

KINGSWAY HIGH SCHOOL

CODE OF CONDUCT

2025

CONTENTS:

1. Introduction
2. Rights and Responsibilities of Learners
3. Rights and Responsibilities of Educators

Appendix

4. Appendix 1: School Rules
5. Appendix 2: Dress Code
6. Appendix 3: Discipline Code
7. Appendix 4: Disciplinary Action
8. Appendix 5. Accommodation of Religious and Cultural Rights
9. Appendix 6: Disciplinary Procedures
10. Appendix 7: Code of Professional Ethics

1. INTRODUCTION

1.1 DEFINITIONS

- | | | |
|-------|------------------|--|
| 1.1.1 | Code: | A set of rules. |
| 1.1.2 | Conduct: | The way one behaves or treats others. |
| 1.1.3 | Code of Conduct: | Means the code of conduct for learners as stipulated in the South African Schools Act 84/96, Section 8. |
| 1.1.4 | Learner: | Any person receiving or obliged to receive education as defined in S.A Schools Act 84/96 Section 1 (ix). |
| 1.1.5 | Educator: | A person appointed as defined in Proclamation 138 of 1994 (xiii) Educators Employment Act 1994. |

1.2 POINTS OF DEPARTURE

This code of conduct embraces the following:

- | | |
|-------|--|
| 1.2.1 | the tenets of the Bill of Rights in Chapter 2 of the Constitution. |
| 1.2.2 | the philosophy and principles of the Preamble to the South African Schools Act No 84/1996. |
| 1.2.3 | The requirement of Section 8(1) of the S.A Schools Act 84/96 that a code of conduct is adopted after consultation with learners, parents and educators of the school. |
| 1.2.4 | Section (4) of the S.A. Schools Act 84/96 which states that,
"Nothing contained in this Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by such a learner." |
| 1.2.5 | The views and the collective will of the parents, educators, and learners on how the learners should conduct themselves. |

1.3 PURPOSE OF THE CODE OF CONDUCT

To encourage everyone at Kingsway to reach a point where:

- | | |
|-------|---|
| 1.3.1 | The learners of Kingsway High are proud of their high disciplinary standards. |
| 1.3.2 | The learners have developed a clear idea of right and wrong and uphold these standards with responsibility. |
| 1.3.3 | The learners have a keen sense of justice and fair play and acknowledge that those guilty of misconduct should own up and be disciplined accordingly. |
| 1.3.4 | All take responsibility for their actions as mature citizens. |
| 1.3.5 | Kingsway is a happy, tolerant and disciplined school. |

Rules cannot be written to cover every aspect of school life, and above all, learners are expected to use common sense, and to conduct themselves, in school and out, in a manner which will bring credit to the school.

2. RIGHTS AND RESPONSIBILITIES OF LEARNERS

2.1 INTRODUCTION

Each learner has the right to be educated in an orderly and disciplined environment. This implies that:

- 2.1.1 each individual has the right to develop their full potential;
- 2.1.2 learners shall respect one another's convictions and cultural traditions;
- 2.1.3 learners shall respect the inherent dignity of others;
- 2.1.4 all learners shall enjoy equal treatment before the law and shall receive equal protection and benefits of the law.

2.2 GUIDELINES FOR INTERPERSONAL RELATIONSHIPS

- 2.2.1 Learners must be treated with courtesy, tolerance and consideration and treat others accordingly.
- 2.2.2 Any form of aggressive and abusive behaviour, intimidation, bullying, victimisation, physical or verbal abuse is unacceptable.
- 2.2.3 Learners have the responsibility to show respect to those in authority and have the right to be treated with respect.
- 2.2.4 Mutual respect is encouraged amongst learners.
- 2.2.5 Learners have the right to be protected from substance abuse and the responsibility to discourage those actively involved with it.

2.3 GUIDELINES FOR THE SCHOOL ENVIRONMENT

Learners have the right and responsibility to the following:

- 2.3.1 a safe and secure environment;
- 2.3.2 clean surroundings and hygienic premises;
- 2.3.3 sufficient working spaces;
- 2.3.4 essential and appropriate learning facilities and the responsibility;
- 2.3.5 to uphold the safety and security measures;
- 2.3.6 not to litter or despoil the premises or toilets in any way;
- 2.3.7 to respect their school's property.

2.4 GUIDELINES FOR AN ORDERLY ENVIRONMENT

Learners have the right to be taught and the responsibility to:

- 2.4.1 be punctual for school and class;
- 2.4.2 not absent themselves from school or class without a valid reason. The school needs to be notified in writing;
- 2.4.3 obey school rules and departmental regulations;
- 2.4.4 be correctly attired or groomed in accordance with the school rules.

2.5 GUIDELINES FOR THE LEARNING ENVIRONMENT

Learners have the right:

- 2.5.1 to be taught, to learn, to be informed;
- 2.5.2 to be heard and to express their own opinions in a respectful way;
- 2.5.3 to a discrimination and prejudice free environment and the responsibility to support the effective learning process;
- 2.5.4 to strive towards being proactive, independent, critical, disciplined and creative thinkers;
- 2.5.5 to observe, respect and uphold the school rules;
- 2.5.6 to display a positive attitude and enhance the reputation of the school wherever possible;
- 2.5.7 to encourage a disruption free learning process;
- 2.5.8 to attempt to complete the work assigned to them to the best of their ability.

3. RIGHTS AND RESPONSIBILITIES OF STAFF

3.1 RIGHTS OF STAFF

3.1.1 THE CLASSROOM

In the classroom the educator has the right to:

- 3.1.1.1 respect, which includes
 - common courtesy;
 - greetings;
 - attentiveness during lessons;
 - use of appropriate language at all times;
- 3.1.1.2 no eating or chewing in class.
- 3.1.1.3 a classroom environment which is conducive to learning and teaching;
- 3.1.1.4 learners who commit themselves to the learning process as detailed in 2.5 Guidelines for the learning environment;
- 3.1.1.5 punctual and regular attendance by learners;
- 3.1.1.6 have their classroom and physical resources (e.g. notes, chalkboards, furniture, any form of décor, own belongings, etc.) respected by learners;
- 3.1.1.7 a graffiti and litter-free environment.

