DISCIPLINARY CODE FOR LEARNERS AT KING EDWARD HIGH SCHOOL

1. PREAMBLE

1.1 This disciplinary code sets out:

1. the conduct expected of all learners at K.E.H.S.
2. the conduct of such learners that will constitute misconduct.
3. the punishment that may be imposed in respect of such misconduct.
4. the procedures to be adopted for the imposition of such punishment.
5. matters relating to the above.

1.2. This code shall be read with the provisions of all applicable legislation (National and Provincial) and where there is a conflict, the latter shall apply.

2. WHY THE CODE EXISTS

2.1 to ensure that effective learning takes place.
2.2 to facilitate the smooth running of the school.
2.3 to create a safe environment for learners.
2.4 to teach responsibility, self discipline, good grooming and a pride in the school.

The school believes that while each learner has rights, each has to exercise his / her responsibilities to himself / herself and others. Any learner who disregards the rights of others will be dealt with according to the severity of his/her contravention of the ethos.

3. APPLICABILITY

These rules are applicable to all learners presently enrolled at K.E.H.S. while on the school premises. The school premises shall be deemed to include:

3.1 All premises under the control of the school or its Governing Body.

3.2 All premises wherever situated and where and when a learner is representing the school in any sporting, cultural, academic or other activity, or en route thereto or there from.

3.3 Any public place where so ever situated and wherein and while a learner is wearing an item of school uniform or is identified as being a learner at K.E.H.S.

3.4 In the case of boarders, any place whatsoever during a school term while absent from the boarding establishment without leave.

4. PERSONAL CONDUCT

The personal conduct of a K.E.H.S. learner shall exemplify the following principles.

4.1 Courtesy founded upon a respect for others, regardless of their age or status. This involves standing up to greet staff and visitors and assisting them when the need arises, with good grace.

4.2 Pride in oneself, one's school, appearance and one's contribution to the school.

4.3 Awareness of one's proper role in the school and in society.

4.4 Obedience to the legitimate requests or orders of the Principal, other educators other members of staff, any prefects, or any person who has lawful authority at the time and place e.g. team captains). Educators have authority over all learners and learners must respect and obey them, even though they are not necessarily teaching in the particular phase of the learner.

Any variance with these norms shall be deemed misconduct. Without derogating from the generality of the above the following rules shall apply:

5. SPECIFIC RULES

5.1 ATTENDANCE

5.1.1 Learners must be at school by 07h25. Latecomers must report to the secretary's office on arrival and sign the "late book".

5.1.2 Learners wishing to leave the school premises between the beginning and end of the school day must obtain an exeat from the Headmaster or Deputy Head.
(Day learners having lunch at home must obtain a permanent exeat.)

5.1.3 Day learner absences must be covered by a note from parents/guardians on the day of return. A doctor's certificate is required for absence from examinations or when a pupil is absent for longer than 3 consecutive days on medical grounds. Reasons must be furnished in writing to the Head for all other absences for longer than 3 days or for examinations.

5.1.4 Dentist, doctor or Driver's license appointments should be made outside of school hours unless specific permission is granted by the Headmaster.

5.1.5 No learner may be outside a classroom during lessons without permission. Learners are only allowed inside a classroom during lessons.

5.2 GENERAL BEHAVIOUR AND CONDUCT

5.2.1 The use, sale, dealing in, consumption, 'sniffing', or possession of tobacco, vaping apparatus, illegal substances, alcohol or drugs is forbidden.

5.2.2 Learners may not engage in or instigate any disorderly behavior. (i.e. fighting, littering, graffiti, cause damage to property (this includes the picking of flowers), bullying, foul language or 'hate' speech.

5.2.3 No jeering or heckling is acceptable.

5.2.4 No weapon or instrument of violence may be brought onto the school property (including those used in martial arts), except those used for authorised school activities.

5.2.5 There is to be no hitchhiking in school uniform.

5.2.6 Bicycles and motor cycles may not be started or ridden in the school grounds. Skateboards, rollerblades etc. may not be used on the corridors. Learner's cars must be parked outside the school. Bicycles must be chained.

5.2.7 Theft or any act involving dishonesty is viewed as a serious offence.

5.2.8 Any act which constitutes an offence under the Common Law or Statute Law will be deemed as misconduct in terms of this code, wherever it may have been committed.

5.2.9 Deliberate or intentional refusal to carry out a reasonable instruction from those in authority would be considered gross misconduct.

