

VORENTOE HIGH SCHOOL

CODE OF CONDUCT: LEARNERS

1. GENERAL

- 1.1 A code of conduct is essential for a school community to reach its educational goals.
- 1.2 The keystone of a healthy and happy school community is formed by every individual's willingness to maintain order, discipline and mutual respect.
- 1.3 This code of conduct acknowledges the following:
 - * contract laws
 - * the law on basic human rights
 - * a code of conduct for staff members

2. AIMS

- 2.1 To provide learners with the opportunity to the optimum realisation of their talents and abilities regarding the different education activities.
- 2.2 To provide learners with the opportunity to prepare themselves properly for the adult world.
- 2.3 To provide learners with a sense of belonging and security.
- 2.4 To guide learners in accepting the principle of caring for each other and being sensitive to each other's needs and interests.
- 2.5 To provide a safe environment for learners where physical injuries can be prevented as far as (reasonably) possible.
- 2.6 To forge a partnership between school and parents where effective communication will ensure the best possible learning environment for all learners.

3. EMPOWERMENT OF HEADMASTER AND TEACHERS

Every teacher will be empowered to act accordingly towards any learner guilty of disruptive behaviour:

4. SCHOOL RULES

Every learner must receive a complete set of school rules (in writing).

4.1 EDUCATION

The following principles and basic rules of conduct will be expected from each and every learner:

- * Respect, discipline and productivity.
- * The maintenance of orderly behaviour.
- * Conscientious completion of all assignments and the punctual attendance of classes.
- * Attendance of courses and diverse school activities (where specifically required).

4.2 DRESS CODE AND APPEARANCE

4.2.1 GENERAL

- 4.2.1.1 The prescribed school uniform should be worn in its entirety.
- 4.2.1.2 Only the prescribed black school jersey may be worn.
- 4.2.1.3 The school jersey should fit properly - jerseys which are excessively large or baggy will not be allowed.
- 4.2.1.4 No wind breakers, anoraks or any other type of hooded jacket will be allowed.
- 4.2.1.5 School shoes should be black with leather uppers. NO *tekkies* or boots. Shoelaces should be BLACK and properly fastened. Proper school socks should be worn.
- 4.2.1.6 When a learner wears his/her school uniform after school hours, he/she should always appear neat, wearing the full school uniform.
- 4.2.1.7 A learner wearing the school's uniform, always represents the school and should therefore act in an exemplary fashion, either at school or anywhere else.
- 4.2.1.8 Blazers representing provincial colours may be worn at official functions and during school hours on Fridays.
- 4.2.1.9 Learners have to wear school uniform when they are **on the school premises** - even during examinations when they are not writing.

4.2.10

4.2.2 GIRLS

- 4.2.2.1 The hem of the skirt should not be higher than 7 cm above the knee.
- 4.2.2.2 Girls should not roll up or hitch up their skirts.
- 4.2.2.3 Socks may not be folded inwards or rolled down onto the shoes. Bobby socks and pantyhose should not be worn together.
- 4.2.2.4 Nails should be tended to properly and clipped short. Nails should never protrude past the tips of the fingers. No nail polish will be allowed.
- 4.2.2.5 No make-up will be allowed.
- 4.2.2.6 No jewellery will be allowed, with the exception of a wrist watch. Girls are allowed to wear one earring in each ear and (then) specifically in the lower hole of each earlobe. Only a small stud, or small thin ear rings (only gold or silver in appearance) may be worn.
- 4.2.2.7 The length of the fringe must be in proportion with the rest of the hair. This implies that an excessively long fringe with short hair at the back will be unacceptable.

- 4.2.2.8 The fringe may not touch or exceed the eyebrows. When a girl bends forward and then re-assumes the upright position, her hair should not hang in front of her eyes, without her having to adjust them in any way. The fringe should not be combed backwards or upwards to exceed a height of 3cm. No Afro, dread locks, Mohawk, Rasta hair styles. No patterns or steps in hair or eyebrows. Braids is allowed.
- 4.2.2.9 Hair touching the collar should be cut or tied.
- 4.2.2.10 **All** hair should be tied properly in the neck or on the head.
- 4.2.2.11 Hair accessories must be black, white or maroon. Hair-clips should be small.
- 4.2.2.12 Ski-pants may be worn underneath the skirts.
- 4.2.2.13 Braided hair extensions will be allowed.

SUMMER WEAR

1. White short-sleeved shirt with open collar. No T-shirt may be worn underneath school shirt.
2. Maroon skirt. Only grade 12 girls will be allowed to wear the prescribed black skirts.
3. Black school shoes. Black shoe laces should be fastened properly. NO *tekkies* or boots.
4. School shirts which are shaped may hang out.

