

CODE OF CONDUCT VHS



2019

GEDRAGSKODE VHS

1. Introduction

1.1 Vision

Each young adult who leaves Vredenburg High School will be empowered to be an active, self-sufficient, contributory member of society and will possess the ability to make a positive difference.

1.2 Mission

We strive to provide an effective education, grounded in strong moral values and principles, in academic, cultural and sports areas. Through co-operation and involvement of parent, learner and educator / facilitator, we strive to create an orderly and disciplined environment, within which each learner can achieve his / her full potential.

1.3 Reference to Acts

The Code of Conduct is drawn up in accordance with the applicable stipulations of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools' Act, Act 84 of 1996 ('the Schools Act'); the Act on the National Education Policy, Act 27 of 1996; Guidelines for Code of Conduct for Learners (General Notification 776 in the Government Gazette 18900 of 15 May 1998); the Regulations with reference to devices for testing of Drugs and the Procedure which must be followed (GK 1140 in the Government Gazette 22754 of 12 October 2001, as amended) and applicable provincial legislation.

1.4 Aims

A safe learning environment within which each learner can achieve his / her full potential in a purposeful, disciplined and unimpeded manner and within which, each educator can likewise focus his / her maximum attention and time on instruction and education.

1.5 Values

1.5.1 *Respect*

Respect demands of me to respect teachers as figures of authority, to be proud of myself and my conduct and to respect the dignity and opinions of all the people around me. It also means that I respect the property of my school and of other people.

1.5.2 Loyalty

Loyalty demands of me to be positive towards my school and to co-operate actively to make the school a better place and as learner and old-learner, to reflect the image of VHS in a positive way.

1.5.3 Integrity

Integrity means that I have to be trustworthy and honest at all times.

1.5.4 Dedication

Dedication means that I shall complete everything I undertake, wholeheartedly and to the best of my ability.

1.5.5 Social responsibility

Social responsibility means that I realise that I am part of a wider world. I have a responsibility towards my society, my country and my environment. I must be aware of and become involved in social and environmental issues. Although the world is a big place, I can still make a difference.

1.6 Rights of Parties

1.6.1 Educator

- 1.6.1.1 to be respected by learners, parents and the governing body.
- 1.6.1.2 to work in a safe environment.
- 1.6.1.3 to work in a neat, well-maintained environment.
- 1.6.1.4 to have the co-operation of learners in the class.
- 1.6.1.5 to be supported by the governing body in his / her teaching task.
- 1.6.1.6 to refuse learners, who disrupt the class, access to the class, within the disciplinary code and after fair consideration.

1.6.2 Learners

- 1.6.2.1 to learn and to be instructed without hindrances.
- 1.6.2.2 to be educated, and where practically possible, to take subjects of their own choice, within the given curriculum and standards determined by the WCED.
- 1.6.2.3 to receive feedback on their progress in academic and other developmental processes on a regular basis.
- 1.6.2.4 not to be forced to do or to attend something which is against their religious persuasions. Clear evidence, however, should be provided that it is a principle of an acknowledged religion.
- 1.6.2.5 to be treated equally, fairly and consistently.
- 1.6.2.6 to be entitled to effective instruction.

1.7 Responsibilities

1.7.1 *Educators*

- 1.7.1.1 teach curriculum based contents each day.
- 1.7.1.2 be on time for work / class / occasions.
- 1.7.1.3 be well-prepared each day, so that the lessons are interesting and relevant to the interests and abilities of the learners.
- 1.7.1.4 develop good interpersonal relationships with learners, parents, colleagues and governing body.
- 1.7.1.5 conduct him / herself in a responsible and professional manner, so that learners can follow his / her example.
- 1.7.1.6 apply effective teaching techniques.
- 1.7.1.7 create an atmosphere in the classroom which stimulates respect, discipline and good behaviour, in order to facilitate effective instruction and learning.
- 1.7.1.8 respect the rights of learners and parents.
- 1.7.1.9 be a role model for learners.

1.7.2 *Learners*

- 1.7.2.1 punctually attend school and classes.
- 1.7.2.2 complete all tasks timeously.
- 1.7.2.3 respect one another's property, the school building, equipment and school grounds.
- 1.7.2.4 be responsible for his / her own work.
- 1.7.2.5 conduct him / herself responsibly, so that other people's safety will not be endangered.
- 1.7.2.6 obey the code of conduct, class rules, procedures and standards of the school.
- 1.7.2.7 respect the authority and rights of those in position of authority.
- 1.7.2.8 respect all educators, other adults and fellow learners.
- 1.7.2.9 be responsible for his / her personal neatness and hygiene.
- 1.7.2.10 take co-responsibility for the general neatness of the school grounds.
- 1.7.2.11 at all times reflect a positive image of VHS on the school grounds, sports field, as well as in the community.
- 1.7.2.12 own text books, school bags and sports equipment.

1.7.3 Parents

- 1.7.3.1 support the school governing body with its tasks.
- 1.7.3.2 react to school circulars / notifications where a reaction is expected.
- 1.7.3.3 attend meetings arranged by educators or governing body.
- 1.7.3.4 ensure that their children attend school and / or school functions regularly and punctually and supply acceptable reasons for any absenteeism, in writing.
- 1.7.3.5 accompany learner in person and explain the reason if a learner is unavoidably late. If this happens during examinations especially, timely notification is essential.
- 1.7.3.6 inform guardian teachers of any matter which may influence the child's general well-being.
- 1.7.3.7 as primary care-giver must bring up his / her child with love.
- 1.7.3.8 must be the primary disciplinarian of the learner.
- 1.7.3.9 must be in partnership with the school to establish and maintain common values.
- 1.7.3.10 support all facets and areas of his / her child's development.
- 1.7.3.11 see to it that his / her child attend school looking neat and well cared for.
- 1.7.3.12 compensate school or individual for any damage to property, either intentionally or accidentally.
- 1.7.3.13 pay the school fees, as determined in terms of Article 40 of the S.A. Schools' Act 84 of 1996.
- 1.7.3.14 pay bus fees as applicable.
- 1.7.3.15 treat educators with respect. Do not discuss them in a derogatory manner in front of learners.

1.7.4 Governing Body

- 1.7.4.1 manage the school objectively and in co-operation with the school management team.
- 1.7.4.2 manage and monitor the course of disciplinary processes.
- 1.7.4.3 consistently protect the interests of learners and educators.
- 1.7.4.4 stand in a strong position of trust regarding the management of the school.
- 1.7.4.5 act as mediator between parents and the school management team.

