

BREBNER HIGH SCHOOL

SUMMARY OF CODE OF CONDUCT

(NB: Always refer to full Code of Conduct (on website www.brebnerhigh.co.za) in case of any dispute)



Est. 1906

**MAGNA EST VERITAS
GREAT IS THE TRUTH**

CLASSROOMS

1. **No disruptive or distracting behaviour:**
 - a. Do not talk or make any noise while the teacher is talking or teaching.
 - b. Do not shout in class at all.
 - c. No swearing in class.
 - d. Do not talk out of turn.
 - e. No cell phone, Ipad or any music device at all, unless approved by the teacher.
 - f. Keep quiet when requested to do so.

LEARNERS

1. Must carry out all reasonable instructions given by any teacher, monitor or supervisor.
2. **Must do homework and/or read every day for at least 2 hours. (NB: Brebner learners have reading home work every day). If on rotation, must do 5 hours of school work on non-attending days.**
3. Must hand in assignments on time and keep SBA work as well as portfolios up to date.
4. Must study for tests and never cheat or talk during tests.
5. Must have the required textbooks, writing books and stationery.
6. Must move in and out of class in an orderly way **and not be late.**
7. Must not bunk classes or school.
8. No eating or chewing in any classroom.
9. Must be on time for class and not loiter in passages or walk around the school without permission.
10. Must produce a doctor's certificate or letter from parents if absent from class or school.
11. Must hand over any item the teacher or supervisor wants to confiscate (learner may write a grievance to the principal in case of disagreement.)
12. May not take pictures or videos or spread

- any incident related to the school or learners from the school on social media or any public platform. (POPI Act)
13. Must adhere to classroom, bus or any venues' specific rules.
14. Must do all reasonable punishment given by a teacher or supervisor.
15. May not touch another person's property or person without their permission.
16. May not give false identity.
17. May not falsify any documents or schoolwork.
18. Must get permission from the office to leave the school grounds during school hours.
19. Must have a letter of request from parents if school is left early.
20. May not in any way physically, sexually or verbally harm or abuse any person at the school or on social media.
21. May not refuse to be searched by a supervisor or teacher of the same gender.
22. May not sell any goods or do any other business on school grounds without permission of principal.
23. Will be removed from the school register if absent for more than 10 consecutive days without reason or documentation.
24. Must attend all practices and matches if chosen for a school activity.
25. May be searched or tested for alcohol and drugs at any time while at school or part of a school activity.
26. Must hand all letters and notices to parents when requested to do so.
27. Must attend all hall periods.
28. Must be clean and have good hygienic habits at all times.
29. Must be helpful and friendly to visitors at all times.

GENERAL SAFETY

1. No religious, cultural or racial intolerance.
2. No fighting, swearing, stealing, telling lies or immoral behaviour.
3. No weapons at school. (Knives, guns, sharp objects, etc.)
4. No smoking, using or possession of alcohol, tobacco or drugs during school hours or on school premises/in school uniform/ during school activities.
5. All forms of gambling are prohibited at school or any school activity.
6. No throwing of any projectile.

SCHOOL GROUNDS & PROPERTY

1. No vandalism of school property or equipment at all.
2. The grounds and buildings must be kept neat and tidy - no littering.
3. Everyone must keep toilets clean at all times.

UNIFORM

NB: Learners must wear the prescribed school uniform.

1. GIRLS

1.1 Summer

Open neck short sleeved white shirt with/without Brebner badge, Brebner skirt (Brebner blue with the 3 box pleats); white socks; plain black school shoes; Brebner jersey, Brebner High School blazer/jacket and Brebner High School Hoodie. School tracksuits may be worn. Grey flannel trousers may be worn. Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed. Headgear: ONLY the Brebner cap, visor or bucket hat allowed.

1.2 Winter

Long sleeved white shirt with/without Brebner badge; Brebner skirt (Brebner blue with the 3 box pleats); blue school slacks; grey Brebner

socks; navy blue ribbed tights may be worn as an alternative to socks; plain black school shoes; Brebner jersey, Brebner High School blazer/jacket and Brebner High School Hoodie. Wearing of ties are optional. Grey flannel trousers may be worn. Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed. Headgear: ONLY the Brebner cap, visor, bucket hat and beanie allowed.

2. BOYS

2.1 Summer

Open neck short sleeved white shirt with/without Brebner badge; long grey flannel trousers; grey Brebner socks; plain black school shoes; Brebner jersey, Brebner High School blazer/jacket and Brebner High School Hoodie. Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed. Headgear: ONLY the Brebner cap, visor or bucket hat allowed.

2.2 Winter

Long sleeved white shirt with/without Brebner badge; long grey flannel trousers; grey Brebner socks; plain black shoes; Brebner jersey, tracksuit top, Brebner High School blazer/jacket and Brebner High School Hoodie. Wearing of ties is optional. Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed. Headgear: ONLY the Brebner cap, visor, bucket hat and beanie allowed.

2.3 Grade 12 Learners

The SMT, in consultation with the Gr 12 learners and their parents, may introduce a specific uniform for the Gr 12 learners for that specific year. If any dispute about that specific uniform arises, then the "traditional" Brebner uniform must be worn.

