**HOËRSKOOL ERASMUS**

 ***CODE OF CONDUCT***

 ***FOR LEARNERS***

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| **SCHOOL SONG** We are from Erasmus High SchoolWhere we work and play with prideIn honour of our fathersAnd the lives they laid asideThe colours in our bannerProclaim what we should doTo uphold our nation’s futureAnd all that’s good and trueTo honour self and others tooWe work each day, believe and prayTo strive for truth and rightBlue and green and white |

Herby I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name)

In Gr. \_\_\_ acknowledge the content of the Code of Conduct of Hoërskool Erasmus and commit to abide by it at all times.

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SIGNATURE OF SIGNATURE OF

PARENT LEARNER

Sel nr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CODE OF CONDUCT FOR LEARNERS**

**PART III**

**Schedule A**

**RULES FOR CONDUCT**

1. **GENERAL RULES**
	1. Learners will conduct themselves as good ambassadors of the school at all times.
	2. Learners will ascertain themselves on the contents and obligations of the Code of Honour, as part of this Code of conduct and behave accordingly.
	3. Learners will, at all times, treat the principal, educators, other staff members, visitors to the school and fellow-learners with the necessary respect and politeness.
	4. Learners will restrain themselves from arrogant, aggressive and rebellious behaviour.
	5. Learners are obliged to support the school principal, educators, staff and fellow learners in the implementing and maintaining of good order, also to create an environment and atmosphere where the learning and teaching process can be conducted in an undisturbed fashion. It is expected from learners, in particular, to obey and immediately complete any reasonable tasks handed to them by the school principal, educator, member of the SRC, and/or class leader, and/or sport - or cultural leaders in order to realise the intention of it.
	6. During their interaction with one another, learners must apply self-control and show mutual respect and tolerance towards one another. Learners must, in particular, refrain from any behaviour from any conduct that harm the physical, spiritual and moral welfare of any other learner. These rules of conduct, where relevant, also applies at any school event presented outside the school grounds.
2. **CLASS RULES**
	1. Class rules must be formulated after consulting with the learners and displayed visually in the classroom.
	2. Learners must comply with the class rules and procedures as determined by educator applicable in his/her class.
	3. To ensure uniformity, the following class rules will be applicable in all classes and therefore, will be included in the specific class rules per class:
	4. Homework, as given by the educator, must be done properly and promptly. Excuses must be submitted by the parent[s], with an acceptable explanation for the non-completion of the homework.
	5. Learners must use the Learners diary.
	6. Learners must change classes in a swift fashion and without delay, arriving on time for the next class, thus before the 2nd bell has rung. Educators may forbid learners to enter after the 2nd bell, and at the second transgression in this regard, the learner must be referred to the Grade head.
	7. Learners are prohibited to eat or drink anything [except water] during lesson periods.
	8. Learners may not write or draw on desks, walls, on their own body or on fellow students’ bodies. The Art class will be an exception in this regard, as coordinated by the teacher involved.
	9. Learners’ textbooks and prescribed books must be covered, at least with plastic.
	10. Learners’ note books must be covered, at least with plastic.
	11. Learners’ cases, sports bags, electronical equipment, and other personal possessions remains the sole responsibility of the learner.
	12. Only educators determine the seating plan per classroom.
	13. Learners may not disturb the orderly conduct of learning and teaching by making noises, sounds, misconduct, or remarks that interrupts the lesson and disadvantages other learners. The educator has the right, in such cases, to excuse the transgressors from the class, or even to dismiss the class should the behaviour continues.
	14. Leaners must be silent and remain silent while announcements are made over the intercom system.
	15. Learners are to remain seated at their desks until the bell rings and the educator releases them.
	16. Learners may not miss or leave a class without the permission of the teacher involved. It will be regarded as “slip” or “bunking”.
	17. Learners who must leave a class, must have an entry in his diary, granting such permission by the subject educator,
	18. Learners may not bring games to school including not only electronic games, but also items like slingshots, crackers, water pistols, rats, mice, etc.
	19. Leaners must clean up under and around their desks /workstations at the end of each period.
	20. Desks and chairs must be left in orderly rows before learners leave the class.
	21. School cases and sport bags may not be put on desks.
	22. Chairs are made to sit on, not desks!

**3. RULES CONCERNING APPEARANCE AND SCHOOL UNIFORM**

**3.1 General**

* + - Learners’ appearance will at all times, be neat and fitting for the event attended or where the school is represented.
		- The summer dress code is compulsory during the 1st and 4th term, while the winter code applies to the 2nd and 3rd term.
		- Parents/Guardians must see to it that learners’ dress and appearance complies with the rules.
		- It is the parents’ responsibility to ensure that learners’ uniforms are the correct size and length. No school uniform may be worn in an alternative manner as intended, or altered or manipulated, for example - pants lower than the hip bones, “skinny’s” made, or skirts not zipped up in full.
		- The sleeves of jerseys may not be pulled up, and stretched, oversized jerseys may not be worn and must be replace.
		- Learners may not show any visible tattoo marks - it must be covered.
* The religious and cultural beliefs of every learner and the freedom to live it out, as proclaimed in the Constitution of South Africa is acknowledged. In order to prevent any discrimination, parents are requested, as a practical measure, to inform the school principal [in writing], during the admission process, if any of the appearance rules clashes with religious or cultural beliefs of the learner.
* Special requests, for instance, a boy who is not allowed to shave while waiting to attend the initiation school, or a learner who must wear a mourning-band for 6 months after a family member has passed away, will be allowed in accordance with the guidelines as set out by the GDE in this regard
* School blazers will be worn on Mondays for assembly in the hall as part of summer or winter dress code.
* No raincoats or drimacs may be worn during school hours. A drimac is allowed only during sports-practices.
* Long sleeve shirts may not be worn during summer.
* Other official school or provincial jackets may be worn on Fridays.
* Shirts must be tucked in at all times.
* Shirts worn under the official school shirt, may only be white in colour, with no logo or writing on it. The shirt may also not be visible.
* Underwear may never be visible.
* School scarf is optional. No other scarfs are allowed.
	+ Agricultural dress is as follows: Denim trousers/or knee-length, tackies and official agriculture shirt.
* Learners who do not comply with the rules, will be managed as follows:
* First transgression: written warning, effective for 6 months with detention marks.
* Second transgression: Final written warning, effective for 6 months, with detention marks.
* Third transgression: Informal disciplinary hearing with possibility of a 2-day suspension.
* Fourth transgression: Formal disciplinary hearing.
	1. **Boys**
* Make-up, nails and jewellery
* Boys are not allowed to wear makeup.
* Boys will have neat, short and clean nails. Nails may not exceed the length of the finger, when looking from the angle of the palm of the hand.
* Only a wrist-watch [without any charms] is allowed, as well as an emergency medical bracelet. Armbands, earrings, “studs”, rings, jewellery neck-decorations, nose-rings or “studs” and tongue rings are strictly forbidden and will be confiscated at once.
* Hair
* Boys’ hair will be short, clean, neat and combed at all times.
* By this the following is meant:
* Hair may not touch the ears or the collar of the shirt.
* The part of the neck, above the collar must be clean shaven.
* Hair may not touch the eyelashes or hang in the eyes.
* A drastic difference in the length of hair all over the head will not be allowed (“Steps”).
* Hair must have its natural colour - no colouring.
* No odd hairstyles will be allowed. Included hereby is the following: “steps”, “dreadlocks”, in-cuts, “man-buns”, “ponytails”, “undercuts”, “afros”, or hair styled in a strange fashion.
* Naturally combed out curly hair will be allowed (flattop). Hair must be short on the sides, without “steps” leading to the top, professionally cut. Maximum length [or height] of the hair on the top of the head may not exceed 5 cm.
* *If a boy is instructed to shave at the school, the parent is accountable for the cost of the disposable razor he used.*
* Beard and moustache
* Boys will be clean-shaven during all school activities. No beards or moustache may be grown.
* The length of the side-burn must be in line with the middle of the earhole.
* The grade head, involved with the grade, will decide when a boy will have to shave.
* Eyebrows may not be shaven.
* Dress code
* Only black, shoe laced, polishable shoes are allowed. No slip-ons, thick-sole shoes, shoes with buckles are allowed.
* Grey or black belts are allowed; the buckle must be small and not visible.
* Summer dress code:
* White short-sleeve shirt with a stiff collar.
* Ties must have a neat knot and the end of the tie must hang between the belt-buckle and the navel.
* Grey pants or trousers with grey or black belt as applicable.
* Long grey socks with pants or grey school socks with grey trousers.
* On Mondays, during official hall assembly, the school blazer is compulsory.
* Winter dress code may be worn during summer, provided it is an exceptional cold day.
* Winter dress code:
* White long-sleeve shirt with a stiff collar. Top button fastened, with school tie.
* School jersey or blazer is optional, except on Mondays [hall-assembly] when it is compulsory. No drimacs or tracksuit jackets are allowed.
* Grey pants with grey or black belt.
* Only grey school socks may be worn.
	1. **Girls**
		1. Make-up, nails and jewellery
* No make-up or form of make-up is allowed.
* No “Lip gloss”.
* No permanent make-up.
* The length of the nails may not exceed the tip of the finger.
* Only colourless nail polish “Cutex” may be used.
* Nails must have a natural appearance; no French manicure will be allowed.
* No artificial nails will be allowed.
* The only acceptable jewellery is earrings which must meet the following standards:
* Only one per ear, at the bottom of the ear-drop.
* No pearls or diamonds.
* Only small silver or gold rings or small silver or gold “studs” - no costume jewellery.
* No armbands, rings (including watch-rings), jewellery, wrist watches with “charms”, nose-rings or - “studs” and tongue rings or– “studs” may be worn.
	+ 1. Hair
* No extravagant or fashion-freaky hairstyles will be allowed.
* Hair may not be coloured in an unnatural colour.
* Hair must be kept away from the face with hairpins or alice-bands.
* Long fringes [or any part thereof] may hang in the face, or, before or behind the ears.
* Pony-tails or plaits must be fixed stiff against the head. One or two neat pony-tails or plaits are allowed.
* Jelled hair may not give an untidy appearance, or show points.
* Hair must appear neat and cared-for on a daily basis.
* Hair-extensions must be the same colour as the natural hair colour of the learner. It must be professionally done and fastened at all times
* Woven hair and hair done in fine plaits, must still be fastened in a stiff fashion to the head, using an elastic band.
* The purpose of an Alice-band is to keep hair from the eyes, it is not a fashion statement.
* All forms of hairpins, elastic bands or Alice-bands may only be in one of the following official school colours, namely: dark blue, bottle green or white.
* Hairpins may also be in one of the following colours: silver, brown, navy blue or dark green.
* No coloured fashion-orientated hair decorations or flowers are allowed.
* Naturally combed–out curly hair (afro) is allowed. To keep it practical, it may not exceed 10 cm from the scalp.
	+ 1. Dress code
* Winter uniform to be worn during the 2nd and 3rd term
* Summer uniform to be worn during the 1st and 4th term.
* Long sleeve shirts not to be worn during the summer.
* Long sleeve shirts’ sleeves may not be rolled up.
* Shirts or frocks worn under the school shirt may only be white in colour, with no writing or marks on it. This shirt may not be visible or hang out.
* School shirts must be tucked in at all times.
* The sleeves of the school jersey may not be rolled up.
* The school skirt may not be taken in or narrowed.
* The length of the skirt, measured from the ground whilst the learner is on her knees, may not exceed 15 cm from ground level. No skirts may be rolled up.
* Only black, polishable school shoes or, “baby doll”-type shoes are allowed.
* Drimac/tracksuits in the official school colours may only be worn during the afternoon sport practice -sessions.
* Underwear may not show or be visible. No bright or neon colours.
* Other official school –or provincial blazers may be worn on Fridays.
* Pants must be the correct length, and may not be narrowed down, shortened or frayed-out.
* Pants must, at all times, cover the underwear.
* Pull-overs may not be worn over the school jersey.
* “Bobby socks” may not be worn under the silk stockings.
* Summer dress code
* Option 1:
* White short sleeve school shirt with stiff collar, tie and school skirt with blazer.
* School jersey, pull-over jersey or school blazer. No drimac.
* Short white socks or school “bobby socks”.
* School blazer on Mondays.
* Option 2:
* White short sleeved school shirt with stiff collar and tie. (Top button fastened).
* Grey pants [ladies-cut] with grey “bobby socks”.
* School jersey, pullover or school blazer. No drimac.
* School blazer on Mondays.
* Winter dress code
* Option 1:
* White long-sleeve school shirt with stiff collar, tie and school skirt. (Top button fastened).
* Grey “bobby socks” or thick black socks (Opaque-socks)
* School skirt.
* School jersey, pullover or school blazer. No drimac
* School scarf optional. No other scarf allowed.
* School blazer on Mondays.
* Option 2:
* White long-sleeved school shirt with stiff collar and tie. (Top button fastened).
* Grey pants [ladies-cut] with “bobby socks”. Girls may not wear boys’ pants.
* School jersey or pullover. No drimac.
* School scarf optional.
* School blazers compulsory on Mondays.
* Civvie-days
* No tops with thin straps (Spaghetti tops).
* Shorts not shorter than knee-length.
* No “see through” clothes.

