

CODE OF CONDUCT

HOËRSKOOL



RICHARDSBAAI

MISSION:

“Hoërskool Richardsbaai strives to develop the potential of every learner, and in doing so, prepare them for life.”

VISION:

Where we strive to be the leading school in KZN!

ACCORDING TO THE SA SCHOOLS ACT OF 1996 ARTICLE 8 THIS LEARNERS' CODE OF CONDUCT IS ACCEPTED BY THE GOVERNING BODY

In order to fully benefit from this mission, learners are entitled to:

1. the preservation and extension of sound moral values and principles.
2. acquiring education of a high academic standard through the medium of Afrikaans or English.
3. the recognition of individuality, creation of a positive self-image and development as a holistic person in a diversity of cultures.
4. a safe and disciplined environment that promotes the learning process.

The learner thus has the responsibility to:

1. live according to sound moral values and principles.
2. approach his/her academic programme with devotion.
3. earn respect through his/her behaviour and develop his/her God given talents.
4. uphold the name of Hoërskool Richardsbaai wherever he/she may be, and
5. respect all members of staff.

Any deviation of the rules in the Code of Conduct with regards to religion or culture must be applied for in writing to the Governing Body, including the relevant necessary documentation as proof.

1. SCHOOL UNIFORM

Wearing of the prescribed school uniform is compulsory. All school uniform items and sportswear are supplied by the school's clothing shop. Contact person: Ms. Eleanor van Schalkwyk (072 439 7820). Untidy appearance of learners has a direct impact on school discipline. Inspection will be done regularly and learners who do not adhere to the directives of the school rules, can be put on yellow card detention.

| ☞ GIRLS | SUMMER (1 September to 30 April) | WINTER (1 May to 31 August) Winter uniform corresponds with summer uniform, <u>apart from:</u> |
|----------------------------|---|---|
| Shirt | A white short-sleeved open neck shirt, with school badge neatly stitched to the pocket. The shirt may not be oversized and must be neatly tucked into the skirt at all times. A clean, neatly ironed shirt must be worn every day. All buttons must be sewn on neatly. Sleeves may not be rolled up. | White collar shirt with school tie. NOTE: the top button of the shirt must be fastened! |
| Skirt | A blue skirt is worn. The skirt should not be too narrow and may not be rolled up . Prevent the skirt from lifting up in the front and the back. In a standing position, the skirt may not be shorter than 4 cm above the knee . | |
| Socks | Short white socks, folded over once (not rolled up). | Navy blue or blackmail pantyhose or white socks. (No tights are allowed!) |
| Shoes | Flat-heeled, black, girl's school shoes with a strap across the foot, or black lace-up shoes. No excessive fashion footwear will be tolerated. | |
| Foundation Garments | Wearing of foundation garments is compulsory. | |
| Jersey | Royal blue. Jerseys may not be tied around the hips or draped over the shoulders, and sleeves may not be rolled up. No oversized jerseys are permitted. | Same as for summer uniform. Only badges relating to the school may be worn. |
| Blazer | Blue, with school badge firmly stitched onto its pocket. Only official school badges may be worn. | |
| Performance Blazers | Learners earn the privilege to buy the jacket if they achieve a place in the school's first sports teams. Learners performing at cultural level (list of achievements is available in the cultural policy) receive the same privilege. | |
| Pull Over | Blue, not over-sized, with embroidered school badge. | |
| Scarf | - | Gr. 12 (white) and rest of school (blue) can be ordered from financial office. |
| Trousers | Grey lady's trousers with a zip on the hip may be worn throughout the year. The trousers are available at the school's clothing shop. | |
| Name Tags | At the beginning of their Gr.8 year, learners receive a name tag which must be worn every day. Should a learner lose the name tag, a new one must be purchased at R50,00 | |

| ☞ BOYS | SUMMER (1 September to 30 April) | WINTER (1 May to 31 August) Winter uniform corresponds with summer uniform, apart from: |
|----------------------------|---|---|
| Shirt | White, short sleeved, open-neck shirt with school badge neatly sewn onto its pocket. (If shirt does not have a badge, a school tie must be worn.) The shirt may not be oversized and must be tucked into the trousers at all times. <u>Wearing of any T-shirt under the school shirt is not allowed.</u> White vests may be worn. Sleeves may not be rolled up. Shirts may only have one pocket, and no epaulettes. | White collar shirt with school tie. |
| Trousers | Grey, long or short. Trouser legs may not be tapered down and the hem must touch the shoe. Under no circumstances may the trousers hang loosely around the hips or drag on the ground! Underwear may not be exposed. | |
| Belts | Wearing of belts is compulsory. (Colour: only black permitted). No fancy or ornamental buckles are allowed. | |
| Socks | Grey socks. Long grey fold-over socks must be worn with grey shorts, and grey anklets with long grey trousers. No secret socks are allowed. | |
| Shoes | Black shoes, but no excessive fashion wear. Shoes must be tied with laces. | |
| Jersey | Royal blue. Jerseys may not be tied around the hips or draped over the shoulders, and sleeves may not be rolled up. No oversized jerseys are permitted. | Same as for summer uniform. Only badges relating to the school may be worn. |
| Blazer | Blue, with school badge firmly stitched onto pocket. | |
| Performance Blazers | Learners earn the privilege to buy the jacket if they achieve a place in the school's first sports teams. Learners performing at cultural level (list of achievements is available in the cultural policy) receive the same privilege. | |
| Pull Over | Blue, not over-sized, with embroidered school badge. | |
| Scarf | - | Gr. 12 (white) and rest of school (blue) can be ordered from financial office. |
| Name Tags | At the beginning of their Gr.8 year, learners receive a name tag which must be worn every day. Should a learner lose the name tag, a new one must be purchased at R50,00. | |

☞ **SPORTSWEAR**

Learners attending sport events (home or away), should at all times be dressed in school uniform or full school tracksuit. Within 15 minutes of finishing a match, learners must be dressed in school uniform or full school tracksuit. Learners making use of the bus must be dressed in school uniform or full school tracksuit. For jewellery, the same rules apply as to school uniform.

