

# TABLE VIEW HIGH SCHOOL CODE OF CONDUCT



Table View High School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights, safety and dignity of all learners, teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

**Section 8(4) of the SA Schools Act** provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct. All rules will be applicable if learners can be identified/associated with Table View High School regardless of whether or not they are in uniform. The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School. The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at school. Ignorance of school rules is, therefore, not an acceptable excuse.

**School Hours:** All learners must be on the premises by 07:50 and in class by 07:55. School ends at 14:30.

**BE RESPONSIBLE, BE RESPECTFUL, BE SAFE** – these are the core values at Table View High School. The Core Values guide the behaviour of our learners and give rise to the Code of Conduct. This Code is aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process (SASA s. 8(2)). This Code seeks to make clear to all members of the school community the expectations of Table View High School regarding the conduct of learners and the rights and responsibilities of parents, the principal, RCL, SGB members and educators. The Code informs all members of the school community of the principles, policy and procedures which will inform all matters related to the Code and processes conducted in terms of the Code. This Code of Conduct shall be directed at the advancement and protection of the fundamental rights of every person guaranteed in the Bill of Rights in the Constitution of the Republic of South-Africa 1996, Act No. 108 of 1996.

# INDEX

|      |                                                 |    |
|------|-------------------------------------------------|----|
| 1    | Core Values                                     | 3  |
| 1.1  | Expansion of Core Values                        | 3  |
| 1.2  | Non-Negotiables                                 | 3  |
| 2    | Delegated Authority                             | 4  |
| 3    | Responsibilities                                | 5  |
| 3.1  | Learners                                        | 5  |
| 3.2  | Parents/Guardians                               | 6  |
| 4    | General Behavior                                | 7  |
| 5    | School and Class Attendance                     | 9  |
| 5.1  | Punctuality                                     | 9  |
| 5.2  | Attendance at School                            | 9  |
| 5.3  | Classroom                                       | 9  |
| 6    | Extra Mural Policy                              | 10 |
| 7    | School Assessment Irregularity Committee (SAIC) | 10 |
| 8    | Personal Grooming                               | 10 |
| 8.1  | Boys                                            | 10 |
| 8.2  | Girls                                           | 11 |
| 9    | Uniform                                         | 12 |
| 9.1  | Boys                                            | 12 |
| 9.2  | Girls                                           | 13 |
| 9.3  | Book Bag                                        | 14 |
| 9.4  | Civvies                                         | 14 |
| 10   | Discipline Procedures                           | 15 |
| 10.1 | Detention                                       | 15 |
| 10.2 | Offences                                        | 15 |
| 10.3 | Investigative procedure                         | 18 |
| 10.4 | Random Search and Seizure                       | 18 |
| 10.5 | Bullying                                        | 19 |
| 10.6 | Social Media Offence                            | 20 |
| 10.7 | Alcohol and Drugs                               | 21 |
| 10.8 | Suspension of Learners                          | 22 |
| 10.9 | SGB Hearings                                    | 23 |

**1 CORE VALUES**  
**1.1 EXPANSION OF THE CORE VALUES**

| <b>BE RESPECTFUL</b>                                                                     | <b>BE REPSONSIBLE</b>              | <b>BE SAFE</b>                   |
|------------------------------------------------------------------------------------------|------------------------------------|----------------------------------|
| Dignity<br>Appreciation<br>Inclusivity<br>Integrity<br>Honesty<br>Dedication<br>Teamwork | Diligence<br>Consistency<br>Ubuntu | Love<br>Caring<br>Bravery/Safety |

**1.2 NON-NEGOTIABLES**

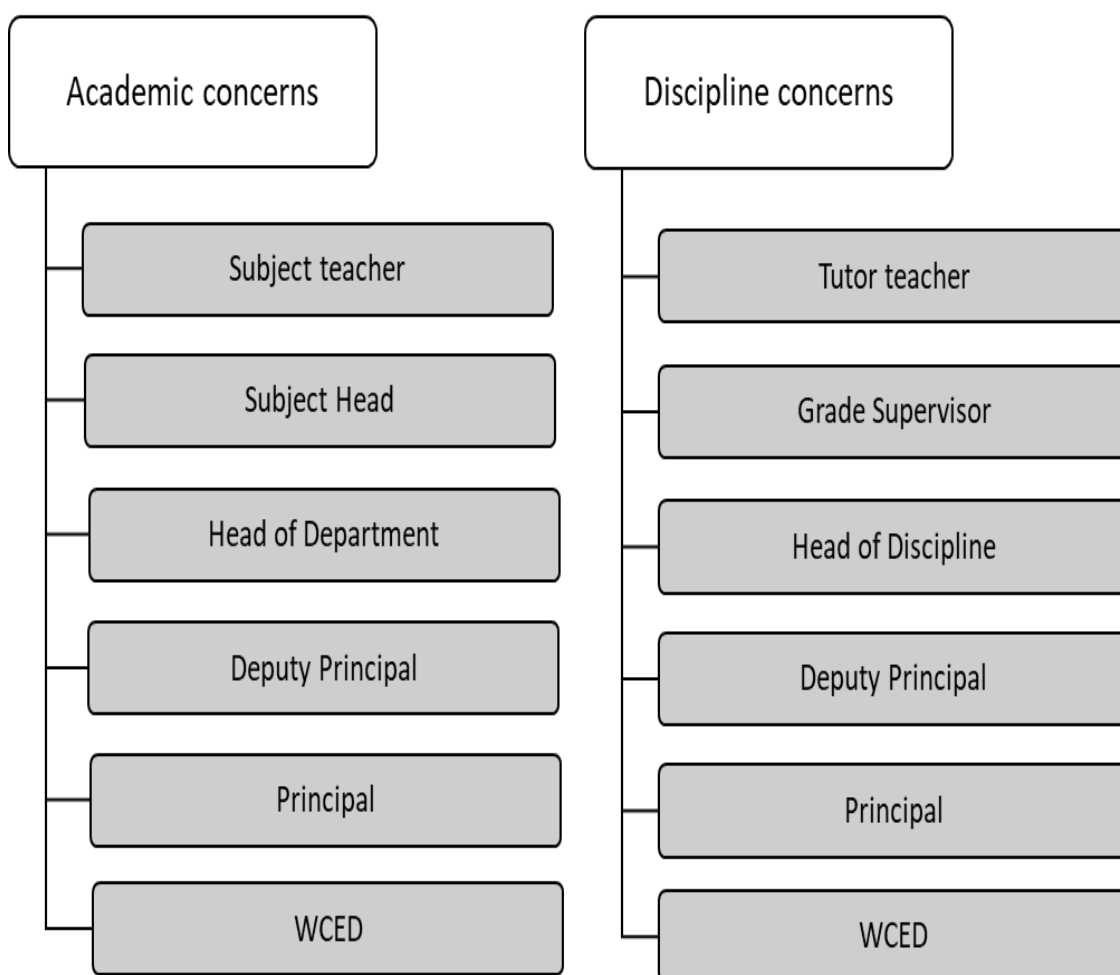
- 1.2.1 **No smoking.** (substance abuse, vaping, smoking, etc.)
- 1.2.2 **No action/words that break anyone down.** Includes rude comments, bullying, making fun of people, laughing at others, etc.
- 1.2.3 **No Lying.** Be honest even if afraid of being in trouble. Lying will not be excused even if they have been bullied or similar transgression made against them.
- 1.2.4 **No Retaliation.** No physically or verbally. This means we speak with respect, no fighting, taking the law into their own hands, etc.
- 1.2.5 **No bubble gum.** Dispose of it immediately.

