



ALLEN GLEN HIGH SCHOOL

CODE OF CONDUCT - LEARNERS

I, _____
(PLEASE PRINT LEARNER'S NAME)

Acknowledge and accept the School's Code of Conduct and agree to abide by all Rules and Regulations and Procedures which have been described to ensure the smooth running of the school.

I acknowledge that I have read and understand the contents of the following policies as laid down in this code of conduct.

➤ Dangerous Objects and Weapons Policy
➤ Drug Abuse Policy
➤ School Sexual Harassment
➤ School Bullying Policy

LEARNER'S SIGNATURE: _____ DATE: _____

I, parent/guardian of the above learner, shall ensure that my child abides by the Rules and Regulations and procedures which have been designed to ensure the smooth running of the school.

I confirm that my child and I have read and understand the full contents of the abovementioned policies.

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

THE ABRIDGED VERSION OF THESE POLICIES WILL BE
AVAILABLE ON THE LEARNERS TABLETS

CODE OF CONDUCT - LEARNERS

OBJECTIVES:

By attending AGHS learners will endeavour to:

- ❖ mature through their adolescent years;
- ❖ develop their intellectual, sporting, cultural abilities;
- ❖ develop thinking and problem solving skills;
- ❖ gain knowledge about the world in which they live;
- ❖ improve social and friendship skills;
- ❖ explore career opportunities and follow related educational programmes;
- ❖ care for others less fortunate than themselves.

CODE:

Learners are to understand that they each, through their own response to the Code of Conduct and consequent daily behaviour, either encourage or prevent the attainment of the school's objectives. The purpose of this Code of Conduct is to ensure that the opportunities presented at AGHS are fully utilised. The code thus identifies what behaviour is required and expected.

AS REGARDS OTHER LEARNERS:

Learners will respect the rights of others to learn. This will be shown by:

- ❖ not distracting other learners from their tasks;
- ❖ giving others opportunities to make contributions in class and in tasks;
- ❖ not interrupting others while they contribute;
- ❖ respecting others' points of view;
- ❖ not ridiculing others.

AS REGARDS PERSONAL APPLICATION:

Each learner will make the most of every opportunity to achieve well in school. This will be accomplished by:

- ❖ attending school every term day, unless incapacitated and authorised to stay away from school by a parent or guardian;
- ❖ devoting time and effort to academic studies, as per the timetable and the demands of self-study;
- ❖ taking part willingly and enthusiastically in class activities;
- ❖ working independently and doing more than the minimum required;
- ❖ doing homework and project work as set;
- ❖ presenting assignments well and on time;
- ❖ preparing well for tests and examinations;
- ❖ working neatly;
- ❖ showing commitment to academic achievement.

RULES AND REGULATIONS PRESCRIBED BY REPRESENTATIVE COUNCIL OF LEARNERS'

COURTESY

- **Greet** all members of staff and visitors to the school.
- Treat staff, visitors, peers and leaders in authority with respect and courtesy.
- Give due consideration to educators and people in positions of authority.

PERSONAL APPEARANCE

Take pride in your appearance, your school and yourself.

Learners must wear complete school uniform:

- At school
- To and from school
- At all times when in the public eye, and when representing the school.

DISCIPLINE CODE- SMT' / SGB

It is every learner's right to receive an education and while the school will strive to provide the educational opportunities our community has come to expect, ***it is important that learners acknowledge their responsibilities in the process.***

There are many forms of recognition within the school which reward positive, sustained performance and behaviour. These may take the form of praise, public announcements, RCL elections, colour awards, councillorship, awards made at formal assemblies, Honours Dinner, Prize Giving or Valediction amongst other forms of reward as deemed positive by the School management team and SGB from time to time. These serve as positive rewards to motivate learners to achieve and to exhibit the behaviour expected at AGHS.

Discipline will be exerted in all cases where behaviour is inappropriate and always with positive purpose - to define the error, correct the behaviour and prevent future infringement.

The sections to follow will define the kinds of behaviour that **will not be tolerated**. The procedures and punishments that may be expected are outlined. The discipline code applies whenever a learner may be associated with AGHS, not only during school hours. Please note that it is impossible to list every punishable offence that may be committed by a learner. For this reason the Principal, or staff member delegated by him for the purpose, may take appropriate action on any behaviour deemed an infringement of the principles of the discipline code.

