



**MILNERTON HIGH SCHOOL
ADMINISTRATION**

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, including honesty, integrity, community, respect, tolerance and diligence, what behaviour we encourage, and what behaviour we discourage. In short, it reflects what the school community which you have voluntarily joined, expects you to support. It includes the measures we use to discourage behaviour deemed to be undesirable and/or inconsistent with the School's value system.

PRINCIPLES GOVERNING THE CODE OF CONDUCT

1. Rules and sanctions are intended to be corrective and supportive relative to individual behaviour; they must lead to an improvement in behaviour and be protective towards the school community
2. Rules and sanctions must be simple and clear.
3. Rules must be enforceable.
4. Rules and procedures must be applied consistently and timeously, observing due process.
5. Rules and procedures must be both inherently and visibly fair.
6. Ongoing education of how rules, procedures and sanctions support the school community value system must be communicated to staff, learners and parents.

SCOPE

The scope of the Code of Conduct includes the physical premises, proximity to, in transit to and from school; representation of the school either by being dressed in official school or sports uniform, or by means of participation in school related activities, whether in uniform or not (i.e. tours, events etc), or any other situation where the learner is recognisable as a Milnerton High learner, or when the connection to Milnerton High is clear.

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:

- desist from undermining the values and ethos of the school community
- 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
- uphold the Code of Conduct

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 during school hours
- enjoy a classroom atmosphere that is conducive to effective learning
- know how each assignment will be evaluated
- receive timeous 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!**

The tiered disciplinary process is informed in particular, but not exclusively, by reference to section 8 of the South African Schools Act, Act 84 of 1996, and the Regulations published under Provincial Notice No 365 in (Western Cape) Provincial Gazette No 6939 of 15 December 2011.

UNDESIRABLE CONDUCT AND SUGGESTED SANCTIONS

The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them. Upon investigation of any alleged offence the Code of Conduct Committee, Grade Heads or School Management Team reserves the right to treat each case on its own merits.

The following sanctions may be applied to all learners of Milnerton High School for transgressions as follows:

LEVEL ONE

UNDESIREABLE CONDUCT

DISRUPTIVE CONDUCT:

Including but not limited to the following:

- Disruption of class or defiant behaviour.
- Any behaviour that threatens learning and teaching.
- Not following reasonable instructions, e.g., refusing to work
- Talking in class, lines, assemblies, during announcements, eating in class etc.
- Copying of homework.
- Late arrival for class, lines, during assemblies, meetings, etc.
- Continuously being late for class

DISRESPECTFUL CONDUCT:

Including the following but not limited to:

- Disrespectful behaviour/language in the presence of educators/persons in authority and towards other learners
- Minor vandalism, e.g., tagging & writing on desks
- Neglecting/damaging schoolbooks
- General disregard for School Code of Conduct.
- Not conforming to school uniform
- Misuse of cell phone, as set out in cell phone policy of school.

LEVEL 1 SANCTION

The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them:

- Time Out; Latecomers DT; Detention; Repair book/payment of total cost of book; Repair/payment for loss/damage of school property; Parent discussion/interview; Grade Head intervention; Any appropriate restorative act or programme; Writing out and or Bi-Colour; referral to Grade Head.
- It is envisaged that the application of Level 1 Sanctions falls under the ambit of classroom management and should be applied by the class teacher in consultation with the Grade Head.

LEVEL 2

UNDESIRABLE CONDUCT

Including the following but not limited to:

- Repeated Level 1 infringements
- Bunking Class
- Truancy
- Disruption of class
- Vandalism, including destruction, damage or disfigurement of pre
- Inciting/Engaged in fighting, bullying behaviour.
- Possession of cigarettes, e-cigarettes, Twisps and vapor or the like
- Smoking cigarettes, e-cigarettes, and vapor
- Use of humiliating and suggestive language and signs, includes the use of memes, caricature, and suggestive material
- Obstruction of an educator's right to do his job and obstruction of any other learner's right to learn
- Out of bounds within school grounds
- Misuse of cell phone in a manner that infringes on another's right to privacy and or dignity.

LEVEL 2 SANCTION

The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them:

- Level 1 sanction and Parent Discussion; School Detention and or Principal's Detention; Replace/Restore/Bear cost of School Property that has been damaged; Community Service; an appropriate restorative act or programme; Confiscation of Phone – handed to parent/ Discussion and appropriate reflection on behaviour; Removal from class by the Code of Conduct.
- It is envisaged that Level 2 sanctions be applied by Grade Heads, Code of Conduct Committee and or School Management Team in consultation with relevant stakeholders.

