



CARTER HIGH SCHOOL

DISCIPLINARY CODE OF CONDUCT FOR ALL LEARNERS

MISSION STATEMENT

Embracing the values of justice and truth, we aim to prepare learners for a balanced approach to life and its challenges.

We strive to educate for life in a changing society, encouraging learners to have reverence for the world and its people!

DISCIPLINARY CODE FOR LEARNERS AT CARTER HIGH SCHOOL

Preamble

This Disciplinary Code of Conduct is in accordance with the South African Schools' Act, Act 84 of 1996, the KwaZulu-Natal Schools education Act no 3 of 1996 and the Constitution of the Republic of South Africa and applies to all Learners attending Carter High School. No learner is exempt from the obligation to comply with the school Code of Conduct.

Aim

This Disciplinary Code of Conduct (hereinafter referred to as the Code) aims to ensure an environment wherein meaningful education can take place at Carter High School; it seeks to promote positive discipline, self-discipline and exemplary conduct as learners learn by observation and experience.

While the State has the obligation to make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the other partners in education, *inter alia*, learners, educators and parents.

Applicability of the Code

1. Broad Principles

ALL LEARNERS AT CARTER HIGH SCHOOL:

- a. Must behave with courtesy, tolerance and consideration towards others.
- b. Must not prevent teaching and learning in any way.
- c. Must refrain from aggressive and abusive behaviour. Any form of intimidation, bullying, victimization, physical or verbal abuse is unacceptable.
- d. Must show due respect towards themselves and be well-mannered towards each other as well as all persons in authority.
- e. Must not absent themselves from school or classes without valid reasons and should always be punctual.
- f. Must refrain from any form of substance use and or abuse.
- g. Must adhere to the School Rules and Regulations of the KwaZulu-Natal Education Department.
- h. Must avoid doing anything that will bring themselves or their school into disrepute.
- i. Must avoid anti-social behaviour.
- j. Must display a positive attitude towards the school and their studies.
- k. Should make every endeavour to be involved in school activities.

2. School Rules

ALL LEARNERS AT CARTER HIGH SCHOOL:

- a. Should strive towards becoming pro-active, independent, critical, disciplined and creative thinkers.
- b. Must actively support the effective learning process.
- c. Must be protected from substance abuse.
- d. Must at no time endanger the lives of others learners, staff or members of the public.
- e. Must at all times respect school property.
- f. Must work towards a clean and tidy school environment.
- g. Must care for their school books and text books.
- h. Must comply with all safety and security measures which have been devised by the school to protect life and property.

3. LEARNERS RIGHTS, RESPONSIBILITIES, OBLIGATIONS

ALL LEARNERS AT CARTER HIGH SCHOOL:

- a. Have the right to develop to their full potential.

- b. Shall respect one another's convictions and cultural traditions.
- c. Shall respect the inherent dignity of others.
- d. Shall enjoy equal treatment before the law and shall receive equal protection and benefits from the law.
- e. Shall leave the school premises at the time stipulated by the Governing body. Should they leave at any other time, permission must be obtained from the correct authority.
- f. Must not absent them from the classroom/extra-curricular activity without permission from the correct authority.
- g. Must be dressed correctly according to the school uniform rules projecting the positive image of the school at all times.
- h. Shall act in accordance of the school rules in and outside the school premises when in uniform.
- i. Must complete to the best of their ability the work assigned to them by educators.

4. SPECIFIC RULES

THE SCHOOL DAY

SCHOOL HOURS

- a. Learners should be at school by no later than 07h50, at which time the gates will be locked. All Learners shall remain at school until the end of the school day, subject to illness if applicable. **All learners must be collected from school no later than 15h00 daily except learners who participate in extra-curricular activities. In this instance times will be communicated to the learners. No loitering on the campus will be allowed and this will be strictly monitored.**
- b. If a Learner arrives during registration (07h50 – 08h00), he/she will receive a slip from the Prefect on duty. The Learner must report with the slip to his / her REGISTER TEACHER.
- c. If a Learner arrives during the 1st lesson or later, he/she must report to SENIOR MANAGEMENT and THE FRONT OFFICE secretary to receive a slip. The slip he/she is given must then be presented to the teacher who is teaching that lesson.
- d. Learners who are late to school MUST attend Lunch Time Detention on the same day.
- e. If a learner is late due to unforeseen circumstances (e.g. car trouble, Doctor's appointment etc), a letter from his/her parents must be given to SENIOR MANAGEMENT or the Learner's parents must excuse him / her personally or by phoning the school.

5. CLASSROOM BEHAVIOUR

- a. Classrooms that are not occupied by a Teacher / Member of Management are out of bounds at all times unless specifically directed otherwise.
- b. The official Carter name badge must be worn and must be visually displayed at all times whilst on Campus. **The name badge is a critical part of the safety measures of our school. Any learner who fails to comply with this instruction will be requested to leave the school premises immediately. No excuses shall be considered. Parents are requested to ensure compliance of this rule.**
- c. Learners may not eat or drink in the classrooms.
- d. Learners must be punctual for school and all lessons.
- e. SILENCE must be maintained during intercom announcements.
- f. During lessons, Learners may not pack up until the teacher tells them to do so.
- g. There will be no excessive noise or disruptive behaviour in any classroom. Continued defiance / disruption will not be tolerated and shall lead to formal disciplinary action being instituted and may lead to expulsion from school.
- h. Movement between lessons will be done quietly and quickly.
- i. Pushing on corridors / sitting on balcony walls are not allowed.
- j. Classrooms must be kept clean and tidy by learners on duty.

6. ASSEMBLIES

- a. Get to assembly quickly and quietly, silence is to be observed when you reach and enter the MPC or designated areas for the grades.
- b. Disruptive behavior during the assembly is not allowed.
- c. Blazers are to be worn if you are wearing the winter uniform.
- d. Name badges are compulsory when entering assembly venue.
- e. Learners who do not comply with the assembly proptocols will be barred from attending assemblies.

7. TUCK-SHOP

Our tuck-shop is a service to learners and all learners must be polite and respectful to those who serves our learners. The following must further be adhered to:

- a. Learners must wait in an orderly fashion in their respective queues.
- b. There is to be silence in the designated area.
- c. Manners and respect must be exercised at all times towards the tuck-shop personnel.
- d. Name badges must be worn in order to be served at the tuck-shop.
- e. Using another Learner's name badge or buying for another learner is not allowed.
- f. Littering in the tuck shop area will be closely monitored and any learner found to litter will face serious disciplinary measures.