3.1.2 THE SPORTS FIELD

On the sports field the staff member/staff representative/coach/umpire, has the right to:

- 3.1.2.1 respect;
- 3.1.2.2 the commitment of every single member of the team;
- 3.1.2.3 regular and punctual attendance at all practices and matches;
- 3.1.2.4 conservation and maintenance of resources and equipment;
- 3.1.2.5 expect players to behave in a courteous and sportsmanlike manner - when winning, losing or in the face of alleged bad decisions by the

- umpire/referee;
- 3.1.2.6 players who uphold and enhance the reputation of the school at all times though not at the expense of the opposition;
- 3.1.2.7 players who respect their opponents;
- 3.1.2.8 players who adhere to the dress code.

3.1.3 EXCURSIONS

While away on excursions, the staff has the right to:

- 3.1.3.1 learners who, in dress, behaviour and speech, uphold the positive image of the school and its staff;
- 3.1.3.2 expect a parent to collect their child when contacted if the learner is suspected of misconduct;
- 3.1.3.3 expect the learner to abide by the Code of Conduct.

3.2 RESPONSIBILITIES OF EDUCATORS

- 3.2.1 The responsibilities of the Educators have been negotiated in national forums and a code of conduct established by the South African Council of Educators. (SACE) Appendix: 6

4. APPENDIX 1

SCHOOL RULES

The following rules exist entirely to ensure that the school functions harmoniously and efficiently.

4.1 ATTENDANCE

Learners may leave the school grounds between the opening and closing of school only with the authority of an exeat signed by the Principal or their appointed delegate. Doctors' appointments or other appointments must be done after 14h30

4.1.1 ABSENTEEISM

- 4.1.1.1 Parents have a moral obligation to see that their children attend school regularly. Absence can only be condoned in the case of illness.
- 4.1.1.2 In all cases of absence, a letter of explanation addressed to the Principal, must be brought by the child on his/her first day back which is handed to the Registrar.
- 4.1.1.3 Doctor's certificates are required for absence during **all formal assessments** and where a learner is absent for more than two consecutive days.
- 4.1.1.4 The school is allowed to remove a learner from its register after 10 consecutive days of unaccounted absence.
- 4.1.1.5 If a learner is absent, the onus is on the learner to catch up on all work as soon as the learner returns to school. Academic Head of the Grades must be informed of this arrangement prior to the absence from school.
- 4.1.1.6 A learner who is absent for more than 20 consecutive days in a school year may be asked to repeat the Grade.
- 4.1.1.7 Failure to abide by the above will be regarded as truancy.

4.1.2 LEAVING EARLY

- 4.1.2.1 Appointments for doctors, dentists, learner's license exams, etc. should be arranged for times outside of school hours.
- 4.1.2.2 Applications for learners wishing to leave school early are to be made **in writing** (telephone calls will not suffice due to the security risk) and handed to the Grade Pastoral Head first thing in the morning. The Pastoral Head makes the necessary arrangements by issuing an Exeat. Learners will only be signed out by the Pastoral Head once evidence is provided that all commitments for the day have been fulfilled.
- 4.1.2.3 Learners are to report to foyer timeously where they, together with the parent / guardian will sign out. Only the biological parent or legal guardian as per school records may sign a learner out from the school.

4.1.3 ARRIVING LATE

- 4.1.3.1 If the learner is unavoidably late, the parent should write a note, or telephone the school secretary. Learners will report to the leader on duty at the gate. If no leader is on duty learners will report to the foyer and collect a late note. Learners who do not register as late are automatically marked absent.
- 4.1.3.2 For late coming and continued late coming see Appendix 2 & 3
- 4.1.3.3 When arriving late at school to school learners will have ID card taken away from them and it will only be given back to the learner when the learner attends break detention.

4.1.4 SICK LEARNERS

- 4.1.4.1 Learners may not leave school before 10 am
- 4.1.4.2 The First Aid Officer will see sick learners before 10 am in an **EMERGENCY SITUATION ONLY**
From 10 am on he will be able to see learners as per usual.
- 4.5.4.3 Learners who feel unwell must ask the Educator to fill in a sick form and then report to the First Aid room.
- 4.5.4.4 The First Aid officer will phone the parents and request collection of the learner and will let the front office know who and where the learner will be found in the next few lessons so that we can call the learner out of class. The learner will come **DIRECTLY** to the foyer where they will be signed out. (learners may not contact parents directly)

4.2 THE FOLLOWING AREAS ARE OUT OF BOUNDS

- 4.2.1 The classrooms and levels 2 and 3 during breaks, before school (unless doing work in an allocated room **with an Educator**). Except when it is raining, and in the presence of an educator.
- 4.2.2 Stairwells during breaks. The centre stairs in Block B are reserved for Grade 12 learners and staff only.
- 4.2.3 The workshop area, as well as the area on the outside of the hall and the area outside the Drama Room. Unless accompanied by an Educator
- 4.2.4 Motor cycle parking areas. Unless for the purpose of parking or removing one's motorcycle.

- 4.2.5 All car-parking areas including in front of Drama room and garages.
- 4.2.6 All offices, except when summoned.
- 4.2.7 Netball courts, basketball court and swimming pool, gym area, dribble inn, unless accompanied by an Educator/Coach.
- 4.2.8 The front of the school, in front of the hall and foyer (except for legitimate business).
- 4.2.9 No learner may enter/leave the school through the foyer unless the learner has an official exeat.
- 4.2.10 Both sides on the field facing roads. This includes the canal area and the Kuswag side of the first rugby field.
- 4.2.11 Behind the science laboratory.
- 4.2.12 Behind the gymnasium area.
- 4.2.13 The library garden is out of bounds

4.3 BEHAVIOUR AND CONDUCT

- 4.3.1 No loitering in toilets.
- 4.3.2 No hitchhiking in school uniform.
- 4.3.3 No begging from others.
- 4.3.4 No displays of affection. A distance of 30cm must be maintained at all times
- 4.3.5 No buying and selling of goods.
- 4.3.6 Learners may not bring pets to school.
- 4.3.7 Any school property broken/defaced will be replaced at the learner's expense.
- 4.3.8 Conduct aimed at disruption or "trashing" the school is not allowed.
- 4.3.9 No cell phones are allowed on the property of Kingsway High School. They may not be visible or switched on. All communication to the learners will be done through the portal at the school. Tablets may be used in classrooms during lessons with the permission of the teacher.
As per resolution passed at the budget meeting, if the cell phones are confiscated it will cost R100.00 to get it back.
- 4.3.10 No earphones allowed on the school premises and while in school uniform.
- 4.3.11 ID cards must be worn at all times. The ID card's name and photograph must be visible at all times. Any defaced ID cards must be replaced at the learners cost.
- 4.3.12 No boom boxes are allowed at school, at sports events, and on ALL busses

The following offences will not be tolerated:

- 4.3.13 Neglect of duty.
- 4.3.14 Disobedience.
- 4.3.15 Theft.
- 4.3.16 Dishonesty
- 4.3.17 Vandalism
- 4.3.18 Fighting (Physical altercation)
- 4.3.19 Assault.
- 4.3.20 Bullying (including social media / cyber bullying).
- 4.3.21 Truancy.

