

are at Jim van Tonder School.

the many successful and happy and successful school career. May you have a prosperous year, by developing the talents you received. Good luck with the challenges you may face this year.

For the school to run in a proper way, the following rules must be obeyed:

## 2. SCHOOL ATTENDANCE

To excel and show academic progress, school attendance is important. Irregular school attendance is a disadvantage, which is bad for the learner because he shows no responsibility and does not progress with the rest of the class and at the end needs to repeat a grade. Such a learner doesn't strive to success. Parents or guardians who allow learners to stay home for no reason, will be punished by law. Therefore please inform the school if your child will be absent from school. A learner should be present at school for 1½ hour to not be marked as absent.

## 3. BEHAVIOUR TOWARDS EDUCATORS

- It's important to remember that you are attending school to study. Extra mural activities should not exceed the academic side of the school, although sport promotes a healthy lifestyle.
- Always treat your educator with respect, he/she is your tutor, willing to give advice and to guide you at school.
- Learners should always be polite and humble towards their educators. Greet all educators with respect.
- To ensure discipline at school, all learners must obey the school rules.
- Learners should behave in class and complete their assignments and homework.
- Learners should be loyal towards their school, educators and friends.

## 4. BEHAVIOUR TOWARDS STUDENTS

### (a) Representative Council of learners

All learners should treat the RCL of the school with respect. They should obey and respect their advice and be helpful with any task given to them by the RCL.

### (b) Senior learners of the school

- All of you will be one of the senior learners one day. You will show respect towards them and look up to them.
- They are responsible for the traditions and spirit of the school and play an important role.

### (c) Peers

Each learner should interact at school as follow:

- Polite and friendly
- Patient and civil
- Selfrespect and respect for others
- To strive to be the best, at school as well as sport
- Report bad behaviour and learn from each other's mistakes
- Good behaviour is very important and each learner should be proud of their school.

## SCHOOL TIMES

	7:00	Staff
	7:15	Learners
<b>DISMISSAL</b>	13:30	Learners Staff
<b>FRIDAYS</b>	12:00	Learners
	13:00	Staff

## CODE OF CONDUCT

### INTRODUCTION

It is the responsibility of the state to see that there are teachers, but it is the responsibility of the parents, students and teachers to see to the education of the students.

### CONTROL AND DISCIPLINE OF LEARNERS

- Act 84 of 1996 of the Schools Act, Article 8(1) empowers the governing body of the school to maintain discipline.
- No learner is exempted from the Code of Conduct.
- The educator has the same power as the parent to discipline and control the learner.
- The school has the right to search for weapons, drugs, dangerous substance, stolen property or pornographic material.
- Learners will not be humiliated during searches.

### PRINCIPLES AND VALUES: RIGHTS OF LEARNERS

- The Covenant of Human Rights in the Constitution of the RSA, Act 108 of 1996, entrench the right of all people.
- Learners have the right not to be punished or treated in an inhuman, humiliating or cruel manner.
- Freedom of expression is not unlimited. Vulgar words, disobedience and abusive language are not protected speech. It is unacceptable when freedom of speech is disrupting the school.
- The Governing Body has the right to suspend a learner if the correct procedure is followed.

### RIGHTS AND RESPONSIBILITIES OF THE LEARNERS

- School rules are there to regulate the general organisation of the school and form part of the disciplinary system.
- Each learner receives a copy of the school rules in the beginning of the year . Appendix B: School Rules.
- Destroying, damaging or disfiguration of property is a serious offence and are punishable. Parent or guardian will be held responsible for the damage.
- When a learner is absent, the school must be notified.
- Educators must be professional and must provide a professional service at all times.
- Discrimination from either side is unacceptable.

### RESPONSIBILITY OF PARENTS

- The final responsibility for the behaviour of the learner lies at the parent or guardian.
- Legal action can be taken against any educator, learner or person that damages their constitutional rights.

be fluent, fair, correct, consistent and educational. It  
parents are informed and form part of the process to  
improve their behaviour.  
Teachers are allowed to discipline the learners.

## **PUNISHMENT**

- It is a corrective way of punishment to ensure that the school community will be orderly.

## **COUNSELLING, PUNISHMENT AND CORRECTIVE MEASURES**

- In a case of less serious offences, corrective measures may be applied.
- Suspension will only be considered if all possible ways was implemented to help a learner to improve his behaviour.

## **OFFENCES THAT MAY LEAD TO SUSPENSION**

According to the Provincial Regulations, a learner may be suspended for the following offences:

- Behaviour that will put other learners in danger.
- In possession of a dangerous weapon or threatening other people with it.
- In possession of drugs of any kind.
- Fighting, assault or abuse.
- Immoral behaviour.
- Graffiti, hatred language of racism.
- Theft or in possession of stolen property.
- Vandalism, destroying of school property.
- Using abusive language against educators, workers, school or fellow learners.
- Repeated violation of school rules or the Code of Conduct.
- Criminal behaviour like rape or abuse.
- Bullying or intimidating of other learners.
- Giving false information and documentation to receive any advantages at the school.

