

Hoërskool Hercules



Code of Conduct 2023

Motto:

“GROWTH”

Mission:

“ONLY THE BEST IS GOOD ENOUGH”



Hoërskool Hercules

2023



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1. Regarding a culture of learning

Learners are expected to commit themselves to their schoolwork by amongst others attending all lessons, completing homework, handing work in and returning books on time. No learner may leave the school before the end of the scheduled school day or be absent from school without written permission from the principal or grade head.

2. Regarding values, behaviour, relationships and attitudes

All actions taken and behaviour whilst being a learner of this school, should be consistent with the values and philosophy contained in this Code of Conduct. Where the Code is silent on any matter, the values identified by the school shall guide the school in its interpretation:

- Respect and pride for the school, its staff and learners;
- Ubuntu and fraternity;
- Equality and inclusivity;
- Honesty, loyalty and integrity;
- Commitment, hard work and patience.

Learner's behaviour should also be in accordance with the philosophy of the school as contained in the School Constitution. For this reason inappropriate, aggressive, demeaning, insulting or discriminatory behaviour of any kind is amongst others unacceptable.

3. Regarding the school and property

It is the responsibility of learners to help keep the school buildings, its premises, facilities and educational material clean and in good condition. For this reason:

- All learners are obliged to protect school property and to report any loss or damage to a staff member or RCL executive.
- Learners are required to assist with school maintenance by not littering on or outside of school grounds.

4. Regarding punctuality

All learners are expected to arrive at school in accordance with school rules for the start of the school day (07:20), and to be punctual at all times during the day. If a learner is late, a note will be made or a demerit will be written out. The parents will be contacted after the third incident.

5. Maintaining discipline

Unacceptable behaviour described in this Code of Conduct, and any other behaviour inconsistent with the ethics of the school, will result in corrective action in order to maintain discipline. The measures will be in accordance with the nature and extent of

the misconduct, and shall take into account any relevant circumstances surrounding the matter.

The implementation, applicability and enforcement of the Code of Conduct relating to learners' conduct, off the premises of Hoërskool Hercules, is in full discretion of the Principal. Learners must always act as ambassadors of the school.

6. General rules for learners

6.1 General rules on clothing:

- Learners may NOT sell the school uniform to any person outside of school.
- Parents who cannot afford school uniforms can make an appointment with the principal to discuss the situation.
- The Hercules school uniform is available at Park Town Stores. Parents should ask for Hoërskool Hercules' school uniform.
- No alterations may be made to the uniform that is bought from the supplier (pants or skirts). **No boy or girl is allowed to sew off their pants to skinny pants. Learners wear it as bought from the supplier.**
- No learner may make any marks, signs, names, slogans, mottos, mantra, draw pictures or anything else on their uniform.
- Learners are NOT allowed to combine our school uniform with other clothes. Hercie shirts may not be worn with the school uniform. No learner is allowed to lower their pants lower than their hips. School pants should be worn with a black belt that is tucked through all the loops.
- The school tracksuit-top must be zipped up to the collarbone with the collar folded flat.
- If any learner cannot keep to the rules of uniform, hair, jewellery, appearance due to religious or cultural reasons, the parents can apply in writing to the management team of the school. ONLY the management team can approve the request or decide about the matter.
- No dark, coloured or translucent underwear may be worn under the shirts.
- No camisole, t-shirt or vest may protrude under the shirt.
- In the winter, no extra shirts may be visible.
- Tracksuit tops may not be rolled up.
- No ordinary jackets, tracksuit tops, scarves, gloves, socks or hats are allowed.
- NO caps may be worn.
- No decorations may be stitched on the jacket or hooked on the zipper's eye.

6.2 Girls' uniform and appearance:

Summer uniform (January to 30 April; 1 September to December):

- The girls wear a green skirt with flat pleads or an A-line skirt bought from the suppliers. Skirts may be 05 cm or 4 fingers above the knee. Skirts shorter than this will be dealt with accordingly.
- No ski-pants may show under the skirt.
- Girls may also wear the green school pants provided if a skirt is not preferred.
- The girls wear a green short-sleeved shirt neatly tucked in.
- In the summer girls may wear short white or green school socks with black shoes (if the shoes has laces, the laces **MUST** be laced up).
- The girls may still wear the green bobby socks, pulled up at all times.
- Girls may wear a tie with the short-sleeved shirt, but the shirt must be buttoned up.
- Girls are allowed to wear the Hercie pullover in the summer.
- **NO Beanie**

Winter uniform (1 May to 31 August):

- In the winter, a long-sleeved shirt, bottle green pants and school tie must be worn.
- Girls may wear the green school skirts with the bottle green pantyhose bought from the supplier. No regular black pantyhose are allowed.
- Girls may wear white or green school socks with their school pants.
- No colourful, fashionable socks or anklets may be worn.
- No ski-pants may show under the skirt.
- A green school jersey, pullover, tracksuit jacket, tracksuit pants or blazer could be worn.
- NO green dry-macs are allowed.
- Scarfs and gloves may only be bottle green or black.
- **ONLY** a green Hercie beanie may be worn. No other types of green, black or white beanies may be worn. During class the beanie must be pulled up so that the ears and eyebrows show.

Hercie wear:

- Hercie wear is the yellow Hercie golf shirt, neat blue or black jeans with laced up sneakers or sport shoes.
- No torn, frayed, decorated, fashion, or bleached jeans are allowed.
- The jean should fit neatly and not be too tight, in bad taste or ill fitting. The school reserves the right to tell a girl a certain jean is not suitable.
- No short jeans are allowed.
- Girls wear white, black or green socks with their jeans.
- Only sneakers with laces or sport shoes are allowed.

