



# BERGVLIET HIGH SCHOOL

## CODE OF CONDUCT FOR LEARNERS

### Purposes

- To provide a core of common values that should guide the activities of all in the Bergvliet High School community.
- To provide guidance as to what the school's expectations are.
- To promote self-discipline as the route towards achieving exemplary conduct.
- To provide appropriate corrective measures aimed at rectifying behaviour that is contrary to the code.

### Basis

The core values (moral values, principles, norms of behaviour) that this school community seeks to uphold and provide positive models that all should strive to attain. Some examples are:

**Integrity** (honesty, truthfulness, consistent principled behaviour)

**Courtesy** (good manners, cheerfulness, friendliness)

**Respect for:**

- the law
- legitimate authority (rules and the people who implement them)
- other persons and their well-being
- the cultural traditions of others (within the law)
- the private property of others, and for public property
- the environment

**Tolerance of difference**

**Responsibility towards one's:**

- country
- community
- school and fellow learners
- family
- self

**Education being lifelong and for the whole person (mind, body, soul)**

**A culture of teaching, learning and service (an ethic of hard work, regular attendance, co-operation, positive participation and helping others)**

**Leadership, vision and direction: one's words and actions exert a positive influence on others**

**Peace (non-violence)**

**Health and safety**

**Care, kindness and consideration for others**

**This code incorporates the following sections:**

- Rules and Regulations
- Uniform regulations
- Bullying policy
- Drug policy
- Electronic devices policy
- Learner Acceptable Use Agreement: Computers
- Examination rules
- Library rules
- Classroom procedure
- Schedule of offences and possible consequences

## **RULES**

### **1 Appearance and Dress**

The personal appearance and dress of learners should project a good image of the school and should conform to the regulations as laid down by the Governing Body. Personal appearance should thus be neat at all times and uniform should be clean and tidy and worn completely and correctly.

### **2 Behaviour and Attendance**

- 2.1 Learners must attend school during the prescribed hours. A learner may not leave the school grounds without the permission of the Principal/Deputy Principal/Head of Grade. When a learner has been absent, the parent/guardian must furnish a reason in a written note to the register teacher on the day the learner returns to school.
- 2.2 Learners' behaviour should be such that it conforms to socially acceptable standards of behaviour which may be defined as:
- Respect for the individual and his/her physical, emotional and moral well-being.
  - Respect for property: both the school's property and other people's property.
  - Respect for the school environment, including plants, trees and playing fields.
  - Respect for those who are in authority.
- 2.3 Possession or use of tobacco, alcohol or drugs or objectionable reading matter is forbidden whilst a learner is in the care of the school or whilst that person may be recognised as a learner of the school.
- 2.4 A learner may not drive or park a motorised vehicle on school grounds at any time without the permission of the Principal or the Principal's delegate.
- 2.5 All learners dropped off early at the School must remain on the School property and not wander around the neighbouring shops, garage, etc. This also applies when school dismisses.
- 2.6 All learners are to wait for parents to collect them inside the School grounds and not outside the gates.

### **3 Participation in the Programme of the School.**

- 3.1 A learner must participate in the educational programme prescribed by the Education Department, unless exemption has been granted by the Department.
- 3.2 When a learner has voluntarily joined an extra-mural school activity, that learner must fulfil his/her obligations towards that activity for the year or season, unless exemption has been granted by the teacher in charge of the sport or activity.
- 3.3 Learners may not use any facilities or equipment of the school, including those used for sport, outside school hours without the permission of the Principal/ Deputy Principal/ head of the activity. The school will not be held liable for any injury or loss arising from any incident or accident during unauthorised activities.
- 3.4 No learner may bring discredit to the name of his/her school in any way.

## **REGULATIONS**

1. No-one is allowed in the classrooms or passages during breaks (except when raining) or in classrooms after school without special permission.
2. The cloakrooms may only be used by learners before 08h00, during breaks and after school, unless special permission has been granted.
3. No learner may use the vending machine, the public telephone or a cell phone between or during lessons. Cell phones must be switched off.
4. No learner may go to his/her locker between or during lessons; only before school, during breaks or after school.
5. All movements in the corridors shall be carried out quickly and quietly, keeping to the left.
6. Eating is not permitted in the building, even at breaks, unless it is raining outside. At no time is eating permitted in the library. Chewing gum is not allowed under any circumstances.

7. The following areas are out of bounds : the Staffroom, Senior Leaders' Common Room, Hall (except when a teacher is present), Cricket Score Box, Pavilion, bus garages, verandah in front of the school, the area around motor cars parked in front of the school, North car park, Music Block verandah, the cycle shed, the Caretaker's office and General Workers' room, Staff cloakrooms, the boundary fence, Secretary's office, the South part of the top field in line with the boundary fence along Greyton Road. Soft ball games are permitted beyond the main cricket pitch and on the top field next to the Astro turf, unless otherwise specified.
8. Ball games may not be played within range of buildings or cars.
9. Littering is an offence and all papers and rubbish must be placed in the bins provided.
10. Motor cars, motor bikes and bicycles may not be interfered with at any time.
11. No one is allowed to leave the school grounds during breaks unless special permission has been granted by the Principal or Head of Grade.
12. No learner may receive visitors during break or communicate with a visitor through the boundary fence.
13. All notices on notice boards must be signed by a teacher.
14. School uniform must be worn to all special school functions.
15. Learners are under school discipline on their way to and from school. School uniform must be complete and no items of "civilian" dress may be worn with any part of the school uniform.
16. It is the learners' responsibility to ensure all their clothing, books and school bags are clearly marked with the owner's name.
17. No learner may wear boots with studs or spikes or rollerblades or skates in the passages or anywhere in the school buildings. No skateboards or ball games are allowed in the school buildings.
18. Motor cyclists may use the Front Gate and/or the Recycling Gate.
19. No learner may hitch-hike anywhere at any time while wearing school uniform.
20. Learners are expected to behave with due decorum at all gatherings in the hall. Learners must cease talking immediately when the teacher in charge calls for quiet.
21. Learners wishing to be excused from P.E. or any extra-mural activities for which they have signed up are to produce a note signed by a parent/guardian or doctor.
22. Learners arriving at school after the early morning registration period must report to the office, and sign in with the Deputy Principal in charge or designated person. A letter of excuse from the parent/guardian must be brought either that day or the next day at the latest
23. Contact sport and dangerous games are not allowed to be played at breaks or at any time without teacher supervision.

