



# The Glen High School

## SCHOOL RULES AND DISCIPLINE

### CODE OF CONDUCT AND SCHOOL RULES

#### **PLEDGE TO UPHOLD THE LEARNERS' CODE OF CONDUCT**

I, ..... pledge to uphold the learners' Code of conduct and I accept that:

1. The school is a place of learning and that I must do my best in all my activities and allow other learners to do their best.
2. I must respect all other members of the school with honour.
3. I must have pride in myself, the school environment and the image of the school.
4. My actions may not endanger myself or any other person. I will therefore adhere to the Code of Conduct as well as all COVID-19 protocols.
5. I must show care and consideration for other people, the buildings, facilities and grounds of The Glen High School.
6. I must be aware of and I must obey all the rules accompanying this pledge so that all can pursue their lives harmoniously.
7. Disciplinary action will be necessary if I fail to comply with the Rules of The Code of Conduct but that my rights to be heard and to receive fair treatment will be respected.
8. I am free to lodge a complaint if my own rights under this code are not respected.

SIGNATURE OF LEARNER

DATE

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## **LEARNERS' CODE OF CONDUCT**

### **The Glen High School Code of Conduct and School Rules Revised in January 2021**

#### **MISSION STATEMENT OF THE GLEN HIGH SCHOOL**

The Glen High School is an English-medium, co-educational institution situated in the eastern suburbs of Pretoria, providing a modern, Christian-oriented, secondary, academic education for children living primarily in the natural feeder area of the school so as to afford them the opportunity of achieving the highest standards in all of their activities.

This is a revised Code of Conduct and replaces all previous versions. The necessity for this revised Code of Conduct arises from ongoing endeavours by the Principal, Staff, Learner Representatives and School Governing Body of The Glen High School to amend existing, and implement new measures to address processes and procedures pertaining to discipline and general conduct at The Glen High School.

#### *Introduction:*

The Code of Conduct (School Rules) of The Glen High School is a living document. It has been arrived at after long and careful deliberation by the Principal and staff, the parents of the School through the duly elected School Governing Body, by representatives of the learners, and finally, has been approved by Governing Body of The Glen High School. The Code of Conduct and School Rules is a document binding all members of The Glen High School. The Code of Conduct and School Rules is a document subject to amendment, but only after the contracting parties have been consulted and the Governing Body has given its approval to such amendments.

The Code of Conduct and School Rules of The Glen High School does not detract from nor replace any provision catered for in any Act of Parliament and more specifically the provisions of the South African Schools Act, Act 84 of 1996 and any amendments thereto.

Similarly, the Code of Conduct and School Rules of The Glen High School does not detract from any other Regulation or Directive issued by the National or Provincial Department of Education as promulgated, i.e. any misconduct not specifically set out in this Code of Conduct and which has been catered for in respect of the provisions stated above shall notwithstanding be dealt with in terms of the relevant provision as set out above.

This Code of Conduct and School Rules is a personal and binding contract between The Glen High School and the learner, and The Glen High School and the parent of any learner. All parties seeking enrolment as first time students, or re-enrolment at The Glen High School, are required to sign the Code of Conduct and School Rules annually on commencement of a new school year, as well as upon enrolment by any learner joining The Glen High School subsequent to the commencement of that school year, regardless of when such subsequent joining shall be as acknowledgement of the:

- **Contents thereof**

- **Personal undertaking that the Code of Conduct and School Rules shall be adhered to.**

**Refusal to sign the Code of Conduct and School Rules by any learner, parent of any learner, shall not have the effect that such learner, parent of such learner is not bound by the provisions of the Code of Conduct and School Rules.** In the event that any action is required to be taken arising from a breach of the Code of Conduct and School Rules, The Glen High School shall **take action as if the learner, parent of such learner were a signatory to the Code of Conduct and School Rules.**

The Glen High School is an educational facility and therefore the primary activity shall be the educational instruction of the enrolled learners; right of access to The Glen High School is reserved to persons having bona fide business at The Glen High School.

Persons having bona fide scholastic or business at The Glen High School shall include but not be limited to:

- The Principal, educators and all other members of staff
- Learners
- Parents of learners
- Members of The School Governing Body
- Members elected to other committees serving The Glen High School
- Officials of The Department of Education
- Members of The South African Police Service
- Any other person or class of person whose presence has been requested in pursuance of official school business
- Any other person having bona fide business at The Glen High School

Any person who enters the premises of The Glen High School on business other than bona fide school business may be deemed to be trespassing and officials of The Glen High School may order the removal or exclusion of any person or class of persons from The Glen High School or any portion thereof.

**The success of The Code of Conduct and School Rules of The Glen High School requires the highest level of self-discipline on the part of the learners and the greatest respect and consideration from the School for the interests of the learners.**

The Code of Conduct and School Rules of The Glen High School is divided up into five categories under the following headings:

1. General Administration
2. Academic Administration
3. Conduct Administration
4. Travel and Transportation
5. Dress and Appearance.

Each category is in turn sub-divided into a number of School Rules. The nature of the misconduct will be in italics at the end of every school rule.

When determining the appropriate action to be instituted against any learner for misconduct, the schedules as defined in terms of the Provincial Gazette dated 04 October 2000 shall be adhered to, i.e.

- **Schedule 1** relates to serious misconduct that may lead to suspension.
- **Schedule 2** relates to serious misconduct that may lead to expulsion.

Where any act or omission constitutes a breach of Schedule 1 or Schedule 2 as stated, an annotation shall be made as per Schedule.1 or Schedule.2, accordingly in conjunction with the number of demerit points allocated.

**A learner’s privileges will be revoked once more than 100 demerits have been accumulated.**

**Tutors and the Discipline Department are to review learners’ demerits on a weekly** basis and determine whether any specific intervention and/or sanction is required. Similarly, the Principal may, in respect of any learner or group of learners, request that a hearing be convened either internally or by The School’s Governing Body to determine whether any specific sanction or intervention is required.

**Where an external, Governing Body Disciplinary Hearing is to be convened, the parent of the learner shall be notified of the event and shall be requested to be in attendance so as to offer guidance and support to the learner.**

Demerits shall be awarded but not confined to the following categories:

- Hazardous Behaviour
- Inappropriate Behaviour
- Disruptive Behaviour
- Incorrect Attire and/or appearance
- Possession or use of prohibited items

**Similarly, merit points are awarded to learners who act in a positive fashion.**

Learners may accumulate positive merit points to offset demerit points on a one-for-one basis.

