

# ROOSEVELT HIGH SCHOOL

"As you sow, so shall you



## Five Pillars of Education

Empathy

Respect

Excellence

Commitment

Inclusion

## CODE OF CONDUCT 2026

## **VISION STATEMENT**

Our aim is to produce global, humane citizens who are able to reach their maximum potential on all levels, coupled with a life-long passion for learning and a sound self-worth enabling them to succeed in a fast paced and ever-changing world.

## **MISSION STATEMENT**

- ✓ We offer a holistic education, which produces global citizens through promotion of empathy, compassion, respect for diversity and for the environment.
- ✓ We pursue excellence, diligence and commitment in a supportive and disciplined environment.
- ✓ We encourage a life-long passion for learning and the confidence to make mistakes.
- ✓ We provide highly motivated educators who display leadership through example and who inspire our learners, empowering them to break through barriers to learning and assist them in realizing their full potential.

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# DEFINITIONS

## **CODE**

Means the Code of Conduct of a school (as acknowledged by all educators, parents and learners). This is a legal document drawn up in accordance with Section 8 of the South African Schools Act (SASA), Act 84 of 1996 amended by the Education Laws Amendment Act 31 of 2007.

## **DISCIPLINARY COMMITTEE**

Means a disciplinary committee appointed in terms of Circular 74/2007; appointed by the SGB upon the advice of the principal, comprises two persons who are members of the SGB or are nominated by the SGB and who do not have prior knowledge of any matter that may be in dispute.

## **MISCONDUCT**

Means the contravention of this Code of Conduct by a learner and includes the following:

Misconduct committed on the premises of a school, whether during or outside of school hours.

Misconduct committed during any school activity, irrespective of whether it is committed on or outside the school premises, and during or outside of school hours.

Any conduct committed in or out of school uniform and on or outside the school premises, which-

- brings the school and the school's name into disrepute.
- interferes with the governance, authority and proper administration of the school.
- interferes with the conditions necessary for any school activity.
- (subject to the reasonable exercise of the right to assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the Code of Conduct) is committed with the intention of preventing any person from exercising his or her rights, powers or duties as a member of the school community, or is committed in retaliation against such exercise, is prohibited by the Code of Conduct of the school.

## **PROSECUTOR**

Means the principal of the school, an educator or any person appointed by the school to present the case against a learner.

**REPRESENTATIVE**

Means a parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing.

**SCHOOL DAYS**

Means days of the week, excluding Saturdays, Sundays, public holidays and school holidays (unless otherwise arranged).

**SERIOUS MISCONDUCT**

Means misconduct as contained in Schedules 1 and 2 of the Code of Conduct.

**PROVISIONAL SUSPENSION**

Means a learner may be provisionally suspended by the Principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalised if, in the opinion of the Principal in consultation with the Head of Department, it is in the interests of the learner or educators and the school community. This is provided that the learner can continue with schoolwork under proper supervision.

**SUSPENSION**

- A learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension.
- A learner may not be entitled to participate in extra-curricular activities at the school.
- A learner may not be able to attend school for a period of time that may not exceed one week and “suspend” has the same meaning.

**DANGEROUS OBJECT**

- any explosive material or device (e.g. fire crackers).
- any firearm or gas weapon.
- any article, object or instrument which may be employed to cause bodily harm to a person, or to render a person temporarily paralysed or unconscious, or to cause damage to property (e.g. deodorant spray); or
- any object which the Minister in the Gazette declares to be a dangerous object for the purposes of these regulations.
- unless such objects are used for education purposes.

**HOD**

Means the Head of the Education Department in any province.

**ILLEGAL DRUG**

Means any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully.

**PUBLIC SCHOOL PREMISES**

Includes a building, structure, hall, office, convenience, land, enclosure, which is under the control of a public school, to which a member of the public has a right of access, or is usually admitted or to which he or she may be admitted.

**THE ACT**

Means the South African Schools Act, 1996 (Act 84 of 1996).

## PREAMBLE

The Code of Conduct and Discipline Policy provides guidelines to ensure that Roosevelt High School functions within a safe and disciplined environment. Disciplined behaviour is essential for the well-being of the School and the successful achievement of the School's objectives. The Code of Conduct and Discipline Policy functions on the school property, on a school outing/excursion off the property, when representing or being associated with the School and is applicable in/out of school hours and in/out of school uniform

**Enrolment at this school automatically constitutes acceptance of compliance with the CODE OF CONDUCT by the learner and other criteria which may be enforced from time to time during the operation of the school. No learner shall be exempted from the obligation to comply with the CODE OF CONDUCT.**

An educator has the same rights as a parent to control and discipline a learner according to the CODE OF CONDUCT during the time that such a learner is involved in school or in school-related activities.

## ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

### **APPLICATION TO SCHOOL GOVERNING BODY FOR DEVIATION FROM THE POLICIES OF THE SCHOOL AND THE LEARNER CODE OF CONDUCT**

In adherence to the principle of procedural fairness to a learner, the School Governing Body is prepared to consider a situation with regard to a learner who deviates from the standard school uniform and appearance, and any other reasonable request.

Religious practices, conduct or obligations, or other rights that relate to the core values and beliefs of a recognised religion or any other right that a parent or learner believes conflict with any rule contained in the Learner Code of Conduct or any other policy of the school will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- a) The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious rights of the learner. In case of a dress or a symbol that must be worn, the application must be accompanied by a letter from the Religious Leader of the parents and the learner.
- b) The application must be in writing and must identify the specific rule/s that is/are offensive to the learner's rights as contained in the Constitution of the Republic of South Africa.

- c) This application must include a reasonable interpretation of the rights that the parent/learner feels are offended, and a suggestion of how the rules may be supplemented by the School Governing Body, to accommodate such rights.
- d) The learner must provide written proof that she/he belong to a specific religion and that the religious practices, rules, and obligations that conflict with the school's Code of Conduct are his/her true beliefs and commitments.
- e) Religious conduct or practice must be lawful and not cause any undue disruption to the school educational process or any school activity.
- f) The School Governing Body must consider the application, and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- g) The School Governing Body reserves the right to consult with other experts/ knowledgeable people on the requested deviation.
- h) When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion or any legal right in terms of the Constitution, bearing in mind the restriction of rights in terms of the South African Schools Act and other legislation.
- i) Regarding a deviation for religious beliefs and it must be compulsory for the learner to comply with such beliefs.
- j) The deviation must specify the extent of the exception from the normal rules and must clearly identify the conduct that will be allowed, e.g., the growing of facial hair; or the wearing of a specific hairstyle or jewellery/adornment and the conditions under which such deviation will apply to the learner or any other rights concerning gender identity etc.
- k) Cultural rights will be considered and if they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable emotional distress to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural tradition. The learner must convince the School Governing Body that his/her cultural rights can be exercised only through permanent intervention.
- l) Any request for a deviation from the Code of Conduct based on cultural rights must be in writing.

