

**POTCHEFSTROOM HIGH SCHOOL  
FOR BOYS**

**COLLEGE**



**CODE OF CONDUCT FOR SCHOOL LEARNERS**

(Revised 2024)



## Table of Contents

1.	INTRODUCTION .....	4
2.	OBJECTIVE .....	4
3.	SCOPE AND APPLICATION .....	4
4.	GENERAL PRINCIPLES.....	4
5.	CODE OF A GENTLEMAN .....	5
6.	SCHOOL RULES .....	6
7.	PUNCTUALITY AND ATTENDANCE.....	9
8.	DISCIPLINARY MEASURES.....	11
9.	PROHIBITED ACTIVITIES .....	11
10.	SEARCHES AND SEIZURES.....	11
11.	ADDITIONAL RESPONSIBILITIES.....	12
12.	LEARNING AND TEACHING .....	12
13.	POSSESSIONS.....	12
14.	HAIR AND JEWELLERY REGULATIONS .....	12
15.	ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS: .....	13
16.	AREAS OUT OF BOUNDS .....	14
17.	AREAS OUT OF BOUNDS AT ALL TIMES .....	15
18.	LEARNERS ARE ASKED TO COOPERATE IN THE FOLLOWING:.....	15
19.	CLASSROOMS AND CORRIDORS.....	15
20.	ADMINISTRATIVE REGULATIONS .....	16
21.	PUNISHMENT .....	16
22.	EXAMINATION RULES.....	17
23.	ABSENTEEISM FROM TESTS AND EXAMS.....	17
24.	PARTICIPATION IN EXTRA MURALS .....	18
25.	SCHOOL UNIFORM .....	19
26.	SPORTS KIT.....	20
27.	SOCIAL MEDIA.....	20
28.	HATE SPEECH.....	20
29.	BULLYING .....	21
30.	POLICY ON HIV/AIDS .....	21
31.	POTCHEFSTROOM HIGH SCHOOL FOR BOYS DRUG POLICY .....	22
32.	CELLPHONE POLICY.....	22
33.	DISCIPLINARY PROCESS .....	23
34.	DISCIPLINARY TRIBUNAL.....	24
35.	SUSPENSION AS A PRECAUTIONARY MEASURE .....	24
36.	DISCIPLINARY HEARING, IN THE EVENT OF ALLEGATIONS OF SERIOUS MISCONDUCT..	25



37. DISCIPLINARY HEARING, IN THE EVENT OF ALLEGATIONS OF LESS SERIOUS MISCONDUCT .....	28
38. THE RIGHTS OF A LEARNER.....	29
39. SANCTIONS.....	30
40. Progressive Disciplinary Actions .....	32
Table of Progressive Disciplinary Actions.....	32
41. EXPULSION FROM THE SCHOOL .....	36
42. SUSPENSION AND EXPULSION FROM BOARDING ESTABLISHMENTS .....	37
43. APPEAL .....	37



# Potchefstroom High School for Boys (PHSB) Code of Conduct

## 1. INTRODUCTION

This document is the code of conduct for learners of Potchefstroom High School for Boys, as approved by the governing body. It has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, the South African Schools Act, the National Education Policy Act, and other applicable legislation.

## 2. OBJECTIVE

This code of conduct aims to establish a disciplined and purposeful school environment, dedicated to promoting and maintaining the quality of the learning process. It endorses the school's mission statement and is intended to promote the dedication and commitment of educators, learners, and parents.

## 3. SCOPE AND APPLICATION

- 3.1. All learners are subject to this code of conduct upon enrolment at the school/hostel and must strictly adhere to it.
- 3.2. Parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions.
- 3.3. This code applies to all school activities, both on and off campus, including but not limited to:
  - 3.3.1 Regular school hours and classes
  - 3.3.2 Before and after school programs
  - 3.3.3 School-sponsored events and functions
  - 3.3.4 School tours and field trips
  - 3.3.5 Sports events and competitions, whether home or away
  - 3.3.6 Any occasion when students are wearing school uniform, regardless of location

Students are expected to adhere to this code of conduct at all times when representing the school, participating in school-related activities, or wearing the school uniform, regardless of whether they are on or off school premises.

## 4. GENERAL PRINCIPLES

- 4.1 Learners have the right to a safe environment and school that are conducive to education and to respect the rights of their fellow learners to the same conducive environment.
- 4.2 Educators, learners, and parents are co-authors of this code and are expected to uphold its principles.



- 4.3 The school respects the rights and privacy of learners but reserves the right to search learners or their belongings if there is reasonable suspicion of wrongdoing.
- 4.4 Learners are expected to be good ambassadors of the school, conducting themselves in accordance with the school's code of ethics at all times.
- 4.5 While wearing the school uniform or representing the school, learners are expected to refrain from any conduct that could bring the school, staff, or fellow learners into disrepute.
- 4.6 Learners are expected to be courteous and respectful to the principal, deputy-principal, educators, non-teaching staff and visitors of the school at all times.
- 4.7 In their interactions with one another, learners shall practice self-restraint, display mutual respect and tolerance, and refrain from any action that could harm another learner's physical, spiritual, or moral well-being.
- 4.8 Learners should support the school by participating in cultural, sporting, and academic activities as well as in a spectator role to uphold the school spirit.
- 4.9 All learners should be educated in a controlled, academic environment. Learners have a responsibility to create a classroom situation where they respectfully cooperate with teachers and all learners can work without hindrance.
- 4.10 Learners have the right to freedom of speech and to voice their opinions in a mature, tactful, and appropriate manner. They also have a responsibility to listen to and respect the beliefs and opinions of both their educators and peers.
- 4.11 Learners should at all times be honest, honourable, just, and fair.
- 4.12 Learners should show moral courage and stand up for what they believe to be morally correct.
- 4.13 PHSB students should always conduct themselves as gentlemen.

## **5. CODE OF A GENTLEMAN**

Learners are required to behave in a gentlemanly way at all times. Examples of appropriate behaviour include, but are not limited to, the following:

- 5.1 A genuine concern for others should at all times be evident in their actions.
- 5.2 Learners are expected to say "Good Morning," "Good Afternoon," and "Good evening ... Sir / Madam / Mr / Mrs..." not only to people known to them, such as staff (including all categories of non-teaching staff), but also to guests and strangers. After greeting visitors who appear to need assistance, learners should ask: "May I help you?"
- 5.3 Learners must give up their seats, stand aside if there is a shortage of chairs etc., and allow guests, teachers, staff and any adults to be seated etc first.
- 5.4 When an adult passes by or enters a room, learners are expected to stand.
- 5.5 After being served tea or refreshments, learners are expected to thank the people who provided the service.



- 5.6 Learners are expected to give up seats to adults, help elderly people, talk quietly, keep blazers neatly buttoned and ties on.
- 5.7 After receiving an invitation or having enjoyed hospitality (e.g., staying with hosts on a sporting tour), learners are expected to respond with an appropriate letter immediately, preferably on proper notepaper.
- 5.8 Punctuality for classes, fixtures, and appointments is imperative and essential.

## **6. SCHOOL RULES**

### **6.1 RULES AND REGULATIONS**

The Headmaster and Staff reserve the right to exercise punitive measures fairly where they deem it necessary to ensure the safety of learners and staff and the efficient running of teaching, learning, and the school.