WINTER WEAR

1. White long-sleeved shirt and school tie.
2. Maroon skirt or grey trousers - as prescribed. Matrics are allowed to wear black skirts.
3. Only the prescribed black stockings or maroon socks may be worn. Matrics may wear prescribed black socks. Socks should be worn (just) below the knees.
4. Prescribed black school jersey and (or maroon blazer). No anoraks/windbreakers or other jackets will be allowed.
5. When a girl wears trousers the wearing of a school blazer becomes **COMPULSORY**.
6. Black school shoes. If shoes have laces it should be black and properly tied.

4.2.3 BOYS

- 4.2.3.1 A tie must be worn with long-sleeved white shirt.
- 4.2.3.2 Only prescribed shirts may be worn.
- 4.2.3.3 Hair should be cut short at all times: in the neck and around the ears.
- 4.2.3.4 Long fringes will not be tolerated.
- 4.2.3.5 The maximum length of hair on top of the head should not exceed 40mm.

- 4.2.3.6 Hair may not be coloured/dyed. Only braids are allowed.
No Afro, dread locks, Mohawk, Rasta hair styles.
No patterns or steps in hair or eyebrows.
- 4.2.3.7 No jewellery - with the exception of a wristwatch - will be allowed.
- 4.2.3.8 No learner will be allowed to have a moustache, beard or side-whiskers.
- 4.2.3.9 Only a plain black belt with an ordinary buckle is allowed. No big belt buckles are allowed.

SUMMER WEAR

1. White short-sleeved shirt with open collar or long-sleeved shirt with school tie. Only a plain white T-shirt may be worn under the school shirt.
2. Grey trousers. Only a plain black belt with an ordinary buckle is allowed. No big belt buckles are allowed.
3. Prescribed black school socks, reaching up to (just) below the knee.
4. Whenever a learner wears a jersey or blazer, it should be accompanied by a school tie.
5. Black school shoes with black laces. Laces should be tied properly. NO *tekkies* or boots.

WINTER WEAR

1. White long-sleeved shirt and school tie.
2. Grey trousers. Only a plain black belt with an ordinary buckle is allowed .
3. Prescribed black school jersey and/or maroon blazer.
4. Black school shoes with black laces. Laces should be tied properly. NO *tekkies* or boots.

4.2.4 NEATNESS CONTROL

- 4.2.4.1 One day per week
- 4.2.4.2 The first day of each term
- 4.2.4.3 Every register class

4.3 SCHOOL GROUNDS

- 4.3.1 Learners are not allowed to leave the school grounds during school hours without the written permission of the principal or vice-principals and only when being fetched by parents. Only the parent/guardian will be allowed to accompany the pupil from the school grounds.
- 4.3.2 Learners are not allowed in classes or on porches during breaks. However, if it rains, learners may seek shelter on porches during breaks.
- 4.3.3 The only designated areas for learners during break include:
 - Tarmac (in front of the tuck shop) for those buying from the tuck shop;
 - grass arenaNo learners are allowed on the netball courts or anywhere near the school buildings during breaks.
- 4.3.4 The following activities are not allowed on the school grounds:
 - * fighting
 - * dangerous games or games that are unnecessarily rough, leading to possible injury.
 - * stone-throwing
 - * splashing each other with water.
 - * Gambling
 - * Playing / tampering with safety equipment eg. fire hoses
 - * Tampering with dustbins.
 - * Graffiti
- 4.3.5 Smoking of any kind, including hooker pipes (hubbly bubbly), alcohol, use of addictive substances and sexual misconduct are prohibited at all times.
- 4.3.6 Littering is prohibited.
- 4.3.7 Vandalism will be punished severely.
- 4.3.8 Learners who drive (themselves) to school by car or motor bike should:
 - * be able to produce a legitimate driver's licence

AND

 - * make the necessary arrangements in writing, prior to arriving at school by vehicle.
- 4.3.9 All learners have to leave the school premises (immediately) at the end of the school day if they are not participating in extra-mural activities.

4.4 CEREMONIES IN THE SCHOOL HALL

- 4.4.1 Learners should stand or sit (whichever is applicable) in register classes within their specific Grades.
- 4.4.2 Learners should enter the school hall silently and orderly.
- 4.4.3 An atmosphere of reverence should be maintained throughout the proceedings.

4.5 SCHOOL ATTENDANCE AND PUNCTUALITY

- 4.5.1 Learners are expected to attend school every day for the duration of the school day.
- 4.5.2 Should a learner stay absent from school it is the parent's responsibility to notify the school.
- 4.5.3 School commences at 07:10 every morning from Monday to Friday.
- 4.5.4 No late coming of learners will NOT be tolerated.
 - 4.5.4.1 It is the parent's responsibility to ensure that their children are at school on time.
 - 4.5.4.2 Parents will be notified when a learner is late for school THREE times.
 - 4.5.4.3 If the learner continues to come to school late disciplinary measures will be taken and the Department of Education will be informed.

