

THE SETTLERS HIGH SCHOOL
CODE OF CONDUCT FOR LEARNERS

(Revised September 2018)

Section A: INTRODUCTION

1. Extract from the preamble of the South African Schools Act - Act No. 84. 1996

"WHEREAS this country requires a new national system for schools which will redress past injustices in educational provision, provide an education of progressively high quality for all learners and in so doing lay a strong foundation for the development of all our people's talents and capabilities, advance the democratic transformation of society, combat racism and sexism and all other forms of unfair discrimination and intolerance, contribute to the eradication of poverty and the economic well-being of society, protect and advance our diverse cultures and languages, uphold the rights of all learners, parents and educators, and promote their acceptance of responsibility for the organization, governance and funding of schools in partnership with the state;"

2. The Constitution of South Africa: Act 108 of 1996

Some Extracts:

2.1 FOUNDING PROVISIONS

The Republic of South Africa is one, sovereign, democratic state founded on the following values: -
Human dignity, the achievement of equality and the advancement of human rights and freedoms;

- Non-racialism and non-sexism;
- Supremacy of the constitution and the rule of law

2.2 BILL OF RIGHTS

Rights – This Bill of Rights is the cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.

Application – A juristic person is entitled to the rights in the Bill of Rights to the extent required by the nature of that juristic person.

Equality – Everyone is equal before the law and has the right to equal protection and benefit of the law.

Human Dignity – Everyone has inherent dignity and the right to have their dignity respected and protected.

Freedom and Security of the person – Everyone has the right to freedom and security of the person.

Freedom of Religion, Belief and Opinion – Everyone has the right to freedom of conscience, religion, thought, belief and opinion

Limitation of Rights – The rights in the Bill of Rights may be limited only in terms of law of general application to the extent that the limitation is reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom, taking into account all relevant factors, including – the nature of the right; the importance of the purpose of the limitation; the nature and extent of the limitation; the relation between the limitation and its purpose; and less restrictive means to achieve the purpose.

3. The Settlers High School Mission Statement

"The mission of The Settlers High School is to provide a broad and balanced education which will produce young adults who have skills and confidence to meet the challenge of life in South African society. Our aim is to promote a sensitivity towards the needs and mores of the greater community in which we live and a commitment to serve and improve our society. Above all, we aim to develop young people with self-discipline, independent thinking and a sound set of values, so that they will be able to realise their own potential. In this way, learners of The Settlers High School will be able to enrich others in their future working and social environment."

4. Terms of legislation

The Code of Conduct for Learners at The Settlers High School has been drawn up in terms of the following legislation:

- 4.1 The Constitution of the Republic of South Africa 1996, Act No. 108 and the Bill of Rights included in the constitution.
- 4.2 South African Schools Act, 1996 (Act No. 84 of 1996) as amended.
- 4.3 Guideline for the consideration of Governing Bodies in adopting a code of conduct for learners, in Government Gazette No 18900.
- 4.4 General manual for the suspension and expulsion of learners from public schools (excluding public schools for learners who were referred or transferred to such schools in terms of the child care act, 1983 (act 74 of 1983), and/or the criminal procedure act, 1977 (act 51 of 1977)), in circular 0030/99 – Provincial Administration Western Cape – Education Department.

5. Legal Authority

The South African Schools Act, Act No. 84 of 1996, section 8(1) empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.

- 5.1 An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learner is in attendance at the school, in any classroom, at any school function or school excursion or other school related activities.
- 5.2 The principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought onto the school property. During a search human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record must be kept of the search proceedings and the outcome.

6. Preamble to the Code of Conduct

- 6.1 The code of conduct is aimed at establishing a disciplined and purposeful environment, dedicated to the improvement and maintenance of the quality of the learning process at The Settlers High School.
- 6.2 Nothing contained in the South African Schools Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner.
- 6.3 While the state has an obligation to make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the other partners in education, namely the learners, educators and parents.
- 6.4 The code of conduct should promote a culture of reconciliation, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in the school.
- 6.5 The code of conduct must be read in conjunction with the drug policy.

Section B: RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

I. Learners

I.1 Expectations for Learners

The school has pastoral care over its learners both in and out of the school in the form of guidance, counsel, discipline and especially when there is misbehaviour, anti-social or illegal behaviour.

The schools structure consists of four pillars, which provide a framework for the learner's life in the school:

Pastoral

Learners are expected:

- to maintain a high standard of behaviour and courtesy both inside and outside of the school;
- to be loyal to the school and to enhance the reputation of the school for the benefit of all at the school; and
- to display integrity and honesty in their actions and attitudes.

Academic

Learners are expected:

- to try their best to fulfil their academic potential at school;
- to be accountable and recognise that each member of the school has the right to unhindered teaching and learning in a safe and secure environment; and
- to respect the rights of the individual to a full education.

Extramural

It is compulsory to be fully involved in the extramural program offered by the school as stipulated in the sport and culture policy.

I. Cultural

Learners are expected

- to be members of a society;
- to be involved in a cultural activity and to appreciate beauty and their heritage;
- to behave in an appropriate manner at cultural events and
- to attend cultural events.

2. Physical

Learners are expected;

- to display sportsmanship of the highest order on and off the field; and
- to support matches.

I.2 Learners' Rights

Learners should be entitled to:

- educational facilities and resources necessary for effective learning
- be taught in a clean, safe and orderly environment
- be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners
- be treated as an individual, enjoying the respect of others, and treated in a fair and dignified manner
- be able to express themselves, to ask questions, and be heard
- be taught in a disciplined environment in which punishment is fair and consistent
- be recognized for their achievements
- the democratic right to due process and to have their views heard

1.3 Leadership positions and Awards

All leadership positions and awards will be withdrawn from and /or not considered for, any learner who has been found guilty of a grade 3 or 4 offence or of serious misconduct for the season in which the offence is committed.

