

WELKOM TECHNICAL HIGH SCHOOL



CODE OF CONDUCT FOR LEARNERS

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A. PREAMBLE

1. This code of conduct:

- 1.1 acknowledges the new democratic dispensation which exists in South Africa.
- 1.2 strives to offer a progressive high quality of education to all learners in the school.
- 1.3 supports the need of all learners to develop all their talents and skills.
- 1.4 strives to promote the democratic transformation of the community.
- 1.5 attempts to combat all forms of unfair discrimination and intolerance, like racism and sexism.
- 1.6 strives towards protecting and promoting the diversity of cultures and languages in the school.
- 1.7 upholds the rights of learners, parents and educators in order to achieve the establishment and maintaining of a disciplined and educational environment in which effective learning and teaching can take place.
- 1.8 attempts to make learners, parents and educators co-responsible for the organization, control and financing of the school in partnership with the State.

2. This code of conduct is composed with the vision, mission and ethos of this school in mind.

Vision

Technical High School Welkom strive toward forming valued and balanced individuals, through professional and specialized teaching.

Mission

Our Mission is to:

- create a continuous specialized individual with work ethics
- be sensitive to the needs of individuals and cultures
- achieve a balance between academics, sport and cultural activities
- provide opportunities (mentally and physically) for the learner to develop to his full potential
- uphold morals and values in line with the school policy
- have a dedicated and effective Governing Body in collaboration with the parents, management team, Educators and RCL



VALUES

The following values will form the foundation of Technical High School Welkom

1. Passion
2. Respect
3. Integrity
4. Duty
5. Empathy

ETHOS

The ethos of Welkom Technical High School is that of a Christian school with a strict character of discipline, loyalty and a striving towards excellence.

3. The purpose of a code of conduct:

- 3.1 The aim of the school's code of conduct is to discourage unacceptable behaviour and to resolve it. Good rehabilitation / punishment or work is recognized and rewarded.
- 3.2 The final aim of the code of conduct is to maintain a norm regarding discipline that is acceptable for the majority of teachers, parents and pupils.

4. The parameter of the code of conduct:

- 4.1 On the school grounds.
- 4.2 During school outings / tours / sports events.
- 4.3 Any after-school activities.
- 4.4 When a learner wears his school uniform.



5. This code of conduct acknowledges the human rights of learners and strive to function within those. The following is kept in mind specifically:

- 5.1 the democratic right of all learners to have a fair trial (as specified in the SA School Act, 84 of 1996) and to participate in decisions, taking into consideration their right to state their opinions on matters concerning them and the responsibility to respect the opinions of others.
- 5.2 the right to non-discrimination and equality in the code of conduct and the school rules and the responsibility not to be guilty of such infringements.
- 5.3 the right to privacy, respect and dignity and the responsibility to act in such a way that these rights are also afforded to co-learners.
- 5.4 the right to freedom and safety of a learner or group of learners and the responsibility to promote this.
- 5.5 the right to a clean and safe school environment and the responsibility to ensure this.
- 5.6 the right to education and that which accompanies it and the responsibility to behave in such a manner that educators can provide effective teaching and co-learners can enjoy their right to education.

B. POLICY

1. Purpose of the Policy:

- 1.1 To establish a disciplined and purposeful school environment dedicated to the promotion and maintenance of the quality of the learning process.
- 1.2 To promote discipline, self-discipline and a positive code of conduct.



2. Objectives of the policy:

In all spectra of the school an attempt is made to maintain the following standards:

- 2.1 The acceptance and submission of authority proposed by the school as an institution.
- 2.2 Respect for parents, teachers, peers, property and grounds of the school.
- 2.3 Fellow learners' interests should be promoted and an action that may harm others is unacceptable.
- 2.4 Honesty, loyalty and sincerity are normative codes that should always be pursued.

3. Setting up the policy:

The disciplinary policy must be compiled with the Governing Body of the school.

- 3.1 We need all the participants involved, namely learners, parents / guardians, teachers and support staff, to be consulted in the process of development and revision of this policy.
- 3.2 The policy must be reviewed annually by the Governing Body.

4. Context of the policy:

The disciplinary policy is in line with:

- 4.1 South African Schools Act (Act 84 of 1996): Guidelines for Governing Bodies in the compilation of a code of conduct.
- 4.2 Gazette 18900 of May 1998.
- 4.3 Governing Body policy regarding liquor, smoke and vandalism on the school grounds.



5. Administration and management of the policy:

The principal is responsible for the administration and management of the disciplinary policy. In his absence, this responsibility is transferred to the deputy principal.

6. Awareness in terms of the disciplinary policy:

The disciplinary policy will be communicated to parents and learners on an annual basis and as necessary to new parents and other stakeholders.

6.1 The disciplinary policy will be available on request at the school office.

The educators, parents and learners of this school have decided to accept the category system of discipline in order to establish an organized educational environment whereby a learner can enjoy equality within the code of conduct.

7. Procedure

7.1 A category system with a letter system is allocated to learners according to the kind of misconduct.

7.2 Infringements are punished according to the number of infringements, arranged from less serious to serious.

7.3 With an offense in level 1/2/3/4/5 the educator completes the penal form with all relevant details. The educator must ensure that the learner signs the form. If the learner refuses to sign, this must be noted and a reason must be provided.

7.4 The penal form must be given to the grade head by the educator. The form is placed in the learner's file by the grade head.

7.5 The Audi Alterem Partum principle is applied by the grade head. (All parties must be heard and considered).

7.6 Should the learner be guilty of breaking the school-, classroom- and category one to three rules, the educator notes the transgression on the penal form, after which the grade head places the form in the learner's file.



- 7.7 The learner has the right of appeal to the grade head.
- 7.8 Transgressions and the general disciplinary record of the learner are placed on the learner's file in order to establish a global view of the learner's conduct at school.
- 7.9 Level 1 infringements to be recorded daily on the infringement register. All infringements are recorded in a central file. (SASAMS)
- 7.10 If a learner disrupts a specific class period to such an extent that it violates the right to education of other learners, the educator can order the learner to leave the classroom and the learner is referred directly to the pastor.
- 7.11 Normally a learner's record of level infringements starts from the beginning of each year, except in cases where the previous year's infringements displays a negative behavioural pattern.
- 7.12 THE SCHOOL ASSESSMENT IRREGULARITY COMMITTEE (SAIC) IN THE SCHOOL CONSIST OUT OF:
- 7.12.1 at least 3 management team representatives of the school, one (1) will be the chairman of the sub-disciplinary committee.
 - 7.12.2 at least one (1) student representative of the governing body.
 - 7.12.3 at least one (1) teacher representative of the governing body.
 - 7.12.4 A prosecutor, without voting rights, as determined by the management team.
- All five members of the committee have full voting rights.