- 4.3.22 Disregard of or undermining authority.
- 4.3.23 Use of language and conduct, which are detrimental to maintaining a high standard of moral behaviour, discipline or the social well-being of the school.
- 4.3.24 Disrespect towards the national symbols of the Republic of South Africa, as well as the formal symbols of Kingsway High School (school song and school emblem).
- 4.3.25 Undisciplined behaviour in the classroom, on the campus, in the school buses or anywhere else in the public domain where a learner can be associated with the school.
- 4.3.26 Threats/threatening behaviour towards co-learners and staff.
- 4.3.27 The use of mind-altering substances, including liquor, cigarettes, e-cigarettes,, steroids, nicotine and or tobacco substitutes.
- 4.3.28 Possession of any of the following: matches/cigarette lighters, cigarettes, e-cigarette chargers, pornography, fire-arms, fire-works, knives or any other dangerous weapon, tazer guns, pepper spray or any other matter that could cause injuries.
- 4.3.29 Any form of meddling with witchcraft, Satanism, etc. at school or in school uniform.
- 4.3.30 Disturbance of leaders, or any other learner leader, in exercising their duties on campus, or at official functions, sports/cultural events, etc.

4.4 THE SCHOOL HAS THE RIGHT:

- 4.4.1 For a learner to be searched by the Principal or a delegate of the Principal refer to search & seizure policy.
- 4.4.2 To administer a urine or other non-invasive test to any learner/group of learners that is on fair and reasonable grounds suspected of using drugs/alcohol
- 4.4.3 Any positive test result will be at the cost of the parent / guardian.
- 4.4.4 That a learner, who tests positive for any mind-altering substances, will not be allowed back on the campus until a drug clearance certificate has been issued by a reputable organisation, e.g. SANCA.
- 4.4.5 All substances mentioned in 4.3.27 & 4.3.28 will be destroyed

4.5 ACADEMIC

- 4.5.1 A class or learner placed on Daily or Weekly Report will be dealt with most severely should there be further misconduct or failure to get the form signed by educators, parents or Grade Heads.
- 4.5.2 Deadlines for work must be adhered to. Learners will be penalised for handing in work late. This could result in 0 for and in the case of formal work, parents will be notified.
- 4.5.3 Tests not written because of a valid reason and or illness, and where a doctors' note is provided, must be written immediately upon the learner's return to school. It is the learner's responsibility to write the test, do worksheets and collect notes from the Educator. An assessment of a learner's progress is made during the course of the term and if no marks are available, the learner will get zero. (Where there has been serious illness involved or emotional trauma and the school has been made fully

aware of all the circumstances then the Educator will assess a mark for the learner.) – With the approval of Grade Department Academic Head.

- 4.5.4 A doctor certificate (consultation) is needed for absence from any assessments examinations and control tests or non-submission of PAT.
- 4.5.5 Tippex is not allowed and will be confiscated immediately.
- 4.5.6 School diaries are to be kept by all learners. School diaries are issued to Grade 8 and 9 and must be signed daily by the parent / guardian.
- 4.5.7 A learner will not be allowed into an exam venue if their ID card is not available and they are not punctual or they are incorrectly attired/groomed in accordance with school rules on appearance.

4.6 SCHOOL PREMISES

- 4.6.1 The Right of Admission onto the premises is reserved.
The School Premises is a smoke free, drug free and alcohol free zone – zero tolerance will be tolerated.
- 4.6.2 No weapons of any kind (knives, guns or traditional) will be allowed on the premises.
- 4.6.3 To be on the premises all learners must at all times:
 - Be in uniform (according to the season);
 - Have a Kingsway ID card for identification purposes. Must be clearly displayed on the right hand collar.
- 4.6.4 No learner will be allowed to park a private vehicle (motor car) on the premises:
- 4.6.5 Motorcycles may be parked in the designated area, provided:
 - The learner has a license / learners license,
 - The motorcycle/scooter is fully licensed.
- 4.6.6 The finance office issued a green parking disc to allow parking on the school premises
- 4.6.7 All staff to display a green parking disc for security purposes.
- 4.6.8 All vehicles parked on the premises and / or in turning circle at own risk.
- 4.6.9 Trading is not allowed under any circumstances.
- 4.6.10 The Good Life Snack Bar has the exclusive rights to business on the School Premises (Contractual Agreement).
- 4.6.11 Application for fundraising can be made at the Principal.
- 4.6.12 No learner or staff member may at any given time sell anything to the learners, during the school day or after school.

5. **APPENDIX 2**

5.1 **DRESS AND APPEARANCE**

- 5.1.1 The uniform as described in the School Uniform list, is to be worn while on the school premises or while going to and from the school.
- 5.1.2 If for any reason correct uniform cannot be worn on a particular occasion, the parent should write a note to the Principal explaining the circumstances.
- 5.1.3 Full school uniform may be worn as a dress uniform during summer on certain formal occasions. It is also required for certain sports activities and outings.
- 5.1.4 Learners attending school functions are required to wear full school uniform unless otherwise instructed. (school ID Cards included)
- 5.1.5 The prescribed uniform is to be worn for all activities where learners do not wear the usual school uniform.
- 5.1.6 Jewellery is not to be worn. Watches, approved school insignia and Medical-alert discs are permitted. Earrings: only 1 stud per ear (lower lobe) is permitted for girls.
- 5.1.7 The use of "make-up" is prohibited.
Tattoos have to be covered up. (Also for participating in any Sport Code).
- 5.1.8 Hair: No fashion hairstyles for all learners.
- 5.1.9 Learners must be in full school uniform when supporting a school sporting event.

