

Die Wilge High School (LSEN)

# CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

2015 Edition for Parents

*“the aim with discipline is to guide the learner to eventually, also in the absence of the disciplinarian, maintain self-discipline and live a valuable life”*

&

*“the focus must invariably be on the desired conduct and not on the corrective measures as such”*

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On signing the document you declare that you accept all 15 of the pages as legal and executable. It is the responsibility of the parent/guardian to make sure that the school has the correct contact number at all times in order for you to be kept up to date on your child's behavior. You will receive an sms when the rules of category B and C are broken by your child.

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Witnesses:	Mr JC Boshoff (Headmaster):	_____
	Me Clarke (Deputy Principal)	_____
	Me L Joubert (Acting Deputy Principal)	_____

## INTRODUCTION

The Code of Conduct is revised on a regular basis while integrating the current practice and the cooperation of all role players at school. According to the South African Schools Act (Art 8:84 of 1996) this Code of Conduct is enforceable.

## AIMS WITH THE CODE OF CONDUCT

- ☾ To maintain a disciplined, orderly, meaningful and safe school environment conducive to effective and optimal facilitation of learning.
- ☾ To serve as a clear guideline towards favourable conduct and to guide corrective steps in the event of unacceptable conduct.
- ☾ To incorporate principles contained in the Constitution of the Republic of South Africa, 1996 (*inter alia*, democracy, human rights, transparency) at school.
- ☾ To state the musts and the must-nots, the communication channels, problem approach and procedures of a fair hearing.
- ☾ To promote group cohesion, cooperation and healthy pride at school.
- ☾ To create room for maximising the individual's opportunity to develop as a worthy being.

## VISION

The vision of Die Wilge High School (LSEN)  
is to holistically educate all learners in the school  
to their optimum potential.

## MISSION

**The mission of Die Wilge High School is to ensure:**

- ☞ the application of Christian educational norms and values with regard to religious diversity
- ☞ quality education through continuous staff development
- ☞ the maintaining of a supportive partnership between all stakeholders
- ☞ the creating and maintaining of a disciplined and safe educational environment for optimal performance
- ☞ active participation in extra curricular activities
- ☞ development of potential leaders
- ☞ property and assets of the school to maintain and supplement
- ☞ transparent management and professional relationships with all role-players
- ☞ responsible management of physical and human resources

## VALUES

**The following values will form the foundation of Die Wilge High School (LSEN):**

- ☞ Self-discipline
- ☞ Pride
- ☞ Loyalty
- ☞ Respect
- ☞ Neatness
- ☞ Exemplary behaviour
- ☞ Humility
- ☞ Integrity
- ☞ Honesty
- ☞ Humanity

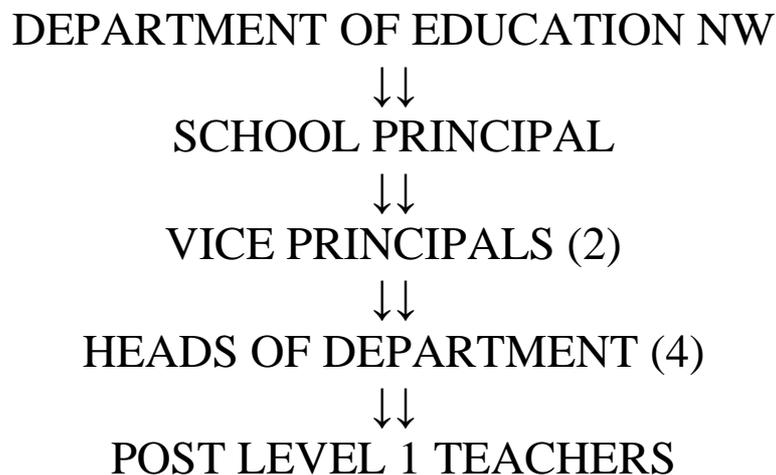
## MOTTO AND SLOGAN

This school's slogan is *LOYALTY*.