CORRECTIVE ACTION / INTERVENTION / SANCTIONS

The school undertakes to treat transgressions of the code sensitively and confidentially. The school is driven by Values based Education and will hold all stakeholders accountable in upholding these Values.

Punishment is a corrective measure for any learner who has transgressed the Code of Conduct. This is done in order to maintain the orderly society of the school.

Corporal punishment shall not be administered.

Group punishments should be avoided in principle; if identified; only the individual culprits should be sanctioned.

Refer to the schedules for further details

IGNORANCE OF THE RULES IS NOT AN EXCUSE.

GENERAL

- Homework must be completed by the **due date**.
- Learners are expected to uphold the values of honesty and integrity – cheating in a test or exam will not be tolerated.
- Every learner must be in possession of a school diary on a daily basis.
- No learner may be excused from a class without a permission card issued by the educator.
- No learner shall fight or play unofficial games liable to cause damage to property; no learner shall behave in a rowdy manner or in such a way as to provoke other learners.
- Skateboards, bicycles, motorbikes and cars are prohibited on the school fields and between buildings.
- **Respect other people's property** – vandalism or defacing another's property will not be tolerated.
- Learners may not sit on, climb over or handle any boundary fences, chains, gates or railings.
- No leaving of the school property after the beginning of the school day without the permission of the Principal or relevant Deputy Principal.
- **Learners must be punctual for class. Punctuality at the beginning of the school day is imperative – 07h45 is the official start of the school day.**
- Take pride in yourself and the learning environment.
- No alcohol is permitted at school.
- Smoking in school uniform or on the school property will not be tolerated.
- Illegal substances or dealings thereof will not be tolerated
 - No hubbly's are allowed on school property
 - No cigarettes allowed on school property.
 - No dangerous weapons are allowed onto the school property.
 - No physical intimacy -2 brick rule to be obeyed at all times.
 - No bunking.
 - No littering.
- Learners will be quiet and attentive during all announcements and assemblies.
- Learners are to keep to the left of the corridors and stairs to allow for easy movement of traffic.
- The use of cell phones and electronic music players (iPods & MP3s) is prohibited during lessons and between lessons **in the school** building unless authorised to do so by the educator in charge. **The school will not accept liability or allow disruption for any lost/stolen cell phones/or Tablets, IPODS & MP3's).** These items are to be used at your own risk policy
 - Cell phones may be used at break or after the end of the school day.

OUT-OF-BOUNDS

- The staff car park.
- The bicycle shed the motor-cycle area and the student car park.
- The verandas, corridors and stairways during break unless whilst it is raining.
- The lower sport fields.
- The hall and **main foyer** are **not** to be used by learners as an entrance to/or exit from the school unless instructed as so by a staff member.
- The Staff Smoking Area.
- The Swimming Pool Area.

OUTSIDE OF THE SCHOOL

No learner of this school shall bring discredit to the school by any unseemly behaviour in any public place or at any other school:

- Learners waiting for buses before or after school shall do so in an orderly manner.
- Learners using buses shall behave in accordance with the instructions of the driver, or the person officially in charge of the vehicle.
- Learners are to observe the rules of the road when waiting outside the school.
- Learners are prohibited from being in possession of alcohol, drugs or tobacco, and from drinking or smoking whilst in school uniform.

DANGEROUS OBJECTS AND WEAPONS POLICY

According to the South African Schools Act, all public schools are declared "Dangerous object" free zones.

Dangerous object means:

- (a) an explosive material or device.
- (b) any firearm or gas weapon.

No learner may have 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.

Learners are encouraged to report any weapon related issues to a Deputy Principal.

DRUG ABUSE POLICY

The aim at Allen Glen is to make the School a drug-free zone and to adopt a proactive, rather than a reactive approach. The policy is designed to teach learners and parents to take responsibility for the choices they make and to realize there are consequences to all choices made. We will attempt to eliminate the strong peer pressure element as a cause of drug abuse by introducing life skills into the curriculum, teaching learners' assertiveness and how to make right choices.