8. SYSTEM

8.1 LEVEL 1 OF MISCONDUCT (SASAMS)

Minor violations of general classroom discipline

Code	Description of Misconduct	Demerit Points	Disciplinary sanction
1-01	Failing to attend class on time	5	Refer to procedure of demerits. (8.6)
1-02	Leaving class without permission	2	Refer to procedure of demerits. (8.6)
1-03	Cheating in class test	2	Refer to procedure of demerits. (8.6)
1-04	Failing to complete homework	1	Refer to procedure of demerits. (8.6)
1-05	Dishonesty with minor consequences	1	Refer to procedure of demerits. (8.6)
1-06	Books not in class	1	Refer to procedure of demerits. (8.6)
1-07	Bad language	1	Refer to procedure of demerits. (8.6)
1-08	Bad co-operation	2	Refer to procedure of demerits. (8.6)
1-09	School uniform incorrect (Appendix 1)	1	Learner must correct the uniform. Report to grade head. Refer to procedure of demerits. (8.6)
1-10	Hair not according to school rules (Appendix 1)	1	Learner must correct the hair Report to grade head. Refer to procedure of demerits. (8.6)
1-11	Late in the morning for school	5	Refer to procedure of demerits. (8.6)
1-12	Graffiti on desks, walls, windows, doors, cases and in books. Defacing text books	2	Refer to procedure of demerits. (8.6)
1-13	Littering	2	Refer to procedure of demerits. (8.6)
1-14	Misconduct during hall assembly and quad opening	2	Refer to procedure of demerits. (8.6)
1-15	Damaging of vehicles and school property	2	SMT Disciplinary hearing. Refer to procedure of demerits. (8.6)
1-16	Handling cell phones in class	2	Refer to procedure of demerits. (8.6)
1-17	Eating in class	1	Refer to procedure of demerits. (8.6)



8.2 LEVEL 2 OF MISCONDUCT (SASAMS)

Minor violations of school code of conduct or rules

Code	Description of Misconduct	Demerit Points	Disciplinary sanction
2-01	Frequent repetition of Level 1 infringements	2	Refer to procedure of demerits. (8.6)
2-02	Possession or use of tobacco	2	Refer to procedure of demerits. (8.6)
2-03	Truancy of classes "Bunk of a class"	5	Refer to procedure of demerits. (8.6)
2-04	Dishonesty: Copying in tests, examinations and changing of test marks. In possession of illegal material/ in the test / exam room.	3	Zero for test/examination Refer to procedure of demerits. (8.6)
2-05	Verbally threatening safety of another person	2	Refer to procedure of demerits. (8.6)
2-06	Fighting on school grounds	3	SMT Disciplinary hearing. Refer to procedure of demerits. (8.6)
2-07	Fail class test	2	Refer to procedure of demerits. (8.6)
2-08	Fail term test	3	Refer to procedure of demerits. (8.6)
2-09	Letters: Fail to give disciplinary letter to parents. Disregard the school's disciplinary measures	3	Refer to procedure of demerits. (8.6)

8.3 LEVEL 3 OF MISCONDUCT (SASAMS)

Serious violations of school code of conduct or rules

Code	Description of Misconduct	Demerit Points	Disciplinary sanction
3-01	Frequent repetition of Level 2 infringements	3	Refer to procedure of demerits. (8.6)
3-02	Minor injury to another person	3	Refer to procedure of demerits. (8.6)
3-03	Possession or use of alcohol/ narcotic substances during school hours or at school functions	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
3-04	Severely disruptive behaviour – Examination venue or classroom	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
3-05	Possession of a dangerous weapon	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
3-06	Theft/Vandalism	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
3-07	Undermining of authority	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
3-08	Any behaviour that will disgrace the good name of the school in public.	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.



8.4 LEVEL 4 OF MISCONDUCT (SASAMS)

Very serious violations of school code of conduct or rules

Code	Description of Misconduct	Demerit Points	Disciplinary sanction
4-01	Frequent repetition of Level 2 or 3 infringements	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
4-02	Possession, threatening to use or use of weapons or other dangerous objects	10	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
4-03	Intentionally causing physical injury to somebody	10	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.
4-04	Extortion / threaten of another person's property	5	Refer to procedure of demerits. (8.6) SMT Disciplinary hearing.

8.5 LEVEL 5 OF MISCONDUCT (SASAMS)

Criminal-serious violations of school code of conduct or rules but also civil law. To be carried out by higher school authority, SGB and Department.

Code	Description of Misconduct	Demerit Points	Disciplinary sanction
5-01	Frequent repetition of Level 4 infringements	10	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-02	Possession and peddling of narcotic substances	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-03	Assault	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-04	Sexual harassment or abuse	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-05	Robbery or major theft	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-06	Intentionally using a dangerous weapon	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-07	Rejection of the code of conduct/school rules	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.
5-08	Any illegal or criminal activities as determined by the SA courts.	15	Refer to procedure of demerits. (8.6) Disciplinary hearing by the school governing body.



When any level five (5) infringements occur: Article 9 of the Schools Act, 84 of 1996 will be activated.

8.6 Procedures of demerits.

DISCIPLINARY SANCTIONS MUST BE READ IN CONJUNCTION WITH LEVEL 1-5 OF MISCONDUCTS (SASAMS).

8.6.1 Written warning to be given by register teacher. (15 demerits)

8.6.2 Final written warning to be given by pastor. (30 demerits)

During step 1 and 2 the form will be in triplicate. One copy for the learner, one to the head of the grade and one will be filed in the pastor's office. The parents will be informed by means of a letter as well as a telephone call or an sms.

A copy of the above-mentioned letter (signed by the parents and learner) is placed on the file of the learner.

8.6.3 Letter to parents to come to school by pastor. (45 demerits) During step 3 the parents will be compelled to come to school. The learner will be temporary suspended from school for at least 3 days or until his parents come to school. The parents will be informed by means of a letter as well as a telephone call or an sms.

A copy of the above-mentioned letter (signed by the parents and learner) is placed on the file of the learner.

8.6.4 Disciplinary hearing by disciplinary committee of the school. (60 demerits) During step 4 the parents will be compelled to attend the hearing. The learner will be temporary suspended from school for at least 5 days. The parents will be informed by means of a letter as well as a telephone call or an sms.

A copy of the above-mentioned letter (signed by the parents and learner) is placed on the file of the learner.



8.6.5 Disciplinary hearing by the school governing body. (75 demerits)

During step 5 the learner will appear in front of the school governing body. The committee will be appointed by the governing body. The parents will be informed by means of a letter as well as a telephone call or an sms. A copy of the above-mentioned letter (signed by the parents and learner) is placed on the file of the learner.

8.6.5.1 A learner can be expelled for seven (7) school days as a precautionary method by the governing body before a disciplinary hearing for a serious misconduct. [Article a 2 (a) of Act 24 of 2005]

C RIGHTS AND RESPONSIBILITIES OF LEARNERS.

