

SCHOOL RULES AND REGULATIONS

INTRODUCTION

The Code of Conduct of Parel Vallei High School, in accordance with the Constitution of the Republic of South Africa (Act 108 of 1996) and the South African Schools' Act (no 84 of 1996) (as amended), strives to uphold and protect the rights of the learners as individuals and as a group.

In accordance with Article 8(1) of SA Schools' Act, this Code of Conduct was accepted by the Governing Body of Parel Vallei High School only after due consultation with the parents, learners and educators of the school and revised and approved by the School Governing body on 8 June 2011.

The Code, in accordance with Article 1.8 of Notice 776 of 1998, published in the Government Gazette of 15 May 1998, is applicable to the learners not only when at school but at all times and places for as long as the learner is enrolled at the school. In accordance with article 8(4) of the S.A. Schools' Act (Act 84 of 1996), nothing contained in the Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner. In compliance with the Code, it is thus expected of learners to obey the authority of the educators, prefects and the Representative Council of Learners.

The school is made up of a number of cultures and the Code of Conduct aims to promote and protect this unique character. It seeks to establish and maintain an attitude of respect, tolerance and reconciliation among learners themselves and respect for educators and other adults in the service of the school.

In accordance with the Mission of the school, the Code of Conduct aims to provide the ideal atmosphere in which each learner will have the right and opportunity to learn, and to develop his or her potential to the full.

The code wishes to nurture an attitude to life characterised by self-discipline, exemplary behaviour and a striving for maturity.

In accordance with the spirit of this Code of Conduct, it is expected of each learner to conduct him or herself in a manner which will promote the well-being and image of the school, as well as the self-image of each learner.

Behaviour and conduct of learners

A learner may not be guilty of:

- neglect of duty; disobedience, rebelliousness, disruption of classes or of the school programme, vandalism, theft, dishonesty, lying, assault, bullying, intimidation, racism, fighting, indecent acts, bunking (playing truant), contempt or the undermining of authority,

- language use or the behaviour that, according to the headmaster, is of such a nature that it threatens the moral and ethical standards, discipline or social well-being within the school,
- any behaviour which is considered reprehensible by the headmaster,
- any breach of law which could lead to a confrontation with the justice system, such as contempt for the national symbols of the RSA (flag and anthem) and the school symbols (school flag and school song);
- any behaviour which could bring the school's name into disrepute such as smoking, or the use of drugs, alcohol or volatile substances (e.g. petrol or thinners) on the school grounds or in public, (in civilian or school clothing or at school functions)
- participation in or promoting of Satanism;
- or being in possession of any of the following: matches, cigarette lighters, cigarettes, drugs, alcohol, pornographic reading matter or photos or videos, fire-arms, knives, toys, crackers and substances which could cause injury.
- Inappropriate physical contact between learners is not permitted.

School and class attendance

Parents or guardians, learners, teachers and School Governing Body members are jointly responsible for ensuring that all learners attend school.

1. School hours are published on the website and in the first newsletter of every year, and are amended from time to time. All learners are to arrive at school before the official starting time.
2. A learner who arrives late for school must report to the learner affairs office so that his or her name can be recorded, when he or she will receive a green slip which will allow him or her back into the system.
3. If a learner does not attend school regularly, the relevant grade head will report the absence of the learner to the parent and to the principal.
4. No learner is permitted to leave the school grounds during school hours, including breaks, without a letter from a parent or guardian requesting the release of the child, or the permission of the Principal/Deputy Principal/Grade Head. An exit note must be obtained from the LA Office.
5. Any absence from school must be covered by an absentee note from a parent or guardian.
6. 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 or traditional doctor or registered herbalist.
7. Any absence during a formal examination, test or task must be justified by a letter from a medical doctor or tradition doctor or registered herbalist.
8. Learners and parents are expected to make every effort to avoid making outside appointments during school hours.
9. Learners who are unwell during school hours must report to the secretary at the learner affairs office, from where the necessary arrangements will be made.
10. Truancy from school is prohibited and will be punished.
11. Learners leaving a class during a lesson require written permission from the teacher in charge.

