

# MILNERTON HIGH SCHOOL



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## TABLE OF CONTENTS:

<b>PART A: INTRODUCTION</b>	<b>PAGE:</b>
Background	4
Admission	4
Courses of Study	4
Grades 8 and 9	4
Grades 10, 11 and 12	5
Music	5
Timetable	5
Assessing Learners' Progress	5
Books	6
Homework Diary	6
Sport and Extra-mural Activities	6
Cultural Activities (2018)	7
<b>PART B: UNIFORM &amp; APPEARANCE</b>	
Principles regarding Uniform	8
Permission for temporary deviation from Regulations	8
General	8
Specific Uniform Requirements	9
Uniform Stockists	9
Bags and Lockers	10
<b>PART C: PARENT MATTERS</b>	
Communication	11
School Fees	11

Assessment Fee	11
Parent Involvement	11
Tuckshop	12
<b>PART D: ATTENDANCE AT SCHOOL</b>	
Absenteeism	13
Sickness at School	13
Medical Appointments	13
Learners' and Drivers' Licences	13
Late Arrivals or Early Departure	14
<b>PART E: SCHOOL HOURS &amp; TRANSPORT</b>	
School Hours	15
Bicycles	15
Motor Cycles	15
Motor Cars	15
<b>MILNERTON HIGH SCHOOL CODE OF CONDUCT</b>	16

# **PART A: INTRODUCTION**

## **BACKGROUND:**

Founded in 1959, Milnerton High School originally offered instruction through English and Afrikaans, but since 1995 the language of instruction has been in English. Due to our very diverse community many languages are offered as second languages, normally in place of Afrikaans. Milnerton High is essentially an academic school, but it does have some courses with a practical component.

## **ADMISSION:**

Enrolment is limited by the facilities available and preference is given to learners who apply timeously and correctly, adhering to the official Western Cape Education Department policy.

Applications for enrolment must be made on the prescribed application form by the learner's parent(s) or legal guardian. A copy of proof of identity, the proof of residence, the most recent report as well as the latest end-of-year report must be submitted. In addition, in the event of your child being accepted, we require the transfer letter (CEMIS) from your child's previous school.

## **COURSES OF STUDY:**

Milnerton High offers a wide choice of subjects to enable learners to go to University, University of Technology or Colleges, other Higher Institutions of study or to enter the job market. We like to gauge our success by the high proportion of learners that go on to study at tertiary institutions.

## **GRADES 8 & 9:**

1. Language, Literacy and Communication (includes English, Afrikaans and any other Home and/or First Additional Languages on offer).
2. Human & Social Sciences (includes History and Geography)
3. Mathematics
4. Natural Sciences (consists of Physical and Life Sciences)
5. Creative Arts (including art, drama and music)
6. Economic and Management Science (includes Accounting and Computer Literacy)
7. Technology
8. Life Orientation (includes Physical Education and sports/cultural participation)

## **GRADES 10, 11 & 12:**

This is the FET (Further Education and Training) course.

Learners must take 7 subjects, i.e.

- 2 Languages: English, Afrikaans and Portuguese are currently offered intra-murally. In the case of immigrants, where private extra-mural or consultative tuition is offered, a foreign language may be substituted for Afrikaans. The Department of Education must authorise this. In exceptional cases an immigrant may take one language only, English. The other language is then substituted by another academic subject.
- Life Orientation
- Mathematics/Mathematical Literacy
- Any 3 others from the following list, which will include specific combinations with regard to core and elective subjects: Accounting, Business Studies, Computer Applications Technology (CAT), Consumer Studies, Design, Dramatic Arts, Geography, History, Life Sciences, Music, Physical Sciences, Tourism, Visual Arts.

Current Grade 9 learners will have a meeting in the first or second term to workshop/discuss their choices. Where subjects are over-subscribed, learners will be given preference according to academic performance.

## **MUSIC:**

Music as a subject can be taken from Grade 10 to 12. A level of Grade 2 practical and Grade 1 Theory is required to enter the Grade 10 course. The subject must be taken from Grade 10.

Music can be taken as an extra-curricular subject from Grade 8. We offer tuition in Piano, Singing, Drums, Guitar (Acoustic, Electric and Bass), Woodwind (Flute, Clarinet, Saxophone) and Theory of Music.

Extra-curricular music activities include the marimba band, girls' choir, instrumental ensemble and school band.

## **TIMETABLE:**

The timetable runs on a 10-day cycle consisting of a Week 1 and Week 2. The days in Week 1 are numbered from Day 1 to Day 5 and in Week 2 from Day 6 to Day 10. The periods vary slightly in length and are between 40 to 45 minutes long.

## **ASSESSING LEARNER PROGRESS:**

Every learner is given an ASSESSMENT PLAN at the beginning of each term. The school

follows a rigorous policy of tests and examinations. In term 1 and Term 3, CONTROL TESTS are conducted twice weekly. Test papers may be sent home with learners for a parent's signature and perusal and a full report is sent at the end of term.

In Term 2 and Term 4 EXAMINATIONS are set.

CONTINUOUS ASSESSMENT (CASS) has become an integral part of learner evaluation. Based on a variety of modes of assessment, marks are accumulated during the course of the year for inclusion in the end of year PROMOTION MARK. It is therefore essential that a learner must provide a VALID PROOF if he/she misses ANY form of assessment. Please read the Academic Code of Conduct regarding irregularities and re-tests.