1. SCHOOL AND CLASS RULES

- 1.1 School rules are designed to regulate the general organization of the school.
- 1.2 Class rules are designed specifically to address the relationship between educators and learners in the classroom.
- 1.3 Learners must be involved in the formulation of school and class rules and must adhere to these rules.
- 1.4 All rules must be in accordance with the general Code of Conduct.
- 1.5 Each learner must receive a copy of the school rules at the beginning of his/her first year at THS.
- 1.5 Class rules must be displayed in the classroom.
- 1.6 All learners are expected to know these rules and to adhere to them.

Ignorance of the rules will not be an acceptable excuse.



2. SCHOOL RULES

2.1 Christian ethos

- 2.1.1 The Bible will be the only standard for any form of religious activity in the school.
- 2.1.2 Educators and learners will always refrain from promoting any specific dogma / church denomination.
- 2.1.3 Each learner is expected to maintain a high standard of moral and ethical behaviour and language usage.

2.2 Motor vehicles and motorcycles

- 2.2.1 Learners may not bring motor vehicles or motorcycles onto the school grounds, unless he/she has the prior written consent of the principal or another staff member duly nominated by the principal, and unless he/she promptly complies with any conditions imposed together with the aforementioned consent. A parking disc must be in or on the motor vehicle / motorcycle displayed.
- 2.2.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.
- 2.2.3 Learners will adhere to traffic rules on and around the school grounds.
- 2.2.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.

2.3 Studies and school work

- 2.3.1 There will be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 2.3.2 Learners must promptly carry out instructions in class.



- 2.3.3 All learners must have and maintain a homework book as required by the principal or class educator.
- 2.3.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule will be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.
- 2.3.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse will be regarded as a transgression of this rule.
- 2.3.6 Learners are obligated to catch up as soon as possible on any work that they have missed.
- 2.3.7 A learner must have the necessary requirements / utensils, like drawing instruments, pens, pencils and an eraser as specified by the school.
- 2.3.8 A learner must study regularly and the necessary parental control of a learner's academic activities must be monitored.
- 2.3.9 Assessment tasks and PAT's MUST be handed in on / before the due date. Any assessment tasks and PAT's handed in late, will not be accepted or marked by the educator.

The teacher will let the learner sign on the name list with dates, to confirm that the learner received the above mentioned and that the work was handed in.



2.4 School attendance

- 2.4.1 A learner must attend every school day fully, including the first and last days of the term.
- 2.4.2 In the case of unavoidable absence during non-examination periods, the learner must hand in written reasons, from the parent or a doctor, at the office on the first day he attends school after his absence. If a learner is absent or going to be absent for longer than three days, the school must be notified during the period of absence.
- 2.4.3 If a learner is absent during an examination or test, only a medical certificate will be acceptable and the school must be notified by telephone on the first day of absence.
- 2.4.4 If a learner is absent without reason for more than ten days, he will, according to the SA Schools Act, be removed from the register and he will have to re-apply for admission.
- 2.4.5 A learner must participate in one summer- and one winter / culture activity and will only be excused from this if the parents insist. This issue must be communicated with the school. The decision will be placed on the file of the learner.
- 2.4.6 A learner must participate actively in school activities and functions organized by the school and which concerns him, dressed in the required uniform.

2.5 School property

School property includes the following:

- (a) The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings



- (b) All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss
- 2.5.1 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.
- 2.5.2 Learners may not operate, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.
- 2.5.3 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property will replace or pay for such property. Destruction of and/or damage to property is a criminal offence.
- 2.5.4 All books and equipment which are temporarily lent to a learner to be used must be returned when he leaves the school or when the principal demands it. The school must be reimbursed for all items which are not returned, or which have been unreasonably damaged. The replacement value at that stage will be due.
- 2.5.5 A learner may not indulge in theft and/or the damage of school property or the property of other persons. Any incident of this nature will result in the covering of all costs by the parent, as well as other disciplinary measures.
- 2.5.6 Cloakrooms must be kept clean at all times.



2.5.7 Nobody is allowed to damage, tamper with or use another person's private property without the permission of the owner. (Staff members or authorized persons searching for contraband, are not bound by this rule - See Government Gazette, 15 May 1998, 3.8))

2.5.8 All learners must contribute towards a clean and neat school environment.

2.6 School notices

All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

2.7 School fees

2.7.1 Compulsory school fees, as determined by the governing body, must be paid punctually as follows:

2.7.2 The full amount in one instalment, due before the end of the first term.

2.7.3 The full amount in three equal instalments, due during the first three terms.

2.7.4 The full amount in ten equal instalments, the first instalment due before or at the end of January and the last due at the end of October.

2.7.5 A compulsory workshop fee is payable on the day the school starts for the New Year as determined by the governing body.

2.8 Sports and extracurricular activities

2.8.1 It is expected that each learner will participate in one summer and one winter activity / sport. Written reasons, must be submitted by the parent / guardian if the learner cannot do so. (Refer to number 2.4.5)



- 2.8.2 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.
- 2.8.3 All learners who participate in the aforementioned activities will be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.
- 2.8.4 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:
- 2.8.4.1 the sports head and the educator involved in the relevant sports code;
 - 2.8.4.2 the referee or adjudicator with regard to the relevant activity; and
 - 2.8.4.3 the team captain.
- 2.8.5 Although it is assumed that learners who participate in sports activities will do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.



- 2.8.6 Spectators and supporters at sports and other extra-curricular activities: Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters will also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.
- 2.8.7 Learners who attend any school activity as spectators or supporters will abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.
- 2.8.8 The above-mentioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

2.9 School times

- 2.9.1 Learners must report in time for school and must be present for the full duration of the school day.
- 2.9.2 During school hours learners must attend all classes as determined by the school timetable.
- 2.9.3 Learners may only leave the class with the permission of the educator.
- 2.9.4 During school hours learners may only leave the school grounds in an emergency and with the permission of the head of the grade.



- 2.9.5 Learners will only be signed off in the care of their parents / guardians or if the grade head can ensure that the learner is signed off with the consent of the parent / guardian. **THE PARENT / GUARDIAN OR AN AUTHORISED PERSON MUST FETCH THE LEARNER AT SCHOOL TO BE SIGNED OUT AT THE RECEPTION.**

2.10 Breaks

- 2.10.1 No learner may set foot in the forbidden areas, as determined by the principal from time to time, during breaks and/or school hours.
- 2.10.2 All learners must remain on the school grounds during breaks.
- 2.10.3 Games and other activities during breaks may not pose a danger to any learner, including him/himself.

2.11 Appearance

- 2.11.1 A learner must be dressed neatly according to the rules while travelling to and from school and during school hours.
- 2.11.2 A learner's hair must be cut neatly according to the rules. (Refer to annexure 1.)
- 2.11.3 No jewellery (excluding watches) may be worn.
- 2.11.4 Learners must demonstrate self-respect by being neat and clean.

2.12 Uniform

- 2.12.1 The prescribed uniform (see regulations) must be worn during school hours and at other functions as determined by the principal.
- 2.12.2 A learner must see to it that his/her uniform is neat and clean at all times.



