

HYDE PARK HIGH SCHOOL

CODE OF CONDUCT

Last updated 2027

HYDE PARK HIGH SCHOOL

CODE OF CONDUCT | 2027

INTERACTIVE CONTENTS

Select any section to jump directly to its starting page.

NO.	SECTION	PAGE
1	GENERAL BEHAVIOUR AND CONDUCT	8
2	COMMUNICATION	9
3	BEHAVIOUR AND PUBLIC CONDUCT	10
4	DAMAGE TO PROPERTY	12
5	NEATNESS AND UNIFORM	12
6	REGULAR PROCEDURES	17
7	LEARNER PREGNANCY	21
8	CELLPHONE POLICY	24
9	EMERGENCY PROCEDURES	26
10	EXTRAMURAL ACTIVITIES	28
11	GRADE HEAD SYSTEM	30
12	ACCESS TO GENERAL OFFICE & USE OF HALL	30
13	HOME STUDY/HOMEWORK/PREPARATION	31
14	LATENESS	31
15	LEADERSHIP	32
16	LEAVING DURING SCHOOL DAY	33
17	LIFE ORIENTATION	33

NO.	SECTION	PAGE
18	MARKING OF BELONGINGS	34
19	MARKS AND AVERAGES	34
20	USE OF MEDIA CENTRE	36
21	NOTICES FOR ANNOUNCEMENT	36
22	OUT OF BOUNDS AREAS	37
23	RELIGION AND CULTURE	37
24	SAFETY AND SECURITY	38
25	SERIOUS MISCONDUCT	40
26	STAYING AFTER SCHOOL	42
27	SICKROOM	42
28	SUBSTANCE ABUSE (ALSO SEE DRUG POLICY 30)	43
29	SUBSTITUTION OF EDUCATORS	43
30	DRUG POLICY	44
31	DISCIPLINARY MEASURES	48
32	RULES OF THE NETWORK	52
33	PUPIL COMMITMENT	57
34	PARENT COMMITMENT	58

HYDE PARK HIGH SCHOOL
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Table of Contents

1. GENERAL BEHAVIOUR AND CONDUCT..... 8
   1.1. Manners..... 8
   1.2. Respect..... 8
   1.3. Punctuality..... 8
   1.4. Movement between classes..... 8
   1.5. Self-confidence..... 9
   1.6. Commitment..... 9
   1.7. Attitude problems..... 9
2. COMMUNICATION..... 9
   2.1. Parent Communication..... 9
   2.2. Pupil Communication..... 9
3. BEHAVIOUR AND PUBLIC CONDUCT..... 10
   3.1. Boisterousness..... 10
   3.2. Physical Contact..... 10
   3.3. Theft..... 11
   3.4. Bullying: Extract from the school's policy on bullying..... 11
   3.5. Harassment..... 11
4. DAMAGE TO PROPERTY..... 12
   4.1. Damage..... 12
   4.2. Graffiti..... 12
   4.3. Prohibition..... 12
5. NEATNESS AND UNIFORM..... 12
   5.1. Neatness of appearance..... 12
   5.2. Hair..... 13

5.3. Jerseys..... 13
5.4. Shirts – Boys..... 14
5.5. Shirts – Girls..... 14
5.6. Trousers – Boys and Girls..... 14
5.7. Skirts..... 14
5.8. Socks and Shoes..... 14
5.9. Blazers..... 15
5.10. Other Accessories..... 15
5.11. Jewellery & other adornments..... 16
5.12. Sportswear..... 16
6. REGULAR PROCEDURES..... 17
6.1. Absence..... 17
6.2. Assembly..... 17
6.3. Class Secretary..... 17
6.4. Movement during lessons..... 17
6.5. Collection and dropping-off of pupils..... 17
6.6. Motor Vehicles..... 18
6.7. Colours..... 18
6.8. Deadlines..... 19
6.9. Detention..... 19
6.10. Classroom Discipline..... 19
6.11. General Disciplinary Procedure..... 19
6.12. Dishonesty & Plagiarism..... 20
6.13. Swimming Pool..... 20
6.14. Shop (Nearly New)..... 21
6.15. Textbooks / Learning Materials..... 21
6.16. Tours/Excursions..... 21

7. LEARNER PREGNANCY..... 21
7.1. The learner..... 21
7.2. The parents..... 21
7.3. The school..... 21
8. CELLPHONE POLICY..... 24
8.1. Smart Cellular Phones..... 24
8.2. Cellphone Rules (2027)..... 24
8.3. Confiscated Cellphones..... 25
8.4. Privacy Violations..... 25
9. EMERGENCY PROCEDURES..... 26
9.1. Announcing an emergency..... 26
9.2. Evacuation procedure..... 27
9.3. Evacuation Directions (to Rugby Field)..... 27
10. EXTRAMURAL ACTIVITIES..... 28
10.1. Rules and Expectations..... 29
11. GRADE HEAD SYSTEM..... 30
11.1. Allocation..... 30
11.2. Contact..... 30
12. ACCESS TO GENERAL OFFICE & USE OF HALL..... 30
12.1. Admin Access..... 31
12.2. Hall Access and usage..... 31
13. HOME STUDY/HOMEWORK/PREPARATION..... 31
13.1. Expectations..... 31
14. LATENESS..... 31
14.1. Roll Call..... 32
14.2. Consequences..... 32
15. LEADERSHIP..... 32

15.1. RCL Representatives..... 32
15.2. Grey/Blue Tie Leaders..... 32
15.3. House Captains..... 32
15.4. Class Secretaries and their Deputies..... 33
16. LEAVING DURING SCHOOL DAY..... 33
16.1. Procedure..... 33
17. LIFE ORIENTATION..... 33
17.1. Job Shadowing..... 34
18. MARKING OF BELONGINGS..... 34
18.1. Parental responsibility..... 34
19. MARKS AND AVERAGES..... 34
19.1. Progress..... 34
19.2. Moderation..... 34
19.3. Evaluation..... 34
19.4. Weighting..... 35
19.5. Cycle Tests..... 35
19.6. Missing assessments..... 35
19.7. Reports / Reissue of Reports..... 36
20. USE OF MEDIA CENTRE..... 36
20.1. Loss and damage of media items..... 36
20.2. Lending policy..... 36
21. NOTICES FOR ANNOUNCEMENT..... 36
21.1. General announcements..... 37
21.2. Other Announcements..... 37
22. OUT OF BOUNDS AREAS..... 37
22.1. Pupil Out of Bounds Areas..... 37
23. RELIGION AND CULTURE..... 37

23.1. Recognition of Religious and Cultural beliefs..... 37
24. SAFETY AND SECURITY..... 38
24.1. Liability..... 38
24.2. School provision:..... 39
24.3. Drop off Safety..... 39
24.4. General Vigilance..... 39
25. SERIOUS MISCONDUCT..... 40
25.1. Sexual Violence and Abuse..... 40
25.2. Reporting..... 40
25.3. Dealing with pornographic downloads and distribution..... 41
25.4. Social Networking sites (also see Rules of the Network)..... 42
26. STAYING AFTER SCHOOL..... 42
26.1. Procedure..... 42
27. SICKROOM..... 42
27.1. Procedure..... 42
28. SUBSTANCE ABUSE (ALSO SEE DRUG POLICY 30)..... 43
28.1. Rules..... 43
29. SUBSTITUTION OF EDUCATORS..... 43
29.1. Procedure..... 44
30. DRUG POLICY..... 44
30.1. General Aim..... 44
30.2. What are Drugs?..... 44
30.3. Jurisdiction of this Policy..... 44
30.4. Prevention..... 45
30.5. Procedures for Counselling and Rehabilitation..... 45
30.6. Disciplinary Action..... 46
30.7. Drug Testing..... 47

30.8. Searches..... 47
31. DISCIPLINARY MEASURES..... 48
31.1. Grading of offences..... 48
31.2. Serious offences..... 48
31.3. Disciplinary Hearing..... 49
31.4. Sanctions..... 49
31.5. Internal Hearing..... 49
31.6. List of possible disciplinary sanctions to be applied for Level 1, 2, 3, and 4 offences.....65
31.7. Confidentiality..... 52
32. RULES OF THE NETWORK..... 52
33. PUPIL COMMITMENT..... 57
34. PARENT COMMITMENT..... 58

INTRODUCTION

The South African School's Act 84 of 1996 empowers a School Governing Body to maintain discipline in a school. Our school's Code of Conduct is available for perusal at the Front Office. The Code of Conduct prescribes behaviour that respects the rights of learners and educators which includes, but is not limited to:

1. All learners at Hyde Park High School are subject to the Code of Conduct without exception.
2. An educator has the same rights as a parent to control and discipline a learner in accordance with the Code of Conduct during the time the learner attends school or at school-related activities. As per South African School Act 84 of 1996, corporal punishment is not permitted in schools.
3. The school will always act in the best interests of the learner and has sought to apply the **Child Justice Act 38 of 2005**.

