



# HOËRSKOOI BEKKER HIGH SCHOOL

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Hoërskool Bekker High School

## CODE OF CONDUCT FOR LEARNERS

### BEKKER HIGH SCHOOL

### 2021

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Approved by: SGB Chairperson	A Rademan	Signature:	
Date:	30.11.2020		



**THE CODE OF CONDUCT FOR BEKKER HIGH SCHOOL-2021  
(LEARNERS)**

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## **CODE OF CONDUCT FOR BEKKER HIGH SCHOOL**

### **PREAMBLE**

The Code of Conduct for Bekker High School is entrenched by the Schools Act (Act 84 of 1996 and any amendments thereof). The Constitution of the Republic of South Africa, (Act 108 of 1996) as well as various provincial educational Laws.

The Code of Conduct is underpinned by the democratic principles of freedom, equality and human dignity, as enshrined in the Constitution. It further underlines the importance of reconciliation, education, learning, mutual respect and the establishment of a culture of tolerance and harmony at school. Although the State has the responsibility to make education and training available, this responsibility must be supported through the commitment and acceptance of mutual responsibility by other role players in the educational field, such as learners, parents/guardians and educators. This Code of Conduct supports that responsibility.

### **1.1 MISSION**

**AT BEKKER HIGH SCHOOL WE LEAD THE INEXPERIENCED YOUTH TO AN EXPERIENCED ADULTHOOD BY:**

1. Equipping learners with academic:
  - 1.1 knowledge
  - 1.2 ability
2. Developing sporting ability to its fullest potential
3. Culturally stimulating learners, by exposing them to various activities
4. Allowing them to follow and express religious values and norms
5. Respect and acknowledgement of diversity
6. Developing leadership skills
7. Offering a unique opportunity in the field of Agricultural Management

### **1.2 VALUES**

**Bekker High School's Code of Conduct strives to instill the following values:**

<b>RESPECT</b>	I will at all times show self-respect as well as respect those around me and the environment.
<b>BALANCE</b>	I endeavor to make the most of all the talents I have been given.
<b>LOYALTY</b>	I obey all school rules, support and protect all fellow students, traditions and the activities of the school.
<b>INTEGRITY</b>	I take full responsibility for my actions.
<b>EXCELLENCE</b>	I will always strive to give and do more than what is expected of me.

## 2. INTRODUCTION

The Code of Conduct underpins the school's mission statement.

The Code of Conduct acts as a guideline for learner behaviour. A Bekker learner's behavior can be measured according to the level at which he/she respects, subscribes to and reflects the Code of Conduct.

The Code of Conduct has been written in line with the appropriate provisions of:

The South African Constitution (Act 108 of 1996),

The South African Schools Act (Act 84 of 1996),

The National Education Act (Act 27 of 1996),

Guidelines for Code of Conduct for Learners

(General Notices 776 in the Government Gazette 18900 of 15 May 1998),

The Regulations pertaining to drug testing equipment and the procedures to be followed (GG 1140 in Government Gazette 31417 of 19 September 2008),

Regulations for Safety Precautions at Public Schools

(GG1040 in the Government Gazette 22754 of October 2001, as promulgated)

And other applicable provincial legislation.

It is expected of registered learners as well as of their parents/guardian to familiarize themselves with the school's Code of Conduct as well as the provisions thereof. Registration implies both the learner and his/her parents/guardian accept, respect and will adhere to the Code of Conduct. In the event of a transgression of the Code of Conduct, appropriate action will be taken.

## 3. PURPOSE

The purpose of the Code of Conduct is to:

- Encourage positive discipline.
- Develop self-discipline.
- Establish exemplary and constructive behaviour.
- create a safe atmosphere where effective learning and associated activities can take place.

**To be successful, it is expected of every Bekker learner to adhere to the following rules**

### 3.1 Human-rights

A Bekker learner is aware that he/she has rights in terms of Humanrights as laid out in the Constitution, but acknowledges that co-learners and teachers hold the same rights and that these rights need to be respected. He/she is also aware that these rights may be limited in terms of the Constitution.

### 3.2 Preparedness

A responsible Bekker learner ensures that he/she arrives at school properly equipped with:

- all the required stationery.
- books and text books.
- his/her diary with his/her timetable
- a schoolbag (leather or canvas) that will protect the books.
- all class work and homework up to date as required.

A Bekker learner has respect for property and does not bring valuables to school, e.g. toys, Mp3's, cameras, tablets, cellphones, laptops etc. Does not leave his/her bag/s outside the class unless instructed to do so. It is the owner's (learner's) responsibility to look after their own property. This applies to any sports clothing and equipment. It is the learner's responsibility to ensure their property is safe.

### 3.3 **Respect for teachers and non-teaching staff and visitors.**

Bekker learners respect their teachers as their educators, and commit wholeheartedly to co-operate with any reasonable instructions that they may receive from educators. Learners respect educators as adults and acknowledge that they have to gain from the experience and training of educators. Learners therefore undertake to give their full co-operation and to always be polite. This also applies to any student teachers. The contribution of administrative and grounds staff play a fundamental role in the successful organization of the school, therefore a Bekker learner will treat staff with respect. Visitors to the school, (district personnel, business people and parents) take the wellbeing of the school to heart, and will always be assisted and treated politely and with respect.

### 3.4 **Appearance – Appendix A**

A loyal Bekker learner:

- wears his/her school uniform and colours with pride.
- follows the policy pertaining to dress code and appearance.
- is correctly dressed according to policy, when participating in, or supporting peers at sports meets and matches.

Every Bekker learner represents and markets the school when in public.

Bekker learners respect themselves and their fellow learners.

Refer to annexure A for the rules on appearance.

### 3.5 **Absenteeism**

*Integrity demands the following:*

- A Bekker learner is only absent because of illness or for a serious reason.
- On the first day back, he/she submits a letter to the class teacher, from his/her parent/guardian explaining the reason for being absent from school.
- Should he/she be absent for more than 2 days, a **legal medical certificate** must be handed in. Clinic letters will be dealt with on merit.
- Should a learner be absent during a scheduled test or exam, a legal medical certificate must be handed in to avoid losing the marks.
- He/she will catch up the missed school work due to the absenteeism.
- Reasons for absenteeism may be queried.
- Should the learner be absent for 10 consecutive school days, without an accepted legal medical certificate, the learner will immediately be de-registered, and will have to re-apply to the school for admittance.

