

CHRISTIAAN DE WET



GEKOMBINEERDE SKOOL • COMBINED SCHOOL

CODE OF CONDUCT AND SCHOOL RULES

To fulfil its vision, every public school is empowered (by section 8 of the South African Schools Act of 1996) to draw up a Code of Conduct.

The Code sets out to explain the rules through which the rights and corresponding responsibilities of each learner are realised. Once formulated, approved and announced, the code has the force of the law.

The purpose of the Code of Conduct is to establish a disciplined, safe and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

1. RIGHTS AND RESPONSIBILITIES

For quality learning to take place, certain rights and responsibilities need to be recognised, including the right to:

- Personal safety and security of property.
- A clean and functional environment.
- Fair treatment.
- Listen and be heard.
- Undisturbed access to knowledge, skills and resources
- Have progress assessed.

With every right there is a matching responsibility. To protect the right of individuals, it is the responsibility of each learner not only to refrain from infringing such rights but to prevent others from doing so.

2. EXPECTATIONS

To maintain a disciplined and effective learning environment, learners are expected to be mature and responsible.

Learners can make a positive contribution by being honest, diligent, friendly, punctual, neat and courteous. They must behave in a manner which is respectful to all cultures and to the rights of all. In addition, it is the duty of all learners to protect the rights of others.

Commitments must be honoured. Homework and daily review should be routine and deadlines must be met.

3. SCHOOL RULES

These rules are to be applicable where a learner is on the school premises, at a school function or school activity, or in a public place where he or she is identifiable, or likely to be identified, as a learner of Christiaan de Wet Combined School.

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| 1. | A learner shall not use foul, abusive, racist, sexist or blasphemous language. |
| 2. | A learner shall not assault, threaten, bully, abuse, intimidate, victimise or endanger the life or safety of anyone. |
| 3. | A learner shall not possess any weapon, knife or dangerous object. |
| 4. | A learner shall not smoke/ vape, use drugs or consume intoxicating liquor, nor may a learner associate himself or herself with any learner smoking, using drugs or consume intoxicating liquor as aforesaid. |
| 5. | A learner shall not attend a school function or activity whilst under the influence of drugs or intoxicating liquor. |
| 6. | A learner shall attend school for the whole of the prescribed school hours. In the case of absence; a learner shall, on returning to school, furnish the Principal with a written note , signed by the parent or guardian, explaining the reason for the learner's absence for one day. If a learner is absent for more than one day, a medical certificate or other formal documentation must be provided. A medical certificate (Doctor's letter) is required for any absence during examinations and for absence from control tests, orals and other CASS (continuous assessment) work. When a learner is absent for 10 consecutive days without a valid reason, such a learner will be removed from the school roll. |
| 7. | A learner may not be absent from a class or leave the school premises during school hours without the permission of the principal or his or her nominee. |
| 8. | A learner shall not damage, vandalise, deface, or soil school property or the property of another. |
| 9. | The personal appearance and dress of a learner whenever travelling to or from any place as a learner of Christiaan de Wet Combined School (whether that learner is wearing the official school uniform or not) shall conform to such standards of decency and propriety as are considered adequate and appropriate by the principal or his or her nominee in charge of the learner at the time. |
| 10. | Learners shall always wear the full official school uniform as specified by the Board of Governors unless permitted otherwise by the principal or his or her nominee. |
| 11. | A learner shall not hitchhike on a public road in school uniform. |

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| 12. | No notice, banner or communication may be displayed on the premises without the permission of the principal or his or her nominee. |
| 13. | A learner may not possess or view pornographic or undesirable material. |
| 14. | A learner may not have a cell phone or other electronic device during school hours, except during breaks (not including changing of classes). See attached Cell phone Policy. |
| 15. | A learner shall not by way of any conduct or utterance bring the good name of the school into disrepute. |
| 16. | A learner shall obey, observe, and carry out all regulations made and issued by the principal or his or her nominee, and any instructions or directives given to the learner by an educator. |
| 17. | No learner may be on the school premises after 13:30 except for official extra-mural activities and/or extra classes as arranged by the teachers. |

4. REGULATIONS FOR CLASSROOM BEHAVIOUR

| YES | NO |
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| <ul style="list-style-type: none"> • Mutual respect. • Punctuality. • Only one person speaks at a time. | <ul style="list-style-type: none"> • Borrowing • Cell phones |

5. REGULATIONS

The principal may from time to time issue directives, instructions and rulings, collectively called regulations, to ensure the efficient running of the School. These regulations deal with matters such as:

- Procedures for dealing with latecomers.
- Delimiting the bounds of the learners' movements.
- Maintaining the school uniform, etc.

