

BRACKENFELL HIGH SCHOOL

CODE OF CONDUCT



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SECTION 1

GENERAL

1 THE AIM AND PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct of Brackenfell High School has been drafted in accordance with the Constitution of the Republic of South Africa (Act No. 108 of 1996) and the South African Schools Act (Act No. 84 of 1996, as amended), and strives to uphold and protect the rights of learners as individuals and as a group.

The primary goal of the Code of Conduct is to ensure a disciplined and constructive learning environment for each learner and to thereby maintain and improve education quality.

In accordance with Section 8(1) of the South African Schools Act, this Code of Conduct was accepted by the Governing Body of Brackenfell High School after due consultation with parents, learners and educators of the school.

The Code has been drafted in accordance with General Notice 776 of 1998 published in the Government Gazette of 15 May 1998 (GG 18900), and is applicable to all learners at all times and at all places for as long as the learners are enrolled at the school.

In accordance with Section 8(4) of the South African Schools Act, nothing contained in the Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner.

In compliance with the code, learners are expected to obey the authority of educators, senior council (SC), grade council (GC) and the Representative Council of Learners (RCL) members.

The school is made up of a variety/number of cultures and the Code of Conduct is aimed at enhancing and protecting this unique character. It seeks to establish and maintain an attitude of mutual respect, tolerance and reconciliation among learners, educators and other adults in the service of the school.

In accordance with the Mission of the school, the Code of Conduct wants to create an ideal atmosphere, where every learner has the right and opportunity to learn and develop his or her full potential.

The Code wants to nurture an attitude to life, characterised by self-discipline, exemplary behaviour and a striving for maturity.

In accordance with the spirit of this Code of Conduct, each learner is expected to behave in a way that will promote the well-being and image of the school, as well as the self-image of every learner.

2 BACKGROUND

- 1.1 Brackenfell High School is a public school as implied under Section 12, read with Section 52 of the South African Schools Act, 1996 (**Schools Act**).
- 1.2 In terms of Section 16 of the Schools Act, governance of a school is vested in the governing body.
- 1.3 In accordance with Section 8 of the Schools Act and subject to any relevant provincial act, the governing body must adopt a code of conduct for learners after consultation with the learners, their parents and educators of the school. This code of conduct must be aimed at establishing a disciplined and resolute environment to enhance efficient teaching and learning in the school.
- 1.4 The governing body has consulted the parents, learners and educators of the school regarding the content of the code of conduct and has taken into account the guidelines for such a code of conduct as published by the Ministry of Education.
- 1.5 The code of conduct flows from the school's mission statement and forms the background against which rules of the school must be seen and understood.
- 1.6 The code of conduct indicates what each person is allowed to do, in order that a safe and secure atmosphere may be created where everyone can be happy and where teaching and education may continue unhindered.

3 DEFINITION OF TERMS

In this code of conduct, unless the context suggests otherwise, the following words and terms have the following meanings:

“compulsory attendance events”: Any school activity, event or function where the attendance of all learners or a specific group of learners is demanded by the principal or governing body (in consultation with the principal).

"disciplinary committee": a committee composed by the governing body of a public school in accordance with Article 30 (1) of the Schools Act.

"disciplinary head": the serving or acting deputy principal responsible for discipline, who also acts as prosecutor in the disciplinary committee and at disciplinary hearings.

“drugs”: a drug as defined by the Drugs and Drug Trafficking Act, No. 140 of 1992.

"dangerous weapon": any weapon or device that can be used to kill, inflict bodily harm or cause damage to property.

"educator": any educator, including the principal and deputy-principals, who occasionally or permanently supply educational services at the school.

"governing body": the school governing body (SGB) of Brackenfell High School, properly established by virtue of the Schools Act.

“internal disciplinary committee”: a committee comprising a disciplinary head, the grade head of the learner who contravened the code of conduct and the teacher(s) appointed by the disciplinary head to perform a disciplinary investigation or action.

"learner": any learner properly admitted and enrolled at Brackenfell High School.

"**minister**": the Minister of Education.

"**provincial department**": the Western Cape Department of Education. (**WCED**)

"**principal**": the serving or acting principal of Brackenfell High School.

"**rights and responsibilities**": the rights and responsibilities of the various interest groups of the school, as stipulated by the Code of Conduct.

"**school**": Brackenfell High School. (**BHS**)

"**school property**": Includes the following: the grounds and buildings occupied by the school and any attachments to such grounds and buildings as well as any other property, including equipment, books, stock, vehicles and such, belonging to or being rented by the school.

"**Schools Act**": the South African Schools Act, 84 of 1996.

"**website**": <http://www.brakkies.co.za>

SECTION 2

RULES OF CONDUCT

1 INTRODUCTION

Conduct and behaviour of learners of Brackenfell High School are controlled by the school rules (see prospectus) as well as unwritten rules and practices that have developed over the years and that are contained in the traditions, practices and ethos of the school.

The departure point of the governing body of Brackenfell High School, is that every learner has the right to education and that no learner may behave in a way that deprives another learner from this right.

2 THE FUNDAMENTAL RULE

All rules explained hereafter are expounded and interpreted against the background of the comprehensive rule that a learner's appearance, behaviour and conduct should at all times comply with the written and unwritten rules of the school, honour the school and in no way put another learner at a disadvantage.

Learners need to acquaint themselves thoroughly with the content and meaning of the rules as well as any amendments or additions to it.