A learner who is absent without a valid reason makes him/herself guilty of truancy.

### 3.6 **Arriving late for school /opening / supervision.**

- At 7:15, when the bell rings, all learners are to move to the quad/hall for opening.
- A Bekker learner has consideration and respect for others and his/her own time. He/ she will therefore always be on time.
- A Bekker learner who arrives late will ensure that his/her parent/guardian writes a letter that includes the reason for the late arrival. Learners who arrive late are to report to the administrative office where a teacher will receive them.
- Should a learner arrive late on more than 10 occasions without a written apology, the parent/guardian will be invited to a meeting with the Disciplinary Deputy Principal.
- A Bekker learner moves quickly between classes.
- They do not loiter and socialize or visit the bathroom during this time, as precious academic time should be fully utilized. By the time the second internal bell rings learners should be seated in their next class.

- Learner supervision starts in the morning before school at 7:00am and ends at 14:05. On Fridays supervision will end at 13:45. Any incidence outside of these times will not be considered to be the school's responsibility. Parents should therefore arrange the effective dropping off and pick up of learners to ensure supervision.

Parents are cautioned to ensure that learners arrive at school on time.

### 3.7 Behaviour during opening

**A loyal and respectful Bekker learner** is part of his/her grade group.

*For opening he/she stands where instructed, in their respective register classes.*

- No hands in pockets.
- Face the front and pay attention to what is being said.
- Do not eat or drink.
- No cellphone, study material, homework or anything else that diverts attention will be tolerated.
- Behaviour on the quad and in the hall will be impeccable.

### 3.8 Academics

**A responsible Bekker learner** diligently sees to their academic responsibilities.

- Does homework independently and diligently.
- Completes assignments on time.
- Does not forget homework or assignments at home.
- Does not disrupt the class routine.
- Ensures that the cell phone is switched off and put away.
- Does not eat or drink during lessons.

A loyal Bekker learner ensures that his/her behaviour does not deny his or her classmates the opportunity to gain fully from the learning process.

**Intervention classes will be offered on Mondays from 14.15-15.00 and sports will commence from 15.00. Learners are to make an appointment for attendance of these classes. Parents are also advised to meet with educators in regard to behavior and academic performance on Mondays between 14.00 and 15.00.**

### 3.9 Neatness in the environment

A Bekker learner has respect for his/her environment, therefore it is important for him/her to:

- Take responsibility in keeping the environment neat and not to litter.
- keep classrooms clean and tidy.

### 3.10 Forbidden areas

**A responsible Bekker learner** ensures that he/she knows which areas are out of bounds and which may be used. The following areas are forbidden:

- classes: the southern wing, the area between class numbers 41, 42 and terrace 3.
- No learner may be on the hostel steps during break.
- hockey and rugby fields, netball and tennis courts during break, class time and before school. This area may only be utilized during the sports periods under teacher supervision.
- the tuck-shop during class time and supervision periods.

### 3.11 Damage to property

A Bekker learner has **respect** for their own property, as well as that of others by:

- looking after all property. Learners will compensate for damage to property (school or learner). This behaviour can also lead to charges of vandalism being laid.
- never writing on or damaging desks, chairs or bags.
- taking care of text books and covering all text books neatly.

Learners and parents/guardians take responsibility for school as well as personal property that accidentally has been damaged. Please note that personal property remains solely the learner's responsibility. The school takes no responsibility for private property.

### 3.12 Language usage

A Bekker learner shows respect to all they have contact with by paying attention to their language usage.

- Foul and obscene language is never used.
- Greet everyone in a friendly manner
- No bullying-language is permitted.
- No racial slander will be tolerated.

### 3.13 Truancy/leaving the classroom

An avid Bekker learner:

- does what is required during break times and it should therefore not be necessary to leave the class during lesson times.
- Does not walk around with pretenses during lessons.
- may only leave the class with a valid signature from the teacher in his/her diary.
- Is not absent from the class, nor leaves the class without permission from the teacher.
- ensures that he/she pays attention when supervision is arranged.  
***(Supervision classes are academic periods during which school work is to be done.)*** A Bekker learner should have the **integrity** to ensure that he/she knows where the supervision class is located and the name of the teacher. The learner will report to said teacher, in the event that his/her own teacher is absent.
- ensures that his/her time table is glued into his/her diary as required and follows the supervision timetable as instructed.

A learner who falls ill at school may only obtain permission from the grade head or the Deputy Grade Head to lie down in the sickroom until his/her parents pick them up. No medication may be dispensed to any learner without permission from the parent/guardian.

### 3.14 Cell phones / earphones – Appendix C

An honourable Bekker learner's respect for others does not permit him/her to use a cell phone during school time:

- between periods and during class times cell phones should be inactive and safely put away.
- No cell phones may be in hand or on the lap.
- Cell phones must be switched off before opening and for the duration of the school day. They may only be switched on from 13:50/Fridays 13:30.
- No learner may wear earphones before during or after school.
- No cell phone may be charged during class time.
- **The school or staff take no responsibility for any damage to, or theft/loss of a cell phone.**

The transgression of this rule will result in confiscation.

(See Appendix C)

### 3.15 Smoking/In the company of smokers – Appendix B

A Bekker learner proves his/her **integrity and loyalty** by undertaking:

- not to smoke in uniform, on the school grounds, at school functions or outside school grounds in school uniform.
- not to bring matches, lighters, cigarettes, e-cigarettes, hubblies or tobacco to school or to have any in their possession.
- Not to be in the presence of smokers.
- The following laws determine the illegality of smoking and will be used against offenders:
  - SA Schools Act 84 of 1996 Article 8A
  - Government Gazette of 30 March 2012
  - Tobacco products Control Act 83 of 1993

### 3.16 Leaving school grounds/signing out procedure

A Bekker learner has integrity and knows that he/she may not leave school grounds between 7:15 and 13:50/Fridays 13:30 without permission, even if he/she is picked up by his/her parent/guardian. As the school bears responsibility for the safety of learners, we request that parents follow the signing out procedure.