**24. Smoking, Use of drugs, Undesirable Literature and the Consumption of alcohol**

Learners may not use or have in their possession cigarettes (This includes e-cigarettes, lighters, matches, pipes or any other allied products for the purpose of smoking and/or inhalation), other harmful drugs, alcoholic beverages or objectionable material.

Learners may not use or be in possession of these:

- 24.1 On the school premises.
- 24.2 In the presence of members of staff.
- 24.3 In school uniform.
- 24.4 During school-related activities, e.g. a tour, outing, expedition, field trip, class or grade party or function, etc.
- 24.5 In the proximity of the school, including public places like railway stations, bus stations, shopping malls and the local sports clubs where their actions may be considered to bring the name of the school into disrepute.

25. Learners may not bring any of the following items to school:  
a weapon of any description; any other dangerous object; any electronic music device, other than a cellphone/tablet with permission from the Principal or a Deputy Principal.  
Should a learner in defiance of these rules bring any forbidden item to school, appropriate disciplinary steps will be taken and that item may be confiscated and kept at the learner's risk.
26. Learners are discouraged from bringing cell phones to school. Should a learner choose to do so, the school will not be responsible for the safety of the learner's cell phone and the learner must ensure that the cell phone is switched off during all school activities. All learners are required to sign adherence to the electronic devices policy which includes a policy regarding cell phones.
27. While cycling to and from school, learners must wear a safety helmet.
28. Learners may not wait outside the front gate of the school (including the bus shelter, pavement and benches) before or after school. A waiting area inside the school near the front gate is provided for safety and security reasons. The main gate will be closed 15 minutes prior to school closure and remain closed for 15 minutes after school is dismissed. The Pedestrian Gates that the Recycling Gate will be open
29. Learners may cross Firgrove Way only at the pedestrian crossing.
30. All learners must wear a regulation name badge at school. Should it be lost, the learner must make and wear a temporary replacement out of card or paper, must order and pay for a new one from the Finance Department and must produce, on request, the slip stating that a new badge has been ordered.
31. Learners are responsible for conveying school information to parents/guardians and for returning reply slips duly signed by a parent/guardian by the due date.
32. When wearing contact lenses they may not be a colour other than the learner's natural eye colour. Spectacles must not draw undue attention to the learner.

## **LIBRARY RULES**

Courtesy and consideration must be the watchwords for all when using the Library.

1. The Library is a centre for work not for socializing. Users are asked to talk quietly and not to disturb others.
2. All library material removed from the library must be used correctly. The borrower's name and class must be written on the issue card and the due date stamped on the issue card and on the date sheet in the book.
3. Borrowed material must be returned by the due date. It must be posted in the 'Return Book Box' or handed to the duty librarians at breaks. Books left lying on tables or the issue desk sometimes disappear.
4. Books lost or defaced or marked in any way must be paid for by the borrower.
5. Book bags must be left in the lockers in the passage.
6. There must be no eating in the library.
7. Learners may not use the copier in the vestibule during lesson time.
8. Users are asked to ensure that the library is kept neat and tidy.
9. Classes are very welcome, provided they are supervised by their educators. Periods may be booked in advance in the library office.

## **CLASSROOM RULES**

1. Go to your locker/toilet before school and at breaks.
2. Be punctual and correctly dressed.
3. Enter quietly; stand until greeted.
4. Immediately take out your books and diary.
5. Contribute positively to the lesson and complete all tasks on time.
6. The educator is in charge of classroom management.
7. Speak courteously to educators` and fellow learners and respect the opinions of others.
8. Respect the property of the school and others.

9. Be responsible for the cleanliness of your environment.
10. At the end of a lesson pack up and leave only on instruction.

## **THE SCHOOL UNIFORM**

The school uniform identifies learners as members of the Bergvliet High School community and neatness and appropriate uniform standards are expected.

### **School Uniform Must Be Worn:**

- When coming to school to attend classes and when leaving for home in the afternoon.
- When travelling alone, or in a party as members of a school group, to attend a school function or to play in a school sports match.
- If instructed to do so when attending a function.
- When coming to school when on study leave during normal school hours.

### **How to Wear The School Uniform**

- The complete school uniform must be worn on the occasions listed above. Learners may not wear part of the uniform with civilian dress.
- Sports clothes e.g. tracksuits which are worn for school sports such as Tennis, Hockey, Rugby, Netball and Cricket are considered to be sports uniform and may be worn for sports' occasions only but not as part of the formal school uniform.
- Learners must take pride in their uniform and ensure that it is neat, clean and in good repair.
- The rain jacket is to be worn in winter only and/or rainy days.
- The rain jacket must at all times be the outer garment and not worn under the blazer.

