

NEW FOREST HIGH SCHOOL

CODE OF CONDUCT and SCHOOL RULES



CODE OF CONDUCT AND SCHOOL RULES

1. BASIC PRINCIPLES AND AIM

OUR AIM IS TO CREATE A HARMONIOUS AND BRAIN SAFE CENTRE OF EXCELLENCE WHERE WE CAN WORK, LEARN, PLAN, SOCIALISE AND DEVELOP A SENSE OF PRIDE IN OUR SCHOOL, WITH THE MINIMUM OF CONFLICT AND MISUNDERSTANDING.

The code of conduct, School Rules and School uniform Regulations have therefore been drawn up to ensure the safety of learners and to maintain an effective organisation and good discipline in our school. They are constantly brought to the attention of our learners, as are the channels to follow and who to refer to when the need arises. Their implementation in turn, will provide each learner with the opportunity to work productively and achieve his/her potential in an environment conducive to learning, growth and development.

It is the wish of our school and community to be proud of the achievements, appearance and conduct of our learners. New Forest therefore expects all learners to conduct themselves, at all times in such a manner that they will be a credit to themselves, their family and the school. This means the maintenance of a high standard of behaviour and dress at all times, including behaving in a responsible, courteous manner towards all people both in and out of school.

Discipline, particularly self-discipline, is a prerequisite for a healthy educational environment and it is expected that every learner conforms to the prescribed Code of Conduct and the set of School Rules and School Uniform Regulations as published and amended from time to time.

Our focus as a school is on Restorative discipline, relational approach to building our school climate and addressing learner behaviour that fosters belonging over exclusion, social engagement over control and meaningful accountability over restorative practice.

In a changing world in which we are all re-assessing our values, we at New Forest High School remain convinced that etiquette and good manners are the cornerstone of good interpersonal relationships.

Our Shared Core Values are:

- Respect
- Integrity
- Compassion
- Commitment

1.1 INFRINGEMENTS

The rules of the school are there to ensure that each learner is given the best possible environment in which to develop.

It must be remembered that a school is a microcosm of society, and the rules of society are there to protect the individual.

The Principal and staff reserve the right to administer appropriate restorative practices when infringements of school rules and norms of behaviour occur.

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1.2 THE GUIDING PRINCIPLE

At New Forest we do not impose rigid, military-style discipline based on fear or corporal restorative practice. We do however, have rules based on socially accepted conventions and common sense to direct our expectations of learners' behaviour at school. The development of social skills and self-discipline is inherent in our approach to discipline.

The local community and general public also judge the behaviour of our learners outside the school after school hours. We reserve the right, therefore to take action if learners, whether in school uniform or not, behave in a manner which brings the school into disrepute.

Learners who persistently behave in a manner which disrupts the work of others in the classroom may be temporarily excluded from a class, or even suspended from the school at the Principal's discretion.

Parents will be asked to bear the costs of replacing or repairing equipment lost or damaged through negligence, wilful destruction of school property or disobedience of the school rules.

The guiding principle is:

HONOUR BEFORE HONOURS

This encapsulates the qualities which should govern our relationships with one another both in and outside the school. If these values are included at school and in the home, it should be unnecessary to have to stipulate what the required norms of behaviour are in any given situation.

1.3 MINOR INFRINGEMENTS

These could result in letters of warning, reflection session, some form of extra-curricular work or community service that will foster meaningful accountability.

1.4 MAJOR INFRINGEMENTS

Learners are expected to conduct themselves in accordance with our school core values.

If a learner fails to learn and practice self-discipline, empathy and accountability through previous restorative practices, these could result in suspension from class, H.O.D. reflection session, suspension from school, a disciplinary hearing, or expulsion. If a learner is suspended for a major offence, he/she may be deprived of school awards.

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MAJOR INFRINGEMENTS INCLUDE:

- 1.4.1 **INSUBORDINATION / DEFIANCE OF AUTHORITY** - Refusing to do restorative practice, refusing to carry out instructions, etc.
- 1.4.2 **DISRUPTIVE, UNRULY, OR AGGRESSIVE BEHAVIOUR** - including verbal abuse, bullying, including cyber-bullying or vandalism.
- 1.4.3 **DISHONEST BEHAVIOUR** - Cheating, stealing or deceit.
- 1.4.4 **BUNKING LESSONS OR SCHOOL** - Including leaving the school premises during school hours without permission.
- 1.4.5 **SMOKING IN SCHOOL UNIFORM OR OUT OF SCHOOL UNIFORM WITHIN THE SCHOOL PREMISES OR AT SCHOOL-RELATED FUNCTIONS**
- 1.4.6 **DRUG / ALCOHOL OFFENCES** - illegal use of drugs and drinking, in or out of school.
- 1.4.7 **BRINGING ANY KIND OF OBJECTS TO SCHOOL WHICH COULD INFLICT BODILY HARM**
- 1.4.8 **SEXUAL MISCONDUCT** – any form of sexual misconduct of school premises, including when learners are on a school outing/excursion.
- 1.4.9 **EXCESSIVE LATE COMING** – more than three (3) times late will result in a Management Reflection Session for a 1 hour duration. Learners will be given prior written warning. If repeated, parents will be called in to discuss the matter.

