

CODE OF CONDUCT VHS



2025

VHS

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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 the cooperation and involvement of parents, learners, and educators/facilitators, 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 and honesty*

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 and Caring*

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 *Dedication and positive attitude*

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

1.5.4 *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 content 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 positions 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 textbooks, 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 the 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 caregiver 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 attends school looking neat and well cared for.
- 1.7.3.12 compensate the 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 cooperation 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 It is the responsibility of the parents/guardians to ensure that bus tickets are purchased timeously.
- 2.1.5 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. The door next to the main entrance may not be used by learners at the start and end of the school day.
- 2.2.1.2 During normal school hours learners may use the main gate only as access to the school grounds.
- 2.2.1.3 The small gate (school street) will be opened for 10 min after the bell goes at the end of the school day.

2.2.1.3-2.2.1.4 No learner may climb over the fence/wall/gate to gain access to any sport facility at any time. Such action will lead to disciplinary action.

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 and worker's cloakrooms.
- 2.2.2.5 Staff and bus parking area.
- 2.2.2.6 All sports fields during school hours, excluding break times
- 2.2.2.7 The area between the main building and the prefab classroom.
- 2.2.2.7-2.2.2.8 Unsupervised in classrooms at any time.

2.2.3 **Conduct**

- 2.2.3.1 No playing with balls in quads.
- 2.2.3.2 No contact with people outside the school grounds during breaks. Nothing may be passed over / through the fence. Learners may not cross the grey line next to the fence.
- 2.2.3.3 Cloakrooms according to grade and gender may only be used as indicated.
- 2.2.3.4 Cloakrooms may only be used before school and during breaks. The use of cloakrooms during class periods must be with the permission of a teacher and accompanied with a permission card issued by the teacher.
- 2.2.3.5 No physical contact between learners. This includes any romantic activities i.e., holding hands, kissing, etc
- 2.2.3.6 No skates/skateboards or similar equipment may be used on the school grounds.
- 2.2.3.7 No language usage which falls outside the boundaries of good manners, respect and politeness as is expected in a professional environment. This includes, but is not limited to: curse words, derogatory language, language ridiculing others or words which may offend.
- 2.2.3.8 No vandalism of school or any individual's property or littering.
- 2.2.3.9 No unauthorized fiddling with doors, windows, light switches or any other school equipment. Any damage due to interference will be dealt with under the disciplinary process
- 2.2.3.10 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 without the permission of an educator and if not in possession of a valid hall pass.

2.4 Assemblies

- 2.4.1 All learners must attend the allocated assemblies, except if arranged otherwise by parents (for religious or medical reasons).
- 2.4.2 Learners should be quiet and respectful during assemblies.

- 2.4.3 Learners should show respect during the singing of the school and national anthems.
- 2.4.4 No rowdy shouting, whistling, noise or inappropriate remarks – clapping of hands as applause only.
- 2.4.5 Wearing of school blazers or school rain jackets are 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 immediate correction before allowing the learner back in class. Refusal to cooperate will lead to appropriate disciplinary steps.

2.5.1 BOYS

- 2.5.1.1 Grey long pants/grey short pants with black, brown or grey belt (no flashy buckles).
- 2.5.1.2 Pants must be worn at regular hip height and must be worn at the appropriate length for men's wear.
- 2.5.1.3 Long pants must be stitched neatly and no zips are allowed in the pants' legs.
- 2.5.1.4 No underwear may be visible.
- 2.5.1.5 White school shirt (with button-up collar) with school tie. Shirts 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 laced 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 White school shirt, grey long pants and school tie (winter and summer).
- 2.5.2.3 Grey long pants must be worn at regular hip height and must be worn at the appropriate length.
- 2.5.2.4 School dress must be of an appropriate length. Dresses may not be shorter than 4 fingers above the knee, when standing, and may not be longer than 4 fingers below the knee while standing.
- 2.5.2.5 No underwear may be visible or show-through.
- 2.5.2.6 No coloured/patterned T-shirts may show through or be visible.
- 2.5.2.7 White ankle-length socks worn with a school dress and grey socks worn with long pants.
- 2.5.2.8 Long, black stockings worn with dress in winter.

- 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 and approved in terms of Schedule B.

2.5.3 GENERAL

2.5.3.1 Dress Code

- a) Blue school jersey and pull-over is optional.
- b) Blue school blazer and rain jacket are optional, but compulsory on Mondays and during the winter.
- c) Only school beanies and school scarves may be worn. Beanies may not be worn inside the school building.
- d) No scarves or beanies may be worn during summer.
- e) Only cobalt blue/navy blue/black un-patterned gloves may be worn in winter.
- 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.
- i) When in civilian wear on the school premises or at school functions, learners must be dressed age-appropriate and not revealing. (no crop tops, revealing necklines, see-through or skin-tight clothing or dresses/shorts that are too short or show any underwear)

2.5.3.2 School bags

- a) Only navy, blue or black, plain bags (no pictures or writing).
- b) No writing (pen or tippex) on the bag.

2.5.3.3 Matric Jacket / Jersey

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

2.5.3.4 First Team Wear

Must be worn only as determined and announced by principal.

2.5.3.5 **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.

2.5.3.6 **Lapel bars / badges**

Only school-approved lapel badges and bars are allowed.

