



CODE OF CONDUCT FOR LEARNERS AND DISCIPLINARY ACTION 2025

The purpose of the Code of Conduct is to establish a disciplined, safe and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

RIGHTS AND RESPONSIBILITIES

For quality learning to take place, certain rights and responsibilities need to be recognized, including the right to:

- Personal safety and security of property
- A clean and functional environment
- Listen and be heard
- Undisturbed access to knowledge, skills and resources to optimal educational progress
- To have progress assessed and fair treatment
- Showing respect to all GAHS members (educators and other staff) peers and equipment

With every right there is a matching responsibility. To protect the rights of individuals, it is the responsibility of each learner not only to refrain from infringing such rights, but to prevent others from doing so.

EXPECTATIONS

In order to maintain a disciplined and effective learning environment, learners are expected to be mature and responsible.

Learners can make a positive contribution by being honest, diligent, friendly, punctual, neat and courteous. They must behave in a manner which is respectful to all cultures and to the rights of all. In addition, it is the duty of all learners to protect the rights of others.

Parents are required to sign acceptance forms of the school rules, stipulated in this policy, in order to attend Glen Austin House (GAHS).

SCHOOL RULES

These rules are to be applicable where a learner is on the school premises, at a school function or school activity, or in a public place where he or she is identifiable, or likely to be identified, as a learner of the **Glen Austin House**.

1. A learner shall not use foul, abusive, racist, sexist or blasphemous language.
2. A learner shall not assault, threaten, bully, harass, abuse, intimidate, victimise or endanger the life or safety of anyone.
3. A learner shall not possess any weapon, knife or dangerous object.
4. A learner shall not smoke, vape, use drugs or consume liquor (alcoholic or non-alcoholic), nor may a learner associate himself or herself with any learner smoking, using drugs or consuming liquor as aforesaid.
5. A learner shall not attend a school function or activity whilst under the influence of drugs or intoxicating liquor.
6. A learner shall attend school for the whole of the prescribed school hours. In the case of absence (of more than 2 days), a learner shall, on returning to school, furnish Administration (School administrator/receptionist) with a written note, signed by his/her parent or guardian (with cell number/s), explaining the reason for his/her absence. A medical certificate is required for any absence during examinations and for absence from SBAs e.g. control tests, orals and other continuous assessment (CASS) work.

All late-comers must register at Reception for a 'late slip' to submit to respective teachers for lesson entrance. Normal school hours are from 07:45 to 14:45. THREE (OR MORE) late-comings will result in a detention, and parents/guardians follow-up.

7. School departure during school hours: Parents/Guardians must:
 - 7.1. Send email notification to: reception@glenaustinhigh.co.za. – stating collection time and reason.
 - 7.2. Personal collection by parent/guardian must be personally done at the school reception.
(The receptionist will notify teachers, by placing 'early departures' on the School GAHS group.
 - 7.3. School visits by parents are **NOT** permitted between 08:00 and 14:30 without an appointment.
8. A learner shall not by way of any conduct or utterance bring the good name of the School into disrepute.
9. A learner shall not damage, vandalize, deface or soil school property or the property of another.
10. The personal appearance and dress of a learner representing GAHS whenever travelling to or from any place as a learner of **Glen Austin House** (whether or not that learner is wearing the official school uniform) shall conform to such standards of decency and propriety as are considered adequate and appropriate by the Principal or his or her nominee in charge of the learner at the time (failing which the School has the right to deny event participation).
11. Learners shall at all times wear the full official school uniform as specified by the Board of Governors unless permitted otherwise by the Principal or his or her nominee.
12. A learner shall not hitchhike on a public road in School uniform.
13. No notice, banner or communication may be displayed on the premises without the permission of the Principal or his or her nominee.
14. A learner may not possess or view pornographic or undesirable material.
15. A learner may not use a cell phone or other electronic device during school lessons unless by teacher's permission.
16. Notes sent to learners by educators must be ultimately downloaded on to tablets, as cell-phone usage in the classroom is strictly prohibited.
17. No earphones/earbuds are allowed on the School premises.
18. Locker allocation is regarded as a privilege, conditional to the following conditions:
 - 18.1. A locker fee of R10 is required – for locker assigning
 - 18.2. Security: a duplicate key (or lock-code) to be submitted to the