Drug abuse refers to the use of any chemical substance which has the potential of being abused. cocaine, marijuana, heroin, LSD, ecstasy, alcohol, tobacco as well as appetite suppressants, cough mixtures, thinners, valium, welconol are but a few. It refers to the excessive use of any chemical substance which results in the impairment of an individual's mental, emotional or physical state of wellbeing.

No person may use, transmit, deal, be in possession of any drug, habit-forming narcotic, alcohol, tobacco on the School property or at any School function or excursion on tour, or whilst representing the school.

School Procedure

Should a learner be found in possession of drugs or alcohol, be suspected of drug or alcohol abuse or test positive, the parents will be contacted and summoned to the school.

If no cooperation is given by the parents the matter will be handed over to the SAPS immediately. (All criminal matters have to be reported to SAPS).

Referral for Police Action

Where there are indications that a learner is involved or in any way connection with an offence in terms of the Drug and Drug Trafficking Act, the learner will be suspended and we will move for immediately expulsion after a disciplinary hearing.

SCHOOL SEXUAL HARASSMENT POLICY

Section 12(1)(c) of the Constitution in turn provides that all persons have the right to freedom and security of the person, which includes the right to be free from all forms of violence from either public or private sources.

The rights to bodily and psychological integrity, privacy and equality enshrined in the Bill of Rights further protects learners from any actions or comments which threaten their sense of safety and wellbeing.

Sexual harassment is defined as any unwelcomed physical, verbal or non-verbal conduct that makes one feel uncomfortable, threatened or afraid.

If you feel that you are the target of sexual harassment, please contact one of the Deputy Principals.

SCHOOL BULLYING POLICY

Bullying happens when a learner or group of learners set out deliberately to upset another learner again and again.

- Staff members will teach the learners about bullying in Life Orientation lessons.
- Learners will learn how to identify bullying, how to respond when made a victim of bullying and how to handle bullying incidents they may observe.
- Learners are encouraged to report any incident or suspected incident of bullying.
- They will also learn how to identify and correct bullying behaviours that they themselves may exhibit.
- Staff will ensure adequate supervision of the learners around the school, and will take special note of any identified bullying “hotspots” in the school.

The reporting of bullying should be encouraged as the right thing to do. Learners or parents can report bullying to the learner’s class teacher. Staff members will take these reports seriously, investigate them thoroughly, provide feedback and appropriate action will be taken.

SALE OF GOODS

There shall be no marketing, sale, distribution or storage of goods (for marketing, sale, distribution) of any nature within the school premises. All fundraising ventures shall be authorized by the SGB, the School Principal or his delegate. This rule serves to protect the rights, wellbeing and best interest (health, safety and security) of learners, educators and all persons within the school environment.

WHERE YOU MAY BE DURING BREAKS

- ❖ GRANDSTAND
(NOT LANDHUIS STREET SIDE)
- ❖ A – RUGBY FIELD
- ❖ ATHLETICS TRACK
(NOT BEHIND THE RUGBY POLES AT LANDHUIS STREET – NOT BEYOND THE ATHLETICS TRACK’S KERB AT THE NETBALL COURTS)
- ❖ TUCKSHOP QUAD

- On returning to school, a learner must consult with the subject teacher (of the exam missed) and arrange for a subsequent date on which to write the exam (if the teacher cannot arrange for the exam to be written on the day the learner’s return to school).
- Should there be any other problems, parents must contact the Grade Supervisor and provide details.
- **“Loco Parentis” responsibilities to all learners diminishes immediately upon exit of the school premises**, unless in the care of an officially appointed person on behalf of the school. (Sports/cultural and other official School Representative events – unless a waiver/disclaim thereof is signed.)

DISCIPLINE STRUCTURE

NOTE: THIS STRUCTURE MAY BE AMENDED FROM TIME TO TIME IN CONSULTATION WITH THE SGB IBN ORDER TO MEET THE EVOLVING NEEDS OF THE SCHOOL.

NOTE: ACCUMULATED DEMERIT POINTS FROM THE PREVIOUS YEAR ARE NOT CARRIED OVER.

