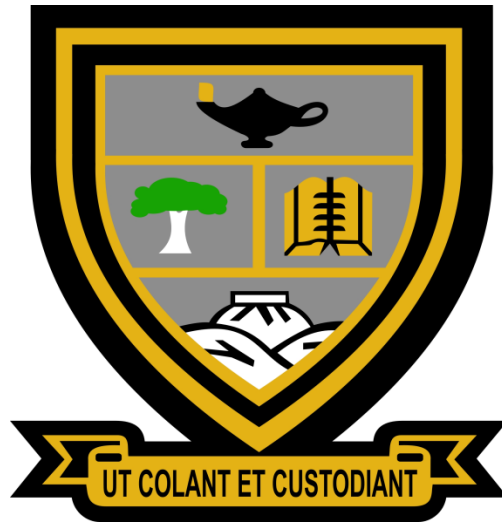


WINTERBERG AGRICULTURAL HIGH SCHOOL



Code of Conduct

Contents

Introduction	3
Part 1: School Rules	4
A. General principles	4
B. General rules.....	4
C. Dress and appearance	6
D. Assembly.....	8
E. Absence	8
F. Teaching hours.....	9
G. Arriving / changing classes / break / adjourning	9

INTRODUCTION

This School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

Part 1: School Rules

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

A. General principles

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Learner Representative Council (LRC), all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

B. General rules

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.

8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Before school and during breaks, all bags must be left in the square according to class affiliation, with the exception of rainy days. NO BAGS IN FRONT OF CLASSROOMS OR IN CORRIDORS!
15. Dangerous games through which a learner may sustain physical injury or through which his/her clothes may be destroyed or damaged, may not be played on the school grounds.
16. The throwing of dangerous objects such as stones is prohibited on the grounds.
17. Learners must **keep clear** of areas that are indicated as out of bounds. These include:
 - The School motor vehicles garage.
 - The playing fields, tennis courts, swimming pool and area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher. The sports facilities are exclusively for the use of learners from this school.
 - Electrical mains distribution boxes, fire extinguishers and hoses.
 - Parking lots, except while accessing their own vehicles.
 - The school building after school hours except with permission from the principal or under supervision of a teacher.
 - The lobby and receiving area, laboratories, copy room, school hall, hostel buildings, woodwork class and farm mechanics building before, during and after school hours, as well as during break time unless accompanied by a teacher.

- The Winterberg farm during out weekends and school holidays. Special request will be considered by the principal and/or authorized personnel. Learners who live in town and learners who do not follow an Agricultural field of study may not visit the farm.
- The school swimming pool is for the use of current learners and staff and their families only. If any outsiders wish to use the swimming pool, the necessary permission must be obtained from the school principal.

C. Dress and appearance

1. Learners are expected to wear the official School uniform and appear neat and tidy at all times.
2. Students should wear summer uniform during terms 1 and 4 and winter uniform during terms 2 and 3.
3. Only post matric learners, as well as boys that went for initiation, are exempted from the previous rule and have permission to wear full winter uniform the entire year.
4. **No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).**
5. **No earrings (except a single small, thin, golden/silver sleeper or stud), jewellery, accessories, coloured contact lenses or visible tattoos are allowed.**
6. **Fingernails must be kept trimmed short and clean at all times.**
7. **During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.**
8. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons.
9. No colouring of hair or wearing of exotic hairstyles is allowed. Every student's hair must be neatly taken care of, clean and in a natural hairstyle within the prescribed length. Too short or artificially dyed/ jagged hair is unacceptable. No aids may be used to get an unnatural hairstyle.

Boys's hair must be above their collar, away from their ears and their fringe are not allowed to be in their eyes. Shaved heads are only allowed with permission from the principal.

Note the following:

- No unnatural hairstyles according to the newest fashion fads.
- No tools/aids may be used to style your hair. This includes: gel, sugar water, dye, etc.
- Sideburns only up to the middle of your ear.
- Hair length: short at the sides and back.
- **Girls' hair may not be loose. Hair must be tied back with an elastic band or a scrunchie. The school retains the right to provide a learner with an elastic band if they do not comply to this rule. Should this transgression continue, further intervention will take place.**
- Long hair must be plaited or tied with a white, black or yellow rubber band/scrunchie. Only white, black or yellow grips/combs/hair accessories may be worn.
- If a girl's hair is in the "bob"-style, their fringe must be pinned. They may not shave their heads for a "mushroom"-style.
- Only girls of colour may wear extensions, it must be their natural hair colour and must be braided against their scalp with no loose parts on their head (spaghetti-mop style).
- Only medium thickness braids allowed.
- No dressed-up hairstyles.