2. School rules

Any transgression of arrangements / rules is subject to the disciplinary processes of the school. (See point 3)

2.1 Buses and routes

- 2.1.1 Buses are regarded as an extension of the school; therefore, all rules of conduct applicable to the school grounds, will apply.
- 2.1.2 The school reserves the right to exclude any learner who is guilty of misconduct, from using the buses.
- 2.1.3 The school reserves the right to exclude any learner whose bus fees are not paid, from using the buses.
- 2.1.4 The bus driver is regarded as a representative of the staff of VHS.

2.2 School grounds

2.2.1 Admission

- 2.2.1.1 No learner may use the foyer as entrance, except if he / she is accompanied by a guardian / parent.
- 2.2.1.2 During normal school hours learners may use the main gate only as access to the school grounds.

2.2.2 Grounds

The following are out of bounds for learners, except while under the supervision of, or with permission from an educator:

- 2.2.2.1 Cloakrooms for adults at Reception.
- 2.2.2.2 The school hall.
- 2.2.2.3 Staffroom and passage between Reception and Vice-principals' offices.
- 2.2.2.4 The workers' quarters.
- 2.2.2.5 Staff and bus parking area.
- 2.2.2.6 All sports fields during school hours.
- 2.2.2.7 The area between the main building and the prefab classroom.

2.2.3 Conduct

- 2.2.3.1 No playing with balls in quads, except with soft balls bought by the school.
- 2.2.3.2 No contact with people outside the schoolgrounds during breaks. Nothing may be passed over / through the fence.
- 2.2.3.3 Cloakrooms regarding grade and gender may only be used as indicated.
- 2.2.3.4 Cloakrooms may only be used before school, during breaks and during class periods with permission of a teacher.
- 2.2.3.5 No improper physical contact.

- 2.2.3.6 No skates / skate boards.
- 2.2.3.7 No language usage which falls outside the boundaries of good manners, respect and politeness. This includes, but is not limited to: curse words, derogatory language, language ridiculing others or words which may give offence.
- 2.2.3.8 No vandalism and littering.
- 2.2.3.9 No chewing gum may be chewed on the school grounds.

2.3 Inside classrooms or while changing classes

- 2.3.1 Orderliness and punctuality are essential when learners fall into line, adjourn or change classes.
- 2.3.2 Learners keep to the left of passages and walk in single files.
- 2.3.3 Learners must move quickly.
- 2.3.4 All changes during classes take place inside the school building.
- 2.3.5 No visits to the toilets during class changes.
- 2.3.6 Learners may not eat or drink during classes.
- 2.3.7 Any transgression of general or individual class rules will be regarded as a transgression of this code of conduct and the school rules.
- 2.3.8 Learners must be in class within the stipulated time (before the second bell).
- 2.3.9 Learners may only be outside the class with the permission of an educator.
- 2.3.10 Learners fall into line at indicated areas before school and after breaks and must be in their correct lines with the stipulated time (before the second bell).

2.4 Assemblies

- 2.4.1 All learners must attend assemblies, except if arranged otherwise by parents (for religious or medical reasons).
- 2.4.2 Learners should be quiet and show respect.
- 2.4.3 Learners should show respect during the singing of the school and national anthem.
- 2.4.4 No rowdy shouting, whistling, noises or inappropriate remarks – clapping of hands as applause only.
- 2.4.5 Wearing of school blazers is compulsory.

2.5 Dress code / Appearance

The aim of these instructions is to create uniformity and school pride, as well as a favourable first impression of the school. The appearance of the learners should, at all times, meet the generally accepted standards of neatness, hygiene and style, as is suitable for a school uniform. The disciplinary head(s) reserve the right to address inappropriate appearance and to insist on correction. Refusal to co-operate will lead to appropriate disciplinary steps.

2.5.1 BOYS

- 2.5.1.1 Grey long pants: (black, brown or grey belt (no flashy buckles) / grey short pants.
- 2.5.1.2 Pants must be worn at regular hip height.
- 2.5.1.3 Long pants may not be stitched to create a skinny effect.
- 2.5.1.4 No underwear may be visible.
- 2.5.1.5 White school shirt (with button-up collar) with school tie. Shirt must always be neatly tucked in.
- 2.5.1.6 No coloured / patterned T-shirts may show through or be visible.
- 2.5.1.7 Grey socks and black school shoes with black soles (no suede, platform or boot style).

2.5.2 GIRLS

- 2.5.2.1 White open neck school shirt worn with prescribed pale blue princess-style school dress for summer.
- 2.5.2.2 Grey long pants must be worn at regular hip height.
- 2.5.2.3 School dress must be of an appropriate length.
- 2.5.2.4 No underwear may be visible or show through.
- 2.5.2.5 No coloured / patterned T-shirts may show through or be visible.
- 2.5.2.6 White ankle-length socks worn with school dress and grey socks worn with long pants.
- 2.5.2.7 Long, black stockings worn with dress in winter.
- 2.5.2.8 White school shirt, grey long pants and school tie (winter and summer).
- 2.5.2.9 Only black / navy-blue gym pants (lycra) may be worn under dresses, but may not be visible below the hem of the dress.
- 2.5.2.10 Black school shoes (must be fastened).
- 2.5.2.11 Head-covering, permitted for religious reasons, must be black.

2.5.3 GENERAL

2.5.3.1 Dress Code

- a) Blue school jersey is optional.
- b) Blue school blazer is optional, but compulsory on Mondays and during the winter.
- c) Only school beanies and school scarfs may be worn. Beanies may not be worn inside the school building.
- d) No scarfs or beanies may be worn during summer.
- e) Only cobalt blue / navy-blue unpatterned gloves may be worn.
- f) Learners who receive honorary colours must replace all blue clothing items (jersey, scarf, gloves, beanie) with black.
- g) No blankets, stoles or shawls.
- h) All clothes must fit neatly.

2.5.3.2 School bags

- a) Only navy-blue or black, plain (no pictures or writing) bags.
- b) No writing (pen or tippex) on bag.
- c) No decorations may be attached to bags.

2.5.3.3 LO clothes: Prescribed VHS LO clothes are compulsory.

2.5.3.4 Matric Wear

- a) Matric tops may only be worn on Fridays and during exam times.
- b) Matric jerseys may be worn every school day.
- c) Matric tops may not be worn under school blazer.
- d) Full school uniform must be worn under matric tops.
- e) Matric tops may not be worn during assembly and / or official school functions.

2.5.3.5 First Team Wear

Must be worn only as determined and announced by principal.

2.5.3.6 Tattoos / Body Art

Tattoos and body art are discouraged and may not be visible whenever the school is represented during sports practices, school functions and school activities.