There are four main expectations of any pupil admitted to Hyde Park High School. These are:

1. He or she should be seen to be working to the best of his or her ability, and should be suitably prepared for all lessons;
2. His or her presence at Hyde Park should in no way spoil the quality of life of any other member of the school community;
3. He or she should get involved in the extramural life of the school;
4. He or she should agree to abide by the rules and regulations of the school and should behave in such a way as to bring credit to the school.

Included in the school's Application for Enrolment Form is an acknowledgement which all parents sign, the first point of which reads as follows: **“Pupils and their parents/guardians must agree to abide by the school's ethos, policy and rules, including the school's standards of discipline, dress, good behaviour, extramural involvement, attitudes, and social values."**

The spirit rather than the letter of the code is most important, but ignorance of a rule cannot be offered as an excuse.

1. GENERAL BEHAVIOUR AND CONDUCT

1.1. Manners

The standard forms of address at Hyde Park are "Sir" and "Ma'am". Pupils stand when anyone in authority enters the room and knock before entering a room during a lesson. They are expected to make way for and to always greet visitors and staff in corridors and doorways. Always keep to the left when using the stairs to avoid congestion.

1.2. Respect

This is important regarding self, to property, and to others. It should be reciprocal and earned rather than automatic; but an appropriate respect for position is very important, together with recognition that everyone has something special to offer. Pupils must be led towards contemplating the consequences of their behaviour and accepting responsibility for their actions and for their own education.

1.3. Punctuality

Lateness for the beginning of each school day and the beginning of any extramural activity cannot be accepted without good reason. Neither distance from the school, nor transport difficulties, can be used as an excuse. (See par 14)

1.4. Movement between classes

Movement between classes and after breaks should be brisk. Two minutes is allowed for this before a second bell rings and the next lesson begins. Pupils, who arrive later than the body of the class without a note from the previous teacher, are given a standard punishment of 2 pages of constructive notes per minute late. These pages should cover the work done in the lesson for which the pupil is late. (See par 14)

1.5. Self-confidence

Treating others with consideration and appreciation develops their confidence in themselves and their respect for you.

1.6. Commitment

Every pupil should be involved in at least one activity per term.

1.7. Attitude problems

Attitude problems should be dealt with immediately and specifically as they arise. It is recognised that there is no "rule system" that can force a change of attitude.

2. COMMUNICATION

2.1. Parent Communication

2.1.1. Parents, where possible, must please communicate with the school in writing in all matters.

2.1.2. The school makes use of the **D6 School Communicator** – which keeps parents up to date with what's happening at the school. It updates automatically and provides the latest news and calendar events. The school Communicator is not used to publish homework assignments. More information is available on the school Web Page.

2.1.3. Teachers may contact parents if a pupil is seen not to be working or making an effort. This can be done by asking them to sign tests or other work, or by emails or diary entries. Parents should check diaries regularly.

2.2. Pupil Communication

2.2.1. The main school notice boards and web site are the primary means of communication for extra murals. Details of activities and events, fixtures, practices, rehearsals, etc are provided here; and the boards must be consulted at least daily.

2.2.2. Pupils who cannot attend a practice, rehearsal, or other scheduled activity after school hours, must be excused

beforehand in writing by a parent/guardian with a signed and dated note addressed to the teacher concerned, giving the reason. Any communication with the school should preferably be done via email.

2.2.3. Pupils that have an unavoidable problem or an emergency with some aspect of the school rules, must provide a suitable note from a parent/guardian, signed and dated, giving the reason, which must be always carried with the pupil. This should not extend beyond a reasonable period and will not necessarily result in exemption in every case.

2.2.4. Many newsletters and other communications require a written response of some sort from parents; these are to be completed and handed in, usually during Register Class on Mondays. Register Class teachers keep an alphabetical record of such returns.

2.2.5. If a pupil feels ill and needs to go home, they must see the Grade Head with the Register Class secretary, between lessons or at break. If a child is very ill, then the RCL representative must get the required authorisation for them from the Grade Head.

3. BEHAVIOUR AND PUBLIC CONDUCT

3.1. Boisterousness

3.1.1. Undue boisterousness or loud behaviour is discouraged.

3.2. Physical Contact

3.2.1. Physical contact, including kissing, holding hands, or other overly familiar behaviour is inappropriate in uniform and in public.

3.2.2. Hugging, by way of greeting, is acceptable if not carried to extremes. A hug of comfort, depending on the circumstances, is acceptable.

3.3. Theft

3.3.1. Theft of any sort shows a complete lack of consideration for others. Any thief caught will be punished most severely and will be subjected to disciplinary proceedings.

3.4. Bullying: Extract from the school's policy on bullying.

3.4.1. Bullying, intimidation or harassment is a systematic abuse of power and can be verbal, physical or social and has the intention to hurt, humiliate and isolate individuals. It entails systematically and chronically inflicting physical or psychological distress on one or more students.

3.4.2. Intimidating or threatening others in any way, either physically or verbally, non-verbally individually or as a group, is entirely unacceptable in the school community. Bullying or any form of harassment will not be tolerated or condoned and shall be just cause for disciplinary action.

3.4.3. All bullying allegations should be reported to a teacher for action.

3.5. Harassment

3.5.1. Sexual harassment is any unwelcome or unwanted verbal, written or physical conduct of a sexual nature that causes discomfort, humiliation, offence and/or interferes with a student's right to learn, study, work, achieve or participate in a comfortable and supportive atmosphere. The school is firmly opposed to all forms of sexual harassment and any perpetrators will be liable to prosecution as well as face internal disciplinary proceedings.

4. DAMAGE TO PROPERTY

4.1. Damage

4.1.1. Buildings, fittings or equipment that is damaged, broken, or stolen must be paid for by those responsible. If reported immediately, the only penalty will be the cost of replacement; if investigation becomes necessary, the punishment will be more severe.

4.2. Graffiti

4.2.1. Graffiti of any sort is unacceptable.

4.3. Prohibition

4.3.1. The inappropriate use of Tippex, thick felt pens is not allowed at school.

4.3.2. Chewing gum is forbidden at school.

4.3.3. Ball games are not permitted near buildings.

5. NEATNESS AND UNIFORM

Dress requirements are set out in the **Application for Enrolment Documentation**, agreed to and signed by the parents.

5.1. Neatness of appearance

5.1.1. Neatness of appearance is the main uniform criterion. Pupils who look untidy or who deliberately disobey uniform requirements are given a uniform detention. These are run on Friday afternoons. Pupils who are inappropriately dressed may also have the non-compliant items confiscated or be sent home to change into proper school uniform at the discretion of the Grade Head, and in consultation with the parent/guardian.

5.1.2. Uniforms are checked by the register teacher at the beginning of the day and by the subject teachers during the school day.

Formal inspections are also conducted at school assemblies on a regular basis.

The **school uniform includes and is not limited to:**

5.2. Hair

5.2.1. Pupil's hair must look neat.

5.2.2. Hair may not fall into the face.

5.2.3. Hair longer than the collar must be tied up using a hairband

5.2.4. The hair must be of natural colour.

5.2.5. Braids are allowed on condition that they are tied back. Colours included are natural and dark brown **(braid dye colours are 1,4,33 only).** Length of braids may not exceed waist length.