The SMT has the right to decide if a learner's hairstyle and length meet the acceptable norms and standards of the school. If a hairstyle is found unacceptable, the SMT in consultation with the learner and parent expect the problem to be fixed. The SMT has the right to edit/adjust the norms and standards on hairstyles and length.

10. Eyebrows and lashes are not allowed to be dyed.

11. **No make up is allowed.**

12. Lapel badges are limited to two per opportunity/event. Only official badges of this school are allowed.

13. No sunglasses are allowed with the school uniform or at any official practice or match.

14. No bikinis allowed at the swimming pool.

15. Boys are not allowed to stand/walk with their hands in their pockets. Blazer must be buttoned up at all times.
16. Socks must be pulled up and shirts tucked in.
17. Pulling up of jerseys sleeves are not allowed.
18. Tracksuit tops must be zipped up. If the top is taken off, the shirt must be tucked in.
19. Shoelaces must be neatly tied.
20. No sticker or written slogan of any nature may be on a learner's bag. Only a nametag and the grade of the learner may be stated.
21. No backpack or shoulder bag/ sling bag will be accepted as a schoolbag, unless it is provided with a sturdy framework.

D. Assembly

1. All learners must attend the weekly assembly and only a learner whose parent or guardian has obtained prior written permission from the principal may be excused from the part of the assembly that is of a religious nature.
2. It is compulsory for every learner to stand at attention when the school anthem of this school and the National Anthem of the Republic of South Africa are played, sung or recited during school hours or during official school functions after school hours.
3. There must be a line-up in front of the school hall. The movement into the school hall must be orderly and quiet. Silence must continue until everyone has adjourned again.
4. Learners who arrive late should not interrupt the assembly, but wait in the foyer and report to the Departmental Head after the assembly.

E. Absence

1. Learners must attend school punctually during the set school hours. A learner may not leave the school grounds during school hours without the principal's permission.
2. If a learner is absent for a period of one school day, he/she must report to the secretary during the first period of the following day.
3. **If a learner is absent, the parent/guardian must notify the school. Parents must pre-arrange when a learner should leave school early.**
4. A learner may not be absent from school for more than 2 days without a doctor's certificate.

5. If a learner becomes ill during the course of the school day or feels unwell and wishes to go home, he/she must first report to the secretary and obtain permission from the principal to leave the school grounds.
6. If a learner is absent during a test or examination without a doctor's certificate or permission from the principal, no marks will be awarded to the learner. (Refer to Academic Policy)

F. Teaching hours

1. When a teacher is called out of class, learners must be quiet at all times.
2. Books may only be put away on the teacher's order.
3. No learner may leave the classroom without the teacher's permission.
4. Eating sweets, chewing gum, fruit and bread in classrooms, corridors and the library is strictly prohibited.
5. No cellphones, MP3 players, iPods, etc. are allowed during school hours from 07:15 - 13:45.

G. Arriving / changing classes / break / adjourning

Arriving

1. Orderliness, punctuality and silence are required when learners are arriving and departing, changing rooms or buildings or moving within them. Specific rules, to enforce this, may be laid down or amended from time to time.
2. In the morning and after break, classes line up in the square according to the timetable, unless weather conditions prevent this.
3. After the bell has rung, no one moves through the school corridors to the square. Everyone moves outside around the buildings. When entering the square - SILENCE. When the second bell rings, everyone must already be lined up.
4. Prefects take their places at the back of the rows - teacher makes the announcements.
5. Grades leave the square in rows to their respective classes - IN SILENCE. Grades to new classes, laboratory corridor and long corridor move at the same time.

Changing classes

6. Learners must always walk to and from the classrooms in orderly rows on the left with their bags in their right hand and not in groups. No time should be wasted in changing.

7. Teachers stand in front of their classes and let learners enter immediately and prevent blocking of corridors.
8. If there is no teacher in a class, learners wait in the corridor in front of the class - SILENCE.
9. Running in the corridors is prohibited.
10. No learner may move towards the notice boards and/or toilets during changing classes.

Breaks

11. No learners in the corridors – Except if they are visiting the toilet then again they shall move in the corridors in SILENCE, or if weather conditions require it.
12. No unnecessary racing or ball playing in the square during breaks.
13. No access and/or use of swimming pool area.

Adjourn

14. Only staff, prefects and visitors to the school may use the main entrance.
15. The exits at the hall, computer centre and laboratory may be used by learners.