- 2.12.3 A learner must have the necessary school, sport and physical training uniform as determined by the school.
- 2.12.4 The winter uniform is permissible during summer with the permission of the principal, but during winter it is compulsory.
- Winter: 2nd and 3rd terms
 - Summer: 1st and 4th terms
- 2.12.5 The principal may grant permission according to his own discretion for learners to dress in civil clothes / not school uniform on certain occasions determined by him. On these occasions' learners must be dressed neatly and decently.

2.13 General rules, behaviour and conduct

- 2.13.1 No learner has the right to violate another learner's time to be educated.
- 2.13.2 A learner is not allowed to smoke on the school grounds or while in uniform.
- 2.13.3 A learner may not use liquor on the school grounds or while in uniform or at any extra-mural activity and may not enter school property while under the influence of liquor.
- 2.13.4 A learner may not be involved in fighting on the school grounds or while in uniform.
- 2.13.5 A learner may not participate in any activity which may disrupt the normal functioning of the school.
- 2.13.6 Learners must be courteous towards all teaching and administrative staff, parents and visitors to the school.
- 2.13.7 Nobody at the school may behave in such a manner that it is detrimental to the human dignity of anybody else. This includes staff members who



have to discipline learners verbally or physically. (Verbal discipline does not mean diminishing the disciplined person's dignity.)

- 2.13.8 Learners must accept the authority of the RCL and treat them with respect.
- 2.13.9 Learners must behave impeccably and not give offence to others. This is especially applicable to relationships between boys and girls, language usage, gossip, but it includes all aspects.
- 2.13.10 Each learner acts as ambassador of the school wherever he/she represents the school and / or is dressed in uniform or sports gear, whether within or after school hours. Learners must thus behave within this code of conduct.
- 2.13.11 A learner must adhere to all rules given orally or in writing to him at school and in circulars to his parents. The school expects that parents will work together diligently to acquaint themselves on the written communication given from time to time.
- 2.13.12 Private property which is not in accordance with the school rules may not be brought to school. This includes the following:
Glass containers; any type of weapon or a replica thereof; fireworks; toys (ordinary as well as electronic); radios; tape recorders; jewellery; animals of any kind; cameras or any items of value. Such items will be confiscated and in accordance with the school's policy, they will be either destroyed or returned at a later stage.
- 2.13.13 Nothing will exempt a learner from having to adhere to the code of conduct and rules of the school.
- 2.13.14 The governing body and/or principal and/or his representative reserves the right to take disciplinary steps against any learner even where the



infringement is not specifically mentioned in the code of conduct but threatens the good order and discipline of the school.

- 2.13.15 Solid suitcases or backpacks with permanent partitions are allowed. Only the name of a learner may appear on a book case.
- 2.13.16 Parents and visitors must obtain permission from the office before the school grounds may be entered.
- 2.13.17 Appointments with dentists, orthodontists, doctors and learners' licenses must not be made during school hours when possible. Certified proof of the doctor or practice must be handed in if an appointment has been made during school hours.
- 2.13.18 Bicycles must be in the bicycle sheds while motorcycles and cars must be parked in the allotted spaces. At arrival at school, vehicles must immediately proceed to these areas.
- 2.13.19 Learners must get up when they are addressed by a staff member on the school grounds.
- 2.13.20 No badge other than the school badge or RCL badge or other approved badge may be displayed on lapels or ties.
- 2.13.21 Learners are subject to all school rules during school activities taking place during weekends or holidays while they are enrolled learners of THS Welkom.
- 2.13.22 No learner is allowed among the educators' motor vehicles.
- 2.13.23 Theft is prohibited.
- 2.13.24 Learners must assemble every morning in the quad and are not allowed anywhere else on the school grounds. (Safety and security)



- 2.13.25 Learners may not fight, bully or intimidate one another.
- 2.13.26 Learners who arrive late, must report to the office so that it can be noted. If a learner has been noted as late, he will be allowed to attend classes.
- 2.13.27 No learner may undermine the authority of an educator.
- 2.13.28 No learner may use the foyer or the main gate as entrance or exit to and from the school.
- 2.13.29 No interference with the activities of the ground's staff will be tolerated.
- 2.13.30 No learner may be in the office block without the permission of the receptionist.
- 2.13.31 No cell phones or any electronic devices that can receive or transmit may be used during teaching time.

2.14 Changing classes

- 2.14.1 Changing must proceed fast, orderly and quietly and learners must use the shortest route to the next class.
- 2.14.2 Learners must always keep to the left.
- 2.14.3 Learners may not push or intimidate one another, yell at or insult one another or spit.
- 2.14.4 A class must move as a group during changing.
- 2.14.5 Learners will not be detained by the staff after the bell has rung.



- 2.14.6 Learners must arrive before the second bell for class and those who arrive late for a class will be booked by the class teacher on the daily register.

2.15 Class rules, class discipline and procedures:

2.15.1 Class discipline:

- 2.15.1.1 During class time educators and learners must be actively involved with prescribed academic work.
- 2.15.1.2 Learners must allow educators to present the work in an orderly atmosphere.
- 2.15.1.3 Learners and educators must allow others to participate in class activities.
- 2.15.1.4 Assignments, like homework given by educators must be done punctually and without exception.
- 2.15.1.5 Learners must allow fellow-learners to give their opinions in the school environment, regardless whether he agrees or not.
- 2.15.1.6 No learner may disrupt a class. If this happens, the learner will be signed off by the class teacher on the daily register to go to the foyer for the rest of the day.
- 2.15.1.7 Learners must behave orderly and quietly when an educator is teaching and throughout the period.
- 2.15.1.8 No eating during class time will be tolerated.



2.15.2 Class rules:

Each educator will display a set of class rules, composed according to this code of conduct, in the classroom. These rules must be obeyed without exception and any infringement will be treated as an infringement of this code of conduct and school rules.

2.15.3 Procedures:

2.15.3.1 Learners must be on time and in class before the second bell rings. Those who come late will be recorded on the daily register.

2.15.3.2 Learners will stand orderly and quietly in front of the class.

2.15.3.3 Learners must enter the class quietly and orderly.

2.15.3.4 Learners must be placed alphabetically in class and are only allowed to move with the permission of the class teacher.

2.15.3.5 All learners will stand quietly next to their desks. They will be greeted and instructed to sit and take out their books.

2.15.3.6 Each educator keeps transgression forms at hand on which infringements are noted.

2.15.3.7 When the bell rings, learners may only leave when the educator gives permission.

2.15.3.8 No learner may leave the classroom without the permission of the educator. (Sending ticket must be used)

2.15.3.9 No learner will be allowed to visit the cloakroom during or between periods, except in emergencies. Permission must first be obtained from the class teacher.



2.15.3.10 No learner is allowed to operate a cell phone in a class. Earphones are prohibited on the school premises.

2.15.3.11 Instruction time must be protected at all times.

2.16 Examination

2.16.1 Examination rules

The invigilators must inform the learners before each test- or examination of the following instructions:

2.16.1.1 No explanation of examination questions may be asked or given by any person. In the case where something is not clear the examiner of the examination paper must be consulted.