- m) Friday detention -The school makes provision for learners who must attend mosque. The child attends mosque and comes back straight after mosque to finish his/her detention. Detention is 3 hours and all learners must sit the full session. Missed detention will be caught up the following Wednesday.
- n) The SGB shall consider the application for exemption from any other provision of the Code and any other policy by any learner/parent that has been received in writing, with the necessary earnestness and responsibility, and within the framework of the Constitution, legislation and court judgements, and will inform the learner/parents of its decision in writing within 14 school days.

Parents are kindly invited to apply in writing with reasons for an exemption from the school's code of conduct with regard to the matter.

In the application, parents are requested to indicate the grounds and reasons for the exemption with applicable documentary proof and must also be prepared to attend a meeting with the governing body or a governing body committee if so requested, in order to discuss and further elucidate the reasons for the exemption to enable the governing body to make an informed decision on the matter.

## THE RESPONSIBILITIES OF LEARNERS

- a) Education within the school context can only be successful if each learner is committed to self-development and learning. Learners have the responsibility to develop their full potential in the academic, sporting, cultural, social, and spiritual spheres.
- b) Learners have an obligation to attend school regularly. Should a learner be absent from school his/her parent/legal guardian must notify the school **in writing** to explain the absence.
- c) Learners must commit themselves to doing their schoolwork during classes, to complete assigned homework, and to catch up on work missed because of absence. **Disruption of classes and the school is unacceptable.**
- d) Learners are expected to know and to conform to school and classroom rules. Ignorance of the rules is not an acceptable excuse for incorrect behaviour.
- e) Learners are expected to interact with their educators in a relationship based on **mutual respect**.
- f) Each learner is expected to display respect for the convictions and cultural traditions of others.
- g) Each learner is expected to contribute positively towards the establishment of a climate of reconciliation and tolerance within the school. BULLYING in any form will not be tolerated.
- h) Freedom of expression may not in any way disrupt the running of the school or negatively impact the rights of others. Insubordination, vulgarity, insults, and 'hate speech' do not in any way constitute protected speech.
- i) Learners should at all times have all prescribed textbooks and stationery.
- q) NO learner may sell anything on school premises without written permission. If a learner is caught selling, they will be fined as determined by the school.
- j) Learners must seek and negotiate non-violent solutions to conflict and differences.
- k) It is the obligation of every learner to use with care and protect all the school's facilities and equipment so that other learners are not disadvantaged in any way.

# SCHOOL RULES

- a) Learners are expected to have ALL prescribed Learning Support Materials and set a good example concerning behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will bring discredit upon themselves, their family, or our school.
- b) Learners are expected to behave in a courteous and considerate manner towards each other, the RCL, all members of staff and visitors to the school. All reasonable instructions given by staff members and RCL are to be carried out promptly and willingly.
- c) Learners are expected to arrive at school on time and to be punctual for assemblies, each class, including the registration period. On arrival at school learners are required to enter the school premises immediately. No loitering around the school is allowed before or after school.
- d) Learners may not absent themselves from school, individual lessons or substitution classes without a valid reason.
- e) Learners are expected to obey all classroom rules established by their educators so that a climate conducive to teaching and learning can prevail throughout the school.
- f) The highest standards of good behaviour and sportsmanship are expected of the members of all sports teams. Only in this way can they be good ambassadors for our school.
- g) Learners are expected to abide by the rules governing their appearance at all times. Only learners who are dressed in correct school uniform and are well-mannered can convey a positive image of themselves and our school.
- h) Learners are to assist in keeping the buildings and grounds neat and clean by not dropping litter at breaks. All litter is to be deposited in the refuse bins provided. Learners transgressing this rule will be punished as they are causing a health hazard to others.
- i) During all formal school activities, learners are required to communicate in English as this is the medium of instruction at Roosevelt High School.
- j) Remarks and behaviour calculated to offend other races, cultural or ethnic groups are unacceptable. Foul language and uncouth behaviour will not be tolerated.
- k) Learners may not engage in any form of sexual harassment of their educators or peers.

- l) Smoking (this includes cigarettes, vapes, and nicotine patches) and the consumption of alcohol are banned on any occasion linked directly or indirectly to the School. This rule applies whether the learners are in school uniform or in civvies. To be in the company of a learner, breaking this rule will be considered an offence. The school building is a non-smoking area.
- m) Possession of narcotic substances at school is a criminal offence and learners who bring drugs to school will be handed over to the relevant authorities/police.
- n) Learners are expected to respect the property of the school, educators and peers at all times and not to deface or damage it. Learners caught vandalising property will be held responsible for all damage done.
- o) No learner is allowed to tamper with ANY electronic equipment e.g. cameras, sound and lighting equipment etc. in or around the school.
- p) No forms of dishonest or fraudulent behaviour will be tolerated. The school is prepared to call in the police to investigate instances of theft and fraud.
- r) Threats and intimidation, together with any form of verbal or physical abuse by learners of staff members or fellow learners, will not be tolerated. Bullying and any forms of initiation are unacceptable both during and after school hours.
- s) No learner may be in the possession of a firearm or any other dangerous weapon or any object which may be regarded as such.
- t) Learners are not to socialise or communicate with any staff member/ sports coach via electronic/ social media. The formation of any social media group that may bring the name of the school into disrepute is also expressly forbidden.
- q) Learners are not permitted to share any videos of themselves or other learners in school uniform on social media platforms.
- r) Learners must always carry their timetables with them. Failure to do so will result in a Friday afternoon detention.

# GENERAL SCHOOL RULES

## Courtesy

- a) Male staff members are to be referred to by surname, e.g. Mr Barnard, or as 'Sir'.
- b) Female staff members are to be referred to by surname, e.g. Ms Smith, or as 'Ma'am'.
- c) Learners are expected to greet staff members or visitors who pass them on the corridors.
- d) Learners are expected to show respect when a member of staff enters a classroom / passes on the corridor or is at the sports fields and to respond appropriately by greeting.