LEVEL 3

UNDESIRABLE CONDUCT

Subject to the provisions of the Act, a learner at a school who—

- used or had in his or her possession or sells or distributes a dangerous object, alcoholic liquor, or illegal drugs.
- commits an act of bullying or assault,
- Commits an act of theft,
- Commits an act of arson, or malicious damage to property.
- commits an act of gross insubordination
- engages in immoral conduct.
- is in possession of or uses any unauthorised copy of a test or examination question paper, or cheats, distributes, trades, bribes or attempts to bribe any person in respect of any test or examination, with the intention of enabling himself or herself, or any other person, to gain an unfair advantage.
- uses hate speech, makes himself or herself guilty of racism, sexism, sexual harassment
- possesses or distributes pornographic material
- engages in any act of public indecency.
- endangers the safety or threatens fellow learners or educators,
- disrupts the school programme, or violates the rights of others.
- falsely identifies himself or herself, or knowingly and wilfully supplies false information or falsifies documentation to gain an unfair advantage at school.
- has repeatedly been found guilty of transgressing the learner's code of conduct; or
- conducts himself or herself in a disgraceful, improper, or unbecoming manner,
- Any conduct inconsistent with the values and ethos of the school community

May be guilty of serious misconduct.

LEVEL 3 SANCTION

The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them:

- Community Service; Disciplinary Suspension; Parent discussion/involvement; Expulsion; Police involvement; Compensation for damages to school or private property; Double previous punishment; Final written warning/contract; Immediate removal from the school premises; Handed over to the Police immediately; Governing Body hearing that can lead to suspension and/or recommendation for expulsion (upheld by the HOD); safety suspension until the learner can prove that he/she is clean, furnishes proof of registration at institution for rehabilitation; Removal of all privileges/defined privileges; Removal from class by Code of Conduct; Special programme on topic; Restorative practice; Suspension/writing future exam or test in isolation (parent to pay for invigilation); Academic irregularity policy implementation
- It is envisaged that with the serious nature of the offences under Level 3 of the Code of Conduct that the Code of Conduct Committee, together with School Governing Body as mandated by the principal investigate and apply the relevant sanctions. The Sanction should be applicable to the offence and where possible restoration and rehabilitation should take place, but with due regard to the best interests of the School Community as a whole.

Learners' rights to due process

- The right to know the complaints, allegations and charges brought against them
- The right to be heard
- The right to representation
- The right to rational and fair consideration

In the case of alleged serious misconduct, the following procedure will apply.

- The headmaster, or someone designated by him, shall investigate the incident.
- Where the investigation reveals that serious misconduct may have occurred, the headmaster may refer the incident to a disciplinary panel of the School Governing Body for a hearing

In a case involving an SGB hearing, the following applies:

- A charge sheet will be drawn up, stating the allegations made against the learner. Such a charge sheet will also contain the date, time and venue for the disciplinary hearing and will be handed to the parent/guardian no later than FIVE clear school days before the date of the hearing.

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 are compulsory for all functions where the learners represent the school. 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. Plain Navy-blue rainwear may be worn in the rain over the school blazer to keep it dry.
4. Navy 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. Non-regulation items of clothes will be removed.
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:
 - The premise of our hairstyle policy is three-fold:
 - i. It should emphasize the corporate image we are trying to instil in our learners, i.e. it should be neat and make us proud; and
 - ii. It should not attract unfavourable attention.
 - iii. Dyed hair must be a natural hair colour. This also applies to hair extensions.
 - b. 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. 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.
 - c. Girls' hair:
 - i. Braids must be of a natural hair colour and match the learner's hair.
 - ii. Ornaments or beads of any kind are deemed to fall into the category of jewellery and consequently are not allowed.
 - iii. All learner's hair should be neat and reflect a pride in their appearance. Plain Alice bands that are the school colours are allowed.
 - iv. Only black, navy blue or white hair bands or clips are to be used for ponytails.
 - v. Hair should be tied up at all times and not fall onto the face.
9. Tattoos are discouraged and are requested to be covered where possible.
10. NAILS: The 2 mm rule applies.
11. No make-up is allowed.

12. 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.
13. Conventional black School shoes (not boots) must be worn.

REPLY SLIP

I, parent/guardian of in Gradehave read and accepted Milnerton High School's Code of Conduct and Regulations pertaining to appearance.

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SIGNED

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DATE