

PORT REX TECHNICAL HIGH SCHOOL



Code of CONDUCT

Revised
2023

Mente-et-Manu

CODE OF CONDUCT INTRODUCTION

- ❖ This Code of Conduct has been drawn up in order to ensure that the Governing Body of Port Rex THS complies with Section 8 of the South African Schools Act.
- ❖ The aim of this Code of Conduct is to establish and maintain an orderly, disciplined and purposeful environment to facilitate effective education and learning at Port Rex THS.
- ❖ This Code of Conduct is subject to the Constitution of the Republic of South Africa, 1996, the South African Schools Act, 1996 and Provincial legislation. It reflects the constitutional democracy, human rights and transparent communication which should underpin South African Society.
- ❖ It is drawn up in accordance with the Government Gazette of 15 May 1998 entitled "Guidelines for a Code of Conduct for Learners".
- ❖ The Code of Conduct informs the learners of the way in which they will conduct themselves at school in preparation for their conduct, accountability and safety in a civil society.
- ❖ It sets grades of moral behaviour for learners and equips them with the expertise, knowledge and skills expected to empower them as worthy and responsible citizens.
- ❖ It promotes the civic responsibilities of the school and it develops leadership.
- ❖ The focus of the Code of Conduct is positive discipline; it is not punitive or punishment oriented but facilitates constructive learning. It gives equal recognition to positive attitudes, behaviour and contribution.
- ❖ All learners enrolled at Port Rex Technical High School must comply with this Code of Conduct. Learners from other schools that represent Port Rex THS on the sports fields, are also subjected to the Code of Conduct.
- ❖ Nothing contained in the Education Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by the learner.

CONDUCT AND BEHAVIOUR

- ✓ Every Port Rex THS learner will behave in a manner which will not bring themselves or the school into disrepute.
- ✓ Every Port Rex THS learner will, in public and in private, maintain these standards.
- ✓ Each individual wants to be respected; they must therefore show the respect they want for themselves, to their peers, their juniors, their seniors, PRTHS educators and staff and their environment.
- ✓ Port Rex THS learners will at all times behave in a responsible, sensible and tolerant manner.
- ✓ Any action which is destructive, disruptive, discourteous or dishonest is an offence.
- ✓ Any contravention of any of the Code of Conduct "Specifics" may lead to a disciplinary enquiry.
- ✓ Any video or still footage and or audio recordings obtained on the school premises can and will be utilized to enforce this Code of Conduct.

CODE OF CONDUCT "SPECIFICS"

- 1** No learner will:
 - i.) physically, verbally or psychologically threaten, intimidate, endanger or assault a fellow learner, staff member or visitor
 - ii.) be in possession, on school premises, of any object(s) designed to cause physical harm to anyone, or damage to property

- 2** No learner will:
 - i.) damage
 - ii.) tamper with
 - iii.) be in unauthorised possession of any property belonging to the school or any other person

- 3** No learner, whilst at school or during any school activity, will, irrespective of age:
 - i.) be in possession of alcohol
 - ii.) consume alcohol or be under the influence of alcohol
 - iii.) be in the company of anyone in possession or consuming alcohol
 - iv.) abuse or use any substance in any way other than its intended purpose

- 4** No learner, irrespective of age, will:
 - i.) enter any liquor licensed premises, unless in the direct presence of their parents or legally appointed guardian
 - ii.) purchase, consume or sell any alcohol or illegal substance in public or in private

- 5** No learner, irrespective of age, will:
 - i.) be in possession of any banned or illegal substance, including cigarettes or e-cigarettes (including vapes and oka pipes)
 - ii.) use or be under the influence of any banned or illegal substance, including cigarettes of any type
 - iii.) appear in public using any banned or illegal substance, including cigarettes of any type
 - iv.) be in the company of anyone in possession or using any banned or illegal substance, including cigarettes or e-cigarettes

- 6** No learner, whilst at school or during any school related activity, will:
 - i.) be in possession, view, sell or distribute any manner of pornographic or objectionable material of any form, including but not limited to computer ware or cellphone images.
 - ii.) engage in any form of sexual activity or act in a sexually immoral way towards a fellow learner or any staff member (including Gender-Based Violence)

- 7** No learner will make themselves guilty of defiance or insubordination by refusing to obey any instruction given to them by any staff member. This includes refusal to submit to breathalyzer and drug testing.