5.2 **SCHOOL UNIFORM LIST**

All uniform items and Sports Kit is available from "The Tailor" in Amanzimtoti. All items must be of approved pattern. No advertising Logos. All items must be clearly marked with learners name and Admin number.

5.3 **GIRLS UNIFORM**

5.3.1 **WINTER UNIFORM:**

- 5.3.1.1 Blazer (Compulsory) - bottle green with school badge.
- 5.3.1.2 Jersey, bottle green, long sleeved (V-neck) may ONLY be worn under the blazer.
- 5.3.1.3 Skirt - bottle green of prescribed length must be on the knee when standing straight.
- 5.3.1.4 Optional long pants, mid-grey NOT charcoal grey, NOT stretch, NOT slim leg NOT tapered (skinny).
- 5.3.1.5 Shirt, white, with top button. Must be tucked in. (Summer shirt not acceptable)
- 5.3.1.6 Official School Tie, as specified. Only worn with winter uniform.
- 5.3.1.7 Black/Blackmail stockings OR short white socks. Grey socks when wearing long pants. NO leggings or tights.
- 5.3.1.8 Shoes, black plain bar type - those known as "school shoes".

5.3.2 SUMMER UNIFORM

- 5.3.2.1 Blazer (Compulsory) - bottle green with school badge.
- 5.3.2.2 Skirt - bottle green of prescribed length must be on the knee when standing straight.
- 5.3.2.3 Optional long pants, mid-grey NOT charcoal grey, or stretch, or slim leg or tapered. (Learners who choose to wear pants throughout the year must wear full winter uniform)
- 5.3.2.4 Shirt, white with green trim, open neck, short sleeves, with school badge on pocket, worn untucked. Only when wearing a skirt.
- 5.3.2.5 Socks, short white. Grey socks when wearing long pants. (winter)
- 5.3.2.6 Shoes, black plain bar type - those known as "school shoes".

5.3.3 NOTE

- 5.3.3.1 The blazer must be worn in summer en route to and from school, in public, assemblies and when visiting the admin block. Blazers are not compulsory for Term 1 only
- 5.3.3.2 The blazer must have 2 buttons on the front. These must be fastened at all times outside the classroom. (Blazers may be removed during breaks and during lessons)
- 5.3.3.3 Full formal winter uniform is compulsory if wearing long pants.
- 5.3.3.4 Blazer and jersey should be shorter than the skirt.
- 5.3.3.5 Socks must be turned down.
- 5.3.3.6 Foundation garments/ camisole must be white, beige.
- 5.3.3.7 Full winter uniform may be worn in summer.
- 5.3.3.8 Correct shirt size must be worn (Shirts must not gape in the front).
- 5.3.3.9 If ski pants/cycling shorts are worn under skirt it must not be visible.

5.3.4 GIRLS APPEARANCE

HAIR

- 5.3.4.1 Hair must be neatly tied (if it touches the collar) at the back of the head or neck in a single or 2 ponytails. (on either side of the head)
- 5.3.4.2 Maximum of two ponytails are allowed. Buns must be worn at the back of the head.
- 5.3.4.3 Plain hair extensions/braids are permitted. No thicker than the pinkie finger and must be tied up as per 5.3.4.1 and 5.3.4.2
- 5.3.4.4 No dyed/highlighted hair/extension/braids. Only natural hair colour allowed.
- 5.3.4.5 No pieces may hang across the face and loose hair must be clipped back.
- 5.3.4.6 Only plain green, red, white, and black (for very dark hair) hair bands are allowed. No *fancy* hair bands, hairgrips or clips or other accessories.
- 5.3.4.7 Hair styles should always be neat, tidy and tied up if too long.
- 5.3.4.8 No fashion hairstyles
- 5.3.4.9 Fringes must be above the eyebrows.
- 5.3.4.10 No "bangs" or hair strands to be hanging down on the side or front of the face. "Bangs" must be clipped back.

5.3.5 GIRLS GENERAL

- 5.3.5.1 Only one plain stud (gold/silver) per ear, in the lower part of the lobe.
- 5.3.5.2 No jewellery is allowed, e.g. no chains, armbands etc. are permitted.
- 5.3.5.3 Nails must be short and well kept. Nails may not be seen, if looking from the palm of the hand.
- 5.3.5.4 Only clear nail varnish and/or hardener may be used.
- 5.3.5.5 No make-up is allowed, e.g. no eyeliner, false eyelashes, mascara foundation or brow liner are permitted. No permanent makeup is permitted.

5.4 BOYS UNIFORM**5.4.1 WINTER UNIFORM**

- 5.4.1.1 Blazer - bottle green with school badge.
- 5.4.1.2 Jersey, bottle green, V-neck, long sleeve, may only be worn under the blazer.
- 5.4.1.3 Flannels, mid-grey NOT charcoal grey, NOT stretch, NOT slim leg (skinny) or NOT tapered.
- 5.4.1.4 Black or grey belt with small buckle.
- 5.4.1.5 Shirt, white, long sleeve with school badge – always tucked into pants.
- 5.4.1.6 Official School Tie, as specified. Only worn with winter uniform.
- 5.4.1.7 Grey school socks, no secret socks.
- 5.4.1.8 Shoes, black, plain leather, lace-up - those known as “school shoes”.

5.4.2 SUMMER UNIFORM

- 5.4.2.1 Blazer - bottle green with school badge.
- 5.4.2.2 Flannels, mid-grey NOT charcoal grey, NOT stretch, NOT slim leg (skinny) or NOT tapered. Pants must touch shoes
- 5.4.2.3 Black or grey belt with small buckle.
- 5.4.2.4 Grey school socks, no secret socks.
- 5.4.2.5 Shirt, white, short sleeves with school badge. – Always tucked into pants.
- 5.4.2.6 Shoes, black, **plain leather**, lace-up - those known as “school shoes”. No suede.

5.4.3 NOTE

- 5.4.3.1 The blazer must be worn in summer en-route to and from school, in public, assemblies and when visiting the admin block. Blazers are not compulsory for Term 1 only.
- 5.4.3.2 The blazer must have 2 buttons on the front. These must be fastened all times outside the classroom. (Blazers may be removed during breaks in lesson time)
- 5.4.3.3 White vests or plain white T shirts may not be visible under summer shirts. No printed T shirts.
- 5.4.3.4 Full winter uniform may be worn in summer.