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| Swimming | Blue or black swimming costume (Girls - full costume) |
| Rugby Netball Hockey Soccer | Sport wear, as indicated in the Sport Policy can be purchased at school when a team's money is paid in full. The clothes will be purchased by the school. Should a team be sponsored, the sponsor should pay such money into the school's account to place the orders. |
| Tennis | White/blue shorts or skirt, sports shirt, white socks and tackies. |
| Cricket | White/cream cricket shirt or white golf shirt, white tackies or cricket shoes, white socks, White hat. |
| Official Sportswear | Official sportswear is available from the school's clothing shop. Learners must change into their PT-clothes in the PHED periods. After PHED period, learners have to change back into full school uniform. Learners are under no circumstances allowed to wear their PT clothes to school instead of their school uniform. A school jersey or tracksuit top may be worn with the official sportswear. Learners may only wear predominantly WHITE tackies with white laces or predominantly BLACK tackies with black laces and white sport socks with sportswear. NO sport sandals or 'secret socks' are allowed. |
| School tracksuit | Can be bought as a set (pants and top) from the school. Learners may wear tracksuit tops to school during summer and winter. A full tracksuit may be worn to sport events. |
| House T-Shirts | Only the official House T-Shirt may be worn at functions as approved by the Principal. |

🔊 **CIVVY-DAYS**

| | MAY | MAY NOT |
|--------------|---|--|
| Girls | <ul style="list-style-type: none"> ♣ wear any jewellery apart from nose, lip and eyebrow rings ♣ wear light make-up ♣ wear hair loose ♣ wear nail polish ♣ wear skirts 6 cm above the knee | <ul style="list-style-type: none"> ♣ wear low neck lines ♣ wear hot pants ♣ wear ski-pants ♣ no "spaghetti" tops ♣ wear clothes that expose the tummy or waist ♣ come to school without shoes ♣ wear slippers ♣ wear shorts ♣ wear cap/hat/beanie |
| Boys | <ul style="list-style-type: none"> ♣ wear necklace and bracelet | <ul style="list-style-type: none"> ♣ wear nose, lip, ear and eyebrow rings ♣ wear cap/hat/beanie ♣ wear make-up ♣ wear vests ♣ wear trousers so low that underwear is exposed come to school without shoes |

🔊 **NEWCOMERS AND SCHOOL UNIFORM**

Because learners regard it an honour to wear school uniform, grade 8 learners are only allowed to wear their school uniform after their Rookie Concert. Newcomers enrolling during the course of the year will be given a **two week** period of grace to acquire the proper school uniform. Alternative arrangements can be made with the school principal if necessary.

🔊 **INCORRECT SCHOOL UNIFORM**

If a learner is not wearing the correct school uniform due to any circumstances, he/she must report to the grade mentor or the staff member on duty at the gate, at the start of the day, **with a letter from the parent**. If not, he/she could face disciplinary action. A learner with an injured foot or ankle, must wear a school shoe on the healthy foot. Learners may only wear school colours or honours that they have personally qualified for, on the school blazer.

🔊 **COLOURS**

Only one (1) scroll per achievement may be worn on the blazer e.g. not two (2) half colour scrolls for athletics, etc. Scrolls may only be sewn onto the blazer **after** the relevant prize giving.

🔊 **SCHOOL UNIFORM DURING EXAM TIMES**

It is compulsory for learners to wear official school uniform during Exam times (sportswear/tracksuits are not allowed).

🔊 **SCHOOL UNIFORM OUTSIDE SCHOOL PREMISES**

If a learner wears his/her school uniform after school, it should be complete and according to the school rules at all times.

🔊 **SCHOOL UNIFORM AT SCHOOL FUNCTIONS**

School uniform is to be worn at official school functions and other occasions as determined by the school. Boys are expected to wear long trousers at official functions, e.g. prize givings.

🔊 **EXCEPTIONS**

Every Friday learners may wear ties, tracksuit tops (hoodies excluded) or blazers of representative teams that they have been selected for.

🔊 **JEWELLERY**

Girls: **Only** a neat watch (no SMART watches) & Medic-alert bracelet or chain.
Only gold/silver studs (with a maximum diameter of 4 mm) are allowed in the earlobe. No other earrings are allowed.
 Piercing of ears must be done during July or December holidays.

Boys: **Only** a neat watch (no SMART watches) & Medic-alert bracelet or chain.
Permission from the school principal is required for all other jewellery RE cultural or religious concerns.

🔊 **NAILS AND MAKE-UP**

Girls: **No** make-up is allowed. **No** lip gloss or coloured lip-ice. Nails must be short and may not protrude past the finger tips. **No** nail polish, irrespective of colour.

Boys: Nails must be short, clean and neat.

☞ **CONTACT LENSES**

Contact lenses with patterns may not be worn.

☞ **TATTOOS**

Tattoos are strongly discouraged and may **NOT** be visible when wearing the school uniform.

☞ **HAIRSTYLES**

Girls: Hair must always be clean and neat and must comply with the following directives at all times:

- ♣ hair hanging over the collar must be tied up;
- ♣ fringe must be neat, short or fastened away from the eyes;
- ♣ hair may not hang over the eyebrows;
- ♣ only blue or white ribbons allowed;
- ♣ only blue, black or brown elastics, scrunchies allowed;
- ♣ white, black or brown hair bands are allowed;
- ♣ no "steps" allowed;
- ♣ no strings/wisps of hair allowed;
- ♣ no thin "pigs' tails";
- ♣ no excessive hairstyles or colours;
- ♣ no decorative or ornamental clips/clasps;
- ♣ no gel;
- ♣ no "Rasta" look allowed;
- ♣ no parting may be shorn into the hair.
- ♣ The only extensions that will be allowed are neat, short extensions (not touching the collar) with corn rolls in the natural hair colour.