12. Casual visitors to the school are not permitted. All visitors are to report to the front office and obtain a visitor's card. Casual visitors not in possession of a visitors card will be asked to leave the school premises.
13. Learners are obliged to attend religious ceremonies or tuition, and participate in Life Orientation, unless exemption has been obtained from the Headmaster.
14. Learners may not go to the toilet or to the lockers during classes without permission.
15. The moving between classes must proceed quickly, efficiently and in orderly fashion. The shortest route between classes must be followed.
16. Order must be maintained at all times throughout the school.
17. Learners must consult and respect the code of conduct relating to classroom behaviour and respect the conditions that apply within the laboratories.

Classroom conduct

Every learner is expected to:

1. be punctual:
 - Learners must arrive at class on time, so that they are ready to start the lesson. Lateness is inconsiderate – it disrupts the efforts of both the teacher and the other learners.
 - Learners must take out what they need for the lesson as soon as they are at their desk or table. This shows that they are mature, responsible and self-motivated.
2. be prepared:
 - Learners must bring to the lesson what is needed for it, which includes the books, stationery and writing implements necessary, and the completed homework. It is important to be ready to learn and to contribute to the lesson.
3. be respectful:
 - Learners must stand when an adult enters the room. This is done to show respect for the adult concerned. Learners must wait for either the visitor or their teacher to give them permission to sit down.
 - Learners must greet their teacher at the start and end of each lesson.
 - Learners must respect their teacher and their peers by not talking when their teacher is talking. If learners wish to make a contribution to the lesson, they should raise their hands and wait for the teacher to invite them to speak. Learners should pay attention to their peers' contributions, and await their own turn to speak.
 - Learners should not pack away their books until the teacher has indicated that the lesson is over, as packing away disrupts the lesson and shows lack of consideration for their peers and their teacher.
 - Learners should respect the property of their peers and of the school. They should not deface desks, remove drawing pins, use the chalk without permission, or fiddle with the overhead projector, computer, or computer projector. They should not borrow anything without permission.
 - Learners should keep their classrooms neat and clean. Litter and paper scraps should be put in the dustbin and recycling bin respectively, not in the desk or on the floor. No one likes to work in a dirty or untidy environment.
4. be responsible:

- Learners should take responsibility for themselves and their own behaviour first, and should then encourage their peers to do the same.
5. be supportive:
- Learners should do what they can to make everyone in their class feel happy and accepted, and always be willing to widen their circle of friends to make sure that no-one is left out.
 - With the permission of the teacher, they should offer to help anyone who may be having difficulty with the work.

Courtesy and general behaviour

1. A learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him or herself in a manner befitting someone who is in authority. He or she will respect the rights of other learners and will not abuse such authority bestowed upon him or her through his or her position.
2. All learners have the right to an education free from interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting with other learners or threatening them is forbidden.
3. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
4. Language that is seen as pejorative, discriminatory or racist is prohibited.
5. Wilfully damageing, vandalising or neglecting of school property and the property of others, either by writing or by physical act, is prohibited. Theft of school- and private property is also prohibited.
6. All litter must be placed in refuse bins, recycling bins or wastepaper baskets.
7. Learners will obey the instructions of staff.
8. Learners must stand aside for staff and prefects and must stand up when being addressed by them.
9. Learners must greet staff (including administrative and cleaning staff) and visitors, and offer assistance where appropriate.
10. Yelling, shouting, whistling, hissing, foul language and horseplay are forbidden.

General behaviour: Stairways, corridors

1. Movement between classes should be brisk and uninterrupted. Loitering on the stairways or corridors is forbidden. Learners and educators should always keep left when moving around the school.
2. Learners are to show courtesy to passers-by by standing in line outside their classrooms.
3. Leaning over balconies and otherwise obstructing traffic is forbidden.
4. Learners may enter classrooms before school, during breaks and after school only with the express permission of a staff member.
5. Running in corridors or up and down stairways is forbidden.
6. Eating and drinking during lessons is forbidden.
7. The chewing of gum is strictly forbidden.