- NO pumps, slippers, flip-flops, sandals, boots or court shoes are allowed.
- Only a school jersey or tracksuit jacket may be worn with Hercie wear.

Hair:

- If hair is long enough to be tied up (touching your shoulders), it must be tied back neatly in a ponytail with a bottle green, yellow or black hair tie.
- No 'crocodile', 'banana' or other fancy clips are allowed.
- All hair must be off the face and not in the eyes.
- Hair buns must be tight with no loose hair.
- No dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing, relaxing of hair causing a change in colour is allowed. No patterns may be shaved in the hair at all.
- Cornrows, and single braids (with or without extensions) are allowed, provided they are neat, natural colour and without any hair jewellery or beads.
- NO shaving of hair on the sides (no fading).
- Hair braids may not exceed shoulder length.
- Singles/braids must be the same length and the colour of the girl's hair.
- Braids shorter than collar length must be kept off the face with a plain bottle green, yellow or black Alice bands or hair bands.
- Longer braids MUST be tied back.
- All styles should be conservative, neat and keeping with the school uniform. No eccentric or fashion styles will be allowed.
- All hair elastics and ribbons must be bottle green, yellow or black. Alice bands or hair bands may be bottle green, yellow or black.
- No hair ornaments of any kind are permitted. No fashion items may be worn. No crocheted hairbands are allowed.
- Hair bands, which may have a maximum width of 5 cm, may not be worn to cover any part of the ears.
- NO dreadlocks.

Jewellery and nails:

- Gold or silver rings, no larger than 10 mm in diameter, may be worn in the lowest piercing of the ears.
- All other piercings must be empty (nose, eyes, any piercing on the ears other than the lowest piercing).
- Round studs may only be solid gold or solid silver without any diamonds, stones or colourful decorations.
- Watches without any fashion accessories, stones or diamonds are accepted.
- Medical wristbands are permissible.
- No jewellery: engagement rings, bracelets, pendants, beads, tongue rings, crosses or any other form of jewellery may be worn.
- Nails must be kept neat and short and must not be seen if the hand is held up.

- No false nails or tips, acrylics, gel or any other nail product may be worn.
- Only clear colourless nail polish may be worn.
- No make-up or false eyelashes may be worn.

6.3 Boys' uniform and appearance:

Summer uniform (January to 30 April; 1 September to December):

- The boys wear green pants as bought from the supplier.
- Boys wear green short-sleeved shirts, neatly tucked in at all times.
- A school tie may be worn with a short-sleeved shirt, but the shirt must be buttoned up.
- Green school shorts may be worn with green school bobby socks pulled up at all times.
- Green or black socks may be worn with the pants.
- Black laced shoes may be worn. No shoes with buckles or without laces will be allowed.
- **No** white, coloured, bright fashion socks, rugby socks or ankle socks are allowed.
- Boys may wear the green school pullover in the summer.
- Pants or shorts should be worn with a black belt. No brown or coloured belts will be allowed.
- **NO Beanie**

Winter uniform (1 May to 31 August):

- In the winter, a long-sleeved shirt, bottle green pants and school tie must be worn.
- Boys may wear black or green school socks with their school pants.
- No colourful, fashionable socks, rugby socks or ankle socks may be worn.
- A green school jersey, pullover, tracksuit jacket or blazer could be worn.
- **NO** green dry-macs are allowed.
- Scarfs and gloves may only be bottle green or black.
- **ONLY** a green Hercie beanie may be worn. No other types of green, black or white beanies may be worn. During class the beanie must be pulled up so that the ears and eyebrows show.
- Pants should be worn with a black belt. No brown or coloured belts will be allowed.

Hercie wear:

- Hercie wear is the yellow Hercie golf shirt, neat blue or black jeans with laced up sneakers or sport shoes.
- No torn, frayed, decorated, fashion, or bleached jeans are allowed.

- The jean should fit neatly and not be too tight, in bad taste or ill fitting. The school reserves the right to tell a boy a certain jean is not suitable.
- No short jeans are allowed.
- Boys wear white, black or green socks with their jeans.
- Only sneakers with laces or sport shoes are allowed.
- NO slip-ons, slippers, flip-flops, sandals, boots or court shoes are allowed.
- Only a school jersey or tracksuit jacket may be worn with Hercie wear.

Hair:

- All hair must be off the face and not in the eyes.
- No dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing, relaxing of hair causing a change in colour is allowed. No patterns may be shaved in the hair at all.
- Hair should be neatly combed with no hair touching the ears.
- All 'comb-overs' must be combed neatly and gelled to the back. No 'tails' or hair buns may be formed. Hair may not touch the ears.
- Cornrows are allowed with the ends tucked in or tied away. No patterns may be braided into the hair.
- NO shaving of hair on the sides (no fading).
- No dreadlocks.
- Natural hair may be a maximum of 3 cm in height. Hair should be shaved short around the ears and the back of the neck.
- All styles should be conservative, neat and keeping with the school uniform. No eccentric or fashion styles will be allowed.
- No hair ornaments of any kind are permitted.
- No fashion items may be worn.
- Boys will be clean shaven when wearing school uniform or representing the school. No moustaches or stubble permitted. Side burns may not be longer than the middle of the ear. If a boy is not cleanly shaved he will be sent home to shave or collect a razor from the office to shave.

Jewellery and nails:

- All piercings must be empty (nose, eyes, any piercing on the ears and tongue).
- Watches without any fashion accessories, stones or diamonds are accepted.
- Medical wristbands are permissible.
- No jewellery: engagement rings, bracelets, pendants, beads, tongue rings, crosses or any other form of jewellery may be worn.
- Nails must be kept neat and short and must not be seen if the hand is held up.
- No nail polish may be worn.