Boys: Hair must always be short, clean and neat and must comply with the following directives at all times:

- ♣ with the head up straight in a normal sitting/standing position, the hair may not touch the shirt collar;
- ♣ hair may not be cut in steps or undercuts;
- ♣ sides: the hair may not touch the ears when combed down;
- ♣ fringe must be combed down;
- ♣ hair at the top of the head may not be longer than 5 cm;
- ♣ hair must be combed in such a way that it does not stand up straight;
- ♣ hair may not be coloured or bleached. If this rule is contravened, parents will be expected to have the original colour restored at their cost;
- ♣ no "pigs' tails";
- ♣ no beads may be worn in the hair, no dreadlocks, plaits or waves; and no paths may be shaven onto the head;
- ♣ sideburns may not protrude past the middle of the ear;
- ♣ Learners must be clean shaven at all times; (Learners disobeying these rules, will be required to shave at school);
- ♣ Hair on the side of the head may not be shaven/cut shorter than the no. 3 hair clipper;
- ♣ no man-buns are allowed;

If there is any uncertainty as to the appearance rules, the final decision will be made by the principal.

☞ **EXCEPTIONS:**

Any deviation from the above mentioned on the grounds of religion or culture will be considered on special request.

| <u>ACTION WITH REGARDS TO APPEARANCE:</u> | |
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| No action after inspection or warning | RED CARD |
| Any inadmissible jewellery | RED CARD |
| Neglect to wear name tag | YELLOW CARD |

2. SCHOOL BAGS

- 2.1 Parents/Guardians must supply learner with a sturdy school bag that will protect text books and exercise books sufficiently.
- 2.2 No offensive graffiti is allowed on school bags.

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| <u>ACTION:</u> Offensive graffiti | YELLOW CARD |
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DAILY ROUTINE

TRANSPORT AND ARRIVAL AT SCHOOL

- 3.1.1 Learners are accepted at the school with the understanding that they will make use of their own transport to and from school, as well as for extra-mural activities. Learners must be collected from school on time.
- 3.1.2 **Learners who enter the school premises before 07:00, do so at their own risk.**
- 3.1.3 All learners must be at school by 07:25. Late-comers must report to/at the office together with their parents, so that the parents can sign them in.
- 3.1.4 Learners who are dropped off by bus or by car in front of the school, must enter the school premises through the pedestrian gate. No learner is to be dropped off inside the school premises. As soon as a learner is dropped off, he/she must enter the premises.
- 3.1.5 No learner may enter a classroom before the first bell has gone.
- 3.1.6 No learner or pedestrian may use the delivery gate or staff gate to enter/exit school premises.

ACTION AGAINST OFFENCE::

Penalty for late arrival

RED / YELLOW CARD

BEHAVIOUR ON BUSES

- 3.2.1 Travel in school uniform.
- 3.2.2 Remain seated at all times.
- 3.2.3 Arrive at school at least 15 minutes before scheduled departure time.
- 3.2.4 Do not litter in the bus.
- 3.2.5 No objects/litter may be thrown out of the windows.
- 3.2.6 Do not disturb bus driver, or divert his attention.
- 3.2.7 All school rules apply on the bus.

ACTION AGAINST OFFENCE::

Behaviour on bus

RED CARD / DISCIPLINARY HEARING

ASSEMBLY IN THE SCHOOL HALL

- 3.3.1 It is compulsory for all learners to attend assembly in the school hall.
- 3.3.2 Learners must behave appropriately.
- 3.3.3 Any deviation from the above on religious grounds will be considered on special request.

ACTION AGAINST OFFENCE:

Assembly truancy

RED CARD

Inappropriate behaviour

RED CARD

CLASS PERIODS / GENERAL

- 3.4.1 Homework books / diaries are **compulsory** for Gr. 8 and 9 learners
- 3.4.2 Late-comers must report at the office so that the absenteeism list can be adjusted accordingly. (See 3.1.4)
- 3.4.3 If a learner is absent for 3 or more consecutive days, a doctor's note must be handed in.
- 3.4.4 A telephone call is appreciated in case of absenteeism, but a letter from the parent is also required when the learner comes back to school.
- 3.4.5 Behaviour in class must be of such a nature that the lesson/learning process is not disrupted, and other learners are not disturbed, e.g. no borrowing of calculators, text books, drawing instruments, etc.
- 3.4.6 A learner may not leave the classroom during a lesson without proof of permission from the teacher.
- 3.4.7 If a learner has to leave the classroom, another pupil (indicated by the teacher) has to accompany the learner. Strict records must be kept by the teacher which will be entered into the data system of the school.
- 3.4.8 A learner must attend classes as indicated on his/her timetable. Being absent for a lesson (e.g. truancy) is a serious offence and is followed up by the grade mentor.
- 3.4.9 The use of correction fluids is prohibited: These products are banned to stop graffiti and to promote full and complete answers in academic work. The National Senior Certificate Examination Regulations prohibit the use of correction fluids.

ABSENTEEISM

- ☞ If learners walk to school and is absent on a specific day, the parents should inform the school about the absenteeism before 07:20
- ☞ Should a learner be absent from school, then such a learner may not participate in any sport or cultural activities on that same day. Should a learner be absent on a Friday, they may not participate in sport or cultural activities on the Saturday thereafter.

ACTION AGAINST OFFENCE:

Class truancy and school truancy

RED CARD

Late for class

YELLOW CARD

Cell phones, MP3's, I-pods, portable speakers and/or earphones

Any offence : RED CARD

Spreading news that can damage the school's name and character on social media

DISCIPLINARY HEARING

MATRIC FAREWELL

- ☞ Attendance of this feature is a privilege that can be forfeited by late submission of assignments and/or poor school attendance. If a learner is absent from the school for more than 10 days without the submission of a doctor's letter, the privilege may be forfeited. Matric boys have permission to grow their hair **TWO WEEKS** before the Matric Farewell. **NO BEARDS** are allowed! Matric girls also have permission to grow their nails **TWO WEEKS** before the Matric Farewell.