## **BOOKS:**

Most text books and some exercise books (depending on subject choice) are supplied by the school for an annual levy, which needs to be paid at the end of the previous year in order to secure books for the following one. Parents may, of course, shop around and buy their own, but costs are normally substantially higher. The levy includes prepared modules required in some subjects.

If books are lost/damaged, they must be replaced by the learner at his/her expense.

## **HOMEWORK DIARY:**

All learners must purchase a homework diary and then use it diligently throughout the year. Important school information and policies will be supplied. These should to be glued into the diary upon receipt.

## **SPORT AND EXTRA-MURAL ACTIVITIES:**

Learners need to participate in sport and/or other cultural activities. Participation in the sport and cultural programme of the school is compulsory, as it is currently a mandatory section of Life Orientation. A learner needs to complete all the formal tasks in all their subjects in order to pass the grade. A learner should be involved in at least one school related sport and/or cultural activity per term.

The sports played at the school include:

**BOYS:** Athletics, Cricket, Cross Country, Hockey, Rugby, Tennis, Squash, Aquatics (Swimming, Biathlon, Long distance Swimming, Body Boarding, etc).  
Golf and Soccer (seniors only).

**GIRLS:** Athletics, Softball, Cross Country, Hockey, Netball, Tennis, Aquatics (Swimming, Biathlon, Long distance Swimming, Body Boarding etc.).  
Squash and Soccer (seniors only)

The following Clubs and Societies are active:

Chess Club	First Aid Club
Choirs/Instrumental Ensemble	Adventure Club
Marimba Band	Interact Club
Debating Society	Pharos (School Newspaper)
Glee Club	Events.Co (Catering)
Computer Club	Ten Club (Top 10 academics)
Students Christian Association	Natural Fusion
Quiz Team	

## CULTURAL ACTIVITIES (2018):



**Music Recital:** Friday afternoon is our designated Culture/Drama extra-mural time. All learners are encouraged to take part in these activities. There will be minimal clashing with sport, so all can be involved.  
**School Production:**  
**Variety Concert:**

In most academic years we produce a large-scale theatre production (or compete at Grand West), a variety concert, a music recital and some small drama/cultural evenings.

All of our extra-mural activities, the standards of excellence we achieve and the opportunities we afford our learners to mature and develop, are driven by our committed and professional staff. Along with our acclaimed standards of academic instruction, we believe that the rich diversity and quality of our holistic educational programme makes us the school of choice in the area.

# **PART B: UNIFORM & APPEARANCE**

## **PRINCIPLES REGARDING UNIFORM:**

1. The appearance of learners in uniform must promote the good public image of our school.
2. Comfort, practicality and cost are important considerations.
3. We are proud of our school uniform and it should be worn accordingly.
4. Gender equality is taken into consideration.

## **PERMISSION TEMPORARY DEVIATION FROM REGULATIONS:**

1. A note signed by the parent/guardian must be presented to the register teacher first thing in the morning on the day the deviation first occurs.
2. A date by which the deviation will be corrected must be agreed upon by the register teacher who will write this date next to their signature on the note.
3. The learner will carry the note with them at all times and will present it to any staff member, prefect or peer helper who wishes to see it.
4. If the deviation involves a hairstyle or stubble, the learner may be sent home until the deviation has been corrected. Time missed from school will be made up. The Grade Heads will administer this process after the learner has been referred to them by the register teacher.
5. Illegal clothing and garments will be confiscated immediately, normally to be returned at the end of the term. The same procedure will be applied to non-regulation jewellery, etc.

## **GENERAL:**

1. Full and correct uniform must be worn. All items of clothing must be clearly marked.
2. Learners may not speak to a staff member or adults with their hands in their pockets.
3. Blazers must be worn at all times, but may be removed whilst in class – with teacher's permission.
4. Jerseys may only be worn under the blazer.
5. Matric tops may be worn by the matrices at school, at non-formal occasions (except Assembly days).
6. Only school-related badges may be worn to indicate authority or representation or to acknowledge contribution. These badges may only be worn on the lapel of the blazer.
7. Learners must wear neat and appropriate kit to all sports practices and matches. They must wear the school tracksuit and/or uniform to and from matches. Other than the blazer, school uniform may not be mixed with sporting attire.
8. Navy school scarves may be worn in winter during school hours.
9. In general, hair styles must be conservative. (See School Rules).
10. The school tracksuit may not be worn under a blazer.



## SPECIFIC UNIFORM REQUIREMENTS:

### 1. BOYS:

#### SUMMER DRESS

Grey shorts with black belt  
Long grey striped school socks (obtainable from Rothmans)  
Grey long trousers with grey school socks  
Black school shoes  
Short sleeve blue shirt  
Blazer with badge compulsory  
NB. Shorts may only be worn with the correct long striped socks

#### WINTER DRESS

Blue long sleeve shirt  
School Tie  
Grey trousers with black belt  
Grey socks  
Black school shoes  
Navy striped school jersey (long sleeves or short sleeves)  
Blazer with badge compulsory  
Navy school scarf

### 2. GIRLS:

#### SUMMER DRESS

Tartan Tunic (obtainable from Rothmans)  
White school socks  
Black school shoes  
Short sleeve blue shirt  
Blazer with badge compulsory

#### WINTER DRESS

Tartan Tunic (obtainable from Rothmans)  
Black stockings / pantyhose  
Long sleeve blue shirt  
School Tie  
Black school shoes  
Navy striped school jersey (long sleeves or short sleeves)  
Blazer with badge compulsory  
Navy school scarf

### 3. BOYS & GIRLS:

#### PHYSICAL EDUCATION

White PE top from Rothmans  
Navy blue shorts  
Running shoes  
School Swimming Costume

## UNIFORM STOCKISTS:

**ROTHMANS** Goodwood. Tel. 021 591-3124, for uniform displaying the school's colours. School bags with logo, MHS tog bags and other items.