6.4 Sports uniforms

- The sportswear consists of green Hercie shorts and a green Hercie top.
- Sports clothing of all sports are prescribed by the code.
- Girls or boys representing the school in any form of sport must wear the regulation Hercie team uniforms.
- Only a school tracksuit is worn with sportswear.
- All appearance rules still apply.
- Parents who cannot afford sportswear can make an appointment with the principal to discuss the situation.
- If a learner is not dressed correctly, they will not be able to participate in the event until dressed correctly.

6.5 General appearance

Badges and achievements:

- Only legitimate Hoërskool Hercules school badges, which have been earned by the learner, may be worn on the tie or blazer.
- Badges may not be defaced or decorated in any way.
- No badges from other schools may be worn.
- Only additional badges of great achievement (Northern or SA's) may be worn on the blazer. There must be proof of these achievements.

Civies days:

- Specific rules for specific Civies days can be announced before a Civies day.
- The general rules are that midriffs (stomach area) and bums are not to be visible and need to be covered.
- Tops must have sleeves or straps with a minimum of 2 cm width and should have no low necklines.
- Any shorts or dresses, if allowed at the specific Civies day, must be 10 cm or 4 fingers above the knee or longer. No dress or skirt shorter than this will be allowed.
- No jeans or pants may be worn below the hips.
- No underwear may be visible during any Civies day.
- No see-through tops will be allowed.
- No jacket or jersey may be worn without the proper clothing underneath.
- If a learner is dressed inappropriately, the learner will be sent home to change into appropriate clothing.

6.6 Senior Council (Gr 12)

Summer uniform (January to 30 April; 1 September to December):

Girls

- RCL members wear black pants, untailored and worn as bought from the supplier.
- The girls may wear a black skirt with flat pleads. Skirts may be 05 cm or 4 fingers above the knee. Skirts shorter than this will be dealt with accordingly.
- Short white socks may be worn with black, neatly polished shoes.
- RCL members wear a white short-sleeved shirt, buttoned up, with a black RCL tie.
- RCL members may wear a school pullover or blazer.

Boys

- RCL members wear black pants, untailored and worn as bought from the supplier.
- No short pants are allowed.
- Black or grey socks may be worn with the pants.
- Black laced and neatly polished shoes must be worn with the uniform.
- RCL members wear a white short-sleeved shirt, buttoned up, with a black RCL tie.
- RCL members may wear a school pullover or blazer.

Winter uniform (1 May to 31 August):

Girls

- RCL members wear black pants, untailored and worn as bought from the supplier.
- The girls may wear a black skirt with flat pleads. Skirts may be 05 cm or 4 fingers above the knee. Skirts shorter than this will be dealt with accordingly.
- Black pantyhose, that are not see-through, may be worn with the skirt.
- RCL members wear a white long-sleeved shirt, buttoned up, with a black RCL tie.
- RCL members may wear a school pullover, jersey or blazer.
- Scarfs and gloves may only be bottle green or black.
- ONLY a green Hercie beanie may be worn. No other types of green, black or white beanies may be worn. During class the beanie must be pulled up so that the ears and eyebrows show.

Boys

- RCL members wear black pants, untailored and worn as bought from the supplier.
- No short pants are allowed.
- Black or grey socks may be worn with the pants.
- Black laced and neatly polished shoes must be worn with the uniform.
- RCL members wear a white long-sleeved shirt, buttoned up, with a black RCL tie.
- RCL members may wear a school pullover, jersey or blazer.
- Scarfs and gloves may only be bottle green or black.
- ONLY a green Hercie beanie may be worn. No other types of green, black or white beanies may be worn. During class the beanie must be pulled up so that the ears and eyebrows show.

Duties of the RCL members

- RCL members must stay loyal at all times and an example to others in dress, bearing and personal neatness.
- Pay attention to all matters of discipline in the school, e.g. punctuality, appearance.
- Fulfills her particular portfolio with reliability and initiative.
- Conducts uniform inspection regularly.
- Brings to the attention of the Principal or Deputy Principal any matter which contributes to the well-being of the school community.
- Is consistent when handing out punishment according to the code of conduct of the school.
- Shows respect to fellow learners and teachers.
- Attends all RCL meetings.
- Performs their specific duties regularly.
- The elected RCL members represent the school and educators, and must be respected as such in ALL respects.
- RCL members represent the school and must adhere to the school rules at all times.
- Any other duties will be communicated by the Senior RCL head.

6.7 School traffic rules

- NO cellular mobiles will be allowed at school
- When the bell rings in the morning, all learners must immediately go to their register classes. If a learners does not show up for register he/she will be marked as absent and can only change this in the office.
- When a learner is late for school, a slip with the time should be provided from the office as proof that the learner was late.
- All learners must move quickly between classes in a single file on the LEFT side of the corridor and must be seated before the second bell rings.
- During the classroom **changes no learner may use earphones or their cellular mobile.**
- After breaks learners must return to class directly after the bell has rung.
- No shouting in the passage ways are allowed as some classes are still busy.
- No learner is allowed to go to the bathroom between periods without the correct permission pass.
- If a learner shows up late to class, they will be demerit and will receive detention. After the third incident, the parents will be contacted.
- Absence of three days and longer must be confirmed by medical certificate.
- Absence from a test or examination paper must be confirmed by medical certificate in order to write the missed test.
- If no proof of absence can be provided, the learner forfeits the marks for an assignment or test.
- Parents should try to make medical appointments after school hours to ensure no learning time is lost.

When a teacher is absent, the learners must go to the designated supervision teacher's class. If a learner does not show up, they will be signed up for slipping.