***Rassies******are always neat and wear their uniform with pride!***

1. **BEHAVIOUR ON THE SCHOOL GROUNDS**

4.1. Staff members on school ground duty, will do so for only 30 minutes after the end of the school day, meaning learners will have to leave the school grounds within these 30 minutes. If the learner participates in any activity offered after the school has adjourned for the day, that learner also, must leave the school premises within 30 minutes after the specific activity has been completed. Learners not adhering to this instruction, will be removed by the security staff.

4.2. No caressing, kissing or holding hands when in school uniform - whether on the school grounds or not.

4.3. No physical force or contact is allowed – **not even in a game**.

4.4. Learners must always appear to be energetic.

* Don’t lean against walls or pillars.
* Do not walk or stand with hands in pockets.
* Do not prowl and linger. Walk tall and with vigour.
* Make sure appearance is correct. (E.g. shoes clean, strings tied, tie neat, buttons fastened and shirt properly tucked in.)

4.5. Swimming pool. Rules for the swimming pool must be strictly followed. Transgressors in this regard will be disciplined, and this is non-negotiable.

* Any person entering the swimming pool area, does so at own risk. The school, SGB or staff members accept no responsibility concerning loss, damage or injury.
* No learner or child may enter the swimming pool area without adult supervision.
* No glass or glass items allowed in the swimming pool area (excluding spectacles).
* No alcoholic drinks are allowed inside the swimming pool area.
* If the swimming pool steps are used; it must be taken out again afterwards.
* If the “creepy crawly” is taken out, it must be put back into the pool afterwards.
* Restrooms must be cleaned after being used and the lights switched off.
* The keys to the swimming pool must be returned and may not be duplicated. The Sports office co-ordinates the booking of the swimming pool.
* Only swimwear is allowed in the pool. Girls must wear full one-piece costumes only.
* There are no life guards on duty at the swimming pool, even under the supervision of adults, coaches and teachers, all users of the pool must bear in mind that no one is a qualified life guard.
* Entrance to the swimming pool area is reserved. Misconduct will not be tolerated and transgressors will be prohibited from entering the swimming pool area.
1. **ACADEMICS: ASSESSMENT TASKS, TESTS AND EXAMS**

**5.1. Absent from assessment.**

* All learners are obligated to subject themselves to tests, assessment tasks and exams. Non-adherence to these rules can only be condoned in exceptional cases. This can only happen if the parents/guardians of the specific learner contact the school beforehand or immediately after the test, assessment and/or exam date, handing in a comprehensively and an acceptable explanatory letter to the principal /subject teacher /academic head. First time condoning will only be accepted.
* If a learner misses a test, task or exam, due to a medical condition, a medical certificate or doctor’s letter must accompany the written explanation from the parent/guardian.
* A medical certificate is only valid if:
* It is a registered General Practitioner or Specialist.
* It is an accredited Traditional healer or Sangoma. (May issue a medical certificate - valid for only 7 consective days.)
* It is a registered Clinic sister. (May issue a medical certificate – valid for only 7 consective days)
* It is a registered Dentist. (May issue a medical certificate - valid for 7 consective days.)
* If there is no compliance with the arrangements as in paragraph 5.1.1., a zero mark [nil] will be allocated to the learner for the test, assessment task or exam in question.
	1. **Plagiarism**
* No plagiarism will be tolerated during the completion of tasks, tests or oral presentations. All the learners must present their own, original work for assessment.
* No information may be “copied” and “pasted” from a source. No sentence may be repeated literally, even if the source is acknowledged.
* Research must be processed and the information presented in their own words. Sources must be acknowledged.
	1. **Dishonesty**
		1. No dishonesty from learners will be tolerated.
		2. Learners may not present the work of other learners as their own, for assessment. This includes the work from learners from previous years, or from learners from another school in that regard.
		3. No learner/ parent/guardian may complete or submit a task, test, presentation, assignment or exam on behalf of a learner.
		4. A learner may not obtain and distribute a question paper still to be written beforehand - thus gaining an unfair advantage for himself and others.
		5. No notes (on paper, body or written elsewhere, or cell phones and other electronic instruments) may be brought into the test-/ exam centre during the administering of the exam session. Even if a learner does not use it during the exam session, the mere fact that he/she brought it into the exam centre, is a serious offence in accordance with the Exam guidelines of the GDE.
	2. **The following rules apply during all assessment tasks, tests and exams**
		1. If a learner is unable to complete a test, exam or assessment task, the Grade head must be informed well in advance.

5.4.2. Permission may be granted in the following circumstances

* Death of nearest family. (Death certificate may be requested).
* Serious illness. (Medical certificate must be presented to Deputy Principal).
* Participation in national tournaments, and approved sport, cultural or academic events.

5.4.3. If a learner has a valid reason or excuse to miss a test, exam or assessment task, he/she will not be penalised, on condition that it was properly arranged well in advance.

5.4.4. On the other hand, if a learner does not turn up for a test, exam or assessment task and cannot provide an acceptable excuse, the learner will get a **zero (0%)** on his report card in this regard.

5.4.5. Appointments for drivers’ licences may not be arranged during exam and test cycles. There will be no special arrangements to this rule, to no learner. Appointments for this must be made during the school term, with supporting proof (in writing) from the Traffic department.

* 1. **Rules in the exam room**
		1. Learners must place their school cases or bags in the front of the classroom, before the commencement of the exam session
		2. Learners must be placed strictly alphabetically.
		3. No stationery case, pencil bag, etc. may be with the learner.
		4. Learners must write only in black or blue ink.
		5. Erasers may not have a paper cover.
		6. No unused papers may be in the hands of the learners. No water bottles are

 allowed in the exam room during the exam session.

5.5.7 The covers of calculators must be removed during the exam session.

5.5.8 Learners may not write on erasers, rulers.

5.5.9 No notes, memoranda, work books, text books, dictionaries or maps may be in the learners’ possession during the exam session.

5.5.10 No cell phone or any other electronic communication-equipment will be allowed in the exam room, irrelevant if it is switched off or even in the “silent” mode.

5.5.11 No learner may communicate with another learner, not by talking, making gestures or any other means.

* + 1. No copying or “cribbing” is allowed.
		2. The instructions of the invigilator on duty in the exam room must be followed to the letter.
		3. No learner is allowed to leave the exam room to go the bathroom during the exam session. However, in case of an emergency, the learner needs to obtain special permission from the invigilator. If permission is granted, the learner may only leave the room if accompanied by a staff member.
		4. No undisciplined behaviour will be tolerated.
		5. No comments or remarks may be written on the exam paper or answer books – stick to the questions asked. Learners who finish before the allotted time has passed, may not detach blank pages from the answer books - it is irregular.
		6. No talking will be allowed while the answer books are being collected.
		7. Each and every learner must have his own stationery, including calculators, rulers or specific material needed for a specific subject.
		8. All learners must write their name on both the question paper and answer book, and both must be handed in – it is compulsory for control purposes.
		9. The rules applicable for appearance and the dress code, must be adhered to.
		10. No TIPPEX (correctional fluid) is allowed.
		11. No learner may leave the exam room if he/she finishes before the allotted time has passed - it causes a disturbance to the other learners still writing.