2.16.1.2 The learners must be at the venue 30 minutes before the commencement of the examination. If a learner does not sit in the venue 20 minutes before the commencement of the examination, he will wait outside the venue until all formalities have been completed and allowed when the exam commences. No additional time to write will be allowed.

2.16.1.3 Learners who do not have the necessary stationary, calculator or drawing instruments during the examination may not borrow from another learner.

2.16.1.4 No learner is allowed to leave the examination room within the first hour of the examination, except in an emergency and under supervision. After the first papers have been taken in, ($\frac{2}{3}$ of the length of the question paper) no learner may leave the examination room.



- 2.16.1.5 As soon as a learner signs and hands in his answer script, he must leave the examination room according to the instructions of the invigilator.
- 2.16.1.6 A learner must carefully read and comply with the instructions which appear on the examination paper.
- 2.16.1.7 A learner is not allowed to assist another learner or try to assist or communicate with another learner.
- 2.16.1.8 A learner will not be allowed into the examination room, where he arrived after the start of the examination.
- 2.16.1.9 All questions must be directed to the invigilators. A learner must sit at all times and raise his hand to acquire the supervisor's attention.
- 2.16.1.10 A learner may not cause a disturbance in the examination room or behave in an improper or unseemly manner.
- (a) A learner may not disregard the instructions of the invigilators, if he is guilty of it, he is not allowed to write the joint examination the next day and is placed in another venue.
 - (b) The exam paper will only be taken in at the end of the examination session of a learner who reveals disruptive behaviour.
 - (c) Refer to level 3-04 regarding disciplinary action.
- 2.16.1.11 Unless otherwise stipulated as a requirement for the particular examination, a learner may not be in possession of:
- (a) any written material, e.g. books, examination memorandums, notes, etc;



- (b) unused examination paper or unauthorised answer sheets;
- (c) other documents, papers or material which may be of help to a learner in the examination;
- (d) programmable calculators;
- (e) any electronic receiver or transmission devices, e.g. cell phones;
- (f) A learner may not use liquor on the school grounds or while in uniform or at any extra-mural activity and may not enter school property under the influence of liquor.
- (g) Refer to level 3-03 regarding disciplinary action. (Code of conduct) 8.6.5.1 A learner can be expelled for seven (7) school days as a precautionary method by the governing body before a disciplinary hearing for a serious misconduct. [Article a@ (a) of Act 24 of 2005]

2.16.1.12 The excuse that a learner forgot or was not aware that he had the unauthorized material listed in paragraph (i) in his possession, will not be accepted.

2.16.1.13 Calculators may only be used by learners in subjects where it is necessary.

2.16.1.14 All answer scripts, answer sheets and any other aids issued to the learner must be handed in before the learner leaves the examination room, otherwise these will not be recognized for evaluation.

2.16.1.15 The invigilator will let the learner sign on the name list to confirm that the learner wrote the examination and that the examination paper was handed in.

2.16.1.16 All work, including rough work, must be completed in the answer script provided.



- 2.16.1.17 If a learner needs a second examination script or extra paper, the invigilator must indicate the date and time onto it.
- 2.16.1.18 The learner must indicate his name, grade and learning area on the examination script.
- 2.16.1.18 A learner may not remove any used or unused answer books from the examination room.
- 2.16.1.19 Should a learner miss an examination session due to illness, a valid doctor's certificate must be handed in.
- 2.16.1.20 If a learner does not obey these instructions, he may render himself liable for suspension from the examination.

2.16.2 Procedure:

- 2.16.2.1 The learner's bag must be placed under the learner's chair.
- 2.16.2.2 Read the rules of the examination before the question papers are handed out.
- 2.16.2.3 The staff must give the learners an opportunity to get rid of any material that may help them, during the examination. In other words, the invigilator must state this.
- 2.16.2.4 Question papers must be handed out ten minutes before writing so that they can read through the paper beforehand. No pens are allowed to be in a learner's hand.
- 2.16.2.5 Learner signs for the question paper on a class list.
- 2.16.2.6 Learners start writing at the given time.
- 2.16.2.7 Answer sheets are taken in alphabetically.



- 2.16.2.8 Learner signs on the class list for paper handed in.
- 2.16.2.9 Question papers are taken to the staffroom.
- 2.16.2.10 Once the reading of the examination rules has started and a learner arrives late, he will be given an opportunity to write after the completion of the examination.

No transport arrangements will be made by the school for the learner.

2.16.3 Placing of learners in venues:

- 2.16.3.1 Learners go to the examination venue and start writing the examination as stipulated by the invigilation timetable.
- 2.16.3.2 The examination venue must be entered in an orderly manner as arranged by the invigilator(s). All invigilators must be involved in the packing / placement of the learners.
- 2.16.3.3 Learners must sit in alphabetical order in the examination venue. In the hall, electrical workshop, B-10, B-4 and other relevant classes, learners must sit alphabetically in their class order.
- 2.16.3.4 Desks in the venues must be arranged in such a manner that learners have no opportunity to be dishonest.
- 2.16.3.5 If general school rules are broken, such as being late, school uniform, unshaven, hair etc., the learner has to comply with the code of conduct before being allowed to write the examination.
- 2.16.3.6 **LEARNERS WHO DO NOT HAVE THE NECESSARY STATIONARY DURING THE EXAMINATION MAY NOT BORROW FROM ANOTHER LEARNER.**



2.16.3.7 Learners must remain in the examination venue until such time as the invigilator(s) give them permission to leave in an orderly manner.

2.16.4 Actions: Dishonesty

In the case of assessment irregularities identified while the question paper is being written, the following procedure should be applied:

- 2.16.4.1 The invigilator must remove the learner's answer script and write the word "IRREGULARITY" on the front outside cover page, as well as the type of irregularity, date, time and place of the irregularity.
- 2.16.4.2 The words "Answer script confiscated on (date) at (hours)" must be written on the outside cover page in capital letters.
- 2.16.4.3 Any unauthorized or incriminating material in the possession of the learner such as notes or any object used directly or indirectly to commit the irregularity must be removed by the invigilator.
- 2.16.4.4 Such material must be attached to the confiscated answer script, which then becomes the property of Technical High School Welkom or the relevant assessment body and neither the learner nor his parent(s) or guardian has the right to demand its return.
- 2.16.4.5 Learner gets 0 for the question paper.
- 2.16.4.6 The invigilator must give the learner a new answer script. This answer script must also be endorsed with the words "NEW ANSWER SCRIPT" together with the date and time of issue.