6.8 Grounds and traffic rules

- No learner is allowed to dance in the streets or create obstruction to any coming traffic.
- No selling or buying products outside of school grounds from transport, or any other person, will be allowed before, during or after school. (Ice cream, food, snacks of any kind, illegal substances like weed, crystal meth, alcohol of any sort, medication and all substances deemed illegal by law.) This is a serious misconduct and will be reported to the principal and police.
- Access onto the property in the mornings is via the sports gate where the busses enter, and the tuck shop gate. No learner may enter through the office (unless they are late for school), or the LO hall's gate.
- Exit from the property after school, no later than 15:00, is via the sports gate with the busses or through the tuck shop gate. If your transport is late, please wait inside the school grounds for your own safety.
- No learner may leave the school grounds, without permission, during school hours. Letters or permission from parents must be provided to the grade head during register period.
- If a learner becomes sick during the day, only the grade head, Deputy Principal or Principal may approve the request to leave the premises. Parents may also sign learners out in the office with a signed hard copy letter.
- All visitors should report to the office first. No visitors are allowed on the school grounds or in the buildings, without reporting to the office first.
- Litter is to be thrown into the bins provided. Littering shows signs of disrespect and lack of discipline.
- All property must be respected. Learners may not remove any plants or object from the gardens and premises. This counts as vandalism and the guilty parties will be reprimanded.
- No learner is allowed to linger outside the school grounds before and after school. Please enter the school grounds immediately after arriving at school.
- No parent may drop learners off or pick learners up within the school grounds.
- If a learner is transported to school by any other learner, it is the sole responsibility of the learners and their parents. The school will not be held responsible for this arrangement.

6.9 Areas which are off limits

- No learners are allowed to be without supervision in classrooms, the LO Hall, the school hall or CAT centres before school, during breaks or after school.
- Hockey fields are off-limits, unless it is hockey season.
- The rugby field, athletics field and pavilion is off-limits unless it athletics or rugby season.
- Tennis and Netball courts are off-limits unless it is netball season.
- The staffroom and conference room is off-limits to all learners.
- The teachers' staircase may NOT be used by any learner at all times.
- The office may NOT be used to pass through to the bathroom or the C-block.
- NO learner may leave through the office to the tuck shop at all.
- NO learner may use the teachers' bathrooms at all times.
- NO learner is allowed on the corridors or stairs during break or after school.
- The areas between the hall and Lo hall is off-limits.
- The western side of the C-block, the storage rooms, are off-limits. Any learner passing through this gate will be signed up for slipping.
- The passage way in front of the school hall should be avoided during exams.
- NO learner is allowed in the Principal's office unless called in.
- NO learner is allowed in a classroom during break, unless a teacher is present.
- NO learner is allowed in the sickroom except when properly signed in.
- NO learner is allowed at M-block before or after school and during break. Learners may only be here during classes when a teacher is present.
- NO learner is allowed around the teachers' cars or parking area.
- NO learner is allowed in any of the workshops around the school.

6.10 Assembly

- Mondays - Senior learners (Gr 10, Gr 11 & Gr 12).
- Wednesdays - Junior learners (Gr 8 & Gr 9).
- It is compulsory for all learners to wear the school blazer on the days they have assembly.
- Blazers must be worn for Winter & Summer.

7. General behaviour

- Learners are expected to stand up and greet when an adult enters a room.
- Girls and boys should not display inappropriate behaviour towards each other when in school uniform or civies, whether on or off school grounds.
- No caressing, embracing, hugging, kissing, or any other physical contact are allowed whether on or off school grounds.
- Learners should preferably leave valuable articles/objects at home. The school cannot be held responsible for the loss of any stolen property.
- A learner is responsible for their own valuable possessions.
- No cellular mobiles.

- Bicycles are stored in the bicycle shed during school hours and may not be used during school hours.
- After school bicycles and other valuable property should not be left out of sight.
- No chewing gum will be allowed in any classes.

Cell phones and other electronic devices:

- No cellular mobiles or any other electronic devices are allowed at school.
- The school accepts NO liability for cell phones that go missing.
- Learners may not use their cell phones, earphones, speakers (Bluetooth or plug-in), tablets or laptops during class, substitution class or school hours.
- Learners may not take out their cell phones and make or receive calls, be on social media or play games during school hours.
- If this rule is violated, the cell phone or electronic device/equipment will be confiscated UNTIL THE END OF THAT TERM. The property can only be picked up by the parent.
 - Collecting fee for the end of the term is R100.
 - Collecting fee by parents directly after the phone is take, is R200.
 - If your phone is taken for the 3rd time, your phone will be kept until the end of the year.
- Cell phones must be switched off and stored during school hours. If a learner breaks the rule for a second time, the cell phone will be confiscated for the year. A meeting will be held with the disciplinary committee together with the parent and learner. The property will be returned to the parent (if agreed to it by the SGB).
- Under no circumstances may a parent be contacted directly from a learner's phone. Only the school may call a parent during school hours.
- No cell phone may be in a learner's possession during test or examination conditions.
- Should it be obtained from a learner, it will be confiscated for a period of three months and considered a violation of examination regulations. In more serious situations, the learner may face suspension.
- No cell phone may be used to take ANY photos or videos of ANY learner or member of the school without their consent. The distribution of this content will be treated as a criminal offence. This identifies as cyber bullying and will NOT be tolerated.
- All forms of bullying are a criminal offense and will be dealt with according to the POPI act.
- NO eating or drinking will be tolerated during class times.
- NO energy drinks (Dragon, Monster, Red bull or any other) may be used during school hours.

7.1 Late for school and lessons

- At 07:25 the bell will ring indicating the start of the school day. All learners must be in their register classes no later than 07:30.
- At 07:30, any learner not in their register class will be considered late. This learner's name will be taken and signed up for late coming. These learners will also have to sit detention.
- When a learner is late for school, they must go to the office and receive a late slip as evidence of this.
- Should a learner know they will be late in advance, the school must be notified on time.
- If a learner is late for a class (the door is shut or a lesson has begun) the teacher must make a note of this and write out a demerit. The learner will be allowed to enter the class, after the teacher has made a note or written out a demerit. After the third incident, the parents will be notified by the teacher.
- If a learner is absent on the day of a test or examination, the parents should notify the school. A sick note will be needed in order to catch-up the missed test.

Please refer to paragraph 6.7 for more information on this matter.

7.2 Formal assessments

- All learners must be at school for all formal assessment tasks as necessary and required for each subject.
- If a learner misses any formal assessment, a doctor's note or medical certificate is needed in order to complete this assessment. The learner will then be permitted ONE opportunity to do the missed assessment task.
- Learners are responsible to catch up any missed test or assignments, with a valid doctor's medical certificate.
- Learners must hand in formal assessments tasks on the set due date. Should a formal assessment task be handed in late, 10% will be subtracted off the total of the task/project for everyday that it is late.

7.3 School bags

- Learners make use of backpacks. These are easy to carry without causing any traffic on the corridors. All backpacks must have a strong structure to support books and textbooks to ensure all books stay neat and undamaged.
- NO learner may leave their bag in the hands of a friend when moving from one class to another.
- NO teacher will take responsibility for any learner's bags.
- All articles of clothing, sports bags and cases should be clearly marked.
- No hate speech, pornographic or inappropriate drawings, pictures, mottos or saying are allowed on any learner's bag.

- NO learner may use the excuse to 'look for their bag' after break. Learner should show up to class prepared with their school bag and books.

7.4 Traveling per bus

- If you want to travel with the departmental busses, you need to complete the application forms. NO learner will be allowed to travel with the bus without an application.
- All learners using the school bus must be respectful to the driver, adults and all students on the bus.
- NO form of misconduct may take place on the bus.
- All learners making use of the bus for transport or any school events, represent the school. Unacceptable behaviour described in this Code of Conduct, and any other behaviour inconsistent with the ethos of the school, will result in corrective action in order to maintain discipline. The measures will be in accordance with the nature and extent of the misconduct, and shall take into account any relevant circumstances surrounding the matter.
- The implementation, applicability and enforcement of the Code of Conduct relating to learners' conduct, off the premises of Hoërskool Hercules, is in full discretion of the Principal. Learners must always act as ambassadors of the school.

8. Disciplinary system

Every teacher is responsible for discipline and has full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the misconduct.

All learners will abide by the disciplinary system that has been developed to assist and guide learner behaviour in the school.

Demerit system:

The Principal and/or a Staff member have the discretion to change the order of procedure and/or punitive measure according to the unique circumstances and severity of each situation. Punitive measures will have the best interest of the learner at heart.

Please note that there are certain expectations to the Demerit system, e.g. colouring of hair, which has its own unique punitive measure, as described in this Code of Conduct in the Categories of Misconduct.

The list below is not exhaustive and is only a guideline.

8.1 Grading of misconduct

- Misconduct is graded according to the nature and degree of seriousness of the misconduct.

8.2 Detention

- Is issued for minor transgressions.
- Late comers (for school and class)
- Disrupting classes
- Being disrespectful towards teachers.
- Detention is every afternoon after school from 14:00 – 16:00. Own transport must be arranged.
- Parents will be informed about detention.

8.3 Disciplinary procedures

The category, degree, nature and special circumstances of each situation will determine the procedure to be followed.

Should the Staff member be of opinion that a different procedure will be more appropriate in a specific situation, the said staff member will have the discretion to change the procedure after consultation with and approval from the Principal, or Deputy Principal, or Head of Department, or form of Organiser.

Category A

Examples of 1st degree Category A misconduct

One demerit will be issued for this degree and category.

- Infringements of uniform regulations, e.g.:
 - Wearing no name badge
 - Wearing nail polish, long nails
 - Socks – wrong socks or see-through stockings
 - Skirt not the correct length or folded over
 - Pants tailored, or wrong pants
 - Wrong shirt
 - Jerseys, jackets or pullovers – wearing the wrong jersey, jacket or pullover, wearing jersey, jacket or pullover incorrectly.
 - Wearing the wrong hair accessories and/or hair not neat
 - Wearing jewellery or the wrong earrings
 - Wearing make-up
- Sitting inappropriately in class or while supporting extra-mural activities.
- Not attending a meeting when compulsory.
- No permission slip.

- Out of bounds during break and class time.
- Entering and out of bounds area, classroom or passage without permission.
- Late for register class without a note from the office or educator.
- Failure to submit an absentee note or reply slips by the stipulated deadline.

Examples of 2nd degree Category A misconduct

Two demerits will be issued for this degree and category.

- Late for class without an authorised excuse note.
- Late for school without an authorised excuse of parents/guardians.
- No letter of absence/ no report of lateness on the day of return to school.
- Failure to attend a compulsory activity, without submitting a written excuse letter prior to the event.
- Chewing gum after warned to spit it out.
- Eating or drinking in the classroom (any form of drinks or suckers).
- Littering in or outside of class.
- Loitering in the passages, at the tuck shop, bathrooms, at the beginning of the school day or during breaks.

Examples of 3rd degree Category A misconduct

Three demerits will be issued for this degree and category.

- Misconduct during community service.
- Misconduct while travelling per bus.
- Disruptive behaviour or lack of co-operation in following instructions.

Examples of 4th degree Category A misconduct

Five demerits will be issued for this degree and category.

