

CODE OF CONDUCT

At Herbert Hurd we believe that each learner has the right to learn. Included in this is the right to make mistakes without feeling anxious, as mistakes often provide the best opportunities for progress. Each learner has the right to be taken seriously, and to hold his or her viewpoints and beliefs. Everyone has the right to feel secure within comfortable surroundings, without threat to personal safety.

In order to strive for this kind of environment, learners need to accept the following responsibilities:

- to listen to others.
- to accept responsibility and to obey authority figures.
- to be accountable for deeds.
- to care for themselves, their classroom and their school.
- to contribute to a positive learning environment by making an effort and giving of their best at all times.
- to show respect towards everyone in the school surroundings.
- to show others love and understanding.
- to respect other's religious beliefs and cultural values.
- to learn from their mistakes.
- to value everyone equally, regardless of their talents, gender or race
- to display good manners and courtesy.
- to think and make wise choices with regards to personal behaviour.

Considering these responsibilities, the following behaviour would transgress the expected standards:

- the display of aggression and violence towards others.
- the use of bad and abusive language and actions.
- defacing school property or anything at school that is the property of someone else.
- interfering with other's possessions.
- stealing.
- being in possession of alcohol, drugs, cigarettes, objectionable reading matter or video material.
- littering the school premises.
- treating others with selfishness and arrogance.
- arriving late for class, school or any school-related functions without reason.
- being absent from school or extra-mural activities without a letter of excuse.
- chewing gum or spitting.
- throwing hard objects.
- bullying others.
- being in possession of weapons or dangerous toys/objects which may cause physical harm or injury to others.
- sexual harassment.

Should learners contravene these expectations and not manage to behave within the bounds of what is reasonable, they will have disregarded their responsibilities. In this instance the school reserves the right to deal with the matter according to laid down procedures.

PARTICIPATION IN SCHOOL PROGRAMME

We encourage all our learners to adopt a positive attitude to all the spheres of the school programme as prescribed by the Education Department, unless the Education Department has granted exemption.

A learner is expected to produce a medical certificate for any exemption from a physical activity.

Pupils are expected to participate in physical activities, at school and in the broader community.

Whilst participation in an extra-mural or physical activity is voluntary, all learners must understand their obligations and responsibilities in respect of the activity. Exemption will only be given by the relevant authority on the production of a written apology.

Learners may not use the school's facilities and equipment, including those for sport, before or after school hours without the permission of the relevant authority. A teacher must be present at all times.

Learners are expected to attend school functions, including those held outside of school hours. They will only be excused if a note giving an adequate reason is brought to the Headmaster beforehand.

PROCEDURES

1. LEARNERS' PROCEDURES:

Telephone – May only be used before school, during breaks or after school unless written permission is granted by a teacher.

NO CELL PHONES or equipment of a similar nature are allowed at school. If found, they will be confiscated for the remainder of the term.

Lining-up - learners are to line up in single file without talking or misbehaving.

Walking in passages – all learners are to proceed through the passages in single file on the left without talking, running or misbehaving.

Toilets – learners may not be excused from a class, to go to the toilet, less than one hour after school has begun or after break time, unless a teacher deems it necessary. Only one learner may be absent from a class at one particular time.

School Premises – learners may not enter the school building before school or break times unless performing a duty or in the case of an emergency.

Bicycles – learners may not cycle their bicycles on the school premises and all bicycles must be locked in the bicycle shed at all times.

Tuck shop – learners should line up in straight lines while they wait to be served.

Punctuality – all learners should be at school on time. Learners arriving late should report to the office with an explanation for their being late. All gates will be locked at 07:45.

Rainy Days – all learners are to proceed to their classes before school. Pupils may not remain in the passages or toilets until school starts.

Dismissal and leaving school – learners are to leave their classrooms in an orderly fashion, in single file, without talking or misbehaving. All learners are to be collected from school within half an hour of the end of the school day unless they are to attend sport. All learners waiting for lifts are to wait in an orderly manner **inside the school grounds**.

