

# HOËRSKOOL ROODEPOORT



## CODE OF CONDUCT FOR LEARNERS

**APPROVED: 14 January 2026**

**COMPILED BY TJ SMUTS (Head of Discipline)**

**(UPDATED VERSION AVAILABLE at [www.roodie.co.za](http://www.roodie.co.za))**

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## **1) GENERAL OVERVIEW**

Learners of Hoërskool Roodepoort are required to conduct themselves in an exemplary manner with high moral standards and show respect towards educators, workers, fellow learners, visitors and the facilities of the school. Respect is demanded for the privacy and personal space of all learners, educators, staff and visitors to Hoërskool Roodepoort.

Learners are expected to always comply with all aspects of the Code of Conduct of Hoërskool Roodepoort while wearing the school uniform or wherever they can be identified as learners of the school.

Learners of Hoërskool Roodepoort are free to practise the religion of their own conviction but are expressly prohibited from interference with the religious conviction of any other learner/s of a different religious conviction in any way whatsoever.

The SGB, Principal and Staff of Hoërskool Roodepoort will endeavour to create a safe environment for learners in an atmosphere that is conducive to teaching and learning. **Any transgression of the Code of Conduct of Hoërskool Roodepoort will result in disciplinary action in accordance with the Disciplinary Code of Hoërskool Roodepoort.**

The Policies and procedures (approved by the SGB on 14 January 2026) form an integral part of the Code of Conduct of Hoërskool Roodepoort for 2025:

School begins at **07:30 (START)** and ends at **14:30 (END)** on **Mondays to Fridays and can be amended as deemed necessary.** The schoolgrounds will open 30 minutes prior to the **start** and close 30 minutes after the **end** of a school day.

Hoërskool Roodepoort accepts the ***In Loco Parentis care*** for learners during these hours or at any earlier time if the learner leaves the premises of the school. At any time before or after this stipulated time, the ***In Loco Parentis*** will be vested in the parent/s or legal guardian/s of learners. If any scheduled event of Hoërskool Roodepoort takes place, the school will accept ***In Loco Parentis*** for a learner for the duration of the event and will transfer the ***In Loco Parentis*** back to the parents / legal guardians of the learner, **30 minutes** after the conclusion of the event or **30 minutes** after the return of a learner to the premises of Hoërskool Roodepoort.

Hoërskool Roodepoort is an access-controlled facility. A learner can only gain access to the school grounds and facilities through the main points of entry at:

- **The pedestrian gate next to the main gate in Kilburn Street next to the Main Hall (ALL learners).**

The point of entry as described above will close at 07:30 and all latecomers will be redirected via the pedestrian gate in König Avenue to the Small Theater parking area where latecomers are processed.

Demerit points (-15) will be issued for arriving late for school without a valid reason in writing (or on the ***D6-Communicator***, the official communication platform of the school).

At the end of the school day, learners are expected to leave the schoolgrounds through the main points of exit at:

- **The pedestrian gate next to the main gate in Kilburn Street next to the Main Hall (ALL learners).**
- **The Small Theater gate (ALL learners).**
- **The Sports gate (ALL learners).**

***The school reserves the right to change this procedure to enter / leave school at any time in the best interest of the operational procedures of the school.***

- **Learners who do not leave the school grounds immediately at the end of the school day:**
  - ✓ Are **not allowed to loiter** around the buildings/stairs / bathrooms or any other area on the school premises.
  - ✓ Must report to the **designated waiting area in front of the main hall** to be collected or leave the school grounds after school.
  - ✓ Must move **without delay** to the venue of any extramural activity.
- Learners who access or depart from school grounds without proper authorization or enter the premises during a suspension (except for scheduled tests or SBA activities), will be assigned **30 demerit points** for unauthorized presence at school.
- The safety of learners is important at Hoërskool Roodepoort.
  - ✓ Learners are obliged to wait in the demarcated waiting area to be picked up by parents within 30 minutes after the end of the school day.
  - ✓ Learners are alerted to the dangers of waiting / loitering outside the school as it is an unprotected / unpoliced area.
  - ✓ The '**School**' can't provide any protection of learners or their property outside of the school grounds.
  - ✓ Learners are reminded that the school do not have the authority to act outside of the school premises. The SAPD is the responsible authority to report to and to preside over any incidents that originate outside of the school grounds.
- All areas between buildings / classrooms are off-limits for learners after the end of the school day.
- Learners are expressly instructed not to enter the demarcated area (palisade fencing) around the 'CONDEMNED 3 story building' as well as the physical structure of the building. All access is strictly forbidden.

The SGB of Hoërskool Roodepoort grants the principal of the school or his / her designated staff member or appointed security officer permission to search any learner / bag / belongings / locker on the premises of the school to ensure that the terms and conditions of the *Code of Conduct for Learners of Hoërskool Roodepoort* is honoured in all respects.

***The wellbeing of learners is important for the school. Learners can't be left for extended time periods at school after school or after the completion of activities. If the Parents / Guardians of a learner repeatedly fail to collect the learner from school, 'Form 22' (Deliberate child neglect, Section 110 of the Children's Act 38 of 2005) will be submitted to the relevant authorities.***

**The right to enter the school grounds of Hoërskool Roodepoort  
is controlled and reserved:**

- **Learners may not enter the premises of Hoërskool Roodepoort if they are in possession of any of the following:**
  - ✓ Any cigarettes, butanol-lighters or matches.
  - ✓ Any e-cigarette / vape / hubbly bubbly / bong or any other drug paraphernalia.
  - ✓ Any drug, prohibited or illegal substance or substance with a narcotic effect or that alters the mental state of learners (Codeine, 'Lean' or other similar mixtures)
  - ✓ Marijuana or synthetic Marijuana or any other synthetic ('herbal') substance or dagga oil
  - ✓ Under the influence of any illegal drug or substance.
  - ✓ Any type of knife or sharp metal object or any other object that can be used as a weapon.
  - ✓ Any type of firearm, gas / airgun / pistol or "BB"-gun or blow pipe or non-functional replica of the items mentioned.
  - ✓ Any merchandise (including any food or beverage item) with the intention to sell it or exchange it for money on the premises of Hoërskool Roodepoort.
  - ✓ Gambling paraphernalia or any objects that can be used for any act of gambling.
  - ✓ Any type of fireworks or other explosive devices.

**All items listed or implied above will be confiscated and will be deemed to be forfeited by the owner after confiscation.**

## 2) DAILY PROCEDURE FOR LEARNERS

**LEARNERS MUST ATTEND SCHOOL WEARING THE FULL SCHOOL UNIFORM AS SET OUT IN THE CODE OF CONDUCT OF HOËRSKOOL ROODEPOORT (for BOYS and GIRLS respectively).**

- No cellularphones or electronic devices are allowed to be used during school hours or during break time.
- **No ball games will be allowed on the Quad or any other area between the buildings before, during or after school.**
- **All balls / items used in contravention of this instruction will be confiscated and will be deemed as forfeited after confiscation.**
- The time allowed for the changing between classes or return to classes after break, or for emergency bathroom-breaks, **is limited to SEVEN (7) minutes**. A learner that has not reported to the next class within this 7 minute period, will be deemed to be LATE for class and will receive demerits according to the following scale:
  - ✓ From 8 to 15 minutes, 15 demerit points will be recorded for **being late for class**.
  - ✓ More than 15 minutes, 30 demerit points will be recorded for **class disruption**.
- Access to lockers is restricted to before school, during break time and after school. **(Teachers are not allowed to give you permission to go to the lockers outside of these times)**
- Learners are expected to have all relevant study material and stationery for each class during the school day. Learner will not be allowed access to their lockers during class time.
- Learners must keep classes, bathrooms and the school grounds tidy and free of litter and graffiti.
- Boys and girls are not allowed to have physical / bodily contact at school. Learners must always respect the personal space of other people at school.
- Learners are not allowed to leave the school premises during school hours, unless they follow the correct procedure to be signed out by parents / legal guardians by the administrative staff in reception.
- **If a parent or guardian cannot pick up their child, written consent must be provided to the school before the child may leave.**
- **Learners must, always, be in possession of their personal 'Roodie Visum'.**
  - ✓ **A learner may not leave any class during the school day unless written permission is given by the class teacher in the learner's personal Visum.**

### 3) The ROODIE VISUM

The Roodie Visum has become part of our Roodie tradition. It is packed with handy information about the history of the school, but at the same time a hands-on document with information intended to simplify and enhance the Roodie experience of every learner. It is also the main document used at school to identify a learner. You must always be in possession of your Roodie Visum and you are not allowed to use anybody else's Visum!

