



## LANTERN SCHOOL POLICY – LEARNER CODE OF CONDUCT 2022

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## 1. LEGISLATION

- 1.1 Childs Act no 38 of 2005
- 1.2 SA Schools Act no 84 of 1996
- 1.3 Child Justice Act no 75 of 2008
- 1.4 Government Gazette no 18900
- 1.5 General Notice 2591 of 2001
- 1.6 Circular 74/2007
- 1.7 GDE Sample of SGB Policies

## 2. PURPOSE

The purpose of the code of conduct is to:

- Promote disciplined and responsible behaviour, coupled with an understanding of and respect for the rights of others
- Ensure the safety and fair treatment of all learners
- Safeguard the integrity of the school so that it provides a safe and harmonious learning environment
- Clarify for learner the behaviour and conduct expected of them and the values reflected in the Values Programme
- Ensure that learners are aware of the possible consequences of not adhering to the Code of Conduct

## 3. VISION

**AIM:** To be a leading school for learners with learning barriers

Lantern School is a centre of excellence, which addresses the unique needs of learners, parents and education and provides opportunities for children with learning barriers.

Our aim is achieved through the holistic development and support of learners, parents and teachers.

## 4. MISSION

**AIM:** To do the following for our learners with their special learning needs:

- Create a safe environment in which they are accepted unconditionally and in which they can develop to their full potential
- Provide effective education which takes their particular needs into account
- Equip them spiritually and emotionally so that they can fulfil their role in society
- Teach those skills, knowledge and values so that they will be productive and responsible persons in the community

## 5. PRINCIPLES, NORMS AND VALUES

- We aim to instil in each learner a love for all humanity and creation, and to generate a concern for social and environmental issues so that every learner may participate effectively in a common future with all South Africans
- Lantern School brings the principles of ubuntu to life with a focus on the Values Programme
- These values underpin the school's expectations for learners' conduct
- Disciplined and responsible behaviour coupled with an understanding of and respect for the rights of other learners, is essential for the development of harmonious relationships in the school and the safety and fair treatment of all learners

- To provide quality education that will lead to academic and creative skills for each learner in an environment that is challenging, yet does not raise the anxiety level of the learner unduly
- To strive to create a climate which encourages fun in learning, through openness to new ideas and experiences

Lantern School is committed to:

- Maintain a balance between spiritual, academic, cultural and sporting activities in order to encourage the all-round development of our learners
- Recognising and developing the uniqueness of each individual
- Creating a safe, secure, disciplined environment conducive to learning
- Promoting respect for the beliefs, values and rights of others

**The following values and norms are emphasised:**

We attach high values to:

- Honesty, integrity and respect for others
- Politeness, neatness and good manners
- A communal pride towards our school, culture and traditions
- The benefit of dedicated work, punctuality, conscientiousness, responsibility and the self-discipline arising from a balanced lifestyle achieved by participation in various constructive activities
- The development to the full potential of every individual
- Each of these norms and values are embodied in the principles which we set for ourselves. They are reflected in the basic attitude which determines our conduct
- We follow the work programme determined by the educational authorities as well as the educational programme and practical arrangements laid down by the school
- We disassociate ourselves from any dishonesty or attempt at dishonesty
- We would like to promote the balance between the academic and extra-mural programme of the school
- We prohibit the use of drugs or any other harmful substance and combat the use and distribution thereof
- We respect one another's property, our school building, equipment and grounds and ensure that it is always neat
- We obey those in positions of authority over us
- We regard it as important to respect national symbols and the symbols of our school
- We support any disciplinary measures which will lead to the combating of criminal offences
- We accept that breaking school rules is punishable

## **6. GENERAL**

### **Purpose of the Code of Conduct**

#### **6.1 General Rule**

Learners shall support the Principal and members of staff in establishing and maintaining good order and an environment and conditions in which the process of teaching and learning can take place. Learners shall be required to obey and promptly carry out any instructions reasonably given by the Principal, any educator, or class leader to achieve the end referred to herein.

In their dealings with one another, learners shall be required to show mutual respect and tolerance. Learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.