H. Morality and Integrity

1. Every learner at Winterberg must endeavour to conduct himself/herself at all times like a true gentleman/lady.
2. Learners may not enter hotels or places where alcohol is served/sold, except under the supervision of their parents/guardians.
3. Smoking and the use of alcoholic beverages or any intoxicating substance or the possession of offensive reading material or material by a learner of this school, is strictly prohibited.
4. Honesty is expected of every learner and any article picked up by a learner on the school grounds must be handed in at the office.
5. The privacy of other learners must be treated with due respect.
6. No physical contact or affection is permitted on the school or sports grounds.
7. No learner may take another's book bag, books, clothes, personal belongings or equipment.
8. No learner may in any way bring the school's name into disrepute.

9. Driving/Riding is strictly prohibited for any learner of the school.

I. Vandalism

1. The appearance of school buildings largely depends on how they are treated by the learners. School walls, ceilings, notice boards, blackboards, wall posters, benches and study tables must not be damaged in any way.
2. Blatant and intentional damage to school equipment and other learners' belongings will not be tolerated.
3. The tearing of pages from school magazines and library books is unacceptable.
4. If damage to school property occurs, report it to the office. The culprit will be held responsible for any repair costs.

J. Cars, Motorcycles and Bicycles

1. The use of cars and motorcycles on school grounds remains a privilege that can only be granted by the principal. Any learner who does not adhere to the laid down rules as stipulated by the principal, forfeits the privilege immediately.
 - Permission must be obtained from the principal.
 - Copy of driving license must be submitted to the office.
 - No passengers, unless a person or persons have been identified in advance.
2. No learner may come near the cars/motorcycles and bicycle racks or tamper with them during breaks.

K. Learner Participation in School Activities

1. A learner must participate in the educational programmes as prescribed by the Department of Education, unless exemption has been granted by the Department.
2. It is the duty of every learner to attend school functions, unless there is a good reason for his/her absence.
3. When a learner has voluntarily joined an extra-mural school activity, he/she must promptly fulfil his/her obligations and responsibilities in connection therewith, unless he/she is exempted from it by the principal.
4. All learners are expected to participate in at least ONE summer and winter sport, unless medically unfit.

Part 2: Disciplinary System

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

A. Grading of offenses

Offences are coded according to the nature and degree of seriousness of the offences, of which Code 8 offences are the most serious. See Annexure A, Table 1 for a list of the offences making up each of the Codes 1, 2, 3, 4 and 5.

B. Disciplinary procedures

1. A learner qualifies for 1 hour of detention when he/she has 60 demerit (detention) points.
2. The principle of “miss one sit two” will be followed strictly, except for medical reasons.
3. Once your name is on the list for detention a third time, you and your parents/guardians will have to appear in front of the disciplinary committee (coordinator of the DS, SMT and Grade head, principal excluded).

4. Level 4 and 5, Level of misconduct:

Disciplinary Committee (School) and parents of learner meet or parents are contacted. Learner will receive a letter informing parents OR summoned to school and learner may only return to school with parents.

Punishment: Written warning and disciplinary action.

For 2nd offence – more serious penalty as determined by the Disciplinary Committee.

For 3rd offence – refer to Governing Body for disciplinary hearing.

Possible penalties:

Prefectship/other leadership position may be suspended for a period or permanently.

As soon as a Grade 11 learner reaches this point, he/she forfeits the right to participate in the Prefect election (Learner Council). Such a learner’s name will therefore be removed from the electoral roll.

No marks for test / examination.

Any other penalty as decided by Disciplinary Committee (School).

5. Accumulation of 250 points:

Disciplinary hearings are handled by the school's Governing Body and may be attended by the learner and his/her parents or guardians.

Possible sanctions that may be imposed at such a hearing:

- studying during exams at the school
- studying for short or longer periods
- performing community service on the premises
- seven-day expulsion (suspension) p. 124 – “School Governance and the Law”
- Gr 12 learners: Invitation to matric farewell is withdrawn
- No certificate is provided at the end of the year Prize-giving Ceremony
- Prefects are deprived of their responsibilities as prefect – forfeit leadership certificate

Other sanctions as decided by the Governing Body

- Suspension – recommendation to DoE

All corrective measures must be adapted to the transgression. If parents find that this is not the case, they can appeal to the larger Governing Body within 7 DAYS.

6. Detention – when a learner is placed on detention for a third (3rd) time, this is accompanied by a written warning. With the next detention (4th) thereafter, disciplinary action will be taken in the following manner:

Possible penalties:

- Mandatory detention classes during exams or during term
- Community service (e.g. Saturday)
- Exclusion – social activities, sports, etc.
- Any other penalty as decided by Disciplinary Committee (School) with 5th detention – Disciplinary Committee and parents meet. Possible penalties:
 - Further exclusion
 - Community service (e.g. several Saturdays)
 - Removal from any leadership position
 - Any other penalty as decided by Disciplinary Committee (School).

