

CODE OF CONDUCT AND MERIT SYSTEM

1. AIMS AND PRINCIPLES UPON WHICH THE CODE OF CONDUCT IS BASED

The learners and their parents as well as educators of Middelburg Hoërskool commit themselves to the following principles upon which the code is based:

- Disciplined conduct is essential for the welfare of the school, for a climate that is conducive to the learning process and development of learners as well as for the successful attainment of the school's objectives.
- The code is based upon educational principles which allow the school to function as a harmonious community.
- The code aims to establish a safe learning environment which offers the necessary security against any form of disruption.
- The code emphasises the basic rights of educators to provide undisturbed instruction and to maintain an orderly learning environment.
- The code also has an objective the promotion of a climate of mutual respect towards everyone involved with the process of instruction, of self-control and responsible behaviour which will bear testimony of excellence at all times.
- The code rejects any action or neglect by any person which unlawfully encroaches upon the relevant basic rights, as entrenched in the Constitution of the Republic of South Africa, 1996 (Act no. 108 of 1996), which is applicable especially within school context and to this code.
- Disciplinary action will be applied reasonably, suitably and consistently throughout. Primarily it will be aimed at remedial and corrective action, and not punishment.
- Should a learner leave the school premises without permission, the school will not be held responsible for any consequences.
- Each learner signs an undertaking to submit himself/herself to the school's rules and policies.

2. LEGAL ASPECTS

All legal provisions regarding the code and misconduct, as prescribed in the National and Provincial Act as well as regulations promulgated in terms thereof must be observed at all times by the school and everyone involved with the enforcement thereof.

3. DEBIT AND CREDIT SYSTEM

- This system will come into effect on the first school day of the year and end on the last school day of the year.
- However, if a learner reaches 1200 negative marks, and in the previous year had more than 1 000 negative marks, 300 negative marks from the previous year will be carried over.
- It is important to take note that a continuous record of a learner's debits and credits from grade 8-12 is kept as it gives a clear indication of how well a specific learner can adjust and/or adapt within a social and educational system. It can thus influence your testimonial negatively or positively.
- Behaviour reports will be printed monthly and handed out to learners as well as being emailed to learners and parents.
- Any queries about entries must be followed up with the relevant staff member within two weeks after reports have been handed out.
- Negative marks given during the year end exams, as well as Term 4 merit marks for academics will be read in at the start of the following academic year.

4. CLASSIFICATION OF MISCONDUCT AND NEGATIVE POINTS LINKED TO MISCONDUCT

CATEGORY 1: GENERAL MISCONDUCT:

The following transgressions are regarded as general misconduct:

DESCRIPTION	POINT
Appearance untidy	-20
Appearance not according to school rules	-30
Late for school	-30
Late for class	-20
Talking during opening / assembly	-30
Eating / Drinking in class	-20
Sleeping in class	-20
Homework incomplete	-20
Homework not done / at home	-30
Copying of homework	-30
Task not handed in	-30
Textbook / Classwork book at home	-20
Leave class without permission	-30
No co-operation in group work or class	-30
Use or possession of electronic / mobile device	-30
Test not signed (parents)	-20
Incomplete portfolio (by due date)	-40
Disturbance in class	-30
Playing truant - period / half day	-40
Not in a supervised class	-40
Ignoring instructions from leaders	-30
More than one learner in a toilet cubicle	-20
Littering	-20
Trespassing	-20
Let team / group down	-40
Dishonest	-30

Category 1 transgressions will be reported on disciplinary system by educator and the learner will receive a verbal warning.

CATEGORY 2: SERIOUS MISCONDUCT:

A learner will be guilty of serious misconduct if he or she willfully and without justifiable excuse, commit the following offences:

DESCRIPTION	POINT
Smoking / in possession of cigarettes, vapes, etc.	-60
Physical contact	-60
Absent chronically (10 days absent without a valid reason)	-60
Dishonest in test / exam	-60
Disrupt class - prevents teaching	-60
Disrupts any assembly	-60
Playing truant - whole day	-60
Leave grounds illegally	-60
Withhold identity	-60
Initiation of new learner	-60
Actions lead to racial conflict	-60
Acts arrogantly, rudely, unmannerly	-60
Swearing / crude language	-60
Injures human dignity / insult	-60
Bullying / fighting / threatening	-60
Damages school's image e.g. bad behaviour, appearance	-60
Damage / defacing of school property	-60
Gambling	-60
Participate in protest action	-60
Conspiracy to serious / extreme misconduct	-60
Forging letters / signatures / marks	-60
Driving on school campus without a drivers licence	-60
Neglects to attend detention without a doctor's letter.	-100

Category 2 transgressions will be reported on disciplinary system by educator and the learner will receive a verbal warning. If necessary it will be referred to the grade head / deputy principal.