4.6 GENERAL

- 4.6.1 All textbooks must be returned when a learner leaves the school.
- 4.6.2 **NO CELL PHONES**, must be heard or seen. Teachers will confiscate it and a fine of R50, payable by parents, is applicable before it will be returned (to parents/guardians).
I-PODS, EARPHONES OR ELECTRONIC DEVICES should NOT be brought to school.

4.7 PARENT RESPONSIBILITY:

Please note that parents are primarily responsible for the behaviour of the child. The school reserves the right to take further steps in collaboration with the parents, if and when necessary. (Guidelines for the Governing Body with the implementation of a Code of Conduct for learners-S.A. 1998.)

HOËRSKOOL VORENTOE HIGH SCHOOL

CODE OF CONDUCT: LEARNERS

UNDERTAKING BETWEEN VORENTOE HIGH SCHOOL AND LEARNER (TO BE SIGNED BY EACH LEARNER):

I

.....
..... (full names of learner) hereby undertake, as a pupil of Vorentoe High school, to commit myself fully to the following ideals and stipulations:

1. I hereby acknowledge (formally) that I have received the (written) school rules and have consequently acquainted myself properly with all the contents thereof.
2. I accept all my responsibilities and duties contained therein and pledge to comply with all of these to the best of my abilities.
3. I pledge to behave in such a way that I will be worthy, at all times, of the aims, ideals and principles of my school.
4. I pledge to be loyal, at all times, towards my school, teachers, appointed leaders and officials as well as my fellow-learners.
5. I will strive to maintain the following principles:
 - 5.1 Fairness, righteousness, a positive attitude, a friendly disposition and sound, constructive human relations.
 - 5.2 Adherence and loyalty to the rules, code of conduct and

ethos of my school.

Signed on this, the day of 2
at(place).

SIGNATURE: (To be signed
by learner)

**DECLARATION BETWEEN VORENTOE HIGH SCHOOL AND PARENT/GUARDIAN
(TO BE SIGNED BY PARENT/GUARDIAN):**

1. I, parent/guardian of
(learner's name) hereby acknowledge that I have received the
(written) school rules and have consequently acquainted
myself properly with all the contents thereof.
2. I hereby undertake to ensure that
..... (learner's
name) conscientiously adheres to all the above-mentioned
rules and regulations.

Signed on this, the day of
.....2 at
.....(place),

SIGNATURE (To be signed
by parent/guardian.)

- * All regulations will be viewed as having been read and understood by all concerned.
- * Regulations can be altered from time to time with the approval of the Headmaster and the Governing Body.

SEQUENCE E OF DISCIPLINARY MEASURES

MINOR INFRINGEMENTS	COURSE OF ACTION
ARRIVES LATE FOR CLASS	2 DAYS DETENTION CLASS AFTER 3 WARNINGS
HOMEWORK NOT DONE OR INCOMPLETE	2 DAYS DETENTION CLASS AFTER 3 WARNINGS
DISOBEDIENCE REGARDING RETURN SLIPS, SPECIFIC ASSIGNMENTS ETC.	4 DAYS DETENTION CLASS AFTER 3 WARNINGS
FORGETS BOOKS AT HOME	2 DAYS DETENTION CLASS AFTER 3 WARNINGS
EATING IN CLASSROOM	FOOD IS CONFISCATED
LITTERING	4 DAYS DETENTION CLASS: COMMUNITY SERVICE
WEARING OTHER CLOTHES THAN PRESCRIBED WEAR (THIS INCLUDES SPORTING AND CULTURAL ACTIVITIES)	Ø FIRST TRANSGRESSION: DETENTION CLASS FOR TWO DAYS ØSECOND TRANSGRESSION: NOT ALLOWED TO PARTICIPATE
MAJOR INFRINGEMENTS	COURSE OF ACTION