2.5.3.7 **Jewellery**

GIRLS

The only permissible jewellery is a wristwatch 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 gemstones.
- NO body jewellery allowed (nose rings/studs, brow piercings, tongue piercings, etc).

BOYS

The only jewellery allowed is a wristwatch.

2.5.3.8 **Make-up**

No make-up may be worn with any official school wear. No false eyelashes or lash extensions are allowed.

2.5.3.10 **Nails**

- Short and clean (looking from the side of the palm at the hand, nails may not be visible).
- No nail polish.
- No artificial/acrylic/gel nails allowed.

2.5.3.11 **Hair**

GIRLS

- a) Hair must be neat and clean at all times.
- b) No hair colouring allowed including highlights.
- c) Hair which hangs over the collar must be fastened.
- d) All forms of hair accessories must fit in with the uniform of the school: only white, blue, red (black for honorary colours) and may not be decorated
- e) Hair must be fastened neatly and no messy up-do's allowed.

- 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 due to religious orientation may only be worn after obtaining permission from the governing body in terms of Schedule B.
- h) Braids may only be worn in a colour that matches the natural hair colour of the individual. The braids may not hang loose but must be neatly fastened. No side strands are allowed to hang loose

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. Similarly, all curled hair must meet the length requirements when pulled/combed down.
- m) Dreadlocks due to religious orientation may only be worn after obtaining permission from the governing body in terms of Schedule B.
- n) No patterns may be shaved in hair – only one shaved-in line as a parting is acceptable.
- o) Hair may be braided with the provision that it falls within the length restrictions, is neat, does not expose the scalp and does not constitute a stringy hairstyle. No ponytail allowed when fastened.
- p) No mohawks, mullets, steps, undercuts, man buns and ponytails are allowed.
- q) Side-whiskers may only stretch to the middle of the ear (ear-button).
- r) Boys must be clean-shaven (beard and whiskers) while wearing any school uniform and at any school function.
- s) No coloured hair is allowed; this includes highlights
- t) No patterns may be shaved in eyebrows.

2.6 Sport / Extra-mural Activities / School functions

- 2.6.1 All learners participating in sport activities are required to arrive at the sporting event, or embark on the busses, fully dressed in school uniform or school sports wear (track suits) when authorised by the coaches/ principal. The same will apply after participation or on the return bus trips.
- 2.6.2 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.

- 2.6.3 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.
- 2.6.4 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.
- 2.6.5 No school facilities are available for sport on Sundays.
- 2.6.6 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.
- 2.6.7 All red card rulings will be handled by the principal.
- 2.6.8 No learner spectators are allowed at sports practices and rehearsals. Learners who make use of the bus service and do not partake in practices/rehearsals must make use of the early busses.

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 registered teacher during the register period. Alternatively, parents/guardians can direct an email to the school indicating the reason for absenteeism and make arrangements for class and homework.
- 2.8.2 Permission to leave the school grounds 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 of any

absenteeism. 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 Learners are required to hand back all completed forms to the school as requested from time to time. Failure to adhere to such requests may lead to disciplinary action.

2.9.4 Books

- 2.9.4.1 Learners must cover all their textbooks with a thick plastic covering. (No contact may be used)
- 2.9.4.2 If a textbook 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.
- 2.9.4.3 The ownership stamp in the textbook must be completed in full.
- 2.9.4.4 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 school grounds.
- 2.10.2 A motor vehicle or motorcycle driven by a learner/parent may never expose other learners on the school grounds, or other learners and members of the public near the school grounds, to danger or harm.
- 2.10.3 Only motorcycles may be parked on the school grounds (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 or on the school grounds, no matter how slowly.

2.11 Prohibited substances/items

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

- 2.11.1 Any form of tobacco/hookah or e-cigarettes/vapes.
- 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 Self-defence sprays
- 2.11.10 Explosives / flammable items / flammable substances.
- 2.11.11 Sharp objects, sharp-pointed scissors.
- 2.11.12 Any weapons / arms or objects that can be used as weapons.

If a learner, at any stage, is guilty of undesirable behaviour or there is a reasonable suspicion that the learner is under the influence or in the possession of prohibited substances or objects, 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 concerning cellphones, electronic devices and social media – Schedule 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 school grounds 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

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

2.14.12.14.2 Parents are required to ensure that learners' work remains up to date and that all assignments are completed and handed in timeously.

2.14.22.14.3 If a learner is absent for any reason, the learner must obtain the missed work and complete all class and homework assignments.

2.14.32.14.4 Should a learner be absent without a valid reason, the school will not be responsible for sending academic work to the learner. It will be the learner's responsibility to obtain the information from fellow students or teachers to keep work up to date.

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 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 stipulated in the above paragraphs, will result in the learner receiving zero for the test or examination subject involved.
- 2.15.6 Examination adjustment requests can only be considered when overlapping with other activities occurs.
- 2.15.7 Cell phones and multi-purpose watches (smart) are not allowed and learners may not be in possession of it during examinations/tests. Being in possession of these devices during any examination will be deemed as an act of dishonesty and the learner will be charged accordingly. The electronic devices must be stored in the learner's school bag during the examination/test.

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. This includes roughhousing.