General behaviour: Toilets and change rooms

1. Loitering in the change rooms and toilets is strictly forbidden.
2. Learners should only visit toilets during lesson time in case of emergency.

Assembly

1. The dignity of assemblies is to be respected.
2. There is to be total silence once the assembly starts.
3. Full school uniform, including blazers, is compulsory during assembly on a Monday and on formal occasions.
4. Learners without a blazer will not be admitted to the hall.

School uniform and general appearance

1. Learners are expected to wear the official school uniform, and to be neat and tidy at all times.
2. No additions to the uniform that are not in accordance with the regulations will be allowed.
3. Only learners who have applied, submitting relevant supporting documents, and received the necessary permission from the grade head or deputy principal or principal of the governing body, may deviate from the official uniform.
4. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
5. No unnatural colouring of hair or wearing of exotic hairstyles is allowed.
6. Blazers are to be clean and are not to have any missing buttons; they should always be worn as the outer garment.
7. Jerseys are to fit neatly. They are not to be baggy or stretched. To prevent stretching, sleeves are not to be pushed up over the elbows, and hands are not to be tucked inside the opposite sleeves. Jerseys are also not to be tucked inside skirts or trousers. Long-sleeved jerseys are not allowed as an outer garment. Short-sleeve jerseys are permitted as an outer garment.

General

1. All items of clothing must be properly marked with the learner's full name.
2. In public, for example in the streets, a learner in school uniform must always wear the complete school uniform.
3. When an article of clothing which does not form part of the school uniform is worn, an explanatory letter from the parent or guardian, signed and dated, must be presented to the grade head before or during the register period that same day.
4. Only school lapel badges or lapel badges of a recognized youth- or cultural-organization, as approved by the SMT, may be worn on the blazer.
5. No "headgear" may be worn.
6. The time of transition from one season's uniform to another will be at the discretion of the Headmaster.
7. Personal hygiene is essential at all times.

Boys

1. Only regulation trousers are to be worn. They must not be too tight or too wide.
2. Socks are to be regulation grey.
3. Only black, school-type shoes are allowed, and they are to be kept polished.
4. Long-sleeved shirts are to be buttoned to the collar, and ties are not to be worn loose.
5. Short-sleeved shirts must have the school badge on the pocket. They are worn without a tie and may be worn as the outer garment in summer.
6. Belts are to be grey or black with a simple buckle, and must be part of the uniform.
7. Printed or coloured T-shirts are not to be worn beneath shirts.
8. Hair must conform to the school regulations as shown in the published diagram.
9. Hair must be neat and well-groomed at all times. No extremes of style will be allowed.
10. No jewellery of any description may be worn. This includes earrings and substitutes thereof.
11. All boys are to be clean-shaven. Sideburns may not extend beyond the middle-ear.

Girls

1. Only regulation long trousers or skirts for girls are to be worn during winter.
2. The regulation school skirt must be the regulation length (they should be a maximum of 4 fingers above the knee).
3. Underwear must not be visible beneath the clothing.
4. Only plain white T-shirts, vests and spencers are allowed; and they should not be visible.
5. Only black regulation school shoes of the lace-up or bar type are allowed and they are to be kept polished.
6. Black tights only may be worn. These should not be laddered. No socks of any colour may be worn under or over these tights or stockings.
7. Girls may wear one plain gold- or silver stud or sleeper in the lower part of the earlobe.
8. Learners may otherwise wear no article of jewellery except a watch. They may not wear necklaces, chains, bangles, armbands or rings.
9. No make-up is allowed. Nail polish or the colouring of hair in an unnatural shade, are prohibited. Only colourless nail polish is allowed.
10. Hair must be clean, neat and well-groomed at all times.
11. Long hair must be tied back with white-, black- or navy-blue ribbons or elastic bands.
12. Only white, navy-blue or black, silver or gold clips without decorations may be used to fasten hair.
13. Hair may not hang over the eyebrows or the sides of the face.