## 2. DELEGATED AUTHORITY

The Principal has delegated certain authority to the following to help enforce the Code of Conduct. They include, but are not limited to:

- The Deputy Principals, Head of Discipline, School Management Team, Grade Heads, Perfects and all educators.

All educators are responsible for discipline at school /school related activities. They have full authority and responsibility to correct behaviour of learners. They have the same rights as a parent to discipline a learner according to the Code of Conduct during the time the learner is in attendance at school functions/excursions/activities. Restraint is the act of controlling the actions of learners when such actions may inflict harm to others or the learner or violet the rights of other learners or educators. Educators may use reasonable measures where necessary to prevent a learner from harming him/herself or others.



### **3 RIGHTS AND RESPONSIBILITIES**

#### **3.1 Learners**

##### **3.1.1 Learners have the right to:**

- not be prevented from attending school whilst pregnant (See pregnant Policy)
- have their views heard and the right to participate in the decision-making process about matters affecting them at school. This is facilitated by the democratically elected RCL.
- agreed procedures with the SGB (via the RCL) for expressing and resolving school related grievances (including due process, a method of appeal and a right to assemble peacefully on the school property at a time and place designated by the principal.
- a clean and safe environment that is conducive for teaching and learning
- a secure property, well-cared for school facilities, well looked after school furniture and equipment, clean toilet facilities, clean water and a green environment, absence of harassment in attending cases and in writing tests and examinations.
- acknowledge that education includes the right and responsibility of a learner to attend all classes, to learn and be taught in all approved subjects to be informed regularly about school progress, to make use of all school facilities, and to have the potential to be fully developed and also to ensure that he or she does not deny, curtail or disturb that basic right of any learner in the class or school or present at any school activity or busy in any room or outside at the school with any schoolwork or any extramural or co-curricular activity.
- not be treated or punished in a cruel, inhuman or degrading manner.

Freedom of expression is guaranteed. Vulgar words, insubordination and insults are not protected speech. When freedom of expression leads to a material or substantial disruption in school operations, activities or the rights of others, this right can be limited as the disruption of the school is unacceptable. Problems or issues, as far as possible, must be resolved at school however disruption at school is unacceptable.

##### **3.1.2 Learners are responsible to:**

- uphold the values of respect, responsibility and safety to ensure a safe learning environment
- abide by the School rules with regards to appearance and behaviour when representing the School (example during sport time) both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or Table View High School
- follow all safety instructions given by staff/coaches or stakeholders
- behave in a manner that promotes personal and school safety
- not access any classroom/lab/storage area/workshop or prohibited areas without supervision
- walk in groups to and from school avoiding parks or high risk areas around the school (NO LEARNER IS ALLOWED IN A PARK)
- follow all road safety laws w.r.t. crossing streets, use of bicycles, motorcycles and motor vehicles
- behave in a manner that will not disrupt the learning activity of other learners or hinder a teacher from teaching

- ensure that they maintain and respect school property and keep the school environment clean and safe
- not cause another learner physical or emotional harm
- report violations of the Code of Conduct to an educator immediately
- report any damage caused to any property, regardless of who caused the damage
- commit to self-development, education and learning, while educators are dedicated to education and teaching
- learn and develop their full potential
- complete assigned homework and catch up on work missed due to absence on their own.
- actively participate in the learning process and decision making and have the opportunity to talk about their problems to ensure improvement of not just the learning outcomes but also the discipline and conduct of the learners (via the RCL).
- promote proper conduct of the learners within the school, but no learner has the right to punish other learners.
- Ignorance of these rules is not an acceptable excuse.

The school has been developed for the use of all learners attending the school. It is the privilege and obligation of every learner to protect and carefully use all the facilities and equipment. Learners can expect educators to maintain a high standard of professional ethics and to be present to teach their classes, assist with learning difficulties, report on their progress and to look after their well-being. Educators have the right to expect and demand that there must be a relationship of mutual trust and respect between the learners and the staff. Victimisation of one by the other is unacceptable. Learners must understand that action may be taken against them if they contravene the Code of Conduct. When action is taken, learners should be informed why their conduct is considered as misbehaviour or misconduct. Learners must be informed why they are to be disciplined or punished

### **3.2 Parents / Guardians**

- Discuss and understand the rules set out in the Code of Conduct with their child, sign the letter indicating that they have done this and returned the reply slip to the school.
- Where possible the parent will be informed and involved in the correction of the learner's behaviour.
- Ensure that their child has the correct school uniform and that their personal grooming complies with the Code of Conduct.
- Ensure that their children attend school daily and that learners are not absent from school for trivial reasons.
- Contact the class teacher/school on the day if their child is absent from school.
- Send the appropriate documentation (medical certificate, court documents etc) to school if their child is absent for three days or more or if the learner has missed an assessment task.
- It is the responsibility of the parents / guardians to maintain regular communication with the school by attending meetings, contacting the school for information or clarification, read emails sent from the school and read D6 Connect notifications.

- In the case of personal information (phone numbers, email addresses and physical addresses) changing, it remains the responsibility of the parent/guardian to contact the school to update the information.
- Please remember that the school may only communicate personal/discipline/academic matters pertaining to a child to the parent or guardian indicated on the enrolment form. If a parent needs to delegate that responsibility to another adult, the school needs to be informed in writing of this change in guardianship.
- Parents or guardians of any learners who intentionally misuses, damages or deface any school property must replace it or pay for property damaged as destruction of properties a punishable offence.
- Report any concern regarding their child to relevant person. Please see the diagram on page 4.