### **6.2 GENERAL RULES**

- 6.2.1 The school blazer must be kept in good repair at all times. It may not be worn if buttons are missing or broken, if it is torn, or if the incorrect belt and socks are worn.
- 6.2.2 The blazer and tie will be confiscated from the learner should:
  - a) the learner be found guilty of misconduct such as talking, disrupting, or engaging in other inappropriate behaviour during assembly.
  - b) the hairstyle of the learner does not comply with the school hair regulations and policy; or
  - c) the learner is found guilty of disrespecting a staff member.
- 6.2.3 Hands are to be kept out of pockets.
- 6.2.4 No ball games are allowed to be played within the perimeter of the school building. These games may only be played on the fields at break and after school.
- 6.2.5 Any form of damage or defacement of school, fellow learners' property and teachers property:
  - a) Will not be tolerated and will be severely punished.
  - b) The cost of replacement or repair will be borne by the learner(s) concerned.
  - c) Should be reported to a Deputy Principal or Staff Member at once.
- 6.2.6 Lost property:
  - a) Is to be handed in at the front office at the secretary or Reception.
  - b) No learner will be allowed to go into the camera room to check for missing items without first reporting the matter at the front office.
- 6.2.7 Tuck shop rules:
  - a) Learners must line up in single file and be courteous to the servers at all times.



- b) During breaks, the left side queue is reserved for seniors and the right side for juniors.
  - c) Learners are not permitted to be at the tuck shop before breaks begin, after the bell at the end of a break, or between periods when changing classes.
  - d) Learners are strictly prohibited from leaving school grounds to purchase food from external sources.
  - e) Learners are prohibited from taking food from other learners.
- 6.2.8 This Code of Conduct and Policy Document booklet must be carried by learners at all times. Spare copies are available from the administrative office for a fee.
- 6.2.9 Learners may not run except on the playing fields.
- 6.2.10 Littering is forbidden. All litter (sandwich wrappers, cold drink bottles, tins, etc.) must be placed in the provided bins.
- 6.2.11 Learners are responsible for taking care of their belongings at all times.
- 6.2.12 The unauthorised ringing of the school bell is strictly forbidden.

### **6.3 SECURITY OF SCHOOL AND PROPERTY**

- 6.3.1 No form of vandalism to the property of learners, staff, or the school will be tolerated.
- 6.3.2 Misuse of, and damage to, school, staff, and learner property is unacceptable and shall be regarded as a disciplinary offense.
- 6.3.3 The school will not take responsibility for lost, stolen, or damaged cell phones, electronic devices, or personal belongings (including school bags, books, sporting equipment, and clothing) brought to school, sports practices, or fixtures.
- 6.3.4 School property may not be removed from the school premises without the permission of the Headmaster.
- 6.3.5 School premises and classes must be kept neat and clean; litter must be put in the bins provided.
- 6.3.6 No learner may drive or park a motor vehicle on the school premises without the necessary license and permission of the headmaster.
- 6.3.7 No learner may remove or tamper with anything that does not belong to him. Theft is a very serious offense.
- 6.3.8 Learners are strictly prohibited from jumping, climbing over, or otherwise circumventing any fences or physical barriers surrounding the school premises. This rule applies at all times, regardless of the reason. Attempting to leave school grounds by jumping the fence is a serious violation of school safety policies and will result in disciplinary action.



## **6.4 LEARNING AND TEACHING**

- 6.4.1 All learners are expected to commit themselves to work and be punctual at all times and commit to the timeous submission of all tasks set by educators.
- 6.4.2 Failure without a valid reason to do homework, class work, tests, or any academic tasks is unacceptable; offenders will be punished.
- 6.4.3 A learner's behaviour will be regarded as unacceptable if they deliberately disrupt classes, thereby hampering the learning process of fellow learners.
- 6.4.4 A register, roll call, and period control system is maintained so that class attendance can be monitored and enforced.
- 6.4.5 Absenteeism, missing SBA tasks/tests without a valid reason, including missing individual classes, is unacceptable.

## **6.5 RESPECT AND CONDUCT**

- 6.5.1 The personal conduct of a Learner shall exemplify the following principles:
  - a) Courtesy, founded upon respect for others regardless of their age or status. This involves standing up to greet staff, visitors and RCL and assisting them, when the need arises, with good grace.
  - b) Pride in themselves, the School, their appearance and their contribution to the School.
  - c) Awareness of their proper role in the School and in society.
  - d) Obedience to the legitimate requests or orders of the Headmaster, members of staff, prefects and any person who has lawful authority over them at the particular time and place (e.g. a team captain).
  - e) Observation of and compliance with the Code.
- 6.5.2 Any conduct at variance with these norms shall be deemed to be misconduct, and will be punished accordingly.
- 6.5.3 A learner behaves in an unacceptable manner if they:
  - a) Bully, intimidate, victimize or in any way threaten the physical and mental well-being of any other learner.
  - b) Are in possession of, or bring onto school premises, at any time, any form of pornography.
  - c) Act disrespectfully or disruptively, and by word or action, display insolence or insubordination.
  - d) Use disgraceful language.
  - e) Behave aggressively.
  - f) Smoke or vape in school uniform or on school premises or are in the company of those doing it is also guilty.





- g) Are in possession of or consume alcohol on school premises or during any school activity or are in the company of those doing it is also guilty.
  - h) Are in possession of, use, or distribute illegal substances or drugs or are in the company of those doing it is also guilty.
- 6.5.4 Without taking away from the above, specific rules may be set out that apply. This is not an exhaustive list and may be expanded to include any other offenses that may arise from time to time and depending on the circumstances.
- 6.6 Bullies, intimidates, victimises or in any way whatsoever threatens the physical and mental well-being of any other learner.
- 6.7 Is in possession of, or brings onto school premises, at any time, any form of pornography.
- 6.8 Acts disrespectfully or disruptively, and by word or action, displays insolence or insubordination.
- 6.9 Uses disgraceful language.
- 6.10 Behaves aggressively.
- 6.11 Smokes or vaping in school uniform or on school premises.
- 6.12 Is in possession of or consumes alcohol on school premises or during any school activity.
- 6.13 Is in possession of, uses, or distributes illegal substances or drugs.

## **7. PUNCTUALITY AND ATTENDANCE**

### **7.1 School Hours:**

- 7.1.1 Official school hours are from 07:20 to 15:15, except on Fridays when school ends at 13:30.
- 7.1.2 All learners are expected to arrive at school well in time for the school day and to be punctual at all times.

### **7.2 Arrival Time:**

- 7.2.1 Learners should be at school dressed in complete school uniform before 07:20. All learners will be inspected at the gate for appropriateness before being allowed onto the school grounds.
- 7.2.2 Should learners be found to be in violation of the dress code, they will be subject to disciplinary action.

### **7.3 Lateness:**

- 7.3.1 Lateness is unacceptable and shall be considered a violation of the Code of Conduct.



- 7.3.2 Any learner who misses the registration period will be considered a latecomer. Latecomers must report to the educator on duty at the reception before entrance to the school will be allowed. Learners arriving later than 08:20 must report to the Reception on arrival and be issued with a late slip before being allowed to enter the school.
- 7.3.3 Latecomers must obtain a late slip. No latecomer will be permitted into class without a late slip.
- 7.3.4 Learners who are late 2 or more times in one week will be placed on school detention the following Friday.
- 7.3.5 Three Friday detentions in one month for late coming will result in the learner being placed on the next Headmaster's detention.
- 7.3.6 Learners who do not follow the registration and late procedure will be placed on a Friday detention.

#### **7.4 Leaving School Premises:**

- 7.4.1 The Principal's permission is required before a learner may leave the school premises during school hours.
- 7.4.2 The Senior Housemaster's permission is required before a hostel learner may leave the school premises during school hours.
- 7.4.3 Learners are not permitted to leave the grounds during school hours whether during break or otherwise, unless their parents have made written arrangements with the school and a parent or legal guardian has personally signed their son out with the school secretary at the front office after obtaining permission from the Principal.