**This school is a smoke free, drug free, alcohol free, weapon free, gun free, gambling free zone.**

### 6.2 Rules of the classroom

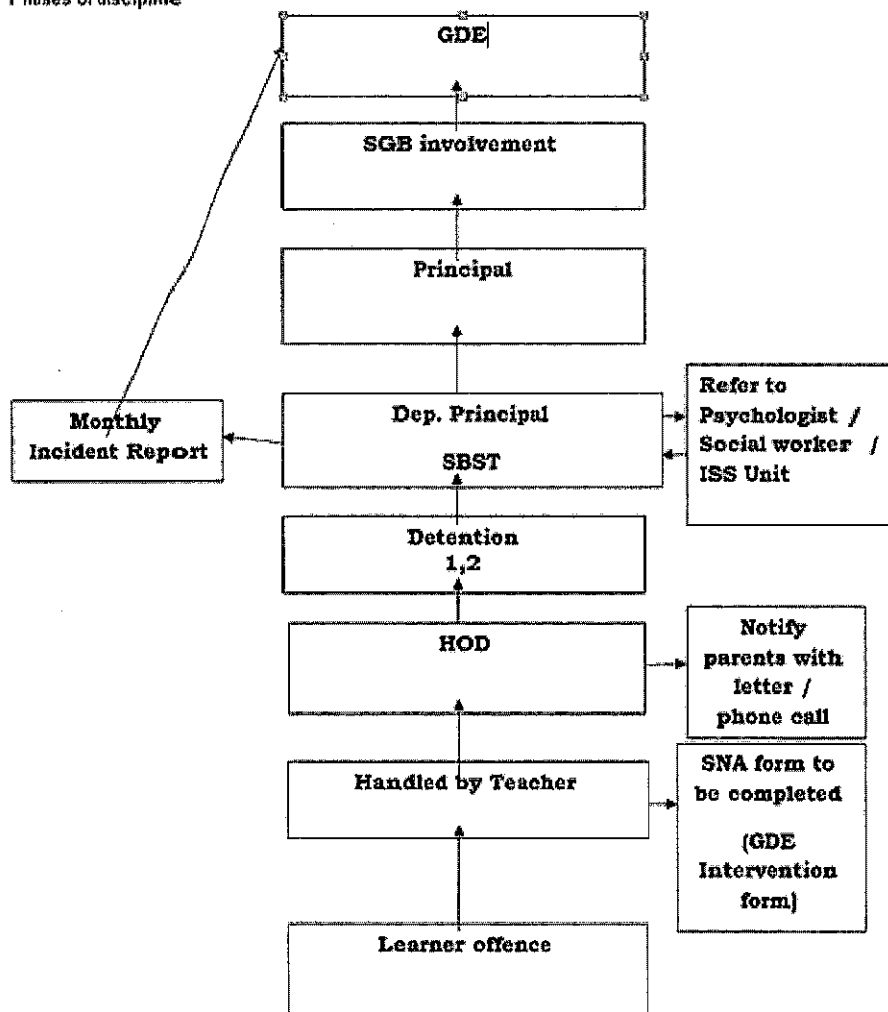
These rules must be formulated by the class teacher in consultation with the learners in the class at the beginning of each school year.

The rules must be consistent with the aim of the school to create a setting where teaching and learning can take place. The rules will be written and displayed in each classroom.

### 6.3 Example of rules

- all learners will greet the teacher and each other in the morning
- all learners will leave their desks neat and tidy when leaving the classroom
- all learners will ensure that no litter is on the floor or on the desk in the classroom
- no swearing will take place in the classroom
- no more than 8 rules. As too many become cumbersome to administer and control

Phases of discipline



## 7. SCHOOL UNIFORM

### 7.1 School uniform for boys

- White short sleeve shirt during the summer and long sleeve shirt during the winter that must be worn with a tie. Gr. 7 -12 always wear a tie
- Shirts must be tucked in at all times
- A plain white T-shirt may be worn under the white school shirt
- Navy blue pullover or long-sleeved jersey
- Grey long school trousers with grey socks or grey prescribed short pants with grey knee-high socks. Long trousers may not be worn down to make it "skinny pants"
- Navy blue School blazer is compulsory for Gr. 7 – 12 and must be worn daily
- Permission may be granted by teacher to remove blazer during class time
- No dri-macs or school tracksuit tops are allowed. It is not part of the school uniform. Also see 7.3
- Lantern Padded jackets are only allowed during the winter months. (May – August) for primary school learners (Gr 1 – 6)
- No foreign jackets or "hoodies" are permitted
- Black school shoes with black laces must be worn. **NO** points, black sneakers, sport shoes, boots or coloured laces are allowed
- No shoes with colour parts or colour laces are permitted
- No beanie or caps are allowed
- Only a Lantern scarf is allowed during winter
- Gr 1 – 6: wearing of school shoes is optional in summer. Bare feet only allowed when short grey pants are worn
- A grey or black belt with no studs. No colourful belts with whatever kind of pattern permitted
  
