



HOËRSKOOL WONDERFONTEIN

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Code of Conduct for Learners of Hoërskool Wonderfontein High School

I, _____ accept and acknowledge the school's code of conduct and agree to abide the regulations of Wonderfontein to ensure quality education, good governance and safety of all stakeholders.

I further acknowledge that I am aware of the policies mentioned in this document and that I will abide by them.

Learner signature

Date

I, _____, parent/guardian of the above mentioned learner shall ensure that my child abides by this code of conduct and understand that these policies are there to ensure quality education, good governance and safety of all stakeholders.

Parent signature

Date

Contents

LEGISLATIVE FRAMEWORK:	3
AIM:.....	3
In regards to other learners:.....	3
In regard to educators and staff members:	3
COURTESY:	4
MOTORVEHICLES AND MOTORBIKES:	4
PERSONAL APPEARANCE:.....	4
In regards to nails:.....	4
In regards to jewelry and personal grooming:.....	5
In regards to hair:.....	5
OUT OF BOUNDS:.....	6
During school hours learners may not be:.....	6
During break times learners may not be:	6
After school learners may not be:.....	6
MOVEMENT DURING SCHOOL DAY AND BETWEEN PERIODS	6
LEAVING THE PREMISES:.....	7
ARRIVING FOR SCHOOL:.....	7
EXAMINATIONS:.....	8
GENERAL RULES:	8
DRUG ABUSE POLICY.....	9
SALES OF GOODS POLICY	9
DISCIPLINARY ACTIONS TO BE TAKEN IN REGARD TO THE CODE OF CONDUCT:	10
Level 1 Offences – School and classroom management.....	11
Level 2 and 3 Serious Offences:	14
Level 1 - Misconduct – School & Classroom Management.....	15
Level 2 - Misconduct by breaking school rules	16
Level 3 - Serious misconduct or serious violation of school codes.....	16
Level 4 - Very serious misconduct or very serious violations of school codes	17
Level 5 - Criminal acts which not only violate school codes but which breach the law	17
Note:	18

LEGISLATIVE FRAMEWORK:

- South African Schools Act 84 of 1996
- The South African Schools Education Act of 1995

AIM:

- Ensure learners have access to quality educational time.
- Feel free to voice opinions that are free of prejudice of any kind.
- Ensure a safe environment where learning and teaching can take place.
- Provide for holistic development of the learner.
- Ensure that all learners uphold the name of the school at all times.
- Ensure respect for property, educators and staff at all times.

In regards to other learners:

Learners will respect the right of all learners to learn and they will show this by:

- Not disrupting classes.
- Not distracting other learners from their work.
- Respecting the property of other learners.
- Giving the educator a fair time to teach.
- Not coming late to class that will lead to disruption.

In regard to educators and staff members:

Learners will respect the rights of all staff members and their position of authority by:

- Not disrupting classes.
- Not coming late for classes.
- Not littering
- Not engaging in foul language.
- Respecting the property of educators and staff.
- Not damaging the property of educators and staff.
- Following orders given by staff members.

Learners will follow the following rules and regulations set out by the Executive Council of Learners and the School Governing Body.

COURTESY:

- Learners will greet the principal, deputy principals and educators, as well as ground staff and disciplinary officials. Learners will also greet all visitors to the school with great courtesy.
- Learners will remove any headwear (hats) while in the presence of any staff member or visitor to the school.
- Treat all visitors and staff with respect accordance to their authority.

MOTORVEHICLES AND MOTORBIKES:

- Any learner wishing to use his/her own transport must get permission from the principal or his/her representative.
- The learner must show a valid driving license or he will not be permitted onto the premises.
- Any learner will park in the public parking where he/she is told by the educator responsible.
- The school will notify the Public Safety if the learner does not comply with these rules.

PERSONAL APPEARANCE:

- Learners are seen as part of Wonderfontein when:
 - Coming to school.
 - At school.
 - Leaving school.
 - At school events.
 - When representing the school on a different premises.
- Learners will wear full school uniform at all times when seen as part of the school. This includes the above mentioned list.
- Learners must abide the uniform rules set out by the Executive Council of the Representative Council of Learners and the School Governing Body.

