

RYLANDS HIGH SCHOOL

CODE OF CONDUCT



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VISION

At Rylands High School our learners are guided by quality education in an organized and healthy environment to become well educated persons.

We aim to make our learners independent and able-bodied to develop their own skills and abilities in a balanced manner.

MISSION

Our ultimate aim at Rylands High School is to serve the community by successfully educating the child for the future.

TO SUCCEED IN OUR MISSION, WE WILL STRIVE TO:

Make an educational contribution to the learners' interest and that is to his/her advantage

Provide the learner with quality education by not only satisfying his/her expectations but exceeding it

Educate holistically to develop the learner into a well-balanced person

Expose the learner to sound beliefs and principles

Provide the learner with life skills.

Provide quality guidance to enable the learner to become a fully-fledged, responsible adult with a healthy esteem

Create a healthy relationship with our parents and community

Introduction

This School is committed to providing an environment for the delivery of quality teaching and learning by:

- Respect for all. Promoting the rights and safety of all learners, educators and parents.
- Ensuring learners' responsibility for their own actions and behaviour.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct with zero tolerance towards bullying.

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

School Rules

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

General Principles

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Prefect body, RCL, all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional or verbal harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

1. SCHOOL HOURS

1.1 The normal school hours are as follows:

- Monday to Thursday 08h00 to 15h05
- Friday 08h00 to 12h15

1.2 All learners must be at school by 07h55 as school gates close at 08h00.

1.3 Names will be recorded and dealt with in accordance to our Late-coming Policy.

1.4 Learners are to remain at school for the duration of the school day. NO BUNKING (unauthorised absence from class) will be allowed. This constitutes immediate suspension for a period of 5 school days. [Community service will be implemented for these learners].

1.5 Parents must refrain from seeking permission for learners to be dismissed before normal dismissal times.

2. ABSENTEEISM

- 2.1 Learners must attend school daily from Mondays to Fridays.
- 2.2 Learner absenteeism will be dealt with in accordance with the school **Absenteeism Policy**.
- 2.3 An absentee letter/medical certificate must be submitted after each absence and it must indicate the reason for the absence and must be signed by the parent/guardian.
- 2.4 If a learner is absent for an examination/test/assessment, the school must be notified immediately and a doctor's certificate or valid documentation must be produced for such absence. Failure to do so will result in the learner obtaining zero for the examination.

3. LEAVE TAKING

- 3.1 Parents/guardians requesting for leave for their children must either call at the school personally or make the request in writing stating reason for leave and the time at which leave should be granted. [Doctors/dentist appointments should be kept for after school hours].
- 3.2 Learners will only be allowed to leave the school premises if an adult collect them from school. Such an adult must be prepared to identify themselves, before the learner is allowed to be taken away.
- 3.3 Should the principal or his/her authorized deputy not be satisfied with the identification, for whatever reason, then he/she reserves the right to refuse leave to the child.
- 3.4 Request for leave over the telephone will not be granted.

4. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

FOR LEARNERS

Expectations of learners

The school has the duty of offering pastoral care over its learners both in and out of the school in the form of guidance, counsel, and discipline, especially when there is misbehaviour, anti-social or illegal behaviour. The schools structure consists of four pillars, which provide a framework for the learner's life at school:

A. Pastoral

Learners are expected:

- To maintain a high standard of behaviour and courtesy both inside and outside of the school.
- To be loyal to the school and to enhance the reputation of the school for the benefit of all at the school, and to display integrity and honesty in their actions and attitudes.

B. Academics

Learners are expected:

- To try their best to fulfil their academic potential at school
- To be accountable and recognize that each member of the school has the right to unhindered teaching and learning in a safe and secure environment

- To respect the rights of the individual to a full education
- To complete all homework assignments, and prepare adequately for all tests and examinations.

C. Extramural - physical and cultural

Learners are expected

- To be involved in a cultural activity and to appreciate beauty and their heritage
- To attend cultural events
- To participate in at least one extra-mural activity per season offered by the school
- To display sportsmanship of the highest order on and off the field,
- To support matches

D. Learners' rights

Learners should be entitled to:

- Educational facilities and resources necessary for effective learning
- Be taught in a clean, safe, and orderly environment
- Be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners
- Be treated as an individual, enjoying the respect of others, and treated in a fair and dignified manner
- Be taught in a disciplined environment in which punishment is fair and consistent
- Be recognized for their achievements;
- The democratic right due to process.

