

SECTION A

School Rules

Camps Bay High School
Code of Conduct

Foreword

The Camps Bay High School Code of Conduct has been expanded to create a comprehensive set of policies and procedures which are compliant with the South African Constitution and The South African Schools Act.

This is to make our school a safer place, and to protect our pupils and teachers in their place of learning.

At Camps Bay High School, we consider each child as an individual with unique skills, talents and abilities. These skills, talents and abilities are encouraged and supported, creating a diverse and vibrant school.

This Code of Conduct will be used as a guiding set of principles when dealing with each individual child, in each separate incident and taking all circumstances into consideration.

This approach has been agreed upon by the School Governing Body, the Principal and the School Management Team (SMT).

Introduction

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

- Promoting the rights and safety of all learners, teachers and parents
- Ensuring learners 'responsibility for their own actions and behaviour
- Promoting fairness and tolerance of diversity
- Modelling correct behaviour
- Implementing restorative practices.

This code of conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school. It is compiled in the interests of fairness and consistency.

The code of conduct applies to all learners while he/she/they is/are on the school premises or when he/she/they are away from the school, acting as a representative of Camps Bay High School at a school function, or in any way associated with or connected to the school.

The SA Schools Act 84 of 1996, states that all learners are bound by the code of conduct of their school. All learners attending the school are expected to sign a statement of commitment to the code of conduct upon admission. The administration of the code of conduct is the responsibility of all teachers, prefects, parents, School Management Team(SMT), and the Governing Body.

General Principles

Behaviour:

Learners are expected, at all times, to behave in a courteous and considerate manner towards each other, all members of staff, prefects, the Representative Council of Learners (RCL) and visitors to the school.

School rules:

Learners are expected to abide by the school's rules when representing the school both during school hours and after school hours, and on all social media platforms, whether connected to the school or not. Learners are, at all times, to be 'proudly Camps Bay' and to not say or do anything that will discredit themselves or the school.

Teaching and learning:

Camps Bay High School encourages learners to respect and support their fellow learners in their learning environment. No learner has the right, at any time, to behave in a manner that will disrupt the learning activity of other learners, or to cause another learner physical or emotional harm.

Intervention and consequences:

The school will contact parents/guardians when a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. Inappropriate behaviour will have consequences as outlined in this code of conduct.

School and class attendance

Parents and guardians, learners, teachers, School Management Team (SMT) and School Governing Body members are jointly responsible for ensuring that all learners attend school.

1. If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing.
2. All learners are to arrive on time for the official starting time. Learners who are late for school will be marked absent, as registers are completed at the beginning of each day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is not acceptable.
4. Any absence and late-coming, as well as requests to leave school early, must be covered by a note from a parent/guardian.

5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered holistic doctor or registered medical practitioner.
6. Any absence from a formal examination must be supported by a letter from a medical doctor/traditional doctor/registered holistic doctor or registered medical practitioner.

School uniform and appearance

Learners are expected to wear the official uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the school regulations will be allowed.
2. No unauthorised earrings (only two piercings per ear are permitted), other piercings, jewellery, make-up, accessories or visible tattoos are allowed.
3. No unnatural colouring of hair or styles that attract undue attention is allowed.
4. Fingernails must be kept trimmed, short, in a natural colour and clean at all times.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beach wear, tight fitting clothes and clothes that are too revealing are not permitted. Hair, shoes and accessories should be kept neat at all times.
6. No visible tattoos during any school activities or functions are allowed when wearing the school uniform.
7. Only learners who have applied and submitted relevant supporting documents and received the necessary permission from the School Governing Body may deviate from the official school uniform for religious and cultural or other reasons.
8. Sports or Cultural Tour hoodies etc. are not part of the daily school uniform and may only be worn at appropriate and relevant events.
9. It is the responsibility of each parent/guardian to ensure that the learners attend school in the correct uniform as mentioned in the above points.

Valuables and personal belongings

1. The school will not be held responsible for the theft of, or damage to, personal belongings on school premises (e.g., cell phones, bags, books, clothing, etc.).
2. Learners should avoid bringing large sums of money and/or valuables to school.

3. The school has a Karri payment system in place as well as EFT and Snap Scan at the Clothing Shop. We are endeavouring to be cashless. However, if a parent requests a learner to pay cash, it must be paid before the start of the school day or placed in the drop safe.
4. Learners must be aware that when they bring cell phones, electronic devices or any other valuable items to school, he/she/they are doing so at their own risk.