The Law, Article 3 of the School Act 84 of 1996, stipulates that a child is obligated to attend school and that parents/guardians are compelled to ensure the child attends school. Learners may only be signed out by the Principal or Deputy Principals by prior arrangement. We remind you that arrangements are to be made **in advance**. Learners may **ONLY** be picked up during break. **On a standard day 1st BREAK is at 08:55 - 09:10, 2<sup>nd</sup> BREAK at 10:30 -10:55 and 3<sup>rd</sup> BREAK 12:15-12:30.** **We would like to avoid the disruption of classes caused by departing learners. Learners may only be signed out during 1<sup>st</sup> and 2<sup>nd</sup> break if necessary.**

In cases when learners have to leave school, the proper procedure should be followed.

- A signed letter from the parent/ guardian must be brought to school.  
**Should an e-mail be sent, the following e mail address should be used; [general@hsbekker.co.za](mailto:general@hsbekker.co.za).**
- Learners are to present the letter to their subject teachers and each teacher must complete the signing out letter. Should the subject teacher be absent, the grade head will sign the learner out.
- The parent/guardian must sign the learner out at reception.
- **No** Tippex may be used.
- One learner may not sign another learner out.
- Should the learner be signed out by a third party, a permission letter must be submitted. This person must at all times have a legal identity document on them.
- **SICKROOM:** Only learners with a sicknote may be in the sickroom. This sick note must first be signed by the grade head and then also by each subject teacher.

An **avid** Bekker learner attempts to, where possible, not make doctor's appointments, driver's license appointments or other appointments during school time, and therefore avoids missing academic time that later has to be caught up with difficulty. A Bekker learner only receives an attendance certificate if he/she has been at school every school day without being truant. No absenteeism is permitted on days when formal assessments/PAT/SBA or orals have been scheduled.



During school hours learners are the responsibility of the school. Should an injury occur, it should be reported to the grade head immediately. The grade head will then advise the parents/guardian as to the severity of the incident.

### 3.17 Honesty

Integrity compels a Bekker learner to at all times be honest, thereby preventing them from:

- Forging signatures.
- Giving a false name.
- Copying homework or assessments and presenting them as his/her own work.
- Dishonesty during exams.
- Giving false declarations.
- Learners who make themselves guilty of these dishonesties can be subjected to disciplinary action.
- Serious transgressions will be reported to the Department of Education.
- The Departmental Circular: 73 of 2008, will be used as a benchmark to deal with the above transgressions.

#### **True Bekker learners do not make themselves guilty of any kind of fraud.**

A Bekker learner's loyalty compels him/her to report any information that pertains to the safety of others or that affects the discipline of the school. If required the provision of information can take place in camera (Act 50 of 2002) in the form of a detailed letter handed to the grade head. This information will be treated confidentially.

### 3.18 Sub-rules and school routines

A committed Bekker learner knows that he/she:

- will immediately take out books in class, place bags neatly down and sit down after greeting the teacher.
- must stand up and greet should any other member of staff enter the classroom.
- should listen to announcements before or after school, or during breaks.
- may only leave the classroom after announcements have concluded when the bell rings at 13:50 or Fridays at 13.30.

A Bekker learner may make him/herself guilty of misconduct by participating in strikes, mass action or initiation processes. Such activities are banned by The School's Act in the interest of everyone's safety. (Only the Bekker Council members and grade 8 register teachers are involved with the grade 8's orientation program).

### 3.19 Communication with parents/guardians

A Bekker learner with integrity faithfully hands all forms of communication, letters and circulars as well as the Bekker newsletter to his/her parent/guardian. In the case where there is a return slip, it should be returned as soon as possible, preferably by the next day and handed back to the register teacher.

- Information is also available on the School Communicator, Facebook, AWSUM APP, Instagram and on the website. ([www.hsbekker.co.za](http://www.hsbekker.co.za)) All social media links are available on our website.
- All important information, is updated on a daily basis and can be found on our communicator, be sure to download the link to the communicator, our way of communication.  
<http://www.school-communicator.com/download.php?schoolid=6395> on the front page of our website.
- A Bekker learner's parent/guardian is updated on academic progress three times per year when reports are sent out.

- Information sessions per grade/phase will be held, attendance by both parents/guardians and learners is expected. An attendance register will be held.
- Attached to rappers are the debit and credit points.
- Parent afternoons – see 3.8 (Academics)
- ***As communication to parents/guardians will also take place in the form of Emails and sms's, it is important that parents/guardians have advised the school of their updated contact details especially cell phone numbers.***

A Bekker learner's parents/guardians are invited to communicate any problems with the register teacher, grade head or Deputy Principal for Discipline at any time. (Parents are encouraged to follow the correct protocol.)

### **3.20 Extra-curricular activities**

A loyal Bekker learner remains within the framework of the school's Code of Conduct at all times, including at activities after school or those held at other schools.

**Exceptional** Bekker learners carry their weight and contribute with passion to various activities offered by the school. Every sport and extra-curricular activity has its own written constitution that supports the school's Code of Conduct. A Bekker learner is an ambassador for his/her school. His/her behavior in and out of the classroom testifies to his/her desire to be part of the school and therefore they will always act with good manners, friendliness and respect.

Parents should be advised that recordings may be made of games for planning/intervention, and that photos may be taken of learners to promote or market exceptional achievements and the like, and may be posted on social platforms and used in the year book.

### **3.21 Academic transgressions**

The subject teacher is responsible for the handling of transgressions of an academic nature. The subject teacher will contact the parent/guardian after repeated homework transgressions. The teacher can put the learner under corrective punishment, detentions held at break, or other corrective measures in place. The teacher will also be in contact with the parent/guardian so that the issue can be handled and solved. Detention can also be given after repeated academic transgressions.

## **4. TRANSGRESSIONS THAT CAN LEAD TO SUSPENSION OR EXPULSION (On the recommendation of the Governing Body.)**

### **4.1 Schedule 1 and 2 transgressions (as determined by the Schools ACT 84 of 1996)**

A Bekker learner with integrity does not make him/herself guilty of the following behavior:

#### **SCHEDULE 1 (possible suspension)**

A learner is guilty of misconduct if he/she purposefully and without a reasonable excuse:

1. Disrupts/threatens/frustrates the teaching – learning process in the class.
2. Participates in a plot to disrupt the proper functioning of the school by means of collective action.