- 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 – Schedule B

2.18 Personal Possessions

- 2.18.1 The school is not responsible for any item that belongs to a learner; therefore, valuable articles are brought to school at the learners' and the parents'/guardians', own risk.
- 2.18.2 Please ensure that all personal items (i.e. clothing, stationary, etc) are marked.
- 2.18.3 Any person who suffers loss may institute the appropriate available legal action against the responsible individual to claim restitution

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 is associated with the school and who at any time or place, discredits the name of the school, may face disciplinary action.

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.

Individuals/Collectives involved:

The following individuals/collectives may be involved in the disciplinary process:

- Class captains
- RCL
- Educators / Coaches
- Guardian teachers / Heads of Department
- Head of Discipline and Security
- Deputy Principals
- Principal
- Disciplinary Committee
- School Governing Body
- WCED
- SAPS

The process aims 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 sanctions for offences are suggestions only, and the school and governing body may use their discretion to deviate from them, if necessary.

Infringements may vary in grade of transgression depending on the mitigating or aggravating circumstances.

Where suspension is indicated as a sanction, it will be the decision of the governing body and the sanction will be imposed by the delegated school staff member. The learner and his/her parents/guardians will be responsible for keeping all academic work up to date during the imposed suspension.

According to a decision taken on 23 March 2011, permission to negotiate with the parent(s) / guardian(s) regarding sanctions is granted to the principal or his delegate by the chairperson of the SGB. Should the learner's transgression warrant a disciplinary hearing and if parents wish to implement the sanction immediately, the parents can negotiate with the principal/deputy principal/head of discipline and conclude the case. A letter, signed by the chairperson of the SGB and the parent/guardian will stipulate the sanction agreed upon. The agreement is concluded between the SGB and the parent.

3A SASPAC POINTS

The school makes use of SASPAC Global to manage learner information. The system allows for the recording of learner behaviour and allocates positive and negative points for learner conduct.

Parents/guardians can access this system at <http://102.140.114.60:82/>. (Follow the on-page instructions to obtain login)

SASPAC points will be allocated to learners for both positive and negative actions. Positive points will be allocated for exemplary actions and negative points for actions that constitute transgressions of the Code of Conduct.

Positive points will be allocated at the sole discretion of the teachers and school management. Positive points can cancel out negative points for Grade 1 transgressions but cannot be applied against points allocated for more serious offences.

When a learner accumulates substantial negative points, disciplinary procedures will be taken against the learner.

The procedure to follow for accumulated SASPAC points is as follows:

100 points	- Detention
200 points	- Detention
300 points	- Guardian teacher contacts parent/guardian - SNA1 must be filled in. - School counsellor may have session(s) with learner - 3 Day Suspension (classified under Grade 3 transgressions)
400 points	- Detention
500 points	- 5 Day Suspension (classified under Grade 3 transgressions)
600 points	- Detention
700 points	- 7 Day Suspension and Written warning (classified under Grade 3 transgressions)
800 points	- Formal disciplinary hearing (classified under Grade 4 transgressions)

3.1 GRADE 1

Grade one offences are handled by the class teacher/subject teacher/coach/RCL/class captain. SASPAC points are given. Contact parents. (SMS) 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 the quad.
- Unacceptable appearance (uniform, hair, etc).
- 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 the pavilion during matches / singing of inappropriate songs / making a ruckus.
- Entering prohibited areas.
- Making a mess in cloakrooms.
- Being a bystander where prohibited items are present or being used (smoking, vaping, consuming liquor, etc.)
- Dishonesty / Lies
- Play music on a boom box or cell phone causing disruption on school grounds (including during break time).
- Failure to hand in parent-completed administrative forms timeously.

3.1.2 DISCIPLINARY ACTIONS FOR GRADE 1 OFFENCES (possible punishments)

- SASPAC points allocated.
- May be asked to leave class/sports grounds/pavilion/school activity. When offending on a bus, may not be allowed on a bus again.
- Assignment not handed in on time, refer to assessment policy.
- Removal of / confiscating prohibited items which will then be retained for the remainder of the week. If weapons are confiscated, the parents/guardians will be contacted to collect the items. Illegal substances confiscated will be handed in with SAPS in accordance to the provision of the Schools Act and the Criminal Procedure Act.
- Make-up must be removed / beard and whiskers must be shaved / nail polish must immediately be removed. This will be facilitated by the

teachers/guardians/Head of discipline. If the learner refuses, the parent/guardian will be contacted to collect the learner from school until rectification has been done.

- The learner must correct appearance/school uniform within a stipulated period, (as determined by the grade guardian/deputy principal/principal / Head of discipline). Failure to rectify will lead to the parent being requested to collect the learner from school to rectify the appearance before the learner will be allowed back in 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 or guardian teacher.
- Repetition of grade 1 offences will result in parent(s) or guardian(s) being contacted and may lead to the transgression being classified as a Grade 2 transgression.

3.2 GRADE 2

These transgressions will be dealt with by the grade guardian or Head of Discipline.

School Assessment Irregularity Committee (SAIC) handles dishonesty in academic work.

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 when applicable.