### **General**

**Please Note:** If, for any reason, a learner is unable to wear a particular item of clothing, as specified in the preceding uniform regulations, a letter of explanation from a parent or guardian is to be presented by the learner to his or her Head of Grade before 07h45. The Head of Grade will then issue the learner with a Uniform Slip which should be carried around at all times and presented on demand. The period of exemption is reflected on the Uniform Slip and each case will be evaluated separately on its merits. It must be clearly understood that the Principal reserves the right, with the approval of the Governing Body and the Education Department, to object to any individual hairstyle and to instruct such a learner to modify it. **In such cases, the parents are asked to co-operate with the school and see that the instructions given by the Principal, a member of Staff appointed by him or a Senior Leader, are carried out.**

## **BOOK BAGS**

Must be dark and of a size to accommodate sufficient books for the school day. All soft cover text books must be strengthened with cardboard and covered in plastic. Text books should not be written in. No graffiti should appear on school book bags.

## BOYS' UNIFORM: GENERAL

1. Uniforms must be neat, clean and in good repair.
2. **Uniform**
  - 2.1 Regulation fawn trousers or regulation fawn shorts (with BHS embroidery on it). The appropriate size must be purchased to ensure a proper fit. **NB The leg width may not be altered.** The regulation open neck shirt with breast pocket badge. The shirt can be worn untucked but **may not** stick out below the jersey when it is worn. If a vest is worn underneath the shirt, it must be white.
  - 2.2 Regulation belt must be worn at all times with the trousers.
  - 2.3 Branded brown lace-up **school** shoes must be worn (e.g. Bata Toughees, Woolworths) No other shoes are allowed e.g. suede or leather Grasshoppers.
  - 2.4 Only regulation fawn socks may be worn.
  - 2.5 A regulation sleeveless pullover and/or a long sleeved regulation jersey may be worn.
  - 2.6 Grade 8 and 9 learners do not wear the school blazer but it is compulsory for Grade 10, 11 and 12 learners to wear the blazer in winter and at all official school events.
  - 2.7 A regulation BHS rain jacket.
  - 2.8 Regulation school scarf.
3. Jewellery may not be worn. No bristles may be worn in piercing holes. Badges approved by the school and a wrist watch may be worn.
4. Body art may not be applied to the skin in an area which is visible when any part of the school uniform is worn. Body art includes the following: permanent tattoos, temporary tattoos, henna tattoos, writing or drawing on the skin with pen. Covering body art, as described above, with a plaster or bandage will be **considered a contravention of the school rules.**
5. Hair styles must be appropriate to uniform standards. Hair must be off the collar at the back and off the ears. Sideburns may not be longer than the middle of the ear-hole and fringes must be above the eyebrows. Hair should be neatly tapered to the shape of the head. Abnormal hairstyles, gel assisted 'spikes' and hair unreasonably shaven are not permitted. Dye or bleach must not be used. Hair shaven shorter than no. 3 is not permitted.
5. In all cases the hairstyle should meet with the approval of the Principal.
7. Learners must be **clean** shaven.

## BOYS' PHYSICAL EDUCATION UNIFORM

The blue Quantec shorts and golf shirt in the learner's House colours.

The appropriate sports uniform must be worn at all physical education lessons, practices and sports matches.

## **GIRLS' UNIFORM - GENERAL**

1. Uniforms must be neat, clean and in good repair.
2. **Uniform**
  - 2.1 Regulation fawn trousers or fawn skirts with the BHS embroidery.
  - 2.2 The regulation shirt with breast pocket badge must be worn with either the trousers or the skirt.
  - 2.3 If a vest is worn underneath the shirt, it must be white. Underwear beneath the shirt should be white or flesh coloured.
  - 2.4 Dark brown lace-up school shoes with a low, flat heel or dark brown T-bar shoes must be worn with **white or fawn** socks when wearing both the trousers and the skirt. Girls may not wear pantihose/stockings.
  - 2.5 A regulation sleeveless pullover and/or a long sleeved regulation jersey may be worn.
  - 2.6 Grade 8 and 9 learners do not wear the school blazer but it is compulsory for Grade 10, 11 and 12 learners to wear the blazer in winter and at all official school events.
  - 2.7 A regulation BHS rain jacket.
  - 2.8 Regulation school scarf. (Moslem girls choosing to wear a scarf must please ensure that it is white, navy or similar to the blazer colour.)
3. No jewellery may be worn except for badges approved by the school, a single pair of small gold or silver sleepers or a single pair of small silver or gold studs in the lower lobe of pierced ears; a wrist watch. No bristles/retainers may be worn in pierced holes.
4. Body art may not be applied to the skin in an area which is visible when any part of the school uniform is worn. Body art includes the following: permanent tattoos, temporary tattoos, henna tattoos, writing or drawing on the skin with pen. Covering body art, as described above, with a plaster or bandage will be considered a contravention of the school rules.
5. **No** make-up is permitted.
6. Nails must be short and well cared for. Only transparent, colourless nail polish is allowed.
7. Hair must be neat and styles appropriate to uniform standards. Clips, slides and bands must be as close to the learner's hair colour as possible and unobtrusive bands or ribbons for plaits and pony tails may be dark blue, red or white. Hair may be coloured to enhance the natural colour but it may not be excessively lightened using peroxide or any other bleaching agent.
8. In all cases the hairstyle should meet with the approval of the Principal.
9. Cycling shorts may **not** be visibly worn.

## **GIRLS' PHYSICAL EDUCATION UNIFORM**

The blue Quantec shorts and golf shirt in the learner's House colours.

The appropriate sports uniform must be worn at all physical education lessons, practices and sports matches.

# **BULLYING POLICY**

## **Introduction**

Bergvliet High School seeks to provide a safe, secure learning environment for all and does not tolerate bullying. All members of the school community are expected to base their behaviour on respect for others, regardless of differences in age, status, race, religion, sex, sexual orientation or disability.

