



# HOËRSKOOL KALAHARI HIGH SCHOOL

Tel: (053) 712 2049  
Epos/Email: [admin@hskalahari.co.za](mailto:admin@hskalahari.co.za)  
Principal: JL van den Heever

206 Seodinweg/-Road  
Posbus/P O Box 405  
Kuruman 8460

*“Waar drome waar word”*

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## CODE OF CONDUCT OF LEARNERS

### 1. INTRODUCTION

This document is the code of conduct of Kalahari High School as approved by the School Governing Body on 1 October 2024. The School Governing Body consulted the parents, learners and educators of the school about the content of the code of conduct.

The code of conduct has been drawn up in accordance with the applicable provisions of the:

- i) Constitution of the Republic of South Africa, Act 108 of 1996
- ii) South African Schools Act, Act 84 of 1996 ('the Schools Act')
- iii) National Education Policy Act, Act 27 of 1996
- iv) Guidelines for Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 of 15 May 1998)
- v) Regulations relating to Apparatus for Drug Testing and the Procedure to be followed (GK 1140 in Government Gazette 31417 of 19 September 2008)
- vi) Regulations for Safety Measures at Public Schools (GK 1040 in Government Gazette 22754 of October 2001, as amended)
- vii) The Basic Education Laws Amendment Act of 2024 (hereinafter “BELA Act”)
- viii) Other applicable legislation

### 2. PURPOSE

Although the State remains obliged to make education available and accessible, this must be supplemented with the commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such commitment.

The purpose of this code of conduct is to establish a disciplined and purposeful school environment that is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement. Learners and their parents/guardians must familiarize themselves with the school's code of conduct and its provisions. Once learners are enrolled at the school/residence, they are subjected to the code of conduct, and must comply with it promptly.

If learners violate or disregard the code of conduct, action will be taken against them in accordance with the disciplinary procedure for learners.

In summary, the purpose of the code of conduct are as follows:

- 1) Creating a disciplined and purposeful school environment.
- 2) Commitment to the promotion and maintenance of a quality learning process.
- 3) Developing and living out the school values that can lead to success in life.



## 3. CORE VALUES FOR CODE OF CONDUCT ENDORSED BY LEARNERS

The core values pursued by the learners of Kalahari High School can be outlined as follow.

### 3.1) Respect

#### 3.1.1) **Respect for human rights:**

While learners are aware that they have certain human rights in terms of the Constitution, they recognize that other people have similar rights and they respect these rights. Learners especially recognize the human dignity and equality of all people and undertake to exercise their rights in such a way that other people are not harmed by their actions. Learners undertake to respect all fellow learners' differences in terms of culture and faith.

#### 3.1.2) **Respect for teachers, non-teaching staff and visitors:**

Learners respect the educators as adults and recognize that their training and experience benefit the learners. Therefore, learners commit to give their full cooperation to educators and non-teaching teaching staff in all reasonable assignments. Learners commit to always behave politely towards visitors and to always keep in mind the school's welfare. Visitors will always be treated with respect, kindness and courtesy. When an adult walks past a learner at any point, he/she must stand up out of courtesy. Learners will stand back at doorways to allow an adult to access first.

#### 3.1.3) **Respect for national and school symbols:**

Learners are obliged to show the prescribed respect when the School Anthem and National Anthem are played, sung or recited. Learners must respect the official national flag of South Africa as well as the school flag.

#### 3.1.4) **Respect for environment and facilities:**

Learners will value and respect the school buildings, classroom content and physical facilities made available to them. Learners undertake to make use of it in a responsible manner that is within their ability and to make a contribution to its maintenance. This includes encouraging their parents to pay school fees and support activities to expand physical facilities.

### 3.2) Integrity

Kalahari High School learner submits to the principles of integrity. Learners view integrity as honesty, transparency and justice. Learners know that integrity is knowing what is the right thing to do and undertaking to do it. Integrity includes clean language, incorruptibility and pure motives. Learners support these ethical codes.

### 3.3) Loyalty

Learners undertake to carry and promote the school's name with pride at all times. This includes wearing the school uniform with pride, performing during school hours and even after hours when the learners participate in extra-curricular activities. In whatever capacity a learner serves, he/she must still put the interests of the school first. Learners subscribe to this principle and will strive to preserve and strengthen the school's ethos at all times through their actions, also outside the school context.



## 3.4) Accountability

Learners accept the authority of the persons in charge of order and discipline in the school. They accept when they are called to account if they transgress. Learners endorse the appropriate sanctions as set in the school's disciplinary code.

## 4. CODE OF CONDUCT RULES

### 4.1) General rules

- 4.1.1) Learners will at all times behave as good ambassadors of the school and in accordance with the school's code of ethics.
- 4.1.2) While learners are dressed in the school uniform or any part of it sufficient to connect them with the school in the eyes of the public, or while learners represent the school, either directly or indirectly, whether as participants, supporters, helpers, spectators or otherwise, they will refrain from any behavior that could put the school, staff or their fellow students in a bad light.
- 4.1.3) In their interaction with the principal, deputy principal, educators and other school staff, learners must at all times show the necessary courtesy and respect and refrain from actions that amount to disrespect or rebellion.
- 4.1.4) In their interactions with each other, learners must exercise self-control as much as possible and show mutual respect and tolerance. In particular, learners must refrain from any behavior that aims to harm the physical, mental and moral well-being of any other learner, or that may give rise to it. Any sexual or improper physical contact between learners on the school grounds or any other place where they can be identified as learners of the school is strictly prohibited.
- 4.1.5) An educator of the school will have the same rights as a parent in terms of the control and discipline of the learner according to the code of conduct, both during the learner's school attendance and during any school activity.
- 4.1.6) Learners may not eat or drink in the classroom and hall.
- 4.1.7) Cell phone use during formal school activities is strictly prohibited. Calls may only be made in emergencies and with the permission of a staff member.
- 4.1.8) The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, drinks, other alcoholic substances or drugs during any school activity or when learners are dressed in school uniform is prohibited.
- 4.1.9) In the event of a reasonable suspicion that learners have committed a breach of this code of conduct or the laws of the country, the principal or an educator has the right to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or to search for other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Such learners' human dignity will be respected at all times, and therefore the search will take place privately, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 4.1.10) The principal or his delegate has power of attorney and is within the right to randomly administer a urine or other non-invasive test on a learner or group of learners where there is reasonable suspicion of the use of illegal drugs. If the result of the urine or other non-interventional test is positive, this will be considered a breach of this code of conduct. See point 8 for the disciplinary hearing period.
- 4.1.11) Any action that unfairly harms the administration, discipline or efficiency of the school will be considered a breach of this code of conduct.