- 8** No learner will, through their behaviour or omission of behaviour, disrupt, impair or compromise any aspect of the educational process. This includes non-attendance of detention and dishonesty.

- 9** No learner will sell or trade goods on the school premises unless under the supervision of a staff member and with the permission of the Headmaster.

- 10** No learner will, under any circumstance:
 - i.) conduct themselves in any way which brings Port Rex Technical High School's name into disrepute
 - ii.) no learner will act dishonestly whether in a written or in a verbal statement
 - iii.) break any municipal or national law

❖ LEARNER LEADERSHIP REPRESENTATION

At Port Rex THS, the Prefect Body, Junior Leaders and the R.C.L. have an important liaison function between learners and educators. Prefects, JL's and the R.C.L. have a responsibility to implement and apply the Code of Conduct. Learners in a leadership position have a duty to report all misdemeanours. Effective learner leaders will promote effective discipline within the school. All learners at Port Rex THS will respect the authority entrusted to the Prefect Body, the Junior Leaders and the R.C.L. to perform their assigned duties and responsibilities. Failure to adhere to the Code of Conduct will result in removal from office.

❖ PARENT INVOLVEMENT & SUPPORT

A school cannot function effectively in isolation. It cannot maintain good discipline without the involvement and co-operation of parents. When working together, the school and the parents will achieve a great deal more than when working in isolation of one another. By signing the **Agreement** (Code of Conduct) parents commit their involvement and support to their child and to Port Rex THS.

1. THE CODE OF CONDUCT MERIT / DEMERIT POINT SYSTEM

The Code of Conduct is based on a point system that recognises both positive and negative behaviour. It distinguishes between minor and serious misdemeanours and it provides learners with the opportunity to redeem them by fulfilling their obligations with regard to the consequences of misbehaviour. It ensures a high degree of consistency as each set of rules is followed by a list of the negative (demerit) points allocated for the contravention of the rule with the consequences clearly defined. The individual allocated points are captured electronically and provide educators, learners, and parents with a complete and up-to-date record of the learner's conduct.

The **Code of Conduct** and **Merit / Demerit Point system** is such that discipline can be administered with absolute objectivity and fairness. Each learner is dealt with in exactly the same manner as every other learner. This is quickly recognised by the learner and by those parents actively involved, hence earning their support.

The Code of Conduct enables an absolute and complete record being kept of every aspect of conduct and behaviour of each and every learner. Individual Conduct Reports are immediately accessible. Port Rex THS has a responsibility to use these conduct reports to the full. Conduct Reports will be made available to parents whenever possible and always on the following occasions:

- * accompanying academic reports at the end of Term 1, Term 2 and Term 3.
- * when learner has to attend detention (when the total points aggregate is -15 or worse).



Merit Points

Positive merit points are awarded for positive attitudes, achievements, contributions and fulfilled obligations with regard to punishments allocated according to the pre-determined scale (see page 4 & 5).



Demerit Points

Minor negative infringements and misdemeanours earn negative demerit points according to the predetermined scale. Demerits do not necessarily lead to punishment as they can be balanced by merits.