3 CONDUCT AND BEHAVIOUR

- 3.1 Learners must always behave like good ambassadors of the school.
- 3.2 While wearing the school uniform or any part thereof that is sufficient in the eye of the public to establish a connection between the school and learners, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.

- 3.3 Learners are obliged to support the principal and other staff in the establishment and maintenance of good order as well as an environment where learning and education can continue unimpeded. Learners are specifically expected to obey and immediately execute any reasonable instruction of the principal, any educator, members of staff, senior council (SC), grade council (GC) and the Representative Council of Learners (RCL) members.
- 3.4 An educator at the school shall have the same rights as a parent to control and discipline a learner in accordance with the code of conduct, during the learner's attendance at school as well as during any school related activities.
- 3.5 In their interaction with one another, learners must at all times show self-control, mutual respect and tolerance towards each other. Learners must particularly refrain from any conduct that is aimed at violating the physical, spiritual and moral wellbeing of any other learner and educator. This includes racism, sexism as well as cultural and religious intolerance.

4 RESPECT

- 4.1 When an adult, at any given time, meets or passes a learner, the learner is to stand up out of courtesy to greet the person. At doorways, learners are expected to stand back and give adults right of way.
- 4.2 Learners must at all times in their interaction with the principal, vice-principals, educators and other members of staff, show the necessary courtesy and respect and refrain from conduct that boils down to rebelliousness or provocation.
- 4.3 Any conduct undermining the administration, discipline or efficiency of the school, will be viewed as a transgression against the code of conduct.

5 GENERAL SCHOOL RULES

- 5.1 All learners have to attend the weekly assemblies. Only learners whose parents or guardians have received written permission from the principal, beforehand, may be excused from the religious part of the assemblies.
- 5.2 There is to be an air of silent dignity during assemblies.
- 5.3 Learners' parents or guardians need to submit a written request to the relevant teacher before a learner will be temporarily excused from physical training.
- 5.4 A request for long-term or permanent exclusion from physical training (PT) must be accompanied by a medical certificate.
- 5.5 Learners are expected to strictly follow the class rules in every class.
- 5.6 There must be silence during intercom announcements.
- 5.7 Learners may not use school facilities or equipment, including sport equipment, outside school hours, without permission.
- 5.8 Learners must participate in the official education programme, unless exemption was given by the Department of Education.
- 5.9 Learners who participate in extramural activities, have to fulfil their associated duties and responsibilities faithfully, unless the concerning teacher has released them timeously from these duties, beforehand.
- 5.10 Unauthorised eating in classrooms or any other rooms in the school building is prohibited.
- 5.11 Bicycles may only be parked in the school's bicycle racks at the bicycle area.
- 5.12 Motorbikes may only be parked in the designated parking areas.
- 5.13 Driving of a vehicle or motorbike by a learner without a valid drivers licence or in a way that creates a risk or threat to other learners and/or other members of the public, is prohibited. Learners who are guilty of this will lose the right to use a vehicle on the school's premises.

- 5.14 Learners may not smoke on the school's premises or any other place when they are fully or partially clothed in the school uniform or school's sportswear.
- 5.15 Learners, identifiable as learners of Brackenfell High School, may not be in the presence of other learners who are smoking.
- 5.16 Learners may not have cigarettes or any form of tobacco or alcoholic beverage in their possession.
- 5.17 Learners may not have any illegal substances or drugs in their possession. Also compare this with the drug policy of the school which forms part of the school rules.
- 5.18 Each learner must do the homework prescribed by an educator and submit it punctually at the given deadline to the concerned educator.
- 5.19 Learners must have at school the text and workbooks required for that day.
- 5.20 Learners must understand the aim of homework, namely the practice and revision of classwork, and therefore do and submit their own homework. Copying of homework is not allowed.
- 5.21 Learners' behaviour in class should be of such that it does not deprive other learners from the opportunity to learn.
- 5.22 Learners may not abuse class time and other times that must be used as part of the learning process or education, by sleeping, eating, walking around or talking without consent from the educator.
- 5.23 Right of admission to the school premises is reserved.

6 CLOTHING AND APPEARANCE

Learners are expected to wear the official school uniform or sportswear and, at all times, be neat and clothed in compliance with the school uniform and appearance rules. The School Uniform and Appearance Policy is enclosed in **Addendum 1**.

7 PUNCTUALITY AND ABSENCE

- 7.1 Learners must always arrive at the appointed time at the start of the school day and commencement of any other school activity. When learners are late, they have to provide a written apology from their parents. Learners who arrive late, must first report to the attendance office before going to classes.
- 7.2 Learners, who are absent from school for one to three consecutive days, must upon the first day of their return present their admin teacher with a written explanation from their parents.
- 7.3 Absence of more than 3 (three) consecutive days shall only be excused if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's immediate family, or another reason that has been approved by the principal. When a learner is absent for a valid reason, a letter of absence, addressed to the admin teacher, must be handed in on the day the learner returns to school (a medical certificate must be attached if applicable).
- 7.4 If a learner is absent during an exam and or promotion test, the parent has to notify the school on the same day. A medical certificate is required upon the learner's return.
- 7.5 Dentist and doctor appointments must be arranged for after school hours.