Administrator

18.3. An agreement:

18.3.1. to allow random searching (by the school)

18.3.2. to desist from sharing with other learners

18.3.3. to accept repair cost in case of damage thereof

19. As a matter of standard practice, all school bags are searched upon learner entrance by teachers on duty.

20. As a private organization, the School has **THE RIGHT OF ADMISSION**, and learners attending must at all times respect the School rules and abide by the instructions/directives issued to them by Management, educators or any members of authority.

1. MISCONDUCT

Definitions

(1) Notice published by the principal on 12 January 2018 on www.glenastinhigh.co.za unless the context indicates otherwise, a word which is defined in section 1 of the South African Schools Act, 1996 (Act 84 of 1996) shall have the same meaning in this notice.

(2) In this notice, unless the context indicates otherwise - "**code**" means the code of conduct of a school; "**days**" means days of the week, excluding Saturday, Sundays, public holidays and school holidays; [Definition of "days" inserted by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]

"**disciplinary committee**" means a disciplinary committee defined in the policy "**misconduct**" means misconduct committed by a learner and includes the following:

- (a) misconduct committed on the premises of a school, whether during or outside of school hours;
- (b) misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours; and
- (c) any conduct, committed in or out of school uniform and within or outside the school premises, which-
 - (i) tends to bring the school into disrepute;

- (ii) interferes with the governance, authority and proper administration of the school;
- (iii) interferes with the conditions necessary for any school activity;
- (iv) subject to the reasonable exercise of the right TO assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the code, is committed with the intention of preventing any person from exercising his or her rights, powers or duties as a member of the school community, or is committed in retaliation against such exercise; or
- (v) is prohibited by the code of the school;

"Prosecutor" means the principal of the school or an educator appointed by the principal to present the case against a learner;

"Representative" means a parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing;

"School days" means days of the week, excluding Saturdays, Sundays, public holidays and school holidays;

"Serious misconduct" means misconduct as contained in schedules 2

"Suspension" means: -

- (a) A learner may not be entitled to attend a class at the school;
- (b) A learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension;
- (c) A learner may not be entitled to participate in extra-curricular activities at the school; or
- (d) A learner may not be able to attend school for a period of time that may not exceed one week; and "suspend" has the same meaning;

"Provisional suspension" means 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 finalized if, in the opinion of the principal in consultation with the Discipline committee it is in the interests of the learner or educators and the school community:

"The Act" means the South African Schools Act, 1996 (Act 84 of 1996).

2. APPLICATIONS

- (1)** This notice and any code made in terms thereof apply to a learner who was at the time of the misconduct alleged against the learner subject to the discipline of the school.
- (2)** A learner is subject to the discipline of the school if the learner is registered as a learner at a school.

3. INSTITUTIONS OF DISCIPLINARY PROCEEDINGS THAT MAY LEAD TO SUSPENSION OR EXPULSION

- (1)** Only the principal may institute disciplinary action against a learner in respect of serious misconduct.
- (2)** The principal may institute disciplinary action against a learner in respect of serious misconduct only if –
 - (a) there is sufficient evidence to institute such proceedings; and
 - (b) the principal considers it to be in the best interests of the school and its community that such disciplinary action should be instituted.
- (3)** No learner may be expelled from school unless –
 - (a) the learner is found guilty of serious misconduct specified in Schedule 2 of this notice;
and
 - (b) the provisions relating to expulsion are complied with.
- (4)** Learners found guilty of serious misconduct specified in Schedule 2 of this notice may not be expelled, but may only be suspended or provisionally suspended.

4. DISCIPLINARY COMMITTEE FOR SERIOUS MISCONDUCT

Constituted as, a member of the SMF, the principal, the Discipline head and any other member nominated by the principal.

In the absence of the SMF Chair (during times when the body is not elected), the principal assumes the Chair role and appoints a prosecutor from the Discipline committee.

