



**2021**

**HOËRSKOOLOVERKRUIN**



**CODE OF CONDUCT**



**CODE OF CONDUCT  
HOËRSKOOL OVERKRUIN  
(LEARNERS)**

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# **CODE OF CONDUCT**

## **PREFACE**

The code of conduct for Hoërskool Overkruin is prepared in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; South African Schools' Act, Law 84 of 1996; the Law on National Education Policy, Act 27 of 1996; Guidelines for Code of Conduct for learners (General Notice 76 in Gazette 18900 of 15 May 1998); the Regulation relating to devices for drug testing and procedure to be followed (GK 1140 in Gazette 31417 of 19 September 2008); Regulations for Safety Measures to Public Schools (GK 1040 in Gazette 22754 of October 2001, as amended) and applicable provincial legislation.

The code of conduct endorses and respects the democratic principles of freedom, equality and humanity as contained in the Constitution. It also promotes reconciliation, teaching, learning, mutual respect and establishing a culture of tolerance and peace in the school.

Although the State is obliged to provide education and training, it must be enhanced by the dedication and acceptance of responsibility by other role players in education – learners, educators and parents. This code of conduct stands supportive of this great task.

### **1. MISSION**

The mission of Hoërskool Overkruin is educational guidance and teaching which is geared towards the future and which will optimally realise the ideals of all learners.

Hoërskool Overkruin aspires to realise this mission by means of:

- Christian education within a national framework with emphasis on that which is valuable and conservative.
- Establishing and expanding a constructive disposition towards the school environment.
- Total commitment towards the entire school environment.
- Excellent standards of life and living.
- Optimal life fulfilment.

**Hoërskool Overkruin has a Christian character and strives for the values of:**

<b>RESPECT</b>	As I was created in the image of God, I shall at all times respect my fellow man and the environment.
<b>BALANCE</b>	I shall endeavour to utilize my God-given talents in all walks of life.
<b>LOYALTY</b>	I shall obey all school rules and regulations, as well as support and protect all fellow learners, traditions and activities of the school.
<b>INTEGRITY</b>	My word is my honour. I despise double standards. I shall accept full responsibility for my actions.
<b>EXCELLENCE</b>	I shall always give and do more than is expected of me.

I know that God gives me the daily strength to live my code of conduct. I am proud to be an Ovie. I look to the future.

## 2. INTRODUCTION

The code of conduct endorses the mission statement of the school.

The code of conduct serves as a guideline for learner behaviour. The behaviour of an Ovie can be measured by the way that he respects and honours this code of conduct.

It is expected of an enrolled learner of this school to make sure that he/she knows and understands the terms and conditions of this code of conduct. Furthermore, enrolment at this school implies that the learner and his/her parents/guardians accept the code of conduct and will follow it conscientiously. Should a learner treat this code with disdain, the necessary actions will be taken against him/her.

Educators at the school stand totally in place of parents of learners entrusted to their care and control during school hours and any school-related activity. Educators are entitled to control and discipline learners according to the Code of Conduct.

## 3. AIM AND OBJECTIVES

By this code of conduct, we want to:

- encourage positive discipline.
- cultivate self-discipline.
- establish exemplary behaviour.
- to bring a positive change in behaviour among learners.
- to promote a culture of learning and teaching.
- to send a value-driven adult into society.

**To succeed in our objectives, a true Ovie is expected to submit to the following:**

### 3.1 Human rights

An Ovie knows that he/she has human rights within the Constitution, but must acknowledge that fellow learners and educators have the same rights and that as such, they must be respected.

### 3.2 Being equipped/prepared

A responsible Ovie is well-equipped when he/she comes to school with:

- the necessary stationery.
- books and textbooks.
- diary and timetable.
- a school bag (canvas or leather) to protect the books.

An Ovie respects property. Don't bring valuable items, toys, I-pods, cameras or skateboards to school. Never leave a schoolbag outside the class/lockers (except where so specified) as it is your responsibility to look after it.

### 3.3 Respect for teachers, non-teaching personnel, visitors and fellow learners

Ovies respect teachers as their educators and promise their full co-operation in all reasonable assignments that they may receive. Learners must respect the educators as adults and acknowledge that their training and experience are to the advantage of the learners. Learners should at all times give full co-operation and be polite towards their educators.

Administrative personnel and grounds men contribute greatly to the efficiency of school organisation. As such, an Ovie is expected to hold these members of staff in esteem and treat them with respect. Visitors to the school like superintendents, businessmen and parents, care about our well-being and they too will be respected and treated courteously where necessary.

Learners have to display self-control, respect and tolerance towards each other in their daily interaction with their peers. Learners have to refrain from behaviour that is aimed at, or might result in, harming others physically, emotionally or the moral well-being of others. Learners must respect the law and the culture of others. Any sexual or inappropriate physical contact between learners at school, or any other place where learners might be identified as learners of the school, is strictly prohibited.

### **3.4 Appearance – Addendum A**

A loyal Ovie wears the school colours and uniform with pride. Each Ovie is an advertisement. Respect yourself and fellow Ovies.