- One **Roodie Visum** will be issued **free of charge** to a learner. If the free Visum gets lost, the learner must purchase a replacement Visum from the financial reception @ R75.00
- Learners are compelled to complete all relevant information as required at the time that the Visum is issued. Incomplete information will be penalised with 15 demerit points.
- The Visum is deemed to be **invalid without a photo** of the learner, (provided by the school).
- The purpose of the Visum is to:
  - ✓ Provide a way to positively identify a learner
  - ✓ Provide learners with information pertaining to the day to day running of the school
  - ✓ Regulate the movement of a learner during the school day when a learner needs to leave a classroom for whatever reason possible. **No learner is allowed to leave any classroom without a signed Visum.**
  - ✓ Learners can only use their own Visum to leave a classroom.
  - ✓ To create a reliable record of '**bathroom breaks**', appearance inspections and other reasons when a learner leave a classroom during lessons.
  - ✓ To obtain contact details of parent/s or guardian/s in case of an emergency.

Hoërskool Roodepoort is a place of learning and teaching. This noble objective can only be realised if learners are in class and participating in learning activities during lesson periods. Learners are therefore expected to be in class and always participating actively in learning and teaching activities during lesson periods.

To regulate the process where a learner needs to leave the class due to a personal emergency, the learner's **Visum** will be signed by the class teacher so that the learner can leave the class to attend to his / her emergency. **No learner will be allowed to leave a class without a signed Visum.**

- No learner is allowed to be outside a class without a signed Visum.
- Any learner outside a classroom during register period or any other lesson period, will be penalised with 15 demerit points.
- A learner will not be allowed to leave a class during the following times:
  - ✓ Register period, unless the learner is sent by the register teacher for admin duties,
  - ✓ The first academic period of the day,
  - ✓ The period before or after allocated break times, and
  - ✓ During the last period of the day.

Learners are required to manage their personal needs before the start of the school day, during break time and after school to facilitate a school environment conducive to effective learning and teaching. **Learners with special medical conditions / needs must supply a letter in relation to the condition from a doctor to their register teacher before any alternative measures can be arranged.** This information must be recorded in the learner's Visum on the page for medical conditions.

To encourage positive and accountable behaviour, the following procedure will regulate movement of learners during academic periods:

- Learners are credited with five (5) ***bathroom break tokens*** per week in their Visum to leave class (one per day).
- If a learner makes use of this opportunity for a bathroom break, **ONE** token will be signed by the subject teacher.
- **The maximum duration of a bathroom break is 5 minutes.**
- Whenever the allocated 5 tokens for a bathroom break have been used for a specific week, the learner will not be allowed to leave the class for a bathroom break for the duration of that week.
- **ONLY ONE learner from any class can be allowed to make use of the bathroom-break opportunity at any time.** This is managed by subject teachers and should not interfere with routine teaching during class but rather towards the end of a lesson when classwork is done.
- All unused ***bathroom-break tokens*** will be rewarded with **1 merit point per token.**
  - ✓ Credit for unused bathroom break tokens will be reconciled by register teachers bi-weekly and read into the system.
  - ✓ No merit points will be credited for a learner that has lost his / her Visum until such time that the learner presents a completed replacement Visum.
  - ✓ It is the **sole responsibility of a learner** to look after his / her Visum and to present it to the register teacher to record merits (weekly) for unused bathroom-break tokens.
  - ✓ No merits will be awarded if a Visum is not presented at the arranged time.
  - ✓ Merit points will not be read in retrospectively and will be forfeited weekly if not presented to the register teacher.

Learners are encouraged to manage their personal needs responsibly and to not infringe on the constitutional right of other learners to be taught and educated. **Teachers should be allowed adequate time to focus on teaching learners designated to them during a period.** It is unfair to interrupt this process, both to the teacher and to the other learners in class being taught.

## **4) DRESS CODE 2026**

The correct school uniform is held in high regard at Hoërskool Roodepoort, be it at school, at sport practise or meetings or during cultural activities, on buses or anywhere in public. The dress code of the school is approved by the SGB of the school and any proposed changes to this dress code can only be approved by the SGB.

### **As a proud learner of Hoërskool Roodepoort:**

- You are to be dressed in full school uniform from the moment you leave your home until the time you return home in the afternoon.
- Uniforms must be clean, neat and tidy at all times.
- This helps every learner to develop a healthy self-image and personal pride.
- No learner may deviate from the set rules of the dress code.

The rules are clear and simple, and they are easy to understand and apply. Only clothing approved by the SGB will be allowed. Only prescribed school wear obtained at the approved suppliers, is permitted. The dress code has been decided upon by a committee consisting of parents, learners and teachers and approved by the SGB. A list of suppliers is available at Reception, as well as on our website and in the school newsletter.

### **4.1 DRESS CODE FOR GIRLS**

#### **Summer wear**

- ✓ Black shoes – Baby Dolls (always fastened) or lace-ups (always tied).
- ✓ Navy blue striped socks. (No white socks will be allowed)
- ✓ Navy blue Hoërskool Roodepoort trousers (without pockets) or navy blue (78 decitex), box pleat skirt (maximum 10cm above the knee when kneeling).
- ✓ No school trouser legs may be tapered – (no “skinny” trousers) no zips or *Velcro* may be used in the legs of trousers.
- ✓ Gr 8 – 11: Blue short sleeved shirt (tucked in). Summer shirts are open-necked.
- ✓ Gr 12: White short sleeved shirt (tucked in). Summer shirts are open-necked.
- ✓ NO long-sleeved vests/spencers to be worn under short-sleeved shirts – (NOT white, black or any colour).
- ✓ No Gr. 11 girl is allowed to wear **only** a white shirt (long or short). **A pullover is compulsory over a white shirt** and may be worn without a school blazer.
- ✓ A long-sleeved jersey without a blazer OR a shirt AND blazer without a long-sleeve jersey or sleeveless pullover is NOT ALLOWED.
- ✓ NO learner may come to school with only a long-sleeved jersey.
- ✓ Summer and winter uniforms may not be combined. Learners must wear the entire Winter or Summer school uniform.

The change from summer to winter wear and vice versa will be announced at the sole discretion of the Principal of the school.

## Winter wear

- ✓ Navy blue tights (78 decitex). Opaque. In extremely cold weather, BLUE school socks may be worn UNDERNEATH stockings.
- ✓ Only HOËRSKOOL ROODEPOORT navy blue trousers (without pockets) that are available from the approved suppliers may be worn with navy blue socks. School trousers MAY NOT be tapered. NO “skinny” trousers. No zips in the trouser legs. No buttons.
- ✓ Gr 8 – 11: Long-sleeved blue shirt with sleeveless pullover or long-sleeved jersey, tie and blazer.
- ✓ Gr 12: Long-sleeved white shirt with sleeveless pullover or long-sleeved pullover, tie and blazer.
- ✓ A tie and blazer are compulsory every day.
- ✓ Learners are allowed to wear the Roodie tracksuit top **underneath** their blazers on exceptionally cold days. **A tracksuit top is NOT part of school uniform.**
- ✓ The Roodie winter jacket may be worn instead of the blazer.
- ✓ Only the official Roodies scarf is allowed.
- ✓ Shoes are always to be fastened (lace-ups as well as straps).
- ✓ **ONLY the approved dark blue Roodie beanie with the school emblem may be worn throughout the year.** Alternatively, the approved *Spotty* hat or cap may be worn. Only approved hats and beanies that are available from our school suppliers may be worn.
- ✓ **Beanies must be worn with the badge facing to the front.**

## Hair

- ✓ Learners must have neat, appropriate hairstyles that complement the school uniform.
- ✓ Learners are NOT allowed to dye their hair, and coloured braids will not be permitted.
- ✓ Long fringes and shoulder-length hair must be tied.
- ✓ The *wet look* is not allowed.
- ✓ Outlandish *Afro* or other hairstyles are not acceptable.
- ✓ Ribbons: Only red ribbons
- ✓ Elastics – only black or brown.
- ✓ *Alice-band* – Only black or brown – no dots or stripes.
- ✓ Narrow fabric hairbands are allowed (black or brown). No flowers or shiny embellishments.
- ✓ Only fine braiding that can be fastened will be allowed.
- ✓ No silver / gold / transparent or any other colour hairpins or beads are allowed in braids.
- ✓ Long hair, regardless of style, must be always fastened.
- ✓ **Colourless, decorative hair beads will be allowed for senior girls (Grades 10 - 12). Maximum of two beads.**
- ✓ Decorative beads are not allowed for junior learners (Grade 8 – 9)

### **Make-up**

- ✓ No make-up is allowed.
- ✓ No eyelash extensions (strips or individual) are allowed.
- ✓ No black lipliner with lip gloss is allowed.
- ✓ Girls with facial skin problems must submit a doctor's certificate for permission to wear foundation make-up.

### **Nails**

- ✓ No nail polish, gel or acrylic nails are allowed.
- ✓ Nails should be clipped short so that it is not visible as seen from the palm of the hand.