Behaviour in the school grounds

1. Playing dangerous games in and around the corridors, stairwells and toilets is forbidden
2. Playing games that intend to injure or may cause injury are forbidden.
3. All litter must be placed in refuse bins or waste-paper baskets.
4. Wilful damage, vandalism or neglect of school property and the property of others is prohibited.
5. Theft of school and private property is prohibited and will be dealt with according to the Schools Code of Conduct.

Class and Assessments rules

1. Any cheating in classwork, homework, informal and formal tests or internal or external examinations is prohibited. Furthermore, plagiarism (copying of another's work or borrowing another learner's work) is forbidden.
2. Borrowing calculators or stationery during tests and exams is not permitted.
3. Disruptive, unruly, rude and/or offensive behaviour is not allowed.
4. It is the responsibility of each learner to hand in work on time.
5. If a learner misses a test through absenteeism, he/she/they must produce a medical certificate/affidavit within three (3) days of returning to school. By the same token, if he/she/they miss a project hand-in date due to absenteeism, he/she/they must hand in the work on the day that they return to school.
6. Learners who fail to produce a medical certificate after absenteeism from a formal assessment task can obtain a mark of '0' (zero) for the particular assessment task. Projects and assignments will still be required to be submitted.

7. All electronic devices (cell phones, smart watches, etc.) must be switched off and placed in the learners' school bag for ALL assessments.

Respecting diversity

1. Each learner will respect the beliefs/religion, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
2. Language which is deemed to be derogatory, discriminatory or racist is prohibited. Swearing is not allowed.
3. Any act that belittles, demeans or humiliates another learner's culture, race, gender, sexual orientation or religion/beliefs is prohibited.

Respecting each other

1. All learners have the right to an education free of interference, intimidation, victimization, initiation and/or abuse of any kind.
2. Every learner must respect the safety of other learners. Fighting or threatening other learners is forbidden.
3. Taking photographs and videos or voice recordings of other learners and/or teachers in the school environment without permission is forbidden.
4. Learners should respect ALL staff and/or learners in positions of authority.
5. A learner who is in a position of authority will conduct themselves in a befitting manner. Learners in a position of authority agree to put the good name of their school first during their term of leadership. This includes how he/she/they present themselves both in and out of school as a representative of Camps Bay High School. Each learner will respect the rights of other learners and will not abuse such authority bestowed upon them through their position.
6. The carrying, copying and/or reading/storage/distribution of pornographic, obscene or offensive material (including material that incites violence) is prohibited.
7. Bullying in any form is not allowed. This includes physical and psychological bullying, both verbally and on all social media platforms and via any form of electronic communication, including all Instant Messaging Apps.

8. Postings on social media should not damage the name of individuals and/or the school. This includes defaming another person's character through unsubstantiated rumours or stories, and 'cancel culture' will not be tolerated.

Rules governing public spaces

The school is subject to laws pertaining to public spaces.

1. No dangerous objects or illegal drugs as designed in the SA Schools Act may be brought onto school property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms and any item which could cause injury or harm to a person.
2. The carrying of matches, lighters, tobacco and/or the smoking of cigarettes, vapes, e-cigarettes etc. is prohibited.
3. Alcohol is not permitted to be brought onto school premises and/or consumed during any school activity either on or off campus.
4. The carrying, consumption and/or selling of illegal chemical substances and drugs is prohibited, as is the selling of prescription and non-prescription medication.
5. During the formal school day, learners may ONLY leave campus by gaining permission from the School Management Team (S.M.T). A written (email) request from a parent is required to be signed by a member of the S.M.T.
6. Any form of sexual behaviour on school grounds or at school events is prohibited.
7. Any group/'gang'-related activity that may threaten the safety and/or welfare of others at school, at school events or in relation to the school are prohibited.
8. Partaking in any form of gambling while on school premises or in school uniform is prohibited.
9. Association with any of the above behaviours will be regarded as 'supporting the behaviour by association' and is a punishable offense.

Out-of-bounds Areas

Learners must keep clear of areas that are indicated as out-of-bounds. These include but are not exclusive to the following:

1. The school motor vehicles garage,
2. The hockey fields, tennis courts and swimming pool area, except while attending official sports practice and matches or during a lesson whilst under the supervision of the teacher.