- Adhere strictly to the rules for school wear and appearance.
- Be dressed correctly when he/she participates in sport or when he/she attends school activities to support the school and friends.
- While learners are dressed in their school uniform, or any part of the school's uniform that is of such nature that the learner might be associated with the school, or when learners are representing the school, directly or indirectly, whether as a supporter, participant, helper, spectator or otherwise, they will refrain from any behaviour that might put the school, staff members or fellow learners in a bad light.
- See Addendum A for Rules and Regulations for Appearance.

### **3.5 Absenteeism**

Integrity requires that:

- an Ovie is only absent for illness or for a serious matter.
- he/she present a letter, clearly stating the reason for absence, to the register teacher on the first day back at school.
- he/she submits a medical certificate for an absence of two or more days.
- he/she submits a valid medical certificate where absence occurred on a scheduled test day or examination, to ensure that no marks are lost.
- he/she takes care of lost work of his/her own accord.
- reason for absenteeism may be inquired.
- should a learner be absent for 10 consecutive days, without a medical certificate, he/she would be de-registered immediately and will have to re-apply for admission to this school.

A learner who is absent without plausible reason is guilty of playing truant.

### **3.6 Being late for school/assembly/class**

- When the bell rings at 07:20, learners move to the quadrangle for assembly.
- Learners who arrive early are not allowed to leave the school premises to go to the petrol station, mall or a friend's house.
- An Ovie respects his/her own time and that of others and therefore he/she is punctual.

- An Ovie who arrives late, must ensure that a letter has been written by his/her parent/guardian, which indicates the reason for being late. Learners have to report to the administrative office where a teacher will meet them.
- An Ovie who arrives late for school without a written reason, will receive 10 demerits.
- An Ovie moves swiftly from one class to the next. No dawdling will be allowed as all possible academic time must be utilised. When the 4 minute bell rings, an Ovie must already be in the next class.

Parents are requested to ensure that learners are punctual for school attendance.

### **3.7 Conduct during assembly**

A loyal and respectful Ovie is part of his/her grade and should line up with his/her class in the area designated to them.

- Hands out of the pockets.
- Look straight ahead and pay attention to what is said.
- No eating or drinking.
- No **cellular phones**, study material, homework or other distracting items will be allowed.
- Behaviour during assembly (in any venue) will be impeccable.

### **3.8 Academic matters**

A responsible Ovie honours all academic obligations.

- Obey the teacher's class rules.
- All homework must be done independently and meticulously.
- Assignments must be done punctually.
- Do not leave books, assignments or tasks at home.
- Do not be disruptive in class.
- A cellular phone must be switched off and stowed away.
- No eating or drinking is allowed in class.

#### **Plagiarism**

- All work completed by learners must be the learners' own work.
- If learners make use of other sources, they must add a list of references to give recognition to the author.
- If a learner fails in this regard and copies another author's work, he/she will not be credited for this work.
- The same rule applies if a third party completes a learner's work for him/her.

A loyal Ovie ensures that none of his/her conduct will be detrimental to the opportunity for education and acquiring knowledge.

### **3.9 Tidiness of the school premises**

An Ovie respects his/her environment and therefore keeps the school grounds and classrooms clean and neat.

- Take responsibility for the school premises.
- Do not litter.
- Keep classrooms neat and clean at all times.
- Learners may not play with balls between buildings near windows.

### 3.10 Prohibited areas

A responsible Ovie knows in which areas he/she is allowed to be and which not.

The following areas are prohibited:

- classrooms, temporary classes, metalwork classroom, corridors and stairwells.
- hockey fields, netball and tennis courts during break, class hours and before school.
- tuck shop between classes and during substitution.
- lockers after assembly and during classes.

### 3.11 Damage to property

An Ovie respects his/her own and the property of others.

- Treat all property with respect.
- Do not write on any surfaces – chairs, desks, walls or suitcases.
- No graffiti!
- Cover all textbooks neatly and take good care of them.
- If a student is convicted of malicious damage to property on the school ground, cost may be recovered from learner.

Learners and parents/guardians take responsibility for school property and also for the accidental damage to the property of others.

### 3.12 Use of language

An Ovie respects everybody by paying attention to the language he/she uses.

- Vulgar or foul language is unacceptable.
- Make it a habit to greet politely.

### 3.13 Leaving class and playing truant

An enthusiastic Ovie

- does what he/she has to do during break and therefore does not need to leave the class during a lesson.
- does not leave class on all kinds of pretexts.
- leaves class only when in possession of a pass.
- does not leave class without permission from the teacher.
- is not absent from a class.
- listens carefully when there is substitution ( a substitution class is provided as an academic period to do school work); knows the names of his/her substitution teachers and their class numbers and presents himself/herself when his/her teacher is absent.

An Ovie who falls ill at school, may only go to the sick bay and wait for a parent once permission has been given at the general office.

### 3.14 Cellular phones – Addendum C

As a courtesy to the school, no cellular phones may be used during school hours.

- During class and between periods cellular phones must be switched off and kept out of sight – NO phone in hand or on the lap.
- A cellphone should be switched off before assembly in the mornings. The cellphone should be switched off for the duration of the day. The cellphone is only allowed to be switched on after 14:00/Friday 13:30 each day.

Should this rule be disobeyed, the cellular phone will be confiscated and only be retrieved by paying a levy (See Addendum C).