A repetition of a grade 2 transgression will result in a 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.
- Serious and repeated behavioural problems / in any area.
- Swearing.
- Unacceptable behaviour during functions.
- Unacceptable displays of physical contact on school grounds.
- Unacceptable behaviour during extra-mural activities
- Challenging authority.
- Refusal to hand over cellular phone/any prohibited item when caught while using it unacceptably.
- Lying when being questioned.
- Leaving school without permission (e.g. cutting classes)
- In possession of cigarettes/tobacco/lighters/matches/vapes at school grounds / at any school activity.
- Smoking or vaping on school grounds / or outside school in school uniform / in civilian clothes at school functions.
- Dishonesty in examinations/tests/forging documents/plagiarism. – SAIC to handle these matters
- Vandalism.
- Any action that causes damage to school property.
- Climbing over walls, fences or gates to access school grounds without supervision

3.2.2 DISCIPLINARY ACTION: GRADE 2 TRANSGRESSIONS (possible actions)

- Grade guardian/Head of Discipline must contact the 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.
- Confiscation of illegal items. (Cigarettes and vapes will not be handed back to learners or parents since the use of these items by minors are illegal)
- Cell phones will be confiscated when visible or go off in class. The parent/guardian will have to personally collect the device
- Compensation for damages.

- Removal from all leadership positions: RCL, class captain, sports captain, etc.
- Referral to a pre-approved external counselling institution for mandatory counselling and behavioural assessment.
- SASPAC points are given.

3.3 GRADE 3

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

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 when applicable.

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.
- SASPAC negative points exceeding -300 and/or -500 and/or -700
- Providing/distributing 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, attacks on an individual's dignity and freedoms, etc).
- Negative comments on social networks about the school, teachers and learners. Any comment or action that reflects negatively on the school.
- Any form of victimization, fighting, bullying and intimidation.
- Cyber-bullying
- In possession of pornography or vulgar drawings or content 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.
- Provoking or inciting a fight (verbal or physical)
- 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 and distributing such footage on any platform.

- Fighting on the school grounds or in school uniform. (slapping, hair-pulling, etc)

3.3.2 DISCIPLINARY ACTION: GRADE 3 TRANSGRESSIONS (possible actions)

- Discussion between parents and deputy principal/head of discipline.
- 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 SAPS in case of actions that can be considered a criminal offence.
- Removal from any position of authority.
- Referral to a pre-approved external counselling institution for mandatory counselling and behavioural assessment.

3.4 GRADE 4

All grade 4 transgressions are directly referred to the Head of Discipline, deputy principal, principal or Governing Body.

Transgressions are recorded electronically. Parents will be informed of the disciplinary hearing in writing if applicable. 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.
- SASPAC negative points exceeding -800
- Possession of, or under the influence of/ and use of alcoholic beverages or drugs on school grounds, while in school clothes or at any school-related events. Formal disciplinary charges will take effect after the application of the Drug Policy of VHS. (Schedule C)
- The selling or distribution of liquor/drugs.
- Serious physical assault, or pointing a weapon/object that can cause bodily harm. (or threatening someone with any object)
- Gang activities as stipulated in the Prevention of Organised Crime Act.
- False alarms or bomb threats.
- Conviction of a criminal offence.
- Sexual offences/deeds/pawing/exposure etc. This includes sexual harassment either verbally or physically.
- Swearing at teacher / degrading teacher / victimising teacher or anyone in a 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)

- When the transgression is classified as serious misconduct in terms of the Regulation, the learner will be immediately suspended as a precautionary measure, pending the disciplinary hearing.
- Formal Governing Body disciplinary hearing.
- Involve SAPS in case of actions that can be considered a criminal offence.
- Suspension (up to 7 days).
- Referral to a pre-approved external counselling institution for mandatory counselling and behavioural assessment.
- Final warning as a sanction or in conjunction with another sanction
- Recommendation to the Head of Department for permanent expulsion of the learner.

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

- Attending functions
- Attending or participating in Inter-Schools
- Formal dances and other functions
- 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 examinations in the 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 TO ESTABLISH A SCHOOL OF EXCELLENCE AT WHICH LEARNERS CAN REALISE THEIR FULL POTENTIAL. THIS DOCUMENT AIMS TO CREATE A WELL-ORDERED STRUCTURE IN WHICH THE LEARNER AND EDUCATOR CAN FEEL SAFE AND HAPPY.

GOVERNING BODY
FEBRUARY 2025

SCHEDULE A: 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 cell phone calls, sending and receiving SMS's during class, or updating/checking your status on different social media platforms during class time. Learners may use their cell phones / electronic devices before school until the first bell at 07:45. After that, mobile phones / electronic devices must be switched off until break time when calls/messages can be obtained outside the school building and corridors. In the remaining sessions, the same rule applies. Learners are free to use their cell phones 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. Warnings for the presence/approach of the principal, a teacher or other disciplinary officer.

6. Using a mobile phone in the sale or distribution or acquisition of drugs or other prohibited or illegal substances, sending threats, cyber-bullying or harassment, unwanted SMSs/other similar social media, or the arrangement or coordination of antisocial activities.
7. The taking/display/distribution of inappropriate photographs/graphic material (e.g. sexual/violent in nature), making videos of any fighting.
8. The provocation of a teacher, and then the resulting video recording and dissemination of his response.
9. Playing music through any sound-amplification equipment. Music can only be listened to by headphones and for the individual learners' pleasures during break or on bus.
10. To provide material or information determined by Vredenburg High School as threatening, burdensome, illegal, obscene, defamatory, illegal or hostile to any individual or entity; publish or distribute in any way. This includes spreading rumours and misinformation.
11. The publishing, posting, or distribution of materials or comments that infringe on the rights and privacy of Vredenburg High School or any individual or entity. These include personal attacks or comments that disrupt an individual or group.
12. Learners who choose to load content on websites or other forms of online media must ensure that the content does not reflect badly on the school and does not bring the name of the school into disrepute.
13. Taking videos/photos of teachers/learners without their consent.