It is expected of each one to display loyalty to himself/herself, the Creator, the society and community within which he/she functions and the school.

Oxford Advanced Learner's Dictionary (Oxford University Press: 1995) enters *loyalty* as **“the quality of being true and faithful in one's support of somebody or something”**. Nuttall's Standard Dictionary (London) explains the word as “devotion and fidelity to a trust, a principle, a superior, etc.”

## STRUCTURE OF MANAGEMENT



## LANGUAGE OF TEACHING

Secondary School Die Wilge presents all subjects in Afrikaans or English.

Afrikaans and English are also the languages of communication for any school-related matters, including issues of discipline.

## DISCUSSION OF FAVOURABLE CONDUCT

### ATTENDANCE:

- \* All learners must attend classes according to the timetable.
- \* All learners must arrive in time for each class.
- \* If a learner has a valid reason for being absent (e.g. ill), the parents must telephone the school or send a letter.
- \* An official letter from a medical doctor is required if absent for more than 3 days or during examinations or test days.
- \* If a learner has been absent it is his/her responsibility to determine what work has been done and to catch up accordingly.
- \* If a learner has been absent without proof of a valid reason for more than 21 days per school term, he/she may be removed from the register.
- \* During the stipulated school hours a learner may not leave the school grounds or go to the hostel without written permission.
- \* A learner who has to leave the school grounds for a valid reason, must submit an appropriate letter from the parents and for the principal's attention the day before the event.
- \* Learners must join their grade groups in time in the mornings.
- \* Between classes learners must walk directly from one classroom to the next.
- \* A learner may not be late for commencement of class.
- \* A learner may not be absent from a class without the teacher's permission.
- \* A learner may not cease school attendance without the necessary pre-arrangements.
- \* Learners must be quiet around classrooms during class time.
- \* Only one learner at a time, in possession of a beffy, may be outside the classroom during class time.
- \* Learners must be at school 15 minutes before commencement of classes and must have left the grounds 15 minutes after the end of the school day.
- \* In the morning learners must move directly to the turnstile gate and enter using their thumb print. Only one learner may enter at a time. A learner may enter the gate only once a day.

### CLASSROOMS:

- \* Learners must obey the classroom policy in each classroom.
- \* A learner's behaviour must be beneficial to other learners' learning process.
- \* A learner's behaviour may in no way interfere with the learning process of other learners.
- \* Learners must pay attention and obediently execute a teacher's reasonable instructions.
- \* Each learner must complete classroom work to the best of his or her ability.
- \* Learners must take notes about homework and must complete such homework as required.
- \* Learners may not use mobile telephones in the classroom.
- \* No sound from cell phones may be heard in a classroom and neither may ear-phones or head-phones be used or seen
- \* Learners are not at all allowed to write, draw or scratch against any school property, e.g. desks, tables, walls, etc.
- \* Learners may not damage school property in any way whatsoever.

- \* Learners who have been distributed among other groups because of an absent teacher, must continue quietly within that group.
- \* No persons other than those belonging there according to class registers and school arrangements, may enter the classrooms.
- \* In no way may a learner threaten or harm teachers or other learners, or be a risk to their safety or deprive them of their human rights.
- \* Learners may display no form of discrimination or racism at school.
- \* Each learner is co-responsible for keeping classrooms clean and neat.
- \* Learners must bring along their own stationery to school and assume responsibility for such possessions.
- \* Learners who bring along valuable possessions to school, e.g. mobile telephones, watches, money, must themselves take responsibility for such personal possessions.
- \* Learners may not eat or drink in classrooms, except for bottled water only.
- \* Learners may not move about inside a classroom at own will.
- \* If a teacher is not in the classroom, learners must remain seated and continue quietly with work and comply with the class leader's reasonable requests.
- \* No weapons, of whatever kind, are allowed in classrooms.
- \* Pornography and related material may not enter a classroom and neither may indecent or obscene messages be expressed or circulated.
- \* No base language or swearing may be used in classrooms.
- \* Learners must use the language of teaching in the classroom (*i.e.* Afrikaans/English).
- \* No addiction-related substances are allowed inside a classroom.
- \* Correct school uniform, tidiness, politeness and proper behaviour are expected at all times.

#### SCHOOL HALL:

- \* Silence must be maintained, unless a specific and announced activity is taking place.
- \* Orderliness and promptness are expected during attendance.
- \* Correct school uniform, tidiness and politeness are expected.
- \* Learners line up outside in class groups until they are requested to enter. They do so under supervision in an orderly way.
- \* During the opening procedure learners are expected to sit upright and without talking or sleeping.
- \* Mobile telephones must be switched off. No ear-phones or head-phones may be used or seen.
- \* The grd 10 boys start to fill the hall from the front, with the O1 boys at the back.

#### OFFICES:

- \* Learners may not go to the office during school hours (except during break) if they are accompanied by a prefect or a teacher. The security gate may only be used by staff.
- \* Learners may not use the office areas as a passage.
- \* Learners may not use the cloakrooms allocated to teachers, staff members and adult visitors.
- \* Silence must be maintained in and around the offices.

## SCHOOL GROUNDS:

- \* Each learner has to assume co-responsibility for tidiness and care with regard to cloakrooms, classroom surroundings, buildings, sports fields and grounds.
- \* No weapons are allowed within the school grounds.
- \* No pornography-related material or obscene messages are allowed within the school area.
- \* No swearing or foul language is allowed within the school area.
- \* No addiction-related substances may enter the school grounds.
- \* No form of discrimination or racism may take place.
- \* No vandalism or intimidation is allowed on the school grounds.
- \* No plants or lawn may be damaged and paths for walking must be used to secure the safe growth of these.
- \* Learners may use only certain indicated areas ('play areas') before school and during break.
- \* Before school and during break learners may not be inside any classroom or the hall or at the bicycle shed without supervision.
- \* Boys must use the cloakrooms intended for boys.
- \* Girls must use the cloakrooms intended for girls.
- \* Learners may not drive a car or ride a motor cycle on the school grounds without pre-arranged permission from the principal/acting principal.
- \* No vehicles may enter the school grounds without pre-arranged permission to pick up or bring learners. Right of admission reserved.
- \* Learners may not receive visitors/guests on the school grounds without pre-arranged permission from the principal/acting principal.
- \* Any visitors (e.g. parents) must first report at the office.
- \* Any injury must be reported immediately to the member of staff on duty.
- \* More serious injuries are referred to the office and first-aid members.
- \* Before school and during break times learners must remain within groups and make certain that they know where the prefects or teachers on duty are in order to report unwanted or threatening behaviour without delay.
- \* Correct school uniform, tidiness and politeness are expected without exception.
- \* As soon as the bell indicates the end of break learners must move directly to their different classrooms.
- \* No selling of products/articles is allowed on the school grounds or in classrooms unless pre-arranged and with permission from the principal. The tuck-shop ('snoepie') only is justified in the selling of products/articles on the site.

## INJURIES AND ILLNESS DURING SCHOOL HOURS:

- \* Serious injuries are reported immediately at the office and referred to members of staff trained in first aid.
- \* Promptly report any injury before school hours or during break to teacher on duty.
- \* Any injury within a classroom must be reported without delay to the teacher there or the nearest teacher.
- \* Illness before school or during break must be reported to the teacher on duty.
- \* A learner who feels ill during class time must report to the teacher involved or the nearest teacher.

- \* More serious cases of illness must be reported at the office and those trained in first aid may assist.
- \* The school cannot assume responsibility for injuries or adverse conditions resulting from a learner's own indiscreet behaviour or failure to adhere to school rules.
- \* An injured or ill learner may be fetched at school by the parents only or, if otherwise, not without the parents' permission.
- \* A learner who prefers or needs to leave the school grounds as a result of illness or an injury may do so only after written permission from the principal/acting principal has been obtained.
- \* Immediately inform teacher on duty if in danger, subjected to threats or intimidation before school or during break.
- \* Immediately inform teacher if in danger, subjected to threats/intimidation in a classroom.
- \* No learner may physically or emotionally harm any other learner or any member of staff.

### SCHOOL UNIFORM FOR BOYS:

#### Summer:

- \* Grey pants/trousers - long or short
- \* Short-sleeved white shirt ('long-sleeved' white shirt rolled back above elbows).
- \* A t-shirt worn underneath may not be visible in any way.
- \* Shirt must be tucked away inside pants/trousers.
- \* Grey socks (striped in school colours).
- \* Black school shoes (no buckles/clasps).
- \* School tie/award-of-honour tie (optional) but together with fully buttoned white shirt.
- \* Sleeveless navy pullover (optional).
- \* No jewelry. Watches are allowed as well as standard bands or discs indicating a warning of allergies or exceptional conditions that have to be noted.
- \* No cosy caps or peaked caps are part of the school uniform.
- \* No make-up or nail polish.
- \* According to Industrial Law overalls are compulsory in centres for practical training.
- \* Overalls are not worn at the scholastic section.
- \* Award-of-honour school blazers/provincial blazers may be worn on Mondays.
- \* Casual wear: on Fridays a denim, school gholf shirt and tackies may be worn (but if all these items are not available, full school uniform has to be worn).

#### Winter:

- \* Long pants - grey.
- \* White shirt.
- \* A t-shirt worn underneath may not show in any way.
- \* Shirt must be tucked away inside pants/trousers.
- \* Grey socks (striped in school colours).
- \* Black school shoes (no buckles/clasps).
- \* Navy scarves and cosy caps inside and outside rooms, not in hall.
- \* No jewelry. Watches are allowed as well as standard bands or discs carrying a warning of allergies or exceptional conditions that have to be noted.

- \* No make-up or nail polish.
- \* According to Industrial Law overalls are compulsory in centres for practical training.
- \* Overalls are not worn at the scholastic section.
- \* Navy school tie (added school colours).
- \* Navy school jersey (stripes inserted in school colours)
- \* Navy jacket of school track suit.
- \* Navy 'dry mac' (not decorated with all kinds of badges, studs, etc.)
- \* Award-of-honour school blazers/provincial blazers may be worn on Mondays.
- \* Casual wear: on Fridays a denim, school gholf shirt and tackies may be worn (but if all these items are not available, full school uniform has to be worn).

#### Hair and a neat appearance:

- \* Hair must be short and neat.
- \* Hair may not touch on the collar if head is held in normal upright position.
- \* Hair at the back in the neck may not end in a thick layer.
- \* It must not be possible to pull hair over top edge of ear.
- \* No hair gel may be used and neither may hair's colour be changed.
- \* It must not be possible to pull fringe hair over the browline.
- \* No strange or extra-ordinary hair styles are permitted (e.g. 'steps', 'punk', 'clustered little bunches', 'rasta', patterns, etc).
- \* Boys must shave properly at all times.
- \* Keep shoes clean and shiny and clothing clean and fresh.
- \* Nails must be clipped short and may not be visible when viewed from inside of the hand.

