

# HOËRSKOOI ROODEPOORT



## CODE OF CONDUCT FOR LEARNERS

(UPDATED VERSION AVAILABLE at [www.roodie.co.za](http://www.roodie.co.za))

### CONTENTS

1. General overview	1
2. Daily procedures for learners	2
3. Dress code – Girls	7
4. Dress code – Boys	10
5. Policy for cellular phones and electronic devices	14
6. Policy for dangerous and prohibited possessions	15
7. Policy for cigarette smoking	16
8. Policy for illegal substances, marijuana and synthetic marijuana / herbal substitutes and “over the counter” medicines	16
9. Policy for personal property of learners	17
10. Policy for surveillance	17
11. Policy for merits/demerits	17
12. Policy for detention	18
13. Commitment to academic performance	19
14. Policy for deferral to academic detention class (ADC)	20
15. Policy for lockers	21
16. Disciplinary code of Hoërskool Roodepoort	22
17. Commitment to the Code of Conduct of Hoërskool Roodepoort (Parent copy)	25
18. Commitment to the Code of Conduct of Hoërskool Roodepoort (School copy)	26

Learners of Hoërskool Roodepoort are required to conduct themselves in an exemplary way with high moral standards and show respect to educators, workers, fellow learners, visitors and the facilities of the school. Respect is demanded for the privacy and personal space of all learners, educators, staff and visitors to Hoërskool Roodepoort. Learners are expected to comply to all aspects of the Code of Conduct of Hoërskool Roodepoort at all times when they wear the school uniform or wherever they can be identified as learners of the school.

The SGB, Principal and Staff of Hoërskool Roodepoort will endeavour to create a safe environment for learners in an atmosphere that is conducive to teaching and learning. **Any transgression of the Code of Conduct of Hoërskool Roodepoort will result in disciplinary action in accordance with the Disciplinary Code of Hoërskool Roodepoort.**

The following Policies and procedures (approved by the SGB on 15 December 2020) form an integral part of the Code of Conduct of Hoërskool Roodepoort for 2021:

The facilities of Hoërskool Roodepoort are access-controlled. School begins at **07:30** sharp and ends at **14:00** on **Mondays to Fridays and can be amended as deemed necessary.** The facility will open at 06:30 and close at 15:00 and Hoërskool Roodepoort accepts "***In Loco Parentis***" principle for learners during these hours or at any earlier time if the learner leaves the premises of the school. At any time before or after this stipulated time, the "***In Loco Parentis***" will be vested in the parents or legal guardians of learners. If any scheduled event of Hoërskool Roodepoort takes place, the school will accept "***In Loco Parentis***" for a learner for the duration of the event and will transfer the "***In Loco Parentis***" back to the parents/legal guardians of the learner, **30 minutes** after the conclusion of the event or **30 minutes** after return of a learner to the premises of Hoërskool Roodepoort.

**The CODE OF CONDUCT of HOËRSKOOL ROODEPOORT has been amended in JUNE 2020 to make provision for controlling the spread of the Covid-19 virus and will remain active until it is recalled by the SGB.**

- Hoërskool Roodepoort is an access-controlled environment. A Learner can only gain access to the school grounds and facilities through the main points of entry at:
  - ✓ The pedestrian gate in Kilburn Street next to the Main Hall (**ONLY** Grade 11 and Grade 12 learners).
  - ✓ The Small Theatre gate in König Avenue (**ONLY** Grade 8, 9 and 10 learners).

The SGB of Hoërskool Roodepoort grants the Principal of the school or his/her designated Staff permission to search any person/bag/belongings/locker on the premises of the school to ensure that the terms and conditions of the ***Code of Conduct for Learners of Hoërskool Roodepoort*** is honoured in all respects.

- A learner who does not enter the school grounds in accordance with the procedures described above, will be deemed to be on the school grounds illegally and will be issued with a Direct Detention, scheduled for the first available detention session.

- Learners may not enter the premises of Hoërskool Roodepoort if they are in possession of the following:
  - ✓ Any cigarettes, butanol-lighters or matches
  - ✓ Any e-cigarette/vape/hubbly bubbly/ bong or any other drug paraphernalia
  - ✓ Any drug, prohibited or illegal substance or substance with a narcotic effect or that alters the mental state of learners (Codeine, “Lean” or other similar mixtures)
  - ✓ Marijuana or synthetic Marijuana or any other synthetic (“herbal”) substance or dagga oil
  - ✓ Any type of knife or sharp metal object or any other object that can be used as a weapon
  - ✓ Any type of firearm, gas/air-gun/pistol or “BB”-gun or blow pipe
  - ✓ Any merchandise with the intention to be sold on the premises of Hoërskool Roodepoort.
  - ✓ Gambling paraphernalia or any objects that can be used to gamble
  
- Demerits (-5) will be issued for arriving late at school.

## **1.) DAILY PROCEDURE FOR LEARNERS**

- No learner may enter the school grounds without wearing an approved face mask.
- No learner may remove his/her mask at any time during the day except to eat/drink during break time.
- Learners should not share or exchange masks.
- The mask must cover the mouth and nose entirely.
- Only 3-layer, cloth masks will be allowed – fabric masks must be washed daily with soap and hot water and placed in a sunny place to dry. When dry, it must be ironed.
- If disposable masks are used, they must be changed daily to be effective.
- Masks may not be pulled down for purposes of speaking, coughing or sneezing.
- All learners must adhere to social distancing guidelines – learners must stay at least 1.5m from each other – No touching, handshakes, hugs or kissing will be permitted.
- Learners must wash their hands regularly with soap and water for at least 20 seconds at a time.
- No learner will be allowed to enter any classroom without sanitation of their hands. If gloves (of any nature) are worn, it will also be sanitised before entry into the class room.