- With any further appearance on detention – refer to Disciplinary Committee of Board of Management for disciplinary hearing.

7. Make sure you understand the following rules very well

7.1. Detention

No excuse will be accepted for detention – only a medical referral. Your parents' weekend plans, transport problems or sports commitments will not excuse you from this class. If you miss a detention lesson, you will get 120 points again and will unfortunately have to sit twice. Detention will also not be held on any day other than Fridays/Saturdays. Learners attend detention lessons in their school uniform – unless otherwise arranged by the principal.

7.2. Cell phones / MP3 players, etc.

- Bringing cell phones to school is prohibited. If learners need to use them to ask parents to call them, the cell phone must be handed in to the secretary at the beginning of the day. Learners can collect it from her at the end of the day.
- If a cell phone etc. is found on you, you will have immediate detention.
- NO LEARNER MAY CONTACT HIS/HER PARENTS WITH A CELL PHONE OR PUBLIC TELEPHONE TO COLLECT HIM/HER FROM SCHOOL. Calls are made from the office.

I understand the content of the School's Code of Conduct and undertake that my child will obey to school / hostel rules as determined by the SMT.

PARENT NAME & SURNAME: _____

LEARNER NAME & SURNAME: _____ GRADE: _____

PARENT SIGNATURE

LEARNER SIGNATURE

DATE

ANNEXURE A: DISCIPLINARY SYSTEM

Disciplinary System		
Level of misconduct		
Code	Points	Description of misconduct
Level 1	10	Minor violations of general rules
1-01		Use of cell phone during school hours
1-02		Eat/drink in class
1-03		Late for school/class
1-04		Nuisance in class
1-05		Book not at school
1-06		Unauthorised use of main entrance by learners
1-07		Homework not done
1-08		Continuous talking in assembly, lines, corridors or class
Level 2	30	Intermediate violations of general rules
2-01		Appearance not according to school rules
2-02		Litter on school premises
2-03		Not in correct class
2-04		Use wrong name
2-05		Outside classroom without permission(pass system) /valid reason
2-06		Absent from sport practice/match/meeting/culture
2-07		Hiding another learner's possessions
2-08		Refusal to carry out order/instruction
Level 3	60	Serious violations of general rules
3-01		Not handed in CASS assignment
3-02		Homework copied (Both learners punished)
3-03		Absent without valid reason
3-04		Bunking class/practical/leaving school without permission
3-05		Hiding or use of school property without permission
3-06		Driving on school premises without license/permission

3-07		Passenger without permission
3-08		Disrespectful behaviour in class and/or on school grounds
3-09		Withhold of truth/information
3-10		Telling lies
3-11		Forging a parent/guardian's signature
3-12		Kissing/physical touch on school grounds
3-13		Not complying to examination rules
3-14		Repetition of level 1 and 2 infringements
Level 4	100	Very serious violations of general rules
4-01		Bullying (any form of bullying; including cyber bullying)
4-02		Fighting
4-03		Possession of dangerous object
4-04		Smoking, vaping, smelling like smoke, with smokers/vapers or in possession of cigarettes/vapes
4-05		Vandalising of school/ learner's property
4-06		Firing of crackers, dangerous substances
4-07		Hate speech/ insulting comments towards learners and teachers
4-08		Disruptive behaviour in class continues (repetition of lower level infringement)
4-09		Dishonest in test/examination
4-10		Dangerous behaviour (identify)
Level 5	250	Criminal – serious violations
5-01		Theft/ in possession of stolen goods
5-02		Own/use/supply of drugs/alcohol/harmful substances
5-03		Own/use of dangerous weapons on school premises (identify dangerous weapons)
5-04		Damaging of school/staff/learner/other worker's property
5-05		Physical/verbal force or abuse against a teacher or other worker
5-06		Sex on school grounds

5-07		Repetition of level 3 and 4 infringements
5-08		Assault
5-09		Sexual harassment

Assault – Physically attacking someone

Sexual harassment – Behaviour characterized by the making of [unwelcome](#) and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation.

Bullying – Bullying is unwanted, aggressive behaviour among school aged children/teenagers that involves a perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. It includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of bullying:

- **Verbal Bullying:** Saying/writing mean things. Teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm.
- **Social Bullying:** Hurting someone's relationships/ reputation. Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public.
- **Physical Bullying:** Hurting a person's body/possessions. Hitting, kicking, pinching, spitting, tripping, pushing, taking/breaking someone's things, making rude/mean hand gestures.
- **Cyber bullying:** The electronic posting of mean-spirited messages about a person and is often done anonymously. When someone uses technology to demean, inflict harm or cause pain to another person.