CATEGORY 3: EXTREME MISCONDUCT:

A learner will be guilty of extreme misconduct if he or she (although not restricted thereto), commit the following offences:

DESCRIPTION
In possession / distribution of pornography
Public indecency
Assault
Vandalism
Possession of / use of / under the influence of alcohol
Possession / threatens with dangerous weapon (SAPS will be notified immediately)
Theft
Sexual misconduct
Damages school's public image e.g smoking, drinking, social media
Possession of / use of / dealing in / under the influence of banned substances including dagga (cannabis). Drug test may be done to confirm.

Category 3 offences will be reported on the disciplinary system and handled as follows:

- Parents are called immediately.
- Disciplinary hearing.
- Sanction or punishment as decided during disciplinary hearing.

5. GENERAL ACTIONS ACCORDING TO NUMBER OF NEGATIVE / DEBIT POINTS

- Disciplinary actions:

-200	Discussion	Register teacher
-400	Detention and discussion	Grade head
-600	Detention, discussion and contact with parent (s)	Grade head
-800	Detention, meeting with parents and first written warning.	Grade head, head of discipline, deputy principal/principal and subject teachers
-1 000	Detention and discussion (Grade 12's are denied matric farewell).	Grade head and head of discipline
-1 200	Detention, meeting with parents and second written warning	Grade head, head of discipline and deputy principal/principal
-1 400	Detention and discussion	Grade head and head of discipline
-1 600	Disciplinary hearing, one week suspension and final written warning	Grade head, head of discipline, deputy principal/principal and SGB
- 2 000	Possible expulsion / no re-admission for the next academic year	Grade head, head of discipline and deputy principal/principal

- Note: Only negative points will be taken into account to determine detention and actions, not nett points.

6. DETENTION RULES

- If you do not attend a detention without a valid reason (doctor's letter), 100 negative points will be added to your record.
- Matrics who miss one detention without a valid reason will be denied attendance at the matric farewell.
- Detention is priority over any other activity.
- Detention is scheduled for Fridays (13:15 - 15:15) and Wednesdays (13:45-15:45).
- Ensure that you have enough schoolwork for the hours you need to sit.
- Writing out of school rules may be given as part of the detention.
- Ensure you have all writing utensils and applicable books with you - borrowing is prohibited.
- If all your written work is up to date, you may study.
- Nobody may sleep - you shall stay awake and keep working.
- No talking will be tolerated.
- Your attention will be concentrated 100% on your own desk for the duration of your session.
- You may not eat or drink.
- Cell phones or any other electronic equipment may not be used, and must be switched off.
- You are not allowed to leave your seat for any reason at all. Use bathroom before the time.
- You are not allowed to ask invigilating staff members any questions.
- You must be dressed in school uniform.
- Leave furniture and the room in the same neat condition that you found it.
- When your session is over, the invigilating staff member will excuse you.

7. ITEMS / ACTIONS FOR WHICH POSITIVE / CREDIT POINTS CAN BE OBTAINED

- If a learner didn't receive any negative points during a term, he/she will receive 100 positive points.
- Discount on negative points: 20 points will be taken off a learner's negative points for every 100 positive points in Term 3 and 4.
- Assistance during school activities, attending school functions with proof, participating in cultural and sport activities, report of serious offences, improvement in school work, meticulous school work, academic achievements and no days absent during the term.

8. MIDDIE 1000

- With every 1 000 nett positive points, there will be a reward for learners:
 - 1 000: Civvies on a Friday and a reward
 - 2 000: Civvies on a Friday and a reward
 - 3 000: One week civvies during final exams
- Buttons will be for sale at the end of the year. Middie 3000 Awards and higher will be handed out during prize giving.