**Merits**

|                                   |                        |                                 |
|-----------------------------------|------------------------|---------------------------------|
| Academic achievements (70 - 79%)  | Chess                  | Netball                         |
| Academic achievements (80 - 89%)  | Colours                | Olympiad – bronze, silver, gold |
| Academic achievements (90 - 100%) | Community service      | Olympiad participation          |
| Assisting staff                   | COP                    | Prefect                         |
| Athletics                         | Cricket                | Projectionist                   |
| Attending detention               | Cultural participation | Soccer                          |
| Basketball                        | Flag boys              | Squash                          |
| Certificate of merit              | Glaive                 | Swimming                        |
|                                   | Honours                | Team award                      |
|                                   |                        | Tennis                          |

**The Glen High School reserves the right to act as deemed appropriate against any learner who has accumulated an unacceptably high number of demerit points.**

These matters are dealt with on an individual case-by-case basis and take into consideration the nature of the actions for which the demerits are awarded, the rate at which they are accumulated and the learners’ general conduct report. A conduct report shall be sent out periodically and shall accompany the academic report card or where circumstances require, the conduct report shall be forwarded to the parent where disturbing trends are identified and where intervention may be required.

## 1. General Administration:

The following important provisions must be noted and adhered to in order that The Glen High School is always associated with high standards:

- 1.1 The Glen High School is a learning institution and all learners are expected to develop the self-discipline of study necessary for success and shall maintain high personal standards in all that is undertaken. Facilities, equipment and books are costly items and should be respected.  
*Inappropriate behaviour.*
- 1.2 Respect and consideration must also be shown for those in authority so that all may study and work in a happy and orderly environment. No learner may be in possession of the private property of any other learner without the express consent of the owner of such property. Learners must respect their peers and people in authority.  
*Inappropriate behaviour.*
- 1.3 Learners shall take pride in their behaviour, dress and appearance, the environment, and the public image of the school.  
*Inappropriate behaviour.*
- 1.4 Learners shall take special care when travelling to and from The Glen High School, or any school activities away from The Glen High School. Learners shall ensure that their behaviour is not endangering themselves or others.  
*Hazardous behaviour.*
- 1.5 Learners shall respect the environment of The Glen High School.  
*Inappropriate behaviour.*
- 1.6 Each learner shall be aware of the other general requirements that are necessary to maintain good order at The Glen High School so that all can pursue their activities harmoniously.  
*Inappropriate behaviour.*
- 1.7 Learners shall abide to the Code of Conduct and school Rules of The Glen High School. Non-compliance will result in fair hearings and fair treatment, which are embodied in these Rules.  
*Inappropriate behaviour.*
- 1.8 Books and equipment must be carried in a suitable bag or case to prevent damage (no kitbags or rucksacks).  
*Inappropriate behaviour.*
- 1.9 Learners shall keep their bags with them at all times, including when going to Assembly.
- 1.10 Before the commencement of the lesson, learners shall line up outside the class and enter in an orderly manner.  
*Inappropriate behaviour.*
- 1.11 Learners shall address educators courteously at all times. Learners shall address male staff members as "Sir" or by their title and name (e.g. Mr Smith), whilst female staff shall be addressed as "Ma'am" or by their title and name (e.g. Ms. Phasha or Miss Hill).  
*Inappropriate behaviour.*

- 1.12 Learners shall always stand when greeting or addressing a member of staff and visitors.  
*Inappropriate behaviour.*
- 1.13 Learners shall assist visitors to The Glen High School by guiding or directing them to their destination.  
*Inappropriate behaviour.*
- 1.14 Learners shall respect the environment by placing all litter in a bin.  
*Inappropriate behaviour.*
- 1.15 Learners shall respect and take care of the assets and environment of The Glen High School.  
*Inappropriate behaviour.*
- 1.16 When accidental or malicious damage does occur, learners shall report such damage as soon as possible to an educator.  
*Inappropriate behaviour.*
- 1.17 All corridors, classrooms, stairs and the gym area, the area between the hall and the central block, upper field, oval and the lawn area between the administrative buildings and science block are out of bounds during breaks and before and after regular school hours. Learners must keep on the paved paths.  
*Inappropriate behaviour.*
- 1.18 All fire hoses, fire extinguishers and any other safety equipment shall not be tampered with.  
*Inappropriate behaviour [Schedule 2].*
- 1.19 No objects shall be thrown over balconies or from windows or other facilities such as the sports stands.  
*Hazardous behaviour.*
- 1.20 Only staff, prefects, COP's and visitors may use the stairs leading to the upstairs foyer.  
*Inappropriate behaviour.*
- 1.21 Only staff, prefects, flag bearers and visitors may use the front entrance of the school.  
*Inappropriate behaviour.*
- 1.22 The school secretaries, cashier or bookkeeper may only be seen before or after the commencement of the school day or during break periods.  
*Inappropriate behaviour.*
- 1.23 Staff members engaged in the staffroom should only be approached in an emergency situation.  
*Hazardous behaviour.*
- 1.24 Learners shall excuse themselves beforehand if they are unable to attend a sports practice or any activity run by a member of staff or other person engaged to run such activity. Such apology made to the event organizer shall include absence due to detentions imposed for any reason whatsoever. Detention shall take precedence over any other extra-curricular school commitment.  
*Inappropriate behaviour.*

- 1.25 Learners participating in any sports or extra mural activity are expected to arrive at the event on time and with the required equipment. Under no circumstances may such a learner fail to arrive for such event without having first tendered apology to an educator who was involved in the arrangements around such event. Failing to arrive for such events seriously compromises the good name of The Glen High School.  
*Inappropriate behaviour.*
- 1.26 Electronic devices may only be used for educational purposes. All devices not used for this purpose will be confiscated for a period of six months. The SIM card should be given to the learner. In the event that the learner is to leave The Glen High School prior to the completion of the six-month period, then such property as was confiscated from the learner may be returned to the learner on his/her departure from The Glen High School. It is the duty of the learner to seek recovery of such item after completion of the six-month period.  
*Possession of prohibited items.*
- 1.27 No learner may have a cellular (mobile) telephone/electronic tablet or any other electronic device in his/her possession whilst undertaking a test/examination. Headphones and Bluetooth/wireless ear buds/pods may only be used during break. The Glen High School shall not bear any responsibility for the theft, damage or any other consequence arising from possession of such device; all devices brought onto the premises is done at the learners' own risk.  
*Possession of prohibited items.*
- 1.28 Learners access the school's Wi-Fi through the pin provided by the school's IT Department. At home, learners can access the educational resources/website through the school's website ([www.theglenhighschool.co.za](http://www.theglenhighschool.co.za)) provided that the learners have internet access.  
*Inappropriate behaviour.*
- 1.29 Learners and parents must please be aware of the rules concerning school attendance, absenteeism and late coming as contained in the school Prospectus as non-compliance may lead to suspension.
- a. School commences at 07:30 and concludes at 14:15. There are nine periods daily. Learners are expected to attend school for the full duration of the school day. The Glen High School cannot sanction absenteeism from school for any reason, therefore, permission cannot be granted to learners to leave early for learner's licenses, driver's licenses, routine dental and medical appointments, dancing examinations etc. However, should the learner's parent elect to withdraw the learner from school activities for this purpose, such parent shall take responsibility for the learner during this time. If learners need to be excused for emergency medical and dental attention, family bereavement or similar reasons, a prior notification by way of letter or telephone call to the Principal is expected. If a learner misses school for any reason, parents are requested to send a letter explaining the reason for absence on the day the learner returns to school.  
**During times when standardised tests/examinations are written, medical certificates are required to excuse a learner for being absent.**
  - b. The names of all learners who arrive late for school will be recorded by the prefects and staff members on duty at the access points, and shall be entered into the "Latecomers Detention File" and demerits will be assigned. These learners will remain in the "time out centre" until the start of the next lesson so as to eliminate disruption of lessons. These learners will also have to attend break detention on the day that they are late. This detention shall take place in the "Time-Out" centre and will take precedence over any