***Transgression of the exam rules will be seen as an exam irregularity and will be directed to the relevant deputy principal and investigated by the Disciplinary head.***

1. **SCHOOL REPORT CARDS**
	1. Learners are obliged to present their report cards to their parents.
	2. Parents may be requested to fetch the report card in person from the school of the learner, if there are outstanding text books, sponsor forms or unfinished disciplinary issues, academic issues applicable to the specific learner.
	3. No report card will or may be withheld from a learner/parent/guardian.
2. **TEXT BOOKS**
	1. Textbooks remain the property of the school and is issued to the learner on a loan basis;
	2. Learners must treat their textbooks with respect, and at least, cover it with plastic.
	3. When receiving the text book, the current condition of the book must be indicated on the register by using a symbol, and if necessary, with a short description. (A++ being a new book, and a D for a worn-out book.)
	4. In the case of a lost textbook, the replacement value must be paid at the financial office and the receipt, in this regard, handed to the bookstore official, in order to receive another book.
	5. The name, grade and class of the learner using the textbook for the year, must be written at the front of the text book, along with the date.
	6. If a learner leaves the school on a permanent basis, a transfer certificate will only be issued by the secretary on condition that all the textbooks of the departing learner has either been returned or paid.
	7. For more information, see “bookstore policy”.
3. **CLASS ROTATION**
	1. Class rotation must be orderly and quick.
	2. By the time the second bell sounds, learners must already be in the new class. The educator has the right to refuse admission to the class if learners are late, after the second bell sounded.
	3. Class rotation must be done with the minimum of noise, and no exuberance will be allowed.
	4. Always keep **left** on the corridors and entering the bathroom.
	5. No running will be allowed during the interchanging of classes.
	6. No cell phone messages may be read during the class changes.
4. **PUNCTUALITY**
	1. Learners must arrive on time at the start of the school day, as well as for every other school activity.
	2. Official school time is from 07h25 to 14h30 and on Fridays to13h30 but may varied by the SGB, depending on the situation.
	3. Learners arriving late, must report to the office to be noted.
5. **ABSENCE**
	1. Learners may be absent from school, only due to illness or for another good reason. On the first day of learner’s return to school the learner must submit a written explanation the during register period to his/her register teacher. The register teacher or grade head may discuss the reasons for the absence.
	2. The Administration office may grant urgent leave (on a special form) to a learner in case of serious sickness, death, funeral, medical appointment, etc., during school hours. However, the learner has the responsibility to have the completed permission form approved by the grade head. The specific time as to when the learner departs from school, is very important in this regard.
	3. No learner has the permission to phone or contact his/her parents, or anybody else for that matter, to be fetched from school unless permission is granted by the Admin office. In these cases, the parents must sign the learner out, in person, at the Admin office when collecting the learner.
	4. Any learner who is not at school, without permission, will be considered as playing truant - ”bunking”, which is forbidden.

10.5 Learners who have to leave school during school hours for appointments, or to be fetched by parents, must submit a written request at the grade head at the start of the day.

* 1. Learners who did not attend school, or have signed out during the day, due to illness, may not under any circumstances, participate in any sport, academic or cultural activity for the rest of the day.
1. **INJURY OR ILLNESS DURING SCHOOL HOURS**
	1. A learner who gets injured or falls sick during school hours, must report to the Admin office immediately.
	2. Such a learner, may only be fetched by somebody else than the parents, on condition that the parents grant permission.
	3. Staff members of the school may not treat learners for medical conditions like asthma, headache, etc. No painkillers, asthma inhalers or any medicine may be provided. In serious cases an ambulance may be contacted.
	4. In the event of a learner fainting or experiencing a seizure, the learner’s decency must be upheld by covering the patient with a blanket, in awaiting the arrival of the ambulance or parents (a girl’s skirt may be adjusted, for example). A staff member may support this learner by providing shade, or, with the permission of the parents, move such a learner to shade or to the sick room.

11.5 Learners may only be supported, in the case of severe bleeding, to stop the loss of blood.

* 1. Unconscious learners may not be moved, under any circumstances - in case of a neck or back injury, which could have occurred (unless, of course, the patient is in a grave danger due to a threatening fire, explosion, etc.).
1. **INJURY OR ILLNESS DURING TRANSPORT OR NOT AT SCHOOL**
	1. School pays for ambulance to nearest private hospital.
	2. School pays for the stabilizing and casualty in private hospital.

12.3 On the first day of hospitalisation, parents must indicate if the learner must remain in the private hospital at their own cost, or per medical aid, or not.

* 1. In the case that the learner has to be transferred to a public hospital, the school will also pay the applicable ambulance fees for the transfer.
	2. If the learner chooses to remain in the private hospital the parents/next of kin, will be accountable for the hospital fees.
1. **SCHOOL NOTICES**
	1. Learners are obliged to hand all school notices without delay to their parents, be it from the SGB, school principal, or educators.
	2. Any acknowledgement of receipt that has to be completed by the parents, must be returned to the register teacher. Parents are encouraged to make use of the electronic media in this regard.
	3. It is each and every learner’s specific responsibility to read the notice boards every day.
	4. Learners may not remove, change or damage notices on the notice board.
2. **ANNOUNCEMENTS**
	1. When announcements are made, using the intercom, learners must keep quiet and pay attention.
	2. Announcements must be handed in at the office, on time and signed by the educator involved.
	3. Learners must respond to announcements promptly.
3. **ADMINISTRATIVE OFFICE**
	1. Learners are not allowed to use the admin office as a thoroughfare or detour.
	2. Only learners who have appointments with the secretary, deputy principals or principal, may pass through the foyer at the admin office.
	3. Learners on visit to the front office or waiting in line to be served, may not be accompanied by fellow learners or class mates. Learners must behave in a quiet, orderly fashion, awaiting their turn to be helped by the staff.
4. **E-RULES**

 **16.1. E-mail policy**

* The school does not guarantee the privacy nor the confidentiality of any e-mail.
* Mass e-mails, not approved by the school, may not be sent.
* E-mails that violate this policy, or any other school policy, is prohibited.
* E-mails that do not reflect the image and reputation of the school, is not allowed.
* The user has the sole responsibility for all e-mails sent from the e-email address allocated to him/her [as user].
* The obscuring or misrepresentation of facts, names, addresses or affiliations in e-mails, is forbidden.
* E-mails may only be used for commercial purposes in direct school matters.
* E-mails with the aim to threaten, offend or to bully or harass somebody, is prohibited.
* E-mails form part of the administration and operational history of the school and is, therefore, subject to inspection.
* No person may send an e-mail under somebody else’s name or by using another user’s e-address. Secretaries are excluded in this regard providing it is official school business.
* The SGB reserves the right of admission to any computer or intelligent equipment designated for official use.

**16.2. The following activities or conduct are forbidden**

* The copying of material, subject to copyright or patent right, without the proper licencing or permission from the author.
* The use of the school’s information systems for political lobbying, personal gain or commercial purposes.
* The copying, duplicating or removal of software from the school’s computers or data systems.
* The download of material from the internet that has no reference to official school activities.
* The installing of system hardware or –software by unauthorised personnel. Unlicensed software, private software, games, public-domain-software, partial ware or demonstration software, may under no circumstances be installed or loaded onto the official computer equipment of the school, without proper and written authorisation from the SGB.
* The use of school information and computer systems for offensive and/or degrading material.
* The following will be seen as computer harassment:
* the use of the computer to aggregate, scare, intimidate, threaten, offend or plague somebody by using foul language, pictures, photos or any other material or threats of bodily or psychological harm to the receiver;
* using the computer to repeatedly contact another person with the goal to annoy, to harass or to bother irrespective whether any real message is conveyed and/or if there is no purpose to justify communication, and where the recipient expressed a clear desire that communication must stop;
* using the computer to repeatedly contact another person about a case for which there is no legal right to communicate about as soon as the recipient expressed a clear desire that the communication must stop;
* the use of the computer to distress or harm the academic, research, administrative or related aspirations of the school or a person;
* the use of the computer to deface, threaten the academic or personal privacy of another person; and
* material that contains sexist, racist and/or violent information.
* The viewing or transmitting of any information transgressing provincial, national or international laws.
* The use of the school’s information systems to obtain unauthorised admission to any system or data.
* The obtaining of access to and/or the download, store or transmitting of indecent material by using the school’s computer network system.
* Each learner will have access to information to enable him/her to fulfil their assigned function but will not have access to information that otherwise requires protection unless and until said access is needed and formally authorized. Authorized users are responsible for the security of their passwords and profiles.

**16.3. Cyber-use: the following forms of cyber-use are forbidden**

* Cyber roaming and the misuse of the employer’s resources: learners may not use the school’s resources like telephones, computers, etc. for private purposes, or after hours, and thereby damaging service relations.
* The creation of division and the distribution of indecent or offensive material: learners may not distribute information of a racist, blasphemous, sexist or pornographic nature. This is regarded as serious misconduct.
* Degrading remarks: educators, parents and learners may not publish and distribute degrading and offensive messages about the school, the staff or the learners.
* Breech of confidence: educators, non-educators, parents and learners may not use the school’s information systems or social media in such a way that it harms the school’s confidentiality or shames the good named of the school.
	1. **Educators, non-educators, parents and learners using social media for official and unofficial purposes, must pay attention to the following:**
* The approved social media pages of the school may be accessed for official purposes only when using the school’s information systems.
* The message that the school wants to convey to other users, must be clearly defined.
* Publications must be legitimate, ethical and respectable.
* Educators, non-educators, parents and learners may not participate in on-line communications that disgraces the good name or image of the school.
* Personal information and details of educators, non-educators, parents and learners may not be disclosed. Educators, non-educators, parents and learners must note that the school may, from time to time, place photos on social media taken during official school activities. People may not be “tagged”.
* The school accepts no responsibility or accountability for any bad security statement on the social media profile of any person involved with the school.
* Any educator, non-educator, parent or learner who publishes a photo, remark or video on the social media platforms, bringing the school’s name in disgrace, and an association with the school is known or can be identified, such an educator, non-educator, parent or learner will be subjected to disciplinary or legal actions. Legal action may also be taken against a parent, who tarnishes the school’s good name.
* All information published must be accurate and factually correct. Confidential information may not be disclosed.
* Laws and regulations on copyright must be adhered to.
* Only the official, approved logo of the school may be used.
* All media statements must first be approved by the SGB.
* In the case of an educator or non-educator who terminates his/her services to the school, or a learner who leaves the school, all the privileges in connection with the school’s information systems, is suspended. The school reserves the right to withdraw any user’s privileges at any time.
* Conduct that interferes with the normal and proper use of the information systems, has a negative influence on the ability of other users of the information system, or is repulsive or hazardous to other, is not allowed.
	1. **Intellectual property:** Hardware, systems or software created, designed or written by educators, non-educators or learners for the school, is regarded as property of the school and, therefore, may not be removed, copied, duplicated or distributed without proper authorisation from the SGB.
1. **SPORT RULES AND POLICY**