- (1)** Upon notification by the principal to a learner that disciplinary action is instituted against that learner, the SMF must be contacted and a disciplinary committee and SMF chairperson sit to adjudicate the allegation of serious misconduct.
- (2)** The appointment of persons to a disciplinary committee is subject to the following conditions:
 - (a) The chairperson of the disciplinary committee must be a parent member or community member of the School Monitoring Forum,
 - (b) the principal only presides when the SMF body has not yet been elected,
 - (c) no person may be appointed to the disciplinary committee from the GAHS school board as they will sit for an appeal.
 - (d) An executive committee member of the representative council of learners (RCL) may attend the hearing as an observer.
 - (e) A decision of such committee is a decision of the Discipline Committee.

5. PROCEDURES FOR HEARING OF SERIOUS MISCONDUCT

- (1)** A learner charged with serious misconduct is entitled to a hearing adjudicated upon by the disciplinary committee.
- (2)** A learner charged with serious misconduct must be given no less than 5 (five) school days written notice of the hearing into the alleged misconduct, unless-
 - (a) the Discipline committee directs, with good cause, that a shorter notice period shall apply; and
 - (b) there is no prejudice caused to the learner by the shorter notice period.
- (3)** The notice contemplated in subparagraph (2) must-
 - (a) contain sufficient particularity of the date, place and nature

- of the alleged serious misconduct to enable the learner to identify the incident in question and to respond thereto;
- (b) inform the learner of the charges, place date and time of the hearing;
 - (c) inform the learner of provisional suspension, if any, the reasons therefore, and any other matter required in connection with the provisional suspension; and
 - (d) inform the learner of the rights of a learner in terms hereof.
- (4)** The principal must give the notice contemplated in subparagraph (2) to the learner and deliver a copy thereof to the parents of the learner via email as indicated in the school register.
- (5)** At least one of the parents of the learner must accompany the learner at the hearing, unless the learner is 21 (twenty-one) years or older.
- (6)** If a member of the disciplinary committee, the learner, his or her representative or a witness requires an interpreter, the disciplinary committee may not proceed with the hearing until an interpreter competent in their relevant language has been made available: Provided that it is not necessary to make use of a formally qualified interpreter.
- (7)** If the learner fails to appear before the disciplinary committee after due notice in terms of subparagraph (2) and without just cause for not attending the hearing, the hearing may continue in the absence of the learner.
- (8)** The disciplinary committee must keep a full and accurate record of all proceedings before it.
- (9)** The prosecutor must commence proceedings at the hearing by setting out the charge against the learner and thereafter presenting the case against the learner.
- (10)** The chairperson of the disciplinary committee must ask the learner whether the learner pleads guilty or not guilty to the charge. The learner must respond thereto. Should the learner fail to respond, the learner will be deemed to have pleaded not guilty to the charge.
- (11)** If the learner pleads guilty to the charge –
- (a) the chairperson must question the learner with reference to the alleged facts comprising the misconduct as outlined by the prosecutor in order to satisfy the disciplinary committee that the learner is indeed guilty of the charge;
 - (b) if, upon questioning the learner, it appears that the version of the learner materially differs from the facts as outlined by

the prosecutor, or if the chairperson is not satisfied that the learner is guilty of the charge, the chairperson must enter a plea of not guilty in respect of the charge on behalf of the learner;

- (c) if the disciplinary committee, or the majority of its members, is satisfied that the learner is guilty of the charge, the disciplinary committee must find the learner guilty of the charge.

(12) If the learner pleads not guilty to the charge-

- (a) the prosecutor may call witnesses or present other evidence on oath in respect of the allegations against the learner;
- (b) the learner or the representative of the learner may question any witness and examine any evidence presented by the prosecutor;
- (c) after all the evidence has been led against the learner, the learner or the representative of the learner may call witnesses or present other evidence on oath in support of the defense;
- (d) the prosecutor may question any witness and examine any evidence presented on behalf of the learner;
- (e) the disciplinary committee may question any witness or examine any evidence at any time;
- (f) after all the evidence has been presented, first the prosecutor and then the learner or the representative of the learner may address the disciplinary committee as to the guilt or otherwise of the learner;
- (g) the disciplinary committee must thereafter adjourn the hearing, determine the guilt and decide on the appropriate sanction. To determine guilt, decide whether, on a balance of probabilities, the learner is guilty or not guilty of the charge; and
- (h) at the date and time contemplated in **subparagraph (g)**
- (i) the disciplinary committee must inform the learner of the findings of the disciplinary committee.