### **Jewellery**

- ✓ ONLY a wristwatch and signet ring are allowed.
- ✓ Earrings: Silver or gold studs or sleeper earrings. ONLY one per ear and only at the bottom of the lobe. No coloured stone, pearl or diamond earrings.
- ✓ No tongue, nose or navel rings are allowed.
- ✓ Learners are not allowed to cover piercings, earrings or studs with plasters.
- ✓ Only **Medic Alert** bracelets are allowed.
- ✓ NO tattoos are permitted. Existing ones must be covered.

### **General**

- ✓ NO old matric ties may be worn by anyone.
- ✓ Only badges issued and approved by the school may be worn on blazer lapels.
- ✓ Learners are not allowed to wear any badges or buttons on their school jerseys, shirts, ties or any other place except for their blazer lapels.

## 4.2 DRESS CODE FOR BOYS

### Summer wear

- ✓ ONLY black school shoes with black shoelaces (always fastened). No black sneakers or formal shoes.
- ✓ Shoes should always be polished and clean.
- ✓ ONLY grey school socks are allowed.
- ✓ Only black belts with a simple buckle not wider than the belt, are allowed.
- ✓ Grey school trousers or shorts with a white (grade 12) / blue (grade 8-11) school shirt (long or short sleeves).
- ✓ No trousers are allowed to be tapered – no “skinny” trousers allowed. No zips or *Velcro* may be used in the legs of trousers. No buttons may be used to replace the zip fly.
- ✓ Trousers may not be rolled up – the trouser leg must touch the back of the shoe and have a proper seam.
- ✓ Trousers may not be worn with revealing underwear or hanging half-way down or below the buttocks.
- ✓ A school tie must be tied in a neat knot and **must hang no more than 5cm above the trouser belt.**
- ✓ The sleeveless Hoërskool Roodepoort pullover may be worn without a school blazer.
- ✓ A blazer is compulsory when a long-sleeved jersey is worn.
- ✓ A tracksuit top without a school blazer is not allowed.
- ✓ ONLY the approved dark blue Roodie beanie with the school emblem may be worn throughout the year. Alternatively, the approved *Spotty* hats / caps/sunshades may be worn. Only approved hats and beanies that are available from the school suppliers (or from the school shop) may be worn.
- ✓ **Beanies must be worn with the badge facing to the front.**

### Winter wear

- ✓ A tie and blazer or winter jacket is compulsory every day.
- ✓ A school jersey may be worn under the blazer.
- ✓ Learners are allowed to wear the Roodie tracksuit top underneath their blazers on exceptionally cold days. No tracksuit top is allowed on its own with the school uniform.
- ✓ Only the official Roodie scarf is allowed.
- ✓ NO sleeveless pullover may be worn over a long sleeve jersey.

- ✓ A long-sleeved school jersey must always be worn with a blazer.
- ✓ No other jumpers / fleeces, hoodies or jackets may be worn.
- ✓ No long-sleeved vests / T-shirts to be worn under short-sleeved shirts. (NOT white, blue, black or any colour).
- ✓ ONLY the approved dark blue Roodie beanie with the school emblem may be worn throughout the year. Alternatively, the approved *Spotty* hats / caps/sunshades may be worn. Only approved hats and beanies that are available from the school suppliers (or from the school shop) may be worn. **The emblem must be worn facing to the front.**

## **Hair**

- ✓ Hair must be clean, well-groomed and cut short.
- ✓ Hair should follow the natural hair line and should not touch the collar.
- ✓ Mullets, Mohawk cuts, spikes, long sideburns, long Afros, dreadlocks, braids, mop heads, steps, tails, ponytails and outlandish hairstyles are prohibited. Permission for religious purposes must be applied for.
- ✓ Learners are NOT allowed to dye or put highlights in their hair.
- ✓ Hair products may be used in moderation (only if all the above rules are adhered to).
- ✓ No corn hair patterns shaved on the side of the head will be permitted.
- ✓ No long fringes hanging over the eyes will be allowed.
- ✓ Only braids that are worn close to the head (without tails in the neck) are allowed – **maximum length 2 cm**
- ✓ Spikey hair should not be longer than 3 cm.
- ✓ Boys are not allowed to tie their hair in any kind of ponytail or bun on top or at the back of the head.
- ✓ Boys are not allowed to wear any hair extensions.
- ✓ No silver / gold / transparent or any other colour hair pins or beads (hair jewellery) are allowed in hair / braids.

## **Make-up**

- ✓ Boys are not allowed to wear make-up.

## **Jewellery**

- ✓ No jewellery is allowed for boys except for a wristwatch.
- ✓ NO rings, bracelets / bangles, neck chains, or any other jewellery is allowed.
- ✓ Boys are not allowed to have piercings of any kind.
- ✓ Only official Hoërskool Roodepoort badges may be worn on blazer lapels.
- ✓ Permission to wear religious wrist bracelets must be applied for and these applications must be accompanied by a formal letter from the leader of the learner's church or other religious institution.

## **Tattoos**

- ✓ Tattoos are discouraged.
- ✓ Existing tattoos should be always covered.
- ✓ **NO** markings on the skin must be visible.

## **General**

- ✓ Boys must shave EVERY DAY from the time when facial hair become clearly visible.
- ✓ Only learners with religious / cultural objections regarding shaving of facial hair and who can produce an **official letter of recommendation from the appropriate religious leader (e.g. Priest or Imam)**, may apply to the SGB for exception to this rule. The SGB may grant or decline the request at their discretion. The application form to apply for exemption is available from the Discipline office.
- ✓ No goatees or sideburns are allowed. If you are unshaven, you will be provided with a razor and asked to shave before being allowed into any classroom.
- ✓ No headgear other than the official embroidered beanie bought from approved suppliers are allowed. All other beanies and head gear **will** be confiscated and will be deemed to be forfeited after confiscation.
- ✓ NO old matric ties may be worn by anyone.
- ✓ Only badges issued and approved by the school may be worn on blazer lapels.
- ✓ Learners are not allowed to wear any badges or buttons on their school jerseys, shirts, ties or any other place except for their blazer lapels.

### **4.3 INFORMAL WEAR (BOYS AND GIRLS)**

- ✓ Roodie wear may only be worn when permission / approval has been given by the principal.
- ✓ It consists of the official Roodie shirt and a neat, non-revealing navy-blue jeans and sneakers.
- ✓ In very cold weather, learners are allowed to wear the official school winter jacket, school jersey or school tracksuit top in addition to the above.
- ✓ All other rules concerning hair, make-up and jewellery still apply. Girls' hair should be fastened, and no make-up is allowed.

- ✓ Should learners decide not to wear the informal uniform, they must wear the full school uniform.
- ✓ Learners are not allowed to wear a Roodie shirt as part of normal school clothes with school trousers.

#### **4.4 GENERAL DRESS CODE RULES (BOYS AND GIRLS)**

- ✓ The full uniform must always be worn, especially in public.
  - ✓ Shirts must be always tucked in.
  - ✓ Only badges issued and approved by the school may be worn on blazer lapels.
  - ✓ No ***Drimacs*** or tracksuit tops are allowed in wet weather. Use an umbrella.
  - ✓ NO sportswear, not even official sportswear, will be allowed during lesson hours.
  - ✓ **Only prescription spectacles and sunglasses are allowed.**
  - ✓ Should a sport team leave immediately after school, they may change into the official tracksuit and sneakers during break time.
  - ✓ NO special tracksuit tops (first team, provincial, etc.) are allowed during school hours except on Fridays when **permission must be obtained beforehand** from the principal.
  - ✓ **Learners are not allowed to change the official school uniform of the school or to modify the uniform in any way** (e.g. you may not attach the school emblem to your school jersey or narrow the pipes of school pants.)
  - ✓ You should not wear badges on anything else except your blazer.
- **Full school uniform and compliance with the Dress Code of Hoërskool Roodepoort is always compulsory.**
    - ✓ If a Learner does not comply with any aspects of the dress code as set out in the Code of Conduct of Hoërskool Roodepoort, 5 demerit points will be registered.
    - ✓ After every 3<sup>rd</sup> transgression of the dress code as set out in the Code of Conduct of Hoërskool Roodepoort, one ***direct detention*** will be scheduled.
    - ✓ After three direct detentions has been awarded, a learner will be suspended for 3 days to facilitate an urgent disciplinary meeting with his / her parents.

#### **4.5 CIVVIES DAYS AND CLOTHING WEAR**

The school management team or SGB can announce specific days when learners are allowed to wear ordinary clothes that are not part of the school uniform at a fee to be paid towards a worthy cause / project.

During civvies days, the following special dress code rules apply:

- ✓ It is compulsory to wear underwear (both boys and girls).
- ✓ No shine-through tops / trousers / t-shirts or skirts are allowed.
- ✓ Clothing needs to cover all body parts.