- Misconduct or poor sportsmanship during an extra-mural activity, intra- or inter-school competition or league fixture.
- Spitting in public.
- Disrespect or insolence.
- Talking or misconduct during an assembly.
- Outstanding community services from previous term.
- Wearing the incorrect school uniform after first warning and demerits.
- Failing to wear the full school uniform during school hours and events, including the wearing of unauthorised items.
- Hitchhiking or use of wrong transport while in school uniform or sportswear.
- Failure to attend community service.
- Littering in class and school grounds, after first misconduct was demerit.
- Excessively noisy or unruly behaviour e.g. before school, during classes, while changing from one class to another, during breaks and after school.

When a learner commits a first, second, third or fourth degree offence.

A total of 5 demerits, in which ever way accumulated:

- 30 minutes of community service.

A total of 10 demerits, in which ever way accumulated:

- 1 hour of community service.

A total of 15 demerits, in which ever way accumulated:

- Parents will be contacted to come see the principal.



Staff member/RCL member issues defaulters and demerits are allocated.

Learners who misses community service and/or commits and additional Category A offence will receive a warning letter or internal investigation meeting. This letter MUST be signed.



Should a learner miss a second community service and/or commits another Category A offence, an internal investigation meeting will be held with the parents.

Category B

Please note that any Category B misconduct can result in a Disciplinary Hearing, should the Principal or Deputy Principal be of opinion that it is in the best interest of the learner, taking into account the circumstances of the situation.

The following Schedule from the Department of Education is a guideline as to the preferred procedure to be followed. For any of the offences on the Schedules, disciplinary hearings will follow.

GENERAL NOTICE 6903 OF 2000

AS AMENDED BY

GENERAL NOTICE 2591 OF 2001

Schedule 1 (Serious misconduct that may lead to suspension)

A learner may be guilty of misconduct if he or she, intentionally and without just excuse:

- (a) Seriously threatens, disrupts or frustrates teaching or learning in a class;
- (b) Engages in a conspiracy to disrupt the proper functioning of school through collective action;
- (c) Insults the dignity of or defames any learner or any other person, which includes racist remarks;
- (d) Distributes, or is in possession of any test or examination material that may enable another person to gain unfair advantage in a test or examination;

- (e) Cheats in a test or examination or any other form of assessment such as assignments;
- (f) Engages in any act of public indecency;
- (g) Sexually harasses another person;
- (h) Is found in possession of or distributes pornographic material; or
- (i) Is under the influence or in the possession of alcohol.

Schedule 2 (Serious misconduct that may lead to expulsion)

A learner will be guilty of serious misconduct if he or she:

- (a) Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty to the same or similar misconduct on two previous occasions;
- (b) Fails to comply with a punishment or suspension as a correctional measure; or
- (c) Intentionally and without just excuse:
 - Trades in any test or examination question paper or in any test or examination material;
 - Attempts to bribe or bribes any person in respect of any test examination to enable himself or herself or another person to gain an unfair advantage therein;
 - Engages in fraud; Forges any document or signature to the potential or actual prejudice of the school
 - Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - Is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmitting;
 - Is in any possession of ANY dangerous weapon;
 - Assaults or threatens to assault another person;
 - Holds any person hostage;
 - Murders any person;
 - Rapes any person, or engages in any sexual activity which amounts to an offence in law, or
 - Maliciously damages property.

Other Examples of Category B misconduct

- Dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing or shaving of hair in any way – Deliberate defiance. ***Please take note that here punishment is Two Community Services and further arrangements as to***

either grow out the hair or colour it back to the natural colour. This will be decided by the Principal and/or Deputy Principal.

- Outright defiance of lawful requests or instructions issued by persons in authority.
- Defacing school property, like writing on desks, walls etc.
- Continual interference with another learner which cause minor infringements, physical or mental discomfort.
- Possession / use of fire crackers.
- Bunking of classes or school.
- Use of offensive material to cover books or files.
- Inappropriate language, swearing, lying or using of obscene gestures.
- Rudeness or insubordination – refusal to sign any slip, ignoring or failing to carry out a specific instruction (failure to do work/punishment set in a separate room, failure to report to the subject teacher with work/ punishment as stipulated).
- Any action that brings the school's name into disrepute.
- Possession of offensive material, excluding pornographic material.
- Not adhering to a sanction or punishment given at a disciplinary hearing or internal investigation meeting.
- Vandalism.
- Interfering with/removing of another person's possessions/property without the owner's consent.
- Damaging another person's possession or property without the owner's consent.
- Fighting.
- Public disturbance and public indecency.
- Tampering with ANY safety equipment on school premises.
- A Category A, B or C offence committed in addition to any Category B offence.
- Verbal or non-verbal abuse. This includes ALL forms of bullying.
- Racism: remarks/insults.
- Violating rights of other learners.
- Taking part in any form of illegal strike action/meeting/campaigning on school premises.
- Intimidation by verbal or physical threat to harm a person or his property (bullying).
- Reckless or negligent driving whether or not in school uniform, and whether on or off school property.
- Possession of weapons that can cause physical injuries (knives, etc.). Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapons.
- Possession, distribution or use of drugs, tobacco, hubbly, alcohol, shisha sticks, electronic cigarettes or any intoxicating substances.

- Entering the school's premises while under the influence of alcohol/drugs.
- Any learner who, in or outside the buildings, or on or off the premises of the school, whilst under the control of the school authorities, intentionally conducts himself/herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school.
- Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching.
- Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, staff, the teacher or fellow learners.
- Gambling, stokvel etc.
- Assault with the intent to do grievous bodily harm.
- Use of weapons that cause physical injury (knives, scissors, chairs or any stones.)
- Possession, copying, distribution, use or displaying of pornographic material.
- Dealing in drugs or alcohol, or any other intoxicating substance.
- Poisoning, or attempting poisoning another person.
- Theft, robbery of learners of teacher's personal possessions.
- The breaking of any property of any person or entity and entering areas which are forbidden or prohibited by the school.
- Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body.
- Participation in initiation practices.
- Rape, attempted rape or indecent assault.
- Physical assault towards teachers that results in bodily harm.
- Physical assault towards learners that results in bodily harm.
- Any criminal offence punishable under common and/or statutory law, while in school uniform, on or off the property or at any school function/outing.