## 4 GENERAL BEHAVIOUR

**Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse. No exceptions to the rules are allowed to ensure fairness and consistency at all times. The final interpretation of any rules, which have been drawn up by the SGB, rests with the principal. The implementation of this Code of Conduct is discretionary based on the severity of the incident and the (judgement) of the Head of Discipline/Principal.**

**As per the SIAS policy from the WCED, a learner may be referred to the School Based Support Team (SBST) due to the areas of concern. Should a learner be referred to the SBST, the discretion of the SBST will be used to develop an ISP and consequences, which may not necessarily follow the Code of Conduct directly.**

- 4.1 Learners must at all times be polite and courteous, especially towards visitors to the school.
- 4.2 Learners must show respect for their own property and that of the school and other learners. This applies, in particular, to the defacement of desks, walls and sporting equipment.
- 4.3 If a learner brings any personal item to school (i.e. cell phone, etc.), **it is that learner's responsibility to ensure the safety thereof.** There are cell phone lockers available – free of charge – to learners. Learners can also hire a normal locker if they so wish. The school cannot be held responsible for any loss or damage to personal items.
- 4.4 If an educator has not arrived within five minutes of a period commencing, one of the learners in the class must go to the office and report the matter.
- 4.5 Learners must walk quietly in single file on the **left-hand side** of passages at all times. Learners **MAY NOT** run in the building.
- 4.6 When moving to and from classes, learners must walk briskly and quietly along the **shortest route** possible.
- 4.7 When the second bell goes, in the morning and **after breaks**, **ALL** learners must be in their classes. They may not be out of class during lesson times. There must be total silence in the corridors once the period has started.

- 4.8 **Certain areas are out of bounds for learners:**
- 4.8.1 10 metres from the perimeter fence is out of bounds
  - 4.8.2 The foyer and main entrance during breaks and immediately after school
  - 4.8.3 The HALL during breaks irrespective if it is raining, unless in the case of special events
  - 4.8.4 All classrooms and passages during break times
  - 4.8.5 Learners are allowed in the bottom corridors at the labs ONLY if it is raining
- 4.9 Hitch-hiking is forbidden. This is **NOT** a means of transport to or from school, sport practise or matches.
- 4.10 No physical contact is allowed between learners on school property, when representing the school or in public whilst in school uniform.
- 4.11 NO electronic devices may be used at school without permission.
- 4.12 Cell phones are not allowed to be switched on during school hours (07:55 – 14:30) or during afternoon intervention
- 4.13.1 **Learners must hand in their cell phones to the invigilator every day during tests/examinations. The cell phones will be returned to them after each test/exam. If a learner is caught with any electronic device they will be referred to the SAIC and run the risk of getting 0 for the Task.**
  - 4.13.2 If a learner is caught using their cell phone during school hours, the phone must be taken in and handed over to the Grade Head. The learner will receive eight consecutive afternoon intervention sessions and the parent will have to come and collect the phone from the office.
- 4.14 Learners shall not smoke, take drugs or consume alcohol on or off the school premises whilst in school uniform or on civvies days.
- 4.15 Fighting and/or bullying is **NOT** allowed.
- 4.16 No roller-blading, skateboarding etc is allowed on school premises during and/or after school. Skateboards and longboards are to be stored in a locker (which can be rented from the school) during the school day. The skateboard may be left in a teacher's class with the permission of the teacher, but at the learner's own risk. Learners are to be dressed in full school uniform (including shoes) OR full civvies when using the boards.
- 4.17 Road Safety: Learners and parents are kindly requested to please respect, follow and obey all directions and instructions issued by the learners on traffic control.
- 4.18 No person is allowed on the school premises after school hours without permission. Any incorrect uniform/jewellery items will be taken in immediately until the end of the term.

## **5 SCHOOL AND CLASS ATTENDANCE**

### **5.1 PUNCTUALITY:**

When a learner is late for school, their parents/guardians must email or phone the school stating the reasons for being late. If a learner is late to school **THREE TIMES**, the tutor will meet with the parents/guardians.

### **5.2 ATTENDANCE AT SCHOOL**

- 5.2.1 Should your child be unable to attend school on a particular day, please email the tutor teacher and the grade supervisor on the same day as the absence.
- 5.2.2 If a learner is absent from school for **THREE** consecutive days without any communication from the parent/guardian, the tutor teacher will phone to enquire about the learner's whereabouts.
- 5.2.3 If a learner is absent for more than **THREE** without any medical documentation, (etc), the tutor teacher will schedule an appointment with the parents/guardians and the learner. After this meeting, if the learner continues being absent, it will be escalated to the Grade Supervisor.
- 5.2.4 In the case of a learner getting ill at school, he/she must report to the Grade Supervisor. The Grade Supervisor will take appropriate action and notify the parents. If Grade Supervisor is not available, then the learner must go to the Principal or one of the Deputies to be signed out. Parents are required to fetch their children and sign them out at the office. Under **NO CIRCUMSTANCES** may a learner decide to contact his/her parents and request to be fetched on their own device.
- 5.2.5 Should a learner have to leave school early; a written request is required and the Grade Supervisor will grant such leave. Learners are to report to the Secretary when actually leaving the school. Parents are urged **NOT** to make appointments for learners during school hours, in particular not for driving licenses, fitting of new clothes or other social events. **ONLY PARENTS/ GUARDIANS** are allowed to sign learners out, otherwise a letter (signature and ID-number) is required of the person who is fetching the learner.

### **5.3 CLASSROOM**

- 5.3.1 All class or other rules are to be consistent with the overall Code of Conduct, be clear and understandable and make provision for fair warnings.
- 5.3.2 All learners are expected to know and to adhere to school and classroom rules. Ignorance of these rules is not an acceptable excuse.
- 5.3.3 Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence.
- 5.3.4 **Learners are not allowed to sleep in classes. If a learner sleeps, the parents will be contacted by the Grade Supervisor to collect their child from school.**

## 6 EXTRAMURAL POLICY

**Grade 8 -9 learners** have to play **ONE SUMMER** and **ONE WINTER** sport or join at least one Culture / Service club.

**Grade 10 -12 learners** are encouraged to play **ONE SUMMER** and **ONE WINTER** sport or to join at least one Culture / Service club.