8 ENVIRONMENT

- 8.1 Learners may not dirty the school grounds or buildings.
- 8.2 Learners who are spectators or supporters (home or away) at any school activity, are expected to leave the grounds they occupied neat and clean, and must ensure that all litter is picked up and placed in garbage bins.
- 8.3 Learners must leave toilets in a clean condition.
- 8.4 Any action or failure by learners that constitutes or could constitute a health risk to other learners, must be avoided.
- 8.5 It is forbidden to put slogans (graffiti), stickers and or posters onto any surface at the school, without prior consent from the principal or his delegation.
- 8.6 Learners must attend to any reasonable instructions of the principal, any educator, senior council (SC), grade council (GC) and the Representative Council of Learners (RCL) members regarding the maintenance of a clean and hygienic school environment.

9 CELL PHONES AND ELECTRONIC DEVICES

- 9.1 Unauthorised use of cell phones or electronic devices during class time or assemblies is prohibited.
- 9.2 Cell phones must remain switched off during class times and the changing of classes.
- 9.3 Cell phones may not be used as calculators.
- 9.4 Cell phones and electronic devices used in a classroom will be confiscated until the end of the period. Where this rule is repeatedly and continuously ignored, the device may be confiscated and kept until the end of the school day.
- 9.5 A learner is prohibited from having a cellphone or electronic device in his/her possession during any school based assessment (SBA) task. In the event that a cellphone is discovered in the possession of a learner during a SBA task, the School Assessment Irregularities Committee (SAIC) will deal with the transgression in accordance with the WCED guidelines.

10 SCHOOL NOTICES

Learners are obliged to hand to their parents all notices that the governing body, principal or an educator of the school has given to them for this purpose, as well as promptly return any acknowledgement of receipt that has to be completed by the parents, to the admin teacher.

11 CLASSWORK AND HOMEWORK

- 11.1 There shall at all times be an orderly atmosphere in the classroom. Learners may not disrupt or inhibit education.
- 11.2 Learners must promptly perform class instructions.
- 11.3 All learners must have and maintain a homework book according to the work prescribed by the principal or class educator.

- 11.4 Learners must do their prescribed homework and punctually submit it by the deadline to the concerned teacher. Non-compliance to this rule, can only be pardoned, if the learner, on the day on which the homework was due, submits a written note from his or her parents with an acceptable explanation for the failure.
- 11.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication, in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse, will be deemed as transgression of this rule.
- 11.6 Learners are obliged to catch up, as soon as possible, on any work they might have missed.

12 TESTS AND EXAMINATIONS

- 12.1 All learners are obliged to take the tests and exams given to them by their educators. Failure to take a School Based Assessment (SBA), will only be excused if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's immediate family, or another reason that has been approved by the principal.
- 12.2 Learners must refrain from any form of dishonesty when taking tests or exams.
- 12.3 Guidelines and procedures, as stipulated by the provincial government, WCED, will be applied when there are incidents of dishonesty during tests or exams. The School Assessment Irregularities Committee (SAIC) will deal with the transgression in accordance with the WCED guidelines.

SECTION 3

CATEGORIES OF MISCONDUCT AND DISCIPLINARY SYSTEM

1 CATEGORIES OF MISCONDUCT

Acts of misconduct are ranked into 3 (three) categories, namely level 1,2 and 3 transgressions, as per Schedule A. This is in accordance with the different punitive measures that can be taken, as stipulated in Schedule B, and the different procedures that may be followed in the management of the transgression, as stipulated in Schedule C.

2 DISCIPLINARY SYSTEM

- 2.1. The governing body has drawn up a list of different categories of transgressions (Level 1, 2 and 3) along with a corresponding demerit point system. The list is given to learners at the start of the academic year and is available on the school's website. This list should be seen as an extension of this code of conduct.
- 2.2. It is the responsibility of each learner and parent to ensure they are thoroughly familiar with the content of the code of conduct.
- 2.3. The disciplinary point system is linked to punitive measures, as stipulated in Schedule B.

SCHEDULE A

TRANSGRESSIONS AND DISCIPLINARY POINTS

	LEVEL 1		
	TRANSGRESSION	POINT	ADDITIONAL SANCTIONS/ NOTES
1.1	Homework or assignments incomplete / not done / not at school/ not up to standard / neglected / rushed off	4	Additional steps or sanctions at the discretion of the educator. Detention points may be given for repeated transgressions.
1.2	Books / equipment not at school	4	
1.3	Littering or dirtying of school premises	4	
1.4	Intentional wastage of water	4	
1.5	Eating / chewing / drinking during contact time or assembly (without permission)	4	
1.6	Appearance: Wrong school attire and / or failure to wear the prescribed clothing during school hours, school functions, sport functions or other school activities; or failure to comply with the school's rules on appearances. This includes transgressions against hair rules, jewellery, make-up, nails etc.	4	The learner receives a warning to correct his or her appearance. Non-compliance is met with daily detention points until the appearance has been rectified.