other activities. Parents who deliver learners to school must accept that should the learner be late, this cannot be a reason for the learners concerned to be excused from attending the detention. In the unlikely event of the learner arriving at school after the Prefects have returned to class, latecomers must report to the Discipline Department for capture on the D6 Communicator. Learners will be kept in the Time Out (isolation) centre until the start of the following period.

*Disruptive behaviour.*

1.30 When learners are wearing their blazers, they should keep the blazer on at all times. Should a learner wish to remove the blazer in the classroom he/she must keep it on until the educator has greeted the class and then ask for permission to take the blazer off.

*Incorrect attire.*

1.31 Beanies and scarves may not be worn in summer.

*Incorrect attire.*

1.32 Beanies and caps may not be worn in the classroom or at assembly.

*Incorrect attire.*

## **2. Academic Administration:**

The following important provisions must be noted and adhered to:

2.1 Homework or class work must always represent the best efforts of the learners. Learners must take pride in presentation, accuracy and spelling.

2.2 All set work must be handed in on the set deadline as determined by the educator concerned. The following shall apply in respect of work not done or not completed:

- In respect of homework not done or not completed, learners will be required to attend a compulsory homework class as determined by the subject teacher and/or tutor.

*Inappropriate behaviour.*

- In the event of the learner being absent on a due date of a formal task, that task shall be submitted on the day of return to school by the learner and if the task is not presented on the day of return to school, the learner will be required to attend a detention class as described above.

*Inappropriate behaviour.*

- Late submissions will be penalised on a progressive scale and could lead to a zero mark being awarded for the said assignment.

*Inappropriate behaviour.*

2.3 Any work missed through absence due to medical reasons or other unforeseeable circumstance should be completed within a time frame stipulated by the relevant educator upon return to school of the learner concerned. The following shall apply:

- When a learner is absent from any standardised test/examination for health reasons, a medical certificate must be provided from a registered medical practitioner, the stated reason must be clear and concise and the practitioner must be contactable so as to enable the school to verify the circumstances stated on the certificate. Wording on any medical certificate must be mindful of the rights of the learner and should only be stated in general terms as determined by the circumstances.



- Other reasons for absence from any standardised tests/examinations must be properly documented by way of a letter or note signed by the parent of the learner and such reasons will be considered on their merits. Parents must include contact details and must be contactable to enable the school to verify the circumstances stated in the letter or note referred to above.
- Parents must contact the school telephonically on the day that the learner is absent for the standardised test/examination.
- In all cases, the learner must be prepared to write the test/examination on the afternoon of his/her return to school. Failure to comply with this requirement may result in an internal disciplinary hearing and a zero mark may be allocated for that specific standardised test/examination. At the disciplinary hearing, the learner will be required to present a plan indicating how said learner is going to prevent a re-occurrence of this infraction.

*Inappropriate behaviour.*

- If the school is able to prove that any learner feigned illness or fraudulently represented any other circumstances to avoid taking any standardised test/examination due to the learner not having prepared for such standardised test/examination, a zero mark shall be allocated to such learner.

*Inappropriate behaviour, Fraud [Schedule 2].*

- If the school is able to prove that a learner who takes any standardised test/examination at any time after which such standardised test/examination was taken by the classmates of such learner and it is proved that the learner gained advantage by obtaining the questions or information from a classmate who has already taken the standardised test/examination, both parties to such activity shall be penalized and a zero mark shall be allocated to both parties in respect of said standardised test/examination.

*Inappropriate behaviour [Schedule 1].*

- 2.4 If any absence of a learner is known about in advance then the parent of the learner must seek permission in writing from the Principal for such an absence. In the event of a scheduled absence from standardised tests/examinations, the learner will be required to complete a standardised test/examination in written or oral form prior to the event leading to absence of the learner. A learner to whom such special authority is granted to permit taking the standardised test/examination in advance is expressly prohibited from conveying any information regarding such standardised test/examination to any other learner who still has to take such standardised test/examination. If any infraction is perpetrated in this regard, the same penalty shall be applied as per paragraph 2.3 above.

*Inappropriate behaviour [Schedule 1].*

The learner is solely responsible for finding out what work has been missed and for taking the necessary steps to ensure that the learner keeps his/her studies up to date.

- 2.5 Group work requires that the learner must contribute to the best of his/her ability to the successful completion of the task set. Due to the nature of group work, a learner failing to contribute to the activities of the group will not be awarded any marks for that activity and will be excluded from participating in the completion of that activity of the group, i.e. in such an instance the learner who failed to participate in said group activity shall be awarded a zero mark for the activity.

*Inappropriate behaviour.*

- 2.6 All textbooks shall be marked with the learners' name, which shall be written inside the book cover; all textbooks shall be carefully looked after. Where appropriate, books should be covered

in a suitable material. Inappropriate graffiti, photographs, pictures and stickers may not be displayed on textbooks, general books, pencil cases, space cases, school bags etc, and if they are displayed, they must be removed immediately.

*Inappropriate behaviour.*

2.7 Learners are solely responsible for custody and safekeeping of school and or other bags and valuables under their control. The Glen High School cannot accept responsibility for any lost or stolen property.

2.8 For the purposes of any preparatory work, learners must carry a general exercise book (rough book) or as stipulated by the subject educator.

2.9 As textbooks are required for open-book tests and general learning activities, each learner must have the prescribed textbooks by no later than the end of January of the school year in question.