5.2.6. Boys' sideburns may not be below the centre of the ear.

5.2.7. Boys must be clean-shaven.

5.2.8. Hair ties and clips must be black, white, and only one colour at a time.

5.2.9. No high ponytails allowed as it can be seen as an obstruction to learners sitting behind them.

5.2.10. No beads permitted in braided hair.

5.3. Jerseys

5.3.1. A long-sleeved navy V-necked jersey (white for matric) may be worn but only with a blazer.

5.3.2. A sleeveless navy jersey (white for matric) with the school badge on it.

5.4. Shirts – Boys

5.4.1. No items of clothing may be worn under the shirt such as T-shirts or vests that are coloured or with logos on them.

5.4.2. A plain white buttoned shirt with the school tie. (Not a golf shirt)

5.4.3. The white HPHS golf shirt with the school logo, **is only allowed to be worn for sport**.

5.5. Shirts – Girls

5.5.1. A white open-necked shirt with the school badge on the pocket, rounded at the bottom and not tucked in (summer).

5.5.2. No items of clothing may be worn under the shirt such as T-shirts or vests that are wildly coloured or with logos on them.

5.5.3. A plain white buttoned shirt with the school tie (winter).

5.5.4. The white HPHS golf shirt with the school logo, **is only allowed to be worn for sport**.

5.6. Trousers – Boys and Girls

5.6.1. Grey school pants, which must touch the shoes, with a black belt. Tight fitting pants and tight tailored pants are not allowed.

5.7. Skirts

5.7.1. A pleated grey skirt as supplied by the school stockists, which is no more than four fingers above the knee.

5.8. Socks and Shoes

5.8.1. Grey socks with grey school pants.

5.8.2. White ankle length socks (summer)/opaque black or grey stockings or long grey socks (winter), with the grey school skirt.

5.8.3. Plain leather black, round-toed school shoes.

5.8.4. Strictly grey school socks for boys.

5.9. Blazers

5.9.1. Blazers are to be worn properly when pupils are on the move. Blazers **must** be worn through-out the year.

5.10. Other Accessories

5.10.1. A plain navy raincoat may be worn to and from school only if it is raining. Raincoats may not be worn at school.

5.10.2. The school navy scarf with the school colours may be worn with the winter uniform only.

5.10.3. A white scarf may only be worn by members of first teams with the winter uniform.

5.10.4. Official school caps and beanies may only be worn in the winter and during unexpected cold weather; and after school. Other hats and caps are not part of the school uniform and will be confiscated by teachers and Senior Counsellors. Caps and Beanies may not be worn in class. Date for wearing winter uniforms will be communicated.

5.10.5. Learners may not wear the full school's tracksuit in winter.

5.10.6. The Track jacket may be worn **under the blazer and not alone in** winter.

5.10.7. Body piercings and tattoos must not be visible in school uniform. Kindly note: plaster may not be used to hide body piercings.

5.10.8. No ear warmers during winter

5.11. Jewellery & other adornments

5.11.1. Girls - plain gold or silver stud earrings are only allowed to be worn in the lobe of the ear. Only one earring per lobe and they must be an identical pair. Pearls and diamonds earrings are not permitted.

5.11.2. Any other body piercings must not be visible in school uniform.

5.11.3. A watch or a medic alert bracelet are the only other items that may be worn whilst in school uniform or in sport uniform.

5.11.4. Make-up, false eyelashes, false nails and coloured nail varnish are **not permitted**, and fingernails must be kept short.

5.11.5. Jewellery of a religious type may be worn but must not be visible. Any religious exclusion must be applied for to the chairperson of the SGB. Kindly ensure that a letter is submitted to the SGB chairperson regarding the latter.

5.12. Sportswear

5.12.1. Blue Hyde Park shorts and a Hyde Park golf shirt with the blue school crest must be worn for physical education lessons and all extra-curricular activities.

5.12.2. Black swimming costume or team costume can be used. Sports coaches will advise on kits for specific sports.

5.12.3. Regulation Hyde Park School sport tracksuits are the only tracksuits to wear, to and from games and after practice, with appropriate sports shoes.

5.12.4. Pupils who represent Hyde Park should wear the school tracksuit to games as part of their team outfit.

6. REGULAR PROCEDURES

6.1. Absence

6.1.1. Any absence from school must be accounted for in writing by parents on the day of the pupil's return to school.

6.1.2. If assessments are missed due to absence, the learner may be allowed to complete the assessment where possible, providing that permission is granted by the Grade Head.

6.2. Assembly

6.2.1. Pupils line up in register classes, with immediate silence at the 2-minute bell.

6.3. Class Secretary

6.3.1. This pupil keeps the Daily Register (absence, lateness, and sick room). S/he also reports to the general office the non-arrival of a teacher after the two-minute bell.

6.4. Movement during lessons.

6.4.1. Pupils are to stay in class during lesson time, except in an emergency. Requests to leave class to see another teacher (or pupil) during lesson time will be refused, because this would mean the interruption of someone else's lesson. In the same way, requests to go during lesson time to the bathroom, general office, media centre, or locker area will also be refused - unless it is an emergency. All learners leaving the class for a valid reason must have their diary signed.

6.5. Collection and dropping-off of pupils.

6.5.1. The Loop Road is one-way only. All who use this access route are asked to always obey all the rules of the road. There is especially no parking on the east side of Third Road opposite the Loop Road.

6.5.2. All pupils are to wait to be collected after school or extramural activities inside the Loop Road. Pupils are to be appropriately

attired in full school uniform, blazer over sports kit, or full school tracksuit.

6.6. Motor Vehicles

6.6.1. No learner may bring a motor vehicle or motorcycle onto the property occupied by the school except under written authority of the Principal. This includes the Loop Road.

6.6.2. If permission is granted for a learner to bring a motor vehicle or motorcycle onto the property of the school, then the following applies.

6.6.2.1. The driving of a motor vehicle or motorcycle by a learner in such a manner as to create a risk of harm to learners on the school property or learners or members of the public in the immediate vicinity of the school is strictly prohibited.

6.6.2.2. The driver's license of the learner for the vehicle or motor bike must be checked by the Principal. A copy must be handed to the grade head.

6.7. Colours

6.7.1. At Hyde Park High School, colours awards are perceived not as a reward for effort, but as a recognition of excellence and talent properly applied. This thinking permeates the decisions of the colours committee, whose responsibility it is to ensure that the standards for the awarding of colours are maintained.

6.7.2. Colours can be awarded for academics, sports and cultural activities that are recognised as an official school activity. In this regard, a code of conduct is to be adhered to. The process is managed by the Colours Committee, and their decision is final.

6.7.3. The Recognition Badge may be awarded for provincial- or national-level achievement in any activity in which there is no inter-school competition, or which does not form part of the school's extramural programme.

6.8. Deadlines

6.8.1. It is imperative that assessment tasks are submitted by the due date set by the relevant teacher. Submissions made on a day after the due date will carry a 50% penalty.

6.9. Detention

6.9.1. Apart from those imposed by individual teachers during breaks or after school, a detention in the form of Community Service is held on Wednesdays for which 24 hours' notice will be provided. Kindly note this will be from 13h30 to 15h30.

6.10. Classroom Discipline

6.10.1. Teachers are responsible for discipline inside and around their own classrooms, but if their own efforts do not achieve the desired result the relevant Grade Head is called in to assist.

6.11. General Disciplinary Procedure

6.11.1. If a teacher deems it necessary to prevent a particular pupil from further participation in a lesson for the sake of effective teaching ("Time Out") but does not feel that the offence merits the attention of the Grade Head, the teacher may decentralise the learner within their classroom.

6.11.2. Pupils will be reported to the Grade head for repeated errors of omission, or for serious offences. The Grade head will manage the situation accordingly.

6.11.3. Depending on the nature of the offence as well as the record of the pupil concerned, the Grade Head may then ask all those who teach the pupil to fill in a Confidential Report Form.

6.11.4. Once this has been completed and assessed the Grade Head and/or Principal may
decide that an interview with the parents of the pupil is required, or a First Notice
of Unacceptable or Unsatisfactory Behaviour, or both.

6.11.5. This will be emailed to the parent and needs to be acknowledged and signed by the parent.

6.11.6. If, once the parents have been seen or a First Notice signed, the same pupil again arrives in the foyer for unacceptable or continuously unsatisfactory behaviour, the Principal after due investigation is obliged to send a Second Notice to the parents for signature.

