

CODE OF CONDUCT & SCHOOL RULES

The School's Vision Statement is on page two. To fulfil its vision, every public school is empowered (by section 8 of the South African Schools Act of 1996) to draw up a Code of Conduct. The code sets out to explain the rules through which the rights and corresponding responsibilities of each pupil are realised. Once formulated, approved and announced, the code has the force of law. The Code is currently being revised.

The purpose of the Code of Conduct is to establish a disciplined, safe and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

RIGHTS AND RESPONSIBILITIES

For quality learning to take place, certain rights and responsibilities need to be recognised, including the right to:

- personal safety and security of property
- a clean and functional environment
- fair treatment
- listen and be heard
- undisturbed work and of access to knowledge, skills and resources
- have progress assessed.

With every right there is a matching responsibility. To protect the rights of individuals, it is the responsibility of each pupil not only to refrain from infringing such rights but to prevent others from doing so.

EXPECTATIONS

In order to maintain a disciplined and effective learning environment, pupils are expected to be mature and responsible.

Pupils can make a positive contribution by being honest, diligent, friendly, punctual, neat and courteous. They must behave in a manner which is respectful to all cultures and to the rights of all. (See Addendum 1, FHHS Courtesy Regulations for more details.) In addition, it is the duty of all pupils to protect the rights of others.

Commitments must be honoured.

Homework and daily review should be routine and deadlines must be met.

SCHOOL RULES (Amended October 2013)

These rules are applicable where a pupil is on the school premises, at a school function or school activity, or in a public place where he or she is identifiable, or likely to be identified, as a pupil of the Fish Hoek High School.

1. A pupil shall not use foul, abusive, racist, sexist or blasphemous language.
2. A pupil shall not assault, threaten, bully, harass, abuse, intimidate, victimise or endanger the life or safety of anyone.
3. A pupil shall not possess any weapon, knife or dangerous object.
4. A pupil shall not smoke (nor have cigarettes and lighters in his possession), use any smoking device (e.g. hookah pipes, electronic cigarettes), use drugs or consume intoxicating liquor, nor may a pupil associate himself or herself with any pupil smoking, using drugs or consuming liquor as aforesaid. (See Drug & Alcohol Policy)

5. A pupil shall not attend a school function or activity whilst under the influence of drugs or intoxicating liquor.
6. A pupil shall attend school for the whole of the prescribed school hours. In the case of absence a pupil shall, on returning to school, furnish the Principal with a written note, signed by his or her parent or guardian, explaining the reason for his or her absence. A medical certificate is required for any absence during examinations and for absence from control tests, orals and other continuous assessment (CASS) work.
7. A pupil may not be absent from a class or leave the school premises during school hours without the permission of the Principal or his or her nominee.
8. A pupil shall not damage, vandalise, deface or soil school property or the property of another.
9. The personal appearance and dress of a pupil whenever travelling to or from any place as a pupil of Fish Hoek High School (whether or not that pupil is wearing the official school uniform) shall conform to such standards of decency and propriety as are considered adequate and appropriate by the Principal or his or her nominee in charge of the pupil at the time.
10. Pupils shall at all times wear the full official school uniform as specified by the Board of Governors unless permitted otherwise by the Principal or his or her nominee.
11. A pupil shall not hitchhike on a public road in School uniform.
12. No notice, banner or communication may be displayed on the premises without the permission of the Principal or his or her nominee.
13. A pupil may not possess or view pornographic or undesirable material.
14. A pupil may not use a cell phone or other electronic device during school hours, including breaks, without specific instructions from the Principal or his or her nominee.
15. A pupil shall not by way of any conduct or utterance bring the good name of the School into disrepute.
16. A pupil shall obey, observe and carry out all regulations made and issued by the Principal or his or her nominee, and any instructions or directives given to the pupil by an educator.

REGULATIONS

The Principal may from time to time issue directives, instructions and rulings, collectively called regulations, to ensure the efficient running of the School. These regulations deal with matters such as procedures for dealing with late-comers, delimiting the bounds of the pupils' movements, maintaining the school uniform, and facilitating the flow of traffic in the buildings and grounds. These regulations include the basic standards of behaviour expected in passages and classrooms, as set out in FHHS Courtesy and the Rules of the Room displayed in all classrooms (see Addenda 1 & 2).

MISCONDUCT

Failure to abide by the school rules and regulations and infringing the rights of others constitutes misconduct.

PENALTIES FOR MISCONDUCT

Penalties for misconduct range from verbal warnings and extra work to suspension and suspension pending a decision on expulsion. All punishment must be seen to be fair, reasonable and consistent. Misconduct can be categorised as follows:

Minor misdemeanours may incur detention, or suspended detention, and confiscation. Examples are wearing jewellery or non-uniform items.

Serious offences may lead to multiple detentions (up to two hours per day, every week day, Saturday (afternoon) detention, removal from a class, Daily Report, loss of privileges, being debarred from standing for the SRC, letters to parents, interviews with parents, counselling etc). Examples of serious offences include not doing homework, disobedience (such as repeated misdemeanours), insolence, abusive behaviour, and absence from school without permission.