The school runs a Clothing Bank at which second-hand clothing and some new items can be purchased. **Opening time: Thursdays when school comes out.**

## **BAGS & LOCKERS:**

### **BOOK BAGS:**

There is a new School Governing Body approved school bag which is designed to protect our books and look smart. It is MHS specific and is compulsory for all learners. It can be purchased at Rothmans, and there is a choice of two.

**N.B. Bags without supports damage books which will have to be paid for at the end of the year!**

Learners' names or initials should be clearly written on the outside so the owner can easily identify his or her bag.

No **GRAFFITI** or stickers are allowed on the outside of book bags.

### **TOG BAGS:**

Only **OFFICIAL M.H.S.** zip-up togbags with handles should be used for Physical Education and sports kit (obtainable from Rothmans). No denim or similar material bags will be permitted.

**EVERY ITEM OF CLOTHING AND ALL OTHER PROPERTY BROUGHT TO SCHOOL (WRIST WATCHES, SPORTS EQUIPMENT, TOG BAGS) MUST BE CLEARLY MARKED WITH THE OWNER'S NAME.**

### **LOCKERS:**

School lockers are available for hire at R200 a year. This is strongly recommended.

**Parents are earnestly encouraged to hire a locker for each child to prevent loss and theft of personal possessions.**

# **PART C: PARENT MATTERS**

## **COMMUNICATION:**

There is a male and a female Grade Head in charge of the learners in each grade. They are responsible for the academic, emotional and pastoral welfare, and the discipline of the learners in their Grades. They are available for interviews with parents.

For more serious matters, the Principal, Deputy Principals, Code of Conduct Personnel, and Counsellor are available for interviews. Appointments can be made through the secretary.

The senior staff would like to promote transparency amongst our parents and School community. Our philosophy is that we prefer you to tell your friends of the things you approve of at MHS and to tell us those you disapprove of. Please share any problems with us and do not discuss them behind our backs. If parents are unhappy, they can refer their problems to the Governing Body.

## **SCHOOL FEES:**

School fees are approved each year by the parent body and are essential for the running of the school so that the learners can get the most out of their schooling. All parents are compelled by law to pay the full amount, but we realise some may find this difficult. Any parent who can prove they cannot afford the fees is requested to apply for exemption from payment to the Governing Body. This information will be treated in the strictest confidence. In the event of a mutually acceptable arrangement not being reached, the parent may appeal to the Head of Education.

## **ASSESSMENT FEE:**

The fee structure of the school includes an assessment fee payable once your child has been accepted. This money is utilized to employ suitably qualified professionals to perform aptitude and interest tests on all new, and Grade 9 learners. Should your child require further need, medical and/or psychological intervention, this will at your request, be arranged for you. The assessment fee also includes access and diagnostic tests used for correct class placement.

## **PARENT INVOLVEMENT:**

Parent involvement is encouraged, especially in support of learners, for example, through transport to sports matches, assistance at our Derby Days and at events like Grade dances.

There is an active group which co-ordinates services such as catering and other fundraising. Should you be interested in helping, please contact the school's secretary.

## **TUCKSHOP:**

The tuckshop offers light meals each day, which parents are encouraged to take advantage of for their child's benefit. It is open every day from 07:15 to 15:30, and on sports days.

# PART D: ATTENDANCE AT SCHOOL

## ABSENTEEISM:

This must be kept to a minimum, and must be avoided when evaluations are done or when tests are written. A general rule of thumb should be, that unless your son/daughter has a temperature and/or a contagious illness, send him/her to school. We have a sickbay and will send him/her home/call you if he/she is too ill. A letter in an envelope must be brought to school the day a learner returns after being absent. It must contain his/her name, class, the dates when absent and the reason for the absence. **PLEASE DO NOT PHONE IN WHEN YOUR CHILD IS ABSENT.**

**A MEDICAL CERTIFICATE may be required by the school. A medical certificate is essential if a learner is absent during examinations, control tests or any other important occasion, in order to obtain the benefit of a re-write.**

## SICKNESS AT SCHOOL:

If a learner suddenly becomes sick at school, parents will be contacted by the school. Parents are requested not to respond to all phone calls from their child before first verifying that the office is aware of the learner being ill. Sick learners are not allowed to go home on their own. If any learner suffers from a particular allergy, or medical problem, the school should be informed.

## MEDICAL APPOINTMENTS:

Only very urgent medical or orthodontic appointments should be made during school hours. If for unavoidable reasons a learner has to be taken out of school, the parent must request permission for this in a letter handed in at the beginning of the day to the Grade Head. Parents are asked **NOT TO PHONE** requesting a learner to miss school.

## LEARNERS' AND DRIVERS' LICENCES:

Learners are expected to make appointments for these tests during holidays. In exceptional circumstances, special permission will be given **ONLY** for the last daily test time in the afternoon.

## **LATE ARRIVAL OR EARLY DEPARTURE:**

If a learner is late for school on a particular day or has to leave early, a note explaining the reason must be sent. A learner arriving after the official starting time will need to report to the secretary's office. The learner will need to sit a latecomers detention on the day.