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2. **GENERAL SCHOOL RULES**

2.1 **GUIDELINES TO APPROPRIATE BEHAVIOUR**

2.1.1 **PUNCTUALITY**

Learners are expected to arrive on time, neatly dressed in the correct school uniform. School commences at 07:30 and ends at 14:40. Late-comers must sign in at the school office.

2.1.2 **ABSENCE**

A note from a parent/guardian must be produced prior to any planned absence from school and following an illness. If a learner is absent for longer than three days, the parent must produce a doctor's certificate on his/her return.

2.1.3 **TESTS AND EXAMINATIONS**

If absent for a test or examination, learners are required on returning to school, to produce a medical certificate **no later than 3 days after the medical assessment.**

2.1.4 **LEAVING SCHOOL PREMISES**

Parents must notify the school timeously (in writing) if learners need to be absent for part of the school day. Please note, wherever possible, all appointments should take place after school hours.

2.1.5 **BEHAVIOUR AFTER SCHOOL**

The school reserves the right to take action against any learner who behaves in public or on a school bus in a manner which reflects adversely on the school's good name. Any major infringement, in or out of school, by a Student Executive may result in the removal of his/her badge.

2.2 **RESTRICTED AREAS**

In the interests of safety, privacy or confidentiality the following areas are out of bounds to learners:

- the staffroom
- office areas including inside the secretaries' offices
- Staff car park, school vehicles parking area, cycle and motorcycle areas
- lawns and gardens in front of the school
- passage into storeroom near refectory (basement)
- all steps and stairways except when being used to move from one level to another
- staff quarters and surrounding areas including tennis courts
- the corridor and garden adjacent to the hall
- classrooms, corridors, workshops and laboratories during breaks
- front entrance to school (except matrices)
- pathway in front of principal's office.

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2.3 COURTESY

Learners are expected to be courteous and respect the rights of others at all times and to make a special effort in the case of visitors.

GUIDELINES

2.3.1 Greet staff/parents/visitors and extend assistance in a courteous fashion when required.

2.3.2 When guests or speakers are present, learners should show respect by:

- a) standing in silence when the person enters or leaves the room
- b) responding courteously to greetings
- c) remaining silent during the time the guest/speaker is present/speaking

2.3.3 Hosting visitors to extra-mural activities:

Learners should treat visitors to the school with respect, friendliness and courtesy. This includes meeting them on arrival, and showing them where to go as well as offering refreshments etc. when these are available.

2.4 THE SCHOOL DAY

2.4.1 Learners must be at school by 7:30 each morning.

2.4.2 Learners will attend all classes indicated on their time tables.

2.4.3 Learners are to come prepared for each of their lessons. Special care must be taken to bring the required equipment for specialist subjects.

2.4.2 Learners may not leave the school premises during the school day without a signed letter from the Principal or Deputy Principal.

2.4.5 All absences must be supported by a note signed by the parent.

2.4.6 The school must be informed telephonically or otherwise if the absence is for longer than one day.

2.4.7 A learner who misses an exam is required to produce a doctor's certificate.

2.4.8 Diaries are compulsory for all grades. These must be accurately maintained and monitored by both learners and parents. Homework must be conscientiously completed.

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2.5 THE LEARNING PROCESS

The learning process benefits from each learner taking responsibility for playing his part as a good learner and 'citizen'.

2.6 CLASS

In class, respect the learning process by being attentive during lessons and co-operating with the teacher through positive participation and not talking out of turn. Disruptive behaviour will not be tolerated.

If your teacher has not arrived within 5 minutes of the start of the lesson, a class representative from your class should inform the Deputy Principal or one of the DH's.

2.7 SCHOOL ENVIRONMENT

Respect your school environment by tidying the room after each lesson and make every effort to keep the school and its grounds tidy at all times.

To prevent unnecessary mess, there should be no eating or drinking in the school buildings, including the library. The chewing of gum is not permitted on the school premises, or elsewhere, while learners are in school uniform.

2.8 MOVEMENT

Try to facilitate ease of movement in the corridors by moving quickly, quietly, in single file and keeping to the left where possible.

2.9 SAFETY AND SECURITY

Look after your possessions and respect the possessions of others. No learner should leave money or valuables in any classroom or cloakroom at any time during school or after school. These can be handed to the Deputy Principal, or in the case of sport to the teacher-in-charge. Where a sports team is involved, money and valuables should be handed to the teacher-in-charge for safe-keeping until after the practice or match.

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THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF MONEY OR VALUABLES

All items of clothing, including shoes, should be **clearly marked**. Such articles are costly and must be looked after.

2.9.1 BICYCLES AND MOTOR VEHICLES

- a) No cycles or motorcycles may be ridden on the school grounds. They must be pushed between the gates and the parking area where they should be locked
- b) To avoid accidents, no riding of bicycles, skateboards/rollerblades, is permitted during school hours (including breaks) or after school on the school grounds.
- c) All learners allowed to drive motor cycles or motor vehicles must be able to produce their licences to the Principal on request.

2.9.2 HITCH-HIKING

Hitch-hiking is forbidden in school uniform. It is potentially dangerous and should therefore be discouraged.

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3. BEHAVIOUR AND RESPONSIBILITIES

These are constantly brought to the attention of our learners and their interpretation shall rest with the Principal.