- 2.16.4.7 The learner must be informed that the fact that he is allowed to continue the examination does not serve as a condonation of his contravention of examination regulations and that a written report will be submitted to the Chief invigilator at the conclusion of the examination and that the incident will be reported to the vice-principal.
- 2.16.4.8 The invigilator must not allow any additional time to compensate for time lost in the course of detecting and processing the examination irregularity.
- 2.16.4.9 After the completion of the examination, the invigilator must immediately submit a full written report to the chief invigilator concerning the irregularity.
- 2.16.4.10 After the completion of the examination, the learner must be confronted about the irregularity and given the opportunity to provide a written declaration or response to the alleged offence.
- 2.16.4.11 Where the learner refuses to submit the required written declaration or provide a response, this must be confirmed in writing by the invigilator. The learner must sign the statement made by the invigilator.
- 2.16.4.12 Where the learner refuses to comply with regulation (11), another invigilator attached to the examination centre must provide a written statement confirming the refusal of the learner to provide a written declaration.
- 2.16.4.13 The answer book, all the evidence, as well as relevant information must be sent to the deputy principal who will manage the case for a final ruling.



2.17 Bullying and Cyber Bullying

The following behaviour is prohibited, but is not limited to:

- 2.17.1 posting slurs or rumours or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane or sexually oriented material about a learner on a website or other online application;
- 2.17.2 posting misleading or fake photographs or digital video footage of a learner on websites, or creating fake websites or social networking profiles in the guise of posing as the target;
- 2.17.3 impersonating or representing another learner through use of that other learner's electronic device or account to send e-mail, text messages and instant messages (IMs) or make phone calls;
- 2.17.4 sending e-mail, text messages and IMs or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account or cell phone; and
- 2.17.5 using a camera phone or digital video camera to take and/or send embarrassing or sexual photographs of other learners.

2.18 Cell phones and head phones

Cell phones are allowed at school under the following conditions:

- 2.18.1 No cell phone is allowed to be switched on in a class.
- 2.18.2 No cell phone is allowed to be operated in a class.
- 2.18.3 A learner may not be in possession of a cell phone during an examination or test.



- 2.18.4 CELL PHONES ARE STOLEN; THEREFORE, IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THAT THE PHONE IS SAFE AT ALL TIMES.
- 2.18.5 When a phone / memory stick is stolen, teachers will not search for it and the school will not be held responsible for the loss.
- 2.18.6 If these rules are violated, the phone will be taken away from the child and shut away in the school's safe for one school term (that is 90 calendar days). The cell phone is signed into the register. Parents must fetch the cell phone after the period mentioned. No payment or exceptions will be made.
- 2.18.7 No earphones are allowed when wearing school uniform/sport wear. It will be confiscated!
- 2.18.8 The parents can call the office in emergencies.
- 2.18.9 When your child has to phone you urgently during the school day, he can phone from the office.

2.19 Hate speech

Hate speech is speech or written text that attacks, threatens, or insults a person or group on the basis of national origin, ethnicity, colour, religion, gender, gender identity, sexual orientation, or disability.

The following behaviour is prohibited, but is not limited to:

- 2.19.1. Any form of hate speech as described above
- 2.19.2. Hate speech appearing in examination papers
- 2.19.3. Graffiti who possesses hate speech



D. INFRINGEMENTS THAT MAY LEAD TO EXPULSION

The governing body reserves the right to suspend any learner temporarily if his absence will contribute to the well-being of other learners. Even a single infringement of the following will lead to possible suspension and expulsion:

1. Learners who do not subject themselves to the code of conduct and repeatedly transgress.
2. Behaviour that endangers others and/or violates their rights, like victimization, bullying and intimidation.
3. The possession, threatening to use or use of a dangerous weapon.
4. Possession, use, passing on or visible evidence of drugs or any forbidden substance, liquor or intoxicating substances of any kind.
5. Fighting, assault or abuse.
6. Immoral behaviour or blasphemy.
7. False identification.
8. Harmful graffiti, hate speech, racism and sexism.
9. Theft or possession of stolen property.
10. Any illegal or criminal activities as determined by the SA court.
11. Vandalism; the destruction or desecration of school property.



12. Disrespect, reprehensible behaviour and insulting language towards educators, other school staff or learners.
13. Violation of examination rules.
14. Intentionally and knowingly providing false information in order to gain an unfair advantage at school.
15. Truancy, the possession or use of smokable substances, the display of satanic symbols and the possession and/or display of any pornographic material.
16. Any behaviour that will disgrace the good name of the school in public.
17. Victimization, assault and intimidation with regard to learners. Learners will be expelled for seven school days as a precautionary method by the governing body after a disciplinary hearing. [Article a 2 (a) of Act 24 of 2005]

E. CHANNELS OF COMMUNICATION, GRIEVANCE PROCEDURES AND PROPER LEGAL PROCEDURE:

All educators will have the same rights as parents. They are allowed to discipline learners according to this code of conduct while the learner is attending school, as well as any class, school function, school outing or school-related activity.

The SA Schools Act and this code of conduct empower school authorities to discipline learners, but it is against the law and code of conduct to delegate this power to co-learners. Learners are peers of other learners and can only be appointed in supervisory capacity, as they are not in control of the school.

1. Communication channels and grievance procedures

- 1.1 Any learner who feels offended by the behaviour of another learner, an educator or any other person attached to the school, has the right to complain to the head of the grade.



- 1.2 If a learner feels that he has been treated unfairly by the educator or the grade head, he has the right to appeal directly to the principal, with or without the mediation of his parents.
- 1.3 If the matter is not resolved, he may take the matter to either
 - 1.3.1 the chairperson of the governing body, with the mediation of his parents, or
 - 1.3.2 the chairperson of the RCL.
- 1.4 In exceptional cases, where the matter cannot be resolved internally, an appeal may be made to the Department of Education, using their own line function.
- 1.5 Only the chairperson of the RCL may approach the principal for a peaceful meeting of learners to discuss matters of mutual interest. All decisions taken at such a meeting will, with mediation of the principal, be referred directly to the governing body for a final ruling.
- 1.6 All decisions taken at an RCL meeting are referred to a management meeting for a ruling and/or further reference to the governing body.

2. Proper legal procedure

2.1 Internal process: (SMT disciplinary committee)

- 2.1.1 If a learner must be dealt with according to the Category System (Code of Conduct Section B), the grade head will officiate at the hearing as an impartial person (Government Gazette 18900, 15 May 1998, art.13.4e).
- 2.1.2 The head of the grade will put the charge to the learner orally, ensure that he/she understands it fully and then proceed to hear evidence for and against the learner.



2.1.3 In accordance with his finding, the learner will be found guilty or not guilty. If found guilty, the appropriate punishment will be given according to the discretion of the grade head or to a maximum determined by the schedule and noted on his/her disciplinary record.

2.1.4 If found not guilty, the grade head will manage the matter further to ensure that the matter has been dealt with to everybody's satisfaction and will not arise again.