CELL PHONE POLICY

For purposes of this code of conduct, cell phones include MP3's, I-pods, portable loudspeakers and other similar devices.

PURPOSE:

- ☞ In order to create an environment that is conducive to teaching and learning, cell phones are strongly discouraged – therefore **NO** phones may be in a learner's possession during class. Phones must be handed in at the subject teacher at the beginning of the lesson and collected at the end of the lesson.
- ☞ To remove irregularities like truancy, pornography, contact on social media e.g. Facebook, Twitter, etc. inciting/provoking fights, etc. with the aim of recording this, organizing of unlawful activities, theft of cell phones, etc.
- ☞ No cell phone may be used to defame the name of the school on social media, e.g. on Facebook, Twitter, Whatsapp or similar social media. Serious action will be taken against offenders.
- ☞ Learners may not plug their cell phones, MP3's, I-pods into portable loudspeakers in order to increase the volume.
- ☞ If a learner brings a cell phone to school in spite of the above, the learner and his/her parents must take note that this will be at the learner's **own risk**, and that the school and staff members will accept no responsibility. No academic time will be wasted on the following up of cell phone theft. Parents are advised to open a docket at the S.A.P.S.
- ☞ If a learner is found to be in possession of a cell phone during and exam/test, the learner will get 0 (zero) for the paper concerned.

3.5 BREAKS/BEFORE & AFTER THE OFFICIAL SCHOOL DAY

Refer to "ANNEXURE A CIRCULAR 03/15 Absenteeism & Late-coming" added afterwards

- 3.5.1 Learners may not leave the school premises during breaks.
- 3.5.2 Learners may not entertain friends from outside the school during breaks.
- 3.5.3 Parents/Guardians who need to see their children, must organize this through the office.
- 3.5.4 Any deliveries (assignments, keys, stationery, etc.) will only be handed over to learners **during breaks**.
- 3.5.5 No visitors are allowed unless they have reported to the office and received a Visitors Card.
- 3.5.6 Classrooms are off limits for learners during breaks. In case of rain, learners are allowed on the ground floor corridors.
- 3.5.7 The following places on the school premises are prohibited during breaks as well as before/after school:
 - ♣ Classrooms (unless accompanied by a teacher)
 - ♣ Top storeys of buildings
 - ♣ Staff parking area
 - ♣ Bicycle shed
 - ♣ Tennis courts, B-hockey field and rugby fields (except up to the halfway line on the B-field)
 - ♣ LO change rooms
 - ♣ Technical block
 - ♣ Foyer and school hall
 - ♣ Team Teaching Hall (unless a meeting has been convened there)
 - ♣ Staffroom and office corridor
 - ♣ Learners may only use allocated bathrooms and the area
 - ♣ Bathrooms / Ablution facilities of other grades
 - ♣ The area between the middle of B field and the factotum's house
 - ♣ A-rugby field
- 3.5.8 Learners are not to congregate in bathrooms in the vicinity around the delivery gates.
- 3.5.9 Learners must go to their classrooms immediately once the bell has gone at the end of break.
- 3.5.10 Bathrooms must be left tidy and clean. Toilet paper may not be wasted. Any breakages must be reported at reception.
- 3.5.11 Learners may not litter.
- 3.5.12 Grades are allocated a specific block/area in which they can have their lunch and socialize during breaks. Inspection of these block's cleanliness will be done by the Principal or his delegate on a Thursday. If a block is untidy, the specific grade will have to stay until 14:15 after school on a Friday to clean the grounds. Parents will be notified via text message on a Thursday if their child/children should stay behind on the Friday after school.
- 3.5.13 Even though a learner failed a year, he/she must remain on their academic block during break time. The only exception is for Gr. 11's that failed – they are allowed in the Gr. 12 quad.

- 3.5.14 Allocated staff members and prefects are on duty to supervise during breaks. Report any problems to them.
- 3.5.15 No ballgames are permitted among school buildings. Learners who want to play rugby, soccer or any other ballgames, may **only** do so on the B-field up to the half-line for this purpose.
- 3.5.16 All school rules regarding dress and behaviour apply while learners are waiting for their transport outside the school.
- 3.5.17 No learner may fiddle with security gates.
- 3.5.18 The school premises are off limits after 14:30, unless a learner is occupied with organized extramural activities under supervision of a teacher/coach.
- 3.5.19 Throwing water, eggs, stones, etc. is inadmissible.
- 3.5.20 Dangerous games are not allowed.

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| <u>ACTION AGAINST OFFENCE:</u> | |
| Outside school premises without permission during school hours | RED CARD |
| In prohibited area | YELLOW CARD |
| All other offences | RED CARD |

3.6 TESTS AND EXAMINATIONS

Refer to "ANNEXURE B KZN CIRCULAR NO. 143 OF 2008" added as Annexure B

- 3.6.1 Tests and exams may not be written earlier or later than the scheduled date. Any **EXCEPTIONAL**/special requests must be addressed to the **PRINCIPAL IN WRITING**.
- 3.6.2 Learners will be given a week's notice for formal tests.
- 3.6.3 Informal tests may be written at any time without warning.
- 3.6.4 Late-comers will not be granted extra time for completion of tests and exams.
- 3.6.5 A maximum of two formal tests may be written on one day.
- 3.6.6 During tests and examinations learners may only use transparent pencil cases.
- 3.6.7 A learner gets 0% for the paper in case of dishonesty and/or disruptive behaviour during tests/examinations.
- 3.6.8 Absenteeism from a test or examination requires a valid doctor's/clinic/pharmacist note. A copy will be made, which the learner is to show to all his/her class teachers if the absenteeism caused him/her to miss a test, an oral or any other work for marks. If the learner neglects to hand in the relevant documentation before the predetermined time (3 days after the test or exam), he/she will get 0% for the test/oral/examination.
- 3.6.9 Officially scheduled tests: learners **HAVE TO** write on the same tests day as the scheduled date. Learners get **ZERO** if no doctor's letters are handed in.