5. CODE OF CONDUCT

This Code of Conduct is applicable to all Rylands High School pupils while at Rylands High School, at any official school function and while attired in school uniform outside of school.

5.1 BEHAVIOUR

5.1.1. In the classroom

- After the educator has granted permission for the learners to enter the classroom, they must stand next to their desks and wait until the educator has greeted them and instructed them to be seated.
- Desks may not be defaced in any way whatsoever.
- Litter must be placed in the wastepaper baskets.
- Chewing of gum is not allowed.
- Eating is not allowed in the classroom, [unless otherwise indicated by an educator].
- If an adult is visiting the classroom, learners must stand and greet the visitor and wait until they are instructed to be seated.
- Behaviour in the classroom must be exemplary at all times.
- Learners must raise their hands if they wish to speak in the classroom.
- No smoking is allowed.
- No screaming, shouting, or foul language will be allowed in the classroom.
Learners will only be allowed to leave the classroom in exceptional cases for example cloakroom visits
- No learner will leave the classroom without the permission of the educator.
Permission cards will be given to each learner should they need to leave the classroom.
Chairs and tables must be moved back into place before the learners leave for the next lesson.
- No Cell Phones or any other electronic devices are allowed.

5.1.2. During change of periods

- Educators will be on corridor duty during change-over to control the movement of learners.
- Learners must move in a single file and keep to the left.
- Learners must move quickly and quietly in the corridors.
- Nobody is permitted to run or shout along the corridors.

5.1.3. In the hall

- Learners are not allowed in the hall without an educator.
- Silence must be maintained at all times.
- No learner is to use the sports equipment without an educator's permission.
- No smoking is allowed
- No learner is allowed to climb up to stage light ramp for any reason.

5.1.4. On the School Grounds

- All learners are to stay clear of the perimeter fencing of the school at all times.
- No learner is to talk to passers-by or accept anything through the fence.
- Toilets must be kept clean at all times. Loitering in toilets is prohibited
- Chewing of gum is strictly prohibited.
- All litter is to be placed in the bins provided.
- Learners may only play ball games in areas allocated for them.
- No smoking is allowed.
- The school's security is on duty at all times and is responsible for safeguarding the property of the school.

5.2 School functions and extramural activities

- Players must attend all practices and matches.
- Learners must always be dressed in correct regulation uniform for that particular sport.
- Tight fitting, revealing casual clothing will not be allowed for participation in sports
- Learners must display sportsmanship, treat learners from the visiting school in a polite, courteous manner and
allow visitors to be served with refreshments first.
- A referee or umpire's decision must not be questioned. Cheek and derogatory comments against a referee/umpire will not be tolerated.
- School property and equipment must be taken care of. No vandalism is allowed.
- Valuable items and money must be handed to the appropriate coach for safe keeping.
- The school will not be liable for any lost or stolen items. [Learners cell phones etc.]
- Excursions, tours, outings and camps are organized at the discretion of the school. Such excursions are a privilege and not a right.
- Learners who have transgressed may be excluded from attending these functions.
- Learners are to behave in an exemplary manner at all times.
- Learners must be attired in full school uniform for excursions unless otherwise indicated.

5.3 General

- The cost of any damage to school property caused by learners will be covered by the parents/guardian.
- No learner shall bring the name of the school into disrepute both in and out of school.
- Smoking, alcohol, substance abuse, drugs, weapons, firearms and any other related items found in the possession of the learner will result in punitive measures taken against the learner. Refer to Drug, Alcohol & Tobacco Policy
- To be in the company of any learner breaking this rule, will also be considered a serious offence.
- Learners who are in school uniform during or after school hours who are found with the above mentioned items will be in violation of the school rules.
- No bullying, fighting, victimization, intimidation, initiation, racism, insolent, obscene abusive, foul or inflammatory language will be tolerated. Refer to Bullying Policy
- Video footage capturing any sort of harmful, defamatory content and posted/distributed without permission on any social media sites or amongst learners will be dealt with according to the Disciplinary Policy
- Learners are responsible for their own property. All items to be clearly marked with learners' name.
- Cell-phones, iPods and other related items are banned from school.
- Any electronic devices used during school hours will be confiscated for the remainder of the term. Refer to Cell phone & Electronic Device Policy
- If, during an examination, a cell-phone is found ringing, beeping, or on silent, the cell-phone will be confiscated from the learner and zero given for that subject.
- If books or notes are found on a learner during an examination, a zero will be given for that subject, regardless of whether this will result in him/her failing the exam.