- Learners may not share stationery, calculators or any electronic devices with anybody.
- Only learners from the group (“X” or “Y”) scheduled for attendance on a specific day, will be allowed access to the school grounds.
- No visitors (parents, friends or other learners not scheduled for attendance) will be allowed access to the school grounds **without a prior appointment.**
- Learners will not be allowed to leave the classroom during periods for any reason whatsoever.
- The school will ensure that there is adequate sanitiser available at bathrooms and at classrooms. Learners must use soap to wash their hands regularly.
- Only paper towels and/or tissue will be utilised in bathrooms.
- **Learners are advised not to come to school if they are not feeling well or if they display any of the symptoms usually associated with the Covid-19 virus. The school must be informed by telephone or email.**
- Learners must immediately inform the relevant educator / school authority if they experience any of the following symptoms usually associated with the Covid-19 virus during the school day: Any sudden:
  - ✓ **body aches,**
  - ✓ **“dry” coughing,**
  - ✓ **symptoms of the flu,**
  - ✓ **fatigue,**
  - ✓ **nausea,**
  - ✓ **vomiting,**
  - ✓ **diarrhoea,**
  - ✓ **weakness,**
  - ✓ **the loss of taste or smell.**
- **Learners are obliged to report immediately to the relevant educator / school authority when they have been in contact with someone who has tested positive for Covid-19.**
- Learners must maintain **exceptional personal hygiene.** This includes:
  - ✓ daily cleaning of their teeth and nails,
  - ✓ daily shower/bathing and
  - ✓ the wearing of a clean uniform every day.
  - ✓ no spitting is allowed in any location on the school grounds
- **LEARNERS MUST ATTEND SCHOOL WEARING THE FULL SCHOOL UNIFORM AS SET OUT IN THE CODE OF CONDUCT OF HOËRSKOOL ROODEPOORT.**

- Learners should **avoid touching their faces** and more specifically avoid touching their eyes, mouths and noses.
- Learners must **cover a sneeze or a cough** with a flexed elbow or tissue and then immediately dispose of the tissue in a bin and then properly sanitise their hands afterwards.
- Learners must use tissues or toilet paper to wipe their noses and not the long sleeves of any clothing item.
- **SMOKING (of any substance or cigarettes) is prohibited on the school grounds** and have to be reported to the SAPD during the Covid-19 pandemic on all levels of lockdown
  - ✓ Any learner that transgresses in this regard will be suspended immediately in the interest of the health and safety of other learners and the staff of Hoërskool Roodepoort.
- **Any behaviour of learners that constitute a threat to the health or safety of other learners/staff members will lead to an immediate suspension (for 3 days, subject to their parents/guardians visiting the school for an urgent disciplinary meeting) and possible disciplinary action in terms of the Code of Conduct of Hoërskool Roodepoort. This includes:**
  - ✓ Any behaviour that may lead to the potential spreading of the Covid-19 virus in the school community.
  - ✓ Any behaviour in contravention of the health regulations and rules described in the National legislation and regulations.
  - ✓ Any behaviour in contravention of the policies/protocols of Hoërskool Roodepoort in terms of the Covid-19 virus pandemic.

**Any learner that do not co-operate in all aspects will be suspended and send home, in the interest of the health and safety of everybody.**

- **Any form of bullying or harassment** towards a learner that is sick, experiencing symptoms of the Covid-19 virus or share any characteristics with people linked to any condition caused by the Covid-19 virus, will lead to immediate suspension and possible disciplinary action in terms of the Code of Conduct of Hoërskool Roodepoort.
- Learners are advised to bring their own lunch to school and **may not share food or drinks.**
- Learners will be **restricted to a designated area during break time.** No movement outside of these areas will be allowed.

- Learners are **not permitted to gather in groups** at any time during the school day. Social distancing must be practiced at all times.
- **The number of learners entering a bathroom will be limited and strictly controlled at all times.**
- Learners are expected to **wash their hands with soap at least 20 seconds** every time before leaving a bathroom.
- No cellular phones or electronic devices are allowed during school hours.
- **No ball games or any other games will be allowed whatsoever before school, during break time after school.**
- At the end of the school day, learners are expected to leave the school grounds through the main points of exit at:
  - ✓ Kilburn Street next to the Main Hall (from 14:15) or
  - ✓ The “Sports gate” in Kilburn Street (close at 14:15) or
  - ✓ The Fanie van Vuuren Small Theatre gate in König Avenue (close at 14:15).
- **Learners who do not leave the school grounds immediately at the end of the school day:**
  - ✓ Are **not allowed to loiter** around the buildings/stairs/bathrooms or any other area on the school premises.
  - ✓ Must report to the **designated waiting area** to be collected or leave the school grounds after school
  - ✓ Must move **without delay** to the venue of any extramural activity.

***If the Parents/Guardians repeatedly fail to collect a learner from school, Form 22 (Deliberate Child Neglect, Section 110 of the Children’s Act 38 of 2005) will be submitted to the relevant authorities.***

- A learner who does not exit the school grounds in accordance with the procedures described above will be deemed to have left the school early and/or in an illegal way and will be issued with a Direct Detention, scheduled for the first available detention session.
- **No ball games will be allowed on the Quad or any other area between the buildings before, during or after school.**
- The time allowed for the changing between classes or return to classes after break, is **limited to five minutes.**

- ✓ After 5 minutes, -5 demerits will be registered for being late for class.
- ✓ After 10 minutes -15 demerits will be registered for class disruption.
- Learners are not allowed to leave the school premises during school hours, unless they follow the correct procedure to be signed out by parents/legal guardians by the Administrative staff in reception.
  - ✓ If a Parent/Legal guardian is not able to pick up his/her child, he/she must give written consent to the school before the learner will be allowed to leave.
- **Access to lockers will be restricted to before school, during break time and after school. Lockers will be locked at all other times.**
- Learners are expected to have all relevant study material and stationary for each class during the school day. Learner will not be allowed access to their lockers during class time.
- Learners must keep classes, bathrooms and the school grounds tidy and free of litter.
- **Learners must, at all times, be in possession of their personal “Roodie Visum”.**
  - ✓ A learner may not leave any class during the school day unless necessary permission by the class teacher is given in the Roodie Visum.
  - ✓ A learner will not be allowed to leave a class during the following times:
    - Register period,
    - Before or after allocated break times
    - During the last period of the day.
  - ✓ Any learner who is outside his/her scheduled class during the school day and without the necessary authorisation in his/her Roodie Visum, **will be issued with a Direct Detention**, scheduled for the first available detention session.
  - ✓ Lost Roodie Visums must be replaced and are for the cost of learners.