- 3.1** Learners must attend school during the prescribed School Days and School Hours and may not leave the School grounds or absent him/herself from lessons without the Principal's permission.
- 3.2** Correct school uniform is to be worn when the learner is at school, going to and from school and home, and when attending any official school function /activity/sport.
- 3.3** Learners are required to show the necessary dignity, respect and consideration to all people both in and out of school. They should conduct themselves in a responsible, courteous and disciplined manner when dealing with members of staff and prefects, or anyone in authority and are required to obey their instructions.
- 3.4** Learners may not have in their possession nor use cigarettes (or allied products), other drugs, alcoholic beverages, objectionable literature, recorded matter or stolen property:
- anywhere when in school uniform
 - it they are likely (by reason of utterance or (conduct) to be identified as learners of New Forest High School).
- 3.5** Learners shall respect the school and other people's property and possessions. They shall not damage, deface, soil or take without permission any other person's property. Such damaged or stolen property will be replaced or made good at the defaulter's expense. All possessions should be clearly marked with the learner's full name. The school accepts no responsibility for loss, damage or theft of learner's valuables and possessions.
- 3.6** Learners may not harm other people, endanger their physical welfare, nor use abusive language either at school or in public if they can be identified as learners of New Forest High School. No weapons, toys, fireworks, inflammable or other materials or potentially dangerous items which can cause bodily harm or other damage may be in the possession of learners.
- 3.7** The school reserves the right to conduct a search of learner(s) and/or their possessions if there are reasonable grounds to believe that such learner(s) may be in possession of articles or materials prohibited in the school, including stolen goods.

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- 3.8.1** Learners may not bring any pets or captive animals e.g. snakes, fish to school without prior, written permission of the Life Science Department or teacher concerned.
- 3.8.2** Learners may not bring any cards, dice or other games of chance to school. This will lead to restorative practice.
- 3.8.3** Learners may not bring any cell phones or electronic devices to school. Any electronic gadgets found in an exam venue will be confiscated.
- If a learner brings any of the items mentioned in 3.8.2 and 3.8.3 to school, they will be confiscated and only returned at the end of the term. The school will also not accept responsibility should any of the items be lost or damaged at school.
- 3.9** Learners may not use any facilities or equipment of the school, including those for sport, not be on the school grounds outside school hours without the Principal's permission, or unless participating in a bona fide school activity.
- 3.10** The school aims to disassociate itself from political affiliations. Learners must therefore refrain from associating with or taking part in any activity related to party politics, protest marches or pressure groups which could be linked to the school.
- 3.11** Learners must participate in the full educational curriculum which is a compulsory part of the formal curriculum as prescribed by the Education Department and the school, unless written exemption has been granted by the Department. A request for exemption with detailed motivation must be made by the parent, in writing, to the Principal who may call for a medical certificate if it is deemed necessary. Learners exempted from any aspect of the school curriculum will be required to carry out tasks and duties as directed by the teacher in charge. Homework forms part of the official curriculum.
- 3.12** Learners are required to participate in at least one co-curricular activity each term. These generally end between 16:00 and 17:00 (depending on the activity).
- 3.13** Membership of a team, society or activity involves a COMMITMENT TO ATTEND ALL PRACTICES, MATCHES AND FUNCTIONS. A learner who does not fulfil all inter-school commitments does great damage to his/her and the school's reputation.

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Learners unable to attend a co-curricular practice or inter-school fixture must submit a request in writing from their parents to the teacher in charge at the earliest opportunity, and well before the event, i.e. at least two days' warning. Such requests will not necessarily be granted.

Should a learner fall sick or otherwise be unable to attend a practice he/she must inform the necessary teacher/coach concerned on THAT DAY.

However, if a learner is absent on a Friday, he/she may not participate in any sporting activity on the Saturday.

- 3.14** If a learner is required to be on prescription medication, the school is to be notified in writing. The School Counsellor/appointed member of staff will administer the medication with Principal approval.

No learner should be in possession of any medication. The medication should be lodged at the front office.

- 3.15** ADDITIONAL "IN-SCHOOL RULES" to enable the school to function effectively and therefore give your son/daughter every opportunity to realise his/her potential, there are a number of additional "IN-SCHOOL" rules. Media Centre Rules and Guidelines, behaviour at Assembly, in the Tuck Shop, in the toilets and classrooms, in the school buildings and on the school property, on the school sports fields, in and around the swimming pool, out-of-bounds areas, on buses to and from school, during excursions, when visiting other schools, and so on. All learners are expected to obey these rules.

- 3.16** Drug and Alcohol testing will be conducted according to Policy and Regulations. Positive drug test is a grade 3 offence. As part of Restorative Justice, rehabilitation is compulsory for first time offenders. Repeat offenders will be subjected to a Disciplinary Hearing.

For positive drug test, the price for the drug test kit will be charged to the parent/guardian.

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4. DRESS AND APPEARANCE

AIM OF UNIFORM

Take pride in your school and your appearance.

The learners of NEW FOREST HIGH SCHOOL are encouraged to be neat at all times.

- ✦ For School Identity, Safety, Security and Hygiene.
- ✦ For school decorum and to facilitate comfortable participation in school activities.