5.2.10 No fireworks are allowed on the school premises.

5.2.11 No valuable toys or valuables may be brought to school.

5.2.12 Learners may eat only during break times.

5.2.13 Learners may not engage in any intimate physical contact.

5.2.14 Staff has the right at any time to ban games which they regard as dangerous.

5.2.15 Learners may not walk around with their hands in their pockets.

5.2.16 Eating and / or drinking is not allowed in the Media Centre, class rooms or laboratories.

5.2.17 Bubblegum is not permitted at school.

5.2.18 Learners are NOT permitted to bring cell phones to school unless under exceptional circumstances. In this case they are to be handed over to a member of staff before school for the duration of the day. Any cell phone that is brought onto the school premises by a learner is done so entirely at their own risk. The school is not obligated to investigate any loss or theft. Cell phone searches may be conducted and any cell phones found confiscated. A fine of R100 is imposed for a first time offence and R500 for a second offence, and will be paid before the phone is returned.

5.2.19 Information forms or reply stubs must be sent back to school punctually and according to educational prescriptions.

5.2.20 Littering is prohibited. Grade 8 learners are responsible for tidying up after sports meetings.

5.2.21 Good and respectful behavior toward staff, Management Committee members, ground and kitchen staff and fellow students is expected. Disrespectful behavior is seen in a very serious light.

5.3 OUT OF BOUNDS

5.3.1 Classrooms before school, during breaks and after school.

5.3.2 The Staff room, staff and administration offices and the Prefect's room.

5.3.3 The boarding establishment (except for boarders.)

5.3.4 Staff quarters.

5.3.5 Cycle, motor cycle and motor vehicle areas, unless for the purpose of removing one's own vehicle.

5.3.6 The area above the tarred road through the school, during breaks.

5.3.7 Laboratories, workshops, audio-visual rooms, computer room, Hall, and Media Centre unless a teacher is present.

5.3.8 No learner is allowed above the tarred road through the school after 14h3O unless he/she has authorised permission. School bags must not be left on the corridors after school.

5.3.9 Any area where workmen are busy.

5.4 CO-CURRICULAR ACTIVITIES OF THE SCHOOL

5.4.1 All learners are expected to take part in at least two afternoon co-curricular activities per year.

5.4.2 Membership of a team or club implies a commitment to attend all games, practices and functions. Permission to miss a game, practice or function must be requested in person.

5.4.3 Learners must travel to and from all formal or sporting occasions on organised school transport, unless prior permission is obtained from the coach concerned.

5.5. HOMEWORK

5.5.1 Homework is compulsory and must be diligently completed by all learners.

5.5.2 Homework books are compulsory for all learners and must be signed by parents / guardians daily (Except Grade 12).

5.5.3 Copying of work is forbidden. Honesty is expected at all times.

5.6 CORRIDORS

5.6.1 Learners are expected to be quiet during and between classes and silent en route to and during assembly. They are expected to keep left on the corridors and allow people to pass.

5.6.2 Learners are to line up neatly and quietly along the wall outside a classroom when waiting for a lesson to commence.

6. DRESS REGULATIONS

Preamble: Personal appearance reflects a pride in oneself and one's school. At all times learners must be neat and tidy - and will, by their dress, appearance and deportment be a credit to themselves, their families and to K.E.H.S.

6.1 Uniform

6.1.1 Make-up

No make-up may be worn with school or sport wear. This includes foundation, eyeliner and mascara.

6.1.2 Jewellery:

6.1.2.1 No jewellery may be worn with the school or sport uniform, this includes bracelets, rings and chains.

6.1.2.2 Only one earring (10 mm diameter) or one silver or golden stud may be worn in each ear by the girls. This earring is allowed only in the lowest pierced hole of the ear, in the earlobe.

6.1.2.3 All other jewellery (boys as well as girls) will be confiscated until the end of term.

6.2 Hair Regulations (head and facial)

6.2.1 Any way-out hairstyles or temporary crazes must be discussed with or submitted to the uniform committee.

6.2.2 The length of the fringe may not extend beyond the line of the top of the eyebrows.

6.2.3 Hair should be correct when school starts

6.2.4 Boys may not wear dreadlocks or mushroom styles.

6.2.5 Learners may not use gel in their hair.

6.2.6 Teachers have the right to admonish and punish the learner when a hairstyle becomes unacceptable.

6.2.7 Girls - Hair:

6.2.7.1 Extensions may be worn by the girls:

Extensions:

- May not be worn in a short bob. They should be able to be tied up.
- Must be fastened in a ponytail or in the nape of the neck, but not on top of the head.
- Must be of the same colour as the learner's own hair.
- No beads or other trinkets may be plaited into the extensions

6.2.7.2 The use of sun streaks or the dying of hair is not permitted:

6.2.7.3 Only royal blue, white or black bands, clips, alice bands and ribbons may be worn.

6.2.7.4 Hair extending beyond the shirt collar must be fastened. There are to be no more than two ponytails.

6.2.7.5 Hair must be neat and of reasonable length.

6.2.8 Boys - Hair

6.2.8.1 Hair must be cut according to the following guidelines:

- hair may not touch the eyebrows or cover the tops of the ears
- hair may not be partially shaved off or worn in a mushroom style
- hair must be tapered (fade) and no steps or shaved patterns are permitted.