## **EXPULSION AND SUSPENSION**

- The Governing Body may suspend a learner after a fair hearing, if he/she made themselves guilty of an offence according to the Code of Conduct.
- A parent may appeal after seven (7) days at a counsellor of the board.
- Only a Provincial Head of Department may expel a learner from the school.

## **SCHOOL RULES**

### **1. TERRAIN**

#### **1.1 ASSEMBLY**

The bell rings at precisely 07:15 every morning. All children are to immediately move in silence to their respective rows at the assembly area. Each register group forms a row.

After break the scholastic boys assemble at the assembly area in front of their respective classes while practical groups assemble in front of their centres. Class captains and prefects must ensure that silence and order is maintained until the teacher arrives.

Visits to the toilet are to be limited to break time. Once the bell has gone indicating the end of break, no-one will be excused to go to the toilet and children must immediately assemble.

## PERIODS

During lessons, children must move quietly and quickly and then stand by the wall - not leaning on the railings. They must queue in an orderly manner.

### 1.3 BOOKCASES

Before school bookcases must be placed in the respective rows in the assembly area. After assembly, to ensure safety, each child is responsible for his/her own bookcase and must take it with them wherever they go.

During break the bookcase must be placed outside the next class beside the wall.

Each child must have his/her own sturdy school bag to protect the books. One case may not be shared between two pupils. Hiding or damaging another person's bookcase is not permitted.

Only the child's name may appear on the case (no slogans or pictures).

### 1.4 PLAYGROUND

Boys and girls are restricted to their own playground before school and during break.

No pupils are allowed on the grass in front of the hall or at the vehicles, temporary classes, centres or servant's quarters during break.

Crossing the sports field to go to the hostel is prohibited; no child is permitted to go to the hostel.

### 1.5 MOVEMENT ON THE GROUNDS

To avoid accidents, children walking to and from the bus, hostel and gate must stay on the side of the road, inside the yellow line.

During school children may not go to the hostel without permission from the senior hostel teacher or the teacher on duty. A prefect will then accompany the child. No child may go to the hostel alone.

After school no children may go to school unless accompanied by a teacher.

Children may not cross flowerbeds or pick flowers. Plants are not to be damaged in any way.

### 1.6 TUCK SHOP

Children line up in front of the tuck shop in neat rows. After making their purchases they must immediately return to the playground. Children not wanting to buy anything may not loiter around the tuck shop.

### 1.7 NEATNESS

The school grounds must at all times be neat and tidy. Refuse bins are provided for litter. Any papers or other litter must be picked up and placed in the refuse bins.

## 2. CLASSROOMS

### 2.1 HOMEWORK

Homework must be done diligently.

Any books which are lost must be replaced by the children themselves. No duplicate books will be issued free of charge. It remains the child's (and the parents') responsibility to replace any lost books.

### 2.2 LETTER OF PERMISSION

Any child leaving a class or being sent somewhere during lessons, must carry a letter of permission.

ring break as they will not be excused from class for

clean and tidy.

is not the signal to rush off to the toilet.

Children will only be excused for visits to the toilet in extreme circumstances.

### 3. SCHOOL UNIFORM

Pupils must always be neatly dressed in the correct uniform.

#### 3.1 GIRLS

Summer: Grey school skirt, white shirt, short white socks, black school shoes, black sleeveless pullover and or black school blazer.

\* School skirt: **only a 6 panelskirt is permitted**

\* **Length of skirt: kneeling - 10 cm from floor.**

Winter: Grey long pants with grey socks **OR**

Grey school skirt with black knitted stockings, white shirt, black school shoes, black school jersey, school blazer and/or black %arimac+- **plain black only.**

**Length of skirt: kneeling - 10 cm from floor**

#### 3.2 BOYS

Summer: Grey shorts, white short-sleeved shirt, grey school socks and black school shoes, black school jersey, school blazer.

Winter: Grey trousers and white long-sleeved shirt, grey school socks, black school shoes, black school jersey, school blazer and/or black %arimac+- **plain black only** and a black school tie.

Mpumalanga blazers, track-suit tops and ties may also be worn, **only on Fridays**

Exercise shoes (takkies) **may not be worn** to school during classes. The Factories Act prohibits the wearing of these shoes in any centre.

**The school is not responsible for providing the children with uniform. This is the parents' responsibility.**

#### 3.3 HAIR

##### **Girls**

Hair must always be neatly cared for.

Hair reaching below the collar must be plaited.

Fringes must end above the eyebrows.

Permed hair must be blow-dried in a neat style or pinned or tied back.

Girls may not tease their hair.