3. Impairs human dignity of a person by using gossip, insults, defamation, or by making racist remarks or using foul language. (*Bekker High School's Policy on Bullying, Act 17 of 2011*)
4. By distributing any test or exam material that any person may make available to afford an unfair advantage in a test or exam.
5. To act dishonestly in a test or exam. (*See Appendix E, Bekker High School's Examination/Test Rules*)
6. Acts inappropriately in public
7. Sexually assaults, harasses another person on social media.
8. Is in possession of, or spreads any pornographic material.
9. Is under the influence, or is in possession of alcohol.
10. Is involved in a fight ( Less serious in nature)
11. Is a spectator at a fight
12. Disseminates any negative commentary on websites or social media.
13. Smokes or distributes cigarettes.
14. Commits further transgressions as determined by The School Act (Act 84 of 1996)
15. Disciplinary procedures for transgression/s of Covid – 19 regulations as determined by the NCC – National Command Council, will be in place during the pandemic.

## **SCHEDULE 2 (possible expulsion)**

A learner will be found guilty of misconduct if he/she:

- a. Is found guilty of misconduct as laid out in Schedule 1, after having been found guilty of two previous transgressions of similar misconduct.
- b. fails to complete or carry out corrective action or suspension.
- c. purposefully and without a reasonable excuse:
  1. forges any document or signature that is potentially to the detriment of the school.
  2. buys or sells any test/exam paper/exam material.
  3. makes him/herself guilty of fraud.
  4. makes him/herself guilty of theft or acts in a dishonest way to the detriment of another person.
  5. is found in possession of, uses or distributes any illegal substance.
  6. Is found in possession of any dangerous weapon.
  7. attacks, or threatens any person.
  8. bullies any person (emotionally and/or physically)
  9. holds any person hostage.
  10. murders any person.

11. rapes or sexually assaults any person.
12. damages/vandalizes any person's property.
13. Makes, or posts any recording of a negative nature on the internet that will damage the school's image or brings the school into disrepute.

Should a learner make him/herself guilty of any schedule 2 transgression, suspension will be considered for a maximum of 7 days subject to a disciplinary hearing by the disciplinary committee of the Governing Body. Should there be no outcome/settlement within the 7 days, the learner's suspension may be extended to an additional 7 days subject to the investigation and outcome.

The Principal or the Governing Body can at any time lay down additional rules.

#### **4.2 Grounds for suspension or expulsion**

Serious disregard for the school's Code of Conduct can result in a disciplinary hearing. The Disciplinary Committee, as stipulated and envisaged by The School's Act, is responsible for the hearing. A disciplinary hearing can result in a sanction of suspension, up to a maximum of seven (7) days, or can recommend expulsion. Both such sanctions can be suspended with conditions, for a period of 12 months, by the Committee. The Committee can also prescribe any other sanction as allowed for under this behavioural code.

In the event of a learner being found guilty of a criminal offence it could result in expulsion.

The postponement of disciplinary hearings are counterproductive and heighten tension between parties. This should be avoided at all costs and lengthy postponements will not take place.

During disciplinary hearings, learners who testify but fear intimidation, may be allowed to present evidence 'in camera'.

**Should the schedule 1 offence be of a lesser nature (as determined by the Principal) an internal hearing may be considered.** Such a session will comprise of the following: Principal, Deputy Principal of Discipline, Grade Head/ Deputy Head Academics (SRC member for the affected grade may attend if the offender insists thereon prior to the commencement of the session).

#### **4.3 Random searches, confiscation, drug testing.**

*Bekker High School is a drug free area.*

Search and seizure is based on principles of logic and healthy common sense. It is a procedure that is within the realm of the in-loco (parental) relationship between the learner and the educator. The emphasis is on the eradication of drug problems, and learners who suffer from substance addiction must, in terms of the system receive assistance. The guidelines are focused on ensuring the creation of a disciplined and goal orientated school environment which is committed to the improvement and maintenance of the quality of the learning process. Testing may take place at any time.

The School Principal or delegated nominee, can randomly search a group of learners, only if fair and reasonable suspicion has been established - Article 8A (2). Parents/guardians of learners who test positive will have to pay R150 for the test kit.

***When learners make themselves guilty of such an offence, parents/guardians are encouraged to immediately arrange for support, even prior to the disciplinary hearing taking place. Various rehabilitation centres offer support to both parents and learners:***

1. Westview Clinic (Sanca) / 011 472 7707 / [westviewclinic@westviewclinic.co.za](mailto:westviewclinic@westviewclinic.co.za)
2. Mighty Wings Life Centre / 072 602 2049 / [info@mightywings.co.za](mailto:info@mightywings.co.za)
3. Life Poortview / 010 003 0930
4. Life River Field Lodge / 0860 748 373
5. Crescent Clinic / 011 792 9400 / [www.crescentclinic.co.za](http://www.crescentclinic.co.za)

## **5. ACTION TAKEN IN THE CASE OF TRANSGRESSIONS AGAINST THE CODE OF CONDUCT.**

### **DEBIT POINTS SYSTEM**

A Bekker learner knows that unacceptable behaviour carries consequences. Discipline is seen as educational and helpful and always has the wellbeing of Bekker learners, the school and the community at heart. It serves to protect all these different role-players in the school community.

In order to identify the problem early, to address the problem and to monitor progress, it is necessary to keep record. At school this happens by means of a debit point system. Transgressions are recorded on disciplinary slips which are later consolidated. Debit points are cumulative and remain on record.

A summary of the learner's debit points appear in the front of the learner's diary for close scrutiny and serves as the behavioural guideline for the learner.

### **SUSPENSION takes place immediately**

**May only be approved by the Principal.**

**(Parents/guardians are immediately contacted and written notice is given in every case)**

<b>POINT</b>	<b>DESCRIPTION</b>
	Every time a learner smokes in school uniform. Learner is suspended for 3 days.
	Continuous disruption of classes. Learner is suspended for 3 days.
	400+ debit points. Learner is suspended for 3 days
	Transgressions of Covid-19 safety regulations and protocols – 3 days suspension.
<b>ADDITIONAL ACTION CONCERNING DEBIT POINTS</b>	
	400+ debit points. Disciplinary meeting with the Principal, parents and learner
	500+ debit points. Disciplinary meeting with the Governing body, provisionally accepted, re-application for the following school year.

