



HOËRSKOO
PAREL VALLEI
HIGH SCHOOL

Parel Vallei Code of Conduct

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SECTION A – General Code of Conduct

In terms of the South African Schools Act (Act No 84 of 1996), it is the duty and responsibility of the School Governing Body to develop and adopt a Code of Conduct for learners.

The Code of Conduct of Parel Vallei High School strives to uphold and protect the rights of the learners as individuals and as a group. It was approved by the SGB on 2 December 2022, after due consultation with parents, learners, and educators of the school.

It is expected of learners to obey, within reason, the authority of the educators, prefects, and the Representative Council of Learners and to conduct themselves in a manner which will promote the well-being, values, and image of the school, as well as the self-image of each learner.

The purpose of the Code of Conduct is to set out the parameters within which learners should behave to protect and promote the integrity and security of each learner and all members of the school community. The Code of Conduct acknowledges the dignity of each learner and recognises their rights as per the South African Constitution.

It also aims to promote and protect the school's unique character, which is made up of several cultures, and seeks to establish and maintain an attitude of respect, tolerance and reconciliation among learners themselves and respect for educators and other adults in the service of the school.

Furthermore, it aims to provide the ideal atmosphere in which each learner will have the right and opportunity to learn, and to develop his or her potential to the full while upholding our core values.

The Code also wishes to nurture an attitude to life, characterised by self-discipline, exemplary behaviour, the celebration of our successes and a striving for maturity.

Our School's *Blue Thread*

The Blue Thread represents strength, stability, inspiration, wisdom, trust, and dignity. These are weaved together, binding everything and everyone at Parel Vallei High School to a spirit of excellence to form one strong ***Blue Thread Spirit*** we call all to embrace.

Our values:

Respect, Integrity, Pride, Self-discipline, Perseverance.

Name and Surname of Learner

Date

SECTION B – Code of Conduct and Rules for Learners

GENERAL

1. Preamble

In terms of the South African Schools Act (Act No 84 of 1996) hereafter referred to as SASA, it is the duty and responsibility of the School Governing Body to develop and adopt a Code of Conduct for learners. Such policy must be in line with the provision of the Provincial Gazette, relevant National Education Legislation as well as the Constitution of the Country. In a case where the Code of Conduct is in contrast with any provincial or national legislation then such legislation shall take precedence.

2. Purpose of the Policy

The Code of Conduct of Parel Vallei High School, in accordance with the Constitution of the Republic of South Africa (Act 108 of 1996) and the SASA (no 84 of 1996) (as amended), strives to uphold and protect the rights of the learners as individuals and as a group.

In accordance with Article 8(1) of SA Schools' Act, this Code of Conduct was accepted by the Governing Body of Parel Vallei High School only after due consultation with the parents, learners and educators of the school and revised and approved by the School Governing body on 2 December 2022.

The Code, in accordance with Article 1.8 of Notice 776 of 1998, published in the Government Gazette of 15 May 1998, is applicable to the learners, not only when at school, but at all times and places for as long as the learner is enrolled at the school. In accordance with article 8(4) of the SASA (Act 84 of 1996), nothing contained in the Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by the learner. In compliance with the Code, it is thus expected of learners to obey the authority of the educators, prefects and the Representative Council of Learners.

The purpose of the policy is further to set out the parameters within which learners should behave in order to protect and promote the integrity and security of each learner and all members of the school community. The policy acknowledges the value of each learner and serves to protect and respect their constitutional rights.

The school is made up of a number of cultures and the Code of Conduct aims to promote and protect this unique character. In aligning itself with the diverse cultures of the country within which it resides, the school aims to use this diversity to make a positive contribution towards South African society. It also seeks to establish and maintain an attitude of respect, tolerance and reconciliation among learners themselves and respect for educators and other adults in the service of the school.

In accordance with the mission of the school, the Code of Conduct aims to provide the ideal atmosphere in which each learner will have the right and opportunity to learn, and to develop his or her potential to the full.

The Code also wishes to nurture an attitude to life, characterised by self-discipline, exemplary behaviour and a striving for maturity.

In accordance with the spirit of this Code of Conduct, it is expected of each learner to conduct him or herself in a manner which will affirm the dignity and self-image of each learner, and in doing so, promote the well-being and image of the school.

3. Vision, Mission and PV Values

Vision Statement

Our vision is to motivate and prepare each learner to achieve their full potential in the fields of academics, sports, culture, service and leadership, while upholding our core values of respect, integrity, pride, self-discipline and perseverance.

Mission Statement

Parel Vallei values the principles of a Christian value-driven ethos in its education while respecting the religious convictions of each learner and parent. To achieve our vision, we aim to create an environment in which all learners are valued as they are equipped with knowledge and life skills to become productive, responsible, self-confident individuals moving towards excellence and success in a diverse and changing society and world.

Our School's Blue Thread

The Blue Thread spoken of in our school represents strength, stability, inspiration, wisdom, trust and dignity. These are weaved together binding everything and everyone at Parel Vallei High School to a spirit of excellence to form one strong **Blue Thread Spirit** we call all to embrace.

We weave the Blue Thread by:

Recognising parents as inseparable partners in our school's community. We thus make provision for parents' participation, support, and co-responsibility in doing so.

Providing the best professional instruction through the mediums of English and Afrikaans to equip our learners to flourish academically and in life and in sports.

Providing for and maintaining a balanced approach to academic, cultural, and sporting activities.

Providing a Code of Conduct where we treat all people with mutual respect, dignity, fairness, and courtesy in an environment that is free from discrimination and harassment.

Creating opportunities for personal expression, self-discovery, and independence of thought in line with our Code of Conduct.

Celebrating and publishing successes of our learners, staff, and alumni within and outside of the school.

Acknowledging the importance of setting positive examples and the value we add as exemplary role models. We recognise that Parel Vallei High School forms part of the community of Somerset West and the greater Helderberg basin and thus encourage mutual interaction, service, co-operation, and opportunities offered by the school.

Our Values Explained:

Respect: A feeling of deep admiration for someone, or something elicited by their abilities, qualities, or achievements. It is also giving due regard for the feelings, wishes or rights of others.

Integrity: This is the quality of being honest and having strong moral principles.

Pride: A feeling of deep pleasure or satisfaction derived from one's own achievements, the achievements of those with whom one is closely associated, or from qualities or possessions that are widely admired.

Self-discipline: The ability to control one's feelings and overcome one's weaknesses. Self-discipline is also the nature of maintaining good routine activities that will inevitably lead to success/progress.

Perseverance: The continued effort to do or achieve something despite difficulties, failure, or opposition thus resulting in steadfastness.

4. Definitions of Terms

In this Code of Conduct, unless the context suggests otherwise, the following words and terms have the following meanings:

'disciplinary committee': a committee composed by the governing body of a public school in accordance with Article 30 (1) of the Schools Act.

'drugs': a drug as defined by the Drugs and Drug Trafficking Act, No. 140 of 1992.

'dangerous weapon': any weapon or device that can be used to kill, inflict bodily harm or cause damage to property.

'educator': any educator, including the Principal and Deputy-Principals, who occasionally or permanently supply educational services at the school.

'governing body': the school governing body (SGB) of Parel Vallei High School, properly established by virtue of the Schools Act.

'learner': any learner properly admitted and enrolled at Parel Vallei High School.

'principal': the serving or acting principal of Parel Vallei High School.

'school': Parel Vallei High School

'school property': Includes the following: the grounds and buildings occupied by the school and any attachments to such grounds and buildings as well as any other property, including equipment, books, stock, vehicles and such, belonging to or being rented by the school.

RULES OF CONDUCT

1. Introduction

Conduct and behaviour of learners of Parel Vallei High School are controlled by the school rules as well as traditions and practices that have developed over the years. The departure point of the governing body of Parel Vallei High School, is that every learner has the right to education and that no learner may behave in a way that deprives another learner from this right.

2. The Fundamental Rule

All rules explained hereafter are expounded and interpreted against the background of the comprehensive rule that a learner's appearance, behaviour and conduct should at all times comply with the written and unwritten rules of the school, honour the school and in no way put another learner at a disadvantage. Learners need to acquaint themselves thoroughly with the content and meaning of the rules as well as any amendments or additions to it.

3. Conduct and Behaviour

- 3.1 Learners must always behave like good ambassadors of the school.
- 3.2 While wearing the school uniform or any part thereof that is sufficient in the eye of the public to establish a connection between the school and learners, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3 Learners are obliged to support the Principal and other staff in the establishment and maintenance of good order as well as an environment where learning and education can continue unimpeded. Learners are specifically expected to obey and immediately execute any reasonable instruction of the Principal, any educator, members of staff, Senior Council (SC) and the Representative Council of Learners (RCL) members.
- 3.4 An educator at the school shall control and discipline a learner in accordance with the Code of Conduct, during the learner's attendance at school as well as during any school-related activities.
- 3.5 In their interaction with one another, learners must at all times show self-control, mutual respect and tolerance towards each other. Learners must particularly refrain from any conduct that is aimed at violating the physical, spiritual and moral wellbeing of any other learner and educator. This includes hate speech, racism, sexism as well as cultural and religious intolerance.
- 3.6 A learner may also not be guilty of:
 - 3.6.1 neglect of duty, disobedience, rebelliousness, disruption of classes or of the school programme, vandalism, theft, dishonesty, assault, bullying, intimidation, fighting, indecent acts, bunking (playing truant), contempt or the undermining of authority;
 - 3.6.2 language use or the behaviour that, according to the Internal Disciplinary Committee, is of such a nature that it threatens the moral and ethical standards, discipline or social wellbeing within the school;

- 3.6.3 any behaviour which is considered reprehensible by the Internal Disciplinary Committee;
- 3.6.4 any breach of law which could lead to a confrontation with the justice system, such as contempt for the national symbols of the RSA (flag and anthem);
- 3.6.5 contempt for the school symbols (school flag and song);
- 3.6.6 any behaviour which could bring the school's name into disrepute such as smoking and vaping, or the use of drugs, alcohol or volatile substances (e.g. petrol or thinners) on the school grounds or in public, (in civilian or school clothing);
- 3.6.7 participation in or promoting of religious or cultural practices that physically harm persons, property or animals;
- 3.6.8 being in possession of any of the following: matches, cigarette lighters, cigarettes, e-cigarettes, drugs, alcohol, pornographic material, fire-arms, knives, crackers and substances or objects which could cause injury;
- 3.6.9 inappropriate physical contact between learners. 'Inappropriate contact' is defined as any touching, rubbing, fondling, kissing or any action of a sexual nature.