*Disruptive behaviour.*

2.10 Learners must ensure that they possess the necessary, suitable writing equipment and appropriate mathematical instruments.

2.11 Learners must listen to morning announcements, or familiarize themselves with the information on the notice board outside the media centre to determine if there are any absent educators and to find out about substitution classes.

2.12 When moving about the corridors and the stairwells, learners shall keep to the left. Learners shall not stare into classrooms and/or engage in any activity intended to or likely to cause disruption to any class in progress. Learners shall stick to the directed stipulations of the staircase flow in order to avoid congestion.

*Disruptive behaviour.*

2.13 Learners shall walk briskly when moving between classrooms, and shall reach their destination timeously.

*Disruptive behaviour.*

2.14 If an educator has not arrived at a lesson within three minutes (3 minutes) of commencement of the lesson the COP class representative should report to the main office.

2.15 When the learners enter any classroom, they are to stand next to their assigned desks, in silence, and await instructions from the educator. If the educator is not present, the learners shall be seated and shall commence working in a quiet and purposeful manner. When the educator enters the room, the learners shall stand in silence and await instruction. Similarly, if any adult visitor enters the room, the learners should stand in silence until given further instruction by the visitor or the class educator.

*Inappropriate behaviour.*

2.16 Hold doors open for anyone following and thank those who hold doors open for you.

2.17 When required to wait outside a room, line up in single file in such a manner that other persons moving along the passage or corridor can do so unimpeded.

*Disruptive behaviour.*

### 3. Conduct Administration

The following provisions must be noted and adhered to:

- 3.1 Any act or omission committed and/or which is suspected to have been committed by any person, and which is, or is suspected to contravene any provision of law, whether common law or statutory law, shall be referred to the relevant authority for investigating e.g. SAPS.
- 3.2 When dealing with learners and educators alike, you must think before acting or speaking and refrain from any behaviour, which could cause distress to an educator, a staff member, a fellow learner, or any other person. The use of any inappropriate speech, language, gesture or sign language is not acceptable and shall be dealt with accordingly. Any act or gesture, which is or may be deemed sexually suggestive or demeaning, shall likewise not be tolerated.  
*Inappropriate behaviour [Schedule 1].*
- 3.3 Disrespect, disregard, disdain or any form of conduct which is intended to and/or has the effect of undermining the authority of and/or impugns the dignity of an educator, a staff member, prefect or COP, will not be acceptable and will not be tolerated.  
*Inappropriate behaviour [Schedule 1].*
- 3.4 Owing to disruption of the late arrival of learners in a class that has already commenced instruction, learners arriving late must be issued with a demerit slip for class disruption.  
*Disruptive behaviour.*
- 3.5 Learners bunking classes shall be instructed to attend detention on a day determined, or at the discretion of the Discipline Department; the learner's parents shall be informed of the bunking incident and shall likewise be informed that the learner is required to attend detention on the day in question. Parents of learners may put forward reasons why the learner cannot attend detention on that day. At the discretion of the principal or the Discipline Department, an alternative arrangement may be made. Bunking detention is disruptive behaviour. Failure to attend detention will be penalised; the learner will be required to attend five consecutive break detentions and/or five consecutive community service tasks.  
*Disruptive behaviour.*
- 3.6 Fighting or any form of conduct which is deemed overly robust and which could lead to injury will not be tolerated. Similarly, no form of intimidation, seeking advantage from another in whatever form, (i.e. protection), will be tolerated.  
Bullying in all its forms (emotional, physical, psychological, cyber etc) is prohibited. All parties involved in the bullying process will be recommended for a counselling/diversion programme. Offenders will be sanctioned.  
*Hazardous behaviour [Schedule2].*
- 3.7 Extortion and intimidation is strictly prohibited *[Schedule2].*
- 3.8 No form of initiation will be tolerated.  
*Hazardous behaviour [Schedule2].*

- 3.9 No form of gambling whatsoever, notwithstanding whether or not money or any other form of advantage changes hands, may take place on school property or while the learner is attired in school uniform; similarly, possession of any tools used for gambling is prohibited.  
*Possession of prohibited items.*
- 3.10 No unsupervised ball games may be played on the school premises.
- 3.11 The sale of any items by learners is strictly prohibited.
- 3.12 Respect the privileges of matriculants, seniors and prefects.
- 3.13 Whilst participating in educational visits and moving through places of interest, and attending any shows, functions or lectures, learners shall maintain the highest standard of dress and behaviour interest.
- 3.14 The principal and/or other designated staff member of The Glen High School reserves the right to search any learner, their baggage and/or other belongings before and following any activity or excursion. Any learner who is found to be in possession of any prohibited property or substance shall immediately be excluded from further participation in such activity or excursion. **(See revised policy on banned substances: 2019).**
- 3.15 Any learner who, whilst attending any activity or excursion and who is found in possession of any prohibited property or substance shall, where possible, immediately be ordered to return home and shall not participate further in such activity or excursion. The Glen High School cannot guarantee or be held responsible for refunding any payment or part thereof to the parents of such learner where the costs have been incurred and a refund cannot be solicited from the host of said external activity or excursion. **(See revised policy on banned substances: 2019).**  
*Possession of prohibited items.*
- 3.16 Learners are strictly prohibited from the following: smoking, being in possession of smoking materials, smoking in and out of school in school uniform, or from accompanying or being in the presence of other learners of The Glen High School who are smoking, or from smelling of cigarette smoke. **(See revised policy on banned substances: 2019).**  
*Possession of prohibited items.*
- 3.17 No learner may have in his/her possession, whilst at school or in school uniform or on official school business, any knives, weapons, firearms, (including imitation firearms) or any other object which may be construed as a dangerous weapon or any object which may inflict harm or damage.  
*Possession of prohibited items [Schedule 2].*
- 3.18 The use or possession of any habit-forming substance (drugs) whilst at The Glen High School or whilst attired in school uniform or on any school business, is strictly forbidden unless the possession of such prescribed substance has been sanctioned by a registered medical practitioner. The principal or other designated educator is empowered to contact said prescribing medical practitioner to verify that such substance has been prescribed for bona fide medical treatment. The same conditions apply with respect to the possession of over-the-counter medicines. A learner who is in possession of a prescribed substance or other over-the-counter medicine shall report such possession to the register class educator or another

educator where said learner takes his/her first class for the day. Any unreported possession of such items shall be investigated **(See revised policy on banned substances: 2019).**

*Possession of prohibited items [Schedule 2].*

- 3.19 The use or possession of any beverage or substance containing alcohol, whilst at The Glen High School or whilst attired in school uniform or on any school business, is strictly forbidden. **(See revised policy on banned substances: 2019).**

*Possession of prohibited items [Schedule 1].*

- 3.20 The use, possession or distribution of any medium/device containing material depicting images of male/female persons that may be deemed to be lewd or offensive (pornographic) or similarly, any lewd or suggestive act directed at another, regardless or whether that other person is aware of such act or is in fact offended by such act, is forbidden whilst at The Glen High School or whilst attired in school uniform or on any school business. *Inappropriate behaviour and/or possession of prohibited item [Schedule 1].*

- 3.21 Any learner who is in the company of any person, whether another learner at The Glen High School, learner at any other school or other private person, and such person is behaving undesirably or in such a fashion which may lead to a negative association being made with The Glen High School or in bringing the good name of The Glen High School into disrepute, must immediately excuse themselves and leave the company of that person. Failure to do so could make The Glen High School learner complicit in any act performed by such other person.