- (13)** If the learner is found guilty of the charge, the prosecutor and the learner or the representative of the learner, may present evidence before the disciplinary committee relevant to an appropriate penalty, including but not limited to evidence of the personal circumstances of the learner, general record of past conduct at the school, the nature and seriousness of the misconduct in question, and the interests of the school community.
- (14)** Immediately after considering any evidence presented in terms of subparagraph (13), the disciplinary committee must impose on the learner a penalty that is prescribed in terms of the code and inform the learner in writing thereof.
- (15)** If the disciplinary committee decides that the learner should be expelled from the school, it must make a recommendation to that effect to the Principal and may suspend the learner from the school, pending the decision the appeal decision from the GAHS Board on whether the learner is to be expelled.

6. FURTHER PROVISIONS ON EXPULSION

- 1)** Where a disciplinary committee in terms of paragraph (15) suspends a learner from attending school with a view to expulsion, the disciplinary committee must direct the principal to submit to the GAHS BOARD the full record of proceedings and a report compiled by the disciplinary committee in respect of the learner.

The report contemplated in subparagraph (1) above

- 2)** Must include at least the following-
- (a) the full name, date of birth and grade of the learner;
 - (b) a summary of the evidence presented by the prosecutor and the learner; and
 - (c) a summary of the findings of the disciplinary committee relating to the evidence presented and the sentence proposed by it.
- 3)** After considering the full record of the proceedings and the report contemplated in subparagraph (1) and within 5 (five) days of receiving the appeal letter the GAHS board must decide: -
- (a) expel the learner; or
 - (b) impose on the learner a lesser punishment permitted by the code and this notice; or
 - (c) suspend or postpone a sentence referred to in subparagraph (a) for a period of not less than six months; or

- (d) Impose a competent sentence which the Principal Head deems fit; or
- (e) Find the learner not guilty.
- (f) Parents/representative of a learner may lodge an appeal within 24 hours of receiving the sanction letter. Their appeal will be heard and finalized within further 5 working days.

Failure to abide by the school rules and regulations and infringing the rights of others constitutes misconduct.

PENALTIES FOR MISCONDUCT

Penalties for misconduct range from:

- 1) Verbal warnings
- 2) Written demerits
- 3) Detention
- 4) Suspension, pending a disciplinary hearing
- 5) Notice of termination of contract,
- 6) Expulsion

All punishment must be seen to be fair, reasonable and consistent. Misconduct can be categorized as follows:

Minor misdemeanours may incur detention, or suspended detention, and confiscation. Examples are uniform faults such as shirts hanging out and wearing jewellery or non-uniform items.

Serious offences may lead to multiple detentions (up to two hours per day, every week day, Saturday (afternoon) detention, removal from a class, Daily Report, loss of privileges, being debarred from standing for the SRC (LRC and prefects), letters to parents, interviews with parents, counselling etc.). Examples of serious offences are not doing homework, disobedience (such as repeated misdemeanors), insolence, abusive behavior, and absence from school without permission.

Very serious offences may lead to community service, corrective action as envisaged under the Drugs Policy, suspension, or suspension with a view to expulsion. Criminal activities may be reported to the SAPS. Defiance of the Code of Conduct, threatening the physical safety of anyone, any behavior which disrupts the effective functioning of the School, the possession, use or distribution of unauthorized drugs or alcohol, vandalism, theft, fraud and plagiarism are all examples of very serious offences. A more detailed schedule of **minor and major misconduct** as found under the heading **TRANSGRESSIONS**.

REPORTING OF MISBEHAVIOUR AND DISCIPLINARY POWERS

[The Discipline Committee comprises: GET Phase Head; FET Phase Head; Discipline HOD; Vice-Principal and Principal.]