Procedure after a learner committed any Category B offence(s) includes, but is not limited to:

- One or two community services.
- A verbal warning, written warning or final written warning.
- An interview with the learner and / or parents.
- An internal investigation upon which appropriate punishment is decided.
- A disciplinary hearing upon which appropriate punishment is decided – possible suspension and / or expulsion. The offence can be reported to the SAPS.

Please note that the following offences are dealt with by the School Assessment Irregularities Committee and are regarded as 2nd Degree Category B offences. The School Assessment Irregularities Committee decides on an appropriate procedure and sanction in each case.

- Copying of exercises, projects or any other work.
- Using a cell phone during tests / examination.
- Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class test, terms tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner.

Category C

Examples of Category C misconduct

- Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time, including any extra-mural activity or activity where the school is being supported.
- Wearing of jewellery, any hair accessories that are not permitted.

Any other misconduct not mentioned in any category will be handled according to the seriousness of the offence, by the Principal, Deputy Principal or Staff.

8.3 Disciplinary interventions

The following list of discretionary interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion (this list is NOT necessarily exhaustive – one or more may be implemented at a given time):

- A verbal warning/reprimand to express disapproval. (This may be recorded in writing for record purposes).
- Written warning.
- Final written warning.
- Removal from classes.
- Removal of badges and/or duties.
- Written punishment.
- Community service to improve the physical environment within and around the school property.
- Supervised schoolwork.
- Demerit community service.
- Referral for counselling.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of ALL school privileges.
- Exclusion from school activities and functions.
- Suspension for seven days.
- Suspension as a precautionary measure for seven days pending disciplinary hearing.
- Internal disciplinary hearing.

- Disciplinary hearing.

Failure to comply with interventions and corrective measures will lead to further interventions and may lead to misconduct being categorized at a higher degree.

Expulsion may be recommended for a Category B or C misconduct. The categorization of misconduct to a higher degree after repeated transgressions of this Code of Conduct is at the discretion of the Principal or Deputy Principal. Disciplinary committee and/or person designated by the Principal.

Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the school has the right, after a fair hearing, to recommend expulsion to the Provincial Head of Education Department.

A hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the recommendation.

Where approval for expulsion is not granted, the HOD must provide alternative measures and learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in a secluded room to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

8.4 Suspension of learner by the Principal or Deputy Principal and/ or Governing Body as a precautionary measure

The Governing Body authorises the Principal or Deputy Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct as contemplated in section 8(A) of the SA Schools Act.

- The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department of Education.
- The suspension will be applicable until a finding of not guilty is made or, in the case of finding of guilty, until the appropriate sanction is announced.

8.5 Misconduct and disciplinary hearings

The following official forms will amongst others be used for misconduct and disciplinary hearings (as prescribed by the Department of Education):

- Detention or community service.
- Written warning.
- Recorded verbal warning.
- Final written warning.
- Notice of disciplinary hearing.
- Record of disciplinary hearing.

- Lodging of appeal (review form).

Written notice of a disciplinary hearing will be given to the learner at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count toward the end of the year mark.

When a notice is issued, a learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.

If a learner, without reasonable grounds, does not appear at a hearing, the hearing may be conducted in his or her absence.

A written finding will be issued to the offender.

A learner has the right to request an appeal/review of the disciplinary action taken against him/her on sufficient grounds shown. Disregard of sanction imposed by the Disciplinary Committee will lead to temporary suspension pending a hearing.

The Disciplinary Hearing Committee will be constituted in accordance Circular 74 of 2007.

The hearing will also be attended by the learner, and any other learner he/she may need for defence.

Disciplinary measures that a Disciplinary Committee may among others include: (not exhaustive)

- Community Service.
- Suspension from school for a minimum of two (2) school days up to a maximum of seven (7) school days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
- Recommendation with respect to counselling/attendance of a life skills programme.
- Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- A written conduct and behaviour warning issued. A signed copy of acknowledgement by the learner will be kept on record.
- Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

The Disciplinary Hearing Committee can consist of the following members:

- The Governing Body Member or Chairperson;
- Two (2) parent representatives from the Governing Body;
- The Principal or representative to oversee this function, and
- The personal assigned by the Principal to oversee discipline at the school.

The Principal will keep on record the copies of all documentation relating to the misconduct, the conducting and findings of the hearing, and the disciplinary measures imposed.

The Principal will furnish the relevant FO and Form Teacher with all the information necessary for their records.

8.6 Procedures during a disciplinary hearing as per Schools Act and other relevant legislation.

- The chairperson or Committee must lead the proceedings and introduce those present and state their functions.
- If the learner does not attend, the hearing will be conducted in their absence.
- The Chairperson is to put the charge to the relevant learner and explain the nature of the alleged misconduct to those present at the hearing. If the learner pleads guilty, the need for the leading evidence is disposed of and the chairperson may conduct the further proceedings as provided for in the Code of Conduct.
- The procedure of enquiry is to be explained by the Chairperson. The evidence of the complainant learner and their witnesses will be heard first. The accused learner and committee may ask questions about the evidence. The accused learner and their witnesses may there after give evidence and the School representative and Committee may ask them questions.
- When all the evidence has been heard, the Chairperson must hear the closing arguments of or on behalf of the complainant and accused learners, excuse the complaint, the accused learner, their representatives, the parent(s) and all the witnesses.
- The Disciplinary Committee must then discuss and weigh the evidence and come to a decision if the learner is guilty or not guilty. If the accused learner is found guilty, mitigating and aggravating circumstances can be heard in the presence of the complainant learner, the accused learner, their representatives and the parent(s). after this evidence, the Chairperson must close the enquiry and excuse the complainant, the accused learner, their representatives and the parent(s) and decide upon an appropriate sanction.
- The Chairperson must reconvene all interested parties.
- The Chairperson is to communicate the decision of the Committee, in particular to the learner.