- **Hair, beard and nails for boys**
  - ☞ Hair must be clean at all times
  - ☞ Hair may not touch the collar and must be neatly styled at the back
  - ☞ No short cuts with a "klossie", short hair with a long fringe,"comb over" or "under cut" will be permitted. No "man buns" and pony tails allowed. At all times the hair may not be longer than 4cm all around. No patterns cut into the hair are permitted
  - ☞ The fringe should be cut to just above the eyebrows
  - ☞ No coloured hair or highlights
  - ☞ Gel may be applied in moderation. If hair is gelled up, it may not be longer than 2cm
  - ☞ No beards, moustaches, side-burns or whiskers are allowed
  - ☞ Side-burns are not allowed to be lower than the middle of the ear
  - ☞ Nails must be short, clean and well groomed
  - ☞ No long pinky nail
  
- **Jewellery / Tattoos**
  - ☞ No jewellery, with the exception of a watch and a Medic-alert disk.
  - ☞ All other visible jewellery and bangles will be confiscated and will only be returned at the end of the term.
  - ☞ No tongue-, eyebrow-, nose- and ear rings are permitted.
  - ☞ Tattoos and body piercings must not be visible.
  - ☞ No body piercings may be visible.

## 7.2 School uniform for girls

- Navy blue school skirt not shorter than 10cm above the knees or Navy Blue Skort
- White school socks (folded down) or grey bobby socks
- Navy blue tights during winter time (May – August) may be worn with the school skirt
- White short sleeved shirt (open neck – for primary school / white short sleeve shirt with collar and tie for high school) for summer and white long sleeved shirt with school tie for the winter. (May – August)
- The top button of the long sleeved shirt must be fastened
- A grey pair of pants with grey bobby socks may be worn alternatively
- A plain white T-shirt may be worn under the white school shirt
- Navy blue pullover or long-sleeve jersey
- No dri-macs or school tracksuit tops are allowed. It is not part of the school uniform. Also see 8.3
- Lantern Padded jackets are only allowed during the winter months. (May – August) for primary school learners (Gr 1 – 6)
- Only a Lantern scarf is allowed during winter
- Black school shoes (shoes with black laces may be worn. No black sneakers or black pumps are permitted
- Boots and platform shoes are not allowed
- A short blue cycling short may be worn under the school skirt, but must not be visible below the hem of the dress
- No lace tank tops are allowed to be visible under the school uniform
- Navy blue blazers are compulsory for grade 7 – 12 and must be worn daily
- With permission of the class teacher, the blazer may be removed during class time
  
- **Hair, Nails and Make up for girls**
  - ☞ Hair must be clean and neat at all times
  - ☞ Hair is not to be coloured and no “High lights” are allowed
  - ☞ Hair that touches the collar must be tied at the back or at the sides of the head
  - ☞ Only navy, white or red elastics, ribbons or clips may be worn
  - ☞ No untidy hair may hang in front of ears or touch eye brows. Fringes should be cut just above the eyebrows ±1 cm
  - ☞ Long hair must always be fastened
  - ☞ No patterns may be styled into the hair. “Comb over” and “Under cut” are not allowed
  - ☞ Nails may not protrude beyond fingertips and must be well-groomed
  - ☞ Only colourless nail varnish may be worn
  - ☞ No French tips is allowed
  - ☞ No eye make-up or blusher is allowed
  
- **Jewellery / Tattoos**

The following jewellery is permitted:

  - ☞ A wrist watch/Medic-alert disk
  - ☞ One signet ring without gems
  - ☞ Only one pair of gold/silver “studs” or “sleepers” in the lower earlobe
  - ☞ No tongue-, lip-, eyebrow-, nose rings or nose studs are permitted and will be confiscated and only returned at the end of the term
  - ☞ No covering up of piercings with plaster.
  - ☞ No body piercings must be visible
  - ☞ Tattoos must not be visible.