2.5.3.7 Lapel bars / badges

Only school-approved lapel badges and bars are allowed.

2.5.3.8 **Jewellery**

GIRLS

The only permissible jewellery is a wrist watch and earrings which comply with the following requirements:

- only one corresponding item per ear in the lowest hole of the earlobe.
- only small silver / gold earrings or silver / gold studs.
- NO costume jewellery or gem stones.

BOYS

The only jewellery allowed is a wrist watch.

2.5.3.9 **Make-up**

No make-up may be worn with any official school wear.

2.5.3.10 **Nails**

- Short and clean (looking from the side of the palm at the hand, nails may not be visible).
- No nailpolish.

2.5.3.11 **Hair**

GIRLS

- a) Hair must be neat and clean at all times.
- b) No unnatural hair colour which deviates from own, natural hair colour.
- c) Hair which hangs over the collar must be fastened.
- d) No decorated hair clips.
- e) All forms of hair accessories must fit in with the uniform of the school: only white, blue, red and also black for honorary colours.
- f) Long strings of hair and long fringes must be pinned back, so that the hair does not touch the eyebrows or hang in front of or behind the ears.
- g) Dreadlocks may only be worn with permission of the principal.
- h) Braids may only be dark brown or black. They may not hang loose, but must be neatly fastened.

BOYS

- i) Hair must be short and neat.
- j) Hair may not hang over the collar.
- k) Hair may not hang over the top part of the ear.
- l) When the hair is combed to the front, the fringe may not touch the eyebrows.

- m) No patterns may be shaved in hair – only one shaved-in line as a parting is acceptable.
- n) Hair may not be braided.
- o) No mohawks, mullets, steps, undercuts and ponytails are allowed.
- p) Side-whiskers may only stretch to the middle of the ear (ear-button).
- q) Boys must be clean-shaven (beard and whiskers) while wearing any school uniform and at any school function.
- r) No unnatural hair colour which deviates from own, natural hair colour or highlights / streaks are allowed.
- s) No patterns may be shaved in eye-brows.

2.6 Sport / Extra-mural Activities / School functions

- 2.6.1 During official matches / sports days against other schools, all players, as well as learners who are spectators, must be dressed in full uniform or school tracksuits (as decided by coach), when they are not participating.
- 2.6.2 Prescribed school and sports clothes are compulsory for school attendance, official school activities and participation in organised sport activities, school tours or excursions, except if determined differently for specific occasions.
- 2.6.3 When the school uniform is worn for e.g. attendance of sports matches, as well as after school, the full school uniform must be worn and not be mixed with civilian clothes.
- 2.6.4 No school facilities are available for sport on Sundays.
- 2.6.5 All learners who attend any school activity as spectators or supporters, will besides abiding by the stipulations of this code of conduct, also refrain from inappropriate, unsportsmanlike, and unruly behaviour. Learners, in particular, may not react negatively to the rulings of adjudicators, referees or umpires.
- 2.6.6 All red card rulings will be handled by the principal.

2.7 Public

- 2.7.1 No learner(s) may take part in strikes, inappropriate actions or protest actions while wearing a school uniform or during school hours.
- 2.7.2 No negative behaviour in public (e.g. smoking, using alcohol, theft etc.) while wearing any form of school uniform or when he / she can be identified as a learner of VHS.

2.8 Absenteeism

- 2.8.1 A learner who was absent must, on the first day after his / her absence, hand in a written explanation (from parents / guardian / clinic / medical practitioner) to the register teacher during the register period.
- 2.8.2 Permission to leave the schoolgrounds urgently during school hours is granted by the guardian teacher of the grade only, in the form of a letter of consent.
- 2.8.3 Appointments during school hours must be arranged with a guardian teacher of the grade, at least a day in advance.
- 2.8.4 Learners who become ill during school hours, may not personally contact the parent / guardian to fetch him / her. The learner must ask the guardian teacher of the grade for permission. Only then will the general office contact the parent / guardian.
- 2.8.5 During examinations or any other formal assessment task, the parent / guardian must immediately inform the school. This absence will only be accepted if a supporting document, e.g. a medical certificate / death certificate, is provided.

2.9 Administrative

- 2.9.1 Learners may only visit the financial office during register periods, breaks or before / after school.
- 2.9.2 Exemption from LO will only be granted if a medical certificate / written request by the parent / guardian is received.

2.9.3 Books

- 2.9.3.1 Learners must cover all their textbooks with a decent cover.
- 2.9.3.2 If a book is lost or damaged, he / she must pay for the replacement at the financial office and must hand the receipt to the teacher involved. Another textbook will then be issued.
- 2.9.3.3 The ownership stamp in the textbook must be completed in full.
- 2.9.3.4 If a learner leaves the school, a certificate of transfer will only be issued if all the textbooks which are the property of the school, are handed in.

2.10 Motor vehicles / motorcycles / bicycles

- 2.10.1 No learner without a legitimate driver's licence, may drive a motor vehicle or motorcycle on the schoolgrounds.
- 2.10.2 A motor vehicle or motorcycle driven by a learner / parent, may never expose other learners on the schoolgrounds, or other learners and members of the public in the immediate vicinity of the schoolgrounds, to danger or harm.

- 2.10.3 Only motorcycles may be parked on the schoolgrounds (in the allotted area) during school hours. After school they must be pushed through the outer gate before they are switched on. They may not be driven amidst other learners, no matter how slowly.

2.11 Prohibited substances / items

The following are seen as prohibited on the schoolgrounds, but are not limited to this list only:

- 2.11.1 Any form of tobacco or e-cigarettes.
- 2.11.2 Matches / cigarette lighters.
- 2.11.3 Steroids.
- 2.11.4 Drugs / habit-forming drugs.
- 2.11.5 Dagga (Marijuana).
- 2.11.6 Any form of alcohol.
- 2.11.7 No scheduled medicine without a prescription.
- 2.11.8 No solvents, petroleum products, chemicals.
- 2.11.9 Explosives / flammable items / flammable substances.
- 2.11.10 Sharp objects, sharp-pointed scissors.
- 2.11.11 Any weapons / arms or objects that can be used as weapons.

If a learner, at any stage, is guilty of undesirable behaviour, the school has the right to search the learner and his / her possessions without the parents' permission and to test him / her for forbidden substances without the parents' permission.

2.12 Electronic appliances / devices

See policy with regard to cellphones, electronic devices and social media – Addendum A

2.13 School property

School property includes:

- a) the premises and buildings occupied by the school and any permanent fixtures on the premises and in / to the buildings,
 - b) all other property, including equipment, sport equipment, books, stock, vehicles,
 - c) any electronic equipment.
- 2.13.1 No learner may intentionally or carelessly damage or destroy any school property or remove it from the schoolgrounds without the permission of the principal or an educator.
- 2.13.2 Learners may not handle / operate, damage, scratch or destroy any property belonging to the staff of the school. The same rules apply when other schools or places are visited.