Learners are required to manage their personal needs before the start of the school day, during break time and after school in order to facilitate an environment conducive to effective learning and teaching.

## 2.) DRESS CODE 2021

The correct school uniform is held in high regard at Hoërskool Roodepoort, be it at school, at sport practice or meetings or during cultural activities, on buses or anywhere in public. You are to be dressed in full school uniform from the moment you leave your home until the time you return in the afternoon. Uniforms must be clean, neat and tidy at all times. This, we believe, helps every learner to develop a healthy self-image and personal pride. No learner may deviate from the set rules.

The rules are clear and simple and they are easy to understand and apply. Only clothing approved by the SGB will be allowed. Only prescribed school wear obtained at the approved suppliers, is permitted. The dress code has been decided upon by a committee consisting of parents, learners and teachers and approved by the SGB. A list of suppliers is available at Reception, as well as on our website and in the school newsletter.

### A) GIRLS

- **Summer wear**

- ✓ Black shoes – Baby Dolls (always fastened) or lace-ups (always tied).
- ✓ Navy blue striped socks. (No white socks will be allowed)
- ✓ Navy blue Hoërskool Roodepoort trousers (without pockets) or navy blue skirt (maximum 10cm above the knee when kneeling).
- ✓ No school trouser legs may be tapered – (no “skinny” trousers) no zips or *Velcro* may be used in the legs of trousers.
- ✓ White short-sleeved shirt (tucked in). Summer shirts are open-necked.
- ✓ NO long-sleeved vests/spencers to be worn under short-sleeved shirts – (NOT white, black or any colour).
- ✓ No girl is allowed to wear only a white shirt (long or short). A pullover is compulsory over a white shirt and may be worn without a school blazer.
- ✓ A long-sleeved jersey without a blazer OR a shirt AND blazer without a long-sleeve jersey or sleeveless pullover is NOT ALLOWED.
- ✓ NO learner may come to school with only a long-sleeved jersey.
- ✓ Summer and Winter uniforms may not be combined. Learners must wear the entire Winter or Summer school uniform.

The switch from summer to winter wear and vice versa will be announced.



- **Winter wear**

- ✓ Navy blue tights (78 decitex). Opaque. In extremely cold weather, BLUE school socks may be worn UNDERNEATH stockings.
- ✓ Only HOËRSKOOL ROODEPOORT navy blue trousers (without pockets) that are available from the approved suppliers may be worn with navy blue socks. School trousers MAY NOT be tapered. NO “skinny” trousers. No zips in the trouser legs. No buttons.
- ✓ Long-sleeved white shirt with sleeveless pullover or long-sleeved pullover, tie and blazer.
- ✓ A tie and blazer is compulsory every day. A red RCL tie is acceptable, even if the learner is no longer serving on the RCL.
- ✓ Learners are allowed to wear the Roodie tracksuit top **underneath** their blazers on exceptionally cold days. A tracksuit top only is NOT considered school uniform.
- ✓ The Roodie winter jacket may be worn instead of the blazer.
- ✓ Only the official Roodies scarf is allowed.
- ✓ Shoes are always to be fastened (lace-ups as well as straps).
- ✓ ONLY the approved dark blue Roodie beanie with the school emblem may be worn throughout the year. Alternatively, the approved *Spotty* hat may be worn. Only approved hats and beanies that are available from our school suppliers may be worn.

- **Hair**

- ✓ Learners must have neat, appropriate hairstyles that complement the school uniform.
- ✓ Learners are NOT allowed to dye their hair and coloured braids will not be permitted. Only natural hair colour will be allowed
- ✓ Long fringes and shoulder-length hair must be tied.
- ✓ The *wet look* is not allowed.
- ✓ Outlandish *Afro* or other hairstyles are not acceptable.
- ✓ Ribbons: Only red ribbons – available at suppliers
- ✓ Elastics – only black or brown.
- ✓ *Alice-band* – Only black or brown – no dots or stripes.
- ✓ Narrow fabric hairbands are allowed (black or brown). No flowers or shiny embellishments.
- ✓ Only fine braiding that can be fastened will be allowed.
- ✓ No silver/gold/transparent or any other colour hairpins or beads are allowed in braids.
- ✓ Long hair, regardless of style, must be fastened at all times.

- **Make-up**

- ✓ No make-up is allowed.
- ✓ Girls with facial skin problems must submit a doctor's certificate for permission to wear foundation make-up.

- **Nails**

- ✓ No nail polish, gel or acrylic nails are allowed.
- ✓ Nails should be clipped short so that it is not visible as seen from the palm of the hand.

- **Jewellery**

- ✓ ONLY a wrist watch and signet ring are allowed.
- ✓ Ear rings: Silver or gold studs or sleeper earrings. ONLY one per ear and only at the bottom of the lobe. No coloured stone, pearl or diamond earrings.
- ✓ No tongue, nose or navel rings are allowed.
- ✓ Learners are not allowed to cover piercings, earrings or studs with plasters/Elastoplast.
- ✓ Only Medic Alert bracelets are allowed.
- ✓ NO tattoos are permitted. Existing ones must be covered with clothing or Elastoplast or with concealer make-up.