Parents need to ensure that their learners are dressed respectable on civvies days. Learners that do not comply to this dress code will be send home for the day.

## **5) POLICY FOR CELLULAR PHONES AND ELECTRONIC DEVICES**

**Hoërskool Roodepoort is a cellular phone / electronic device-free zone. Any learner that brings a cell phone or electronic device to school is doing so at his/her own risk.**

- The school has been burdened with the responsibility to assist learners to look after or find lost / stolen cell phones or electronic devices.
- Cellular phones / electronic devices are not allowed to be used by learners during school hours (from 7:30 to the end of the school day, including during break times).
- Learners are encouraged to leave cellular phones at home.
- Where it is needed for communication regarding transport or other essential communication with parents, to use a 'cheap' phone that can only make calls or send/receive SMS's (no internet connection or camera). This can potentially protect a learner from:
  - ✓ Being subjected to cyber bullying by other learners.
  - ✓ Inappropriate content from the internet.
  - ✓ Thieves that steal phones and can possibly harm a learner in the process.

Learners need to focus their full attention on teachers in classes. Cell phones interfere with this focus of learners in class and deprive them of the academic advantages to be gained from the teacher-learner learning experience that forms the basis of effective teaching and learning in class.

No cell phone or You-tube video can ever substitute the transfer of knowledge from teacher to learner that takes place in the classroom.

**Not even a teacher can give you permission to use your phone at school.**

**The school do not have the resources or expertise to deal with lost / stolen cell phones or other electronic devices.**

- The school and its staff members will not take responsibility for any cellular phone at school or assume accountability for any phone that is lost / stolen.
- The school will also not be obliged to investigate any lost / stolen phone.
- Learners / parents are advised to report lost / stolen phones directly to the SAPD at their own convenience.
- Cell phones / electronic devices that are confiscated will be kept in a safe, but the school do not take any responsibility for the device in unforeseen circumstances.
- Any cell phone or electronic device that is handed in during tests or exams are always done at the sole risk of the learner. The school and its staff members do not take any responsibility but to keep the phone separate from the learner while conducting a test or examination

Any cellular phone / electronic device / cellular phone and / or accessory operated / utilised by a learner during school hours (**included during break time**) will be confiscated.

Parents are the legal owners of cell phones and is legally responsible for any transgression of whatever nature originate from that cell phone. The school will under no circumstances hand a cell phone / electronic device back to a learner after it has been confiscated.

**ANY CELLULAR PHONE / ELECTRONIC DEVICE / ACCESSORY THAT IS CONFISCATED:**

- **Will only be released on a Friday between 12:00 and 14:30**
- Will be retained for a minimum period of **10 school days** (from the day following confiscation of the device), unless the penalty for early release has been paid by the PARENT.
- **ONLY PARENTS WILL BE ALLOWED TO TAKE POSSESSION OF A CELL PHONE AFTER IT HAS BEEN CONFISCATED.** No exceptions will be made.
- A confiscated cellular phone / electronic device / accessory will only be released:
  - ✓ On the Friday following confiscation (after payment of the R250.00 penalty fee) by the parent at the financial office between 12:00 and 14:30.
  - ✓ On the Friday following the 10-day waiting period after the confiscation of a cell phone / electronic device by the parent at the financial office between 12:00 and 14:30.

The school will always assist a learner to contact their parents in an emergency on reasonable grounds.

- ✓ **During school hours**, parents will be called from reception in an emergency.
- ✓ **After school hours** a school phone is available at the security gate for learners to contact their parents in an emergency.

Parents are requested to always keep their phones switched on when their child is at school (or away from school with extramural activities) and to ensure that the school is notified of any change in their contact details.

- If the school is unable to reach a parent by telephone, a learner will be suspended until the parent/s or legal guardian/s come to school and update their contact details.

**Failing to adhere to the cellular phone and electronic device policy of Hoërskool Roodepoort is deemed to be of a serious nature and is classified on Category C-level** (30 demerit points / direct detention / possible external disciplinary hearing and possible expulsion from the school).

**PRIVACY AND THE POPI-ACT (Act 4 of 2013)**

- ✓ **Learners are not allowed to take any picture, videorecording or voice recording of any educator, fellow learner, staff member or event on the school grounds of Hoërskool Roodepoort**, unless expressive permission has been granted prior to the event (in compliance to the **POPI Act**).
- ✓ Non-compliance to the POPI-Act is of a very serious nature and is classified on **Category C-level** (30 demerit points / direct detention / possible external disciplinary hearing and possible expulsion from the school).
- ✓ The taking of any picture, video recording, voice recording of any staff member of Hoërskool Roodepoort or employee on the premises of the school is deemed to be of a very serious nature and is classified on **Category C-level** (30 demerit points / direct detention / possible external disciplinary hearing and possible expulsion from the school).

## **6) POLICY FOR DANGEROUS AND PROHIBITED POSSESSIONS**

Hoërskool Roodepoort is a place of education. It is essential that the environment is safe for teaching and learning to take place and free of any danger or threats to learners.

- **Learners may not enter the premises of Hoërskool Roodepoort if they are in possession of any of the following:**
  - ✓ Cigarettes or tobacco products, butanol-lighters or matches
  - ✓ E-cigarettes / nicotine dispensing devices / water pipes / Bongs
  - ✓ Any drug, prohibited or illegal substance or substance with a narcotic effect or that alters the mental state of learners (Codeine, "Lean" or other similar mixtures)
  - ✓ Alcohol or alcoholic beverages
  - ✓ Marijuana or synthetic Marijuana ("Herb")
  - ✓ Any type of knife or sharp metal object that can be used as a weapon
  - ✓ Any type of firearm, gas / airgun / pistol / rifle or "BB"-gun or imitation thereof
  - ✓ Any fireworks or pyrotechnics
  - ✓ Any merchandise with the intention to sell or share on the premises of Hoërskool Roodepoort.
  - ✓ Any pornographic material or image

**All items listed or implied above will be confiscated from the possession of a learner / visitor and will be deemed to be forfeited by the owner.**

**The possession of any dangerous or prohibited item is deemed to be very serious and is classified on Category C-level (30 demerit points / direct detention / possible external disciplinary hearing and possible expulsion from the school).**

## **7) POLICY FOR SMOKING CIGARETTES OR E-CIGARETTES**

Everyone has the right to a smoke free environment in terms of the Constitution of our country. The buying and smoking of cigarettes or E-cigarette devices by minors is prohibited by law in South Africa.

- **Smoking by minors is a criminal offence by law** and a fine of R500 can be imposed on transgressors.

Learners are prohibited to enter the premises of Hoërskool Roodepoort if they are in possession of

- ✓ Any cigarettes, tobacco product, Rizlas, butanol-lighters or matches
- ✓ Any e-cigarette / nicotine dispensing device / water pipe / Bong etc.

**The possession or use of any tobacco product, e-cigarettes, nicotine dispensing device or water-pipe is deemed to be a very serious offence and is classified on Category C-level (30 demerit points / direct detention / possible external disciplinary hearing and possible expulsion from the school).**

**All items listed or implied above will be confiscated from the possession of a learner and will be deemed to be forfeited by the owner.**

8) **POLICY FOR ILLEGAL SUBSTANCES, MARIJUANA AND SYNTHETIC MARIJUANA / HERBAL SUBSTITUTES AND “OVER THE COUNTER” MEDICINES**

*Hoërskool Roodepoort is a drug-, illegal substance-, alcohol-, Marijuana- and Synthetic Marijuana -free environment with a ZERO TOLERANCE policy towards any of these unwanted items.*

**ANY / All items listed here will be confiscated from the possession of a learner / visitor and will be deemed to be forfeited by the owner.**

**The SGB of Hoërskool Roodepoort authorises and instructs the principal or / and his / her delegate/s of Hoërskool Roodepoort to:**

- ✓ **Conduct at their sole discretion, the prescribed test/s** for drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana at any time on any learner on the premises of Hoërskool Roodepoort
  - The cost for a test for substance abuse with a negative result, will be carried by the school.
  - The cost for any test for substance abuse with a positive result (R75.00), will be added to the school account of the parent/s.
- ✓ **Search (in private)** in terms of the **South African Schools Act (SASA)** the person and / or bags / belongings of any learner on the premises of Hoërskool Roodepoort for drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana or any other prohibited goods on reasonable suspicion that prohibited good/s are present.
- ✓ **Suspend any learner who tests positive** for any drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana to protect the constitutional right of other learners of Hoërskool Roodepoort to a safe and drug free environment that is imperative for proper teaching and learning to occur.
- ✓ **Immediately schedule an External Disciplinary Hearing** (within 7 school days) for all learners tested positive for the second or subsequent time for any drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana.
- ✓ **Keep any learner** who was tested positive for any drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana, **suspended from school until such time that the learner tests negative** for any drugs / illegal substances / alcohol / Marijuana / synthetic Marijuana. (In accordance with the ZERO TOLERANCE policy of Hoërskool Roodepoort, attached as Annexure B)

The school will always endeavour to first extend a helping hand to learners that test positive for any illegal substance for the first time. However, this approach can only be successful if it takes place in a partnership between the Learner, the Parent/s and the school. If a partnership can be established:

- ✓ The school will grant the Learner a **window period of 14 days** during which the learner's body will have sufficient time to get rid of the illegal substance.
- ✓ The Learner will be **scheduled for a subsequent follow up test** to confirm that he/she indeed discontinued the use of the illegal substance.
- ✓ **If the follow up test is positive for any illegal substance, the Zero-Tolerance-Policy of the school will be enforced.**

Any suspension for the use of illegal substances will carry a **compulsory penalty of 2 sessions of Direct Detention** and no merit points will be awarded on attending such.