2. Educators

2.1 Educators' Rights

Educators should:

- be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided and maintained
- expect learners to be prepared for lessons, having completed all homework assignments
- expect pupils to be punctual, courteous and respectful
- be treated fairly and be respected as professional persons
- be supported by parents and colleagues and receive the support of those in authority
- be able to teach without interruption
- enjoy privacy in their private lives, with the assurance that their personal property at school will be respected

2.2 Educators' Obligations

Educators must:

- be professional in appearance and approach, and provide an environment which is conducive to effective learning
- be well prepared for each lesson, teach each lesson effectively, and effectively evaluate work done
- maintain a clean, disciplined and safe environment in the classroom
- be punctual, consistent and fair, and sensitive to the needs of learners
- treat learners as individuals, respecting their rights, and encouraging each learner to reach his/her full potential in all spheres of school life
- guide learners, help them to identify problems that they have, and help them to resolve such problems
- communicate with parents and keep them informed of the progress of learners
- keep up to date with developments in education, in the subjects taught, and in the teaching of the subjects
- set the correct example as a professional person
- keep up to date with all administrative duties and attend all official school functions

3. Parents

3.1 Parents Expectations:

Parents expect from the school:

- educators who are well qualified and competent to teach their subjects of instruction
- a school that respects cultural diversities and which is non-discriminatory
- educators who are professional in their approach to their work and who set and maintain correct standards
- the promotion of high moral standards and good ethics, with learners being taught in a disciplined environment that is conducive to learning
- that they will be treated fairly and as individuals
- support from approachable educators who communicate with parents on work and behaviour problems

3.2 Parent Obligations

Parents should

- support and encourage their children in their involvement in all spheres of school life
- ensure that learners attend school regularly, that they are correctly dressed, are properly equipped, and are punctual
- support the school, the staff, the code of conduct and school rules, and ensure that their children do likewise
- inform the school of any problem areas and communicate with individual educators where this is necessary or desirable
- pay school fees on time
- fetch their children on time after school functions, and attend official school functions such as PTA meetings

Section C: CODE OF CONDUCT

I. GENERAL RULES

- 1.1 Learners are to ensure that their parents or guardians are conversant with the requirements of the School's Code of Conduct.
- 1.2 Learners are to carry out all instructions given to them by any person in authority.
- 1.3 Learners are to assist in keeping the buildings and grounds neat and clean. All litter is to be deposited in refuse/recycling bins. Learners must draw up a cleaning roster for their register class.
- 1.4 Where learners are identified as learners of The Settlers High School, they are accountable for their actions even if the activity is an out-of-school one.
- 1.5 Learners on the school premises, or in school uniform, or recognizable as The Settlers learners, or when attending any school activity may not be in possession of anything identifiable as a cigarette (including cigarettes (manufactured or otherwise), cigars, tobacco pipes, hubbly smoke devices and "vape" or e-cigarettes, but is not limited to these) tobacco, alcohol, drugs, weapons, pornography or undesirable items. They may not smoke or be under the influence of any substance. They may not be in the presence of someone smoking or taking any other illegal substances. To be in the company of any learner breaking this rule will also be considered a serious offence.
- 1.6 Any learner found in possession of medication that has a schedule 4 or 5 classification will within 24 hours provide a copy of the medical script issued by a medical doctor to the school. Should this certificate not be provided the medication will be deemed an illegal substance.
- 1.7 Theft is considered to be a serious offence and will be dealt with as a grade 4 offence.
- 1.8 Learners may not hitchhike in school uniform or in the company of another learner in The Settlers uniform.
- 1.9 Learners waiting for buses or any other form of transport before or after school or while travelling shall do so in an orderly manner and shall behave in accordance with the instructions of the driver or person officially in charge.
- 1.10 Behaviour in the corridors and on the stairs must be orderly. Keep to the left when walking in the corridors.
- 1.11 Eating or drinking is not permitted in the classrooms.
- 1.12 The chewing of gum is prohibited at all times when in school uniform or when taking part in any school activity.
- 1.13 Learners must line up quickly and quietly before entering the hall for assembly. No talking is allowed on entering the hall for assembly. Learners must have an assembly book with them on entering any assembly.
- 1.14 Any learner who is absent must bring a written note from his/her parent/guardian on the day they return to school. Absence for three or more days requires a Medical Certificate from a medical practitioner/traditional doctor/registered herbalist. If a pattern of absence is noted a Medical Certificate may be required for any day absent.

- 1.15 Absence for any continuous assessment (CASS) activity, tests or practicals requires a medical certificate and will result in an incomplete result for that term even if a medical certificate is supplied. No certificate will result in zero.
- 1.16 All appointments i.e. Medical, Dental, Interviews, or Drivers tests must not be made during school hours and official extra-mural sport practices or matches. Learners may only leave the school premises during school hours with the permission of the Principal or deputies and then only on receipt of a letter from the parent/guardian. Extended absence from school must also be referred to the Principal for permission or notification.
- 1.17 Motorcycles, scooters and bicycles may drive in via the back gate or be pushed from the front gates between the hours of 7:00 to 17:00.
- 1.18 Learners who ride motorcycles or drive motorcars to school must give a copy of their licence to the head of discipline. If they wish to park a car in the school grounds they must get permission from the head of discipline. It is important to note that the car is out of bounds for the duration of the academic school day.
- 1.19 Parents may not drop off or collect learners inside the school grounds.
- 1.20 Learners may not put up non-school related posters or circulate pamphlets without the permission of the Principal. All posters must be signed by the Principal or deputies. Posters may only be put up on the face brick and not on the painted walls.
- 1.21 Learners may not touch or tamper with any possessions belonging to staff or other learners. Learners are responsible for their belongings and should label all clothing, equipment, books and suitcase/bags clearly. No valuable items should be brought to school. Learners are responsible for all such items.
- 1.22 Vandalism will not be tolerated and any form of damaging or defacing of property such as furniture, walls, equipment, books will be regarded as a most serious offence.
- 1.23 No ball games are allowed without educator supervision.
- 1.24 Notices and newsletters are essential methods of communication between the school and the home. Learners are to ensure that notices handed out at school are given to parents/guardians and that the reply slips are returned on the specified date.
- 1.25 Learners are to be punctual at all times. This includes being on time for school, for class and for extra-mural activities. When late, the learner must get a late slip from the front office. The late slip is given to the class educator the next day in lieu of an absentee note. Latecomers are dealt with at the discretion of the head of discipline
- 1.26 No learner is to be in the area of the school which is designated as out of bounds.

The following areas are out of bounds when not with an educator:

Always	Breaks	Before/after School
<ul style="list-style-type: none"> • Lovers Lane (road between school building and Annie-Stark Homes) • Tennis Courts • Car park • Passage next to the staff room • Staff Room • Swimming pool area • Car park behind Culture wing • Steps and embankment to netball courts • Behind the mobile classrooms 	<ul style="list-style-type: none"> • Beyond the cricket pitch on Seaview field • Upstairs • Reeler Hall • Hobbs Hall 	<ul style="list-style-type: none"> • Mobile classrooms • Reeler hall and area around the hall

- 1.27 No learner may cross the Mike Pienaar Boulevard except via the pedestrian bridge or pedestrian access at traffic lights. Learners may also not be dropped off or picked up in Mike Pienaar Boulevard before or after school.
- 1.28 Learners may not meet visitors at school without permission. Visitors are to report to the secretary's office and obtain permission and a visitor's card.
- 1.29 Bullying, fighting and the use of offensive language is considered a serious offence and may result in level 3 or 4 punishment.
- 1.30 No "Karrimor" or "Karrimor" type rucksacks allowed. No bags on wheels allowed without the permission of the head of discipline.

- 1.31 Only the navy blue sling-type bag and rucksacks or canvas type suitcases may be used for academic classes. Learners should purchase these official school bags from the school's suppliers. Reinforcements are essential for the sling-type bag and ruck sacks. The official tog bag or specialized sports bag must be used for sports equipment. No graffiti is allowed on the bag.
- 1.32 Learners/parents/guardians are responsible for the replacement of lost/damaged text books and stationery.
- 1.33 **Courtesy:**
Staff members are referred to by name i.e. Mr. Smith, Mrs. Brown or as Sir or Ma'am as applicable. Learners must greet staff members when meeting or passing each other during the day. Adults on the school grounds, particularly parents and visitors must be afforded the utmost courtesy. If a member of staff passes along the corridor or through a doorway, learners are expected to stand back to allow the person to pass. If a learner is sitting down when an adult enters the room he/she is to stand up to greet the person. Disrespectful behaviour or impertinence directed at any adult is totally unacceptable. The ground staff and the administration staff are integral to the school and courtesy is to be extended to them.
- 1.34 **Extra-mural (Sport and Culture)**
Learners are to furnish the MIC/educator in charge with a letter from their parents explaining their absence from practice. The letter must be given to the MIC/Educator in charge on the day preceding the practice day.
Learners to furnish the MIC/Educator in charge with a letter from their parents explaining their unavailability for selection for a specific match/function. The letter will be given to the coach on the Monday preceding the event.
Learners representing a school team must purchase the official school tracksuit, tog bag and wear the correct kit for that specific sport. Cultural and other extra-mural activities must be done in the correct dress code.
- 1.35 **Cell phones:**
Read in conjunction with the Electronic device policy. Cell phones may not be used for any purpose in the quads or inside the school building or classrooms between 7:00 and 14:45 unless under the direct supervision of a teacher. If a learner is caught with a cell phone during these hours, whether it is on or off, the phone and SIM card will be handed over by the learner to a prefect or member of staff for a period of 5 school days. Cell phones may not be taken into any examination or test venue. If a cell phone is found on a learner during an exam or in a test venue, the learner will be given zero for that examination or test.
- 1.36 Any audio tracks (music, movies, etc) may not be audible on the school premises or when involved in curricular activities i.e. during the formal school day and at all extramural activities.
- 1.37 Learners may not sit/congregate in front of the gate or in the road. Learners may not stand or sit in road.
- 1.38 No visible body piercing is allowed. This includes the tongue. (Besides earrings for girls – see 2.9.3). No visible tattoos allowed.
- 1.39 Pupils may not engage in any actions which are regarded as intimate and would cause embarrassment to others. Learners must maintain an appropriate distance from each other and should not “hang” on each other in an intimate way.
- 1.40 Watches are permitted for practical purposes and therefore elaborate designs, styles, fashion statements are not permitted.
- 1.41 After any extended special function, e.g tour, musical, pupils must provide a doctors certificate if they are absent the day following the extended function.
- 1.42 If a learner is absent on the day of an extra-mural function, they may not attend the function. If a learner is absent from school on the Friday, they may not take part in any extramural activity on the Saturday or Sunday of that weekend.
- 1.43 Learners must request permission from the Principal if they wish to bring a guest to school. This must be done in writing by the parent of the learner and the letter must be given to the Principal the day before the visit.
- 1.44 Learners are responsible for the behaviour of any guest they bring to school for any function.