#### **7.5 Absence:**

- 7.5.1 Any absence by a learner from school shall be explained by a note from their parents/guardians on the day of return. Absence by a hostel learner will be reported by the Senior Housemaster at the morning meeting.
- 7.5.2 A doctor's certificate is required for:
- a) Absence from common tests or examinations
  - b) Absence from compulsory school events
  - c) When the learner has been absent for longer than two consecutive school days or a week



## **8. DISCIPLINARY MEASURES**

- 8.1 If a learner conducts himself in a manner that harms or could harm his education, that of other learners, the school environment, the good name of the school, or the proper continuation of school work, disciplinary measures may be taken, including:
- (a) Withholding of privileges
  - (b) Suspension or expulsion from the hostel
  - (c) Suspension or expulsion from school (Subject to Departmental processes)
- 8.2 Disciplinary measures must be administered in a reasonable and discerning manner, must relate to the transgression committed, and must serve mainly as a corrective measure.
- 8.3 The learner's behaviour is the responsibility of the parent/guardian, and the parent/guardian must be involved and notified of any transgressions.
- 8.4 Any disciplinary measure imposed will be entered in a discipline register.

## **9. PROHIBITED ACTIVITIES**

- 9.1 The use or charging of cell phones and cellphone accessories during school activities and or class is strictly prohibited. Calls may be made in emergencies only with the permission of the educator/staff.
- 9.2 The smoking, vaping, possession, and/or use of tobacco products, liquor, other alcoholic substances, or drugs during any school activity or while in school uniform is strictly prohibited.
- 9.3 Activities that can be construed as gambling, including online gambling, gaming and trading are strictly not permitted.
- 9.4 Any sexual or improper physical contact between learners on school/hostel grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 9.5 The selling of items (food, sweets etc) is strictly forbidden and will be confiscated from the learner and not returned.
- 9.6 Any drug-related cases may be handed over to SAPS

## **10. SEARCHES AND SEIZURES**

- 10.1 In case of reasonable suspicion of violation of this code or the laws of the country, the school principal or an educator is entitled to search learners and/or their property for dangerous weapons, drugs, stolen goods, or pornographic material.
- 10.2 Searches will be conducted privately, and must be conducted by two educators to ensure fairness and proper witnessing, by persons of the same sex. The process and outcome must be recorded.
- 10.3 Potchefstroom High School for Boys is a drug-free and weapon-free area. Anyone, including visitors, can be subjected to random search procedures.



## **11. ADDITIONAL RESPONSIBILITIES**

- 11.1 Learners should develop a social conscience and prioritise the welfare of others.
- 11.2 Respect for the environment, especially the school grounds, equipment, and furnishings, should be demonstrated at all times.
- 11.3 Learners should promote sustainable development and not waste resources like water and electricity.
- 11.4 Learners should attend school regularly and be punctual at all times.
- 11.5 Good sportsmanship should always be shown, with humility in victory and grace in defeat.

By adhering to this Code of Conduct, learners of Potchefstroom High School for Boys commit to maintaining high standards of behaviour, respect, and academic excellence, both within the school and in the broader community.

## **12. LEARNING AND TEACHING**

- 12.1 All learners are expected to commit themselves to work and be prompt for class.
- 12.2 Failure without a valid reason to do homework, class work, tests, or any academic tasks is unacceptable; offenders will be punished.
- 12.3 A learner's behaviour will be regarded as unacceptable if he deliberately disrupts classes, thereby hampering the learning process of fellow learners.
- 12.4 A register, roll call, and period control system is maintained so that class attendance can be checked.
- 12.5 Absenteeism, including missing individual classes, is unacceptable.

## **13. POSSESSIONS**

- 13.1 All possessions must be clearly marked with the learner's name.
- 13.2 Money and valuables should not be left unattended. The school cannot be held responsible for any losses.
- 13.3 Only approved school bags may be used (no soft bags as these damage text books).
- 13.4 These must be clearly marked with the learner's name.
- 13.5 The use of cellular telephones during class time is prohibited unless explicitly permitted by a teacher for educational purposes.

## **14. HAIR AND JEWELLERY REGULATIONS**

- 14.1 A learner's haircut must meet the required standard as specified by the school. Parents are expected to see to it that their sons abide by these regulations.
- 14.2 Hair must be hygienically clean, neat, combed, and respectable.
- 14.3 Hair must be short, and may not be longer than 3 cm when extended.



- 14.4 Any change from one length of hair to another needs to be gradual and reasonable (e.g. hair clipper size #2 into a #1, or a #3 into a #2); the shortest can be a #1, and the longest a #3 and must blend into each other.
- 14.5 No fancy hairstyles e.g. lines and patterns cut into the hair and eye brows or unnatural hair colours are allowed.
- 14.6 All learners must be clean-shaven at all times.
- 14.7 Learners found to be contravening any of these Guidelines may be called to the Head of Grade / Housemaster who has the authority to remove tie and blazers. If the learner continues to offend, then he may be sent home to rectify this at the discretion of the Head of Grade / Housemaster.
- 14.8 Hair regulations are in force for the full calendar year and will not be relaxed towards the end of term or for events such as the Matric dance or during exams.
- 14.9 Any learner's hair who does not comply with the school regulations shall not be permitted to participate in the school extra-mural program. Repeated offenses will have an impact on the awarding of colours.
- 14.10 Any "Contested Cases" of non-adherence may be presented to the principal of the school, Head of Discipline, Head Prefect, RCL Chairman, and the Tutor, who will review the merits of contestation and apply fair remedial action for resolving any appeals;
- 14.11 The Principal, SMT members, and SGB reserve the right to revoke any of the above revisions upon consultation if indeed these Guidelines are not adhered to within a spirit of reasonable, positive acceptance.
- 14.12 No jewellery other than a watch or medical disc is allowed.
- 14.13 Tattoos are not permitted under any circumstances.
- 14.14 The Principal, SMT, and Grade Heads reserve the right to decide on what is an acceptable hairstyle and may insist that learners who do not conform are to be fetched from school.
- 14.15 Body piercings are not permitted.
- 14.16 No school or matriculation exam may be written unless learners are properly dressed and groomed in terms of the above clauses.

## **15. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS:**

- 15.1 Religious practices, conduct or obligation that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the School Governing Body.
- 15.2 The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
- 15.3 This application must be submitted in writing and must identify the specific rule(s) that



is/are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.

- 15.4 This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion about the way in which the rules may be supplemented by the School Governing Body to accommodate such religious rights.
- 15.5 The learner must provide proof that he belongs to that specific religion and that the religious practices, rules, and obligations that are in conflict with the school's Code of Conduct are his true beliefs and commitments.
- 15.6 The religious conduct or practice must be lawful.
- 15.7 The School Governing Body must consider the application, and if it is satisfied that the application is justified in terms of constitutional principles, the application will be granted in writing within 14 days.
- 15.8 When the School Governing Body allows deviations from standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- 15.9 The deviation must specify the exemption from the normal rules and must identify the conduct that will be allowed—for example, the growing of a beard or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will apply to the Learner.
- 15.10 Cultural rights will be considered if they do not relate to religion and whether such cultural rights are permanent, which is compulsory for the cultural group. This refers to cases where the removal of cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the School Governing Body that his cultural rights can be exercised only through a permanent intervention.
- 15.11 Any request for a deviation from the school's Code of Conduct based on cultural rights must be submitted in writing to the SGB body.