*Inappropriate behaviour.*

- 3.22 No learner of The Glen High School, whether on school premises or at any other place and where such learner may be identified as a learner of The Glen High School, may participate in nor be associated with any activity which may be construed as being “Gang” related, and/or whereby the learner engages in any collective action that disrupts the proper functioning of the school.

*Inappropriate behaviour [Schedule 1].*

- 3.23 No learner of The Glen High School may wear any apparel or exhibit any paraphernalia or symbol, which may have the effect that such learner is identified as a gang member.

*Inappropriate behaviour.*

- 3.24 The provisions of paragraphs 3.22 and 3.23 do not relate to any activity related to a club, society or gathering of learners which is convened under the auspices of a cultural or other society and which has the approval of the principal of The Glen High School.

- 3.25 Processes and procedures for handling instances of unacceptable conduct have been defined. The nature of the conduct shall determine the manner in which an incident shall be dealt with. The principal and educator in charge of discipline shall confer and determine the appropriate course of action to be taken; said course of action shall be in line with the “List of Demerits”, as defined. The School Governing Body member who is also the designated Chairperson of the External Discipline Committee may also be consulted where required for input and opinion. Any sanction prescribed for any act of misconduct may be handed down by the Internal or External Discipline Committees.

Instances of misconduct shall be dealt with as follows:

1. An internal disciplinary hearing conducted by the COPs – at least one tutor should be present.

2. An internal hearing conducted by the Discipline Department – at least one tutor should be present.
3. An interview conducted by the principal.
4. An external disciplinary hearing referred to the Governing Body by order of the principal.

### 3.26 Time-out centre

A “Time-Out” Centre has been established; the primary objective being to create a facility where disruptive and unruly learners can be accommodated to facilitate the removal of such learners from the classroom. This action is directed at creating a quality-learning environment for educators and learners alike.

The following guidelines shall prevail:

1. First offence shall be dealt with by the educator in the classroom; the incident shall be reported to the Discipline Department or tutor for record keeping purposes.
2. Repeat offences shall result in the offending learner being sent to the educator in charge of discipline who shall exercise his/her discretion, and where appropriate, shall instruct the learner to either return to class or report to the “Time-Out” Centre.
3. Learners sent to the “Time-Out” Centre shall remain in the “Time-Out” Centre at the discretion of the Discipline Department.
4. At all times subject educators must be informed as to the whereabouts of the said learner.
5. Any learner removed from the classroom situation and sent to the “Time-Out” Centre shall bear the responsibility for catching up any work missed.
6. In the event that any standardised test/examination is taken whilst a learner is in the “Time-Out” Centre, appropriate arrangements shall be made for the taking of such standardised test/examination.
7. Disruptions at an assembly shall be dealt with as for a disruption in the classroom.
8. Disruptive conduct for which a sanction may be imposed in terms of the Code of Conduct may result in the learner being sent to the “Time-Out” Centre and in addition thereto, further action may be taken against such learner in terms of the Code of Conduct. Demerits shall be awarded to all learners referred to the “Time-Out” Centre. **[Schedule 1]**.  
For record keeping purposes, an entry shall be made in the learner’s conduct report to reflect that he/she has been confined to the time-out centre.

## 4. Travel and Transportation:

The following important provisions must be noted and adhered to:

- 4.1 When travelling to and from The Glen High School, learners must wear full and correct school uniform.  
*Inappropriate behaviour.*
- 4.2 Learners must wear the correct dress for sports practices and matches.  
*Inappropriate behaviour.*
- 4.3 Each learner must adhere to the appearance and dress code laid down in the School Prospectus and The Glen High School Code of Conduct and School Rules.

- 4.4 Learners must always be courteous to visitors and strangers whether in and/or out of the school. When moving through the local community, particularly the neighbouring shopping centres, learners should show care and consideration to all by not moving about in large groups and always exhibiting the high standards of The Glen High School.  
*Inappropriate behaviour.*
- 4.5 Learners walking to The Glen High School, and who need to cross Corobay Avenue, Garsfontein Road/Menlyn Drive, January Masilela Drive and any other public road, shall only do so at a designated crossing.  
*Hazardous behaviour.*
- 4.6 Learners wishing to drive to The Glen High School by scooter, motor cycle or motor car, must first obtain permission from the Deputy Principal assigned to oversee the implementation and maintenance of discipline matters who shall need to see the learner's driver's licence (or learner's licence) and shall record the vehicle's registration (number plate) number. In the case of a learner with a learner's licence, the learner has to be accompanied by a licensed driver and a copy of the licensed driver's licence must be filed. Learners on scooters or motorbikes must provide proof of the learner's licence or driver's licence. In the event that permission is granted to a learner to drive such motorised vehicles to The Glen High School, the learner shall drive particularly carefully and slowly in the vicinity of The Glen High School, and shall only park in the allocated area of The Glen High School grounds. All rules and regulation governing the driving of motor vehicles shall be adhered to by all persons when driving within the confines of the property of The Glen High School.
- 4.7 When travelling to and from The Glen High School by taxi or bus, learners shall ensure that:
- a. The learner's conduct does not distract or annoy the driver
  - b. The learner does not inconvenience other passengers
  - c. The learner does not cause a disturbance
  - d. The learner shall wait quietly at the bus stop or pick up point and shall be orderly and neatly attired; the learner shall conduct him/herself in an orderly manner.
  - e. The learner will wear a mask at all times.
  - f. The learner will sanitise at regular intervals.
- Hazardous behaviour.*
- 4.8 To avoid congestion in the road to the west of The Glen High School, (Corobay Avenue) parents are requested to assist through the following arrangements:
- a. Do not drop off or collect learners between the yellow lines or the designated bus lanes or in front of the vehicle gate at The Glen High School main entrance.
  - b. Learners should only be dropped off or collected at the designated Drop-off Zone in Corobay Avenue.
  - c. Learners may only use the allocated learner entrances at the Drop-off Zone.
  - d. Learners may only cross the public roads at the traffic lights, pedestrian crossing or other designated crossing areas
  - e. Learners may not be dropped-off or collected in the school grounds at the beginning or end of the school day.