4. Respect

- 4.1 When staff and visitors, at any given time, pass a learner, the learner is to greet the person out of courtesy and offer assistance if necessary.
- 4.2 At doorways, learners are expected to stand back and give staff and prefects right of way.
- 4.3 Learners must stand up when being addressed by staff or prefects.
- 4.4 A learner will respect those learners in positions of authority.
- 4.5 A learner who is in a position of authority will respect the rights of other learners and will not abuse such authority bestowed upon him or her through his or her position.
- 4.6 Learners will respect the property and safety of other learners.
- 4.7 Learners must at all times in their interaction with the Principal, Vice-Principals, educators and other members of staff, show the necessary courtesy and respect and refrain from conduct that boils down to rebelliousness or provocation.
- 4.8 Any conduct undermining the administration, discipline or efficiency of the school, will be viewed as a transgression against the Code of Conduct.

5. General School Rules

5.1 Punctuality and Absence

- 5.1.1 School hours are published on the website and in the first newsletter of every year, and may be amended from time to time.
- 5.1.2 All learners are to arrive at school before the official starting time.
- 5.1.3 A learner who arrives late for school must report to the Learner Affairs (LA) Office to get a green slip which will allow him/her in the classroom.
- 5.1.4 If a learner does not attend school regularly, the relevant Grade Head will report the absence of the learner to the parent and the Principal.
- 5.1.5 No learner is permitted to leave the school grounds during school hours without a letter from a parent or guardian requesting the child to leave.
- 5.1.6 A learner may also only leave the school grounds during school hours with the permission of the Principal, Deputy Principal or Grade Head.
- 5.1.7 A learner will only be allowed to leave the school grounds during school hours with an exit note (yellow slip) obtained from the LA Office.

- 5.1.8 Any absence from school must be supported by an absentee note from a parent or guardian.
- 5.1.9 Should a learner be absent from school for a period of 3 (three) days or longer, the absence must be supported by a letter from a medical doctor, traditional healer or registered herbalist.
- 5.1.10 Any absence during a formal examination, test or task must be supported by a letter from a medical doctor, traditional healer or registered herbalist.
- 5.1.11 Learners and parents (on behalf of learners) are expected to make every effort to avoid making 'outside-of-school' appointments during school hours.
- 5.1.12 Learners who feel unwell during school hours must report to the LA Office, from where the necessary arrangements will be made.
- 5.1.13 Truancy from school is prohibited and will be punished.
- 5.1.14 Learners leaving a class during a lesson require a 'permission plank' from the teacher in charge.
- 5.1.15 Casual visitors to the school are not permitted. All visitors are to report to the front office and obtain a visitor's card. Casual visitors not in possession of a visitor's card will be asked to leave the school premises.
- 5.1.16 Learners are expected to attend religious observances and education, and participate in Life Orientation, unless exemption has been obtained from the headmaster. Further details are included in the school's religious policy.
- 5.1.17 Learners may not go to the toilet or to their lockers during classes without a 'permission plank' given to them by the teacher.
- 5.1.18 Learners' parents or guardians need to submit a written request to the relevant teacher before a learner will be temporarily excused from physical training.
- 5.1.19 A request for long-term or permanent exclusion from physical training must be accompanied by a medical certificate.
- 5.1.20 Learners and their parents agree to adhere to the rules as set out in the Absenteeism Policy and Procedures enclosed in **Addendum 3**.

5.2 Classroom Conduct

- 5.2.1 Learners must arrive at class on time (before the second bell).
- 5.2.2 Learners must bring to the lesson what is needed, which includes books, stationery and completed homework.
- 5.2.3 Learners must take out what they need for the lesson after they were greeted by the teacher.
- 5.2.4 Learners must stand when an adult enters the classroom.
- 5.2.5 Learners must wait for either the visitor or their teacher to give them permission to sit down.
- 5.2.6 Learners must greet their teacher at the start and end of each lesson.
- 5.2.7 Learners must respect their teacher and their peers by not talking when their teacher is talking.
- 5.2.8 If learners want to say something, they should raise their hands and wait for the teacher to give them permission to speak.
- 5.2.9 Learners should pay attention to their peers' contributions and await their turn to speak.
- 5.2.10 Learners should not pack away their books until the teacher has indicated that the lesson is over.

- 5.2.11 Learners may not deface desks, remove drawing pins, write on the whiteboard without permission or fiddle with the document camera and the teacher's computer.
- 5.2.12 Learners may not use any learning material or technology that belongs to the teacher without permission.
- 5.2.13 Learners should keep their classrooms neat and clean.
- 5.2.14 Eating and drinking during lessons are not allowed.
- 5.2.15 The chewing of gum is strictly forbidden.
- 5.2.16 All litter and unwanted paper should be thrown in the dustbin and recycling bin respectively.
- 5.2.17 Learners should take responsibility for themselves and their own behaviour first, and then encourage their peers to do the same.
- 5.2.18 Learners should endeavour to make everyone in their class feel happy and accepted, and always be willing to widen their circle of friends to ensure that no one is left out.
- 5.2.19 With the permission of the teacher, learners should offer to help anyone who may be having difficulty with the class work.

5.3 Stairways and Corridors

- 5.3.1 The movement between classes must proceed quickly, efficiently and in orderly fashion.
- 5.3.2 The shortest route between classes must be followed.
- 5.3.3 Loitering on the stairways or in the corridors is forbidden.
- 5.3.4 Learners should always keep left on stairways and in corridors.
- 5.3.5 Learners must line up outside the classroom and wait until the teacher gives them permission to enter the classroom.
- 5.3.6 Leaning over balconies and otherwise obstructing traffic in the corridors is forbidden.
- 5.3.7 Learners may only enter classrooms before school, during breaks and after school with the permission of the teacher.
- 5.3.8 Running in corridors or on stairways is not allowed.

5.4 Cloak Rooms and Toilets

- 5.4.1 Loitering in the cloak rooms and toilets is strictly forbidden.
- 5.4.2 Learners should only visit the toilets during lesson time in case of an emergency.

5.5 Assembly

- 5.5.1 The dignity of assemblies is to be respected.
- 5.5.2 There is to be total silence once the hall is entered where the assembly is to be held.
- 5.5.3 Full school uniform, including school blazers, is compulsory during assembly on a Monday and on formal occasions.
- 5.5.4 Learners without a school blazer will not be admitted to the hall.

5.6 Bicycles, Motorcycles and Vehicles

- 5.6.1 Any vehicle is to be driven with extreme caution inside the school grounds, and the 15kph speed limit is to be adhered to.

- 5.6.2 Bicycles must be locked and may only be placed in the bicycle shed, and not against walls, trees or pillars.
- 5.6.3 Motorcycles must be parked in the designated area.
- 5.6.4 Four-wheeled vehicles may be parked only in the parking areas outside the school grounds.
- 5.6.5 All learners park their vehicles, including bicycles and motorcycles, on or off the school grounds at their own risk.
- 5.6.6 Learners are not to touch, lean against or tamper with bicycles, motorcycles or vehicles parked anywhere on or off the school grounds.
- 5.6.7 Learners may only be dropped off or fetched from school outside the school gates.

5.7 Valuables and Personal Belongings

- 5.7.1 The school will not be held responsible for the theft of or damage to personal belongings on the school premises.
- 5.7.2 Arrangements should be made with the teacher in charge of an extra-mural activity for safekeeping of valuables.

5.8 School Property and Grounds

- 5.8.1 Breakage of any school property must be reported immediately to a staff member.
- 5.8.2 All school property is to be treated with respect.
- 5.8.3 Learners are not to linger on the internal roads or on the pavements adjoining school roads.
- 5.8.4 The school buildings and grounds are out of bounds after normal school hours unless they are being used for extra-mural activities under the supervision of an educator or coach. Trespassers run the risk of prosecution.
- 5.8.5 The school buildings and grounds are out of bounds during weekends and school holidays unless they are being used for extra-mural activities under the supervision of an educator or coach. Trespassers run the risk of prosecution.
- 5.8.6 No ball games are allowed near the school buildings.
- 5.8.7 Ball games are only allowed during school hours at break times on the hockey and rugby fields.
- 5.8.8 Learners who are spectators or supporters (home or away) at any school activity, are expected to leave the grounds they occupied neat and clean, and must ensure that all litter is picked up and placed in garbage bins.
- 5.8.9 Learners must leave toilets in a clean condition.
- 5.8.10 Any action or failure by learners that constitutes or could constitute a health risk to other learners, must be avoided.
- 5.8.11 It is forbidden to put slogans (graffiti), stickers and or posters onto any surface at the school, without prior consent from the Principal or his delegation.
- 5.8.12 Learners must attend to any reasonable instructions of the Principal, any educator, prefect and Representative Council of Learners (RCL) members regarding the maintenance of a clean and hygienic school environment.
- 5.8.13 The following areas are considered to be restricted:
 - i. The staffroom, staffroom foyer, teachers' workrooms, photocopy room, Grade Head offices, administration offices and their passage, unless the learner has been sent to these areas by an educator;

- ii. The main school foyer, unless learners are called by the school secretary;
- iii. The entrance of the main building may not be used by learners to enter or exit the school building;
- iv. The Forum, main hall and the sports hall may only be used under supervision of an educator or coach;
- v. Ledbury and the cleaners' quarters;
- vi. Any area where examinations are being written;
- vii. Areas where vehicles are parked.