Peer Court	To report minor disputes between learners for the solving of issues thereof. This will also be attended by the related LRC leaders and presided by an observing educator – who will then relay the proceeding to the Phase Head/HOD of Discipline.
Prefects / Class Leaders	To report to any Educators, Phase Heads, Discipline HOD or Vice/Principal. Learners have NO DISCIPLINARY POWERS, and prefects may only apply verbal disciplining and reporting to HOD.
Educators	An educator may reprimand or discipline a learner for unacceptable behavior, either verbally or as a demerit slip. Punishment work may be issued for home, or break times in the classroom under the supervision of the educator. Friday detention may be awarded in accordance with the Merit/Demerit System. (See Merit/Demerit List). Reporting the learner to the Phase Head.
Phase Heads (FET & GET); Discipline HOD; Vice-Principal; Principal	Phase Heads, Discipline HOD and Vice-Principal may summon parents to the school for discussions regarding learner conducts, and the Principal/Vice-Principal (together with the Discipline HOD) may order immediate suspension and a disciplinary hearing for serious misconduct.

DISCIPLINARY HEARINGS

A disciplinary hearing may be convened in cases of:

- Serious misconduct
- In cases where learners dispute their guilt
- After THREE detentions
- Dissatisfactory outcome of two-week daily report monitoring, in cases where improvement is not evident. (To be reported in writing to parent/guardian.)

A written notice is served on the parents/guardians by email prior to the hearing. In the notice, the parents/guardians are required to attend the hearing and date, time and venue as indicated in the notice.

DISCIPLINARY MEASURES

Depending on the frequency/seriousness of the transgression, any of the following disciplinary measures may be applied:

- Verbal warnings
- Repositioning of learner in classroom
- Learner removals: 5-minute outside classroom; to a Phase Head classroom for serious lesson disruption
- Demerit slips completed by educators (as per Merit/Demerit System)
- Phone calls to parents (determined by the Phase Head / Discipline HOD) – and escalated to the Principal in cases of conflict conversations.
- Temporary confiscation of electronic devices (cell phones and tablets) with respective fines (see Policy)
- Exclusion from school activities (and lesson activities for incorrect uniform)
- Daily reports (conducted by the Daily Report Monitor)
- Break detentions
- Friday detentions (2 hours)
- Suspension
- Expulsion

Although the guidelines for the application of these measures are described in the Code of Conduct and Disciplinary Action, the actual application will be determined by a learner's record of misbehavior.

TRANSGRESSIONS

(Any amendments, excluding minor additions, to this Code shall become operative after publication by the School's Discipline Committee (including the School Principal.), and the School Board.

A learner commits a transgression when he/she contravenes any of the school rules or regulations in the school's Code of Conduct.

School rules are in force when a learner is dressed in school uniform, at the school, on a school excursion and when he/she is *en route* to school or home.

Distinction is made between cases of

- **MINOR MISCONDUCT** (Schedule 1) – Transgression of School **Rules 1 - 7**, and
- **MAJOR MISCONDUCT** (Schedule 2)– Transgression of School **Rules 8.1 – 8.17** (These transgressions are deemed to be cases of grave misconduct and may result in suspension or lead to permanent expulsion from the school.)

RIGHT TO APPEAL

Legislation does not provide for learners to be taken back (in a private school) once they are suspended or expelled by the school. However, learners may appeal to the School's Board of Directors if they feel that the processes taken by Management (Discipline Committee) were unfair.