- 1.45 The name badge must be worn at all times while in uniform. It is worn on the collar of the summer dress/shirt and on the collar of the blazer with the winter uniform. If you have lost your name badge you must pay for a new name badge at the bursar and get a uniform defaulters' slip from one of the deputies.
- 1.46 Learners, once at school in the mornings may not leave the school premises without the permission of an educator.
- 1.47 **Exams:** If a learner is absent during the exams we require a medical certificate for the day(s) absent even if the learner is absent on a non-writing exam day. Any exemption to this rule must be directed to the Principal.
- 1.48 **Religious observance:** As part of our policy to embrace multiculturalism and religious tolerance Muslim learners will have the opportunity to observe Friday prayers on the school premises. This is to ensure that all learners experience maximum contact time. The program will be overseen by Muslim parents.
- 1.49 All practices (i.e. sport, drama, music or any other cultural activity) requires branded Settlers dress.

2. GIRLS' APPEARANCE AND DRESS

2.1 HAIR

The basic rule is that hair must be **neat and tidy and** not draw undue attention to it.

- 2.1.1 No coloured bands, slides, clips, bows etc. other than white, navy blue, light blue, black or, in cases of slides, the colour of the individual's hair.
- 2.1.2 No butterfly clips or clamps. Banana clips may only be worn if hair is tied flat against the head.
- 2.1.3 Afro styles, ponytails or buns are only allowed on top of the head if it does not cause obstruction.
- 2.1.4 Hair must be tied up if below the collar or if it is possible to be tied up.
- 2.1.5 Fringes below the eyebrows must be clipped back.
- 2.1.6 No "fashionable" hair styles, e.g. punk or little curls or pigtails hanging down the back, sides, or on top of the head.
- 2.1.7 Hair may be washed with a colour rinse or dyed as long as it is in the 'natural colour' and one colour all over. Any girl who violates this rule will be required to restore her hair to its original natural colour immediately.
- 2.1.8 No big bows, beads or fancy hair ornaments allowed.
- 2.1.9 Braids are allowed but must be same colour as roots.
- 2.1.10 Natural dreadlocks are allowed.
- 2.1.11 Corn-rows allowed as long as it covers the whole head, is in a linear pattern and if it extends beyond the collar it must be tied up.
- 2.1.12 No shaved in lines on the head or eyebrows.

All hair styles are subject to principal's approval. Should anyone wish to deviate from the above regulations application for deviation must be submitted to the Governing Body

2.2 SHIRTS/DRESSES

- 2.2.1 Top button to be fastened at all times when in winter uniform
- 2.2.2 Dresses must not be shorter than 5cm above the knee and not extend below the knee, when standing.

2.3 SHOES

- 2.3.1 Black conventional lace-ups or "Baby-doll" shoes must be worn. All shoes must be polished regularly.
- 2.3.2 Shoes should be buckled up and not be worn loose. If the buckle is broken it must be repaired and a uniform defaulter slip is needed until the shoes are repaired.
- 2.3.3 No tippex or graffiti is allowed on the shoes.

2.4 BLAZERS

- 2.4.1. Must have all buttons. Only the silver buttons that the blazer is originally manufactured with are permissible.
- 2.4.2 Blazers must be worn to and from school as well as in the school building at all times in winter. They may be removed in class, with the permission of the educator. Blazers are optional with the summer uniform.
- 2.4.3 Blazer sleeves may not be pushed up or folded up.
- 2.4.4 Only approved badges may be worn on blazers or dresses – no little ornaments.

2.5 RAINCOATS

The official rain jacket will be phased out by end 2020. Only the official branded rain jackets are allowed to be worn to and from school and these must be removed inside the building. No other jacket is allowed. The rain jacket must be worn over the blazer and NOT under the blazer.

2.6 JERSEYS/SLEEVELESS PULLOVER

- 2.6.1 Navy cardigans only with winter uniform.
- 2.6.2 Jerseys may not be excessively long.
- 2.6.3 Sleeves may not be rolled or pushed up.
- 2.6.4 No track suit tops, dry-macs etc. may be worn with uniform.
- 2.6.5 Jerseys may not be tied around the waist.
- 2.6.6 Jerseys may not be worn outside school grounds without a blazer.
- 2.6.7 Jerseys may not be worn with the summer uniform
- 2.6.8 The official sleeveless pullover may be worn with the winter and summer uniform. It cannot be worn over the jersey. It may be worn under the jersey.
- 2.6.9 Only a navy blue button may be worn on the navy cardigan

2.7 STOCKINGS/SOCKS

- 2.7.1 Only school regulation black stockings or thick wool stockings must be worn in the winter months. No socks to be worn under stockings.
- 2.7.2 No patterned stockings allowed.
- 2.7.3 Stockings may not be worn with summer uniform.
- 2.7.4 White socks to be worn in summer - these may not be rolled down or pulled up.

2.8 SCARVES

Only a plain navy blue scarf with two white stripes at the ends may be worn on appropriate occasions. Exact dimensions available from the school or stockists.

2.9 JEWELLERY

- 2.9.1 Only watches and Medic-Alert bracelets may be worn. Any other jewellery will be confiscated.
- 2.9.2 No chains or any other ornament to be worn around the wrist or ankle etc.
- 2.9.3 **Earrings:** Girls who have pierced ears may wear gold or silver studs or plain sleepers. Studs- only and small round, no coloured studs allowed. Sleepers - no big or thick rings - only up to the new R1.00 size. Only one earring per ear- if girls have more than one hole in the ear, the earring must be in the bottom hole. Only the lobe of the ear may be pierced.
- 2.9.4 **Neck Chains:** Only small, discreet, medical or religious medallions may be worn under the dress. No other form of necklace may be worn, even under the dress. Chains may not be visible at any time.
- 2.9.10 **Tongue rings** are not allowed. Learners will be asked to remove them immediately and the tongue ring will be confiscated.
- 2.9.11 **Piercings:** All visible piercings and bristles are prohibited except according to 2.9.3

2.10 MAKE-UP

- 2.10.1 No make-up is allowed with school uniform, including colour lip gloss.
- 2.10.2 Nail polish - only clear, natural, colourless nail polish is allowed, not glossy or pearly. No French manicures are allowed. No henna is allowed without the permission of the head of discipline.
- 2.10.3 Nails to be kept at a reasonable length – 1mm over tips of fingers.