### **7.3 Sportswear for boys and girls**

- Learners are only allowed to wear school track suit at athletic and cross country events
- For other sport, learners must be in full school uniform during school hours
- No provincial colours or sport team jackets are allowed as it does not form part of the school uniform

## **8. ABSENCE FROM SCHOOL**

- Every child has a right to education and the school respects this right of children
- School attendance is compulsory, and no learners may be absent from school with the exception of medical reasons
- A register will be kept recording learners' attendance
- Any learner who absents himself/herself from school without satisfactory reason will be deemed to be playing truant (bunking), which is strictly forbidden
- A learner who is absent from school must present a note from his/her parents with a note for each day
- Absence for more than 3 (three) consecutive days (except in the case of bereavement or trauma concerning the learner's family or in connection with an activity sanctioned by the Principal) can be explained only in terms of a note from a registered medical practitioner or clinic. (Dr's Note/Letter)
- Religious holidays e.g. Eid. The Principal must be notified

### **8.1 Leaving the school grounds during school hours**

- No learner may leave the school grounds from 7:30 -14:00 or without written permission from the Principal, Deputy Principal (category II). Appointments which are not related to school matters, of whatever nature, should preferably be made after school hours or during school holidays
- Should a learner need to leave the school grounds before the official closing time, an explanatory letter with the necessary information and contact details must be submitted for signing to the Deputy Principal before first break
- The learners must be fetched from school by the parent, guardian or a person appointed by the parent/guardian. This person must have a letter from the parent/guardian, and proof of identity.
- All persons are required to sign out a learner at the office

### **8.2 Punctuality**

- The school day will start in the morning at 7:30
- Late arrivals cause undesirable disruption of the teaching process, as well as other school activities
- The learner must furnish a note from his/her parents explaining late arrival for the commencement of school, and must report to the office and then to his/her register teacher
- The school day ends at 14:00 every day
- Transport problems will not be an acceptable excuse for late-coming

## **9. SAFE KEEPING OF THE SCHOOL'S AND LEARNERS' PROPERTY**

### **9.1 School property**

- Learners may not be in classrooms or in the hall during break, without permission from a teacher
- Each learner is co-responsible for keeping the classrooms, toilets, corridors and school grounds neat and tidy. Graffiti in any form whatsoever is prohibited
- No articles may be removed from toilets, classrooms or from the grounds without permission from a member of staff
- The school buildings, furniture and apparatus must be looked after and may not be damaged. Vandalism of any nature is a serious transgression and learners who damage school property will be severely dealt with according to the disciplinary code
- Learners are to take care of and cover all textbooks provided by the school. Should a textbook be lost, the learner is required to replace it or pay to the school the monetary value of the book
- No learners may fiddle with or reset computers unless it is in accordance with an instruction from a teacher. All magnetic media (memory sticks etc) for computers must be thoroughly tested prior to being used. No programmes may be loaded without permission from a teacher. As the computer centres are a large expenditure (made possible by parental funding) severe punitive measures will be taken against learners who damage or cause computers to malfunction by loading damaging programmes or data

### **9.2 Personal Property**

- Learners themselves are responsible for their possessions and neither the school nor the Governing Body will be held responsible for losses of or damage to property. (See Cell phone policy)
- All lost property must be handed in at the office. Learners may enquire about lost articles at the office
- Learners' possessions must be clearly marked
- School cases must be sturdy and large enough to carry textbooks and workbooks and offer the necessary protection
- School suitcases must be neat

### **9.3 Fellow learners' property**

- Learners may not tamper with, damage or hide away another learner's property
- Learners may not take or use another learner's property without permission
- Each learner should have his/her own writing and drawing materials
- Vandalism or meddling with another's property is a serious offence

## **10. SCHOOLWORK AND HOMEWORK**

- Every learner must keep and maintain his/her diary in which to record each day's homework
- Every learner must complete and submit set homework to the teacher who set it, punctually on the relevant prescribed date
- Not doing homework is regarded as an offence and may have a negative impact on learner results
- Parents must support learners and ensure that learners are able to complete their homework