## Classroom Rules

- a) Learners must sit at the desks allocated to them by the educator and not move to other desks without the educator's permission.
- b) No bad language may be used i.e. swearing, offensive remarks or any verbal bullying.
- c) No walking around the classroom without the educator's permission is allowed.
- d) No gum, sweets, ices, cool drinks or foodstuffs are allowed to be consumed inside the classroom.
- e) No littering on the floor or under the desks.
- f) No defiance of the educator's instructions.
- g) No talking while teaching is in progress.
- h) No graffiti on desks/walls. Learners caught for this offence will be responsible for rectifying the matter.

## Out Of Bounds

- a) The staff room, main foyer and executive offices are out of bounds to learners at all times during the school day, except when they have been called into these areas by a member of staff for a specific purpose.
- b) Classrooms and the corridors, as well as the areas in staircases, are out of bounds during break and before/after school unless an educator is present.
- c) The old hall, the Big Blue Barn, the Pavilion area, Tennis courts and the staff flats are out of bounds unless an educator is present.
- d) All staff parking areas are out of bounds during the school day.

- e) The tuck shop, toilets, staircases, lockers and corridors are out of bounds during lessons.
- f) Senior learners are not to use the main field before school and at break, as it is for junior learners only.

## Movement Along The Corridors

- a) During the change of periods learners are to keep left along the corridors and on the stairways.
- b) Movement between classes must take place quickly, with learners proceeding to their next class without delay. No congregating on staircases or corridors will be permitted, as this will congest the flow of learners and delay arrival to class.
- c) When moving through corridors, office staircases go up, and CAT Lab staircases go down"
- d) Learners must move in a SINGLE FILE and KEEP left on corridors and staircases. **No excessive noise during this time.**
- e) No objects whatsoever may be thrown from the top corridors to the terraces below.
- f) The staircase from the admin block

## Leaving Classrooms During Lessons

- a) Learners may leave a classroom while a lesson is in progress ONLY if it is a matter of urgency.
- b) Learners are not to be in the Reception Office during school hours unless they are ill or need to be signed out or have been instructed to report to the Reception Office by a member of staff. Such a learner needs to report to the Grade Manager before proceeding to the office.
- c) No learner may leave a class to use bathroom facilities unless the educator has given them a bathroom slip.

## Absence From School

- a) Doctor's appointments or specialists' appointments or learner/driver's licence bookings may not be made during school hours unless no other arrangement is possible. In this event, the school has to be informed timeously in writing.
- b) Under no circumstances should holiday arrangements conflict with term times.
- c) When a learner is away from school, a note giving the reason for the absence must be handed in to the Grade Manager as soon as the learner returns to school. Forgery of any kind will be considered a serious misdemeanour and punished accordingly.

- d) Persistent truancy is a serious offence and will lead to a learner being deregistered.
- e) Any learner who has been absent from school for 15 consecutive days without a valid reason will be de-registered and deleted from the administration system as per the GDE's Regulation on Learner Attendance.

## Arriving Late / Leaving School Early

- a) Should a learner need to depart early, authorisation has to be obtained from the Grade Manager.
  - Report to the Grade Manager and supply written documentation to substantiate the request for early departure and only once the Grade Manager approves this will the learner be granted permission to leave the premises.
  - A learner can only return to school during school hours by getting authorisation (Grade Manager).
- b) Learners report to the Reception Office where a member of the secretarial staff will sign them in or out and authorise access or departure.
- c) Late coming will result in detention the following day. Continuous late coming will lead to disciplinary action.
- d) Parents should request in writing that their children be allowed to leave school early. A contact number for parents must be supplied in the letter to verify the arrangements. This, however, should only be done in exceptional circumstances and always **before collecting learners from school**. In such cases, no learner will be allowed to walk home, use an uber or public transport.
- e) Learners leaving school without first having being signed out and granted permission by the Grade Manager will be regarded as having played truant. Any subsequent letter from a parent excusing such behaviour will not be accepted.

## Learners ill At School

- a) Learners who are ill and wish to go home must have the permission of a duly mandated adult sent to the Grade Manager before being collected from the school. No sick learner will be allowed to walk home us an uber or public transport.
- b) All calls relevant to learner illness will be made and received by the Grade Manager.
- c) Parents are required to inform the school in writing about any infectious illnesses, and physical or emotional barriers that may affect learning.

- d) Learners who need to take prescription medication at school must have a note from the parent in this regard. No learner may keep their medicine on them. Medication must be given to the Grade Manager and only consumed by the learner in front of the Grade Manager.
- e) No medication may be issued by the school to the learner.

## Gates

- a) School starts at 07:37 am; learners must be seated in the classroom at 07:38 am. In the case of the Grade Managers Assembly or BBB Assembly, learners must be seated at their meeting place at 7:38 am.
- b) The bell rings for the end of the school day at 14:15 pm on Monday, Tuesday and Thursday.
- c) School comes out at 13:25 on Wednesday and 13:00 on Friday.

## Personal Property:

- a) Each learner is responsible for safeguarding his / her own property and neither the school nor the Governing Body can be held responsible for damage to, or loss of, personal property. All personal property must be CLEARLY marked.
- b) This rule also applies to items in learners' lockers.
- c) Sharing of lockers is not permitted.

## Homework and Homework diaries

- a) Learners are expected to complete all homework assigned to them conscientiously and on time.
- b) All learners are advised to purchase homework diaries in which to record any homework given.
- c) The diary can be used for exchanging written communication between parents and educators.

## Substitution Classes

- a) In the absence of an educator, substitute educators will be arranged to supervise learners as they complete assigned coursework. Failure to attend a substitution class will be regarded as truancy and learners will be punished for bunking.
- b) All learners must at all times have a book with them to read during substitution classes. This is not to be regarded as a free period and learners must read, study or complete homework. Educators will prepare work to be done in case of an anticipated absenteeism e.g. writing an exam.

## Assessment (Cycle Tests) And Examinations

- a) Prior to the start of the Mid-year, Preliminary or Final examinations, the school does not give learners permission to stay at home in order to study. Where a learner is absent at such a time, the usual note of explanation must be sent to the Grade Manager.
- b) During examinations, learners must abide by the times of arrival and departure determined by the school.
- c) During a test or examination learners must obey all instructions issued by the invigilator(s) charged with the correct and orderly supervision of the test or examination.
- d) A learner caught with any electronic device during the exam will receive a zero for that paper as this constitutes an exam irregularity.
- e) Learners who are caught copying or attempting to copy will have an irregularity form attached to the front of the answer sheet. A second answer sheet will be handed to the candidate and no extension of time will be allowed. In the case of copying, all evidence will be attached to the learner's answer sheet. No testimonial will be issued to a Grade 12 learner caught cheating in an examination.
- f) When a learner misses a portfolio assignment, a cycle test, an examination or PAT, a **doctor's certificate** must be submitted **on the first morning of the learner's return to school** or the learner will receive zero for the final exam. It is the responsibility of the learner to personally present the sick note to each academic staff member to make alternative arrangements for missed assignments/ tests/ examinations. These arrangements should be made on the first day the learner is back at school.