6. School Uniform and General Appearance

FOR GIRLS

- Long hair to be tied back only with black or navy bands. Preferred ponytail or plait is recommended
- School skirts to be 5cm above knee
- School shirts to be tucked into skirt at all times
- Navy or white headscarves may be worn.
- Blazers to be worn proudly at all times including outside school premises.
- Only natural coloured hair allowed. Hair should be neat at all times.
- Fingernails must be kept trimmed short and clean at all times. No nail polish allowed
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes
- Beachwear, shorts, tight-fitting clothes, clothes that is see-through and/or too revealing is not allowed.
- Hair, shoes and accessories should be neat at all times. Dresses/skirts should be 5cm above knee on these occasions.
- No make-up of any kind to be used on eyes, face and lips. Only clear lip protection to be used
- Learners who do not complying with the school dress code will be requested to call their parents
- Visible body piercing will not be allowed while in school uniform

NB. Only learners who have applied or submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons

Girls Summer Uniform:

Navy blue skirt
White school shirt
School tie
Navy blue school jersey (long or sleeveless)
Blazer with school badge (compulsory from 2016 for newcomers with leeway until 2020 for complete phase in for all other learners)
White school socks or black school tights
Black school shoes

Girls Winter Uniform

Navy blue skirt
Grey school pants (optional)
White school shirt
School tie
Navy blue school jersey
Blazer with school badge (compulsory from 2016 for all newcomers with leeway until 2020 for complete phase in for all other learners)
White school socks or black school tights
Black school shoes
Navy blue beanie, Navy woollen scarf and Navy gloves (optional)

FOR BOYS:

- Only school boy's hair cut allowed (i.e. one length). A No 1 cut is the minimum requirement
- The boy's hair must be cut away from the ears and off the collar, tapered upwards and thinned out at the back and sides.
- Square cuts and peculiar fringes and ridges are not permitted. No lines, steps, Mohawks or other fancy hairstyles are permitted.
- Side-burns may not extend more than 10mm below the top of the ear.
- Boys must be clean shaven at all times.
- Only natural coloured hair allowed. Hair should be neat at all times
- Trousers must be traditional school grey and not narrowed around the legs
- Trousers should not be rolled up at the bottom at hem
- School shirts to be tucked into trousers at all times
- Blazers to be worn proudly outside premises at all times
- Fingernails must be kept trimmed short and clean at all times.
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes.
- Beachwear, shorts, tight-fitting clothes, is not allowed.
- Hair, shoes and accessories should be neat at all times.
- Learners not complying with the school dress code will be requested to call parents
- Visible body piercing will not be allowed while in school uniform

NB. Only learners who have applied or submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons

Boys Summer Uniform:

Grey school pants
White school shirt
School tie
Navy blue school jersey (long or sleeveless)
Grey school socks
Blazer with school badge (compulsory from 2016 for newcomers with leeway until 2020 for complete phase in for all other learners)
Black school shoes

Boys Winter Uniform

Grey school pants
White school shirt
School tie
Navy blue school jersey
Grey school socks
Blazer with school badge (compulsory from 2016 for newcomers with leeway until 2020 for complete phase in for all other learners)
White school socks or black school tights
Black school shoes
Navy blue beanie, Navy woollen scarf and Navy gloves (optional)

7. SERIOUS MISCONDUCT

[Extracted from: General manual for the suspension and expulsion of learners from public schools (excluding public schools for learners who were referred or transferred to such school in terms of the Child Care Act, 1983 (Act 74 of 1983), and/or the Criminal Procedure Act, 1977 (Act 51 of 1977), in circular 0030/99-Provincial Administration Western Cape-Education Department.]

The Governing Body may, after a fair hearing, suspend or recommend expulsion to the Head of Education, if a learner is found guilty of serious misconduct.