## **Definition of Bullying**

Bullying is a deliberate attempt to hurt, ridicule, torment, threaten, frighten or intimidate someone. Bullying is the misuse of power by an individual or a group. Bullying can be mental, physical, verbal and/or psychological in nature.

- The contents of this policy must be addressed in the Grade 8 Life Orientation programme by June of each year. Learners joining the school in any other grade are expected to make themselves acquainted with the contents of this policy and ask their Life Orientation teacher should they need clarity on any issue contained in it.
- All forms of bullying should be reported. A learner may report a case of bullying to any educator, RCL member, peer helper or senior leader. A learner may also place a note in the fees box, but it must contain the name of the writer. All information will be treated confidentially.
- All reports of bullying will be investigated, at the very least, by a grade head.
- Peer helpers, counselling and educator staff will be available to help both the victim and the perpetrator.
- Records of any bullying will be kept by the school. If it is difficult to ascertain whether the learner is bullying another learner, the name of the learner perceived to be bullying will be recorded for future reference.
- Action to be taken against a perpetrator is listed in the school's Code of Conduct.

## **Examples of typical bullying behaviour:**

### **1. Physical Bullying**

- 1.1 Minor assault - prodding, poking, tripping.
- 1.2 Offensive physical gestures.
- 1.3 Deliberate damage to property of others.
- 1.4 Major assault – hitting, kicking, tearing hair, scratching, punching, using a weapon of any nature; acting either as one-on-one, or else as a group against an individual/group.

### **2. Verbal and Written Bullying**

- 2.1 Name-calling, taunting aimed at ridiculing, humiliating or belittling someone, including remarks which can be construed as mocking of or offensive to race, disability, sexual orientation, age, status, appearance or religion.
- 2.2 Teasing which can be construed as humiliating, embarrassing.
- 2.3 Spreading of malicious rumours and false information and rumours which are designed to mock, humiliate, ridicule and belittle others.
- 2.4 Sending bullying text messages, notes or letters.
- 2.5 Circulating material which humiliates or embarrasses another via electronic format, posters, photographs, graffiti or other means.
- 2.6 Threatening behaviour and intimidation of others.

### **3 Psychological (Silent) Bullying**

- 3.1 Isolating/ostracising a learner in any way, rejection by a group of a learner, threatening looks, refusal to work with any learner/s in a group activity.
- 3.2 Intentionally placing a learner in an uncomfortable position.
- 3.3 Being a bystander who, in any way, encourages or supports the actions of the bully, without intervening.
- 3.4 Intimidating or threatening another learner in any way to use or borrow their possessions.

## **DRUG POLICY**

It is commonly acknowledged that drug and substance abuse is a scourge of our modern society. It is frequently associated with some of the psychological and social ills of today such as stress, loneliness, boredom, peer pressure and poverty/wealth.

We know that drugs are readily available in the communities from which most of our learners are drawn.

We wholeheartedly condemn the abuse of drugs and alcohol as being a danger to the individual's physical, mental and emotional wellbeing, a danger to the individual's ability to lead a productive life, a danger to family cohesion and a potential danger to other innocent people. We undertake to educate our learners to the dangers of drug and alcohol abuse in the belief that knowledge will give them the power to make informed and sensible decisions. We encourage our learners also to look after the best interests of a friend who might have a drug or alcohol problem by appealing for help for the friend from a responsible adult who can do something positive to help.

Our teachers are committed to helping any learner who has become involved in drugs to stop the abuse. If a learner has a drug or alcohol problem and seeks help, he or she will be helped, usually by referral to a professional. Where a learner's behaviour at school shows some of the typical signs of drug use, the school will contact the parent(s) to arrange for the learner to be tested at the parent's expense so that appropriate remedial measures may be taken in the interests of the learner and others. In all confirmed cases, however, the learner will be placed under a strong obligation to stop the abuse in order to avoid punitive measures.

Our greatest concern is safeguarding the welfare of the overwhelming majority of learners who are not involved with drugs. Therefore anyone found in possession of drugs at school or dealing (or attempting to deal) in drugs anywhere will be very harshly dealt with. Some learners have in the past had to leave this school for drug offences. School Governing Bodies are empowered by the South African Schools Act to take strong action, including suspension and/or expulsion, against any learner who commits a serious offence against school discipline, and the Governing Body will not shrink from its duty in this regard.

Procedural principles that will be adhered to when assistance is being given or investigations are being undertaken:

### **Confidentiality**

An approach by any learner to any of the school's staff will be treated in confidence. The teacher approached will have to contact the learner's parents and a senior staff member involved in counselling. No other staff, learners or parents will be informed. If it is considered to be in the learner's interest that any other person(s) be informed, this will only be done in consultation with the learner. Where reports are required by the school from a treatment team as part of a relapse prevention programme, these will be furnished – with the learner's written agreement – to an appropriate nominated person.

### **Testing**

Where a test needs to be carried out, this will be done with due regard both to necessary clinical procedures and to personal rights relating to privacy, dignity and bodily integrity.

### **Searches**

Where there is a reasonable suspicion that a learner is in possession of a prohibited substance, a search will be carried out by an educator of the same gender in the presence of the learner concerned, a person of their choice to support them and a second adult witness of the same gender.

## **ELECTRONIC DEVICES POLICY (Which includes Cell Phones)**

This policy takes into account the need for some learners to have cell phones at school as well as the distractions electronic devices can cause.