In regards to nails:

- BOYS:
 - Regardless of sexual orientation, all male learners will keep their nails short to the fingertips. All their nails, no fingernail may be longer.
 - No cutex or nail polish may be worn, not even see-through nail polish.
 - No nail extensions may be applied.
- GIRLS:
 - Regardless of sexual orientation, all female learners must keep their nails short. All nails must be the same length, no fingernail may be longer.

- No cutex or nail polish may be worn, except see-through nail polish.
- No nail extensions may be applied.

In regards to jewelry and personal grooming:

- No jewelry or armbands allowed except for wristwatch or medical bracelet. No other bracelets will be allowed.
- No necklaces of any kind will be allowed.
- No rings of any kind.
- No earrings for boys.
- Only small studs for girls.
- No sunglasses, only prescription glasses.
- No make-up at all will be allowed.

In regards to hair:

- **BOYS:**
 - Hair must be kept short, no longer than 3 centimetres from the scalp.
 - No patterns allowed in the hair.
 - Braided hair should be against the head.
 - No ponytails will be allowed.
 - Hair colour must be natural.
 - Hair must not touch the collar of the uniform.
 - Dreads or “corn” must be short and in uniform direction.
 - No beards or moustaches allowed.
 - No clean shaven sides and long hair on the head allowed.
 - Only the full Wonnies cap is allowed no other head wear at all.
- **GIRLS:**
 - Long hair must in one ponytail behind the head.
 - No patterns allows in hair.
 - Hair must be in the natural colour.
 - No clean shaven sides and long hair on the head allowed.
 - Hair extensions must be the same colour as natural hair.
 - If hair touch the collar of the uniform, it must be fastened.
 - Only the Wonnies vizor or hat allowed no other headwear allowed.

NOTE: All these above mentioned regulations for Personal Appearance count when learner represent the school, are on their way to school or on their way home.

OUT OF BOUNDS:

During school hours learners may not be:

- Outside the premises.
- In the parking area or staff parking area.
- In front of the A block towards the street.
- On the sporting grounds or pavilion.
- Between block A and block B.
- Ground staff quarters.
- In any store room or pavilion.

During break times learners may not be:

- Outside the premises.
- In the parking area or staff parking area.
- In front of the A block towards the street.
- Between block A and B, except for Grade 12 learners and only on the tarmac.
- On the sporting grounds or pavilion
- Ground staff quarters.
- In any store room or pavilion.
- On the upper levels of the C-block.
- On the upper levels of the B-block.

After school learners may not be:

- On the sporting grounds except when practicing.
- Inside the pavilion.
- In the staff parking area
- In the parking area.
- The Hall and foyer of the office building may not be entered except if permission is given by a staff member.

MOVEMENT DURING SCHOOL DAY AND BETWEEN PERIODS

- Learners must keep to their left when walking down and up the stairs and on the corridors to ensure safety of learners and smooth movement.
- Learners must not go the bathroom between classes and must first go to class and get permission from the educator to leave the room.
- Learners should not congregate in big groups.

LEAVING THE PREMISES:

- Learners are not allowed to leave the premises during school hours except with prior written permission from the parent/guardian or telephonic permission from the parent/guardian.
- When leaving the premises after school, all learners shall leave the school area via the gate next to the D-block – Technical Workshops. Learners will further use the gate that open in Bloukrans street..
- Learners will not leave the premises by the motor gate giving access to the parking area or the corner gate.
- Learners are not allowed to leave the premises through the office building.
- The principle of “in Loco Parentis” (In place of the parent) falls away when the learner leaves the premises and the school accepts no responsibility for learners who leaves the premises. Educators on duty will be available up to 14:30.
- Learners will abide by the rules of the road when leaving the premises.
- Learners will uphold the code of conduct at all times when leaving the premises.
- Learners may not use or be in possession of dangerous weapons, drugs, cigarettes, e-cigarettes, hubbly’s alcohol or other illegal substances within a 400 meter radius of the school or on the premises during or after school hours.
- Learners may not be in possession or use dangerous weapons, cigarettes, drugs, e-cigarettes, hubblys, alcohol or other illegal substances at any time while outside of the premises and in uniform or representing the school at any stage.

