internal examinations). This includes any form of communication, verbal and non-verbal, with another learner. • Disrespect towards the religion, culture, dignity, rights and privacy of other learners and staff. • Any conduct or action belittling or humiliating the culture, race or religion of other learners or staff. • Dishonesty or attempted dishonesty during examination/test/ portfolio work • Dishonesty or attempted dishonesty during final Grade 12 examinations • Possession or distribution of test- or examination material before or during the test or examination • Repetition of a grade 2 offence 	

Table 2: List of possible disciplinary steps to be taken for grade 1, 2, 3 and 4 offences

Each case must be evaluated on merit and fair sanctions must be applied. The proposed sanctions below serve as guidelines for the Disciplinary Committee.

Grade 1 offences	Possible proposed sanctions
<ul style="list-style-type: none"> • Graffiti on school bags • Littering • Excessive noise or unruly behaviour before school, during period changes, break times and after school • Eating/drinking during class (including chewing gum) • Misconduct during assembly • Entering areas that are out of limits, e.g. classrooms or passages, without permission • Loitering in passages, at the tuck shop, on the stairs and at the lockers and change rooms • Misconduct and poor sportsmanship during extramural activities • Failure to: <ul style="list-style-type: none"> - do homework - hand in assignments on time - hand in library books on time - attend extramural activities on time - attend compulsory activity as spectator • Failure to comply with uniform regulations • Failure to wear the correct sportswear at practices or matches • Hitchhiking in school- or sports uniform • Copying of other learners' class work or homework • Arriving late for class • Use of unacceptable material for covering books and files • Use of cell phone, computer games, iPods and similar electronic devices during school hours • Arriving late for school without letter of apology 	<p>Sanctions are applied by the relevant teacher, and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimanding • Written warning • Final written warning • Internal disciplinary hearing • Detention • Deduction of marks (homework) • Temporary confiscation until end of school term (e.g. uniform, jewellery, cell phone, bags) • Removal of graffiti from bags during breaks • Written notice to parents/guardians • Removal from class • Community service

Grade 2 offences	Proposed sanctions
Damage to the belongings/property of another learner or staff	Repair/replacement, final written warning and detention
Visible tattoos	To be removed immediately
Any conduct that may bring the name of the school into disrepute	Final written warning and detention
Tampering with safety and other equipment on school grounds	Final written warning and detention
Disrupting a teacher in the execution of his/her professional task	Suspension from class, final written warning, detention, internal disciplinary hearing
Misconduct during detention	Final written warning and internal disciplinary hearing
Failure to attend detention	Attendance of detention at a later stage, final written warning and internal disciplinary hearing
Intimidation through verbal or physical threat to hurt another person or cause damage to property / bullying	Final written warning and internal disciplinary hearing
Gambling	Final written warning and detention
Swearing, telling lies or making rude gestures	Final written warning and detention
Verbal or non-verbal abuse of co-learners or staff	Phone parents/guardians, final written warning and detention
Disregard and cheekiness towards staff	Phone parents/guardians, final written warning and internal disciplinary hearing
Disobedience: Learner refuses or ignores specific instructions	Final written warning and detention
Any form of conduct causing physical and/or spiritual discomfort to co-learners or staff	Phone parents/guardians, final written warning and detention

Fighting, assault or attempted assault	Phone parents/guardians, final written warning and internal disciplinary hearing
Improper conduct in public while in school uniform / on the school grounds (kissing)	Final written warning and detention
Bunking (school or class) or leaving the school grounds without necessary permission	Final written warning and detention
Unacceptable hair styles, including bleaching or colouring	Hair style or colour to be corrected, final written warning and detention
Smoking or possession of cigarettes or e-cigarettes	First offence: detention Second offence: internal disciplinary hearing Third offence: formal disciplinary hearing (All cigarettes and lighters to be confiscated)
Possession of unacceptable material, excluding pornographic material	Final written warning and detention
Failure to attend compulsory extramural activity, match or function as a participant or official	Final written warning and detention
Repetition of a Grade 1 offence Communicating with passersby / unauthorised visitors Graffiti (small scale) Tampering with a car, motorcycle or bicycle Insults aimed at an individual	Nature of offence to determine the sanction

Grade 3 offences	Proposed sanctions
Possession of weapons that may cause physical injury (knives, etc.)	Disciplinary hearing, written warning, community service and detention
Entering school grounds, attending a school activity or wearing a school uniform under the influence of alcohol/drugs	Suspension from school. Disciplinary hearing, written warning, community service and detention
Possession, copying, distribution, use or showing pornographic material	Suspension from school. Disciplinary hearing, written warning, community service and detention
Physical assault with the intention of grievous bodily harm	Suspension from school. Disciplinary hearing, written warning, community service and detention
Racist remarks/insults	Disciplinary hearing, written warning, community service and detention
Infringing upon the rights of learners who wish to receive tuition by disrupting classes, prevent other learners from attending class or preventing teachers from giving class	Disciplinary hearing, written warning, community service and detention
Reckless/negligent driving, in school uniform or not, on school grounds or not	Disciplinary hearing, written warning, community service and detention
Use of cell phone during a formal test	Nought and written warning
Dishonesty or attempted dishonesty in examination/test/portfolio work	Nought and written warning
Dishonesty or attempted dishonesty in final Grade 12 examination	Implementation of official provincial procedures
Possession/distribution of test/examination material before/during the test/examination	Disciplinary hearing, nought for test/examination, written warning, community service, detention, official provincial procedures for Grade 12