2.4 If the school allows learners to come to school for any purpose or occasion in clothes that are not classified as the "school uniform" then:

2.4.1 The clothes worn may not be provocative.

Skirts and dresses may not be higher than 4 fingers above the knee.

2.4.2 No political imagery or offensive slogans May appear on clothes.

2.4.3 Tight fitting or revealing shorts and pants may not be worn. Girls may not wear revealing or low cut tops.

2.4.4 Acceptable underwear must be worn, underwear should not be visible.

GENERAL APPEARANCE

GENERAL

(The discretion of the principal or person acting in this capacity will be binding should any dispute arise regarding appearance).

NB:

Article 2 of the Code of Conduct is applicable to this clause.

1. All learners' uniforms, nails and shoes must be clean at the start of each day.
2. Make-up, long and/or painted nails will not be tolerated with school uniform. No decorative, colourful gel or acrylic nails will be allowed. Nails will be regarded as long if they extend beyond fingertips.
3. Chains and pendants may not be extravagant and not be excessive and only basic rings of significant importance may be worn.
4. The wearing of earrings will be permitted as follows:
 - a. Only one studded/sleeper earring per ear lobe may be worn. Studs should not be bigger than 2mm in diameter. Sleepers may not exceed 15mm in size. Gold and silver sleepers are allowed. Gold, silver, white pearl and white diamond studs are allowed. NO other shapes/designs.

- b. Strictly no facial or body piercing will be allowed apart from one hole per earlobe.
5. Hair must be kept neat and clean and no extravagant or unhealthy hair style will be permitted. The interpretation of "extravagant" and the conditions leading to an "unhealthy hair style" will be at the discretion of the principal. The following general guidelines are however given:
- a. No excessive "punk", "afro" or "spike" hairstyles.
 - b. No hair over the eyes at all.
 - c. Boys hair must be kept off their shirt collars. If hair exceeds 4cm in length, it must be plaited or tied in a ponytail or bun.
 - d. Beards are allowed, but must be kept neat. No goatees will be allowed.
 - e. If girls' hair protrudes over the neckline, then the hair must be tied up (navy blue, black or white hair ties only).
 - f. Hair extensions will be allowed, but must not be extravagant.
 - Curls - hair must be tied down at the base of the neck.
 - Straight hair - one ponytail at the base of the neck.
 - Braids - only braided from the front to back, 5mm in thickness, no beads at the end of the braid, but metal cuffs in gold or silver allowed, no loose ends at the end of the braid.
 - g. No learner may alter his/her natural hair colour without permission or have more than one colour present in the hairstyle.
 - h. Braided or plaited hair for girls must comply with the above regulations and must be neat with no loose ends.
 - i. Dreadlock hairstyles must meet the same requirements as braided hair.
6. Tattoos on any part of the body is discouraged and may not be visible.

SANCTION OR PUNISHMENT

1. An internal grievance procedure is in place and any learner can appeal in writing to the principal against any punishment or unfair treatment. This grievance must be handed to the secretary within 24 hours of the incident.
2. In the case of suspension parents may appeal in writing to the principal within five (5) days. This appeal must be personally handed to the school secretary or principal.
3. Methods of sanction include:
 - a. A verbal warning.
 - b. Demerit Notes or Referral to principal.
 - c. Awarding yellow cards.
 - d. Writing out.
 - e. Removal from classes.
 - f. Doing extra academic work.
 - g. Performing extra tasks or duties.
 - h. Sending home to fetch parents/guardians.
 - i. Attending SMT/SGB hearings.
 - j. Suspension or expulsion.
 - k. Confiscating cell phones or other offending devices for a period of time.
 - l. Compulsory counselling sessions

GENERAL

1. Any organized party, political activities or meetings or any other organised activity or meeting of any nature may only take place with the approval of the headmaster.
2. All exam rules/instructions must be followed.
3. No eating or chewing of gum in any classroom, passages, halls, library, computer centre, buses and toilets.
4. The selling of goods or services for personal gain on school and hostel grounds are not allowed without personal permission from the headmaster.
5. If any learner has an infectious disease

then it is the learner's responsibility to ensure that the health of other learners is not compromised.

6. Parents must pay school fees on time or apply for formal exemption.
7. **REMEMBER: "ALWAYS TREAT OTHERS AS YOU WOULD LIKE THEM TO TREAT YOU".**
8. Must carry out any corrective action as instructed by an authorized person.

EXAMINATIONS

1. Learners must check in which venue they are writing timeously.
2. Learners must be seated in venues by 08:00 for a morning paper and by 13:00 for an afternoon paper.
3. If there is a break before the paper starts, learners must return to the venue as soon as the break is over for the exam to start timeously.
4. Learners are not allowed to go to the bathroom during an exam, if provision was made for a break before the exam commence. In case of emergency, bring it to the attention of the invigilator.
5. No noise allowed in/around venues.
6. No cellphones/earphones may be used in venues.
7. No borrowing or lending is allowed during the exam.
8. No headgear is allowed in exam venues.
9. Learners must follow all instructions given by invigilators.
10. If a learner causes any unnecessary problems in a venue, he/she will be removed.
11. A learner who makes himself/herself guilty of an exam irregularity will be called to attend a disciplinary hearing.