ARRIVING FOR SCHOOL:

- Learners will enter the premises immediately and not linger on the sidewalk, in the street or across the road from the school.
- Learners will enter the premises using the gate in Bloukrans street and will not be permitted to use any other gate to enter the school.
- Learners will enter between Block B and C but will not stay in this area and will immediately move towards the tarmac between Block B and the hall.
- Learners will not move around the building whilst arriving at school.
- Learners will be punctious and arrive before 7:25 AM to ensure the smooth running of the school.
- Late comers must report to the General Office to get a letter. Otherwise the learner will not be permitted to class.

EXAMINATIONS:

- Learners must be seated one hour before the commencement of the session.
- Learners must wear full school uniform unless given permission by the principal or the representative of the principal.
- No talking is allowed at all same with tests.
- Learners are not to leave the room except in extreme emergencies.
- Learners may not have notes or books with them.
- Any irregularities might lead to expulsion and getting zero for the test or examination.

GENERAL RULES:

- Homework should be done properly and by the due date.
- Workbooks and textbooks/class notes should be at school every day.
- Learners should be on time for class. Learners have 4 minutes to move from one class to the other. A bell announces the end of this four minute window.
- Learners should not disrupt class
- Learners should not talk in class without permission or as part of a classroom discussion.
- SBA tasks should be handed in on time.
- Learners should respect staff and keep away from being arrogant.
- Learners should be in class – no bunking.
- Learners should not show aggression towards staff or other learners.
- Learners should always wear full school uniform.
- Learners should not disregard any orders by the RCL or executive council.
- No littering on premises or classes
- Learners should be quiet in assembly on the tarmac or in the hall.
- No playing cards or gambling is allowed.
- Learners should be on time for school school starts at 7:25
- Learners may NOT use a cellphone or electronic music players at any time during class time or between classes. NO speakers will be allowed at school at any time.
- Cellphones may be used after school or during break times without the use of external speakers of any kind.
- **Hoërskool Wonderfontein, its staff and School Governing Body will not be held liable for any loss or damage for whatever reason of any electronic devices such as Cellphones, speakers, tablets, laptops, I-pads etc.**
- Learners must ensure that they attend the correct classes, even substitution class.

- Learners will remain silent during all tests or examinations and always obey the rules set out by the invigilators in the examination or test venue.
- Learners may not damage any school property. This includes graffiti and/or any writing on desks, walls, windows, floors or school property.
- Learners may not disrupt the smooth running of the school by using or having in their possession; crackers, water balloons or any other form of water or explosive device.
- Learners must at all times behave decent. Indecent behaviour like spitting, urinating, undressing etc in uniform or in public will not be tolerated.
- Learners may not assault, threaten assault or be in possession of a dangerous weapon.
- Learners may not be in possession or under the influence of any drug, alcohol or illegal substance.
- Learners may not steal or be in possession of stolen goods.

DRUG ABUSE POLICY

This is an extract of the Drug abuse policy of Hoërskool Wonderfontein.

- Learners who are suspected of being under the influence or caught with any form of drugs or illegal substances, including alcohol may be searched by the principal or his/her representative.
- Learners who are tested positive have to attend a course from Khulisa or Social Development to stop abuse. Learner may be suspended for a time frame.
- If learner persists to use drugs he/she will be suspended and given a disciplinary hearing.
- Learners who are caught smoking or using drugs will be suspended immediately for a minimum of 3 days and up to 7 days if he/she has a disciplinary hearing.
- Learners who are caught in possession will be suspended immediately for a minimum of 3 days and up to 7 days if he/she has a disciplinary hearing. The SAPS will be notified.
- Learners who are suspected of selling drugs or caught selling drugs will be suspended for 7 days and a disciplinary hearing will follow. The SAPS will be asked to act harshly on these learners. Hoërskool Wonderfontein will push for expulsion from school and for criminal charges against this learner.

The action taken in regards to sale of drugs or possession of drugs is in accordance with the drug trafficking act.

SALES OF GOODS POLICY

- There shall be no marketing, sale, distribution or storage of goods of any nature within the school premises or within 200 metres of the premises.

- All fundraising ventures shall be authorized by the SGB.
- This serves to protect the learners' safety, health and wellbeing.

DISCIPLINARY ACTIONS TO BE TAKEN IN REGARD TO THE CODE OF CONDUCT:

Hoërskool Wonderfontein uses a demerit system to handle disciplinary issues in the school. A learner will sit detention when he/she reaches 100 demerits.

If a learner does not sit detention, he/she must do community service on the Friday set out by the school.

If the learner fails to sit detention or do community service, the learner will be suspended for up to three days. On the return of the learner, he/she will still have to sit detention.

Demerits and actions follow on the next page:

Level 1 Offences – School and classroom management

CODE	OFFENCE	DEMERITS
A	Poor attempt at homework.	10
B	No homework / No work book at school.	10
C	No textbook/class notes at school	10
D	Copied homework	10
E	SBA Task not done or copied <ul style="list-style-type: none"> This includes late handing in. 	20
F	Talking in class / undisciplined. <ul style="list-style-type: none"> This constitutes consistent minor disruptions like getting up or speaking to a fellow student. 	10
G	Disrupting fellow learners. <ul style="list-style-type: none"> When taking away the right of a fellow learner by bothering the learner continuously. 	20
H	Disruption of class or lesson. <ul style="list-style-type: none"> This constitutes disruption that does not allow the lesson to continue in a fair manner. 	50
I	Late for class.	10
J	Bunking of class. <ul style="list-style-type: none"> When a learner is on the premises but not making any attempt to go to class. When in the bathroom after the second bell has rung. When standing on the stairs and making no attempt to move towards class. 	20
K	Uniform Infringement <ul style="list-style-type: none"> Continuous infringements might lead to suspension. 	30

L	<p>Appearance infringements</p> <ul style="list-style-type: none"> • Learner will be told to remove any jewellery or armbands not allowed and put it away. – First warning. • Learner will be told to remove the armbands and/or jewellery and hand it to the educator. Learner will get it back at the end of the day. Second warning. • Learner will remove it and hand it over but only receive it back at the end of the week. • Repeated infringement can lead to stricter measures. • All other appearance rules count under infringements. 	20
M	<p>Disregarding orders from RCL /DLC and Executive Council.</p> <ul style="list-style-type: none"> • Where these orders are fair and just. 	10
N	<p>Late for school</p> <ul style="list-style-type: none"> • Arriving after assembly will be constituted as late. • After 5 times arriving late within a month, your parent/guardian will be contacted. • Ensure you report to the office. 	10
O	<p>Gambling or playing cards</p> <ul style="list-style-type: none"> • This rule is for any time during the school day or in uniform. 	20
P	Disrupting assembly on tarmac or hall.	20
Q	Littering on premises or classes.	20
R	Wrong substitution class.	10
S	<p>Vandalism – writing or graffiti on desks / class</p> <ul style="list-style-type: none"> • Any graffiti inside the class or desks will be dealt with. • The school has the right to get the learner to paint, wash, scrub or fix the surface. • If it is of cost to the school, the learner and/or parent/guardian will be liable to pay for the repairs. 	50

T	<p>Use of cell phones/earphones/electronic media in class.</p> <ul style="list-style-type: none"> • Any electronic device used without the educator's permission will be taken. • The device will be handed in at the office with the name of the learner and the class and signed into the safe. • The parent/guardian can come collect it at the school during school hours. • The learner can get it back at the end of that month. 	50
U	<p>Use of any external speaker during the school day including breaks or in front of the school after or before school.</p> <ul style="list-style-type: none"> • Any use or possession of such an external speaker or any speaker will have the school take the speaker and keep it until the end of the term or until the parent/guardian collects the speaker. 	50
V	<p>Bunking school</p> <ul style="list-style-type: none"> • When a learner must be at school but does not arrive. • When a learner bunks more than 3 periods of a normal school day. 	100
W	<p>Smoking cigarettes or in possession.</p> <ul style="list-style-type: none"> • In presence of smokers. • Warning / whistling to warn smokers. <p>Note that a fine of up to R400 may be issued for any learner that smokes inside a room or under a roof, even the stairs. This is in accordance with anti-tobacco act.</p>	100
X	<p>Arrogance or aggression towards staff members or even ignoring staff members.</p>	100
Y	<p>Throwing eggs, water balloons or any other form of water.</p>	100