5.4.4 BOYS APPEARANCE**HAIR**

- 5.4.4.1 Hair cut above the eyebrows and above the ears (short back and sides), tapered, simple and neat. No steps or fashion haircuts.
- 5.4.4.2 No hair extensions, braids or wigs, no patterns.
- 5.4.4.3 Clean-shaven. (No side burns, beards or moustaches) – Otherwise will be expected to shave at school, which will incur a cost. See deviation on religious beliefs – application to SGB Committee.
Learners with skin problems must provide a letter from a dermatologist which must be reviewed every 6 months.
- 5.4.4.4 Side burns must be cut above the tragus part of the ear.
- 5.4.4.5 Teased hair is not allowed to be longer than 3 cm high.
- 5.4.4.6 No gelled hair allowed.
- 5.4.4.7 The length of hair on the top of head should not exceed 3 cm's long.
- 5.4.4.8 No dreadlocks allowed.
- 5.4.4.9 No fashion hairstyles
- 5.4.4.10 Shaved patterns or lines on eyebrows or hair is not allowed.
- 5.4.4.11 Boys hair must be neat and tidy at all times

5.4.5 BOYS GENERAL

- 5.4.5.1 No earrings are allowed
- 5.4.5.2 No jewellery is allowed
- 5.4.5.3 Nails must be short and well kept. Nails may not be seen, if looking from the palm of the hand.

5.5 GENERAL FOR BOTH GENDERS**5.5.1 ID CARDS**

- 5.5.5.1 ID cards must be visible at all times for security purposes.
- 5.5.5.2 Learners who leave their ID cards at home must apply for a temporary card with the leaders before school.
- 5.5.5.3 Defaced ID cards must be replaced from the finance office (own cost).
- 5.5.5.4 Nothing may be attached to the ID card or clip.
- 5.5.5.5 Learners are not allowed to enter an examination venue without an ID card.
- 5.5.5.6 Any learner leaving Kingsway must hand in their ID cards to the finance office.
- 5.5.5.7 ID Cards must be clipped onto the blazer collar on the right hand side – face front.

5.5.2 GENERAL

- 5.5.2.1 Learners attending school functions are required to wear full (winter/formal) school uniform unless otherwise instructed.
- 5.5.2.2 The official tracksuit is a compulsory sports item and is ONLY worn at sports functions, practices, matches and tours. After all sports and drama events, learners must be dressed in school uniform or school tracksuit. No learner may leave the premises in costumes and towels or drama uniforms.
- 5.5.2.3 Tracksuit Top is NOT allowed as part of official formal uniform.
- 5.5.2.4 The official Kingsway High Scarf may be worn with winter uniform only and on Saturday sports with the official Kingsway Tracksuit. Matric's may wear the matric scarf with winter uniform only.
- 5.5.2.5 Any garments not part of the uniform may not be used and/or worn.
- 5.5.2.6 All items of clothing should be clearly labelled full name and Admin number.
- 5.5.2.7 School Uniforms can be bought at "The Tailor" in Amanzimtoti. Apply at the Pastoral Head of the Grade if you require preowned clothes.
- 5.5.2.8 No plasters covering earrings and/or nose rings, and definitely no bristles allowed in piercings. No tongue rings allowed.
- 5.5.2.9 No visible tattoos allowed.
- 5.2.2.10 Medic Alert bracelets is allowed.
- 5.2.2.11 School Ties
The following special ties are available and may only be worn by learners who have earned the right to wear them.
 Academic Tie: As given at Academic Awards to Gr8 and Gr9 learners.
 May be worn for the duration schooling at Kingsway High if the criteria is met by the learner.
 Matric Tie: for Gr12 learners only.
 Leader Tie: for those Gr12 learners elected as leader.
 Official Kingsway Tie: to be worn by all other learners not mentioned above.
 (green with red stripe)
- 5.2.2.12 Any deviation must be applied for in writing to the SGB Dress Code committee via the school, motivating the reasons for the deviation. This should be done annually. The letter of approval must be kept on the learner's person.
- 5.2.2.13 If learners need dental braces, ensure that they are the normal braces and do not have Grillz on the braces. (decorative ornamental braces)
- 5.2.2.14 Lip gloss or Vaseline may not be worn. Clear lip balm may be used.
- 5.2.2.15 No different colour contact lenses may be worn, only the learner's natural eye colour prescription contact lenses may be worn.
- 5.2.2.16 Learners wearing masks will not be exempt from shaving. Educators have a right to inspect the mask.

6 APPENDIX 3

6.1 DISCIPLINE CODE

- 6.1.1 A debit system at the school deals with minor infractions of the Code of Conduct. Attendance is compulsory on a Friday or Saturday for an

increasing number of hours depending upon the number of sessions accumulated.

6.2 ONE DEBIT

- 6.2.1 Absentee letter overdue - 1st request
- 6.2.2 Computers: use of equipment without permission
- 6.2.3 Docs/Letters/Late slip not signed/returned
- 6.2.4 Late arrival at school/ or sports practice without a valid reason
- 6.2.5 Eating/Chewing in class
- 6.2.6 Homework/Classwork not done, nor evidence of attempts having being made
- 6.2.7 ID not available
- 6.2.8 No books/equipment/PE kit available
- 6.2.9 Out of bounds
- 6.2.10 Playing games, music, software without educators permission in the classroom
- 6.2.11 Running on the corridors
- 6.2.12 Temp ID discipline – non attendance
- 6.2.13 Test/Homework book not signed (Grade 8 and 9)
- 6.2.14 Compulsory Academic Monitoring Programme (AMP) not attended.
- 6.2.15 Playing with any sports equipment in the buildings and out of bounds areas, i.e. hockey, soccer, rugby & tennis balls, is not allowed

6.3 TWO DEBITS

- 6.3.1 Absentee letter overdue – 2nd request
- 6.3.2 Reply slip not returned (any official KHS documents)
- 6.3.3 Disobedience
- 6.3.4 Insolence
- 6.3.5 Disruptive behaviour in the classroom i.e. anything that prevents learning and/or teaching from taking place
- 6.3.6 Disruptive behaviour on school property
- 6.3.7 Disruptive behaviour when representing the school
- 6.3.8 Homework not done – (2nd offence with the same educator in a term)
- 6.3.9 Learner appearance incorrect at school or school activity without letter of explanation
- 6.3.10 Littering of classroom/school property