- 2.13.3 Learners who misuse any property intentionally or as a result of neglect, damage or vandalise it, must replace it or pay for it.
- 2.13.4 Each learner is obliged to preserve the property of the school so that all present and future learners can benefit from it.
- 2.13.5 Negligence to report any such behaviour is a Grade 3 offence.

2.14 Schoolwork & Homework

Each learner is expected to do his / her prescribed schoolwork and homework diligently, conscientiously and with dedication in order to develop a work ethic.

2.15 Tests and examinations

- 2.15.1 It is compulsory for all learners to subject themselves to all tests and examinations deemed necessary by educators. Negligence to comply with this rule will be condoned in exceptional cases, provided that the parents of the learner involved, hand in a detailed and acceptable written explanation to the guardian of the grade and the principal, in advance.
- 2.15.2 Learners must refrain from all forms of dishonesty when writing tests and examinations.
- 2.15.3 Learners may not communicate with one another at all, or cause a disturbance during any test or examination.
- 2.15.4 A learner who, in exceptional cases (e.g. has to go to the toilet), has to leave the room while writing a test or examination and has to be accompanied by a supervisor, and may under no circumstances discuss the content of the test or examination paper with anyone in any way possible.
- 2.15.5 Negligence to adhere to the requisites as stipulated in the above paragraphs, will result in the learner receiving zero for the test or examination subject involved.
- 2.15.6 Examination requests can only be considered when overlapping with other activities occurs.
- 2.15.7 Cellphones and multi-purpose watches (smart) are not allowed.

2.16 Bullying / Manhandling (Physical or Emotional)

- 2.16.1 Learners must respect one another's beliefs, culture, dignity and rights, as well as everybody's right to privacy.
- 2.16.2 All learners have a right to an education, free from interference, intimidation and physical abuse.
- 2.16.3 Physical violence, fighting or any threat of intimidation (of whatever kind) towards other learners, educators and adults is strictly prohibited.
- 2.16.4 Any form of harassment of a person, adult or learner's physical integrity (in whatever way) is prohibited.
- 2.16.5 Emotional harassment, violation of a person's dignity, or any form of defamation of character, is prohibited according to the code of conduct of the school and may lead to civil or criminal charges.

2.17 Religious freedom

See policy on accommodation of religious and cultural rights – Addendum B

2.18 Personal Possessions

The school is not responsible for any item that belongs to a learner; therefore, valuable articles are brought to school at the learners', as well as the parents' / guardians', own risk. If the property of a teacher is damaged, the teacher has the right to lay formal charges at the SAPS.

2.19 National symbols, school codes and school ethics

- 2.19.1. No learner may disrespect the national symbols of the Republic of South Africa or the school codes.
- 2.19.2. A learner who may be associated with the school and who at any time or place, discredits the name of the school, can be called to account.

3 **Disciplinary Procedure**

Any offence which is not listed will be handled by the SGB or guardian teachers and will then be placed in the most appropriate category according to the grade of transgression / offence.

People involved:

The following people may be involved in the disciplinary process:

- Class captains
- RCL
- Educators / Coaches
- Guardian teachers / Heads of Department
- Deputy Principals
- Principal
- Governing body
- WCED
- SAPD

The aim of the process is to serve as a **guideline** or measure only, within which offences can be accommodated. The list of offences does not form a closed category and does not, therefore, exclude any conduct which is not mentioned in this list. The various forms of punishment for offences are suggestions only, and the school and governing body may use their discretion to deviate from them, if necessary.

WHEN A LEARNER APPLIES FOR ENROLMENT AT VHS, THE PRINCIPAL MAY REQUEST THE RECORD OF CONDUCT OF SUCH A LEARNER FROM HIS / HER PREVIOUS SCHOOL. PROVISION FOR SUCH A STEP IS MADE BY THE CODE OF CONDUCT OF OUR SCHOOL. THIS INFORMATION WILL DEFINITELY BE USED TO APPROVE OR REJECT ENROLMENT.

A letter, which must be signed by the chairperson of the SGB, will be given to the parent. Who must sign it as well. The agreement is concluded between the SGB and the parent. According to a decision taken on 23 March 2011, permission to negotiate with the parent(s) / guardian(s) is granted to the principal by the chairperson of the SGB.

3.1 GRADE 1

Grade one offences are handled by the class teacher / subject teacher / coach/ RCL / class captain.

Violations will be recorded electronically.

Repetition of the offence or the refusal to comply with the request (of one of the above) will result in being referred to the guardian teacher, or the possibility of the offence then being categorised as a Grade 2 offence.

3.1.1 GRADE 1 OFFENCES (guidelines only)

- Late for school / class / sports practice / match / school-related activity.
- Absence from sports / culture practice and / or matches without a valid reason.
- Absentee letter not handed in.
- Homework incomplete or not done.
- Talking during a lesson.
- Talking during announcements.
- Eating, drinking or chewing in class.
- Books left at home.
- Disruptive behaviour during announcements.
- Disruptive behaviour during change of classes.
- Talking during formal assembly / opening in quad.
- Unacceptable appearance.
- Hiding of other learners schoolbags.
- Playing prohibited ball games on school grounds.
- Making rude and derogatory comments.
- Littering on school / sports grounds and in school building.
- Disrupting sports and LO practice.
- Unsportsmanlike / bad behaviour on pavilion during matches / singing of inappropriate songs / making a ruckus.
- Entering prohibited areas.
- Making a mess in cloakrooms.
- Being in the presence of smokers, but not smoking.

3.1.2 DISCIPLINARY ACTIONS FOR GRADE 1 OFFENCES (possible punishments)

- May be asked to leave class / sportsgrounds / pavilion / school activity. When offending on bus, may not be allowed on bus again.
- Assignment not handed in on time, refer to assessment policy.
- Removal of / confiscating illegal items which will then be retained for the remainder of the year.
- Make-up must be removed / beard and whiskers must be shaved / nail polish must immediately be removed.

- The learner must correct appearance / school uniform within a stipulated period, (as determined by the grade guardian / deputy principal / principal).
- Detention (break / after school).
- Send to chill class.
- Learner may be asked to clean a classroom.
- Learner may be asked to clean the school grounds – handled by RCL.
- Confiscation of balls when playing prohibited games.
- Have an educational talk with a teacher guardian teacher.
- Repetition of grade 1 offences will result in parent(s) or guardian(s) being contacted.