CONSEQUENCES of a NEGATIVE OVERALL AGGREGATE:		
I.	Overall Aggregate of -15	Friday afternoon Detention or Grade Head Detention.
II.	Overall Aggregate of -50	Learner Interview with the Grade Head
III.	Overall Aggregate of -75	Learner prohibited from taking part in any school activities
IV.	Overall Aggregate of -100	Governing Body Corrective Counselling Meeting
V.	<i>Continued Negative Overall Aggregate</i>	<i>Governing Body Disciplinary Hearing where Sanctions in accordance with the S.A. Schools Act, 1996 shall be imposed</i>

MERITS AWARDED FOR COMPLIANCE WITH CONSEQUENCES

In fulfilling obligations with regards to punishment allocated, learners are able to balance (work off) their demerits:

Attendance at 1½ hr Detention earns learner: **+15** merits

Suspension by the Governing Body: **+15** merits per week day

2. ALLOCATION / EARNING POSITIVE MERITS

MERIT POINTS

ACADEMIC ACHIEVEMENT		
Effort Symbols Awarded once per Term		
For Grade 10,11 & 12: Awarded on learners 7 Best subjects		
For Grade 8 & 9 on subjects: English, Afrikaans, isiXhosa, Mathematics, Science, Technology, Social Science and Economic and Management Sciences, Creative Arts and Life Orientation		
Level 7 result	Grades 8 – 12	+ 10
Level 6 result	Grades 8 – 12	+ 5
Academic Order of Merit (Awarded end of each Term)	Top 5 in each Grade	+ 15
	Positions 6-20	+ 5
Academic Order of Merit (Awarded end of each Term)	Top 5 in each Class	+ 2
Academic Olympiads	Participation	+ 2
	2 nd Round	+ 3
	Final Round of Top 50	+ 5

EXTRA-MURAL ACTIVITIES		
Sports, clubs and societies	Awarded per fixture & weekly participation (per event) (Maximum per week = +6 merits)	+ 2
Tournaments or tours	Awarded per day	+ 5
Season's End Award Based on Attitude, Attendance & Performance		
First Teams	Maximum	+ 20
Other Teams	Maximum	+ 10
AWARDS		
Merit Award		+ 10
Colours		+ 15
Honours		+ 20
Provincial Representative	In School Activity	+ 15
National Representative	In School Activity	+ 20
Provincial Representative	In Non-School activity	+ 5
National Representative	In Non-School activity	+ 10
LEADERSHIP		
Head Prefect		+ 15
Deputy Head Prefect		+ 12
School Prefect		+ 10
Hostel Prefect		+ 5
R.C.L. / Class Captain (entire year)		+ 2
Junior Leader		+ 10
Chairpersons		+ 2
Vice-Chairperson		+ 1
SERVICE TO SCHOOL		
Determined by Educator-in-Charge & Colours Committee Awarded Once per Season/Year	Maximum	+ 15
Classroom maintenance (only after school)		+ 2

3. ALLOCATION / EARNING NEGATIVE DEMERITS

No learner will disregard the various sets of regulations and rules pertaining to, including but not limited to the regulations as contained herein. Port Rex THS reserves the right to revise, amend or change the Code of Conduct from time to time as deemed necessary. Such changes will be announced and displayed on the relevant notice boards and copies made available at the school for parents upon request.

Any deviation for religious reasons must be requested in advance and in writing from the PRTHS Governing Body.

The Code of Conduct establishes the responsibility, basic requirement and expectations of all parties involved at Port Rex THS. By signing the **Agreement** (Code of Conduct), it is deemed a mutually binding contract of acceptance and adherence by all parties.

3.1 BEHAVIOUR

- ① Port Rex THS learners are expected to behave like TRUE Port Rexians at all times.
- ② Learners will display manners, respect and etiquette in and out of the school campus.
- ③ When passing adults on our campus, learners will greet them courteously.
- ④ When adults pass seated learners, learners will stand up and greet courteously.
- ⑤ All learners will behave in a respectful, responsible, sensible and tolerant manner.