## **16. AREAS OUT OF BOUNDS**

- The following areas are out of bounds for learners before school and during breaks, unless permission is obtained from a teacher:
  - i. Classrooms
  - ii. The car park
  - iii. The swimming pool area
  - iv. Corridors (except for movement)
  - v. The top field (Grade 12's only)



- vi. The area around the Biology Lab
  - vii. Areas next to the school gates
  - viii. Rugby and Soccer Stands
  - ix. Workshop area
  - x. Only hostel learners allowed in Hostel.
- Classrooms are also out of bounds after school hours without permission from a teacher.

## **17. AREAS OUT OF BOUNDS AT ALL TIMES**

- The staffroom
- Staff quarters and accommodation
- Staff toilets
- Staff kitchen

## **18. LEARNERS ARE ASKED TO COOPERATE IN THE FOLLOWING:**

- Movement on the corridors; move quietly and in an orderly fashion, keeping on the left.
- Congregating in the restroom, quad memorial light, bell and fishpond area areas is not allowed.
- Ball games of any kind are not permitted in school buildings—only on the fields or courts.
- Horseplay or fooling about in classrooms, tuck shops, or corridors is not acceptable. It can lead to damage to furniture and injury. No running on the corridors is allowed.

## **19. CLASSROOMS AND CORRIDORS**

- A five-minute walking period is granted at the end of each break and between lessons. Learners must be in class by the time the second bell rings. Educators will assign demerits for latecomers.
- Movement between classes should be quiet and swift.
- If a learner is late going from one class to another, he must bring a note from the first educator to the second educator.
- Learners must line up quietly outside the classroom and wait for the educator to allow them to enter.
- Learners must stand and exchange greetings with the educator before taking their seats.
- An attendance register will be taken for each lesson by the subject educator.
- If an adult enters the room, learners must stand until invited to sit.
- Learners may only take their blazers off in the classroom and before proceeding to the next class they need to put it on again.
- Each educator is entitled to formulate his / her own classroom rules to which the class members must adhere.



- A learner is required to defer to his educator’s authority to ensure that he does not disrupt the proper functioning of the school.
- Insolence and defiance are unacceptable and will be punished as per the code of conduct.
- A learner is expected to be a constructive participant in all classroom activities.
- A learner is required to have completed his homework and may be evicted from class and given demerits if he has not done so. He will be allowed back in once the class is working.
- A learner is required to complete all assignments by the due date and to complete all tests and exams as per schedule.
- There should be no littering. Any litter must be picked up before a class leaves a classroom.
- Learners are not permitted to eat or drink in class, assembly, or while walking in the corridors.
- Learners are allowed to eat only before school, during breaks, and after school.

## **20. ADMINISTRATIVE REGULATIONS**

- 20.1 Teachers complete the register during the first lesson every day. Learners who arrive late must report to the reception’s office before proceeding to class.
- 20.2 Learners who feel ill during school hours and are unable to continue normal periods must report this to their teacher and the teacher will send a note with the learner to the secretary's office.
- 20.3 Should a learner be absent from school for a period of three (3) days or longer, such leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist and should be handed in at the Secretaries’ Office on the day of return before 07h45. The letter should be clearly marked on the outside with the learner’s name and grade number.
- 20.4 A learner who has to leave for a doctor or dentist appointment or any other reason must produce a note from a parent. This is to be handed to the Principal or Secretary. Where possible, the learner is expected to return to school. (Parents are urged not to make such appointments if possible.).
- 20.5 No learner may leave the school grounds during school hours, for any reason, without the permission of the Headmaster or her Deputies.
- 20.6 Once permission is granted, learners must be signed out from the secretary’s office.

## **21. PUNISHMENT**

- 21.1 The school does have the right to exercise punishment where it is deemed necessary.
- 21.2 The Principal, staff, and SMT have the right to give suitable detention. If possible an option of two successive afternoons should be given in case of conflicting arrangements.
- 21.3 Other appropriate punishments, such as gardening, ground cleaning, sanding desks,





- painting, etc., may be given by the Principal, staff, and SMT.
- 21.4 Learners who are guilty of serious offenses such as violence, possession or distribution of drugs, theft, truancy, and defiance will be subject to suspension and/or expulsion.
- 21.5 Repeated offenses that interfere with the effective running of the school will also be subject to being sent home. Refusal or avoidance of punishment will also be subject to suspension and/or expulsion.

## **22. EXAMINATION RULES**

A learner may not:

- 22.1 Have a cellphone, smartwatch, any book, notes, or any other document or paper, including used paper, or other material, which may be of help in the examination centre.
- 22.2 Help other learners, try to get help from other learners, or try to communicate with any other person except an invigilator.
- 22.3 Create a disturbance in the examination venue or behave in an improper or unseemly manner.
- 22.4 Arrive late at the examination centre.
- 22.5 Be absent from an examination without a doctor's certificate.
- 22.6 Copy an answer or part of an answer from another person or from a book or any other source.
- 22.7 Refuse to obey the reasonable instruction of an invigilator.
- 22.8 Leave the examination centre at all during the examination.
- 22.9 Bring water, cold drinks, sweets, etc. into the examination centre.
- 22.10 When an invigilator declares that the time allocated for the examination has expired, continue to write. Learners must stop writing immediately.
- 22.11 Use any answer booklet other than the school's authorized and approved answer booklet.
- 22.12 A learner found guilty of cheating in an examination will be given zero for the examination as well as be subject to other sanctions in terms of this Code of Conduct.
- 22.13 No learner may borrow any item from a fellow learner.

## **23. ABSENTEEISM FROM TESTS AND EXAMS**

- 23.1 If a learner is seriously ill or injured such that he is unable to write a test/exam, that assessment will not be included in his SBA (School Based Assessment), a minus one is allocated, provided that a medical certificate is handed into the secretary's' office no later than 24 hours after the test/exam.
- 23.2 Learners absent from tests/exams without a legitimate reason will get zero for that



assessment.

## **24. PARTICIPATION IN EXTRA MURALS**

- 24.1 It is required that all learners participate in at least one extra mural per term. Should a learner gain selection for a team and be committed to a fixture, it is essential that his commitment be followed through. Any learner letting a team down by not presenting himself for that fixture will be subject to disciplinary action.



# Physical Appearance And Dress Code

## 25. SCHOOL UNIFORM

- 25.1 All learners must wear the prescribed school uniform at all times, including during extracurricular activities, unless otherwise specified.
- 25.2 Plain white (not a sport shirt), appropriate school tie, school jersey (Navy blue with two yellow stripes on the V-neck), official school blazer, plain grey socks, jersey (Navy blue and plain brown shoes).
- 25.3 The school blazer is to be worn at all times, with the only exceptions being in cases referred to below.
- 25.4 No earphones are permitted anywhere on the school property and may be confiscated on sight.
- 25.5 The use of Shox or other portable music and sound enhancers is prohibited.
- 25.6 Learners are to wear a conventional brown belt at all times.
- 25.7 Two buttons on the blazer are to be fastened at all times.
- 25.8 The top button of the shirt must be fastened at all times.
- 25.9 School clothing must be kept clean and should be clearly labelled with surname and initials.
- 25.10 The uniform is to be worn when travelling in public to and from school and extramural activities and during school activities.
- 25.11 Learners being collected from the main school gate may leave in their sports kit.
- 25.12 Scarves and gloves may not be worn in assembly.
- 25.13 'Beanies' and 'Hoodies' are not part of the school uniform and may not be worn at any time.
- 25.14 Correct sporting kit must be worn for each discipline at all times.
- 25.15 Colours blazers may be worn at all times.
- 25.16 Grade 12's may wear the official matric jersey and tie.
- 25.17 No matric tops may be worn at school unless permission is obtained from the Principal or Head of Grade.
- 25.18 All learners (including boarders) are required to wear full school uniform during school hours. After school hours and over weekends, learners and boarders are permitted to wear PHSB sports kit. No civvies, provincial/national kit may be worn at school.
- 25.19 Learners in hostel are only allowed to leave and return to the school premises in full school uniform.