- The Chairperson must explain the decision of the Committee and the reasons for the sanction (if any) that has been imposed and ask the learner whether he/she understand the findings.
- The learner has the right to appeal.
- The complainant and accused learner must sign the minutes of the disciplinary hearing and a copy must be handed to the accused learner. (If the accused learner refuses, a witness must sign in the presence of the accused learner.) The signing of the document by the accused learner indicates his/her knowledge and understanding of the findings and if guilty, the sanction posed.

8.9 Application for Exemption for the Code of Conduct

Whereas Hoërskool Hercules (the school) has developed a Code of Conduct for its learners to manage/regulate behaviour and promote orderly interaction conducive to an environment for learning, the school also promotes and supports diversity that is inherent in such an environment. To this end, the school recognises that there may be religious and/or cultural circumstances that necessitate an exemption from [articular provision/s of the Code of Conduct.

A parent of a learner who, on a religious and/or cultural basis, wishes to apply for an exemption, must follow the following procedure:

1. Application

- The parent shall apply in writing to the Principal.
- The application must be in form of and affidavit duly sworn before a Commissioner of Oath setting out the following:

(a) the provision/s of the Code of Conduct that the learner wishes to be exempted from;

(b) the religious and/or cultural basis of the application;

(c) the proposed exemption (whether partial or total and how it should apply).

- The application may be made at any time of the year.

2. Adjudication

- The Principal and her Deputy Principal must consider the application and respond within the seven (7) days from the date of receipt of the application.
- The response must be in writing and must detail reason/s of the decision.

3. Appeal

- The parent may, if he/she feels aggrieved by the decision of the Principal and Deputy Principal, lodge an appeal with the Governing Body.

- The appeal must be lodge within seven (7) school days from the date of receipt of the decision. The appeal must be submitted to the secretary of the Governing Body at the school administrative offices.
- The Chairperson of the Governing Body must either convene and ad hoc Governing Body meeting or refer the appeal to a duly authorised subcommittee of the Governing Body.
- The parent must submit his/her appeal in writing and any other supporting documents that may be relevant.
- The Principal must within three (3) school days from the date of lodgement of the appeal submit all relevant documentation that was used to arrive at the decision.
- The Governing Body or the duly authorised committee must convene a sitting within seven (7) school dates from the date of the receipt of the appeal.
- The parent, learner and Principal and/or Deputy Principal must appear in person to make oral submissions to the Governing Body or subcommittee.
- The Governing Body or subcommittee must make a decision within five (5) school days from the date of the sitting.
- The decision must be communicated in writing to the parent.

4. Advisory Arbitration

- In the even where the parent is not satisfied with the decision of the Governing Body or subcommittee, the parties may if the both agree, refer the matter to an advisory arbitration for an advisory award.
- The advisory arbitration must be chaired by a legal person nominated by the Governing Body and agreed to by both parties.
- The advisory award is not binding to the parties but may be used to reconsider one's position.
- The parties will share the cost of the advisory arbitration in equal proportions.

9. Definitions

- **“Community Service”** is four or more hours of working time at the school.
- **“Dangerous object or dangerous weapon”** includes but is not limited to (a) any explosive material or device; (b) any firearm or gas weapon; (c) any article, object or instrument that may be employed to cause bodily harm to a person or damage property.
- **“Disciplinary committee”** is a committee of Governors and/or parents and school prosecutor to determine disciplinary actions against a learner.

- **“Governing Body”** is a statutory body, according to the South African Schools ACT (SASA) of democratically elected members, representing the school community.
- **“Head of Department (HOD)”** refers to the provincial head of department of education, unless specified as a school HOD.
- **“Representative Council of Learners (RCL)”** is the body of learners, democratically elected by their peers and educators.
- **“Representative Council of Learners Executive (RCL Executive)”** refers to grade 12 learners on the RCL.
- **“Register”** is checking the presence of learners against a predetermined list.
- **“Register period”** a time set out in the morning to check the presence of learners against a predetermined list.
- **“School”** is Hoërskool Hercules in Pretoria West.
- **“School executive”** is the Principal and the Deputy Principal.
- **“Uniform”** is the distinctive dress code worn by the members of the same body, Hoërskool Hercules.
- **“Written warning”** is a letter under signature of the Principal, or staff member acting on her behalf, recording it as a sanction imposed for misconduct committed and is usually valid for a period of time. After this period of time this warning will be removed from the file of the learner and destroyed.
- **“Final written warning”** has a similar meaning, but can be decided upon should a learner already have a written warning.
- **“Loitering”** standing around without any apparent reason.

10. Approval

The signatories hereof, being duly authorized thereto, by their signatures here to confirm their acceptance of the contents here of and authorize the implementation/adoption thereof, as the case may be, for and on behalf of the parties represented by them.

Principal	MR. R. RAMATHAVHA	Signature:
Date:	16/11/2022	
Deputy Principal	ME. K. BESTER	Signature:
Date:	16/11/2022	
SGB Chairperson	MRS. A. VERMAAK	Signature:
Date:	16/11/2022	