6.11.7. If this in turn has to be followed by a Third and Final Warning, any subsequent unacceptable or continuously unsatisfactory behaviour will lead to a disciplinary hearing in which the disciplinary committee will decide on the appropriate sanctions.

6.12. Dishonesty & Plagiarism

6.12.1. Pupils are expected to be honest about the work they claim to be their own.

6.12.2. If any work handed to a teacher has been copied from another person, both the person who has copied, and the person who allowed the work to be copied will forfeit all marks that may have been awarded for that task.

6.12.3. If any work handed in to a teacher has been plagiarised in any way without acknowledgement, the pupil will forfeit all marks that may have been awarded for that task.

6.12.4. If a pupil is found to be cheating during a test or an exam, the evidence will be communicated with the school's irregularity committee.

6.13. Swimming Pool

6.13.1. The Swimming Pool can be used only if a member of staff is present and with permission.

6.14. Shop (Nearly New)

6.14.1. This is open at second break and immediately after school on Wednesdays only.

6.15. Textbooks / Learning Materials

6.15.1. Pupils are required to have Textbooks / Learning Materials with them to participate in a lesson.

6.15.2. All textbooks issued to learners by their subject teachers remain the property of Hyde Park High School.

6.15.3. Textbooks will be collected on the day of the final examination for that subject.

6.15.4. Missing or damaged textbooks are required to be replaced or paid for by the learner, to whom the book was issued.

6.16. Tours/Excursions

6.16.1. The usual school rules apply at all times; failure to conform to these rules may mean that pupils will be sent home and may compromise colours awards.

7. LEARNER PREGNANCY

The following is a summary that outline what learners, parents and school must do in the event of a learner falling pregnant: All communication will be treated as confidential and at all times is in the interest of the child/learner.

7.1. The learner	7.2. The parents	7.3. The school
✓ Inform a designated educator, who will	✓ Parents are strongly encouraged to	✓ If applicable: Inform the Department

take responsibility for implementing the measures ✓ Attend a clinic and provide the school with records of attendance ✓ Be informed that the school has no medical staff to handle deliveries or look after newborn and that a period of absence long enough to cover "pre and post-natal concerns and initial care of the child" should be taken. ✓ Before being readmitted to the school after the period of absence, produce a medical report stating that she is fit to return. ✓ Understand that, although she is	support learners with their schooling before and after birth. ✓ Seek advice on motherhood, child rearing and the roles and responsibilities of parents. ✓ Take responsibility for their pregnant children and work with the school regarding the child's health and progress. ✓ Help the child to receive and return assignments during any period of absence.	of Social Development and facilitate registration for the child support grant and access to other assistance. ✓ Maintain records of learner pregnancies and submit these to the Department. ✓ Report rape and statutory rape to the SAPS. ✓ Be guided by the policy regarding the management of learner pregnancy in public schools.

protected from unfair discrimination, some people may disapprove of her situation. ✓ Learners who are over six months pregnant will be required to submit a medical certificate indicating the status of their pregnancy and estimated delivery date. In addition, the pregnant learner will be asked to provide medical reports to the school principal, certifying that it is safe for her to continue with her schooling, if she wishes to stay in school beyond 32 weeks (8 months) of pregnancy. If the learner does not provide this		

information and fails to provide an explanation, she may be asked to take a leave of absence until medical proof is provided.		

8. CELLPHONE POLICY

8.1. Smart Cellular Phones

8.1.1. *Smart* cellphones are being phased out as of 2023 in **Hyde Park High School. As of 2027 grades 8, 9, 10, 11 and 12** are not allowed smart phones, however, a ***non-smart phone*** may be allowed for communication outside of school hours.

8.2. Non-smart Cellphone Rules (2027) – (Non-smart phones)

8.2.1. *No learner should use their cell phone during classes.*

8.2.2. *The cell phone must be switched off during classes.*

8.2.3. *No cell phone is allowed in an examination venue.*

8.2.4. *No learner should have earphones or any other phone accessories during contact time.*

8.2.5. *Should a learner be found contravening cell phone usage rules, the phone will be confiscated by the educator and held until the end of the year. Parents will be called to report to school. Cellphones will be released after a fine of* ***R300.00*** *has been settled.*

8.2.6. *Learners found to be sharing sensitive material including graphic images and/or pornography will be subject to disciplinary processes in line with serious misconduct.*

8.2.7. *Learners found using their phones to disseminate hurtful information about other learners will be subjected to disciplinary processes in line with serious misconduct.*

8.2.8. *No learner is allowed to access restricted sites using the school's infrastructure and will be subjected to disciplinary processes in line with serious misconduct.*

8.2.9. *No videoing or taking photographs on the school premises.*

8.2.10. *Random searches will be carried out to ensure learners don't bring their smartphones to school.*

8.3. Confiscated Cellphones

8.3.1. *All cellphones will be placed in an envelope and handed to the secretary. The learner shall sign receipt of acknowledgement for the description of his/her phone.*

8.3.2. *He/she* may be entitled to the sim card.

8.3.3. *Parents should be notified once a phone is confiscated. There will be a request for parents to report to the school should a phone be confiscated.*

8.4. Privacy Violations

8.4.1. *Pupils must ensure that files stored on their mobile phones do not contain violent, degrading or pornographic images.*

8.4.2. ***Pupils are not permitted to:***

8.4.2.1. Take, store and/or transmit photographs/videos of members of staff under any circumstances.

8.4.2.2. *Take, store and/or transmit photographs/videos of other pupils which may be deemed offensive, pornographic, abusive, violent, criminal and/or discriminatory.*

8.4.3. *Pupils may not, under any circumstances:*

8.4.4. *Call staff members on their private mobile phones or landlines, even if they believe they have a legitimate reason.*

8.4.5. *Communicate with staff members using their private email addresses.*

8.4.6. Use the internet to distribute any private information about a staff member or other pupils as this represents a violation of privacy rights.

8.4.7. In the event of a mobile phone being returned to the parents/guardian, the pupil will not be permitted to have a smart phone at school for a period to be determined by the Principal.

9. EMERGENCY PROCEDURES

9.1. Announcing an emergency

9.1.1. Announcements will be made over the intercom (accompanied by three consecutive rings of the bell). If the intercom is inoperative this will be done by one of the following means:

9.1.2. Three consecutive rings of the bell;

9.1.3. By hand bell, rung in each of the quads;

9.1.4. By siren/aerosol alarm, which means stay in your classrooms, but crouch down low.

9.2. Evacuation procedure

9.2.1. On hearing the signal to evacuate, Pupils leave belongings in class.

9.2.2. Teachers follow classes after checking for strange or foreign objects in and around their classrooms. If classroom is clear, leave door open. Do not lock.

9.2.3. Once at the evacuation area, using the directions given below, pupils must assemble alphabetically in their register classes.

9.2.4. If an evacuation is called at break, pupils must move away from the buildings and down the ramps towards the rugby fields.

9.2.5. If the lightning warning system alarm goes off, all pupils are to get out of the pool and/or off the fields and must wait until the “all-clear” siren is heard before resuming their activities

9.3. Evacuation Directions (to Rugby Field)

Rooms 4, 5, 6, 7 8, 15, 18, 19 & 21	Towards the Science Block, turn right between Room 18 and the Science Block and then down the South Ramp
Rooms 28, 29, 30 & 31	Down the stairs, turn right then down the South Ramp
Hospitality Centre and Science Block (S1, S2, S11, S12, S14 & S15)	Along the bottom corridor, past the bathrooms and then down the South Ramp
Rooms 60, 61, 72 & 73	Past teacher parking and then down

	the South Ramp
Rooms 32, 33, 34	Down the stairs, past the Admin Block, through the staff car park, over the PT Lawn and then down the North Ramp
Room 40, 41, 42, 43, 44 & 45	Past the Admin Block, through the staff car park, over the PT Lawn and then down the North Ramp
Admin Block, Staff Room, Media Centre & Media Auditorium	Through the staff car park, over the PT Lawn and down the North Ramp
Rooms 38, 39, 46 & 47	Across the Hall Quad to the PT Lawn and then down the North Ramp
Room 48 & 49	Through the Hall Quad to the PT lawn and then down the North ramp.
Rooms 50 & 51	Through the old tuck-shop tunnel, across PE lawn and down the ramp
Rooms S56 & Lapa Auditorium	Across the Afrikaans quad, through the doorway towards the old tuck-shop, across the PE Lawn and down the North ramp road.
The Hyde Out	Through the staff car park, over the PT Lawn and down the North Ramp

10. EXTRAMURAL ACTIVITIES

10.1. Rules and Expectations

10.1.1. Pupils are expected to participate fully in sporting or cultural activities, and preferably in both. At least two afternoons or evenings a week should be spent at school involved in one activity or another. There is no reason for this to affect schoolwork adversely; it is in fact found to improve it. However, a pupil may not participate in any extra-curricular activity if they have not completed the formal academic programme of the day. Failure to adhere to this may compromise a learner's ability to be awarded colours.