Learners may not be given official permission to leave before the end of the term or to return after the start of a term. Learners who wish to miss school for provincial or similar sporting events, etc. must apply at least two weeks before the event.

A learner who for an unavoidable reason, e.g. funeral, has to leave school early must have a written note from his/her parent. This note must be handed to the Grade Head first thing in the morning. When the learner leaves, he/she must check out at the Secretary's office, accompanied by a parent.

# PART E: SCHOOL HOURS AND TRANSPORT

## SCHOOL HOURS:

Learners must be at school by 07:50 each day. School normally ends at 14:35 Monday to Thursdays and 14:00 on Fridays.

**NO LEARNER MAY LEAVE THE GROUNDS DURING THIS TIME WITHOUT THE HEADMASTER, DEPUTY'S OR GRADE HEAD'S PERMISSION.** The school grounds open officially from 06h00 onwards in the morning. No learner may enter the School Building before 07h30, without permission. On arrival parents are encouraged to ensure their children are safely inside the grounds and not in the adjacent streets.

## BICYCLES:

BICYCLES MUST BE KEPT IN THE DESIGNATED AREA AND MUST BE LOCKED.

## MOTOR CYCLES:

Learners who have difficulty in getting to school by other means of transport may apply for permission to come by motor cycle once they have obtained the necessary licence. (A copy of their licence must be handed in to the Secretary's Office). Motor cycles may be parked in the designated area in the school grounds.

## MOTOR CARS:

No learner may drive a motor car on the school grounds.

**NB. PARENTS ARE ASKED NOT TO DRIVE INTO THE SCHOOL GROUNDS BEFORE 08:00 AND AT 14:35.**

## Milnerton High School Code of Conduct

### Purpose of the Code of Conduct

The Code of Conduct is designed to communicate what Milnerton High School stands for in terms of its values and principles, what behaviours we encourage, what behaviours we don't. It includes the measures we use to discourage behaviours we deem to be undesirable.

### Principles governing the Code of Conduct

1. Rules and sanctions are intended to be corrective; they must lead to an improvement in behaviour.
2. Rules and sanctions must be simple and clear.
3. Rules must be enforceable.
4. Rules and procedures must be applied consistently.
5. Rules and procedures must be perceived to be fair.
6. Rules and sanctions must be understood by staff, learners and parents.
7. The reasons for the rules must be clearly communicated.

### The Lux Esto Pledge

I acknowledge reading and understanding The Milnerton High School Code of Conduct and pledge to abide by it and uphold its principles and values as a member of Milnerton High School.

As a Milnerton High School learner it is ***my responsibility*** to:

- **respect the rights of all others and their property**
- allow and encourage my fellow learners to learn and my teachers to teach without hindrance
- attend all classes
- complete all assignments on time and to the best of my ability
- complete all work missed as a result of absence
- make full use of the opportunities the school has to offer and encourage others to do likewise
- settle differences and conflicts in a non-violent way
- keep the school clean and in good repair
- to uphold the Code

As a Milnerton High School learner I have a ***right*** to

- **be (and have my property) treated with respect by staff and learners at the school**
- expect well-prepared lessons from all teachers and have access to my teachers for guidance and advice
- enjoy a classroom atmosphere that is conducive to effective learning
- know how each assignment will be evaluated
- receive early feedback on work done
- work in a clean and safe environment



## CLASSROOM CODE OF CONDUCT



***The classroom atmosphere which we all will work hard to develop, is:***

- open and tolerant
- friendly and kind
- relaxed and controlled
- positive and challenging
- honest and sincere

***In our class we will:***

- not discriminate unfairly
- not raise our voices unnecessarily
- not put pressure on any person unfairly
- try to avoid being punished as a group for individual behaviour

***We come to class:***

- well prepared for our lessons
- with all relevant books and equipment
- ready to work immediately
- punctually

***We all:***

- look after our school facilities and equipment
- tolerate and affirm individual differences of opinion
- accept that people have different values, needs and abilities
- respect each other's **RIGHT TO LEARN!**

### Undesirable Behaviours and Suggested Sanctions

#### LEVEL 1: LEARNER INFRINGEMENTS/ OFFENCE

#### SANCTIONS/OUTCOME

Disruption of class. Any behaviour that threatens learning and teaching.	Time Out
Not following reasonable instructions, e.g. refusing to work	Time Out
Talking in class, lines, assemblies, during announcements, eating in class etc.	DT
Copying of homework.	DT
Late arrival for class, lines, during assemblies, meetings, etc.	Latecomers DT
Continuously being late for class	Parent discussion/Principal's DT/Community Service
General untidiness.	DT
Minor vandalism, e.g. tagging & writing on desks	Community Service (restoring/repairing)/carrying cost
11.	
Neglecting/damaging schoolbooks	Repair book/payment of total cost of book
Leaving school / classroom without permission / bunking.	Principal's DT/Parent discussion/Community Service

Disrespectful behaviour towards educators	Principal's DT/Parent discussion
Truancy. (Being absent from school without parental consent).	Principal's DT/Parent discussion/Community Service
Inciting fighting, bullying behaviour.	Principal's DT/Parent discussion/Community Service
General disregard for School Code of Conduct.	Principal's DT/Parent discussion/Internal suspension & removal of privileges