- When a learner has 400 debit points, the learner will be suspended for 3 days and will be denied participation in, or attendance of social functions offered by the school. (As determined by the School's Act.)
- When a learner has 500 debit points, the learner will be invited to a disciplinary hearing with the Governing Body, and will be provisionally admitted to school but will also have to re-apply for admittance to the following academic year.
- Every 150 debit points will result in 1 detention.

**SHOULD A LEARNER BE SUSPENDED THE FOLLOWING WILL APPLY FOR THE DURATION OF THE SUSPENSION:**

- The learner may **not** participate in any activities (curricular or extra-curricular)
- The learner receives no marks for tasks or tests.
- It is the sole responsibility of the learner to catch up on work missed.
- Should the suspension take place during examination time, the learner will be permitted to write under special circumstances.

**Further explanations with regard to transgression sanctions.  
(By the Principal/ Disciplinary Committee):**

- Detention – see annexure D
- The withdrawal of privileges such as participation in school activities and functions. (E.g. Matric farewell, tours, excursions and any social functions arranged by the school).
- Schedule 2 transgression implies an immediate hearing.
- Learners who do not adhere to the Code of Conduct, forfeit the privilege to stand for election onto the student council. (Schedule 1 or 2 transgressions of 150 debit points)
- Learners with more than 150 debit points may also not stand for class captain. Should that learner already hold the position, it will immediately be withdrawn.
- Any other action may be taken as determined by the relevant management of the school.

**LEADERSHIP**

**PLEASE NOTE that a learner may not stand in the election for leaders/ Bekker Council if the following rules have been transgressed:**

- Has failed 2 terms
- Has committed a schedule 2 transgression.
- Only learners who have accumulated a minimum of 150 credit points for the current year, may stand for the Bekker Council of 2020/2021

**6. CREDIT POINTS FOR SCHOOL ACTIVITIES**

A proud Bekker learner that is part of the school and takes part in school activities, is rewarded

CREDIT POINTS		
ACTIVITY	EXPLANATION	POINTS (+)
<b>Participating in school sport Participation – practices and matches</b>		
Athletics, Rugby, Hockey, Netball,		100
Chess, Cricket, Cheer-leading Mr and Miss Bekker, Drama and Cross Country		50
First-aid	0-6 hours service	25
	7-12 hours service	50

<b>Disciplinary co-operation</b>		
Attendance of detention		50
No debit points received per term		100
Submission of tear off slip		20
<b>Participation in cultural activities Participation in competitions</b>		
Arts festival – 2 or more entries		50
Land service / Youth show		50
Participation in the Youth Show on National level		
Debating: Internal (Eng./Afr)		50
<b>Academics</b>		
Average above 80%	Terms 1,2,3 and year mark	100
Top 10		50
Top 20		25
Participation in academic competitions	Olympiad / Expo	50
Academic improvement Examinations	10% in subject area / term average	100
Academic improvement in Test series	10% in subject area / term average	50
<b>Willingness to assist / obliging</b>		
Obliging in class		10
Providing assistance at functions		50
Reporting offenders		50
<b>Parent support</b>		
Attendance of parents day / information sessions		50
Parent assistance at functions		50

**Credit points are updated after the respective activity.**

**Learners are acknowledged for credit points on the debit point system.**

# Bekker High School

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## APPENDIX A RULES ON APPEARANCE

These rules apply at all times to school uniform.

### GENERAL RULES

School clothes should always be clean and tidy.

- Summer and winter wear may not be combined.
- Tracksuit tops or windbreakers may not be worn as a replacement for a school jersey or school blazer.
- Only Bekker High School sports-wear/social-wear with trainers may be worn to sports-meetings/games. **(NO FLIP FLOPS)**
- First team members are permitted to wear their first team blazer/sports wear on a Friday.
- All school functions must be attended in full school uniform. Learners are forbidden to attend meets, games or functions in civil wear.
- The school accommodates religious diversity; all requests in this regard should be handled by the relevant grade head for monitoring and control.

### CIVILLIAN WEAR

When the school offers social events for learners where they may be dressed in civilian/ civil wear, learners must at all times be dressed appropriately. They may not wear any clothes that may be seen as offensive. No obscene language, signs or symbols may appear on the clothing. This ruling is to be seen in conjunction with Chapter 3, Article 33A, of the School's Act, which prohibits typical political exhibits depicted on clothing on school property. Learners found guilty of this will be asked to leave the school property to allow them to dress according to the rules.

### GIRLS

#### Summer uniform

- Shirt: Green Bekker shirt is permitted. The top button may not be buttoned.
- No coloured or lace top may be worn under the shirt.
- Skirt: The skirt may not be more than 10cm from the knee. Waistbands may not be rolled or removed in order to make the skirt appear shorter.
- Jersey: Sleeves may not be rolled up or pushed up. The jersey may not be worn around the shoulders or around the waist.
- Blazer: Bekker High School Blazer with school badge. The blazer must be worn during opening and during changing of classes and is compulsory on Mondays and Fridays.
- Socks: Green and gold Bekker High School socks are permitted. Socks must be folded over (short). Only the Bekker Council girls are permitted to wear short white socks.



- Shoes: Black school shoes with the band over the foot or the prescribed Buccaneer laced shoes are permitted. Shoes must be polishable.  
Built-up platform shoes are not permitted.
- Tie: Green tie with golden yellow stripes- **COMPULSORY**

#### **Winter uniform**

- Shirt: Green Bekker High School short-sleeved button-up shirt is permitted. Sleeves may not be rolled up.
- Skirt, jersey and shoes as in summerwear.
- Stockings: black stockings (pantyhose Decitex 78). Pantyhose may not be torn or laddered or be worn with holes.
- Tie: green tie with golden yellow stripes ( Bekker tie). **COMPULSORY**
- Blazer: During winter the Bekker High School Blazer with school badge is compulsory.
- Slacks: only the prescribed girl's slacks are permitted. "Skinny" slacks are not permitted.
- Scarf: **ONLY** the prescribed green scarf is permitted.
- No caps/ beanies may be worn.