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- 4.1.12) Conviction by a court of a criminal offense will be considered a breach of this code of conduct.
- 4.1.13) **Serious Misconduct-** Violations that may lead to suspension and/or expulsion include, but are not limited to:
- (i) physically assaulting a learner, employee, or other person related to the school, with the intention of causing serious bodily harm, or the imminent threat of doing such an act, on the school's premises or during any school activity, or in any circumstance which may reasonably be connected with the school;
  - (ii) any form of harassment, including sexual harassment of a learner, employee or other person related to the school, including via electronic and social media;
  - (iii) repeated offenses related to bullying, or imminent threat to commit such an act;
  - (iv) the illegal possession of a drug or drink;
  - (v) the repeated disruption of the school program, or the imminent threat of committing such an act;
  - (vi) serious offenses in connection with any test, examination or examination paper;
  - (vii) fraud;
  - (viii) robbery, theft or any other dishonest act to the detriment of someone else;
  - (ix) the possession of a dangerous object on school grounds, or during any school activity, or under any circumstance reasonably connected with the school;
  - (x) the possession or distribution of pornographic material;
  - (xi) engaging in sexual activity on school grounds or committing an act of sexual assault, or imminent threat to commit such an act;
  - (xii) murder and attempted murder;
  - (xiii) culpable homicide
  - (xiv) any sexual offence, including rape;
  - (xv) assault with intent to seriously injure;
  - (xvi) breaking into any premises with the intention of harming a person;
  - (xvii) any offense under any law relating to the unlawful possession of any addictive drug; or
  - (xviii) the transport or supply of addictive drugs at school and to learners, or the public participating in school functions.
  - (xix) any other serious act contemplated in Schedule 1 to the Criminal Procedure Act, which harms the constitutional rights of learners, employees, or other persons related to the school, e.g.:
    - Conduct that threatens the safety of others and that violates the rights of others
    - indecent behavior or swearing;
    - assuming or presenting a false identity;
    - any form of hate speech, sexism, racism or other anti-social behaviour;
    - unlawful conduct towards and/or vandalism, the destruction or damage of school property which would include the application of graffiti;
    - disrespect, offensive behavior and verbal abuse directed at educators or other school staff or learners;
    - repeated violations of school rules or this code of conduct.



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*\*Please note: Some of the Serious Misconduct offenses may require the principal or SGB Disciplinary Committee to contact the South African Police Service and inform them of the offense committed.*

## 4.2) Class rules

- 4.2.1) Each subject group will be expected to jointly draw up rules for their classes. The Subject Head will submit the rules to the Principal and School School Governing Body at the beginning of the year.
- 4.2.2) Class rules must be in writing and posted in the class and made available to all learners and their parents.
- 4.2.3) Learners must promptly and completely comply with the class rules as well as any oral instructions given by the class teacher or any member of staff, and which are reasonably necessary to carry out this code of conduct and/or to manage the school properly and professionally.
- 4.2.4) Any violation of the class rules will be considered a violation of this code of conduct and school rules.

## 4.3) Rules regarding appearance and school uniform

### 4.3.1) School uniform

- 4.3.1.1) The prescribed school uniform must be worn during school hours and other school activities as determined by the School Governing Body.
- 4.3.1.2) School uniform must always be clean and tidy. As far as undershirts are concerned, boys may only wear a solid-coloured, white undershirt which may not be visible under any circumstances. Collared shirts must be tucked in at all times.
- 4.3.1.3) No colored T-shirts may be worn under school clothes or even other sports clothes. (even though it doesn't stick out either)

### 4.3.2) Dress code

SCHOOL UNIFORM FOR GIRLS	
SUMMER TERM 1 AND 4	WINTER TERM 2 AND 3
Black school trousers (no decorations, ornaments or denims).	Black school trousers (no decorations, ornaments or no denims).
No skirts allowed.	No skirts allowed.
White school shirt, (top button tied) with school tie and a maroon school jumper, black school jacket.	White school shirt, (top button tied) with school tie and a maroon school jumper, black school jacket.
White short-sleeved school shirt or rolled-up sleeves may be worn without a school tie if a maroon pull-over is worn.	White short-sleeved school shirt or rolled-up sleeves may be worn without a school tie if a maroon pull-over is worn.
Matric girls will be allowed to wear black matric jackets with their names embroidered on the back.	Matric girls will be allowed to wear black matric jackets with their names embroidered on the back.
All first teams of all sports will be allowed to wear the first team jacket daily.	All first teams of all sports will be allowed to wear the first team jacket daily.
Black/ White school socks.	Black/White school socks.
No scarves and gloves.	Plain Maroon or Black scarves and/or gloves.