Shirts	Plain white shirt (long or short sleeves) White with a Peter Pan collar and black trim with NEW FOREST HIGH SCHOOL badge on front pocket.
Tie	Prescribed NEW FOREST HIGH SCHOOL tie. Prescribed NEW FOREST HIGH SCHOOL tie with MATRIC below the badge – <u>for matrics only</u> .
Pants / Skirts	Pants are standard light grey flannels, must allow for ease of movement and cover socks. Grey tropical pleated skirt (colour code T247)
Belt	Plain black, plain heel bar buckle (optional with pants)
Socks	Short plain grey socks (to be worn with pants). White ankle socks (to be worn with skirt) Black stockings (to be worn with skirt)
Shoes	Plain black leather shoes with shoe laces or black bar or teardrops.
Jersey	Black v-neck NEW FOREST HIGH SCHOOL pull-over. Plain black jersey.
Beanie / Scarf	NEW FOREST HIGH SCHOOL beanies and scarves (in Winter only).
Blazer	Black, single-breasted blazer, with two buttons and school badge on front pocket. The school badge is to be neatly placed on the breast pocket.
Muslim girls	Long grey pants and school skirt over. Head scarf (black or white) Thick black stockings.

NEW FOREST HIGH SCHOOL tracksuit top, if worn as outer garment, should NOT be zipped up to the top.

Plain white vest or T-shirt may be worn under the white shirt if desired.

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- 4.1.1 Learner appearance should be neat and tidy at all times. Uniforms must be clean and in good repair. If the correct uniform cannot be worn the parent should write a letter to his child's Grade Head explaining the circumstances. When a learner has participated in sport, either a practice or a match, his full correct sport kit, school uniform or school tracksuit must be worn home.
- 4.1.2 During the hot summer months, permission to leave off the blazer may be granted by the Principal and is announced in assembly. This is usually granted after the first week of school in January and after the Speech and Prize Giving Ceremony in late October early November.
- 4.1.3 Correct sports uniform is to be worn for inter-school games and Physical Education lessons.
- 4.1.4 School clothing and all personal possessions should be clearly marked with the learner's full name.
- 4.1.5 For official school events and excursions, school blazers are compulsory.

4.2 HAIR AND NAILS

Nails must be kept clean and short. No nail polish is allowed.

Hair is a part of the school uniform and must be clean, well-groomed and neat at all times. Extra-ordinary hair styles e.g. steps, are unacceptable.

No tinted, dyed, bleached or highlighted hair is allowed.

Girls : No girl may wear hair that hangs over the face or adds volume and height. If worn short, it must clear the collar. If worn at medium length, it must be held away from the face with clips or bands. If worn long, it must be tied back (with black or white ribbons) clipped away from the face and shoulders or plaited. Black, white or tortoise-shell alic bands are also allowed. Braids, or extensions may be worn, provided they are very thin. They should be tied back in a neat, low pony tail, off the face and not piled high on the head. Pony tails should be neatly trimmed at the ends and no longer than the middle of the back.

Braiding and hair extensions must be worn with same regulations as above.

They may not impede PE lessons or infringe the dress code. They may not be longer than the middle of the back.

Boys : Hair must clear the collar at the back and the neck and should not touch the eye brows. Hair styles must be neat and with no defined steps.

All boys must be well groomed at all times. Sideburns cannot extend below the middle of the ear. No shaven eyebrows.

No outlandish hair styles or excessive use of gel.

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4.3 JEWELLERY

Jewellery is not to be worn, except for wrist watches, medical alert discs, S.C.A., First Aid and School badges etc. (Health or religious, cultural bracelets may be worn discreetly, after permission has been granted). Unacceptable jewellery such as rings, ear rings, necklaces, bangles etc. will be confiscated and returned at the end of the term.

No liability whatsoever can be accepted for the loss of, or damage to any confiscated jewellery or article regardless of the cause of such loss or damage.

Note: Only girls may wear earrings.

If ears are pierced, only simple, thin gold or silver sleepers or studs are to be worn in the conventional place in the ear. Only one earring per earlobe is allowed.

4.4 MAKE-UP

No form of eye or facial make-up is permitted. Tattoos are not allowed. No nail polish may be worn during school and at school functions. Nails must be kept clean and short.

4.5 HAIR AND UNIFORM INFRINGEMENTS

Should there be any reason why an article of clothing is temporarily not correct, the learner concerned should see to it that a note of explanation is brought to the relevant member of staff at the beginning of the day.

The learner concerned must keep this signed note and produce it on request from any teacher or member of the student executive and must retain this note until the correct article is once again worn.

With regard to the infringement of hair / uniform regulations, learners will be given till the following morning on return to school, to correct the problem. Failure to do so will result in the learner being sent home with a letter to his parents / guardian insisting on compliance with the relevant regulation. Learners will not be allowed to return to school until the problem has been corrected.

For totally outrageous uniform infringements, learners will be sent home.

Any deviation from the school uniform should also be sent in writing, to the Principal/Delegate of the School Governing Body.

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4.6 SPORTS KIT

The correct clean kit must be worn for PE for practices and for matches. All learners must return home from a practice or an away match in their full school uniform, full match kit or school tracksuit (unless otherwise specified). Learners are advised to wear protective headgear and sun block for all outdoor activities in order to limit exposure to the harmful effects of the sun.

