

# SECTION C

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## Learner Code of Conduct Summary

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Camps Bay High School  
Code of Conduct

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**The Learner Code of Conduct is displayed throughout the school.**

## **LEVEL ONE: MINOR TRANSGRESSIONS**

### **1. ACADEMICS**

- a) Failure to have the correct learning materials during lessons.
- b) Failure to complete homework tasks and/or assignments on the due date.

### **2. BEHAVIOUR: GENERAL**

- a) Disregard and/or violation of school rules with less serious initial consequences.
- b) Playing games in an area where others may be injured or where property may be damaged.
- c) Riding skateboards, bicycles or motorbikes and/or doing wheelies in areas where such activities are prohibited or in a manner that may cause injury to others or damage to property.
- d) Swearing and the use of vulgar, profane or any manner of foul language.
- e) Tardiness or littering.
- f) Trespassing or entering school premises without permission/ supervision during or after school hours.
- g) Refusing to identify oneself upon request by a school authority.
- h) Eating or drinking during school events/activities when not permitted.
- i) Use of school equipment without permission.
- j) Failure to keep the school premises in a clean and neat state, including but not limited to toilets/changing-rooms, classrooms, the hall, playground and/or sports fields.
- k) Placing posters and/or stickers on any school surface/property without the written authority of the executive head.
- l) Non-return of reply slips or letters sent to parents/guardians.
- m) General uncooperativeness.
- n) Misuse of personal communication devices during school activities.

### 3. BEHAVIOUR: CLASSROOM

- a) Eating or drinking during class when not permitted.
- b) Failing, in the classroom during lessons, to:
  - Maintain silence when requested to do so
  - Be well-mannered, disciplined, cooperative, attentive and/or responsive.

### 4. LATE COMING

- a) Late for tutor without a valid excuse.
- b) Late for class without a valid excuse.

### 5. UNIFORM

- a) Poor grooming, unhygienic personal habits and improper use of school facilities or ablutions and/or hair, dress or apparel that is not in accordance with school standards or rules.
- b) No blazer during assembly.
- c) Minor infringements of uniform regulations.

### 6. SPORT: PRACTICE/PE LESSONS

- a) Failure to attend an extra-mural activity's practice session without excusing him or herself.
- b) Failure to wear the correct sports kit for a Physical Education lesson.

## SANCTIONS

- **First offence:** Annotate on the Active Discipline Sheet. **(1 hour immediate sanction: Detention)**
- **Subsequent offence:** Grade Head to discuss the matter with the learner and immediately send an Intervention Letter home. 2 Hours Detention must be annotated on the active discipline sheet.

## **LEVEL TWO: SERIOUS MISCONDUCT**

### **I. BEHAVIOUR: GENERAL**

- a) Highly disruptive or unruly classroom behaviour which prevents the teacher from teaching and the pupils from learning.
- b) The unauthorized use of electronic devices during teaching time. (It is only permitted when an educator requires it for research during the lesson.)
- c) Deliberate misconduct in an assembly.
- d) Disregard for reasonable directions or instructions given by any person in authority.
- e) Defiance and disrespect.
- f) Committing an act of insubordination.
- g) Discourtesy toward school authorities, parents/guardians, visitors or learners and/or being unreasonably intolerant of others and their personal beliefs, traditions, appearance or of diversity.
- h) Persistent violation of school rules with less serious initial consequences.
- i) Tampering with the possessions or equipment of others.
- j) Blocking the drain and/or toilet pan with paper or any other material or substance and/or leaving the bathroom taps running. Parents will be obliged to pay for repairs.
- k) Being willfully disruptive/obstructive.
- l) Unreasonable and unexplained refusal to attend or participate in school activities or compulsory events or being absent from school without a valid reason. The learner will be considered to be playing truant.
- m) Use of excessive force when playing games or during sporting events.
- n) Playing of dangerous, obscene, insulting or demeaning games.
- o) Malicious teasing.
- p) Partaking in any form of gambling or similar gaming activities while on the school premises or in school uniform.
- q) Abuse of school privileges or seniority/status or abuse of position of leadership/authority.
- r) Smoking/ Vaping on/off the school premises or at official school events when the learner can be identified as a Camps Bay High School learner.
- s) Fighting with less serious initial consequences.
- t) Lying/dishonesty and untoward behaviour with less serious initial consequences.
- u) Not taking due care of property or equipment.
- v) Any misconduct by the learner that is considered by school authorities to warrant more than a verbal reprimand or an ordinary warning.

- w) Abuse of legally prescribed medication (Off premises until clean).
- x) Testing positive for substances (Off premises until clean).
- y) Failure to attend Saturday Intervention Programme without prior submission of written excuse or note
- z) Display of visible tattoos after warning has been given.
- aa) Use of cell phone, computer games, iPod and/or similar electronic devices during contact time without permission.
- bb) Hitchhiking while in school uniform or sport dress.

## **2. LATE/BUNKING**

- a) Failure to report to office when late for school.
- b) Truancy from class (missing part of a lesson or a full lesson),
- c) Failing to make prior arrangements and/or receive prior permission when absent from school and then on return to school failing to present a note from the learner's parents explaining the absence, regardless of the reason for absence.
- d) Leaving class or school premises without permission.
- e) Persistent late-coming or early unauthorized departure from class/school.

## **3. SPORT**

- a) Unreasonable and unexplained refusal to attend or participate in school activities or compulsory events.
- b) Failure to wear the correct sports kit for a match, including during travel to and from said match.