#### **SPORTS-WEAR**

The prescribed sports-wear for the various sports is determined by the different organizers with the approval of school management.

#### **HAIR**

- Hair must at all times appear natural and may not be coloured or highlighted.
- Hair hanging over the collar must be tied up.
- Only white, yellow, green or black accessories (ribbons, combs, buns and beads) may be worn.
- Hair must be well tied, no loose hair may be left hanging.
- Extravagant, extreme and strange hairstyles are not permitted.
- Ethnic "Frizzy" hair may only extend 8cm from the scalp so as not to impair vision.
- Ethnic hair extensions: only numbers 1-3; the colour must be closest to the natural hair colour

#### **JEWELLERY**

- No jewellery like rings, bracelets (elastic or leather) or chains are permitted.
- Earrings: only studs (gold or silver) or standard hoops (small-in gold or silver) may be worn. Only one earring may be worn in the bottom hole per earlobe.
- No gemstones may be worn at all, no pearl earrings are permitted.
- Only traditional wrist watches are permitted.
- The wearing of body jewellery is forbidden (tongue rings/studs, nose rings/studs, eyebrow rings or studs) are forbidden.

#### **NAILS**

- Nails may not be longer than the fingertips.
- No nailpolish may be worn.

#### **MAKEUP**

- No mascara, eyeliner, lipgloss or blusher is permitted.

**THE ABOVE MENTIONED RULES PERTAINING TO APPEARANCE APPLIES TO ALL FUNCTIONS WHERE SCHOOL UNIFORM IS WORN.**

#### **BOYS**

##### **Summer uniform**

- Shirt: green button-up shirt. Top button may not be buttoned.
- Pants: green school shorts

- Belt: only plain black belts are permitted. Any other belts are not permitted e.g fashion buckles or studs are not permitted.
- Jersey: green long-sleeved or sleeveless jersey, sleeves may not be rolled up or pushed up. The jersey may not be worn around the shoulders or around the waist:
- Socks: green school socks with 2 yellow gold stripes. Socks must be pulled up at all times when worn with school shorts.
- Blazer: Bekker High school blazer with school badge. Blazer is to be worn during opening and the changing of classes. Blazers are **COMPULSORY** on Mondays and Fridays.
- Shoes: standard black lace-up school shoes. No formal shoes, boots or trainers are permitted. only lace-up, polishable shoes are permitted.
- Tie: Green tie with golden yellow stripes- **COMPULSORY**

#### **Winter uniform**

- Shirt: green long-sleeved shirt.
- Pants: green long pants. Pant's legs may not be adjusted to make them wider or narrower running down the leg. Length of the pants should run (back) down to the sole of the shoe, in other words the pants may not have more than one fold on the front of the shoe. No "skinny" pants are permitted
- Jersey, shoes and socks: As the summers uniform.
- Blazer: Bekker High School with school badge- **COMPULSORY**
- Tie: Green tie with golden yellow stripes.
- Scarf: **ONLY** the approved green school scarf may be worn.
- No hats or beanies may be worn.

#### **SPORTS-WEAR**

The prescribed sports-wear for the various sports is determined by the different organizers with the approval of school management.

#### **HAIR**

- Hair must at all times appear tidy. Hair on top of the head may not be longer than 4 cm.
- The area around the ears must be clear and neatly trimmed. The hair may not touch the ears when combed straight down.
- When the hair is combed forward, straight down, the hair may not touch the eyebrows.
- The back of the hair must be evenly cut.
- Hair may not stand excessively upright from the head. No strange hairstyles are permitted. Only the ethnic "frizzy" hairstyle may be 4cm from the scalp.
- No hairpieces or plaits are permitted.
- No "undercut" is permitted.
- Hair should at all times be the learner's natural colour. Hair may not be coloured or highlighted.
- No patterns may be cut into the hair.
- Sideburns may stretch up to the middle of the ear.
- Boys must at all times be cleanly shaven. Learners who arrive unshaven will receive a razor and be expected to shave. R10 will be debited from the learner's account for the razor.

#### **JEWELLERY**

- No jewellery is permitted. Nose rings, bracelets (elastic or leather) and chains are not permitted.
- The wearing of body jewellery is forbidden (tongue rings/studs, nose rings/studs, eyebrow rings or studs) are forbidden. This rule also applies to social events hosted by the school.

**THE ABOVE MENTIONED RULES PERTAINING TO APPEARANCE ARE APPLICABLE TO ALL FUNCTIONS WHERE SCHOOL UNIFORM IS WORN**

**OFFICIAL BLAZER**

- Green with yellow gold stripes: blazer with school badge on left pocket.
- Bekker Council (BC): Green blazer with golden cord and Bekker Council ties.
- Only badges, pins and scrolls presented by Bekker High School for the current year, may be worn on the school blazer. No other scrolls and pins, medals may be worn on the school blazer (no matter how deserving).
- Matriculants should wear their matric ties.

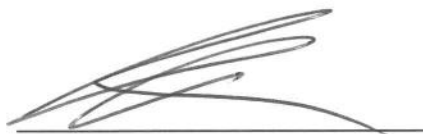
**DATE APPROVED:** 30 NOVEMBER 2020

**DATE REVISED:** 30 NOVEMBER 2021



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**A.C. ELLIS**  
**PRINCIPAL**



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**A. RADEMAN**  
**GOVERNING BODY: CHAIRPERSON**

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## ANNEXURE B SMOKING POLICY FOR LEARNERS

### Bekker High School:

- Recognizes the Law that smoking is forbidden for children under 18 years of age, and also recognizes that employees of the state and the school, learners and visitors have the right to work, study and do business in a pleasant environment with the cleanest air possible.
- Expects that all employees, learners, and visitors adhere to and respect the regulations pertaining to the use of tobacco products, (including e cigarettes and hubblies).

### Areas where smoking is forbidden

- All buildings including entrances, passages, steps, patios and verandas, bathrooms and pavilions of Bekker High School are considered to be smoke free areas.
- Smoking by learners is **not permitted under any circumstances** in any area of the school including on the farm.

### Responsibility

It is the primary responsibility of the management/teachers in the school to ensure the policy pertaining to smoking is adhered to.

Persons who refuse to obey the stipulations of the school policy, where applicable will be subject to punishment as determined by the Law.