2.11 SPECTACLES/CONTACT LENSES

- 2.11.1 The frames of spectacles must be functional and not decorative.
- 2.11.2 No coloured contact lenses are allowed.

2.12 MATRIC TOP

- 2.12.1 White matric cardover may be worn in summer and winter but not over a long sleeved cardigan.
- 2.12.2 The year may be embroidered on the back below the logo by the stockists only at an extra cost.
- 2.12.3 White long sleeved matric cardigan may only be worn with winter uniform.
- 2.12.4 The long sleeved cardigan may not be worn outside the school grounds without a blazer.
- 2.12.5 The matric tie may be worn with winter uniform.
- 2.12.6 The official matric scarf (navy and white) is only obtainable from the stockists and may only be worn in winter.
- 2.12.7 All other rules regarding jerseys, cardigans and pullovers apply.

2.13 SCHOOL CAP

The official branded Navy blue school cap may be worn as part of the school uniform, with the peak facing the front, while outdoors only.

3. BOYS' APPEARANCE AND DRESS

3.1 SHIRTS

- 3.1.1 Top buttons of the winter shirt must be buttoned and ties knotted and pulled up flush with the collar -not worn loosely a few centimeters below the collar. If the collar is too small, the button must be moved or a new shirt bought.
- 3.1.2 Boys' summer shirt collars are worn over the blazer collar.
- 3.1.3 Shirts must be tucked in at all times.
- 3.1.4 No T-shirts must be visible under the shirt.

3.2 SHOES

- 3.2.1 Black, conventional lace-ups must be worn - no boots, slip-ons, side-laced shoes, veldskoen etc.
- 3.2.2 All shoes must be polished regularly. The laces of the shoes must go through all the holes available and the shoelace must be tied in the conventional manner. Shoe laces may not be cut very short or be too long so that they cannot be tied correctly.
- 3.2.3 No suede grasshoppers are allowed.
- 3.2.4 Only one single shoelaces per shoe that must be tied in the correct and acceptable manner.

3.3 TROUSERS

- 3.3.1 Only trousers of the conventional width or slim fit may be worn. Long pants tapered into drainpipe styles and pants that are widened into bootleg styles are unacceptable. When worn properly, the leg of the trousers should hang easily and naturally with no appearance of clinging.
- 3.3.2 Pants must be worn around the waist (not around the hips). No underwear should be visible above the pants. The length of the pants must correct and the pants must not drag on the ground or be frayed
- 3.3.3 If shorts are worn, they must be of conventional shape and size. No cut-off longs or baggies are acceptable. Underwear must not show.
- 3.3.4 Shorts may not be worn at formal occasions eg Prize giving, formal dinners, performances etc.
- 3.3.5 If shorts are worn, long grey school socks with stripes are to be worn. Socks must stay up or be held up with garters just below the knee.
- 3.3.6 Trouser belts must be worn and must be grey or black. Belts must be leather or synthetic leather with no branding on them. Brown, other colour belts or belts displaying shiny badges/ornaments are not acceptable. The buckle of the belt must be no more than 0,5cm wider than the belt on either side.

3.4 BLAZERS

- 3.4.1 Must have all buttons. Only the silver buttons that the blazer is originally manufactured with are permissible
- 3.4.2 Blazers must be worn to and from school as well as in the school building at all times in winter. They may be removed in class, with the permission of the educator. Blazers are optional with the summer uniform
- 3.4.3 Blazer sleeves may not be pushed up or rolled up and the collar may not be worn “popped” up.
- 3.4.4 Only approved badges may be worn on blazers. No little ornaments.

3.5 RAINCOATS

The official rain jacket will be phased out by end 2020. Only the official branded rain jackets are allowed to be worn to and from school and these must be removed inside the building. No other jacket is allowed. The rain jacket must be worn over the blazer and NOT under the blazer.

3.6 JERSEYS/PULLOVER

- 3.6.1 Jerseys may be worn with winter uniform only.
- 3.6.2 Regulation blue, V-necked pullovers and jerseys may be worn - no stripes or other colours are permitted.
- 3.6.3 Jersey sleeves may not be pushed up.
- 3.6.4 No tracksuit tops, duffel coats, dry-macs etc. may be worn
- 3.6.5 Jerseys may not be worn outside school grounds without a blazer.
- 3.6.6 Jerseys may not be tied around the waist.
- 3.6.7 Jerseys may not be worn with summer uniform.
- 3.6.10 The official sleeveless pullover may be worn with the winter and summer uniform. It cannot be worn over the jersey. It may be worn under the jersey. The pullover is not to be tucked into the pants.

3.7 JEWELLERY

- 3.7.1 No jewellery, chains studs etc. are permitted. Only watches and Medic-Alert chains may be worn. Any other jewellery will be confiscated.
- 3.7.2 No boy may wear earrings. **No other object** may be worn in the ear.
- 3.7.3 Neck chains: Only small, discreet, medical or religious medallions may be worn under the shirt. No other form of necklace may be worn, even under the shirt. Chains may not be visible at any time.

3.7.4 **Tongue rings** are not allowed. Learners will be asked to remove them immediately and the tongue ring will be confiscated.

3.7.5 **Piercings:** All visible piercings and bristles are prohibited.

3.8 HAIR REGULATIONS

The basic hair rule is that hair must at all times be neat presentable and not draw undue attention in accordance to the following restrictions:

3.8.1 Hair must be regulation length. In light of this, no hair may touch the eyebrows or ears and hair at the back of the head must be easily clear of the collar when the head is naturally held upright and may not be clipped back, tied up or held by an Alice/head band.