Learners may bring electronic devices to school subject to the following conditions:

1. All devices may only be switched on at break(s) or after school. Cell phones may not be in "vibrate mode", "silent mode" or any other mode except fully "off" at times other than those mentioned here. The only exception to this is when a specific instruction is given by a member of staff.
2. Cell phones may only be used in class for educational purposes according to the instruction of the teacher. Cell phones must be switched off and packed away before learners leave the classroom.
3. No devices may be visible within the school building, except on the way out to break or before 08h00 and after school.
4. Learners making or receiving calls at break or after school must do so outside the school building.
5. No electronic device may be used for public broadcasting of any kind. (i.e. you cannot listen to music on an electronic device without earphones.)
6. If electronic devices, which include cameras, are used for purposes contrary to the Code of Conduct, the matter will be dealt with in terms of the Code of Conduct.
7. Learners are solely responsible for the security of any electronic device(s) brought to school and accept that they bring the electronic device(s) to school at their own risk.
8. Accessories such as earphones may not be visible inside the school building and, if seen, will be confiscated for two weeks. The school bears no responsibility for the safekeeping of these items.
9. If earphones are being used in class it will be assumed that an electronic device is also switched on and said device will be confiscated and a defaulter's detention issued in accordance with point 10.2.
10. Should a learner contravene the regulations regarding electronic devices then the teacher will deal with the situation on its merits but it is recommended that:
  - 10.1 If a cell phone is seen in the building but not in the classroom a defaulter's DT is given as punishment.
  - 10.2 If a cell phone is on, in use or seen in the classroom, this includes after school during detention, or in Assembly, a defaulter's DT is given as punishment and the cell phone will be confiscated for two weeks.
  - 10.3 If a cell phone is confiscated for a second time within a year, the parents will be contacted and a request will be made to allow confiscation for up to three months. The learner will also not be allowed to bring the cell phone to school for three months even if the parents do not agree to the confiscation.
  - 10.4 If the cell phone is confiscated for a third time, the consequences will be at the discretion of the management team with possible referral to the Governing Body for disciplinary action.
11. If a cell phone is confiscated as a result of 10.2, 3 or 4 above, it must be handed in to the front office for safe keeping. The learner must be given a receipt for that cell phone.
12. Any representations made with regard to a cell phone or other electronic device confiscated as a result of 10.2, 3 or 4 above may only be made to a member of the Senior Leadership Team (SLT).
13. If unacceptable written or visual content is seen on a phone, the phone may be confiscated in addition to any other consequences which could be imposed.
  - 13.1 During examinations/tests a learner may not be in possession of an electronic device, except an approved calculator, whether the learner is actually writing the examination/test or not. All electronic devices must be switched off and placed in the owner's bag, which must be placed at the back of the classroom for the examination/test.
  - 13.2 No Grade 12 learner may take an electronic device, other than a calculator, into an exam venue. This is a contravention of the exam rules as set by the Department of Education and could result in the learner receiving "0" for the examination.

14. Filming, for example a fight, will be regarded as a Schedule Three offence on the school's Code of Conduct and dealt with accordingly.
15. Being in possession of unacceptable content such as pornography or gratuitous violence, will also be regarded as a Schedule Three offence on the school's Code of Conduct and dealt with accordingly.
16. A member of staff has the right to search the contents of a cell phone in terms of the searching procedures as described in the South African Schools Act.

## LEARNER ACCEPTABLE USE AGREEMENT

The use of the computers, the Internet and e-mail at Bergvliet High School

### Rules and regulations governing appropriate use of the Bergvliet High School Computer Network

1. No learner will attempt to gain unauthorised access to the network, or, while using a workstation on the network, attempt to gain unauthorised access to any other workstation, computer or device on the system. **Using another person's login user name and password to gain access to the network is strictly forbidden.** The learner is responsible for his/her own user name and password and should take all reasonable precautions to prevent others from using his/her account.
2. No learner may attempt to disrupt the computer system or destroy data by spreading viruses or other malicious software. All forms of hacking/cracking are not permitted on any part of the network. Under no circumstances may a learner disable any system programme running on the workstation. This includes the anti-virus programme, remote control teaching programme, etc.
3. Learners may not wilfully damage any part of the network, computer desktops, furniture or any other item in the Computer Room. Learners may not eat or drink in the Computer Room at any time.
4. Only computers in Computer Room 1, Computer Room 2 and the library may be used by learners. Computers in classrooms are strictly for staff use only.
5. No learner may load application software (**especially games**) or system software onto the network or any workstation. **Learners may not store games, music or movies in any form, on any local drive (C:) or network drive.**
6. No vulgar, profane, abusive, obscene, lewd, threatening, disrespectful, or impolite language may be used in e-mail messages, on the Internet or while using any programme that allows communication with another person. No materials may be accessed which are not in line with the rules of school behaviour. Under no circumstances may any learner download, store, copy, view, send, or display offensive messages or pictures.
7. No learner may use the network to access material that is profane or obscene (pornography), or that advocates violence or discrimination towards other people. If a learner mistakenly accesses inappropriate material the learner should immediately inform his/her teacher, or the Teacher-in-charge of IT (Mr Smith). This will protect the learner against a claim that the learner may have intentionally violated this agreement.
8. No learner may harass another person via electronic means. Harassment is seen as persistently acting in a way that distresses or annoys another person.
9. Learners may only subscribe to high quality discussion mail lists, electronic newsletters or e-mails that are relevant to their education or career development. You may NOT subscribe to lists, newsletters or e-mails such as "joke of the day" or music lyrics, etc.
10. Learners may not send chain letters or engage in "spamming". Chain letters include any e-mails which attempt to encourage you to send the e-mail on to a number of other people in order to gain reward (money, love, lifelong supply of Coke etc) or avoid mishap (loss of boyfriend/girlfriend, sickness, death etc).
11. All learners must respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work protected by copyright. No learner may *plagiarise* work they find on the Internet or receive via e-mail.
12. All learners have been allocated a printing account. This account monitors the document title, number of pages, date and time that pages are printed. Learners who wish to print may do so provided they have "printing credit". The current printing cost is 50 cents per page. This cost may be increased without notice. Learners may only credit their printing account with multiples of R10 at a time. Printing allocations or credit cannot be converted into cash. Learners pay the school secretary for printing credit.
13. Learners are expected to remain within allocated disc space (where it has been applied) and to delete e-mail or other material that takes up excessive storage space.