- Subject matter dealt with in class should be revised at home to ensure that the learner understands and knows the work
- Learners are encouraged to read wider than their prescribed textbooks
- All homework should be diarised at the date on which it needs to be completed
- It is compulsory for each learner to have a diary which must always be in his/her possession during school hours
- A diary is provided to the learner to record homework and messages

## 11. SCHOOL SAFETY

### 11.1 Parents/Guardians

- No visitor is allowed to go to a class

### 11.2 Respect for those in positions of authority

- Learners should under all circumstances be polite towards fellow-learners, educators, the principal, administrative staff and general assistants
- A learner should behave in an orderly manner in the classroom and do his/her share so that work is dealt with efficiently
- Learners are to enter and leave classrooms in an orderly fashion
- No learner may be outside a classroom, without the permission of the educator
- Educators' personal rules for classrooms must be adhered to at all times
- There must be silence while announcements are made over the intercom
- The RCL is elected by the learners and instructions from a member of the RCL must be obeyed
- A learner who leaves a classroom must be in possession of the teacher's "pass"

### 11.3 Behaviour towards the opposite sex

Physical contact between learners is not allowed on or outside the school grounds.

### 11.4 Indecent language

Learners may not use foul or indecent language on or outside the school grounds.

### 11.5 Prohibited activities, substances, items and areas

- **Smoking**
  - ☞ Smoking by learners on the school grounds, at school functions, on school buses or in any public place where they represent the school is strictly prohibited
  - ☞ Learners may not have cigarettes e-cigarettes (or similar), tobacco or lighters/ matches in their possession while they are on the school grounds
  - ☞ Learners will be deemed guilty if in the company of smokers
- **Alcohol (See the Alcohol Policy)**
  - ☞ The consumption of alcoholic beverages by learners on the school grounds, at school functions, in school buses or in any public place where they represent the school is strictly prohibited
  - ☞ Learners may not have alcohol in their possession or trade with it. This is a very serious misconduct and learners transgressing make themselves liable for strict disciplinary measures, according to the prescribed disciplinary code

- **Drugs (See the Drug Policy)**
  - ☞ The use of drugs of any kind by learners on the school grounds, at school functions, in school buses or in any public place where they represent the school is strictly prohibited
  - ☞ Learners may not have drugs in their possession or trade with it
  - ☞ A drug test may be conducted at the discretion of the Principal and Deputy Principal
  - ☞ Drugs will be confiscated and used as evidence
- **Pornographic material**
  - ☞ Learners may not have in their possession, or bring into the school ground, pornographic or any similarly unacceptable material
  - ☞ Should any such material be found in a learners' possession, it will be confiscated and used as evidence against him/her
- **Gambling**
  - ☞ Gambling by learners on the school grounds or while in school uniform is prohibited
- **Occultism activities**
  - ☞ Satanistic or occultic activities by learners is strictly forbidden
- **Dangerous objects**
  - ☞ No learners may have dangerous objects such as firearms, knives, blades, syringes or items such as crackers, matches or lighters in their possession

## 12. MOTOR VEHICLES AND MOTORCYCLES

### 12.1 School buses

- School rules will be enforced when learners make use of school transport.
- Learners may not distract the driver's attention and must accept the authority of the supervisor.
- Learners may not move around, argue or fight while on school buses.
- Learners who continually violate rules or vandalise will be refused further transport.

### 12.2 Motor vehicles and Motor cycles of learners

- Only grade 12 learners are allowed to park their vehicles in the school ground, a disk for identification will be issued by the office.
- No learners are allowed to go to their cars during break.
- No learner may bring a motor vehicle or motor cycle onto the property occupied by the school except under the written authority of the Principal, and strictly in accordance with any conditions set out in such authority.
- The driving of a motor vehicle or motor cycle by a learner in such a manner as to create a risk of harm to learners on the school property or learners or member of the public in the immediate vicinity of the school is strictly prohibited.
- The driver's licence of the learners for the vehicle or motorcycle will be checked by the principal.