A pupil may not offer or receive outside assistance in tests or examinations, or place him- or herself in a position which allows them to give or receive outside assistance. Pupils may not carry notes or any form of memory aid unless specifically permitted for that examination. No pupil may have a cell phone in their possession during an examination. In addition to the penalties for a serious offence, a pupil who cheats or is suspected of cheating in tests or exams can get nought for the paper concerned.

Very serious offences may lead to community service, *corrective action as envisaged under the Drugs Policy*, suspension, or suspension with a view to expulsion. Criminal activities may be reported to the SAPS. Defiance of the Code of Conduct, threatening the physical safety of anyone, any behaviour which disrupts the effective functioning of the School, the possession, use or distribution of unauthorised drugs or alcohol, vandalism, theft, fraud and plagiarism are all examples of very serious offences. A more detailed schedule of **very serious** offences may be found in Addendum 3.

CIRCUMSTANCES COVERED BY THIS CODE

This Code applies while a pupil is in school uniform, participating in an activity sanctioned by the School, or when he/she is in any public place where he/she is likely - by reason of any utterance or conduct on his or her part - to be identified by the public as a pupil of the Fish Hoek High School.

DUE PROCESS

In all cases of misconduct, pupils must be clearly informed of the specific offence committed and the punishment they face.

For all but the very serious offences, pupils may appeal promptly against perceived unfair punishment. Appeals to the teacher and Grade Heads should be made within 24 hours. If these appeals are unsuccessful, pupils may appeal to the Grade Supervisor or Principal within 48 hours.

In the event of pupils being charged with a very serious offence, both the pupils and the parents / guardians must be informed separately in writing of the charges, the possible consequences of those charges, the date, time and place of a hearing and of the pupil's right to representation at the hearing. The hearing must take place at least 5 days after receipt of the letter unless the pupil and parents request it to be brought forward

At the hearing, the rights of the pupil and his/ her representative must be made clear to them, including the right of appeal to the Head of the Western Cape Education Department. In the event of a potential expulsion, the final decision to expel shall in any event be taken by that official.

AMENDMENTS

Any amendments, excluding minor additions, to this Code shall become operative after publication by the Board of Governors after due consultation with the SRC, Forum, parents and staff. Minor additions to this code, as visualised in the paragraph "REGULATIONS" above, shall be made by the Principal.

Addendum 1. FHHS Courtesy Regulations

The following are intended to reduce the stress experienced in our crowded classrooms and passages and to teach everyone valuable life skills. Manners have to be so well-learned that courteous behaviour is automatic. Courtesy then becomes an effortless aid to friendly relationships.

- Keep left.
- Move in single file.

- Move briskly. Do not loiter, especially at intersections.
- Do not run.
- Greet everyone, especially adults, at least with a smile.

- Do not shout indoors.
- When waiting outside a classroom, line up in (single file) on the same side as the room, not against the windows.
- Order of precedence through doors and at intersections: Women, girls, men, boys.
- NEVER sit down until invited to do so, once you enter an office or classroom.
- ALWAYS stand up when an adult who is standing or walking by addresses you, unless they expressly excuse you from the courtesy.
- Use "Please" whenever you want assistance and "Thank you" at least as often, including when you leave a classroom at the end of a lesson.
- Acknowledge instructions and advice with an appropriate response: "Yes, ma'am", "No, sir" or "Thank you".
- Respect the personal space of others. Getting up close to a person suggests intimacy that is inappropriate at school or work.

Addendum 2. Regulations for classroom behaviour: The Rules of the Room.

DO

- greet the teacher;
- have your books in class;
- speak one at a time;
- have a homework diary;
- wait to be dismissed by the teacher, not the bell;
- sit **still** during announcements;
- use register time constructively
- let the teacher have the last word.

DON'T

- arrive late;
- chew gum;
- bring sports equipment to class;
- use a cell phone, mp3 player etc
- put your feet on the furniture;
- deface the furniture or walls;
- indulge in horseplay;
- expect to go to your locker;
- expect to go to the toilet during the lesson.

Addendum 3. Very Serious Offences of the Code of Conduct lists some of the actions that may lead to community service, corrective action as envisaged under the Drugs & Alcohol Policy, suspension, or suspension with a view to expulsion. The list below is not exhaustive – other actions could also be considered very serious.

In addition to the actions named in the School Rules, the following are Very Serious Offences:

1. Immoral behaviour and profanity.
2. Possession, use, transmission or visible evidence of narcotic or unauthorised drugs, alcohol or intoxicants of any kind.
3. Theft or possession of stolen property.
4. Disrespect, objectionable or threatening behaviour, verbal or physical abuse directed at anyone and including insolence directed at teachers or school employees.
5. Oppressive behaviour such as rape and gender-based harassment.
6. Possession or transmission of pornography.
7. Fraud.
8. Plagiarism.
9. Repeated violation of the Code of Conduct.
10. Falsely identifying oneself.
11. Conviction for a criminal offence in a court of law.

12. Dishonesty in tests or examinations.
13. Recording or publishing pictures or video of antisocial behaviour or publishing material which results in embarrassment or defamation of anyone.
14. Vandalism.
15. Gaining or attempting to gain unauthorized access to the school's computer facilities.