**LEVEL 2: LEARNER INFRINGEMENTS / OFFENCE**

**SANCTIONS / OUTCOME**

Repeated Level 1 infringements	Level 1 sanction and Parent Discussion
Disruption of class (repeated).	Level 1 sanction and Parent discussion
Vandalism: graffiti, breaking of windows, etc.	Principal's DT/Parent discussion and replace/restore/carry cost
Fraud (falsification of documents, cheating in examinations etc.)	Principal's DT/Community Service and zero for the examinations
Repeated fraudulent offences	Suspension/writing future exam or test in isolation-parent will pay invigilation
Cyber bullying and severe bullying	Principal's DT/Community Service/Parent discussion/internal suspension/restorative programme/possible police involvement
Possession of cigarettes on school premises	Community Service/Parent discussion
Smoking cigarettes on school premises	Principal's DT / Community Service / Parent Discussion
Use of humiliating and suggestive language and signs.	Principal's DT
Illegal use and/or in possession of cellphone on school premises during school time.	Handover cellphone/Parent Discussion/Community Service/Principal's DT/Internal Suspension/Formal Suspension and or Expulsion

**LEVEL 3: LEARNER INFRINGEMENTS/ OFFENCE**

**SANCTIONS / OUTCOME**

Repeated Level 2 infringements.	Level 2 sanction and Community Service/Governing Body
Under the influence/in possession/usage of alcohol at school and/or approved school activities, e.g. tours	Suspension/Governing Body/Internal suspension/Community Service/Parent discussion
Possession and/or distribution of	Suspension/Governing Body/Internal

pornographic, racist, sexist material, or viewing of and/or downloading of such on any computer or cellphone at school	suspension/Community Service/Parent discussion/Police involvement/Suspension/Expulsion
Theft of a serious nature/Accepting/Buying stolen items	Community Service/Governing Body/Parent discussion/Police involvement/Compensation.
Arson	Suspension/Governing Body/Possible Police involvement/Parent discussion/Compensation
Serious vandalism	Suspension/Governing Body/Internal suspension/Compensation
Sexual harassment / misconduct	Suspension/Governing Body/Community Service/Contract/Parent Involvement/Internal suspension
Gang-related activities	Internal suspension/Governing Body/Parent discussion/suspension/Police involvement
Making bomb threats	Suspension / Governing Body / Police Involvement
Failing to attend Community Service/Principal's DT	Double previous punishment / Parent Discussion / Governing Body / Final warning
Dangerous weapons: bringing weapons onto school grounds, threatening/assault with a weapon	Suspension/Governing Body/Police involvement
Positive for an illegal substance	Immediate internal suspension/Governing Body hearing/Suspension/Final written warning
Under the influence of any behaviour/mind altering substance	Immediate removal from the school premises/Parent discussion/Governing Body hearing/Suspension
Possession/Dealing in drugs or any mind/behaviour altering substances on or off the school premises	Handed over to the Police immediately/Governing Body hearing that can lead to suspension and/or recommendation for expulsion
Learner is found guilty of crime in court	Governing Body hearing and recommendation for expulsion.
Cyber Bullying	Community Service/Suspension / Governing Body
Under the influence of any behaviour / Mind altering substance	Suspension until the learner can prove that he/she is clean
Damaging image of Milnerton High School (cause not contained in code of conduct).	Removing school privileges/Governing Body Hearing/Suspension/Expulsion/ Parent discussion/Community Service
Racist, sexist and discriminatory comments and behaviour/defamation of character	Parent discussion/Governing Body Hearing/Suspension/Expulsion/Special programme on topic.

Fighting/Assault	Internal Suspension/Principal's DT/Governing Body Hearing/Suspension/Community Service.
Supporting and/or organising any form of illegal activities mentioned in the Code of Conduct.	Governing Body Hearing/Suspension/Expulsion/Community Service.
Illegal use of cellphones on school premises for inappropriate purposes.	Internal Suspension/Community Service/Parent Discussion/Governing Body Hearing/Suspension/Expulsion.

### **CODE OF CONDUCT: ACADEMIC**

#### **1. REGULATIONS PERTAINING TO SCHOOL-BASED ASSESSMENT, PRACTICAL / ORAL ASSESSMENT TASKS AND EXAMINATIONS.**

##### **1.1 ABSENCE OR WORK NOT SUBMITTED ON THE DUE DATE WITHOUT A VALID REASON:**

###### **1.1.1 If a learner did not complete a SBA or oral / practical assessment task:**

- he / she must submit it by the second week of October which is 3 weeks before the November examinations commence.
- Up until that week, the learner's results are regarded as incomplete and no results for that subject will reflect upon the report card.

###### **1.1.2. Re-tests for missed tests / examinations will take place in the **second week of October only.****

- These re-tests will take place after school, and will take precedence over any sporting or cultural activities as well as outside appointments. The learner will be informed of the dates by the Head of Academics.
- should the learner fail to submit the outstanding task or not present him / herself for a re-write of a test and / or exam, he /she will receive "zero" for the SBA.

**Please note: according to the Department of Education, any learner who absents themselves from scheduled SBA or Practical / Oral Tasks for no valid reason must not be permitted to write the final end-of-year examination. This has serious implications for the learner's promotion to the next grade.**

##### **1.2 ABSENCE OR WORK NOT SUBMITTED ON THE DUE DATE WITH A VALID REASON:**

###### **1.2.1 The following are the only accepted valid reasons for missing a SBA, practical / oral assessment task:**

- **illness**, supported by a valid medical certificate, issued by a registered medical

practitioner

- a **death of an immediate family member** (father, mother, brother, sister, grandparents, legal guardians, and foster parents;) supported by a copy of the death certificate.
- the **learner** had to appear in a **court hearing**, which must be supported by written evidence - representation in a **provincial, national or international competition**, which must be supported by written evidence from the relevant sporting body.