3.2 GRADE 2

These transgressions will be dealt with by the grade guardian / vice-principal/ principal.

Transgressions will be recorded electronically.

Parent(s) will receive a written notification of the transgression(s) and the date(s) of the detention(s) will be stipulated.

A repetition of a grade 2 transgression will become grade 3 transgression.

3.2.1 GRADE 2 TRANSGRESSIONS (guidelines only)

- Repeated transgression of grade 1 offence.
- Refusal to carry out reasonable punishment for grade 1 transgression.
- Absent from matches without a valid excuse.
- Serious and repeated behavioural problems / any area.
- Swearing.
- Unacceptable behaviour during functions.
- Unacceptable displays of physical contact on school grounds.
- Challenging authority.
- Refusal to hand over cellular phone when caught while using it in an unacceptable way.
- Lying when being questioned.
- Leaving school without permission (e.g. cutting classes)
- In possession of cigarettes / tobacco / lighters / matches on school grounds / at any school activity.
- Smoking on school grounds / or outside school in school uniform / in civilian clothes at school functions.
- Dishonesty in examinations / tests / forging documents / plagiarism.
- Vandalism.

3.2.2 DISCIPLINARY ACTION: GRADE 2 TRANSGRESSIONS (possible actions)

- Grade guardian must contact parent telephonically to discuss the matter.
- Detention.
- Until the matter has been discussed with the parent(s), the learner will not be allowed to attend classes.
- Can be prevented from taking part in sports or cultural activities.
- Zero for task or paper.
- Suspension (up to four school days)
- Confiscation of illegal items.
- Cell phone will be confiscated. (A fine, which will be determined on a yearly basis, will have to be paid by the learner in order to have the phone returned.)
- Compensation for damages.
- Removal from all leadership positions: RCL, class captain, sports captain, etc.

3.3 GRADE 3

These transgressions will be dealt with by the grade guardian/ vice-principal/ principal.

Transgressions will be recorded electronically.

Parent(s) should receive a written notification of the transgression and the date(s) of the detention(s) will be stipulated.

In the event of repeated offences or the refusal to comply with an instruction, the matter will be referred to the grade guardian or it will be escalated to a grade 4-transgression.

Serves as final warning before the matter is referred to the Governing Body for a formal disciplinary hearing.

3.3.1 GRADE 3 TRANSGRESSIONS. (Guidelines only)

- Repetition of grade 2 transgression.
- Refusal to accept reasonable punishment for grade 2 transgression.
- Vandalism.
- Providing false information.
- Theft of school's/ learner's/ teacher's or any other person's property.
- Serious misconduct regarding the rights of an educator / learner / any other person (e.g. verbal abuse).
- Negative comments on social networks about the school, teachers and learners.
- Any form of victimization, bullying and intimidation.
- In possession of pornography on school grounds / outside school grounds while wearing the school uniform.
- Any comment or drawing on examination or test papers.
- Continuous disruption of the teaching process.
- Reckless driving of vehicles or motorcycles on school property.
- Incitement to record (video or photos) fights.
- Tampering with or damaging fire extinguishers and other safety apparatus (e.g. fire hydrants).
- Taking photos of, or recording teachers or learners without their permission.

3.3.2 DISCIPLINARY ACTION: GRADE 3 TRANSGRESSIONS (possible actions)

- Discussion between parents and principal.
- Withdrawal from classes until discussion with parents.
- Can be prevented from taking part in sports or cultural activities.
- Zero for task or paper.
- Suspension (up to seven days)
- Involve the SAPS
- Removal from any position of authority.

3.4 GRADE 4

All grade 4 transgressions are directly referred to the principal or Governing Body. Transgressions are recorded electronically. Parents will be informed of the disciplinary hearing in writing. After this, the normal disciplinary procedure as set out by the South African Schools Act, will follow.

3.4.1 GRADE 4 TRANSGRESSION (Guidelines only)

- Repetition of grade 3 transgressions.
- Refusal to accept / or carry out reasonable punishment for grade 3 transgression.
- Possession of, or under the influence of/ and use of alcoholic beverages or narcotics on school grounds, while in school clothes or at any school related events.
- The selling or distribution of narcotics / drugs.
- Physical assault, or pointing fire-arm / knife at someone (or threatening someone with any object)
- Gang activities.
- False alarms or bomb threats.
- Conviction of a criminal offence.
- Sexual offences / deeds / pawing / exposure etc.
- Swearing at teacher / degrading teacher / victimising teacher or anyone in position of authority.
- Possession of dangerous weapons e.g. knives, guns, explosives, etc.
- Arson.
- Vandalism.
- Racism.
- Theft of school's/ learner's/ teacher's or any other person's property.
- Serious misconduct towards a teacher/ learner/ any other person. (e.g. verbal harassment)

3.4.2 DISCIPLINARY ACTION: GRADE 4 TRANSGRESSIONS (Possible punitive actions)

- In situations where the safety of learners/ teacher is in jeopardy, the learner will be sent home immediately.
- Formal Governing Body disciplinary hearing.
- Involve the SAPS.
- Suspension.
- Recommendation for permanent expulsion.
- Negotiation with principal.

Alternative examples of punitive measures or suspension of privileges for any level of transgression:

- Attending functions
- Attending or participation in Inter-Schools
- Formal dances and other functions
- Oscar evenings
- Sport: All matches
- Question and answer sessions with principal

- Camps
- Transferral to another class section / or academic support.
- Participation in Achievement Evening / Prizegiving
- Will not be allowed to attend the Matric farewell.
- Withdrawal of honorary colours and positions
- Not allowed to attend sports practices
- Not allowed to write examination in hall
- Abbreviated testimonial
- Not eligible for RCL (Second round) / class captain / sports captain / chairperson of societies / SCA group leader
- Job shadowing: non-participation

THIS DOCUMENT IS WRITTEN IN GOOD FAITH AND AS A PARTNERSHIP BETWEEN THE HOME AND THE SCHOOL WITH THE AIM OF ESTABLISHING A SCHOOL OF EXCELLENCE AT WHICH LEARNERS CAN REALISE THEIR FULL POTENTIAL. THE AIM OF THIS DOCUMENT IS TO CREATE A WELL-ORDERED STRUCTURE IN WHICH THE LEARNER AND EDUCATOR CAN FEEL SAFE AND HAPPY.

GOVERNING BODY
FEBRUARY 2018

THIS PAGE MUST BE SIGNED AND RETURNED TO THE SCHOOL.