## 5. Dress and Appearance:

The following important principles must be noted and adhered to:

- 5.1 The Glen High School learners are expected to wear official school uniform and appear neat and tidy at all times (this include any public space during and after school hours).

*Incorrect attire.*

- 5.2 Learners who arrive at The Glen High School at the commencement of the school day incorrectly attired and/or groomed, i.e. this refers to the correct use of The Glen High School uniform, appearance, i.e. hair styles/length, wearing of jewellery or other non-uniform items, makeup etc) shall be sanctioned accordingly by educators, prefects, COPs or the Discipline Department.

The following steps have been implemented and will be followed:

- 5.2.1 Verbal notification and warning in assemblies and registration periods.

- 5.2.2 Confiscation of non-uniform items.

- 5.2.3 Allocation of demerits and referral to the time-out centre, for parents to be contacted.

- 5.2.4 Parents must notify the school of any valid reason for non-compliance. A written note signed by the parent must be given to the learner to show educators.

*Incorrect attire.*

- 5.3 Where this conduct relates to an extra-mural event, i.e. a sporting event or cultural event, such learner shall not be granted access to such event, notwithstanding that entrance to such event may require the purchase of a ticket; in such instances the ticket price shall not be refundable.

*Incorrect attire.*

- 5.4 Disciplinary steps shall be implemented against repeat offenders.

- 5.5 Staff, Prefects and COPs will hold regular formal dress inspections.

**The following dress code and rules regarding personal appearance must be noted and adhered to:**

### 5.6 Rules specific to female learners:

- 5.6.1 Skirts may not be worn on the hips and may not be more than 5cm above the kneecap.

- 5.6.2 White ankle socks must be folded over and may not exceed 15cm from the heel/base of the foot/shoe.

- 5.6.3 Black ski pants may be worn but may not be visible.

- 5.6.4 Earrings shall only be worn in the ear lobe: a single pair of gold or silver studs, matching pairs (4mm) or sleepers (14mm), (one in each ear of the ear lobe in the lowest hole) may be worn. No fancy gem stone/diamante or coloured studs will be allowed. Watches, (standard and regular size) should be black, silver, gold or brown.

- 5.6.5 Fingernails may not grow beyond the tips of the fingers. No French manicures, "tips" or gel fillings are allowed. Learners granted concession to wear longer nails (in extraordinary circumstances only), must carry a letter signed by a Deputy Principal. The learner must be in possession of such letter at all times, such



concession shall be granted only for a predefined period. Only colourless nail varnish may be worn.

- 5.6.6 Matric girls may only start growing their nails a month before the matric farewell.
- 5.6.7 The following are approved hairstyles for girls: afro hair, dreadlocks, cornrows, curls, popcorn and braids. All hair, including hair extensions (touching the shoulders), must be tied up. Hair must be kept away from the eyes and only white, green, purple, brown or black hair accessories are allowed. Coloured hair accessories may not be worn in combinations (i.e. the learner may only wear one coloured accessory at any given time).
- 5.6.8 No make-up may be worn, i.e. no base, eyeliner, mascara, eye shadow, lipstick, lip-gloss or coloured lip balm is allowed.
- 5.6.9 Scarves may not be more than 1.5 metres in length and must be white or green in colour.
- 5.6.10 See also "General Provisions".

## **5.7 Rules specific to male learners:**

- 5.7.1 The Glen High School pants may not be worn on the hips, (underwear/boxers may not be visible).
- 5.7.2 Only grey socks may be worn.
- 5.7.3 The following are approved hairstyles for boys: dreadlocks, afro hair, faded hair and chiskop (bald). The maximum height of boys' hair is 4cm and the side length must not exceed 2cm.
- 5.7.4 Learners may not sport facial hair, faces must be clean-shaven. Learners who are unshaven will be supplied with a razor and instructed to immediately correct the situation.
- 5.7.5 Hair, including hair extensions, may not touch any part of the collar or curl around the neck or ears; sides must be short and must be tapered smoothly to the neck and follow the shape of the head. Hair must be kept away from the eyes and may not be tied up at the back of the neck, or in a man-bun.
- 5.7.6 Rings, studs and other appurtenances may not be worn.
- 5.7.7 Black leather belt,  $\pm 3$  centimetres wide to be worn, no fancy buckles.
- 5.7.8 See also "General Provisions".

## **5.8 General Provisions:**

- 5.8.1 Hair must be neat. Trendy fashion styles are not allowed. Hair may not be dyed, highlighted, coloured, permed or teased. Use of excessive hair gel to create weird/unnatural styles or to hide long hair is not permitted. No outrageous braids, bobbles or fashion trends will be allowed.
- 5.8.2 Learners instructed to correct an unacceptable hairstyle will have until the following school day to do so, i.e. at the commencement of the next school day, hair not according to these regulations will result in disciplinary steps being taken.
- 5.8.3 General rules for girls and boys: no Mohawks, dyeing of hair, colour extensions, hair hanging in the face, drawings or funky lines cut into the hair will be allowed. No trim lines of gel may be used to hold hair backwards. Hair must be tied up if long enough.
- 5.8.4 School jerseys should fit the learner properly and may not be tucked in or tied around the waist or shoulders if taken off. No embroidery may be added to the jerseys, pullovers or any other part of uniform.
- 5.8.5 The school uniform must be the correct size and should not be too tight or too loose.

- 5.8.6 A Cyprus green “Drimac” may be worn in rainy weather but must be removed as soon as the weather clears.
- 5.8.7 No item may be worn after it has been stretched or altered so as to change the length or pattern of the original design, e.g. school jersey: sleeves – cut holes in for the thumbs to fit through or trousers altered to create skinny fit.
- 5.8.8 **Black lace up school shoes** must be polished and clean, the laces must be tied; no sandals are allowed. Prefects are allowed to wear brown shoes with their formal prefect uniform only.
- 5.8.9 Unauthorised or non-regulation dress combinations will not be accepted.
- 5.8.10 Learners may not wear jewellery, other than an official Medical Alert bracelet/necklace if this is required for a bona fide medical condition. Illegal jewellery will be confiscated until the end of the term. Traditional armbands of religious purposes will be allowed. Parents must contact the school and learners permitted to wear said armbands must produce the permission letter if requested by staff members or prefects.
- 5.8.11 No “body art” is allowed. No body piercing, tongue-, nose- or eyebrow studs, -rings, or -bristles are allowed. No tattoos or drawings on arms or any other part of the body are permitted.
- 5.8.12 Nails: Boys and girls must keep their fingernails cut, clean and presentable; boys may not grow their nails, not even one fingernail, e.g. the nail of the little finger is often grown and painted/coloured black.
- 5.8.13 When leaving The Glen High School grounds, learners wishing to wear a cap may only wear an approved uniform item of The Glen High School.
- 5.8.14 When leaving The Glen High School grounds, learners are required to wear the complete Glen High School uniform or tracksuit, uniforms may not be combined and worn with other attire, e.g. the tracksuit top with the formal uniform.
- 5.8.15 These provisions also apply when learners are dressed in their official sports kit.