1.2.2. If a learner is going to miss a SBA, oral / practical assessment task for any of the above reasons, he / she must:

- inform his / her Grade Head and the Head of Academics.
  - provide all written evidence that supports his / her reason for absence to the
- 14.

Grade Head.

- hand in the task on the day he / she returns to school.
- set a date for the missed oral / practical assessment task with the relevant subject teacher on the day he / she returns to school.

1.2.3 If the learner missed a test and / or examination for any of the above reasons, he / she:

- will write a re-test at the end of the term in which the test / examination was missed.
- These re-tests will take place after school, and will take precedence over any sporting or cultural activities as well as outside appointments. The learner will be informed of the dates by the Head of Academics.
- should the learner fail to submit the outstanding task or not present him / herself for a re-write of a test and / or exam, the marks for these tasks will be omitted and the final mark for the relevant subject will be adjusted for promotion purposes based on the tasks already completed by the learner for the relevant subject.

### 1.3 ABSENCE DURING THE END-OF-YEAR EXAMINATIONS:

- 1.3.1 In the case of illness (for example hospitalisation) or any other circumstance beyond the control of the learner (and acceptable to the Academic Committee), the learner must submit a medical certificate, affidavit or acceptable proof, countersigned by the principal. In the case of a Grade 12 learner, this will be submitted to the Head of the Assessment body for a final decision regarding his /

her promotion.

- a mark based on the SBAs and / or the Practical assessment tasks (where applicable), obtained by the learner prior to his / her illness will be calculated and awarded to the learner.

1.3.2. Learners who absent themselves from the end-of-year final examinations for no valid reason, will not receive their results.

The above regulations have been taken from the National Education Department's policy document: *Regulations pertaining to the National Curriculum Statement Grades R-12*.

Please note that it is the responsibility of the parent / guardian to be aware of the assessment dates on the term planners and to ensure that your child is not absent on those days.

## **2. ASSESSMENT IRREGULARITIES**

Assessment irregularities include the following:

### **2.1 BEHAVIOURAL IRREGULARITIES**

- a) late arrival for a test and / or examination
- b) creating a disturbance during the test and / or examination
- c) intimidating the invigilator before, during and / or after the test and / or examination
- d) disregarding the arrangements and / or instructions pertaining to the test and / or examination
- e) removing the script from the exam / test venue

#### **2.1.1 Sanctions, in the case of the above:**

- a) - the learner will complete the test / examination in the remainder of the time.  
- the learner will NOT be given extra time to complete the test / examination in.
- b) - the learner will be removed from the venue to complete the test / examination in another venue. - an incident report will be written and filed  
- the learner will be given a Saturday detention
- c) - the learner will be removed from the venue to complete the test / examination in another venue.  
- SAIC (School Assessment Irregularities Committee) or part thereof will meet with the parents  
- an incident report will be signed at this meeting  
- the learner will be given a Saturday detention
- d) - the learner will be removed from the venue to complete the test / examination

in another venue.

- an incident report will be written and filed
- the learner will be given a Saturday detention

- e) - SAIC (School Assessment Irregularities Committee) or part thereof will meet with the parents
- an incident report will be signed at this meeting
  - the learner will get zero for the test / examination

## **2.2 DISHONESTY**

- a) copying or obtaining help from a fellow learner
- b) assisting another learner during a test and / or exam
- c) found in possession of an unauthorised electronic device
- d) found in possession of unauthorised material and / or crib notes
- e) handing in work which is not one's own i.e. plagiarised (copied, cut and pasted) from books, journals, websites, speeches
- f) sharing (emailing, providing a soft copy) and / or allowing another learner to copy one's work (e.g. project, task, investigation, tutorial, orals)
- g) obtaining work (e.g. project, investigation, tutorial, orals) from learners in other grades and / or classes and submitting it as one's own.

### **2.2.1 Sanctions, in the case of all of the above:**

- SAIC (School Assessment Irregularities Committee) or part thereof will meet with the parents
- an incident report will be signed at this meeting
- the learner and the learner who provided assistance will get zero for the test, examination, task, investigation, tutorial and / or oral
- the learner(s) will receive a Saturday detention and community service within the school.

## **2.3 CELLULAR PHONES / BLUETOOTH DEVICES / SMART DEVICES**

- a) found in possession of a cellular phone / smart device / bluetooth device in the venue where formal assessment is taking place, for example, test, examination, controlled task, whether it is on or off.

### **2.3.1 Sanctions, in the case of all of the above:**

- SAIC (School Assessment Irregularities Committee) or part thereof will meet with the parents
- an incident report will be signed at this meeting

- the learner who had the cellular phone / smart device / bluetooth device on him / her or who brought it into the assessment venue may get zero for the test, examination and / or task pending the investigation.
- the learner will receive a Saturday detention and community service within the school.

Please sign the reply slip on page 23 indicating that you have read and understood the regulations above and return to school.

## **LEARNER LEADERSHIP AND EMPOWERMENT**

Philosophy behind Learner Leadership and Empowerment

Democracy is a responsibility. We believe that our school will be more effective if our learners feel accountable for the school's well-being. We therefore strive to include them directly in the day-to-day running of the school's systems and disciplinary procedures. This is at the very heart of effective education and it is our intention to send informed, empowered young adults into society so that they may exercise their democratic rights responsibly and with a sense of purpose. An additional and very important aspect of this philosophy is to recognise and nurture leadership through the various opportunities, camps and programmes in the school.