**17.1. GENERAL**

* Participation in sport activities at Rassies, is highly recommended.
* Sport practice sessions must be attended regularly and promptly. If players or athletes are unable to attend a practice due to illness, injury, extra classes or a valid reason, the coach[es] must be informed in good time before the scheduled practice session. Players or athletes not attending, without a valid excuse, may find themselves excluded from the team, or the next upcoming event or match.
* Players or athletes who are suffering from injury, ill health, or are under medication, may not participate in any match, practice or event.
* No player or athlete using a forbidden substance, will be considered for any team of Rassies. Players and athletes using forbidden substances will also not be nominated for any provincial or national team. The deputy principal [for sport] is obliged to report the names of athletes or players who have tested positive for forbidden substances to the relevant sport affiliation bodies.
* Match obligations must be strictly honoured. No player or athlete may miss a match, event race or item without prior notice to the relevant coach[es].
* Players must be on time to attend the warm-up practice as scheduled before the match. If the player arrives late, the coaching staff may decide not to allow the player to play, or to use him/her only as a substitute for the day.
* Players or athletes must compete in the official and approved sportswear only. Players or athletes incorrectly dressed, will not be allowed on the field or track.
* Sportswear must be clean and neat; worn with pride and dignity.
* The highest form of sportsmanship must prevail on and off the field.
* To win at all cost, is not part of the Rassies culture or sports’ policy. However, the will to win must be there throughout, and to play flat-out until the end–whistle goes, or the finish-line is reached, is the spirit. Rassies play and participate with commitment and effort, but always showing self-control, discipline and big-match temperament. Match fixing will not be tolerated.
* Players and athletes may not indulge in foul or insulting language, involvement in fights, or any form of dirty or unacceptable play or participation.
* Players and athletes must always respect the decisions of the referees or umpires without showing signs of dismay or disapproval.
* The position of the captain must be respected by all players. All reasonable instructions of the team leader must be executed with respect and in good faith.

**17.2. RULES DURING TRAVEL**

* Administrative arrangements
* Players and athletes travel to and from away events in full school uniform, or in a full school (approved) tracksuit with socks and running shoes. No player or athlete will be allowed on an official school bus or school mini-bus if not dressed according to the dress code.
* Learners may not embark onto a bus, minibus or school vehicle, unless an indemnity form has been properly completed and signed by the parents.
* No learner will be allowed to embark in a school vehicle in the case where his tour fees have not been paid, or an arrangement has not been made in this regard with the principal, deputy principal or the relevant authorities.
* Players or athletes who do not use school transport for the return trip after their match or event has finished, must notify the relevant coach or bus supervisor in writing of this arrangement beforehand.
* No bus, with players, athletes or spectators as passenger, may depart unless accompanied by a staff member.
* The coach or supervisor on duty in a bus or school vehicle, must have a complete name list of all the passengers, including the contact - and medical information of each.
* The following is of importance when travelling:
* No objects may be thrown out of the windows;
* Nobody or nothing may hang out of the windows;
* No loud music or instrument making a loud noise, may be played in the bus;
* No forbidden substances like alcohol, dagga, cigarettes or e-cigarettes may be in the possession of any passenger in the bus;
* No physical contact is allowed on the bus - including cuddling, kissing etc.;
* Everybody in the bus must be seated at all times and show good manners;
* Nothing may be thrown around in the school bus or - vehicle;
* Learners will not be allowed to wander off in the case where the bus stops at a garage, or restaurant or any other place on the trip;
* In the case where the bus stops at filling stations or restaurants, learners must display good manners, be polite, and honourable at all times;
* If anybody on the bus falls ill, or feels sick, the relevant coach or supervisor must be informed, who will access and notify the principal or deputy principal (sport);
* A medical kit, with basic medicine, must (preferably) be available in every school bus or – vehicle;
* The interior light of the bus must be turned on after sunset;
* Upon reaching the end destination, the bus must be cleared of all rubbish and empties;
* All windows must be closed at the end destination;
* The keys to the school bus or – vehicle may not, under any circumstances, be left inside the bus without the presence of the designated driver;
* No bus may return from an event unless there can be a 100% accountability of all the learners;
* No bus with participants may depart without a staff member as supervisor.
* There will be no stops on the highway to collect or drop–off any person, except in case of emergency.
* Spectators
* Learners, as spectators, must always be dressed in full school uniform.
* All the learners attending any school activity, game, or event away from home, must, except for adhering to the conditions of this Code of conduct, refrain from unsportsmanlike, rebellious, improper, disruptive or agitating behaviour.
* No negative or degrading remarks may be made towards the referee, any official or the opponents.
* Spectators and supporters, either on the pavilion or next to the field or track, must abide by and obey the instructions or requests given by the principal, any staff member, announcer, members of the SRC or any person appointed by the principal to apply control and supervision over learners
* Tours and tournaments
* Teams on tour or participating in tournaments, must leave the hostel or overnight facility where they stayed in, in the same condition [or better] than it was found on arrival. Bathrooms and rooms must be left in the same condition as found upon arrival.
* All breakages or damage must be reported to the coaches immediately, who will convey it to the relevant person in control. Persons responsible for damages, will be held accountable.
* Players or athletes, representing the school, who are found guilty of using alcohol, dagga, drugs or tobacco, will be sent home on their own costs, or on the cost of the parents or guardians. The same principle applies for persons older than 18 years who are representing the school.
* Code of ethics
* Players or athletes found guilty by the internal or external disciplinary committee on any level 3 transgression, may not participate in any type of sport for the period as determined by the respective disciplinary committees. This stipulation includes games, matches and practices.
* No player or athlete may be excused from school during official school [teaching] hours for physio treatment.
* No player or athlete may, during official school hours be taken from a class for a one-on-one discussion, the fitting of sport wear, video sessions or for specialist training.
* No player or athlete, who has signed out from school during the day, or has not attended school on match-day, may play or practice that afternoon or evening. Exceptional cases will be managed by the principal, at his discretion.
* Players or athletes representing the school during official school hours, will not be marked as “absent’’. If exams are missed in this regard, the applicable form must be completed and submitted. Players and athletes will then receive an “absent” for the specific exam in question but will not be penalised for missing the exam.
* All sport facilities must be cared for with pride and used with the highest form of respect.
* All sports equipment must also be cared for with pride and used with the highest form of respect. All the equipment that was used during a practice session, must be cleaned and returned to be stored in the allocated place provided in the storeroom.
* Players selected for the various first teams, wear their official first team jackets on a Friday instead of their school blazers.
* “Rassie Rhino” may perform, as mascot, at the various sports events.
* However, “Rassie Rhino” must be an ambassador for the school at all times. No behaviour that might bring the school’s name in disgrace, will be allowed.
* No player, athlete, supporter or spectator may, on or off the field, behave in such a way that the good name of Hoërskool Erasmus is dishonoured.
* Good behaviour and a positive attitude is an absolute prerequisite for all performance awards or the awarding of prizes at the annual awards ceremony.
* No learner can claim to be selected for any sports team if he/she does not display loyalty, in all aspects, to the school.
1. **CULTURAL POLICY AND RULES**

**18.1. GENERAL**

* Participation in cultural activities at Rassies is highly recommended.
* Cultural practice sessions must be attended regularly and promptly. If participants are unable to attend a practice due to illness, injury, extra classes or a valid reason, the coach[es] must be informed in good time before the scheduled practice session. Participants not attending without a valid excuse, may find themselves excluded from the cultural event or performance.
* No participant using a forbidden substance will be considered for any cultural activity of Rassies. Participants who have already been selected for an item or performance, will be asked to withdraw from the activity.
* Cultural obligations (shows, performances) must be strictly honoured. No participant may miss a performance or item, without a valid excuse.
* Participants must compete in the official and approved attire only. Participants who are not dressed accordingly, will not be allowed on the stage.
* The highest form of professionalism and conduct must be evident on or off the stage.
* Participants must refrain from unprofessional behaviour, using foul or insulting language, involvement in fights, or any form of dirty or unacceptable conduct or participation.
* Participants must always respect the decisions of the adjudicator or officials without showing signs of dismay or disapproval.