### School Uniform:

#### Girls:

|        |   |          |  |
|--------|---|----------|--|
| Summer | - | Skirt    | <b>Grey, 6 panel</b> and washable. No narrowing of skirts allowed.<br>Length – 5 cm above the floor when kneeling. |
|        |   | Blazer   | (optional in summer) Cyprus green, conventional style.   |
|        |   | Shirt    | White, short-sleeved.  |
|        |   | Tie      | As for winter.   |
|        |   | Socks    | Short, white.  |
|        |   | Shoes    | <b>Black</b> , lace-up school shoes or shoes with bar (strap).   |
|        |   | Jersey   | Cyprus green, V-necked, long-sleeved or pullover with school badge.  |
|        |   | Drimac   | Cyprus green (only while raining)  |
| Winter | - | Blazer   | Cyprus green, conventional style. <b>(Compulsory)</b>  |
|        |   | Skirt    | <b>Grey, 6-panel</b> , washable tetrex.  |
|        |   | Trousers | Grey girls flannel trousers with no pockets  |
|        |   | Shirt    | White, long-sleeved, school shirt  |
|        |   | Jersey   | Cyprus green, V-necked, long-sleeved jersey.   |
|        |   | Tie      | School tie, Cyprus green with pale green and butter yellow stripes.  |
|        |   | Shoes    | As for summer.   |
|        |   | Socks    | Grey, bobby-socks to match skirt or  |

|              |   |           |  |
|--------------|---|-----------|--|
|              |   | Stockings | Grey - only those obtainable from supplier.                              |
|              |   | Scarf     | Cyprus green, or Clan – optional.  |
|              |   | Beanie    | The Glen High official beanie with school badge available at the school. |
|              |   | Cap       | Official school cap with school badge available at the school            |
| <b>Boys:</b> |   |           |  |
| Summer       | - | Shirt     | White short-sleeved shirt.   |
|              |   | Blazer    | (optional in summer) Cyprus green, conventional style.                   |
|              |   | Trousers  | Grey flannel trousers with no turn-ups and <b>no “skinny” tailoring.</b> |
|              |   | Socks     | Grey, long.  |
|              |   | Shoes     | <b>Black</b> lace-up school shoes  |
|              |   | Tie       | School tie, Cyprus green with pale green and butter yellow stripes.      |
|              |   | Jersey    | Cyprus green, V-necked, long-sleeved or pullover with school badge.      |
|              |   | Drimac    | Cyprus green (only while raining)  |
|              |   | Belt      | Black leather, 3, 5 cm wide, plain buckle same width as belt.            |
| Winter       | - | Blazer    | Cyprus green, conventional style. ( <b>Compulsory</b> )                  |
|              |   | Trousers  | Grey flannel, no turn-ups.   |
|              |   | Shirt     | White, long sleeved, school shirt.                                       |
|              |   | Socks     | Grey, short/long.  |
|              |   | Shoes     | As for summer.   |
|              |   | Jersey    | Cyprus green, V-necked, long-sleeved jersey.                             |
|              |   | Belt      | As for summer.   |
|              |   | Tie       | School tie.  |
|              |   | Scarf     | Cyprus green, or Clan – optional.  |
|              |   | Beanie    | The Glen High official beanie with school badge available at the school. |
|              |   | Cap       | Official school cap with school badge available at the school            |

**Note 1** Matriculants (Grade 12 learners) may wear formal uniform at any time during the year. They may also wear their own Clan tartan tie, scarf, or a white matriculants’ pullover.

**Note 2** Honours and Colours may be worn on Mondays during summer by Matriculants and other learners upon whom Honours and/or Colours have been bestowed.

### Sports Dress:

Learners are expected to obtain and wear the appropriate sports dress for each activity, failure to attire in the correct sports attire could result in exclusion from such activity. At the conclusion of each match or practice session learners may have a shower and must change back into school uniform. If their sports dress is all white or they are wearing a full school tracksuit, they may go home without changing back into school uniform.

Practice dress Learners are expected to wear plain white, school or clan T-shirts, and green or white shorts or skirts to all practices.  
Swimmers will wear the school costume.  
Cricketers, tennis and squash players must wear all white to practice.

**Girls:**

Athletics White athletics shirt with school badges, bottle green athletics shorts  
Hockey Hockey kit provided/supplied by The Glen High School.  
Netball White short sleeved sports shirt, bottle green skirt, white socks  
First Team – members shall be issued with the appropriate kit  
Squash White only  
Swimming School Speedo costume, bottle green cap  
Tennis White dress with bottle green touches, white socks.  
Tracksuits These are available in the school colours from the school. Order forms can be obtained from the office. Bulk orders are placed from time to time depending on demand.

**Boys:**

Athletics Green running shorts, white vest with school colours and badge  
Basketball Bottle green basketball vest. Shorts as for athletics. White tennis socks with school colours.  
Cricket seniors: White longs, shirt and cricket shoes, cap  
Juniors: White shirt, white shorts and soccer stockings, emerald green cap  
Hockey Hockey kit provided/supplied by The Glen High School.  
Soccer Soccer kit provided/supplied by The Glen High School, soccer boots  
Squash White only  
Swimming School Speedo costume, bottle green cap  
Tennis White shirt and shorts with green touches. White socks.  
Tracksuits These are available in the school colours from the school. Order forms can be obtained from the office. Bulk orders are placed from time to time depending on demand.