5. CELL PHONES AND ELECTRONIC DEVICES AT SCHOOL

Learners are allowed to bring cell phones to school provided that:

1. The use of cell phones and electronic devices at school is a privilege that can be forfeited by any learner who does not adhere the school's Code of Conduct or the provisions of this policy.
2. Learners are personally and solely responsible for the safety of their mobile phones and electronic devices. Neither the school, the staff nor the education department will accept responsibility for theft, loss or damage to a mobile phone or electronic device or any unauthorized use thereof.
3. There will be no use of a mobile phone or electronic device in any way whatsoever during class time or in classrooms, except where such use is specifically approved by teachers for educational purposes as part of the examination plans and/or academic programs. Such use is at the sole discretion of the supervisor responsible for monitoring, controlling and supervising such use. No authorisation can be granted for any use that is in contravention with any part of the code of conduct.
4. The use of a mobile phone or electronic device to capture or transfer unauthorized photographs or unwanted, illegal or pornographic material is strictly prohibited on the school grounds, prohibited during school, sponsored

or educational activities or excursions, travels to and from school, except where such use is specifically authorized by teachers. Such authorization will normally only be granted for investigative, legitimate, broad educational purposes as part of learning plans and/or academic, sport, cultural or service programs. Such use shall be permitted at the sole discretion of the supervisory teacher who will be responsible for monitoring, controlling and overseeing such use.

5. Use for purposes other than those listed above (e.g. contacting learner's parents, rescheduling transport arrangements, etc.) and is granted by a teacher.
6. The use of mobile phones or electronic devices before the school day or after it will not be controlled by the school, provided that no provisions of the school's codes of conduct are broken and no actions referred to in point 4 (1) (including subpoints 4.1 to 4.12).

6. OWNERSHIP AND PRIVACY

1. In order to manage the welfare and safety of all those who are part of the school and to maintain the integrity of the school system, the school reserves the right to look at the use and content (including through random monitoring) of any files, messages, pictures, images or similar that were created, received, stored, watched, read, sent or received using a mobile phone or other device present on school property, at a school or school-sponsored function or activity, or on the way to school.
2. Access to the worldwide web, email services, the internet and school servers at this school is internally filtered and managed. Communication via email on the school system can therefore not be considered private and the same conditions apply to messages, data or images found or used on any mobile phone or similar device brought on or near the school grounds. At/or during school or at a school or school-sponsored function or activity.
3. It is a condition for using the consent granted under this policy, that the school has the right to use the email or account and equipment, including mobile phones and similar devices, as well as social networking domains such as Facebook and Twitter of any user who, in the opinion of the principal or his delegate, will be based on reasonable suspicion and/or first-hand eyewitness reports, who may have the rules or the spirit of this policy.
4. If any part of these directives is breached by a pupil or other person, brought to school or used during a school-sponsored activity, or which is owned by a pupil at the school or school-sponsored activity, the following sanctions may be applied:
 - 4.1. Any staff member who sees a learner using a mobile phone in contradiction with the specifications of this code will confiscate the device and deliver it for custody. Date, time, name of learner, name of teacher who confiscated the device, name of the owner of the cell

phone and reason for the confiscation must be recorded. Details of evidence of inappropriate content should be reported to the Head of Discipline.

- 4.2. If suspected, based on reasonable grounds, first-hand eyewitness reports or clear proof that someone uses a mobile phone in contradiction of any of articles 4.3 to 4.12 and 5.3 of this code, the persons authorized by the Principal will be required to intervene and inspect the contents of the device to determine whether it was used for a purpose inconsistent with school policy.
- 4.3. If such evidence is found, it must be reported to the Deputy Principal, who may take the matter further by surrendering an internal disciplinary process or by passing it to other authorities, including the School Governing Body, the school counsellor, a social worker, the Education Department or the Police.

7. USE OF PICTURES/VIDEOS AND OTHER FOOTAGE BY THE SCHOOL

- 7.1 At times the school will take pictures, videos or other media footage to be used on the school's website, Facebook page or other social media platforms. This is used for marketing purposes and to celebrate the achievements of learners.
- 7.2 The school undertakes to only use footage that creates a positive and uplifting image of the school and learners.
- 7.3 By enrolling learners and accepting the code of conduct, parents/guardians grant silent acceptance and permission for the school to publish media that falls within the ambit of 7.1.
- 7.4 Should a parent/guardian wish to revoke this permission, the school needs to be informed in writing of the revoked permission. The date on which the written notice is received, will be considered the date of revoked permission and will be effective from that day onwards.

SCHEDULE B : POLICY ON ACCOMMODATION OF RELIGIOUS AND CULTURAL RIGHTS

1. Introduction

The VHS Policy on Accommodation of Religious and Cultural Rights seeks to establish a framework within which people with different beliefs can live together in tolerance within the school context.

This policy is subject to the provisions of the South African Schools Act (Act 84 of 1996), as amended and Provincial Regulations in so far as binding on the school.