- **General**

- ✓ NO old matric ties may be worn by anyone.
- ✓ Only badges issued and approved by the school may be worn on blazer lapels.
- ✓ Learners are not allowed to wear any badges or buttons on their school jerseys, shirts, ties or any other place except for their blazer lapels.
- ✓ Only learners with religious objections regarding shaving of facial hair and who can produce an official letter of permission **from the appropriate religious leader (e.g. Priest or Imam)**, may apply to the SGB for exception to this rule. The SGB may grant or decline the request

## B) BOYS

- **Summer wear**

- ✓ ONLY black school shoes with black shoelaces (always fastened). No black sneakers or formal shoes.
- ✓ Shoes should always be polished and clean.
- ✓ ONLY grey school socks are allowed.
- ✓ Only black belts with a simple buckle not wider than the belt, are allowed
- ✓ Grey school trousers or shorts with a white school shirt (long or short sleeves).
- ✓ No trousers are allowed to be tapered – no “skinny” trousers allowed. No zips or *Velcro* may be used in the legs of trousers. No buttons may be used to replace the zip fly’s zip.
- ✓ Trousers may not be rolled up – the trouser leg must touch the back of the shoe.
- ✓ A school tie must be tied in a neat knot and **must hang no more than 5cm above the trouser belt.**
- ✓ The sleeveless Hoërskool Roodepoort pullover may be worn without a school blazer.
- ✓ A blazer is compulsory when a long-sleeved jersey is worn.
- ✓ A tracksuit top without a school blazer is not allowed.
- ✓ ONLY the approved dark blue Roodie beanie with the school emblem may be worn throughout the year. Alternatively, a *Spotty* hat may be worn. Only hats and beanies that are available from our school suppliers may be worn. The emblem must be worn facing the front.
- ✓ Trousers may not be worn with revealing underwear or hanging half-way down or below the buttocks.

- **Winter wear**

- ✓ A tie and blazer or winter jacket is compulsory every day.
- ✓ A school jersey may be worn under the blazer.
- ✓ Learners are allowed to wear the Roodie tracksuit top underneath their blazers on exceptionally cold days. No tracksuit top is allowed on its own with the school uniform
- ✓ Only the official Roodie scarf is allowed.
- ✓ NO sleeveless pullover may be worn over a long-sleeve jersey
- ✓ A long-sleeved school jersey must always be worn with a blazer.
- ✓ No other jumpers/fleeces or jackets may be worn.

- ✓ No long sleeved vests/T-shirts to be worn under short-sleeved shirts. (NOT white, blue, black or any colour).
- ✓ ONLY the approved dark blue Roodie beanie with the school emblem may be worn throughout the year. Alternatively, the approved *Spotty* hat may be worn. Only approved hats and beanies that are available from our school suppliers may be worn.

- **Hair**

- ✓ Hair must be clean, well-groomed and cut short.
- ✓ Hair should follow the natural hair line and should not touch the collar.
- ✓ Mulletts, Mohawk cuts, spikes, long sideburns, Afros, dreadlocks, braids, mopheads, steps, tails, pony-tails and outlandish hairstyles are prohibited. Permission for religious purposes must be applied for.
- ✓ Learners are NOT allowed to dye, or to put highlights in their hair.
- ✓ Hair products may be used in moderation (ONLY if ALL of the above rules are adhered to).
- ✓ No corn hair patterns shaved on the side of the head will be permitted.
- ✓ No long fringes hanging over the eyes will be allowed.
- ✓ Only braids that are worn close to the head (without tails in the neck) are allowed.
- ✓ Spikey hair should not be longer than 3 cm.
- ✓ Boys are under no circumstances allowed to tie their hair in any kind of ponytail or bun on top or at the back of the head.
- ✓ No silver/gold/transparent or any other colour hair pins or beads (hair jewellery) are allowed in hair/braids.

- **General**

- ✓ Boys must shave **EVERY DAY**.
- ✓ No goatees or sideburns are allowed. If you are unshaven you will be provided with a razor and asked to shave before being allowed into any classroom.
- ✓ No headgear other than the official embroidered beanie bought from approved suppliers are allowed. All other beanies and head gear **will** be confiscated.
- ✓ Only learners with religious objections regarding shaving of facial hair and who can produce an official letter of permission **from the appropriate religious leader (e.g. Priest or Imam)**, may apply to the SGB for exception to this rule. The SGB may grant or decline the request

- **Make-up**

- ✓ Boys are not allowed to wear make-up.

- **Jewellery**

- ✓ No jewellery is allowed for boys except for a wristwatch.
- ✓ NO rings, armbands, neck chains, or any other jewellery is allowed.
- ✓ Boys are not allowed to have piercings of any kind.
- ✓ Only official Hoërskool Roodepoort badges may be worn on blazer lapels.
- ✓ Permission to wear religious wristbands must be applied for and these applications must be accompanied by a formal letter from the leader of the learner's church or other religious institution.

- **Tattoos**

- ✓ Tattoos are discouraged.
- ✓ Existing tattoos should be covered at all times.
- ✓ **NO** markings on the skin must be visible.

### **C) INFORMAL WEAR (BOYS AND GIRLS)**

- ✓ Roodie wear may only be worn if permission/approval has been given by the Principal.
- ✓ It consists of the official Roodie shirt and a neat, non-revealing navy blue jeans and sneakers.
- ✓ In very cold weather, learners are allowed to wear the official school winter jacket, school jersey or school tracksuit top in addition to the above.
- ✓ All other rules concerning hair, make-up and jewellery still apply. Girls' hair should be fastened and no make-up is allowed.
- ✓ Should learners decide not to wear the informal uniform, they must wear the full school uniform.
- ✓ Learners are not allowed to wear a Roodie shirt as normal school clothes with school trousers.