## **13. SPORT AND EXTRA-MURAL ACTIVITIES**

### **13.1 Learners taking part in sport**

- Learners selected to participate in any sports activity for the school, as a representative of the school or on behalf of their houses, must be dressed in the manner prescribed under sports clothes which will have to be determined with the concurrence of the Governing Body before, during and after participation in any such activity
- All learners taking part in sport events must complete an indemnity form

### **13.2 Learner spectators/supporters of sport and other extra-mural activities of the school**

- All learners must conduct themselves in an orderly manner with respect for persons and property at all organised school events
- Learners attending any school activity shall obey all reasonable instructions and directives given to them before, during and after the activity by the Principal, any teacher, parent, and/or any person appointed by the Principal to assist with any of the duties to or from the activity

### **13.3 Participation in any Extra-mural activity apart from school activities**

- The rules set out above apply to this section as well, except where they are obviously inapplicable

## **14. ENVIRONMENT**

- Learners may not litter the school grounds or buildings
- Learners must be proud of their school and contribute to the beautification of the gardens and school buildings
- Learner spectators of any school activity or event must leave the place occupied by them neat and tidy
- Learners shall leave the toilets, hall, playground and sports fields in a clean and neat state
- Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running
- Graffiti, stickers, placards, etc. on any surface of the school property is forbidden without the authority of the Principal

## **15. SCHOOL NOTICES**

- Every learner is duty-bound to hand over to his/her parents any notice to parents issued to them by the Governing Body, the Principal or any Head of Department of class teacher
- Likewise, every learner shall return to his/her classroom or class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent, or
- Parents are to sign school notices indicating the receipt thereof

## **16. TEXTBOOKS**

Learners will maintain the textbooks and equipment of the school in good order. Failure to do so will result in the learner paying for the replacement of the library book or equipment.

## **17. RIGHTS OF LEARNERS**

- All learners have the right to learn without disturbance or interference from others

- Every learner has the right to privacy, dignity and respect
- No corporal punishment may be administered
- All learners have a right to a safe and clean learning environment
- No learner may be subjected to physical, emotional or sexual harassment
- All learners have a right to expect educators to teach them at the required standard
- Learners have the right to be heard

## 18. DISCIPLINE

The Governing Body of the school has determined this Code of Conduct after consultation. Failure to adhere to the Code could result in a Disciplinary Hearing and resulting consequences should a learner be found guilty of misconduct.

### 18.1 Grading of offences

- Class related offences
- Punctuality
- Homework not completed
- Misbehaviour

#### **Disciplinary Process: Code of Conduct:**

##### **Step 1**

Points to be handled by teachers / therapists

##### **Step 2**

Points 200

Letter to parents – HOD

##### **Step 3**

Points 400

Detention + Letter to parents – HOD

##### **Step 4**

Points 600

Detention 2 + Letter to parents – HOD

##### **Step 5**

Points 800

Letter to parents - Round table discussion with parents

Subject Teachers, Grade head, Deputy Principal & Psychologist

##### **Step 6**

Points 1000

Internal hearing

HOD, Deputy Principal, Principal & Psychologist

#### **Schedule 1 and 2 offences**

SGB, Principal, Deputy Principal, SBST

### 18.2 The Sanction

After the learner has been given a fair hearing and found to have transgressed the Code of Conduct, the Governing Body will impose the sanction(s) as recommended by them.

### 18.3 Serious offences

- The learner(s) who has allegedly committed the serious offence will be dealt with in terms of the SASA
- The Governing Body, with the approval from the Head of Department, may on reasonable grounds and as a precautionary measure, suspend a learner who is

suspected of serious misconduct from attending the school. The suspension may not be for longer than 7 days. A learner may be suspended for another 7 days, but he/she must be notified with a letter of the disciplinary hearing

- The Governing Body will conduct a Disciplinary Hearing within seven days after the suspension of the learner. The Governing Body must obtain the approval of the Head of Department in the Province for the continuation of the suspension of a learner

#### 18.4 Disciplinary Hearing

The learner shall be afforded the opportunity to present his/her case. The learner may call witnesses. The parents may accompany the learner in the Disciplinary Hearing.

#### 18.5 Sanction

If the learner is found guilty of a serious offence, the Disciplinary sub-committee will immediately notify the Governing Body and the Head of Department of the findings. The Governing Body will consider the evidence and the sanction and will decide to uphold the recommendation of the Disciplinary sub-committee, to recommend the expulsion of the learner, to the Head of Department.

### 19. GENERAL

All disciplinary actions are at the discretion of the school. The school will acknowledge the diverse needs and the age of the learners.