6. MISCONDUCT

Failure to abide by the school rules and regulations and infringing the rights of others constitutes misconduct.

7.1 PENALTIES FOR MISCONDUCT

Penalties for misconduct range from a verbal warning and extra work to suspension for a period or suspension pending a decision on expulsion. All punishment must be seen as fair, reasonable, and consistent.

Misconduct can be categorised as follows:

7.2 MINOR OFFENCES: (May lead to confiscation, verbal warnings, extra work, loss of privileges, counselling, removal from a class, etc.)

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|-----------------------------|-----------------------------------|--------------------------------|
| M1 Late for class | M2 Sleeping in class | M3 Talking in class |
| M4 Walking around in class | M5 Doing other work in class | M6 Eating in class |
| M7 Homework not complete | M8 Copying Homework | M9 Forgetting stationery/books |
| M10 Inappropriate Language | M11 Untidy/long/painted nails | M12 Untidy/incomplete uniform |
| M13 Inappropriate Jewellery | M14 Not properly shaven | M15 Untidy/coloured hair |
| M16 Not working in class | M17 playing in class during break | M18 not handing in workbook |

7.3 SERIOUS OFFENCES: (May lead to confiscation, written or final written warnings, loss of privileges, counselling, removal from a class, being debarred from the RCL, letters to the parents, interview with the parents, etc.)

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| S1 Not doing homework | S2 Political Canvassing | S3 Insolence |
| S4 Bad behaviour | S5 Absence from school without permission | S6 Dishonesty |
| S7 Bunking Class | S8 Smoking/ Vaping or a spectator to smoking | S9 Disrespect |

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|---|-------------------------------------|-----------------------------------|
| | Vaping | |
| S10 Documentation incomplete | S12 Disruption | S13 Inappropriate Caressing |
| S14 Leaving class without permission | S15 Cursing | S16 Disregarding authority of RCL |
| S17 Possession of cell phone or electronic device | S19 Dishonouring the school's name. | S20 Trespassing on school grounds |
| S32 Disregarding authority of Teacher | S33 Trespassing on hostel grounds | S34 Harmful teasing |

7.4 VERY SERIOUS OFFENCES: (May lead to community service, corrective action as envisaged under the Drug and Alcohol Policy, loss of privileges, counselling, removal from a class, being debarred from the RCL, counselling, letters to the parents, interview with the parents, suspension or suspension with a view to expulsion, etc. Criminal activities may be reported to the SAPS)

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| VS1 Defiance of the Code of Conduct | VS2 Threatening the physical safety of anyone | VS3 Any behaviour which disrupts the effective functioning of the school |
| VS4 Cheating in any SBA | VS5 Any criminal offence on or off the school premises | VS6 Vandalism |
| VS7 Frequent repetition: Serious | VS8 Drug/alcohol abuse | VS9 Severely disruptive behaviour |
| VS10 Possession of a dangerous weapon/object | VS11 Theft and/or possession of stolen property | VS12 Immoral Behaviour and Profanity |
| VS13 Bullying | VS14 Possession or transmission of pornography | VS15 Fraud |
| VS16 Plagiarism | VS17 Falsely identifying oneself | VS18 Fighting/assault |
| VS19 Gangsterism | VS20 Other | |

7. CIRCUMSTANCES COVERED BY THIS CODE

This Code applies while a learner is in school uniform, on the school premises, participating in an activity sanctioned by the School, or in a public place where he or she is identifiable, or likely to be identified by reason of utterance or conduct on his or her part, as a learner of Christiaan de Wet Combined School.

8. DUE PROCESS

In cases of misconduct the following procedure is followed:

SCHOOL AND HOSTEL

- 3 Minor or 2 Serious offences: meeting with **Grade Head / Intervention Mentor** (if deemed necessary) with a verbal warning and detention. Verbal warning to be signed by the parents and sent back to the register teacher.
- 6 Minor or 4 Serious offences: meeting with **Disciplinary Head** with a written warning and detention. Written warning to be signed by the parents and sent back to the register teacher.
- 9 Minor or 6 Serious offences: meeting with **Parents, Principal or Disciplinary Head**, **Final written warning** to be signed by the parents and sent back to the register teacher.
- 12 Minor or 8 Serious offences: Dc Hearing, with Parents, principal/Disciplinary Head and SGB, possible suspension or Expulsion

A learner will be suspended from Hostel and/or School for up to 7 days until their Disciplinary (DC) Hearing.