Repeated infringements of Level One Offenses might still lead to serious disciplinary action be taken. This may include, but is not limited to disciplinary hearings.

Level 2 and 3 Serious Offences:

CODE	OFFENCE	DISCIPLINARY ACTION
1	Wilful destruction of school property, including graffiti on walls, floors, windows	Four hours community service, payment for repairs. Might lead to suspension.
2	<p>In possession of dangerous weapons:</p> <ul style="list-style-type: none"> • Knives (any size) • Sharp ended scissors – blunt ended scissors are acceptable • Any explosive of any kind • Any firearm or gas powered weapon. <p>(This is according to the South African Schools Act – the description of a dangerous weapon)</p> <p>The use of crackers is included in this.</p>	<p>Any learner will be liable to a disciplinary hearing.</p> <p>The weapon(s) will be taken away and the learner suspended on grounds of the safety of the learners of the school</p> <p>The SAPS will immediately be informed.</p>
3	<p>Assault, threatening assault, verbal assault.</p> <ul style="list-style-type: none"> • Assault of a fellow learner • Assault of a staff member. • Serious assault. • Attempted murder • Murder 	<p>Immediate suspension – discretion of the Grade Head / Deputy Principal.</p> <p>Disciplinary Hearing may follow.</p> <p>The SAPS will be informed.</p>
4	<p>Sexual assault</p> <ul style="list-style-type: none"> • Touching without permission • Any sexual act without consent • Rape 	<p>Immediate suspension until disciplinary hearing.</p> <p>The SAPS will be informed.</p>
5	Any sexual act with consent	Immediate suspension and disciplinary hearing.
6	Indecent behaviour – spitting, undressing, urinating, drinking – in any way at school /	Can lead to suspension and disciplinary hearing.

	representing the school or in uniform	
7	Theft or in possession of stolen goods	Immediate suspension and disciplinary hearing. The SAPS will be informed.
8	Leaving school premises without permission.	Suspension may follow by the discretion of the Deputy Principal. Parents must be notified.
9	<p>In possession or use of any drug or alcohol:</p> <ul style="list-style-type: none"> • At school • In uniform • 400 meters from the premises. • Any school event • Representing the school <p>The school reserves the right to search any learner's bag(s) or person at any time when there are grounds for suspecting this.</p> <p>ADDENDUM:</p> <p>Drugs are any chemical or mixture or illegal substance or legal substance mixed to create a feeling of euphoria, impairs the person or endangers the physical state of wellbeing.</p>	<p>Immediate suspension.</p> <p>Disciplinary hearing.</p> <p>The parents/ guardians will be informed.</p> <p>The SAPS will be informed.</p>

Level 1 - Misconduct – School & Classroom Management

- Failing to be in class on time, bunking classes, failing to finish homework, failing to respond to reasonable instructions, being dishonest with minor consequences.
- Examples of disciplinary actions for misconduct inside the classroom - Carried out by class educator
 1. Verbal warnings;
 2. Community service;
 3. Demerits - as per code of conduct demerit system (Pg 11-13)

4. Additional work which is constructive and which possibly relates to the misconduct; Small menial tasks like tidying up the classroom; school premises
5. Detention in which learners use their time constructively but within the confines of the classroom i.e. they cannot participate in extra-mural activities or go home.