BEHAVIOUR	Transgression Detail	DEMERITS
Instruction	Ignored specific instruction	- 3
Cellphones and/or any other electronic device used without the permission of Principal	Use of, or visibility during school hours Demerits, per incident Refer to School Policy on Cellphones	Confiscation
Language	Inappropriate language	- 2
	Swearing	- 5
	Spoken or written obscenities (for example, graffiti)	- 5
Insolence or Rudeness or Insubordination	Per incident : To Prefects	- 5
	Per incident : To Staff (Teaching, Admin & Grounds)	- 10
Discourtesy	Per incident : To Peer Group	- 5
	Per incident : To Adults/General public	- 10
Fighting	Governing Body Hearing and discretion of the Grade Head	Minimum - 50
Threatening Behaviour	Verbal Abuse	- 10
	Intimidation	- 10
	Bullying or threats	- 15
	Fireworks or explosive devices	- 30
	Assault and Weapons	- 50
Smoking in any form	In company of smokers	- 10
	Possession of cigarettes on school campus	- 10
	Smoking in public (out of uniform)	- 15
	Smoking on school campus	- 30
	Smoking in any official Port Rex school uniform	- 30

3.2 GENERAL DISCIPLINE

- ① Learners will not eat or drink anything in the classrooms, corridor or school buildings.
- ② No learner will use, remove or tamper with any item not belonging to them. This includes, but is not limited to any satchel, books, clothing, personal effects or equipment.
- ③ Important communication to parents is done via the Awsum App.
- ④ No satchels, books or clothing may be left lying around the school campus after school hours.
- ⑤ All books and personal effects must be clearly marked with the learner's name.

3.3 DRESS CODE / APPEARANCE

- ① UNIFORM: School and Sport uniform must comply with the dress regulations as set out in (*The General Information Guide*). Uniform must at all times be clean and in a good state of repair.
- All personal effects must be clearly marked with the owner's name.
 - No learner is allowed to make any alteration to official Port Rex uniform items, e.g. Male learners altering the grey long pants into a tight or “skinny” fit. Pants MUST be regular fit.
 - MALE LEARNERS: black school shoes must be polished and shoe laces must be tied. No suede shoes or slip-on shoes are allowed. No “fashionable” shoes may be worn, for example, Italian or tassel shoes. Only black leather Bata Toughees, Bronx or Grasshopper shoes may be worn. Studs may not be attached to the bottom of school shoes. Socks must be standard, school grey without patterns. No ankle socks may be worn. Male learners will wear a single colour black or grey belt.
 - FEMALE LEARNERS must wear black polished lace-up shoes (the same as the male shoes) or shoes with a single strap. Females must wear blue ankle socks with summer uniform and knee-length blue socks or black opaque stockings with winter uniform. Leggings and tights may not be visible below the hemline.
The length of the gym (standing) must be 5 cm above the knee, front and back.
- ② HAIR: MALE LEARNERS hair will be neat, clean and not obvious that it attracts attention by being too long, spiked, coloured or treated. No “mushroom” cuts are allowed. It will be off the collar, away from the ears and the fringe will not touch the eye-brows. MALE LEARNERS hair must be of uniform length – a gradual fade is allowed – but no step will be visible. No overhangs, comb-overs or shaved-in patterns are allowed. Side-burns will not be longer than halfway down the ear. Facial hair will be clean shaven at all times. No lines may be shaved into the eyebrows. FEMALE LEARNERS hair will be neat and clean. Hair that touches the shoulders will be tied up with a blue, white or maroon ribbon or band. No beads or ornaments may be woven into the hair. Braids are permissible, but no colour extensions are allowed. Braids must be tied up if longer than shoulder-length and must be placed in a bun in all of the workshops, including Junior Technology.
- Each learner must have his or her OWN plain, dark blue one or two piece overall which is to be worn in ALL of the Workshops at all times. The learner's name must be affixed to the overall.
- ③ JEWELLERY: No jewellery or iconography of any kind will be worn except Medic Alert insignia, unless written permission is obtained from the Governing Body. FEMALE LEARNERS may wear ONE plain silver or gold sleeper/stud in each ear (bottom of the lobe). Any other jewellery on visible body parts is prohibited, including, but not limited to, nose rings, eyebrow rings and tongue rings.
- ④ NO tattoos may be visible at any time.
- ⑤ Failure to comply with any of the above rules will result in the learner being excluded from school activities until such time that the requirements are met.