6.4 THREE DEBITS

- 6.4.1 Absentee letter overdue – 3rd request
- 6.4.2 Leaving class/batting without permission
- 6.4.3 Non-attendance of assembly, leader discipline and registration
- 6.4.4 Punishment not done

6.5 FOUR DEBITS

- 6.5.1 Accessing/copying/deleting of another learners work on computers/ electronic devices
- 6.5.2 Copying of homework, allowing copying of homework

6.6 FIVE DEBITS

- 6.6.1 Behaviour deemed unacceptable by an educator in class, in a detention session, on school property or when representing the school
- 6.6.2 Defacing or breaking of school property
- 6.6.3 ID Card not available for control tests/exams
- 6.6.4 Not reporting to teacher in charge of late discipline
- 6.6.5 Truant from a lesson or batting
- 6.6.6 Cellphones that is visible and switched on. Tablets being used for anything other than educational purposes during lessons without the permission of the educator
- 6.6.7 Using earphones on the school premises or at any sporting fixtures boom box.

6.7 PROCEDURE TO FOLLOW FOR THREE AND MORE DETENTIONS:

- 6.7.1 Detention will be held every week on a Friday in an educator's classroom. Community service is every on a Friday. Detention and Community service gets Priority above all other activities.

NO OF DETENTIONS	ACTION AND INTERVENTION PROCESS
3	Detention Parent meeting with Grade Discipline Head.
4	Two hour Friday detention
5	One day suspension
6	2-hour Saturday detention–
7	Two day suspension
8	8 or more will be an SGB Hearing

6.8 GENERAL

- 6.8.1 Learners who do not attend two Detention sessions without a written apology from parent/guardian valid reasons will be sent home from school.
- 6.8.2 Any drugs or illegal substances found on the premises, SAPS will be involved in the disciplinary procedures
- 6.8.3 All contraband confiscated will be destroyed.

6.9 COMMUNITY SERVICE

- 6.9.1 Learners that receive a letter warning of suspension are given community service on a Friday afternoon.
- 6.9.2 In place of a suspension, on/off site community service might be arranged.
- 6.9.3 The learners are provided with a work plan, equipment and instructions for the period of service. Registration and dismissal are arranged. Learners to change into suitable clothing.

7 **APPENDIX 4**

7.1 **DISCIPLINARY ACTION**

- 7.1.1 The following will serve as a guide to apply at the discretion of the Principal. This Code of Conduct is applicable wherever the learner is representing the school. (Includes all excursions)

7.2 **LEVEL 1 – MISCONDUCT - WARNING** **(Punishment will occur including Community Service)**

- 7.2.1 Lying that does not affect the welfare of learners and staff
- 7.2.2 Use of vulgar language towards learners
- 7.2.3 Discriminatory behaviour and/or remarks
- 7.2.4 Verbal /Cyber bullying - Defamation of character (libel and slander)
- 7.2.5 Acts of violence e.g. fighting, where both parties are guilty, etc.
- 7.2.6 Graffiti on any school property e.g. on the desks and walls;
- 7.2.7 **Act of violence** aimed at any learners or staff members private property;
- 7.2.8 Smoking at school (first offence) - Present in the company of smokers - In possession of tobacco products (including e-cigarettes, vapes, or any nicotine products) or any other dependency inducing substances. These will be confiscated and may only be collected by the parents at the end of the year.
- 7.2.9 Damage or attempted damage to school and other's property (minor) e.g. defacing of desks and walls, littering, etc.
- 7.2.10 Cheating in class - (minor tests etc.)
- 7.2.11 Failure to fulfil a sport or cultural commitment
- 7.2.12 Defacing or breaking of ID Cards - Refusing to wear ID Cards
- 7.2.13 Bringing the school's name into disrepute e.g. unsporting behaviour, unacceptable hair, bad attitude in and outside school, disrespect, etc. (in school uniform or while representing the school)
- 7.2.14 Playing truant for a day
- 7.2.15 Possession, use of illegal articles
- 7.2.16 Inappropriate signs of affection.
- 7.2.17 Persistent non-co-operation with an Educator or school authorities or service providers.
- 7.2.18 Failure to be in class on time
- 7.2.19 Failing to finish homework
- 7.2.20 Failing to respond to reasonable instructions.
- 7.2.21 Being dishonest with minor consequences.

7.3 **LEVEL 2 & 3 – MISCONDUCT – SUSPENSION**

(Not allowed on the school premises, receives zero for academic work not done, no co-curricular)

- 7.3.1 Blatant dishonesty. False witness, Forgery, fraud
- 7.3.2 Use of vulgar language towards Educators and Member of Staff
- 7.3.3 Persistent discriminatory behaviour after warning within 6 months
- 7.3.4 Threats of violence to fellow learners, intimidation, verbal cyber and/or physical bullying, extortion Serious defamation of character (libel and slander)

- 7.3.5 Racial slurs and or racial derogative actions
- 7.3.6 Any deliberate act of violence that results in injury to others. Persistent acts of violence after warnings.
- 7.3.7 Possessing a weapon at school.
- 7.3.8 Immediate 5 day suspension for the: **Act of Graffiti** placed on any property of the school;
- 7.3.9 Immediate 5 day suspension for an Act of violence;
- 7.3.10 Persistent sexual harassment. Exposing parts of body for sexual purposes. Sexting (social media)
- 7.3.11 Persistent smoking at school In the company of smokers on a regular basis
- 7.3.12 Damage to school and other's property (major) e.g. windows, doors, vehicles, etc.
- 7.3.13 Cheating in control tests / examination
- 7.3.14 Theft – first warning
- 7.3.15 Dealing in or possession of stolen property
- 7.3.16 A repeated failure to meet commitments severely disadvantaging other team or group members
- 7.3.17 Truant from detention session / community service. Persistent truancy of lessons.
- 7.3.18 Persistent possession, use of illegal articles
- 7.3.19 Daily report forms not completed or not submitted on time Inability of a learner to improve the remarks upon a daily report (after two daily reports within a period of 6 months)
- 7.3.20 2 x Warnings within 6 months
- 7.3.21 Non-co-operation with authorities after two warnings.
- 7.3.22 Actions aimed at humiliating Educators and Members of Staff (staff or visitors)
- 7.3.23 Filming, recording, sharing or taking pictures and or videos without permission.
- 7.3.24 Leaving school, school functions, sport events on or off the premises without permission
- 7.3.25 Using abusive language
- 7.3.26 Interrupting education in the classroom