Disrespect for the religion, culture, dignity, rights and privacy of other learners and staff	Disciplinary hearing, written warning, community service and detention
Any conduct or action that belittles or humiliates the culture, race or religion of other learners and staff	Disciplinary hearing, written warning, community service and detention
Improper suggestions of a sexual nature	Disciplinary hearing, written warning, community service and detention
Sexual harassment of a teacher or learner	Suspension from school/class. Disciplinary hearing, written warning, community service and detention
Intimidation or threatening to assault a teacher	Suspension from school/class. Disciplinary hearing, written warning, community service and detention
Abusive language towards learners and teachers	Suspension from school/class. Disciplinary hearing, written warning, community service and detention or expulsion
Copying computer exercises, projects or any other work to be handed in for a year mark	To be handled by the WCED's Irregularities Committee
Dishonesty, attempted dishonesty or possession of prohibited material in a test venue during examinations (class tests, term tests and internal examinations). This includes any form of communication, verbal or non-verbal, with another learner	To be handled by the WCED's Irregularities Committee
Repetition of a Grade 2 offence Graffiti (large-scale) Vandalism (large-scale) Provocation Immoral behaviour Contempt of authority Irresponsible / unauthorised use of a motor vehicle, motorcycle or bicycle	Nature of offence to determine sanction

Grade 4 offences	Possible proposed sanctions
Use of weapons which may cause physical injury (knives, etc.)	Suspension from school. Disciplinary hearing, written warning, community service or expulsion
Possession and/or use of firearms, magazines, ammunition, dangerous/deadly weapons	Suspension from school. Disciplinary hearing and expulsion
Possession or use of or trading in drugs/alcohol during school hours, when attending a school activity or while wearing the school uniform	Suspension from school. Disciplinary hearing and expulsion
Poisoning or attempted poisoning of any person	Suspension from school. Disciplinary hearing and expulsion
Theft, robbery and burglary	Disciplinary hearing, replacement of stolen items, written warning, community service or expulsion
Malicious damage to school property	Disciplinary hearing, repair of damages, written warning, community service or expulsion
Injury to staff, co-learners or any other person	Suspension from school. Disciplinary hearing and expulsion
Rape, attempted rape or indecent assault	Suspension from school. Disciplinary hearing and expulsion
Possession or setting off of fireworks	Disciplinary hearing, written warning, community service or expulsion
Incitement/initiation/attendance of any form of illegal strike/action/meeting/campaign on school grounds	Disciplinary hearing, written warning, community service or expulsion
Any offence that is punishable under general law after the learner has been found guilty	Suspension from school. Disciplinary hearing and expulsion

Forgery: Adjustment of official documents such as medical certificates and academic reports and the unlawful use thereof Damaging of motor vehicles / motorcycles / bicycles	Disciplinary hearing, written warning, community service or expulsion
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ADDENDUM C

TYGERBERG HIGH SCHOOL

WRITTEN WARNING

Name of learner:

Identity number of learner

Subject:

Teacher:

The abovementioned learner did not comply with the disciplinary code of conduct.

Date of offence:

Grade of offence:

Offence:

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Declaration of learner:

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Learner

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Teacher

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Witness

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Grade Head

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Date

The learner must receive one copy while the original must be kept safe by the grade head. NB: The learner's signature is not an acknowledgement of guilt, but a declaration that the charges and actions taken have been explained well.

ADDENDUM D

TYGERBERG HIGH SCHOOL

FINAL WRITTEN WARNING

Name of learner:

Identity number of learner

Subject:

Teacher:

The abovementioned learner did not comply with the disciplinary code of conduct.

Date of offence:

Grade of offence:

Dates of previous offences:

Grades of offences

Offence:

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Declaration of learner:

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Learner

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Teacher

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Witness

.....
Grade head

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Date

The learner must receive one copy while the original must be kept safe by the grade head. NB: The learner's signature is not an acknowledgement of guilt but a declaration that the charges and actions taken have been explained well.

ADDENDUM E

HOËRSKOOL TYGERBERG

KENNISGEWING VAN FORMELE DISSIPLINÊRE VERHOOR

Name of learner:

Identity number of learner:

Subject:

Teacher:

A formal disciplinary hearing will be held and it is compulsory that you attend:

Date of hearing:

Venue of hearing:

Time of hearing:

Date of notice:

The following charge has been made against you:

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Date of offence:

Grade of offence:

Suspension from school

You have been suspended from school for the following period:

From

To

Time: Date:/...../.....	Time: Date:/...../.....
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During the period of suspension, you are not allowed on the school grounds and you may not participate in any school activities.

NB: The learner must receive one copy while the original must be kept safe by the grade head.

ADDENDUM F

Rights of a learner who is subjected to a disciplinary hearing

The rights of the learner (to be read by the chairman)

The right to a fair formal hearing

The right to be present during the hearing

The right to have enough time to prepare for the case

The right to be informed of the charges in good time

The right to be represented by an internal representative

The right to be assisted by parents/guardians, if a minor

The right to ask questions about any evidence provided or declarations by witnesses

The right to call witnesses to testify on behalf of him/her

The right to appeal to any sanction imposed by the Disciplinary Committee, within five school days

I hereby confirm that the rights above have been read and explained to the learner.

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Chairman

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Position

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Learner

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Witness

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Date