## 26. SPORTS KIT

- 26.1 The sports kit listed below is required to be worn at all practices, matches, PE lessons.
- 26.2 Any learner who does not wear the approved sports kit, will not be allowed to participate.
- 26.3 Learners are expected to wear appropriate match kit for the various sporting codes as approved by the Principal and the Sports Co-ordinator:
- 26.3.1 White and Orange T-shirt with PHSB badge.
  - 26.3.2 Plain black shorts.
  - 26.3.3 Tracksuit.
  - 26.3.4 White sports running shoes/takkies (no fashionable takkies).
  - 26.3.5 Plain white short socks
- 26.4 Learners who do not adhere to the regulations above will not be allowed to participate in extracurricular activities and will be punished accordingly.

## 27. SOCIAL MEDIA

- 27.1 Any posts on social media platforms that are harmful to others or that bring the school into disrepute are not permitted and may be dealt with as part of the disciplinary process, irrespective of whether the post was made in a learner's personal capacity or not.
- 27.2 This includes the filming or recording of educators without their expressed permission.
- 27.3 Please refer to the School's ICT policy and the School's Social Media policy on the school website.

## 28. HATE SPEECH

- 28.1 The school has a zero-tolerance policy on hate speech. Hate speech is defined as speech intended to degrade, intimidate, or incite violence or prejudicial action against a person or group. This includes but is not limited to, racial, sexist, homophobic, or xenophobic slurs.
- 28.2 The school reserves the right to discipline a learner for actions taken off-campus if they are intended to have an effect on a learner, / or person, or if they adversely affect the safety and well-being of a learner, / or person while at school.



## **29. BULLYING**

- 29.1 The school has a zero-tolerance policy on initiation practices and bullying, whether physical, emotional, verbal, or digital.
- 29.2 The school will deal with all incidents of bullying and initiation as a matter of urgency, in accordance with the Code of Conduct and disciplinary procedures.

## **30. POLICY ON HIV/AIDS**

The policy is for the benefit of all learners, teachers, school employees and parents of Potchefstroom High School for Boys (PHSB). It was drafted after consultation with the Representative Council of Learners (RCL) and the learners, the School Governing Body and the parents, the SMT, teaching staff and the administrative staff.

Fundamental to all of this policy is the presumption that everyone involved with the school is a potential HIV-infected person. Based on this premise, the following has been agreed to:

- 30.1 The school must be fully prepared to implement whatever precautions can be taken.
- 30.2 To ensure that first aid kits are accessible at all times when learners are present at school.
- 30.3 To ensure that all teaching and admin staff have access to either rubber gloves or plastic bags to protect themselves when having to handle injuries, etc.
- 30.4 The life skills classes and form time tutorship be used at least once a year for educational programmes involving information on how to prevent infection and to take preventative measures with particular respect to abstaining from sexual practice outside of marriage. Learners should be instructed never to touch blood and open wounds.
- 30.5 That all qualified first aiders be alerted to the dangers and are given the best equipment to provide protection at all times.
- 30.6 All learners and employees are to be encouraged to stop bleeding by means of bandages, etc. that they apply themselves whenever possible. The learner involved must immediately withdraw himself from the activity involved.
- 30.7 Any cuts or abrasions even if not considered serious, must be covered up immediately. All learners are encouraged to carry their own plasters, and bandages at all times.
- 30.8 Any split blood is to be cleaned up immediately either by the injured person or by someone wearing suitable protective clothing.
- 30.9 All persons engaging in unprotected sex, subjected to blood transfusion, blood spills open wounds, or drug-related activities, are to be encouraged to submit themselves



to HIV tests (regularly) and, if tested positive, to be directed to essential counselling at their own expense.

- 30.10 That all school vehicles carry a first aid kit together with protective gloves for use in the event of an accident.
- 30.11 First aid kits are to be checked regularly by the teacher in charge, and expired or depleted items should be replaced immediately.
- 30.12 Learners are to be advised at all times that a policy of abstinence and avoidance of the problem areas is the safest at all times.

## **31. POTCHEFSTROOM HIGH SCHOOL FOR BOYS DRUG POLICY**

- 31.1 The Potchefstroom High School for Boys (PHSB) Drug Policy complies with all requirements as laid out in the policy framework for the management of drug abuse (Government Gazette 13.12.02).
- 31.2 The learners and educators of PHSB consider a safe and disciplined learning environment one of the critical elements to the successful delivery of quality education and recognise the role played by recreational and non-prescribed performance-enhancing drugs in seriously undermining this. The key thrust of this policy is to help and support the majority of learners who do not use drugs but who may be affected by the use of drugs by others. PBHS draws a distinction between habitual abusers, abuse at school, dealing, and experimentation.
- 31.3 The use of recreational and non-prescribed performance-enhancing drugs by a learner of the school, whether on school property, at a school-related event, or elsewhere, and dealing in the above-mentioned drugs will be punished in accordance with the School's Code of Conduct and the South African School's Act. In terms of what constitutes non-prescribed, illegal, performance-enhancing drugs, the school will be guided by the list of such drugs from the South African Institute for Drug-Free Sport (SAIDS). A learner testing positive for any substance deemed illegal by the South African Institute of Drug-Free Sport (SAIDS) shall face a mandatory one-year ban in all sporting codes offered by the school from the date of testing.
- 31.4 Should a learner test positive for the use of recreational and or non-prescribed performance-enhancing drugs, the parents will be held liable for the cost of such tests.

## **32. CELLPHONE POLICY**

- 32.1 PHSB will not take responsibility for the theft or loss of any cellphone brought to school, regardless of the circumstances.
- 32.2 While acknowledging that cellphones have become an important means of



communication, PHSB recognizes the social, ethical, and safety consequences associated with their use and abuse, particularly by students.

- 32.3 PHSB strongly discourages parents from allowing students to have cellphones in their possession while at school or in school uniform for the following reasons:
- 32.3.1 Safety concerns: Students using cellphones in public, especially when travelling to and from school, may become targets for criminals.
  - 32.3.2 Theft: Cellphones are frequently stolen from bags and blazers at school.
  - 32.3.3 Carelessness: Students often misplace their phones and falsely claim theft.
  - 32.3.4 Academic integrity: Cellphones can be used to cheat during examinations and tests.
  - 32.3.5 Distractions: Multi-functional cellphones can divert students' attention from their studies.
  - 32.3.6 Inappropriate content: Cellphones provide unrestricted access to age-inappropriate material.
  - 32.3.7 Privacy risks: Personal information stored on cellphones may become accessible to undesirable individuals if devices are lost, borrowed, or stolen.
- 32.4 All rules pertaining to cellphones also apply to the use and wearing of Smart Watches.
- 32.5 Consequences for Violation:
- 32.5.1 If a student is found in possession of a cellphone during teaching or learning time, the device will be confiscated for one week, in accordance with the School Code of Conduct.
  - 32.5.2 Confiscated cellphones will be entered into the register in the strong room by the educator confiscating it and this will then be placed in a marked brown envelope and kept in the strong room for safekeeping.
  - 32.5.3 Repeat offenders will have their phones confiscated for progressively longer periods.
- 32.6 Examination and Test
- 32.6.1 No cellphones are permitted in examination venues or in teaching venues when tests and examinations are being conducted. This policy applies to both internal and external national examinations.
- 32.7 Communication
- 32.7.1 PHSB will not, under any circumstances, engage with parents regarding complaints received from their children via cellphone during the school day.