### **3.15 Smoking/In the presence of smokers – Addendum B**

An Ovie with integrity proves his/her loyalty by:

- not smoking in school uniform, on the school premises or at school functions, neither in school uniform away from school nor in public.
- not bringing matches, lighters, cigarettes, e-cigarettes, hubblies or tobacco to school and thus not having tobacco in any form in his possession.
- not keeping company with smokers.

### **3.16 Signing out procedure**

A true Ovie knows that he/she may only leave the school premises with permission between 07:20 and 14:00/Friday 13:30 – even when a parent comes to fetch him/her. As the safety of a learner is the responsibility of the school, parents are requested to follow the proper signing out procedure.

Should an Ovie need to leave the school premises, the right procedure must be followed.

- Learner must present a signed letter from his/her parents. E-mails are accepted only if there is a telephone number so that the e-mail can be verified.
- The letter must be submitted to Mrs Ras in the office in register period.
- Learner must report at the office five minutes before the parent comes to fetch him/her.
- Parents personally sign out learner at Mrs Ras in the office.
- In the case where a learner leaves the school property using his/her own transport, a yellow letter must be obtained from Mrs Ras and handed in at the gate.
- A letter of permission from parents, if the learner could not be signed out by the parents themselves.
- Learners may not contact their parents to fetch them from school. The call can be made at Mrs Booysen at the office.
- **SICK ROOM:** If the learner is sick at school, he/she must sign in at Mrs Ras to go to the sick room. When the learner is picked up by the parent, the learner must be signed out at Mrs Ras.

A diligent Ovie tries, as far as possible, not to make doctors', driver's licence or other appointments during school hours, as to prevent missing important work. An Ovie receives a certificate for excellent school attendance if he/she attends school every day and never plays truant.

During school hours all Ovie's are the responsibility of the school. In the case of an injury during school hours, it must be reported immediately at the general office.

### **3.17 Honesty**

An Ovie with true grit is honest at all times and will not:

- forge signatures.
- give a false name.
- copy homework or portfolio assignments and present them as his/her own.



- be dishonest during tests or examinations.
- make a false declaration.

A true Ovie does not commit fraud. His/her loyalty will also compel him/her to provide information immediately that will ensure the safety of others or will ensure good order and discipline at school. Where necessary, the provision of such information can be done in camera (Act 50 of 2002) or in the form of a detailed letter which can be placed in the post box in the general office. All such information will be treated confidentially.

### **3.18 Procedure and school routine**

A committed Ovie knows that he/she:

- has to take out his/her books after entering the class, place his suitcase neatly and sit down after greeting the teacher.
- has to listen to announcements at assembly, before break and at the end of the school day.
- may only leave the class at the end of the day once announcements have been made and the bell rings at 14:00/Friday 13:30.

An Ovie does not participate in strikes, mass actions or initiation (Only the MLC is involved in initiation.) Such actions are absolutely prohibited by the Schools' Act to ensure the safety of all learners.

### **3.19 Communication with parents/guardians**

A concerned Ovie gives parents' circulars and any other communication from the school to his/her parent/guardian. In the case of a return slip, it is brought back to the register teacher as soon as possible, preferably the following day.

- Information is also available on the School Communicator and website ([www.overkruin.com](http://www.overkruin.com)).
- Three times a year a report providing academic progress is sent to the parent/guardian.
- Attached to the report is a printout of all credit and debit points.
- There are two parents' evenings.
- As information is also sent to parents/guardians via e-mails/sms messages, parents/guardians are requested to make sure that the school has the correct cellular phone numbers and e-mail addresses at all times. Should communication information change, the school must be informed immediately.

Ovie parents/guardians are invited to communicate any problem via the register teacher or the Grade Guardian.

### **3.20 Extramural activities**

A loyal Ovie honours the code of conduct at all times, even during activities after school hours and at other schools.

An Ovie supporting excellence is involved in a variety of school activities. Each sport academy and extramural activity has a written constitution which supports the code of conduct. A proud Ovie participating in any school activity, will support the constitution. An Ovie is always an ambassador of his/her school. His/her conduct inside and outside of class is testimony to his/her desire to be a part of the school and therefore he/she is polite, pleasant and respectful.

When a learner has joined an extra-mural activity, he/she will fulfil his/her obligations and carry out his/her responsibility in that activity until the end of the season/activity. Once he/she has signed up/registered for a sporting/cultural activity, he/she is committed to that activity for the remainder of the season.

### **3.21 Academic offences**

Such offences will be noted by the members of staff and also attached to the report:

- Homework repeatedly not done.
- Learning material not brought to class.
- Being late for class.
- Not adhering to due dates for portfolio assignments.
- Not attending extra classes.
- Not handing in signed tests or other documents.

The subject teacher is responsible for managing offences of academic nature. The subject teacher contacts the parent after 3 times of homework not done. The teacher may give remedial school work, break detentions or any other punishment. A parent will also be informed so that a problem can be addressed and solved.

### **3.22 General security**

- Learners may not bring any dangerous weapons to school.
- If a learner brings a tazer or pepper spray to school, the learner needs to log in at the administrative office in the morning and check it out at the end of the day.