14. A learner may store data on the network provided it does not conflict with any of the above rules and on the full understanding that it is at the learner's own risk. ***Neither the school, nor any staff is responsible for backing up any learner data.*** Storage of the learner's data on the file server is entirely at the learner's own risk.
15. Learners should expect only limited privacy in the contents of their files on the network. Routine maintenance and monitoring of the network may lead to the discovery that a learner has violated this agreement, a school rule or the law.
16. All learners using the network must be prepared to be held accountable for their actions and for the loss of privileges if any part of this agreement is violated.
17. Should a learner want a copy of this agreement for his/her own records he/she must request a copy from the network administrators.
18. Certain websites such as Facebook and Twitter have been blocked, due to time and excessive bandwidth usage. Learners may not attempt to access these websites by using any form of proxy websites or alternative means.



# BERGVLIET HIGH SCHOOL

## ACADEMIC CODE OF CONDUCT FOR LEARNERS PARENTS AND TEACHERS

### Purposes

- To establish and maintain an exemplary work ethos in the School.
- To provide a core of common values that should guide the academic activities of all in the Bergvliet High School community.
- To provide guidance as to what the School's expectations are.
- To promote self-discipline as the route towards achieving academic excellence.
- To provide appropriate corrective and intervention measures aimed at improving and rectifying academic performance that is contrary to the academic code.
- To convey the importance of time management in order to complete work and studies timeously.

### Work Expectations

#### 1. Class Work

- 1.1 The teacher is the manager of the class. Follow the teacher's instruction and respect the classroom as a learning environment.
- 1.2 Follow classroom rules and procedures. Incentives will be given to learners who follow the rules. Learners who default will be punished. Corrective measures will depend on the severity of the infringement, but may range from extra work given by the teacher to being sent to the Cooler Room. Demerits and detention may NOT be given for academic issues.
- 1.3 The Cooler Room may be used if a learner continually disrupts a lesson or is aggressive and rude to a teacher or other learners in the class.
- 1.4 Arrive at class on time. Demerits may be given to latecomers. If a learner has been with another staff member, a note from the relevant teacher must be provided.
- 1.5 Bring all books and equipment to class. There will be consequences for not having the correct books and equipment.
- 1.6 If a learner for any reason will not be present for a lesson, it is the learner's responsibility to excuse him or herself with valid documentation. If there is no documentation, it will be considered as a bunking offence and the learner will be required to make up double the time in either detentions or community service.
- 1.7 If a learner misses work for any reason, it is his or her responsibility to catch up that work.
- 1.8 Attendance at school is vital for academic proficiency. The School expects a 96% attendance from every learner unless there are exceptional circumstances. Failure to comply could lead to removal of privileges.
- 1.9 Lessons will continue until the very last day of the term.

## 2. Homework

- 2.1 All homework given by the teacher must be done by the next lesson or by the date set by the teacher. The teacher may punish the learner for homework not done, unless there is a valid excuse.
- 2.2 Demerits are not acceptable punishment for homework not done.
- 2.3 If the homework done has been copied or is not of the correct standard, the learner will be made to do it again and may face other corrective measures the teacher sees as appropriate.
- 2.4 All learners must do their own homework. Parents may give guidance, but the work must be done by the learners.
- 2.5 If a learner has been absent from school or has missed a lesson, it is the responsibility of the learner to find out what the homework for that day is and to complete it as soon as possible.
- 2.6 Homework may not be done during the morning register.
- 2.7 A signed note from the parent/guardian must be supplied if homework is not done.

## 3. Tests and Examinations

- 3.1 The invigilator is the manager of the classroom during the test or examination and his or her instructions and disciplinary measures must be followed throughout the duration of the examination.
- 3.2 The invigilator is the manager of the classroom during a test or examination and his or her instructions and disciplinary measures must be followed throughout the duration of the examination.
- 3.3 The School has a clear policy for tests and examinations which will stand for all tests and examinations and it must be read in conjunction with this document.
- 3.4 No learner may stand in for or write an exam or test for another learner.
- 3.5 No learner may communicate in any way with another learner (this includes non-writers) during a test or exam. If he or she does so it will be considered as an irregularity and the matter will be dealt with by the Academic Head.
- 3.6 No notes or other illicit aids (cell phones, ipads, tablets etc.) may be used by a learner during a test or examination, unless the learner has been given special dispensation.
- 3.7 Cell phones must be switched off and in the learner's bags for the duration of the test or examination. Matrics may not take their cell phones into the exam venue.
- 3.8 If a learner misses an examination or test a doctor's certificate or valid note is required. If a doctor's certificate is supplied, the overall mark will be adjusted accordingly. If there is no valid certification, the learner will get zero for the test or examination.
- 3.9 A learner must write a scheduled test during the timetabled lesson on the declared test day; he or she may not negotiate to write the test on another day.
- 3.10 If a learner misses any kind of assessment for a reason other than genuine illness (e.g. a driver's licence test), he or she will be given zero. The school assessment may not be re-scheduled to accommodate such reasons for absence from school.
- 3.11 A learner who has missed a test will write it on his or her return to school, for practice and for the teacher to ascertain the learner's progress and understanding. The marks obtained for this test will not be officially recorded for SBA (School Based Assessment) purposes.
- 3.12 Not more than two tests or examinations may be scheduled per day in the senior grades and three in the junior grades.
- 3.13 Once a learner has left the test or examination venue, the test or examination the learner has written may not be altered in any way
- 3.14 In **exceptional** circumstances parents should approach a Subject Head, Grade Head or Academic Head before the due date to discuss a problem a learner may have regarding meeting the deadline or the writing of a test because of unavoidable indisposition or absence. Any decisions in this regard will be discussed and finalised with the Deputy Head.