7.4 LEVEL 4 & 5 – MISCONDUCT - EXPULSION (Leaves the school permanently)

- 7.4.1 A false declaration of information upon admission to the school. Serious fraud, forgery of administrative documentation
- 7.4.2 Abusive language, threats and threatening behaviour towards learners, educators and staff.
- 7.4.3 Serious discriminatory behaviour.
- 7.4.4 Any act which in the opinion of the disciplinary tribunal endangers or threaten the life and safety of others - Severe defamation of character (libel and slander)
- 7.4.5 Any confirmed proven acts of racism
- 7.4.6 Serious unprovoked assault or attempted assault.
- 7.4.7 Possessing a weapon at school, e.g. firearm, knife, dagger, panga, pepper spray taser, any traditional weapons or anything that can be seen/used as a weapon etc.

- 7.4.8 Immediate recommendation of expulsion to the Department of Education, if the graffiti is used to depict a message that defies the authority of the school;
- 7.4.9 Recommendation to the Department of Education for the expulsion of the learner involved in this act of violence, if the act resulted in the grievous bodily harm of a learner or staff member;
- 7.4.10 Sexual harassment, Attempted rape or Rape
- 7.4.11 Possession of, or buying, giving or selling of illegal substances including alcohol and drugs at school. Use of illegal substances, including alcohol, drugs and medication (prescribed or not). Possession of any of the following: matches/cigarette lighters, e-cigarette chargers, pornography, fire-arms, knives or any other dangerous weapon, tazer guns, or any other matter that could cause injury
- 7.4.12 Serious damage to property and contents on school property/campus
- 7.4.13 Theft
- 7.4.14 Dealing in or possession of stolen property
- 7.4.15 Continued Repeated offences
- 7.4.16 Whilst truant and or processing the truant misdemeanour causing serious damage to the school's image
- 7.4.17 Persistent use of illegal articles after the warning and or whilst processing the misdemeanour
- 7.4.18 3 x Suspensions within 6 months
- 7.4.19 Repeated defiance of the school authorities.
- 7.4.20 Repetition of any behaviour for which the learner has already been warned and suspended
- 7.4.21 Total disregard of the Code of Conduct
- 7.4.22 Guilt proven in a court of law
- 7.4.23 Frequently repeating Level 2 misconduct where action taken by the school authorities is considered ineffective.
- 7.4.24 Inflicting minor injury on another person
- 7.4.25 Gambling
- 7.4.26 Being severely disruptive in class
- 7.4.27 Forging documents or signatures
- 7.4.28 Possessing or distributing pornographic, racist or sexist materials.

8 APPENDIX 5

8.1 CO-CURRICULAR DISCIPLINE

- 8.1.1 Co-curricular discipline is covered in the Sports Code of conduct for Learners, Spectators and Coaches.

9. APPENDIX 6

9.1 DISCIPLINARY PROCEDURES

Regulations relating to the conduct of Learners have been promulgated in the South African Schools Act No 3 of 1996.

9.2 PRINCIPLES UNDERPINNING DISCIPLINARY PROCEDURES

- 9.2.1 Audi alteram partem- both parties have a right to the equal opportunity to present their case.
- 9.2.2 The hearing takes place in a fair and just manner.
- 9.2.3 Reasonableness.
- 9.2.4 Consistency.

9.3 MINOR MISCONDUCT

Minor misconduct is dealt with as follows:

- 9.3.1 routine transgressions are dealt with by Leaders and Educators immediately,
- 9.3.2 according to the Discipline Code,
- 9.3.3 by a person or persons appointed by the Principal e.g. Grade Discipline Head, Disciplinary Committees,
- 9.3.4 by the Principal.

If a dispute arises in these cases then the procedures outlined below will be followed.

9.4 MAJOR MISCONDUCT

- 9.4.1 These offences are listed in the Appendix 3: Disciplinary Action
- 9.4.2 The Principal or a person(s) appointed by the Principal will conduct an investigation to determine whether a sitting of the tribunal is necessary. Those conducting the investigation must not be personally involved in the incident.

9.5 THE TRIBUNAL

COMPOSITION OF THE TRIBUNAL

- 9.5.1 The Governing Body must appoint a tribunal consisting of at least two persons to conduct an inquiry into allegations of misconduct against a learner.
- 9.5.2 The chairperson of the Tribunal will be the chairperson of the Governing Body or a designated member from the Governing Body.
- 9.5.3 A member of the Representative Council of Learners may be appointed as an observer provided the accused learner and his/her parents agree to this.

THE HEARING

- 9.5.4 The Tribunal must always bear in mind the effect its decisions might have upon
 - 9.5.4.1 the accused learner
 - 9.5.4.2 the educational welfare of the other learners
 - 9.5.4.3 the effective delivery of education in the school

- 9.5.5 The services of other institutions might be used when needed (Child Protection Unit, social workers, KZN Psychological Services etc.)
In cases of sensitivity provision should be made for witnesses to be protected (molestation, rape, intimidation etc.)

9.5.6 **Functions of the tribunal:**

- 9.5.6.1 to give the learner and parents at least business 5 days written notice of the time, date, venue of the hearing and the charges/allegations made against him/her (can be waived if agreed to)
- 9.5.6.2 to warn the learner and his/her parents of the possible disciplinary action that might be taken
- 9.5.6.3 to inform the learner and his/her parents of their right to place evidence before the Tribunal to refute the allegations

9.5.7 **Proceedings of the tribunal**

- 9.5.7.1 It is the right of the parents to be present at the hearing. NB. The hearing can continue if the accused does not attend.
- 9.5.7.2 Witnesses required to be questioned or to make submissions to the Tribunal should be treated bearing the following conditions in mind:
- 9.5.7.3 The Bill of Rights - viz the right to privacy and a safe healthy environment
- 9.5.7.4 No person can be compelled to respond to questions should they feel that by so doing they might compromise themselves in respect of the investigation.
- 9.5.7.5 In cases of "sensitivity" provision for the protection of witnesses should be made:
- 9.5.7.6 All documentation must be made available to all participants at the hearing
- 9.5.7.7 Questioning of witnesses must be done in an equitable, consistent manner
- 9.5.7.8 Once a witness has submitted evidence in support of the allegations made against the accused learner, the learner and his /her parents must be given the opportunity to question the witnesses.
- 9.5.7.9 The accused has the right of reply to the accusations made and this can be done in writing or orally.
- 9.5.7.10 The accused and his/her parents must be given the opportunity to make statements in mitigation of the findings of the tribunal.