Vredenburg High School has accepted a policy regarding learner activities, learner conduct and discipline. This policy is fully contained in the Code of Conduct which is applicable to all learners and which is legally binding. It is expected of all parents / guardians, learners and educators to study it thoroughly and to be conversant with the contents. Detailed information regarding the procedure which must be followed in the case of suspension and expulsion of learners is available at the school (according to the Government Gazette, 15 May 1998).

The Code of Conduct is the joint endeavour of the following parties: parents (Governing Body), learners (Representative Council of Learners) and educators. Please read the Code of Conduct together with your child(ren). Sign it and return this page to the school.

If there is anything which is not clear to you, please contact the Governing Body or the principal as soon as possible.

Parent / Guardian:

I have received and studied the Code of Conduct of Vredenburg High School. I undertake to ensure that my child abides by the rules of conduct of VHS and agree to give my full co-operation should he/she be disciplined.

.....
PARENT/GUARDIAN

.....
DATE

Learner:

I have received and studied the Code of Conduct of Vredenburg High School. I undertake to satisfy the requirements of the Code of Conduct.

.....
1. LEARNER

.....
DATE

.....
2. LEARNER

.....
DATE

.....
3. LEARNER

.....
DATE

ANNEXURE A

Vredenburg High School

Policy regarding the use of mobile phones, electronic devices and social media

1. INTRODUCTION

Vredenburg High School realizes that the school should adapt to the changing communication methods. The use of the mobile phone and other electronic devices and the increasing sophistication of devices, require the use of these devices to be formulated, controlled and monitored in and through the school. The purpose of this policy is to help safeguard and promote a safe, non-disruptive educational environment for effective teaching and learning, to maintain order and discipline, to prevent learners from negative actions which can harm themselves, fellow learners or the general value systems accepted by the school, and to achieve these goals within the law.

2. LEGAL BASE

The school grounded its policy on the following:

1. Given the need for school safety and the protection and well-being of individual learners, the authority of the school to search learners will be exercised in a way which will not violate an individual learner's right to privacy. Consequently, school officials are authorized to search a pupil's property without the parent's presence, with or without a parent's consent when there is a strong suspicion that he or she has violated a school rule, a policy or the law.
2. All school-related property is at all times subject to inspection. School-related property includes, but is not limited to computers, mobile phones and related or similar devices, as well as items used during or in the training of education-related programmes or activities. This policy also includes devices in private use, which are used on the school's property or any school-sponsored or school-related activity or function.
3. Before a private device is examined, the principal or his delegate who undertakes such a search, must have a reasonable suspicion that the learner has violated the law, school rule or school policy.
4. "Reasonable suspicion" can be created by first-hand eye-witness observation or reports, information from a usually trustworthy informant, and suspicious behaviour.

3. ACCEPTABLE USAGE

The following list, which is not exclusive, provides examples of practices which are deemed acceptable in terms of this policy:

1. The authorized and monitored use of handheld devices such as mobile phones and all other electronic devices to improve classroom learning with instructions by the teacher in the classroom.
2. Parent / guardian contact with children before and after school hours, and during breaks.
3. Locating of family members and friends arranging lift opportunities, etc. during the allowed time slot when these handheld devices may be switched on.
4. Re-arrangement of lift opportunities or extra-curricular activities - for example, in view of changed weather conditions, unforeseen delays or earlier than expected termination of activities, during the allowed time slot when these handheld devices may be switched on.
5. Improved/additional classroom notes, or e.g. recording a teacher's lesson or taking a picture of the board if authorized by the teacher beforehand. Taking pictures of own projects to show to parent (s) / guardian (s) so that they can become involved in group class activities.
6. Communication during an emergency situation, e.g. in order to reach the authorities or a medical provider.

4. UNACCEPTABLE USAGE

The following list, which is not exclusive, provides examples of practices deemed unacceptable as a result of this policy:

1. Disruption during academic time, e.g. by allowing cellphone calls or sending or receiving of SMS's during class, or updating/checking your status on different social media platforms during class time. Learners may use their cellphones / electronic devices before school until the first bell at 07:45. After that, mobile phones / electronic devices must be switched off until first break when calls / messages can be obtained outside the school building and corridors. In the remaining sessions, on either side of the second break, the same rule applies. Learners are free to use their cellphones after 14:15, Mondays to Fridays.
2. Theft, borrowing, using, breaking, damaging, hiding, removing or accessing the memory or storage capacity of a mobile phone or electronic device belonging to another person.
3. Sending false bomb or other threats to avoid or shorten class time or to disrupt tests or examinations.
4. The use of mobile phones to bypass examination rules or procedures.

5. Waarskuwings vir die teenwoordigheid/naderkoms van die skoolhoof, 'n onderwyser of ander dissiplinêre beampte.
6. Die gebruik van 'n selfoon in die verkoop of verspreiding of verkryging van dwelms of ander verbode of onwettige stowwe, die stuur van dreigemente, kuberboelie of teistering, ongewenste SMS'e/ander soortgelyke sosiale media, of die reëling of koördinering van antisosiale aktiwiteite.
7. Die neem/vertoning/verspreiding van onvanpaste foto's/grafiese materiaal (bv. seksueel/geweldadig van aard), die maak van video's van enige bakleiery.
8. Die provokasie van 'n onderwyser, en dan die gevolglike video-opname en verspreiding van sy reaksie.
9. Die speel van musiek deur middel van enige klankversterkingstoerusting. Musiek kan slegs geluister word deur oorfone en vir die individuele leerders se plesier tydens pouse of op bus.
10. Om materiaal of inligting wat deur die Hoërskool Vredenburg bepaal word as dreigend, lastig, onwettig, onweloweglik, lasterlik, onwettig of vyandig teenoor enige individu of entiteit; te publiseer, of te versprei op enige manier. Dit sluit in die verspreiding van gerugte en verkeerde inligting.
11. Die publisering, plaas, of verspreiding van materiaal of kommentaar wat inbreuk maak op die regte en privaatheid van Hoërskool Vredenburg of enige individu of entiteit. Dit sluit in persoonlike aanvalle of opmerkings wat 'n individu of groep ontwig.
12. Leerders wat kies om inhoud op webwerwe of ander vorms van aanlynmedia op te laai, moet verseker dat die inhoud nie sleg op die skool weerspieël nie en die naam van die skool nie in diskrediet bring nie.
13. Die neem van video's / foto's van onderwysers / leerders sonder hulle toestemming.