10.1.2. Once a pupil has committed himself/herself to any activity, she/he is expected to attend all practices/rehearsals and matches/performances. Should she/he be unable to attend, this must be discussed in advance in person with the teacher in charge. No passed-on messages can be accepted. Any defaulters are reported to the teacher in charge of the activity for further action.

10.1.3. Equipment is very expensive, and pupils have to replace, individually or as a team, anything that is lost or broken through negligence.

10.1.4. The Master in Charge (MIC) is the manager of the activity and will have authority to take disciplinary action at all sporting events, fixtures and training sessions in their respective activity.

10.1.5. No spectators will be allowed at a fixture or training session without educator supervision.

10.1.6. No learner may attend an away event without a valid indemnity form and approval from the Education Department.

10.1.7. Pupils attending away events must be picked up, once returned to school.

10.1.8. The official first-aid personnel at any sport activity have the final authority in any matters relating to injuries.

10.1.9. Pupils guilty of misconduct at any extracurricular activity, or violating ambassadorial standards, may result in a temporary, or permanent ban from the activity. In the event of serious misconduct, the removal of colours awards may be considered.

10.1.10. Pupils not wearing the correct sports kit for an activity may not be allowed to partake in the activity.

11. GRADE HEAD SYSTEM

11.1. Allocation

11.1.1. A member of staff is appointed to manage and look after each grade. The grade head works in close co-operation with the Register Class teachers and parents.

11.2. Contact

11.2.1. Should an academic, social, personal, or emotional problem arise at any stage, the Grade Head is the person to contact in the first instance. They are usually well placed to assist pupils, staff and parents with difficulties.

12. ACCESS TO GENERAL OFFICE & USE OF HALL

12.1. Admin Access

12.1.1. Permission is required for any pupil to enter the administration block.

12.2. Hall Access and usage

12.2.1. A member of staff must be present to supervise all activities in the hall. Only authorised pupils are allowed above, on, or under the stage, or in the Sound and Lighting Box.

12.2.2. The use of Prestik, glue, Tippex, paint or nails is expressly forbidden on any surface a in the Hall.

13. HOME STUDY/HOMEWORK/PREPARATION

13.1. Expectations

13.1.1. Parents are expected to take an interest in work done at home and co-operate with teachers in insisting on extra work in weak areas. The use of the diary is a valuable communication medium to achieve this.

13.1.2. Home study includes not only written and learning homework, but also consolidation of the day's work, regular revision, and preparation for the next day's lessons, any projects set, and anticipated tests.

13.1.3. Matric Learners have extramural activities suspended from the second term. This additional time should be appended to the normal home study/preparation, and not considered free time.

14. LATENESS

14.1. Roll Call

14.1.1. Roll call is taken by Register Class teachers promptly at 07h40 every morning. Any pupil that does not present at roll call is entered as absent, both on the return slip and in the daily register. Pupils arriving at any time after 07h40 must report immediately to the General Office with their diaries, i) for a late note, and ii) to have the absentee records amended.

14.2. Consequences

14.2.1. If a pupil's name has been entered as absent on the register, but the pupil is present in class without a late note, that pupil must be sent to the foyer immediately to explain the situation to the Grade Head.

14.2.2. Any pupil arriving late more than three times without a valid reason will be placed on detention or do community service.

15. LEADERSHIP

Several avenues are open to pupils to develop these skills:

15.1. RCL Representatives

15.1.1. *RCL* Representatives are elected by the end of January each year. Two pupils are elected per class.

15.2. Grey/Blue Tie Leaders

15.2.1. *Grey/Blue Tie* Leaders are elected by the teaching staff, and by their Grade 11 peers, towards the end of the third term of each year.

15.3. House Captains

15.3.1. *House Captains* are elected by the Heads of House, and the Heads of Sporting and Cultural activities. They assist the Head of House to manage inter-house activities during the year.

15.3.2. The election or appointment of *Captains and vice-captains of teams*, *and Chairpersons of societies*, is at the discretion of the Master in Charge of the activity in question.

15.4. Class Secretaries and their Deputies

15.4.1. *Class* Secretaries *and their Deputies* will be appointed for each class by the Register Class teacher.

16. LEAVING DURING SCHOOL DAY

16.1. Procedure

16.1.1. Pupils must have notes from their parents with details of appointments etc., which must be countersigned by their Grade Heads early in the day.

16.1.2. Pupils are then collected in the foyer by their parents or accredited representatives/legal representative.

16.1.3. The diary is signed at reception in order for the learner to be permitted to leave the premises.

16.1.4. Care must be taken to ensure that no **assessments** are missed.

17. LIFE ORIENTATION

17.1. Job Shadowing

17.1.1. Job Shadowing and community service is to be completed by July of the Grade 12 year in the pupil's own time. No time off will be granted by the school.

18. MARKING OF BELONGINGS

18.1. Parental responsibility

18.1.1. It is very important that *everything* a pupil brings to school is clearly marked with his or her name. This not only makes the return of lost property much easier but is also a vital aid in combating petty theft.

18.1.2. The school will not be held responsible for any loss of or damage to anything brought to school by learners.

19. MARKS AND AVERAGES

19.1. Progress

19.1.1. *Progress* through the year is reflected on reports which show each pupil's percentage for each subject in each of the four mark-cycles, together with the grade average for each as a means of comparison.

19.2. Moderation

19.2.1. The principle of the *moderating of marks* as accepted in the public matric examinations is adhered to. Subject Heads all see the Principal at the end of each cycle with class and group averages, highest and lowest percentages, and symbol distribution.

19.3. Evaluation

19.3.1. The *overall percentage* attained in each mark cycle should be indicative of the pupil's true general attainment.

19.3.2. Subject Heads ensure that marks are representative of all components to be evaluated, and that components are balanced according to the requirements of the syllabus.

19.4. Weighting

19.4.1. The *Final Promotion Mark* for the year will be weighted as follows (Unless specified otherwise by the Department of Education or IEB)

GRADE	**FIRST THREE CYCLES**	**YEAR-END EXAMINATION**
Grades 8 & 9	40%	60%
Grade 10, 11 & 12	25%	75%

19.5. Cycle Tests

19.5.1. Standardised *cycle tests* are written on Tuesday and Thursday mornings in the FIRST and THIRD terms. These tests are standardised in that every pupil within a Grade writes the same exam and the marking in that the same teacher marks the whole tests, or a section of it, across the Grade.

19.5.2. Cycle tests form part of the school-based assessment.

19.6. Missing assessments

19.6.1. In the case of *standardised exams or examinations being missed* the following procedure has to be strictly adhered to before the Grade Head will consider awarding of any marks:

19.6.2. Parents are required to communicate with the school *before 09:00 on the day* the Cycle Exam / Examination is being written, to notify the Grade Head of the learner's absence.

19.6.3. The learner is required to report to his/her Grade Head on the very first day he/she returns to school with a medical certificate / notification in writing by the parent explaining the child's absence. This should occur first thing in the morning, directly after registration.

19.6.4. If it is known prior to the date of the cycle exam / exam that the learner will miss the exam, the parent is required to notify the Grade Head in advance.