## Channels Of Communication

When an issue arising out of the application of the **CODE OF CONDUCT** needs to be discussed, parents and learners should use the following channels:

- a) The **Grade Manager** - who will take the matter up. Should daily communication be necessary between school and home (e.g. to monitor progress) D6 Connect is the preferred way of communication and control. Daily Reports can be used as detailed feedback to the parent.
- b) The Grade Manager - who will investigate an issue in consultation with all stakeholders. All issues should be solved at this level.
- c) The **HOD in charge of Discipline** – who will intervene and attempt to find an amicable solution.
- d) The **Principal** - for all grades and any matters of **urgent and serious concern**.

## Detention

- a) Learners who do not adhere to the uniform regulations and/or code of conduct will result in a getting Friday afternoon detentions from 13:00 to 16:00. Parents will receive an official detention notification to inform them of their child's detention. A hard copy will be given to the learner, and a digital copy will be emailed to the parent.
- b) The structure of Friday detention is as follows:
  - Learners are required to bring Mathematics and Mathematical Literacy study material.
  - During the final hour of detention, learners will complete a baseline Maths or Maths Literacy assessment (where possible, a teacher will also use this time to assist learners with developing effective study skills).
- a) If a learner is absent from Friday Detention, that learner will sit on Wednesday.

## Use of Cell Phones, Earphones, and All Electronic Devices.

- a) Cell phones are **prohibited**. This rule applies to all electronic devices e.g., iPods, MP3 players, smart watches, iPads, etc, chargers, power banks and including head-phones.
- b) The school will not accept responsibility for the loss, damage or theft of any phones or other electronic device or any other item covered in 4.1.15a).
- c) Cell phones will **not** be allowed on to the property.
- d) Should a learner be caught in possession of any of the above, it will be confiscated and only returned TO A PARENT on payment of **R500** penalty fee to the finance office. (The fee to be reviewed annually!) Should the parent be unable to pay this amount, the device will be in safekeeping for a period of 190 days (6 months) after which the it will be forfeited.
- e) The onus is on the learner to pay and reclaim his/her phone or electronic device within the stipulated time frame (6 months) whereafter the school does not accept responsibility for the phone and any private information stored on the phone.
- f) A letter will be issued by staff in the event of a special arrangement where cell phones are required at school. The letter and the phone will be handed in to the specific staff member on the learner's arrival at school.
- g) Any electronic device found in possession of a learner during tests/examinations will constitute an exam irregularity and the learner will face disciplinary action while receiving zero for that paper being written. **Contravention of this rule constitutes an irregularity, as this is an official regulation of the Gauteng Department of Education.**

# DRESS CODE

## UNIFORM REGULATIONS 2025

*The entire uniform is available from Burger Brothers in Northcliff Shopping Centre 011 782 1055, Montroux Schoolwear in Northcliff Junction 011 782 5792 and at ABC Stores in Newclare 011 477 8623 and may **not** be substituted with products from popular retail stores. **No alterations except to adjust the length of the pants may be made to the uniform.** Only Roosevelt High School caps and beanies may be worn, but must be removed at assembly and in class. The official Roosevelt High School tracksuit and golf shirt may be worn on any day, and are especially recommended for Physical Education.*

## BOYS

### WINTER UNIFORM

- Long-sleeve shirt with check collar to be worn with a school tie in winter and tucked in under a pullover or long-sleeve jersey.
- Jersey or pullover must be worn at all times.
- In winter only the shirt with check collar with a tie is allowed, **but if the jersey is worn it MUST be worn with a blazer.** The navy-blue pullover may be worn without a blazer. NO white-collar shirts may be worn.
- Navy blue pants with navy blue or black socks (plain navy blue or black – **no patterns, no secret socks** etc) and black regular lace-up school shoes, that must be laced in a proper manner, must be worn - NO boots, straps, buckles, slip ons, sneakers or suede shoes are allowed.
- NO skinny pants allowed.
- Only RHS polar fleece scarves and beanies, as well as black or navy gloves, may be worn. Any other items will be confiscated and donated to charity.

## SUMMER UNIFORM

- Short-sleeve shirt with a check collar to be worn. This shirt is NOT tucked in.
- Only short-sleeved, plain white T-shirts are allowed under these shirts, no insignia or emblems. These T-shirts must be tucked in.
- Long-sleeve T-shirts may not be worn underneath or extend beyond the short-sleeve school shirt.
- If a long-sleeve shirt is worn, it must be with a pullover.
- If the pullover is worn with the uniform in summer, the shirt must be tucked in.
- No ties in summer, collar is to be worn open.
- Blazers are allowed and must be worn with an untucked shirt with the shirt-collar propped over the blazer collar.

## ADDITIONAL REGULATIONS FOR BOYS:

- Hair must be according to the Code of Conduct at all times.
- Boy's hair must not touch the collar, ears or hang over the face.
- The hair may not have a length or height of more than 6cm. No learner may grow their hair for purposes of plaiting cornrows.
- The difference in hair must be blended; that is, the contrast in hair should be seamlessly evened out.
- Boys may have cornrows, only straight back; all hair must be platted. No cornrows may be done on any fade, and no patterns are allowed on cornrows. No millets
- No punk hairstyles, braids, steps, mohawks, tails, dreadlocks, shaved patterns in hair or eyebrows, are allowed.
- Sideburns are only allowed to reach the middle of the ear.
- No excessive gel or hair wax may be used.
- Hair may not be bleached, coloured, or highlighted.
- Hair must not attract attention.
- **Boys must be clean shaven at ALL times.**
- NO makeup whatsoever is allowed.

- No piercings (nose rings or earrings or transparent piercings to keep holes open, or bristles, etc.) allowed.
- No tattoos should be visible.
- No jewellery, except for analogue watches, may be worn. Only a standard Medic-Alert bracelet may be worn if needed. No Smart watches for example, Samsung Gear watches, may be worn under any circumstances.
- No writing or drawn insignia on blazers, shoes and bags is allowed.