## **D) GENERAL RULES (BOYS AND GIRLS)**

- ✓ The full uniform must always be worn, especially in public.
- ✓ Shirts must be tucked in at all times.
- ✓ Only badges issued and approved by the school may be worn on blazer lapels.
- ✓ No *Dry-macs* or track suit tops are allowed in wet weather. Use an umbrella.
- ✓ NO sportswear, not even official sportswear, will be allowed during lesson hours.
- ✓ Should a sport team leave immediately after school they may change into the official tracksuit and sneakers during breaktime.
- ✓ NO special tracksuit tops (first team, provincial, etc.) are allowed during school hours except on Fridays when permission has been obtained beforehand.
- ✓ **Learners are not allowed to change the official school uniform of the school or to modify the uniform in any way** (e.g. you may not attach the school emblem to your school jersey.)
- ✓ You should not wear badges on anything else except your blazer.
- **Full school uniform and compliance with the Dress Code of Hoërskool Roodepoort is compulsory at all times.**
  - ✓ If a Learner does not comply with all aspects of the dress code as set out in the Code of Conduct of Hoërskool Roodepoort, a **written warning** will be issued.
  - ✓ After **one** written warning has been issued, a learner will be suspended until such time that the learner complies with the dress code.

### **3.) POLICY FOR CELLULAR PHONES AND ELECTRONIC DEVICES**

**Hoërskool Roodepoort is a cellular phone/electronic device-free zone.** Cellular phones/electronic devices are not allowed to be used by learners during school hours (from 7:30 to 14:00). Learners are encouraged to leave cellular phones at home.

- Procedure to hand in cellular phones/electronic devices **BEFORE** school:
  - ✓ The cellular phone/electronic device must be switched off and **handed in for safekeeping before the start of the school day at the Reception desk.**
  - ✓ It is the responsibility of a learner to be on time to hand in his/her phone/electronic device for safekeeping **before 07:25**. Acceptance of phones/electronic devices for safe-keeping end at 07:25.
  - ✓ The cellular phone/electronic device will be returned from safekeeping **at the end of the school day, from 14:10.**
  - ✓ **No cellular phone/electronic device will be returned to learners for whatever reason during school hours.**
  - ✓ **Hoërskool Roodepoort will not accept any responsibility for the safe-keeping of any phone/electronic device. Any Learner who brings a phone to the school and hand it in for safe- keeping, does so entirely on his/her own responsibility and at his/her own risk.**
  - ✓ **Hoërskool Roodepoort will not be liable if the phone/electronic device is lost or damaged.**
- Cellular phones/ electronic devices not handed in (by choice):
  - ✓ Any cellular phone/electronic device/cellular phone accessories operated/utilised by a learner during school hours (included during break time) will be confiscated.
  - ✓ **ANY CELLULAR PHONE/ELECTRONIC DEVICE THAT IS CONFISCATED:**
    - Will be retained for a minimum period of **10 school days** (from the day following confiscation of the device).
    - Alternatively, a confiscated cellular phone/electronic device will only be released on presentation of a proof of payment of a **penalty fee of R200**, from the Financial Office.
    - Release of a confiscated cellular phone/electronic device will only take place **after school hours and only after all devices in safe keeping for the day have been returned to learners.**

- ✓ No Learner is allowed to take any picture, video-recording or voice-recording of any educator, fellow-learner, staff or event on the school grounds of Hoërskool Roodepoort, unless expressive permission has been granted prior to the event (in compliance to the POPI act (Act 4 of 2013)).
- ✓ Non-compliance to the POPI-act is considered to be of a very serious nature and is classified on Category C-level (-30 Demerits/ Direct Detention/Possible External Disciplinary Hearing and possible expulsion from the school).
- ✓ The taking of any picture/image, video recording and/or voice recording of any Staff member of Hoërskool Roodepoort or any other individual on or around the premises of Hoërskool Roodepoort is deemed to be of a very serious nature and is classified on Category C-level (-30 Demerits, External Disciplinary Hearing and possible expulsion from the school).

The school will endeavour to assist all learners to contact their parents in an emergency situation on reasonable grounds.

**Failing to adhere to the cellular phone and electronic device policy of Hoërskool Roodepoort is deemed to be of a serious nature and is classified on Category C-level (-30 Demerits, External Disciplinary Hearing and possible expulsion from the school).**

#### **4.) POLICY FOR DANGEROUS AND PROHIBITED POSSESSIONS**

Hoërskool Roodepoort is a place of education. It is paramount that the environment is conducive for teaching and learning and free of danger or threats. **Learners may not enter the premises of Hoërskool Roodepoort if they are in possession of any of the following:**

- ✓ Cigarettes or tobacco products, butanol-lighters or matches
- ✓ E-cigarettes/nicotine dispensing devices/water-pipes
- ✓ Any drug, prohibited or illegal substance or substance with a narcotic effect or that alters the mental state of learners (Codeine, “Lean” or other similar mixtures)
- ✓ Alcohol or alcoholic beverages
- ✓ Marijuana or synthetic Marijuana (“Herb”)
- ✓ Any type of knife or sharp metal object that can be used as a weapon
- ✓ Any type of firearm, gas/air-gun/pistol/rifle or “BB”-gun or imitation thereof
- ✓ Any merchandise with the intention to sell on the premises of Hoërskool Roodepoort.

**The possession of any dangerous or prohibited item is deemed to be very serious and is classified on Category C-level (-30 Demerits, External Disciplinary Hearing and possible expulsion from the school).**



## **5.) POLICY FOR CIGARETTE SMOKING**

Everyone has the right to a smoke-free environment. The buying and smoking of cigarettes by minors is prohibited by law in South Africa. Smoking by minors is a criminal offence by law and a fine of R500 or jail-time up to three months (or both sanctions at the discretion of a court )can be imposed on transgressors.

Learners are prohibited to enter the premises of Hoërskool Roodepoort if they are in possession of

- ✓ Any cigarettes, butanol-lighters or matches
- ✓ Any e-cigarette/nicotine dispensing device/water-pipe/ tobacco/Rizlas etc.