3.8.2 Afro styles must not cause obstruction.

3.8.3 No hair sculpting may be done in opposition to the hair's natural pattern of growth and therefore may not be styled in the form of e.g. a mowhawk

3.8.4 Hair products may be used but not to conceal incorrect hair length.

3.8.5 Hair may be washed with a colour rinse or dyed as long as it is in the 'natural colour' and one colour all over. Any boy who violates this rule will be required to restore his hair to its original natural colour immediately.

3.8.5 No hair accessories are allowed.

3.8.6 Natural dread locks or knots are allowed as long as it is kept short.

3.8.7 Corn rows are allowed as long as it covers the whole head is in parallel lines and it does not extend beyond the collar.

3.8.8 Blended fades are allowed. There may not be a visible line of division.

3.8.9 No step cuts.

3.8.11 No shaved in lines.

3.8.12 No facial hair (no stubble). Sideburns may not extend below the middle of the ear. Matrics have a concession for sideburns to base of ears.

All hair styles are subject to principal's approval. Should anyone wish to deviate from the above regulations application for deviation must be submitted to the Governing Body.

3.8 SOCKS

Only grey regulation socks may be worn.

3.10 SCARVES

Only a plain navy blue scarf with two white stripes at the ends may be worn on appropriate occasions. Exact dimensions available from the school or stockists

3.11 SPECTACLES/CONTACT LENSES

3.11.1 The frames of spectacles must be functional and not decorative.

3.11.2 No coloured contact lenses are allowed.

3.12 MATRIC TOP

3.12.1 White matric cardover may be worn in summer and winter but not over a long sleeved cardigan.

3.12.2 The year may be embroidered on the back below the logo by the stockists only at an extra cost.

3.12.3 White long sleeved matric cardigan may only be worn with winter uniform.

3.12.4 The long sleeved cardigan may not be worn outside the school grounds without a blazer

3.12.5 The matric tie may be worn with winter uniform.

3.12.6 The official matric scarf (navy and white) is only obtainable from the stockists and may only be worn in winter.

3.12.7 All other rules regarding jerseys, cardigans and pullovers apply.

2.13 SCHOOL CAP

2.13.1 The official branded Navy blue school cap may be worn as part of the school uniform, with the peak facing the front, while outdoors only.

4. DEVIATIONS FOR RELIGIOUS REASONS

4.1 Girls who wish to wear navy blue long pants and/or navy blue scarves must apply for deviation so that arrangements can also be made regarding Phys Ed and dance assessments.

4.2 Boys wishing to wear head gear will be allowed as long as it is navy blue and is worn at all times.

5. GENERAL: BOYS AND GIRLS

Procedures when some fault in uniform or appearance is unavoidable:

E.g. Shoes being mended, suitable replacement shoes to be worn. The learners must carry an explanatory note from their parents at all times. The Head of Discipline must sign this note at the start of the day. The onus is upon the learner to approach each of his educators at the start of the lesson so as to apologize for his/her appearance, and to offer the note of explanation. Educators should not have to ask a learner why his/her appearance is faulty. In lieu of a note, the Head of Discipline will issue an exemption note indicating the reason as well as the expiry date for the exemption. Uniform exemption notes are available from the Head of Discipline before class educators' period in the morning and during first break.

Section D: SERIOUS MISCONDUCT

Serious Misconduct

(Extracted from: General manual for the suspension and expulsion of learners from public schools (excluding public schools for learners who were referred or transferred to such schools in terms of the child care act, 1983 (act 74 of 1983), and/or the criminal procedure act, 1977 (act 51 of 1977)), in circular 0030/99 – Provincial Administration Western Cape – Education Department.)

The Governing Body may, after a fair hearing, suspend or recommend expulsion to the Head of Education, if a learner is found guilty of serious misconduct.

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

1. has been convicted by a court of a criminal offence;
2. used or had in his or her possession intoxicating liquor or drugs during a school activity or in school uniform;
3. is guilty of assault, theft, gross insubordination or immoral conduct;
4. has been repeatedly absent without leave from school and/or classes;
5. intentionally and without just excuse —
 - 5.1 seriously threatens, disrupts or frustrates teaching or learning in a class;
 - 5.2 engages in a conspiracy to disrupt the proper functioning of the school;
 - 5.3 insults the dignity of a staff member;
 - 5.4 cheats in a test or examination;
 - 5.5 distributes any test or examination material that may enable another person or himself or herself to gain an unfair advantage or is in possession of any examination material prior to or during the writing of the said examination;
 - 5.6 sexually harasses another person;
 - 5.7 is found in possession of or distributes pornographic material;
 - 5.8 supplies false information or falsifies documentation to gain an unfair advantage at school;
 - 5.9 is in possession of a dangerous weapon or uses it to threaten any person;

- 5.10 engages in any act of public indecency;
- 5.11 endangers the safety and violates the rights of others;

- 6. fights, swears, or falsely identifies himself or herself;
- 7. threatens fellow learners or educators;
- 8. uses hate speech, makes himself or herself guilty of racism or applies harmful graffiti;
- 9. vandalizes, destroys or defaces school property or the property of any member of the school community;
- 10. repeatedly violates school rules or the code of conduct;
- 11. conducts himself or herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner.

Section E: LEARNER SEEKING EXEMPTION FROM THE CODE OF CONDUCT

Learner seeking exemption/deviation from the rules of the code of conduct

The following procedure is to be followed:

1. A learner assisted by the parent must submit a written request (see attached form) to the Principal furnishing reasons why he/she should be exempt
2. The Headmaster can either refer the matter to:
 - The school council and/or management council and/or executive or
 - The Governing Body. If required, the learner and his/her parents/guardians may appear before the Governing Body to substantiate the written submissions and the Governing Body should be allowed to put questions to the learner/parents/guardians. The Governing Body may prescribe certain conditions as deemed necessary, in the event that the exemption is allowed.