In this document, unless otherwise determined or emerged from the context otherwise, words and expressions have the same meaning as in the South African Schools Act.

2. PREMISE AND BASE

The premise and basis of this policy is that full effect must be given to all the fundamental rights in respect of religious and cultural beliefs of learners in education regarding as generally recognised in the Bill of Rights in chapter 2 of the Constitution of South Africa.

However, these rights may also not be exercised in a manner inconsistent with any provisions of the Bill of Rights.

Without limiting the generality of the Constitution, it is the premise of this policy that the best interests in education should be served regarding the learners of the school and that no unfairly or unfairly discriminated against any learners on any arbitrary land may not be discriminated against.

3. POLICY STANDS

A policy of religious freedom is followed at VHS and space is created for the diversity that exists in the school community.

No learner will be forced to participate in any activity contrary to his/her belief conviction.

In general, the Governing Body and every educator at the school take reasonable steps to inform learners about the importance of respecting and tolerance for different religious and cultural groupings in a diverse community.

This document does not infringe on the school and the Governing Body's right to determine a policy on religious practice at the school, as long as it is in line with the Constitution and the Schools Act. Religious practice will be done according to the rules of the school and will be equitable, free and voluntary.

The principal annually reports to the Governing Body on religious and cultural matters at the school and trends in this regard, of which the Governing Body should bear notice and take steps as needed.

4. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

If any of the learners claim that his/her religious or cultural values or beliefs are contrary to any rule as contained in the VHS Code of Conduct, school rules or

any school activity, attempts to accommodate the learner as far as possible will be subject to the following requirements:

1. In all cases, the learner must formally submit a request to the management team of the school for an amendment/waiver/alternative accommodation of the specific rule and/or activity that allegedly infringes on his/her religious/cultural rights.
2. This application must be in writing and must indicate the specific activity/rule(s) that allegedly offend to the learner's religious/cultural rights, as contained in the Constitution of South Africa.
3. This application must include: a reasonable interpretation of the religious/cultural rights that are allegedly violated and over which the learner requests waiver, amendment or reasonable accommodation; proof that the learner belongs to the specific religion/culture group and that the practices, rules and obligations that are alleged to be in conflict with the school's code of conduct or activity are his true beliefs and obligations.
4. The religious/cultural rule, conduct or practice must be legal and legitimate.
5. The Management Team must refer the application to the Governing Body and, if the majority of the Governing Body is convinced that the application is justified in terms of the constitutional principles, grant the application with the changed rules/regulations/arrangements as proposed by the learner or as reasonably determined by the Governing Body.
6. Depending on the nature of the request, the learner and his/her parents maybe given the opportunity to attend a Governing Body meeting where the matter is discussed in order to facilitate a joint solution.
7. Professional advice may be gained by the Governing Body which includes advice on the specific religious or cultural beliefs and practices, as well as legal advice.
8. The Governing Body will investigate each case on merit and in conjunction with the learner and parent attempt to reasonably provide an amendment/waiver/alternative. The interests of the school, the learner concerned and the school community should be considered.
9. The alternative arrangements will, among other things, take into account how many people are affected, legal aspects, whether there are any costs involved, and practical feasibility in determining its reasonableness.
10. The deviation/waiver of a school rule must specify the extent of the exemption from the normal rule and must clearly identify and define the conduct that will be allowed.
11. In the event of a school activities, VHS will attempt to be inclusive and to promote participation of all learners. If an activity is of such a nature that a learner is excluded from an activity as a result of religious or cultural beliefs and objects to it, attempts to establish a reasonable alternative.
12. The duty to put in place a reasonable accommodation of a religious or cultural belief is higher if enforcement of any existing rule or prescribed activity will negatively affect the learner's academic performance and assessment.

13. If the activity is a prescription from the Education Department and cannot be adjusted by the school, the matter must be referred to the Provincial Education Department for a possible solution.
14. The decision of the Governing Body will be provided to the learner in writing, with reasons.
15. The principal must ensure that every educator at VHS adheres to the decision of the Governing Body and implement it.
16. No learner may be victimised because he/she/parents has made a request as set out above to the Governing Body or because waiver/amendments/alternatives are provided to him/her.
17. Should the Governing Body turn down the request or neglect an educator to heed, the learner/parents may refer the matter to the Provincial Education Department.

SCHEDULE C : DRUG POLICY

1. INTRODUCTION

- 1.1. The availability of a variety of drugs is widespread and affordable. The media continues to reflect the seriousness of the situation regarding addiction and substance abuse.
- 1.2. As part of a greater community Vredenburg High School (VHS) confronts issues head-on and deals with them in a structured and well-thought-out manner, in partnership with parents/guardians to ensure the best for their children. Substance abuse is detrimental to one's physical, social, emotional, mental, and spiritual health. The concept of a healthy lifestyle will, always, be propagated and encouraged by the school.
- 1.3. It is the aim of VHS to provide a safe and healthy environment for all learners. It is with this in mind that we aim to provide our educators and parents with the necessary support systems to enable them to deal with drug or substance abuse problems. This includes the abuse of alcohol, illegal drugs, marijuana/dagga, pharmaceutical drugs, performance-enhancing drugs and slimming aids. The approach to drug abuse/addiction will be rehabilitative rather than punitive, provided the learner and his/her family comply with the requirements laid down in this policy.
- 1.4. The purpose of this policy is two-fold:
 - 1.4.1. to protect and assist any individual learner by outlining the approach taken by the school to rehabilitation and counselling; and
 - 1.4.2. to protect other learners and the school by outlining the procedures for disciplinary action, aligned with the school's Code of Conduct, that will be taken against a learner that fails rehabilitation or refuses to be rehabilitated.