*Visitors who refuse to adhere to the policy will be refused access to the property.*

### Action taken against learners who smoke in school uniform.

- Every occasion the learner smokes in uniform will result in a 3 day suspension and a 150 debit points will be placed on their record.
- Learners who are found in the company of smokers will receive 100 debit points.
- Learners who are found in possession of smoking equipment will receive 150 debit points, the items will be confiscated and handed to the police.

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PRINCIPAL

A. RADEMAN  
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## ANNEXURE C CELL PHONE POLICY FOR LEARNERS

### 1. GENERAL

This policy has been formulated by the Governing Body in conjunction with the following Acts and related school policies.

- Code of Conduct for learners.
- Regulations for Safety Standards for Public Schools, GN 1040, GG22754 of October 2001.
- The National Policy for the Handling, Administration and Management of the National Senior Certificate
- General Notice 30048 of 6 July 2006.

The school is aware that cell phones and other electronic communication devices may be useful in the case of emergencies, and that they can serve as useful E-learning tools and sources of reference. The use of cell phones and other electronic devices during school hours however causes issues of discipline. It has therefore been necessary to implement strict rules pertaining to these devices. The use of cell phones and other communication tools is therefore a privilege and not a right.

### 2. THE FOLLOWING RULES MUST BE ADHERED TO BY ALL LEARNERS:

- 2.1 During school hours, cell phones and other electronic devices are to be switched off. No cell phone or electronic device may be set to silent or vibrate.
- 2.2 Learners may only make use of their cell phone or electronic communication device before and after school, **only outside of the school premises.**
- 2.3 No sms's, whats-App, e-mails or similar applications may be used by a learner during formal lessons, changing classes, or at break.
- 2.4 No learner may make use of another learner's cell phone or electronic communication device without the owner's permission.
- 2.5 No learner will be permitted to be in possession of a cell phone or any other electronic communication devices in the examination venue.
- 2.6 No cell phone and or electronic communication device may be visible during classes, changing of classes or during break.
- 2.7 Should a teacher make use of cell phones/electronic devices during formal lessons, the concession will apply to that lesson only, and must be done under teacher supervision.
- 2.8 Hostel learners may not make use of cell phones or electronic communication devices in the dining hall or in the study hall.

### 3. SAFETY AND SECURITY

- 3.1 **No theft investigation will be done in the case of loss or damage of cell phones/communication devices, as these devices are not permitted at school.**
- 3.2 The school takes **NO** responsibility for loss/damage that may take place in regard to cell phones/electronic communication devices.
- 3.3 It is the victim's duty to report the loss/theft/damage to the police.
- 3.4 **No photo of any person, or partial photo of any person may be taken and/or be distributed.**
- 3.5 **The recording and distributing of any photo, video and audio material of any situation even if dramatized or otherwise is forbidden unless it is with the explicit permission of the educator.**

### 4. DISCIPLINARY ACTION

- The transgression of this policy by any learner, will result in the confiscation of the cell phone/ device including the simcard and or memory card.
- The cell phone/device will be handed over to the Principal or his representative for safekeeping. It will be sealed in an envelope with the learner's name on it and kept in the safe.
- Details are noted in a book/register, where the learner/teacher and Principal will sign.

#### FIRST TRANSGRESSION

The cell phone will be confiscated and held in a safe place for a period of five (5) school days (e.g. Monday to Monday) at which time the parent/guardian/learner may collect the phone during normal school hours. An email/letter from the parent/guardian must be sent to the grade head confirming that the parent/guardian is aware of the confiscated cell phone.

#### SECOND TRANSGRESSION

The cell phone will be confiscated and held in a safe place for a period of ten (10) school days at which time the parent/guardian/learner may collect the phone during normal school hours. An email/letter from the parent/guardian must be sent to the grade head confirming that the parent/guardian is aware of the confiscated cell phone.

#### THIRD OR MORE TRANSGRESSIONS

The cell phone will be confiscated and held in a safe place for a period of twenty (20) school days at which time the parent/guardian/learner may collect the phone during normal school hours. An email/letter from the parent/guardian must be sent to the grade head confirming that the parent/guardian is aware of the confiscated cell phone.

The learner who breaches this policy for a third time or more will be invited to attend a disciplinary hearing.

### 5. REFUSING TO HAND IN THE CELL PHONE

Should a learner refuse to co-operate and hand over the cell phone he/she will be invited for a disciplinary hearing.

## 6. RULES PERTAINING TO THE COLLECTION OF CONFISCATED ITEMS

Cell phones may only be collected by the parent/guardian/learner and the parent/guardian/learner must sign the register as proof that the item was returned safely. Under no circumstances will the item be handed to a third party.

Should a learner be found in possession of a stolen cell phone/electronic device, immediate disciplinary action will be taken and can include suspension and/or expulsion.

## 7. PORNOGRAPHY/ DOWNLOADING OF PORNOGRAPHIC MATERIAL

The Publication Act on sexual offences makes it an offence for a person under the age of 18 to

:

- look at pornography;
- be in possession of pornography;
- download pornography;
- trade in pornography;
- enter a licenced premises where pornography can be sold legally
- expose another person under the age of 18 years to pornography.

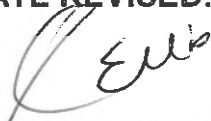
### 7.1 DICIPLINARY STEPS

- The distribution of pornography at school is a schedule 2 offence. Such material will be confiscated, and a diciplinary hearing will be held.
- Should the material portray images of an underage child (under the age of 18 years), the police have to be notified.
- Should a learner make him/herself guilty of sexual misconduct on school property, and both or one is under the age of 18, the incident will be regarded as statutory rape.
- Should they also be guilty of filming the incident, it will be regarded as the production and distribution of child pornography.
- There is an obligation to report the incident to the police. Failing to do so is a criminal offence, in terms of The Sexual Offences Act.
- Sexual misconduct on school grounds is a schedule 2 infringement that will lead to criminal charges, diciplinary hearing and possible expulsion.
- The staff and Governing Body of Bekker High School call upon all parents/guardians to support the school in the pursuance of The Code of Conduct, as it is formulated in the best interest of learners, their education, personal safety and the safety of their property.

No negotiations will be entered into, in the execution of the Code of Conduct.