DRESS CODE	Transgression Detail	DEMERITS
T-Shirts	Worn underneath school shirt & visible / can be seen	- 2
Socks, Belts, Jewelry	Wearing any socks, belts & jewelry other than regulation	- 2
Hair	Non-Uniform hairstyle / Incorrect hairstyle	- 2
Chewing gum	Chewing gum in uniform	- 2
Name Badge	Failure to wear a Name Badge	- 2
Non-Uniform item	on school campus	- 2
	off school campus	- 5
Untidy Uniform/Appearance on school campus	i.e. torn, no buttons, unbuttoned blazer, improper use/ wear of jersey, hands in pockets	- 2
Untidy Uniform/Appearance off school campus	i.e. torn, no buttons, unbuttoned blazer, improper use/ wear of jersey, hands in pockets	- 5
Gross Abuse	Gross Abuse of Dress Code / Hairstyle	- 5

3.4 EXTRA-MURAL ACTIVITIES: SPORT AND CULTURAL

- ① All learners at Port Rex THS are expected to participate in one Winter and one Summer activity. It provides learners with balance and instills the value of commitment and responsibility.
- ② When a learner has joined an extra-mural activity, they will fulfill their obligation and carry out their responsibility in that connection for the entire duration of the season/year.
- ③ Learners are under obligation to themselves, their coach and their team-mates to attend all practices, meetings and fixtures and to respect punctuality at all times.
- ④ Any exemption required from any of the above commitment/obligation must be sought from The Master-in-Charge of Sport or Cultural Activities.

SPORT/CULTURAL	Transgression Detail	DEMERITS
Improper conduct	before, during or after fixture to be determined by Principal	- 5
Unexcused absence	From practice / meetings	- 10
Unexcused absence	From fixtures	- 20

3.5 PUNCTUALITY

All learners will respect punctuality and timekeeping. Late comers cause disruption and lack of punctuality will not be tolerated. It shows a lack of self respect/self discipline and a lack of respect for the school system. Late coming and bunking receives equal consequence. It is the responsibility of the learner to ensure that he or she is captured on the school's absentee system by using the biometric devices.

PUNCTUALITY/ATTENDANCE	Transgression Detail	DEMERITS
Late/Bunking School or Lines or Assembly	3 minutes late	- 3
	5-10 minutes late	- 5 to - 10
	11-15 minutes late	- 11 to - 15
	15+ minutes late	- 15
Being off school grounds	During school hours	- 20

3.6 ASSEMBLY / LINES

- ① Learners will assemble promptly in the quad in their class groups. Each class will line up in alphabetical order.
- ② For Assembly learners will remain in their class groups until the prefect on duty allows them to enter the hall.
- ③ On lining up in the quad and/or entering the hall, silence must be kept and maintained until the quad/hall area has been vacated by all staff and learners.
- ④ Learners may only leave the area when the Prefect-on-duty gives permission to do so.
- ⑤ Learners arriving late for Assembly/Lines must report to the prefect in the telephone tunnel.

ASSEMBLY / LINES	Transgression Detail	DEMERITS
Disrupting Assembly/Lines	Causing disruption / behaving in an unruly manner	- 3
Bunking Assembly/Lines	Bunking lines or assembly	- 5

3.7 CORRIDOR DISCIPLINE

- ① Movement in the corridors will be done quietly and swiftly. There will be no shouting, whistling, running or horse-play.
- ② LEARNERS WILL WALK IN SINGLE FILE ON THE LEFT-HAND SIDE OF THE CORRIDOR.
- ③ Learners will move to their classrooms as quickly as possible.
- ④ If the educator is not present, learners will line up on the left-hand side, in a single line and await the arrival of the educator (unless prior permission to enter the classroom has been given by the home-room educator). Silence will be kept in both cases.
- ⑤ If the educator does not arrive within 5 minutes, the class representative must report this to the Academic Deputy Principal or the General Office.