### **Learner Leadership and Empowerment:**

#### **1. The School Executive**

The Executive is the top learner leadership body in the school. It consists of the Chairperson of the RCL, the two elected Grade 12 RCL members, the Head Boy and Girl and the Deputy Head Boy and Girl. Their core function is to assist the Headmaster, SMT and staff to run the school, for the benefit of all the learners. The Executive meet with the Head to discuss matters on a regular basis.

#### **2. Representative Council of Learners**

This is an official body representing all the learners at Milnerton High School. These learners are elected on to this prestigious council by their peers in accordance with the SA Schools Act. There are three learners per grade, and they discuss any issues brought forward by their peers. The Chairpersons of the RCL also have a seat on the School Governing Body and are thus involved, directly, in the governance of Milnerton High School. They also sit on the School's Executive, which involves the daily running of the school at Senior Management level, where ideas and suggestions are discussed.

#### **3. Portfolio Heads (used to be called Prefects)**

This leadership group is elected by the learners and staff and serve as the



immediate link between the staff and learners. Their primary mandate is to run the portfolios, taking cognisance of the learners' needs and suggestions for improvement in the following spheres: discipline, public relations, school spirit, school press, matric matters, Grade 8 matters, sport, community projects and cultural programmes. They do this serving on their particular portfolio with general learner, LRC and staff input.

#### **4. Portfolios Members**

Here learners from all grades work with the Portfolio Heads and staff on the matters listed under No.2 above. This is a vital synergy opportunity between learners and staff while also expounding the value of accountability, commitment and dedication to our learners.

#### **5. Class Captains**

The class captains are elected by their peers and are responsible for many administrative duties in the register class and form a vital link between the register teachers and the learners in their class. They also help in keeping a record of latecomers and absentees.

#### **6. Sports Captains and Chairpersons of Clubs and Societies**

These learners are responsible for the appearance and behaviour of the members of their particular club, society or team. It is also their duty, in conjunction with their peers, to encourage excellence, a sense of belonging and a willingness to improve upon the traditions that came before. They are yet another vital communication link between learners and staff.

### **LEARNER ACHIEVEMENTS AND AWARDS**

We believe firmly in rewarding our learners for their achievements. Our learners excel in many activities and they are rewarded accordingly.

Only 1<sup>st</sup> team members who are in Grade 10, 11 and 12 qualify for the following scrolls: half colours and full colours. Full Colours recipients also add gold braiding to their blazers. These awards are also awarded for academics and service. Exceptions may be recommended on merit by the Colours Committee eg. Grade 9.

Should a learner achieve Full Colours in two activities, they will achieve Double Gold, a second yellow scroll on their sleeve.

Colours with Honours (braiding) may be earned for sustained performances at Provincial level or above.

A White Blazer is earned for International Representation (or achieving top 10 in South Africa in Individual Sports eg. Athletics/Swimming) in recognised school sports/cultural activities or academically. (Awarded to seniors only).

These awards recognise and celebrate sustained excellence and participation by Milnerton High School learners.

***“Milnerton High School: the constant pursuit of excellence”***

## **SCHOOL RULES**

### **A. GENERAL**

1. Discipline is the responsibility of every single parent, and is also maintained by the staff, prefects, senior learners and class captains.
2. Learners must observe the constitution and the laws of the country, as well as the courtesies of the community and no learner shall in any manner show disrespect towards or abuse the school, its staff, fellow learners, any religious, language, racial or ethnic group within the school, nor any national symbols of others of any other country.
3. All school rules apply: while learners are on the premises; on their way to and from school, or in uniform; whenever learners represent the school - either at home or away; at any occasion linked with the school; and in any situation where the learner is recognised or known as a Milnerton High School pupil.
4. In the event of a serious offence such as assault, theft, possession of weapons, etc., the school will encourage the affected party to follow a route of criminal prosecution against the antagonist. In these cases the SGB will recommend expulsion.

### **B. CONDUCT AND BEHAVIOUR**

1. Learners shall attend school daily for the whole of the prescribed day. A learner may not be absent from a class or leave the school premises during school hours without the permission of the Headmaster, Deputy or Grade Head. In the case of absence, learners must ensure that the parent(s) or guardian(s) notify the school of the reason by means of an absentee letter, before the event/absence.
2. School property or anything at the school which is the property of someone else may not be interfered with, damaged, defaced or soiled, nor borrowed without permission.
3. A learner may not drive or park a self propelled vehicle on the school premises without the permission of the Head. Owners of motorcycles and bicycles may only ride these between the gate and their allotted parking area, and with care. The motorcycle parking areas and the area where staff cars are parked are out of bounds.
4. Outside teaching hours, the school buildings are out of bounds to all except those on official business. Sports facilities may only be used by learners and staff, or officially hired through the correct channels.
5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Learners may not assault, endanger or threaten the well-being of others, nor be in possession of harmful or dangerous weapons, objects or substances.