### **33. DISCIPLINARY PROCESS**

- 33.1 Whenever the Principal receives information of alleged serious misconduct, as



- set out in clause 1.1 above, she shall cause the matter to be investigated.
- 33.2 Thereafter the Principal shall consider the evidence, and where disciplinary action is required to be taken in a matter relating to serious misconduct, refer the incident to the Governing Body.
- 33.3 The Governing Body shall appoint a disciplinary tribunal in terms of clause 7 below, to attend to the disciplinary matter and to conduct the disciplinary hearing against the learner who allegedly committed the serious misconduct.
- 33.4 A learner involved in disciplinary proceedings may be counselled by the school counsellor or any other member of staff duly appointed by the Principal.
- 33.5 No form of persuasion to remove a child from a school in order to avoid disciplinary action is permitted.

#### **34. DISCIPLINARY TRIBUNAL**

- 34.1 The disciplinary tribunal must –
- 34.1.1 consist of three members;
  - 34.1.2 be chaired by a member of the school's governing body;
  - 34.1.2 be representative of the school's demographics;
  - 34.1.3 conduct all proceedings in a fair and just manner, which includes conducting proceedings in a language that accommodates all parties; and
  - 34.1.4 make recommendations on its findings to the Governing Body.
- 34.2 The tribunal will be constituted with the necessary expertise to deal with different disciplinary matters as and when they arise.
- 34.3 Where necessary, the Governing Body may consult with experts to assist the tribunal with the disciplinary proceedings, however, such experts need not be part of the Governing Body or tribunal.
- 34.4 In the event that a recommendation for the suspension or expulsion of a learner is made, such recommendation must be tabled by the Governing Body Disciplinary Tribunal at a School Governing Body meeting for discussion and approval. No learner may be suspended or expelled from the school without the approval of the School Governing Body.

#### **35. SUSPENSION AS A PRECAUTIONARY MEASURE**

- 35.1 The Governing Body may suspend a learner who is suspected of serious misconduct from attending school as a precautionary measure, pending the disciplinary hearing. Such precautionary suspension may not exceed a period





of 14 days (including the weekend).

35.1.1 Suspended learners are also not allowed to participate in sport mural activities.

35.2 Suspension as a precautionary measure shall be implemented if –

35.2.1 the presence of the learner at the school compromises the safety of other learners and staff at the school;

35.2.2 the presence of the learner at the school may result in damage to property;

35.2.3 the presence of the learner at the school will cause disruption of the teaching and learning process; or

35.2.4 the presence of the learner in the boarding establishment will compromise the safety of staff and other learners.

35.3 The learner must be given a reasonable opportunity to make written representation to the Governing Body as to why he should not be suspended as a precautionary measure.

35.4 The Governing Body will consider such representations and give reasons in writing to the learner and to his parents for the decision to continue with the precautionary suspension;

35.5 The Governing Body must obtain the approval of the Head of Department of Education in the Province of North West (hereinafter referred to as the 'Head of Department') to continue to suspend the learner if the disciplinary hearing is not conducted within seven days after suspension.

35.6 If the approval referred to in clause 8.5 is not obtained from the Head of Department, the learner must return to school after the seven days' suspension period has expired, even if no hearing has been held.

## **36. DISCIPLINARY HEARING, IN THE EVENT OF ALLEGATIONS OF SERIOUS MISCONDUCT**

36.1 The tribunal must conduct the disciplinary hearing, referred to in clause 7 within school days from the date of suspension of a learner.

36.2 In the event that the learner is not suspended in accordance with clause 8 above, the disciplinary hearing must be conducted, where reasonably in practicable, within 7 days of the incident being reported to the Governing Body accordance with clause 6.2 above.

36.3 The Disciplinary Tribunal shall determine the date, time and venue of the disciplinary hearing and notify the parties accordingly and in accordance with the provisions set out below.

36.4 The Disciplinary Tribunal shall, as soon as a date, time and venue of the hearing has been determined, give at least 5 school days' written notice to the learner and his



parents/guardians to attend the disciplinary hearing and stipulate the date, time and venue of the disciplinary hearing.

- 36.5 The notice referred to above shall further:
- 36.5.1 set out the allegations against the learner which will be the subject matter of the hearing before the Disciplinary Tribunal in sufficient detail so that the date, time, place and nature of the alleged misconduct are ascertainable;
  - 36.5.2 inform the parents/guardians of their right to be present at the meeting;
  - 36.5.3 point out, where applicable, that the hearing could result in the expulsion or suspension of the learner from the school if found guilty of the allegations of serious misconduct;
  - 36.5.4 state, that the learner shall be entitled to be accompanied and represented by a fellow learner, an educator, or a parent/guardian;
  - 36.5.5 inform the learner that if he fails to attend the hearing it may proceed in his absence and the learner shall be bound by any decision taken during his absence;
  - 36.5.6 inform the learner that he has a right to call witnesses to give evidence and to produce any books or documents at the disciplinary hearing. The learner must arrange for his witnesses to be present at the hearing, and failure to do so will not entitle the learner to a postponement of proceedings.
- 36.6 The Principal shall generally appoint a member of staff to act as the School Representative at the disciplinary hearing but may, in her discretion and having regard to the nature of the matters being investigated, appoint any other person whom he considers suitable to act as the School Representative.
- 36.7 The learner has the right to be present at the disciplinary hearing, and accompanied and represented by his parents/guardian or a person designated by the parents into the hearing venue; unless good cause is shown why the tribunal should proceed in the absence of the parent/s or the designated person;
- 36.8 Learner may not be represented by another learner of Boys High
- 36.9 The tribunal may proceed with the hearing in the absence of the learner if the learner does not attend the hearing and does not –
- 36.9.1 provide good cause for not attending;
  - 36.9.2 provide documentary proof, where applicable; or
  - 36.9.3 give written notice to the tribunal that he will not be attending the hearing and provide reasons for not attending and documentary proof, where applicable.
- 36.10 Legal representation will be permitted at a Disciplinary Tribunal > need to discuss the role of said representation.



- 36.11 The Chairperson of the Disciplinary Tribunal must inform the learner of the due process and the learner's right, as set out in clauses 9.11 to 9.21 below.
- 36.12 The tribunal during the disciplinary hearing:
- 36.12.1 must consider representations made by all parties during the hearing;
  - 36.12.2 must make a recommendation to the Governing Body on its findings;
  - 36.12.3 must ensure that the disciplinary hearing safeguards the interest of the learner and any other party involved in the proceedings;
  - 36.12.4 must allow the learner to be accompanied to the hearing by his parent/s or by a person designated by the parent;
  - 36.12.5 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;
  - 36.12.6 must ensure that the hearing is conducted in a fair and humane manner;
  - 36.12.7 must conduct the hearing in a language that the learner understands or provide an interpreter; and
  - 36.12.8 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.
- 36.13 The Chairperson of the Disciplinary Tribunal shall prescribe the procedure for the hearing and consideration of evidence at any disciplinary enquiry, and notify the parties present accordingly.
- 36.14 The school representative may submit any statements and other documents as evidence before the Disciplinary Tribunal subject to:
- 36.14.1 The learner's right to question the author of any statement or document as to the veracity or accuracy of its contents or as to any relevant matter relating thereto.
  - 36.14.2 The learner's right to be given an adequate opportunity to consider such evidence and to challenge it insofar as it conflicts with his defence.
- 36.15 The learner shall, when the School Representative has presented all the evidence on behalf of the school, be entitled to present the evidence in support of his defence.
- 36.16 The learner shall be given an adequate opportunity to place mitigating facts before the Disciplinary Tribunal and to make submissions in mitigation of the sanction.
- 36.17 The School Representative shall be entitled to present aggravating factors in respect of sanction, including but not limited to placing the learner's school records before the



Disciplinary Tribunal and to furnish any other information which he may consider relevant to the question of the sanction.