**18.2. RULES DURING TRAVEL**

* Administrative arrangements
* **Participants must be on time!**
* Participants travel to and from away events in full school uniform, or in a full school [approved] tracksuit with socks and running shoes, or with the attire as determined by the Deputy principal [culture]. No participant will be allowed on an official school bus or school mini-bus if not dressed according to the dress codes in place.
* Learners may not embark onto a bus, minibus or school vehicle, unless an indemnity form has been properly completed and signed by the parents.
* No learner will be allowed to embark in a school vehicle in the case where his tour fees or performance fees have not been paid, or an arrangement has not been made in this regard with the principal, deputy principal or the relevant authorities.
* Participants that do not use school transport for the return trip, after their performance or event has finished, must notify the relevant coach, organiser or bus supervisor in writing of this arrangement beforehand.
* No bus, with participants or spectators as passenger, may depart unless accompanied by a staff member.
* No bus may depart unless all the participants are accounted for [100% sure that everyone is on the bus].
* The coach or supervisor on duty in a bus or school vehicle, must have a complete name list of all the passengers, including the contact - and medical information of each.
* The following is of importance when travelling:
* No objects may be thrown out of the windows;
* Nobody or nothing may hang out of the windows;
* No loud music or instrument making a loud noise, may be played in the bus;
* No forbidden substances like alcohol, dagga, cigarettes or e-cigarettes may be in the possession of any passenger in the bus;
* No physical contact is allowed on the bus - including cuddling, kissing etc.;
* Everybody in the bus must be seated at all times and show good manners;
* Nothing may be thrown around in the school bus or - vehicle;
* Learners will not be allowed to wander off in the case where the bus stops at a garage, or restaurant or any other place on the trip;
* In the case where the bus stops at filling stations or restaurants, learners must display good manners, be polite, and honourable at all times;
* If anybody on the bus falls ill, or feels sick, the relevant coach or supervisor must be informed, who will access and notify the principal or deputy principal (sport);
* A medical kit with basic medicine must (preferably) be available in every school bus or – vehicle;
* The interior light of the bus must be turned on after sunset.
* Upon reaching the end destination, the bus must be cleared of all rubbish and empties;
* All windows must be closed at the end destination;
* The keys to the school bus or – vehicle may not, under any circumstances, be left inside the bus without the presence of the designated driver;
* No bus may return from an event unless there can be a 100% accountability for all the learners;
* No bus with participants may depart without a staff member as supervisor.
* There will be no stops on the highway to collect or drop–off any person, except in case of emergency.
* Spectators
* Learners, as spectators, must always be dressed in full school uniform.
* All the learners attending any school activity, game, or event away from home, must, except for adhering to the conditions of this Code of conduct, refrain from unsportsmanlike, rebellious, improper, disruptive or aggravating behaviour.
* No negative or degrading remarks may be made towards the adjudicator, any official or the opponents.
* Spectators and supporters, either in the audience or on stage must abide by and obey the instructions or requests given by the principal, any staff member, announcer , members of the SRC or any person appointed by the principal to apply control and supervision over learners.
* Tours and tournaments
* Cultural groups on tour or participating in tournaments, must leave the hostel or overnight facility where they stayed in, in the same condition [or better], than it was found on arrival. Bathrooms and rooms must be left in the same condition as found on arrival.
* All breakages or damage must be reported to the coaches or organisers immediately, who will convey it to the relevant person in control. Persons found responsible for damages, will be held accountable.
* Participants, representing the school, who are found guilty of using alcohol, dagga, drugs or tobacco, will be sent home on their own costs, or on the cost of the parents or guardians. The same principle applies for persons older than 18 years, representing the school.
* Code of ethics
* Participants found guilty by the internal or external disciplinary committee on any level 3 transgression, may not participate in any type of cultural activity for the period as determined by the respective disciplinary committees. This stipulation includes performances and practices.
* No participant, who has signed out from school during the day, or has not attended school on the day, may perform or practice that afternoon or evening. Exceptional cases will be managed by the principal, at his discretion.
* Participants representing the school during official school hours will not be marked as “absent’’. If exams are missed in this regard, the applicable form must be completed and submitted. Participants will then receive an “absent” for the specific exam in question, but will not be penalised for missing school.
* Good behaviour and a positive attitude is an absolute prerequisite for all performance awards or the awarding of prizes at the annual awards ceremony.
* No learner can claim to be selected for any cultural achievements, if he/she does not display loyalty, in all aspects.
1. **SCHOOL AND HOSTEL PROPERTY** (At present the hostel is not in operation; but as the Hostel and its grounds forms part of the school grounds, this Code must address it, in the case it is activated].
* **“School and hostel property”** includes, amongst others, the following:
* the land and buildings occupied by the school or permanent affixture added;
* plants, trees, animals including cultivations and breed animals;
* all other property including equipment, books, inventories, motor vehicles, implements, and more that the school owns, rents or stores as property, whereas the school can be held responsible or liable for the loss or damages occurred in this regard;
* any computer or electronic–related matters for example data-related information, software, computer programs, websites.
* Every learner must do his/her utmost best to maintain the school’s property in order for it to be used by the current and future learners of the school.
* Any property allocated to a learner under his care and control, must be returned to the school on the allotted time and in the same state as in which it was allocated in the first place [reasonable wear and tear excluded]. Learners and their parents will be held accountable for compensation to the school for any damage or loss to the property in question.
* No learner may damage, loose or destroy school property on purpose or due to negligence.
* No learner may remove any school property from the school premises without authorisation from the principal or an educator of the school.
* Learners may not damage, mark, break, injure or destroy any property of the school, fellow-learners, visitors to the school or members of the public.
* No computer or electronic-related material, belonging to the school, may be used unlawfully (ex duplicating) and, or accessed (e.g. “hacking”)
* The damage and, or loss of school property must be reported immediately to the principal or relevant educator by the guilty party or an observer. Failure to report this act, will be seen as a serious transgression.
* Abovementioned rules apply on school and hostel property on the school and hostel premises.
1. **ELECTRICAL AND ELECTRONIC INSTALLATIONS**

No learner may tamper with any sound system, switch-boxes, electrical or electronic installations, light switches, intercom systems, CCTV system, computer- or digital equipment, unless authorised by the relevant responsible staff member or during a practical class, under the educator’s supervision.

1. **FIRE HOSES AND FIRE EXTINGUISHER**

No learner may tamper with the fire extinguishers or fire hoses in and around the school grounds. If the appliance had to be used during an emergency, this must be reported to the principal or relevant staff member immediately. Learners must also report equipment that they suspect to be faulty or not in working order.

1. **BATHROOMS**
* It is the responsibility of each and every learner to keep the bathrooms clean and neat.
* No playing is allowed in the bathrooms.
* Only one learner per class is allowed to visit the bathroom at a specific time. No learner will be allowed to visit the bathroom during register period, or directly after breaks, unless it is an emergency.
* Bathrooms may not be used as meeting places or assembly points for conversations.
* Bathrooms must be used for its intended purpose.
1. **SCHOOLGROUNDS**
* Learners may not make a mess on the school grounds or -buildings.
* No learner may, during official school hours, communicate with anybody on the outside of the school fence, or receive or hand over any item[s] to this person.
* Learners who represents the school as spectators or supporters at any school event, must leave the terrain clean and neat and ensure that all the rubbish is cleaned up and thrown in the trash cans.
* Leaners must also leave the bathrooms clean and neat.
* Any action or negligence from learners, causing a health risk for other learners, must be avoided.
* Learners may not block any down-pipe, toilet or storm water draining system on purpose.
* No slogans, graffiti, stickers, placards or notices or similar items may be displayed on any surface of the school without the proper written permission of the school principal.
* No learner may display or distribute any commercial advertising, notices, pamphlets/banners and/or propaganda and/or notices, or anything relevant in this regard on the school grounds without the proper written authorisation from the school principal.
* No learner may do business [buy & sell] on the school grounds without permission from the school principal.
* Learners must adhere to any reasonable instruction from the school principal, educator, or member of the SRC, in order to maintain a clean neat and hygienic school environment.
1. **LOCKERS**
* The lockers are there for the exclusive use of the learners. It is to be regarded as a privilege to be used and **not a right**.
* The SGB accepts no responsibility for any loss or damage to items that has been stored in the lockers.
* The lockers must be kept clean and hygienic (no old food, old lunch boxes, plants, animals, merchandise, or any similar items may be stored inside the locker).
* Learners have access only to their own lockers and may not, under any circumstances, tamper with another learner’s locker.
* In the case where the owner has lost the key to his locker, this **must** be reported to the school janitor, who will remove the lock. Under no circumstances may the door to the locker be damaged.
* No stickers or graffiti will be allowed on the lockers.
* Learners are not allowed to visit the lockers during official class time, unless permission was obtained from the class teacher at that time.
* **The SGB, as well as the principal reserves the right, at any time, to search any locker, in the presence of the owner. This right may be delegated by the SGB or the principal to a staff member [ if necessary].**
1. **BALL GAMES**
* No ball games will be allowed before school hours, during break, or after school hours without supervision.
* No other ball games are allowed on the tennis courts or netball grounds other than what it was originally designed for.
1. **BICYCLES**
* Learners may ride on the cycle lane to the cycle shed.
* Bicycles may only be stored and parked in the cycle shed and nowhere else. Under no circumstances may bicycles be parked against buildings.
* Bicycles left at any other places, will be impounded.
* Bicycles are used, locked and stored on the school grounds at own risk. Parents must ensure that learners safeguard their bicycles with proper locks and security measures. **The SGB will not be held responsible for any theft, loss or damage to bicycles, motorbikes, scooters or motor vehicles on the school premises.**
* Cyclists must, at all times, obey the traffic rules as applicable on the open road.
* No bicycles are allowed on the tennis courts or netball courts.
1. **MOTOR VEHICLES AND MOTORCYCLES DRIVEN BY LEARNERS ON THE SCHOOL PREMISES:**
* No learner may drive a motor vehicle or motorcycle on the school premises unless he/she is in possession of a valid driver’s licence. In the case of a motorcycle, a learner’s licence is also valid.
* All motor vehicles and motorcycles must display a valid registration and license disk and the vehicle must be roadworthy.
* No learner may drive a motor vehicle or motorbike in such a way that it poses a risk or potential risk to other learners. The speed limit on the school grounds is 20km/h.
* Motor vehicles and motorcycles must be parked on the allocated area, next to the netball courts during school hours.
* All the motor vehicles and motorcycles that are on the school premises during a specific school day, must be registered on the vehicle register in the office.
* No learner may use motor vehicles or motorcycles for the sole purpose for transport to and from the school, nowhere else.
* Motor vehicles or motorcycles may not be disassembled or serviced on the school premises.
1. **DROP-OFF AND PICK-UP OF LEARNERS**
* For security purposes, learners must be dropped off [before the school starts] or picked-up [at-end of day] inside the school premises or on the school pavement on the school’s side in Cathie street.
* During functions, such as sokkies, parents may only pick-up learners in front of the hall. A staff member will be on duty until the last learner has been fetched. Parents must fetch learners promptly at the end of the function. **After 60 minutes has expired, since the end of the function, and no successful communication could be established with the parents, the learners will be handed over to the SAPS, for safe-guarding, where the parents can collect them.**
1. **ASSEMBLY IN THE HALL**
* When the first bell sounds, learners must immediately report to their different assembly.
* The learners must enter the hall in an orderly fashion and no talking is allowed.
* Each and every learner must behave like a true full- bloodied Rassie during hall assembly.
* The following entities are excused from hall assembly that is opened by Scripture reading and prayer, and with Worship from time to time:
* Learners supporting the Muslim belief;
* Jehovah’s Witnesses;
* Atheists;
* Any conscientious objectors as presented to the SGB in writing and approved by them.