7. ● No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety regulations will be brought onto and/or used on the school property unless authorised by the principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
  - Or at any other time in public when they are on school business or can be identified as a Milnerton learner or are at a function associated with the school.
  - The carrying and/or smoking of cigarettes / **e cigarettes** is prohibited.
  - Alcohol is not permitted on school premises or during any school activity.
  - The carrying and/or consumption of illegal chemical substances and drugs is prohibited.
  - If a learner is in position of prescription medication a copy of the doctor's script should be kept by the learner at all times.
  - The carrying of objectionable reading matter or pictures, even if they are senior learners of age.
8. No learner shall by unacceptable behaviour or language either on the premises or in public, bring the school in disrepute.
9. Theft, or other immoral behaviour constitutes serious misconduct and could lead to criminal charges being laid at the Police Station.
10. No learners will use a social computer network (ie. facebook, twitter, mixit, blogs) to infringe on any fellow learner's or teacher's human rights. This includes Cyber Bullying. They may not bring Milnerton High School's good name into disrepute.
11. Milnerton High School has a zero tolerance to all forms of bullying. The following can be seen as bullying, physical aggression, intimidation, marginalisation, name calling, damage to person property, extortion and cyber bullying.

## **REGULATION PERTAINING TO APPEARANCE**

1. Learners must wear their school uniforms as laid down in the Prospectus. The wearing of the correct school uniform is always compulsory when learners represent or attend the school, except when an announcement is made to the contrary.
2. Blazers must be worn at all times, unless an announcement is made to the contrary. If any part of the uniform is incorrect or missing, the learner must have a letter from his/her parents which must be signed by the Grade Head before 09:00.
3. Only the correct size of navy blue jerseys with school colours may be worn. NO sloppy or incorrect jerseys are allowed. Anoraks and tracksuits are not allowed as substitutes for blazers or jerseys.

4. Navy school scarves may be worn in winter during school hours.
5. School uniform may not be mixed with “civvies”, nor may sports clothes be mixed with school uniform. Illegal items of clothes will be confiscated.
6. **ALL ARTICLES OF CLOTHING MUST BE CLEARLY MARKED.**
7. Trousers must be of an acceptable width – not too wide or too narrow. Skirts must neither be too long nor too short.

## 8. HAIRSTYLES

- 8.1 The premise of our hairstyle policy is two-fold:
- 1) It should emphasize the corporate image we are trying to instil in our learners, ie. it should be neat and make us proud; and
  - 2) It should not attract unfavourable attention.
  - 3) No dreadlock extensions

Consequently, dyed, streaked, bleached, colour tinted hair is not allowed. We want our community to be proud of the image our learners present in the public eye and at large.

- 8.2 **Boys' hair** must be neat and tidy and cut evenly in a conventional style i.e. no so-called radical fashion styles are accepted. Hair must not touch the collar, nor be extremely short nor grown long. Sideburns must not extend lower than the middle of the ear. No dyed, tinted, streaked or bleached hair or “tails” are permitted. Boys must also be clean shaven. Pony tails and “man buns” are not allowed.

### 8.3 **Girls' hair**

- One colour braid only – black
- Braids – are allowed, but no beads at the end of the braids
- No dreadlock extensions
- No hair dyes
- Own hair – not buffed up, only black narrow alice bands allowed
- Only black hair bands to be used for ponytails and clips
- Hair must not fall on face (only fringe)

9. No tattoos are allowed. Should learners have the consent of their parents/guardians to have a tattoo, the tattoo should not be visible if the learner is in school uniform and/or PT clothing. The tattoo must thus be covered at all times.

## GENERAL

1. NAILS: The 2 mm rule applies
2. No make-up is allowed.
3. JEWELLERY: Learners may not wear jewellery or ornaments, except for medic-alert discs/bracelets. Girls may wear gold/silver studs or small, plain sleepers. They may have one per ear in the lobe.

4. Conventional black school shoes (not boots) must be worn.

## **DEVIATION**

*Religious practices, conduct or obligation that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body.*

1. The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion on how the rules may be supplemented by the Governing Body/School Board to accommodate such religious rights.
4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct of practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 days.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify of the exemption from the normal rules and must clearly identify the conduct that will be allowed – eg. The wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, is such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.

10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

### **CELLPHONE POLICY**

A learner is permitted to bring a cellphone to school during the school day, subject to the following conditions:

1. Bringing a cellphone to school will be at your own risk, meaning that no claims will be entertained for loss or damage.
2. The school, its employees or functionaries will not be liable for the theft, loss and/or damage of the cellphone.
3. The cellphone must be switched off from the first to the last bell of the school day.
4. The use of the cellphone during class time is strictly only permitted under the supervision and approval of the educator.
5. The making of recordings or taking of photographs or videos on the school grounds or during any school activity is strictly prohibited, unless approved by an educator for academic reasons.
6. In line with WCED assessment rules, learners must ensure that they do not have access to a cellphone during formal assessment task evaluations (e.g. practicals, tasks), tests and exams. Infringements of this rule will lead to disciplinary action.

Cellphone lockers are available and encouraged at an annual rental of R260 for the safe-keeping of the phone during school hours.

**DECLARATION**

We .....  
**(Print Parent’s name in full)**

and .....(Print Learner’s name in full)  
 agree to abide by the rules of the School. Terms and Conditions of the Code of Conduct are set out in this booklet.

This Declaration must be signed by a parent and the learner.

Signed by: .....  
 Parent Learner

Date: .....

Updated January 2018

.....

I, ..... the parent / guardian of  
 .....

In Grade ....., have read and understood the above regulations pertaining to the assessment tasks my child will have to complete in order to be promoted at the end of the academic year. I am aware of and have understood what constitutes an academic irregularity and the sanctions if my child commits such an irregularity.

Signed ..... Date: .....  
 (Parent / guardian)