Registration for a SPORT or joining a SOCIETY means:

- **LOYALTY** to the team or society.
- **REGULAR ATTENDANCE** of practices and meetings.
- **COMPLETE COMMITMENT.**

Only at the end of a season or year may participation be terminated.

- Learners may not change from one sport or society to another during the course of the season or year.
- If selected to represent the school, learners must honour the commitment.

## 7 ASSESSMENT

- 7.1 All learners need to familiarise themselves with the Learner Examination Booklet pertaining the Rules and Regulations during Assessments.  
Any Assessment Irregularity will be referred to the School Assessment Irregularity Committee.

## 8 PERSONAL GROOMING

**Please take note: Learners' breaks can be forfeited if their appearance/uniform is not in line with the Code of conduct until the infringement has been corrected. Learners has two days to correct their infringement. However, if an infringement is not corrected on the first school day after a holiday, learners will receive punishment and the infringement must be corrected the next day.**

**In the case of permission to be granted for the wearing of additional garments or jewellery and to have a special hair style based on Religious or Cultural grounds a request must be submitted to the Principal. Supporting documentation from the institution/body must be submitted with the request. Permission must be granted first before the learner may deviate from the Code of Conduct.**

### 8.1 BOYS

#### 8.1.1 Hair:

- must be a natural colour
- **MAY NOT** be more than one colour (No regrowth)
- must be neat, clean and well-groomed at all times
- **NO** hair art/locks/Mohican/Man buns/Ponytails/ Spiking of hair/Braids
- **NO** eyebrow art
- **NO** long fringes [hair must not touch eyebrows, ears or collar or hang in front of the face] when combed to the front OR BE TOO LONG ON TOP
- May use gel to neaten hair
- Hair must have an even fade

- 8.1.2 Beard:
- Must be clean-shaven. No moustaches, beards or sideburns (middle of ear)
- 8.1.3 Nails:
- Clean and short
- 8.1.4 Jewellery:
- **NO** arm-bands, necklaces, rings, earrings.
  - Only medical alert bracelets allowed.
  - No visible piercings/bristles or plasters covering any piercings.
  - **ONLY** school related badges may be worn on the blazer
- 8.1.5 Body Art:
- **NO** visible **tattoos**.

## 8.2 GIRLS

- 8.2.1 Hair:
- hair must be a natural colour. Maroon or burgundy is not a natural colour.
  - No roots to be visible. (regrowth)
  - Hair extensions are permissible provided that they are a natural colour and match your roots
  - Hair MAY NOT be more than one colour.
  - must be neat, clean and well-groomed at all times. (clipped back)
  - No undercuts allowed
  - Fringe above eyebrows; otherwise clipped back
  - Hair must be tied up if it touches your collar
  - **NO** tails/loose strands/locks/hair art. **NO** eyebrow art
  - **NO** elaborate clips or bands or beads allowed
  - **ONLY** navy blue (to match blazer) black or brown (to match hair) bands, scrunches or clips
  - **NO SCARVES** on head unless for religious purposes. Must be navy or black.
  - Gel may only be used to neaten hair not to style it.
- 8.2.2 Make-up:
- **NO** make-up or false eyelashes or eyelash extensions
- 8.2.3 Nails:
- No longer than finger-tips - neat, clean and well-groomed
  - Colourless protective nail varnish allowed
- 8.2.4 Jewellery:
- Earrings: One pair of the same kind in lower part of lobe.
  - Plain studs or sleepers (gold/silver)
  - **NO** stones/beads/pearls.
  - No other visible piercings/bristles or plasters covering any piercings.
  - **NO** rings, bracelets, chains, etc.
  - Only medical alert bracelets allowed
  - **ONLY** school related badges may be worn on the blazer.
- 8.2.5 Body Art:
- **NO** visible **tattoos**.

## 9 UNIFORM

**Code of Conduct must be upheld whilst in School Uniform at ALL times even off school premises. Any public places such as bus stops, public transport and restaurants.**

**Must either wear FULL Uniform in public or full civvies.**

**Learners must wear the appropriate Sport clothes and must be in full school uniform or full sport uniform after matches or practice.**

### 9.1 BOYS

#### **SUMMER UNIFORM COMPULSORY:**

- TVHS Chino trousers (no deviation from the original design- i.e. no tapering, etc.)
- White, short sleeve lounge shirt with badged pocket (straight cut bottom)
- Socks to match colour of Chinos (oatmeal)
- Black leather lace-up shoes (**NO BUCKLES or GRASSHOPPERS**)
- Black leather belt
- No accessories to uniform allowed

#### **OPTIONAL:**

- Navy blue V-neck jersey with stripes in V (no stripes at bottom)
- Navy blue sleeveless V-neck slip over with stripes in V (no stripes at bottom)
- TVHS tie is optional in summer if top button is to be fastened.

#### **WINTER UNIFORM COMPULSORY:**

- TVHS Chino trousers (no deviation from the original design – i.e. no tapering, etc.)
- Plain white long sleeve shirt - no badge
- TVHS tie
- Socks to match colour of Chinos (oatmeal)
- Black leather lace-up shoes (**NO BUCKLES or GRASSHOPPERS**)
- Black leather belt
- Navy blue blazer with badge to be worn every day
- No accessories to uniform allowed

#### **OPTIONAL:**

- Navy blue V-neck jersey with stripes in V (no stripes at bottom)
- Navy blue sleeveless V-neck slip over with stripes in V (no stripes at bottom)
- **NO CARDIGANS**
- Navy blue school scarf – **AVAILABLE AT THE SCHOOL**
- Plain navy-blue gloves are allowed.
- Navy blue windbreaker. (This may be worn in addition to a blazer whilst on the way to and from school, but **NOT IN PLACE OF ONE**)

## SPORT (WINTER & SUMMER)

- Formal uniform and sports uniform is not to be mixed.
- MATCHES: Sports top – relevant to sport played and short.
- PRACTICE: For practice – navy practice T-shirt, house T-shirt or match shirt and NAVY shorts.
- Players may add any of the following for warmth: TVHS tracksuit, TVHS long sleeve warmup shirt, TVHS navy hoodie, school jersey or blazer.
- TVHS tog bag/plain navy tog bag
- 1st Team Jackets/Tops (of the current year) can be worn on a Friday)

## 9.2 GIRLS

### SUMMER UNIFORM: COMPULSORY:

- TVHS Chino slacks or skirt
- White, short sleeve shirt with badged pocket
- Socks to match colour of Chinos (oatmeal)
- White ankle socks to be worn with skirt
- Black leather lace-up or Dolly shoes
- **ONLY** white or beige brassieres to be worn in summer
- Skirts may not be shorter than 8cm above the knee
- No accessories to uniform allowed

### OPTIONAL:

- Navy blue V-neck jersey with stripes in V (no stripes at bottom)
- Navy blue sleeveless V-neck slip over with stripes in V (no stripes at bottom)
- TVHS tie is optional in summer if top button is to be fastened.

