



Hoërskool Voortrekker

CODE OF CONDUCT

1

Surveillance camera system:

Video surveillance shall be conducted in the public areas of the school such as the classrooms, office buildings and school grounds. The school management will monitor security camera recording for the purpose of school safety and to ensure that regulations are always adhered to by all parties involved on the grounds of Hoërskool Voortrekker, including Educators, Learners, administration staff, ground staff and visitors.

Principles of the surveillance camera system policy:

- Enhance health & safety practices of the school.
- To protect school property.
- To achieve a safe and secure school environment.

School Rules

Code of Conduct and Disciplinary Measures:

Learners must respect their school uniform and radiate their loyalty towards the school through a neat appearance. Refer to Dress Code of Hoërskool Voortrekker.

School Attendance

All learners are expected to attend school regularly and punctually.
All learners are required to assemble in front of their designated classes by 7h40 daily unless otherwise specified by the SMT.
Should a learner be absent from school, his/her parent is required to notify the school in writing or hand in a certified medical certificate.
Learner truancy/absence from class/bunking will not be tolerated.
The learner must hand in a letter by the parent/guardian for each absence, even if the parent has phoned the office.
The date of absence, the reason for absence and the telephone number of the parent must be stated in the letter.
The letter must be handed in the following day.
Learners are personally responsible to catch up on work missed.
Only parents/guardians may come and pick up learners who must leave school early.
Learners may not under any circumstances leave the school grounds on their own during school hours.

Classroom Rules

It is expected that each educator will together with the learners develop their own classroom rules. The following rules are applicable to all classes:
Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school.
Serious misconduct must be referred to the principal of the school.
Learners must commit themselves to do their schoolwork during classes, complete assigned homework and catch upon work missed due to absenteeism.
An educator's instruction must be always followed. Under no circumstances will the undermining/disregard of an educator be tolerated.
Learners may not leave classrooms without the permission of an educator.

2

Care of the School Property

Every learner is expected to protect and use all school equipment and facilities with care.
Vandalism will not be tolerated.
Any learner who intentionally misuses, damages, or defaces any school property will have to replace it or pay for the Damage to property (this includes textbooks).

Drug, Alcohol and Weapon Free Zone

Smoking, alcohol/drug use is not permissible on the school grounds.
Possession of cigarettes, cigarette lighters, matches, drugs, alcoholic drinks, pornographic material, firearms, knives, and other dangerous weapons is prohibited at the school.
Being in possession of alcohol whilst on school grounds, at any school functions and whilst wearing the school uniform is prohibited at the school.

Violence, Bullying and Foul language

No violence, bullying, intimidation, or threatening behaviour of any kind is allowed at the school.
Learners are not allowed to swear or use foul language.

Property of learners

Learners are not allowed to bring computer games, CD players, radios, cell phones, iPod, or speakers to school unless permission to do so has been obtained from the principal.
Learners are encouraged not to bring valuable items to school.
Stealing/Theft are prohibited at the school.

Early Departure from School

No learner may leave the school premises without permission from the administrative office during school hours.
The school prefers those appointments with doctors, dentists or other appointments be made after school hours or during the holidays.
A learner who needs to leave during school hours must supply the office with a letter from the parent requesting permission for leave.
A learner who falls sick during school hours must report to the administration office. The secretary will contact the parent.
Parents/guardians must present their ID's when fetching their children from the office.

General Behaviour

Under no circumstances will learners be allowed to sell anything at the school, unless it relates to school fundraising or a project for which a teacher has sought the necessary permission.
Dishonesty, telling of lies, indecency or an act which in the opinion of the principal is condemnable will be acted upon by the principal.
Disrespect towards the national symbols (national flag, anthem) of the Republic of South Africa as well as the school flag and anthem will not be tolerated.
Any ill-disciplined behaviour in the classroom, on the school premises, during school trips/excursions or any school function, including any action that brings the school into disrepute will not be tolerated.
All litter must be thrown in the bins provided and not discarded in the class or on the school grounds.
Learners must not disregard/undermine the authority of the principal or staff of the school or governing body.
Disruption of classes or school by learners is unacceptable.
Learners are not allowed to enter areas restricted by the Principal/SMT.

BEHAVIOUR IN GENERAL:

- Learners must refrain from undisciplined and disruptive behaviour that shows that they do not co-operate**
- * Destroying school property.
 - * Intolerant behaviour in respect of academic, social, cultural, religious, and political conditions in the classroom, school or community.
 - * Unacceptable behaviour such as becoming involved in a dispute with an educator or other learners.
 - * Vandalism of any school or personal property.
 - * Arriving late at the beginning of a day or during the day for classes or school functions.
 - * Begrudging other learners, the right and opportunity to learn.
 - * Not making use of the school's ablution facilities e.g. toilets.
 - * Disloyal towards the school through conduct, utterances and appearance.
 - * Not maintaining the school traditions.
 - * Bringing the school into disrepute (on buses, in the street, in town, at a sports meeting).
 - * Does not champion the qualities of truth, trustworthiness, motivation, respect, discipline and hard work.
 - * Not taking part in academic, sports, and cultural, social and financial activities.
 - * Rude to educators, administrative staff, parents/guardians and fellow learners.
 - * Back-chatting educators instead of remaining calm and respectful.
 - * Not greeting guests to the school, educators, parents/guardians and fellow learners.
 - * Same-gender or cross-gender physical involvement while dressed in school uniform (e.g. necking, kissing and pawing each other).
 - * Using crude language.
 - * Fighting in school uniform (on school grounds or in public).
 - * Not executing orders of educators or RCL-members.
 - * Damages plants, vehicles, or buildings on the school grounds.
 - * Inconsiderate towards staff and fellow-learners on the corridors.
 - * Neglecting homework.
 - Stealing.
 - Eating and drinking during academic lessons.
 - Chewing gum in classrooms.
 - Applying Tippex or any other such materials to school property.
 - Destroying or throwing away of school textbooks.
 - Scribbling on schoolbags.
 - Smoking in school uniform on the school grounds or in public.
 - Bringing/using alcohol on the school premises is prohibited.
 - Bringing, using, or selling any type of drug in school uniform or on the school premises is prohibited.
 - Gambling
 - Assault.
 - Carrying of weapons.
 - Inconsiderate behaviour towards staff and fellow learners.
 - Irreproachable conduct
 - Lack of neatness
 - No learner in school uniform may enter a hotel, get involved in a fight, hang on to a friend (physically), kiss, hold hands, and cuddle.
 - Ruining or losing textbooks. The learner will be held financially accountable for any of these actions.
 - Graffiti on classroom/ school building walls.
 - Smoking on school grounds or when in uniform is prohibited.

- Selling/ using/ bringing illegal drugs to the school is prohibited. Prescribed medications will be kept in the office and administered there.

CELL PHONE REGULATION:

No learner may use a cell phone during class time. The school takes no responsibility for the confiscation or theft of a cell phone on school property. The use of a cell phone in place of a calculator is not accepted. **No learner may listen to music on an i-POD or MP3 player, cell phone or any other technological devices during school time. All items will also be confiscated. The items or cell phone will only be returned at the end of the term on provision that the parent writes a letter requesting that the cell phone be returned.**

HOMEWORK

Learners must do their home and class work and must be subjected to evaluation as directed by the educators.

- * Homework must be completed timeously.
 - * Homework must be written down in the diary/ workbook
 - * Textbooks must be brought to school.
 - * Copying of homework is prohibited.
 - * Learners may not do the homework for other subjects while the educator is explaining work or giving out tasks.
 - * Homework must be done in full and correctly.
 - * If a learner is absent, it remains his/her responsibility to catch up on the work by him/herself. (N.B. Remember: Memorising facts by making summaries is part of homework.)
 - * The school will not make copies for any "catching up". Copies can be made at the public library after school if needed.
 - * Learners must do their class/ homework according to criteria set by their teachers.
 - * Homework must be / handed in late.
 - * Books/ assignments must be at school.
 - * If caught copying homework from another subject from another learner, BOTH their books shall be confiscated, demerits given, and parents phoned.
 - * "I don't understand" is no excuse for not doing work or homework. Consulting tutors or other books is encouraged for you to grasp the subject/ assignment. Also feel free to make an appointment with your teacher after class to discuss what you don't understand.
 - * Homework must be done in full. (See above)
 - * Studying is part of homework.
 - * Eating and/or drinking during class time.
 - * Chewing gum during class.
- FUNCTIONS**
- The following rules of conduct are in operation at school functions and are punishable**
- * Supervisors' orders must be obeyed
 - * Learners must participate in the activities of the function
 - * No learner is allowed to pass in and out between the buildings during the function
 - * Smoking in the change rooms and on the school grounds is not allowed. (Keep the change rooms clean.)
 - * Not making arrangements with parent/guardian to fetch learner directly after a function, as extra supervision will not be arranged.
 - * Learners attend functions at own risk
 - * No fighting during functions
 - * After each function the learners must help to tidy up

- * Boys may not wear earrings during functions
- * Learners sit on the pavilion and parents sit in the places reserved for them. Learners therefore sit with the group and not with their parents
- * School functions, like sports meetings, debates, prize giving ceremonies and parent meetings, must be attended in school uniform.

SPORT PARTICIPATION

- * A written apology is required if a practice session cannot be attended.
- * Sportswear is worn during practice sessions.
- * Matches are played in school sportswear.
- * Learners may not let their teammates down.
- * When visiting other schools the learner's conduct must also show his/her good character.
- * No learner may criticise another learner's performance.
- * Participating in sports and cultural activities is not an excuse for neglect of academic work.
- * Learners will change in the change rooms only.