#### 4. Plagiarism

- 4.1 All work presented in tests, projects and assignments must be the learner's own work.
- 4.2 If outside sources are used these must be acknowledged in a bibliography or reference list.
- 4.3 If a learner copies work directly from another source and does not acknowledge it, the learner will get zero for the work and be required to redo the piece of work.
- 4.4 If a learner who voluntarily allows his or her work to be copied will also get zero for the work.
- 4.5 The same rules apply if anyone else does the work for a learner.

#### 5. Remediation Procedures, Extra Lessons and Subject Choice

- 5.1 If a teacher recommends extra lessons for a learner, parents and learners should respect the teacher's professional judgment and take steps towards compliance.
- 5.2 SATIS is a remediation process and is not voluntary. If a learner is put on SATIS he or she must comply. Parent support in this matter is essential.
- 5.3 Any intervention strategies recommended by the school should be followed. If parents or learners are unwilling to accept school intervention strategies, it is incumbent on the parent to find alternative support intervention strategies.
- 5.4 Learners and parents should follow the advice and requirements given by the school for subject choices.
- 5.5 If a learner wishes to change subjects he or she should follow the policy as set out by the School and Department.
- 5.6 The School reserves the right to enforce a subject change if doing the subject compromises the learner's possibility of passing the grade.

#### 6. SBA Work, Projects and Assignments

- 6.1 No exceptions will be made with respect to the submission of assignments and projects. On no account will it be acceptable for a learner to opt for a mark of zero in lieu of submitting a piece of work.
- 6.2 Monitoring of work will be carried out and controlled by the Heads of Subjects, assisted by the Grade Heads and Head of Academics.
- 6.3 It is the learner's responsibility to maintain files and assessments.
- 6.4 Once a deadline has been assigned, it is fixed.
- 6.5 Learners must take responsibility for knowing the dates of formal assessments by consulting the relevant documentation.
- 6.6 Work must be submitted to the relevant teacher *in person* on the due date.
- 6.7 The following penalties will be imposed when a deadline is missed:
  - 6.8 For each calendar day up to a maximum of three days after the due date (even if there is no lesson with the teacher on that day), work will be accepted but 10% of the mark obtained will be deducted for each day that the assignment is overdue (i.e. there will be a maximum deduction of 30% of the mark obtained for the assignment).
  - 6.9 Work handed in later than three consecutive days after the deadline will be marked but only up to a maximum of 40% of the mark obtained for the assignment will be recorded for continuous assessment (SBA) purposes.
  - 6.10 A standard letter of intervention will be sent to the parents of the offending learner if the assignment has not been handed in **after 3 consecutive days** of the due date. This letter will inform parents of the penalty detailed above. A copy of this letter will be kept by the teacher concerned.
  - 6.11 In the event of absence from school on the day on which a major assignment is due, arrangements must be made for the assignment to be received by the relevant teacher on that due date; otherwise it will be subject to the penalties above.

## **7. Work Ethic**

- 7.1 Academic work is the core business of the school and takes preference over all other aspects in the School.
- 7.2 If a learner does not reach the required standards, work consistently enough or defaults on homework and projects, he or she will be removed from extra-curricular activities, for example sport and cultural or sport societies. The learner will remain barred from these activities until such time as the level of work has met the required standard.

## EXAMINATION RULES FOR LEARNERS

### Attendance at school

1. All learners (Grades 8-12) are expected to attend school throughout the exam period even if they are not writing. A structured revision environment is provided.
2. During the end of the year exams, at the discretion of the School, Grade 10 and 11 learners need only come to school when they are writing exams. They may leave once their exam has been written.
3. If an examination/test or School Based Assessment (SBA) is going to be missed as a result of illness, a medical certificate must be handed to the register or subject teacher. The School Receptionist should also be telephoned and the Register Teacher e-mailed.
4. Should a learner become ill while at school they need to consult the respective Grade Head, who will then issue permission slip to allow the learner to leave school.
5. The Receptionist will then be asked to contact the parents. Parents are expected to collect learners from the Reception area.
6. No learner may first call the parent and then inform the Grade Head.
7. Should your child be absent from school, they may not arrive for practices, matches or evening functions, without first having consulted the respective Grade Head.

### Breaks

1. Total silence must be observed in the school passages during the exam period.
2. Learners may only take their breaks in the front of the school on the far side of the flagpole.
3. Special arrangements will be made on rainy days.

**Uniform regulations must continue to be observed throughout the exam period. This includes learners who come to school on their non-writing days. They must wear school uniform.**

Class educators should ensure that their learners are aware of the following rules when an exam is being written:

### General Rules

1. All books, notes etc must be put in schoolbags which must be placed at the back of the classroom.
2. Learners may not bring books or folders on which to press when writing exams.
3. Exam rules prevail during the exam i.e. from the time that the invigilator announces "The examination is about to begin" before handing out answer papers. The exam ends when the last paper has been handed in and the invigilator gives permission to talk, if this is appropriate.
4. No learner may attempt to communicate with another learner in any way.
5. Any attempt at dishonesty will be severely dealt with by the Deputy Principal: Academics.
6. Should a learner need extra paper or wish to ask a question, he/she must put up his/her hand to call the invigilator.
7. No learner may leave his/her desk during an exam.
8. Learners must ensure that they have the necessary items for each exam as no equipment may be borrowed e.g. Maths instruments, calculators, erasers and in each case a pin or stapler for securing papers.
9. All stationery must be placed in a clear plastic bag/sleeve. No pencil bags/boxes
10. Rough work should be clearly headed '**Rough Work**' and handed in.
11. Learners may not hand in papers before the end of the exam session.
12. No script or part of a script will be accepted late.
13. Learners' comments on examination scripts will result in appropriate disciplinary action and the deduction of marks.