THE SETTLERS HIGH SCHOOL

APPLICATION TO SCHOOL GOVERNING BODY FOR EXEMPTION FROM COMPLYING WITH THE CODE OF CONDUCT

NAME OF LEARNER: GRADE:

The manner in which the learner wishes to deviate from the code:

.....
.....
.....
.....
.....
.....

Is the above-mentioned learner part of an identifiable religion or culture or is there a medical condition requiring deviation/exemption?

If so state the relevant religion/culture or medical condition:

.....

The substantiated basis for this request (supported by documentary evidence):

.....
.....
.....
.....
.....

Is the cultural or religious practise mandatory or voluntary?

.....

Please turn over page

Does the requested practice have religious or cultural significance for the above named individual?

.....

If YES, give details:

.....
.....
.....
.....
.....

How central is the requested belief / practice to the learner?

.....
.....
.....
.....
.....

NAME OF PARENT /GUARDIAN

RELATIONSHIP TO LEARNER

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF LEARNER

DATE

PLEASE NOTE!

Once this request and information has been submitted, the learner and parent may be called to a meeting/an interview with a sub-committee of the Governing Body to support their request. The decision of the Governing Body will be provided, in writing. Reasons will be provided should exemption be refused.

Section F: GRADING OF MISDEMEANOURS

Offences are ranked according to the nature and degree of seriousness of the offence, of which Grade 4 is the most serious. The level of the offence will determine the disciplinary procedure to follow. An offence not listed may be classified according to the educators' discretion.

List of offences which give an indication to the grade of the offence. This list is not meant to be exhaustive			
GRADE 1	GRADE 2	GRADE 3	GRADE 4
<ul style="list-style-type: none"> • Littering • excessively noisy or unruly behaviour • before School, during change-overs, during breaks, and after School • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • misconduct or poor sportsmanship during • an extra-mural activity's practice, intra- or inter-School competition or league fixture • failure to: <ul style="list-style-type: none"> • submit an absentee note or exit notes by the stipulated deadlines • return a library book by the due date, or • pay the fine for overdue book/s • attend an extramural activity's practice session without excusing himself • attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event • attend educators detention • continual interference with another learner which causes minor physical or mental discomfort • minor infringements of uniform regulations or sport dress • disruptive behaviour in class • spitting in public • failure to: <ul style="list-style-type: none"> • do classwork set and submit homework assignments etc • bring the required textbooks, notes, stationery, or equipment to a lesson • hand work in on time • copying another learner's classwork or homework • defacing School property • reporting late for class, • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod • and similar electronic devices, during all contact time • Arriving late for School without an excuse note. 	<ul style="list-style-type: none"> • vandalism • interfering with another person's possessions/ property without the owner's consent • damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent • racism: remarks/ insults or any other form of bullying and discriminatory remarks • forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof. Forging parents signature on official communication with school • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse • Inappropriate use of electronic media • disrespect or insolence • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in DT or work squad or failure to report to DT or work squad, or failure to report to the subject teacher with this work/punishment as stipulated) • fighting, common assault or attempted assault • public disturbance and • public indecency • gambling • using a cell phone as a means of communication during formal testing • copying of computer exercises, projects or any other work intended for the year mark • truancy from any contact time • possession or use of fire cracker • failure to attend an extra-mural activity fixture or function as a participant or official • any action which brings the School's name into disrepute • possession of offensive material, excluding pornographic material • tampering with safety and other equipment on School premises • unreasonable repetition of a GRADE 1 offence. 	<ul style="list-style-type: none"> • possession of weapons or items that can be used as a weapon that can cause physical injury • entering the School premises while under the influence of alcohol/drugs • Possession and or using cigarettes or being in the company of a learner smoking cigarettes or purchasing cigarettes when identifiable as a learner of the school. • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • truancy from School or leaving School grounds without the necessary permission • taking part in any form of illegal strike action/ meeting/campaign on School premises • any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself 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, or in any other manner violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners or other stakeholders • Deliberate use of electronic media against a fellow learner or the school • reckless or negligent driving whether in School uniform or not, and whether on the School property or not including driving without a valid license • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner • unreasonable repetition of a GRADE 2 offence 	<ul style="list-style-type: none"> • use of weapons that cause physical injury • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • theft, robbery, breaking and entering • malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body rape, attempted rape, or indecent assault • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/meeting/ campaign on School premises • Any offence punishable under common law of South Africa • unreasonable repetition of a GRADE 3 offence

Section G: DISCIPLINARY STRUCTURES AT THE SETTLERS HIGH SCHOOL

Every teacher is responsible for discipline and has the 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 offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School. All intervention will be journalled on Staffroom.

FIRST "LEVEL" OF PUNISHMENT	
Staff	vs Prefect
<p>a. General Comments:</p> <ul style="list-style-type: none"> • Staff are responsible and accountable for the first "level" of punishment. • Punishment administered by the staff member closest to the offence is most effective. • Staff must be seen to take action first....and then only.... <ul style="list-style-type: none"> ○ pass on to the existing structures/grade heads/heads of discipline. 	<p>a. General Comments:</p> <ul style="list-style-type: none"> • Prefects are responsible and accountable for the first "level" of punishment. • Punishment administered by the prefect closest to the offence is most effective. • Prefects must be seen to take action first....and then only.... <ul style="list-style-type: none"> ○ pass on to the existing structures/grade heads/heads of discipline. ○ ...use discretion...
<p>Examples of suitable punishment:</p> <ol style="list-style-type: none"> 1. Reprimand 2. Standard method of writing out e.g. Code of Conduct two page system 3. Keep small groups after school, during breaks 4. Communicate with parents - by means of homework book - telephonically, email or sms 	<p>Examples of suitable punishment:</p> <ol style="list-style-type: none"> 1. Reprimand 2. Standard method of writing out e.g. Code of Conduct 3. Keep small groups after school, during breaks 4. other? <p>Prefects to organize spot checks/inspections of uniform, assembly books, school bags etc.</p>
<p>b. Latecomers</p> <p>Offence: Learners who are late for the start of the school day.</p> <p>Procedure: Learner must get a late note from the front office</p> <p>With regard to DT: Repeated late coming will be dealt with at the discretion of the deputy principal</p>	