- 36.18 After considering the evidence placed before it, and in the event that the Disciplinary Tribunal finds the learner guilty of serious misconduct, the Disciplinary Tribunal must make a recommendation as to the sanction to the Governing Body.
- 36.19 The Chairperson of the Disciplinary Tribunal will ensure that an accurate record of the proceedings is kept for subsequent submission to the Governing Body.
- 36.20 The findings of the Disciplinary Tribunal will be reported to the Governing Body for discussion and approval. No learner may be suspended or recommended for expulsion from the school without the prior approval of the Governing Body.
- 36.21 The Governing Body shall as soon as reasonably practicable inform a learner, who is found guilty, of the following in writing –
- 36.21.1 the sanction imposed;
  - 36.21.2 the reasons for such decision; and
- 36.22 If the Governing Body recommends an expulsion, it shall notify the Head of Department thereof within 24 hours and the procedure as set out in clause 13 below must be followed.
- 36.23 The Governing Body may suspend a learner for a period of no longer than 14 days pending a decision by the Head of Department whether or not to expel the learner from the public school.
- 36.24 The Governing Body Tribunal may not suspend a learner for any reason after the finalisation of the disciplinary hearing, but before a final decision by the Governing
- 36.25 Body has been made. Learners who await the final decision of the Governing Body may attend school and will receive all necessary academic support but will not be allowed to participate in any school activities and be kept in a separate classroom until the decision is made known.
- 36.26 The Governing Body's decision on any sanction will be final and there will be no right of appeal to the Governing Body.

### **37. DISCIPLINARY HEARING, IN THE EVENT OF ALLEGATIONS OF LESS SERIOUS MISCONDUCT**

- 37.1 An internal disciplinary tribunal will be constituted to deal with the offences described above.
- 37.2 The internal disciplinary tribunal must:
- 37.2.1 consist of three members, namely the Deputy Headmaster of Student Affairs, Head of Discipline a Grade Head/House Tutor (day boy or boarder,



- whichever is relevant), or their delegated nominee in the event that such member is not available.
- 37.2.2 be chaired by the member of school management responsible for discipline;
  - 37.2.3 Provide written notification of at least 5 days' notice to the accused learner and his parents/guardians, which notification shall stipulate:
    - 37.2.4 the date, time and venue of the internal disciplinary hearing;
    - 37.2.5 the allegations against the accused learner, and the conduct which will be the subject matter of the disciplinary hearing;
    - 37.2.6 the parents/guardians of their right to be present at the meeting; and
    - 37.2.7 the rights of the learner during the disciplinary hearing.
  - 37.2.8 ensure that the disciplinary hearing safeguards the interest of the learner and any other party involved in the proceedings;
  - 37.2.9 inform the learner of his rights as set out in the , with the exception of right contained in clause 11.10;
  - 37.2.10 prescribe the procedure for the hearing and consideration of evidence at any disciplinary enquiry, provided that all proceedings are conducted in a fair and just manner;
  - 37.2.11 retain a record of the proceedings;
  - 37.2.12 make recommendations on its finding to the Principal.
- 37.3 The internal disciplinary tribunal may recommend any of the sanctions listed in clause to the Principal, for any contraventions in relation to the offences listed in clause 2.1 above.
- 37.4 There is no right of appeal against the decision of the internal disciplinary tribunal.

## **38. THE RIGHTS OF A LEARNER**

The chairperson of the tribunal must inform the learner of the due process and the learner's right to:

- 38.1 a formal but fair hearing;
- 38.2 be present at the hearing and the learner to be alerted to the consequences of being absent;
- 38.3 be given time to prepare for the hearing;
- 38.4 be given notice of the charges, in writing, at least five days prior to the hearing;
- 38.5 be accompanied and represented by his parent/s or a person designated by the parent/s into the hearing venue; and
- 38.6 be assisted through an intermediary if the learner is under 18 years of age or is appearing as a witness at the proceedings;



- 38.7 ask questions on any evidence produced or on statements of witnesses;
- 38.8 call witnesses to testify on his behalf;
- 38.9 request for an interpreter, provided the request for an interpreter is made at least 24 hours prior to the disciplinary hearing;
- 38.10 appeal against any finding or sanction or against both the finding and sanction.

## **39. SANCTIONS**

- 39.1 In respect of less serious or minor misconduct, the Principal, or a member of staff to whom the power has been delegated by the Principal, is empowered to impose any one or more of the following sanctions for any contravention of this code:
  - 39.1.1 a written warning;
  - 39.1.2 a reprimand;
  - 39.1.3 a reasonable educational punishment; including but not limited to:
    - 39.1.4 community service, as determined by the School, of a reasonable nature and length of time;
    - 39.1.5 detention after school hours or during breaks, in a locale and for the purpose designated and for such reasonable periods as may be determined;
    - 39.1.6 a deprivation of one or more of the privileges or honours enjoyed by the learner such as (but not limited to) a prohibition against representing the school or attending at any sporting, cultural or social occasion organised by the school for such period as may be deemed appropriate, or the deprivation or suspension of any honours such as prefectship, honours, colours or other symbols awarded by the school.
    - 39.1.7 suspension / expulsion from the Boarding Establishment;
    - 39.1.8 a final written warning;
    - 39.1.9 any other form of punishment deemed appropriate to the degree of seriousness of the offence.
- 39.2 In respect of serious misconduct, for which the learner has been found guilty at a disciplinary hearing convened in accordance with clause 0 above, the following sanctions may be imposed by a Governing Body on a learner who is found guilty of serious misconduct –
  - 39.2.1 any sanction contemplated in clause 12.1 above
  - 39.2.2 a final written warning;
  - 39.2.3 suspension from the school for not more than seven school days;



- 39.2.4 expulsion from the boarding establishment;
- 39.2.5 recommendation of expulsion, to be submitted to the Head of Department in accordance with clause 13.1 below.