## **4. SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION OR EXPULSION (By or on recommendation of the Governing Body)**

### **4.1 Schedule 1 and 2 Misconduct [In accordance with the Schools' Act (Act 84 of 1996 and General Notice 6903 of 2000) – Amended by GN 2591 of 2001]**

An Ovie with integrity should not be guilty of any of the offences mentioned below:

#### **SCHEDULE 1 (possible suspension)**

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:

- a. seriously threatens, disrupts or frustrates teaching or learning in a class;
- b. engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- c. insults the dignity of or defames any learner or any other person, which includes racist remarks and/or spreading rumours (gossiping)/hate speech/sexism;
- d. distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- e. cheats in a test or examination or any other form of assessment such as assignments;
- f. engages in any act of public indecency;
- g. sexually harasses another person;
- h. is found in possession of or distributes pornographic material;
- i. is under the influence or in the possession of alcohol;
- j. involved in fighting (less serious nature);
- k. being a spectator or bystander at a fight; or
- l. spreading negative rumours through any form of social media (e.g. WhatsApp, Facebook, YouTube etc.)

## **SCHEDULE 2 (possible expulsion)**

A learner will be guilty of serious misconduct if he or she:

- a. is found guilty of misconduct as contemplated in **Schedule 1** after having been found guilty of the same or similar misconduct on two previous occasions;
- b. fails to comply with a punishment of suspension (3 days) as a correctional measure; or
- c. intentionally and without just excuse:
  - i. forges any document or signature to the potential or actual prejudice of the school;
  - ii. trades in any test or examination question paper or in any test or examination material;
  - iii. attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
  - iv. engages in fraud;
  - v. engages in theft, or otherwise acts dishonestly to the prejudice of another person;
  - vi. is in possession of, consumes or tests positive for, or deals in any illegal substance (including synthetic drugs) or other harmful substance;
  - vii. is in possession of, or threatens someone with any dangerous weapon;
  - viii. assaults or threatens to assault another person;
  - ix. holds any person hostage;
  - x. murders any person;
  - xi. rapes any person, or engages in any sexual activity which amounts to an offence in law; or
  - xii. maliciously damages property.
  - xiii. bullies any other person (emotionally and physically);
  - xiv. victimizes and/or intimidates other learners;
  - xv. captures and/or distributes any negative incident on school premises via any social media (e.g. WhatsApp, Facebook, YouTube etc.) to the detriment of the school.

Should a learner be found guilty of a second degree offence, a temporary suspension of maximum 7 days will be used as punishment pending the result of the hearing by the Disciplinary Committee of the Governing Body.

The principal or the Governing Body may at any time institute additional domestic regulations.

### **4.2 Temporary suspension or permanent expulsion**

Serious contempt of the code of conduct may lead to a disciplinary hearing. The Disciplinary Committee, convened in accordance with the Schools' Act, is responsible for the hearing. The result of such a hearing can lead to temporary suspension of maximum 7 days, or the recommendation for permanent expulsion. Expulsion or the recommendation of permanent expulsion can be suspended for a maximum period of twelve months on the terms set by the Committee. The Disciplinary Committee can also sanction the rules as set in this disciplinary code.

Where a learner is found guilty of a criminal offence, the recommendation can be permanent expulsion.

Postponing disciplinary hearings is counter-productive and increases tension for both parties involved. This must be avoided by not indefinitely postponing the hearing.

During disciplinary hearings, learners who testify as witnesses and who fear intimidation will be allowed to testify in camera.

Should the **Schedule 1** offence be less serious (as determined by the principal), an internal disciplinary hearing can be held. The Internal Disciplinary Committee consists of the following persons: Principal, Head of Discipline, Grade Guardian/ Academic Head and a member of the Learner Council.

#### **4.3 Random search, seizure and drug testing**

Search and seizure is based on logic and sound mind. It is a procedure that occurs within the boundaries of an *in loco parentis* relationship between the educator and the learner. The emphasis falls on the indication of a drug problem, and learners who suffer from substance addiction should receive support in accordance with the system. The guidelines are aimed at creating a disciplined and goal-orientated school environment that is dedicated to the improvement and maintenance of the quality of the learning process.

The school principal or his/her delegated party may randomly search a group of learners only after fair and reasonable suspicion has been established. (Article 8A(2))

Drug testing will be done on a regular basis at the school.

## **5. ACTION TAKEN WHEN CODE OF CONDUCT IS CONTRAVENED**

### **DEBIT POINT SYSTEM**

An Ovie knows that unacceptable conduct has consequences. Disciplinary action is regarded as educational assistance and thus the well-being and benefit of the Ovies, the school and the community will be the main aim. It protects the different role players in our school community.

In order to identify the problem timeously, address it and monitor any improvement, it is crucial to keep records. At school this is done by the debit point system. Offences are recorded on a disciplinary slip and then consolidated. Debit points are cumulative and remain on record.