ASSEMBLIES

- * Learners must be at their classes by 07:40 in the morning.
- * Assembly is held in the school hall.
- * All role-players must stand to attention during the banner ceremony. No fidgeting, talking or looking around is allowed.
- * Learners must walk briskly and in rows to their respective classes.
- * Learners must line up in an orderly fashion in front of classes.
- * Toilets are not used during changing of classes.
- * Learners may not walk across the Ark/quad or around the Voortrekker circle.
- * No learners may enter the staff room or office block (fees may be paid at the office during breaks or during homeroom at the windows of the office block)
- * No smoking in the toilets or on school grounds during breaks or the entire school day.
- * Instructions given by RCLs and Service Council must be obeyed.
- * No littering in classrooms or on the school grounds is allowed.
- * No learners may move between or stand close to the educators' vehicles.
- * Everyone must personally guard his/her own property. **The school does not accept responsibility for lost articles.**

MOTOR VEHICLES

- * **Rules of conduct in respect of motors and motorcycles**
- * Learners must apply in writing to the Governing Body, giving proof of driving licence, if they want to park their motor vehicles on the school grounds.
- * A learner that drives a car or motorcycle on the school grounds remains fully responsible for any resultant claims if he/she is involved in an accident.
- * The school does not accept responsibility for any damage to motor vehicles.
- * Motorcycles may not be driven on the school grounds.

POSITIVE MERITS

- * Member of the Top ten - 50 points per quarter.
- * Participation (Interschool) - 100 points per quarter/season.
- * Participation (Sports/culture/social) – 100 points per quarter/season.
- * Filling a leadership position - 20 points per quarter/season.
- * 100% school attendance - 50 points per quarter.

- * 100% school attendance per class per week - 10 points per quarter.
- * Extra help - 10 points.
- * Improving 10% on quarterly average - 20 points.
- * Services rendered -10 to 50 points according to the merits.

DISCIPLINARY PROCEDURES

In an effort to maintain discipline at the school and ensure that teaching and learning is not disrupted through behavioural problems, the SGB puts forwards the disciplinary rules described below.

Ordinary Offences

- * The following acts are considered as Ordinary offences:
 - Late coming
 - Failure to complete school work (class work and homework) given.
 - Playing truant or bunking periods.
 - Littering anywhere on the school premises.
 - Use of foul language.
 - Incorrect uniform
 - Minor disruptive behaviour
- * Educators will resolve the above stated offences and keep records of the date of offence, type of offence, name of learner and how the matter was resolved. The educator may counsel the learner, use verbal warnings or written reprimand to resolve the problem.
- * After three ordinary offences have been recorded against a learner the matter must be referred to the Principal who together with the educator shall implement one of the following measures:
 - (i) Give the learner supervised school work, ensuring that parents are informed timeously.
 - (ii) Suspend the learner from some school activities such as sport, cultural activities.
- * Should the learner continue to commit ordinary offences, a warning letter will be sent to the parent, if the behaviour persists the parent will be called to school to discuss the matter and the likelihood of serious action being taken by the school.

Schedule 1 - Misconduct

- a. A learner will be guilty of Schedule 1 misconduct if he/she:
 - seriously threatens, disrupts or frustrates teaching or learning in a class;
 - engages in a conspiracy to disrupt the proper functioning of the school through collective action;
 - insults the dignity of or defames any learner or any other person, which includes racist remarks;
 - distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
 - cheats in a test or examination or any other form of assessment such as assignments;
 - engages in any act of public indecency;
 - sexually harassing another person;
 - is found in possession of or distributes pornographic material;
 - Smokes or is in possession of cigarettes; or
 - Is under the influence or in the possession of alcohol.
- b. After Schedule 1-misconduct has been noted against a learner's name, the matter should be referred in writing to the Principal of the school. Following a thorough investigation and confirmation of the allegation a written warning, the Principal will send a written warning to the parent.
- c. A further offence in this category will be dealt with as per serious misconduct.

Schedule 2 – Serious Misconduct

- a. The following acts are considered as Serious Misconduct:

- (i) Rape;
 - (ii) Indecent assault;
 - (iii) Sexual harassment with aggravating circumstances;
 - (iv) Assault with the intention to do grievous bodily harm;
 - (v) Common assault of an educator;
 - (vi) Serious intimidation of the other learner, teaching and non-teaching staff;
 - (vii) Malicious damage of the state property;
 - (viii) Theft with aggravating circumstances;
 - (ix) Robbery;
 - (x) Possession of dangerous weapons on school premises;
 - (xi) The possession, sale or abuse of illegal substances;
 - (xii) The possession of obscene material including material depicting sexual images in all its forms;
 - (xiii) Being on the school premises or at a school function outside the school premises while under the influence of liquor or illegal substances;
 - (xiv) The theft of examination papers or the possession or sale of such stolen examination papers; and
 - (xv) Repeated Ordinary Offences and Schedule 1 Misconduct
- b. After a serious misconduct has been noted against a learner's name, the matter should be referred in writing to the Principal of the school. Following a thorough investigation and confirmation of the allegation the matter must be referred to the Disciplinary Committee.