			During sport and school activities that take place after-hours, learners not wearing the appropriate uniform or sportswear will not be allowed on the premises. The same applies to non-compliance with any other regulations relating to the school's rules regarding the appearances of learners.
1.7	Being late for class, dawdling or dilly-dallying after break and during the changing of classes	4	
1.8	Failure to hand in letter of absence by the required time	4	
1.9	Being late for school without permission / or a valid excuse		Warning
	1st	4	
	2nd	8	
	3 rd or more	12	
1.10	Unruly or disruptive behaviour in the classroom, the hall, assemblies, exam rooms and porches – including unruly behaviour during school functions (Less serious – not behaviour that disrupts learning and education)	4	
1.11	Absence from compulsory school activities that take place after-hours and / or a compulsory attendance event without a valid excuse:		
	1st	4	
	2nd	8	
	3 rd or more	12	
1.12	Walking around without permission / or entering forbidden or restricted areas / or doing an activity which is prohibited in a particular area	4	See Addendum 4 (Restricted Areas)
1.13	Poor behaviour or team spirit during sport, cultural or any other school activity as player / or spectator.		
	Minor incidents	4	Written warning
	Serious or repeated incidents	12	Spectators guilty of serious, repeated poor conduct, will not be allowed on the premises during school gatherings.

1.14	<p>Unauthorised use of a cellphone or electronic device during class time</p> <p>Or</p> <p>The possession of a cellphone or electronic device during a school based assessment (SBA) task.</p>	8	<p>Cell phones can be confiscated for the duration of the period. Where the offence is repeated or continued, the cell phone may be confiscated until the end of the school day.</p> <p>In the case of possession of a cellphone during a SBA task the SAIC rules and procedures will be applied.</p>
1.15	Wilfully ignoring or disregarding the principal, teacher, or member of staff's instruction(s)	8	
1.16	Swearing, foul language, obscene signs or gestures	8	
1.17	Disrespectful conduct towards fellow-learners, staff or adults	8	
1.18	Disruptive or disturbing behaviour while taking a test or exam	8	"Time-out procedure" can be applied. Read about the Time Out room – Addendum 2
1.19	Copying homework	8	
1.20	Careless / negligent road use whilst driving a car or motorbike on or around the school premises.	8	
1.21	Handling or using other people's property without their consent	8	
1.22	Knowingly being in the immediate presence of learner(s) who are busy smoking	8	
LEVEL 2			
TRANSGRESSION		POINT	ADDITIONAL SANCTIONS / NOTES
2.1	Fighting, assaulting, bullying – less serious (no or minor injuries)	12	
2.2	Physical contact, such as, cuddling, kissing and “making out” on the school premises or anywhere else where learners are identifiable as a Brackenfell High School learner	12	
2.3	Misconduct during detention	12	
2.4	Consciously being in the presence, or knowing of learners who uses or have alcohol, drugs or other harmful items in their possession and not reporting it to a member of staff.	12	

2.5	Damaging other people's property (less serious)	12	Learner / parents are responsible for damage repairs
2.6	Possession of a weapon / object that can lead to the death or injuries of others	12	
2.7	Tampering with security equipment of the school (cameras, locks, gates, fire extinguishers etc.)	12	Learner / parents are responsible for damage repairs
2.8	Smoking, the use or possession of cigarettes, electronic cigarettes, hookah-pipe or tobacco on school property or anywhere else where the learners can be identified as Brackenfell High School learners	12	
2.9	Bunking of a class (not leaving the premises)	12	
2.10	Leaving the school premises without permission	16	
2.11	Absence from school (without a valid reason or permission)	16	
2.12	Not showing up for detention	16	
2.13	Public disorderly conduct or indecent behaviour on the school premises or anywhere else where the learner is identifiable as a Brackenfell High School learner (less serious incidents)	16	
2.14	Behaviour that has the potential to disgrace the school (less serious incident)	16	
2.15	Fighting, assault or bullying (more serious –injuries)	16	
2.16	Intimidation, bullying, cyber bullying, victimisation or threats directed at learners or staff	16	Compare with the school's policy on bullying
2.17	Offensive or discriminatory remarks to fellow learners or staff	16	
2.18	Gross insubordination	16	
2.19	Fraud: changing / signing / preparing documentation / or letters on behalf of another person /or parents	16	
2.20	Dishonesty, or an attempt to dishonesty during any assessment or task, including communication (verbal, non-verbal or written) or through the possession or use of an electronic device.	16	WCED regulations and provisions are applied by SAIC
2.21	Any form of falsification, forgery or plagiarism	16	WCED regulations and provisions are applied by SAI
2.22	Possession, use or being under the influence of alcohol or drugs. This includes the possession, use or being under the influence of alcohol or drugs on the school premises or any other place where the learner may be identified as a Brackenfell High School learner. (First offence).	16	Additional sanction: The school's drug policy is applied and the matter will be referred to the Internal Disciplinary Committee (IDC).
2.23	Possession, exhibition, production, duplication and/or distribution of pornographic material	16	