5. SELFONE EN ELEKTRONIESE TOESTELLE BY DIE SKOOL

Leerders word toegelaat om selfone skool toe te bring met dien verstande dat:

1. Die gebruik van selfone en elektroniese toestelle op skool is 'n voorreg wat verbeur kan word deur enige leerder wat nie by die skool se Gedragskode of die bepalings van hierdie beleid bly nie.
2. Leerders is persoonlik en alleen verantwoordelik vir die veiligheid van hul selfone en elektroniese toestelle. Nie die skool, die personeel of die onderwysdepartement sal verantwoordelikheid aanvaar vir diefstal, verlies of skade aan 'n selfoon of elektroniese toestel of enige ongemagtigde gebruik daarvan nie.
3. Daar sal geen gebruik van 'n selfoon of elektroniese toestel op enige wyse hoegenaamd gedurende klastyd of in klaskamers wees nie, behalwe waar sodanige gebruik spesifiek deur onderwysers vir opvoedkundige doeleindes as deel van die leerplanne en/of akademiese programme

goedgekeur word. Sodanige gebruik is volgens die uitsluitlike diskresie van die toesighouer wat verantwoordelik is vir die monitering, beheer en toesig oor sodanige gebruik.

4. Die gebruik van 'n selfoon of elektroniese toestel om ongemagtigde foto's of ongewenste, onwettige of pornografiese materiaal vas te lê of oor te dra, is streng op die skoolterrein, tydens skool geborgde of opvoedkundige aktiwiteite of uitstappies verbied, of tydens reis na en van die skool, behalwe waar sodanige gebruik spesifiek deur onderwysers gemagtig is. Sodanige magtiging sal normaalweg slegs verleen word vir regmatige, breë opvoedkundige doeleindes as deel van leerplanne en / of akademiese, sport-, kulturele of diensprogramme. Sodanige gebruik sal toegelaat word na die uitsluitlike diskresie van die toesighoudende onderwyser wat verantwoordelik sal wees vir die monitering, beheer en toesig oor sodanige gebruik.
5. Gebruik vir ander doeleindes as dié wat hierbo gelys word (bv. om leerder se ouers te kontak, vervoerreëlings te herskeduleer, ens.) kan deur 'n onderwyser toegestaan word.
6. Die gebruik van selfone of elektroniese toestelle voor die skooldag of na afloop daarvan sal nie deur die skool beheer word nie, met dien verstande dat geen bepalinge van die skool se gedragskodes gebreek word nie en geen aksies waarna in punt 4 (1) verwys word nie (subpunte 4.1 tot 4.12 ingesluit).

6. EIENAARSKAP EN PRIVAATHEID

1. Ten einde die welsyn en veiligheid van almal wat deel is van die skool te bestuur en die integriteit van die skoolstelsel te handhaaf, behou die skool die reg om te kyk na die gebruik en inhoud (insluitend deur ewekansige monitering) van enige lêers, boodskappe, prente, beelde of soortgelyke wat geskep, ontvang, gestoor, oorgedra, gekyk, gelees, gestuur of ontvang is met behulp van 'n selfoon of ander toestel teenwoordig op skool aande, by 'n skool of skoolgeborgde funksie of aktiwiteit, of op pad skool toe ongeag of die toestel by 'n skool funksie gebruik is, of nie.
2. Toegang tot die wêreldwye web, e-pos dienste, die internet en skoolbedieners by hierdie skool word intern gefilter en bestuur. Kommunikasie via e-pos op die skoolstelsel kan dus nie as privaat beskou word nie en dieselfde voorwaardes geld vir boodskappe, data of beelde op enige selfoon of soortgelyke toestel wat op of naby die skoolterrein gebring is, gevind of gebruik word. By / of tydens skool of by 'n skool of skoolgeborgde funksie of aktiwiteit.
3. Dit is 'n voorwaarde vir die gebruik van die toestemming wat ingevolge hierdie beleid verleen word, dat die skool die reg het om die e-pos of rekening en toerusting, insluitende selfone en soortgelyke toestelle, asook sosiale netwerkdomene soos Facebook en Twitter van enige gebruiker wat

na die mening van die prinsipaal of sy afgevaardigde, watter mening gegrond sal wees op redelike vermoede en / of eerstehandse ooggetuie verslae, wat die reëls of die gees van hierdie beleid oortree.

4. Indien enige deel van hierdie voorskrifte deur 'n leerling of ander persoon oortree word, skool toe gebring of tydens 'n skoolgeborgde aktiwiteit gebruik word, of wat deur 'n leerling by die skool of skoolgeborgde aktiwiteit in besit is, kan die volgende sanksies toegepas word:
 - 4.1 Enige personeellid wat 'n leerder sien wat 'n selfoon gebruik, in stryd met die spesifikasies van hierdie kode, sal die toestel konfiskeer en dit vir bewaring inlewer. Datum, tyd, naam van leerder, naam van onderwyser wat die toestel gekonfiskeer het, naam van die eienaar van die selfoon en rede vir die konfiskering moet aangeteken word. Besonderhede van bewyse van onvanpaste inhoud moet by die Adjunkhoof aangemeld word.
 - 4.2 As dit vermoed word, op grond van redelike gronde, eerstehandse ooggetuieverslae of duidelike bewys dat iemand 'n selfoon gebruik in stryd met enige van artikels 4.3 tot 4.12 en 5.3 van hierdie kode, sal van diegene wat gemagtig is deur die Hoof, verwag word om in te gryp en die inhoud van die toestel te inspekteer om te bepaal of dit gebruik is of gebruik word vir 'n doel wat strydig met skoolbeleid is.
 - 4.3 Indien sodanige getuienis gevind word, moet dit by die Adjunkhoof aangemeld word, wat die aangeleentheid verder kan neem deur middel van 'n interne dissiplinêre proses of deur dit aan ander owerhede, insluitende die Skoolbeheerliggaam, die skoolberader, 'n maatskaplike werker, die Onderwysdepartement of die Polisie oor te gee.

BYLAE B

Hoërskool Vredenburg

Beleid op Akkommodering van Godsdienstige- en Kulturele regte

1. INLEIDING

Die VHS Beleid op Akkommodering van Godsdienstige- en Kulturele regte poog om 'n raamwerk daar te stel waarbinne mense met verskillende oortuigings in verdraagsaamheid saam kan lewe binne die skoolkonteks.

Hierdie beleid is onderhewig aan die bepalings van die Suid- Afrikaanse Skolewet (Wet 84 van 1996), soos gewysig en Provinsiale Regulasies vir sover dit bindend op die skool is.

In hierdie dokument, tensy anders bepaal of uit die samehang anders blyk, het woorde en uitdrukkings dieselfde betekenis as in die Suid-Afrikaanse Skolewet.