CORRIDOR DISCIPLINE	Transgression Detail	DEMERITS
Noise	Per incident	- 2
Eating/Drinking	In corridor	- 2
Disruptive behaviour	Outside classroom	- 3

3.8 CLASSROOM DISCIPLINE

The right to an Education is reliant on the want for an Education. Our responsibility lies with learners who want to be educated. They display this through their behaviour, discipline, attentiveness and completing homework and tasks timeously. Any learner who detracts us from our responsibility, who disrupts classes and fellow learners and who shows a disregard for the want of an education will not be tolerated.

- ① Learners will be calm, seated and silent and will pay attention to teaching instructions.
- ② Learners will complete their homework tasks daily, hand in assignments/projects punctually and have all required books/equipment on hand.
- ③ During intercom announcements, learners will remain seated in their desks and will remain silent.
- ④ Learners will only pack away their books when the educator gives permission to do so.
- ⑤ Learners will only leave the classroom when the bell (indicating the end of the period) has rung, and when the educator gives permission to do so.
- ⑥ Dishonesty in a written Test or Examination will result in an Irregularity Hearing by the S.M.T.

CLASSROOM DISCIPLINE	Transgression Detail	DEMERITS
Notices not returned (Special Report)	School↔parent information notice not signed and returned. Accumulative per day until received.	- 5
Homework	Book or equipment left at home	- 0
	Not done at all	- 0
Test/exam performance	Poor performance in test/exam	- 2
Eating/Drinking	In class	- 2
Sleeping in class	Head down on hands during teaching	- 2
Language	Not speaking language of instruction in class	- 2
	Inappropriate language in class	- 2
	Swearing in class	- 5
	Spoken or written obscenities	- 5
Announcements	Disturbance during intercom announcements	- 2
	Ignored announced intercom instructions	- 3
Disruptive behaviour	Inside classroom	- 5
Dishonesty	Copying or sharing homework	- 5
	Dishonesty in verbal or written statement	- 30

3.9 WORKSHOPS

- ① It is a strict requirement for all learners to wear a complete overall during workshop classes. All learners will wear same blue overall.
- ② Learner's name will be written on the top pocket in permanent black ink.

WORKSHOP	Transgression Detail	DEMERITS
Noise when working	Per incident	- 2
Announcements	Disturbance during intercom announcements	- 2
	Ignored announced intercom instructions	- 3
No overalls	No overalls/wearing overalls incorrectly	- 5

3.10 CCTV CAMERAS

The school is monitored by CCTV Cameras and footage can and will be used in disciplinary hearings held by the school and the School Governing Body. Any and all footage recorded for disciplinary or other purposes remains the property of the School Governing Body. No footage may be recorded and then used for any other purpose.

3.11 BREAK TIMES

- ① All learners will leave the school buildings during break times, except in the event of rain or organized meetings. The only exception is the corridor at the notice boards.
- ② No learner will remain in a classroom during breaks without the educator's permission.
- ③ Learners will return to their classes promptly and punctually when the bell rings indicating the end of break times.
- ④ Learners may only meet staff during break times or after school by appointment.

3.12 LITTER

- ① Littering will not be tolerated.
- ② When a learner sees litter, they will pick it up and place it in the bins provided.
- ③ Learners will ensure that their classroom, the area used during their break-time and the area used during sport practice/fixtures are left clean and tidy when they leave.

LITTER	Transgression Detail	DEMERITS
Littering school campus	Campus includes school buildings, classrooms and school fields	- 4

3.13 OUT OF BOUNDS AREAS

- ① Certain areas are out of bounds. This includes but is not limited to: all offices, all laboratories and storerooms, the printing room, computer room, bookroom, library, gym, Prefects' Study, Workshops and the stairs above the General Office/Principal's office. This applies in all cases unless an educator's permission is obtained and, (in most cases) an educator is present.
- ② All classrooms are out of bounds unless an educator has given permission for the use of that classroom.
- ③ Any property not belonging to a learner is out of bounds and may not be touched or tampered with. This includes but is not limited to: Educators' desks & cupboards. Educators', fellow learners and any other person's satchels, lockers and blazers.
- ④ The inside of the Pitstop canteen is out of bounds to everyone. The Pitstop recreation room is a privileged area for Grade 11's and 12's only. All other Grades will use the outside serving hatch.