#### SCHOOL UNIFORM FOR GIRLS:

##### Summer:

- \* Navy A-line skirt (not shorter than 15cm above knee when standing on knees).
- \* Full-length tailored navy school pants instead of skirt.
- \* Short-sleeved white shirt (long sleeves to be rolled back above elbows).
- \* A specific check blouse, for sale at the school, will later on become compulsory.
- \* A t-shirt worn underneath may in no way be visible.
- \* Shirt must be neatly tucked away.
- \* White socks (striped in school colours) or grey bobby socks as worn for winter.
- \* Black school shoes.
- \* Navy sleeveless pullover over tucked-in shirt.
- \* School tie/award-of-honour tie, white shirt buttoned up to the last top button.
- \* No pendants, bracelets or pierced tongue ornaments. Only one pierced hole per ear may be used to insert a small round knob or an earring (silver or gold without gems) not bigger than 15mm in diameter. A small signet-ring may be worn.
- \* Watches are allowed as well as standard bands or discs to indicate warnings of allergies or specific conditions that have to be taken note of.
- \* No cosy caps or peaked caps are allowed.
- \* No make-up, colourless (transparent) nail polish only.
- \* Award-of-honour blazers as well as provincial blazers may be worn on Mondays.

- \* Casual wear: on Fridays a denim, school gholf shirt and tackies may be worn (but if all these items are not available, full scool uniform has to be worn).

### Winter:

- \* Navy A-line skirt (not shorter than 15cm above knee when standing on knees) or full-length tailored navy school pants instead of skirt.
- \* White shirt
- \* No t-shirt worn underneath may in any way be visible.
- \* Shirt must be tucked in neatly.
- \* White socks (striped in school colours) together with long pants or long black stockings/grey school bobby socks (striped in school colours) together with skirt.
- \* Black school shoes.
- \* Navy scarves
- \* No pendants, bracelets or pierced tongue ornaments. Only one pierced hole per ear may be used to insert a small round knob or an earring (silver or gold and without gems) not bigger than 15mm in diameter. A small signet-ring may be worn.
- \* Watches are allowed as well as standard bands or discs to indicate warnings of allergies or specific conditions that have to be taken note of.
- \* No make-up, colourless (transparent) nail polish only.
- \* Navy school tie and its added school colours.
- \* Navy jersey (striped school colours)
- \* Navy jacket of school track suit.
- \* Navy 'dry mac', not decorated or studded.
- \* Award-of-honour blazers or provincial blazers may be worn on Mondays.
- \* Casual wear: on Fridays a denim, school gholf shirt and tackies may be worn (but if all these items are not available, full scool uniform has to be worn).

### Hair and a neat appearance:

- \* Hair (and appropriate hair-pieces) must have a natural colour and be of the same colour.
- \* Hair below the collar line must be tied.
- \* Ribbons, elastics, slides or clasps preferably in navy, otherwise black or white may also be accepted.
- \* No beads or other ornaments in hair.
- \* Short hair must be kept in a neat and acceptable style.
- \* Gel or colouring for hair is not allowed.
- \* The fringe may not cover the brows.
- \* Keep shoes clean and shiny, keep clothing clean and fresh.

### SPORTS WEAR:

- \* Learners are responsible for their own sportswear.

### Athletics / Cross country events

- \* Navy athletics short for both girls or boys.
- \* School's prescribed athletics vest (school colours).

\* School track suit as may be needed.

### Rugby

\* Each team's prescribed rugby jersey and rugby shorts will be indicated by the coach.

\* School track suit as needed or requested.

### Netball

\* Each team's prescribed netball skirt, bib and shirt will be indicated by the coach.

\* School track suit as may be needed or requested.

### Swimming

\* Black costumes.

\* School track suit or athletics wear to be worn over costume when not swimming.

### Cricket

\* White shirt - long sleeves.

\* White pants - full-length (long).

\* White socks.

\* White track shoes (tackies).

### Soccer

\* Each team's prescribed soccer jersey and soccer shorts will be indicated by the coach.

\* School track suit as needed or requested.