Absenteeism – a note from the parent/guardian must be forwarded to the school on the day the learner returns.

Permission to leave school early – a note, addressed to the Headmaster, stating the reason must be sent to the school for the Headmaster's attention.

Emergency Drill procedures – follow the standard drill procedures as outlined.

2. PARENTS' PROCEDURES:

Contact with teachers:

- appointments have to be made with the teacher or the Headmaster.
- contact should be made after 14:00 or by the way of a note in the diary. The teacher will return the message and make contact.
- no contact can be made with the teacher during school time.
- **Parents may not go to the classroom or enter the classroom without the permission of the Headmaster.**

Dealing with problems:

- **first make an appointment with the teacher concerned before referring the matter to the Headmaster.**

Financial Transactions:

- send all money, i.e. cheques/cash, in an envelope with the learner's name, class, reason written clearly on the outside of the envelope. Money will be returned if this procedure is not followed.
- parents can pay money directly to the secretaries themselves.
- direct deposits, internet banking, debit orders and card facilities.

3. DISCIPLINE PROCEDURES:

The following procedures will be applied in relation to misbehaviour or contravention of the standard school procedures in the following areas:

Lines, passages and playground – Detention

Classroom:

- a) punishment – given at the teacher’s discretion (Demerit System).
- b) parent contact – telephonically, or in writing.
- c) Headmaster consultation – parents will be called in by the Headmaster if incorrect patterns still exist after a) and b) have been applied.

Excursions – exclusion from further excursions until satisfactory improvements in behaviour have been noted.

Extra-mural activities – non-attendance at practices will necessitate the learner to attend detention.

Repeated and severe behaviour problems – interview with Governing Body.

Severe anti-social problems – names to be forwarded to a teacher-counsellor or counseling group of teachers.

Disciplinary hearing with Governing Body.

Exclusion from school.

PROPERTY IN THE SCHOOL

Any property belonging to individual learners/teachers/parents is to be treated by others with respect and should not be interfered with. Whilst we will not be held responsible for loss or damage of any personal possessions we will endeavour to ensure their safety.

Learners are discouraged to bring personal effects to school e.g. watches, sports equipment. In the event of these being brought to school they are to be clearly marked.

School media i.e. library books, textbooks, music equipment or any other school property on loan to any learner becomes the sole responsibility of the user until personally returned to the teacher responsible.

No learners are allowed to use school property i.e. sports equipment, science laboratory, grounds equipment, school facilities, without the direct teacher authorization and teacher supervision.

COMPUTERS / IPADS

In the normal course of system maintenance the content of pupils' e-mail messages might be read by the teacher responsible for the computer system. In addition the school reserves the option to read e-mail messages when there is cause to believe that those messages might be used for illegal or unethical transmission of data. Limited e-mail messages are to be saved, as the school reserves the right to delete user mail boxes if disk storage space is limited.

Any unauthorized access to the set-up mode of the schools' computer system of individual terminals by a pupil, will result in the pupil being held responsible for any damage, including the costs to rectify the situation.

The computer laboratory is there to enhance education and help work related tasks. Pupils are prohibited from playing games without the authorization of a teacher. No software or diskettes may be brought from home and used in the computer laboratory, unless checked for viruses by a HHPS staff member.

To protect the school network from viruses, no person may install any software that has not been pre-approved by the teacher responsible for the computer system (IT Manager). If any such software is found, it will be erased immediately and the person responsible for installation will be held liable for any damages incurred.

Software piracy is strictly prohibited. Serious action will be taken against transgressors, as set out in the procedures.

PUNCTUALITY

Learners are to be at school at 07:40, at the latest.

Arriving late for class is not acceptable.

End of break bells should be strictly adhered to.

Parents and learners are expected to be punctual with regards to transport arrangements after school. Clear and precise arrangements are to be made, as pupils are not to loiter on and around the premises indeterminately after school hours.

Learners are to be punctual and adhere strictly to times set by their respective teachers for school functions.