### WINTER UNIFORM COMPULSORY:

- TVHS Chino slacks or skirt
- Use white shirt worn in summer. (Grade 8 and 9 learners to use the new shirt with a tie)
- Socks to match colour of Chinos (oatmeal)
- Opaque stockings (Grecian Honey) to be worn with skirt
- Black leather lace-up or Dolly shoes
- Navy blue blazer with badge to be worn every day
- No accessories to uniform allowed

### OPTIONAL:

- Navy blue V-neck jersey with stripes in V (no stripes at bottom)
- Navy blue sleeveless V-neck slip over with stripes in V (no stripes bottom)
- Navy blue school scarf – AVAILABLE AT THE SCHOOL
- Plain navy-blue gloves.
- Navy blue windbreaker. (This may be worn in addition to a blazer whilst on the way to and from school, but **NOT IN PLACE OF ONE.**)

## **SPORT (WINTER & SUMMER)**

- Formal uniform and sports uniform are not to be mixed.
- **MATCHES:** Sports top – relevant to sport played and skirt
- **PRACTICE:** For practice – navy practice T-shirt, house T-shirt or match shirt and NAVY shorts/skirt.
- Players may add any of the following for warmth: TVHS tracksuit, TVHS long sleeve warmup shirt, TVHS navy hoodie, school jersey or blazer.
- TVHS tog bag/plain navy tog bag
- 1st Team Jackets/Tops (of the current year) can be worn on a Friday)

### **9.3 BOOK BAG**

**All learners entering the school in 2026 or thereafter** must purchase the official schoolbag from the uniform shop.

**All learners admitted between 2022 and 2025** must have the official schoolbag or a plain navy schoolbag. (No sport bags or branded bags allowed.)

No bags are allowed to have:

- 1- Graffiti
- 2- Markings
- 3- Branding
- 4- Accessories

### **9.4 CIVVIES**

If learners have been given permission to wear civvies to school (e.g. civvies days, winter school, Saturday classes, supporting sport matches and events), learners are required to be dressed appropriately for the professional environment that TVHS strives to be.

This means:

- No crop tops (No stomachs showing)
- No strappy tops or tank tops.
- No revealing tops (No see-through material or low necklines)
- All skirts/dresses/shorts must be longer than at least 4 fingers above the knee.
- Tights and leggings only allowed with skirts or dresses, not on their own.
- No cycling or biker shorts
- No revealing of any underwear
- No excessively ripped jeans that are revealing above the knee

#### **Consequences:**

If a learner chooses to contravene any of the Civvies Rules the following choices will be given to them:

- Cover up. Learner may wear additional garments to cover up. This, however, will have to be worn for the entire day / duration of the event.
- Phone someone at home (from the school's phone) to bring them appropriate clothing to wear.

If a learner has been given the above choices and they still choose to contravene the civvies rules, they will then have no choice but to sit in a separate venue for the entire school day. And they will not have the privilege of wearing civvies for the next civvies day.

## **10 DISCIPLINARY PROCEDURE**

The philosophy of the disciplinary system is based on human dignity and respect and consideration for others, not on fear or assault. Any learner who is aware of transgressions against the Code of Conduct who does not report the transgression to the relevant authority, runs the risk of receiving the same punishment as the original transgressor. When action is taken against a learner, the punishment must suit the offence. The disciplinary procedure aims to be expeditious, fair, just, corrective, consistent and educative. Learners may not be unfairly discriminated against. All learners shall enjoy equal treatment before the law and receive equal protection and benefits of the law. Corporal punishment has been abolished and is prohibited. Punishment is a corrective measure or a penalty inflicted on an offender who has suffered the consequences of misconduct in order to maintain the orderly society of the school.

### **10.1 DETENTION**

- Detention is from Monday to Thursday from 14:35 to 16:00.
- Learners may only be put on detention by a Grade Supervisor.
- Learners may not be locked up in solitary or detention.

**ONLY** the Head of Discipline can authorise a transfer of discipline intervention. This must take place in tutor. Failure to follow this protocol will be considered bunking afternoon intervention. Valid reasons for a transfer include an appointment with a medical doctor or a counsellor.

### **10.2 OFFENCES**

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School. Offences are graded according to the nature and degree of severity of the offences. The school reserves the right to determine the severity of the level and the consequences thereof .

#### **LEVEL 1**

10.2.1 Littering. 10.2.2 Reporting late for class. 10.2.3 Books/work materials left at home. 10.2.4 Homework not done on time/copied or not submitted. 10.2.5 Failure to return library book by due date. 10.2.6 Non-attendance at practices and matches without valid excuse. 10.2.7 Inappropriate displays of affection. 10.2.8 Uncooperative/discourteous behavior. 10.2.9 Insolence/temper tantrum. 10.2.10 Eating or drinking during contact time (class or assembly). 10.2.11 Disruptive behavior in class. 10.2.12 Continual minor interference with another learner. 10.2.13 Misconduct during detention. 10.2.14 Misconduct in assembly. 10.2.15 Infringements of uniform regulations. 10.2.16 Failure to wear correct full School uniform. 10.2.17 Wearing unauthorized items. 10.2.17 Hitchhiking. 10.2.18 Untidiness/unkept appearance. 10.2.19 Foul language. 10.2.20 Defacing school property with graffiti 10.2.21 Telling jokes of a sexual nature. 10.2.22 Graffiti of a sexual nature.

### **Consequences:**

**Corrective actions/sanctions are carried out by the Grade supervisor / Head of Discipline and may include, but is not limited to, the following:** Verbal reprimand; Written punishment; Detention at break; Temporary confiscation until the end of School term (e.g. uniform, jewellery, bags and cases); Removing graffiti from bags and cases at break; Meeting with Grade supervisor; Detention. Supervised schoolwork that will contribute to the learner internalising values of respect; Written letter of apology; Replacement or repair of damaged property; Temporary suspension from school activities, e.g. sport, cultural activities.