3. Electrical mains distribution boxes, fire extinguishers and hoses.

Transport

1. Parking on campus is a privilege and is based on the availability of spaces. Staff will always get priority.
2. Learners wishing to park motorcycle/motor vehicles on the school grounds must first obtain permission from the school to do so (accompanied by a copy of the licence to the Head of Discipline) and must make use of the areas specifically demarcated for this purpose.
3. All learners park their vehicles and bikes (pedal or motorised) on the school premises at their own risk.
4. Specific areas are provided for the safekeeping of bikes and must be used by learners.
5. A learner may ride or drive a vehicle on the school grounds provided that he/she/they have a licence to do so, and provided extreme caution is exercised. Reckless behaviour is forbidden.
6. The code of conduct is applicable when making use of public transport to and from school, as well as all school-related events involving transport.
7. Learners may not hitch-hike while in school uniform, whether it is formal uniform or sports kit.

School extra-mural Programme

Involvement in the school extra-mural programme forms a valuable and integral part of the holistic education of every learner. All learners in Grade 8 to 11 are therefore expected to become actively involved in at least one sport per term. Grade 12s are encouraged to play one sport in their Grade 12 year.

1. The learner is expected to adopt the correct protocol pertaining to the specific activity at all times.
2. Once a learner has committed him/herself/themselves to an activity, he/she/they will be bound by the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration of that activity.

4. Attendance at all practices is compulsory. Missing a practice without a valid excuse from the learner's parents will result in the learner receiving the appropriate punishment.
5. Correct kit/uniform must be worn to all practices and matches.
6. Learners travelling to away fixtures will travel in full school uniform unless other arrangements have been made.
7. Learners playing in home league fixtures must arrive at the venue in their appropriate sports kit/uniform with their school blazer, unless other arrangements have been made.
8. School uniform for learner supporters is compulsory at all times.

Accommodation of religious and cultural rights

The right to freedom of religion is enshrined in the Constitution of South Africa, and section 9, the Equality Clause, prohibits unfair discrimination on various grounds including culture and religion. Learners are encouraged to practice respect and tolerance of other beliefs.

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this code of conduct will be accommodated by a deviation from this code of conduct by the School Governing Body under the following conditions:

1. The learner, assisted by the parent/guardian, must apply for a deviation from the standard school rules if such rules are in conflict with, or infringe upon, any religious rights of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offensive, and a suggestion of how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The learner must provide proof that he/she/they belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's code of conduct are their true beliefs and commitments.
5. The religious conduct or practice must be lawful.

6. The Governing Body must consider the application and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exception from the normal rules and must clearly identify the conduct that will be allowed (e.g., the wearing of a headscarf including colours and details of design; the growing of a beard, or the wearing of a specific hairstyle or jewellery) and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion if they are deemed compulsory within a cultural group. This refers to cases where the removal of cultural jewellery or marks will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her/their cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the code of conduct, based on cultural rights, must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 9 above.

SECTION B

Disciplinary System

Camps Bay High School
Code of Conduct

Disciplinary System

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

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

Offences and Grading by Level of Seriousness

- Level 1 Offences (Minor Misconduct)
- Level 2 Offences (Serious Misconduct)
- Level 3 Offences (Extremely Serious Misconduct)
- Extremely Serious Misconduct of a Criminal Nature

An offence is graded according to the nature and degree of seriousness, of which level 1 is the least serious and level 3 is the most serious (**see Section C for list of offences levels 1-3**)

The level of an offence will determine the procedure to be followed.

- **Level 1 offence (Minor Misconduct)**
 - First offence gets annotated on the active discipline sheet checked and monitored weekly by Grade Heads. All Grade 1 offenses carry a one hour suspended intervention, redeemed when behaviour is modified within one week.
 - Subsequent offences: Grade Head and tutor to discuss the matter with the learner and decide if an intervention letter must be sent home or not. The intervention of 1 hour is suspended pending restoration.
- **Level 2 offence (Serious Misconduct)**
 - First offence - Immediate parental intervention letter and an instruction to attend the mandatory Saturday Intervention Program (SIP) for a minimum of 4 hours.
 - Subsequent Offence - Internal Intervention Meeting with parents, Discipline Heads, Grade Heads, Tutor and /or counsellor when needed. The learner may be suspended pending the outcome of the intervention meeting with the parents. Sanction to be determined by the School Discipline Team.

- **Level 3 offence (Extremely Serious Misconduct)**
 - All level 3 offences will be referred directly to the Discipline Head.
 - The Discipline Head will refer the matter to the internal disciplinary committee who will, depending on the severity of the offence, determine whether to convene an internal disciplinary hearing or a SGB hearing.
 - Serious Behavioural Misconduct including learners holding a Leadership Position/Role
 - i. Governing Body Hearing with sanction that may also include possible suspension and/or expulsion. Hearing per SGB regulations.
 - ii. Possible sanctions may include loss of privileges and/or leadership position, e.g. RCL, Prefect, Sport Captain, etc.
- **Extremely Serious Misconduct of a Criminal Nature:**
 - Refer to a range of offences governed by various laws, whereby schools are legally obliged to report the misconduct to one of the following three Agencies:

South African Police Services (SAPS)

Child Protection Services

Department of Social Development. (see Policies and Useful Information)
 - Misconduct of a criminal nature will immediately be reported to the School Councillor. The school councillor will refer the matter to the School Principal who may file a report with the SAPS and will convene a Governing Body hearing. The parent/guardian will be informed immediately (within 24 hours) of the offence.