**The possession or use of any tobacco product, e-cigarettes, nicotine dispensing device or water-pipe is deemed to be a very serious offence and is classified on Category C-level (-30 Demerits, External Disciplinary Hearing and possible expulsion from the school).**

## **6.) POLICY FOR ILLEGAL SUBSTANCES, MARIJUANA AND SYNTHETIC MARIJUANA/HERBAL SUBSTITUTES AND “OVER THE COUNTER” MEDICINES**

***Hoërskool Roodepoort is a drug-, illegal substance-, alcohol-, Marijuana- and Synthetic Marijuana -free environment with a ZERO TOLERANCE policy towards any of these unwanted items.***

The SGB of Hoërskool Roodepoort authorises and instructs the Principal or/and his/her delegate/s of Hoërskool Roodepoort to:

- ✓ Conduct at their sole discretion, the prescribed test/s for drugs/illegal substances/ alcohol/ Marijuana/Synthetic Marijuana at any time on any learner on the premises of Hoërskool Roodepoort
- ✓ Search (in private) in terms of the South African Schools Act (SASA) the person and/or bags/belongings of any Learner on the premises of Hoërskool Roodepoort for drugs/illegal substances/alcohol/Marijuana/Synthetic Marijuana or any other prohibited good/s on reason-able suspicion that prohibited good/s are present.
- ✓ Suspend any learner who tests positive for any drugs/illegal substances/ alcohol/ Marijuana/ Synthetic Marijuana to protect the constitutional right of other learners of Hoërskool Roodepoort to a safe and drug-free environment that is imperative for proper teaching and learning to occur.
- ✓ Immediately schedule an External Disciplinary Hearing (within 7 school days) for all learners tested positive for any drugs/illegal substances/alcohol/Marijuana/Synthetic Marijuana.
- ✓ **Keep any learner who was tested positive for any drugs/illegal substances/alcohol/ Marijuana/Synthetic Marijuana, suspended from school until such time that the learner tests negative for any drugs/illegal substances/alcohol/Marijuana/Synthetic Marijuana. (In accordance with the ZERO TOLERANCE policy of Hoërskool Roodepoort)**
- ✓ Recover the cost of any positive drug/illegal substance/alcohol-test from the learner and waiver the cost of any negative drug/illegal substance/alcohol-test.

## 7.) POLICY FOR PERSONAL PROPERTY OF LEARNERS

Hoërskool Roodepoort is not liable for the protection, loss, damage or theft of any personal belongings of learners. Learners are responsible to look after their own possessions at all times. **Learners are advised NOT to bring valuable items (smartphones, smartwatches, tablets, etc.) to school.**

The camera surveillance system is for safety and security purposes only. The school does not have the manpower to search for lost/stolen property. **Any learner who needs assistance with a lost/stolen item can ask for assistance and pay the administrative fee of R100 (as ordered by the SGB of Hoërskool Roodepoort) and complete the form with details of the incident at the financial office before the matter will be investigated.** No guarantees are given that lost items will be found on the camera surveillance system.

## 8.) POLICY FOR SURVEILLANCE

The premises, buildings and educational- and administrative areas of Hoërskool Roodepoort are monitored by CCTV for safety and security purposes. Notice boards are displayed to this effect for all learners, parents and visitors upon entering the premises of the school. **The recordings of the CCTV system remain the sole property of the School Governing Body of Hoërskool Roodepoort and will not be shared with any third party without the written consent of the SGB unless warranted by a court order to this effect.**

## 9.) POLICY FOR MERITS/DEMERITS

Hoërskool Roodepoort makes use of a system of **Demerits** (for transgressions of the Code of Conduct of Hoërskool Roodepoort) and **Merits** for exemplary conduct/behaviour/achievements. The aim of this system is to reward positive behaviour and to caution and correct negative behaviour to guide learners to become responsible citizens of South Africa.

Merit-points are awarded for being on time for school and for class, participating, attending and supporting activities of the school, assistance to members of the Staff of the school and academic, cultural and sport achievements and excellence. Merit points can also be accumulated for attending detention classes (30 merit points) and for volunteering services (merit points subject to the time spent on the service rendered: 5 – 30 merit points) to the school or member of the Staff of Hoërskool Roodepoort.

Demerit-points are registered for transgressions of the Code of Conduct of Hoërskool Roodepoort and differ in value according to the level of transgressions (**Category A : -5 ; Category B : -15 and Category C : -30 demerit points**).

Demerit points are used by the school to determine if intervention/correction is required for the behaviour of a learner and can lead to a learner being summoned to attend compulsory detention as intervention to punish and correct negative behaviour and/or call parents for an internal disciplinary meeting at the school.

**On 30 November each year, 10% of the demerit points accumulated in that school year by a Learner, will be carried over to the next year (except for new grade 8 and all first time learners) to ensure a fair reflection of the disciplinary record of a learner over an extended time at Hoërskool Roodepoort.**

## 10.) POLICY FOR DETENTION

Detention is an integral part of the disciplinary system of Hoërskool Roodepoort and is intended to rectify/denounce negative behaviour. Detention is deemed in a very serious light and any learner who does not attend a scheduled detention session will be **suspended for three days** in an effort for the learner and parent/s to visit the school for an Internal Disciplinary meeting with the designated Grade Head and/or Grade Coordinator/s to establish a combined effort between the school and parents to assist the Learner in correcting his/her behaviour.

- ✓ The suspension of the learner will be withdrawn if an amicable plan for correcting the negative behaviour can be established.
- ✓ A learner will be granted three opportunities to this end and in the absence of progress will then result in an External Disciplinary Hearing and possibly a recommendation for expulsion from the school.