2.24	Serious obstruction of an educator's right to do his or her job or a learner's right to education	16	"Time-out procedure" can be applied. Read about the Time Out room – Addendum 2
2.25	Continuous or repetitive transgression of a level 1 or 2 offence	16	
LEVEL 3			
	TRANSGRESSION	POINT	ADDITIONAL SANCTIONS / NOTES
3.1	Vandalism, arson and / or malicious damage to property (serious incidents)	16	Learner / parents are responsible for damage repairs
3.2	Assault with the intent to cause grievous bodily harm and / or using a dangerous weapon or object	16	
3.3	Public disorderly or obscene behaviour that disgraces the school, on the school premises or any other place where learners are identifiable as Brackenfell High School learners (serious incidents)	16	
3.4	Public indecent or immoral behaviour	16	
3.5	Reckless or gross negligent road use while driving a vehicle or motorbike on or around the school premises, which also endangers others	16	
3.6	Possessing, using, selling or distributing firearms or any dangerous objects	16	
3.7	Possession, use or being under the influence of alcohol or drugs. This includes the possession, use or being under the influence of alcohol or drugs on the school premises or any other place where the learner may be identified as a Brackenfell High School learner. (Repeated incident, second or more)	16	
3.8	Selling, distributing or possessing (with the intention of selling) alcoholic beverages or drugs on the school's premises or any other place where learners are identifiable as Brackenfell High School learners	16	
3.9	Theft, burglary or trespassing with the intent to steal committed on the school premises.	16	
3.10	Inflicting corporal punishment on another learner or any other form of initiation or "ontgroening"	16	
3.11	Racist remarks and / or hate speech	16	
3.12	Any form of indecent sexual behaviour or sexual offensive behaviour, including sexual harassment or sexism	16	
3.13	Behaviour which the governing body regards as disgraceful, improper or conducting oneself in an unbecoming manner	16	
3.14	Any transgression punishable under statute or common law	16	
3.15	Behaviour that threatens the safety of other learners or staff /or puts their lives at risk or in danger. This	16	

	includes threatening or intimidation of learners or staff members		
3.16	Behaviour that disrupts the school program or violate the rights of others	16	
3.17	Being in possession or making use of any unauthorised copy of a test or exam questionnaire / or cheating, distributing, exchanging, bribing or attempted bribery of any person regarding any test or exam	16	WCED regulations and provisions are applied.
3.18	A learner who falsely identifies him or herself, or knowingly and wilfully supplies false information or falsifies documentation to gain an unfair advantage at school.	16	
3.19	Continuous and repeated and / or serious transgression of the code of conduct	16	

SCHEDULE B

PUNITIVE MEASURES AND PROCEDURES

NUMBER OF DEBITS (NET)	4 POINTS	8 POINTS	12 POINTS	16 POINTS
Level 1 transgression	<ul style="list-style-type: none"> Additional action or punishment sanction in discretion of the educator. 	<p style="text-align: center;"><i>Direct or combination</i></p> <ul style="list-style-type: none"> Additional action or punishment sanction in discretion of the educator. SMS to parent. 	<p style="text-align: center;"><i>Direct or combination</i></p> <ul style="list-style-type: none"> 1 hour detention. Letter of detention delivered by hand and SMS to parents. 	<p style="text-align: center;">2 X 8 points</p> <ul style="list-style-type: none"> 2 hour detention. Letter of detention delivered by hand and SMS to parent. Grade head contacts parent telephonically
Level 2 transgression	/	/	<ul style="list-style-type: none"> 1 hour detention. Letter of detention delivered by hand and SMS to parent. Learner appears before the grade head for a disciplinary discussion. Grade head contacts parent telephonically. 	<ul style="list-style-type: none"> 2 hours detention. Letter of detention delivered by hand and SMS to parent. Learner appears before the disciplinary head for a disciplinary discussion. Disciplinary head contacts parent telephonically. Referral of the matter to the Internal Disciplinary Committee (IDC) in the discretion of the disciplinary head. In serious cases, the principal may, after investigation, refer the matter to the disciplinary committee of the governing body for hearing
NUMBER OF DEBITS (NET)	16 POINTS			
Level 3 transgression	<ul style="list-style-type: none"> Report to the principal / disciplinary head for investigation. The governing body may on reasonable grounds, and as precautionary measure, suspend the learner. Refer to disciplinary committee of the governing body for hearing. 			

FLOW DIAGRAM

CREDIT POINTS

- 1.1 After completing a punishment sanction and /or positive behaviour, learners are able to receive credit points. The granting of these credit points are at the discretion of the Internal Disciplinary Committee (IDC) or Disciplinary Head.
- 1.2 Credits points may be granted under the following circumstances:

	COMPLETED PUNISHMENT / POSITIVE BEHAVIOUR	MAXIMUM CREDIT POINTS
1	Attendance of a function for which attendance is "compulsory"	-4
2	Community service (2 hours)	-8
3	Community service (5 hours)	-12
4	Community service (10 hours)	-16
5	1 hour detention	-12
6	2 hours detention	-16
7	Attendance of disciplinary hearing	-16
8	In school suspension: 1 to 3 days	-8
9	In school suspension: 4 to 7 days	-12
10	Out of school suspension 1 to 3 days	-12
11	Out of school suspension 4 to 7 days	-16

SCHEDULE C

DISCIPLINARY PROCEDURES APPLICABLE TO THE DIFFERENT CATEGORIES OF MISCONDUCT

1 REPORTING TO DISCIPLINARY OFFICE

- 1.1 All debits attained by a learner, verbal as well as written warnings, and the outcome of relevant disciplinary hearings, have to be reported immediately to the disciplinary office, so it can be documented on the learner's behavioural record.

2 REPORTING AND MANAGEMENT OF LEVEL 1 TRANSGRESSIONS

- 2.1 If learners make themselves guilty of a Level 1 transgression, it has to be reported to the disciplinary office who will take the matter further. Unless the learner has a

reasonable explanation (which has the effect that he/she can no longer be blamed for the transgression), a debit must be allocated and recorded on the prescribed form / noted on the detention point list.

- 2.2 Thereafter, the incident, relating to the corrective action, with due allowance for the total number of debits that have been allocated to the learner at that stage, should be managed as set out in Schedule B.