Level 2 - Misconduct by breaking school rules

- Frequently repeating Level 1 misconduct and not responding to disciplinary measures taken by the educator, smoking or carrying tobacco, leaving school without permission, using abusive language, interrupting education in the classroom, showing disrespect for another person, engaging in minor vandalism like graffiti, being dishonest with more serious consequences.
- Examples of disciplinary action for misconduct which breaks school rules - Carried out by higher authority such as the head of department:
 1. Any of the disciplinary actions listed above;
 2. Disciplinary talk with the learner;
 3. Talks with learner s parents or guardians;
 4. Written warnings;
 5. Signing contract with learner who agrees to improve;
 6. Performing duties that improve the school environment such as cleaning, gardening or administrative tasks.
 7. Community Service with added time.

Level 3 - Serious misconduct or serious violation of school codes

- Frequently repeating Level 2 misconduct, where action taken by school authorities is considered ineffective, inflicting minor injury on another person, gambling, being severely disruptive of classes, forging documents or signatures with minor consequences, using racist, sexist or other discriminatory behaviour, possessing or distributing pornographic, racist or sexist materials, possessing dangerous weapons, theft, vandalism, cheating during exams.
- Note: If the principal has good reason to suspect a learner of carrying drugs, stolen property, weapons or pornographic material onto the school property, the principal or an educator may search him/her. A person of the same sex must conduct the search in private and the dignity of the learner must be respected.
- Examples of disciplinary actions for serious misconduct carried out by the principal or referred to an outside agency for counselling:
 1. Any of the disciplinary actions listed above;

2. Written warning of the possibility of suspension from the school;
3. Referral to a counsellor or social worker;
4. Community service, once permission is granted by the provincial education department.
5. Allow for criminal or civil prosecutions which may follow, given that the misconduct is of a criminal nature.

Level 4 - Very serious misconduct or very serious violations of school codes

- Repetition of Level 3 misconduct where disciplinary action has been ineffective, threatening another person with a dangerous weapon, causing intentional limited injury to another person, verbally threatening the safety of another person, engaging in sexual abuse such as grabbing, engaging in sexual activity, selling drugs, possessing or using alcohol or drugs or being drunk or under the influence of narcotics, disrupting the entire school: for example, boycotting or staging a picket without consent, forging documents or signatures with serious consequences.
- Examples of punishments for very serious misconduct - Carried out by the principal or the school governing body together with the provincial education department
 1. Any of the disciplinary actions listed above;
 2. Referral of learner to an outside agency for counselling;
 3. Application to the provincial education department for limited suspension from all school activities.
 4. Allow for criminal or civil prosecutions which may follow, given that the misconduct is of a criminal nature.

Level 5 - Criminal acts which not only violate school codes but which breach the law

- Repetition of Level 4 acts, intending to inflict major physical injury on another person (assault), intentionally using a dangerous weapon, sexual harassment, sexual abuse and rape, robbery, major theft, breaking and entering locked premises, murder.
- Examples of disciplinary actions for criminal misconduct - Carried out by the principal and the school governing body together with the provincial education department:

Application to the provincial education department for expulsion or transfer of the learner from the school;

Allow for criminal or civil prosecutions which may follow, given that the misconduct is of a criminal nature.

Note:

- It is the view of the School Governing Body and the School Management Team that as far as possible, suspensions should be used only as last resort. Learners should be
- Suspension is a temporary measure employed. A learner who gets suspended has the responsibility to get the work or tasks or tests he or she missed during the suspension time. According to this policy, the learner is allowed to write scheduled term tests separately from his/her class but must then leave the premises.
- Very important: Disciplinary hearings can lead to expulsion. Expulsion is recommended by the School Governing Body's disciplinary committee. This committee refers the case to the HOD of Gauteng Education. The School Governing Body has the right to impose another 7 day suspension on the learner after the hearing, pending the decision. The Governing Body can also appeal for another 7 days. In cases where the disciplinary committee imposes the suspension, the learner is not allowed to write tests at all and should he or she be allowed to return, it is the learner's responsibility to get the work and organize writing the tests with the educator involved.
- The learner has the right to appeal the decision of the SGB disciplinary committee within 7 days after judgement. The learner also has the right to appeal the decision by the HOD within 7 days.

Compile by Mr JMD Beeslaar