14. Learners should check that they:
  - write the correct headings on their answer pages e.g. the subject of the examination, their name and class, the date and the name of their educator
  - correctly number the questions
  - leave a 2cm margin on the left and right hand side of their answer pages for the examiner's marks
  - place their answer sheets in the correct order, ensure that all pages have been included and secure the examination scripts with a pin or staple.
15. When a class is not writing, learners must read a book or do revision work in absolute silence on their own.
16. The invigilator may allow learners a short break at the end of each period to stretch and talk softly.
17. No learner may leave the room until the prescribed break time.
18. No learner may work or study outside his/her classroom during these revision periods.

**Cell Phones, Ipods and other Electronic Devices**

1. Must be placed in book bags and left at the back of the classroom.
2. Are best left at home during exams as they are too often forgotten or left unattended.
3. No programmable calculators may be used.
4. No learner may be in possession of a cell phone, ipod or electronic device during an examination.

## SCHEDULE OF OFFENCES and POSSIBLE CONSEQUENCES

The educator (or Governing Body) should use discretion in implementing one or more of the following measures, as appropriate. A repeat offence of the same kind or of the same degree would deserve more severe treatment.

### SCHEDULE OF THIRD DEGREE OFFENCES

Graffiti (large scale)  
Theft  
Forgery; fraud  
Sexual harassment  
Vandalism (large scale)  
Weapon at school  
Assault, violence or intimidation  
Provocation  
Immoral conduct  
Tobacco, alcohol, drugs: possession or use:  
    at school  
    anywhere in uniform  
    during school-related activity  
    in presence of members of staff  
    in proximity of school, including local sports clubs/restaurants/shops/streets  
Tobacco, alcohol, drugs: under the influence/smelling of  
Tobacco, alcohol, drugs: making available to others anywhere  
Tobacco, alcohol, drugs: being in the company of a learner consuming  
E-cigarettes, - in possession thereof, using it while at school or in school uniform, at public places (as mentioned earlier on page 14), in the company of someone using one. Testing positive again after a contract has been issued for an initial positive test.  
Other breaches of the law  
Repetition of second degree offence  
Cheating in examination/test  
Tampering with and/or damaging car/motorcycle/bicycle  
Repeatedly disrupting the learning of others  
Disrespect  
Defiance of authority  
Reckless/unauthorised use of car/motorcycle/bicycle  
Repeatedly lying

### SCHEDULE OF THIRD DEGREE CONSEQUENCES

Learner to apologise  
Learners to sign a contract of good behaviour  
Inform parents and GB; possible GB disciplinary hearing  
Community service (usually 6 - 20 hrs)  
Suspension (for limited period as corrective measure)  
Warning: future expulsion possible  
Suspension, and expulsion process begins  
Enforced payment for replacement/repair of damage  
Enforced payment for treatment of injury  
Recording of offence on Cum. Record Card  
Confiscation  
Leadership position(s) and/or colours awards suspended  
  
Loss of marks for examination/test concerned  
Police investigation

### SCHEDULE OF SECOND DEGREE OFFENCES

Communicating with passers-by/unauthorized visitors  
Tampering with car, motorcycle, bicycle  
Graffiti (small scale)  
Offensive language – targeted  
Bullying or intimidation  
Bunking school or a class/classes  
Leaving school grounds without permission  
Driving/parking a motorised vehicle on school grounds without permission  
Failing to attend defaulters' detention  
Kissing another learner  
Reckless/unauthorised use of car/motorcycle/bicycle  
Repetition of first degree offence, esp. misbehaviour in class  
Breach of examination/test rules  
Disrespect  
Disobeying a legitimate instruction  
Repeatedly disrupting the learning of others

### SCHEDULE OF SECOND DEGREE CONSEQUENCES

Learner to apologise  
Detention/Defaulters' detention/double Defaulters' DT  
Parents informed  
Restricted to specified area at break  
Make up the time x 1, x 2  
Enforced payment for replacement/repair/treatment  
Reporting daily for a specified period  
Community service (usually 2 - 6 hrs)  
Suspended sentence + other measure(s)  
Loss of marks for examination/test concerned  
Saturday D.T.

### SCHEDULE OF FIRST DEGREE OFFENCES

Late arrival for school/school activity  
Reply slip not returned  
Littering  
Unruly behaviour in passages  
Offensive language – general  
Uniform offences, incl. jewellery  
Hands in pockets while talking to an adult  
Failing to attend meeting/practice/other school activity  
Failing to attend detention  
Putting unauthorised notice on board  
Disrespectful attitude  
Misbehaviour in class  
Cycling without helmet  
Holding hands/embracing  
Out of bounds within school grounds  
Eating in building  
Using a phone during lesson times  
Using locker/vending machine between or during lessons  
Wearing boots/shoes with studs/spikes in building  
Lying

### SCHEDULE OF FIRST DEGREE CONSEQUENCES

Learner to apologise  
Reprimand  
Writing out  
Reporting earlier than normal for specified period  
Pick up litter  
Confined to specified area at break  
Detention/Defaulters' detention  
Removal from class by Head of Gr./Dep./Head  
Parents informed  
Suspended sentence plus other measure(s)  
Reporting daily for specified period  
Confiscation  
Community service (usually 1 - 2 hrs)