## GIRLS

### WINTER UNIFORM

- Checked skirt with white shirt and checked collar. Only flesh coloured underwear that does not show through the shirt may be worn. **OR** Navy blue pants with a white shirt and checked collar.
- Girls do not wear ties, except in case of RCL.
- Jersey or pullover must be worn at all times.
- Navy blue tights (not stockings) with skirts, and black socks with pants and regulation black lace-up shoes or baby-doll school shoes.
- A long-sleeved navy-blue jersey or pullover may be worn. In this case, the shirt is tucked in.
- With a long-sleeve jersey the blazer **MUST** be worn; with a pullover the blazer is optional.
- Only RHS navy blue polar fleece scarves, beanies, and black gloves may be worn. Any other items will be confiscated and donated to charity.
- **GIRLS' SKIRTS MUST BE KNEE LENGTH.**

## SUMMER UNIFORM

- Checked skirt with white shirt and checked collar. This shirt is NOT tucked in.
- Short white socks that must be folded down.
- Blazer is optional during summer months.
- If a pullover is worn the shirt must be tucked in.
- Pants are optional. However, **PANTS MAY NOT BE TAILORED** and **MUST BE A LOOSE FIT**.
- Girls who wish to cover their legs may wear the skirt with tights not stockings during summer.

## ADDITIONAL REGULATIONS FOR GIRLS:

- Hair must be according to the Code of Conduct at all times.
- All hair must be tied up with a hair tie properly as soon as it touches the collar. No half ponies allowed.
- All hair must be tied and may not hang beyond the waist.
- Hair may not obstruct other learners' view.
- "Bobs" must be tied up and away from the face.
- Fringes may not be too long and hang in the face.
- No steps, undercuts and tails are allowed.
- No excessive hairspray or hair gel may be used.
- Hair may NOT be dyed, peroxided, bleached, highlighted or low-lighted.
- Braids must be tied back and away from face at all times. NO beads allowed.
- Braids must be the same colour as natural hair.
- ONLY black, white and navy-blue hair accessories may be worn. These accessories must be plain and simple. NO "bling"
- No shaved patterns in hair or eyebrows, are allowed.
- Nails may not be longer than 3mm; they MUST all be kept one length; ONLY clear nail polish may be used; no French manicures are allowed; no artificial nails are allowed under any circumstances.

- NO makeup whatsoever is allowed.
- No rings, necklaces or chains may be worn. Only a standard Medic-Alert bracelet may be worn if needed. NO ankle chains are allowed. Only ONE matching pair of small silver or gold studs, or small sleepers may be worn in the bottom hole of the ear. NO fancy designs, pearls, stones, dangles etc.
- No facial piercing and jewelry is allowed.

## GENERAL

- For formal occasions, boys must wear the full winter uniform with a pullover and blazer. Girls must wear full uniform (either skirt with tights or white socks) with pullover and blazer.
- Matrics may wear the white V-neck jersey to replace the navy-blue jersey.
- The white long-sleeve jersey may be worn without the blazer.
- No matric jacket may be mixed with civvies unless permission is granted by the grade manage.
- Roosevelt school shirts must be worn under the matric jackets.

## CIVVIES

- No liquids allowed. Liquids will be confiscated at the gate.
- If cell phones are permitted on the day, they may not be used during contact time. Any phones used during contact time will be confiscated.
- Civvies- normal school rules apply.
- No revealing clothing may be worn.
- No speakers allowed.

## DEALING WITH UNIFORM OFFENDER

- There will be no system of warnings.
- Jewellery will be confiscated immediately and sent to the Grade Manager, who will keep it until end of the term. The learner then has an option to pay R50 (to be donated towards charity) to get the item back.
- Incorrect items of clothing or clothing worn incorrectly will be confiscated and sent to the Grade Manager; these items can be collected from the Grade Manager by the at the end of the term. The learners has an option to pay R250 to retrieve the item from the Grade Manager.
- The school or a member of staff will not be held responsible if the item is lost or stolen.

- Makeup will be have to be removed.
- Learners with unacceptable hairstyles will be dealt with in a similar manner as stated above.
- If hair is, however, cut/shaven incorrectly, the parents will be phoned to fetch the learner and have his / her hair fixed before they return.
- Boys who come to school unshaven will be requested to shave using a disposable razor which they will purchase from the front office for R20.

## IMPORTANT NOTICE TO ALL PARENTS / GUARDIANS

- Learners are not allowed to wear mixed uniform even after sports practice. They are required to change into full school uniform or remain in their sport kit.
- Full school uniform is to be worn as specified in the school's Code of Conduct.
- A full uniform check will be conducted on a regular basis and if your child is found to be in contravention of the Roosevelt High School's Code of Conduct, it will be communicated to you.
- Items of clothing that are deemed non-compliant with the school's dress code will be confiscated. The learner has an option to pay R250 or collect the said item from the Grade Manager at the end of the term.

## SCHOOL BAGS

- a) Learners must carry reinforced cases/bags suitable to protect schoolbooks. **No graffiti is allowed on the bag.** Bags will be checked regularly.\

## NAME TAGS

- a) Learners must visibly have their name tags always worn.
- b) Name tags can only be confiscated by Grade Mangers. Confiscated name badges will be retrieved after a fine of R50 has been paid.
- c) First name tags are free of charge. If a learner damages, tampers with, bedazzles etc, or loses the name tag, they must pay a replacement fee of R100 to replace.

# DISCIPLINE

The school's DISCIPLINE POLICY is intended to make learners and their parents aware of what unacceptable behaviour at school is, and what the consequences of such behaviour will be. The ultimate goal of this policy is to ensure that in changing times, the school is able to maintain a standard of discipline acceptable to the majority of educators and parents. This, in turn, will enable constructive and effective education to take place.

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

**In the event of a serious misdemeanour, the Principal/ Deputy Principal reserves the right to:**

- a) Suspend the learner immediately from attending classes.**
- b) Contact the parents telephonically, SMS, e-mail or by letter (signed for by learner) requesting an urgent meeting.**

The following will be treated as serious offences impacting on Teaching and Learning:

- a) Caught smoking or in possession of cigarettes, e-cigarettes or any smoking device or substance.
- b) Caught using a substance or in possession of an illegal substance
- c) Stealing
- d) Blatant insubordination to an educator
- e) Any type of physical altercation (fighting/assault)
- f) Verbal abuse (swearing, discrimination, etc.)
- g) Bunking i.e. not attending class, fraudulently attending substitution class, jumping the fence (thus jeopardizing own safety).
- h) Lying and Deceit.