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Black school shoes (no slip-on's).	Black school shoes (no slip-on's).
No beanies.	Only Black or Maroon beanie. (Removed during classes)
Matric girls may wear yellow ribbons.	Matric girls may wear yellow ribbons.
No visible tattoos.	No visible tattoos.
The School Governing Body may, at its discretion, grant permission for the learner to wear civilian/ordinary dress on certain occasions. Such attire must be neat and decent.	
Only black wide-brimmed hat allowed (school badge).	
<b>SCHOOL UNIFORM FOR BOYS</b>	
<b>SUMMER TERM 1 AND 4</b>	
<b>OPTION 1</b>	<b>OPTION 2</b>
Long gray school trousers, (no narrowing of trouser legs).	Short gray school pants.
White school shirt.	White open neck school shirt.
Short grey school socks.	Long grey school socks.
Black/Grey belt (no decorations).	Black/Grey belt (no decorations).
Maroon pullover / Maroon school jersey / Black school jacket / 1st team Black Jacket.	Black school jacket/ Maroon school jersey, Maroon pullover/ 1st team Black Jacket.
Black school shoes (no slip-on's or sneakers), black leather shoes with laces are allowed.	Black school shoes (no slip-on's or sneakers) black leather shoes with laces are permissible.
No scarves.	Only Black or Maroon scarves (no features).
No beanies.	Only Black or Maroon beanie. (Removed during classes)
No visible tattoos	No visible tattoos
Only black wide-brimmed hat allowed (school badge).	Only black wide-brimmed hat allowed (school badge).

### 4.3.3) Hair

#### The following requirements apply to girls' hair:

- Hair color must appear natural at all times. No unnatural stripes are allowed.
- Hair that hangs over the collar must be tied.
- Only hair accessories (ribbons, combs and buns) that match the school's colors may be worn.
- Hair must be firmly tied and neatly presented.

#### The following requirements apply to boys' hair:

- Hair must be short and neatly cut. Fringe may not touch eyebrows.
- The area around the ears must be clean cut. Hair must not touch the ears when the hair is combed straight.
- When combing the hair, it must not touch the eyebrows.
- Sideburns can extend to the middle of the ear.
- Hair must not stand too far from the head. No strange hairstyles are allowed.
- Hair color must appear natural at all times. No unnatural stripes are allowed.





- No caps or beanies may be worn.

#### 4.3.4) **Jewels**

- Medic Alert bracelets or pendants only
- No jewelry such as rings, bracelets (elastic or leather) or chains are allowed.
- Only wristwatches are allowed
- The wearing of body jewelry such as nose, tongue, eyebrow jewelry is prohibited. Regarding earrings, girls may only wear one gold or silver button or standard gold or silver ring per ear and in the bottom hole if there is more than one.
- No pebbles of any kind are allowed.

#### 4.3.5) **Nails**

- No nails may protrude beyond the fingertips.
- No nail polish may be worn.

#### 4.3.6) **Makeup**

- No mascara, eyeliner or blush is allowed.

#### 4.3.7) **Culture and Sports**

- 4.3.7.1) First team jackets may be worn in school only if you are a member of such first team in the relevant year.
- 4.3.7.2) During all sports and cultural events, pupils (participants and spectators) must be dressed correctly in school uniform or "stepout" + sneakers with stockings (no patches). Teachers responsible for culture and other groups may make arrangements with learners regarding dress. This must be communicated to the principal.
- 4.3.7.3) All participants in matches or events must travel by bus as part of the group in the required uniform. Exceptions will only be made on the return trip unless otherwise arranged.
- 4.3.7.4) Participants may only drive to events with their parents' permission together with other students or parents with valid driver's licenses.

#### **4.4) Rules relating to sports and extracurricular activities**

*(also refer to Kalahari's Sports Policy)*

- 4.4.1) All learners who participate in the aforementioned activities will be loyal to the school and fellow participants. Participants must report on time and punctually to the place where the activity takes place or from where participants depart to the relevant place of participation.
- 4.4.2) Learners who have been chosen to represent the school in an activity can only be excused from attendance if a written excuse is handed to the head of sport or culture in advance. Unavoidable absence from an activity will only be excused if the head of sport or culture receives a written apology no later than three days after the end of the activity in question.
- 4.4.3) Learners who represent the school at sporting activities will at all times behave courteously towards, and comply with the decisions, directives and instructions of:
  - 4.4.3.1) The head of sport and the educator/ coach involved in the particular sport;



- 4.4.3.2) The referee or judge in respect of the activity in question; and  
4.4.3.3) The team captain.
- 4.4.4) Although it is accepted that learners who participate in sports activities do so with dedication and full effort, such learners must still demonstrate self-control and discipline. In particular, learners must refrain from any unsporting behaviour, foul or insulting language, involvement in fights or incidents, or any foul or improper play.
- 4.4.5) Spectators and supporters at sports and other extracurricular activities will ensure that their behavior and actions do not bring the name of the school into disrepute.
- 4.4.6) All learners who attend any school activity as spectators or supporters will, in addition to complying with the provisions of this code of conduct, refrain from disruptive, improper, rebellious, unnecessarily inflammatory or indecent behaviour. In particular, learners may not react negatively to the decisions of judges or referees.
- 4.4.7) Learners who attend any school activity as spectators or supporters will submit to any instructions and directions they receive before, during and after the activity in question from the Principal, any educator, member of the Learners' Council (RCL) , (role of EC) other school leaders, or parents appointed by the principal to help with the transport, supervision or control of learners who are transported to or from the activity in question, or attend it.
- 4.4.8) The above rules also apply to any participation in any other extracurricular activities other than sports, except where they obviously do not apply.
- 4.4.9) If a learner is absent the day of or before a competition, that learner will unfortunately not be able to participate in the competition. This applies to any informal / formal extracurricular involvement in which the learner participates.

## **4.5) Rules relating to school property**

- 4.5.1) School property includes the following:
- The land and buildings occupied by the school as well as any permanent attachment to such land and buildings.
  - All other property, including equipment, books, stock, motor vehicles and more, which the school owns, rents or stores, or for the damage or loss of which the school can be held legally liable.
- 4.5.2) Since the school was developed and set up for use by all learners who attend school, all learners are obliged to do everything in their power to preserve the school's property, so that it can be used for the benefit of all current and future learners of the school.
- 4.5.3) No learner may remove any school property from the school premises without the prior permission of the principal or an educator of the school.
- 4.5.4) Learners may not use, damage, deface, violate or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the place of any school activity, as well as any vehicle with which learners are transported and the property on it.
- 4.5.5) Learners may not damage, deface or destroy any school property. Any learner who intentionally misuses, damages or destroys any school property must replace it or pay for it. Destruction and/or damage to property is a punishable offence.