A learner may be found guilty of serious misconduct if he or she:

- Has been convicted by the court of a criminal offence and sentenced to imprisonment without the option of a fine; or
 - Used or handed out freely or had in his/her possession intoxicating liquor or drugs during a school activity or in school uniform or while on the school grounds; or
 - Is guilty of assault, theft, gross insubordination or immoral conduct; or
 - Has been repeatedly absent without leave from school and/or classes; or
 - Conducts himself/herself in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, inter alia, if he/she:
1. Seriously threatens, disrupts or frustrates teaching or learning in a class

2. Engages in a conspiracy to disrupt the proper functioning of the school;
3. Insults the dignity of a staff member
4. Cheats or distributes any examination material so that they may gain an unfair advantage prior or during the writing of the said examination;
5. Sexually harasses another person;
6. Is found in possession of or distributes pornographic material;
7. Supplies false information or falsifies documentation to gain unfair advantage at school;
8. Is in possession of a dangerous weapon or uses it to threaten any person;
9. Engages in any act of public indecency;
10. Endangers and violates the rights of others;
11. Fights, swears, or falsely identifies himself or herself;
12. Threatens fellow learners, educators, non-educators and service staff
13. Uses hate speech, makes himself or herself guilty of racism or applies harmful graffiti;
14. Vandalizes, destroys or defaces school property or the property of any member of the school community
15. Repeatedly violates school rules or the code of conduct.
16. Bullying in any form (cyber, emotional, physical, or verbal). **Refer to Bullying Policy.**

8. LEARNER SEEKING EXEMPTION FROM THE RULES OF THE CODE OF CONDUCT

The following procedure is to be followed:

- Learner must submit a written request to the Principal furnishing reasons why he/she should be exempt
- the Principal can either refer the matter to:
 - a. The school senior management team or
 - b. The Governing Body. If required, the learner and the parents or guardians may appear before
 - c. The e governing body to substantiate the written submissions and the Governing Body should be allowed to put questions to the learner/parents/guardians.
The Governing Body may prescribe certain conditions as deemed necessary, in the event that the exemption is allowed.

9. DISCIPLINE PROCEDURES AND STRUCTURES

- A learner found guilty of an offence will be punished at the discretion by the Principal, or by persons to whom authority has been delegated by the principal.
- Discipline procedures will be determined by the nature and gravity of the offence, and will be applied in terms of the principal "in loco parentis" and existing regulations.
- A learner will be given the opportunity to state his case provided that this is done in a respectful and reasonable manner, and will have the right to appeal to the Principal whose decision will be final.

- Depending on the severity of the offence parents/guardians will be contacted and asked to collect the learner from school.
- The learner may be suspended up to a minimum of 5 school days. During which time they may appear before a disciplinary committee.
- The case will then be put forward to the Governing Body where a final decision will be taken.
- Parents/guardians will be notified of the decision made by the SGB (school governing body)

During the time of suspension learners would be recommended to seek assistance from the following places

Micro	021 422 1690	An appointment needs to be made by the parents/guardian for an assessment Depending on the outcome of this the learner will then be placed in a 5-day community based workshop relevant to the 'issue'.
Safe Schools	0800454647	(free] each incident at school is referred to safe schools
WCED Social Services	021 467 2000	[free]depending of severity of the offence
Famsa	021 461 7360	Cost incurred by parent
Parent Centre	021 762 0116	Cost incurred by parent

10. DRUG AND ALCOHOL POLICY AND PROCEDURE

10.1 POLICY

- Rylands High School strives for all round excellence which includes the behaviour and actions of and towards our learners.
- Our goal is to ensure that our positive actions are beneficial to all our learners.
- We realize also that we have to stay relevant and adapt realistically to changing times and circumstances, without ever condoning what is clearly wrong or harmful.
- In keeping with its policy the school will, in the first instance, adopt an approach to drug/alcohol related issues, which is restorative and supportive rather than purely punitive.

- While the school accepts the view that chemical dependency is a primary, chronic and progressive illness, it holds that substance abuse as an unacceptable practice and that the concept of a healthy drug-free life should at all times be propagated and encouraged.
- Realism nevertheless requires that it should be our policy not to condemn but to support those who need help in these areas, and should in the first instance attempt to do in such a way that it will not necessarily endanger their school careers.

Within this context we accept that:

- We are part of a greater community;
- We are in partnership with parents/guardians to ensure the best for their children
- A wide variety of addictive or habit-forming substances, both legal and illegal, are available within the community;
- Substance abuse is detrimental to humans on various levels;
- Our children are exposed to such substances through various channels;
- We have to equip our young people to be less vulnerable to substance abuse and better able to deal with life and its challenges;
- Our children, parents and teachers are not always equipped with sufficient information to combat the ills of substance abuse.

In cases where the learner and his/her parents/guardians do not wish to make use of the help offered to them, the school will have no choice but to take whatever action it feels necessary, not excluding expulsion or the pressing of criminal charges.