**DATE APPROVED:** 30 NOVEMBER 2020

**DATE REVISED:** 30 NOVEMBER 2021



**A.C. ELLIS**  
PRINCIPAL



**A. RADEMAN**  
GOVERNING BODY: CHAIRPERSON

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## APPENDIX D DETENTION POLICY

1. Detention is scheduled for learners that transgress academically or disciplinarily. Learners who disrupt the culture of learning in any way will be assigned to such a detention class.
2. Detention is determined by the Grade Head/Deputy Principal/Principal based on information supplied by the teaching staff.
3. Learners are usually advised of detention on **Wednesdays**, this then takes place the following **Wednesday** from **14:00-17:00**. These detentions are part of the sanctions from the disciplinary hearings.
4. **Academic and Disciplinary Detention will be held separately on Wednesdays for learners who have accumulated 150+ debit points. This detention will be held from 14.00-17.00.**
5. Failure to attend detention is viewed as a serious transgression. Learners will receive a serious warning and must then attend the following detention session. Should your child not attend, the case will be referred to the Governing Body.  
**The learner's participation in all extra mural activities will be suspended until the first detention has been completed.**
6. Should a learner be absent from school, only a medical certificate will be accepted as an excuse, the detention will be postponed to the next sitting. Should no medical certificate be provided, it will be seen as a case of truancy.
7. Parents must adjust their transport arrangements so that the learner can attend the full detention session. Transport is not the school's responsibility.
8. No postponement will be given for detention. Parents are not to make appointments for licences, doctor's appointments, extra lessons etc. on the day in question. A learner will not be permitted to participate in any cultural or sporting activities during the detention session
9. Learners must report to the detention class/venue or as arranged, by 14:00.
10. Learners must be neatly dressed in school uniform and may only take a pen into the venue.
11. In the detention session the learner is to follow the instruction of the Grade Head/Deputy Principal/Principal, after which they may be excused at 17:00 should the task be completed.
12. No drinks, food or cell phones may be taken into the venue. Learners are not permitted to talk during the session.
13. Every 150 debit points is equal to 1 detention session.
14. There may be further justification for detention which may be determined by the school management.
15. Further infringements following a disciplinary hearing can also result in detention.

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## APPENDIX E EXAMINATION AND TEST POLICY

***The Departmental circular 73 of 2008, and circular 03 of 2014, will be used as a guideline to deal with offenders.***

The following rules must be adhered to by every learner in the examination/test room. Should any of these rules be broken, there will be serious consequences for the transgression and the learner can receive zero for an examination/test/SBA, or may even be denied the opportunity to write the examination. Learners who make themselves guilty of these transgressions will be dealt with in accordance of the law and be reported to the Department of Education and face disciplinary action.

These rules are implemented to ensure that every learner is given the opportunity to write under optimal conditions to achieve the best results.

1. Cell phones: Normal cell phone rules apply as stipulated in the cell phone policy. Learners will be asked before the examination session to hand in their cell phones and will receive them once again after the session.

A cell phone may therefore not be used as a calculator or watch. Should the above mentioned rules be broken, the cell phone will be confiscated until the disciplinary hearing has been held.

2. No iPods, magazines, playing cards, novels of any kind or any other games will be permitted in the examination room. These items will be confiscated.
3. No refreshments, cold drinks, sweets, crisps etc. will be permitted in the examination room. Only water will be permitted, subject to approval by the grade head, should the temperature deem it necessary.
4. Learners will not be permitted to enter the examination room if they arrive half an hour or later after the start of the session. Learners will also not be permitted to leave the examination room before the end of the session.
5. Learners may not talk or disturb other learners in the examination room, therefore calculators, stationery, etc. may not be borrowed or shared.
6. No bags, suitcases etc. will be permitted in the examination venue. Only necessary stationery, kept in a clear container or plastic bag, will be allowed.
7. No notes or books will be allowed with the learner during the examination session. If the

question paper has been answered there may still be no books, magazines etc.

8. **If a learner is absent during an examination session, only a doctor's certificate will be accepted as proof of illness. Arrangements in connection with this can only be made with the grade head.** Should this process not be followed, the learner will receive a zero mark for the missed session.
9. No source of help may be used to get an unfair advantage in the examination.
10. Examination venues must be kept clean and tidy, no littering is permitted. Tidy up after each session.
11. The examination invigilator is in control of everything in the venue and his/her instructions must be obeyed.
12. If a learner is caught being dishonest/copying his/her answer sheet will be taken in and a new one will be supplied to complete the exam. No additional time will be given. Both answer sheets will be used as proof in the disciplinary hearing. The teacher will write down the time and date of the incident. For legal purposes, the time of the second opportunity will also be noted on the answer sheet.
13. **No tippex** may be used to correct errors. Draw a line through the incorrect work if necessary.
14. No learner will be permitted to leave the examination centre during either the study or the examination session except when accompanied by a teacher.
15. Only additional paper with a signature and relevant date from the invigilator will be permitted and attached to the answer sheets for marking purposes.
16. Learning areas where practical examinations are to be done will be strictly monitored. No forms of communication may take place, no internal electronic messages may be shared in learning areas such as CAT
17. No smart watches, or electronic pens may be used in the course of an examination or study session. Should such an item be found on the person, the transgression will be dealt with in accordance with the cell phone policy.
18. **According to Departmental Policy and Circular 03 of 2014, public schools are forbidden to excuse learners during the examination period. NO BLOK TIME will be permitted during the examination period!**

**DATE APPROVED:** 30 NOVEMBER 2020

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**PRINCIPAL**



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## DECLARATION BY LEARNER, PARENT/GUARDIAN

### I HEREBY DECLARE:

1. That I have read the Code of Conduct and have understood its contents.
2. That I have read the appendixes and have understood their contents.
3. That I accept and will adhere to the Code of Conduct.

SIGNED AT \_\_\_\_\_ (PLACE)

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ (MONTH) OF THE YEAR 2021.

NAME OF LEARNER: \_\_\_\_\_

GRADE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

YYYY / MM / DD

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
NAME AND SURNAME  
(PARENT/ GUARDIAN)

\_\_\_\_\_  
LEARNER'S SIGNATURE:

\_\_\_\_\_  
NAME AND SURNAME  
(LEARNER)