MINOR MISCONDUCT – SCHEDULE 1

- **IMPECCABLE BEHAVIOUR:** Impeccable behavior is expected of learners of GLEN AUSTIN HOUSE at all times. - Refer to **LEVELS 1 – 7 of the DEMERIT CODE LISTS 2025**.
- **CONTROL IN THE CLASSROOM:** The good order in the classes may not be disturbed.
 - 1) Learners may not be late for classes. A maximum of THREE MINUTES is allowed between classes, as indicated by the school bells indicating start and end of lessons.
 - 2) Disruptive behavior will not be tolerated.
 - 3) No cell phones may be switched on or used in the classroom or during lessons.
- **SCHOOL ATTENDANCE:** School attendance is compulsory.
 - 1) School avoidance is forbidden.
 - 2) Learners may not leave the school premises during school hours without parents/guardians having made a formal request by e-mail, and without a stamped exit pass from Reception. Parents/Guardians must collect their children from Reception, and present exit passes to the guard at the main gate upon exit.
 - 3) 'Bunking' (staying away from any classes or extra-mural activities) is not allowed.
- **FORBIDDEN TERRITORIES:** Certain territories are out of bounds, or may only be visited in the presence of a member of staff.
 - 1) Multi-Purpose court (unless supervised)
 - 2) Outer buildings

- 3) Playing of music is forbidden in the courtyards at all times – for academic reasons.
 - 4) School corridors during breaks and before school commences for the day.
 - 5) In classrooms during breaks – without an educator/supervisor
 - 6) In admin area (beyond reception) without given permission
- **PERSONAL PROPERTY:** Personal property must be well looked after.
 - 1) Marking of Articles: All articles should be permanently marked. (Books and suitcases may not have all sorts of mottos, slogans or graffiti scribbled on them.
 - 2) All workbooks should be covered.
 - 3) Valuables and Money: Disclaimer: These items must be kept on your person or handed in to the office for safekeeping. (The School will only accept responsibility for lost articles that were handed in for safekeeping.)
 - **EXAMS/TESTS:** Learners will not be allowed to miss an exam or test, and will receive a NIL mark if he/she is absent without a VALID reason, as follows:
 - 1) In a situation where parents/guardians consulted with the Principal/Vice-Principal prior to an exam
 - 2) Illness, in which case, a doctor's certificate is required.
 - 3) Death or serious illness in the family
 - **ELECTRONIC DEVICES:** Cell-Phones and Tablets
 - 1) The School does not accept responsibility for damage or the loss of tablets and/or cell-phones.
 - 2) All textbooks must be downloaded on to tablets, as cell-phone usage during lessons (for any reason) is STRICTLY PROHIBITED.
 - 3) It is compulsory for all learners to have a tablet or a small laptop on which their digital textbooks are downloaded. Failure to do so will be regarded as a transgression.

- 4) A learner may be exempted from being expected to possess a tablet or small laptop if they own hard copy textbooks.
 - 5) Cell-phones may not be used in the building area (especially inside classrooms and other areas regarded as an academic territory) and toilets. Learners are reminded to switch off cell-phones before entering classrooms.
 - 6) Transgression of the above rule will result in the immediate confiscation by the educator and only returned to the learner a week later (on the same weekday), upon a fine payment of R200 by the learner. Parents will be notified via email by the school administrator.
- **DRESS CODE:** NEATNESS, CONFORMITY AND PRIDE IS KEY. Adherence to the uniform code is a reflection of School pride, honour and discipline engendered at Glen Austin House.

It is expected that learners will wear the correct uniform, at all times. No alternative clothing is permitted, and learners will not be allowed to enter classes until rectified.

GENERAL:

STRICTLY PROHIBITED AT ALL TIMES: Durags, slippers, hoodies, runners, nose-rings, hair-beads.

Any of the above worn with school uniform, will be confiscated until term end. Durags are strictly prohibited for both boys and girls. The official sports track suit can be worn on Fridays only. Blazers are to be worn upon School entrance/exit, school excursions and formal occasions (as advised).

WINTER UNIFORM: Long-sleeve shirts and ties for both boys and girls. Official burgundy beanies and scarfs may only be worn in winter.

OFFICIAL FUNCTIONS and EXCURSIONS: Full uniform (Official Functions)/GAH Sportswear (Excursions) must be worn.

SPORTSWEAR: Sportswear may be worn by sport participants on both days of afternoon sport. **The learner must be an official sports participant and will need to display a name tag.**

CULTURAL DEVIATIONS

If any of the uniforms below are in conflict with cultural or religious beliefs, or for medical reasons, written proof should be submitted to the Principal for the approval of the Board. Written proof and an appointment with Management, may be required.