**Any learner with a total of more than 100 demerit points can be scheduled for a detention class at the sole discretion of the Head of Detention.** A learner can also be placed on "Direct Detention" at the sole discretion of the Grade Coordinator/Grade head/Head of Detention or the Disciplinary Head of the school.

- ✓ Attendance of a detention class will be credited with 30 merit points.
- ✓ Merit points accrued through Detention/Exam detention will only be used to determine the NETT VALUE of a learner with the sole intention to determine when a learner must be scheduled to attend a detention class.
- ✓ **Merit points for detention will only be awarded for attendance of a complete session.**
- ✓ Official detention classes will be scheduled weekly as determined by the Head of Detention.

**A learner with a NETT VALUE of 300 or more Demerit points will not be granted study time at home during exams.**

- ✓ **Learners will be deferred to Exam-detention on all days that they do not write a scheduled subject.**
- ✓ **50 Merit points will be awarded for each day of detention during exams, but only on days where the learner is not scheduled to write any subject during the 1<sup>st</sup> session.**
- ✓ Merit points accrued through Exam detention will only be used to determine the NETT VALUE of a learner with the sole intention to determine the length of the period that the learner will attend exam detention.
- ✓ A learner will only be released from exam detention when his/her NETT VALUE is below 100 demerit points or at the sole discretion of the Head of Detention/Head of Discipline.

## 11) COMMITMENT TO ACADEMIC PERFORMANCE

At Hoërskool Roodepoort, learners are considered to be individuals and the teaching staff is working at a common goal of guiding learners to become responsible citizens of the country.

The primary objective of Hoërskool Roodepoort is, however, to develop learners academically so that they can PURSUE a career after completing their secondary school education. To achieve this noble goal, learners are expected to:

- Attend school daily during school terms.
- Attend all classes during a school day.
- Work diligently and:
  - ✓ be responsible
  - ✓ take ownership of their education.
  - ✓ do their homework.
  - ✓ hand in SBA assignments whenever they are due, as directed by teachers.
  - ✓ Prepare adequately for scheduled tests and examinations.
- Be responsible students and make ALL efforts possible to gain the competitive advantages that the school can provide for a better future for them.
- Take responsibility for their own education and future.
- A learner who is absent from school or fails to complete / attend / hand in any scheduled task / test or activity whenever it is due:
  - ✓ is solely and ultimately responsible to make arrangements with the relevant teacher to attend / complete / hand in the scheduled task / test or activity.
  - ✓ is responsible to provide the required documentary proof / reason for not completing / attending / handing in any scheduled task / test or activity whenever it is due.
- **Only an appropriate doctor's note / clinic letter / funeral letter** will be accepted as a valid reason for being absent from a scheduled test / task or examination:
  - ✓ This notice is to be handed in to the relevant subject teacher
  - ✓ and it remains the sole responsibility of the learner who did not complete a scheduled test / task or examination to present the valid doctor's certificate, clinic letter or funeral letter to the subject teacher.
- If a learner with a **valid doctor's certificate, clinic letter or funeral letter** did not complete a scheduled assessment on a particular day, he / she will still have to complete the assessment in that subject.
- **It is the learner's responsibility to arrange a suitable date and time for this assessment with his / her subject teacher.** Failure to follow this procedure will result in a ZERO mark being awarded for the relevant assessment task.
- Learners receive a report card and a record of merits and demerits at the end of every school term (unless communicated differently due to unforeseen circumstances).

## **APPEALS PROCESS**

An appeals process has been implemented as part of the academic program at Hoërskool Roodepoort. The process allows for parents to appeal the marks of a subject or subjects on a report card of a learner each term.

- An appeal may be requested based on the learner results **EACH** term.
- An appeals form must be completed by the parent and submitted to the school within 5 working days after report cards have been handed out.
- The review panel will then go through a moderation process where-after a meeting will be scheduled with the parent.
- Please note that an appeal can only be launched with respect to the last completed term. TERM 1, 2 and 3 cannot be appealed in term 4.
- Once a term has been completed and the window period for appeals has expired, no appeals on those marks will be allowed at a later stage during the year.
- **The Appeals Schedule is as follows:**
  - ✓ **TERM 1 APPEALS**                      May not be submitted later than week 2 of Term 2
  - ✓ **TERM 2 APPEALS**                      May not be submitted later than week 2 of Term 3
  - ✓ **TERM 3 APPEALS**                      May not be submitted later than week 2 of Term 4
  - ✓ **TERM 4 APPEALS**                      Submission dates to be communicated with Term 4 Report cards

### **11.) POLICY FOR DEFERRAL TO ACADEMIC DETENTION CLASS (ADC)**

(Will be implemented whenever enough classrooms are available at school)

Any learner who disrupts classes or bunks classes will be deferred to the **Academic Detention Class (ADC)** where the Learner will be confined to a designated area at the sole discretion of the Principal or his/her designated representative.

- ✓ Learners deferred to the ADC will be supervised to study essential curricular content while forfeiting his/her normal privileges.
- ✓ All learners attending the ADC will be subjected to a test at the end of every day on the essential curricular content and will only be granted permission to return to normal scheduled classes once they have achieved a mark of 70% for the test administered for that day.
- ✓ Failing to achieve the set academic standard will result in retaining the learner in the ADC until the set standard has been met.
- ✓ Learners in the ADC will be separated from the rest of the school and will not join other learners during their scheduled break.
- ✓ Breaktimes for the ADC will be administered at the discretion of the Head of Detention.
- ✓ Learners will not earn any Merit-points / Detention merit points for the time that they attend the ADC.

**Any learner who does not give his full cooperation while attending the ADC, will be suspended for seven days and an External Disciplinary hearing will be scheduled at the time of suspension and may lead to permanent expulsion from the school.**

## 12.) POLICY FOR LOCKERS

Student lockers are the property of Hoërskool Roodepoort and remain at all times under the control of the school. Only a limited number of lockers are available and learners can hire a locker from Hoërskool Roodepoort on an annual basis (first come, first serve).