3 REPORTING AND INVESTIGATION OF LEVEL 2 TRANSGRESSIONS

- 3.1 If a learner makes him or her guilty of a Level 2 transgression that justifies a direct 12 point allocation, it has to be reported immediately to the relevant grade head.
- 3.2 The relevant grade head has to take the matter further. Unless the learner has a reasonable explanation (which has the effect that he/she can no longer be blamed for the transgression), a debit must be allocated and the appropriate disciplinary action followed. The debits must be recorded on the prescribed form / noted on the detention point list.
- 3.3 If a learner makes him or her guilty of a Level 2 transgression that justifies a direct 16 point allocation, it has to be referred to the disciplinary head immediately, who will take the matter further. The disciplinary head may use his or her discretion to direct the matter to the Internal Disciplinary Committee (IDC) for investigation and disciplinary action.
- 3.4 In the event of serious Level 2 transgressions (that justifies a direct 16 point allocation), the disciplinary head may manage the matter as set out below in paragraphs 4.1 to 4.3.

4 REPORTING AND INVESTIGATION OF LEVEL 3 TRANSGRESSIONS

- 4.1 If there are allegations that a learner has made him or her guilty of a Level 3 transgression or there is reasonable suspicion that the learner might have committed such a transgression, the matter has to be reported, immediately, to the disciplinary head. The disciplinary head should investigate the allegation or suspicion without delay, or appoint a capable investigating officer to do so.
- 4.2 The disciplinary head or appointed investigating officer has to determine when, where and under which circumstances the alleged transgression took place. The disciplinary head or appointed investigating officer must collect the necessary evidence (which includes statements of witnesses) to determine if grounds exist for a charge of serious misconduct against the learner.

- 4.3 If the disciplinary head did not conduct the preliminary investigation, the appointed investigating officer, after completing the preliminary investigation, has to handover the acquired evidence to the disciplinary head. The disciplinary head has to evaluate the preliminary evidence and if the evidence is sufficient to warrant a charge, the disciplinary head in deliberation with the principal, has to refer the case to the Disciplinary Committee of the governing body for a disciplinary hearing.
- 4.4 The Disciplinary Committee of the governing body has to ultimately, on a balance of probabilities, determine whether the learner has made him or her guilty of the accused charge.

SECTION 4 GENERAL PROVISIONS

1 AMENDMENT

The code of conduct may only be amended after consultation with educators, parents, and learners of the school. Amendments will come into effect when the governing body makes it known in writing to educators, parents and learners of the school.

2 INTERPRETATION

Any difference of opinion concerning the interpretation of this code of conduct will be settled by a ruling of the governing body.

SIGNED AT BRACKENFELL ON THE 10TH DAY OF SEPTEMBER 2021

THE CHAIRPERSON

Brackenfell High School Governing Body

PRINCIPAL

SECTION 5 – ADDENDUMS

ADDENDUM 1

POLICY ON SCHOOL CLOTHING AND APPEARANCE

Learners are expected to wear the official school uniform or sportswear and to look neat in accordance with the rules regulating school wear and appearances.

The rules governing school wear and appearances are:

SCHOOL WEAR

1. BOYS' UNIFORM AND APPEARANCE

1.1 Summer uniform

- 1.1.1 Black school shoes. (No suede, or material finish)
- 1.1.2 Grey shorts or long pants. Shorts may not cover the knees.
- 1.1.3 Long grey socks
- 1.1.4 White, short-sleeve open neck school shirt with the school's badge on the pocket.
- 1.1.5 School's pullover jersey with school badge on left chest (optional)
- 1.1.6 School blazer (optional). The wearing of blazers are compulsory during assemblies, prize givings or any other formal functions as determined by the principal.
- 1.1.7 School's raincoat (may only be worn on rainy days). No school badges allowed on the raincoat.
- 1.1.8 School's long-sleeve jersey with school badge on left chest (optional)
- 1.1.9 Sportswear according to the relevant sport code.

1.2 Winter uniform

- 1.2.1 Black school shoes (no suede or material finishes)
- 1.2.2 Grey shorts or long pants. Short pants may not cover the knees.
- 1.2.3 Long grey socks
- 1.2.4 White long- or short sleeve button up school shirt with tie
- 1.2.5 School blazer. Wearing of the school blazer is compulsory during assemblies, prize givings or any other formal functions as determined by the principal.
- 1.2.6 School's raincoat. No school badges allowed on the raincoat.
- 1.2.7 School's long-sleeve jersey with school badge on left chest

- 1.2.8 Only school scarves may be worn.
- 1.2.9 No other clothing of any kind except a raincoat may be worn with the school uniform, as prescribed by the rules. (This include caps and gloves.)
- 1.2.10 Sportswear according to the relevant sport code.

1.3 Hair

- 1.3.1 The general cut or style has to create a neat impression.
- 1.3.2 Hair may not touch the collar or cover the ears.
- 1.3.3 Hair may not touch the eyebrows.
- 1.3.4 Hair may not be cut in ridges or steps.
- 1.3.5 Hair may not be cut in the so-called “mushroom, mullet or Mohawk style,” but has to follow the natural shape of the boy’s skull.
- 1.3.6 No patterns may be shaved on the head.
- 1.3.7 Hair on the side and at the back of the head should be cut at the same length.
- 1.3.8 Additional hair or extensions are not allowed.
- 1.3.9 No exotic or unnatural hair styles are allowed.
- 1.3.10 Hair may not be coloured or tinted (“highlights”).
- 1.3.11 No dreadlocks are permitted.
- 1.3.12 Learners’ hair should at all times be neat and clean.