## DEBITS

POINTS	BEHAVIOUR
5	Do not return tear-off slip
5	Test/exam papers not signed
5	Books/stationary/tests/exam papers/portfolio file not in class.
5	Homework not done
5	Late for class without good reason
10	Late for school without good reason
10	Eat, drink, chew in class
10	Littering
10	Hiding away a suitcase or other articles
10	Disruptive behaviour (First offence)
10	Rules regarding appearance not adhered to. Valid each day.
20	Portfolio task not handed in – outstanding for more than one week. Subject teacher phones/sms parents after 3rd time
20	Disregarding class rules
20	Prohibited area
20	Being outside class without a pass
20	Disruptive behaviour (Second offence)
20	Cheeky with RCL
20	Cuddling (kissing, holding hands, hugging)
20	Talking/disruptive behaviour during assembly
40	Rude and unacceptable language, swearing or hurtful remarks
40	Being in presence of smokers
40	Disruptive behaviour (Third offence)
40	Lying
40	Disrespectful behaviour towards peers
40	Vandalism (of less serious nature) e.g. drawing on tables
40	Undermine teacher's/RCL's authority
60	In possession of smoking equipment. Teacher confiscates.
60	Bunking class, invigilation, hall and quad meetings/assemblies
60	Disrespectful behaviour towards teachers
60	Misbehaviour/misbehaving during sports or school activities
100	Truancy: entire school day
100	Refuse to hand in cellphone
100	Cheats in a test/examination/assignments

**TEMPORARY SUSPENSION takes effect immediately:  
Can only be approved by the principal.  
(Contact parents in all cases and give written notice)**

POINTS	BEHAVIOUR
	Every time a learner smokes. Learner is suspended for 3 days.
	Continuous disruptive behaviour (after meeting with parents). Learner is suspended for 3 days.
	300+ demerits – learner will be suspended for 3 days.
	300+ demerits in <b>term 4</b> , extra detention (no suspension in term 4)
<b>Additional action taken in regarding debits</b>	
	400+ demerits. Disciplinary hearing with SGB.

- a. When a learner has accumulated a 100 debit points, a written warning is issued by the Head of Discipline and the learner gets detention.
- b. When a learner has accumulated 200 debits, a written warning is issued by the Head of Discipline and the learner gets detention. Telephone or personal conversation with grade head and parents will take place.
- c. When a learner has reached 300 debits, the learner will be suspended for 3 days.
- d. When a learner has reached 300 debits in term 4, the learner gets an extra detention. (no suspension in term 4)
- e. When a learner has 400 debits, the learner and his parents are requested to arrange a disciplinary hearing with the SGB.
- f. After a hearing a learner may not accumulate more than 50 demerits. If a learner accumulates more than 50 demerits the sanction as imposed during the hearing, will be applied immediately.

**IN CASE OF TEMPORARY SUSPENSION, THE FOLLOWING RULES WILL BE IN PLACE FOR THE DURATION OF SUSPENSION:**

- The learner is not allowed to take part in any activities.
- The learner will receive zero for any tasks or test during that period.
- It is the learner's responsibility to see that all academic work is completed up to date.
- Should a learner be temporarily suspended during examinations, he/she will be allowed to complete the exam conditionally?

**Further explanation of possible punishments for offences (as determined by the Principal/Disciplinary Committee):**

- a. Detention, see addendum D.
- b. Community service during/after school.
- c. Maintenance of school grounds.
- d. Losing privileges like participating in school activities and functions (e.g. matric farewell, tours).  
If the learner has more than 200 demerits he/she will lose privileges.
- e. Schedule 2 offences result in an immediate hearing.
- f. Learners who don't honour the code of conduct, lose the privilege to be elected to the Learner Council of the School. (Schedule 1 or 2 offences or 100 debit points)
- g. Any other actions as determined by the people in authority.

h. For certain offences the following levies will be charged:

- Clothing like jerseys, scarves, beanies and socks incorrectly worn, as well as jewellery worn with the school uniform, will be impounded. Any of the above items can be redeemed for R10.
- Impounded items may, after payment of the money, be collected from the Head of Discipline on the first Friday afternoon after a waiting period of 7 days. The impound fee is non-refundable.
- Misuse of cellular phone: Levy R100. The levy must be paid at the financial office. Confiscated cellular phones can be collected from the Head of Discipline once the receipt is presented. Cellular phones may only be collected 24 hours after being confiscated at the **end** of the school day by the learner.

#### **SCHOOL ACTIVITIES/CAMPS/EXCURSIONS**

**Learners may not attend excursions/camps/school functions/matric farewell if:**

- 200+ demerits
- Temporary suspension throughout the year
- Schedule 1 and 2 offences
- Involved in any disciplinary hearing

#### **LEADERSHIP**

**NOTE that a learner will not qualify for the nomination list in the elections of the RCL if any of the following rules have been broken:**

- 100+ demerits
- Temporary suspension throughout the year
- Failing a grade
- Schedule 1 or 2 offences
- Involved in any disciplinary hearing



## 6. CREDIT POINTS FOR SCHOOL ACTIVITIES

A proud Ovie enjoys being part of the school and participates in all activities, and will thus be rewarded.

CREDIT POINTS		
ACTIVITY	INFORMATION	POINTS
<b>PARTICIPATION IN SPORT</b>	<b>Practice and matches</b>	
Cross Country (2 seasons)	10 practice/matches	25
Mountain Biking	20 practice/matches	50
	30 practice/matches	75
	40 practice/matches	100
Athletics (Pre and season), Swimming (Pre and season), Cricket (Summer and season), Rugby, Netball, Hockey, Softball, Soccer, Chess, Table Tennis, 7's Rugby, Golf, Equestrian, Tennis	5 practice/matches 10 practice/matches 15 practice/matches 20 practice/matches	25 50 75 100
First Aid	0-6 hours service 7-12 hours 13-18 hours 19 plus hours	5 10 15 20
<b>PARTICIPATION AT CULTURAL EVENTS</b>	<b>85% participation – practice and competitions</b>	
Revue, Drama, Ovie-Vibz, Sound Crew, Junior City Council, Verkyker Editorial Staff, ATKV Youth branch		100 25
Chior (2x per year) Oviemob		100 170
Public speaking, Van Huyssteens, Redenaars, Spelling Bee	Per round	5
Price giving: Arts Festival Maroon Silver Gold Gold – re-awarded		5 10 15 20
Ovie-kultivaria entry Cultural Evening participation		5 5
Mnr en Mej Ovie		50
<b>ACADEMIC</b>		
Average above 75%	Term 1, 2 and Year Mark	50
Academic Competitions  Provincial Expo	Olympiads, expo and bridge-building (Per round)	5  10