In case of a DC Hearing the parents will be informed by phone to arrange a date. The letter, with all the details of the hearing as well as the misconduct, will also be sent to the parents before the DC Hearing.

NOTE: A disciplinary record of each learner will accompany his/her report every term.

The school is a member of FEDSAS and sticks to its procedures, which are in line with the South African Schools' Act.

9. REGULATIONS FOR VALUABLE LIFE SKILLS

The following are intended to reduce the stress experienced in our crowded classrooms and passages and to teach everyone valuable life skills. Manners have to be so well-learned that courteous behaviour is automatic. Courtesy then becomes an effortless aid to friendly relationships.

- Keep left.
- Move in single file.
- Move briskly. Do not loiter, especially at intersections.
- Do not run.
- Greet everyone, especially adults, at least with a smile.
- Do not shout.
- When waiting outside a classroom, line up (in single file) on the same side as the classroom.
- Never sit down until invited to so, once you enter an office or classroom.
- Always stand up when an adult who is walking by addresses you, unless they expressly excuse you from the courtesy.

- Acknowledge instructions and advice with an appropriate response: “yes, ma’am”, “no, sir” or “Thank you”.
- Respect the personal space of others. Getting up close to a person suggests intimacy that is inappropriate at school or work.

This Policy was adopted at a meeting of the governing body of Christiaan de Wet CS at Dewetsdorp on _____ 2024.



MR. B. MDHLULI
CHAIRPERSON



ME. I. POTGIETER
SECRETARY



MR. W.M.L. STRYDOM
ACTING PRINCIPAL

SCHEDULE A

CELL PHONE POLICY: CHRISTIAAN DE WET COMBINED SCHOOL

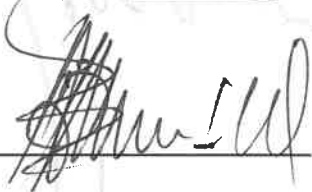
Learners' cell phones are NOT to be switched on / visible during ANY TIME of the school day, except during break. This includes EAR PODS / HEADPHONES / EARPHONES.

If a learner is seen by a staff member with a cell phone or earpiece at school during any time of the school day:

The cell phone or earpiece will immediately be confiscated, marked with the name of the learner, and put in the safe until the **LAST WEDNESDAY OF THE SCHOOL TERM**. It will then be returned to the learner by the teacher who confiscated it.

No exceptions to this rule.

This Policy was adopted at a meeting of the governing body of Christiaan de Wet CS at Dewetsdorp on _____ 2024.



MR. B. MDHLULI
CHAIRPERSON



ME. I. POTGIETER
SECRETARY



MR. W.M.L. STRYDOM
ACTING PRINCIPAL

SCHEDULE B:

SMOKING AND VAPING POLICY: CHRISTIAAN DE WET COMBINED SCHOOL

No learner is allowed to smoke or vape on or off school grounds. This is against the code of conduct of the school.


If a learner is caught: The cigarettes or vape will be confiscated.

Disciplinary steps will be taken.

This Policy was adopted at a meeting of the governing body of Christiaan de Wet CS at Dewetsdorp on _____ 2024.



MR. B. MDHLULI
CHAIRPERSON



ME. I. POTGIETER
SECRETARY.



MR. W.M.L. STRYDOM
ACTING PRINCIPAL

UNDERTAKING AND CONSENT BY PARENT/GUARDIAN

I, _____ (Name and Surname), the parent or guardian of _____

(Name and surname of Child), in grade _____,

1. Take note of the Code of Conduct and School rules and acknowledge the right of the school to implement it.
2. Undertake to study the Code of Conduct and School Rules and to abide by it.
3. Will pay all school fees in advance. (It is the responsibility of the parent/guardian to make arrangements with the financial office as to how payment will take place as well as any arrangements concerning exemption or partial exemption.)
4. Will replace or make good any property of the school which is lost, destroyed, or damaged by my child.
5. Authorise the Principal and his or her designate to act on my behalf at his or her own discretion (in loco parentis) in urgent cases e.g. illness, etc.
6. Authorise the Principal and his or her designate to act in loco parentis to administer punishment.
7. Furthermore, the school may render / source the services necessary to support my child academically, as well as his/her sociological welfare.

Signature: Parent/Guardian

Date

Name of Mother: _____

WhatsApp nr Mother: _____

Name of Father: _____

WhatsApp nr Father: _____

Name of Guardian: _____

WhatsApp nr Guardian: _____

WhatsApp numbers will be used to create Parent Groups for register classes and Hostel

Parents to communicate important information from the school.