## **9) POLICY FOR PERSONAL PROPERTY OF LEARNERS**

Hoërskool Roodepoort is not liable for the protection, loss, damage or theft of any personal belongings of learners. Learners are responsible to always look after their own possessions.

- Learners are advised NOT to bring any valuable items to school.
- The camera surveillance system is for safety and security purposes only.
- The school does not have the resources to search for lost/stolen property.

## **10) POLICY FOR SURVEILLANCE**

The premises, buildings, educational and administrative areas of Hoërskool Roodepoort are monitored by CCTV for safety and security purposes. Notice boards are displayed to this effect for all learners, parents and visitors upon entering the premises of the school.

The recordings of the CCTV system remain the sole property of the School Governing Body of Hoërskool Roodepoort and will not be shared with any third party without the written consent of the SGB unless warranted by a court order to this effect.

The purpose of the surveillance system of the school is surveillance for **safety and security of the staff and learners** while at school and not to find lost or stolen property of learners.

## **11) POLICY FOR LOCKERS**

Student lockers are the property of Hoërskool Roodepoort and always remain under the control of the school. Only a limited number of lockers are available, and learners can hire a locker from Hoërskool Roodepoort on an annual basis (first come, first serve).

Learners are expected to assume full responsibility for the security and the neatness of their locker.

- no sub-hiring / letting of lockers is allowed.
- The learner who rents the locker from the school will always be held responsible for the content of a locker.
- No illegal or prohibited item may be kept in a locker.

Periodic, unannounced inspections can be conducted on any locker, at the discretion of the principal or his / her delegate

- for any reasonable reason,
- at any time,
- without notice,
- without learner consent and
- without a search warrant.

If a learner refuses to open the lock to his locker, the lock will be cut to conduct an inspection as described above.

**Any illegal or prohibited item found in a locker will be confiscated and will be deemed to be forfeited by the owner.**

## 12) POLICY FOR MERITS / DEMERIT POINTS

Hoërskool Roodepoort makes use of a system of **Demerit points** for transgressions of the Code of Conduct of Hoërskool Roodepoort and **Merit points** for exemplary conduct/behaviour/achievements.

- The aim of this system is to reward positive behaviour and
- To caution and correct negative behaviour
- To guide learners to become responsible citizens of South Africa.

Merit points are awarded for:

- Positive behaviour
- Participating, attending and supporting activities of the school
- Volunteering assistance to teachers and staff members of the school
- Academic excellence,
- Cultural activities
- Participation and achievements in sport
- Academic excellence.
- Leadership
- Selected non-school activities as stipulated in the **Merit point** guidelines of the school

Merit points can also be accumulated for:

- Attending detention classes (200 merit points, **does not contribute to Top Roodie awards**)
- Attending of exam detention classes (100 merit points, **does not contribute to Top Roodie awards**)

**Demerit-points** are registered for transgressions of the Code of Conduct of Hoërskool Roodepoort and differ in value according to the level of transgressions:

- **Category A transgressions** - 5 demerit points
- **Category B transgressions** - 15 demerit points
- **Category C transgressions** - 30 demerit points.

**The maximum demerit points that can be awarded to a learner in one lesson period is 30.**

Demerit points are used by the school to:

- ✓ determine when intervention / correction is required for the behaviour of a learner and
- ✓ schedule a learner to attend compulsory detention as intervention to denounce and correct negative behaviour and / or
- ✓ call parents for an internal disciplinary meeting at the school and / or
- ✓ to suspend a learner (5 days compulsory time at home for **Intensive Parental Intervention** for parents to correct unacceptable behaviour of their child) and / or
- ✓ to disqualify a learner from participating in any **sport / cultural / academic of any other activity of the school.** (All learners with more than 1000 demerit points)

**Category C transgressions** are of a very serious nature and require the following actions/interventions to be taken:

- the parent/s or guardian/s of the learner needs to be contacted to discuss the situation
- A completed teacher report for Category C transgressions needs to be submitted to the disciplinary office

On 30 November each year:

- **10% of the demerit points** accumulated in the current school year by a Learner, will be carried over to the next year to ensure a fair reflection of the disciplinary record of a learner over an extended time at Hoërskool Roodepoort.
- All **Direct detentions** that have not been served are transferred to the next year.
- A record of the merit points and demerit point of learners is printed and filed in the **blue file** of the learner.

### **13) THE DISCIPLINARY PROCESS AND MANAGMENT OF DETENTION**

The accumulation of demerit points is closely monitored in the disciplinary system of the school. The intention with demerit points is to discourage negative behaviour.

Detention is an integral part of the disciplinary system of Hoërskool Roodepoort and is intended to rectify / denounce negative behaviour.

Detention is deemed in a very serious light and any learner who does not attend a scheduled detention session will be **suspended for three days** in an effort for the learner and parent/s to visit the school for a meeting with the designated Grade Head and / or Grade Coordinator/s to establish a combined effort between the school and parents to assist the learner in correcting his / her behaviour.

Any suspension of a learner may be withdrawn if a mutual-acceptable effort / plan for correcting the negative behaviour of the learner can be established jointly between the learner, the parent/s and the school.

**If a learner attends school while suspended:**

- he / she will be limited to the **disciplinary waiting area** until he / she can be collected from school by their parent/s or guardian/s or
- until the school is authorised in writing by the parents / guardians to release the learner to return home.
- 30 demerit point will be added to the record of the learner **for unauthorised presence at school**

The complete disciplinary process is set out below:

### 13.1 DISCIPLINARY CYCLE 1 (First detention)

- ✓ Demerit points are recorded by teachers in accordance to the Code of Conduct of Hoërskool Roodepoort.
- ✓ A '**Letter of concern**' will be generated when a learner accumulates a threshold of **150 demerit points** to alert parents of the developing negative disciplinary situation of their child.
- ✓ When the threshold for detention of **200 demerit points** is reached, a '**Letter of detention**' will be generated, and the learner will be scheduled to attend a detention class as stipulated in the letter.
- ✓ **Any scheduled detention class takes preference over any sport-, cultural- or any other activity that is scheduled at the same time as the scheduled detention class.**
- ✓ After the detention class, the learner will be credited with 200 merit points (will not count towards the '**Top Roodie**' awards) to effectively place the learner in a zero-demerit position for the start of the second cycle.

### 13.2 DISCIPLINARY CYCLE 2 (Second detention)

- ✓ A second '**Letter of concern**' will be generated when a learner accumulates a threshold of 150 demerit points (**effectively 350 demerit points in total**) for the second time to alert parents of the (second) developing negative disciplinary situation of their child.
- ✓ When the threshold of 150 demerit points is reached for the second time (**effectively 400 demerit points in total**), a second '**Letter of detention**' will be generated, and the learner will be scheduled to attend his / her second detention class as stipulated in the letter.
- ✓ **Any scheduled detention takes preference above any sport-, cultural- or any other activity that is scheduled at the same time as the scheduled detention class.**
- ✓ After the detention class, the learner will be credited with 200 merit points (will not count towards the '**Top Roodie**' awards) to effectively place the learner in a zero-demerit position for the start of the third cycle

### 13.3 DISCIPLINARY CYCLE 3 (Third detention)

- ✓ A third '**Letter of concern**' will be generated when a learner accumulates a threshold of 100 demerit points (**effectively -550 demerit points in total**) for the third time to alert parents of the (third) developing negative disciplinary situation of their child.
- ✓ When the threshold of 150 demerit points is reached for the third time (**effectively -600 demerit points in total**), a third '**Letter of detention**' will be generated, and the learner will be scheduled to attend his / her third detention class as stipulated in the letter.
- ✓ **Any scheduled detention takes preference above any sport-, cultural- or any other activity that is scheduled at the same time as the scheduled detention class.**
- ✓ After the detention class, the learner will be credited with 200 merit points (will not count towards the '**Top Roodie**' awards) to effectively place the learner in a zero-demerit position for the start of the fourth cycle.