CONSEQUENCES OF NON-CONFORMITY

Learners not conforming to the uniform code below will be sent to the Waiting-Room, and will not be allowed to attend lessons until rectified. Parents will be telephonically advised.

Acceptable reasons for non-conformity are:

- Supplier out of stock
- Proof of dry-cleaning – slip to be presented

1. APPEARANCE: GIRLS

1.1. No make-up, except for non-color lip-moisturizer.

1.1.1. No jewelry i.e. finger rings, bracelets, nose-rings and necklaces. Only a SINGLE ear stud may be worn in each ear, (silver, gold and stainless steel). Watches are permitted. (Unauthorized jewelry may be confiscated, for return at end of term.)

1.1.2. Nails must be neat, clean and short (not exceed 2 mm past the nail bed). No colour nail polish is allowed.

1.1.3. Hair: Fringes must not hang in the eyes; long hair – exceeding the shoulders - must be tied up with a burgundy/gold/black ribbon or simple clip at the nape of the neck; no unnatural hair-color; no way-out hairstyles are permitted.

BRAIDS may not exceed elbow-length, and hair beads are not permitted.

1.1.4. BLOUSES and UNDERWEAR: All blouses and shirts must be neatly tucked in the skirt. Colour underwear, that is visible through the school uniform, is prohibited.

1.1.5. SKIRTS: Skirt length may not be higher than FOUR FINGERS above the knee, and may not be rolled up at the waist or worn 3 cm below.

1.1.6. SOCKS: Only the official school burgandy socks are allowed – either short or long.

1.1.7. PANTYHOSE: Only beige, burgundy and opaque are permitted.

1.1.8. TROUSERS: Only the official school trousers may be worn – free of seam alteration for a 'fashionable look'. If trousers have belt loops, brown belts must be worn.

1.1.9. SHOES: Only brown school shoes allowed – matric exception: pencil skirts & high heels.

2. APPEARANCE: BOYS

2.1.1. No bangles, necklaces or earrings may be worn. Watches are allowed.

2.1.2. Faces must be clean shaven, once boys have started shaving – moustaches, beards and sideburns are strictly forbidden.

2.1.3. HAIR: Fringes, when pulled down over the forehead, must be less than 1 cm above the eyebrows. Hair must not hang over ears or collars, or be colored. No spiking of hair, dreadlocks or decorative

shaving is allowed, but 'natural colored' gel may be used for style neatness.

- 2.1.4. SOCKS AND SHOES: Only burgundy socks and standard brown school shoes (e.g. Bata, Toughees) may be worn, and shoes should be polished regularly for smartness.
- 2.1.5. TROUSERS: Only the official school trousers may be worn – free of seam alteration for a 'fashionable look'. If trousers have belt loops, brown belts must be worn. The crotch of the garment may not be worn hanging between the thighs and the hem of the trouser leg may not touch the floor.
- 2.1.6. SHORTS: Only khaki school shorts may be worn but with a white shirt, blazer and a tie.
- 2.1.7. No T-Shirt with printed logos may be worn under shirts; white vests and T-shirts are preferable.

2.2. MINOR and SERIOUS TRANSGRESSION PENALTIES – Refer to **levels 1 to 7** of Demerit List.

3. MAJOR MISCONDUCT: Transgressions of **Rules 8.1 – 8.17** are regarded as grave forms of misconduct. Learners guilty of these forms of behavior will be liable for an immediate suspension of FIVE SCHOOL DAYS, a Disciplinary Hearing attendance (with adult representation) and possible expulsion from the school based on the Hearing outcome as determined by the School Disciplinary Committee. Parents will be notified of the implementation telephonically and by email (with details of the offence/s committed).