These learners are under no obligation to attend any Christian activities, but may do so out of their own choice. Learners gather outside the hall where the staff member on duty will take the register and accompany them into the hall after the Christian part of the assembly has been conducted

* The National Anthem and the School Anthem are sung with pride whilst standing on attention. Although the learners from the Jehovah’s Witnesses are not obliged to stand to attention during the singing of the National Anthem or School Anthem, they may do so at their own will.
* Guest speakers, artists and visitors must be treated with respect and dignity. Learners must show an active interest, at all times, and create a warm Rassie-atmosphere.
* Learners leave the hall in an orderly fashion after the staff has departed.
* On rainy days, learners must report to their register classes straight away.
1. **ASSEMBLY IN THE QUAD (VIERKANT)**
* On Fridays, everybody assembles in the quad.
* Boys and girls fall in in separate rows, according to their register classes. Gr.12 on the right followed through to Gr 8 on the left. All the learners must behave in the set Rassie-standard during this open-air assembly.
* Guest speakers, artists and visitors must be treated with respect and dignity. Learners must show an active interest at all times and create a warm Rassie-atmosphere.
* Learners adjourn in an orderly fashion to the classes as allocated.
* On rainy days, learners must report to their register classes straight away.
1. **PHYSICAL CONTACT**
* No physical contact will be allowed on the school premises or whilst in school attire. Physical contact includes intimacy, holding hands, kissing or any form of hugging, wrestling or contact-games.
* No physical contact during official school camps, tours or excursions.
* Physical contact is seen as a serious transgression of the school rules.
1. **BREAKS**
* No dangerous games may be played during breaks. All ball sports are prohibited, unless under the supervision and with permission of an educator.
* No playing is allowed on the corridors or near vehicles.
* No objects may be thrown, this includes balls.
* Nobody may leave the school premises without proper permission from the principal, deputy principal or grade head.
* Learners are not allowed to have visitors during breaks.
* Learners may not have any contact with anybody outside the school grounds or fence during breaks.
* Learners may not sit in their motor vehicles during breaks, or fetch something from it.
* Learners are allowed to use their phones only in the approved and designated ‘Phone-zone”.
* The tuck shop is the only trader doing business on the school premises, unless permission is granted by the principal.
* No learner may be bullied or victimised in exchange for food, snacks or treats.
* Visits to the bathroom must be purposeful and learners must be quick about it, thus granting the other learners the opportunity to pay the bathroom a visit as well.
1. **CHEWING GUM**

Chewing gum and bubble gum is prohibited on the school premises.

1. **RADIOS, MP3-PLAYERS, TABLETS, CAMERAS, CELLPHONES, LOUDSPEAKERS AND BOOMBOXES**
* Learners are not allowed to have any electronic equipment with them during official school hours. No cell phones may be switched on, nor displayed during the official school day. The school accepts no responsibility in case any of the items, as mentioned above, gets lost or is damaged in this regard.
* In the case where the learner has to use the items listed above in the school during that particular day, it must be handed in at the admin office at the start of the school day, and duly returned after used. The school will not accept any responsibility for any property of learners bought to school.
* Music must be immediately switched off upon the learner’s arrival at the school.
* The principal may, from time to time, grant permission to learners to play music during breaks.
1. **SCHOOL CASES AND - BAGS**
* Only the name, grade and/or key may be displayed on the school case of a learner. It is each and every learner’s responsibility to safeguard his own case.
* No slogans or graffiti may be displayed on school bags/cases.
1. **SPORT ON SUNDAYS**

The facilities of the school are not available for sport on Sundays. The swimming pool of the school is available only for the staff members, residing on the school premises, for relaxation on Sundays.

1. **STUDENTS REPRESENTATIVE COUNCIL (RASSIERAAD)**

**37.1. GENERAL**

* The principal, may in deliberation with the SRC, formulate a Code of Conduct for the SRC.
* Upon approval by the SGB, the Code of Conduct for SRC members will form part of this Code of Conduct, and a copy of it will be distributed to every SRC member as well as the SRC parents. A copy must also be displayed, on a permanent basis, on the school’s notice board.
* Every learner must obey any reasonable request from the SRC, and give support to the SRC, in the proper execution of their responsibilities.
* The principal, in deliberation with the staff, SRC and SGB, must formulate a list of duties for the SRC, and then provide a copy to every member of the SRC, their parents, and all learners. It must also be displayed on the notice boards of the school and of the SRC. The members of the SRC must follow the requirements of this code to the letter.
* The Code of Conduct as well as the List of Duties of the SRC, as well as any amendments thereof, must be handed to the SGB for filing as a part of this Code of Conduct.

**37.2. RULES**

* Every SRC member must obey and follow the Code of Conduct of the school at all times, even when they are not on the school grounds or not on school premises.
* No member may consume alcohol in a public place /institution, even if the learner exceeds the age of 18 years old. In the case where the learner is 18 years old [or older], and the parents are present, it is subjected to the parents’ discretion.
* SRC members under the age of 18, may not attend public places where the age restriction of 18 years is required. Again, if the parents accompany the learner, it is subject to the discretion of the parents.
* Members may be held responsible for any misconduct, whether inside or outside the school premises.
* Members of the SRC must, at all times, show respect to authorities, whether in class, on school premises, or in public.
* SRC members must at all times, be dressed in the appropriate school attire. All the rules applicable for a neat appearance must be followed, setting an example for other learners.
* Duty-responsibilities, and duty turns must be done with utmost commitment to serve as support to educators on terrain duty.
* Members are obliged to attend all meetings, unless a written excuse or medical certificate is submitted to the responsible educator. Members will not be allowed to miss more than 2 meetings per quarter.
* Members are obliged to report, in writing, at least once per quarter on the portfolios allotted to them.
* All notes on the portfolio meetings must be submitted by the different portfolios.
* Members must, at all times, strive to set the correct example, and thereby upholding the good name of Hoërskool Erasmus.
* Members of the SRC, are seen as ambassadors of the school and must, therefore, reflect the image and ethos of the school.
1. **THE FOLLOWING WILL NOT BE ALLOWED ON THE SCHOOL PREMISES OR WHEN LEARNERS ARE ON TOUR OR ON EXCURSIONS, WHILST REPRESENTING THE SCHOOL [IN WHATEVER CAPACITY]:**

**The following is regarded as serious misconduct and may lead to suspension or expulsion of the transgressor:**

* to be in possession of a dangerous instrument or has used it;
* to be in possession of any alcoholic beverage or illegal drug or has used it (learners who test positive for any illegal substance, whether it was used on the school grounds or any other place, must appear before the Disciplinary Committee of the SGB, and will be managed as if he/she has it in his possession, or had it in his/her possession); this includes cigarettes, e-cigarettes, any other tobacco products, including, “Hubbly Bubbly” products (with or without the instrument);
* cases of bullying, assault, theft, arson, or deliberate damaging of property;
* cases representing deliberate disobedience, deeds of blasphemy, satanism or immoral behaviour;
* the use of hate speech, racism, sexism, sexual harassment, to be in possession [or manufacturing or distribution] of pornographic material or the participation in any deed of public indecency. This also includes digital and electronic technology;
* actions that threaten the safety of fellow-learners and staff, disrupt the school program, or violates the human rights of others;
* portraying a false identity, or the deliberately providing of false information or falsifying documentation to gain an unfair advantage;
* found guilty of repeated transgressions of the Code of conduct;
* conducted himself/herself, in the opinion of the SGB, in scandalous, improper or inappropriate way;
* the showing or using of inappropriate sign language;
* any sexual or sexual-related misconduct and/or treatment with or without the permission of the victim;
* disrespectful, objectionable behaviour and the use insulting language;
* victimisation;
* transgression of the exam/test or assessment rules;
* serious threatening, disruption or frustration of the teaching and learning process in the class;
* the planning or participation of a conspiracy/incitement/instigation to disrupt the proper functioning of the school by using collective actions, for instance chanting or mass bunking;
* the boycott of class attendance.
* the slandering and/or defamation of the honour of an educator, non-educator or fellow learner;
* to ignore to comply with any punitive measure that has been imposed by this Code of Conduct;
* any conduct that, according to the discretion of the SGB, harms the good name or reputation and/or ethos of Hoërskool Erasmus;
* the attempt and/or the conspiracy to and/or the temptation to perform any transgression as described in this Code of Conduct and/or an act that is not defined as a transgression [per say] in this Code of Conduct, but according to the SGB, is to be regarded as a transgression, will also be punitive and the sanction that will be applied will be as if the learner has committed the transgression in its full course.
1. **APPLICATION AND AMENDMENT**
* School rules are *mutatis mutandus* and at all times applicable to learners of Hoërskool Erasmus, or other learners using the facilities of the school or hostel.
* The school rules may be adapted or amended at any time. (Must be duly noted in a SGB or Staff meeting).
* The school principal has the authority to promulgate supporting regulations to the school rules to ensure the effective management or the functioning of any area or facet of the school.
* The conviction by a court on a criminal charge, will be seen as a transgression of this Code of Conduct.
1. **SEARCHINC AND FRISKING**
* In the case where the Principal or an educator has a reasonable suspicion that a learner has made himself/herself guilty on the transgression of the Code of Conduct or the Common law, the learner/s and/or the property in their possession, may be searched on the school premises.
* The humanity of the learner who is being searched must be respected throughout and the searching will be done in private, by somebody of the same gender, and in the presence of a third person.
* In the case where there is reasonable suspicion that there is a transgression of Schedule 1 of the Criminal Law, that holds an immediate threat to the lives of other learners or staff, searching may be done immediately without the owner being present.
* The search process as well as the outcome thereof must be recorded. If possible, a video recording with commentary must also be done. **In the case where it is expected of the suspect to undress or searching has to be done beneath his/her clothing, no video recording may be made.**
1. **TESTING OF LEARNERS**
* In the case where there is reasonable suspicion that the learner has made themselves guilty to a transgression of this Code of Conduct or the Criminal Law, the Principal, deputy principal or a delegated person by the principal has the right to test such a learner for dagga or for any other forbidden substance.
* Such a learner’s humanity will be respected throughout this process and thus, the testing will be done in private, by somebody of the same gender, and in the presence of a third person.
* The testing process and the result thereof must be recorded.
* If a learner has tested positive, the parents must immediately be notified, and they must remove the learner from the school premises promptly. The learner in question now has the responsibility to visit a General Practitioner for complete blood tests within 4 hours since the occurrence. If the parents fail to let the learner be tested, the SGB will continue with the disciplinary hearing and the judiciary **Principle of Probability** will be applicable.
1. **STAFFROOM AND COPY ROOM**
* Learners are prohibited in the staffroom and the copy room. In the case where a learner has to contact a staff member that is inside the staffroom, he/she has to knock on the door, like at any office or room, and await his/her turn to be assisted.
* Learners may not be sent to the staffroom to prepare refreshments for staff members.
* Learners on the corridor, passing the staffroom, may not be loud or rowdy.
1. **WHISTLE -BLOWERS**

The school encourages learners to report all forms of misconduct. For this purpose and also for other suggestions or grievances, a post box has been placed next to the main entrance of the staffroom. The following rules apply:

* The post-box must be emptied on a daily basis.
* All correspondence will be treated as confidential.
* Feedback will be done to every piece of correspondence, unless it was done anonymous.
* Anonymous communication will be investigated but no feedback will be provided.
* All the learners still have the right to communicate all grievances, misconducts or suggestions with the Principal, Deputy Principal or Disciplinary Head.
1. **EMERGENCY DRILL AND EMERGENCY EVACUATION**
* Refer to the school’s Emergency plan.
* Learners must obey any reasonable instruction during an emergency drill or emergency evacuation.
* No learner is permitted to leave the school premises or assembly point during an Emergency drill or Evacuation.
1. **DETENTION**