### 20. TRANSGRESSIONS

#### LEVEL ONE OFFENCES (TO BE HANDLED BY TEACHERS)

|     |   | Lantern |
|-----|---|---------|
| 1.  | Homework not done                                       | 20      |
| 2.  | Tasks, Projects and assignments not done                | 30      |
| 3.  | Homework, tasks, projects and assignments copied        | 50      |
| 4.  | Book or stationary left at home                         | 20      |
| 5.  | Use of foul language in class                           | 30      |
| 6.  | Disturbance of class or other places                    | 20      |
| 7.  | Incorrect uniform                                       | 10      |
| 8.  | Late for class  | 10      |
| 9.  | Late for school   | 10      |
| 10. | Eating, drinking and chewing gum                        | 10      |
| 11. | General dishonesty / Lie                                | 10      |
| 12. | Littering   | 10      |
| 13. | Failure to return tear-off slips                        | 10      |
| 14. | Intentional slowing down of work pace in the class room | 10      |
| 15. | Beard no shaved   | 10      |
| 16. | Hair style not according to Code of Conduct             | 10      |
| 17. | Wearing of jewellery                                    | 10      |
| 18. | Outside of a class without pass.                        | 20      |
| 19. | Physical contact  | 20      |
| 20. | Neglects the collection of medication                   | 40      |
| 21. | Sleeping during class period                            | 20      |
| 22. | Wearing of coloured nail polish                         | 10      |
| 23. | Not working in class                                    | 20      |

**LEVEL TWO OFFENCES (TO BE HANDLED BY HOD)**

|    |  | Lantern |
|----|--|---------|
| 1. | Continuous disruption of classes             | 50      |
| 2. | Failure to attend class / substitution class | 50      |
| 3. | Disregarding test/examination procedures     | 50      |
| 4. | Leaving school premises without permission   | 80      |
| 5. | Smoking at school/school function / bus      | 50      |
| 6. | Gambling/wheeling and dealing                | 80      |
| 7. | Rudeness/insubordination towards staff       | 100     |
| 8. | Spit at a person                             | 50      |

**LEVEL THREE OFFENCES (SCHEDULE 1)  
SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION)**

|     |   | Lantern |
|-----|---|---------|
| 1.  | Seriously threatens, disrupts or frustrates teaching or learning in a class   | 100     |
| 2.  | Engages in a conspiracy to disrupt the proper functioning of the school through collective action   | 100     |
| 3.  | Insults the dignity of or defames any learner or any other person, which includes racist remarks  | 100     |
| 4.  | Distributes or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination | 100     |
| 5.  | Cheats in a test or examination or any other form of assessment such as assignments   | 100     |
| 6.  | Engages in any act of public indecency  | 100     |
| 7.  | Sexually harasses / sexual harassment   | 100     |
| 8.  | Found in possession of or distributes pornographic material   | 100     |
| 9.  | In possession of alcohol  | 100     |
| 10. | Serious fighting on school grounds / bus  | 100     |
| 11. | Vandalising of any property / bus   | 100     |
| 12. | Bullying of any person or peer  | 100     |
| 13. | Theft of low to medium value items  | 100     |
| 14. | Disrespectful / Refuse to obey orders from staff  | 100     |
| 15. | Refusal to attend detention x 3   | 100     |

**LEVEL FOUR OFFENCES (SCHEDULE 2)  
(SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION)**

|    |  |
|----|--|
| 1. | Make himself / herself guilty by doing the same or similar offence at two previous occasions   |
| 2. | Failing to comply with a punishment of suspension as a correctional measure  |
| 3. | Forges any document or signature to the potential or actual prejudice of the school  |
| 4. | Trade in any test or examination question paper or in any test or examination material   |
| 5. | Attempts to bribe or bribes any person in respect of any test or examination to enable himself or any person to gain an unfair advantage therein |
| 6. | Engages in fraud   |
| 7. | Engages in theft or otherwise acts dishonestly to the prejudice of another person  |
| 8. | In possession of, consumes or deals in any illegal substance or other harmful substance  |

|     |  |
|-----|--|
| 9.  | In possession of, uses or transmits narcotic or unauthorised drugs on visible evidence of such possession, use or transmission |
| 10. | In possession of any dangerous weapon  |
| 11. | Assault or threatens another person  |
| 12. | Holds any other person hostage   |
| 13. | Murders any person   |
| 14. | Rapes any person, engages in any sexual activity which amounts to a offence in law   |
| 15. | Major vandalism  |
| 16. | Under the influence of alcohol   |