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| <u>ACTION AGAINST OFFENCES:</u> | |
| Disrespect of exam procedures | RED CARD AND/OR INTERNAL OR IMMEDIATE DISCIPLINARY HEARING |

4. BUILDINGS AND PREMISES

No form of vandalism or malicious damage is allowed.

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| <u>ACTION AGAINST OFFENCE:</u> | RED CARD & COMPENSATION FOR DAMAGES/POSSIBLE DISCIPLINARY HEARING |
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FIRE FIGHTING EQUIPMENT:

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| <u>ACTION AGAINST OFFENCE:</u> | |
| Spraying of fire hoses and activating extinguishers when not in an emergency situation | RED CARD & COMPENSATION FOR DAMAGES/POSSIBLE DISCIPLINARY HEARING |
| Tampering with or breaking seals on fire extinguishers | |
| Damaging electricity boxes | |
| Damaging or removing of arrows indicating location of emergency equipment and escape routes | |

5. RULES FOR SPECIAL CENTRES AND APPARATUS

Every educator has his/her own set of rules that will determine his/her action against offenders. It is the responsibility of the learner who uses the centre or apparatus to ensure that he/she is aware of the relevant rules.

All learners who take mathematics and/science as a subject, must be in possession of an approved calculator, and must bring it to school **EVERY DAY**.

6. GENERAL RULES

6.1 ABSENTEEISM

- 6.1.1 Absenteeism letters and doctors' notes must be handed in at reception. The learner will receive a copy of the letter to bring to the attention of all his/her subject teachers.
- 6.1.2 Appointments with local General Practitioners and dentists **should be made for after school hours, as far as possible**.
- 6.1.3 Learners who have to leave early, must report to the secretary at reception after obtaining the necessary permission to leave from the principal or deputy principal.

- 6.1.4 Learners who leave the school premises during school hours will receive a form which is to be taken to the teachers whose classes will be missed. The teacher will take note and write down what work will be missed, e.g. test/class work/homework, etc. for the parent's recognisance.
- 6.1.5 Due to safety concerns the learner must be collected and signed out in the foyer by the parent/guardian personally. If not, the person fetching the learner must bring written permission from the parent. This letter then serves as the parent's approval of the arrangements.
- 6.1.6 Playing truant whether for a period or the whole day, will lead to a red card.

6.2 **ILLNESS**

- 6.2.1 Learners who become ill at school, must report to the secretary.
- 6.2.2 Learners who are ill will not be allowed to go home if there is no supervision at home. Sick learners should rather stay at home than come to school so that other learners and teachers are not exposed unnecessarily.
- 6.2.3 Learners in the sick bay will not be allowed to receive visitors or leave the sick bay before or during break.
- 6.2.4 By law, a learner suffering from a contagious disease may not attend school, e.g. measles, chicken pocks, head lice, pink eyes, etc. The learner may only come back with a doctor's/pharmacist's note of health. Please inform the school telephonically if your child has contracted a contagious disease.

6.3 **GENERAL COURTESY**

- 6.3.1 Learners must stand up and greet all grown-ups (teachers as well as visitors).
- 6.3.2 Boys will not address grown-ups/girls with their hands in their pockets.
- 6.3.3 Learners are to offer assistance to any visiting grown-ups on the school premises.
- 6.3.4 Boys are to allow girls to enter and leave classrooms first.
- 6.3.5 Learners must stand up when a staff member enters the classroom.
- 6.3.6 Learners must offer valid excuses personally and timeously if they are going to miss a practise or a match.
- 6.3.7 An attitude of carelessness, insolence and insubordination towards any teacher, grown-up, prefect or SRC-member will not be tolerated.

6.4 **PARKING**

- 6.4.1 Motorcycles and bicycles must be parked in the allocated area. Bicycles must have locks.
- 6.4.2 Learners who come to school by motorcycle and want to park on the school premises, **must** have a valid license and apply for a parking space in advance. All learners' cars must be parked outside the school premises. If these rules are trespassed, permission for parking on school premises will be denied. Learners must bear in mind that this is a privilege and not a right. Learners are not allowed in their vehicles during breaks. This offence is punishable with a **RED CARD (unauthorised area)**.
- 6.4.3 Richards Bay High School, the Governing Body and the staff cannot be held responsible for any loss or damage to motor vehicles, motor cycles or bicycles.

6.5 **GENERAL CONDUCT**

- 6.5.1 The staffroom, photocopy room and staff kitchen are out of bounds for learners.
- 6.5.2 No visitors are allowed unless they have reported to the office and are in possession of a Visitor's Card.
- 6.5.3 Meetings "over the fence" are not allowed.
- 6.5.4 No physical intimate contact between boys and girls is allowed, this includes holding of hands, hugging, arm around the body, kissing, touching, etc. (This rule also applies to members of the same gender.)

6.5.5 Continuous disturbing behaviour/misbehaviour RED CARD

6.6 **SEARCHING**

- 6.6.1 No weapons, stolen property, drugs, cigarettes, lighters, firearms or pornographic material allowed on school premises.
- 6.6.2 In terms of the Act of Control of Access to public premises and vehicles (Act 53 of 1985) as well as the South African Schools Act 84 of 1996, any person entering the school premises can be subjected to a search of their property and/or person.
- 6.6.3 The school reserves the right to confiscate any unwanted items including stimulants, alcohol, cigarettes, matches, lighters and lasers found in a learner's possession.

| <u>ACTION AGAINST OFFENCES:</u> | |
|---|--------------------------------------|
| All offences regarding sickness and absenteeism | REFER TO MENTOR |
| Attitude of carelessness, insolence, disobedience and insubordination | RED CARD |
| Parking violations | ENTRANCE IS REFUSED BY THE PRINCIPAL |
| Offences relating to general courtesy, parking & general behaviour | RED CARD |

7. SERIOUS OFFENCES

Some of these offences are punishable by law and may be reported to the police for further prosecution.