10.2 Position statement on alcohol and other drugs

1. At or during functions, excursions or any other activity organized by the school
2. When members of the school community are representing the school
3. Whenever members of the school community can be identified as such
4. When the effects of use or abuse are noticeable at school or school functions or when representing the school or identifiable as a member of the school community, or affect in any way performance or school life of a member of the school.

10.2.1 Rylands High School does not permit learners to indulge in:

- a. The use of prohibited substances;
- b. The selling and or handing out of cigarettes, or any form of drugs.
- c. The inappropriate use of either prescribed or non-prescribed medicines;
- d. The inappropriate use of solvents, inhalants/or other chemical agents;

- e. The consumption alcohol beverages;
- f. The smoking of tobacco and other drugs
- g. The possession of drug-related paraphernalia such as cigarette papers, pipes, etc.
- h. Any form of behaviour resulting in them being under the influence of alcohol and/or other drugs.

10.2.2 The consequences of breaching these requirements could include any or all of the following:

- a. Drawing up of a contract between all parties;
- b. Appropriate disciplinary and/or rehabilitative action relative to the breach;
- c. Suspension of learner;
- d. Expulsion of learner

10.3 Prevention

- The school undertakes to:
- Present prevention and information sessions to learners and parents/guardian as deemed necessary
- Make information available to educators
- Evaluate this policy and adapt it, if and when necessary, in accordance with changing circumstances and conditions
- Support a healthy, drug-free life through work and deed

Parents/guardians will of necessity be expected to participate in and to contribute financially towards these initiatives

10.4 Substance use:

The use of any mood-altering or habit-forming substance, without a doctor's certificate is strictly forbidden:

- On school premises;
- At all functions, excursions or any other activity organized by the school;
- When members of the school community are representing the school;
- Whenever members of the school community can be identified as such;
- When the effect of use or abuse are noticeable at school functions or when the learner represent or can be identified as a member of the school community

10.5 Dealing in Drugs

Dealing in drugs is a criminal offence and is strictly forbidden.

Note: The school reserves the right to take action according to policy and procedures if:

- A learner's substance abuse outside school influences his/her academic achievements
- Behaviour;
- Attendance etc.

If a learner is suspected of using or possessing, or is caught with or dealing in illegal drugs, the school will investigate further and reserves the right to refer the matter to the authorities (SANAB etc.), After which the normal legal process will takes its course

10.6 Action taken by the school:

Each case will be assessed on merit and considered individually within the framework of Rylands High School Policy and Procedures.

- Each and every case will be dealt with confidentially.

- Parents/guardians will be informed and involved;
- Isolated individual symptoms and unsubstantiated rumour will not be considered as reliable indicators of substance abuse, but a pattern of indicators (a decrease in school achievements, lack of willingness to participate in school activities, changes in attitude and behaviour, etc.) will be investigated;
- Rumours with supporting evidence will also be investigated.

NOTE:

- This is not a process of victimization, rather an honest attempt to identify at an early stage a learner in crisis
- Selected educators will undertake the investigations and call in other experts and professionals whenever necessary
- Parents/guardians will need to accept responsibility for any expenses incurred during a drug/alcohol-related incident (assessment, screening, treatment, therapy, outside programs, medical attention, etc., unless alternate arrangements have been made with the school

A contract will be drawn up between all affected parties. This contract will include measures such as:

- The treatment options as determined by all relevant parties;
- That screening (urine or any other method determined by the school) may be carried out on an Ad Hoc basis. (The control of such screening is the responsibility; of the school. The cost is the responsibility of the parent/guardian);
- That the learner is expected to improve behavior, achievements etc.;
- That the parent/guardian authorizes the treatment and also permits an institution, therapist or caregiver, if relevant, to furnish the school with progress reports;
- That the content of the contract can be adapted after negotiations with the affected parties;
- That if the parent/guardian and/or learner take it upon themselves to stop treatment, the school will consider the contract suspended and the learner may be required to leave the school
- That the school reserves the right to recommend that, if it is in the interest of the learner and/or the school, such learner is referred elsewhere to complete his/her education.