2.1.5 After being found guilty, the learner has the right to appeal as explained in section E.1 of the code of conduct.

2.2 External process

After repeated infringements, (Code of conduct Section B, together with Section C, as approved in Government Gazette 18900, 15 May 1998, art. 11k) or in the case of infringements that may lead to expulsion Code of conduct Section D), the SA Schools Act provides legal directions which includes a fair trial. These directions guarantee a learner a fair trial before he may be suspended for one week or expelled permanently by the head of the Free State Education Department. These regulations must be followed meticulously.

2.3 Any learner who is charged with breaking any of the rules that demand expulsion or suspension must be brought before the principal. The principal will hear the evidence and decide which action must be taken. Such action must include notifying the parents in writing of the proposed action and a fair trial by a disciplinary committee consisting of members appointed by the governing body.

This disciplinary committee must not intimidate the learner. In the case of very young learners' special arrangements must be made for the trial. The parents or guardians may represent the learners.



- 2.4 The disciplinary committee appointed in this way, must conduct the trial according to the provincial regulations as determined by the MEC.
- 2.5 For the trial the learner must:
- 2.5.1 be informed of the charges, of which written notification must be given at least five days prior to the date, and must indicate the date, time and venue of the trial, and the learner must understand the charges;
 - 2.5.2 be provided with all details concerning the charges to which he is entitled according to the law, if he requests it;
 - 2.5.3 be given the opportunity to be heard and to state his side of the case and to present the relevant facts;
 - 2.5.4 not be prevented from having a legal representative present, in which case a written explanation of the charges must be provided, or in less serious cases the learner may be represented by a member of the RCL, a parent, guardian or educator;
 - 2.5.5 be heard by an impartial person or persons, which will be the disciplinary committee in the school;
 - 2.5.6 The disciplinary committee in the school consists of
 - 2.5.6.1 at least 3 representatives of the parent corps of the governing body, of which one (1) will be the chairman of the disciplinary committee.
 - 2.5.6.2 at least one (1) learner representative of the governing body.
 - 2.5.6.3 at least one (1) educator representative of the governing body.
 - 2.5.6.4 a prosecutor, without a vote, as determined by the governing body.All five members of the committee have full voting power.



- 2.5.7 be treated with dignity throughout the process; be notified in writing of the decision of the governing body, whether he/she is found guilty or not, as well as of the punishment which is going to apply in the case of expulsion or suspension; and
 - 2.5.8 have the right to appeal to the Head of the Department and in the case of expulsion to the MEC if he is dissatisfied with the decision of the governing body.
- 2.6 The governing body must have a report on the proceedings of the hearing, and
- 2.6.1 may notify the Head of Education (Free State Education Department) in writing of his decision to expel a learner; or
 - 2.6.2 must notify the Head of Education (Free State Education Department), within four and twenty hours of its recommendation for the expulsion of the student from the school.
- 2.7 According to any provincial law only the Head of Education (Free State Education Department) may expel a learner from school.

3. Serious misconduct and the law

Serious misconduct, which can include breaking the law, must be investigated by the police and if necessary, be referred to a court. Serious misconduct must be treated according to the governmental notices and regulations issued by the MEC in the provincial gazette of the province.



The South African Schools Act 84 of 1996 (updated in April 2015) states the following:

Chapter 2, Section 8, Sub-section 4

Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.

SIGNED AT _____ ON THIS _____ DAY OF _____

Name of Governing body chair

Signature of Governing body chair

School principal



SCHOOL UNIFORM AND APPEARANCE

Articles listed below are the approved school uniform and therefore the only one accepted. Similar articles must not be bought at other shops, as the school uniform, excluding shoes, is available at school. Payment is strictly cash and all school uniform must be clearly marked.

1. OFFICIAL SCHOOL UNIFORM

1.1 Summer:

White long or short-sleeved shirt with school badge on pocket

Navy long or short pants

(WHEN WEARING LONG PANTS THE LEARNER MUST WEAR A TIE, when wearing short pants the learner does not have to wear a tie)

Navy school socks

Black leather school shoes with laces. (Black canvas shoes are not allowed)

1.2 Winter:

Navy blazer with badge on pocket

White shirt with school badge on pocket

School tie

Navy jersey or pullover with school badge. White pullover only grade 12 learners.

Navy long pants

Navy school socks

Black leather school shoes with laces. (Black canvas shoes are not allowed)

1.3 School tie:

Grades 8-12 - double slash

Grades 8-12 – honorary tie



1.4 Workshop:

Blue overalls or short blue workshop coat

1.5 Physical Education: Life Orientation

Short white pants and T-shirt

1.6 Sports:

Sportswear as required by different sports.

2 MUSLIM LEARNERS (Example)

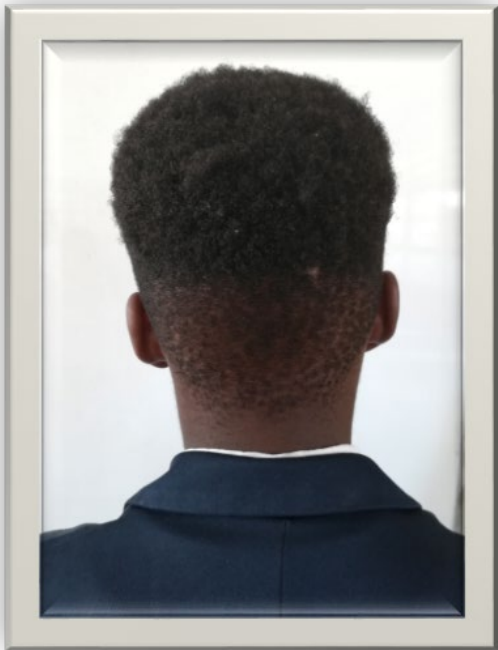
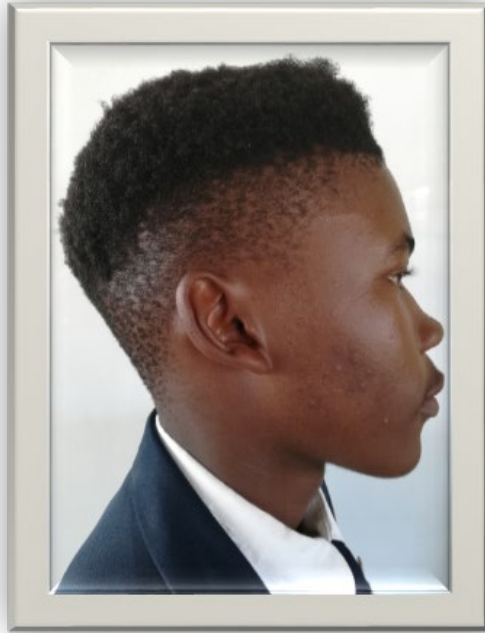
MUSLIM BOYS, who for religious reasons wear a beard, must present a letter from their religious leader to the principal. Once permission is granted, the son(s) can wear the traditional hat ("Topee") with their full official school uniform. Wearing the "kurta" is not acceptable.

Any conflict with the code of conduct, the parent must apply to the governing body.