7.1 GENERAL

| | |
|--|---------------------------------|
| Disturbing or disruptive behaviour | YELLOW OR RED CARD |
| Disrespect towards teachers, prefects or RCL | RED CARD / DISCIPLINARY HEARING |
| Spitting / 'Leeching' | RED CARD |

7.2 CAUSING DAMAGE

| | |
|------------------------------|--|
| Damage to learners' property | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |
| Damage to school property | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |

7.3 VANDALISM

| | |
|--------------------------------|--|
| Graffiti on school property | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |
| Damage to school property | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |
| Abusing firefighting equipment | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |
| Damage to private property | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |
| Arson / Accomplice to arson | RED CARD & COSTS & POSSIBLE DISCIPLINARY HEARING |

7.4 SMOKING

Government considers smoking a health risk and therefore the school needs to act accordingly.

Possession of cigarettes, tobacco, matches, lighters and electronic cigarettes (vapes).

Smoking in school uniform or while on school tour, field trips, etc.

| | |
|----------------------------|----------|
| In the presence of smokers | RED CARD |
|----------------------------|----------|

| | |
|-----------------------|----------------------|
| Trading in cigarettes | DISCIPLINARY HEARING |
|-----------------------|----------------------|

The school reserves the right to confiscate any cigarettes, tobacco, matches and lighters found in a learner's possession.

| | |
|--|----------|
| <u>ACTION AGAINST OFFENCES:</u> | |
| Smoking | RED CARD |
| Smoking (repeated offences) | HEARING |

7.5 AGGRESSION

| | |
|---------------------|---|
| Involved in a fight | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|---------------------|---|

| | |
|---|---|
| If offender is found guilty of hitting first without provocation, acting insultingly, over-reacting beyond normal limits, or being involved in fights regularly | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|---|---|

| | |
|----------------------|---|
| Aggressor in a fight | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|----------------------|---|

| | |
|-----------------------|---|
| Incitement of a fight | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|-----------------------|---|

| | |
|--------------------|----------|
| Offensive language | RED CARD |
|--------------------|----------|

| | |
|----------|---|
| Bullying | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|----------|---|

| | |
|---------|---|
| Assault | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|---------|---|

| | |
|--------------|---|
| Intimidation | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|--------------|---|

| | |
|--------|---|
| Racism | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|--------|---|

| | |
|--|---------|
| Shining laser light in learner's/educator's eyes | HEARING |
|--|---------|

7.6 ALCOHOL

*Possession or use of alcohol on school premises

*Possession or use of alcohol in school uniform

*Possession or use of alcohol while on school outing

*Under the influence of alcohol in school uniform on school premises or during school outing

***DISCIPLINARY HEARING/POSSIBLE EXPULSION**

The school reserves the right to confiscate any alcohol found in a learner's possession.

7.7 DECEIT/DISHONESTY/FRAUD

| | |
|--|--|
| Lies: eg. Counterfeit signature | POSSIBLE DISCIPLINARY HEARING/RED CARD |
|--|--|

| | |
|--------------------|--|
| Fraudulent letters | POSSIBLE DISCIPLINARY HEARING/RED CARD |
|--------------------|--|

| | |
|-----------------------------------|--|
| Dishonesty in an oral declaration | POSSIBLE DISCIPLINARY HEARING/RED CARD |
|-----------------------------------|--|

| | |
|-------------------------------------|--|
| Dishonesty in a written declaration | POSSIBLE DISCIPLINARY HEARING/RED CARD |
|-------------------------------------|--|

| | |
|------------------------|--|
| False bomb alarm, etc. | SAPS/DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|------------------------|--|

Dishonesty during tests and/or examinations

OBTAIN ZERO MARKS, REFER TO MENTOR FOR RECORD KEEPING AND PARENTS ARE INFORMED

7.8 THEFT

| | |
|-------|---|
| Theft | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|-------|---|

| | |
|----------------------------------|---|
| In possession of stolen property | DISCIPLINARY HEARING/POSSIBLE EXPULSION |
|----------------------------------|---|

7.9 **TRADE**

*Trading of any test of examination paper or material
HEARING: EXAMINATION IRREGULARITY COMMITTEE AND THE SCHOOL'S DISCIPLINARY COMMITTEE

*Trading of any product/item is strongly prohibited
GOODS WILL BE CONFISCATED/RED CARD/DISCIPLINARY HEARING

*Trading of any goods at the fence/gate is strongly discouraged
GOODS WILL BE CONFISCATED/RED CARD/DISCIPLINARY HEARING

7.10 **DRUGS**

Dagga is the entry level drug which may lead to the use of more serious drugs. Even though dagga/cannabis has been legalized for home use for people older than 18, the school reserves the right to test a learner (if suspicious behavior is noted) for being under the influence thereof.

*Learners who are tested positively for prohibited stimulants and etc. in sports

ALL SPORT AWARDS ARE WITHDRAWN & NO PARTICIPATION IN SPORT EVENTS FOR A TIME AS DETERMINED BY THE RELEVANT SPORT ORGANIZATION

*Possession/sniffing of volatile matter DISCIPLINARY HEARING/LIKELY EXPULSION

*Possession/use/distributing/buying/selling of drugs DISCIPLINARY HEARING/LIKELY EXPULSION

*Under the influence of drugs in school uniform on school premises during a school excursion
DISCIPLINARY HEARING/LIKELY EXPULSION

*Tested positive for drugs (intoxicating substances)
SUSPENSION/DISCIPLINARY HEARING/LIKELY EXPULSION

*Possession/use/distributing/buying/selling of illegal substance
DISCIPLINARY HEARING/LIKELY EXPULSION

7.11 **WEAPONS**

*Possession and/or use of fireworks, lasers, knives, fire arms, explosives and/or other dangerous weapons
The school reserves the right to confiscate any weapons found in a learner's possession.