19.6.5. If no valid reason is provided for absenteeism, the pupil will receive **no marks** for the exam missed.

19.7. Reports / Reissue of Reports

19.7.1. Reports will be issued at the beginning of the following term.

19.7.2. If a report is lost, a duplicate will be provided at a cost of R50.00.

20. USE OF MEDIA CENTRE

20.1. Loss and damage of media items.

20.1.1. Loss or damage to, hardware, books, or software, will be the responsibility of the borrower.

20.2. Lending policy

20.2.1. No books, magazines or software may be removed from the media centre without having been signed for or issued by the **media teacher**.

20.2.2. All pupils may take out books but may borrow hardware or software only for use in the classroom under the supervision of the subject teacher.

21. NOTICES FOR ANNOUNCEMENT

21.1. General announcements

21.1.1. The pupil notice boards, website, D6 Communicator and SMS messages are the means of *routine communication*.

21.2. Other Announcements

21.2.1. When it is necessary, notices for announcement at Assembly or for broadcasting on the intercom are to be written into the Daily Notice Book at the office before school.

21.2.2. All notices are to be entered and signed by members of staff.

21.2.3. Intercom notices should be reduced to the bare minimum as far as possible and made only once per day.

22. OUT OF BOUNDS AREAS

22.1. Pupil Out of Bounds Areas

22.1.1. All first-floor corridors, the parking areas and the whole science block are out of bounds both during breaks and after school.

22.1.2. The areas beyond the PT lawn, the back of the hall, the Hamburger Hut, the ramp roads and the matric bathrooms are also out of bounds.

22.1.3. The fields are out of bounds during breaks

23. RELIGION AND CULTURE

23.1. Recognition of Religious and Cultural beliefs

23.1.1. While the school recognises religious and cultural diversity, our school uniform is as important, in ensuring the equal treatment of all members of our community.

23.1.2. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School's Governing Body, may deviate from the official school uniform for religious and cultural reasons.

24. SAFETY AND SECURITY

24.1. Liability

Apart from the general coverage of this matter elsewhere in the Code of Conduct, the following also applies irrespective of the person's age, (the wording is from the Notices on display at all entrances to the school):

24.1.1. All persons or vehicles entering these premises do so at their own risk and subject to identification and/or search.

24.1.2. Neither the school, nor the Gauteng Department of Education shall be liable for any injury, loss, or damage howsoever caused.

24.1.3. This school has been declared a drug-free and dangerous object-free zone.

24.1.4. Any weapons/dangerous objects or illegal substances found will be seized and the bearer/owner thereof will be liable to prosecution.

24.1.5. No person may enter these premises while under the influence of alcohol or any illegal substance.

24.1.6. Right of Admission is reserved. Trespassers will be removed and are liable to prosecution.

24.2. School provision:

24.2.1. Visible security presence along the front perimeter of the school.

24.2.2. Controlled access to the school through a single point during school hours.

24.2.3. Security surveillance cameras in key points around the school.

24.2.4. Staff members on duty during breaks and in the afternoons.

24.2.5. Senior pupil leadership duties at key points throughout the school day.

24.2.6. 24 Hour alarm, medical and panic button response linked to a security company.

24.2.7. Assemblies, evacuations and random searches to create awareness.

24.2.8. Liaisons with the Bramley Police Station (our local precinct station)

24.3. Drop off Safety

24.3.1. If a learner is dropped off before 07h00 in the morning and collected after 16h00, we strongly advise they remain in the loop road area. They should not be left alone at any time.

24.3.2. Should they venture away from this designated area (including to the bathrooms) they should always be accompanied by a friend.

24.4. General Vigilance

24.4.1. It is an unfortunate reality that from time-to-time our school receives unwanted visitors in the form of “friends” and adults who enter the property illegally. Please be vigilant and report any suspicious persons to the security guard, a staff member or the front office.

24.4.2. It is a sad comment on society today but please be vigilant on *behalf of our community* and help us make Hyde Park not only a great place to grow up but also a safe one!

25. SERIOUS MISCONDUCT

Schedules 1 and 2 of Provincial Gazettes 144 of 2000 and 72 of 2001 (Misconduct of Learners at Public Schools and Disciplinary Proceedings) apply.

25.1. Sexual Violence and Abuse

25.1.1. The South African School Act, Act 84 of 1996:

25.1.2. Every learner has the right to privacy, respect and dignity.

25.1.3. Learners are entitled to an environment that is supportive of education. This includes an environment where there is no violence, no harassment and freedom of expression and security is respected.

25.1.4. Where a learner has committed an act of sexual violence, as a corrective measure, such a learner may be suspended.

25.2. Reporting

25.2.1. Procedures to be followed when a learner reports sexual assault to an educator:

25.2.2. Principal needs to be notified immediately.

25.2.3. If the learner is under the age of 18 the South African Police are to be called to the school.

25.2.4. If the suspect is a THIRD PARTY (Not a family member) the parents or legal guardians of the child should be notified immediately.

25.2.5. If the suspect is a FAMILY MEMBER, the family should not be contacted under any circumstances. The police will make contact.

25.2.6. The Head of the school must insist the police officer taking the statement from the learner is of the same sex as the victim.

25.2.7. It is advisable that the school *counsellor* or an educator remains with the child during the entire investigative process.

25.3. Dealing with pornographic downloads and distribution

25.3.1. Films and Publications Act 65 of 1996 as amended by the Films and Publications Amendment Act 11 of 2019 and the Criminal Law (Sexual Offences and Related Matters) Act 32 of 2007 make it an offence for a person under the age of 18 to:

25.3.1.1. View pornography

25.3.1.2. Be in possession of pornography

25.3.1.3. Download pornography off the internet

25.3.1.4. Trade in pornography

25.3.1.5. Enter a licensed premise where pornography is legally sold

25.3.1.6. Expose another person under the age of 18 to pornography

25.3.2. *There is an obligation to report this* to *the police. Failing to report this matter to the police is an offence under the* Criminal Law (Sexual Offences and Related Matters) Act 32 of 2007.

25.4. Social Networking sites (also see Rules of the Network)

25.4.1. *Learners are expected to communicate appropriately and not insult, abuse, or make any disparaging comments, use foul or crude language or in any way express themselves in a racist or defamatory way on social media (Instagram, Twitter, etc).*

25.4.2. *Failure to show respect for others on these sites may result in disciplinary and/or legal* action.

26. STAYING AFTER SCHOOL

26.1. Procedure

26.1.1. *Pupils may be on the school property or in the vicinity after school hours only if they are involved in an authorised school activity under the control of a teacher; otherwise, they must go home immediately.*

26.1.2. *The school gate will be locked by the guard half an hour after school for security purposes.*

27. SICKROOM

27.1. Procedure

27.1.1. Sick pupils are to be signed in to the sickroom by their Grade Head.

27.1.2. Every effort should be made to prevent malingering.

27.1.3. Minor indispositions do not qualify for admission to the sickroom.

27.1.4. Records of all sickroom admissions are kept in the general office.

27.1.5. Care must be taken to ensure that no assessments are missed by the learner in the case of them being signed into the sickroom as this may result in them attaining no marks for these assessments.

28. SUBSTANCE ABUSE (ALSO SEE DRUG POLICY 30)

28.1. Rules

28.1.1. No pupil may use addictive or intoxicating substances on the school premises or bring them to school.

28.1.2. No pupil may come to school while under the influence of alcohol or narcotics.

28.1.3. Smoking, (including the smoking of e-cigarettes/vapes etc), is strictly prohibited by pupils on the school premises or outside the school whilst in school uniform.

28.1.4. Any student found smoking or in the company of smokers is also deemed to be a smoker.

28.1.5. Any contravention of these rules will result in a Notice of Unacceptable Behaviour or Unsatisfactory Behaviour, or both.

29. SUBSTITUTION OF EDUCATORS

29.1. Procedure

All learners will follow a substitution timetable which they will receive at the beginning of the year.

30. DRUG POLICY

30.1. General Aim

30.1.1. Our aim is to promote an atmosphere and ethos of caring, concern and acceptance in our school community.

30.1.2. We want our children to learn in and experience an environment where everyone feels valued and safe and where individual differences are appreciated and accepted.

30.1.3. The school therefore has seen fit to be proactive in prevention, providing access to counselling, as well as implementing disciplinary measures where necessary.