The Discipline Head records all relevant documentation and the disciplinary measures imposed and this will be kept in the learner's file

Disciplinary interventions

The following interventions may be used, and are aimed at restorative behaviour before suspension or expulsion:

- Parental intervention
- Restorative essays; reflection sheets on misconduct; personalised reflection videos
- Community service
- Saturday Intervention Programme
- Referral for counselling
- Attendance of a relevant life skills programme
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or accumulated fine
- Exclusion from school activities and functions, e.g. academic award ceremonies
- Temporary suspension from class or school pending a disciplinary hearing
- Behaviour intervention meeting
- Internal hearing
- Governing Body hearing

Failure to comply with interventions and corrective measures may lead to the offence being categorised at a higher grade.

Suspension and Expulsion

Conduct that may lead to suspension or expulsion includes, but is not limited to, the following:

1. Inappropriate behaviour or comments in public or at school events that bring the school into disrepute
2. Sabotage, malicious or willful damage to school or others' property
3. Violent, abusive, intimidating or threatening behaviour of a verbal or physical nature
4. Victimisation, bullying or initiation of any sort, including cyber bullying or intimidation, regardless of the electronic platform used
5. Transferring, selling/distributing, using or being in possession of a dangerous object including but not restricted to weapons such as guns, ammunition, knives, clubs, screwdrivers, fireworks, explosives or any object that may be considered potentially dangerous at school or at school events.
6. Inciting or rewarding others in the performance of violent, offensive or threatening acts.

7. Physical assault that results in grievous bodily harm.
8. Any 'gang'-related activity that may threaten the safety or welfare of others at school, at school events or in relation to the school.
9. Discrimination/harassment of a sexual kind or based on gender, racial, religious or other grounds.
10. Issuing a bomb threat or arson, attempted or actual.
11. Behaviour that may pose a danger to the safety and welfare of others at school or at school events.
12. 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.
13. Theft or attempted theft.
14. Sale of another person's stolen property.
15. Extortion, bribery, corruption or fraud, attempted or actual.
16. Off-site criminal misconduct that disrupts or substantially damages the school-learner relationship and the educational process.
17. Obscene, indecent or sexually explicit behaviour, gestures or attempts to make unwanted physical contact, both physically and online through sexting.
18. Sexual harassment, inappropriate sexual innuendos or graphic comments.
19. False accusations that are not grounded in substantiated evidence or that have the intention of defaming an individual/conducting a smear campaign.
20. Committing a sexual offence.
21. Intentionally offensive, insulting, abusive, racist or lewd behaviour.
22. Storage, creation, sale or distribution of pornographic, obscene, offensive or violence-inciting material in any format on any social media platform or other means.
23. Participating in or supporting industrial or protest action which prevents learners from attending school/school activities.
24. 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.
25. Serious misconduct or actions that may bring the reputation of the school, learners or other stakeholders into disrepute.
26. Poisoning or attempting to poison another person.
27. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.

SECTION B: Disciplinary System Code of Conduct Edit 2021/001

The SGB authorises the Principal or Deputy Principal to institute suspension as a precautionary measure with regard to a learner who is charged with serious misconduct if they deem it necessary to ensure the safety of learners.

- When a learner is suspended, the learner and his/her parents must be informed why the suspension is being applied.
- Disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the provincial Department of Education.
- This suspension will be applicable until a finding of not guilty is made or, if guilty, until the appropriate sanction is announced.

Should a learner be found guilty after a fair hearing before the Governing Body, the school has the right to recommend expulsion to the provincial Department of Education.

Where approval for expulsion is not granted, learners will attend counselling or a relevant life skills programme before they may return to class. Such learners may be accommodated in an isolation area or room in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme, or any other appropriate sanction.