- ✓ Learners are expected to assume full responsibility for the security and the neatness of their locker and no sub-hiring/letting of lockers are allowed.
- ✓ **The learner who rents the locker from the school will be held responsible for the content of a locker at all times.**
- ✓ Periodic, unannounced, general inspections of the lockers will be conducted in the presence of the registered “renter” of a locker at the discretion of the Principal or his/her delegate for any reason, and at any time, without notice, without learner consent and without a search warrant.
- ✓ The following items will be confiscated and forfeited if found in a locker:
  - Any cigarettes, butanol-lighters or matches
  - Any e-cigarette/vape/hubbly bubbly/ bong or any other drug paraphernalia
  - Any drug, prohibited or illegal substance or substance with a narcotic effect or that alters the mental state of learners (Codeine, “Lean” or other similar mixtures)
  - Marijuana or synthetic Marijuana or any other synthetic substance (“Herbal”) or dagga oil
  - Any type of knife or sharp metal object or any other object that can be used as a weapon
  - Any type of firearm, gas/air-gun/pistol or “BB”-gun or blow pipe
  - Any merchandise with the intention to be sold (subject to reasonable suspicion and at the sole discretion of the Disciplinary Head of Hoërskool Roodepoort) on the premises of Hoërskool Roodepoort
  - Gambling paraphernalia or any objects that can be used to gamble

### 13) DISCIPLINARY CODE OF HOËRSKOOL ROODEPOORT

The school is primarily a learning - and teaching environment. **The purpose of the Disciplinary Code is to protect the unfringeable basic right of every learner to education AND to discipline learners who deviate from the accepted standard of behaviour.** Learners/Parents will be provided with a copy of a Learners' Disciplinary Record together with report cards and whenever disciplinary action is taken against a learner.

The Disciplinary Code is divided into three sub-sections according to the severity of a transgression:

i. **Category A transgressions:** (Will attract demerit points only)

**Minor transgressions** that will warrant **5 demerit points (-5).**

- ✓ e.g. late for school or class;
- ✓ homework not done;
- ✓ dress code violation;
- ✓ not in possession of Roodie-visum;
- ✓ excessive noise level, etc.
- ✓ (refer to complete list of Category A transgressions at [www.roodie.co.za](http://www.roodie.co.za))

**Repeated Category A transgressions** will be escalated to Category B disciplinary action.

ii. **Category B transgressions:** (Will lead to Internal Disciplinary action and suspension)

**Serious transgressions** that will warrant **15 demerit points (-15).**

- ✓ e.g. bunking classes;
- ✓ bullying and intimidation;
- ✓ disruption of classes;
- ✓ dishonesty;
- ✓ inappropriate/physical contact;
- ✓ swearing at staff members of Hoërskool Roodepoort;
- ✓ use of inappropriate language;
- ✓ selling of merchandise on school grounds;
- ✓ at the Tuck shop during class time; etc.
- ✓ not wearing a mask / mask not compliant to COC;
- ✓ (refer to complete list of Category B transgressions at [www.roodie.co.za](http://www.roodie.co.za))

**Repeated Category B transgressions** will be escalated to Category C disciplinary action.

iii. **Category C transgressions:** (Will lead to direct detention, External Disciplinary action, suspension and expulsion)

**Very serious transgressions** that will warrant **30 demerit points (-30)**.

- ✓ e.g. use of cell phone/electronic device during school hours;
- ✓ unacceptable behaviour during hall/quad assembly;
- ✓ smoking (of any substance);
- ✓ gambling on school grounds;
- ✓ aggression/disrespect towards Staff members of Hoërskool Roodepoort;
- ✓ vandalism;
- ✓ assault / verbal assault
- ✓ pornography;
- ✓ sexual misconduct;
- ✓ in possession of weapons or knives at school;
- ✓ instigation of or by onlookers (crowd) at physical fights;
- ✓ being the aggressor in physical fights;
- ✓ theft;
- ✓ not attending detention class/disruption of detention class;
- ✓ bringing the name of school into disrepute;
- ✓ use of alcohol on school grounds/ being under the influence of alcohol;
- ✓ use/possession/selling of drugs/illegal substances/alcohol/Marijuana/Synthetic Marijuana on the school grounds;
- ✓ positive testing for any banned/illegal substance;
- ✓ verbal and/or physical abuse of a teacher .
- ✓ racial misconduct;
- ✓ threatening the staff of Hoërskool Roodepoort;
- ✓ refusal to wear a mask;
- ✓ (refer to complete list of Category C transgressions at [www.roodie.co.za](http://www.roodie.co.za))



Hoërskool Roodepoort accepts it's ***In Loco Parentis*** responsibilities towards learners and act in the best interest of learners. **Whenever it becomes evident that a learner needs special disciplinary attention from his/her biological parents/guardians (NETT VALUE of Demerits above 200 points), a learner will be suspended for 3 days to receive intensive parental intervention.** At the end of this suspension, Parents/Guardians are expected to visit the designated Grade Coordinator to report on parental measures put in place to assist the school in guiding and correcting the behaviour of the learner. *If the Parents/Guardians fail to address the problem amicably, Form 22 (Deliberate Child Neglect, Section 110 of the Children's Act 38 of 2005) will be submitted to the applicable authorities as a last resort to assist.*

*Any learner who commits a **Category B** offence **will not be allowed to participate in any official activities** of Hoërskool Roodepoort for the duration of the sanctions for the offence.*

*Any learner who commits any **Category C** offence **will not be allowed to participate in any official activities** of Hoërskool Roodepoort for the duration of the sanctions for the offence **AND will forfeit the privilege to receive any official accolade or decoration of Hoërskool Roodepoort.***

**The complete (updated version) Code of conduct of  
Hoërskool Roodepoort is available at  
[www.roodie.co.za](http://www.roodie.co.za)**