2. UITGANGSPUNT EN BASIS

Die uitgangspunt en basis van hierdie beleid is dat volle effek gegee moet word aan al die fundamentele regte ten aansien van godsdienstige en kulturele oortuigings van leerders in onderwys verband soos in die algemeen erken in die Handves van Regte in hoofstuk 2 van die Grondwet van Suid-Afrika.

Hierdie regte mag egter ook nie uitgeoefen word op 'n wyse wat met enige bepalings van die Handves van Regte onbestaanbaar is nie.

Sonder om die algemeenheid van die Grondwet te beperk, is dit die uitgangspunt van hierdie beleid dat die beste belange in onderwys verband van die leerders van die skool gedien moet word en dat daar nie op enige arbitrêre grond onbillik of onregverdig teen enige leerders gediskrimineer mag word nie.

3. BELEIDSTANDPUNTE

'n Beleid van godsdienstvryheid word gevolg by VHS en ruimte word geskep vir die diversiteit wat daar in die skoolgemeenskap bestaan.

Geen leerder sal gedwing word om aan enige aktiwiteit deel te neem wat in stryd is met sy/haar geloofsoortuiging nie.

In die algemeen neem die Beheerliggaam en elke opvoeder by die skool redelike stappe om leerders in te lig oor die belangrikheid van respek vir en verdraagsaamheid teenoor verskillende godsdienstige en kulturele groeperings in 'n diverse gemeenskap.

Hierdie dokument maak nie inbreuk op die skool en die Beheerliggaam se reg om 'n beleid te bepaal oor godsdiensoefening by die skool nie, solank lg. in

pas is met die Grondwet en die Skolewet. Godsdienstbeoefening sal geskied volgens die reëls van die skool en sal billik, vry en vrywillig wees.

Die skoolhoof lewer jaarliks aan die Beheerliggaam verslag oor godsdienstige en kulturele aangeleenthede by die skool en tendense in hierdie verband, waarvan die Beheerliggaam kennis behoort te dra en stappe neem, soos nodig.

4. AKKOMMODASIE VAN GODSDIENSTIGE OF KULTURELE REGTE

Indien enige van die leerders beweer dat sy/haar godsdienstige of kulturele waardes of oortuigings in stryd is met enige reël soos vervat in die VHS Gedragskode, skoolreëls of enige skoolaktiwiteit, sal gepoog word om so ver moontlik die leerder te akkommodeer, onderworpe aan die volgende vereistes:

1. In alle gevalle moet die leerder formeel 'n versoek by die bestuurspan van die skool indien vir 'n wysiging/kwytskelding/alternatiewe akkommodering van die spesifieke reël en/of aktiwiteit wat volgens bewering inbreuk maak op sy/haar godsdienstige/kulturele regte.
2. Hierdie aansoek moet op skrif wees en moet die spesifieke aktiwiteit/reël(s) wat volgens bewering aanstoot aan die leerder se godsdienstige/kulturele regte gee, soos vervat in die Grondwet van Suid-Afrika, aandui.
3. Hierdie aansoek moet insluit: 'n redelike interpretasie van die godsdienstige/kulturele regte wat volgens bewering geskend word en waaroor die leerder kwyt skelding, wysiging of redelike akkommodasie versoek; bewys dat die leerder aan die spesifieke godsdienst/kultuurgroep behoort en dat die praktyke, reëls en verpligtinge wat volgens bewering in konflik met die skool se gedragskode of aktiwiteit is, sy ware oortuigings en verpligtinge is.
4. Die godsdienstige/kulturele reël, gedrag of praktyk moet regmatig en wettig wees.
5. Die Bestuurspan moet die aansoek na die Beheerliggaam verwys en, indien die meerderheid van die Beheerliggaam oortuig is dat die aansoek geregverdig is in terme van die grondwetlike beginsels, die aansoek toestaan met die veranderde reëls/regulasies/reëlins soos voorgestel deur die leerder of soos redelikerwys bepaal deur die Beheerliggaam.
6. Afhange van die aard van die versoek, mag die leerder en sy/haar ouers geleentheid gegee word om 'n Beheerliggaamvergadering by te woon waar die aangeleentheid bespreek word om sodoende 'n gesamentlike oplossing te fasiliteer.
7. Professionele advies mag ingewin word deur die Beheerliggaam wat insluit raad oor die spesifieke geloofs- of kulturele oortuigings en praktyke, asook regsadvies.
8. Die Beheerliggaam sal elke saak op meriete ondersoek en in samewerking met die leerder en ouer poog om 'n wysiging/kwytskelding/alternatief redelikerwys te voorsien. Die belange van die skool, die betrokke leerder en die skoolgemeenskap moet oorweeg word.

9. Die alternatiewe reëlings sal, onder andere, in ag neem hoeveel mense geraak word, wetlike aspekte, of daar enige kostes betrokke is, en praktiese uitvoerbaarheid om die redelikheid daarvan te bepaal.
10. Die afwyking/kwytskelding van 'n skoolreël moet die omvang van die vrystelling van die normale reël spesifiseer en moet die gedrag wat toegelaat sal word, duidelik identifiseer en omskryf.
11. In geval van 'n skoolaktiwiteite sal VHS poog om inklusief te wees en om deelname van alle leerders te bevorder. Indien 'n aktiwiteit van so 'n aard is dat 'n leerder as gevolg van godsdienstige of kulturele oortuigings van 'n aktiwiteit uitgesluit word en daarteen beswaar aanteken, moet daar gepoog word om 'n redelike alternatief daar te stel.
12. Die plig om 'n redelike akkommodasie van 'n geloofs- of kulturele oortuiging in plek te stel is hoër indien afdwinging van enige bestaande reël of voorgeskrewe aktiwiteit die leerder se akademiese prestasie en assessering negatief sal beïnvloed.
13. Indien die aktiwiteit 'n voorskrif van die Onderwysdepartement is en nie deur die skool aangepas kan word nie, moet die saak na die Provinsiale Onderwysdepartement vir 'n moontlike oplossing verwys word.
14. Die besluit van die Beheerliggaam sal skriftelik, met redes, aan die leerder verskaf word.
15. Die skoolhoof moet toesien dat elke opvoeder by VHS gehoor gee aan die besluit van die Beheerliggaam en dit implementeer.
16. Geen leerder mag geviktimiseer word omdat hy/sy/ouers 'n versoek soos hierbo uiteengesit aan die Beheerliggaam gerig het of omdat kwytskelding/wysigings/alternatiewe aan hom/haar verskaf word nie.
17. Sou die Beheerliggaam die versoek afwys of 'n opvoeder nalaat om gehoor te gee, mag die leerder/ouers die aangeleentheid verwys na die Provinsiale Onderwys Departement.