## **DISCIPLINARY PROCEDURE :**

### Step 1:

- ⌘ **The teacher first tries to handle his/her own class discipline through strategies and warnings.**

### Step 2:

- ⌘ If above-mentioned has no effect on the bad behaviour of the learner, negative points (misdemeanours) are written up with a short explanation of the situation. This is sent to the SASPAC Team to be entered into the system

### Step 3:

- ⌘ Every offense falls into a specific category
- ⌘ Once a month an intervention week is held in which learners who have reached the first punishment milestone (-500 points or a Category C offense) are to rewrite the Code of Conduct in their respective groups.
- ⌘ A Category C offense of -500 every time results in attending the intervention week together with an immediate disciplinary hearing.

### Step 4:

- ⌘ As soon as a learner reaches -1000 points and has to attend the intervention week for a **SECOND** time, an internal hearing will be held in which the learner and all his/her teachers will be involved.
- ⌘ Category C offenses result in immediate disciplinary hearings.
- ⌘ The goal of this hearing is to give the learner a stern warning.

### Step 5:

- ⌘ As soon as a learner reaches -1500 points and has to attend the intervention week for a **THIRD** time, a second internal hearing is held in which the learner, all his/her teachers and a deputy principal will be involved.
- ⌘ Category C offenses result in immediate disciplinary hearings.
- ⌘ An applicable punishment (community service) will be handed down.

### Step 6:

- ⌘ As soon as a learner reaches -1500 points and has to attend the intervention week for a **THIRD** time, a formal disciplinary hearing is held and the learner may be suspended for 5 days or until his/her parents attend the hearing.
- ⌘ Category C offenses result in immediate disciplinary hearings.
- ⌘ For every -500 increment after this step 6 is repeated up to the point where permission is received to expel the learner permanently.

## **ADDITIONAL STEPS:**

### OTHERS INVOLVED (Community/Police/Welfare/Child Care, etc.)

- ☾ Police may be summoned immediately for theft or possession of 'drugs'.
- ☾ Individuals have the right to file a charge for physical abuse at any time. Learners must, therefore, report any form of threatening behaviour/victimization to a teacher and it has to be reported to parents as well.
- ☾ Assistance from child care/protection, social workers, churches, psychologists, etc may be requested by executive team or grade teachers in the interest of the learner.
- ☾ For the learners' sake members of the community are requested to report to the school any misconduct by a learner dressed in Die Wilge school uniform.
- ☾ Each parent, guardian, learner, teacher, member of committee/management team or governing body must keep himself/herself informed on the contents of the code of conduct and disciplinary procedure.
- ☾ Suggestions for possible changes/Recommendations must be submitted with the responsible deputy principal each year September for discussion/consideration during meeting of executive team, school staff, governing body early October.
- ☾ Towards the end of October the final document must be made available.
- ☾ At the beginning of each year the document must be signed by the circuit manager and each parent, guardian, learner, teacher, member of governing body.

COMMITMENT FORM:

LEERDER'S NAME: \_\_\_\_\_  
GRADE EN CLASS: \_\_\_\_\_

Pages 1-14:     Code of Conduct and Disciplinary Procedure  
                          Die Wilge High School

I, \_\_\_\_\_, parent / guardian of/to  
\_\_\_\_\_, agree that the code of conduct in its  
totality as well as the disciplinary procedure, as explained in pages 1-14 of this  
document, are valid and legal and executable in whatever aspect may be applicable  
to my child as learner attending this school.

I also accept that the school's managing bodies (as specified) have the authority to  
institute temporary expulsion against my child until such time as the disciplinary  
hearing is due if members are of the opinion that my child's presence poses a threat  
of whatever kind to members of staff or other learners at school.

I accept that the procedures and systems surrounding penalty marks and hearings  
are in the interest of all learners of this school (Die Wilge) in order to maximize  
learning processes.

I am prepared to communicate with members of staff at school should I experience  
any concern, whether of minor or major extent, with regard to my child as learner of  
this school (Die Wilge).

Signed: \_\_\_\_\_ on 20\_\_ - \_\_ - \_\_

Witness: \_\_\_\_\_

Cell Number: \_\_\_\_\_