### **LEVEL 2**

10.2.23 Vandalism. 10.2.24 Interfering with another person's possessions/property. 10.2.25 Damaging property. 10.2.26 Racist remarks or insults. 10.2.27 Forgery. 10.2.28 Intimidation by verbal or physical threat. 10.2.29 Swearing. 10.2.30 Lying or using obscene gestures. 10.2.31 Verbal or non-verbal abuse. 10.2.32 Disrespect or insolence. 10.2.33 Insubordination. 10.2.34 Fighting or common assault. 10.2.35 Gambling. 10.2.36 Unacceptable hair styles (including more than one color). 10.2.37 Display of visible tattoos. 10.2.38 Truancy from contact time. 10.2.39 Actions bringing school's name into disrepute. 10.2.40 Possession of offensive material (excluding pornographic material). 10.2.41 Tampering with safety equipment. 10.2.42 Entering restricted areas without permission. 10.2.43 Loitering in prohibited areas. 10.2.44 Poor sportsmanship. 10.2.45 Excessive noise or unruly behavior. 10.2.46 Circulating offensive material. 10.2.47 Improper suggestions of a sexual nature.

### **Consequences:**

**Corrective actions/sanctions are carried out by the Grade supervisor / Head of Discipline and may include, but is not limited to, the following:** Repair/replacement. Principal's detention. Discipline meeting. Counselling. Disciplinary hearing. Meeting with the Head of Discipline. Detention. Refer to the SBST. Suspension from class; Removal from classroom; Referred by the SBST to psychosocial services for a rehabilitative programme; Assignment on values; work with the leadership of a peer education group for a specific period

### **LEVEL 3**

10.2.48 Possession of weapons that can cause physical injury. 10.2.49 Possession, copying, distribution, or display of pornographic material. 10.2.50 Assault with intent to do grievous bodily harm. 10.2.51 Truancy from school or leaving grounds without permission. 10.2.52 Participating in illegal strike/meeting/campaign. 10.2.53 Disrupting school's educational program. 10.2.54 Possession/distribution of test materials. 10.2.55 Drug consumption outside school. 10.2.56 Gang-related activities. 10.2.57 Involving outsiders in disputes. 10.2.58 Bullying/intimidation. 10.2.59 Alcohol possession. 10.2.60 Public indecency. 10.2.61 Sexual harassment. 10.2.62 Threatening teachers. 10.2.63 Violating other learners' right to education. 10.2.64 Violating teacher's right to carry out tasks. 10.2.65 Preventing classes or teachers from functioning.

### **Consequences:**

**Corrective actions/sanctions are carried out by the Grade supervisor / Head of Discipline and may include, but is not limited to, the following:** Disciplinary Hearing. Suspension from class. Detention. Removal of grade privileges. Refer to SBST.

## LEVEL 4

### SERIOUS MISCONDUCT

The following documents are referred to with regards to serious misconduct:

***“REGULATIONS RELATING TO DISCIPLINING, SUSPENSION AND EXPULSION OF LEARNERS AT PUBLIC SCHOOLS IN THE WESTERN CAPE***

***In terms of section 63(1)(cE) of the Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), read with section 9(3) of the South African Schools Act, 1996 (Act 84 of 1996), the Provincial Minister responsible for education in the Western Cape makes the regulations set out in the Schedule.”***

10.2.67 Subject to the provisions of the Act, a learner at a school who:

- (a) Used or had in his or her possession or sells or distributes a dangerous object, alcoholic liquor or illegal drugs;
- (b) Commits an act of bullying, assault, theft, arson or malicious damage to property;
- (c) Commits an act of gross insubordination or engages in immoral conduct;
- (d) Is in possession of or uses any unauthorized copy of a test or examination question paper, or cheats, distributes, trades, bribes or attempts to bribe any person in respect of any test or examination, with the intention of enabling himself or herself, or any other person, to gain an unfair advantage;
- (e) Uses hate speech, makes himself or herself guilty of racism, sexism, sexual harassment, possesses or distributes pornographic material or engages in any act of public indecency;
- (f) Endangers the safety or threatens fellow learners or educators, disrupts the school programme or violates the rights of others;
- (g) Falsely identifies himself or herself, or knowingly and wilfully supplies false information or falsifies documentation to gain an unfair advantage at school;
- (h) Has repeatedly been found guilty of transgressing the learner's code of conduct; or
- (i) Conducts himself or herself, in the opinion of the Governing Body, in a disgraceful, improper or unbecoming manner, may be guilty of serious misconduct.

### **Consequences:**

Any learner alleged to have violated any rule that may require suspension or expulsion (such as serious misconduct), must be brought to the Head of Discipline as a delegate of the Principal. The Head of Discipline shall hear the evidence and then liaise with the discipline committee and the Principal to decide on the actions to be taken based on the evidence.

A Learner convicted of any criminal offence while attending Table View High School can expect disciplinary measures from the school. If the behaviour of the learner is criminal or criminal in nature, or poses a serious threat to any member of the school, the local South African Police will be informed.

Suspension and Expulsion – Only the SGB has the right to suspend any learner who is a threat to others/or by the learner's presence at school endangers the safety of the learners at the school or a threat to the hearing (interfering with witnesses) or is guilty of serious misconduct. All decisions leading to suspension an expulsion must take cognizance of applicable laws.

The decision of the Principal will be final in any dispute that may arise regarding any sanction. It is the prerogative of the management of the school to revoke a leadership position/badge/privilege of any learner if it is deemed that the learner has breached the Code of Conduct or brought the school's name in disrepute.

Subject to the provision of the Act, a learner at a school may be suspended by the Governing Body or expelled by the Head of Department if, after a fair hearing, he or she is found guilty of serious misconduct as contemplated in sub-regulation (1) OR is a danger to staff or learners.

### **10.3 INVESTIGATIVE PROCEDURE**

10.3.1 In the case of reported serious misconduct and learner may be interviewed by the principal, deputy principal or head of discipline. A grade supervisor must be present.

10.3.2 Any individual who has witnessed the alleged misconduct can be asked to provide a witness statement. When reporting, no learner is allowed to be asked to write anything down without the consent from a parent or guardian.

10.3.3 During a hearing:

- An intermediary is a competent person who is appointed to assist a minor learner in giving evidence as a witness during a disciplinary hearing
- Should a witness that is under 18 need to testify during the disciplinary proceedings, the SGB may appoint a competent person to act as an intermediary who will then facilitate the giving of evidence. This is done when the SGB believes that testifying in the proceeding would expose the witness to undue mental stress or suffering.
- Should an intermediary be appointed, all examination, cross examination and re-examination will be conducted through the intermediary.
- Whenever disciplinary proceedings are pending before any governing body, and it appears to such governing body that it would expose a witness under the age of 18 years to undue mental stress or suffering if he or she testifies at such proceedings, the governing body may, if practicable, appoint a competent person as an intermediary in order to enable such witness to give his or her evidence through that intermediary.
- An examination, cross-examination or re-examination of a witness in respect of whom a governing body has appointed an intermediary, except examination by the governing body, must not take place in any manner other than through that intermediary.