DISRUPTIVE BEHAVIOUR IN CLASSROOM	<ul style="list-style-type: none"> 0 SENT TO VICE-PRINCIPAL 0 LIAISON WITH PARENTS 0 REPETITIVE BEHAVIOUR WILL LEAD TO EXPULSION FROM
NEGATIVE, CONFRONTATIONAL BEHAVIOUR (CHEEKY, AGGRESSIVE, BACKCHATTING TO TEACHERS, COUPLES OPENLY SPOONING, CUDDLING, NECKING)	<ul style="list-style-type: none"> 0 6 DAYS DETENTION CLASS 0 LIAISON WITH PARENTS 0 REPETITIVE BEHAVIOUR MAY LEAD TO EXPULSION FROM
COPYING OF HOMEWORK	<ul style="list-style-type: none"> 0 6 DAYS DETENTION CLASS 0 LIAISON WITH PARENTS
BUNKING SCHOOL AND CLASSES	<ul style="list-style-type: none"> 0 FIRST TRANSGRESSION: 6 DAYS DETENTION AND LIAISON 0 SECOND TRANSGRESSION: EXPULSION FROM SCHOOL
SWEARING (VULGAR LANGUAGE)	<ul style="list-style-type: none"> 0 6 DAYS DETENTION 0 LIAISON WITH PARENTS
TRANSGRESSIONS REGARDING GENERAL APPEARANCE (E.G. INCORRECTLY DRESSED, MOUSTACHES, JEWELRY, ETC.)	<ul style="list-style-type: none"> 0 INCORRECTLY DRESSED: WRONG CLOTHING CONFISCATED UN 0 LIAISON WITH PARENTS 0 BARRED FROM ATTENDING CLASSES UNTIL PROBLEM IS
ABSENCE FROM TESTS/EXAMS WITHOUT A PROPER DOCTOR'S CERTIFICATE	NO MARKS ALLOTTED
DRIVING A MOTOR CAR OR MOTOR BIKE WITHOUT A DRIVER'S LICENCE	VEHICLE IS CONFISCATED AND IMPOUNDED
THEFT	<ul style="list-style-type: none"> 0 SAPS 0 LIAISON WITH PARENTS
SMOKING	<ul style="list-style-type: none"> 0 FIRST TRANSGRESSION: 30 DAYS DETENTION 0 LIAISON WITH PARENTS 0 REPETITIVE BEHAVIOUR: EXPULSION FROM SCHOOL
FIGHTING	<ul style="list-style-type: none"> 0 SAPS 0 LIAISON WITH PARENTS
ALCOHOL AND DRUG ABUSE	<ul style="list-style-type: none"> 0 SAPS 0 LIAISON WITH PARENTS
PORNOGRAPHIC MATERIAL	<ul style="list-style-type: none"> 0 SAPS 0 LIAISON WITH PARENTS
VICTIMISATION, INTIMIDATION	<ul style="list-style-type: none"> 0 FIRST TRANSGRESSION: 6 DAYS DETENTION LIAISON WITH PARENTS 0 SECOND TRANSGRESSION: SAPS LIAISON WITH PARENTS
VANDALISM	<ul style="list-style-type: none"> 0 30 DAYS DETENTION 0 SAPS 0 LIAISON WITH PARENTS
SEXUAL MISCONDUCT AND SEXUAL HARASSMENT	<ul style="list-style-type: none"> 0 30 DAYS DETENTION 0 SAPS 0 LIAISON WITH PARENTS

IGNITING FIRE-CRACKERS ON THE SCHOOL GROUNDS

<p>IGNITING FIRE-CRACKERS ON THE SCHOOL GROUNDS</p>	<p>0 30 DAYS DETENTION 0 SAPS 0 LIAISON WITH PARENTS</p>
<p>RACISM</p>	<p>0 FIRST TRANSGRESSION: 30 DAYS DETENTION LIAISON WITH PARENTS 0 SECOND TRANSGRESSION: EXPULSION FROM SCHOOL</p>
<p>POLITICKING, GANGSTERISM</p>	<p>0 FIRST TRANSGRESSION: DETENTION CLASS FOR 30 DAYS LIAISON WITH PARENTS 0 SECOND TRANSGRESSION: EXPULSION FROM SCHOOL</p>
<p>EXTRA-CURRICULAR ACTIVITIES</p>	<p>COURSE OF ACTION</p>
<p>PUPIL HAS BEEN CHOSEN FOR A TEAM, BUT FAILS TO SHOW UP</p>	<p>0 6 DAYS DETENTION 0 LIAISON WITH PARENTS 0 DISQUALIFICATION FROM SRC AND PREFECTS</p>
<p>POOR BEHAVIOUR ON MUNICIPAL BUSES</p>	<p>0 6 DAYS DETENTION (OR MORE) 0 LIAISON WITH PARENTS</p>
<p>POOR BEHAVIOUR AT OTHER SCHOOLS DURING CEREMONIES IN THE HALL DURING SCHOOL FUNCTIONS DURING EDUCATIONAL EXCURSIONS DURING SPORTING EXCURSIONS DURING CULTURAL EXCURSIONS TOWARDS PARENTS TOWARDS VISITORS TOWARDS OFFICIALS</p>	<p>0 6 DAYS DETENTION 0 LIAISON WITH PARENTS</p>