## 21. POSITIVE MERITS

- The main goal of this system is to create and maintain a positive self-image in the learner and to reward and praise good behaviour.
- Through this system the learner has the opportunity to minimize his/her demerits and work on a positive image of themselves.
- Learners can earn merits by performing/competing in the following areas:

| <b>Academics</b>   |     |
|--|-----|
| Subject 60% - 69% (End of the term)  | 100 |
| Subject 70% - 79% "  | 150 |
| Subject 80% - 89% "  | 200 |
| Subject 90% - 99% "  | 300 |
| TOP Achiever per subject (End of the year. Determent by minimum academic policy ). | 100 |
| TOP 1- Learner per grade (End of the year)   | 300 |
| TOP 2- "   | 280 |
| TOP 3- "   | 260 |
| TOP 4 - "  | 240 |
| TOP 5 - "  | 220 |
| TOP 6 - "  | 200 |
| TOP 7 - "  | 180 |
| TOP 8 - "  | 160 |
| TOP 9 - "  | 140 |
| TOP 10 - "   | 120 |
| Participation in local Olympiads   | 100 |
| Achievement in Olympiads   | 150 |
| Participation in Provincial Olympiads  | 300 |
| Achievement in National Olympiads  | 400 |
| Homework always done (per term)  | 50  |
| <b>Sport</b>   |     |
| Attendance practice sessions per week  | 15  |
| Participation in competition per season  | 50  |
| 1st place / league winner  | 50  |
| 2nd place  | 30  |
| 3rd place  | 20  |
| Participation on provincial level  | 100 |
| 1st place  | 200 |
| 2nd place  | 150 |

|  |     |
|--|-----|
| 3rd place  | 100 |
| Participation on national level                                    | 200 |
| 1st place  | 400 |
| 2nd place  | 350 |
| 3rd place  | 300 |
| <b>Culture</b>   |     |
| Participate and attend all practice sessions for cultural activity | 50  |
| Participate in competitions e.g. Eisteddfod, RACA etc.             | 50  |
| Achievements in competitions:                                      |     |
| Platinum / A++   | 100 |
| Gold / A :   | 80  |
| Silver / B :   | 50  |
| Bronze / C :   | 20  |

|   |     |
|---|-----|
| <b>Leadership</b>   |     |
| Member of student council in grade  | 30  |
| Member of RCL (Grade 12)  | 50  |
| Head boy / Head girl  | 100 |
| Deputy Head boy / Deputy Head girl  | 80  |
| Displays outstanding characteristics of leadership in specific situation      | 50  |
| Participation in outing / event   | 10  |
| <b>Character</b>  |     |
| Outstanding sportsmanship qualities / positive behaviour on / school grounds. | 50  |
| Displays good manners   | 30  |
| Selfless service to fellow learner or teacher                                 | 30  |
| Honesty without considering possible negative consequences                    | 20  |

At the end of the year the merits accumulated are taken into account for sport and academic appraisals.





**Report form**

Name and Surname: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Offence / Merit: \_\_\_\_\_  
\_\_\_\_\_

Level: \_\_\_\_\_ Points: \_\_\_\_\_


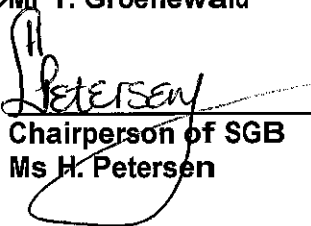
Teacher (Signature) \_\_\_\_\_ Learner: \_\_\_\_\_

Control (HOD): \_\_\_\_\_

**22. SIGNATURE AND DATES**

This Code of Conduct was signed at Roodepont on the 14 day of January 2022.

**Signatures**

  
\_\_\_\_\_  
Principal  
Mr T. Groenewald  
  
\_\_\_\_\_  
Chairperson of SGB  
Ms H. Petersen

14/01/2022  
Date

14/01/2022  
Date

\_\_\_\_\_  
IDSO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

Revised January 2022



**PROOF OF RECEIPT (Please return to the learner's register teacher.)**

With this I, \_\_\_\_\_ parent / guardian of \_\_\_\_\_ Gr \_\_\_\_\_  
acknowledge the receipt of the Code of Conduct for Lantern School.

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date