### **10.4 RANDOM SEARCH AND SEIZURE (REASONABLE SUSPICION)**

Every learner has the right to privacy, which includes the right not to have his/person or property searched or his or her possessions permanently seized, however the principal or his or her delegate may search learners based on his or her reasonable suspicion followed by the use of search methods that are reasonable in scope.

In terms of Section 45A (2)(a) of the Act, the principal or his or her delegate may:

- i. Search any learner, or the property of any learner, for dangerous objects, alcoholic liquor, illegal drugs harmful dangerous substances, stolen property or pornographic material, if the principal reasonably suspects the presence of a dangerous object, alcoholic liquor or illegal drug on the school premises or during a school activity, and

- ii. During the search human dignity shall be observed and the learner shall be searched in private by a person of their own gender / in the presence of at least one other person.
- iii. seize any dangerous objects, alcoholic liquor, illegal drugs harmful dangerous substances, stolen property or pornographic material found during the search.
- iv. Police may be informed, as well as Safe Schools (WCED)
- v. The principal or delegated person will communicate with the parent and explain the basis for the search and seizure according to the provisions of Section 45A of the Act.
- vi. A record must be kept of the search proceedings, the outcome and any material seized.

## 10.5 BULLYING

Bullying comprises repeatedly singling out and deliberately hurting or harming a child with the aim of hurting or harming them physically or psychologically.

- a. Bullying results in pain and distress to the victim.
- b. Bullying takes many different forms. These include:
  - i. **Physical bullying:** This includes hitting, pushing, slapping, tripping, or pulling someone's hair, as well as forcibly taking another child's possessions.
  - ii. **Verbal bullying:** This includes threats, insults, ridiculing, name-calling and making racist or sexual slurs.
  - iii. **Non-verbal bullying:** Includes writing hurtful messages, letters or graffiti, or distributing pictures and videos that shame, hurt or damage a child's reputation
  - iv. **Social bullying:** Includes gossiping, spreading rumours, leaving people out on purpose and breaking up friendships
  - v. **Sexual bullying:** Includes passing inappropriate notes, jokes, pictures, taunts and starting rumours of a sexual nature. It can also involve uninvited touching and forced sexual behaviour
  - vii. **Cyber bullying:** This includes using the internet, mobile phones or other electronic technologies to insult and harass, spread rumours, damage children's reputations, and distribute harmful videos and pictures.
  - viii. **Harassment:** This involves frequently sending a cruel or threatening message to a person's e-mail account or cell phone, or any other platform.
  - ix. **Denigration:** This involves sending or posting malicious gossip or rumours about a person to damage his/her reputation or friendships. It also includes posting or sending digitally altered photographs of someone to others, particularly pictures that portray the victim in a sexualised or harmful way.
  - x. **Impersonation or identity theft:** This occurs when someone breaks into someone else's e-mail or social networking account and poses as the person sending messages or other information or pictures online in a bid to damage the victim's reputation and friendships or to get the victim into trouble or danger.
  - xi. **Outing:** This involves sharing someone's secrets or embarrassing information or images online with people whom the information was never intended to be shared.
  - xii. **Cyber stalking:** This involves threats of harm or intimidation through repeated online harassment and threats.
  - xiii. **Happy slapping:** Involves incidents where people walk up to someone and slaps them, sometimes another might capture the violence using a cell phone camera.

Class teachers are responsible for dealing with minor or once-off incidents or problematic learner behaviour and relationships.

More serious incidents should be reported to the school principal or her delegate for further action.

Once an incident is reported, the principal or her delegate should:

- Interview separately the learners involved and witnesses to establish what happened.
- Inform both learner's parents or caregivers of the incident and/or call a meeting to discuss the incident and the way forward.
- Determine the appropriate intervention and sanctions.
- Report the incident to the SBST/counsellor/SGB/DBST where appropriate.
- Provide the child with the necessary help and support, including referrals to counselling or other services where necessary.
- Make a record of the incident to support monitoring and any future intervention.

## 10.6 SOCIAL MEDIA OFFENCE

**NB: ALL SOCIAL MEDIA OFFENCES MUST BE REPORTED TO THE POLICE BY THE PARENT AND THE LEARNER.**

Social media can be described as any form of online publication or presence that allows users to engage in multi-directional conversations in or around the content on the website. Social media includes but is not limited to Facebook, TikTok, Twitter, YouTube, blogs, Memes, Gifs, WhatsApp, social bookmarking, document sharing and email.

### **Freedom of Expression (Bill of Rights Chapter 2 nr 16)**

Everyone has the right to freedom of expression, which includes:

- (a) freedom of the press and other media;
- (b) freedom to receive or impart information or ideas;
- (c) freedom of artistic creativity, and
- (d) academic freedom and freedom of scientific research.

The right of subsection (1) DOES NOT extend to:

- (a) propaganda for war;
- (b) incitement of imminent violence, or
- (c) advocacy of hatred that is based on race, ethnicity, gender or religion and that constitutes incitement to cause harm.

### **Table View High School learners are expected to:**

- Respect privacy and private information of educators and peers
- Be cautious with regard to posting images

### **Table View High School learners are not allowed to:**

- post/release confidential information
- cyberbully/harass/disrespect staff or learners
- use social media in a way that could be personally or physically harmful to self or others

- use online language that would be unacceptable in the classroom or offend anyone
- send any photos / videos without the person's permission.
- introduce a virus onto the school network or hack into the school network.
- access the school network.
- post pictures or videos of staff members.
- post pictures or videos of learners wearing their Table View High School uniform which will tarnish the name of the school or the person involved.

### **CONSEQUENCES**

- All social media offences to be reported to the police. The Grade head will inform parents – parents to report incident to the police
- The learner must, to rectify the situation, remove the offensive posts.
- Any serious offence may result in a SGB Hearing/ SGB Intervention Meeting.
- “Hacking” and/or attempting to hack the school network will result in a SGB Hearing/ SGB Intervention Meeting.
- Attempting to introduce a virus onto the school network will result in a SGB Hearing / SGB Intervention Meeting.