SECOND "LEVEL" OF PUNISHMENT

Staff	vs	Prefect
Discipline Structures:		Discipline Structures:
<p>a. Detention (MIC = Staff member)</p> <p>Offence: Learners who have defaulted with regard to the first "level" of discipline as outlined above.</p> <p>Procedure: Staff member to complete Detention slip obtainable from staffroom – place in DT envelope in staffroom.</p> <p>Default With regard To DT: Saturday detention</p>		<p>a. Work Squad (MIC = Prefects)</p> <p>Offence: Learners who have defaulted with regard to the first "level" of discipline as outlined above</p> <p style="text-align: center;">AND</p> <p style="text-align: center;">other non-academic offences</p> <p>Procedure: Prefect to complete Work Squad slip obtainable from prefect's room.</p> <p>Default With regard To Work Squad: Detention</p>

THIRD "LEVEL" OF PUNISHMENT

1. Grade Heads must be prominent in the disciplinary process. Educators who feel that the normal "Levels of Discipline" - i.e. first and second level, have been exhausted on the specific learner without success OR that the offence is of such a nature that a senior person must deal with it then such a learner must first be sent to the Grade Head. Grade Heads should pursue one or more of the following measures in dealing with such learners:
 - *Counselling
 - *Daily report
 - *In School Suspension
 - *Interviews with learners and parents
 - *Refer learner to Heads of Discipline or Principal
2. The function of Head of Discipline will be distributed between the two deputy principals. Grade Heads must refer disciplinary problems as follows:
 - Very serious matters, e.g. smoking, bunking etc., must be referred to the Heads of Discipline immediately.
3. All records are to be filed.
4. The Principal is to be used in an overall capacity as required.

Also including

5. Saturday Detention and/or community service (MIC = Head Pastoral)

Offence: Learners who have defaulted with regard to the second "level" of discipline as outlined above and serious offences at the discretion of the Principal and Heads of Discipline.
 Procedure: Principal and/or Heads of Discipline counsels learners and places learner in Saturday DT and or community service. Parents are informed by letter sent by Principal and/or Heads of Discipline.

Default wrt Sat DT: Parents interviewed and possible Gov Body intervention.

Prefects are to make use of this third "level" of punishment in the same way as educators

FOURTH "LEVEL" OF PUNISHMENT

1. Saturday detention(s) and/or community service in consultation with the Governing Body at the discretion of the Principal
2. Suspension of a Learner by the Principal or Deputy Principal as a precautionary measure in consultation with the Governing Body. Principal or Deputy Principals may suspend a learner, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.
3. Disciplinary hearing.
A guilty verdict will result in the Principal reporting to staff and the school by mentioning the offence committed and the sanction given at the disciplinary hearing

Prefect's role in level 4 is the same as level 3

A SUMMARY OF DISCIPLINE STRUCTURES AND POLICY AT TS

	Late-comers	Work Squad	Detention (DT)	Sat. Detention (Sat DT)	Community Service
Days		Wednesday	Monday + Friday	Saturday	During school holidays OR after school if circumstances dictate
Time and venue	Dealt with individually by Principal and head of discipline	3/4 hours Called over intercom to report to front office	Meet at Deputy office at end of day for 1 hour Commences 15 min after end of day	Meet manco member in school foyer 09:00 – 12:00	From 08:00- 15:00 in the holidays to the educator on duty Or immediately after school to head of discipline
Punishment for...	Punishment at the discretion of the deputy Principal	non-academic offence	Serious offences	1. Default with regard to Detention 2. Serious offence (Grade 2, 3 or 4) misdemeanours) at Principal /Head of Discipline's Discretion 3.Repeated late comers	Serious offences (level 3 and 4)
Activity during	As for DT or SaDT	School maintenance	No talking and no work to be done.	No talking and no work to be done.	Do physical labour in and around the school
Procedure for placement of pupil in...	At discretion of Deputy Principal	"Note System" 1. Notes in prefects room 2. Prefects fills out form in duplicate and correctly 3. Learner signs and keeps copy 4. Prefects keep other copy for own record and compiles list for notice board	"Note System" 1. Notes in staff room 2. Staff fills out form and counterfoil correctly 3. Learner signs and keeps the counterfoil 4. Staff places other copy in DT envelope	DT defaulters: Head of Discipline will inform pupils Other: Principal/Head of discipline to inform learners and give names to staff member on duty (Parents informed by letter.)	Principal/Head of discipline to inform learners and give names to staff member on duty (Parents informed by letter.)

Default + Follow up	Head of pastoral	"Learners absent from school on day: - Work Squad transferred *Learners absent without acceptable excuse: - DT	*Learners absent from school on day: - Detention transferred *Learners absent without acceptable excuse: - Sat DT	Defaulter to be phoned on Saturday morning and/or Principal/Head of Discipline to take appropriate action and/or matter referred to Governing Body	Defaulter to be phoned and/or Principal/Head of Discipline to take appropriate action and/or matter referred to Governing Body
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This policy is reviewed every three years when a new SGB is elected or when legislation that affects the policy changes or when proposals from school council to change to code are passed.