#### **13.4 DISCIPLINARY CYCLE 4 (Internal disciplinary hearing)**

- ✓ When the learner reaches the 200 demerit point threshold for the fourth time (effectively 800 demerit points), **the learner and his / her parents** will be called to an “**Internal Disciplinary Hearing**” that will be facilitated by the grade Head and grade coordinators to:
  - Bring the seriousness of the behavioural issues of the learner to the attention of the parent/s, as the learner has not responded positively to three previous Detention classes attended and that the school has reached a point where the bad behaviour of the learner can no longer be tolerated by the school.
  - **Develop a joint strategy between the school, parent/s and learner to re-align the behaviour of the learner with the Code of Conduct of Hoërskool Roodepoort.**
  - Emphasise to the parent/s that they are primarily responsible for the discipline of their child and not the school (as stated on numerous occasions by Mr. Panyasa Lesufi, previous MEC for Education in Gauteng) and stipulated in the **South African Schools Act 84 of 1996, subsection 6 and 6.1.**
  - Put it on record that the parents need to take charge of the discipline of their child as a matter of urgency.
  - The focus of the school is to be an institution of teaching and learning. **NO LEARNER WILL BE ALLOWED TO INFRINGE ON THE CONSTITUTIONAL RIGHTS OF OTHER LEARNERS TO TEACHING AND LEARNING.**
  - Bring it to the attention of the parents that the learner is not responding positively to disciplinary interventions from the school.
  - Inform the parents that the learner will be suspended for 5 days without any further intervention if the learner reaches the threshold of 1000 Demerit points.
  - **Notify the parent/s and learner that the learner is not allowed to participate or represent the school in any sport / cultural or academic activity.**

#### **13.5 DISCIPLINARY CYCLE 5 (Intensive parental Intervention and 5-day suspension)**

- ✓ When the learner reaches the 1000 demerit point threshold, the learner will be suspended for a 5-day period for “**Intensive Parental Intervention**”
- ✓ **This drastic action is based on the following grounds:**
  - It has become evident that the learner is not responding to any efforts from the school to correct his / her behaviour.
  - The learner is posing a serious threat to the day-to-day running of the disciplinary system, the school in general and the good order in the school and he/she will not be allowed to attend classes, represent the school or attend any arranged activity at school.
  - **It is expected from the parents** to come up with a solution to the behavioural problems of their child before the learner can resume classes at school. The best interest of other learners of the school is now protected.

- The school has done everything (as documented through 4 previous disciplinary intervention efforts) in its power to help the learner to correct his / her disciplinary conduct, with no positive outcome.
  - The school now insist that the parent/s of the learner take on their parental duties to instil an acceptable level of discipline to their child to be able to attend mainstream education without violating the constitutional right of other learner to education.
  - The school afford parents a period of 5 days uninterrupted time to do so.
- The school will meet with the learner and parent/s only **after** the 5-day period to get a report back and to ascertain the progress in this regard.
- The learner will only be accepted back at school after an amicable solution to their child's disciplinary challenges has been presented in writing to the Grade Head and Disciplinary Head of the school. The solution put forward by the learner and his / her parents must be acceptable to the school.
- If no mutual agreement can be reached, the learner will immediately be scheduled for an ***External disciplinary hearing***.
  - The learner will be then suspended for a further period of 7 school days.
  - The External disciplinary hearing will be conducted at the end of the suspension period.

### **13.6 DISCIPLINARY CYCLE 6 (External Disciplinary Hearing and request for permanent expulsion)**

- ✓ When the threshold of 1 200 demerit points is reached, the learner (assisted by his / her parents / legal guardians) will be scheduled to attend an '***External Disciplinary Hearing***' due to an ongoing disregard for the Code of Conduct of Hoërskool Roodepoort.
- ✓ The learner will be suspended for **seven school-days** and the external disciplinary hearing will take place at the end of this period.
- ✓ The learner will have to answer to the disciplinary panel, constituted by the SGB and motivate why the SGB should not request the Head of the GDE to expel him / her permanently from Hoërskool Roodepoort.
- ✓ If the SGB asks for the permanent expulsion of the learner from Hoërskool Roodepoort, the learner will then be suspended for **fourteen school days** after the External Disciplinary hearing, pending the final decision from the Head of the Gauteng Department of Education.
- ✓ The SGB may, at its sole discretion, revoke all the rights / privileges of a learner to attend any school function, or any activity organised by the school, **irrespective of the outcome** of the request for permanent expulsion to the Head of the Gauteng Department of Education.

## 14) *Disciplinary suspensions*

- **1-Day suspensions** serve to give a learner the opportunity to comply with repeated non-compliance to the ***Dress code section*** of the Code of conduct for learners.
- **3-Day suspensions** serve to get the parents together with the learner to attend to a disciplinary meeting to address a serious transgression/situation amicably. The suspension is then lifted immediately after the meeting and the learner can attend classes afterwards. (Certain conditions may be applicable that the learner must adhere to).
- **5-Day suspensions** are served only for ***Intensive parental intervention*** in terms of the Code of conduct for learners when the accumulated total for demerit points for the year exceeds 1 000 and all previous interventions by the school has failed.
- **7-Day suspensions** are served:
  - When a learner test positive repeatedly for a banned / illegal substance in terms of the ***Xero tolerance policy*** of the school to protect other learners in line with the SASA.
  - For the safety of the suspended learner or
  - To ensure the safety of other learners in school while a learner that has committed a **Category C** transgression/s and an ***External disciplinary hearing*** has been scheduled for the transgressor.

## 15) *Direct Detention*

A learner can also be placed on ***Direct Detention*** at the sole discretion of the **principal / head of discipline** of the school.

***Direct detention*** is unrelated to the value of demerit points and is scheduled for serious transgressions as an **immediate corrective measure**

- ***direct detention/s*** can be imposed as a sanction *by an External Disciplinary Committee of the SGB of the school.*
- **1 x direct detention** is a compulsory sanction after every 3 '***dress code violations***' by a learner.
- **2 x direct detentions** is a compulsory sanction whenever a learner is tested positive for an illegal substance.
- **2 x direct detentions** is a compulsory sanction whenever a learner commits an '***exam / test irregularity***'
- **1 x direct detention** will be scheduled for every scheduled exam detention that is not attended.
- *All direct detentions are carried forward, from one year to the next until the conditions are met.*

**No merit points will be awarded for attending any session of direct detention.**

## **16) Exam detention**

Any learner:

- with **800 or more demerit points** or
- that poses a behavioural threat / challenge to the good order and discipline in examination venues or
- that commits an exam / test irregularity at any time during the year will be placed on **exam detention** for a compulsory period.

Any learner that disrupts the exam process / good order in exam venues, can be referred for **exam detention** at the sole discretion of the head of discipline.

**100 exam detention merit points** will be awarded for the attendance of one full detention session (late coming voids any merit points) during exams.

A learner will only be released from exam detention at the sole discretion of the head of discipline.

## **17) COMMITMENT TO ACADEMIC EXCELLENCE**

The teaching staff of Hoërskool Roodepoort is working towards a common goal of guiding learners to become responsible citizens of the country.

The primary objective of Hoërskool Roodepoort is, however, to develop learners academically so that they can PURSUE a career after completing their secondary school education. To achieve this noble goal, learners are expected to:

- Attend school daily during school terms.
- Attend all classes during a school day.
- Work diligently and:
  - ✓ be responsible
  - ✓ take ownership of their education
  - ✓ do their homework
  - ✓ hand in SBA assignments whenever they are due, as directed by teachers
  - ✓ prepare adequately for scheduled tests and examinations
  - ✓ do not act in any way that will disadvantage fellow learners to pursue their academic interests / goals
- Be responsible students and make ALL efforts possible to gain the competitive advantages that the school can provide for a better future for them.
- Take responsibility for their own education and future.

A learner who is absent from school or fails to complete / attend / hand in any scheduled task / test or activity whenever it is due:

- is solely and ultimately responsible to liaise with the relevant teacher to attend / complete / hand in the scheduled task / test or activity in line with the regulations of the SAIC committee.
- is responsible to provide the required documentary proof /reason for not completing / attending / handing in any scheduled task / test or activity whenever it is due. This documentation must be attached to the prescribed forms (Form A, B and C) of the SAIC committee.