Extra mural activities

1. It is expected of learners to participate in at least one cultural activity and to take part in one winter- and one summer sport. A request for any exception to this rule must be applied for, in writing, to the Headmaster.
2. Should a learner be unable to attend an extra-mural activity to which he or she has committed him or herself, the learner must excuse him or herself personally from the particular educator.
3. Should a learner, as a member of a team participating in a competition or match, be unable to attend due to unforeseen circumstances, the educator concerned must be informed as soon as possible.
4. A learner may not represent another school in a match or competition, or take part in the extra mural activities of another school.
5. A learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
6. Once a learner has committed him or herself to an activity, he or she will be bound to meet the rules and obligations related to that activity.
7. Involvement in a particular activity will span the entire season or the duration of that activity.
8. The appropriate kit or uniform will be worn to practices and league fixtures.
9. Learners travelling to an away fixture will travel in full school uniform, unless other arrangements have been made by the particular educator concerned.

Bicycles, motorcycles and vehicles

1. Any vehicles are to be ridden or driven with extreme caution inside the school grounds, and the 15kph speed limit is to be observed.
2. Bicycles must be locked and may be placed in the bicycle shed only and not against walls, trees, bushes or pillars.
3. Motorcycles must be parked in the designated area.
4. Four-wheeled vehicles may be parked only in the parking areas outside the school grounds.
5. All learners park their vehicles, including bicycles and motorcycles, on or off the school grounds at their own risk.
6. Learners are not to touch, lean against or tamper with bicycles, motorcycles or vehicles parked anywhere on or off the school grounds.
7. Learners may not be dropped or fetched on the school grounds. They must be dropped and fetched outside the school gates.

Valuables and personal belongings

1. The school will not be held responsible for theft of or damage to personal belongings on school premises, for example cellphones, bags, books, clothing, bicycles, etc.
2. Learners should not bring cell-phones, large sums of money or other valuables to school. (See cell-phone policy)
3. Learners may not bring computer games, iPods, earphones or similar electronic devices to school.
4. Arrangements should be made with the teacher in charge of extra mural activities for safekeeping of valuables during those times.

School property, roads and grounds

1. Breakage of any school property must be reported immediately to a teacher or to one of the secretaries.
2. All school property is to be treated with respect.
3. Learners are not to linger on the internal roads or on the pavements or walks adjoining school roads.
4. The school buildings and grounds are out of bounds out of normal school hours unless they are being used for extra-mural activities under the supervision of an educator or coach. Trespassers run the risk of prosecution.
5. At weekends and during holidays for the use of the school building, ground and sport facilities.

Restricted areas:

The following areas are out of bounds:

1. The staffroom, staffroom foyer, teachers' workrooms, Photostat room, Grade Head offices, administration offices and their passage, unless the learner has been sent on official business by an educator to this area.
2. The main foyer; unless learners are seeing one of the secretaries.
3. The main entrance may not be used by learners to enter or exit the school building.
4. The Forum, the main hall and the sports hall may only be used under supervision of an educator or coach.
5. Ledbury and the cleaners' quarters.
6. Any area where examinations are being written.
7. Areas where vehicles are parked.
8. All the areas as indicated on the attached ground plan of the school buildings and grounds.
9. No ball games are allowed near the school buildings during school hours. During break times, ball games are allowed only on the hockey and rugby fields.

CONTROL AND DISCIPLINE OF LEARNERS

1. General

- 1.1 Disciplinary measures may be taken against a learner who contravenes the Code of Conduct.
- 1.2 In terms of the code of conduct an educator has the same rights as a parent to control and discipline a learner who attends the school, during any class, school function, school outing or school related activity.
- 1.3 Every educator is responsible for discipline at all times at school and at school-related activities. Educators have the full authority and the responsibility to correct the behaviour of learners whenever such correction is necessary at school. Corrective measures may become more severe with repeated infractions.

- 1.4 In line with the principles and spirit of the code of conduct the management and educators have the right to announce rules verbally on an ad-hoc basis or otherwise, as necessitated by circumstances. The final decision with regards to such rules will rest with management.