30.2. What are Drugs?

30.2.1. For the purpose of this policy, drugs are defined as all chemicals substances that have the potential to be abused. This includes tobacco, alcohol, inhalants and illegal substances, as well as prescription and over the counter medicines.

30.2.2. Students who are required to take medication at school must notify the school in writing.

30.3. Jurisdiction of this Policy

30.3.1. The jurisdiction of Hyde Park High School Drug Policy includes the following:

30.3.2. On school property at all times, both in and out of school uniform.

30.3.3. At all school events, under the auspices of school management, both in and out of uniform.

30.3.4. Whenever a learner is in school uniform or is recognized as a learner of the school.

30.3.5. Whenever the conduct of a learner at a place or time not covered by the above nonetheless affects fellow learners and staff, or the learner's own performance, or brings the school into disrepute.

30.4. Prevention

30.4.1. Educational Programmes are organized by the school to make the student body aware of the dangers and consequences of substance abuse. These are updated and evaluated on an annual basis by the school.

30.5. Procedures for Counselling and Rehabilitation

30.5.1. If there is reason to believe that a learner is abusing drugs, the case should be referred to the Principal, the Grade Head as well as the school counsellor.

30.5.2. They will take the necessary steps to investigate the nature and severity of the problem. These steps would include investigating, collecting evidence, interviewing and referring where appropriate.

30.5.3. If the learner admits to drug abuse and seeks assistance or self-refers, support will be given, parents consulted, and appropriate referrals given.

30.5.4. A compulsory contract for rehabilitation will be drafted and signed by the learner, parents/legal guardians and the Principal and school counsellor in which the appropriate consequences and conditions for continued attendance will be stipulated.

30.5.5. If the contract is not adhered to, the school reserves the right to institute disciplinary procedures.

30.5.6. If the learner denies drug or alcohol use or refuses assistance, parents will be notified and will be informed that any behavioural manifestations of substance abuse while at school will be subject to the disciplinary procedures outlined below.

30.6. Disciplinary Action

30.6.1. Discipline will be according to the norms and procedures of the school, as stated in the school rules.

30.6.2. Careful assessment will take place with regard to each individual case. Action taken will be commensurate with the severity of the case, the previous disciplinary record of the learner, any possible coercion or intimidation that may have taken place, and the subsequent reaction of the learner involved.

30.6.3. Disciplinary action will be taken against learners who bring drugs to school, use these substances at school, or who come to school under the influence of drugs. It is a criminal offence to bring drugs to school or to sell them, and the police may be called in under such circumstances.

30.6.4. If a learner is suspected of being under the influence of drugs whilst at school, the matter will be referred to the Principal, Grade Head and school counsellor, who will assess the claims according to the laid down procedure.

30.6.5. If the assessment appears to validate concerns, the learner will be isolated from others, parents will be called and required to take responsibility for the learner, and the school will recommend drug testing at any given time for the duration of the learner's school career.

30.6.6. Where a learner is distributing and/or selling drugs at school, that learner is liable for immediate suspension and possible expulsion.

30.6.7. Once a learner has been identified and referred for rehabilitation, the school will continue to monitor their progress in recovery. If the learner or the parents are not compliant with the rehabilitation process, the disciplinary committee after a thorough process may make recommendation for expulsion to the Head of Department.

30.7. Drug Testing

30.7.1. If there is evidence of possible drug use, the school may request testing for substances by a professional or appropriate agency or the school may conduct the test themselves.

30.7.2. Refusal of consent to test or undergo a test may lead to the inference being drawn that the learner has breached the policy.

30.7.3. All official drug test results done by external organisations must be given to the school in writing.

30.8. Searches

30.8.1. Searches may only take place following the notification of the Principal and the presence of senior members of staff and the school counsellor.

30.8.2. The South African Police Services will at any given time be allowed onto the campus with the aid of sniffer dogs to conduct searches of all property on school grounds.

30.8.3. Should any illegal substances be found, the school holds no responsibility for the actions decided upon by the South African Police Service.

31. DISCIPLINARY MEASURES

Failure to adhere to the code of conduct could result in a Disciplinary Hearing and resulting consequences should a learner be found guilty of misconduct.

31.1. Grading of offences

31.1.1. Class related offences.

31.1.2. Punctuality.

31.1.3. Homework not completed.

31.1.4. Misbehaviour.

31.1.5. Procedure

31.1.5.1. The class teacher shall record the offence in the register of offences in the class. The class teacher shall write a note to the parent of the learner.

31.1.5.2. Continued disregard for the warning will result in the learner being sent to the Principal / Deputy Principal.

31.1.6. Sanctions

31.1.6.1. After the learner has been given a fair hearing and found to have transgressed the Code of Conduct, the Governing Body will impose the sanction(s) as recommended by them.

31.2. Serious offences

31.2.1. The learner(s) who has allegedly committed serious offences will be dealt with in terms of the South African Schools Act 84 of 1996.

31.2.2. The Governing Body, with the approval from the Head of Department, may on reasonable grounds and as precautionary

measure, suspend a learner who is suspected of serious misconduct from attending the school. The suspension may not be longer than 14 days.

31.2.3. The Governing Body must conduct a Disciplinary Hearing within seven days after the suspension of the learner. The Governing Body must obtain the approval of the Head of Department in the Province for the continuation of the suspension of a learner.

31.3. Disciplinary Hearing

31.3.1. The learner shall be afforded the opportunity to present his/her case.

31.3.2. The learner may call witnesses.

31.3.3. The parents may accompany the learner in the Disciplinary Hearing.

31.4. Sanctions

31.4.1. The Disciplinary Committee will consider the evidence and decide on the recommended sanction.

31.4.2. If the learner is found guilty of the serious offence, the Disciplinary Committee will submit a full report to the Head of Department with the findings, together with the minutes and evidence.

31.5. Internal Hearing

31.5.1. An internal hearing will take place for less serious offences.

31.5.2. The internal hearing disciplinary committee may include a SGB member, principal/SMT member, parent of learner and learner.

31.6. List of possible disciplinary sanctions to be applied for Level 1, 2, 3, and 4 offences

31.6.1. **Level 1 Offences**	**Recommended Corrective Measures**
Dress Code: Untidiness/unkempt appearance Personal Conduct; Insolence; tantrum; foul language etc.	Corrective actions/ sanctions involve individual teacher and may include **verbal reprimand; written warning; punishment; Detention and Demerit if applicable.**
Academic: LTSM left at home; class / homework not done.	Demerit and Detention if applicable.
Extra – mural Activities: non – attendance without valid reason.	Maybe removed from participating in the team sport.
31.6.2. **Level 2 Offences**	**Recommended Corrective Measures**
Dress Code: repeated dress code; etc.; infringements	After 3 days warning, detention, Demerit
Personal Conduct: disruptive behaviour (fighting); defiance etc.	Warning letter; suspension from class/school; detention, Internal hearing, Demerit
Academic: Cheating in class tests; internal exams etc.	Nought (0) for test; written warning, Demerit
Extra – mural Activities: Refusing to participate without reason	Phone call to parents and detention, Demerit

31.6.3. Level **3 Offences**	**Recommended Corrective Measures**
Academic: Cheating attempted cheating in examinations cycle tests; portfolio work; GR 12 examination;	Nought (0) and written warning; Demerit, Implementation of official provincial procedures
Personal Conduct: assault on a teacher; sexual harassment of teacher / learner; fighting and violence, being under the influence of an intoxicating substance e.g.: alcohol or drugs, in possession and dealing of cigarettes, vapes, electronic cigarettes and other harmful products.	Suspension from school and disciplinary procedures; possible involvement of the SAPS; Internal Disciplinary hearing; warning letter; Com. Service; detention; recommendation for expulsion, Demerit. Fighting /Physical Altercation: 3 days suspension. Parent called to report to the school.
31.6.4. **Level 4 Offences**	**Recommended Measures**
Drugs / illegal substances (Possession and distribution of an illegal substance) – dealing ('pushing') at school or on school outing; Forgery of any document or signature to potential / actual prejudice of the school; Satanic practices; fraud; Trading in examination material for personal monetary gain; use of dangerous weapons.	Suspension from school; Disciplinary hearing; professional counselling; Warning letter; compensation; community service; detention; recommendation for expulsion (following a Disciplinary hearing); possible involvement of the SAPS., Demerit if applicable.