- **Only an appropriate doctor's note / clinic letter / funeral letter / letter from the court / affidavit** will be accepted as a valid reason for being absent from a scheduled test / task or examination:
  - This notice is to be handed in to the relevant subject teacher
  - and it remains the sole responsibility of the learner who did not complete a scheduled test / task or examination to present the valid doctor's certificate, clinic letter or funeral letter to the subject teacher.
  - A request for an extended opportunity must be accompanied by a completed **Form A** (available from the school's website or subject teacher).
  - There will only be ONE additional opportunity per assessment task every term for learners that did not complete a test / SBA tasks / examination (with valid reason and proof supplied) to complete the task. The date will be communicated timeously by the School Assessment & Irregularity Committee (SAIC).
  - **Failure to follow this procedure will result in a ZERO mark being awarded for the relevant assessment task.**

If a learner with a **valid doctor's certificate, clinic letter, sworn affidavit or funeral letter** did not complete a scheduled assessment on a particular day, he / she will still have to complete the assessment in that subject after submitting a completed **Form A**.

- ✓ **It remains the learner's responsibility to supply valid reasons and documented proof for not completing a SBA assessment, to his / her subject teacher.**

Learners receive a report card and a record of merits and demerit points at the end of every school term with their report card (unless communicated differently due to unforeseen circumstances).

Learners who do not subscribe to academic excellence (evident by academic neglect or non-performance or disruption of classes or academic interference to other learners) may be called to an External Disciplinary Hearing to explain to the SGB why they should not be expelled from the school.

## **18 THE ACADEMIC APPEALS PROCESS**

An appeals process has been implemented as part of the academic programme at Hoërskool Roodepoort. The process allows for parents to appeal the marks of a subject or subjects on a report card of a learner each term.

- An appeal may be requested based on the learner results for **EACH** term.
- An **appeals form** must be completed by the parent and submitted to the school **within 5 working days after report cards have been handed out**.
- The **review panel** will then go through a moderation process whereafter a meeting will be scheduled with the parent /s.
- Please note that an appeal can only be launched with respect to the most recent term completed. (TERMS 1 and 2 cannot be appealed in term 4).
- Once a term has been completed **and the window period for appeals has passed**, no appeals on those marks will be allowed at a later stage during the year.

- **The Appeals Schedule is as follows:**

- ✓ **TERM 1 APPEALS**            May not be submitted later than ***week 2 of Term 2***
- ✓ **TERM 2 APPEALS**            May not be submitted later than ***week 2 of Term 3***
- ✓ **TERM 3 APPEALS**            May not be submitted later than ***week 2 of Term 4***
- ✓ **TERM 4 APPEALS**            Submission dates will be communicated with **Term 4 Report cards**

## **19) THE DISCIPLINARY CODE OF HOËRSKOOL ROODEPOORT**

The school is primarily a learning and teaching environment. **The purpose of the Disciplinary Code is to:**

- **protect the unfringeable basic right of every learner to education**
- **support / guide / learners who deviate from the accepted standard of behaviour.**

The aim of the Code of Conduct is to correct behaviour and not to punish. However, punitive measures represent one of the tools to correct behaviour and to instil one of the founding principles in life – namely that all our actions are accountable, and choices need to be made with responsibility.

Learners / Parents will be provided with a copy of a learners' disciplinary record together with report cards and whenever disciplinary action is taken against a learner.

The school and parents / legal guardians of learners need to work as a team together to provide guidance to learners for the betterment of their future as responsible citizens of South Africa.

**The Disciplinary Code of Hoërskool Roodepoort is divided into three sub-sections (Categories A, B and C) according to the severity of a transgression:**

**19.1 Category A transgressions:** (Will attract demerit points only)

**MINOR transgressions** that will warrant **5 demerit points**.

<b>DESCRIPTION</b>
A-01-Dress code violation - <b>No tie</b>
A-02-Dress code violation - <b>Hair - Boys</b>
A-03-Dress code violation - <b>Facial hair</b> (unshaved)
A-04-Dress code violation - <b>Hair - Girls</b>
A-05-Dress code violation - <b>Shirt</b>
A-06-Dress code violation - <b>Trousers</b>
A-07-Dress code violation - <b>Dress</b>
A-08-Dress code violation - <b>Shoes</b>
A-09-Dress code violation - <b>Socks</b>
A-10-Dress code violation - <b>Jersey / Pull over / Blazer</b>
A-11-Dress code violation – <b>Jewellery / Piercings</b>
A-12-Dress code violation - <b>Make-up</b>
A-13-General neglect of duties / obligations as learner in class
A-14-Failure to complete PAT obligation/s
A-15-Workbook/s not in class
A-16-Textbook/s not in class
A-17-Learner / parent information not completed in Roodie Visum
A-18-Other MINOR TRANSGRESSION (With complete description!)

✓ (list of Category A transgressions will be updated at [www.roodie.co.za](http://www.roodie.co.za))

**Repeated Category A transgressions** will be escalated to Category B disciplinary action.

**19.2 Category B transgressions:** (Will lead to Internal Disciplinary action and suspension)

**SERIOUS transgressions** that will warrant **15 demerit points**.

DESCRIPTION
B-01-Late for school
B-02-Late for class
B-03-Homework not done
B-04-Noise disturbance in class
B-05-Noise disturbance outside class during school time
B-06-Noise disturbance during afternoon classes
B-07-Out of class without a signed Visum
B-08-Dishonesty (With complete description!)
B-09-Bullying / Intimidation (With complete description, report to Grade Head)
B-10-Selling of merchandise on school grounds (merchandise confiscated)
B-11-Runaway / Ignore staff -Positively identified
B-12-Serious failure to complete PAT obligation/s
B-13-Repeated Category-A transgression (Documented proof of 3 x contact with parent)
B-14-Other SERIOUS TRANSGRESSION (With complete description!)

✓ (list of Category B transgressions will be updated at [www.roodie.co.za](http://www.roodie.co.za))

**Repeated Category B transgressions** will be escalated to Category C disciplinary action.

**14.3 Category C transgressions:** (Will lead to direct detention, External Disciplinary action, suspension and expulsion)

**VERY SERIOUS transgressions** that will warrant **30 demerit points**.

DESCRIPTION
C-01-More than 15 min late for class – class disruption
C-02-Bunking single period (Day, Period and Subject specified and conversation with parents)
C-03-Class disruption (With complete description, conversation with parents)
C-04-In possession of cellular phone / electronic device (device confiscated and handed in)
C-05-Absent from scheduled detention session
C-06-Disruption of detention class (Teacher report completed)89

C-07-Smoking (of any substance)
C-08-Tested positive for banned / illegal substance
C-09-Refuse to submit do test for substance abuse
C-10-In possession of banned substance (Confiscated)
C-11-Dealing in illegal substance/s on school grounds
C-12-Aggressive / Disrespectful behaviour against staff
C-13-Very serious neglect of PAT obligation/s
C-14-Gambling on school grounds (Gambling paraphernalia confiscated)
C-15-Test / Exam irregularity (Exam Irregularity completed)
C-16-Disruption of study / examination venue (Teacher report completed)
C-17-Participant in physical fight
C-18-Aggressor in physical fight
C-19-Spectator / Encourager of physical fight
C-20-Use / In possession of alcoholic beverage
C-21-Use / Threat of physical violence against a member of staff
C-22-Money lending / Extortion
C-23-Videographing / Photographing / Recording without permission
C-24-Theft / Attempted theft (With complete description!)
C-25-In possession of any (dangerous) weapon
C-26-Bullying / Intimidation on social media / electronic devices
C-27-Assault of another learner
C-28-Verbal assault (With complete description!)
C-29-Intimidation / Extortion / Threatening of another learner/staff member
C-30-Vandalism (With complete description!)
C-31-General academic non-performance / Disruption of academic process
C-32-Racist or race-related misconduct (With complete report!)
C-33-In possession / Lighting of fireworks (pyrotechnics) on school grounds
C-34-Inappropriate physical contact / public display of affection
C-35-Sexual misconduct (With complete description!)
C-36-Bringing the name of the school into disrepute
C-37-Unlawful use / Abuse of data / electronic data facilities of the school
C-38-Pornography / Offensive and /or inappropriate content
C-39-Non-compliance with conditions set at previous External Disciplinary Hearing
C-40-Unauthorised entry / exit of the school grounds
C-41-Other VERY SERIOUS transgression (With complete description!)
C-42-Repeated Category-B transgression (With proof of 3 x contact with parents)

- (list of Category C transgressions will be updated at [www.roodie.co.za](http://www.roodie.co.za))

## 20) EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

- Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- The application must include full justification in the form of a written motivation from the religious / cultural leader. Therefore, the onus of proof lies with the learner to substantiate the application for exemption.
- **Applications for exemption will be considered at the start of the school year only**, unless the applicant can prove that the matter is urgent or is necessitated by a change in circumstances.
- In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements and will inform the learner of its decision in writing.

## 21) CONCLUSION

Hoërskool Roodepoort is proud of its good name and legacy and denounce bad behaviour in all forms and formats.

- The school accepts its ***In Loco Parentis*** responsibilities towards learners and act in the best interest and wellbeing of all learners.
- The image, traditions and the legacy of Hoërskool Roodepoort is a collective treasure that must be guarded and protected by all parties affiliated with the school.