CODE	CRITERIA FOR MERITS	POINTS
A1	No school absenteeism in a term	50
A2	Exemplary behaviour in class	50
A3	Helpfulness on a regular basis (not once off)	50
A4	Impeccable attire on a regular basis	50
A5	Regular spectator at sporting events (3 per term)	50
A6	Exceptional honesty / Contribution to uplifting the school	50
A7	Diligent / Hard work	50
A8	Outstanding sportsmanship – participate in sport and cultural activities	100
A9	More than 10% improvement in learning area	100
A10	Distinction in cycle test/exam	150
A11	Good citizenship (Promoting the schools image – reporting breach to the Code of Conduct with follow through)	300

CODE	LEVEL 1 OFFENCES: SCHOOL & CLASSROOM MANAGEMENT
B1	Books/work left at home
B2	Homework copied
B3	Homework not done
B4	Timetable not at school.
B5	Not staying on task
B6	Persistently late for class
B7	Uniform Infringement
B8	Late for school (3 times - register teacher / grade supervisor to investigate)
B9	Spitting in public
B10	Disrespectful behaviour towards learners, educators and adults.
B11	Unsportsmanlike behaviour
B12	Profane/foul language
B13	Punishment not completed
B14	Littering
B15	Failing to attend / bunking classes (including substitution)
B16	Being out of bounds
B17	Playing with soccer/rugby balls between lessons
B18	Failing to return important communication between school and parent

CODE	LEVEL 2 OFFENCES: SERIOUS MISCONDUCT SCHEDULE 1 Grade supervisors to be notified. To be referred to school executive (All of these offences may lead to Suspension)
C1	Smoking, including electronic cigarettes, hubbly, (Traditional or otherwise)
C2	In the presence of smokers
C3	In possession of cigarettes/lighters/matches or electronic cigarettes and hubbly (Traditional or otherwise)
C4	Warning offenders/whistling
C5	Trouble seeking/provocation
C6	Disrupts or frustrates teaching and learning in a class
C7	Refusing to carry out legitimate instruction outside of the classroom and willfully refusing to listen to authority (e.g. any staff or SGB member)
C8	Failure to attend detention / Misbehaviour during Detention
C9	Derogatory remarks / racial / xenophobic remarks or acts – also insults the dignity of or defames any learner or other person, which includes racist remarks
C10	Behaviour that brings school into disrepute – or any acts of public indecency. Is in possession of or distributes pornographic material, sexting.
C11	Gambling / enrichment for personal gain (selling of unauthorised goods)
C12	Leaving class without permission
C13	Dishonesty / lying
C14	Plagiarism

CODE	LEVEL 3 OFFENCES: GROSS MISCONDUCT SCHEDULE 2 Grade supervisors to be notified. To be referred to the executive of the school
D1	Harassment /Bullying/victimisation, bullying and intimidation of other learners or educators (Immediate Disciplinary Action)
D2	Gross misconduct
D3	Sexual harassment or sexual assault (IMMEDIATE DISCIPLINARY ACTION)
D4	Assault or threat of assault (IMMEDIATE DISCIPLINARY ACTION)
D5	Robbery (IMMEDIATE DISCIPLINARY ACTION)
D6	Fighting and Assault (IMMEDIATE DISCIPLINARY ACTION) <ul style="list-style-type: none"> • Learners involved in fighting will be escorted to the Office. • Any eye witnesses will also be instructed to go to the Office. • Learners involved and eye witnesses to an incident are instructed to write statements. • At the discretion of the Principal, learners involved in a fight will be sent home in the care of their parents or legal guardian for reasons of safety. • Should any tests/projects/portfolio work be missed during this period: It is the learner's responsibility to make arrangements with the relevant educator/s to complete the work missed.
D7	Sexual activity at or during School, consensual or not (IMMEDIATE DISCIPLINARY ACTION)
D8	Fails to comply with a punishment of suspension or sanctions as a correctional measure or is found guilty of a second Schedule Two offence.
D9	Swearing/Satanism
D10	Tampering with or damaging other people's property or school property (vandalism)
D11	Repeated violations of school rules or the Code of Conduct – if found guilty of two similar previous Schedule One offences
D12	Irregularity in class test/SBA/Cycle test/exam also including cheating in any exam or form of assessment and assignments
D13	Cheating in test/exam (Immediate Disciplinary Action)
D14	Engages in any form of forgery/fraudulent actions/knowingly and willfully supplying false information
D15	Leave the school grounds without permission (AWOL)