****DISCIPLINARY HEARING/POSSIBLE EXPULSION***

7.12 **SEXUAL MISCONDUCT**

*Being in possession of condoms

*Hitting or touching private parts

*Possessing/drawing/writing of pornography

*Rape

*Harassment

*Suggestive behaviour/movements

*Indecent behaviour of sexual nature

*Fabricating pornography

*Fabricating any material of sexual nature

*Fabricating of indecent material

ACTION AGAINST OFFENCES:

Sexual misconduct RED CARD AND/OR DISCIPLINARY HEARING

Serious sexual misconduct DISCIPLINARY HEARING

Any serious sexual misconduct will be reported to the S.A.P.S. for further action

7.13 **RACISM**

*No form of racism will be tolerated

****DISCIPLINARY HEARING/POSSIBLE EXPULSION***

7.14 **GENERAL**

Any cost incurred by the school as a result of a learner's violation, may be recovered from the parents/guardians.

8. **DETENTION**

Learners can be punished with General Detention / Staff detention. Punishment during detention may include writing lines, or community service.

Red Card Detention : Fridays 13:30 - 16:00

Yellow Card Detention : 4 Breaks supervised by prefects

Staff Detention : Mondays - Thursdays 14:15 - 15:00

(no excuses accepted for sport or culture practises)

ACTION AGAINST OFFENCES:

Failure to attend staff detention RED CARD

If a learner fails to hand in a doctor's note/pharmacist's note for absenteeism/partial absenteeism on the day that he/she has to sit detention RED CARD

PLEASE NOTE:

- ♣ For Red Card and Staff Detention learners will be warned at least 24 hours in advance, and parents will receive a sms.
- ♣ Lack of transport is not an acceptable reason for not attending detention. Detention is, compulsory and parents are responsible for transport.
- ♣ Should a learner not report for detention on Friday, the learner will be prohibited from taking part in sport or cultural activities on the Saturday thereafter.

COMMUNITY SERVICE:

The focus area for cleaning/improvement will be determined by the teacher in charge of detention. Examples:

- ♣ Preparation of sports grounds
- ♣ Washing dishes
- ♣ Cleaning blackboards
- ♣ Polishing trophies
- ♣ Scrubbing graffiti off walls and doors
- ♣ Washing windows
- ♣ Sweeping classrooms and / or corridors
- ♣ Sanding desks
- ♣ Cleaning up flower beds
- ♣ Picking up litter
- ♣ Raking leaves
- ♣ Dusting chairs, window sills, cupboards, etc.

9. APPLICATION

| | |
|--|--|
| 1 yellow card | Detention for 4 breaks, under prefect supervision |
| 3 or more yellow cards | Become a red card |
| Not turning up for yellow card detention | Becomes a red card |
| Missing red card detention without a valid excuse | Receives an additional red card and detention is carried over to the next week |
| 1 red card | Detention: Friday 13:15 - 16:00, a once-off session |
| Maximum of 3 red cards | Disciplinary hearing/Mediation |
| Disruptive / bad behaviour, including breaking of any classroom management rules / text books left at home / homework not done, etc. | Staff detention |
| Disrespect towards authority | Red Card |

PLEASE NOTE:

- ♣ *The actions and punishments above are general guidelines and may be deviated from in certain cases according to the Mentor or Principal's discretion.*
- ♣ *Serious offences not mentioned/listed in the Code of Conduct, or that defames the name of the school, can lead to a disciplinary hearing according to the school principal's discretion.*
- ♣ *This Code of Conduct remains valid until a new version of this document is released.*

HJP MULLER
PRINCIPAL

J OELOFSE
CHAIRPERSON DISCIPLINARY COMMITTEE: SGB

Revised 13 February 2020 for 2020/RL



24 March 2015

Dear Parents

LEARNER ABSENTEEISM & LATE-COMING

School Management has made an analysis of learner absenteeism during the first term. It is extremely worrisome to note the tendency of parents allowing their children to stay at home without any specific reason.

This is a totally unacceptable practice as it is the parents' duty and responsibility to ensure that their children attend school as is stipulated in the Schools' Act (see quote below).

QUOTE

3. Compulsory attendance.—(1) Subject to *this Act* and any applicable provincial law, every *parent* must cause every *learner* for whom he or she is responsible to attend a *school* from the first *school* day of the year in which such *learner* reaches the age of seven years until the last *school* day of the year in which such *learner* reaches the age of fifteen years or the ninth *grade*, whichever occurs first.

(2) The *Minister* must, by notice in the Government Gazette, determine the ages of compulsory attendance at *school* for *learners* with special education needs.

(3) Every *Member of the Executive Council* must ensure that there are enough *school* places so that every child who lives in his or her *province* can attend *school* as required by **subsections (1) and (2)**.

(4) If a *Member of the Executive Council* cannot comply with **subsection (3)** because of a lack of capacity existing at the date of commencement of this Act, he or she must take steps to remedy any such lack of capacity as soon as possible and must make an annual report to the *Minister* on the progress achieved in doing so.

(5) If a *learner* who is subject to compulsory attendance in terms of **subsection (1)** is not enrolled at or fails to attend a *school*, the *Head of Department* may—

(a) investigate the circumstances of the *learner's* absence from *school*;

(b) take appropriate measures to remedy the situation; and

(c) failing such a remedy, issue a written notice to the *parent* of the *learner* requiring compliance with **subsection (1)**.

(6) Subject to *this Act* and any other applicable law—

(a) any *parent* who, without just cause and after a written notice from the *Head of Department*, fails to comply with **subsection (1)**, is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months; or

(b) any other person who, without just cause, prevents a *learner* who is subject to compulsory attendance from attending a *school*, is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months.

4. Exemption from compulsory attendance.—(1) A *Head of Department* may exempt a *learner* entirely, partially or conditionally from compulsory *school* attendance if it is in the best interests of the *learner*.

(2) Every *Head of Department* must maintain a register of all *learners* exempted from compulsory *school* attendance.

END QUOTE

Parents do not do their children a favour with this practice, but teach them to become irresponsible citizens.

It is in the learners' cardinal interest to attend school for their own progress academically, culturally or on sport level. The school will therefore not tolerate the continuation of this practice.