## GENERAL PARAMETERS WITHIN WHICH THE DISCIPLINE POLICY AND DRUG & ALCOHOL POLICY FUNCTIONS.

- a) On school property: in or out of school hours and in or out of uniform
- b) On a school outing/excursion off the property: in or out of school hours and in or out of uniform
- c) Representing the school: in or out of school hours and in or out of uniform
- d) Being identified as a learner of the school: in or out of school hours and in or out of uniform
- e) A learner may be tested for the use of drugs. If the test is positive, parents are responsible for the rehabilitation of the learner and must provide evidence of a negative result from Lancet Laboratories otherwise the learner will not be allowed back on the premises.
- f) If a learner refuses to do a drug test, the parents may take him for a drug test at SANCA, SAPS or Lancet Laboratories. Failure to do so will result in an SGB hearing in accordance to the School's Act, Section 8A.
- g) A detailed drug policy is attached as Addendum A.

## LEARNER BEHAVIOUR

- a) No learner has the right at any time to behave in a manner, which disrupts the processes of teaching and learning at the school.
- b) No learner has the right at any time to behave in a manner which causes another learner physical or emotional harm. Bullying in any form will therefore NOT be tolerated.
- c) No learner has the right at any time to behave in a manner, which brings the name of the school into disrepute.
- d) No learner has the right at any time to engage in immoral, dishonest or criminal behaviour, irrespective of the reasons behind such behaviour.
- e) A learner may be required to submit to a search of his/her person and/or property if a reasonable suspicion exists that he/she may be in possession of a forbidden, illegal or stolen object.

## PARENT ACCOUNTABILITY

Parents will be held accountable for providing the school with incorrect or fraudulent information.

Parents are obliged to inform the school of any change impacting on learner information. It is the parent's responsibility to:

- a) Ensure disciplined behaviour on the part of learners is not the responsibility only of the school; parents also have an obligation to ensure that their children conduct themselves in the school situation according to accepted norms of controlled, courteous and correct behaviour;
- b) Ensure compliance with the **CODE OF CONDUCT** for Learners, as provided for in the South African Schools Act, 1996, 8(4), is also a parental obligation;
- c) The school will contact parents (electronically, telephonically or in writing) whenever a child's behaviour becomes cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents, however, remain the persons ultimately responsible for ensuring that their child meets the disciplinary standards required by the school and the parent-body as a whole (as represented by the Governing Body).

## REHABILITATION

- a) The school accepts that it is the parent's responsibility to rehabilitate first-time offenders who have made themselves guilty of serious offences, e.g. substance abuse.
- b) The school will **NOT** automatically agree to rehabilitate someone who has been found guilty of a criminal offence in a court of law.
- c) Minutes of meetings will be recorded and will be made available electronically on request.

## EXCLUSION FROM SCHOOL

- a) The school will issue written warnings for misbehaviour.
- b) The school, however, reserves the right to proceed with immediate disciplinary action when the learner wilfully engages in conduct which, in the opinion of the Principal:
  - negatively affects the moral and disciplinary standards of the school;
  - is detrimental to the emotional well-being and physical safety of other learners and staff;
  - disrupts the teaching and learning process to the disadvantage of other learners;
  - engages in criminal activity.

- c) In these instances a learner may be put under home supervision, pending an intervention hearing that may lead to expulsion from school.

## DENIAL OR LOSS OF PRIVILEGES / RECOGNITION

- a) Participating in extra-mural activities, being involved in tours and going on excursions will be denied to those learners whose behavioural record is unsatisfactory.
- b) A basic criterion for all honours awards afforded to learners by the school is good behaviour. This applies to membership of the RCL and the awarding of colours and honours awards. A learner therefore, whose behaviour record is unsatisfactory will not be considered for such honours and awards. Furthermore, a learner who already has received such an honour or award and then behaves in a manner which disgraces that honour or award will immediately forfeit it.
- c) The verbal abuse of educators; any form of substance abuse, viz. smoking, drinking and the taking of drugs; assault; theft, bunking and behaviour that brings the school into disrepute are examples of serious offences which may result in a loss of privileges over and above any disciplinary action taken in terms of the South African Schools Act of 1996. There is thus a particular onus on learners who have worked for public recognition not to forfeit this through wrongful behaviour (often occurring under the misguided impression that no one will find out).
- d) Grade 12 learners especially should be aware that testimonials must and will reflect in accurate terms the behavioural record of their time at this school.

## DISCIPLINARY PROCEDURE

- a) The aim of the Disciplinary Procedure is to promote interaction and communication, and to minimize conflict between learners, parents and educators. Therefore discipline is seen as behaviour management and is intended to be corrective and not punitive.
- b) Each disciplinary issue will be handled in such a way that learners will be assured that their rights will not be compromised and that any punishment meted out will be fair and in proportion to the offence.
- c) On the basis of reasonable suspicion the Principal or an educator may search the person or property of a learner.
- d) The disciplinary process must be fair, consistent and educationally sound. The ultimate goal is to lead learners to self-discipline. Whenever possible, parents must be informed of incorrect behaviour and become involved in the correction thereof.
- e) Punishment must **fit** the offence and may become more severe with subsequent repeated infractions. Suspension or exclusion from the school may follow.
- f) Learners should not think that they cannot be suspended or excluded simply because it is their first offence.
- g) Any misconduct which transgresses South African criminal law will be investigated by the South African Police Service and will lead to a learner's suspension from school.

## SCHEDULE 1 OFFENCES

These are serious acts of misconduct that may lead to 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 all types of bullying;
- 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; or
- i) Is under the influence of or in the possession of alcohol.

## SCHEDULE 2 OFFENCES

These are serious acts of misconduct that may lead to expulsion. A learner will be guilty of serious misconduct if he or she intentionally and without just excuse:-

- 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 punishment or suspension as a correctional measure; or
- c) Forges any document or signature to the potential or actual prejudice of the school;
- d) Trades in any test or examination question paper or in any test or examination material;
- e) Attempts to bribe or bribes any person in respect of any test or examination to enable him/herself or herself or another person to gain an unfair advantage therein;
- f) Engages in fraud;
- g) Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
- h) Is in possession of, consumes or deals in any illegal substance or other harmful substance;
- i) Is in possession of, uses or spreads narcotics or unauthorised drugs or on visible evidence of such possession, use or transmission;
- j) Is in possession of any dangerous weapon;
- k) Assaults or threatens to assault another person;
- l) Holds any person hostage;
- m) Murders any person;
- n) Rapes any person; or engages in any sexual activity which amounts to an offence in law, or
- o) Maliciously damages property.

## OFFICIAL WARNINGS

- a) Official warnings proceed from Level 1 to Level 3 with a Level 2 warning being regarded as serious and a Level 3 warning being a final warning.
- b) A Level 1 warning will be automatically followed by a Level 2 warning if the same misdemeanour is repeated or if another type of serious offence is committed.
- c) A Level 2 warning will be automatically followed by a Level 3 warning if the same misdemeanour is repeated or if another type of serious offence is committed.
- d) Official warnings are carried from one year to the next.