## 40. Progressive Disciplinary Actions

1. The following table outlines the progressive disciplinary measures that will be implemented for various categories of misconduct.
2. These measures are designed to:
  - Ensure consistent and fair application of discipline
  - Provide clear consequences for infractions
  - Allow for escalating severity of consequences for repeat offenses
  - Give learners opportunity to correct their behaviour before more serious sanctions are imposed
3. Record Keeping:
  - All disciplinary actions must be recorded in the discipline register
  - Parents/guardians must be notified in writing of any action beyond a verbal warning
  - Records of disciplinary actions will be considered when determining sanctions for subsequent offenses

**Table of Progressive Disciplinary Actions**

Offense Category	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Attendance Violations</b>				
Late to school	Verbal warning & note on file	Friday detention & parent notification	Headmaster's detention	Disciplinary hearing
Unauthorised absence from class	Written warning & parent notification	Friday detention	Headmaster's detention & parent conference	Disciplinary hearing
Leaving school grounds without permission	Friday detention & parent notification	Headmaster's detention	Disciplinary hearing	Suspension recommendation
<b>Academic Misconduct</b>				
Late submission of tasks	Warning & academic support	Detention & parent notification	Zero marks & parent conference	Disciplinary hearing
Cheating in tests/assignments	Zero marks & parent notification	Zero marks & Friday detention	Disciplinary hearing	Suspension recommendation
Plagiarism	Zero marks & parent notification	Zero marks & Friday detention	Disciplinary hearing	Suspension recommendation
<b>Behavioural Misconduct</b>				





Offense Category	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive behaviour in class	Verbal warning	Written warning & detention	Friday detention & parent conference	Disciplinary hearing
Insubordination to staff	Written warning & detention	Friday detention & parent conference	Headmaster's detention	Disciplinary hearing
Verbal altercation with peers	Verbal warning & mediation	Written warning & detention	Friday detention & parent conference	Disciplinary hearing
<b>Serious Misconduct</b>				
Physical altercation	Immediate suspension pending hearing	Disciplinary hearing & extended suspension	Recommendation for expulsion	-
Bullying/Cyberbullying	Friday detention & counselling	Headmaster's detention & parent conference	Suspension pending hearing	Recommendation for expulsion
Theft	Suspension pending hearing & restitution	Disciplinary hearing & extended suspension	Recommendation for expulsion	-
Vandalism	Detention, restitution & parent conference	Suspension & restitution	Disciplinary hearing	Recommendation for expulsion
<b>Substance-Related</b>				
Smoking/Vaping on premises	Friday detention & parent notification	Headmaster's detention & counselling	Suspension pending hearing	Disciplinary hearing
Alcohol possession/use	Immediate suspension pending hearing	Disciplinary hearing & extended suspension	Recommendation for expulsion	-
Drug possession/use	Immediate suspension pending hearing & SAPS notification	Recommendation for expulsion	-	-
<b>Uniform/Appearance</b>				
Incorrect uniform	Verbal warning	Written warning	Detention & parent notification	Friday detention
Hair violations	Warning & 48 hours to correct	Removal of privileges until corrected	Detention & parent conference	Disciplinary hearing
<b>Electronic Device Violations</b>				



Offense Category	1st Offense	2nd Offense	3rd Offense	4th Offense
Unauthorized cell phone use	Confiscation for 1 week	Confiscation for 2 weeks	Confiscation for 1 month	Disciplinary hearing
Smart watch in exam venue	Confiscation & zero marks	Suspension hearing pending	Disciplinary hearing	Recommendation for expulsion

**Additional Notes:**

1. Aggravating Factors:

- Multiple simultaneous violations
- Previous disciplinary history
- Impact on other learners
- Severity of the incident
- Lack of remorse or cooperation

2. Mitigating Factors:

- First-time offense
- Voluntary admission
- Genuine remorse
- Cooperation with investigation
- Personal circumstances

3. Special Considerations:

- All suspensions require SGB approval



- Expulsion recommendations must follow departmental procedures
- Learners with special educational needs may require modified approaches
- Parent conferences may be required at any stage if deemed necessary

#### 4. Support Measures:

- Counselling services will be offered where appropriate
- Academic support for suspended learners
- Behaviour modification programs
- Mentoring by senior staff members

#### 5. Appeals:

- Appeals against disciplinary actions must follow procedures outlined in the Appeals section
- Parents must be informed of their right to appeal
- Appeals must be lodged within prescribed timeframes



## 41. EXPULSION FROM THE SCHOOL

- 40.1 A learner who is found guilty of serious misconduct can only be expelled by the Head of Department on the recommendation of the Governing Body. The recommendation must be submitted in the manner determined by the Head of Department.
- 40.2 Pending the decision of the Head of Department –
- 40.2.1 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;
  - 40.2.2 the Governing Body must, however, inform the learner and his parent/s in writing of the decision to suspend the learner while awaiting the decision of the Head of Department;
  - 40.2.3 the learner must continue to receive schooling with the support of the parent/s and the school;
  - 40.2.4 the school must ensure that the learner has access to learning material and resources; and
  - 40.2.5 the parent will be responsible for ensuring that the learner utilises whatever provision is available for the learner to access education.
- 40.3 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 schooling but will not be allowed to participate in any school activities and be kept in a separate classroom until the decision of the Head of Department is made known.
- 40.3.1 The cost of employing a substitute educator for separate classroom supervision will be for the account of the parent/guardian/caregiver and will be invoiced separately and be payable immediately.
- 40.4 The Head of Department must consider the recommendations of the Governing Body and must, within 14 days, decide on whether or not to expel the learner.
- 40.5 Should the Head of Department decide not to expel the learner, he or she –
- 40.5.1 must give reasons, in writing, for the decision not to expel the learner;
  - 40.5.2 may, after consultation with the governing body, impose a suitable sanction on the learner; or
  - 40.5.3 must refer the matter back to the Governing Body to impose any other sanction contemplated in the school's code of conduct.
- 40.6 Should the Head of Department decide to expel the learner, the Head of Department must –
- 40.6.1 inform the governing body, the learner and his parent/s, in writing, of the decision to expel the learner and the reasons for the decision;



- 40.6.2 inform the learner or his 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
- 40.6.3 make alternate arrangements for the placement of the learner who is subject to compulsory attendance at another public school.

## **42. SUSPENSION AND EXPULSION FROM BOARDING ESTABLISHMENTS**

- 41.1 A learner who is found guilty of serious misconduct by the school may be suspended or expelled from the school boarding establishment in which he resides, in accordance with the provisions of the Boarding Establishment Code of Conduct.
- 41.2 A learner may be suspended or expelled from a boarding establishment in which he resides in accordance with the Boarding Establishment code of conduct, without being suspended or expelled from school.

## **43. APPEAL**

- 42.1 A learner or a parent who is aggrieved by the decision of the Head of Council Department to expel a learner may appeal to the Member of the Executive within 14 days of receiving the notice of expulsion.
- 42.2 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.
- 42.3 Pending an appeal against the decision to expel a learner, the Head of Department –
  - 42.3.1 must ensure that the learner is given access to education in the manner contemplated by the Head of Department;
  - 42.3.2 must ensure that he or she takes reasonable steps to protect the rights of other learners; or
  - 42.3.3 may consider an alternative method of providing education to the learner who has appealed.



# Potchefstroom High School for Boys: Learner Pledge

I, \_\_\_\_\_, a learner at Potchefstroom High School for Boys, hereby solemnly commit myself to the PHSB Learner Code of Conduct, and undertake to respect, comply with and promote the code and the legal system.

I understand the rules and their implications, and I commit myself to:

1. Adhere to this Code of Conduct and all the rules and regulations of Potchefstroom High School for Boys.
2. Maintain high moral and ethical standards.
3. Strive for conduct that is responsible at all times and that does the school credit.
4. Do my schoolwork diligently, conscientiously, and with dedication.
5. Display the necessary courtesy and respect towards all staff, fellow learners, and visitors.
6. Behave in a courteous and considerate manner towards everyone with whom I interact.
7. Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation, or social class.
8. Take responsibility for my learning by attending classes regularly and punctually and completing all my assessment tasks on time.
9. Cooperate with my Educators and other school staff.
10. Assist in making the school a safe place for all.
11. Seek help if I need it.
12. Let the school know if I feel my rights have been infringed upon, or if I experience any other difficulty.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's Code of Conduct.

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