SPORTS WEAR UNIFORM

IT IS ESSENTIAL THAT ALL LEARNERS WEAR THE PRESCRIBED SPORTSWEAR IF THEY ARE REPRESENTING THEIR SCHOOL.

ATHLETICS: School shorts and sports shirt.

CROSS COUNTRY: School shorts and sports shirt.

BASKETBALL: Correct shoes and white socks. School shorts and sports shirt.

CRICKET: Practice, black or white shorts, white T-shirt and regulation school cap. Matches, U 14~ white shorts with a white collared shirt. U15 and opens, white longs with a white collared shirt. Regulation school cap. Predominantly white shoes.

FOOTBALL: School shorts and sports shirt. Rugby socks with garters. Correct football shoes.

HOCKEY: Boys: School shorts and sports shirt. Rugby socks with garters and correct shoes.
Girls: Black wrap over skirt and sport shirt.

RUGBY: White shorts, official rugby jersey. Black and white rugby socks. Rugby boots.

SWIMMING: Black racing costume.

TENNIS: Boys: New Forest shorts and sports shirt.
Girls: Black wrap over skirt and sport shirt.
Correct predominantly white tennis shoes and white socks.

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VOLLEYBALL

AND BADMINTON: Boys: New Forest shorts and sports shirt.
Girls: Black wrap over skirt and New Forest sport shirt.
Correct predominantly white shoes and white socks.

NETBALL: Black wrap over skirt and New Forest sport shirt. Correct shoes and white socks.

TOUCH RUGBY Black shorts and New Forest sport shirt.

PRACTICE FOR ALL SPORTS IS A NEW FOREST SPORT SHIRT AND NEW FOREST SHORTS

PARENT/LEARNER - SCHOOL SPORTS 'CODE OF BEHAVIOUR'

THE COACH WILL:

1. Teach your child the basic rules of the game.
2. Develop in each team member a respect for their opponents, as well as the decisions made by the referee/umpire and opposing coaches.
3. Develop in players the ability to adapt their techniques under pressure.
4. Never condone foul play.
5. Ensure that players are properly kitted out for practices and matches.
6. Require players to attend 'regular' practice.

THE PARENTS ARE REQUESTED TO:

1. Encourage their child to play by the rules.
2. Instil in their child to play by the rules.
3. Encourage their children by applauding good positive play.
4. Encourage their child to accept that the decision of the referee/umpire is final.
5. Support all efforts to remove verbal and physical abuse from all games.
6. Ensure that their child is correctly dressed.

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THE PLAYER WILL:

1. Play by the rules.
2. Never argue with the referee/umpire. Only the captain may query the referee.
3. Control his/her temper.
4. Work equally hard for himself/herself and his/her team.
5. Co-operate with the coach and team mates.
6. Not miss training. (Make lift arrangements with parents or friends.)
7. Never condone foul play.
8. Always thank the referee/umpire and the opponents after the game.
9. Be punctual for training, matches and meetings.
10. Wear correct, clean kit.

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5. LEARNER LEADERSHIP

5.1 THE REPRESENTATIVE COUNCIL OF LEARNERS

The RCL consists of members elected from all grades in the school.

The function of the RCL is to represent the interest of the learners of New Forest High School.

To do so more effectively sub-committees are elected to look into specific matters giving each elected member the responsibility of representing the school. Regular meetings of the sub-committees as well as the full RCL are held.

When suggestions are made by learners, they are put forward to the relevant sub-committee to investigate and then the RCL will take action upon the advice of the sub-committee.

The main aim of the RCL is to work as a united front, handling concerns and interests of learners. The RCL takes every step with a pro-active approach in bringing about a positive atmosphere amongst learners and the staff of New Forest High School thus creating a pleasant working environment at school.

The RCL aims to promote school spirit and a positive work ethos in the school. They also promote school pride by getting involved in projects.

5.2 CAPTAINS AND SHADOW LEADERS

Captains may be appointed for sport codes, clubs and societies.

Shadow Leaders are appointed in positions that assist the educator or sport staff in executing their jobs. Captains and shadow leaders have similar roles as educator staff leading the group allocated to them under the overarching leadership of the staff member.

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6. **PREFECT BODY**

Being a member of the Prefect Body places a learner in a position of authority over his / her fellow learners.

This is an honour and a service but also a responsibility because only by being worthy, can respect be earned.

6.1 **RESPONSIBILITIES:**

- 6.1.1 Daily duties to assist the staff in maintaining discipline (buildings, grounds, tuckshop lines, movement to and leading into Assembly, etc.)
- 6.1.2 Upholding the mission of the school.
- 6.1.3 Promoting the image of the school.
- 6.1.4 Representing learner interests and concerns in meetings with teachers, Deputy Principal and Principal.
- 6.1.5 Initiating worthwhile projects in the school.
- 6.1.6 Building spirit in the school (liase with the Deputy to establish roster for attending school events e.g. Sport on a Saturday, etc.).
- 6.1.7 Develop portfolios which deal with the planning and co-ordination of learner activities in sport and cultural areas - assisting staff in these portfolios.
- 6.1.8 Assist in major school functions (speech night, school play, etc.).
- 6.1.9 Implement the rules and traditions of the school.
- 6.1.10 Uphold this code of conduct.