6. Extra-mural Activities

- 6.1 It is expected of learners to participate in what Parel Vallei High School has to offer extra-murally. As a general rule, learners are required to complete the season when they sign up for a specific sport. The following rules apply specifically to certain grades in the school:
- 6.1.1 Grades 8 & 9: it is expected of a learner to participate in at least one sport in *summer* and one sport in *winter* AND another extra-mural activity.
 - 6.1.2 Grade 10: it is expected of a learner to participate in at least one sport AND another extra-mural activity (which can be a sport).
 - 6.1.3 Grades 11 & 12: it is expected of a learner to participate in at least one extra-mural activity (which can be a sport).
 - 6.1.4 A request for any exception to this rule must be applied for, in writing, to the Deputy Head: Extra-mural Activities.
- 6.2 Should a learner be unable to attend an extra-mural activity to which he or she has committed him or herself, the learner must excuse him or herself in writing or personally from the particular coach/manager at least 12 to 24 hours prior to a set training session/fixture.
- 6.3 Should a learner, as a member of a competition, match or training session, be unable to attend due to unforeseen circumstances, the educator concerned must be informed as soon as possible.
- 6.4 Any learner absent from school on the day of their training/practice may not participate in the extra-mural activity without prior consent from the Head: Sport/Culture.
- 6.5 Any learner absent on a Friday may not participate in the scheduled match/cultural event without prior consent from the Head: Sport/Culture.
- 6.6 A learner may not represent another school in a match or competition or take part in the extra-mural activities of another school. Learners doing home schooling or attending a private school, whose institution does not offer extra-mural activities, may participate in extra-mural activities at Parel Vallei High School at an annual registration fee as stipulated by the Deputy Head: Extra-mural Activities.
- 6.7 A learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 6.8 Once a learner has registered him or herself for an activity, he or she will be bound to meet the rules and obligations related to that activity for the season or year.
- 6.9 All trials must be attended in order to make a team selection, unless a valid reason has been given prior to the trial.
- 6.10 Once selected for a school team, the learner commits themselves to that activity and if they do not attend any training sessions without valid reasons, they will not be selected for the next match fixture. This transgression will be dealt with in accordance with the school's disciplinary system, as per **Addendum 6**. The head of the sporting code will also be informed, and further action will be taken.

- 6.11 Involvement in a particular activity will span the entire season or the duration of that activity.
- 6.12 The appropriate kit or uniform will be worn to practices and league fixtures. No players selected for the school's first teams may wear their first team match attire to a training session. This transgression will be dealt with in accordance with the school's disciplinary system, as per **Addendum 6**.
- 6.13 Learners travelling to and from an away cultural fixture/training camp/tour will travel in the correct school uniform, unless other arrangements have been made by the particular educator concerned.
- 6.14 Learners travelling to and from an away sporting fixture/training camp/tour will travel in the correct school uniform as stipulated per sporting code, unless other arrangements have been made by the particular educator concerned.
- 6.15 Any matters of concern should be timeously taken to the educator in charge of an activity who will then escalate it to the Deputy Head: Extra Mural Activities.
- 6.16 Learners who make use of bus transport to a sport or cultural fixture must also return with the bus, unless a prior arrangement has been made with the relevant coach or teacher. The responsibility lies with the accompanying teacher until the learner has safely returned back at school.

7. School Uniform and Appearance

- 7.1 Learners are expected to wear the official school uniform or sportswear and, at all times, be neat.
- 7.2 No additions to the school uniform that are not in accordance with the rules regarding the school uniform and appearance will be allowed.
- 7.3 Only learners who have applied to the school governing body by submitting relevant supporting documents and have received the necessary permission from the headmaster may deviate from the official school uniform.
- 7.4 During events that allow for the wearing of casual clothes to school, learners should wear neat and presentable clothes.
- 7.5 All items of clothing must be properly marked with the learner's full name and surname.
- 7.6 When clothing which does not form part of the school uniform is worn, an explanatory letter from the parent or guardian, signed and dated, must be presented to the grade head before or during the tutor period on that same day.
- 7.7 Only the following school lapel badges may be worn on the school blazer at any given time: Name and Surname, Prefect, Advanced Academic Programme, Top 10 and any other three approved lapel badges of a recognised school society/activity.
- 7.8 The time of transition from one season's uniform to another will be at the discretion of the headmaster.
- 7.9 Personal hygiene is essential at all times.
- 7.10 No earphones are allowed at school. Learners may also not appear outside the school with earphones while wearing their school uniform.
- 7.11 Learners and their parents agree to adhere to the school uniform and appearance rules. The School Uniform and Appearance Policy is enclosed in **Addendum 1**.

8. Cell Phones and Electronic Devices

- 8.1 Learners and their parents agree to adhere to the rules as set out in the Cell Phones and Electronic Devices Policy enclosed in **Addendum 2**.

9. Classwork and Homework

- 9.1 There shall at all times be an orderly atmosphere in the classroom. Learners may not disrupt or inhibit education.
- 9.2 Learners must promptly perform class instructions.
- 9.3 All learners must have and maintain a homework book according to the work prescribed by the class educator.
- 9.4 Learners must do their prescribed homework and punctually submit it by the deadline to the concerned teacher. Non-compliance to this rule can only be pardoned, if the learner, on the day on which the homework was due, submits a written note from his or her parents with an acceptable explanation for the failure.
- 9.5 All learners should do their prescribed homework enthusiastically, diligently and with dedication, in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse will be deemed a transgression of this rule.
- 9.6 Learners are obliged to catch up, as soon as possible, on any work they might have missed.

10. Tests and Examinations

- 10.1 Learners and their parents agree to adhere to the rules as set out in the Absenteeism Policy and Procedures enclosed in **Addendum 3**.

11. Social media

- 11.1 Learners and their parents agree to adhere to the rules as set out in the Social Media Policy enclosed in **Addendum 8**.

12. Non-Racialism

- 12.1 Learners and their parents agree to adhere to the rules as set out in the Non-Racialism Policy enclosed in **Addendum 4**.

13. Illegal Substances

- 13.1 Learners and their parents agree to adhere to the rules as set out in the Substance Abuse Policy enclosed in **Addendum 5**.

DISCIPLINARY SYSTEM

1. Categories of Misconduct

- 1.1 Acts of misconduct (but are not limited to) are divided into 4 (four) categories, namely level 1, 2, 3 and Academic Transgressions, as per **Addendum 6**.
- 1.2 This is in accordance with the different punitive measures that can be taken, as stipulated, but not limited to, in **Addendum 7**.

2. Disciplinary Procedure

- 2.1 Disciplinary measures may be taken against a learner who contravenes the Code of Conduct. Note that all disciplinary procedures must adhere to the regulations as per WCED Provincial Gazette 6939. A guideline for application of these procedures is kept by the school, for use by the school management team and the school governing body.
- 2.2 It is the responsibility of each learner and parent to ensure they are thoroughly familiar with the content of the Code of Conduct.
- 2.3 If an infringement has taken place and proof has been found, action will be taken against learners according to the school's internal disciplinary system.
- 2.4 Every educator is responsible for discipline at all times at school and at school-related activities.
- 2.5 In line with the principles and spirit of the Code of Conduct, the school management and educators have the right to announce rules verbally on an ad-hoc basis or otherwise, as necessitated by circumstances. The final decision with regards to such rules will rest with the school management.
- 2.6 The Internal Disciplinary Committee has drawn up a list of different categories of misconduct that are linked to punitive measures, as stipulated in **Addendum 6** and **7**.
- 2.7 A record of all disciplinary interventions for each learner will be kept on the school's database by using *EduVista*.
- 2.8 Depending on the category of misconduct, the transgressions are dealt with by the Grade Head, Deputy Principal (Discipline), Internal Disciplinary Committee and/or Governing Body.
- 2.9 The Internal Disciplinary Committee may consist of the Principal, Deputy Principal (Discipline), Head: Learner Support, an SRC member (if necessary), Grade Head and/or a relevant educator.
- 2.10 Only Grade Heads may put learners on detention (break and/or Friday/Saturday).
- 2.11 The learner and his or her parent/s will be notified of the detention as a disciplinary measure.
- 2.12 Friday detention will take place from 13:30 to 16:30.
- 2.13 Saturday detention will take place from 08:00 to 11:00.
- 2.14 Detention for misconduct and academic extra-homework classes may be separated.
- 2.15 Detention for repeated or serious misconduct or repeated academic negligence may be extended to Saturdays and may include school/community service.