OUT OF BOUNDS

The following areas are strictly out of bounds to learners unless under the supervision of a teacher:

1. School buildings:

- a) roof – this includes the main building, outbuildings and the building at the new fields.
- b) special rooms – these include the computer room, art room and audio-visual room.
- c) hall, stage and kit room.
- d) cleaner's room, equipment room and garages.
- e) corridors – no pupils are to be in the corridors before or after school and during break time.

This does not include the library passages if learners are using the media center.

2. Outdoor facilities:

- a) The Foundation Phase Jungle Gyms are out of bounds to all learners at second break and after school. They are, however, out of bounds to Grade 4 to Grade 7 learners at all times. Grade 3 learners may only use the Grade 3 Jungle Gym.
- b) pool – no learner may enter this area at any time unless supervised by a staff member. The filter rooms are out of bounds to all learners.
- c) tennis courts: out of bounds unless prior permission is obtained.
- d) cricket pitch and nets: out of bounds without teacher supervision.
- e) bicycle area – out of bounds unless collecting or leaving your own bicycle.
- f) Teachers' car park – totally out of bounds.

3. General:

No learner may:

- a. leave school during school time, even to fetch a ball – unless supervised by a teacher
- b. talk to people over gates and fences
- c. climb trees inside or around the school grounds
- d. climb, hang or swing on the school gates, fences or the hockey goals
- e. tamper with staff vehicles
- f. ride bicycles in the school grounds
- g. run up and down the embankments at the new fields. The steps are to be used.
- h. roller blade in the school grounds at any time.

DRESS CODE

All parents are to see to it that all learners adhere to the dress code as laid down in the Family Information Manual at all times. The school reserves the right to amend the dress code from time to time in consultation with the majority of the parents of the school.

TABLE 1: List of offences per grade of offence			
Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences

<ul style="list-style-type: none"> • littering • excessively noisy or unruly behavior before school, during change-overs, during breaks, and after school • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms • misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-school competition or league fixture • failure to: <ul style="list-style-type: none"> – submit an absentee note or exit notes by the stipulated deadlines – return a library book by the due date, or pay the fine for overdue book/s – attend an extra-mural activity's practice session without excusing himself – attend duty class – attend a 	<ul style="list-style-type: none"> • Vandalism • interfering with another person's possessions/ property without the owner's consent • damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent • racism: remarks/ insults • forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse • disrespect or insolence • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set in the exclusion room, or failure to report to the exclusion room, or failure to report to the subject teacher with this work/ punishment as stipulated) 	<ul style="list-style-type: none"> • possession of weapons that can cause physical injury (knives, etc). • entering the school premises while under the influence of alcohol/drugs • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • truancy from school or leaving school grounds without the necessary permission • taking part in any form of illegal strike action/meeting/ campaign on school premises • any learner who, in or outside of the buildings, or on or off the premises of the school, whilst under the control of the school authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school • violating the rights of other learners to receive education by disrupting classes, pre- 	<ul style="list-style-type: none"> • use of weapons that cause physical injury (knives, etc.) • possession and/ or use of a fire-arm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/injury to property of the school, staff members, fellow learners or any other person or body • rape, attempted rape or indecent assault • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/ meeting/campaign on school premises • any offence punishable under common law
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<ul style="list-style-type: none"> • compulsory activity as a spectator without submitting a written excuse letter prior to the event – attend • detention • continual interference with another learner which causes minor physical or mental discomfort • misconduct during detention • minor infringements of uniform regulations; wearing of printed T-shirts; an incorrect jersey or track-suit top as an outer garment; incorrect colour socks or belt; wearing of jewellery • failure to wear the correct full school uniform when in a public place, including the wearing of unauthorized items • failure to wear the correct sports kit for a match or practice • hitchhiking while in school uniform, formal or sport dress • disruptive behavior in class • spitting in public • failure to: <ul style="list-style-type: none"> – do classwork set and submit homework 	<ul style="list-style-type: none"> • fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention without prior submission of a written excuse or note • unacceptable hair styles, including bleaching or colouring • display of visible tattoos • using a cell phone as a means of communication during formal testing • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner • copying of computer exercises, projects or any other work intended for the year mark • truancy from any contact time • possession or use of fire crackers • failure to attend an extra-mural activity fixture or function as a participant or 	<ul style="list-style-type: none"> • venting other learners from attending classes, preventing teachers from providing teaching, or in any other manner • violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, the staff, the teacher, or fellow learners • reckless or negligent driving whether in school uniform or not, and whether on the school property or not • unreasonable repetition of a Grade 2 offence 	
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<ul style="list-style-type: none"> – bring the required text-books, notes, stationery or equipment to a lesson – hand work in on time • copying another learner's classwork or homework • defacing school property • reporting late for class, relief or to the exclusion room • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time • arriving late for school without an excuse note 	<p>official</p> <ul style="list-style-type: none"> • any action which brings the school's name into disrepute • possession of offensive material excluding pornographic material • tampering with safety and other equipment on school premises • unreasonable repetition of a Grade 1 offence 		
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TABLE 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively.