OUT OF BOUNDS	Transgression Detail	DEMERITS
Out of Bounds	Transgression	- 5

3.14 ABSENTEEISM

- ① Any learner who arrives late will immediately report to the General Office to collect and have an “incident report form” completed.
- ② Any learner who has been absent from school for 1 day will, on the day of return, produce a note from their parents, or a Doctor's Certificate. Any learner who has been absent from school for 2 days or more will, on the day of return, submit a Doctor's Certificate to their class educator.
- ③ Any learner who has been absent from an examination or test will, on the day of return, submit a Doctor's Certificate to the Academic Head of the school.
- ④ Learners who feel ill during the course of the day will first report to their Grade Head and then to the school Secretaries before leaving school. School Secretaries will telephone the learners' parents to collect learner from the office.
- ⑤ Learners may only leave the school campus in cases of extreme urgency or illness and then only with the signed permission note from the Principal or Grade Head.
- ⑥ Any learner with more than 20 school days absent from formal school activities – without a valid reason or doctors' certificate – will not be allowed to write the final promotion examinations in November. Refer to ASSESSMENT INSTRUCTION 64 and 65 of 2017.

ABSENTEEISM	Transgression Detail	DEMERITS
No signed Parent's note	Accumulative per day until note received	- 1
Absenteeism/Bunking	Leaving school without a signed permission note	- 10

3.15 CELLULAR PHONES/TABLETS

- ① Port Rex THS is considered a CELL-PHONE FREE campus.
- ② No cell-phone or any other electronic device may be used by a learner while he/she is on the Port Rex campus.
- ③ Port Rex THS and/or Staff accept no responsibility whatsoever for theft, loss or damage to any learner's cell-phone or other electronic device.

3.16 VANDALISM / DEFACEMENT

- ① No vandalism or disrespect to Port Rex THS buildings and equipment will be tolerated.
- ② Learners will not damage or deface in any manner, school property of any nature belonging to Port Rex THS. This includes but is not limited to: walls, doors, ceiling, pin-boards, black-boards, posters, desks, tables and chairs.
- ③ Learners will not damage or deface in any manner, school property of any nature that is entrusted to or used by learners for their education at Port Rex THS. This includes but is not limited to: school equipment, text books, exercise books, library books as well as learner's satchel and stationery.
- ④ Learners will not attempt any form of unauthorised forcible/violent entry into or out of Port Rex THS buildings or classrooms. This includes, but is not limited to forcing a door or climbing through a window.

VANDALISM	Transgression Detail	DEMERITS
Damage or Defacement or Graffiti	School property & equipment	- 10
	School property entrusted to learner (e.g. text books)	- 10
	Learner's own property (e.g. satchel)	- 2
Serious cases appear before School Governing Body and possible compensation for damages.		

3.17 VEHICULAR USE

- ① Learners' vehicles, motor-cycles and bicycles may only be parked in designated areas:
Motor vehicles: between the tennis court and the shooting range
Motor cycles: on the concrete behind the armoury
Bicycles: in the bicycle shed
- ② Only Grade 12 learners who have valid drivers' licenses and who have registered their motor vehicles with the staff member-in-charge may bring their motor vehicles onto the school campus.
Only learners who have valid drivers' licenses and who have registered their motor cycles with the staff member-in-charge may bring their motor cycles onto the school campus.
- ③ No learner will tamper with any vehicle, motorcycle or bicycle which is not their own.
- ④ All vehicles, motor-cycles and bicycles must be securely locked at the start of the day.
- ⑤ All vehicles are out of bounds to all learners (including owners/drivers) for the entire school day
- ⑥ Port Rex THS allows the parking concession, however it is done at owner's risk and no liability for loss or damage will be for the schools account.
- ⑦ The speed limit on the Port Rex campus is 10 km/h at all times.

4 THE DETENTION SYSTEM

The Detention system is one of the disciplinary measures used at Port Rex THS to censure learners who break school/hostel rules.