- 2.16 Serious offences, which may also be described as serious misconduct (Regulation 2(1) of PN 372 of the Provincial Gazette Extraordinary (Western Cape) dated 31/10/1997) will be dealt with by the Grade Head in conjunction with the Deputy Principal (Discipline). A full

- investigation must be done, and the parents will be informed regarding the incident as soon as possible.
- 2.17 The Principal or his representative may refer the case to the Internal Disciplinary Committee or to the Governing Body for consideration (Regulation 2(1)(b) of the Provincial Gazette Extraordinary (Western Cape) 6939 dated 15/12/2011). If referred to the Internal Disciplinary Committee, action will be taken against learners according to the school's internal disciplinary system, as stipulated in **Addendum 6** and **7**.
- 2.18 When a disciplinary case is referred to the Governing Body, the parent/s of the learner will be informed in writing of the offence and of the date when the meeting with the governing body will take place. A minimum period of 5 (five) working days' notice of the meeting is required. Parents may request to move the date forward.
- 2.19 The procedures as prescribed in Regulation 5 of the regulations relating to disciplining, suspension and expulsion of learners in the Western Cape, published in the Western Cape Provincial Gazette Extraordinary No. 6939 dated 15 December 2011, apply:
- i. the alleged offence and circumstances surrounding the incident must be carefully investigated;
 - ii. the audi alteram partem-rule (hear the other side) must apply;
 - iii. an opportunity must be given to the members of the Governing Body and the parent/s and/or the legal representative of the learner concerned, to question the accusers concerning the incident;
 - iv. the complainants, or persons who provided testimonies must leave the meeting after they have expressed their viewpoints;
 - v. only members of the Governing Body who are not personally involved in the matter, must be allowed to take part in the decision-making process at the end of the meeting;
 - vi. the procedure, discussion and outcome must be detailed thoroughly in the minutes;
 - vii. in the event of a hung jury, the chairperson has the deciding vote;
 - viii. if the outcome of the corrective action is suspension, the parents must be informed immediately in writing;
 - ix. if the decision of the governing body is to make a request to the head of the WCED that the learner be expelled, then the parents are to be informed in writing immediately.
- 2.20 A statement with reasons for the request of expulsion must be provided and sent to the head of the WCED within 14 days. The following information must also be included:
- i. a comprehensive report of the incident surrounding the alleged misbehaviour, as well as the reasons for the governing body's decision;
 - ii. the complete minutes (with questions and answers) from the meeting where the decision was made;
 - iii. any other written remarks from the learner or parents or their representative (it can be a legal representative) relating to the incident.
- 2.21 The head of the WCED, within 14 days of receiving the documents as stated in 2.21, will decide if the learner must be expelled or re-admitted into the school. Once the decision is made, the governing body and the learner's parents will be informed immediately.
- 2.22 Should the head of the WCED decide to expel a learner, and the parents of that learner (or the learner) appeal against the decision, they must do so within 10 (ten) days of receiving the written decision. The appeal must be addressed to the Provincial Minister of Education, and his/her decision will be final.
- 2.23 Should the learner, parent of guardian fail to attend the disciplinary hearing without good cause or good reason, the proceedings will be held in his or her or their absence.

- 2.24 If, after the disciplinary proceedings, a learner is found guilty of serious misconduct, the governing body may impose (but not limited to) the punishment prescribed in **Addendum 7** and may in addition suspend the learner either for a period of not more than 7 (seven) school days or for a reasonable period not exceeding 1 (one) week, pending a decision by the Head of Department on the recommendation of the governing body as to whether or not the learner is to be expelled from the school.
- 2.25 If disciplinary proceedings are not conducted within 7 (seven) school days after the suspension of a learner, the governing body must obtain the approval of the Head of Department for the continuation of the suspension of such learner.
- 2.26 Offences that may lead to such suspension (or even expulsion) include, but are not limited to the following:
- i. conduct which endangers the safety and violates the rights of others;
 - ii. possession, use, transmission or visible evidence of narcotic or unauthorised drugs, alcohol or intoxicants of any kind;
 - iii. fighting, assault or battery;
 - iv. immoral behaviour or profanity;
 - v. defying, without reasonable cause, the authority of the educators or the Learner Council;
 - vi. harmful graffiti, hate speech, sexism, racism;
 - vii. theft or possession of stolen property including tests or examination papers prior to the writing of those tests or examinations;
 - viii. unlawful action, vandalism or destroying or defacing school property;
 - ix. disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
 - x. repeated violations of school rules or the Code of Conduct;
 - xi. victimisation, harassment, bullying and intimidation of other learners;
 - xii. infringement of examination rules; and
 - xiii. knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school.
- 2.27 A learner will be expelled if he or she commits any of the following offences, but are not limited to, even if it is a first offence, unless there are exceptional circumstances which warrant the imposition of a lesser punishment:
- i. theft;
 - ii. bomb threats;
 - iii. assault of a serious nature or an assault committed with a dangerous weapon or object;
 - iv. the possession of any object which could serve as a dangerous weapon;
 - v. sexual offences;
 - vi. the possession and/or dealing in or providing of and/or testing positive for illegal substances. A positive test will be sufficient evidence;
 - vii. the possession or detonating of fireworks or anything else that can have a traumatic effect on any person.
- 2.28 In terms of the Criminal Prosecuting Act, (Section 105A, Act 51 of 1977), the prosecuting authority and an accused may enter into a plea- and sentence agreement.
- 2.29 The plea-bargaining system is where the accused is prepared to plead guilty, admit to the relevant allegations and enters into a sentence agreement with the state. The

- written agreement is then presented to the court that must ensure that it was entered into freely, voluntarily and without undue influence.
- 2.30 If the court is satisfied that the accused admits that the allegation in the charge is valid and that he or she is guilty, the accused is then convicted.
 - 2.31 If the court is satisfied that the sentence agreement is just, it is then confirmed by the court.
 - 2.32 No evidence is led and this procedure expedites the finalisation of cases.
 - 2.33 A similar procedure will be followed in instances where the learner concerned pleads guilty, the parents co-operate and expulsion is not considered.
 - 2.34 The plea- and sentence agreement will have to be ratified by the School Governing Body or delegated person(s), before it is enforced.
 - 2.35 The school is compelled to refer behaviour that constitutes a criminal offence to the South Africa Police Services for further action.
 - 2.36 If a learner's behaviour is a threat to him- or herself or other learners, the school reserves the right to take the necessary steps to find treatment or an alternative placement for the learner.
 - 2.37 The school reserves the right to refer a learner for counselling if his or her behaviour is deemed socially unacceptable.
 - 2.38 If the Principal or an educator has reasonable suspicion, supported by sufficient information, to suspect the harbouring of any of the following, he or she has the legal authority to conduct a search of any learner or the property in possession of the learner:
 - i. a dangerous weapon;
 - ii. firearms;
 - iii. drugs or any harmful and dangerous substances;
 - iv. stolen property; or
 - v. pornographic material brought onto the school property.
 - 2.39 A search may be performed in terms of the following Acts of general application:
 - i. Control of Access to Public Premises and Vehicles Act, 1985, Act No. 53 of 1985;
 - ii. Drugs and Drug Trafficking Act 140 of 1992;
 - iii. Arms and Ammunition Act, 1969, Act No. 75 of 1969;
 - iv. Education Laws Amendment Act No. 24 of 2005 and No. 31 of 2007; and
 - v. Government Gazette Notice 1140 of 2008.
 - 2.40 During a search the right to human dignity shall be observed and learners shall be searched in private by persons of their own gender, in the presence of at least one other person.
 - 2.41 A record shall be kept of the search proceedings and the outcome.
 - 2.42 All the stipulations pertaining to disciplinary proceedings applicable to learners as set out in the South African School's Act, No. 84 of 1996, as amended, are incorporated and included in this Code of Conduct.

GENERAL PROVISIONS

1. Amendment of the Code of Conduct

- 1.1 The Code of Conduct may only be amended after consultation with educators, parents and learners of the school.
- 1.2 Amendments will come into effect when the governing body makes it known in writing to educators, parents and learners of the school.

2. Interpretation

- 2.1 Any difference of opinion concerning the interpretation of this Code of Conduct will be settled by a ruling of the Governing Body.

SIGNED AT SOMERSET WEST ON THE 2nd DAY OF December 2022.

CHAIRPERSON
Parel Vallei High School

PRINCIPAL

ADDENDUM 1

School Uniform and Appearance Policy

- The policy on school uniform is based on the following principles and that the school uniform:
 - Promotes a sense of pride in the school and creates a sense of community/belonging towards the school.
 - Is practical and smart.
 - Identifies the children with the school.
 - Prevents further distractions in class.
 - Makes children feel equal to their peers in terms of appearance.
- The appearance of learners must at all times adhere to the generally accepted standards of cleanliness, neatness and style, as is befitting for a school uniform.
- Learners and their parents/guardians undertake to adhere to the following regulations.

1. BOYS

1.1 SHOES

- Only plain black shoes with black shoestrings and black soles; no boots or buckles.
- Clean and neatly polished at all times.
- The shoestrings must be fastened and intact.
- Exception: Only matric learners may wear black slip-on shoes.

1.2 SOCKS

- Only the official PV-grey school socks (with light blue, dark blue and white stripes) may be worn with short pants; must be pulled up at all times.
- Plain grey socks or the PV-grey school socks (with light blue, dark blue and white stripes) may be worn with long pants.
- Only the official PV-white socks with dark blue stripe may be worn with sports/PE clothes.

1.3 LONG PANTS

- Grey school trousers, standard width (no tight-fitting legs).
- Trousers must be worn at normal hip height.
- No hipsters are allowed.
- Correct size – too tight-fitting trousers is not allowed.
- No stitched down trouser legs or trouser legs that were made narrower will be allowed.

1.4 BELT

- Plain black or grey belt must be worn with trousers.
- No fancy buckles.
- Exception: Belts with short pants are optional – not all short pants have loops.

1.5 SHORT PANTS

- Standard grey short pants, standard length.
- Long pants that have been changed into short pants is not allowed.
- Short pants that are too tight are not allowed.
- Correct size.

1.6 SHIRT

- Standard white long sleeve button-up shirt may be worn in *winter* with a tie.
- Standard white short sleeve button-up shirt may be worn in *winter* with a tie.
- Short-sleeved button-up shirt with PV school badge may be worn in *winter* with a tie.
- Open neck short-sleeved shirt with PV school badge may be worn in the *summer* without a tie.
- Short-sleeved button-up shirt with PV school badge may be worn in *summer* with a tie.

1.7 TIE

- Prescribed tie neatly tied.
- Standard length to above belt (vicinity of belly button) and fastened tightly up to the top button.
- Exception: Only matric learners are allowed to wear their official matric and bow tie.

1.8 LONG SLEEVED JERSEY / SCHOOL PULL-OVER

- May never be worn as an outer layer.
- May only be worn inside school grounds as outer layer when permission is granted for the school blazer to be taken off (see point 1.9).
- The sleeves may not be rolled up or pulled up.
- Correct size.
- Jerseys must be neat and not be torn.
- Exception: Only matric learners are allowed to wear their official matric jersey/pull-over as an outer layer in terms 1 & 4.