1.4 Beard

- 1.4.1 Boys must be clean shaven
- 1.4.2 Moustaches and side whiskers are not allowed
- 1.4.3 Side whiskers are not allowed below the middle of the ear

1.5 Jewellery

- 1.5.1 Boys may not wear any jewellery, except for a wristwatch or Medic Alert bracelets.
- 1.5.2 No clear / black piercing retainers are allowed.
- 1.5.3 No rings, buttons or studs are allowed anywhere visible.
- 1.5.4 Only lapel badges associated with school activities may be worn.

2 GIRLS UNIFORM AND APPEARANCE

2.1 Summer uniform

- 2.1.1 Black school shoes (no patent leather or material finish)
- 2.1.2 White socks, folded at the ankle
- 2.1.3 School dress with school badge
- 2.1.4 Open-neck school shirt
- 2.1.5 School pullover with school badge on left chest (optional)

- 2.1.6 School blazer (optional). Wearing of the school blazer is compulsory during assemblies, prize givings or any other formal functions as determined by the principal.
- 2.1.7 School's raincoat (may only be worn on rainy days). No school badges allowed on the raincoat.
- 2.1.8 School's long-sleeve jersey with school badge on left chest (optional)
- 2.1.9 Sportswear according to the relevant sport code.

2.2 Winter uniform

- 2.2.1 Black school shoes (no patent leather or material finish)
- 2.2.2 School dress with school badge or grey trousers.
- 2.2.3 Navy or black tights
- 2.2.4 Long-sleeve shirt with school tie.
- 2.2.5 School blazer. Wearing of the school blazer is compulsory during assemblies, prize givings or any other formal functions as determined by the principal.
- 2.2.6 School's raincoat. No school badges allowed on the raincoat.
- 2.2.7 School's long sleeve jersey with school badge on left chest
- 2.2.8 Only school scarves may be worn.
- 2.2.9 No other clothing of any kind, except for a raincoat, may be worn with the school uniform, as prescribed by the rules. (This includes caps.)
- 2.2.10 Sportswear according to the relevant sport code.

2.3 Hair

- 2.3.1 Hair longer than the hem of the collar must be plaited or tied.
- 2.3.2 Hair may not hang in the eyes or face.
- 2.3.3 Where extra hair is weaved / plaited in or extensions added, the total volume of the hair should not be so much that it is out of proportion with the size of the head.
- 2.3.4 Where extra hair is weaved / plaited in or extensions added, the length of the hair should not be so long that it is out of proportion with the head when tied up.
- 2.3.5 Hair must be of a natural colour / it may not be distinct different colours.
- 2.3.6 Plaits, weaves and extensions must be as close as possible to the learner's natural hair colour.
- 2.3.7 Dreadlocks are not allowed.
- 2.3.8 Learners' hair should be neat and clean at all times.
- 2.3.9 No exotic or unnatural hairstyles are permitted.
- 2.3.10 The general cut should create a neat impression.
- 2.3.11 The head may not be partially shaven. If it is, the shaven part should be covered with hair or a headband in school colours, until the hair has grown back.
- 2.3.12 Hair accessories – only navy, red, yellow and white (to match the colour of the school uniform), or black and brown (to match the hair colour).

2.4 Jewellery and earrings

- 2.4.1 Only one set of small earrings or studs of silver or gold, or with a small transparent stone / pearl is permitted and that in the bottom part of the ear.
- 2.4.2 No clear / black piercing retainers may be used to keep new piercings, anywhere visible, open.
- 2.4.3 “Stretchers” that stretch piercing are not allowed.
- 2.4.4 No rings, studs or buttons are allowed anywhere visible.
- 2.4.5 No rings, bracelets or necklaces, except for wristwatches or Medic Alert bracelets.

2.5 Nails

- 2.5.1 Nails should be short.
- 2.5.2 Only colourless nail polish is allowed.

3 GENERAL RULES REGARDING APPEARANCE (Boys and girls)

- 3.1 Tattoos: No tattoos may be visible when a learner is wearing his/her school uniform or sport clothing. The learner should wear a blazer, long-sleeve shirt, trousers or cover the tattoo with a flesh-coloured plaster. This rule is also applicable to school functions or school activities (at or away from the school) during which learners are allowed to wear casual clothing.
- 3.2 No make-up is allowed.
- 3.3 All official school badges awarded for achievements, such as SL, RCL, class captain, Top etc., should be worn on the lapel. These, usually, are badges with a red background. Only two of all the other badges, associated with associations, team spirit, sport etc., may be worn.

4 EXEMPTION FROM CODE OF CONDUCT REGULATIONS

- 4.1 Learners can, on cultural, religious or medical grounds, apply in writing to the governing body for partial or full exemption from one or more of the regulations specified in the clothing and appearance policy.
- 4.2 Such an application should include valid reasons and supporting evidence. Hence, the onus is on the learner to motivate and substantiate an application.
- 4.3 Applications for exemption will only be considered at the start of the school year, unless urgency or a change in circumstances can be proven.

4.4 During the evaluation of an application, the governing body is entitled to gather any information required for a fair judgement.

4.5 The governing body will consider each application with the necessary gravity and accountability, and within the framework of the Constitution and court rulings. The learner will be notified in writing of the decision.