## **10.7 ALCOHOL AND DRUGS**

**Table View High School's Alcohol and Drug Policy is governed by Section 45A of the Western Cape Provincial School Education Act (WCPSEA), 12 OF 1997. The drug testing will be done by the Principal or the delegated educator.**

### **Legal Grounds for Administering a Test for Illegal Substances.**

Section 45A (9) of the Act determines that the principal or his or her delegate may administer a urine test or other non-invasive test to any learner if the principal has reasonable ground for suspecting that the learner:

- a) Is in possession of or using alcoholic liquor or illegal drugs; or
- b) Is under the influence of alcoholic liquor or illegal drugs, during school hours or at a school activity.
- c) If the learner is found to have an alcohol or drug problem the learner will need to be rehabilitated.
- d) If the learner has tested positive for any illegal substance in the past, they may be tested again at any given time to prove that rehabilitation has taken place.

### **IF A LEARNER HAS TESTED POSITIVE FOR SUBSTANCE ABUSE**

See Substance Abuse programme. (Available on school website.)

## **10.8 SUSPENSION OF LEARNER**

**The South African Schools act makes provision for due process including a fair hearing before a learner may be suspended from the school by the SGB.**

### **10.8.1 Reasons for suspension**

The governing body may only suspend a learner—

- a. as a precautionary measure and in the manner contemplated in regulation 2(2) for a period not longer than seven school days;
- b. as a correctional measure, after the learner has been found guilty of serious misconduct as contemplated in regulation 7(4)(e)(i), for a period not longer than seven school days; or
- c. pending the decision of the Head of Department regarding expulsion as contemplated in regulation 8(2), for a period not longer than 14 school days.
- d. The total period of suspension of a learner from school shall not be longer than 21 school days.
- e. The governing body must report all the decisions to suspend and the nature of the suspension of the learners to the Head of Department as well as the District Director, who shall keep a register of all such suspensions.

### **10.8.2 Suspension procedure**

A suspension meeting must be called with the chairperson of the SGB, the principal (or delegated deputy principal) and the head of discipline.

The governing body must—

- a. inform the learner and the parents of the learner of the intention to suspend and the reasons, therefor.
- b. afford the learner and the parents of the learner a reasonable opportunity to comment on the possible suspension of the learner, specifically in relation to the safety of the learner at home. These comments are to be made to the head of discipline, as the parents / guardians do not attend the suspension hearing.
- c. report the decision of the suspension of the learner to the District Director, who must keep a register of all such suspensions.
- d. The governing body must conduct disciplinary proceedings in the manner contemplated in section 8 of the Act against the learner within seven school days after the suspension of such learner.
- e. If disciplinary proceedings are not conducted within seven school days after the suspension of the learner, the governing body must obtain the approval of the Head of Department for the continuation of the suspension of such learner.

### **10.8.3 Role of the learner during suspension**

The principal will inform the learner, where applicable, of the precautionary suspension and the nature of academic support to be provided by the school before the disciplinary hearing and during the period of suspension.

## **10.9 SGB HEARINGS**

Any learner involved in an SGB hearing will be offered counselling by the school or may be referred to another counselling facility / institution. The SGB must keep a record of the proceedings of the hearing.

### **10.9.1 Notice to learner and parent of disciplinary hearing**

The governing body must notify the learner as well as the parents of the learner, in writing, that disciplinary proceedings will be instituted against the learner.

The notice must:

- a. provide at least five school days' notice of the disciplinary hearing;
- b. inform the learner and the parents of the learner that disciplinary proceedings will be instituted against the learner;
- c. contain sufficient particulars of the date, time, place and the nature of the alleged serious misconduct to enable the learner to identify the incident and to respond thereto at the disciplinary hearing;
- d. contain the date, time and venue of the disciplinary hearing;
- e. advise the learner of his or her right to—
  - i. be accompanied and represented at the hearing, by his or her parents, or by a representative chosen by the parents;
  - ii. request access to documents or information produced in evidence; and
  - iii. ask questions, cross-examine, lead evidence, call witnesses and produce documentary evidence to clarify issues pertaining to the allegation.
- iv. inform the learner, where applicable, of the precautionary suspension and the nature of academic support to be provided by the school before the disciplinary hearing and during the period of suspension.
- f. The principal must give the notice contemplated to the learner and deliver a copy thereof to the parents of the learner at the address of the learner indicated in the school admission register or the learner profile.

### **10.9.2 Hearing Procedure**

The SGB must conduct the hearing in accordance with the provincial regulations laid down by the provincial minister of Education. The SGB must remain impartial at all times.

During the proceedings the learner has the right to:

- a. be accompanied and represented at the hearing, by his or her parents, or by a representative chosen by the parents. This representative may be legal counsel in which case they will replace the representation by the parents. Parents may still accompany the learner.
- b. be informed of the charges and will be asked if they understand the charges. Clarification will be provided, but does not prevent the proceedings from going ahead.
- c. request access to documents or information produced in evidence; and
- d. ask questions, cross-examine, lead evidence, call witnesses and produce documentary evidence to clarify issues pertaining to the allegation.
- e. be treated with dignity during the process.

If the learner or his or her parents / guardians fail to attend the disciplinary hearing without just cause, and after the due notice contemplated in regulation 5 of the Provincial Gazette, and after such hearing has been convened for the second time, the hearing may be conducted in their absence. Examples of just cause: illness, death, more time needed to consult or any circumstances beyond your control.

At the conclusion of the hearing the SGB may recommend to the Head of Department that a learner be expelled or impose any other suitable sanctions. If a learner is recommended for expulsion this decision must be referred to the Head of Department within stipulated time the stipulated time. Subject to any provincial law a learner may only be referred for expulsion by the governing body, after a fair hearing conducted by the governing body and not by any other structure, neither the discipline committee, neither by the principal.

The learner must be informed in writing of the decision of the Governing Body on whether he/she is guilty of misconduct, and the sanctions to be imposed in the case of suspension or expulsion.

A learner who has been expelled from a school, or the parents of such learner, may appeal against the decision of the Head of Department to the Provincial Minister within 14 days of receiving the notice of expulsion.

Any learner who is expelled from a school, during the last term of that year, must be afforded the opportunity to write the final examinations of the year in which he or she was expelled, provided that such learner may be requested by the principal of the school to write the examination in a venue separate from the learners of the school which he or she attended at the time of his or her expulsion

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**R. CUMMINGS**  
**PRINCIPAL**

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**C. RUST**  
**SGB CHAIRPERSON**