Any learner who commits more than 3 **Category C** transgressions:

- **will not be allowed to participate in any official activities** of Hoërskool Roodepoort. **AND**
- **will forfeit the privilege to represent the school or to receive any official accolade / decoration AND**
- **will be excluded from any / all official functions or activities of the school at the sole discretion of the principal and / or SGB of Hoërskool Roodepoort.**
- **The Matric farewell function is exclusively for loyal grade 12 learners of the school.**
  - ✓ Repeated Category C-level transgression during the matric year, may exclude, (**at the sole discretion of the principal and / or SGB of Hoërskool Roodepoort**), a learner from the privilege to attend this function.
  - ✓ Excessive demerits (more than 1 000), may exclude, (**at the sole discretion of the principal and / or SGB of Hoërskool Roodepoort**), a learner from the privilege to attend this function.

**The Code of Conduct of Hoërskool Roodepoort is applied in all fairness to its learners. Learners have the right to appeal any sanction metered out in terms of the Code of Conduct of the school by following the following procedure:**

- All appeals of sanctions must be done in writing (on the prescribed form – **Annexure A**). The form can be obtained from the discipline office.
- Any sanction / entry made on the Code of Conduct report of a learner **will be deemed to be final 14 days after any Code of Conduct report has been issued by the school** to a learner and / or parent / legal guardian.
- An appeal must be lodged as soon as a learner becomes aware of the sanction in dispute but will be disqualified if it is not lodged within the 14-day period described above.
- Written appeals must be submitted to the **Disciplinary office** and proof of submission must be obtained by the learner.
- The appeal will be dealt with by the **grade head and grade coordinators** in consultation with any relevant person to the appeal received.
- The outcome of the process will be forwarded to the **Head of Discipline** by the grade head of the learner that lodged the appeal.

**The outcome of an appeal lodged by a learner:**

- Will be communicated in writing to the learner within a reasonable time and
- Corrections / Amendments to the learner's disciplinary record will be actioned in accordance with the outcome of the appeal lodged.

**The complete (updated version) Code of conduct of  
Hoërskool Roodepoort is available at**

**[www.roodie.co.za](http://www.roodie.co.za)**

ANNEXURE A

HOËRSKOOL ROODEPOORT



APPEAL BY LEARNER TO CHANGE A CODE OF CONDUCT-REPORT ENTRY

SURNAME \_\_\_\_\_ NAME \_\_\_\_\_

GRADE 8 / 9 / 10 / 11 / 12 REGISTER CLASS \_\_\_\_\_

DATE OF ENTRY ON CODE OF CONDUCT \_\_\_\_ / \_\_\_\_ / 2026

CODE ASSIGNED TO TRANSGRESSION ON CODE OF CONDUCT REPORT \_\_\_\_\_

NR ASSIGNED TO TRANSGRESSION ON CODE OF CONDUCT REPORT \_\_\_\_\_

DESCRIPTION OF TRANSGRESSION ON CODE OF CONDUCT REPORT \_\_\_\_\_

TEACHER THAT ENTERED TRANSGRESSION ON CODE OF CONDUCT \_\_\_\_\_

**REASON FOR APPEAL** (Explain why the transgression made in your CoC report is wrong in your opinion. Supply evidence to substantiate your opinion)

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I, \_\_\_\_\_ of Grade \_\_\_ / \_\_\_ declare that this report contains the truth, to the best of my knowledge. All information related to this transgression has been disclosed in my appeal.

I deem the reliability of the facts provided by me as 100% 75% 50% 25% true

Signed at Hoërskool Roodepoort on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
**LEARNER SIGNATURE**

\_\_\_\_\_  
**LEARNER NAME**

### **RECORD OF PROCESS FOLLOWED**

*(FOR OFFICE USE ONLY)*

**DATE APPEAL WAS RECEIVED:** \_\_\_\_\_ / \_\_\_\_\_ / 2026

**APPEAL FORWARDED TO GRADE HEAD:** YES / NO

**DATE TRANSFERRED TO GRADE HEAD:** \_\_\_\_\_ / \_\_\_\_\_ / 2026

**GRADE HEAD SIGNATURE** \_\_\_\_\_

**APPEAL HANDLED BY:** \_\_\_\_\_

**DATE OUTCOME IS RECEIVED:** \_\_\_\_\_ / \_\_\_\_\_ / 2026

**RESULT OF APPEAL:** APPROVED / DISMISSED

**REASON FOR DISMISSAL / APPROVAL** \_\_\_\_\_

**CHANGES MADE TO LEARNER CoC:** YES / NO

**LEARNER INFORMED OF OUTCOME** YES / NO

**DATE WHEN LEARNER RECEIVED OUTCOME** \_\_\_\_\_ / \_\_\_\_\_ / 2026

**MATTER CLOSED** YES / NO

## ANNEXURE B

### ZERO TOLERANCE POLICY FOR THE USE OF BANNED / ILLEGAL SUBSTANCES

*During 2018 the school faced an escalating challenge of dealing with banned substances, especially with the use of Marijuana by some learners of the school. The unacceptable behaviour of learners under the influence of illegal substances has been a source of grave concern for the staff and learners of the school. The negative impact of substance abuse has also been evident in the lack of academic progress of the learners involved in these undesirable activities.*

*The School Governing Body of Hoërskool Roodepoort has adopted a policy of zero-tolerance for banned substances, Marijuana and Synthetic Marijuana / herbal substances and over the counter medicine by learners of the school as well as of the smoking of cigarettes at the school.*

*The SGB, Principal and Staff of Hoërskool Roodepoort always endeavour to create a safe environment for learners in an atmosphere that is conducive to teaching and learning and will do everything in their power to protect the right of other learners to this basic right.*

*Hoërskool Roodepoort makes an urgent appeal to all parents / guardians and learners to ensure that they are familiar with the content of this policy and comply with all aspects of the policy:*

**Hoërskool Roodepoort is a drug-, illegal substance-, alcohol-, Marijuana- and Synthetic Marijuana-free environment with a ZERO TOLERANCE policy towards any of these unwanted items.**

**ANY / All items listed here will be confiscated from the possession of a learner / visitor and will be deemed to be forfeited by the owner.**

**The SGB of Hoërskool Roodepoort authorises and instructs the principal or / and his / her delegate/s of Hoërskool Roodepoort to:**

- ✓ **Conduct at their sole discretion, the prescribed test/s** for drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana at any time on any learner on the premises of Hoërskool Roodepoort
  - The cost for a test for substance abuse with a negative result, will be carried by the school.
  - The cost for any test for substance abuse with a positive result (R75.00), will be added to the school account of the parent/s.
- ✓ **Search (in private)** in terms of the **South African Schools Act (SASA)** the person and / or bags / belongings of any learner on the premises of Hoërskool Roodepoort for drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana or any other prohibited goods on reasonable suspicion that prohibited good/s are present.
- ✓ **Suspend any learner who tests positive** for any drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana to protect the constitutional right of other learners of Hoërskool Roodepoort to a safe and drug free environment that is imperative for proper teaching and learning to occur.
- ✓ **Immediately schedule an External Disciplinary Hearing** (within 7 school days) for all learners tested positive for the second or subsequent time for any drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana.
- ✓ **Keep any learner** who was tested positive for any drugs / illegal substances / alcohol / Marijuana/synthetic Marijuana, **suspended from school until such time that the learner tests negative** for any drugs / illegal substances / alcohol / Marijuana / synthetic Marijuana.

# HOËRSKOOL ROODEPOORT

LEARNER & PARENT COPY

(Keep this for your own record – **DO NOT RETURN TO SCHOOL**)



I, \_\_\_\_\_ of Gr \_\_\_\_\_ hereby acknowledge and declare that I:

- i. have read the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”**.
- ii. understand the meaning and implications of the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”**.
- iii. will be held accountable to the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”** in all aspects related to the school and activities of the school.
- iv. accept and undertake to always act in line with the good spirit and intentions of the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”**.

# HOËRSKOOL ROODEPOORT

SCHOOL COPY

(Sign and hand over to your register teacher on 14 January 2026 )



I, \_\_\_\_\_ of Gr \_\_\_\_\_ hereby acknowledge and declare that I:

- i. have read the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”**.
- ii. understand the meaning and implications of the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”**.
- iii. will be held accountable to the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”** in all aspects related to the school and activities of the school.
- iv. accept and undertake to always act in line with the good spirit and intentions of the **“CODE OF CONDUCT of HOËRSKOOL ROODEPOORT”**.

Signed on this \_\_\_\_\_ th day of JANUARY 2026 at Hoërskool Roodepoort.

Full name/s and surname \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (Learner)

\_\_\_\_\_  
SIGNATURE (Guardian Teacher)

\_\_\_\_\_  
Initials and Surname (Guardian teacher)