Internal Intervention/disciplinary hearings and Governing Body hearings

1. The following official forms will be used for disciplinary hearings:
 - Internal intervention meeting notice to parents
 - Notice of internal/SGB disciplinary hearing
 - Record of disciplinary hearing
2. Written notice of an internal/Governing Body hearing will be given at least five (5) school days before the hearing, which could include temporary suspension from classes, including formal scheduled tests and examinations which count towards the year mark.
3. When the notice is issued the learner and the parent must acknowledge receipt of the notice by signing it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, it is postponed once. If the learner does not appear at the second hearing it may be conducted in his/her absence.
5. The written finding of the hearing will be issued to the learner concerned. The learner must acknowledge the contents by signing the document.

6. In the event of an internal intervention meeting (Level 2 offence), a learner has the right to request the principal to review disciplinary action taken against him/her if sufficient grounds exist. Failure to comply with the recommended disciplinary intervention will lead to temporary suspension pending a hearing.
7. An internal disciplinary hearing committee will consist of the following members: (level 3 offence)
 - The school Principal or their designate
 - The Discipline Head
 - Grade Head
 - Any other teacher who has information regarding the offence
 - A Governing Body representative
8. Disciplinary measures that an internal disciplinary hearing committee may impose include:
 - Intervention
 - Suspension from school for a minimum of two (2) days up to a maximum of five (5) days, ratified by the Governing Body, with immediate effect. This will be put in writing and a copy kept on record
 - A recommendation such as counselling/attendance of a life skills programme
 - Progress monitoring process initiated for a minimum of two (2) weeks followed up with a progress report
 - If a written conduct and behaviour warning is issued, a signed copy of acknowledgement will be kept on record
 - Payment to cover the cost, repair or replacement of the damaged, lost or stolen item
9. A Governing Body hearing committee will consist of the following members:
 - The Governing Body chairperson or their designate
 - Two (2) parent representatives from the Governing Body
 - The school Deputy Principal or their delegate
 - The Discipline Head
 - The Grade Head
 - Teacher representative

10. The Principal or their designate will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing and the disciplinary measures imposed.
11. The Principal or their designate will furnish the Discipline Head and register teacher with all the information necessary for their records.
12. Disciplinary measures that the Governing Body hearing may impose include:
 - All measures mentioned in Point 8; or
 - Recommendation for suspension of the learner (subject to a decision by the provincial Department of Education); or
 - Recommendation for the expulsion of the learner (subject to a decision by the provincial Department of Education)
13. Formal notice of the disciplinary hearing will inform the learner of:
 - The right to a formal hearing
 - The right to be present at the hearing
 - The right to be given time to prepare for the hearing
 - The right to be given advance notice of the charges
 - The right to be represented at the hearing.
 - The right to be accompanied at the hearing by parents/guardians if the learner is a minor
 - The right to ask questions about any evidence or about the statements of witnesses
 - The right to call witnesses to testify on his/her behalf
 - The right to an interpreter, to be requested 24 hours prior to the hearing
 - The right to appeal within five (5) days against any penalty imposed by the disciplinary committee

Procedures and rights during hearings

- 1 The chairperson of the committee must lead the proceedings.
- 2 The chairperson must introduce those present and state their functions.
- 3 The chairperson must ensure that witnesses are present only while giving evidence.
- 4 The procedure of enquiry will include:
 - charges being read and the learner being asked to plead

SECTION B: Disciplinary System Code of Conduct Edit 2021/001

- the plea will determine the course of the disciplinary hearing
 - the hearing may include the investigation report, witnesses being called and all parties being given the opportunity to present his/her/their case
 - mitigating/aggravating evidence may be considered
- 5 When all the evidence has been heard, the chairperson must close the enquiry and dismiss the complainant, the learner, their representatives, the parents/guardians and all the witnesses.
 - 6 The disciplinary committee must discuss and weigh the evidence and come to a decision.
 - 7 The chairperson may reconvene all interested parties.
 - 8 The chairperson or their designate is to communicate the decision to all the interested parties.
 - 9 The chairperson or their designate must explain the decision of the committee and the reasons for the penalty (if any) that has been imposed.
 - 10 The complainant and learner must sign the disciplinary letter and a copy must be handed to the learner. If the learner refuses, a witness must sign in the presence of the learner.
 - 11 The signing of the document by the learner is not an acknowledgement of guilt in the event that the learner's plea of not guilty is overturned.
 - 12 The parent must be informed of the outcome of the hearing in writing.

All Governing Body hearings are ratified by the School Governing Body. A ratified Governing Body decision has no grounds for appeal.

In the event of a recommendation for expulsion, learners must be made aware of their right to appeal this decision directly to the department of education contained in subparagraphs 1 to 8 above.

SECTION C

Learner Code of Conduct Summary

Camps Bay High School
Code of Conduct

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.