Should a learner be absent without any valid excuse, such a learner will be suspended for a period of 5 days during which time his/her parents can decide whether it is of any importance for their children to attend school. A Gr 12 learner who is absent from school without valid reasons, risks being deregistered from the Gr 12 final examination.

Parents are requested to contact the school immediately should a learner be absent for a long period of time. This is to ensure that arrangements can be made for the learner's academic work.

Learners with valid reasons and whose parents have contacted the school to make arrangements regarding their children's absence will obviously not be affected.

The school:

- experiences problems with learners who habitually arrive late at school, with or without their parents' knowledge;
- undertakes to contact the parents of learners arriving late immediately, informing them of the situation;
- will, from the beginning of the 2nd term, 13 April 2015, close its gates at 07:30.

Parents who drop off their children after 07:30, are requested to personally sign in their children at reception for accurate record keeping.

It is the school and the governing body's intention to change the school into a place that you as parents, learners and educators can be proud of. These measures are an attempt to advance the discipline of the school and we are confident that we will enjoy the full co-operation of our parents.

Please acknowledge receipt of this Newsletter by completing the Reply Slip and returning it to the Register Teacher by Tuesday, 31 March 2015.

The school wishes to express its gratitude to those parents who are committed to the school and the well-being of their children.

Regards

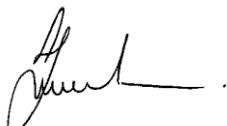


J H PUTTER
ACTING PRINCIPAL



M S L MONTGOMERY
CHAIRPERSON: SCHOOL GOVERNING BODY

Letter approved and signed:



HJP MULLER
PRINCIPAL

10 December 2015

CIRCULAR FROM THE DEPARTEMENT



PROVINCE OF KWAZULU-NATAL
ISIFUNDAZWE SAKWAZULU-NATALI
PROVINSIE KWAZULU-NATAL

DEPARTMENT OF EDUCATION
UMNYANGO WEMFUNDO
DEPARTEMENT VAN ONDERWYS

Telephone : 033 3921807
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Private Bag X9137
Pietermaritzburg
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247 Burger Street
Pietermaritzburg, 3201

INHLOKOHHOVISI

HEAD OFFICE

PIETERMARITZBURG

Enquiries:

Imibuzo:

Navrae: D. Singh

Reference:

Inkomba:

Verwysing

Date:

Usuku:

Datum 18 November 2008

TO: SENIOR GENERAL MANAGERS
GENERAL MANAGERS
MANAGERS
DISTRICT MANAGERS
PRINCIPALS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES

KZN CIRCULAR NO. 143 OF 2008


POLICY ON LEARNER ATTENDANCE AT PUBLIC ORDINARY SCHOOLS

Management of learner attendance at public ordinary schools is critical for the achievement of learning and educational outcomes.

Attached is the policy on learner attendance at public ordinary schools as well as a guideline which schools may utilise to develop their own learner attendance policy.

It is imperative that all public ordinary schools adhere strictly to the policy on learner attendance which comes into effect on 1 January 2009.

The contents of this circular must be brought to the attention of all educators.


R. Cassius Lubisi, PhD.
Superintendent-General

3/12/2008

EXTRACT FROM "KZN DEPARTMENT OF EDUCATION POLICY ON LEARNER ATTENDANCE AND LEARNER ABSENTEEISM" (referred to in the circular)

9.14. Study leave

Under no circumstances must learners be encouraged either overtly or covertly to take leave for the purpose of studying during tests or examinations unless such leave is authorized by the Head of Department. Parents who request leave for the children must be reminded of their obligation of sending their children to school for the full duration of the academic year.

Learners must attend school everyday of the year without exception even during days when examinations are not written except in the instance of Grade 12 learners in a school writing end of year examinations.

It is important to bear in mind that these rules are also applicable during the Gr. 12 Trial Examination.



HOËRSKOOL RICHARDSBAAI



BELL TIME TABLE

| Mondays to Thursdays | |
|-----------------------------|----------------------|
| Reg | 07:30 – 07:45 |
| P1 | 07:45 – 08:45 |
| P2 | 08:45 – 09:45 |
| Break | 09:45 – 10:10 |
| P3 | 10:10 – 11:10 |
| P4 | 11:10 – 12:10 |
| Break | 12:10 – 12:30 |
| P5 | 12:30 – 13:30 |
| P6 | 13:30 – 14:30 |

| Fridays | |
|-----------------------|----------------------|
| Reg | 07:30 - 07:45 |
| P1 | 07:45 - 08:40 |
| P2 | 08:40 - 09:30 |
| P3 | 09:30 - 10:20 |
| Break | 10:20 - 10:45 |
| P4 | 10:45 - 11:35 |
| P5 | 11:35 - 12:25 |
| P6 | 12:25 - 13:15 |
| *Gr12 Academic | 13:30 – 14:30 |

**Gr12 Line 5 as arranged by educator*

Activity day (assembly, team spirit, etc)

| 1 | |
|-----------------|----------------------|
| Reg | 07:30 - 07:45 |
| P1 | 07:45 - 08:40 |
| P2 | 08:40 - 09:35 |
| Activity | 09:35 - 10:10 |
| Break | 10:10 - 10:35 |
| P3 | 10:35 - 11:30 |
| P4 | 11:30 - 12:25 |
| Break | 12:25 - 12:45 |
| P5 | 12:45 - 13:40 |
| P6 | 13:40 - 14:30 |

| 2 | |
|-----------------|----------------------|
| Reg | 07:30 - 07:45 |
| P1 | 07:45 - 08:40 |
| P2 | 08:40 - 09:35 |
| Break | 09:35 - 10:00 |
| P3 | 10:00 - 10:55 |
| P4 | 10:55 - 11:50 |
| Break | 11:50 - 12:10 |
| P5 | 12:10 - 13:05 |
| P6 | 13:05 - 13:55 |
| Activity | 13:55 - 14:30 |