## FORMAL DISCIPLINARY HEARING

- a) If a formal hearing is to be held, a Disciplinary Committee must be convened according to General Notice 2591 of 2001.
- b) The hearing will be chaired by a representative designated by the Governing Body and must comprise three SGB parent members (including the chairperson).
- c) For such a hearing the learner must be informed of (and understand) the complaint / charges being investigated.
- d) The learner must be informed in writing of the date, time and place of the hearing.
- e) The learner must be given the opportunity to offer a plea of **guilty** or **not guilty** at the beginning of the hearing
- f) The learner must be heard and given the opportunity to be heard and tell his or her side of the story
- g) The learner may have representation subject to the adherence of all relevant circulars issued by the Department of Education.
- h) The learner must be informed in writing of the disciplinary steps to be taken in the event of having been found guilty of misconduct
- i) The learner must be accorded the right of appeal, within 14 days, if aggrieved by the decision of the Committee.
- j) A record of the proceedings of the hearing must be kept and a copy will be placed on the learner's file.
- k) If the Disciplinary Hearing rules for a suspension or expulsion of the learner, this recommendation will be forwarded to the **HOD (Senior Manager) of GDE** for ratification.

## GRIEVANCE / APPEAL PROCEDURE

- a. If the outcome of a formal disciplinary hearing is not mutually acceptable to the interested parties, then the aggrieved party may lodge a grievance or an appeal with the IDSO or the Head of Department (Senior Manager) of the Gauteng Department of Education.
- b. It then becomes the responsibility of the Gauteng Department of Education to provide for arbitration in the matter in order to resolve the grievance / settle the appeal.
- c. The decision of the arbitrator will be binding on all parties.

## ADDENDUM A

### CIRCULAR: DRUG TESTING AT SCHOOLS: CLEARING UP MISCONCEPTIONS

1. In terms of Section 8A(1) of the South African Schools Act, 84 of 1996, as amended (“SASA”), no person (which includes any learner) may:
  - a) bring a dangerous object or illegal drug/substance onto the school premises;
  - b) enter the school premises or a school activity under the influence of any stupefying substance;
  - c) may test positive for the use of any substance or drug on school premises or during any school activity; and
  - d) have such an object or drug in his or her possession on school premises or during any school activity.
2. It is a well-known fact that the use and abuse of mind-altering drugs/substances (such as dagga) negatively impacts school performance. Anyone under the influence of any hallucinogenic substance is not prepared to learn and is definitely at risk of impairing their memory, thinking, and reasoning ability. Substance abuse and use have been associated not only with lack of self-discipline and motivation and absenteeism but also with violent, anti-social behaviour, and other irresponsible and dangerous behaviours, before, during and after school.
3. Section 8A(2) of SASA enjoins the principal or his or her delegates (subject to subsection 8A (3) of SASA) to, at random, search any group of learners, or the property of a group of learners, for any dangerous object or illegal drug if a fair and reasonable suspicion has been established and/or test any learner (no matter what age of the learner) for any drug including dagga (also known as marijuana, cannabis or other street names). Drug testing is not a means to punish learners who are into drugs. It is rather a preventive measure and a step to help learner users be drug-free. If a learner tests positive, counselling may be recommended. For any learner with an addiction problem, referral to a drug treatment and rehabilitation programme may be recommended by the school-based support team and repeated offences may lead to a disciplinary hearing with a sanction of a recommendation to the Head of the Gauteng Education Department for permanent expulsion from the school as such a learner is a danger to others in the school.
4. No enrolled learner of the school, no matter what age, is exempt from the Learner Code of Conduct, any school policies, rules and/or any legislation relating to the use of and to be tested for any illicit substance by the school authorities. Refusal by a learner to be tested will be viewed as a refusal of a lawful instruction and will be viewed that the learner has failed a drug test which likely means the learner won't be able to participate in extracurricular activities

and/or lead to the learner being charged for a disciplinary violation and/or suspected of drug use to appear before the Disciplinary Committee of the school-based on a balance of probabilities.

5. Section 1 of SASA defines amongst others, the following terms:

- a. **Dangerous objects**, as referring to an explosive material or device; any firearm or gas weapon; any article, object or instrument that may be employed to cause harm to a person or damage to property, or to render a person temporarily paralysed or unconscious; or any object declared by the Minister, in the Gazette, to be dangerous;
- b. **Illegal drugs**, as any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully; and
- c. **School activity**, as meaning any official educational, cultural, recreational, or social activity of the school within or outside the school premises.

6. SASA contains elaborate procedures in Section 8A, subsection (1) to (14) and regulates the circumstances and conditions under which random search and seizure and drug testing in schools may be conducted and dealt with as well as in Notice 1140 of 2008 Devices to Be Used for Drug Testing and The Procedure to Be Followed.

7. The following critical provisions are highlighted which are still in force in terms of SASA, the National Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, the regulations regarding Devices to Be Used for Drug Testing and the Procedure to be Followed, The National Regulations for Safety Measures at Public Schools and the Gauteng Education Department Notice 6903 of 2000, as amended:

- a. When the principal or his/her delegates conduct a body search of any learner the educator conducting the search must be of the same gender as the learner and in the presence of another educator of the same gender and the search is done in private out of view of any other person.
- b. The principal or his/her delegates may also, lawfully, at random, administer urine or other non-invasive tests to any learner. These activities may be carried out based on a fair and reasonable suspicion that dangerous objects and/or illegal drugs may be found on school premises or during a school activity or as a result of a learner's behaviour.
- c. Where such dangerous object or illegal drug has been seized by the principal or his/her delegates, they must be correctly marked and labelled with full particulars of the learner, and any dangerous object or illegal drug or dagga confiscated and it must be handed over to the police, who in turn, shall issue to the principal or his/her delegate, an official receipt.
- d. The implicated learner or learners may be subjected to disciplinary proceedings in a case where a dangerous object, drug paraphernalia or lighters of any kind and/or matches,

tobacco products, alcohol, “Rizla” cigarette rolling papers, cough mixture or any over the counter medicine, or prescription drugs that have not been declared at the office even if the said medicine was prescribed to the learner, any type of pipes, e-cigarettes or vapers or other similar objects, injection needles, hypodermics and spoons or any illegal drug or a stupefying substance has been found or where such a learner tested positive for an illegal substance such as dagga or any other drug.