6.2 **RESTORATIVE PRACTICES**

The members of the Prefect Body must, at all times be seen to uphold the rules and traditions of the school. Only then can they punish their peers who are guilty of transgressions.

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The following are some of the restorative practices prefects can set when appropriate

- Written reflection through a reflective essay
- Community service (litter duty, cleaning classrooms, wiping walls, etc.)
- Prefect's reflection session – restorative practices to foster meaningful accountability

Major offences will be reported to the Deputy Principal or Principal.

Failure to carry out Prefects' restorative practice will be viewed as behavioural misconduct and treated as such.

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7. **MISCONDUCT**

Learners who have broken the Code of Conduct, School Rules and Uniform Regulations (as amended from time to time) will be subject to counselling and/or reprimand / restorative practice, which may include verbal and written warnings, loss of privileges, menial work (litter duty, weeding etc.), extra written work, reflection session, and in certain cases temporary suspension.

In serious cases of ill-discipline and misconduct, e.g. theft, vandalism, violence, truancy, unseemly behaviour, refusal to take restorative practice, dishonesty and blatant lying, gross insubordination and other similar acts of gross misbehaviour, such as drug and alcohol abuse, possession of dangerous weapons, the action to be taken is governed by the EDUCATION ACT 84 of 1996 and the Regulations framed thereunder as amended from time to time. In certain circumstances, such acts will lead to suspension and expulsion.

It is important to note that the contents of a learner's TESTIMONIAL will depend on the learner's behaviour, dress, attitude, attendance, participation in school co-curricular activities and so on throughout his/her school career. In the final analysis the testimonial is written by the learner himself/herself, and it may be withheld should he/she not adhere to the generally accepted norms of behaviour of the school. Testimonials are, after all, a privilege and not a right.

MISCONDUCT POLICY

Misconduct will be documented and parents will be advised, in writing, when and for what reasons their child is required to remain after school for academic or late arrival's reflection session, report to school on Saturday or stay on Management Reflection session. Saturday school and Management Reflection session takes preference over any other activity. Failure to attend either Saturday school or Reflection session will result in a letter of warning of suspension as well as another Reflection session/Saturday school determined by the school. Should he/she still fail to attend, he/she will receive a second, final warning of suspension.

A learner who fails to attend another time will be called to appear before the Disciplinary Committee of the Governing Body and may well be suspended or expelled.

A learner may however be required to stay for a teacher's reflection session without warning on the day that work is not done or in case of unacceptable behaviour. Learners who know they have not done their homework or do not complete classwork or misbehaved in class are to expect to be detained until **15:00** that day.

CODE OF CONDUCT AND SCHOOL RULES

CATEGORIES OF MISCONDUCT AND APPROPRIATE DISCIPLINARY MEASURES

This document is intended to serve only as a guideline in relation to appropriate disciplinary measures in respect of specific forms of misconduct. It must be borne in mind that the appropriateness of any disciplinary measure must be assessed in the light of the particular circumstances in which the incident of misconduct has occurred taking into account the seriousness of the misconduct and any relevant mitigating factors.

The aim of restorative practice is not to degrade or humiliate but rather to guide and educate learners towards appropriate forms of behaviour. The guiding principles must always be that any disciplinary action taken must be fair, reasonable and proportionate to the misconduct. The particular misconduct and the circumstances in which the conduct occurs may justify departures from these guidelines.

- **Learners must understand that action may be taken against them if they contravene the Code of Conduct (Section 3.5.)**
- **The philosophy of the disciplinary system is based on human dignity and on respect and consideration for others and not on fear of assault (Section 4.4.3.)**

ALL OFFENCES WILL BE PLACED ON RECORD

GRADE 1 OFFENCES

Prefects	Educators	Grade Controller
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Parents may be informed to establish partnership between stakeholders.

Behaviour

- Unacceptable behaviour during Assembly and whilst leading in or out of the hall for assembly
- Littering – either dropping litter, or not picking up litter when walking past it
- Horseplay
- Creating excessive noise
- Use of other persons property without consent
- Eating and drinking in class, in the hall, during a school assembly, or eating and drinking on the corridors/verandas
- Misconduct during school assembly

Consequences

- Teacher reflection session till 3pm without prior warning
- Written pages / letter of apology
- Reflective Essay
- Reflective form
- Additional work
- Break reflection session/classroom clean up

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Behaviour (continued)

- Arriving late for class or extramural activities
Entering:
 - a classroom without permission
 - a quad of another grade without permission
 - an out of bounds area

Neglecting to:

- return library books timeously
- attend a sports or cultural/service activity team meeting
- register as a latecomer after the first bell of the day
- Minor forms of misbehaviour or poor sportsmanship during a sport, service or cultural activity practice
- Being yellow carded
- Infringement of established matric privileges
- Peashooting, throwing chalk, paper or object(s)

Consequences (continued)

- Forgetting to do restorative practice set
- Failure to hand in: absentee return slips, exeats, late slips, restorative practice, conduct forms, reflection session forms, referral forms
notes

Appearance

Minor hair infringements -

- infringements of hair regulations (4.2)