## **4.6) Rules regarding the representative council of learners (RCL and school leaders)** (read together with EC policy in order to gain background on the establishment of RCL and EC members)

- 4.6.1) The RCL and school leaders together with the staff of the school are responsible for general school discipline.
- 4.6.2) RCL members and other school leaders must bring offending learners to the staff of the school, after which line functions will follow.
- 4.6.3) All learners must obey any reasonable directive from a member of the RCL or another school leader, and must support and cooperate with the RCL and other school leaders in the proper performance of their duties.

## **4.7) Rules relating to school notices**

- 4.7.1) All learners are obliged to hand over to their parents all notices that the School Governing Body, principal or an educator of the school issues to learners for this purpose, and to promptly provide the class educator with any acknowledgment of receipt that the parents must complete.

## **4.8) Rules regarding schoolwork and homework**

- 4.8.1) There will be an orderly atmosphere in the classroom at all times. Learners may not disturb or hinder teaching.
- 4.8.2) Learners must fulfill class assignments promptly.
- 4.8.3) All learners will keep and update a homework book in accordance with the principal's or class teacher's instructions.
- 4.8.4) Learners must do the prescribed homework and submit it promptly to the relevant educator by the specified deadline. Failure to comply with this rule can only be excused if, on the day the homework should have been completed, the learner hands the educator a written note from his/her parents with an acceptable explanation for the failure.
- 4.8.5) All learners must do their prescribed schoolwork with diligence, conscientiousness and commitment in order to develop a continuous work ethic. Failure to comply with this rule, without an acceptable excuse, will be considered a breach of this rule.
- 4.8.6) Learners are obliged to make up any work they have missed as soon as possible.
- 4.8.7) Learners move quickly in a single row (girls in front and boys in the back) from one class to the next. Chatting in groups or locker room visits during class exchanges are not permitted.

## **4.9) Rules relating to tests and examinations**

- 4.9.1) All learners are obliged to submit to the tests and examinations assigned to them by the educators. Failure to comply with this rule will only be excused in exceptional cases, provided that the parents of the learner concerned hand over a complete and acceptable written explanation to the principal at the earliest possible opportunity.
- 4.9.2) Learners must refrain from any form of dishonesty when taking tests or examinations. complying with this rule, without an acceptable excuse, will be considered a breach of this rule.
- 4.9.3) When a learner has not attended the full school day, that learner will not be allowed to write a formal after-hours or afternoon test or examination. Only valid evidence of absence will give the learner access to the formal assessment room.



- 4.9.4) The same rule will apply to learners who are signed out. Access to formal assessments venue will only be given if valid proof of appointment has been submitted.
- 4.9.5) Learners who truants classes (bunks classes) during the course of the school day will also be denied access to the formal assessment room during test series, after-school assessments as well as afternoon examination sessions.

## **4.10) Rules relating to motor vehicles and motorcycles**

- 4.10.1) No learner will be allowed with a motor vehicle or motorcycle without any valid driver's license.
- 4.10.2) Valid permits can be purchased at the school. Vehicle permits are compulsory for all vehicles used on school premises
- 4.10.3) Learners will at all times observe the traffic rules on and around the school grounds.
- 4.10.4) All motor vehicles, motorcycles and bicycles parked at the bus shelter of the hostel is at your own risk. Accessed through the hostel gate.

## **4.11) Rules relating to punctuality**

- 4.11.1) Learners will arrive at the appointed time at the beginning of the school day and at the start of any other school activity. When learners are late, they must provide a written excuse from their parents. Learners who arrive late must first report to the office before going to their respective class.
- 4.11.2) Official school times are as follows
  - Monday to Friday: 07:30 to 14:10

## **4.12) Rules relating to absence from school**

- 4.12.1) An enrolled learner of the school is obliged to attend school at all times. It is the responsibility of the parent / legal guardian to ensure that each learner is at school for the entire duration of the school day. The SGB and the principal have the right to report parents / legal guardians of enrolled learners to the Education Department and Social Services if it is found that the learner is being kept from school or if the learner voluntarily withdraws himself/herself from school.
- 4.12.2) Learners may only be absent from school in exceptional cases, and then only with the written consent of the principal, or his/her representative if the principal is not available.
- 4.12.3) Absence from school without an acceptable excuse is considered truancy, which is strictly prohibited.
- 4.12.4) Any absence will only be excused if a letter from a registered medical practitioner is presented, except in the case of death or trauma in the learner's family or for another reason approved by the principal.
- 4.12.5) If no valid proof of absence is submitted, the school unfortunately cannot excuse the learner if informal / formal assessments are missed during the period of absence. This can lead to the learner having an incomplete School Based Assessment (SBA), which will mean that the learner may have to repeat the grade in question.
- 4.12.6) If a learner is absent for more than 20 days without a valid proof of absence, the learner unfortunately cannot qualify for promotion or progression to the next grade.



- 4.12.7) Please note that it is not the responsibility of the subject teacher, Departmental Head, Vice Principal and / or the principal of the school to pass on a learner who was absent without a valid proof of lost schoolwork. It is the learner's responsibility to catch up on schoolwork missed during a period of invalid absence and thereby avoid the implementation of the code of conduct regarding incomplete schoolwork. The expectation is that the lost schoolwork will be up to date by the time the learner reports to a relevant subject teacher's class.
- 4.12.8) It is expected that all learners are present at school for the full duration of the school day. Learners may only be signed out by parents and legal guardians as indicated on the school administration system. See point 8.3 for more information regarding the procedures and arrangements for signing out a learner.
- 4.12.9) When a learner has not attended the full school day, that learner will not be allowed to write a formal after school or afternoon test or examination. Only valid proof of absence will give the learner access to the formal assessment room.

## **4.13) Rules relating to the environment and site**

- 4.13.1) Learners have the right to a safe environment and school that is conducive to education.
- 4.13.2) Learners may not litter the school grounds or buildings.
- 4.13.3) Learners who are spectators or supporters at any school activity must use the site which they occupy neat and clean, they must ensure that all rubbish is cleared and placed in rubbish bins.
- 4.13.4) Learners must leave toilets clean.
- 4.13.5) Any action or omission by learners that causes or could potentially cause a health hazard for other learners must be avoided.
- 4.13.6) No slogans (graffiti), stickers, posters and similar things may be placed on any surface at the school without the permission of the principal.
- 4.13.7) Learners must comply with the reasonable instructions of the principal, any educator, member of the RCL or another school leader in relation to maintaining a clean and hygienic school environment.
- 4.13.8) No learner may be behind the swimming pool during breaks, in K2 outside of the changing rooms, at the sports ground, at the shooting range, in front of the Hotel School on the Primary School grounds or on the hostel grounds.

## **4.14) Rules regarding mobile phones and electronic devices**

- 4.14.1) No mobile phones or electronic devices are permitted for use during school hours - 07:30 to 14:10. Special permission for the use of a mobile phone will be granted at the discretion of the subject teacher or as required for curriculum purposes.
- 4.14.2) Examples of electronic devices are Ipods, Smart watches, portable speakers and headphones.
- 4.14.3) According to the POPIA legislation, taking photos and videos on school grounds of other minor learners without the written consent of their parents / legal guardians is an illegal action during school hours.
- 4.14.4) The sharing of any photo and video on social media of any learner, teacher, staff member or event that can be linked to the school, without the permission of the SGB and principal will be seen as a breach of the POPIA legislation and this code of conduct.
- 4.14.5) The use of the school's name, coat of arms and or slogan without permission from the HOD, SGB and Principal will be prosecuted in terms of applicable legislation.
- 4.14.6) Mobile phones and electronic devices that are visible in the class will be taken down and handed over to the responsible Disciplinary Head.



- 4.14.7) Mobile phones and electronic devices taken in class will be locked in the schools' safe for a maximum period of one term / 90 days or the learner can pay R 50.00 in the admin office. After the 90 days, the mobile phone and/or electronic device will be returned to the learner. The funds that come in will be used for goodwill projects.
- 4.14.8) No one, except the learner himself, is responsible for the loss/theft/damage/unauthorized use of his/her mobile phone. No instructional time will be used to investigate theft/damage of cell phones.

## 4.15) Exemption from provisions of the code of conduct

- 4.15.1) Learners can apply in writing to the School Governing Body on cultural, religious or medical grounds.
- 4.15.2) Total or partial exemption from one or more of the items contained in the code of conduct may be applied for in writing.
- 4.15.3) Such application must include full reasons and supporting evidence. The burden of proof therefore rests on the learner to substantiate the application for exemption.
- 4.15.4) Applications for exemption will only be considered at the beginning of each school year, unless urgency or changing circumstances can be argued.
- 4.15.5) In considering an application for exemption, the School Governing Body will be entitled to obtain any information it may deem necessary for a fair assessment of the application.
- 4.15.6) The school School Governing Body will consider the application for exemption with the necessary seriousness, objectivity and responsibility, and within the framework of the Constitution and court rulings, and inform the learner in writing of its decision.
- 4.15.7) In case of violation of any provision in this code of conduct or the school's residence rules, the prescribed disciplinary procedure will be followed.

*\*Note: Rules may be added or deleted as appropriate. This code of conduct will therefore be adapted from time to time by the principal, staff, RCL or the school School Governing Body to meet a need.*

## 5. DISCIPLINARY SANCTIONS

### 5.1) Category of misconduct

For the application of the code of conduct, misconduct is divided into four categories, namely 1,2,3,4. Repeated violations of a category and its intensity will determine the sanction.

### 5.2) Sanctions

Category	Sanction	Penalty points
Category 1	Verbal warning Complete the Penalty Points form SMS to parents (25 Points) Temporary seizure until the end of the day Detention by number of offences	5 to 25
Category 2	Written warning SMS to parents	50 to 75



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	Replacement or repair eg sanding off sofa Permanent confiscation eg cigarette lighter/cigarettes Temporary seizure for 90 days / R 200.00 fee (mobile phone) Detention	
Category 3	Written warning Final Written warning SMT level Interview with parents School Management Team (SMT) hearing Send letter home Behavior card	100
Category 4	Immediate removal from school Interview with parents  Professional counseling Approach Dept of Education for expulsion	300

## 6. APPLICATION OF PENALTIES

### 6.1) General

If a learner finds himself/herself guilty of any form of offense as prohibited by any law or internal school rules of Kalahari High School, the following procedure will, without exception, apply to everyone:

- Every learner will be treated fairly by the principal and/or deputy principal and/or teaching force and/or senior committee in dealing with violations.
- After 100 points, the Grade Head will call the parent/guardian.
- After 150 points, the learner and parent/guardian appear before the Deputy Principal. Parent/guardian and learner are informed that the learner must report for detention after another 50 points and that further action (depending on the offense) may be considered.
- After 200 points, the learner and parent/guardian appear before the senior disciplinary committee of the school (School Management Team). The learner must report for detention and if it is justified according to the disciplinary committee's judgement, the Deputy Head can issue a final written warning to a learner which must be signed by him/her and parent/guardian.
- If the total of 300 points is reached, the learner and parent/guardian appear before the Disciplinary Committee of the School School Governing Body. Then he/she will be given an appropriate punishment/sanction.
- All learners with penalty points start the new academic year with no points.

**\*Note:** *The points for serious offenses are conditionally suspended for the rest of their school career, but as soon as a similar serious offense with the same penalty point weight occurs again, the penalty points that the learner previously acquired come into effect again.*

### 6.2) List of offenses and penalty points

**\*Note:** Smaller offenses must be dealt with by the class/subject teacher himself/herself using his/her own initiative and punitive measures. Parents can be contacted by teachers themselves. However, records must be kept by the teacher.



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INFRINGEMENT	Rule	CATEGORIES	PENALTY POINTS
<b><u>Appearance</u></b> If learner's appearance is incorrect.	4.1.2 4.3.1 4.3.2 4.3.3 4.3.4 4..3.5 4.3.6 4.3.7	<b>1</b> Verbal warning Written warning SMS to parents Temporary seizure until the end of the day (jewellery, beanie etc)	5
<b><u>Late coming</u></b> If learner arrives at school/class late	4.11 4.2.3	<b>1</b> Verbal warning Written warning SMS to parents Detention	5
<b><u>Disobedience</u></b> General disobedience, e.g. not doing homework, not carrying out assignments, disobedient behaviour, negligence, talking during announcements, littering, forgetting textbooks/writing books, irresponsible driving of a vehicle or motorbike, entering before adults or not saying hello	3.1.2 4.1.1-4.1.12 4.5.4 4.8 4.10	<b>1</b> Verbal warning Written warning SMS to parents Temporary seizure until the end of the day Detention	10
<b><u>Poor behavior</u></b> General bad behavior such as spitting, swearing, disorderly conduct, noises in class, hugging/cuddling, rudeness, disrupting class, senior in junior bathrooms and otherwise	3.1.1 3.1.2 3.1.3 3.1.4 4.4.4 4.4.6 4.8	<b>1</b> Verbal warning Written warning SMS to parents	25
<b><u>Absence</u></b> Any form of truancy, (class/school)	4.2.3 4.12.1 4.12.2 4.12.3	<b>2</b> Written warning Final written warning SMS to parents Detention	50
<b><u>Mobile phone</u></b> May not be used or visible during class time. Not allowed in exam hall. (take in and hand in at office + 50 points)	4.1.7 4.14.1 4.14.2 4.14.3 4.14.4	<b>2</b> SMS to parents Detention Temporary seizure for a maximum of 90 days or R200.00 fine (mobile phone)	50
<b><u>Smoking</u></b> Smoking or being in possession of cigarettes/ cigarette lighter/ "hubbly pipe"/ Vape/ E-cigarette'	3.1.1 4.1.8 4.1.9	<b>2</b> Written warning Final Written Warning SMS to parents Detention Permanent seizure eg cigarettes, VAPE	50





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<p><b><u>Extremely poor behavior</u></b> Fighting, threatening, In bathrooms of the opposite sex, inappropriate behavior during school events</p>	<p>3.1 4.1.1 4.1.2 4.1.3 4.1.4 4.1.10 4.1.11 4.1.12 4.4.1 4.4.2 4.4.3 4.4.4 4.4.6 4.3.4 4.5.4 4.8.5 4.13.8</p>	<p><b>2</b> Written warning Final written warning SMS to parents Detention Removal from school pending disciplinary hearing</p>	<p>75</p>
<p><b><u>Vandalism</u></b> Any form of vandalism on school grounds</p>	<p>3.1.4 4.5.1 4.5.2 4.5.3 4.5.4 4.5.5</p>	<p><b>3</b> Written warning Final written warning SMS to parents Replacement or repair of property (eg sanding off sofa) Detention</p>	<p>75</p>
<p><b><u>Disrespectful/ Inappropriate</u></b> Lack of respect/Disrespectful/Inappropriate towards teacher or person in authority</p>	<p>3.1.2 4.1.1 4.1.2 4.1.12 4.4.3</p>	<p><b>2</b> Written warning Final Written Warning SMS to parents Detention</p>	<p>75</p>
<p><b><u>Dishonesty</u></b> Any form of dishonesty, non-compliance with exam rules/test rules. Driving without a valid driver's license, falsifying documents</p>	<p>3.1. 4.1.9 4.7.1 4.9.2</p>	<p><b>3</b> Final Written Warning Interview with parents SBS disciplinary hearing Removal from class/Exam venue Community service at school</p>	<p>100</p>
<p><b><u>Serious and other offences</u></b> Theft of any kind/ Being in possession of stolen goods Arson Attempt to use a weapon/ Possession of a weapon Other criminal offences Assault Snuff (Glue, Tippex etc.), Pornography (Possession, Distribution or Viewing) Sexual, Mental, Verbal harassment of</p>	<p>3.1 3.2. 4.1.4 4.1.9 4.1.12 4.4.3 4.4.5 4.4 4.9.2 4.10.2 4.13.5</p>	<p><b>4</b> Immediate removal from school Interview with parents  Professional counseling Approach Department of Education for expulsion Forfeiture of privileges, e.g. Matric farewell, Matric uitstap)</p>	<p>300</p>



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<p>teachers, learners or workers Threatens the safety of teachers, learners or workers Any offense that is considered serious by the Head, Deputy Head may fall under this. Intimidation, Victimization, Bullying, Racism Popia violation</p>			
<p>Possession/ Use of liquor, under the influence Drugs (Possession, Dealing, Use and under the influence, testing positive for use)</p>	<p>3.1 3.2. 4.1.2 4.1.8 4.1.9 4.1.10 4.1.11 4.1.12 4.4.3 4.4.6 4.9.2 4.10.2 4.13.5</p>	<p><b>4</b> Immediate removal from school Interview with parents  Professional counseling Approach Department of Education for expulsion Forfeiture of privileges, e.g. Matric farewell, Matric uitstap)</p>	<p>Refer to section 8.1 of Code of Conduct.  First offence 200  Repeat offence 300</p>

## 7. PROCEDURE WITH DISCIPLINARY HEARING

The procedure as outlined is for the hearing with the School's School Governing Body's Disciplinary Committee. The same procedure applies to the hearing with the School Management Team. The Chairman is in that case the Principal or any other member of the School Management Team delegated by the Principal.

### 7.1) Disciplinary hearing

- 7.1.1) The Deputy Principal for Discipline or Investigation officer draws up a charge sheet. The parents and learners receive written notice of the complaint, place, date and time of hearing. These arrangements are made in consultation with the disciplinary committee.
- 7.1.2) The notice must contain sufficient information about the date, place and nature of the alleged infringement/s.
- 7.1.3) The hearing must be scheduled to take place within a period of seven school days from when the notice and charge sheet are handed over.
- 7.1.4) The School Governing Body appoints the disciplinary committee. The Chairperson must be a member of the School Governing Body. The disciplinary committee will have the power to conduct and conclude the on behalf of the School Governing Body, as fully as if it had been conducted by the School Governing Body itself. They will be entitled to do everything that the School Governing Body may do under applicable legislation, which includes imposing and enforcing any punitive measure and recommending expulsion to the Department of Education.
- 7.1.5) The learner must be assisted by his/her parent(s) / legal guardian(s) or a person designated by the parents. In case of serious offense (e), the learner has the right to apply to be represented by a legal representative or other person designated by



the parent of the learner. Such an application must be addressed to the Chairperson of the Disciplinary Committee at least two school days before the start of the hearing. No other persons other than the above may attend the hearing on behalf of the accused learner.

- 7.1.6) When a learner has legal representation, the learner can shorten the disciplinary process by concluding a plea-and-sentence agreement with the Chairperson.
- 7.1.7) In addition to minor learners' right to testify through intermediaries as set out in Article 8 (7) (9) of the Schools Act, minor learners (either as accused or as witness) will also be entitled to be heard during the by their parents/guardian or an educator of their choice. However, a person assisting a learner will not be entitled to answer any questions on behalf of the learner.
- 7.1.8) Learners who are involved in disciplinary proceedings will also be entitled to support, advice and counseling by educators designated for that purpose by the Principal or the School Governing Body, provided that such educator may not assist at the unless the parents of the learner does not authorize the educator to do so.
- 7.1.9) If the learner and/or his/her parents/guardians and/or representative are absent despite proper notification, the hearing can continue in their absence.
- 7.1.10) The disciplinary hearing must be fair and just, and will take place according to the prescriptions of the applicable legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be given the opportunity to present their case, can put questions to witnesses, can call witnesses and can examine documents that relate to the case or present
- 7.1.11) The members of the disciplinary committee themselves will also be entitled to call witnesses, request additional witnesses or evidence, ask questions to witnesses or further investigate or have any aspect investigated that can promote fairness and justice.
- 7.1.12) After hearing the evidence, the committee makes a decision about the learner's guilt or innocence. For the purposes of this, or for the purposes of a decision on any dispute arising during the proceedings, the committee shall be entitled to adjourn for a reasonable period in order to consider its decision. Such consideration will take place behind closed doors and will only be attended by members of the committee.
- 7.1.13) If the learner is found guilty, the learner and the prosecutor will receive another opportunity to present evidence and/or make representations about mitigating or aggravating circumstances that the committee takes into account in order to impose a penalty. The learner has two (2) school days to appeal in writing to the Chairperson of the School Governing Body. (In the case of a School Governing Team hearing, the Appeal will also be addressed to the Chairperson of the School School Governing Body).

## 7.2) Judgment and penalty

- 7.2.1) In the event of a conviction, the decision of the disciplinary committee, which includes the sanction, must be conveyed in writing to the learner and his/her parents/guardians and the prosecutor within two school days at most.
- 7.2.2) The disciplinary committee will attempt to deliver a verdict after the hearing and, if possible, deliver a verbal sanction, which will then also be handed over in a handwritten disciplinary document. The formal written verdict and sanction will be handed over to the parent(s) / guardian(s) and/or learner by e-mail or hard copy.
- 7.2.3) Despite any conviction and punitive measure imposed by the School Governing Body/school management team, any interested party may refer any breach of the



code of conduct that may amount to a criminal offense to the South African Police Service (SAPS) for investigation.

## 7.3) Appeal

- 7.3.1) The school's Appeal procedure is a closed administrative process. No hearing will take place for the Appeal. (Only Appeal applications will be considered from persons who were in the hearing and / or persons who can be identified as parents / guardians on the school's Administrative System SA-SAMS)
- 7.3.2) If a learner is not satisfied with the outcome and/or process of the , he/she can submit an Appeal in writing with the parents/guardians or representative. The appeal must be addressed to the Chairperson of the School School Governing Body.
- 7.3.3) Appeal must be submitted in writing within two (2) school days after receiving the ruling of the (Verbal or Written).
- 7.3.4) The School Governing Body will set up and appoint an Appeal Committee. The Appeal committee will consist of a Chairperson, Secretary, an Ex Officio member of the Department of School Management team and one Deputy Principal. No member of the Appeal committee may have formed part of the Disciplinary Committee.
- 7.3.5) The Appeal Committee will meet within 48 hours of receiving the Appeal and study the Appeal documents together with the documentation and minutes of the .
- 7.3.6) Only the members of the Appeal committee may attend and inspect the proceedings.
- 7.3.7) After considering the Appeal document as well as the documents from the , the members of the Appeal committee will decide whether they respect or modify the decision of the Disciplinary Committee.
- 7.3.8) The Appeal Committee will notify the learner and his/her Parent/Guardian or Representative in writing of the outcome of the Appeal session within 48 hours of the decision. The result is sent electronically in the form of an e-mail to the parents / guardians. After that, the parents / guardians will come and collect the result as a hard copy from the office.

## 7.4) Suspension and Expulsion

- 7.4.1) A learner can be temporarily suspended by the school's disciplinary committee as a precautionary measure. This will take place if the safety of fellow learners or any member of staff is endangered by the learner's presence in the school. Not longer than a period of seven school days.
- 7.4.2) After completion of a , a learner who has been found guilty of serious misconduct may be suspended by the disciplinary committee, without the intervention of the Head of Department, as corrective measures, for a maximum of a further seven school days of school attendance.
- 7.4.3) The procedures relating to the expulsion of a learner must be strictly observed. If the disciplinary committee decides that the learner should be expelled from the school, the disciplinary committee must make a recommendation in this regard to the Department of Education within 72 hours (3 days). The learner will then be suspended for the maximum period of 14 school days. Prescribed documents must be submitted to the Department of Education.
- 7.4.4) Furthermore, legislation requires that the department of education must rectify or reject the recommendation for expulsion from the disciplinary committee within the maximum period of 14 days.



- 7.4.5) Take note that during the period where an answer from the Education Department is required, a learner may be suspended for a period of no longer than 14 days. After that, the school must take all reasonable precautions to give the learner access to education.

## 8. ADDITIONAL PROCEDURES AND ARRANGEMENTS

### 8.1) Procedure of a Positive Drug Test

*(Urine or other non-invasive test)*

- 8.1.1) If a learner tests positive for any prohibited drug, the learner is suspended for five school days by receiving a formal letter.
- 8.1.2) The parents / legal guardians are informed by telephone of the positive drug test as well as by formal writing that the learner received.
- 8.1.3) The learner receives 200 Penalty Points in line with this code of conduct.
- 8.1.4) The learner receives a written warning from the School Management Team which is in line with this code of conduct. (Valid 90 days / 3 Months / 1 Term).
- 8.1.5) The learner receives a referral letter to the counsellor/social worker of the school. The parents / legal guardians must complete the information page and return it to the school, when the learner returns from his/her suspension.
- 8.1.6) The learner must then attend four compulsory sessions with the counselor / social worker of the school. The sessions will start within 48 hours of the learner's return to school. The sessions will span a period of four weeks. That is, one compulsory session per week.
- 8.1.7) During the process of counseling / social intervention, the register and subject teachers will complete a daily report and submit the reports to the counselor / social worker of the school on a Friday.
- 8.1.8) After the four mandatory sessions with the counselor / social worker of the school, the learner is again tested for the prohibited drug by means of a urine or other non-invasive test. The parents / legal guardians of the learner will then be present during the test. The period from the initial positive test to the retesting of the learners will take place after a minimum of 28 days to a maximum of 35 days. It also creates the opportunity for fairness towards the learner, because if the learner has tested a prohibited drug and is not a regular user, the learner's drug test will be negative.
- 8.1.9) The counselor / social worker will then hand the Principal a report regarding the learner. The report will then be discussed with the parents / legal guardians after the retest for prohibited drugs.
- 8.1.10) If the learner tests positive again for the retest of prohibited drugs, the following procedure will be followed:
- The learner receives 300 penalty points.
  - The learner receives an SGB letter and Charge Sheet.
  - The learner is suspended for seven school days.
  - The SGB and possible Appeal process will take place during suspension of seven school days.
  - The counsellor's / social worker's report will form part of the as evidence regarding aggravating or mitigating circumstances, this will be decisive for the report. The counselor / social worker of the school may also be requested to testify in the hearing.



## 8.2) Procedures regarding South African Police Service school visits

- 8.2.1) When the school is visited and searched by the SAPS, grade groups are identified by the School Management Team or the SAPS.
- 8.2.2) The boys are searched by male SAPS members and vice versa for the girls of the school.
- 8.2.3) All visits are recorded as well as any illegal items or substances that are confiscated.
- 8.2.4) The SAPS also leads the School Management Team in respect of Disciplinary action against learners who exhibit Serious Misconduct.

## 8.3) Arrangements and sign out procedures of learners

The expectation is that a learner from Kalahari will demonstrate commitment to his/her school work by not making unnecessary use of the sign out procedure. Every learner in the school knows that he/she can only leave the school grounds between 07:30 and 14:10 with permission - even if a parent/guardian comes to pick him/her up from school. As the school takes responsibility for the safety of the learners, parents/guardians are requested to follow the sign out procedures promptly.

If a learner has to leave the school grounds, the following fixed procedures are followed:

- 8.3.1) A letter / request from the parent / legal guardian stating the date, time and reason why the learner must leave the site before 14:10 is mandatory at all times.
- 8.3.2) The learner hands in the letter to the office to receive a sign out form.
- 8.3.3) The learner must take the sign out form to their respective subject teachers according to their timetable for that day, so that the teachers can indicate in writing whether there are any formal assessments that need to be completed during the school day.
- 8.3.4) The learner brings the sign out form back to the office and it must be attached to the letter / request from the parents / legal guardians.
- 8.3.5) Learners must complete this process between 07:30 and 08:30, so that the letter / request can be submitted. All requests and letters are submitted to the office. (regardless of the time of day that learners will leave the premises).
- 8.3.6) The person in the office will hand over the complete request to the principal or his delegate for written permission by 08:30.
- 8.3.7) If written permission has been given by the principal or his delegate, the office staff will hand over a tear off slip to the learner which the learner can show to security as permission to leave the premises. (The time will be indicated when the learner may leave the school grounds)
- 8.3.8) A diligent and dedicated learner and their parents / legal guardians try wherever possible, to make no doctor's appointments, learner's license, driver's license or other appointments during school hours, so as not to miss work that has to be made up with difficulty later.
- 8.3.9) If the learner loses academic work due to signing out during school hours, it is the learner's responsibility to catch up on this work before the next school day.
- 8.3.10) No learner who sign out and later returns will be allowed to complete any formal assessment. If the learner submits valid proof of keeping the appointment during the check-out period to the office, the learner will be allowed to complete a formal assessment.
- 8.3.11) If permission for the withdrawal of a learner is not approved, the parent will be notified by telephone by the office staff.






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The SGB and the School Management Team can review and adjust the code of conduct of learners as necessary.

This code of conduct for learners will apply for the period 2025, 2026 and 2027.



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**HE Hoops**  
SGB Chairperson



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**S Noeth**  
Secretary



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**JL van den Heever**  
Principal



# HOËRSKOOL KALAHARI HIGH SCHOOL

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## Code of Conduct for Learners - Acknowledgment of Receipt

Parent 1 Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

Learner 1:

Name: \_\_\_\_\_

Learner 2:

Name: \_\_\_\_\_

Learner 3:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Learner Signature: \_\_\_\_\_

### **IMPORTANT**

- *By signing this page and returning it to the school, the Parent and Learner acknowledge that you have read the Code of Conduct for Learners and that you understand its content and are aware of the disciplinary processes of the school.*
- *Refusing to complete and sign the page does not exempt your child from the Code of Conduct for Learners. Because your child is an enrolled learner of the school, your child is subject to the application of the Code of Conduct for Learners.*

***\*\*\*Remove this page from the Code of Conduct for Learners and send back to school with your child and hand it in at his/her register teacher\*\****