1.9 BLAZER

- The school blazer is ALWAYS the outer layer of the school uniform.
- The school blazer is compulsory in terms 2 and 3.
- Sleeves may not be rolled up or pushed up.
- Must have all buttons. Boys' top button is always fastened.
- Compulsory for official functions.
- Exception: The school blazer may only be taken off in class and during break time. The school blazer is to be put back on before leaving the class and is always worn after school outside the school grounds while still in school uniform.

1.10 RAIN JACKET

- May be worn as part of the school uniform in terms 2 and 3 (winter).
- May only be worn in terms 1 and 4 (summer) when it rains.
- Does not replace the blazer in terms 2 & 3.

1.11 SCARF AND GLOVES

- Only the prescribed dark blue scarf and gloves are allowed.

1.12 WINTER UNIFORM

- The blazer is compulsory in terms 2 & 3.
- Grey pants (short or long trousers with correct PV-grey socks, see point 1.2).
- Standard white long sleeve button-up shirt with a school tie (top button must be fastened at all times).
- Standard white short sleeve button-up shirt may be worn with a tie.
- Short-sleeved button-up shirt with PV school badge may be worn with a tie.
- School jersey may be worn, but underneath the blazer.
- Belt with long trousers.
- Correct school shoes.

1.13 SUMMER UNIFORM

- Blazer only compulsory for official functions in terms 1 & 4.
- Grey pants (long or short with correct PV-grey school socks, see point 1.2).
- Open neck short-sleeved shirt with school badge folded over blazer collar.
- Open neck short-sleeved shirt with PV school badge may be worn without a tie.
- Short-sleeved button-up shirt with PV school badge may be worn with a tie.
- Standard white long and short sleeve button-up shirts without a PV school badge must be worn with the school tie and blazer.
- Belt with long pants.
- Correct shoes.
- Concession: Full winter uniform may be worn in the summer.

1.14 FACIAL HAIR

- Sideburns may only reach the middle of ear.
- Moustaches are not allowed.
- Must be clean shaven when at school or in school or sport uniform.
- Juniors must start shaving when facial hair gets too long and visible as moustache/beard.

1.15 NAILS

- Cut short and must be clean.
- No nail polish.

1.16 MAKE-UP

- Not allowed when the school is represented or when school uniform is worn.

1.17 TATTOOS

- No tattoos or body art may be visible at school, and not when the school is represented or at sport practices, matches, appearances, school functions/ activities, or when school uniform or sport uniform is worn.

1.18 JEWELLERY

- Only wrist watches are allowed.
- Standard "Medic Alert" badges are allowed.
- No rings, studs or place keepers in ears, lips, nose or brow are allowed and not when the school is represented or when school uniform or sport uniform is worn.

1.19 LAPEL BADGES

- Only prefect, name, Top 10 and/or AP-badges are worn on the left lapel of the blazer and other badges on the right lapel.
- Only name badges are compulsory and should be worn every day on the left lapel of the blazer or above the shirt pocket in terms 1 & 4.
- No learner may have more than seven badges on his blazer at any given time. This includes the following badges: prefect, name, Top 10 and/or AP-badges + any three approved badges of an official school activity or club.

1.20 T-SHIRTS AND VESTS

- Only white or plain-coloured vests or t-shirts may be worn underneath the school shirt.
- It may not hang out or protrude at the neck of the shirt.

1.21 SCHOOL BAGS AND SPORTSBAGS

- ONLY prescribed Parel Vallei bags may be used.
- No graffiti on bags are allowed.
- Bags may have a recognisable item.
- Use the name tag to mark the bags.

1.22 CIVVIE DAYS

- No provocative or improper clothing is allowed.
- No torn jeans or shorts that are too tight are allowed.
- Shoes or tackies must be worn.
- Learners must have a tidy, neat and clean appearance.
- Learners must dress according to the theme if applicable.
- Normal rules for appearance apply for hair, beards, nails, make-up, jewellery, vests, head gear and tattoos.

1.23 SPORTS AND PE CLOTHES

- Only the prescribed sports clothes for each sporting code may be worn.
- Only the white PV-sock with dark blue stripe may be worn with sport and PE clothes.
- No sneakers are allowed with sports and PE clothes.
- Only the official PV-shirt and -pants may be worn for PE.
- The shorter athletics pants may not be worn for PE.

1.24 HAIR GUIDELINES FOR BOYS

- Hair must be neatly presented and should not draw undue attention or make a fashion statement.
- Spiking, undercuts, steps and extensions are not allowed.
- Hair may not draw undue attention as a result of dyeing. Hair colour changes are allowed, provided they represent a natural hair colour.
- Hair on top of the head longer than 6cm would be regarded as too long.
- The volume of hair should be within reason and should not distract from the overall neatness and presentation of the learner.
- Hair types that hang down may not reach the collar, eyebrows and ears.
- Hair may be short, but without fashion styling (shaved lines), and should blend in uniformly.
- If a learner's culture requires for his head to be shaved, he may apply at his Grade Head for a concession to do so.
- Sideburns are to reach no further than halfway down the ear.
- Gel or mousse may be used to keep hair neat, but only if rules are adhered to about length and neatness.
- Hair must be clean and neat. Where applicable, hair should be combed or brushed. For afro-textured hair, twists are allowed; these must be appropriately maintained and kept neat.
- No excessive use of hairstyling products.

2. GIRLS

2.1 SHOES

- Only prescribed, black shoes with black soles are allowed.
- Lace-up or T-bar shoes or school shoes with one band over the foot are allowed.
- Clean and polished.

2.2 SOCKS AND STOCKINGS

- Only the prescribed socks with the dark blue stripe at the top may be worn with the skirt as summer uniform and with sport/PE clothes.
- Black stockings are allowed in the winter. It may not be laddered.
- Black socks must be worn if long pants are worn in summer and winter.
- No socks may be worn over or under the stockings.

2.3 SKIRT

- Prescribed dark blue school skirt.
- The hem must be stitched properly.
- Skirt length: Hem must be a hand breadth (± 7 cm) above the knee.
- Dark blue lycra pants may be worn under the skirt – it may not be visible.

2.4 LONG PANTS

- Prescribed dark blue long pants.
- Hem must be stitched properly.
- Black socks with summer and winter uniform.

2.5 SHIRT / BLOUSE

- Open neck, short-sleeved shirt/-blouse with the school badge must be worn with the skirt or long pants in *summer*.
- Long-sleeved shirt with tie must be worn with the skirt or long pants in *winter*.
- The top button of the long-sleeved shirt must be fastened if worn with a tie.
- The shirt/blouse may not be too tight and appropriate underwear must be worn with it.

2.6 TIE

- Prescribed tie must be worn with winter uniform.
- Neatly tied and pulled up to the collar.
- Exception: Only matric learners are allowed to wear their official matric and bow tie.

2.7 BLAZER

- The school blazer is ALWAYS the outer layer of the school uniform.
- The school blazer is compulsory in terms 2 and 3.
- Sleeves may not be pushed up or rolled up.
- Must have all buttons.
- Compulsory for official functions.
- Exception: The school blazer may only be taken off in class and during break time. The school blazer is to be put back on before leaving the class and is always worn after school outside the school grounds while still in school uniform.

2.8 LONG SLEEVED JERSEY / SCHOOL PULL-OVER

- May never be worn as an outer layer.
- May only be worn inside school grounds as outer layer when permission is granted for the school blazer to be taken off (see point 2.7).
- Sleeves may not be rolled up or pulled up.
- Correct size.
- Jerseys must always be neat and not be torn.
- Exception: Only matric learners are allowed to wear their official matric jersey/pull-over as an outer layer in terms 1 & 4.

2.9 RAIN JACKET

- May be worn daily as part of the school uniform in terms 2 and 3 (winter).
- May only be worn in terms 1 and 4 (summer) when it rains.
- Does not replace the blazer in terms 2 & 3.

2.10 SCARF AND GLOVES

- Only the dark blue prescribed scarf and gloves are allowed.

2.11 WINTER UNIFORM

- The blazer is compulsory in terms 2 & 3.
- Skirt or long pants.
- Long-sleeved shirt with a tie (top button fastened at all times).
- School jersey maybe worn, but underneath the blazer.
- Black opaque pantyhose with skirt.
- Black socks/pantyhose with long pants.
- Correct school shoes.

2.12 SUMMER UNIFORM

- Blazer only compulsory for official functions in terms 1 & 4.
- Prescribed skirt or long pants (correct socks or pantyhose).
- Open neck short-sleeve shirt with school badge folded over blazer collar.
- Long sleeve button-up shirt in the summer must be worn with the school tie and blazer.
- Correct shoes.
- Concession: Full winter uniform may be worn in the summer.

2.13 NAILS

- Nails must be natural and well kept.
- Clean and may not be visible above tops of fingers from palms of hands, high nail bed taken into account.
- Colourless nail polish is allowed.
- No false nails, which includes gel and acrylic nails.

2.14 MAKE-UP

- No make-up may be worn to school and also not when the school is represented or when school uniform is worn.
- No false eye lashes are allowed.
- Exception: Only matric learners may use make-up base, mascara and blush sparingly.

2.15 TATTOOS

- No tattoos or any body art may be visible at school and not when the school is represented or at sport practices, matches, shows and school functions/ activities, or when school uniform or sport uniform is worn.

2.16 JEWELLERY

- Only wristwatch.
- Standard Medic Alert chain /bracelet is allowed.
- Only ONE earring/round stud per ear in the hole positioned lowest in the ear lobe.
- Unadorned golden or silver earring (1 cm in diameter) is allowed.
- Golden or silver studs are allowed – maximum 3 mm diameter.
- No rings, studs or place keepers are allowed in lips, nose or eyebrows, and not when the school is represented or when school uniform or sport uniform is worn.
- Exception: Only matric learners may wear pearl studs (maximum 6 mm diameter).