4.1 PROCEDURE OF DETENTION NOTIFICATION

- A detention advice letter is completed by the Grade Head.
- Grade Head informs the learner why they are being punished.
- Grade Head forwards the detention advice via sms to Parents/ Hostelmaster.

4.2 FRIDAY AFTERNOON DETENTION

- Detention times are 14h00 – 15h45.
- Excuses are unacceptable.
- Learner will be dressed in full school uniform.
- Learner will be punctual.
- Learner will not disrupt, impair or compromise detention in any manner.
- Friday afternoon detention sessions are supervised by staff members.

Learners may be immediately sent home after parents have been informed, for the following:

- **Positive alcohol or drug testing, as per the Education Act**
- **Incorrect uniform and appearance, as per Dress Code Rule 3.4**
- **Lock-out times as per Punctuality Rule 3.5**
- **Gross insubordination and teacher safety**

Port Rex THS abides with the resolutions of the South African Schools Act and in accordance therewith serious disciplinary transgressions and habitual offenders will be dealt with at Governing Body level where Sanctions in compliance with the South African Schools Act will be imposed.

This concludes the Code of Conduct.

Port Rex THS reserves the right to revise, amend or change the Code of Conduct from time to time as deemed necessary. Such changes will be announced and displayed on the relevant notice boards and copies made available at the school for parents upon request.

Any request for a deviation from this Code of Conduct on the grounds of religious belief must be made in writing in advance to the Governing Body.

The Code of Conduct establishes the responsibility, basic requirement and expectations of all parties involved at Port Rex THS. By signing the **Agreement** (Code of Conduct) all parties deem it a binding contract.

(This copy to be retained by parents for safe-keeping)

PORT REX T.H.S. CODE OF CONDUCT AGREEMENT

AN AGREEMENT BETWEEN STAFF, PARENTS AND LEARNERS

In consensus with the spirit of our school's ethos, and in order to protect the traditions of the school, the following Code of Conduct is hereby adopted by all parties involved in the day-to-day functioning of our school. This Code of Conduct is designed for the explicit purpose of striving towards maximum benefit to all from the educational and recreational activities offered at Port Rex Technical High School and the hostel. Our aim is to establish a disciplined and purposeful school and hostel environment, dedicated to providing and maintaining a high quality of education. This may ultimately ensure meaningful employment for all our learners.

We, the **Staff** of Port Rex Technical High School, accept that we have a responsibility to uphold the Professional Code of Conduct as prescribed by the South African Council for Educators, to which we all subscribe, and which *inter alia* means that we undertake to:

- develop the learners to the maximum of their potential in all spheres offered by the school;
- enforce the rules of the school by exercising authority with compassion;
- provide an environment conducive to the full development of the learners' character and personality
- instill sound ethical and moral values in the learners;
- establish and sustain open and direct lines of communication with all stakeholders.

Principal, on behalf of the staff

I, a **Learner** at Port Rex Technical High School, undertake:

- not to be involved in any activity - in or out of school - that will bring the school's name into disrepute;
- to be honest at all times and to obey the rules of the school;
- not to conduct myself in such a manner as to endanger the maintenance of proper standards of moral conduct, discipline and social well-being at the school;
- to respect the traditions and aspirations of the school;
- to ensure that daily tasks of homework are completed and presented timeously.

Learner's name and surname

Learner's signature

Date

We, the **Parents/Guardians** of (a) learner(s) at Port Rex Technical High School, undertake to:

- ensure our child's regular and punctual attendance at school as well as school activities and school functions to which he/she has committed him/herself;
- respect the traditions and aspirations of the school, and to play a supportive role by encouraging our child to participate in the school's activities;
- support the authority and discipline of the school;
- ensure that our child's leisure time activities do not impair his/her involvement and progress in school activities nor detract from the image and ethos of the school;
- ensure regular and timeous payment of all fees as determined by the Governing Body;
- support the school by ensuring that all our child's tasks of homework are completed and presented timeously.


.....
Chairman: Governing Body

.....
Both Parents/Guardians signature

.....
Date