2. Disciplinary procedure and punishment

- 2.1 A distinction is drawn between minor offences, serious offences (which may lead to suspension and/or expulsion) and academic offences.
- 2.2 In case of minor offences, corrective measures as envisaged in par. 13 may be applied. These measures could include one or more of the following, but not limited thereto:
a verbal warning from or a written reprimand by, an educator or a principal; supervised school work that will contribute to the learner's progress at school or the improvement of the school environment, provided that the parents are timeously informed and the security of the child is assured; performing tasks that would assist the offended person; agreed affordable compensation; replacement of damaged property; and suspension from some school activities, for example sport or cultural activities, or the taking away of school activities that are seen to be privileges.

3. Detention

- 3.1 Educators may put learners on detention for smaller transgressions only with the approval of the grade head.
- 3.2 The grade head completes the detention letter and gives it to the learner to take home. A copy of the letter is given to the secretary who does the detention administration. She will put the names on the detention list which will be circulated to all educators.
- 3.3 Detention usually takes place on a Friday from 13:45 to 15:45.
- 3.4 Saturday detention will take place from 08:00 – 11:00.
- 3.5 Detention for misconduct and academic extra-homework classes may be separated.
- 3.6 Detention for repeated or serious misconduct or repeated academic negligence may be extended to Saturdays and may include physical labour or tasks.
4. Serious offences, which may also be described as serious misconduct (Regulation 2(1) of PN 372 of the Provincial Gazette Extraordinary (Western Cape) dated 31/10/1997) will be dealt with in the following manner:
- 4.1 The headmaster and educators concerned will investigate the incident and ensure that, according to the Act, it can be classified as a serious offence and that the learner is the guilty party.
- 4.2 If the headmaster decides that the matter is serious and the learner concerned is guilty, then a special meeting is planned with the governing body to discuss the incident.
- 4.3 Parents of the learner will be informed in writing of the offence, and of the date when the meeting of the governing body will take place. A minimum period of five working days' notice of the meeting is required. Parents may request to move the date forward.

- 4.4 The governing body or its delegated disciplinary committee must follow the following procedure during the meeting:
- the alleged offence and circumstances surrounding the incident must be carefully investigated;
 - The audi alteram partem-rule (hear the other side) must apply;
 - the opportunity must be given to the members of the governing body and the parents and/or the legal representative of the learner concerned, to question the accusers concerning the incident;
 - persons who complained or provided testimonies must leave the meeting after they have expressed their viewpoints;
 - only members of the governing body who are not personally involved in the matter, must be allowed to take part in the decision-making process at the end of the meeting;
 - the procedure, discussion and outcome must be detailed thoroughly in the minutes.
 - In the event of a hung jury, the chairperson has the deciding vote; if the outcome of the corrective action is suspension, the parents must be informed immediately in writing;
 - if the decision of the governing body is to make a request to the head of the WCED that the learner be expelled, then the parents are to be informed in writing immediately.
- 4.5 A statement with reasons for the request must be provided and sent to the head of the WCED within 14 days. The following information must also be included;
- a comprehensive report of the incident surrounding the alleged misbehaviour, as well as the reasons for the governing body's decision.
 - The complete minutes (with questions and answers) from the meeting where the decision was made.
 - Any other written remarks from the learner or parents or their representative (it can be a legal representative) relating to the incident.
- 4.6 The head of the WCED, within 14 days of receiving the documents in (4.9), will decide if the learner must be expelled or re-admitted into the school. Once the decision is made, the governing body and parents will be informed immediately. Should the head of the WCED decide to expel a learner, and the parents of that learner (or the learner) appeal against the decision, they must do so within ten days of receiving the written decision. The appeal must be addressed to the Provincial Minister of Education; his decision is final.
- 4.7 Should the learner, parent or guardian fail to attend the disciplinary hearing without good cause or good reason, the proceedings will be held in his or her or their absence.
5. If, after disciplinary proceedings, a learner is found guilty of serious misconduct, the governing body may impose the punishment prescribed in paragraph 2.2 and may in addition suspend the learner either for a period of not more than seven (7) school days, or for a reasonable period not exceeding one week, pending a decision by the Head of Department on the recommendation of the governing body as to whether or not the learner is to be expelled from school. If disciplinary proceedings are not conducted within seven (7) school days after the suspension of a learner, the governing body must obtain the approval of the Head of Department for the continuation of the suspension of such learner.