3. APPEARANCE

3.1.1

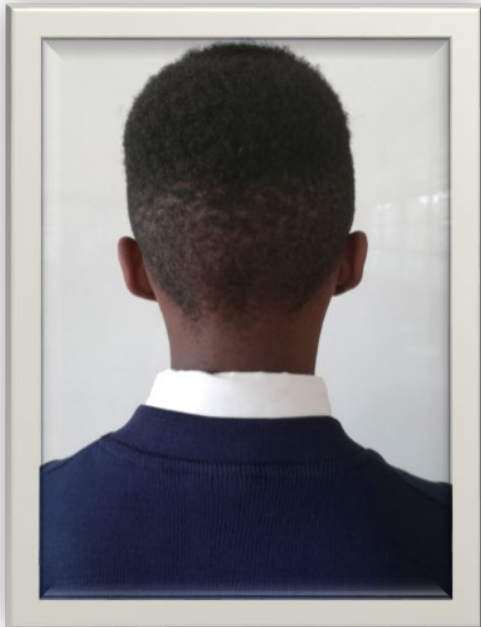
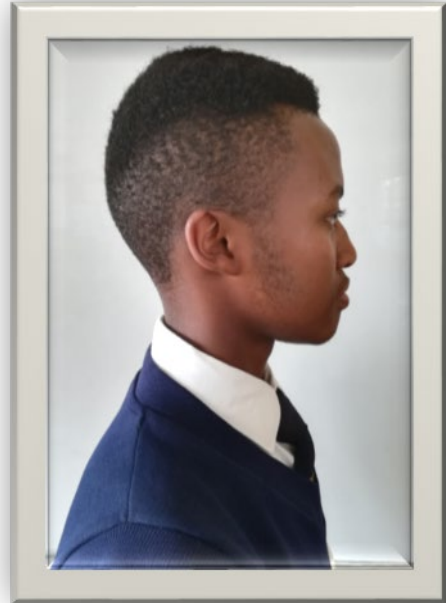
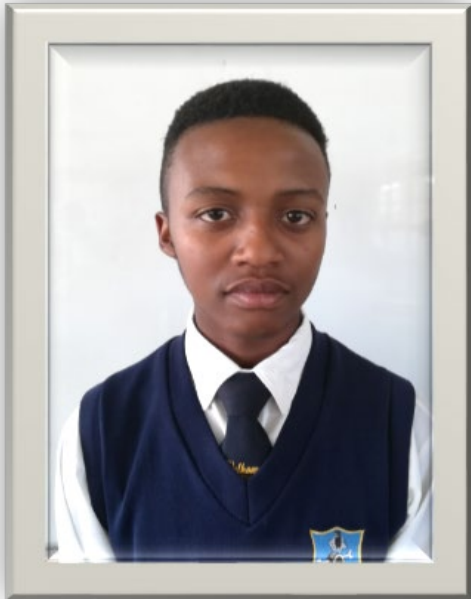


MAXIMUM HAIR LENGTH

CLEAN SHAVE

NO BEARD OR MUSTACHE IS ALLOWED

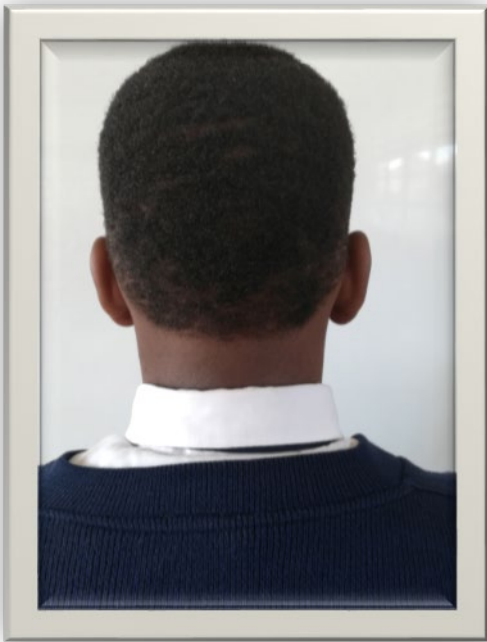
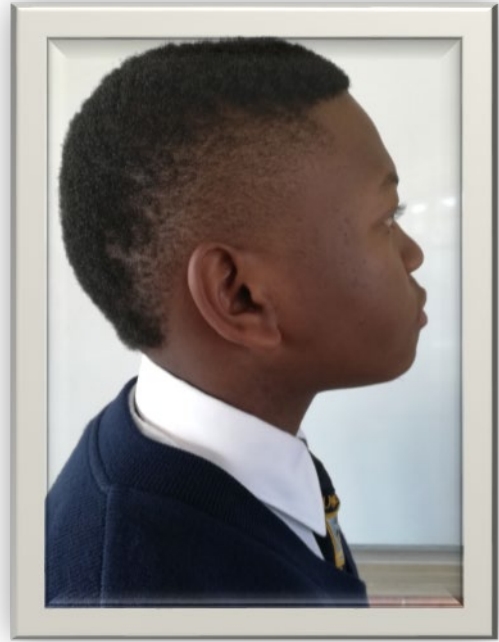




SHORT HAIR

**CLEAN SHAVE
NO BEARD OR MUSTACHE
IS ALLOWED**





SHORT HAIR
CLEAN SHAVE
NO BEARD OR MUSTACHE
IS ALLOWED

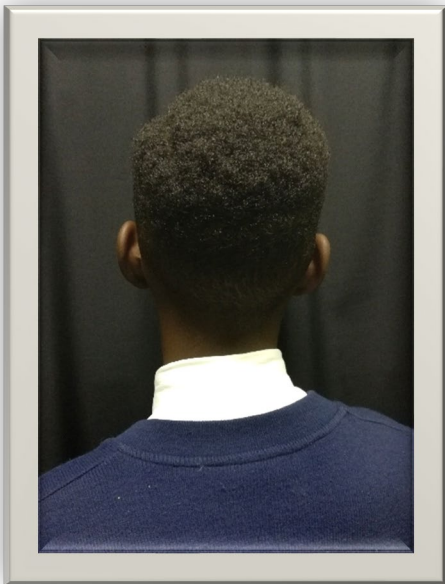




MAXIMUM HAIR LENGTH: "COME OVER CUT" WITHOUT A LINE

**CLEAN SHAVE
NO BEARD OR MUSTACHE
IS ALLOWED**





MAXIMUM HAIR LENGTH:
“Long walk” Horizontal only.
It must be a single straight line (no
patterns) and it must NOT go through to
the neck.

CLEAN SHAVE
NO BEARD OR MUSTACHE
IS ALLOWED



TECHNICAL HIGH SCHOOL WELKOM

CODE OF ETHICS

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

NAME & SURNAME _____ GRADE _____

I commit myself to:

- adhere faithfully to this code of conduct and all the rules and regulations of Technical High School Welkom;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my school work diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 ____

LEARNER

(1) PARENT/GUARDIAN

(2) PARENT/GUARDIAN

