

SUID-NATAL HIGH SCHOOL



CODE OF CONDUCT FOR LEARNERS

Amended and approved October 2022 version

The code of conduct was drawn up in conjunction with the Learners, Parents, Educators and the Governing Body of the school. It was approved and accepted at a parent meeting [Nov 2016]. Necessary amendments will be made from time to time, and will only be done after consultation with and approval of all the role players. The code of conduct is based on the following principles:

1. GENERAL PRINCIPLES

1.1. As Suidie learners we will:

- strive to reflect the ethos and mission of the school in our general behaviour during and after school;
- behave in such a manner that we will not bring the school in disrepute or undermine the maintaining of order and discipline;
- always be disciplined and respectful toward staff members;
- respect the dignity of our co-learners;
- respect all persons placed in a position of authority; this includes *inter alia* the management team, the governing body, teachers, prefects, members of the student representative council, coaches, referees, captains of sport teams, parents and visitors;
- respect the property of others as well as that of the school.

1.2. As Suidie learners we acknowledge:

- that order and discipline are pre-requisites for education and the learning process;
- that self-discipline and the execution of the school rules form the basis for the Code of Conduct;
- that dereliction of the Code of Conduct or the school rules shall result in appropriate punitive measures.

2. REPORTING OF MISBEHAVIOUR AND DISCIPLINARY ACTION

As Suidie learners we are aware of the following measures in respect of misbehaviour and disciplinary action:

Prefects: Prefects report misbehaviour to the Teacher in charge of Prefects, Grade Head, Deputy Principal **or** directly to the Principal.

Prefects may enforce Prefect detention for approved misdemeanours, but have no further disciplinary authority.

RCL: Reports misbehaviour to their Guardian Teacher, Grade Head, Deputy Principal **or** directly to the Principal. RCL have no disciplinary authority.

Teachers: As Suidie-learners we are aware that a teacher may reprimand or punish a learner for unacceptable behaviour, by giving a disciplinary note and any of the following measures:

- ❑ the exclusion of the learner from the classroom for disruptive behaviour. The learner will then remain outside the classroom and do schoolwork;
- ❑ punishment work to be done as homework or during breaks in the class under a teacher's supervision;
- ❑ recommend detention, prefect detention and Friday afternoon or Saturday morning detention;
- ❑ reporting the learner to the Grade Head, Deputy Principal or Principal.

Grade Head: Similar authority as the teachers but may in addition:

- ❑ address letters to the parents or summon parents to the school for an interview;
- ❑ give a learner detention, prefect detention and Friday afternoon detention.

Deputy Principal: Similar to the authority of the Grade Heads, but in addition, will also have the authority to:

- ❑ exclude a learner from class for 1 – 3 days;
- ❑ give detention, prefect detention or Friday afternoon detention;
- ❑ conduct a disciplinary hearing;
- ❑ in serious cases of misconduct, report the matter to the Principal for further action.

3. INTERNAL DISCIPLINARY HEARINGS

As Suidie learners we are aware of the following disciplinary hearing regulations:

A disciplinary hearing will be held:

- ❑ for serious misconduct or
- ❑ in cases where learners dispute their guilt.
- ❑ A written notice is served on the parents/guardians 5 days prior to the hearing. In the notice the parents/guardians are invited to attend the hearing and the date, time and venue is stipulated in the notice.

4. TRIBUNAL FOR DEALING WITH CASES OF GRAVE MISCONDUCT

The *Tribunal* is appointed by the Governing Body and will consist of at least two members

In less severe cases, where punishment could consist of temporary suspension, the *tribunal* would convene with 2 members of the School Governing Body of which *one* member would be a *non-teaching* member. The *non-teaching member* will officiate as chairperson while the *second* member will be a *non-education* member or alternatively an uninvolved education member. The Principal or his delegated representative shall conduct the preliminary investigation.

In severe cases of misconduct which could possibly lead to the suspension of the learner from the school, the SGB will elect at least *one* but preferably *two independent members* to the *tribunal* and if justified an *independent* person shall be asked to conduct the *preliminary* investigation.

5. DISCIPLINARY MEASURES

Depending on the transgression or frequency thereof, as Suidie learners we are aware that any of the following disciplinary measures may be applied:

- ❑ A record of misdemeanour and a warning
- ❑ A record of misdemeanour and a letter to the parents/guardian
- ❑ A record of misdemeanour and a letter of summons to the school addressed to the parents/guardian
- ❑ The cleaning of a school facility
- ❑ Exclusion from a class for a period of 1 – 3 days
- ❑ Suspension for a period of between 1 - 5 days
- ❑ Exclusion from and participating in school activities
[Gazette 18900 and KZN CIRCULAR 33/2007]
- ❑ Payment of damages/fine

- ❑ Community service or additional schoolwork assignments
- ❑ **Detention:** A written notification is given 2 days in advance.
- ❑ **Permanent/Temporary Suspension** from the school:
Suspension is a disciplinary measure which can only be given by a *Tribunal*.

Although the guidelines for the application of these measures are described in the *Code of Conduct and Disciplinary Action*, the actual application will be determined by a learner's record of misbehaviour.

6. TRANSGRESSIONS

As Suidie learners we are aware of the following regulations with regards to transgressions:

- 6.1. A learner commits a transgression when he/she contravenes any of the School rules or regulations in the School's Code of Conduct.
- 6.2. Distinction is made between cases of grave misconduct and cases of less serious misbehaviour. Less serious misbehaviour include contravention of the school's Code of Conduct as well as school rules, which are not listed below, whilst cases of grave transgressions are listed below.
- 6.3. **WARNING: Transgression of school rules as well as rule 3 as contained in school rules, is deemed to be cases of grave misconduct and may result in temporary suspension or lead to permanent expulsion from the school.**

7. RIGHT TO APPEAL.

Legislation does not provide for appealing against a decision of the School Governing Body in cases where the SGB applied:

- ❑ corrective temporary suspension of not more than a week, **or**
- ❑ any disciplinary measure as contained in the SCHOOL CODE OF CONDUCT.

Parents/guardians have the right to appeal only in cases where learners are faced with permanent suspension from the school.

8. SCHOOL RULES

- ❑ Necessary amendments to school rules that need to be implemented from time to time will be done in conjunction with and after consulting all role players involved.
- ❑ School rules are in force when a learner of Suid-Natal High School, forming part of Grade 8 – 12 and/or Year 1 – 4 learner corps, is dressed in school uniform, at the school, at a sporting event, on a school excursion and when he/she is *en route* to school or home.

RULE 1. BEHAVIOUR: As Suidie learners we must be of impeccable behaviour at all times.

- 1.1. A Suidie learner and his/her parents must adhere to the Code of Conduct at all times.
- 1.2. Suidies are always obedient.
- 1.3. Language: Suidie learners do not use foul language. [Refer to School Rules 1.10, 1.12 and 1.18.]
- 1.4. Dishonesty: Suidie learners will restrain from all forms of dishonesty, e.g. lies, copying of work etc. (Refer to School Rules 1.6 and 1.7.)

WARNING: Transgressing the following rules is regarded as a grave form of misconduct. Suidie learners guilty of these misdemeanours will be liable for immediate suspension and possibly permanent expulsion from the school.

- 1.5. Suidies do not implicate themselves by repeated transgressions of the School's Code of Conduct or School Rules.
- 1.6. As Suidies we are always honest on the Academic field: Suidies will not attempt to obtain improved results by being dishonest: with cell phones, electronic devices or otherwise- for self or another learner - for any project, exam or test.

N.B. The possession of any illegal/unlawful material in an exam or test location will be deemed as an attempt at fraud.

- 1.7. Suidie learners will never be in unauthorised possession of another person's property: A true Suidie will never take any object/property that is not his/hers, neither will he/she be in possession of stolen property.
- 1.8. As truly proud Suidies we do not support any smoking related activities, nor will we participate in any such related activities whilst under school supervision. This includes cigarettes, electronic cigarettes, vape or any other smoking objects. A Suidie will also not have any matter related to smoking on himself/herself or be in the presence of other people who are smoking. In the light of the Tobacco Law, it is a contravention of the country's law to smoke in front of a non-smoker or smoke on public grounds used for schooling. Culprits contravening this law, may be suspended without a tribunal.

- 1.9. True Suidies will distance themselves from habit-forming substances such as drugs, smoking substances, alcohol and all other unauthorised habit-forming intoxicants of any nature. No Suidie will, while in school uniform or under school supervision, be in possession of, use, deal or be under the influence of any of these substances. Suidie learners will never be in the company of other learners who are guilty of contravening this rule. If they are, they will be equally guilty of this transgression.
- 1.10. Suidies do not undermine authority: As Suidie learners we will always respect authority. Suidies will not tolerate any form of dishonourable behaviour, rudeness or foul language albeit towards educators, visitors or any other employee of the school.
- 1.11. As Suidies we do not make ourselves guilty of hostile physical contact in the form of fighting, inciting fights, bullying or the use of any form of physical abuse.
- 1.12. As Suidies we do not make ourselves guilty of harassment, including any form of intimidation, emotional harassment or defamation of character on any social platform.
- 1.13. Suidie learners do not indulge in Vandalism of any kind, albeit towards the school or private property.
- 1.14. True Suidie learners withhold from inappropriate physical contact, such as sexual misconduct, including kissing and fondling during school hours whilst in school uniform or while under school supervision.
- 1.15. True Suidie learners detest pornography. The Possession or spreading of any form of pornography as well as the purposeful observation or creation thereof, in whatever form or media, totally contradicts a Suidie's Christian character and morals.
- 1.16. Suidie learners do not bring weapons and other dangerous items to school. Suidies will not carry on their person or bring dangerous articles (e.g. knives, firearms, traditional weapons) or any item (e.g. fireworks, explosives, matches, etc.) that may cause bodily harm or damage to property, with to school. Otherwise harmless objects such as scissors, pens, rocks, etc will not be used by Suidies in a way that could cause bodily injuries or damage to property.
- 1.17. A True Suidie-learner will not get involved with cult and gangster activities, such as satanism, or any gangster related activity.

- 1.18. Disrespecting the school's name, inside or outside school or through the use of any electronic platform: True Suidie learners will not participate in any form of disgraceful or distasteful behaviour (e.g. suggestive signs, foul language etc.) or deliberately cause harm to the school's image and reputation. This includes the use of any social network whereby false information, distasteful rumours and photos are spread, as well as conviction in a court of law.

RULE 2. CLASSROOM CONTROL: As True Suidies we will not disrupt the teaching environment.

- 2.1. We will never be late for class.
- 2.2. We will not associate with disturbing behaviour.
- 2.3. We will obey the following guidelines pertaining to cell phones:
- Our cell phones will be switched off on arrival at school and kept off during school hours and break times.
 - Our prefects at the main gate will make sure that all cell phones are switched off.
 - Our cell phones will not be visible during school time.
 - Our teachers may allow the use of cell phones during lessons, but only for subject use, after which phones must be switched off again.
 - Our cell phones will only be switched on at 14:30.
 - As Suidie learners we will not contact our parents without permission from the Grade Head, Head of Department, Deputy Principal or Principal.

PUNISHMENT:

FIRST OFFENCE

As a Suidie I acknowledge the following:

- My cell phone will be confiscated should it be on and/or visible during school hours.
- After a R100 fine is paid at the financial office, I must produce the receipt to the receptionist.
- I may only collect my cell phone Friday afternoon after school.
- If my cell phone is taken on a Thursday I will only receive it next week Friday.

SECOND OFFENCE

- After I have paid a R200 fine at the financial office, I must produce the receipt to the receptionist.
- I take note that a warning letter and detention will be given by the Grade Head.
- I may only collect my cell phone on the second Friday.

THIRD OFFENCE

- I am aware that a disciplinary hearing (conducted by the Principal, Deputy Principal, Head of Department and Grade Head) will be held.
- My parents will be contacted by the Grade Head.

RULE 3. SCHOOL ATTENDANCE:

WARNING: As Suidie learners we are aware that contravention of school rules 3.1 - 3.3 is regarded as a very serious offence by the Department of Education authorities and may result in temporary suspension or permanent expulsion from the school.

- 3.1. We know that school attendance is compulsory.
- 3.2. We will not leave the school premises during school ours without having obtained the necessary permission from the Grade Head, Deputy Principal or Principal.
- 3.3 We are totally aware that bunking (skipping classes) is forbidden.
- 3.4. We realise that continuous absenteeism can lead to refusal of formal assessments (Department of Education Policy).

RULE 4. FORBIDDEN TERRITORIES: As Suidies we are aware that certain territories are forbidden or may only be visited accompanied by a staff member.

As Suidie learners we are aware of the following forbidden territories:

- 4.1. Hostel buildings/grounds: Only learners with permission notes may enter the hostel dining room during second break time.
- 4.2. School grounds: We know that the school hall, gym hall, school foyer, classrooms and walkways in front of classrooms during break time, as well as the swimming pool and scoreboard areas, hockey field, woodwork class area, residential area, hostel area, stairways, CNST-classes, staff cloakrooms and the main entrance are forbidden areas.
- 4.3. School grounds in front of school: We will not go to the woodwork class side on entering the school in the mornings. We will move directly to gate B. Grade 8's must move past the Admin block/Gate E to the back area.

RULE 5. PERSONAL PROPERTY:

- 5.1. As Suidie learners we look well after our personal possessions.
- 5.2. Marking of articles: As Suidies we permanently mark our personal items. Our books and bags will not be marked with slogans, signs or graffiti.
- 5.3. Valuables and money: We are aware that cell phones, money and any electronic devices are brought to school at our own risk.

RULE 6. EXAMS/TESTS: As Suidie learners we will not miss a formal assessment without a valid reason.

Exam: As Suidie learners we are aware that we will receive NIL for a test/exam/formal assessment if we are absent without a valid reason.

We are aware that the following are valid reasons to miss an exam:

- where my parents notified the Principal prior to the formal assessment.
- due to illness, whereby my parents are to inform the school prior to the commencement of the exam/test/formal assessment. A doctor's or clinic certificate must be presented on the first day back at school.

Formal Assessment: As a Suidie learner I take note that I will receive NIL for any formal assessment not written UNLESS I write the formal assessment on the first day back at school or, if permitted by the teacher, take the formal assessment on another day. The teacher may also decide to mark me as absent. The choice of whether the test may be written or not, is solely at the discretion of the teacher.

Marks: As a Suidie learner I am aware that should I, due to absenteeism, not have been assessed in sufficient sections/tasks in a subject, I will not receive a term mark.

RULE 7. VISITORS:

As a Suidie learner I am aware of the following:

- 7.1. That all **visitors**, including my **parents/guardians**, must first report to the front office and obtain permission from the Principal/authorized person before meeting with me.
- 7.2. I may not meet visitors on the school premises during school hours.

RULE 8. DRESS CODE: We as Suidie learners will wear the correct uniform at all times.

- 8.1. My uniform to school: We always wear the correct prescribed uniform. We do not wear inadmissible clothing to school.
- 8.2. Assemblies: It is compulsory for Suidie learners to wear a school blazer with the winter uniform. It is compulsory to wear a school blazer for assembly. We wear the blazer with pride.
- 8.3. As Suidie learners we are aware that should we represent any of the school's 1st teams, including those who have acquired provincial colours, we may wear these special jackets to school on Fridays only.
- 8.4. Official Functions: As Suidies we wear our full winter uniform to all official school functions (e.g. prize giving, school excursions etc.).
- 8.5. Official Sport Gatherings: As Suidies we (participants and spectators) are always neatly dressed in school uniform or supporter's wear at official sport gatherings.
- 8.6. Social Functions: Suidie learners wear neat, suitable and appropriate clothing to "sokkies", school dances and on civvy days. We do not wear torn or tethered jeans, spaghetti shoulder straps, shorts (10cm above the knees), skinny jeans without a long top (below the hips) and "tank" tops. Girls may wear makeup to "sokkies".
- 8.7. We as Suidies proudly wear our Suidie supporter's shirts together with the school baggie or BLACK pants, that is not tethered or bleached. Normal black or white socks may be worn.
- 8.8. First team members may wear their team jackets with their supporter's wear on Fridays.

8.9. SCHOOL WEAR: APPEARANCE AND SCHOOL UNIFORM - GIRLS

HAIR

- Our fringes do not hang in our eyes.
- Long hair is tied up with a blue/white/black hairband, ribbon or plain clip.
- We do not wear unnatural hair colour or two different shades of hair colour.
- We do not wear foreign hair styles.
- Our hair is clean and neat at all times.

MAKEUP

- We do not wear makeup to school.

NAILS

- Our nails are always neat, clean and short.
- We may wear colourless nail varnish.

TATTOOS

- We know that tattoos may not be visible.

JEWELLERY

- We do not wear jewellery e.g. wristbands, rings or neck chains.
- We also do not wear facial jewellery e.g. tongue/nose studs or eyebrow rings.
- We only wear simple wrist watches.
- We gladly wear Christian wristbands (WWJD).
- We wear the following kind of earrings on the bottom part of each ear lobe:
 - 1 single earring (1cm in diameter)
 - A single stud
 - Clear stones (max 3mm in diameter)
 - Studs with school badge.

SKIRTS

- We wear blue school skirts with 4 panels.
- Our skirt lengths may not be shorter than 10 cm above the ground when bent on our knees.
- We do not roll our skirts up around our middles.
- We do not take our skirts in at the seams to make it narrower.
- We do not wear our skirts lower than 3 cm below the middle.

GRAY LONG PANTS

- We only wear prescribed grey long pants (girl's cut) with leg width of 42 – 45cm.
- The cross seam of our pants does not hang on our inner thighs.
- We do not wear the hem of our pants legs touching the ground.
- We do not wear unravelled hems and seams.

BLOUSES

- We wear white, short sleeve school blouses with school badge on pocket.
- Our blouses are tucked into our skirts or pants.

SOCKS

- We wear blue knee high school socks with white stripes throughout the year.
- Our socks are always neatly pulled up.
- Our Matric and LSEN Year 4 girls may wear sheer Blackmail stockings in their final year.

SHOES

- We wear black school shoes with a built up bridge.
- We do not wear sandals.
- We do not wear any decorations on our shoes.

SCHOOL TIE

- We wear a blue school tie with black and white stripes in Winter.
- Our Matrics have a choice to wear the plain blue matric tie with the school badge on.
- We wear our ties so that the tip of the tie reaches the navel.
- We do not dye our ties nor pick the stitching loose.

BLAZER

- We gladly wear our black school blazer (with pocket badge) and do so with pride.
- We wear our HSN badges on our blazers.
- We may also wear other accepted sport related badges on our blazers.

JERSEY

- We only wear black V-necked jerseys with long sleeves or our black pullovers under our school blazers.
- We do not roll or pull up our sleeves.
- We do not wear worn out or torn jerseys.

UNDERWEAR

- We only wear blue or black matching cotton panties or ski-pants.
- Our underwear must not stick out under our skirts.
- We only wear white or natural coloured underwear under our shirts.

SCHOOL WEAR: APPEARANCE AND SCHOOL UNIFORM - BOYS

HAIR

- Our hair is always clean and neat.
- Our hair (when combed flat) does not touch our eyebrows or ears.
- Our hair does not touch our collars and our neck hairs are always cleanly shaved.
- Should I choose to have a combination of short hair on the sides and longer hair on the top of my head, it must blend in gradually. No definite lines may be visible.
- No part of my hair will be longer than 5 cm.
- We do not wear punk or foreign hairstyles.
- We also do not shave patterns or shapes into our hair.
- We maintain our natural hair colour. We do not bleach, stripe or highlight our hair.
- We may sometimes use gel or mousse to control our hair, but it will not appear unnatural.
- We do not wear spikey hair, plaits or hair ornaments.
- Our beards and moustaches must be cleanly shaven at all times.
- Our sideburns will not be lower than the middle of our earlobes.

MAKEUP

- Our boys do not wear makeup.

NAILS

- Our nails are always neat, clean and short.

TATTOOS

- We know that tattoos may not be visible.

JEWELERY

- We do not wear jewellery e.g. wristbands, rings or neck chains.
- We also do not wear facial jewellery e.g. tongue or eyebrow rings.
- We only wear simple wrist watches.
- We gladly wear Christian wristbands e.g. WWJD.

PANTS

- In Summer we wear grey shorts or grey long pants.
- In Winter we only wear grey long pants.
- We only wear prescribed grey school long pants with leg width of 42 – 45 cm.
- Our pants legs are not taken in or rolled up.
- Our long pants are worn with a belt.

- The cross seam of our pants must not hang on our inner thighs.
- Our pants hems do not touch the ground.
- We do not wear unravelled hems & seams.

BELT

- We only wear a black belt with a simple buckle with our long pants.

SHIRTS

- In the Summer we wear white, short sleeve, open neck shirts with school pocket badge.
- In Winter we wear white, button-up, collared shirts and a school tie.
- Our shirts are always neatly tucked into our pants.
- We do not wear T-shirts with motives under our shirts.
- We also do not wear T-shirts visible around the neck under our shirts.

SOCKS

- We wear long blue school socks with the short grey school shorts.
- We wear grey socks with the grey long pants.
- Our socks are always neatly pulled up.

SHOES

- We wear black school shoes with a built up bridge.
- We do not wear decorations on our school shoes.
- We do not wear sandals, flip-flops, boots or running shoes.
- We do not wear narrow pointed shoes or slip-ons, but only school shoes with either a buckle or shoelaces.

SCHOOL TIE

- We wear a blue school tie with black and white stripes in Winter.
- Our Matrics have the choice to wear the plain blue matric tie with the school badge on.
- We wear our ties so that the tip of the tie reaches the navel.
- We do not dye our ties nor pick the stitching loose.

BLAZER

- We gladly wear our black school blazer (with pocket badge) and do so with pride.
- We wear our HSN badges on our blazers.
- We also wear other accepted sport related badges on our blazers.

JERSEY

- We only wear black V-necked jerseys with long sleeves or our black pullovers under our school blazers.
- We do not roll or pull up our sleeves.
- We do not wear worn out or torn jerseys.
- We do not wear our jerseys tucked in.

HATS

- We do not wear hats or beanies.

| SUMMER UNIFORM | | WINTER UNIFORM | |
|--|---|--|---|
| GIRLS | BOYS | GIRLS | BOYS |
| Skirt | <ul style="list-style-type: none"> • Grey shorts • Grey long pants – Only Honours and Matrics | Skirt/Girl's long grey pants | Grey long pants |
| White school shirt with school badge on pocket | White school shirt with school badge on pocket | White school shirt (short sleeve) with school badge on pocket – buttoned to top | White school shirt (short sleeve) with school badge on pocket – buttoned to top |
| <ul style="list-style-type: none"> • Blue socks with skirt OR • Grey socks with grey long pants • Matrics may wear prescribed stockings | <ul style="list-style-type: none"> • Grey socks with grey long pants (only Matrics and Honours) • Blue socks with grey shorts | <ul style="list-style-type: none"> • Blue socks with skirt OR • Grey socks with grey long pants • Matrics may wear prescribed stockings | <ul style="list-style-type: none"> • Grey socks with grey long pants (only Matrics and Honours) • Blue socks with grey shorts |
| No Tie <ul style="list-style-type: none"> • Matrics may wear Matric Tie • Honours may wear tie, but only with blazer | No Tie <ul style="list-style-type: none"> • Matrics may wear Matric tie • Honours may wear tie, but only with blazer | Tie compulsory | Tie compulsory |
| Blazers compulsory at assembly | Blazers compulsory at assembly | Blazers compulsory | Blazers compulsory |

RULE 9. ILLNESS AT SCHOOL

Our reactions as Suidie learners towards illness is as follows:

- 9.1. **Should I feel ill at school, I will firstly report to the Grade Head.** Once permission is granted for me to go home, the school secretary will contact my parents telephonically informing them to fetch me from school.

- 9.2. My parents will complete the **sign-out register** at reception before I may leave the premises.
- 9.3. I will as far as possible attempt to schedule Doctor's appointments for after school.
- 9.4. Any injuries I may sustain at school will be reported immediately to the teacher on duty. A report must be completed by the teacher involved. (At front office).

RULE 10. MOTORS AND MOTORCYCLES

- 10.1. Our Suidie learners with valid driving licenses (vehicle/ motorcycle) will be allowed to enter the school premises and park on allocated areas.

RULE 11. LOCKERS

- 11.1. Suidie learners may rent lockers from the Finance Office at R300 per year.
- 11.2. We do not share lockers with two or more learners.
- 11.3. We change books during break time and not between classes.
- 11.4. We are aware that lockers must be cleared out at the end of each term.
- 11.5. I undertake to buy my own combination lock of 6-8 digits to lock my locker.