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

Grade 1: Offences		Recommended Corrective Sanctions
1.	Academic: Books/work materials left at home; homework – not done on time/copied.	Corrective actions/sanctions are carried out by the individual teacher and may include the following: <ul style="list-style-type: none"> ● Verbal reprimand; ● Written punishment; ● Detention at break; ● Subtracting marks (homework); ● Temporary confiscation until the end of school term (e.g. uniform, jewellery, cell phones, bags and cases); ● Removing graffiti from bags and cases at break; and ● Written notification
2.	Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to teachers/coach).	
3.	Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; unco-operative behavior; discourteous behavior/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/ chewing in class; littering and cell phone ringing	
4.	Dress code: Untidiness/unkept appearance; school dress code not followed	
Grade 2: Offences		Recommended Corrective Sanctions
1.	Plagiarism of any work or cheating/ attempted cheating in class test/ assignment.	Nought for test and warning letter.
2.	Damage to property/possession of other learners' property.	Repair/replacement, warning letter and Principal's detention.
3.	Defiance/disregarding of an authority figure's instructions.	Suspension from class, warning letter and Principal's detention.
4.	Detention – non-attendance.	Making up missed detention, warning letter and an information hearing.
5.	Disregarding test/examination procedures.	Warning letter and Principal's detention.
6.	Disruptive/unco-operative in class.	Identification of culprit/s and grade teacher to organize corrective measures.
7.	Disruptive behavior frustrating teaching and learning in the classroom.	Warning letter and detention.
8.	Repeated dress code infringements (including hair and personal grooming).	After three (3) warnings, Principal's detention.
9.	Fighting.	Warning letter and detention.
10.	Fire-crackers.	Warning letter and detention.
11.	Forgery, e.g. parent/guardian's signature.	Warning letter and detention.
12.	Gambling on or off school property.	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Information disciplinary hearing, special detention and professional counseling (All money to be confiscated).
13.	Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention.
14.	Late for School – three (3) days).	Phone call to parents and detention.
15.	Late arrival at school after 8:20am.	Phone call to parents and Principal's detention.