Under no circumstances may hair be bleached. Dyed hair will be returned to its original colour and the cost of treatment claimed from the child's parents. There is no guarantee that the hair will immediately return to its normal colour.

Black or white ribbon, elastic, hairclips or combs may be used for fastening hair back.

We **will** be strict concerning these regulations and we expect full co-operation from our parents.

**Girls)** Hair pieces and bonding is allowed but hair at all times. Hair must not hang in eyes and when collar it must be tied. **The use of only black hair allowed, no other colour is permitted.**

**Boys:** Parents must ensure that the boys' hair is cut according to the prescribed style (no "steps"). Under no circumstances may hair be bleached. Dyed hair will be returned to its original colour and the cost of treatment claimed from the child's parents. There is no guarantee that the hair will immediately return to its normal colour. If a boy's hair is not properly cut as prescribed, or is too long, the child will be warned and thereafter his hair will be cut to prescription.

We **will** be strict concerning these regulations and we expect full co-operation from our parents.

\* The top hair may not be longer than 2 fingers in length, fringes not longer than 1 finger above the eyebrows. Hair may not touch the ears. The rest of the hair must not be longer than a number 3 clipper comb.

#### 3.4 NAILS

Girls' nails: May not exceed the prescribed maximum length. (Not longer than the tips of the fingers). Clear nail varnish may be used.

#### 3.5 JEWELLERY / DECORATIONS

Girls or boys may wear no jewellery or decorations, including chains. Girls may wear one pair of earrings (studs or rings). Hostel pupils may wear their keys on a string around their necks.

### 4. **GENERAL**

#### 4.1 DAMAGE TO PROPERTY

Vandalism will be strictly punished.

If a child damages school property (buildings, furniture, windows, books, etc.), the parent will be held responsible for replacement or repair. The school receives no funds from the state to pay for repairs and we cannot use money received from other parents to pay for repairs caused by vandalism. For this reason the parents of a vandalistic child will be held responsible for payment of resulting repairs or replacement. If the parent refuses to pay, legal action will be taken. Please discuss this matter with your child beforehand so that he/she realises the consequences and does not deliberately break or damage any property.

#### 4.2 SMOKING

No scholar may smoke at school or be in possession of cigarettes, lighters or matches. These items will be confiscated, even though the parents provided them. According to the new disciplinary system, up to 10 negative points will be allocated if a child is caught smoking or is in possession of any of the above articles.

#### 4.3 CONSERVATION

Conservation in all areas is essential, especially electricity and water. Waste could lead to an increase in school fees.



be taken to the office immediately after assembly. If a  
he/she must go alone and use the door next to the

school hall.

Apart from payments to be made, all other visits to the office must be made during break.

Except in the case of emergency, no child may phone from the office.

Permission must be obtained from the principal or deputy principal.

#### 4.5 ABSENTEEISM

Children must not be absent without reason.

On returning to school after being absent, a doctor's certificate or a letter from the parents must be handed in to the register teacher.

If a child is absent due to illness during tests or exams, a doctor's certificate **must** be submitted. If this is not done, the child will receive a zero mark for that exam.

#### 4.6 SWAPPING OR BUSINESS TRANSACTIONS

No swapping or buying and selling between children is permitted on the school grounds.

#### 4.7 INITIATION

Regulations forbid initiation of any kind (including carrying bags, etc.)

#### 4.8 FIGHTING / BULLYING

Fighting, threatening or intimidation of any nature is prohibited. Strict action will be taken against all bullies. No child may forcibly take food or sweets from another child.

#### 4.9 R.C.L

Any problems arising during break or before school must be reported to the prefects or teacher on duty.

#### 4.10 CELL PHONES, RADIOS, TV GAMES, PETS, KNIVES

None of the above-mentioned or similar articles are permitted on the school grounds. Should a child bring any of these articles to school, they will be confiscated. The Department, school, staff and governing body does not accept any responsibility for the loss / damage of any luxurious items.

### 5. **PUNISHMENT**

If a child disobeys any of the school rules, that child will be punished accordingly. A disciplinary system is used whereby positive and negative marks are allocated for specific actions.

### 6. **SCHOOL FEES**

School fees are determined by the governing body and are payable in advance. If a parent has paid school fees in advance and then the child is transferred to another school, the balance will be paid over to the new school as soon as we receive their request for the transfer card. Repayments will only be made for full months.



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## SCHOOL MATTERS.

problems with the class teacher, but should first  
duty principal in this regard. Parents visiting the school  
to the office.

### 8. **ILLNESS OF DAY SCHOLARS**

A sick child requiring medical attention must not be returned to the school. We cannot be held responsible for medical treatment.

### 9. **BUSES**

#### SCHOOL BUSES

The school is only responsible for maintaining order and discipline while the children are on the bus.

#### PRIVATE BUSES

The school bears no responsibility for children using private bus transport.