2. DRUGS

- 2.1. A **drug** is defined as:
 - 2.1.1. any unlawful or prohibited substance that has a psychological or physiological effect (including alcohol); or
 - 2.1.2. any form of marijuana/dagga or any product that contains tetrahydrocannabinol (THC); or
 - 2.1.3. any substance of which the possession thereof is deemed unlawful or presents a danger; or
 - 2.1.4. the inappropriate use of solvents, inhalants, aerosols and similar agents
- 2.2. This policy applies to the use and distribution of any drugs by a learner, irrespective of age, whilst he/she is on the school's property, in school uniform

or involved in any school activity (any official educational, sporting, cultural, recreational, or social activity of the school) within or outside the school premises.

3. REHABILITATION AND COUNSELLING

- 3.1. It is policy not to condemn learners but to support those who need help. Where possible, this will be managed in a way that least impacts the learner's school career.
- 3.2. Learners who voluntarily request help and/or those referred by parents/guardians or teachers will be referred to the WCED District-Based Support Team if external counselling is not obtainable by the parents/guardians. The approach will be non-judgmental and non-disciplinary. The school counsellor may aid in recommending the best possible course of rehabilitation.
- 3.3. Confidentiality should always be maintained by all stakeholders. Whilst the School and its employees can make this professional commitment, real confidentiality will depend on whether the learner and/or his/her parents can keep the matter confidential.

4. THE DISTRIBUTION AND POSSESSION OF DRUGS

- 4.1. Unless authorized by the principal, for legitimate educational purposes, no person may bring a drug or alcohol onto school premises or have such a drug or item in his/her possession on school premises or during any school activity.
- 4.2. Any form of distribution of any drug or alcohol to any other person is strictly forbidden. This includes supply without receiving any form of payment or purchasing on behalf of another.
- 4.3. In particular, the selling or purchasing of drugs is a criminal offence. If any learner is suspected of, or caught, selling or purchasing such drugs, the school will investigate and, if necessary, refer the matter to the appropriate authorities for further investigation and action.

5. GROUNDS FOR REASONABLE SUSPICION

- 5.1. In accordance with section 8A of the South African Schools Act, No 84 of 1996 (the School's Act), the principal or his/her delegate may administer urine or other non-invasive tests to any learner or group of learners that is on fair and reasonable grounds suspected of using, or under the influence of, drugs. Learners and their belongings may also be searched in a dignified manner which does not extend to cavity searches. The school reserves the right, as contemplated in section 8A of the Schools Act, to search and test learners for drugs without explicit consent from parents/guardians.

- 5.2. A search or drug test will only be conducted after considering all relevant factors, including:
- 5.2.1. the best interest of the learner in question or of any other person at the school.
 - 5.2.2. the safety and health of the learner in question or of any other person at the school.
 - 5.2.3. reasonable evidence of drug activity; and
 - 5.2.4. all relevant evidence received.
- 5.3. Individual symptoms will not be considered as indicators, but a pattern of indicators (e.g., a decline in academic achievement, a lack of willingness to participate in school activities, change in behaviour, irregular school attendance, and bringing the school's name into disrepute) will be investigated. Marked changes in physical appearance may also be grounds for suspecting the use of any prohibited substance.

6. TESTING FOR PROHIBITED SUBSTANCES/ DRUGS

- 6.1. Once a learner has been notified of selection for a drug test, the learner will be accompanied and observed by a staff member of VHS from the time of notification until the testing process is completed.
- 6.2. When the learner arrives at the testing area, he/she will be informed of the testing process that is about to take place and the consequences of a positive test result before testing commences.
- 6.3. The test will be conducted in the presence of two adult witnesses of the same gender as the learner, and out of sight of any other person.
- 6.4. Should a learner test positive the cost of the drug kit will be added to the learner's account and the parents/guardians will be held liable for the cost of such a test. A negative test will be paid for by the school.
- 6.5. Learners may be tested at random, at the parent's request or if a learner displays any behaviour that is deemed contrary to the norm. If a test reveals evidence of substance abuse, the procedure outlined below will be followed. In other circumstances, where direct evidence of substance abuse is presented (for example, parents discovering drugs or substances at home, a learner abusing such substances at school or extra-curricular functions, etc.), the same procedure will be followed.
- 6.6. Should a learner refuses to be tested, this will be deemed an admission of guilt, and the learner will be asked to leave the school and may not return until an independent medical drug test with a negative result is produced.

7. PROCEDURE WHEN A LEARNER TESTS POSITIVE FOR DRUGS.

- 7.1. In any of the above situations, the parents/guardians will be notified immediately and requested to attend a meeting with the deputy principal at the school. The

learner will be sent home on rehabilitation for 3 (three) school days to start the rehabilitative action.