8. ABSENTEEISM

- a. If a Learner is absent for any reason, he/she **MUST** bring a letter from his/her parents on the day he/she returns **BUT NOT LATER THAN THE 3rd DAY AFTER HE/SHE RETURNS.**
- b. If a Learner is absent for longer than 3 days for ILL HEALTH he/she is required to produce a Doctor's certificate.
- c. If a Learner is ill for any EXAM / STANDARDISED TEST / CASS ASSESSMENT he/she **MUST** produce a Doctors certificate.
- d. If a Learner is absent for a test, (sick) he/she will write the test during midweek detention after having returned to school. If the Learner fails to write the missed test during midweek detention after having returned to school they will be regarded as being absent without a valid reason.
- e. If a Learner becomes ill at school (after 10h00) he/she must report to the Secretary.
- f. If he/she is sent home, the person collecting him/her must sign him/her out in the reception book, except in the case of Learners who have their own transport - they will report to the reception secretary to get telephonic confirmation from parents.
- g. If a Learner needs to leave school for a good reason (e.g. a funeral, doctor's appointment etc), he/she must bring a letter from his/her parents and have it signed by his/her Grade HOD. The Learner will be issued with a form by the Grade HOD. This form must be signed by subject teachers of all lessons to be missed on that day. The person collecting him/her must sign the Learner out in the Reception book.
- h. If a Learner needs to leave the school grounds for a good reason, he/she must get **WRITTEN** permission from a member of senior management, sign out in the reception book and report back to the same member of senior management when he/she returns.
- i. All Learners who need to contact their parents / guardians for whatever reason must do so via the Reception.
- j. If a Learner has an urgent problem and cannot attend Friday detention, he/she must bring a note by THURSDAY 14h30 at the latest explaining the position. If an emergency arises on the Friday it is essential to contact the HOD in charge of Detention personally or leave a message at the Reception. No late excuses will be accepted.

9. OUT OF BOUNDS

- a. Bounds are to be observed at all times.
- b. The school buildings are out of bounds after 15h00, unless the Learner is involved in a valid school activity (e.g. cultural activities). No loitering on the school grounds will be allowed.
- c. Written permission must be obtained from the Principal to use the school amenities at any time in-or outside school hours.

- d. The corridors are out of bounds during breaks and up to 10 minutes before school. If permission is given to stay indoors because of bad weather an announcement will be made concerning areas to report to.
- e. Loitering on the corridors is not permitted after school. Learners MUST move to the top waiting area within 10 minutes after final bell.
- f. At certain times of the year, e.g. during Matric exams, special bounds will apply. You will be informed about these. Learners are expected to remain silent around examination centers.

10. MOTOR VEHICLES, MOTORCYCLES AND BICYCLES

- a. All Learners driving onto the school premises in a vehicle or motorcycle must obtain permission from the Principal and furnish him with a copy of their valid driver's license and must display the official parking disc.
- b. Vehicles and cycles are to be parked in the designated areas and are strictly OUT OF BOUNDS during the school day and to anyone who is not an owner of the respective mode of transport.
- c. Motor vehicles and Motor cycles are to be parked up at the lay-by area. Bicycles must be parked in the bicycle stand areas.
- d. The speed limit in school grounds is 20km/hr and must be adhered to at all times.
- e. No loud music/hooting and or disruptive/ dangerous behaviour on the school premises will allowed.

11. MISCELLANEOUS

LIBRARY BOOKS

- a. Library books must be returned by the time stipulated on the issue day.
- b. Learners must look after all text books which must be returned at the end of the year to the relevant Teacher.
- c. **Learners who lose library books must pay for the replacement of the book(s) within 30 days after the return deadline.**

CELLULAR PHONES / ELECTRONIC DEVICES

With the rapid advance of technology cell phones have become prime targets of criminal activity and a tool that may be used for illegal activities and possible cheating during tests and exams. For this reason the school has decided to apply a strict rule on the use of cell phones at Carter High School.

- a. Cell phones are not a necessity to fulfill the academic requirements of the school. In any emergency a learner can contact his/her parents from the reception area. For this reason the school does not allow cell phone usage on the school grounds or in the class room. Learners entering the school grounds before school are required to switch their cell-phones off. Any cell phone that is found on a learner (**in hand /and or switched on/ and or on an alarm setting that goes off during school time (on grounds before or immediately after school whilst on school grounds)/ and or if it was established that a learner made contact with parents or another party during school hours, will be confiscated immediately.**)
- b. Confiscated cell phones may be collected by parents/ guardians only and only on payment to the school of R 200.00.
- c. No Cell Phone / Electronic Device may be brought into an exam / test venue. Should a cell phone be found in these venues the learner may in addition to the fine, also be given a zero mark for the exam/test.
- d. Cell Phones may ONLY be used to make calls after 15h00 outside the school premises.
- e. The school does not take responsibility for the care of any personal items. Learners must ensure the safe keeping of their property and the school will not engage in searching for lost/ stolen cell phones.

SERIOUS MISCONDUCT IN SCHOOL

12. SCHEDULE 1 OFFENCES

The following offences shall constitute serious misconduct and may lead to the suspension or expulsion of a learner from school:

- a) All forms of bullying;
- b) Any form of assault;
- c) Contravening the school's cell phone policy;
- d) Use sale or possession of illegal drugs or intoxication substances;
- e) Possession of, the use of or dealing in alcohol;
- f) Possession of, pornographic material.
- g) The illegal possession of, use, distribution or dealing in any medication that may be obtained through a clinic, pharmacy, medical professional, hospital, supermarket or that was illegally obtained through another person or illegal institution;
- h) Committing any form of exam irregularity;
- i) Threats or acts of violence towards fellow learners , educators, members of staff or any other person on school property;
- j) Damage to school property;
- k) Vandalism of any form;
- l) Deliberate and serious undermining of the authority of the principal, educators and members of staff;
- m) All forms of harassment;
- n) Any form of racism;
- o) Robbery;
- p) All forms of theft excluding petty theft or minor theft;
- q) Sexual activities (sex related activities amongst learners or between learners and educators, between learners and members of staff or between learners and any other person including those persons involved in a school activity);
- r) Sexual coercion (any acts used or aimed at procuring sexual favours;
- s) Sexual assault (sex related acts including flashing, groping, rape and indecent assault);
- t) Any initiation practices;
- u) Acts of xenophobia;
- v) Fighting amongst learners;
- w) Any form of discrimination;
- x) Disrupting teaching and learning including a repeat or minor class disruptions;
- y) Possession of tobacco or other smoking materials (including e-cigarette and bong, hubly bubbly etc.) / confirmed use at school / in presence of others who are smoking;
- z) Possession of fireworks or any dangerous substances/items;
- aa) Truancy (bunking) from lessons / school;
- bb) Shoplifting;
- cc) Bringing the name of our school into disrepute / unsporting behavior;
- dd) Actions humiliating others;
- ee) Possession of a weapon (e.g. firearm, knife, dagger, panga, stick or any other dangerous weapon;
- ff) Found guilty of a criminal offence in a court of law;
- gg) Any action which in the procedural issue (disciplinary hearing), endangers the life and safety of others;
- hh) Any act that are considered exploiting of other learners in obtaining a physical, emotional or financial benefit;
- ii) A scheduled 2 or 3 offence that is considered serious or have been repeated;
- jj) Conducts him/herself in a disgraceful, improper or unbecoming manner;
- kk) Bringing the school into disrepute;
- ll) Intentionally violates any regulation in terms of the South African Schools Act , provincial and national regulations or any provision of the Code of Conduct and which may be grounds for expulsion.