6. Offences that may lead to such suspension (or even expulsion) include, but are not limited, to the following:

- 6.1 conduct which endangers the safety and violates the rights of others;
- 6.2 possession, use, transmission, or visible evidence of, narcotic or unauthorised drugs, alcohol, or intoxicants of any kind;
- 6.3 fighting, assault or battery;
- 6.4 immoral behaviour or profanity;
- 6.5 defying the authority of the educators or the Learner Council;
- 6.6 harmful graffiti, hate speech, sexism, racism;
- 6.7 theft or possession of stolen property including test or examination papers prior to the writing of those tests or examinations;
- 6.8 unlawful action, vandalism, or destroying or defacing school property;
- 6.9 disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- 6.10 repeated violations of school rules or the Code of Conduct;
- 6.11 criminal and oppressive behaviour such as rape and gender-based harassment;
- 6.12 victimisation, bullying and intimidation of other learners;
- 6.13 infringement of examination rules; and
- 6.14 knowingly and wilfully supplying false information, or falsifying documentation, to gain an unfair advantage at school.

7. A learner will be expelled if he or she commits any of the following offences, even if it is a first offence, unless there are exceptional circumstances which warrant the imposition of a lesser punishment:

- 7.1 Theft.
- 7.2 Bomb threats.
- 7.3 Assault of a serious nature or an assault committed with a dangerous weapon or object.
- 7.4 The possession of any object which could serve as a dangerous weapon.
- 7.5 Sexual offences.
- 7.6 The possession and/or dealing in, or providing of, and/or testing positive for, illegal substances. A positive test will be sufficient evidence.
- 7.7 The possession or detonating of fireworks or anything else that can have a traumatic effect on any person.

8. **Plea Bargaining**

In terms of the Criminal Procedure Act, (Section 105A, Act 51 of 1977), the prosecuting authority and an accused may enter into a plea- and sentence agreement. It is basically a plea-bargaining system where the accused is prepared to plead guilty, admits the relevant allegations and enters into a sentence agreement with the State. The written agreement is then presented to the court who must ensure that it was entered into freely, voluntarily and without undue influence.

If the court is satisfied that the accused admits that the allegation in the charge is valid and that he or she is guilty, the accused is then convicted; secondly, if the court is satisfied that the sentence agreement is just, it is then confirmed by the court.

No evidence is led and this procedure expedites the finalisation of cases.

A similar procedure will be followed in instances where the learner concerned pleads guilty, the parents co-operate and expulsion is not considered.

The plea- and sentence agreement will have to be ratified by the School Governing Body or delegated person(s), before it is enforced.

9. **Loco Parentis**

- 9.1 The school is compelled to refer behaviour that constitutes a criminal offence to the SAP services for further action.
- 9.2 If a learner's behaviour is a threat to him- or herself or other learners, the school reserves the right to take the necessary steps to find treatment of an alternative placement for the learner.
- 9.3 The school reserves the right to refer a learner for counselling if his or her behaviour is deemed socially unacceptable.

9.4 **Search:**

If the principal or an educator has reasonable suspicion, supported by sufficient information, to suspect the harbouring of any of the following, he or she has the legal authority to conduct a search of any learner, or of the property in possession of the learner, for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought onto the school property. (A search may be performed in terms of the following Acts of general application:

Control of Access to Public Premises and Vehicles Act, 1985, Act No. 53 of 1985; Drugs and Drug Trafficking Act 140 of 1992; Arms and Ammunition Act, 1969, Act. No. 75 of 1969; Education Laws Amendment Act no. 24 of 2005 and no. 31 of 2007; and Government Gazette Notice 1140 of 2008. During a search, the right to human dignity shall be observed and learners shall be searched in private by persons of their own gender, in the presence of at least one other person. A record shall be kept of the search proceedings and the outcome.

All the stipulations pertaining to disciplinary proceedings applicable to learners as set out in the South African School's Act (no. 84 of 1996), as amended, are incorporated and included in this Code of Conduct.