2.17 LAPEL BADGES

- Only prefect, name, Top 10 and/or AP-badges are worn on the left lapel of the blazer and other badges on the right lapel.
- Only name badges are compulsory and should be worn every day, on the left lapel of the blazer or above the shirt pocket in terms 1 & 4.

- No learner may have more than seven badges on his or her blazer at any given time. This includes the following badges: prefect, name, Top 10 and/or AP-badges + any three approved badges of an official school activity or club.

2.18 SCHOOL BAGS AND SPORTS BAGS

- ONLY prescribed Parel Vallei bags may be used.
- No graffiti on bags are allowed.
- Bags may have a recognisable item.
- Use the name tag to mark bags.

2.19 CIVVIE DAYS

- No provocative or improper clothing may be worn.
- No torn jeans or short pants are allowed.
- Short pants with a longer leg are allowed.
- Leggings may only be worn with a longer top that cover the bottom.
- Stomach must be covered.
- Length of dress should be of the same standard as the school skirt.
- Shoes or tackies should be worn.
- Learners must dress according to the theme if applicable.
- Normal appearance rules to be followed in connection with hair, nails, make-up, jewellery, vests, head gear and tattoos.

2.20 SPORTS AND PE CLOTHES

- Only the prescribed sports clothes for each sporting code may be worn.
- Only the white PV-sock with dark blue stripe may be worn with sports and PE clothes.
- No sneakers are allowed with sports and PE clothes.
- Only the official PV-shirt and -pants may be worn for PE.
- The shorter athletics pants may not be worn for PE.

2.21 HAIR GUIDELINES FOR GIRLS

- Hair must be clean, neat and well-groomed at all times.
- Hair may not draw undue attention as a result of dyeing. Hair colour changes are allowed, provided they represent a natural hair colour.
- Hair below the collar or long enough to be tied up must be tied back with white, black or navy-blue elastic bands or ribbons.
- Hair may not hang over the eyebrows or the sides of the face.
- Hair may not be partially shaven.
- Extensions:
 - i. Synthetic extensions may only be in the form of cornrows, braids or original faux locs.
 - ii. Synthetic extensions in weave form are a matric privilege.
 - iii. All extensions must follow the rules for natural hair.
 - iv. All extensions must be in the learner's natural hair colour.
- Accessories:
 - i. Functional accessories (used to tie hair up or away from the face) may only be in the colours white, black or navy-blue.
 - ii. These functional accessories must be of one colour and in no way patterned or decorated.
 - iii. Decorative accessories (not used to tie up hair or keep hair away from face) are only allowed as follows:

- a. Ribbons in the colours white, black or navy-blue around the ponytails of natural or synthetic hair and bottom of plaits.
 - b. No more than one ribbon per plait/ponytail.
 - c. Ribbons may not be mixed colours or patterned.
 - d. Beads allowed on the ends of medium to long cornrows only.
 - e. Beads may only be transparent, white, black or navy-blue.
 - f. A maximum of two beads per cornrow is allowed.
 - g. Beads may not be mixed colours or patterned.
- No excessive use of hairstyling products.

ADDENDUM 2

Cell Phones & Electronic Devices Policy

1. The aim of this policy is to provide:
 - i. a safe environment to learn without inappropriate cell phone use (including cyberbullying) or distractions;
 - ii. greater opportunities for social interaction and physical activity during school hours.
2. Learners may, in an emergency, ask the Learner's Affairs office staff to contact parents/guardians.
3. While it is appreciated that this policy may cause inconvenience for learners and their parents/guardians, it must be understood that it has been devised with the best interest of the learners at heart, with consideration for their education and the safety of themselves and their possessions.
4. It is the responsibility of every parent/guardian to monitor and supervise all electronic device usage.
5. No cell phones or any other electronic devices may be used during school hours without the permission from a staff member.
6. Cell phones must remain switched off and stored securely during school hours (07:40-14:20).
7. If a learner brings a cell phone or any other device to school, it is done so at their own risk. The school will not take any responsibility for the loss, theft or damage of devices.
8. Cell phones may not be used as calculators.
9. If the above rules are not adhered to, the transgression will be regarded as a 'Level 1' misconduct, which could lead to a break detention. Where these rules are repeatedly and continuously ignored, the learner could receive a Friday detention as a punitive measure, as per the school's disciplinary system outlined in **Addendum 6**.
10. A learner is prohibited from having a cell phone or electronic device in his/her possession during any school-based assessment (SBA) task. In the event that a cell phone is discovered in the possession of a learner during a SBA task, the School Assessment Irregularities Committee (SAIC) will deal with the transgression in accordance with the WCED guidelines.

ADDENDUM 3

Absenteeism Policy and Procedures

A. Rules regarding absenteeism on the days when a learner does not miss an examination, standardized test, or school-based assessment (SBA):

Absentee Notes – Please use the facility on the EduVista Parent portal to upload all absent notes. We would like to move away from the manual handling of absent notes to ensure efficient control and follow up of absenteeism. For instructions on how to upload Absent Notes on EduVista, open your child’s profile on your **EduVista portal**, select the **INFORMATION** tab, click on > **LEARNER AFFAIRS**, click on **ABSENTEEISM** and click on the pdf icon next to **1. Uploading Absent Notes**.

1. The format of the letter of absence is as follows:

ABSENTEE NOTE	
I hereby inform you that (name and surname _____	
in (grade and section) _____ was absent on (date) _____	
Reason: _____	

Yours sincerely	
_____	Tel. / Cell no.: _____
Signature (Parent)	Medical certificate attached: Y / N

Name and surname (Parent)	
Date: _____	
PROTECTION OF TEACHING TIME: WCED Schools must protect teaching time and support learning as follows: <ul style="list-style-type: none">• All learners must be in school and learning for the full 199 days, in accordance with the National Learner Attendance Policy, 2010.• Teaching begins on the first day of term.	

For any outstanding absentee letters/medical certificates, the learner will be put on detention.

B. Rules regarding absenteeism during examinations and other assessments opportunities

1. General rules regarding absenteeism during examinations and other assessment opportunities

- 1.1 If a learner is present in a test or exam venue and he or she falls ill during the session, the marks that the learner has obtained up to that point will be regarded as the final mark.
 - 1.2 Learners who arrive late for an assessment will not be given extra time.
 - 1.3 If a test/exam session has ended, a learner will not be allowed to start writing that test/exam.
 - 1.4 Learners must be present at the **start** of the specific school day to complete an assessment.
2. Specific rules regarding absenteeism during examinations and other assessment opportunities

2.1 Official examinations

- 2.1.1 An ORIGINAL medical certificate will be required. Please upload on EduVista Parent portal.
- 2.1.2 No exams will be written at any time other than the time scheduled on the exam timetable.
- 2.1.3 Should a valid medical certificate be handed in at the LA office or uploaded onto EduVista before or during the exam period, an "A" will be given for the subject that has been missed; if not, a "0" will be given.

2.2 Standardised tests

A **retest** is an opportunity to rewrite a test that was not written on the original date. When a learner has missed a test, one of the following requirements must be met to qualify for a retest:

- 2.2.1 A medical certificate (the original uploaded onto EduVista or the original one e-mailed by the doctor's practice, sister at the clinic or pharmacy);
- 2.2.2 Proof of the attendance of the funeral of an **immediate** family member;
- 2.2.3 Proof of an appearance in court;
- 2.2.4 Proof of an appointment at a traffic department (**except exams/not allowed during exams**);
- 2.2.5 Proof of an appointment for a visa application;
- 2.2.6 Official proof of participation in a provincial / national / international sports or cultural competition.

ONLY the above-mentioned documents will be accepted for the day the test was missed.

Please note: Documents listed in **2.2.2 – 2.2.6** should be uploaded onto EduVista prior to the absenteeism.

When a learner has missed a test and meets the requirements as stipulated above, the following procedure will be followed:

- Term 1: a learner in grade 8 to 12 will get one opportunity during the last 7 workdays of term 1 to write the test.
- Term 2: the retest opportunity for grade 8 to 12 will be on the same day that the learner will be writing the specific subject's June examination.

- Term 3: a learner in grade 8 to 11 will get one opportunity during the last 7 workdays of term 3 to write the test. The retest opportunity for grade 12 will be on the same day that the learner will be writing the specific subject's trial examination.

IT IS THE LEARNER'S RESPONSIBILITY TO ENSURE THAT HE/SHE MAKES USE OF A SECOND OPPORTUNITY TO WRITE A TEST. IF NOT, A "0" WILL BE GIVEN.

Please note: If a learner does not qualify for a re-test as described above, a "0" will be given for the specific assessment for the term.

2.3 SBA

- Assessments completed in class

If a learner is absent for an assessment activity, the learner will complete the task as soon as possible, as per arrangement with the subject teacher. If a learner does not make use of this second opportunity, a "0" will be given and parents will be notified by letter. This letter must be signed by the subject teacher, parent and learner and returned to the subject teacher, who will hand it over to the FET Executive Head.

- Projects

Projects are managed according to each term's project date list. Every project is accompanied by an instruction page, which states all the rules regarding the project. This page is signed by the subject teacher, parent and learner and returned to the subject teacher.

Each project is assessed in two stages and on two dates:

- Activity (1)
- Final project (2)

(In each case only hard copies are accepted, unless stated otherwise in the original assignment.)

If the deadline for the activity (1) or the final project (2) is missed, **the learner will be given "0" for (1) or (2).**

The instruction page of the assignment serves as a "0 letter" if both (1) and (2) are not handed in. The subject teacher will hand the instruction page to the relevant Executive Head, who will ratify the mark.

The deadline for handing in a final project is always the period in which the learner has that subject on the date of submission.