- Management reflection session - max 1 hour with prior warning /reflective essay
- 2 match suspended sentence/ reflective essay
- 1 to 2 match suspension/ reflective essay

Consequences

- * Verbal reprimand to correct immediately
- * Parent telephoned to correct immediately
- * Written letter to parent to sort out by next day – suspension from class/ community service

CODE OF CONDUCT AND SCHOOL RULES

Appearance (continued)

Minor uniform infringements:

- shirt untucked (boys only)
- hands in pockets
- any violation to dress regulations
- not wearing the correct sports kit at a sports practice

Academics

- Causing a disruption so that normal teaching and learning cannot take place
- Creating excessive noise in the classroom
- Class work not done
- Homework not done
- Disorganised notes/files
- Not having work signed by parents
- Calling out in class
- Distracting other learners
- Forgetting to bring books and equipment essential to the lesson
- Homework books not up to date or signed by parents
- Late for class without good reason, as stated in a note from a staff member
- Not handing in work on time
- Leaving class without permission

Repetition of offences indicated above can lead to categorisation of offence as a **Grade 2 or 3 offence**. Educators will be required to keep records of all restorative practice metered out.

Consequences

- * Suitable restorative practice by educator - additional homework
- * Educators reflection session/ classroom clean up
- * Referral to Grade Controller after 2 educator reflection sessions

GRADE 2 OFFENCES

Behaviour

- Use of other person's property without consent
- Swearing
- Disrespect/insolence
- Cheekiness
- Ignoring specific instructions
- Failure to attend a sports or cultural/service activity practice as a player/participant
- Interfering with another person's possessions/property without his/her knowledge or consent
- Negligent damaging of school property
- Neglecting to:
 - attend duty class
 - attend a compulsory sports fixture as a spectator without prior written excuse form parent/guardian
 - attend teacher's reflection session
 - hand in H.O.D. reflection session slips
 - do restorative practice set
- Repeat yellow card
- Rudeness/Unsportsman like behaviour

CODE OF CONDUCT AND SCHOOL RULES

Educators	Grade Controllers
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Consequences

- * Counselling
- * Management reflection session - 1 hour with prior warning/ reflection essay
- * Suspension from class as a corrective measure/ community service
- * HOD reflection session
- * Reflective essay/form (Reflective counselling)
- * 2 match suspension
- * Withdrawal from team

Behaviour (continued)

- Deliberate disregard for out of bounds areas – section 2.2 general school rules
- Misconduct or poor sportsmanship during sport, service or cultural activity match
- Frequent repetition of Grade 1 offences.
- Deliberately hiding/concealing another person's possessions/property

Appearance

- Not wearing full school uniform at school or in a public place
- Wilfully wearing incorrect uniform
- Leaving the school without wearing the correct school uniform
- Not wearing the correct sports kit for a match

Academics

- Frequent repetition of Grade 1 offences
- Copying of another learner's work
- Defacing text books, note books and files
- Use of offensive pictures/text as book covering

Repetition of offences can lead to categorisation as a "Grade 3 offence".

CODE OF CONDUCT AND SCHOOL RULES

Educators	Grade Controllers
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Consequences

- * Management reflection session - 1 hour with prior warning/ reflective essay
- * HOD reflection session
- * Inform parents
- * Reflective essay/forms

Consequences

- * Counselling
- * Management reflection session - 1 hour with prior warning/ reflective essay
- * Community service - restoring books, library work
- * HOD reflection session
- * Reflective essay/forms
- * Inform parents

GRADE 3 OFFENCES

Behaviour

- Theft or unlawful borrowing of another persons possessions/property
- Vandalism or malicious damage to property
- Racism
- Forgery of notes and/or parent's signature(s)
- Verbal threat of harm to person/property
- Constant repetition of Grade 1 and 2 offences
- Swearing and/or the use of offensive gestures at a member of staff, parent/using obscenities
- Neglecting to attend H.O.D. reflection session
- Fighting with another learner
- Gambling
- Possession of or discharge of fire crackers

- Attempted assault/attempt indecent assault/punching/stabbing/scratching/ causing serious physical discomfort to another learner
- Bullying
- Reckless or inconsiderate driving or riding of a vehicle on school premises
- Failure to attend an inter-house/inter-school match/activity as a player (team member), or a cultural/service activity function as a participant
- Cigarettes and/or smoking material – possession of and/or smoking at school, in school uniform or on a school tour/outing
- Inappropriate physical contact en route to school – at school – or on a school outing
- Playing truant from school/leaving school grounds without permission from Senior Management.

Grade Controller	Deputy Principal
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Consequences

- * Community service
- * Counselling, letter of apology
- * Refer back to HOD for restorative practice as a Grade 2 offence
- * Break isolation
- * Suspension - max 7 days (Schools Act No 84 of 1996 as amended)
- * Police intervention (in case of unlawful act)
- * Disciplinary Hearing -
 - suspension
 - recommend expulsion and suspend pending the decision of the Education Department

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Appearance

- Constant breaches of the Dress and appearance requirements

Consequences

- * Inform parents/call in parents
- * HOD reflection session
- * Letter undertaking to correct infringement
- * Suspension
- * Discipline hearing

Academics

- Constant repetition of Grade 1 and 2 offences, with no sign of abatement
- Playing truant from class (registration or lesson)
- Cheating, attempting to cheat or intention to cheat in an examination, control test or class test
- Disruption of exam / test / formal assessment programme

Consequences

- * Counselling
- * HOD reflection session
- * Inform parents/call in parents
- * Zero mark for test/exam
- * Writing test/exam in isolation
- * Suspension
- * Discipline hearing

Repetition of grade 3 offences can lead to categorization as grade 4 offences.