## Hair Requirements

| Girls - Approved hairstyles |   | Boys - Approved hairstyles                |   |
|-----------------------------|---|---|---|
| Hair Style                  | Image   | Hair Style                                | Image   |
| Afro Hair                   |    | Dreadlocks                                |    |
| Dread Locks                 |    | Afro Hair                                 |    |
| Cornrows                    |    | Faded Hair                                |    |
| Cornrows straight pattern   |    | Maximum height: 4 cm<br>Side length: 2 cm |    |
| Curls                       |   | Chiskop (Bald)                            |   |
| Popcorn                     |  | Maximum length of hair                    |  |
| Braiding                    |  |   |   |

| GENERAL RULES  |
|--|
| Taken from Parent's written submissions, hair committee and SGB discussions  |
| No mohawks<br>No dyeing of hair<br>No hair hanging in face<br>No drawings or funky lines cut into hair<br>No trim lines<br>Gel may be used to hold hair backwards<br>Hair must be tied up if long enough<br>No coloured extensions |

## Offences and related disciplinary procedures

| <b>Subject to professional management</b>               | <b>Schedule 1 (serious misconduct that may lead to suspension)</b> | <b>Schedule 2 (serious misconduct that may lead to expulsion)</b>        |
|---|--|--|
| Failure to respond to instructions                      | Bullying (any form of bullying)                                    | Assault or threatening assault   |
| Assignment not handed in                                |  | Bribery  |
| Book left at home                                       |  | Possession or use of narcotics or other harmful substance                |
| Bunking   |  | Fighting/ assault  |
| In the presence of smokers                              | Gambling   | Theft and dishonesty to prejudice another person                         |
| Graffiti  |  | Fraud, forgery   |
| Homework not done                                       |  | Sexual activity amounting to an offence in law                           |
| Inappropriate appearance                                | Insubordination  | Possession of weapons  |
| Incorrect uniform                                       | Intimidation   | Extortion  |
| Instruments not at school                               |  | Fails to comply with punishment of suspension as a correctional measure. |
| Interfering with fire extinguisher                      | Smoking or in possession of cigarettes or smoking apparatus        | Trading, in, test/examination material                                   |
| Late for class  | Alcohol consumption or possession of; under influence of alcohol   | Hostage situation, murder, rape  |
| Late for registration                                   | Discrimination   | Malicious damage to property   |
| Late for school   | Disruption   |  |
| Obscenities (verbal or written)                         | Insults or defames the dignity of others                           |  |
| Poor sportsmanship                                      | In possession of or distribution of Pornography                    |  |
| Refusal to sign demerits                                | Sexual harassment  |  |
| SBA not submitted                                       | possession of or distribution of tests/examination material        |  |
| Selling food items without permission                   | conspiracy to disrupt or through collective action                 |  |
| Being sent to the time out centre                       | Cheats in a tests/examinations or assignments                      |  |
| Cyber bullying  | Engage in act of public indecency                                  |  |
| Unauthorised or inappropriate use of electronic devices |  |  |
| Vandalism   |  |  |
| Detention not attended                                  |  |  |
| Dishonesty  |  |  |
| Insolence   |  |  |
| Positive drug test                                      |  |  |

## **Discipline Procedure**

### **Step 1**

- Intervention done by teacher concerned and recorded on D6+.
- Parents contacted by text message or by phone call when deemed necessary.
- If the learner fails to comply with teacher's instruction /continues with inappropriate behaviour the matter will be escalated to the Discipline Department/ tutor

### **Step 2**

- Learner is referred to the Discipline Department/grade tutor
- Parents contacted via text message/phone call
- Learner's conduct report sent home with the learner for parent's signature
- Intervention by the Discipline Department/grade tutor

### **Step 3**

- Discipline Department meets with parents
- Conduct report printed for parents and learner to sign
- Intervention by Discipline Department

## **Serious Misconduct Offences**

This serious misconduct may lead to suspension (Schedule 1) or expulsion (Schedule 2). Only the principal may institute disciplinary action against a learner in respect of serious misconduct, hence all serious offences will be referred to the principal to consider whether the matter should be taken to an external disciplinary hearing.

## **Demerit Process and consequences**

The following will happen if a learner accumulates 100 or more demerits:

- Privileges revoked
- Conduct report and letter will be sent home for parents to sign
- Detention or community service
- Parents informed via text message

Learners who accumulate 150 or more demerits will attend an

- Internal hearing
- Meeting with the parent
- Daily report

Learners who accumulate 250 or more demerits:

- Learners file presented to principal
- SGB Hearing

## **SCHOOL DRUG AND ALCOHOL POLICY (See revised Substance Abuse Policy 2019)**

The possession and/or use of narcotic and alcoholic substances is strictly prohibited and will result in disciplinary procedures being implemented against all parties.

Searches can be conducted under reasonable suspicion by staff and or trained narcotics personnel at the discretion of the Principal and the School Governing Body. (Random searches are not allowed)

Learners suspected of substance abuse or possession of illegal substances may be referred by any member of staff to the Discipline Department for testing.

The following procedures and consequences will be put into place for violation of the policy.

### **1. A positive drug test**

- Parents will be requested to attend a meeting at the school within 24 hours of testing.
- The learner will be detained in the isolation centre.
- Learner is to be removed from the school premises by the parent until behaviour associated with substance abuse is no longer detectable.
- Parents are to pay for the cost of the drug test. (Parents are not currently paying for individual testing)
- The positive drug test will be reflected on the learner's conduct report.
- Demerits will be assigned.
- When the learner returns to school, parents are to provide written intervention steps undertaken by the family.
- Learner will be referred to the school psychologist and community support group.
- Learner is to complete a written assignment as decided by the school intervention team.
- Learner is to be subjected to three random drug tests within 3 months of the initial test to prove that they are no longer active users.
- Should the learner fail to comply with the above steps or test positive in any subsequent drug test or be found to be possession of narcotics a formal disciplinary hearing will take place.

### **2. Possession of banned substances**

- Parents will be requested to attend an immediate meeting at the school.
- SA Police Services will be informed of drugs on school property and will be requested to collect the drugs.
- A diversion programme by Hatfield Community Court or NICRO or any recognised body sanctioned by SAPS will be compulsory.
- A formal disciplinary hearing will take place.
- As per Schedule 2 offences in the SA Schools Act, a recommendation of expulsion may be forwarded the HOD.



### 3. Dealing in banned substances

- Learner is to be placed in the isolation centre and subjected to a drug test (Parents are to pay for the cost of the drug test).
- Parents of learners accused of dealing (based on witness evidence) will be requested to attend an immediate meeting at the school.
- A learner may be **provisionally suspended** by the principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalised if, in the opinion of the principal in **consultation with the HOD**, it is in the interests of the learner or educators and the school community: Provided that the learner is able to continue with schoolwork under proper supervision. (Misconduct of learner at public schools and disciplinary proceedings. Published under General Notice 6903 of 2000 as amended by General Notice 2591 of 2001.
- If suspended immediately, the learner is to be removed from the school premises by the parent pending an external hearing to be scheduled within 7 days of the alleged offence.

PRINCIPAL SIGNATURE: \_\_\_\_\_

SGB SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_