<b>BEHAVIOUR</b>		
Living with values	e.g. Integrity – reporting dishonesty	25
100% School Attendance	Term 1, 2 and 3 (7 days late, no reward)	25
No debit points	Per term	25
Service and Assistance	60 minutes plus	5
Support and Attendance	Culture/Sport	5

## Guidelines for rewards

Acknowledgement for participation in activities is done each term. Learners receive a reward.

- a. Term 1 - 200+ credits
- b. Term 2 - 400+ credits
- c. Term 3 - 600+ credits
- d. Term 4 – 750+ credits

Credit points are updated after each of the activities.

Learners will be rewarded for credit marks on the debit system. For every 50 credit points the learner has earned, he/she will receive 10 credits, that will be deducted from the demerit points against him/her.

## **ADDENDUM A**

### **RULES AND REGULATIONS FOR APPEARANCE**

Appearance is a continuous process. Therefore, it is required of learners to always, before and after school and especially in public, adhere to the appearance rules as set out in the Code of Conduct. The school reserves the right to whenever it deems necessary, inspect the appearance of any individual or group. This is to ensure that a standard of unity is maintained. Offences will be recorded. Appearance rules are applicable to all learners. These rules are also applicable when learners attend extra classes. No exception will be made.

#### **GENERAL RULES**

- Boys and girls should conform to the rules from the day the school term starts and it should not be necessary to address this issue.
- Clothing should always conform to the rules laid out in the school diary. The school uniform must be neat and clean at all times. Shoes must be clean.
- Rules apply throughout the year until the last school day of each term.
- Summer and winter wear may not be combined.
- Sweaters or windbreakers may not be worn instead of a jersey or blazer.
- ONLY the Ovie T-shirt, Ovie shorts or Ovie tracksuit may be worn to sports meetings or during practice.
- On Fridays, the first Team players are allowed to wear their first team blazers.
- No tongue or nose studs are allowed. No Elastoplast or something similar, may be stuck over earrings or other jewellery to cover it. If worn, the learner will have to remove it and it will be impounded.
- Tattoos may not be visible during the school day or at any school activities.

#### **GIRLS**

##### **SUMMER WEAR**

**\*Summer wear is compulsory from 1 September.**

- Blouse: Tailored light grey open collar, with school badge printed on the left pocket. The blouse may not be tucked in.
- No coloured camisole or underwear is allowed under school shirt.
- Skirt: Maroon, colour 45205. May not be more than 10 cm from the ground when learner kneels. The band of a girl's skirt may not be rolled up or removed to make the skirt appear shorter. Dresses may not be altered to make it narrower.
- Jersey: Maroon long-sleeved jersey with the words **Hoërskool Overkruin** embroidered on the left-hand side; and/or maroon pull-over.
- Jerseys may not be worn over the shoulders or tied around the body.
- The sleeves of the jersey may not be rolled up.
- The maroon pullover with the words **Hoërskool Overkruin** embroidered, in gold, may be worn. Matrics are allowed to wear the matric pullover, as prescribed by the school.
- Socks: Maroon socks. Socks must be folded down.
- Shoes: Black shoes with strap or the prescribed Buccaneer lace-up shoes. Built-up platform shoes are not allowed.

## WINTER WEAR

**\*Winter wear is compulsory from 15 May.**

- Shirt: Light grey long-sleeved shirt with school badge printed on the left pocket.
- Skirt, jersey and shoes: Same as the summer wear.
- Socks: Maroon stockings (Decitex 78) or maroon knee-highs. Stockings should be free of ladders, holes or tears.
- Tie: Maroon tie with school badge. Matrics are allowed to wear a matric tie, as prescribed and determined by the school.
- Blazer: Maroon blazer with school badge (colour 47250) – COMPULSORY.
- Trousers: Only the prescribed girls' trousers are allowed with NO belt. Trousers may only be worn in winter.
- Scarf: ONLY maroon prescribed school scarf.
- No blankets may be worn.

## SPORTSWEAR

The prescribed wear for all sports is set out on the Overkruin webpage.

## HAIR

- Hair must be clean and neat. Hair may not be bleached or coloured, thus changing the natural hair colour. This applies to extensions that must be the same colour as the natural hair colour.
- Hair touching the collar must be tied.
- Fringes that cover the eyebrows must be tied/clipped back securely. No wisps of hair are allowed in front of the ears; all hair/wisps must be tied.
- Only white, maroon, brown or black hair accessories may be worn (ribbons, combs, elastic bands). Clips must be the same colour as your hair. No bows, butterflies, flowers, diamanté or other hair accessories are allowed. Only white, maroon, brown or black bands not wider than 5cm may be worn.
- African hair may be braided in straight lines flat against the head; the remaining ends of the braids at the back of the head in the neck may not be longer than 2cm. No patterns of any kind are allowed.