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GRADE 4 OFFENCES

Behaviour

- The carrying of a firearm, dangerous or lethal weapon at school, on a school tour or outing
- The unlawful use of a firearm, the unlawful firing of a weapon, the pointing of a weapon at another person
- The unlawful carrying of a magazine for a firearm, bullets or ammunition
- The consumption, selling or possession of alcohol when in school uniform, at school or representing the school
- Arriving on school property, intoxicated through use of substance such as chemical substances, narcotics, drugs or alcohol
- The consumption, selling or possession of chemical substances, narcotics, drugs or alcohol when in school uniform, at school or representing the school
- Theft of any person's property or the school's property
- Theft involving violence
- Rape, attempted rape, physical or sexual abuse, indecent assault, intimidation of or threat to an educator, non-educator, parent or learner
- The carrying, copying, distribution or reading of pornography in contradiction of any law as well as the showing of pornography to any individual
- Aggravated assault and/or the intention to and/or cause grievous bodily harm
- Unauthorised video and or audio recording and photography
- Playing truant from school/ leaving the school grounds without permission from Senior Management
- (Verbal) threat of harm to educator
- Incitement of violence and/or grade 3/4 misconduct
- Incitement of violence including and not limited to recording and or distribution of acts of violence, rape, attempted rape, physical or sexual abuse, indecent assault and or intimidation
- Defamation of character
- Advocacy of hatred that is based on race, ethnicity, gender or religion, and that constitutes incitement to cause harm

Grade Controller	Deputy Principal	Principal
SGB		

Consequences

- * Call in Parents
- * Suspension - max 7 days prior to Discipline Hearing
- * Discipline Hearing (SGB)
 - Suspension
 - Suspension pending expulsion
- * Police intervention (in case of unlawful act, act threatening safety of self/ others)

Due Process

1. Investigations and statements.
2. Interview / inform parents.
3. 5 day notice of discipline hearing.
4. Discipline hearing conducted.
5. Outcome given in writing.

CODE OF CONDUCT AND SCHOOL RULES

NEW FOREST HIGH SCHOOL – CODE OF CONDUCT AND SCHOOL RULES PROCEDURE

When the learner is placed in H.O.D. reflection session, a letter explaining the offence will go out to the parent on the Thursday before the learner has to attend Reflection session.

The parent is required to sign the letter and it is to be returned to school by the learner on the day of the Reflection session and kept in the learner's file.

After three H.O.D. reflection sessions, a letter of warning of suspension will go out to parents.

On the next occasion that the learner commits an offence that warrants Reflection session, a second final warning of suspension will go out to parents. If a final warning of suspension is unsuccessful, both parents and the learner will be requested to appear before the Disciplinary Committee of the Governing Body at which occasion the learner may well be suspended or expelled. If the misconduct is considered to be serious enough, the action will be governed by the South African Schools Act No. 84 of 1996, section 9 regarding expulsion as amended.

CONTRACTUAL AGREEMENT

1. I will not disrupt any teaching or learning activities, or distract others while they are engaged in these activities.
2. I will respect the diversity of religions and cultures in the school.
3. I will be punctual for all activities and classes and in completing assignments and homework.
4. I will strive to improve my personal organisation and time management skills (e.g. having the correct books or equipment for classes and activities) in respect of academics and sporting activities.
5. I will make new members of the community and visitors welcome by being polite and helpful towards them.
6. I will display good manners towards all members of the school community.
7. I will avoid uncouth and rowdy behaviour, and in particular avoid foul language.

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8. I will not tolerate litter or graffiti of any kind.
9. I understand that different areas and rooms within the school are governed by their own sets of rules and I will familiarise myself with these and comply with them.
10. I understand that smoking, the use of alcohol, possession and/ or use of illegal drugs, bullying, obscenity, theft and vandalism are all serious, punishable offences which could result in expulsion from the school.
11. I will not chew gum.
12. I will adhere to the dress code at all times.
13. I will remain within bounds at all times unless I have official permission to break bounds
14. I will not have any weapons or dangerous objects in my possession at any time.
15. I will recognise the authority of the Disciplinary Committee and ultimately the Head to hear and judge cases of serious misconduct (those which may lead to expulsion) and to assign restorative practices to offenders.
16. I will not engage in any physical contact which others might regard as sexual in nature.
17. I will not practice racial discrimination.
18. I will not bring the school's name into disrepute.

CODE OF CONDUCT AND SCHOOL RULES

NOTES

CODE OF CONDUCT AND SCHOOL RULES

I have read and understand the information laid out in the Code of Conduct and agree that it is my responsibility as a learner of New Forest High School to adhere to these rules at all times.

LEARNER'S NAME : _____

DATE : _____

LEARNER'S SIGNATURE : _____

PARENT'S NAME : _____

DATE : _____

PARENT'S SIGNATURE: _____