- e. However, no criminal proceedings may be instituted **by the school against the learner** in respect of being in possession of a dangerous object or an illegal drug or testing positive for an illegal substance and/or dagga.
8. Should any learner be found to be distributing, selling, sharing or supplying any dangerous substance or a drug such as dagga or any other drug, medicine, pills or any other banned substance or stupefying substance in any form or mixed with any other substance or in possession of any contraband in terms of any policy or rule of the school or any other illegal objects or has such objects or drugs or it is found in any of his/her possessions, bags or on his/her person or in his/her locker, or any clothing, depending on the circumstances, the school may involve the SA Police Services as part of its duty of care.
9. Searches and drug tests by the school by authorised educators are undertaken in terms of Section 8A of SASA which serves as a limitation to the constitutional rights conferred in the Bill of Human Rights enshrined in the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended and will therefore be implemented with due regard to human dignity, privacy, and the restricted right to property of the learners concerned.
10. In the education setting, with due regard to the above-mentioned, a learner of the school might for instance be found with dagga in his/her possession and claim that it is for “personal use”. To be unambiguously clear and to avoid any uncertainty in this regard, the school’s policy, learner code of conduct, SASA and the regulations with regard to testing, clearly states that the possession of any drugs by any person on school grounds or during any school activity is prohibited and not allowed and such dagga it will be seized and handed over to the SA Police Services to dispose of and the learner charged to appear before a Disciplinary Committee of the School.
12. Arising from certain court judgments there is an erroneous impression amongst learners, especially learners 18 years and older, that they cannot and may not be tested and can refuse to be tested for any drug, especially for the use of dagga. This misleading information is also disseminated and propagated on several social media platforms and web pages. In the judgment, certain provisions were declared inconsistent with the Constitution of the Republic of South Africa, and invalid, only to the extent that it allows the use of dagga by an adult in a private dwelling where the possession of dagga is for personal consumption by an adult only.

Please note that the legislation that regulates the amount that is legal for personal consumption has not been passed yet by Parliament.

12. If and when any learner has ingested dagga in any form, even in private, and he/she is over the age of 18 and he/she enters the school premises or participates in any school activity or can be identified as a learner of the school, in or out of uniform or in or out of school hours and even from any interaction that can be seen or detected from or on any social media platform or from any content in any form on any electronic device including as part of the content on such device including and/or any cell phone, the learner will be subject to all the regulations and provisions as mentioned in this circular and the Learner Code of Conduct of the School, all school rules and related policies of the school as well as any other policies or protocols from the Department of Basic Education and/or the Gauteng Department of Education or any other national legislation or regulations which all form part of the Learner Code of Conduct and any such learner may as part of the school's duty of care, be tested and may be subjected to a search and seizure procedures.
13. The school property is a restricted and controlled **public space** and any person entering the school premises is subject to search and seizure procedures before such a person may be allowed to enter the school property and or participate in any school activity.
14. Moreover, the school displays clear notices at the school entrance stating that the right of access is reserved. This is also provided for in the National Regulations on Safety Measures for Public Schools and it also states that the use or possession of drugs, alcohol, tobacco, e-cigarettes, weapons, dangerous objects (or objects deemed to be dangerous by the school authorities) and dagga are prohibited on the school property.
15. The School authorities will, for any enrolled learner who has tested positive for any drug or has voluntarily disclosed to using any drugs (including dagga) address the issue, first-and-foremost, with his/her parents and refer the learner and his/her parents for counselling and/or to a rehabilitation centre. Part of the process does not preclude the school to test and institute disciplinary proceedings against the learner.



**THIS SHEET HAS TO BE RETURNED TO THE SCHOOL AND WILL BE PLACED IN THE LEARNER'S PERSONAL FILE!**

**DECLARATION AND UNDERTAKING:**

LEARNER NAME & SURNAME IN BLOCK LETTERS: \_\_\_\_\_ \

*I/We understand the expectations enshrined in the Roosevelt High School Code of Conduct and will hereby commit to:*

- Abiding by ALL ASPECTS of the school rules and procedures as laid out in the Code of Conduct
- Behaving in a courteous and considerate manner and respect for other learners, the RCL, all members of staff and visitors to the school.
- Treating everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Taking responsibility for my learning by attending school regularly and punctually and completing all my tasks on time.
- Co-operating with my teachers and other school staff to ensure this is a conducive environment for teaching and learning.
- Assisting in making the school a safe place for all.
- Seeking help if I need it.
- I also understand the disciplinary process and the consequences for not adhering to any of the aspects captured in the Disciplinary system.

**I acknowledge that by signing acceptance of the above Declaration, I am bound by the Roosevelt High School Code of Conduct and the school's Disciplinary process.**

**NAME & SURNAME IN BLOCK LETTERS OF PARENT ACCEPTING RESPONSIBILITY:**

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**LEARNER ENROLLING INTO ROOSEVELT HIGH SCHOOL:**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

(Refusal to sign this declaration and undertaking does not absolve responsibility, and rules will still apply as laid out in this Code of Conduct)



APPLICATION FOR THE DEVIATION FROM THE RULES APPLICABLE TO LEARNERS OF ROOSEVELT HIGH SCHOOL IN TERMS OF SECTION 8(4)(b) OF THE SOUTH AFRICAN SCHOOLS' ACT (AS AMENDED BY THE BASIC EDUCATION AMENDMENT ACT)

SCHOOL UNIFORM (GENERAL APPEARANCE, INCLUDING BUT NOT LIMITED TO, SHAVING)

All learners are expected to follow the School Uniform Policy, which covers uniforms, make-up jewellery and hairstyles. The School rules will be applied with a consistent approach to all learners having due regard for their cultural beliefs and/or religious observances. All the school rules and learner code of conduct will apply in terms of section 8(4) of the School's Act, 1996 apart from the deviations in the Code of Conduct as determined by the SGB but this must also be implemented in the best interest of the child. Accordingly, the school will consider permitting the learner to deviate from the School Uniform Policy if sufficient grounds therefore exist.

Please complete your details as indicated below:

Name of applicant	_____
Name of applicable learner	_____
Full details of your desired deviation from the school rules	


Please be advised that you will be required to provide the School Governing Body with confirmation of your cultural belief and/or religious observance from your cultural and/or religious leader in support of your application herein.

Please be further advised that you may be required to attend a meeting with the governing body or governing body committee if so, requested in order to discuss and further elucidate your reasons for the exemption/deviation on a date and time to enable the governing body to make an informed decision on the matter. Please be advised that you will receive the decision herein, within 14 (fourteen) days of the receipt of all relevant information as indicated above.

Please be further advised that in the event that your application for exemption is refused, you may, within 14 (fourteen) days of receiving the notice of the decision, appeal to the Head of Department against the decision of the governing body.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_