Detention takes place on a Friday from 14h00 to 17h00 with a 15-minute water break, at 15h00. Detention is specifically conducted on a Friday, after school hours, for it to be regarded as punishment and an inconvenience. No alternative days for detention will be scheduled. The following rules for detention apply:

* Detention will always be conducted under the supervision of a delegated educator.
* Parents will be notified in writing and by SMS at least one day prior to the detention session.
* If there is a reasonable excuse for a learner not to attend the detention session on a particular day, the parents have to present applicable reasons in **writing or per e-mail** in this regard**. Excuses must reach the admin office at 10h00 on the Friday** of the detention session in question.
* **Detention may be postponed only once, thus the learner has to attend the following detention session.**
* Detention has to be attended in full official school attire. No sportswear or informal clothes are allowed.
* Learners missing a detention session without proper permission, will be subjected to the following rules:
* First absence. Learner receives a written warning.
* Second absence. Learner receives notice of an informal disciplinary hearing. If found guilty, a sanction of a 2-day suspension can be applied.
* Third absence. Learner receives notice of a formal disciplinary hearing and, when found guilty, a sanction of a 7-day suspension can be applied.
* Fourth absence. Learner receives notice of an External disciplinary hearing by the SGB. If found guilty, a sanction of a 14-day suspension can be applied.
* Fifth absence. Learner receives notice of an External disciplinary hearing by the SGB. If found guilty, the sanction could be applied to start the administrative process to have the learner removed from school on a permanent basis.

**CODE OF CONDUCT FOR LEARNERS**

**PART III**

**Schedule B**

**LEVELS OF TRANSGRESSIONS AND LIST OF TRANSGRESSIONS**

1. **INTRODUCTION**

For the application of this Code of Conduct, transgressions are divided into three levels that varies from the less serious to serious misconduct. It is hereby put on record that the abovementioned levels only provide guidelines, and that any transgression, at the discretion of the school management, as far as the seriousness of the situation requires, may be placed in any applicable level. The disciplinary steps to be followed and the different procedures to be followed falls within the discretion of the school management.

If a learner commits a transgression that is not defined in this Code of Conduct, it is the prerogative of the principal to determine and place the transgression under a specific heading and to determine what sanction/punishment will be applicable.

Any attempt and/or conspiracy to and/or allurement to commit any transgression, as defined in this Code of Conduct, and/or a transgression not included in the Code, but is regarded by the SGB to be a transgression, is also punishable, and the sanction applied will be as if the learner has committed the transgression in full.

Sanctions applied for the different levels, will be in effect for the following term, and will be placed on the learner’s profile for the mentioned term.

For the application of punitive measures, the detention marks, as accumulated over the December holiday period, will be carried over to January of the following year.

* **Level 1 Transgression**: 3-month validity and/or as determined by the Internal Disciplinary committee
* **Level 2 Transgression:** 6-month validity and/or as determined by the Internal Disciplinary committee.
* **Level 3 Transgression.** 12-month validity and/or as determined by the Internal Disciplinary Committee.
1. **LIST OF TRANSGRESSIONS**
	1. **LEVEL 1 TRANSGRESSIONS (only guidelines)**
* Late for school
* Late for class
* Late for practice/match/activity/assembly
* On forbidden [out of bounds] territory during break
* Fail to submit a letter of absence
* Fail to hand over circulars, newsletters or other pieces of information to parents
* Homework incomplete or not done at all
* Not bringing textbooks, or scripts to class
* Not completed reasonable instructions
* Having a conversation during teaching, or busy with another activity
* Sleeping or lying on arms; not involved with the lesson being presented
* Eating, drinking or chewing in class
* Write or scratch on body, desks, cases or walls
* Chatting or disruption during announcements, including intercom announcements
* Leave class without permission
* Task/Assignment not handed in on time
* Unorderly behaviour on corridors during changing of classes
* Loud and rowdy behaviour on corridors
* The use of the administrative office /foyer, hall as short cut or thoroughfare
* Chatting in lines and rows during hall and quad assemblies
* Unsatisfactory appearance
* Unacceptable attire during school hours or at school functions
* Not wearing a blazer on the corridors or at assemblies
* Hiding of schoolbags or equipment
* Unlawful ball sports /games
* Offensive remarks
* Littering in classes, bathrooms, or on the corridors, school grounds, or sports field
* Damage of trees, plants, and lawns on the school grounds
* The injure or unauthorised interference with animals of the agriculture department of the school
* Disobedient to a coach or supervising staff
* Disrupt practices
* Unsportsmanlike conduct during practice, matches or during any other sport or open-air event
* Unacceptable behaviour during functions
* Damaging or dirtying of classrooms and bathrooms
* Unacceptable conduct on pavilions or in the hall
* Chanting
* Singing of vulgar songs
* Inappropriate remarks from and touching on the pavilion
* Hitting the corrugated sheets of the pavilion
* Unacceptable behaviour in the school busses or minibuses
* Unlawful placing of notices on notice -boards
* Neglect to register motor vehicles and motorcycles at the admin office
* Neglect to safeguard bicycles in the cycle-shed
* Neglect to park motor vehicles and motorcycles at the allotted parking areas.
	1. **LEVEL 2A TRANSGRESSIONS (only guidelines)**
* To collect four or more level 1-transgressions
* Disrespect towards fellow-learners or educators
* Spitting in class or farting on purpose
* Delibrately damaging of books
* Swearing, also outside school grounds, or school activities, in school attire
* Copying of homework
* Dishonesty
* Spectator during fighting, smoking, or vandalism
* Use of cell phone, tablet, smartwatch or any other electronic equipment without proper authorisation
* Zero Tolerance appearance
* Falsifying of absence letters
* Does not react on fair punishment to level 1-transgressions

 **LEVEL 2B TRANSGRESSIONS (only guidelines)**

* Lying during interrogation or formal investigation
* Using the wrong name
* Not in the correct supervision class or subject class
* Bunk class or playing truant
* Leave class without permission
* Absent from school, or signed out from school during official school hours, but participates in sport or cultural activity on the same afternoon/evening
* Absent from school, or signed out from school during official school hours, but attends a social function on the same afternoon/evening
* Defiance of authority
* Remove of an item from an educator’s desk or cabinet
* Bullying (not serious)
* Intimidation of learners or educators (not serious)
* Cyberbullying (not serious)
* Starting and firing of fire-crackers or stink-bombs on school grounds
* Disrupt of classes by means of mass-action
* Use of cell phone camera without permission
* Misuse of the school’s telephones or computers for personal gain
* Physical contact on school grounds, camps, tours, school transport or not in school context, but in school attire
* Vandalism (not serious)
* Transgression of traffic rules on school premises
* Theft (less serious) or borrow without permission
* Spectator during drug usage or at occult activities on school grounds
* Absence from events, activities or matches without permission
* Water-wasting on school premises or in bathrooms
* Tampering with fire extinguishers or fire-hoses
* Having contact with people outside the school premises especially during breaks
* Receiving unauthorised visitors during breaks
	1. **LEVEL 3 TRANSGRESSIONS (only guidelines)**
* Any criminal offence [school related or not]
* Any form of discrimination, racism, sexism, or the mocking of any religion
* Possession, distribution or the use of dagga or any form of drug or illegal substance
* Possession, distribution or the use of alcohol within school context or not
* Under the influence of alcohol, dagga or any other illegal substance
* Smoking of cigarettes, e-cigarettes, hubbly bubbly, etc.
* Involvement in fighting or deliberate injuring or assaulting of a person, or in the case of sport, being shown a yellow or red card
* Posting of messages on social media that are unethical, disrespectful, humiliating, offensive, or illegal. This includes remarks that might harm the good name or reputation of Hoërskool Erasmus
* Serious misconduct during matches, functions or activities
* Initiation of Gr 8’s
* Serious misconduct at the school or hostel
* Dishonest during tests, exams or assignments
* Plagiarism in tasks or any comprehension tasks
* Falsifying of medical certificates
* Any form of fraud or falsifying of a signature
* Serious damage to property
* Serious theft
* Absence from detention or being in contempt or neglecting to honour the corrective measures as imposed
* Emotional harassment, defamation of character or any form of bullying
* Deliberate neglect to complete the individual behavioural program or any other document
* Continual disruption of the teaching and learning process - after the repeated application of punitive measures
* Serious criminal offence, school related or not
* Rape, improper or immoral conduct or sexual harassment
* To hold any person as hostage
* Arson or efforts to commit arson
* Possession or use of any dangerous weapon that might lead to death or serious injury
* To threaten any person with the use of a dangerous weapon
* Manufacturing, possession or distribution of pornography
* Satanism or occult activities
* Any “Zero Tolerance”-behaviour or repeated serious transgressions
* Repeated victimisation, bullying or intimidation of fellow-learners or educators

**CODE OF CONDUCT FOR LEARNERS**

**PART III**

**Schedule C**

**PUNITIVE MEASURES AND LIST OF POSSIBLE PUNISHMENTS**

1. **GENERAL**
* In this schedule the punitive measures are provided that may be applied by the principal. SGB, head of department, or class educator who is authorised to deal with cases of misconduct as described in Schedule D, in the case of a learner being found guilty of misconduct.
* The exposition of the list of possible punitive measures must not be seen by the person imposing a punishment as a complete list that must be applied on a compulsory basis, without taking any other considerations into account. In so far as humanly possible, the responsible persons must strive to apply the applicable punitive measures by taking into consideration the individual learner, the nature and the seriousness of the misconduct on hand, and the interests of the school community in respect of the way misconduct is managed at the school.
* The art is to find the correct balance between the considerations named below, of which each must be taken into account, and to be presented in the punishment that is eventually imposed. The implementation of punitive measures out of proportion to the named considerations, must be avoided as it is deemed to be an injustice and in contrast to the intentions of this Code of Conduct.
* The disciplinary process must start and be completed as soon as possible after the transgression has occurred.
* Disciplinary actions on a continual basis must always result in harmonised relations being created, and can be achieved by means of the following:
* Corrective counselling
* Verbal warning
* Written warning
* Final written warning
* Disciplinary discussion
* Disciplinary hearing
* Remedial Justification
1. **CONSIDERATIONS WHEN CONSIDERING APPLICABLE PUNITIVE MEASURES**

**2.1. The individual learner:**

* Age and level of development;
* Attitude towards schoolwork and fellow-learners;
* Disciplinary record, general reaction on reprimands and the will to reform;
* Reasons, as provided, for the commit of the transgression;
* The degree of regret and willingness to correct the transgression.
	1. **Nature and range of the misconduct:**
* The circumstances applicable;
* The effect of the transgression on other persons;
* The regularity and frequency that transgression occurs amongst other learners;
* The effect of the damage, harm or loss caused by the transgression.