6.2.8.2 Beard and upper-lip must be clean shaven

6.2.8.3 Side-burns may only be worn in line with the top of the ear lobe

6.3 Nails:

6.3.1. Nails may not extend the fingertips
6.3.2 Girls may wear colourless nail polish, but colours and artificial nails are not permitted.

6.4 KING EDWARD HIGH SCHOOL UNIFORM

SUMMER UNIFORM

BOYS: Gr R – 3 Sports kit and tracksuit
Gr 4-7
White short sleeved shirt, no tie, grey shorts and long grey socks. Acceptable black school shoes.
Gr 8 - Gr 12
White short sleeved shirt, tie, grey longs and grey socks. Acceptable black school shoes. Black school blazer.
May wear full winter uniform.

GIRLS: Gr R – 3 Sports kit and tracksuit
Gr 4-12
Blue skirt, white short sleeved shirt, white socks and acceptable black school shoes. No tie.
Gr 8-12
Black school blazer.

WINTER UNIFORM

BOYS: Gr R – 3 Sports kit and tracksuit
Gr 4-7
Full tracksuit, white shirt with top button and tie. School beanie
OR
White shirt, grey trousers, (long or short), grey socks, tie and black v-neck jersey, official winter jacket or tracksuit top.

Gr 8 - Gr 12
White shirt, grey longs, grey socks, black v-neck jersey and tie. Black school blazer.
Black school scarf GR 8-11
White school scarf GR 12

GIRLS: Gr R – 3 Sports kit and tracksuit
Gr 4-7
Full tracksuit, white shirt with top button and tie. School beanie
OR
Blue skirt, OR grey trousers, white shirt, tie, blue bobby socks with black v-neck jersey or tracksuit top or v-neck black pullover.

Gr 8 - Gr 12
Blue skirt, blue bobby socks and white shirt and tie.
OR
Grey trousers and white or grey socks with white shirt. V-neck black jersey and tie. Black school blazer.
Black school scarf GR 8-11
White school scarf GR 12
Optional winter jacket

NB:
1. Black school blazer is compulsory for Gr 8 – Gr 12 (Boys and Girls)
2. Grade 12 girls may wear black stockings.
3. White matric jerseys may be worn by all matric pupils and any pupil who has attained 1st team status in the High School, or represented the province in individual sports.
4. When representing the school at a sporting event a full school tracksuit will be worn.
5. All belts worn with trousers must be black.

NB: All school uniform is available from our uniform shop except white shirts, grey longs, shorts, black jerseys and socks (white & grey) which may be purchased at many outlets e.g. Woolworths, Ackermans, Pep Stores etc.

6.5 GENERAL

6.5.1 The sleeves of blazers and jerseys may not be rolled or pushed up as this stretches the sleeves and makes them appear untidy.

6.5.2 If shirt sleeves are rolled up, the roll must be just above the elbow.

6.5.3 Neither school nor sport wear may be worn with civvies

6.5.4 School shirts must always be tucked in. Sports shirts must be tucked in for all Primary School children.

6.6 SOCIAL EVENTS AND TOURS

The following is unacceptable with regard to these social events:

6.6.1 Spaghetti straps or vest-type shirts with bare midsections.

6.6.2 Clothes that advertise forbidden substances like tobacco or tobacco products, alcohol or alcoholic drinks or drugs.

6.6.3 Bare tummies

6.6.4 Low-cut tops / blouses

6.6.5 See through clothes

6.6.7 Slogans printed on T-Shirts

6.6.8 Party Political statements and/or canvassing by way of slogans, chants, songs or speeches

6.6.9 Visible underwear (boys and girls)

During school dances learners must be dressed appropriately. Supervising staff members may refuse admission to learners who are not dressed appropriately.

Learners who break these rules will be punished as follows:

Removal form the venue until correction has been made. Grade Head contacts parents for immediate correction.

7. Buses:

7.1 Learners are to remain seated with seat belts fastened while travelling
7.2 There is to be no excessive noise or disturbance
7.3 Buses are expensive – treat them with special care especially the upholstery.
7.4 All litter is to be placed in bins or packets and taken off the bus when the trip returns
7.5 The bus drivers are to be treated with respect and thanked upon completion of the trip.
7.6 No object may be thrown out of the windows.
7.7 No learner may climb in or out of windows.
7.8 Do not shout at passing motorists or pedestrians or use offensive hand gestures or body language.
7.9 No part of the body may protrude out of a window or door whilst the vehicle is in motion.

8. Boarding Establishment

In addition to the above, boarders have specific rules. These rules are deemed to form part of this code of conduct, and any contravention of these rules will constitute misconduct.

9. GUIDELINES FOR PUNISHMENT

Preamble:
Every attempt will be made to effect uniform and fair punishment without personal bias or favoritism. Cognizance must however be taken of the fact that we are dealing with children with varying personalities and circumstances. Furthermore, there can be aggravating or mitigating factors in each case. Each situation will therefore be judged on its own merits and the principal and staff reserves the right to vary slightly from these guidelines in the application of punishment.

In the best interest of our learners and in keeping with the ethos of the school, all learners will be treated with compassion and also be disciplined and punished when necessary.

Order, discipline and respect for each individual form the basis for success in every happy school community. This also ensures the promotion and upkeep of the quality of the learning process.

Furthermore, each learner must be given the opportunity to develop his or her talents and abilities to the fullest. This includes learning to accept responsibility and being independent.

This system should provide each learner with safety and security in a world suffering moral and spiritual decay.

Through effective communication, the partnership between school and parents must provide each learner with the best opportunity for him/her to reach his/her full potential.

Punishment takes place immediately and is not a long extended process, except when prescribed differently by the Schools' Act.

Guidelines:

This disciplinary system is in line with the constitution of the school, the relevant legislature, as well as the code of conduct of the staff.

Serious cases are dealt with by the discipline committee and sub-tribunals may be instituted where necessary. Disciplinary measures are carried out immediately as soon as guilt has been established beyond a reasonable doubt. Suspension becomes effective immediately and affects all aspects of the school's activities.

Learners and parents must be warned and notified with regard to the disciplinary measures that will be taken should another transgression take place. The learner's rehabilitation remains the main goal. It is an acceptable procedure to send a letter via the learner to the parents. The learner signs when receiving the letter and undertakes to give the letter to his/her parents / guardian.

Educators:

Educators are authorized to keep record of transgressions in a Punishment Book, make out punishment cards and pass on relevant information to the Grade Heads and Management for further action.

Warnings given (also given verbally) can be regarded as punishment for a first time offense.

A learner may temporarily be excluded from attending a class until the transgression has been rectified or an undertaking has been given by the learner to change his / her attitude positively. Parents, however, should be contacted and informed of the situation every time. Detention during breaks or in the afternoons may be considered should it offer a solution to an interim-disciplinary problem.

Representative Council of Learners:

These learners have the authority to take the lead regarding the development of the ethos of the school.

No disciplinary action may be taken by the members of this committee, but they may advise educators and Grade Heads on problems and appropriate measures to take.

9.1 The following Category A misconduct is viewed as very serious and could result in the immediate withdrawal of the learner from school, with a request to the S.E.M. to suspend or expel the learner concerned, or any lesser punishment described herein.

These include (but are not necessarily limited to) the following.

9.1.1 Theft or any other act involving dishonesty, including the forgery or falsification of any document.
9.1.2 Bullying
9.1.3 Intimidation
9.1.4 Racism
9.1.5 Fighting
9.1.6 The use of, possession of or sale of drugs, alcohol or illegal substances.
9.1.7 Repeated misconduct in categories B and C.
9.1.8 Malicious damage to property.
9.1.9 The use of, possession of, or sale of vaping apparatus, cigarettes, electronic cigarettes or any other tobacco product.
9.1.10 Leaving the school without permission.
9.1.11 The conviction in any court of law of a criminal offence.
9.1.12 Dabbling in the occult.
9.1.13 Satanism
9.1.14 Arson
9.1.15 Being in possession of any dangerous weapon or weapon of violence.
9.1.16 Insubordination
9.1.17 Being in possession of any pornographic material or behaving in any obscene way.
9.1.18 Being married - legally or traditionally.
9.1.19 Cohabitation
9.1.20 Inappropriate physical contact e.g. of a sexual nature.
9.1.21 Any other offence deemed very serious by the Principal

9.2 Category B

The following misconduct could result in detention writing out and / or service related punishment.

9.2.1 Truancy
9.2.2 Being out of bounds
9.2.3 Foul language and / or "hate speech"
9.2.4 Cheating
9.2.5 Hitch-hiking
9.2.6 Poor sportsmanship
9.2.7 Defiance or disobedience to any person placed in authority by the school.
9.2.8 General and persistent failure to follow the rules, e.g. late for class.
9.2.9 Repeated misconduct in Category C
9.2.10 Bunking lessons
9.2.11 Littering
Or any offence deemed serious by the Principal.

9.3 Category C

This misconduct could result in a warning or reprimand, or the deprivation of certain privileges or "black dots"(resulting in detention).

These offences include all other acts of misconduct not listed in Categories A and B.

The Principal together with the management may from time to time, designate specific offences to be misconduct.

According to the Education Laws, the repeated transgression of any school rule or uniform code is regarded as insubordination and strict measures will be taken against such learners.