11. LEVELS OF DISCIPLINARY OFFENCES:

A. Level One Offences:

Learner Infringement:

- Copying of homework/plagiarism
- Late arrival for class, lines, assemblies, meetings, etc.
- Talking in class, lines, assemblies, during announcements etc.
- Not following reasonable instructions, for example fails to work in class
- Schoolbooks are neglected
- General untidiness
- Littering
- Misuse and unauthorized use of school equipment, (fire extinguishers, taps, alarm systems, sprinkler systems)
- Flouting of class rules
- Misconduct on busses (excursions)

Response and Support

- Class educator/ learning area educator responsible for classroom management of learner behaviour
- Classroom rules are a prerequisite for the management of behaviour and the application of measures. Refer Classroom Code of Conduct
- Peer help programmes can have a positive influence on the creation of a positive school climate and the management of learner behaviour

B. Level Two Offences

Learner Infringement

- Repeated level 1 infringements
- Racist, sexist, pornographic (viewing/downloading) discriminator comments and behaviour
- Inappropriate show of affection
- Gambling
- Smoking/possession of cigarettes and e-cigarettes
- Refusal to submit to corrective measures
- Deliberate disruptions of class. Eating in class, playing with cell phone, etc.

Response and Support

- The school based team and senior management team, EMDC's circuit team
- Grade Head
- Development programmes offered by community source
- Corrective measures (disciplinary committee)
- Individual education support plan; keeping of a class report can form part of this
- Educator as mentor for learner

C. Level Three Offences

Learner Infringement

- Repeated level 2 infringements.
- Vandalism
- Bunking (leaving school/classroom without permission)
- The use of humiliating suggestive language and signs
- Disrespectful actions towards educators
- Absent without leave/Truancy
- Inciting fighting, bullying behaviour (needling)
- Under the influence of alcohol and drugs
- Theft, Arson, Serious vandalism
- Racist sexist and misconduct [harassment]
- Physical assault of learners [fighting, throwing of objects, etc.]
- Threatening of learners or educators
- Disruption of school programme through rebellion and demonstrating without permission
- Fireworks
- Trespassing on school grounds while suspension is still in effect

Response and Support

- Response and support as per Abuse Policy
- Drug Policy for schools
- Departmental policy relating to suspension and expulsion

D. Level Four Offences

Learner Infringement

- Repeated level 3 infringements
- Sexual abuse and misconduct (flashing/harassment)
- Gang-related activities
- Making bomb threats
- Refusal to attend development –orientated programmes
- Dangerous weapons: Bringing weapons onto school grounds, threatening people with weapons, deliberate assault of persons with weapon
- Possession of drugs on school grounds
- Dealing with drugs on school grounds (selling or handing out for free)
- Serious assault
- Learner is found guilty in criminal court (immediate suspension)
- Sexual assault (Rape)
- Any other criminal offence

Response and Support

- School Governing Body (disciplinary hearing)
- Abuse Policy
- Drug Policy for Schools
- South African Police Services criminal offences, such as drugs, weapons, rape, serious assault
- Parent involvement (disciplinary hearing and advise for parents)
- Social work service providers
- Support services to learners and parents Circuit team (EMDC)

- Expulsion committee (disciplinary hearing)

12. Searches

Where an educator/governing body member in authority reasonably suspects that a learner has a prohibited substance in his/her possession, an appointed nominee (which may include the police) may search that learner and his/her possessions. Should such a search be necessary, it will occur in the presence of the learner concerned, a person of their choice to support them and a second adult witness.

Note: Regular spot checks would be carried out by the school or police without notification being sent out to parents.

13. SCREENING

Where there is reasonable suspicion that a learner is under the influence of a prohibited substance the learner can immediately be sent to an appointed nominee for screening.

14. EDUCATORS

Please note that cell-phones are switched off during teaching time. All emergency calls can be directed through the office.

15. PARENTS

Report to the office for any school-related matters. ***Refer to Parents and Visitors Policy***

No parent/guardian is allowed to visit the classroom without permission from the office

16. EXAMINATIONS/CONTROL TEST

All formal assessment will be regulated as per Department of Education NSC Examination rules and regulations.

17. ACCEPTANCE OF THIS DOCUMENT IS A PRE-REQUISITE FOR ACCEPTANCE INTO RYLANDS HIGH SCHOOL

NB The School Governing Body may amend aspects of this code of conduct when necessary and the amendments will be brought to the attention of the general parent body.

ANNEXURE A

School: Rylands High School

Learner Commitment

I,, a learner at School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the LRC, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff. • Assist in making the School a safe place for all. • Seek help if I need it. • Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

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Learner/Parent/Guardian

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Date