**2.3 Interest of the school community**

In general, the school community has a direct interest in the maintaining of a climate and culture of teaching and learning at their school, the just and balanced welfare of learners and educators at the school, and the protection and promoting, in so far as possible, of the basic constitutional rights of all the stakeholders of the school. From this general statement, the following aspects can be highlighted for consideration:

* **Retribution:**

Misconduct must be addressed by some or other form of unpleasant result, to reflect the displeasure of the community concerning the misconduct.

* **Reform:**

Where there is an indication that the learner is receptive of reform, the community would rather grant the learner the opportunity to improve his behaviour, to place the learner as well as others in the position to gain the biggest advantage from his school career.

* **Discouragement:**

In the cases of repeated misbehaviour of a specific learner, the punitive measures applied must include a form of discouragement to prevent that leniency leads to constant misconduct. As the type of misconduct becomes more and more general, the element of discouragement must become more evident.

* **Prevention:**

The key question here is if it deems necessary to isolate the learner from his fellow-learners, either as a strong message that his or her behaviour is regarded as anti-social in the school environment, or as protection of the safety (physical, spiritual or morally) of the learners or the school, or both.

1. **The approach to the application of punitive measures**

The application of punitive measures requires proper procedures, like any administrative procedures that has an influence to the interests of individuals. The responsible person must disclose any factors that he/she is intending to consider, as well as his/her objection with the punishment to the learner and his/her parents and/or his/her representative for commentary. All comments in this regard must be obtained and considered thoroughly. The procedures must be executed in a most transparent fashion and, of course, completely noted.

1. **PUNITIVE MEASURES THAT MAY BE CONSIDERED**
* **Internal hearing:** (Chairman: School principal, Prosecutor: Head of Discipline, or deputy principal) On completion of a fair, duly-noted hearing, suspend a learner from school for a duration of maximum of 7 consecutive school days. The sanction needs to be authorised by the Chairman of the SGB before the punitive measures may be implemented.
* **External hearing:** (Chairman: a member of the SGB, Prosecutor: the Deputy principal or the Head of Discipline, and at least 3 members of the SGB) On completion of a fair, duly-noted hearing, suspend a learner for a period of maximum 14 consecutive days, or making a recommendation to the Chief of Education (Gauteng Province Department of Education), in accordance with relevant legislation. This sanction needs to be authorised by the school principal before the punitive measures may be implemented.
1. **PUNITIVE MEASURES THAT MAY NOT BE IMPOSED BY THE SGB, PRINCIPAL OR BY ANY EDUCATOR**

The suspension of a learner from school, may only be authorised by the Chief of Education [Gauteng Province Department of Education], or his/her delegated official.

1. **PUNISHMENT AND THE RIGHTS OF THE LEARNER**

The SGB, the school principal or the authorised educator must at all times, when punitive measures are applied, bear the rights of the learner in mind. These rights must be read to the learner when notifying the learner of the intended hearing and duly noted in this regard.

**In particular, the tampering of the learner’s right on dignity and privacy, must be limited.**

1. **LIST OF POSSIBLE PUNITIVE MEASURES**
	1. **LEVEL 1 PUNITIVE MEASURES:**
* Verbal/written/final written warning
* Educational discussion
* Remedial Justification
* Copy-work
* Compensation (Replacing damaged or lost items)
* Request the learner to leave the class, on condition that he/she must still be able to see and hear the educator
* Can be requested to leave the sport grounds, event, hall, pavilion, or activity
* Compulsory ground or bathroom-duty
* Curbing of exam leave
* Restoration and maintenance of school furniture
* Cleaning of classes, bathrooms or venues being littered
* Immediate correction of appearance
* Confiscating of items such as jewelery, etc. This must be recorded properly and handed in for safekeeping
* Extra homework
* Engaging with a behaviour improvement program
* Detention\*
* Dismissal from school duties and responsibilities\*
* Ban on participation of school activities and social events\*
* Ban on the wearing of performance and –honorary awards\*
* Recommendation to forfeiting of bursaries\*
* Ban on the election to any leadership position\*

(\* Only by Internal Disciplinary hearing)

**LEVEL 2A PUNITIVE MEASURES**

* Verbal/written/final written warning
* Educational discussion
* Remedial Justification
* Copy-work
* Compensation (Replacing damaged or lost items)
* Request the learner to leave the class, on condition that he/she must still be able to see and hear the educator
* Can be requested to leave the sport grounds, event, hall, pavilion, or activity
* Compulsory ground or bathroom-duty
* Curbing of exam leave
* Restoration and maintenance of school furniture
* Cleaning of classes, bathrooms or venues being littered
* Immediate correction of appearance
* Confiscating of items such as jewelery, etc. This must be recorded properly and handed in for safekeeping
* Extra homework
* Engaging with a behaviour improvement program
* Detention\*
* Dismissal from school duties and responsibilities\*
* Ban on participation of school activities and social events\*
* Ban on the wearing of performance and –honorary awards\*
* Recommendation to forfeiting of bursaries\*
* Ban on the election to any leadership position\*

(\* Only by Internal Disciplinary hearing)

**LEVEL 2B- PUNITIVE MEASURES**

* Verbal/written/final written warning
* Educational discussion
* Remedial Justification
* Copy-work
* Compensation (Replacing damaged or lost items)
* Request the learner to leave the class, on condition that he/she must still be able to see and hear the educator
* Can be requested to leave the sport grounds, event, hall, pavilion, or activity
* Compulsory ground or bathroom-duty
* Curbing of exam leave
* Restoration and maintenance of school furniture
* Cleaning of classes, bathrooms or venues being littered
* Immediate correction of appearance
* Confiscating of items such as jewelery, etc. This must be recorded properly and handed in for safekeeping
* Extra homework
* Engaging with a behaviour improvement program
* Detention\*
* Dismissal from school duties and responsibilities \*
* Ban on participation of school activities and social events\*
* Ban on the wearing of performance and –honorary awards\*
* Recommendation to forfeiting of bursaries\*
* Ban on the election to any leadership position\*
* Regular testing for dagga and drug usage

(\* Only by Internal Disciplinary hearing)

* 1. **LEVEL 3 PUNITIVE MEASURES** (Sanction may only be imposed by a Disciplinary hearing)
* Recommendation for the permanent expulsion from Hoërskool Erasmus
* Suspension
* Remedial Justification
* Compulsory engagement with a behavioural development program
* Detention
* Dismissal from school duties and responsibilities
* Ban on participation of school activities and social events\*
* Ban on the wearing of performance and –honorary awards\*
* Recommendation to forfeiting of bursaries \*
* Ban on the election to any leadership position\*
* Regular testing for dagga and drug usage

**CODE OF CONDUCT FOR LEARNERS**

**PART III**

**Schedule D**

**DE-MERIT SYSTEM**

* **DE-MERIT MARKS FOR LEVEL 1 TRANSGRESSIONS**
* Each of these transgressions equals **5 de-merits.**
* The educator manages the transgressor by himself, or seeks assistance from the grade head or register teacher to manage the case.
* The transgressor will be punished by consulting the list of possible punitive measures.
* For each accumulation of 25 de-merits (5 level 1-transgressions) per term, ONE detention will be imposed. Parents will receive an SMS for every transgression. Parents will receive an SMS and written notification for every detention.
* For every 2nd accumulation of 25 de-merits (5 x 5) x 2 = 50 de-merits per term, the parents and learner will be interviewed by the grade head, and the learner automatically qualifies to sit two detentions.
* For every 3rd accumulation of 25 de-merits (5 x 5) x 3 = 75 de-merits per term, the parents and the learner will be interviewed by the Formal Disciplinary committee and the learner automatically qualifies to sit three detentions and he forfeits the right to participate in any school activities, is dismissed from any school duties and responsibilities, and also loses the right to receive any awards or bursaries.
* **DE-MERIT MARKS FOR LEVEL 2A TRANSGRESSIONS**
* Each of these transgressions equals **10 de-merits.**
* The educator manages the transgressor by himself, or seeks assistance from the grade head or register teacher to manage the case.
* The transgressor will be punished by consulting the list of possible punitive measures.
* For each accumulation of two level 2A-transgressions (2 X 10) = 20 de-merits per term, one detention will be imposed. Parents will receive an SMS for every transgression. Parents will receive an SMS and written notification for every detention.
* For every 2nd accumulation of two level 2A-transgressions (2X10) X 2 = 40 de-merits per term, the parents and learner will be interviewed by the grade head, and the learner automatically qualifies to sit two detentions.
* For every 3rd accumulation of two level 2A-transgressions (2X10) x 3 = 60 de-merits per term, the parents and the learner will be interviewed by the External Disciplinary Committee and the learner automatically qualifies to sit three detentions and he forfeits the right to participate in any school activities, is dismissed from any school duties and responsibilities, and also loses the right to receive any awards or bursaries.

**DE-MERIT MARKS FOR LEVEL 2B TRANSGRESSIONS**

* Each of these transgressions equals **20 de-merits.**
* The educator manages the transgressor by himself, or seeks assistance from the grade head or register teacher to manage the case.
* The transgressor will be punished by consulting the list of possible punitive measures.
* For each accumulation of two level 2B-transgressions (2 X 20) = 40 de-merits per term, two detentions will be imposed. Parents will receive an SMS for every transgression. Parents will receive an SMS and written notification for every detention.
* For every 2nd accumulation of two level 2B-transgressions (2 X 20) X 2 = 80 de-merits per term, the parents and the learner will be interviewed by the Formal Disciplinary Committee and the learner automatically qualifies to sit three detentions and he forfeits the right to participate in any school activities, is dismissed from any school duties and responsibilities, and also loses the right to receive any awards or bursaries
* **DE-MERIT MARKS FOR LEVEL 3 TRANSGRESSIONS**
* Each of these transgressions equals **80 to 100 de-merits** depending on the seriousness of the transgression.
* Punitive measures will be imposed by the Internal or External Disciplinary Committee.