If the learner does not have that subject on the given date, the deadline will be the first break of the day. **The learner must, in the presence of the subject teacher, sign on a class list as proof that he/she has submitted the final project.**

PROJECTS ARE COLLECTED BY THE SUBJECT TEACHER ONLY, ON THE STIPULATED DATES AND TIMES. NO LEARNER WHO IS PRESENT ON THE DAY MAY HAND IN HIS/HER ASSIGNMENT AT ANY OTHER TIME OR PLACE.

If a learner is absent on the day that the final project must be submitted, it must still be handed in by another person during the same day. It can **ONLY be handed in at the front office** and only until 15:30 (Monday to Thursday) and 14:30 on a Friday. The person handing in the project must sign the relevant form at the front office and will receive a copy of the signed form.

C. Rules in the event of lateness (Learners must be on the school premises at 07:40)

1. At the beginning of the school day:

- 1.1 A latecomer must report to the LA Office where he/she will receive a green slip which is presented to the teacher and will allow him/her late entry into the class.
- 1.2 If a learner has been late without a valid reason, he/she will attend break detention on the same day (second break). Failure to report for a break detention will result in a Friday afternoon detention.
- 1.3 The number of days late and number of days on detention will be indicated on the learner's report.

2. Between periods:

If a learner is late for a class, he/she must produce a written and signed explanation from the principal/ deputy principal/responsible teacher.

3. After breaks:

A learner must arrive for his/her next class within five minutes after the bell has rung.

D. Rules and regulations for learners leaving school early

NO LEARNER IS ALLOWED TO CONTACT HIS/HER PARENTS TO GO HOME.

The learner must produce a yellow form issued by the LA Office to be able to leave the school via the security check point.

1. Learners who have proof of an appointment during the school day:

The learner should collect a form from the LA secretary **before 07:40**. The LA secretary staples the form to the letter from the parent or doctor. The learner completes the form and obtains the signature of the grade head on duty **during first break**. Just before leaving the school, the learner must hand his/her form to the secretary at the LA office.

2. Learners who fall ill during the school day:

The learner may ask the grade heads on duty permission to go home only during **first break (except in the case of an emergency)**. The grade head will decide whether a learner leaves or returns to class. The grade head will phone the learner's parents and the learner must be fetched as soon as possible afterwards. If a parent can only collect the learner after break, the grade head will give the LA secretary all the information and the LA secretary will then confirm with the parent when the learner will be collected. In the case of an **emergency**, the LA secretary will contact the school's first aid expert (E. Kruger/R Marais/A

Schmidt) and a decision will be made by them. The LA secretary will then contact the parent.

E. Learner concessions

All concessions are managed by the school psychologist (Ms Lianie Jacobs). Approved concessions only apply to the exams.

* The final interpretation of this document rests with the Academic Committee.

ADDENDUM 4

Non-Racialism Policy

INTRODUCTION

Racism is the presumed superiority of one race or ethnicity over another and is used to justify differentiated treatment or prejudicial behaviour. Racism includes prejudice, discrimination, and antagonism directed against individuals or groups due to them being of a different race or ethnicity. It can take many forms, such as name-calling, verbal and/or physical abuse, harassment, unfair treatment and intimidation. It can result in persons being disadvantaged or excluded from accessing services or participating in education, sport or social activities. Discrimination based on race or ethnicity can adversely affect educational outcomes, individual happiness, self-confidence and the broader school climate. It has been linked to diminished morale, lower productivity and an increase in incidents of stress and absenteeism.

In accordance with South Africa's Constitution (1996), and Bill of Rights, non-racialism is the recognition of the moral dignity and equal value of every person irrespective of their race or ethnicity. Non-racialism as one of the founding values of the democratic South Africa, is expressly acknowledged in section 1(b) of the Constitution. In terms of section 9(4) of the Bill of Rights, no person may *unfairly* discriminate directly or indirectly against anyone on the grounds of (amongst others) race, ethnic origin, colour, or culture. Non-racialism is thus the rejection of prejudice, discrimination, differentiated treatment and antagonism based on race.

PREAMBLE

Parel Vallei High School, embedded in a pluralistic, democratic society, values diversity and strives to build a school community unified in its diversity. Parel Vallei High School:

- Recognises that everyone deserves to be treated with fairness, respect and dignity, irrespective of race or ethnicity;
- Acknowledges that schools are essential to laying foundations for shared values and mutual respect;
- Commits to the values, rights and responsibilities of the South African Constitution and the Bill of Rights;
- Commits to being a public institution governed based on the principle of impartiality, in the interest of the broader school community and in the best interest of every child; and
- Rejects the use of language, practices and behaviour that advance racial discrimination.

OBJECTIVES

Parel Vallei High School aims to create a healthy school environment where every learner is valued and able to flourish, irrespective of race or ethnicity.

This aim is achieved through three objectives:

1. Creating awareness of racism and how it affects individuals and the broader community;
2. Encouraging an environment of non-racialism and mutual respect through the determination and promotion of shared and unifying values;
3. Providing fair mechanisms (such as the school's Code of Conduct) for the determination, adjudication and addressing of racism.

REPORTING AND RESPONSIVENESS TO RACISM

All forms of racism and discrimination are treated seriously. Incidents of racism and discrimination are to be reported to the relevant Grade Head (as the first port of call), who will then report it to the Deputy Principal: Pastoral. Parel Vallei High School will investigate, record and act upon racist incidents and will deal with such matters in a fair manner in accordance with the school's Code of Conduct.

ADDENDUM 5

Substance Abuse Policy

Parel Vallei High School has adopted a policy regarding the use and possession of various substances with reference to the *Western Cape Education Department's Circular 0029/2021*. The School is to be considered a 'public space' which prohibits the use or possession of illegal drugs and other substances, including cannabis (dagga).

1. USE AND POSSESSION OF VARIOUS SUBSTANCES

The School does not allow students to use, be under the influence, have in their possession or trade with at school or any school-associated activities or whilst travelling to or from school or whilst wearing a school uniform or representing the school, namely:

- 1.1. Alcohol;
- 1.2. Tobacco & Vape;
- 1.3. Illegal drugs including cannabis (dagga);
- 1.4. Drug related objects and paraphernalia;
- 1.5. Analgesics or medicines excluding only analgesics or medicines currently being used with the knowledge and consent of the parent or guardian of the student in the treatment of an existing condition and in the case of prescribed medicines, upon the prescription thereof.

2. ALCOHOL

- 2.1. The School supports and promotes a responsible approach with regard to alcohol consumption.
- 2.2. Alcohol may only be served at school functions with the prior consent of the Principal. Where there is alcohol served, non-alcoholic beverages are to be readily available as well.
- 2.3. Staff and supervising adults are not permitted to drink alcohol during school hours or whilst on duty on school camps or trips.

3. TOBACCO & VAPE

Having regard for the health risks associated with tobacco and vape use, the School is a smoke-free zone, provided that adults shall be entitled to smoke in areas at the School specifically designated for this purpose.

4. OTHER SUBSTANCES

The School prohibits:

- 4.1. The use, possession or sale of illegal drugs including cannabis (dagga);
- 4.2. The illicit use of prohibited drugs including cannabis (dagga);
- 4.3. The inappropriate use of drugs including cannabis (dagga) in sport;

- 4.4. The inappropriate use of prescribed and/or non-prescribed medicines;
- 4.5. The sale, supply or exchange of any of the above substances;
- 4.6. The inappropriate use of solvents, inhalants or other chemical agents.

5. ENFORCEMENT

- 5.1. In reference to the *Western Cape Education Department's Circular 0029/2021* as well as the *Western Cape Provincial School Education Act. 1997 (Act 12 of 1997)* the School is allowed random searches, seizure and testing for use of illegal drugs including cannabis (dagga).
- 5.2. The School supports a positive and supportive approach which will endeavour to modify any inappropriate conduct of the student.
- 5.3. Notwithstanding the above, the School reserves the right to:
 - 5.3.1. take appropriate disciplinary steps and apply appropriate disciplinary sanctions;
 - 5.3.2. report any unlawful conduct to the police.
- 5.4. In an event where the School has reasonable suspicion of illegal drugs, including cannabis (dagga), use, the following steps will be taken:
 - 5.4.1 the School will inform the parent(s) telephonically of suspicion and request a meeting;
 - 5.4.2 request a laboratory blood test to be administered, at the parents' expense, and that the results are made available to the School within a reasonable time;
 - 5.4.3 a record will be kept by the School of all steps taken.
- 5.5. In the event that the School is of the reasonable view that the student requires treatment or counselling, the student undertakes to submit to appropriate treatment or counselling and the parent/s and/or guardian undertake to pay for such treatment and/or counselling and authorise the respective treatment institution, therapist or counsellor to furnish the School with progress reports upon request. Alternatively, should the said treatment institution, therapist or counsellor fail, refuse and/or neglect to supply the school with such reasonable reports as it may from time to time require, the student and/or parent/s and/or guardian undertake to supply the same to the school.
- 5.6. The School takes note that although a learner 18 years or older is not allowed to use or possess illegal drugs, including cannabis (dagga), on the school property, the learner may fail a drug test as they are lawfully permitted to use cannabis (dagga) in their private capacity and in a private space ("The Prince Judgment"). In such case, the School still holds the prerogative to enforce action as stipulated in 5.4, 5.5 with reference to 5.2.