9.5.8 **Decisions of the tribunal**

- 9.5.8.1 The tribunal must decide whether, on a balance of probabilities but with regard to the equity of the matter:
- the learner is not guilty of misconduct and may resume his/her position in the school;

- the learner is guilty of misconduct.
- 9.5.8.2 The decision of the tribunal must be conveyed in writing to the governing body, which must confirm or reject the decision of the tribunal.
- 9.5.8.3 If the learner is found guilty by the governing body, it may impose one or more of the following penalties:
 - warn the learner in writing;
 - impose a penalty provided for in the Code of Conduct;
 - require a written undertaking of good conduct from the learner;
 - suspend a learner from school for a period not more than one week;
 - recommend to the Director of Education the expulsion of the learner from the school;
 - recommend that the learner be removed from the school voluntarily at a given time.
- 9.5.8.4 A person who is aggrieved at a decision taken by the governing body may appeal to the Director of Education.
- 9.5.8.5 A learner or his/her parents who is aggrieved at a decision of the Director to expel a learner may appeal to the Minister (M.E.C).

10. APPENDIX 7

SOUTH AFRICAN COUNCIL OF EDUCATORS PROFESSIONAL ETHICS (ABRIDGED SACE) (Code of Conduct)

10.1 GENERAL

The educators should be registered with the South African Council for Educators and:

- 10.1.1. acknowledge the noble calling of their profession to educate and train the learners of our country;
- 10.1.2 acknowledge that the attitude, dedication, self-discipline, ideals, training and conduct of the teaching profession determine the quality of education in this country;
- 10.1.3 acknowledge, uphold and promote basic human rights, as embodied in the Constitution of South Africa;
- 10.1.4 commit themselves therefore to do all within their power, in the exercising of their professional duties, to act in accordance with the ideals of their profession; and
- 10.1.5 act in a proper and becoming way such that their behaviour does not bring the teaching profession into disrepute.

10.2 CONDUCT: THE EDUCATOR AND THE LEARNER

An educator:

- 10.2.1 respects the dignity, beliefs and constitutional rights of learners, which includes the right to privacy and confidentiality;
- 10.2.2 acknowledges the uniqueness, individuality, and specific needs of each

- learner, guiding and encouraging each to realise his or her potentialities;
- 10.2.3 strives to enable learners to develop a set of values consistent with the fundamental rights contained in the Constitution of South Africa;
- 10.2.4 exercises authority with compassion;
- 10.2.5 avoids any form of humiliation, and refrains from any form of abuse, physical or psychological;
- 10.2.6 promotes gender equality;
- 10.2.7 refrains from any form of sexual harassment (physical or otherwise) of learners;
- 10.2.8 refrains from any form of sexual relationship with learners at a school;
- 10.2.9 uses appropriate language and behaviour in his way as to elicit respect from learners;
- 10.2.10 takes reasonable steps to ensure the safety of the learner;
- 10.2.11 does not abuse the position he or she holds for financial, political or personal gain;
- 10.2.12 is not negligent or indolent in the performance of his or her professional duties;
- 10.2.13 recognises, where appropriate, learners as partners in education.

10.3 CONDUCT: THE EDUCATOR AND THE PARENT

An educator, where appropriate

- 10.3.1 recognises the parents as partners in education, and promotes a harmonious relationship with them;
- 10.3.2 does what is practically possible to keep parents adequately and timeously informed about the well-being and progress of the learner.

10.4 CONDUCT: THE EDUCATOR AND THE COMMUNITY

- 10.4.1 An educator recognises that an educational institution serves the community; and therefore acknowledges that there will be differing customs, codes and beliefs in the community.

10.5 CONDUCT: THE EDUCATOR AND HIS OR HER COLLEAGUES

An educator:

- 10.5.1 refrains from undermining the status and authority of his or her colleagues;
- 10.5.2 respects the various responsibilities assigned to colleagues and their authority, to ensure the smooth running of the educational institution;
- 10.5.3 uses proper procedures to address issues of professional incompetence or misbehaviour;
- 10.5.4 promotes gender equality and refrains from sexual harassment (physical or otherwise) of his or her colleagues;
- 10.5.5 uses appropriate language and behaviour in his or her interactions with colleagues;
- 10.5.6 avoids any form of humiliation, and refrains from any form of abuse (physical or otherwise) towards colleagues.

10.6 CONDUCT: THE EDUCATOR AND THE PROFESSION

An educator:

- 10.6.1 acknowledges that the exercising of his or her professional duties occurs within a context requiring co-operation with and support of colleagues;
- 10.6.2 behaves in a way that enhances the dignity and status of the teaching profession and that does not bring the profession into disrepute;
- 10.6.3 keeps abreast of educational trends and developments;
- 10.6.4 promotes the ongoing development of teaching as a profession;
- 10.6.5 accepts that he or she has a professional obligation towards the education and induction into the profession of new members of the teaching profession.

10.7 CONDUCT: THE EDUCATOR AND THE PROFESSION

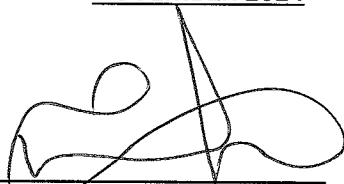
An educator:

- 10.7.1 recognises the employer as a partner in education;
- 10.7.2 acknowledges that certain responsibilities and authorities are vested in the employer through legislation, and serves his or her employer to the best of his or her ability;
- 10.7.3 refrains from discussing confidential and official matters with unauthorised persons.

10.8 PAM DOCUMENT AND THE SACE CODE OF ETHICS

- 10.8.1 These documents can be found online for your perusal.

UPDATED: NOVEMBER 2024



**PRINCIPAL
MISS WILSON**



**SGB CHAIRPERSON
MR F DUBE**