## **4 OTHER**

- a) Failure to follow any instructions given by the executive head when granting permission to bring a motor vehicle or motorbike onto school property.
- b) Driving a motor vehicle or motorcycle in a manner that creates a risk and/or harm to other persons on/around school property.
- c) Failing to produce the learner's valid driver's license on request from an educator/staff member and any other infringement not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and the taking of disciplinary measures.
- d) Repetition of previous offences will result in the double punishment of previous offence (this might be moved forward to an Internal Hearing depending, on the nature of the offence).

## SANCTIONS

- **First offence** - Immediate parental intervention letter and an instruction to attend the mandatory Saturday Intervention Program (SIP) for a minimum of 4 to 8 hours. If tested positive for drug related, then add the signing of the Drug Rehabilitation Agreement – Immediate Internal hearing.
- **Subsequent Offence** - Internal Senior Management Team (SMT) Intervention Meeting with parents, Discipline Heads, Grade Heads, Tutor and /or counsellor when needed. Individual Support Plan to be drawn up with parents. Further Sanction to be determined by the school discipline team.

## EXTREMELY SERIOUS MISCONDUCT - LEVEL 3

### I. ACADEMIC AND GENERAL BEHAVIOUR: INTERNAL/SGB HEARING

- a) Misconduct during Saturday Intervention Programme.
- b) Being in possession of or distributing material or information that may give an advantage in a test or an exam.
- c) Cheating, plagiarising, copying or tampering with test or exam results, reports or assignments.
- d) Forgery or falsification of school documents and reports.
- e) Vandalising property or equipment of the school or others, including but not limited to damaging, marking, defacing and improper use.
- f) Removing any school property from the school premises without the prior consent of the executive head/educator. (Seen as theft)
- g) Substance abuse (Off premises until clean or until SGB hearing).
- h) Acts or behaviour designed to create a hostile or threatening school environment.
- i) Willful disruption of school activities and interference with school authorities.
- j) Conduct designed to be prejudicial to good order and/or discipline at the school.
- k) Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without their knowledge or consent.
- l) Committing continual or deliberate insubordination or gross insubordination.
- m) Being an accomplice to colluding, conspiring, assisting, abetting or instigating dishonesty, fraud or theft. Inciting or advising others or rewarding them to commit a dishonest act (internal hearing and sanctions.)
- n) Serious breach of school security procedures or unreasonably refusing to submit to a search.
- o) Unauthorised occupation of any school property or facilities, or depriving others from using this property or facility.

- p) Unauthorised preventing or seeking to prevent free assembly by others on the school's property.
- q) Blocking off any entrances or exits to or from the school premises with the intention or effect of interfering with free access/egress by others
- r) Unsafe acts or any behaviour that endangers the safety and welfare of others.
- s) Physical assault that results in minor bodily harm.

## **2. BEHAVIOUR: SGB HEARING**

- a) Inappropriate behaviour or comments in public or at school events that bring the school into disrepute.
- b) Sabotage, malicious or willful damage to school or others 'property.
- c) Violent, abusive, intimidating or threatening behaviour, verbal or physical.
- d) Victimisation, bullying or initiation of any sort, including cyber-bullying or intimidation, regardless of the electronic platform used.
- e) Anyone who 'likes,' shares or is otherwise complicit in posts of this nature is considered a co-author and guilty of an offence.
- f) Transferring, selling, distributing, using or being in possession of any dangerous object (s) that may be considered potentially harmful or dangerous at school or school events, eg: weapons of any form or description.
- g) Inciting, advising or rewarding others who perform violent, offensive or threatening acts.
- h) Physical assault that results in grievous bodily harm.
- i) Any 'gang'-related activity that may threaten the safety or welfare of others at school, at school events or in relation to the school.
- j) Harassment on sexual, racial, religious or other grounds.
- k) Discrimination against another on sexual, racial, religious or other grounds.
- l) Issuing a bomb threat or arson, attempted or actual.
- m) Behaviour that may pose a danger to the safety and welfare of others at school or school events.
- n) Being in possession of or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances that produce a psychoactive effect or distributing, storing or consuming any of these substances at school or at school events.
- o) Theft or attempted theft.
- p) Sale of another person's stolen property.
- q) Extortion, bribery, corruption or fraud, attempted or actual.
- r) Off-site criminal misconduct that disrupts or substantially damages the school/learner relationship and the educational process.

- s) Obscene, indecent or sexually explicit behaviour, gestures or attempts to make unwanted physical contact. This is both physically and online through 'sexting' and other.
- t) Sexual harassment, inappropriate sexual innuendos or graphic comments.
- u) Committing a sexual offence.
- v) False accusations that are not grounded in substantiated evidence or that have the intention of defaming an individual/conducting a smear campaign.
- w) Intentionally offensive, insulting, abusive, racist or lewd behaviour.
- x) Storage, creation, sale or distribution of pornographic, obscene or offensive material in any format on any social media platform or other means.
- y) Participating in or supporting industrial or protest action which prevents learners from attending school/school activities.
- z) Actions that expose others to serious danger or injury or expose the school to potential accidental loss or damages, whether due to willful, grossly negligent or unintended acts.
- aa) Serious misconduct or actions that may bring the reputation of the school, learners or other stakeholders into disrepute.
- bb) Poisoning or attempting to poison another person.
- cc) Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.

## **SANCTIONS**

- Sanctions to be determined by the Internal Discipline Committee / SGB Discipline Committee
- Suspension could occur pending:
  - As a precautionary measure pending investigation.
  - As a SGB sanction.
  - Pending WCED confirmation of expulsion.
- Extremely serious misconduct may lead to expulsion.
- Extremely serious misconduct i.e. that which is considered criminal will be reported to the SAPS.