ADDENDUM 6				
Misdemeanours	Categories of Misconduct and Correlating Interventions			
	LEVEL 1	LEVEL 2	LEVEL 3	ACADEMIC
Absent from extra-curricular activities without prior notice/valid reason	x			
Absent from remedial appointment without valid reason	x			
Absent from substitution class	x			
Appearance	x			
Contravention of cellphone rules	x			
Disruption in class	x			
Eating/Drinking in class	x			
Inappropriate comments	x			
Late for class	x			
Late for school	x			
Leave class without permission	x			
Littering	x			
Misbehaviour in extra-curricular activities	x			
Misbehaviour in assembly	x			
Refusal/Failure to work in class	x			
Absent from detention without prior notice/valid reason		x		
Bunking class		x		
Dishonesty		x		
Disrespect of staff member		x		
Documentation not handed in		x		
Fighting		x		
Graffiti		x		
Learner outside school grounds		x		
Possession of tobacco products/e-cigarettes		x		
Smoking on campus		x		
Smoking outside campus in uniform		x		
Alcohol use as PV learner			x	
Public indecency - any form			x	
Bring school into disrepute			x	
Deliberate provision of false information/Falsification of documentation			x	
Destruction of property			x	
Insubordination/Ignoring instructions			x	
Intimidation/Bullying			x	
Possession of/Us of/Threatening with a weapon			x	
Possession or distribution of pornography			x	
Possession of/Use of/Dealing with illegal substances			x	
Racist/Sexist comments			x	
Test/Exam irregularities			x	
Theft			x	
Threatening safety and rights of others			x	
Repeated violation of school rules/Code of Conduct			x	
Gender-based violence			x	
Books at home				x
Homework copied				x
Homework incomplete				x
Homework not done				x
PE clothing not at school				x
Necessary instruments not at school				x
Project/Assignment handed in late				x
Project/Assignment not handed in				x
Extra homework not done				x
Submission of substandard project/assignment				x
Additional notes	<p>Absence from a detention without prior parental notice with a valid reason, could lead to an additional detention session.</p> <p>A 'behaviour/academic report' could be used in combination with any disciplinary intervention.</p> <p>Referral to the school's psychologist could be used in combination with any disciplinary intervention.</p> <p>Only two Friday detentions will be allowed, before an informal disciplinary discussion with the learner and his/her parents will be requested.</p> <p>The list of possible misdemeanours are not exhausted and can be adjusted at any given time without prior notice to learners and parents.</p> <p>Temporary suspension from extra-curricular activities could be used in combination with any disciplinary intervention.</p>			
Level 1	3 x Transgressions of any misdemeanours in this category of misconduct receive one break detention. A repeat of two such interventions are allowed per term, whereafter the third break detention will automatically become a 3-hour Friday or Saturday detention. Parents will be notified by email about the interventions.			
Level 2	1 x Transgression of any misdemeanours in this category of misconduct receives at least one Friday or Saturday detention of 3 hours. Parents will be notified by email about the intervention. A repeat of any of these misdemeanours in this category of misconduct per term will automatically lead to school and/or community service.			
Level 3	1 x Transgression of any misdemeanours in this category of misconduct will lead to an informal disciplinary discussion between parents and the school's internal disciplinary committee. An intervention plan for the learner to adhere to will be discussed at this meeting. Non compliance of such an intervention plan, will lead to the matter being referred to the SGB's disciplinary committee. The case could also directly be referred to the SGB, depending on the nature of the transgression.			
Academic	3 x Transgressions of any misdemeanours in this category of misconduct receive one break detention. A repeat of two such interventions are allowed per term, whereafter the third break detention will automatically become a 3-hour Friday or Saturday detention. Parents will be notified by email about the interventions.			

ADDENDUM 7

Punitive Measures

Academic Report

Ask learner to leave class

Behaviour Report

Break Detention

Community Service

Contact Parents

Expulsion

Extra Homework

Final Warning

Friday Detention

Internal Disciplinary Hearing

Parent/s meeting at school

Refer to school psychologist

Reprimanded

Saturday Detention

School privileges taken away

School Service

SGB Hearing

Supportive Conversation

Suspension

ADDENDUM 8

Social Media Policy

Cyber communication, social networks, and social media have become part of our learners' environment. Parel Vallei High School acknowledges the development of social media as a means of communication as well as the positive value of technology, but at the same time wants to avoid possible risks in terms of misuse and to encourage the responsible use of electronic and social media platforms. The goal of the policy is to regulate the appropriate use of these platforms by educators, non-educators, and learners.

Social media can be defined as the various online and multi-dimensional technological tools that enable people to communicate easily and to share information and resources via the internet. Social media may include text, audio, video, pictures, podcasts, and other multi-media communication. Examples would be (but are not limited to) WhatsApp, Instagram, Facebook, TikTok, Twitter, etc.

1. GENERAL

- 1.1 A Parel Valleier undertakes to use any cellular telephone ("cell phone") and electronic media in an orderly, positive, and structural manner without breaking any of the rules of the school (with which the learner declares himself/herself familiar), without giving offence to other learners, teaching staff, or any other third party, or without using a cell phone or electronic media for cyber harassment, intimidation, or bullying.
- 1.2 The school may institute disciplinary action against a learner if a cell phone or any electronic device is used during school hours or any school activity for the storing and/or distribution of any indecent or negative information or material.
- 1.3 For the purpose of this policy, cyber harassment, intimidation, and bullying will include, but will not be limited to, any written message or visual communication that is based on race, colour, background, nationality, gender, sexual or religious convictions, disability or any other distinctive trait with the deliberate aim to injure any learner or person's human dignity. This will also include any conduct that leads to cyber harassment, intimidation or bullying, such as the creation and/or distribution or the conspiracy to send/distribute messages/pictures, such as rumours, destructive comments, drawings or pictures, naked photographs, electronically-manipulated pictures or any message or picture with sexual suggestion of a person, with the aid of electronic media such as emails, cell phone text messages, or videos and messages on blogs or other social networks.
- 1.4 Regardless of the fact that the school does not have control over the use of a learner's private cell phone nor any control over the learner's use of his/her cell phone or any electronic device to gain access to the internet, in an effort to maintain good order at the school, its good name, or merely to maintain good

discipline and integrity, the school reserves the right to act against any learner at the misuse of such a cell phone or electronic device as if it were used within the context of the school when, at the sole discretion of the school, any such inappropriate act or use of a cell phone or electronic device threatens the wellbeing or honour of any learner, teacher, or any third party of Parel Vallei.

- 1.5 When a learner is guilty of any form of cyber harassment, intimidation, or bullying of other learners, teachers, or third parties by means of a cell phone or an electronic device, disciplinary steps may be taken against the learner depending on the seriousness of the transgression.

2. SOCIAL NETWORKS

Webpages and applications for social networks are spaces where users are allowed to publish digital information easily and quickly, making it freely available to other internet users. Take into account that when information, photographs, and visual material are published through social networks, they are placed on a public domain. Even if the published material is deleted by the user, the material is still available to other users. Each individual should thoroughly consider it before publishing any material on a social network.

The following guidelines may be helpful:

- i. Never publish any contact details on a public forum.
- ii. Be particularly wary to publish any personal information such as your name, gender, age, etc.
- iii. You are an ambassador of the school in all online activities at all times. No material published online on a social network may reflect negatively on fellow learners, educators, or the school. Each user will be liable for the way he/she represents himself/herself on the internet.
- iv. Do not publish anything that might be an embarrassment to you in the future.

Indecent, offensive, or controversial material:

It is the responsibility of the user not to gain access to indecent, offensive, or controversial material and to disengage as quickly as possible if access was gained inadvertently to such material. If there is a concern regarding certain material found on some of the social networks, it should be reported to the relevant persons who can give help and support.

Webpages or social media webpages that are associated directly with the school or used in the name of the school may not be created without the permission of the Communications Officer of Parel Vallei. Permission or access to such webpages should also be allocated access or administrative status which can be supported and controlled by the school. Webpages that are created without the correct permission may be removed.

3. WHATSAPP GROUPS

For the effective operation of the school, it is important to be able to communicate with all learners about school-related matters. To prevent any unauthorised PV class, subject, or extra mural groups, where there is no adult supervision, the school will make use of an official

WhatsApp group for every grade, subject, and extra-mural activity, if needed. The intended purpose of the groups will be to notify the learners of all relevant information pertaining to their grade, subject, or extra-mural activity. Access to all official PV WhatsApp groups will work on an invitation to join or QR link basis only. No learner will be able to post any information on the grade groups and any questions they might have will be channeled through the Class and Grade Representative structures.

To be POPIA compliant, Section F of the school's application form gives the school consent to gather personal information of all current enrolled learners. The school's website also provides further information on the responsible use of WhatsApp. All parents are however entitled to exercise their right to refuse consent for their child (under 18 years) to join the official PV WhatsApp groups. Should parents elect for their child to join the groups, it will be accepted that they have consented for him or her being a part of the official PV WhatsApp groups and to his or her personal information (being their cell phone number and name) being noticeable to any person on the group. In this regard, we will on a continuous basis educate our learners on the responsible use of social media and the possible dangers thereof. We will also instruct all members of the groups not to make use of such personal information for whatsoever reason, without obtaining the consent of the relevant person

General conventions and guidelines for the use of WhatsApp groups:

- i. Ask permission before you make someone part of a group. Send a link with an invitation to join rather than just adding someone to the group.
- ii. Posts that are shared should always be relevant to the purpose of the group. Do not share other irrelevant content and be sensitive about data.
- iii. Under no circumstances should any cyber harassment, intimidation, and bullying, inappropriate use of language, photographs, or visual material, vicious, distasteful, or destructive comments that injure someone's human dignity, hate speech or content that fuel discrimination of any nature be shared or discussed on the group.
- iv. Do not use a group to discuss someone or to express your grievances about something. Take it up directly with the person involved.
- v. As far as possible, share your message as one entry instead of sharing each word or sentence separately.
- vi. Do not send messages before 06:00 in the morning and after 21:00 in the evening. Let us respect family time.
- vii. Where possible, chat directly to a person and if you do not succeed, share your query on the group.
- viii. If someone asks a question and you do not know the answer, do not answer "I don't know." Wait until someone can help/answer the person.
- ix. Verify your source and whether any news you spread are in fact the truth.
- x. If you are unsure about posting/sharing content, ask yourself these three questions:
 - Is it relevant?
 - Is it necessary?
 - Is this a suitable time to share it?