- 7.2. The learner will be re-tested after no less than 35 (thirty-five) calendar days from the initial test date. Should this second test be positive, the parents/guardians will again be required to consult with the deputy principal and a further period of no less than 35 (thirty-five) days will be granted before the learner will be tested again, accompanied by a 5-day (five-day) at-home rehabilitation period.
- 7.3. No learner who has tested positive for any drug will be allowed to participate in any non-academic school activity (e.g. sports, cultural, leisure, etc.) until the learner tests negative for prohibited substances. The learner and his/her parents/guardians may submit an external medical test, indicating that the learner is no longer under the influence of a drug before the 35-day grace period has lapsed. The school reserves the right to verify the results of the external test by testing the learner again.
- 7.4. Should the learner test positive for a third time during his/her enrolment at the school, it will be assumed that the learner's substance abuse problem is of such a severe nature that the learner will require full-time enrolment in a rehabilitation program. The parents/guardians will be requested to remove the learner from the school until such a time that a medically approved drug test can be submitted that indicates that the learner is no longer under the influence of any prohibited substance or alternatively that the learner has been successfully enrolled in an accredited rehabilitation program.
- 7.5. During any rehabilitation period the learner will be allowed to complete all assessments and arrangements will be made for the learner to receive his/her academic information to ensure continued education.
- 7.6. Only once proof of a negative drug test or enrolment in an accredited rehabilitation program is provided will the learner be re-admitted to classes and other school activities.
- 7.7. Suspension of learners who test positive for drugs remains at the discretion of the principal or his/her delegate.
- 7.8. The learner will, as far as possible, be referred for external counselling which needs to be facilitated by the parents/guardians. If parents/guardians are unable to provide the required counselling, the learner will be referred to the WCED District-Based Support Team.
- 7.9. Refusal to comply with the above will result in formal, disciplinary action being instituted against the learner and the matter will be referred to the School Governing Body for a disciplinary hearing. The School Governing Body may recommend the permanent expulsion of the learner.

8. OTHER ASPECTS THAT NEED TO BE NOTED

- 8.1. The school cannot be held liable for any potentially dangerous behaviour of learners under the influence of drugs.

- 8.2. Drug dealing and drug distribution is a criminal offence. An immediate suspension will be imposed on the learner if adequate proof is presented, and formal disciplinary action will be instituted against the learner. Any incriminating evidence will be reported to SAPS.
- 8.3. Even though the South African Law has changed regarding the use of marijuana by adults, this policy and VHS's Code of Conduct will apply to all learners of VHS, irrespective of their age.

SCHEDULE D : WEAPONS AND DRUG-FREE PUBLIC SCHOOLS

1. INTRODUCTION

Under the Regulations for Safety Measures at Public Schools, as promulgated by Government Notice 1040 (Government Gazette 22754) of 12 October 2001, all public schools are declared drug-free and dangerous object-free zones.

2. DEFINITIONS:

2.1. A **“drug”** is defined as:

- 2.1.1. any unlawful or prohibited substance that has a psychological or physiological effect (including alcohol); or
- 2.1.2. any form of marijuana/dagga or any product that contains tetrahydrocannabinol (THC); or
- 2.1.3. any substance of which the possession thereof is deemed unlawful or presents a danger; or
- 2.1.4. the inappropriate use of solvents, inhalants, aerosols and similar agents

2.2. **“dangerous object”** means

- 2.2.1. any explosive material or device;
- 2.2.2. any firearm or gas weapon;
- 2.2.3. any article, object or instrument which may be employed to cause bodily harm to a person, or to render a person temporarily paralysed or unconscious, or to cause damage to property; or
- 2.2.4. any object which the Minister may by notice in the Gazette declare to be a dangerous object;
- 2.2.5. unless such objects are used for education purposes;

3. POLICY

3.1. Vredenburg High School is a drug-free and dangerous object-free zone.

3.2. No person may:

- 3.2.1. Carry any dangerous object on the school premises;
- 3.2.2. Store any dangerous object on the school premises except in the officially designated places identified by the principal;
- 3.2.3. Possess illegal drugs on the school premises;
- 3.2.4. Enter the school premises while under the influence of an illegal drug or alcohol;
- 3.2.5. Cause any form of violence or disturbances which can negatively impact the school activities;
- 3.2.6. wittingly condone, connive, hide, abet, encourage possession of

dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the school management; and

- 3.2.7. Directly or indirectly cause harm to anyone, who exposes another person who attempts to frustrate the prevention of the dangerous objects and activities.
- 3.3. The principal or his delegate may, at random, search any learner or a group of learners or the property of a learner or group of learners, for any dangerous object or illegal drug, if a fair and reasonable suspicion has been established. Such a search must be done in accordance with Section 8A of South African Schools Act 84 of 1996.
- 3.4. The principal or his delegate may at random administer urine or other non-invasive test to any group of learners that is on fair and reasonably suspected of using illegal drugs only under conditions laid down in South African Schools Act. Please refer to Schedule C: VHS Drug Policy.
- 3.5. Disciplinary action may be instituted against a learner or anyone who contravenes the above-mentioned rules in accordance with the transgression classification of the Code of Conduct.

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.

This document is distributed to all learners and parents. It is also available from the school and on the school website. It is the responsibility of all stakeholders to familiarise themselves with the content. According to the South African Schools Act no learner is exempted from complying with the school's code of conduct and non-return of this document will not be accepted as a reason for non-compliance.

For any queries or uncertainty relating to this code, 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