D16	Verbal threats or abuse of educators/staff
D17	Possession/use of firecrackers (IMMEDIATE DISCIPLINARY ACTION)
D18	Possession of a dangerous weapon (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D19	Use of/threatening to use a dangerous object or weapon (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D20	Endangering the safety of others (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D21	Attempts to bribe or bribes any person in respect of any test or examination to enable himself/herself or any other person to gain an unfair advantage therein (IMMEDIATE DISCIPLINARY ACTION)
D22	Forges any document or signature to the potential or actual prejudice of the school (IMMEDIATE DISCIPLINARY ACTION)
D23	Vandalism or malicious damage to property (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D24	Theft / Possession of stolen property or otherwise acts dishonestly to the prejudice of another person (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D25	Confidential Comment: <ul style="list-style-type: none"> • Testing positive for illegal substances. (IMMEDIATE DISCIPLINARY ACTION) • Possession of Drugs. (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED) • Dealing or Distributing of Drugs (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED) • Under the influence of alcohol. (IMMEDIATE DISCIPLINARY ACTION) • Consumption of alcohol. (IMMEDIATE DISCIPLINARY ACTION) • In possession of alcohol. (IMMEDIATE DISCIPLINARY ACTION)
D27	Holding any person hostage (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D28	Murders any person (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D29	Rapes anyone or engages in any sexual activity which amounts to an offence in law (IMMEDIATE DISCIPLINARY ACTION – SAPS NOTIFIED)
D30	Maliciously damages property
D31	Willfully Refusing to listen to authority (e.g. any Staff or SGB member)
D32	Public indecency and immoral behaviour (IMMEDIATE DISCIPLINARY ACTION)

Whilst most of these offences are shown as immediate disciplinary action, those that are not shown as such are not any less serious.

These Schedule 2 Offences are generally referred to the Principal who will call for a School Governing Body Disciplinary Hearing to be held.

Any offence could lead to a formal Suspension or even Expulsion. The Governing Body may, after a fair hearing, suspend any learner who has been found guilty of contravening stipulations of the Code of Conduct:

- a) for a period of one week or
- b) Move for the **EXPULSION** of a learner and depending on circumstances, post a further 7 days suspension pending the Outcome of the Expulsion motion with the Head of the Gauteng Department of Education.

• **ADDENDUM TO LEVEL III OFFENCES**

No person affiliated to the school shall without authorization market, sell, distribute or store (for the aforementioned purpose) goods or any nature, for personal (or other) gain, within the school property or outside the immediate vicinity of the school perimeter (within 200m radius).

RECOMMENDED PUNISHMENT

Any mentioned in Schedule 1

- ❖ Public apology
- ❖ Exclusion from extra-mural activities, tours and excursions.
- ❖ Withholding or withdrawing of awards.
- ❖ Physical work
- ❖ A written warning will be issued for any Schedule 2 Offence
- ❖ Executive detention
- ❖ Communication with parents
- ❖ Discipline interview with parents
- ❖ Demerits
- ❖ Daily reports
- ❖ Excluded from subject or class for a limited period.
- ❖ Community Service (Veggie garden; picking up stompies; painting desks, etc.)
- ❖ Corrective courses (anger management) **PENCIL / PILLAR**
- ❖ Attending school sport events, in full school uniform, to work off demerits (monitored by RCL).
- ❖ PRINCIPALS DETENTION – SATURDAY FROM 8AM TO 11AM - COMMUNITY SERVICE.
- ❖ SGB Discipline Committee may impose Suspension from School for up to 7 days, no sports or extra mural, not allowed on school premises whilst under suspension. The Discipline committee will also decide upon other corrective measures of punishment not listed herein.
- ❖ The SGB Discipline Committee may also impose any of the above sanctions and request a motion for expulsion on any of these offences. The Learner will be suspended from school pending the outcome of the Expulsion motion.

In all disciplinary procedures, AGHS will endeavour to be fair, consistent, impartial and will treat the learners with dignity. Moreover, in cases of serious misconduct (when a disciplinary hearing is necessary) parents are to be present with their children.

Depending on the nature of the offence, the learner's previous disciplinary record at the school and the seriousness of the offence, the Grade Tutor may issue a verbal or written warning to the learner in the presence of the learner's parents.

Any serious incident and/or repeated incidents of this type of misconduct may result in parents being asked to remove their child from AGHS