31.6.5. Internal hearings will be held at the discretion of the *School Management Team*.

31.7. Confidentiality

31.7.1. The confidentiality of the learner and the family will be considered at all times throughout any procedures contemplated in this policy, as long as it serves the best interests of the school as a whole, and depending on how blatant the situation of the substance abuse is.

31.7.2. The number of people receiving information will be kept to a minimum.

31.7.3. Information will only be shared if it is in the interests of the community.

32. RULES OF THE NETWORK

This is a commitment for the proper use of the school's network, the Internet and e-mail facilities:

1. **Using the School's Computers and the Network**
   a. **Logging On:** Learners will always log onto the school's network whenever they use a school computer using their own user-name and password. Learners will keep their password secret and not reveal it to anyone else, nor will allow anyone else to use the computer while they are still logged on. Learners will always log off when they have finished a working session.

   b. **Print Accounts:** Learners will not allow anyone else to use their print account and will not give their print account user-name or password to anyone else.

c. **Changing Settings:** Learners will not change any settings on a computer without the instruction, or permission, of a teacher. Learners will always make sure that they have money in their printing account for emergencies as the IT staff may not be able to load money onto the account at a moment's notice.

d. **Saving Files:** Learners will save their files to their private folder in "Homes on Jekyll" (H:\), or on a flash disk, unless they have been instructed to do otherwise by a teacher. Learners accept that this folder is given as a privilege – not a right – and is for the storage of school work only. Learners should understand that it is their responsibility to keep a backup of these files. Learners must acknowledge that a teacher may ask to see (and remove) a file if she/he has good reason and, when the network administrator deems it necessary, he/she may also remove files for the protection of the network.

2. **Conduct in a Computer Room:**
   a. **Learners will observe the following rules:**
      ✓ No eating, drinking or leaving of litter in the room

      ✓ No unruly or loud behaviour (As this disturbs those people who want to work.)

      ✓ School Bags must be left outside the room unless you are instructed differently by a teacher.
   b. **Programs:** Learners will not use programs from outside the school without the expressed permission of the IT teacher or the network administrator.
   c. **Games:** Learners will not play or store any games on the school computers. These computers are a privilege, given to assist them with school work only - they will leave game playing for home.

   d. **E-Mail:**
      ✓ **Language:** Learners will always communicate appropriately and show respect for the receiver of my messages. Learners will not

use foul or crude expressions, nor will they express themselves in racist or defamatory ways.

- ✓ **Offensive Mail:** Learners will discourage persons who send offensive mail and report them to an IT teacher if they continue to do so.

- ✓ **Netiquette:** Learners will observe the good manners and rules for e-mailing, this includes:
  i. Write concisely and well.
  ii. Avoid CAPITAL LETTERS unless trying to make point. (This habit is regarded as "shouting")
  iii. Avoid broadcasting messages to people who wouldn't want them; this is known as "spamming".
  iv. Do not give out another person's e-mail address without that person's permission.

e. **Management**: Learners acknowledge that the network administrator will remove an email account two weeks after the learner has left the school at the end of grade 12, or taken a transfer to another school.

f. **Honesty**: Learners will not use the identity of another person when transmitting or receiving messages.

3. **Browsing the Internet**
   a. **Positive Uses:** Learners realise that the Internet has vast resources of information that are useful and interesting. Learners will enrich my education by making efficient and good use of it.

   b. **Indecent and Undesirable Web Sites:** Learners will not seek out, dwell on or copy material from Internet sources which offer obscene, crude, violent or immoral material. Learners will not pass addresses or information about these sources to other pupils.

   c. **Dangerous Practices:** Learners will be careful about providing information about, or pictures of, themselves or anyone else to

enquirers on the World Wide Web, because they know there are persons who abuse such information and try to lure young people into immoral situations.

d. **Chat rooms:** Because many chat rooms are unsavoury, and because they can slow down the network for those pupils who want to do school-based research, Learners will not visit a chat room without the permission of an IT teacher. (These include social sites like “Facebook” and “Myspace”)

e. **Copyright**: Learners shall obey all applicable copyright laws and acknowledge, in a citation, all material accessed through the internet. Learners acknowledge that there are teachers and Network staff that will help them to do these correctly. This includes violating copyright by storing, viewing or listening to music, movies or TV-Series on any computer or memory stick at school. (Any copies of Music, Movies or TV Series found in school storage spaces such as a learner’s HOME directory will be deleted **without notification** by the IT teacher or IT Department).

f. **Monitoring**: Learners understand that all of their activities on the computers at the school will be logged and can be recorded or viewed at any time, **without consent**, as this is done in the interest of their safety and their education.

4. **Viruses**
   Learners will take great care before importing programs or material onto the school computers. They will follow these guidelines in order to keep the computers safe for all users:
   a. **No copying** - No Copying of disks from family or other sources unless a teacher has granted permission and before checking for viruses.

   b. **No downloading** - No Downloading of attachments on e-mail messages unless they know that the source of the e-mail is safe. (These attachments sometimes contain viruses that can affect the entire school system). Learners will not even open the message to view it Learners will delete the entire message with its attachment if

they suspect it to be unsafe. Learners will not download software, movies, TV-Series, Music, or any other files that are not school-related or approved by the network administrator. Learners must understand that this is to protect both themselves and the school from viruses, and also that downloading slows down the network for everyone.

c. **No games** - No Games may be copied to the school system unless they have the explicit permission of an IT teacher or the IT department.

5. **Browsing the Internet**

a. Learners will not seek or use information that is private to any other person.
b. Learners will not seek or use school information that is not meant for their eyes.
c. Learners will not try to learn another pupil's password by any method.

33. PUPIL COMMITMENT

I, _____
have:

- ✓ Read the *Code of Conduct* and agree to abide by all aspects of this code.
- ✓ Read and am fully aware of the contents of the *Drug Policy*.
- ✓ Read and understood the *rules about the use of computers, the school network, and Internet and e-mail* as they are set out above. I know that the main purpose of all these facilities is to improve the quality of my education.
- ✓ I understand that failure to abide by the:
    - o *Code of* Conduct will result in disciplinary action and possibly not being allowed to go on school tours, camps and outings.
    - o *Drug* Policy will result in immediate referral to the South African Police Service.
    - o *Rules of the Network* will result in withdrawing or restricting access to the computers, the network, or the Internet, and accept the consequences if I fail to abide by these rules. I promise to seek help from my teachers if I find that I am exposed threats or unpleasantness while I make use of the Internet or e-mail services.

Signed: _____ (pupil)

Date: _____

34. PARENT COMMITMENT

I, _____ the parent/guardian of

_____ have:

- ✓ Read the *Code of Conduct* and agree to abide by all aspects of this code, including the procedure to be followed in the event that a standardized test / exam is missed.

- ✓ Read and am fully aware of the contents of the *Drug Policy*.

- ✓ Read and understood *the rules about the use of computers*, *the school network*, *and Internet and e-mail* as they are set out above. I know that the main purpose of all these facilities is to improve the quality of my child's education.

- ✓ *I* understand *that I have the following responsibility to my child:*
  - o To take an active interest in every aspect of my child's school life and encourage him/her to participate in school activities and recognize all achievements.
  - o To foster a culture of learning within my home.
  - o To develop in my child a sense of loyalty and pride in the school and the adherence of the school rules.
  - o To develop in my child a sense of responsibility and personal accountability for the consequences of his/her actions and decisions.
  - o Be sensitive to his/her needs and listen to his/her point of view.
  - o To communicate with the school through correct channels in a tactful and constructive manner.

- ✓ I agree to abide by all aspects of the Code of Conduct and all procedures outlined therein.
- ✓ I understand that the computer facilities and access to the Internet are for educational purposes only.
- ✓ I also recognise that it is impossible for Hyde Park High School or its staff to completely restrict all controversial materials and I will not hold them responsible for materials acquired on the network.
- ✓ I hereby give permission to Hyde Park High School to allow Internet access to my child.
- ✓ I accept that the school may withdraw or restrict access to the computers, the network, or the Internet if there is evidence that my child is abusing their use.

Signed: _____ (parent / guardian)

Date: _____

Name: _____

Tel: ----------