**TAKE NOTE: Hair rule transgressions must be fixed in 2 (two) days.**

## JEWELLERY

- Jewellery such as rings, bracelets (elastic or leather) or chains are not allowed.
- Only ordinary gold or silver studs or plain earrings may be worn. The Overkruin earring may be worn.
- No gem stones of any kind will be allowed. No pearl earrings may be worn.
- Only **ONE** earring per ear is allowed in the bottom hole of the earlobe.
- Only wristwatches are allowed.
- Wearing of body jewellery (e.g. nose, tongue, eyebrow) is prohibited.
- All jewellery associated with religion is prohibited.

## NAILS

- Nails may not be longer than the fingertips.
- No nail polish may be worn.

## MAKE-UP

- No lip gloss, mascara, eyeliner, blusher or any other make-up is allowed.

**THESE RULES FOR HAIR, JEWELLERY, NAILS AND MAKE-UP APPLY TO ALL SCHOOL FUNCTIONS WHERE THE SCHOOL UNIFORM IS WORN.**

## **BOYS**

### **SUMMER WEAR**

**\*Summer wear is compulsory from 1 September.**

- Shirt: Light grey open-necked shirt with school badge on the left pocket.
- Pants: Grey shorts or pants, each with own belt (black or grey).
- Trousers: Trousers legs may not be widened or tapered to the bottom. Pants length may not be such that it cascades onto the front of the shoe, i.e. not more than one fold on the front of the shoe.
- Belt: ONLY leather or artificial leather (no belts made of fabric). Only black or grey belts are allowed. Fashion buckles or rivet belts are not allowed.
- Jersey: Maroon long-sleeved jersey or sleeveless jersey as for the girls.
- Jerseys may not be worn over the shoulders or tied around the body.
- The sleeves of the jersey may not be rolled up.
- The maroon pullover with the words **Hoërskool Overkruin** embroidered, in gold, may be worn. Matrics are allowed to wear the matric pullover, as prescribed by the school.
- Socks: Grey school socks with two maroon stripes at the top of the socks. Socks should be pulled up at all times when worn with short trousers.
- Shoes: Standard black lace-up shoes. No court shoes, boots or sneakers are allowed.
- Only white vests/T-shirts with a v-neck may be worn. The vest/T-shirt may under no circumstances be seen underneath the shirt.

### **WINTER WEAR**

**\*Winter wear is compulsory from 15 May.**

- Shirt: Light grey long-sleeved shirt as for the girls.
- Trousers: Light grey trousers.
- Jersey, shoes and socks: Same as the summer wear.
- Blazer: Maroon blazer with school badge (colour 47250) – COMPULSORY.
- Tie: Maroon tie with school badge. . Matrics are allowed to wear a matric tie, as prescribed and determined by the school.
- Scarf: ONLY maroon prescribed school scarf.
- No berets or beanies may be worn.

### **SPORTSWEAR**

The prescribed wear for all sports is set out on the Overkruin webpage.

### **HAIR**

- Hair must be neatly trimmed. The hair on top of the head may not be longer than 5cm.
- Hair may not be bleached or coloured, thus changing the natural hair colour.
- The hair must be trimmed short directly around the ears. Hair may not touch the ears when combed straight down.
- If hair is combed to the front over the forehead it may not cut the eyebrow.
- The hair at the back and side must be kept on the natural hair line.
- Hair may not be excessively spiky.

- No undercut is allowed.
- Sideburns may only reach the middle of the ear.
- Boys should be clean-shaven at all times. If the rule is not adhered to, the learner will be sent to shave.

**TAKE NOTE: Hair rule transgressions must be fixed in 2 (two) days.**

#### **JEWELLERY**

- Jewellery such as rings, earrings, bracelets or chains may not be worn.
- Wearing of body jewellery (e.g. nose, tongue, eyebrow) is prohibited.
- All jewellery associated with religion are prohibited.

**These rules for hair and jewellery apply to all school functions where the school uniform is worn.**

#### **OFFICIAL BLAZERS**

- Maroon blazer with badge.
- MLC: Maroon blazer with golden braid.
- Only officially awarded badges of Overkruin may be worn on the blazer. No other badges, medals or awards may be worn.

## **ADDENDUM B**

### **POLICY ON SMOKING REGULATIONS**

#### **The Hoërskool Overkruin**

- Acknowledges the law that prohibits smoking by children under the age 18, and acknowledges that all employees of the state and of the school, as well as learners and visitors have the right to work, study and do business in the cleanest/purest possible air.
- Expects that all employees, learners and visitors will honour the regulations on smoking and using tobacco (including e-cigarettes and hubblies) products at school.

#### **Areas where smoking is prohibited:**

- All the buildings, including foyers, corridors and stairwells, bathrooms and pavilions of Hoërskool Overkruin are regarded as smoke-free zones.
- Smoking by learners is under **no** circumstance allowed on any part of the school premises.

#### **Responsibility**

It is primarily the responsibility of the line management of the school to ensure that the policy with regard to smoking is adhered to.

Persons who refuse to honour this disciplinary code of the school will, where applicable, be subjected to the punishment as determined by the law.