- mm) In or outside the buildings or on or off the premises of the school and whilst under control of the school authorities, intentionally conducts himself/herself in a manner which is detrimental to the maintenance of order or discipline at the school.
- nn) Fraud;
- oo) Computer related fraud;
- pp) Giving false information to the principal, educator or any member of staff;
- qq) Exceeding the speed limit on school grounds and or driving recklessly;
- rr) Any contravention of the safety measures at public schools regulations GN1040 in GG 22754 of 2001 as amended by GNR1128 in GG of 10 November 2006

13. SCHEDULE 2 OFFENCES

The following offences is regarded as serious and may lead to a suspension of a learner from school:

- a) Foul language;
- b) Petty theft (books, stationary etc. but excluding items over the value of R100);
- c) Copying / not doing homework.
- d) Cheating / dishonesty in examinations / tests / plagiarism.
- e) Failure to do punishment.
- f) Littering.
- g) Fraud (e.g. signing absentee notes / detention reply slips or forging a teacher or parents' signature / altering effort symbols on Daily, Weekly, or end of term reports).
- h) Physical contact.
- i) Failure to attend mid-week detention;
- j) Any breach of the internet policy of the School.
- k) Trading by Learners on school premises. This is regarded as serious and any items found in possession of trader as well as money received for such goods will be confiscated;
- l) Unauthorised absence from detentions;
- m) Repeated late coming to school/classes;
- n) Cheating in test;
- o) Disrupting teaching and learning;
- p) Plagiarism;
- q) Unprepared/ no materials;
- r) False Alarm;
- s) Not attending sport fixture/practice without approval;
- t) A schedule 3 offence that is considered serious or have been repeated;
- u) Late coming to school/late arrival for classes/late arrival for assembly/late arrival for sports fixture / late arrival for sport practice;
- v) Trading on campus without authority;
- w) Use of a motor vehicle / motorcycle / bicycle on the campus without permission or without licence;
- x) Fighting;
- y) Hurtful, Nasty and personalized graffiti;
- z) Occupying classroom without authority;
- aa) Cheating or dishonesty / plagiarism in test and official school assignments;
- bb) Missing detentions without approval.;

14. SCHEDULE 3 OFFENCES

The following offences are considered minor offences and will be dealt through the school's detention systems:

- a) Inappropriate language;**
- b) Public display of affection;
- c) Dress code violations;
- d) Unprepared for class;
- e) Parking of vehicles in non-designated areas;
- f) Pushing in the corridors/sitting on balcony walls
- g) Property misuse;
- h) Late coming to school/class;
- i) Defiance /disrespect;
- j) Physical contact;

- k) Minor disruptions;
- l) No name badge;
- m) Non participation in sport;
- n) Unauthorised absence from Physical Education;
- o) No physical education kit;
- p) Eating and drinking in class;
- q) Littering;
- r) Packing up before bell or without approval from educator;
- s) Deliberately hindering movements on corridors;
- t) Horseplay in class.
- u) Minor disruptions of lessons.
- v) Not adhering to boundaries.
- w) Non- compliance with uniform regulations including shaving for boys and the display of name badges at all times.
- x) Failure to return library book at return date.

15. Minor offences that are contained in this code of conduct and that are contravened more than three times by a learner shall be dealt with as serious misconduct and may lead to the suspension or expulsion of a learner from this school.

16. SPORTS AND EXTRA-CURRICULAR ACTIVITIES

- a. Sport is compulsory for all learners up to and including grade 10.
- b. As representatives of Carter High all learners must be dressed appropriately and neatly in full kit.
- c. Teams / groups travelling to away venues must wear school uniform and return in full school uniform or in full match kit or tracksuit.
- d. Learners must play in the appropriate / official Carter sports kit.
- e. Learners may return with their parents from an away venue but only after excusing themselves from their coach / member of staff / after a match or activity.
- f. Failure to arrive for a fixture will result in punishment.
- g. Friday detention takes precedence over all other activities.
- h. Learners in Saturday detention may not represent the school in any other activity on that given date.
- i. Learners with a poor disciplinary record will not be allowed to represent the first school team or any other team of any sports at Carter high School

17. SCHOOL DISCIPLINARY PROCEDURES

- a) Detention Systems
- b) Internal isolation
- c) Suspension mark system
- d) Formal hearing
- e) Alternative dispute resolutions

a) FRIDAY DETENTION

1. Friday detention is used for minor offences and or repetitive offences.
2. The order marks are given by the educators and prefects.
3. Order marks are collated weekly and are accumulative.
4. Once a Learner has reached 10 order marks he/she sits detention on a Friday afternoon directly after school for at least 1 ½ hours.
5. Parents are notified of their child's detention by letter which is brought home by their child.
6. This letter must be signed by the parent and the letter returned on the Friday by the Learner when he / she sit for detention. Failure to do so will result in 2 order marks.
7. Learners will not be permitted to accumulate 30 Order marks per year. Once a learner reach 30 order marks, he/she will be dealt with through formal disciplinary measures and may be suspended or expelled from school for serious misconduct.
8. Failure to attend detention will lead to double order marks and a suspension order. Should a learner fail to attend any further detentions after a suspension order, the learner will be suspended from school for 1 day for each missed detention.

9. Repetitive failure to attend Friday detentions will lead to formal disciplinary action against the learner.
10. In the case of an urgent family commitment, a letter from the parent must be submitted to the person in charge of detention **BEFORE** the detention period.
11. The Learner may then be excused at the discretion of the person in charge.
12. The detention will be suspended to the following week.

FRIDAY DETENTION TAKES PRIORITY OVER ALL OTHER ACTIVITIES, THE LEARNER IS RESPONSIBLE FOR BEING IN DETENTION.

MID-WEEK DETENTION

1. This form of detention is for more serious offences mainly of academic nature e.g. unsatisfactory work, no homework etc.
2. Notice for this detention is given by the Grade HOD.
3. This detention takes place Monday to Thursday.
4. The detention is run by a member of staff and is usually for the duration of 1 hour per afternoon.
5. A learner is given 24 hours notice and a letter to take home to his/her parent/guardian to sign, acknowledging the communication. This letter must be returned by the learner when he/she sits detention.

ATTENDING DETENTION HAS PRIORITY OVER ALL OTHER ACTIVITIES FAILURE TO ATTEND WILL RESULT IN FORMAL DISCIPLINARY ACTION

SATURDAY DETENTION

1. This form of detention is for serious and or habitual offenders and at the discretion of manahement.
2. Learners will be given at least 24 hours' notice and told at what time they are to report for Saturday detention.
3. Learners will write out the school rules or be given community service during these sessions. During examinations, learners will be permitted to revise during detention.

BREAK DETENTION

1. This form of detention is for first and minor offences. Detention is on any day of the week. One break on the day is utilized for this form of detention.
2. Failure to attend a break detention will result in an automatic Friday detention.

b) INTERNAL ISOLATION

1. This is used for severe and/or repetitive disciplinary transgressions. Learners are isolated and excluded from lessons. Learners will receive the required learning material for every lesson, but the onus is on the learner to catch up with lost tuition in his/her own time. Internal isolation will not be longer than one school week.

c) THE SUSPENSION MARK SYSTEM

1. The degree of severity, especially where alternative punishments can apply, rests with the Principal and members of the Management team. When applicable, the Chairperson of the Governing Body will be brought into the decision process.
2. Every suspension mark issued reduces the credit points by 100.
3. Suspension marks are given only by members of Management.
4. The Grade HOD will record the following information in the punishment book:
 - o nature of the offence,
 - o date and
 - o number of suspension marks given.

This information is recorded on the Central Administration Computer.

5. Once a learner has acquired 3 suspension marks, the Grade HOD will make contact with the parent/guardian telephonically and in writing. The parent/guardian will be requested to attend an interview with the Grade HOD and a Member of Senior Management and any of the teachers of the learner who wish to be present. The learner will also be present.
6. An additional suspension mark will be regarded as a **Serious Misdemeanour**. A letter of warning will be sent to the parent(s)/guardian.
7. Six suspension marks: A formal disciplinary hearing with parents and a SGB member will be held, with the possibility of expulsion.
8. **No carry-over of order marks** will be allowed from year to year. Order marks not served out in a year will be subject to being converted to suspension marks according to the following conditions. These suspension marks will be added to the existing suspension marks already on the learner's account.
9. 10 - 50 order marks will be converted to 1 suspension mark.
10. 51 - 100 order marks will be converted to 2 suspension marks
11. 101 - 150 order marks will be converted to 3 suspension marks.
12. 151- 200 order marks will be converted to 4 suspension marks.
13. Thereafter the conversion will be applicable to a maximum of 6 suspension (300 / 150 / 60 order marks) marks which will result in appearing before a disciplinary tribunal for 6 or more suspension marks.
14. Grade 12 learners who may fall within this category will be assessed at the beginning of the third term and be subject to alternate punishment in the form of:

Number of suspension marks	Punishment due
1 - 2	No testimonial will be issued - (only in matric year)
3 - 6	<ol style="list-style-type: none"> 1. Non-attendance at Matric Farewell (only matriculants) 2. Stripped off any positions held (if any) 3.

d) POLICY FOR TRIBUNALS (DISCIPLINARY HEARING) RELATED TO LEARNERS ATTENDING CARTER HIGH SCHOOL - ADOPTED FROM GG 1385 VOL 9, EXTRAORDINARY PROVINCIAL GAZETTE OF KWAZULU-NATAL

Disciplinary Tribunal

(1) Whenever disciplinary action needs to be taken in matters relating to serious misconduct, a governing body must

appoint a disciplinary tribunal to attend to the disciplinary matter.

(2) A tribunal must be constituted with the necessary expertise to deal with different disciplinary matters as and when they arise.

(3) Where necessary, the governing body may consult with experts to assist the tribunal with disciplinary

proceedings, however, such experts need not be part of the governing body or tribunal.

(4) The tribunal must -

(a) consist of three members. The governing body may appoint a legal representative as part of the three member panel in disciplinary hearings;

(b) be chaired by a member of the governing body;

(c) be representative of the school's demographics;

(d) conduct all proceedings in a fair, just and humane manner, which includes conducting proceedings in a

language that accommodates all parties; and

(e) make recommendations on its findings to the governing body.

Suspension as a Precautionary Measure

(1) The governing body may suspend a learner who is suspected of serious misconduct from attending school as a precautionary measure, pending the disciplinary hearing.

(2) Suspension as a precautionary measure shall be implemented if -

- (a) the learner has been given a reasonable opportunity to make written representations to the governing body as to why he or she should not be precautionary suspended;
- (b) the governing body has considered such representations and has given reasons in writing to the learner and to his or her parents for the decision to continue with the precautionary suspension;
- (c) the presence of the learner at the school compromises the safety of other learners and staff at the school;
- (d) the presence of the learner at the school may result in damage to property;
- (e) the presence of the learner in the school will cause disruption of the teaching and learning process; or
- (f) the presence of the learner in the boarding establishment will compromise the safety of staff and other learners.

Disciplinary Hearing

- (1) The tribunal must conduct the disciplinary hearing within seven school days from the date of suspension of a learner.
- (2) The governing body must obtain the approval of the Head of Department to continue to suspend the learner if the disciplinary hearing is not conducted within seven days after suspension.
- (3) If the approval referred to in subclause 10(2) is not obtained from the Head of Department, the learner must return to school after the seven days' suspension period has expired.
- (4) The tribunal -
 - (a) must give the learner and his or her parent/s at least five school days' written notice to attend the hearing;
 - (b) must stipulate the charges against the learner and must stipulate the place, date and time, of the hearing and the language in which the hearing will be conducted;
 - (c) Should any party that have been properly notified but fails to attend to be present at the hearing, the disciplinary committee shall have the right to continue with the hearing in the absence of such party and have power to summarily suspend such party until such party appears before it. The hearing may further proceed with the hearing in the absence of any party if the party does not attend the hearing and does not -
 - (i) provide good cause for not attending;
 - (ii) provide documentary proof, where applicable; or
 - (iii) give written notice to the tribunal that he or she will not be attending the hearing and provide reasons for not attending and documentary proof, where applicable; and
 - (d) must inform the learner that, should he or she not attend the hearing and not comply with subclause 10(4)(c), he or she shall be bound by any decision taken during his or her absence;
 - (e) must consider representations made by all parties during the hearing;
 - (f) must make a recommendation to the governing body on its findings;
 - (g) must ensure that the disciplinary hearing safeguards the interest of the learner and any other party involved in the proceedings;
 - (h) must allow the learner to be accompanied to the hearing by his or her parents or by a person designated by the parent/s unless good cause is shown why the tribunal should proceed in the absence of the parent/s or the designated person;
 - (i) must ensure, where practicable, that witnesses under the age of 18 give evidence through an intermediary if it appears that such witnesses may be exposed to undue mental stress or suffering when testifying at the proceedings;
 - (j) must ensure that the hearing is conducted in a fair and humane manner;
 - (k) must conduct the hearing in a language that the learner understands or provide an interpreter; and
 - (l) must take into consideration the appropriate needs of learners with special education needs and must

create an environment that is conducive to such learners with special education needs, whether such learner is a learner against whom disciplinary action is taken or is a witness at the hearing. (m) the onus to proof any disciplinary charge lies with the school, which must proof charges on a balance of probabilities.

The rights of a learner

The chairperson of the tribunal must inform the learner of the due process and the learner's rights to -

- (a) a formal but fair hearing;
- (b) be present at the hearing and the learner to be alerted to the consequences of being absent;
- (c) be given time to prepare for the hearing;
- (d) be given notice of the charges, in writing, at least five days prior to the hearing;
- (e) be -
 - (i) accompanied by his or her parent/s or a person designated by the parent/s into the hearing venue; and
 - (ii) represented by his or her parents or a person designated by the parent/s at the hearing; and
- (f) be assisted through an intermediary if the learner is under 18 years of age or is appearing as a witness at the proceedings;
- (g) ask questions on any evidence produced or on statements of witnesses;
- (h) call witnesses to testify on his or her behalf;
- (i) request for an interpreter, provided the request for an interpreter is made at least 24 hours prior to the disciplinary hearing;
- (j) appeal against any finding or sanction or against both the finding and sanction.

e) ALTERNATIVE DISPUTE RESOLUTION

- 1) The school may at any time when dealing with serious misconduct enter into an alternative dispute resolution with parents/guardians to agree on appropriate sanctions for specific misconduct.
- 2) The first step in the dispute resolution process is a meeting with parents/guardians and learner.
- 3) Both the school and the parents/guardians will have to agree to the sanction for the misconduct to be applied.
- 4) In the event that no agreement could be reached between the school and parents/guardians then the matter will be referred to a tribunal for adjudication.

PROCEEDINGS AT THE TRIBUNAL HEARINGS

- 1. The Chairperson of the tribunal introduces the members of the tribunal and the representatives of the school.
- 2. The Parents, Learner and the representative introduce themselves.
- 3. The Chairperson informs those present of the nature of the tribunal and refers to the relevant sections of the regulations.
- 4. The tribunal is to **conduct an enquiry** and is not a Court of Law.
- 5. The tribunal has the right to direct questions at the Learner.
- 6. The representative and parents are not there to answer for the Learner.
- 7. The **proctor** (Person appointed by the school to place the charges against the Learner before the tribunal) is asked to **explain** the charges.
- 8. The proctor may
 - 8.1 before the accused pleads to a charge, withdraw that charge, in which event the learner shall not be entitled to a verdict of acquittal in respect of that charge.
 - 8.2 At any time after a learner has pleaded to a charge, but before conviction, stop the prosecution in respect of that charge, in which event the disciplinary hearing shall acquit the learner in respect of that charge.
- 9. The Chairperson asks the Learner to plead to the charges.
- 10. Where the learner pleads guilty to the charge(s) the disciplinary hearing shall be satisfied that the learner is guilty of the offence to which the learner pleaded guilty and convict the learner on the charge he/she pleaded guilty. Nothing in this rule shall

prevent the proctor from presenting evidence on any aspect of the charge(s), for the purpose of determining an appropriate sanction.

A) QUESTIONING

1. When a learner pleads not guilty to a charge the disciplinary hearing must proceed with leading evidence.
2. The proctor and learner may call witnesses, introduce documents and other direct evidence.
3. The parents or the accused Learner may question the witnesses or any other evidence introduced by the proctor.
4. The accused Learner must be given an opportunity to give evidence and to call on his/her witnesses.
5. The proctor may ask the witnesses and the accused Learner questions
6. The tribunal needs time to consider the matter and come to a decision regarding the Learner's innocence or whether he/she is guilty of the misdemeanor.
7. If disciplinary hearing find the learner guilty on a charges(s) the Chairperson must give all parties including the proctor the opportunity to place evidence before the tribunal, which must be taken into consideration before recommendations are made in respect of the sanction.

B) THE FINAL DUTIES OF THE TRIBUNAL

1. The Chairperson of the tribunal places his findings on record and issues communication to the parents of the learner. Written communication includes the following:
2. Finding of the Chairperson
3. The recommended disciplinary action to be carried out and
4. All records must be filed.

Sanctions

The following sanctions may be imposed by a governing body on a learner who is found guilty of serious misconduct -

- (a) suspension from the school for not more than seven school days;
- (b) any other sanction contemplated in the school's code of conduct; or
- (c) expulsion from the boarding establishment.

(2) The school governing body must inform a learner, who is found guilty, of the following in writing -

- (a) the sanction imposed;
- (b) the reasons for such decision; and
- (c) the learner's right of appeal to the Head of Department against the sanction imposed by the governing body (excluding expulsion).

Expulsion

(1) The school governing body will call upon an ad-hoc committee to review any disciplinary hearing's findings and recommendation of expulsion from school.

(2) A learner who is found guilty of serious misconduct can only be expelled by the Head of Department on the recommendation of a governing body. The recommendation must be submitted in a manner determined by the Head of Department.

(3) Pending the decision of the Head of Department -

- (a) the school governing body may suspend or extend the suspension of a learner from school for a period of not more than 14 school days;

- (b) the governing body must, however, inform the learner and his or her parent/s in writing of the decision to suspend the learner while awaiting the decision of the Head of Department;
- (c) the learner must continue to receive schooling with the support of the parent/s and the school at the same school;
- (d) the school must ensure that the learner has access to learning material and resources; and
- (e) the parent will be responsible for ensuring that the learner utilises whatever provision is available for the learner to access education.
- (4) At the expiry of the 14 days' suspension and whilst awaiting the decision of the Head of Department, the learner must return to school and continue with his or her schooling at the same school.
- (5) The Head of Department must consider recommendations of the governing body and must, within 14 days, make a decision on whether or not to expel the learner.
- (6) Should the Head of Department make a decision not to expel the learner, he or she -
- (a) must give reasons, in writing, for the decision not to expel the learner;
- (b) may, after consultation with the governing body, impose a suitable sanction on the learner; or
- (c) must refer the matter back to the governing body to impose any other sanction contemplated in the school's code of conduct.
- (6) Should the Head of Department decide to expel the learner, he or she must -
- (a) inform the governing body, the learner and his or her parents, in writing, of the decision to expel the learner and the reasons for the decision;
- (b) inform the learner or his or her parent/s of the right to appeal against the Head of Department's decision to the Member of the Executive Council within 14 days of receiving the notice of expulsion; and
- (c) make alternate arrangements for the placement of a learner who is subject to compulsory attendance at another public school.
- (7) Pending an appeal against the decision to expel a learner, the Head of Department -
- (a) must ensure that the learner is given access to education in the manner contemplated by the Head of Department;
- (b) must ensure that he or she takes reasonable steps to protect the rights of other learners; or
- (c) may consider an alternative method of providing education to the learner who has appealed.

Appeals to the Member of the Executive Council

- (1) A learner or a parent who is aggrieved by the decision of the Head of Department to expel a learner may appeal to the Member of the Executive Council within 14 days of receiving the notice of expulsion.
- (2) If the Member of the Executive Council upholds the appeal from a learner who had been expelled, he or she must ensure that a suitable sanction is imposed within 14 days from which the appeal is upheld.
- (3) The suitable sanction contemplated in subclause 15(2) must be dealt with in terms of clause 13(5) (b) or (c).

INTERNET POLICY

A) RESPONSIBLE COMPUTER AND INTERNET USAGE

1. The Code of Conduct applies to all our pupils, staff, students who are on teaching practice and any temporary users of the Carter High School Information Technology Centre system.

B) Responsibility

2. Information transmitted through the ICT system is the property of Carter High School, regardless of its nature and may be viewed at any time by SAI, our service provider, or any authorized individual and should not be presumed to be private.
3. Carter High School values privacy and therefore has no intention to invade the user's privacy unless there is a suspicion of abuse.
4. The school has a responsibility to install available security mechanisms / filters that will ensure the protection of all users of the ICT system.

C) Monitoring

1. Carter High School as owner of the ICT system has access to individual mail accounts on the systems and retains copies of all passwords and as the owner reserves the right to monitor, access, retrieve, read and / or disclose communication at any time under the following circumstances:
 - 1.1 There is a reasonable cause to suspect abuse of the system or that of our ICT
 - 1.2 Code of Conduct has not been adhered to.
 - 1.3 Monitoring is required by law, regulation or third party.

D) Plagiarism

1. Taking credit for work that someone else created is stealing and is a violation of intellectual property law. Plagiarism is more than just a violation of school policies and a teacher's trust.

E) RULES FOR PUPILS

1. The computer system is owned by the school. The main purpose of this code of conduct is to protect pupils and staff by clearly stating what use of the computer resources is acceptable and what is not,
2. Irresponsible use may result in the loss of Internet access,
3. School computer and Internet use must be appropriate to the pupils' educational needs or to staff professional activity;
4. Copyright and intellectual property rights must be respected;
5. No hotmail may be used on these computers,
6. Anonymous messages and chain letters are not permitted;
7. The use of chat rooms and facebook is not allowed;
8. The school's ICT system may not be used for private purposes, unless written permission is given by either a member of senior management or business manager;
9. Use for personal financial gain, gambling, political purposes or advertising is not permitted;
10. ICT system security must be respected; it is a criminal offence to use a computer for the purpose not permitted by the system owner;
11. Any financial prejudice that the school suffered through irresponsible/ illegal internet usage;
12. Pornography strictly forbidden;
13. No downloading of videos; games; books, music or other information that was not authorised by Senior management;

The school may exercise its right to monitor the use of the schools computer system, including access to web-sites, the deletion of inappropriate materials where it believes unauthorized use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorized or unlawful text, imagery or sound.

F) CONDITIONS FOR THE USE OF THE SCHOOLS ICT

1. The ICT system may only be used for:
 - a) School business and for academic research.
 - b) Personal purposes but according to the limitations below:
 - c) The limitations to personal use are:

EMAILS

Any one message, including attachments must not exceed a file size of 5MB's with no sexual, pornographic, discriminatory, defamatory or harming or potentially harming to the image or functioning of the school

INTERNET

The maximum size of one download must not exceed 3MB's.

No downloading or the storage of shareware, screensavers, or illegal copies of software is permitted.

No copyrighted music or videos files may be downloaded.

Conducting a personal business or any other activity for profit.

- Only school supplied programs, applications and web browsers may be used.
- No materials containing offensive language, vulgarities, obscenities, sexually explicit pictures and language may be downloaded and stored.
- Software belonging to Carter High School, documentation and all other internal information may not be sold, divulged or otherwise transferred to any non-Carter High School party for any purpose unless authorized by the Principal.

CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

Failure to comply with the Code of Conduct may result in:

1. Removal of the offending material that breaches the Code.

Or

2. Suspension of access to the Internet and email facilities.
3. Instituting disciplinary measures:

STAFF MEMBER:

- Tribunal and possible dismissal but this will depend on the severity of the breach.

PUPIL:

- Tribunal and possible expulsion from school.
-

UNIFORM CODE FOR CARTER HIGH SCHOOL

1. SCHOOL UNIFORM

The school uniform plays an important role in good discipline at school. Any learner who fails to abide by the uniform rules of the school will be subjected to the disciplinary processes of the school. Repaeted transgressions may further lead to suspension or expulsion from school.

BOYS' UNIFORM

BOYS' SUMMER:

- a. Grey shorts or long pants, straight cut (no skinny fit/ slim fit or tight fitting pants allowed). Long pants diameter must be 20cm minimum and no wider than 26cm. Black belt with plain buckle, official Carter shirt (short-sleeved, with pocket badge), official Carter jersey (long sleeve or sleeveless), official drymac jacket, long grey Carter socks and regulation (plain lace-up) black shoes which must be polished. **SUEDE SHOES AND SLIP ON SHOES WITH NO LACES ARE NOT PERMITTED.**
- b. Official Carter blue hat- this hat may not be worn inside the classroom or on the corridors. Only outside during breaktime and after school. White Carter hats may only be worn for sports if required.

NB: NO BEANIES MAY BE WORN DURING SUMMER.

BOYS' WINTER:

- c. Blazer, Carter jersey, drymac jacket, Carter shirt (white long-sleeved), long grey (diameter 20 cm min and no wider than 26cm) straight cut (not flared, skinny or tight fit) trousers, tie and black shoes and grey socks.
- d. Official Carter beanie. The beanie may not be worn inside a class room

SUEDE SHOES AND SLIP ON SHOES WITH NO LACES ARE NOT PERMITTED.

NB: WINTER UNIFORM MAY NOT BE WORN DURING SUMMER (EXCL GRADE12). NO OTHER SPORTS JACKETS ARE ALLOWED UNLESS UATHORISED BY SCHOOL.

NO TIE MAY BE WORN WITH SUMMER SHIRT OR WITH SHORTS.

GIRLS' UNIFORM

There are two (2) uniforms – SUMMER and WINTER.

GIRLS' SUMMER:

- a. Official Carter short-sleeved un-tucked white shirt (with pocket badge), Carter skirt / navy trousers, official Carter jersey, official drymac jacket, white socks and black shoes. Undergarments must be either white or flesh-coloured.
- b. No pantyhose are to be worn with summer uniform. Girls' skirts must be knee length and may not be rolled at the waist or pulled down to the hips.

- c. Official Carter blue hat- this hat may not be worn inside the classroom or on the corridors. Only outside during breaktime and after school. White Carter hats may only be worn for sports.
- d. No beanies may be worn during summer.**

GIRLS' WINTER:

- e. Blazer, official drymac jacket, jersey, long-sleeved white shirt, Carter skirt and tie, long grey socks, pantyhose, (for Grades 8 - 11 pantyhose should be opaque black coloured, for Grade 12 pantyhose should be black sheer), regulation lace-up or bar-type black shoes which must be polished. Girls' skirts may not be higher than 4 fingers (8cm) above the knee when kneeling and may not be rolled at the waist or pulled down to the hips.
- f. Official Carter high beanie.
- g. Official Carter blue hat- this hat may not be worn inside the classroom or on the corridors. Only outside during breaktime and after school. White Carter hats may only be worn for sports if required.
- h. Alternatively Girls long pants navy obtainable from thrift Shop at School. The pants must not be tight fitting. (Availability of stock may vary from time to time and if stock is not available the Carter Skirt has to be worn. No other long pants will be allowed.)
- i. Official dates for changing from summer to winter uniform will be announced timeously in the General Assembly. A guideline is early May and early September.
- j. Only Grade 12 Learners may wear either winter or summer uniform in summer but must wear winter uniform during winter.
- k. Scarves may only be worn with winter uniform and must be the official Carter scarves and only navy blue gloves and navy blankets may be used.
- l. School Uniform must be worn to school, from school and during the school day between 07h00 and 15h00, as well as to official school functions / excursions / Carter matches, unless otherwise specified.

N.B IN A CASE OF EMERGENCY (E.G. THEFT) WHERE YOU CANNOT WEAR THE CORRECT UNIFORM, YOU MUST HAVE A NOTE FROM YOUR PARENTS / GUARDIAN AND IT MUST BE SIGNED BY A MEMBER OF MANAGEMENT: A DATE OF EXPIRY FOR THE NOTE WILL BE SET.

- m. All items brought / worn to school must be clearly marked with the Learner's name. In the event of property being lost, the school / staff / Department cannot be held responsible.
- n. Learners must look neat at all times, boys' shirts must be tucked in, long socks pulled up, clean / polished shoes etc.

N.B. Girls' white socks must be folded over and not rolled.

Shoe-laces must be done up from bottom to top and tied, no adornment on any item of uniform is allowed.

- o. The name badge is part of the school uniform and must be worn at all times and must be clearly visible on the collar or upper chest or a Carter lanyard. Learners who fail to comply with this rule will not have entry into class rooms until such time they comply.**
- p. No make-up, varnished nails or coloured or glossy lip balm is/are permitted.
- q. Grade 12 Learners are expected to abide by the code of conduct until the end of their final matric exam.
- r. No jewellery (earrings, bracelets, tongue rings or facial piercings of any kind EXCEPT:
 - An official medic alert bracelet may be worn;
 - A neat, plain wrist watch;
 - Girls may wear one pair of gold or silver ear studs / sleepers in the bottom hole of the ear lobe. The diameter may be not larger than 3mm in diameter.

- Grade 12 girls may wear Small pearl studs (no larger than 5mm in diameter).
- s. If Learners are collected after sport in the school grounds and are going straight home they may stay in their practice kit;
- t. The correct PE kit is to be brought to school and worn during PE.
- u. Only an official Carter APPROVED bag / plain navy blue bag / black bag may be used to carry books, kit etc. **(NO HANDBAGS ARE ALLOWED)**.

2. ADDITIONS TO UNIFORM

- a. Only plain white T-Shirts or vests may be worn under the shirt **BUT** must not be visible.
- b. Protective clothing may be worn by cyclists and motorcyclists **BUT** only to and from school, whilst travelling (not within the boundaries of the school).
- c. On cooler days during summer, learners may wear the official Carter Jersey or Carter drymac.
- d. Boys are not allowed to be seen in school uniform on- or off school premises wearing earrings or any form of jewellery.
- e. Learners are not allowed to smoke or conduct themselves in a manner harmful to the image of the school on-or off school premises.
- f. No jewellery other than the mentioned additions to the school uniform may be worn with the school uniform.
- g. All uniform must be worn in its entirety as prescribed.

NO PART OF THE SCHOOL UNIFORM MAY BE WORN WITH CASUAL CLOTHING INCLUDING BEANIE AND HAT. ANY FRAYED FADED AND CLOTHING TOO SMALL IS NOT ALLOWED.

3. HAIR AND SHAVING

THESE REGULATIONS SERVE AS A GUIDELINE - THE SCHOOL MANAGEMENT WILL MAKE THE FINAL DECISION AND LEARNERS COULD BE SENT HOME FOR CORRECTION AND WILL NOT BE ALLOWED IN A CLASS UNTIL THE PROBLEM IS RECTIFIED.

BOYS

- a. Hair must be clean, tidy and combed at all times - **NO** styling substance (i.e. gel or conditioner) is permitted.
- b. No colouring, including highlights are allowed.
- c. Hair must be reasonably short on top, the cut must be above the ears and tapered down the back of the head to the neck and clear of the collar.
- d. Hair being worn in an upward way, may not be longer than 1cm on the top.
- e. No steps, fringes below the eyebrows, Mohawks, lengthy hair / or any exotic hairstyles are permitted.
- f. No cuts into the hair are allowed.
- g. Hair must be the natural color - no dyes, bleaches etc.
- h. Boys must be clean-shaven at all times with no sideburns lower than the middle of the ear.
- i. Boys who cannot shave for a religious reason must bring a letter from a religious leader - this will be observed at Management's discretion.
- j. Boys who cannot shave for medical reasons must bring a letter from a dermatologist stating the problem - a time limit of no longer than 3 months will be placed on this by Management.
- k. Shaving of eyebrows in any way is strictly forbidden.

GIRLS

- a. Navy blue ribbons or scrunchies may be used by grades 8 - 11, Matrics may use white ribbons / scrunchies. NO elaborate or inappropriate hair accessories are permitted. No lines cut in hair will be accepted.
- b. Hair must be clean, tidy and combed at all times.
- c. Hair must be the natural color - no dyes, bleaches different colored extensions etc. are allowed.

Hair extensions:

- d. Cornrows, straight up /straight back with extensions tied up into a neat bun at the back of the head or ends plaited and tied. May not be longer than shoulder blade length. No thicker than pencil thickness.
- e. Twist, pencil thick **-no thicker extensions will be allowed.** Must be tied in a ponytail or plaited and tied. Extensions may not be longer than shoulder blade length.
- f. **No wigs or weaves**
- g. Once hair reaches shoulder length it must all be tied back properly. No styling substances are permitted.

- o **No slops must be worn with sport clothing**
- o **Learners attending school sporting events as spectators must be in full school uniform.**

Carter High School.

Dear Parents,
Responsible Internet use.

As part of your child/ren's development of **Information Technology Centre** skills as highlighted in the GETC and FETC curriculum, Carter High is providing supervised access to the Internet. As a staff we believe that the effective and responsible use of the World Wide Web is worthwhile and an essential resource for pupils to deal with the technological demands of the 21st century.

Attached to this letter is a copy of Carter High School's Code of Conduct as it pertains to the responsible usage of our ICT system. The consent form, once signed by yourself, must be returned to your child's class teacher.

There are concerns about young people abusing the Internet; we have taken positive steps to reduce this risk. Our internet provider (SAI) operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavor is made to ensure that suitable restrictions are in place to **control** access to inappropriate material, Carter High School cannot be held responsible for the nature or content of materials accessed through the Internet.

Pupils guilty of abusing the ICT system will face a Tribunal and possible expulsion from Carter High School.

Kind regards,

Mr. A Ramgoolam
Principal

All Pupils.

**CARTER HIGH SCHOOL
RESPONSIBLE INTERNET USE**

Please complete, sign and return to your class teacher.

Name of Pupil: _____

Grade _____

Pupil's agreement:

I have read and I understand the **Information Technology Centre** system Code of Conduct. I will use the computer system and Internet facilities in a responsible way and obey these rules and those appearing in the Computer rooms and resource centre at all times.

Signed _____

Date: _____

Parents' Consent for Internet access

I have read and understand the school rules pertaining to the **Information Technology Centre** system and give permission for my son/daughter to access the Internet.

I also understand and accept that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.

I understand and accept that the school cannot be held responsible for the nature or content of the material accessed through the Internet.

I agree that the school is not liable for any damages arising from the use of the Internet facility.

Name of Parent: (Please print your name) _____

Signed: _____

Date _____

Parent's Consent for Web publication of work and photographs.

I agree that, if selected my child/ren's work may be published on the school web page (www.carterhigh.co.za).

I also agree that my child/ren's photograph may be published.

Signed: _____

Date: _____

[This consent form is based, with permission, on the internet policy of the Irish centre for technology in education.]

THIS FORM ALSO SERVES AS AN ACKNOWLEDGEMENT OF RECEIPT OF THE SCHOOL'S CODE OF CONDUCT

AGREEMENTS ENTERED INTO:

All Personnel using the INFORMATION TECHNOLOGY CENTRE SYSTEM

CARTER HIGH SCHOOL

RESPONSIBLE USE OF THE INFORMATION TECHNOLOGY CENTRE SYSTEM

Please complete, sign and return to Mrs. Stoffberg

NAME: _____

Agreement:

I have read and I understand the Code of Conduct pertaining to the responsible use of the Information Technology Centre system belonging to Carter High School.

I will use the Information Technology Centre system in a responsible manner and obey the rules at all times.

Signed _____

Date: _____

AGREEMENT ON ACCEPTING CARTER CODE OF CONDUCT AS CONDITION OF ENROLMENT.

- 1. I _____ parent/guardian of _____, hereby accept and agree on the conditions stipulated by the Carter High School Code of Conduct as a condition to enrolment to Carter High School.**
- 2. I/we agree that should my child fail to adhere to the stipulations of this code of conduct, he/she will receive appropriate punishment in terms of the stipulations of this Code.**
- 3. I/we agree to give the school full support in any matter containing to my child's conduct inclusive but not limited to attend requested meetings, to take my child for medical and/or psychological assessment when requested by the School and to ensure my child attends school complying fully to the uniform requirements of the School.**
- 4. I/we give consent that my child's cell phone or social media site may be checked for pornography.**
- 5. I/we further give consent that my child may be tested for drugs including alcohol in terms of the provisions of the South African Schools Act when a suspicion of drug usage exists.**
- 6. I/we agree to enroll my child in at least one extra- curricular activity that Carter High School offers per term.**

Signed on this ___ day of _____ at _____

PARENT /GUARDIAN

LEARNER

WITNESS

SPECIAL ADDENDUM IN RELATION TO THE POSESSION OF MEDICATION BY LEARNERS NO 1 of 2018

The school governing body adopted the following rules in respect of medication used by learners. The following provisions will apply with immediate effect:

- 1. No learner may possess any form of medication whilst on school grounds.**
- 2. Learners who may have a life threatening disease are allowed to possess medications provided that:**
 - (a) The parent/guardians have informed the school in writing of such need.**
 - (b) The school received a medical certificate from an authorized and recognized medical professional.**

3. Learners who are required to take medication other than for life threatening purposes must inform the school of such need. No learner may be allowed to possess any kind of medicine when on school grounds unless specifically allowed by the Principal.
4. Any breach of this regulation will result in formal disciplinary action and a learner may be expelled from school.