ADDENDUM 2

TIME-OUT ROOM POLICY

1. INTRODUCTION

This document contains the policy of the Time-out Room of Brackenfell High School, approved by the school governing body in 2018. The policy has been drafted in accordance with the Constitution of the Republic of South Africa, 1996; the South African Schools Act, Act 84 of 1996 (the Schools Act); the National Policy Act, Act 27 of 1996; relevant provincial legislation; the Protection from Harassment Act, Act 17 of 2011; the amended Criminal Law Act (Sexual Offences and Related Matters), 2007, and the United Nation's Convention on Rights of the Child, 1989.

All learners are entitled to attend a public school that fosters a peaceful, secure, safe educational environment. Brackenfell High School intends to supply each learners with a fair learning opportunity. The school, therefore, has a significant interest in the creation of a peaceful, secure, orderly and courteous school environment that promotes education and learning.

Serious disruption of class is detrimental to the school environment as well as learners' learning, performance and wellbeing. It interferes with the school's mission to educate and disrupt school activities. Class disruption not only affects learners or educators, but also those who participate in or witness such behaviour. It should therefore be tackled to ensure learner safety and an inclusive learning environment.

THIS POLICY SHOULD BE READ WITH THE CODE OF CONDUCT FOR LEARNERS, OF WHICH IT FORMS AND INTEGRAL PART.

2. TERMINOLOGY

Time-out room refers to the classroom where a learner is sent, when making himself or herself guilty of seriously disrupting a class and by doing so, depriving fellow learners from a learning opportunity.

Time-out form refers to the document that has to be completed by the applicable class educator, who has sent a learner out of class because of serious disruptive behaviour, informed the learner's parents and filed the form for the record.

3. RATIONAL OF THE POLICY

Importance of a peaceful, secure and safe learning environment

A peaceful, secure and safe learning environment should be created in the school for every learner, because . . .

- It is the duty of each school to protect each learner's fundamental right to education;
- School enrolment protects a learner's fundamental right to education;
- A school that removes a learner from a class who disrupts the learning environment and deprives other learners from efficient learning, will undoubtedly enhance learner security and performance.

4 APPLICATION AND PROCEDURE

4.1 This policy applies to any learners, educator and non-educator at the school, as well as any visitors or volunteer who behave in a way that amounts to the serious disruption of the learning environment and that deprives fellow-learners from efficient education. All the aforementioned people are liable to comply with this policy.

4.2 The following steps should be taken by the concerned teacher:

- 4.2.1 Warn poor behaving learners, write their name on the board.
- 4.2.2 Class teachers should keep record of poor behaviour and give detention points where necessary.
- 4.2.3 If the learners still does not cooperate, complete the Time-out form and push the intercom button.
- 4.2.4 Send the learner to the Time-out room. A reliable fellow-learner should accompany the learner.
- 4.2.5 The principal / deputy principal will inform the teacher supervising the Time-out room via intercom that the learner is on his way there. The office should be notified again via the intercom, if the learner does not arrive within five minutes.

- 4.2.5 The learner reports to the supervising teacher in the Time-out room.
- 4.2.6 The learner may peacefully continue with his or her work and may, when the bell rings, return to the next class.
- 4.2.7 The concerned teacher completes the Time-out form and inserts the form in the applicable grade file for later use as intervention before the end of the day.
- 4.2.8 The class teacher sends an SMS or email to inform the parents of the learner's poor behaviour and that their child has been removed from a class for a period.

Note: This system is only for serious behavioural problems where a class becomes so disrupted that you are incapable of continuing the lesson and the education of fellow learners are taken away.

ADDENDUM 3

EXTRAMURAL ACTIVITIES

Learners are expected to participate in at least one summer and one winter sport. Learners who participate in school sports are expected to:

1. be dressed in the sportswear stipulated in the clothing rules of the particular activity, before, during and after said activity.
2. be loyal towards the school and fellow participants.
3. report punctually at matches or departure points to a from matches and remain present until they are excused.
4. be polite at all times and to comply with the decision, prescripts and instructions of:
 - 4.1 the sports head and the educator involved in that specific sport;
 - 4.2 the referee or adjudicator of the particular activity;
 - 4.3 the team captain.
5. apply self-control and discipline. Poor sportsmanship and foul or offensive language may not be used.

Sanctions and actions against foul play and poor sportsmanship is included in the code of conduct of each sport. Sanctions against offenders should be taken in the sport itself, except in serious incidents resulting in the image or name of the school being dishonoured.

ADDENDUM 4

RESTRICTED AREAS

1. Bicycle racks (weekdays from 07:40 to 14:30)
2. Teachers' parking area
3. Worker units and storage rooms
4. Area between the Ossie Theron centrum and the astro field weekdays from 07:40 to 14:30)
5. Area immediately adjacent to the boundary lines of the B and C rugby fields, including the area against the school fence (weekdays from 07:40 to 14:30)
6. Garage area at small gate (Frans Conradie street)
7. Admin block and staff pause room
8. Foyer of school building
9. Toilets behind pavilion and in foyer
10. Motorcycle parking area (weekdays from 07:40 to 14:30)
11. Immediate vicinity of green water tanks and borehole house (weekdays from 07:40 to 14:30)
12. Immediate vicinity of white score board / cricket wall (weekdays from 07:40 to 14:30)
13. Immediate vicinity of cricket and hammer throw nets (weekdays from 07:40 to 14:30)
14. Ossie Theron deck area (including stairs)