- 8.1. **Repetition of Misbehavior:** Repeated transgressions of the School Code of Conduct or School Rules are deemed as unacceptable behavior. (This includes a total of THREE detentions.)
- 8.2. **Serious Academic Dishonesty:** Any attempt to obtain improved results by any dishonest means that affects the integrity of the exam – electronic or otherwise – for self or another learner for any project, test or exam, is totally prohibited.
- 8.3. **Theft - Unauthorized possession of another person's property:** No learner may take any object or property that is not his or hers, nor can he or she be an accomplice in the committal of the act.
- 8.4. **Smoking, Vaping and/or Hubbly Bubbly:** A learner may not smoke whilst under school supervision, nor have any articles relating to smoking in him/her, or be in the presence of other learners who are smoking.
- 8.5. **Habit-Forming Substances:** The School has a zero-tolerance position on drug possession/usage in the School. The possession, use, transmission or

visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind is forbidden. No learner in school uniform or under school supervision may be in possession, hand it to others, be visibly under the influence, be tested positive for drugs or be in the presence of learners who are guilty of contravening this rule – is strictly forbidden.

- 8.6. **Undermining of Authority:** Any form of dishonorable behavior (or rude language) towards educators or any other employee of the School will not be tolerated.
- 8.7. **Physical Contact:** Fighting, enticement to fight, physical bullying, cyber-bullying, or the use of any form of physical abuse is strictly forbidden.
- 8.8. **Harassment:** Any form of intimidation, emotional harassment or defamation of character is strictly forbidden.
- 8.9. **Vandalism:** Vandalism in any form, albeit towards school or private property, will not be tolerated.
- 8.10. **Inappropriate Physical Contact:** Sexual misbehavior, including kissing and fondling during school hours is untoward, and is forbidden – neither facilitating nor being an accessory to the committing of the act is allowed.
- 8.11. **Pornography:** Possession or spreading of any form of pornography is forbidden. The purposeful observation or creation thereof, in whatever form or media, is also forbidden.
- 8.12. **Improper use of social media:** Posting material that brings dishonor to the school, running accounts in the School name (even abbreviated), posting distasteful content in school uniform or on school premises is strictly forbidden.
- 8.13. **Bullying:** All forms of bullying whether Physical, Emotional, Psychological, Verbal or Cyber are strictly prohibited.
- 8.14. **Weapons and Other Dangerous Items:** No dangerous articles e.g. knives, scissors and pistols, or any other item e.g. fireworks, explosives, matches, that may cause injury or damage to property, may not be brought to school or carried on the person. No object (dangerous or not) may be used in such a way that it could cause injury or damage to property.
- 8.15. **Cult Activities:** Involvement in cult activities e.g. Satanism, gangsterism, or any similar activities which are disapproved by the parent

community, is strictly forbidden.

- 8.16. **Dishonoring of School Name or Image (inside or outside school):** Any form of disgraceful or distasteful behavior (e.g. giving of distasteful signs, use of foul language) or behavior that is aimed to deliberately harm the school image (e.g. the dissemination of false information) as well as convictions in a court of law, are forms of unacceptable behavior.
- 8.17. **Lack of Textbooks:** Failure to possess relevant textbooks within a month of enrolling in the school is prohibited and the learner will not be allowed to attend class.

4. DETENTION PROCESS

- 4.1. Learners accumulating a total of 7 (or more) demerits, will be required to attend a Friday Detention from **14:15 pm to 16:00 pm**.
- 4.2. Notification to parents will be done by email two days before, for parents to make the necessary arrangements for child collection at 16:00 pm.
- 4.3. The Notice of Detention will list the demerits awarded, and parents might also receive a Notice of Demerits for 3-4 demerits as advance warning, prior to Detention issued.
- 4.4. Parent/Guardian is required to confirm receiving notices the following day by return email to: reception@genaustinhhigh.co.za.
- 4.5. Learners serving detention will be required to be seated in the designated classroom by 14:15 sharp. Late-comers will not be allowed entry, and will be regarded as detention non-attendance – in which case parents will be notified.
- 4.6. Non-attendance will be regarded as 'bunking' if the School has no prior communication from parent in the form of an email, for valid reason/s such as funeral attendance or sick leave. Detention not served will result in a **ONE DAY** sitting in the respective phase head's classroom.
- 4.7. N.B: Learners receiving THREE detentions (a minimum of 21 demerits) in the course of a year, will be progressed to a school DISCIPLINARY HEARING, for repetitive misconduct.