Visitors who refuse to obey the policy will be denied access to the premises.

#### **Steps taken against learners smoking in school uniforms**

- Each time a learner is caught smoking in his/her school uniform, a temporary suspension will be enforced (see page 13).
- Learners caught in the presence of smokers will receive 40 debits.
- Learners who are in possession of smoking equipment (including e-cigarettes and hubblies) will receive 60 debits. The smoking equipment will be confiscated.

## **ADDENDUM C**

### **POLICY FOR CELLULAR PHONES**

There are two ways to view cellular phones in schools. This is also the case at Hoërskool Overkruin.

1. It is a crucial means of communication between learners and parents.
2. It is a vice which causes great problems for learners, the school and its staff.

#### **Regulations with regard to learner cellular phones:**

- a. Cellular phones are expensive and get lost easily. The school prefers that such an expensive item is left at home.
- b. Where it is crucial for learners to have their cellular phones with them, the following will apply:
  - Learners are responsible for their cellular phones at all times. Cellular phones may not be left where they can be removed or stolen. Cellular phones may not be left in suitcases or sports bags – with exemption of examinations and test.
  - Cellular phones **MUST** be switched off from 07:20-14:00/Friday 13:30:
    - assembly in the school hall;
    - assembly in the quadrangle;
    - classroom periods;
    - break time;
    - changing of classes;
    - test and examination sessions.
  - Cellular phones may not be used to circumvent school rules and regulations. When a learner must go home (for valid reasons only), the correct procedure must be followed. The learner must report to the Deputy Principal/Head of Discipline in order to get permission for parents to be contacted.
  - Should a learner not adhere to these regulations, the cellular phone will be confiscated and put into safekeeping. A levy of R100 must be paid at the financial office to retrieve the confiscated item.
  - The levy is only payable at the end of the day and the phone can only be collected at the end of the school day, OR the learner should attend detention before the phone will be returned/handed to the learner. (Detention is only on allocated Tuesdays)
  - Lesson time in classrooms is of utmost importance to the school and its members of staff, and therefore wasting time – especially with cellular phones – must be avoided at all costs.
  - These regulations for cellular phones apply also to CD players, MP3 players, I-pods, earphones and any other electronic equipment.
  - Recording of incidents is **PROHIBITED**. Uploading of incidents on Facebook, YouTube or any social media will be categorized as a Schedule 2 offence and handled accordingly.



## **ADDENDUM D**

### **DETENTION**

1. Detention sessions will be scheduled for learners who are guilty of academic and disciplinary misconduct. Learners who disrupt the learning environment in any way will be referred to such a detention session.
2. Detention will be given by the grade head / disciplinary head / deputy principal/ principal on the basis of information provided by teachers.
3. Learners are usually notified about the detention on Thursdays, which will then take place on the following **Tuesday from 14:15 to 16:15**.
4. The transgression of learners who did not attend detention is taken very seriously. Learners will receive a serious warning (internal disciplinary session) and the learner will have to be present at the detention session on the next **Tuesday from 14:15 to 16:15**. If your child missed the detention, the matter will be referred to the SGB immediately.
5. If a learner is absent, only a medical certificate will be accepted as an excuse and the detention session should be attended on the following **Tuesday**. If a medical certificate is not provided, it will be assumed that the detention session was played truant and the learner will have to be present at the detention session on the following Tuesday.
6. Parents have to adapt their transport arrangements in such a way that the learner attends the entire duration of the detention session.
7. Detention sessions cannot be postponed. Parents should not make appointments for licenses, doctors, extras classes etc. on that day. A learner is also not allowed to participate in cultural activities or sport during the detention time.
8. Learners have to assemble at the detention class (room 2, 3 and 4) at 14:10.
9. Learners have to be clothed neatly in school clothes.
10. The learners have to do homework/write out the school's Code of Conduct in the detention class, after which he/she may leave the room at 16:15.
11. No food, drinks or cellular phones may be taken into the room. Learners may also not talk during this session.
12. See the Code of Conduct for more information regarding 300+ demerits.

#### **Further explanation of possible detention sessions:**

**(as determined by the grade head/disciplinary head/deputy principal/principal)**

- 100+ debit points
- 200+ debit points
- Other reason (determined by principal and disciplinary head)
- Sanction as determined during hearing.

## **11. SIGNATURES**

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**MR R.J. FAGAN**  
**GOVERNING BODY CHAIRMAN**

**DATE: 2021-02-01**

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**MR P.J. NEL**  
**PRINCIPAL**

**DATE: 2021-02-01**

## **DECLARATION BY PARENT/GUARDIAN AND LEARNER**

**WE DECLARE:**

1. That we have read the Code of Conduct and understand the content.
2. That we have read the addendums and understand the content.
3. That we accept the Code of Conduct and shall adhere to it.
4. That we accept that action may be taken against the learner in accordance with the Code of Conduct.

SIGNED AT \_\_\_\_\_ (place) ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_ (month) IN THE YEAR 2021.

NAME and SURNAME OF LEARNER: \_\_\_\_\_ GRADE: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

SIGNATURE OF LEARNER: LEARNER: \_\_\_\_\_

*LOVE bears all things,  
believes all things,  
hopes all things,  
endures all things...  
(1 Corinthians 13:7)*