16.	Lying.	Warning letter and detention.
17.	Offensive material.	Warning letter and detention.
18.	Smoking – possession of cigarette/ holding cigarette/caught in the act on/ off school property.	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Formal disciplinary hearing, special detention and professional counseling (All cigarettes and lighters to be confiscated).
19.	Smoking – selling cigarettes on/off school property.	1 st offence: Information disciplinary hearing, warning letter and special detention. 2 nd offence: Formal disciplinary hearing, warning letter and special detention.
20.	Spitting.	Principal's detention.
21.	Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner.	Warning letter and detention.
22.	Substance abuse – possession/ sniffing of unauthorized substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention.
23.	Threatening assault/intimidation of a fellow learner.	Phone call to parents and warning letter and detention.
24.	Truancy – bunking a lesson.	Principal's detention.
25.	Truancy – bunking a day or part of a day.	Phone call to parents, warning letter and detention.
26.	Vandalism – defacing/damaging/ breaking school property.	Phone call to parents, warning letter and detention.
27.	Verbal abuse of a fellow learner.	Phone call to parents, repairs/payment of damages, warning letter and detention.
Grade 3: Offences		Recommended Corrective Sanctions
1.	Alcohol – possession at school or on a school outing/smelling of liquor/ under the influence at school or on school outing.	Disciplinary hearing, warning letter, community service and detention.
2.	Assault on a fellow learner (causing bodily harm).	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
3.	Bullying/intimidation.	Warning letter and community service and detention.
4.	Cheating/attempted cheating in examination/cycle test/portfolio work.	Nought and warning letter.
5.	Cheating/attempted cheating in final Grade 12 examination.	Implementation of official provincial procedures.
6.	Possession/distribution of test or examination material prior to test or examination being written.	Disciplinary hearing, nought for test/ exami- nation, warning letter, community service, detention/official provincial procedures for Grade 12.
7.	Ongoing disruptive behavior in class-room (frustrating school's educational programme).	Suspension from class/school, disciplinary hearing, warning letter, community service and detention.
8.	Disruptive behavior on school property or on school sponsored fixture/ outing/ trip/tour (frustrating school's educa- tional/extra-curricular programme).	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
9.	Engaging in a conspiracy to disrupt the proper functioning of school through collective action.	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
10.	Drugs – consumption not associated with school.	Interview with parents, professional intervention.
11.	Gangs – promoting formation forming of/associating with/furthering activities of school gangs/social groups.'	Suspension from school. Disciplinary hearing, warning letter and detention.

12.	Involving/attempting to involve outsiders in disputes between learners.	Disciplinary hearing, warning letter, community service and detention.
13.	Pornography – distribution at school.	Warning letter, community service and detention.
14.	Public decency.	Disciplinary hearing, warning letter, community service and detention.
15.	Racist conduct that defames a learner/teacher.	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
16.	Improper suggestions of a sexual nature.	Disciplinary hearing, warning letter, community service and detention.
17.	Sexual harassment of teacher/learner.	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
18.	Threatening to assault/intimidating a teacher.	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
19.	Verbal abuse of a teacher.	Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion.
Grade 4: Offences		Recommended Corrective Sanctions
1.	Alcohol – drinking/drunken at school or on school or on school outing.	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion.
2.	Alcohol – drinking in public.	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion.
3.	Assault on a learner causing serious bodily harm.	Suspension from school. Disciplinary hearing and expulsion.
4.	Assault on a teacher.	Suspension from school. Disciplinary hearing and expulsion.
5.	Bribery/attempted bribery of any person in respect of any test/ examination material.	Disciplinary hearing, warning letter, community service and detention/expulsion.
6.	Dangerous weapon or object, e.g. knife – possession at school.	Suspension from school. Disciplinary hearing appropriate punishment, e.g. community service, detention/expulsion.
7.	Dangerous weapon or object, e.g. firearm – possession at school/on school outing.	Suspension from school. Disciplinary hearing, appropriate punishment, e.g. expulsion.
8.	Drugs/illegal substances – possession at school/on school outing.	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
9.	Drugs/illegal substances – consumption/under the influence at school/on school property.	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counseling.
10.	Drugs/illegal substances – dealing ('pushing') at school/on school outing.	Suspension from school. Disciplinary hearing and expulsion.
11.	Forgery of any document or signature to the potential/actual prejudice of the school.	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion.
12.	Fraud (financial).	Suspension from school. Disciplinary hearing compensation, warning letter, community service and detention/ expulsion.
13.	Hostage-taking.	Suspension from school. Disciplinary hearing and expulsion.
14.	Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counseling/expulsion.
15.	Sexual assault/rape.	Suspension from school. Disciplinary hearing and expulsion.
16.	Theft/dishonest conduct to the prejudice of another person.	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion.

17.	Trading in test/examination material for personal monetary gain.	Disciplinary hearing, warning letter, community service, detention/expulsion.
18.	Vandalism – malicious damage to school/teacher’s property.	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion.