

INTRODUCTION

At Westview School the educators strive to create the best possible conditions to facilitate optimal education by putting into place a set of rules. This set of rules or code of conduct is essential in ensuring that the curricular, as well as the extra-curricular education program, progresses in an orderly manner.

Respect for the individual together with order and discipline, forms the basis for success in a happy school community. Westview Special School's Code of Conduct acknowledges the Constitution (specifically the Human Rights Charter) and other Education Laws and does not endeavour to contradict any such laws.

OUR OBJECTIVES ARE TO:

- give every learner the opportunity to prepare him/herself maximally for adulthood.
- give every learner the opportunity to develop his/her abilities and talents.
- ensure the necessary safety and security in the school community so that every learner is able to function as a unique individual.
- encourage a spirit of co-operation and support amongst the learners.
- ensure a safe environment where physical or emotional injuries are limited to the bare minimum.

In order to achieve the above-mentioned objectives, it is important to take note of the rights and responsibilities of learners:

STATEMENT OF LEARNER'S RIGHTS AND RESPONSIBILITIES

RIGHTS: Every learner has the right to	RESPONSIBILITIES: It is each learner's responsibility to
1. be treated with respect and courtesy.	<ul style="list-style-type: none"> • treat others with respect and courtesy. • be polite and well-mannered. • behave in a manner that earns the respect of peers, educators and parents.
2. receive quality specialized education that addresses his/her unique needs	<ul style="list-style-type: none"> • take advantage of all opportunities provided. • commit to regular attendance and punctuality. • have consideration and respect for others, especially those in authoritative positions. • be self-disciplined and self-motivated. • co-operate with others. • pay attention during class. • always participate in a positive manner. • complete assignments and tasks within the given timeframe. • ask for help. • obey classroom rules. • have a positive attitude and be enthusiastic.
3. be heard.	<ul style="list-style-type: none"> • be truthful and honest. • be mindful in the way you express yourself (be courteous, constructive and reasonable when expressing a point of view). • listen to other points of view.
4. be protected in a safe environment.	<ul style="list-style-type: none"> • respect the property and lives of others. • ensure that your actions do not harm or endanger anyone. Be careful and observant. • exercise tolerance and self-restraint. • avoid dangerous situations. • not succumb to temptations. • report learners who have dangerous weapons, etc. in their possession to the appropriate authorities.

<p>5. expect that his possessions will be safe.</p>	<ul style="list-style-type: none"> • look after his/her possessions and protect it. • honour the possessions of other learners. • leave valuable possessions at home. • ensure that all possessions are clearly marked. • hand in all lost goods at the office.
<p>6. enjoy clean and well looked after educational facilities.</p>	<ul style="list-style-type: none"> • help keep facilities clean and neat at all times. • never be a litter bug. Keep the environment clean. • never be guilty of vandalism or breaking any of the facilities. • report trespassers. • pay for the repairs of goods, even those damaged accidentally
<p>7. be at a school where there are no forbidden substances like drugs and alcohol.</p>	<ul style="list-style-type: none"> • report learners who have forbidden substances for example drugs, alcohol or cigarettes etc. at school. • encourage learners who use these substances, to go for treatment.
<p>8 be proud of his/her school and honour the name of Westview.</p>	<ul style="list-style-type: none"> • be proud of him-/herself. • not to speak badly about other learners, educators or the school. • behave well at all times. • wear the school uniform with pride and dignity. • not do anything that can harm or dishonour the name of the school.
<p>9. be educated in a disciplined and organised environment.</p>	<ul style="list-style-type: none"> • accept the responsibility for his/her actions at all times. • obey school rules. • uphold this code of conduct at all times. • accept punishment for misbehaviour and try to improve on his/her own by not misbehaving in the same manner again.

This code of conduct endorses the school's mission statement i.e.

“SUCCESS THROUGH HARD WORK.”

Learners and their parents/guardians must familiarize themselves with the schools code of conduct and the stipulations thereof. As soon as a learner has been enrolled at Westview, he/she is subjected to the code of conduct and obligated to act in accordance with it. If a learner should violate or disregard the code of conduct, disciplinary procedures will be followed.

GENERAL CONDUCT OF WESTVIEW SPECIAL SCHOOL LEARNERS:

1. Learners will always behave themselves as good ambassadors of Westview School. It is expected of learners to be friendly, courteous and helpful at all times.

COURTEOUSY implies the following behaviour:

- Learners do not walk or stand with their hands in their pockets
- Learners stand when a teacher or other adult is greeted.
- Visitors are greeted friendly and accompanied to the office.

2. When learners are wearing the school's uniform or any such item whereby the general public can associate the learner with the school, or when representing the school, directly or indirectly, as participants, supporters, helpers or spectators, they will refrain from any behaviour which might put the school, staff or fellow learners in a bad light.
3. In their interaction with the school principal, deputy principals, educators and other school staff, learners must refrain from rebellious and/or disrespectful behaviour.
4. Prefects act on behalf of the principal and thus deserve absolute respect.
5. In their interaction with each other, learners must implement self-control and also show mutual respect and tolerance for one another. Learners must also refrain from any behaviour aimed at violating another learner's physical, emotional and/or moral wellbeing.
6. An educator at the school has the same rights as that of a parent/guardian when it pertains to the management and discipline of the learners according to the code of conduct, as well as during the learners' school attendance and during any school activities.

7. If a learner is found guilty of a punishable transgression by a court of law, it be deemed a transgression of the school's code of conduct.

SCHOOL SAFETY

School violence and substance abuse is rife throughout the world. In South Africa this phenomenon is manifesting itself through gang violence, weapons at school, sexual violence, bullying, assault, theft and robbery. School violence affects **all schools, irrespective of location**. It is therefore imperative that Westview Special School makes the safety of our learners and staff our top priority. **A ZERO TOLERANCE POLICY IS STRICTLY ADHERED TO.**

PLEASE NOTE: IN THE INTEREST OF SAFETY, WE UPHOLD THE RIGHT TO SEARCH ANYONE ENTERING THE SCHOOL PREMISES.

In the case of a reasonable suspicion that a learner has violated any or all aspects of the code of conduct or the laws of the country, the principal and/or teacher has the right to search a learner and/or belongings in their possession for any dangerous weapons (guns, knives, etc.), drugs, or other harmful and dangerous substances, stolen goods or pornographic material.

Such learner's human dignity will be respected at all times. The search will be done in private, by persons of the same sex, and in the presence of another person. This process and the outcome will be documented.

Should the school be closed for any reason, the learners will always receive a written notice well in advance of such closure.

THE FOLLOWING ARE STRICTLY FORBIDDEN:

TRANSGRESSION WILL LEAD TO IMMEDIATE DISCIPLINARY ACTION

- Possession of weapons (including knives, guns, home- made weapons, paintball guns).
- Possession of drugs and alcohol or any drug paraphernalia used in the consumption or sale thereof.
- Possession of any form of medication. Learners who are using chronic medication must hand it in at the office. Safekeeping and administration of such medication will be managed by a qualified staff member
- Wilful and malicious damage, destruction or theft of school property

- Any form of fireworks or any explosive or harmful objects
- Racism (including the use of racist and psychologically harmful racist names)
- Possession and distribution of pornographic material (photos, magazines and digital material that can be downloaded onto any digital medium)
- Bullying (physical, verbal or emotional)
- Physical fighting
- Activities related to gangsterism/satanism
- Smoking
- Money lending (loan sharks)
- Gambling or any games involving money. This is a criminal offence and strictly prohibited and will not be permitted on the school grounds. If this does occur all money will be confiscated.
- Hitchhiking to or from school
- Trade (buying or selling of any item not provided by the school)
- Physical contact between learners (only touch rugby allowed)
- Sexual interaction or harassment of fellow learners or educators
- No visible tattoos
- No swapping of cell phones, SIM cards and memory cards is allowed

IF FOUND GUILTY OF THE ABOVE, LEARNERS MAY FACE IMMEDIATE SUSPENSION

YEAR 4 FAREWELL

Attendance of the final year farewell is not a right for any learner. Learners who pose a danger to others (decision based on their record over the four years) or those guilty of any of the serious infringements as stipulated in the code of conduct, **will not be invited to the farewell.**

ID CARDS

For safety reasons all Westview learners are issued with a free(once only), identification card which will form part of their uniform and must be worn around the neck at all times. If lost/damaged learners must buy a new one at the school.

Learners without this ID card will be on detention the same day from 14:00 until 14:30

GENERAL CLASSROOM RULES:**LANGUAGES SPOKEN DURING CLASS WILL ONLY BE ENGLISH AND AFRIKAANS.****The following behaviour is NOT ALLOWED:**

1. Walking around/leaving the classroom without the teacher's permission.
2. Fighting/arguing in class
3. Using foul language
4. Chewing gum
5. Tippex or permanent markers (will be confiscated immediately)
6. Eating without permission
7. Taking other learners' possessions without their permission (Stealing)
8. Drawing on or marking the classroom furniture, walls, etc. (Vandalism)

GENERAL WORKSHOP SAFETY RULES

1. The wearing of an **Overall** is compulsory in the workshop.
2. **NO** torn overall to be worn.
3. **NO** learner may work with any machine without permission from the teacher.
4. **NO** learner may adjust machines while someone is operating it.
5. **NO** playing or running in the workshop.
6. **NO** damage/breaking of equipment in workshops. If a learner breaks anything by accident or otherwise, he/she will have to pay for it.
7. The workshop must be swept and cleaned everyday.
8. Equipment must be cleaned and packed away after a job is done or at the end of the day.

RULES WHEN WEARING OVERALLS - BOYS AND GIRLS**PLEASE NOTE: Learners may not wear an overall to and from school**

1. In terms of South African safety legislation, it is compulsory to wear an overall in the workshop.
2. The only overall allowed is the one issued to the learner by the school.
3. Good care has to be taken of overalls and it has to be washed regularly.
4. Overalls are not be worn during breaks. Learners change into their school uniform.
5. Overalls may not be blemished/deliberately damaged (draw/ written on it or be altered any other way).

THE FOLLOWING IS STRICTLY FORBIDDEN IN THE WORKSHOP

1. Eating food, chewing of bubble gum or drinking water in workshop.
2. Throwing objects in the workshop.
3. Entering storerooms or offices without the permission of the teacher.
4. Taking another learner's property without permission.

RULES WITH REGARDS TO THE APPEARANCE OF WESTVIEW LEARNERS

GENERAL APPEARANCE – BOYS AND GIRLS:

1. A neat appearance is expected of all Westview learners.
2. Only the official school uniform is allowed. It **may not be altered** to suit a learner's style.
3. **Parents need to ensure** that learners leave their homes dressed in the prescribed school uniform in the morning and return in the afternoon in the same manner.
4. Should a learner, for any reason, not be able to wear the school uniform, he or she must be **NEATLY DRESSED** and have an explanatory note from his/her parent or guardian. The note should be handed to his/her register teacher who will refer the matter to the Year Head.
5. Should learners, for whatever reason be allowed to wear "civvies" (read more later), they are expected to be dressed appropriately. **No jewellery, sunglasses, caps will be allowed.**
6. **SCHOOL BAGS:** Only backpacks that are neat and clean will be allowed. **No writing is allowed on outside of the school bags. Bags with graffiti or any other seemingly offensive writing will be confiscated. Learner will have to clean or replace his/her bag before being allowed to use it at school again.**
No accessories/Objects may be attached/tied to school bag e.g. soft toys/ pencil bags/ sunglass cases etc.
7. **ONLY** prefect badges, UCSA-badges or awards issued by the school, may be worn on blazers or jerseys.
8. Gold in the teeth is not allowed.
9. No visible tattoos are allowed.

SCHOOL UNIFORM - GIRLS

It is expected of all learners to wear the **prescribed Westview School uniform**. A learner's holistic appearance (hair, nails etc.) must be coherent with the school prospectus at all times.

1. **BLAZER** - navy blue with badge on pocket (BLAZER IS NOT COMPULSORY)
2. **WESTVIEW SCHOOL WINDBREAKER** – navy blue with school badge and name
 “WESTVIEW” embroidered on it is the **only official windbreaker** that is allowed. **PLEASE NOTE: no other navy-blue windbreaker** with a small school badge sewn on is permitted.
PLEASE be mindful that the following is NOT ALLOWED:
 - bomber jackets
 - tracksuit tops – with the exception of the tracksuit awarded the learner for SA and Provincial Colours for SCHOOL sport.
3. **LONG SLEEVED JERSEY** - Formal Westview School long sleeve with the official school badge.
4. **PULLOVER** - Formal Westview School with the official school badge.
5. **SKIRT** Navy blue with seam at least 12 cm above the knee.
 - The skirt's pattern **MAY NOT be altered**.
 - The skirt **MAY NOT** be made to appear shorter by rolling it up above the belt.
6. **SCHOOL SHIRT** - White with pointed collar and buttons. MUST have a Westview School badge on the shirt pocket OR the Westview School **GOLF SHIRT**. Shirt MUST always be tucked in . All girls must wear light coloured (white or flesh coloured) underwear.
7. **Girls** grey school trousers are allowed. Trousers may not be altered in any way and must fit the learner correctly. Trousers must be worn with **grey socks**.
8. **White socks** in summer and **navy-blue knee-high socks** (without stripes) or navy blue tights in winter. The white socks **MAY NOT** be rolled down, but they must be neatly folded over
9. **ONLY** black school shoes that are of smooth leather with laces or buckles across the feet are allowed. No running shoes (trainers) are allowed.
10. Black/Navy scarf is allowed. No coloured strips on the scarf will be allowed.

SPORT CLOTHES for matches will be supplied by the school. Learners must supply their own clothes for practice.

HAIR should always be clean, neat. The following is **NOT ALLOWED**

- Coloured extensions, highlights and “popcorns”.
- Weaves or wigs.
- Tinting or bleaching by using colour shampoos, tints, colour mousse or bleach.
- **No** hair “tattoo’s

For hair to look neat and tidy the following guidelines MUST be followed

1. Only flat, silver slides or black and brown hair grips may be used to **TIE/FASTEN** long hair out of the face.
2. **NO** loose or teased hair is permitted
3. **NO** loose tails are permitted in the neck.
4. A fringe **MAY NOT** touch the eyebrows.
5. Once hair covers the collar, it must be fastened with a hair band.
6. **ONLY** navy blue, royal blue (like the skirt) or black elastics may be used.

NAILS must be kept short, clean and neat.

1. Nails must not be longer than the fingertips.
2. Only transparent, colourless nail varnish is permitted.

MAKE-UP: NO MAKE-UP may be worn while wearing a school uniform.

JEWELLERY: NO JEWELLERY including teeth jewellery (gold caps) may be worn while in school uniform or on “civvies” days. No body jewellery may be worn e.g tongue, eyebrow, belly, lip rings/studs while in Westview School uniform or on “civvies” days.

The following, however, is permitted:

1. If a girl has pierced ears, only studs may be worn. Only **ONE** stud per ear is permitted.
2. If the ear has been pierced more than once, the stud should be worn in the lowest position.
3. Only a wrist watch may be worn, not a watch worn as a broach or as a pendant.
4. "Medic Alert" bracelets or pendants may be worn with permission from the principal.

SCHOOL UNIFORM – BOYS

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JEWELLERY: NO JEWELLERY including teeth jewellery (gold caps) may be worn while in school uniform or on “civvies” days. No body jewellery may be worn e.g. tongue, eyebrow, belly, lip rings/studs while in Westview School uniform or on “civvies” days.

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2. **WESTVIEW SCHOOL WINDBREAKER** – navy blue with school badge and name “WESTVIEW” embroidered on it is the **only official windbreaker** that is allowed. **PLEASE NOTE: no other navy-blue windbreaker** with a small school badge sewn on is permitted.

PLEASE be mindful that the following is NOT ALLOWED:

- bomber jackets
 - tracksuit tops – except for the tracksuit awarded the learner for SA and Provincial Colours for SCHOOL sport.
3. **LONG SLEEVED JERSEY** - Formal Westview School long sleeve with the official school badge.
 4. **PULLOVER** - Formal Westview School with the official school badge.
 5. **TROUSERS** - Traditional **grey school trousers**. Pants **MAY NOT** be altered.

This includes:

- zooting (leg of pants made narrower)
 - Unravelling or tearing the bottom of the trousers so that it can cover the shoes
 - Inserting a piece of material into the seem to create a “bell bottom”
6. **BELT** - black leather or grey of the same material as the pants **must be worn**. The belt must be of standard breadth and with a standard buckle.
 7. **SCHOOL SHIRT** - White with pointed collar and buttons. There must be a Westview School badge on the shirt pocket. Westview **GOLF SHIRT** is allowed instead of the white shirt. Shirt **MUST** always be tucked in . A vest may be worn under the shirt but may not be visible.
 8. **Grey socks** are the only socks that can be worn with the school trousers.
 9. **School shoes** - black leather with black laces. Laces must always be tied .

The following are **NOT PERMITTED**:

- big buckles
- shoe laces other than standard black
- studs or big patterns
- metal protection tips (safety boots)
- running shoes (trainers)
- moccasins

10. Black/Navy scarf is allowed. No coloured stripes/patterns on the scarf will be allowed.

SPORT CLOTHES for matches will be supplied by the school. Learners must supply their own clothes for practice.

HAIR should be clean, neat and natural at all times.

- Hair **MAY NOT** touch the eyebrows or shirt collar.
- Eyebrows **MAY NOT** be shaved
- Hair **MAY NOT** cover the ears.
- Hair **MAY NOT** be gelled
- Hair **MAY NOT** be tinted or bleached by using colour shampoos, tints, colour mousses, bleach etc”

In order for a neat and tidy appearance the following hairstyles **ARE NOT ALLOWED**

- Unusual hairstyles e.g. 'steps', 'ridge-out', 'convict cut', and 'duck tails'
- Fringe on a short-shaved head.
- Loose tails (in the neck).
- Plaits or braids.
- Sideburns may not be longer than the tragus of the ear.
- Sever undercuts.
- **No** hair “tattoo’s

BEARDS: Boys have to shave every day.

- Beards, moustaches and sideburns are not permitted.

NAILS must be kept short, clean and neat.

- No nail polish is permitted.

JEWELLERY

- Only wrist watches, 'Medic-Alert' bangles and pendants (chains) may be worn.

CIVVIES – BOYS AND GIRLS

When learners are allowed to wear casual clothes to school, the following rules apply:

- Boys must be shaven (as applicable when wearing the school uniform).
- Girls **MAY NOT** wear make-up
- Girls **MAY NOT** come to school wearing revealing clothing.
- No jewellery, caps or sunglasses are allowed.

PLEASE NOTE: Learners who are guilty of these offences will be sent home to dress appropriately. Parents will be contacted to collect said learner from school, he/she will also receive a demerit.

SPORT

It is the policy of the school that all physically healthy learners take part in at least one summer and one winter sport.

CELL PHONES, IPODS and MP3 PLAYERS

Cell phones, MP 3 players and iPods as well as all smart devices e.g watches, are not allowed on the school premises during school hours. If a learner is found in possession of any of these, it will be confiscated and kept in the school safe for 4(four) weeks, and this carries a fine of R100.00 (one hundred rand)

If a learner, for whatever good reason, has to bring any of the above mentioned to school, it **MUST** be handed to the register teacher for safe keeping until 14:00.

At no stage do the staff, as well as the learners of **Westview School accept responsibility** for the lost/damage of any of these smart devices.

The learner will be allowed to collect a confiscated item from the office after the four-week period and after the fine of R100,00 (One Hundred Rand) has been paid. Once proof of payment is produced, the item will be returned to owner.

SCHOOL - HOME COMMUNICATION

■ **School correspondence**

All learners are obligated to give all correspondence from the Governing body, Principal and/or Teacher, to their parents/guardians. It is also the ***responsibility of the parents/guardians to complete the receipt (tear-off slip)*** and to ensure that the learner returns it to the register teacher.

■ **Telephonic messages from parents to learners**

Parents are requested not to phone the school unnecessarily to give messages to their children. Only in case of emergency will calls like these be attended to.

SCHOOL BUILDING

1. The school building is an **OUT OF BOUNDS area** before school and during breaks.
2. No screaming, whistling or shouting allowed in classes or passages.
3. Learners must walk in single file, behind one another, and follow the direction of movement without bumping or tripping others.
4. Learners are not allowed to use the front entrance of the school.

CLOAKROOM/TOILET POLICY

1. NO toilet visits during teaching periods (**ALLOWED ONLY in exceptional circumstances**) and only with written permission of a teacher.
2. Toilets are not a place to gather for a chat or to sit when the weather is unpleasant.
3. Learners with self-respect and with respect for others will ensure that the toilets are left clean and tidy as they would like to find them.

SCHOOL GROUNDS

1. The school grounds must always be kept neat and tidy.
2. Learners must always stay away from the staff and guests' vehicles.
3. Learners who use bicycles to commute to and from school may leave their bicycles at the bicycle shed until such time as they depart from school.
4. Bicycles and motorcycles are not to be used on the school premises. Both must be pushed to and from the cycle shed.

5. Learners are not permitted to leave the school premises during school time unless they have written permission from the principal or deputy principal. Leaving the school without permission will result in detention for the same period of absence from school.
6. A learner who holds a **valid driver license** must obtain written consent from the school principal to access the school grounds in his/her own vehicle.
7. To prevent traffic congestion at the school grounds, parents must drop off and pick up learners **outside the school grounds. NO LEARNER SHOULD BE DROPPED OFF IN FRONT OF THE MAIN GATE.**
8. Certain areas of the school grounds are indicated as being **out of bounds** for learners. These areas are clearly marked with signs/red paint. These rules must be strictly adhered to.

SCHOOL PROPERTY

1. All equipment on the school premises is the property of the school and must therefore be used with the necessary respect, e.g. school desks, chairs, etc.
2. The willful and malicious damage, destruction or theft of school property is a very serious offence. Learners responsible for such conduct will be severely punished.
3. If a learner accidentally damages school property, this must be reported immediately and will be replaced at the expense of the learner. This rule also applies to the property of the staff and/or guests. If it is not paid, the amount, or the outstanding sum, will be added to the school fees account at the end of the year. If still not paid it will be handed over to the debt collectors.
4. Books must always be well cared for , covered and kept neat and tidy. Books may not be scribbled on and/or have pages removed from.
5. No personal property or any valuable articles may be brought to school and the school will not accept responsibility for the loss, theft or damage thereof. If, for some reason, valuables are brought to the school, it must be handed to the register teacher during the register period to be safeguarded in the school safe.
6. Schoolbags must be secure to ensure that school books are protected from damage during conveyance and storage of the books.

PUNCTUALITY

Learners must arrive at the allocated time at the beginning of the school day and for the commencement of all other school activities. When learners do arrive late, they must have a **written explanation** from their parents/guardians.

For security reasons the school gates will be closed at 08:15 every morning.

SCHOOL ATTENDANCE

1. Learners must endeavour to attend school regularly. They should only stay at home in the event of **SERIOUS ILLNESS**.
2. Parents/Guardians must inform the school in writing should a learner be absent from school for any period.
3. Due to administrative pressure, **no telephonic calls** explaining absenteeism will be accepted. It is the responsibility of the learner to catch up on the work missed during his/her absence from school.
4. Doctors'/dentists'/ ID and/or driving licence appointments should not be made during school hours. If this is not possible parents/ guardians must submit a written request. This request must be handed in to the Deputy Principal or Year head, before 08:30.
5. If a learner leaves the school grounds within school hours without permission (bunks), the school cannot be held responsible for his/her safety. Learners guilty of this will only be allowed back to school if they are accompanied by their parents.
6. If a learner misses an examination or test, a medical certificate must be submitted. If this is not done, the learner will receive "0" (naught) for the paper(s) missed.

PARENTS AND LEARNERS MUST PLEASE TAKE NOTE THAT:

1. If a learner is absent from school for a period exceeding ten (10) consecutive school days, it is regarded as termination of the learner's registration. The learner will no longer be enrolled at Westview School.

This is as prescribed by the Department of Education.

DRUG POLICY OF WESTVIEW SCHOOL

Because the wellbeing of our learners is of great importance to us, we have deemed it necessary that an Intervention Program be followed. Wherever there is the slightest suspicion, that a learner of Westview School, uses, sells, distributes or is in possession of any illegal substances, disciplinary action will follow.

This policy is not instated as a punitive measure, but rather to support and assist the learners who fall victim to drug abuse, as well as their parents.

1. According to the **Education Act** a school may **test any learner should the slightest suspicion arise** that the learner makes use of illegal substances, sells, distributes or is in possession of any such matter whereby he/she exposes or puts other learners in danger.
2. The necessary urine tests will be done by the school according to the prescribed procedures.
3. Urine sample will be done under supervision, in a dignified and transparent manner.
4. Learners will be tested by the principal or appointed staff member. An adult witness of the same sex as the learner must be present while the learner is being tested.
5. The results of the above-mentioned test will be dealt with confidentially.
6. In the case of the test result being Non-negative or should a learner be found guilty of selling, distributing or in possession of any illegal substances, he/she will immediately receive a letter requesting his/her parents to come to the school. Learners who tested Non-negative will not be permitted to come to school before a medical certificate, in collaboration with the Department of Health can be provided to confirm that the learner has been tested negative for any illegal substances.
7. A learner who is in possession of any illegal substances will not be permitted at school, nor attend any classes for 10 (ten) weeks. Such a learner will only be allowed to return after the period of ten weeks if he/she can prove that he/she followed and completed a rehabilitation program.
8. During this time the learner must report to school at pre-scribed time, accompanied by a parent/guardian to collect study material or hand in their work. When learners collect their school work, they must be dressed in their school uniform and wear their ID cards. He/she must write tests and/or examinations as clearly stipulated by the principal.

9. The costs of the first test will be carried by the school. Any further tests thereafter will become the liability of the parents.
10. Should a learner's second test also deliver Non-negative results, or he/she commits a second offence, with regard to selling, distributing or possession of any illegal substances, he/she will temporarily be suspended from school for a term. During this time the learner will still be considered an enrolled learner of the school and must report to school, at the prescribed time, dressed in full school uniform. He/she may write tests and/or examinations but will not be permitted to attend any classes. Learners that repeatedly test Non-negative, sell, distribute or are in possession of illegal substances may face disciplinary hearings as well as expulsion from the school, especially when the use of illegal substances lead to aggressive behaviour and the disruption of teaching and learning in the classes.
11. Learners and parents will be supported by the principal and educators with regards to the substance abuse problem and possible steps that can be followed.
12. The principal or appointed staff member is permitted to search a learner for possession of illegal substances and any dangerous weapons. Adult witnesses must be present during this procedure.
13. Any illegal substances will be handed over to the police. If deemed necessary, the police will lay criminal charges. Dangerous weapons found will be confiscated and the learner in possession thereof will be dealt with according to the school rules.

The above-mentioned steps are needed as the safety and wellbeing of our other learners are important to us.

This school policy is aimed at protecting our learners against possible abuse, sales and addictive use of illegal substances and therefore parents/guardians must do everything in their power to assist and help overcome the problem, to provide parents with the necessary information and remove those learners who disrupt the education process and in doing so, ensure that Westview school is a drug- and weapon free school which grants the opportunity to other learners to receive education in a safe environment.

DISCIPLINARY MEASURES: POSSIBLE WAYS OF PUNISHMENT

If a learner is guilty of any form of misconduct, the following punitive measures may be administered:

1. Work to be written out.
2. Formal detention on a Tuesday and Thursday afternoon (14:00 to 15:00). This detention is allocated by a Merit and Demerit system.
3. A learner can still receive a detention for days in between the formal detention times. This will be arranged with prior notice from said teacher.
4. After serious misconduct or in the case where a learner's disciplinary record "grows" too fast, the parents will be called in for a final warning.
5. A learner can be sent home with a letter requesting his/her parents to accompany him/her to the school the next day.

Less serious offences will be dealt with by any of the educators. More serious matters will be handled by the Principal or deputies. Very serious transgressions or continuous poor behaviour will result in a written request for parents to contact the school as soon as possible (preferably the following day). If parents cannot visit the following day, they have to return the tear off slip and inform the school in writing to arrange a convenient appointment time. In order to compel learners to hand these letters to their parents (in which parents are asked to come to school), no learner will be allowed to attend school without notification from the parents that they have received such letter.

TRANSGRESSIONS WHICH CAN LEAD TO SUSPENSION AND/OR EXPULSION, INCLUDES THE FOLLOWING, BUT IS NOT ONLY LIMITED TO:

- behaviour which threatens the safety of others or violates their rights;
- the possession, threat or use of any dangerous weapons;
- the possession, use, trade or any visible evidence of narcotic or illegal substances, alcohol or other narcotics of any nature;
- fighting, assault or ill-treatment;
- immoral behaviour or swearing;

- adopting or presenting a false identity;
- any form of hate speech, sexism, racism or other anti-social behaviour;
- theft or the possession of stolen goods, also including the theft or possession of test/examination question papers before the actual test or examination has been written;
- unlawful conduct and/or vandalism, destruction or damaging of school property and/or private property;
- disrespectful-, and offensive behaviour, verbal ill-treatment towards educators, other school staff and/or learners, any physical contact to do harm.
- repeated transgressions of the code of conduct;
- violent and aggressive behaviour, and any sexual offenses;
- victimisation, bullying, including cyber bullying per cell phone or internet and/or intimidation of other learners;
- the violation of examination and test rules;
- deliberately giving false information, or the falsification of documents for own benefit.
- irregular school attendance, after a warning from the principal.
- involvement in gang-related activities.
- involvement in satanic worship.
- behaviour that leads to disruption of class and teaching.

DECLARATION BY PUPIL

I hereby declare:
Full Name and Surname of learner! (block letters)

1. that I am fully aware of the contents of this code of conduct.
2. that I understand the meaning of each matter in this code of conduct.
3. that I shall always endeavour to behave myself like a pupil Westview School can be proud of.
4. that should I make myself guilty of any misbehaviour (in other words behaviour which would be a disgrace to Westview School, and everybody related to the school) I shall submit myself to the punitive measures explained in this code of conduct.

.....
SIGNATURE OF PUPIL

.....
DATE

DECLARATION BY PARENT

I,.....(as parent/guardian of).....
Initials and surname of parent / guardian in print

hereby declare:

1. that I have taken note of the contents of this document.
2. that I am aware of the punitive measures included in this code of conduct as well as what it entails.
3. that I will support and encourage my child(en) in them strive to behave according to the agreement in this document.
4. that I will support the school in any justified conduct.
5. that I know no pupil, including my own child, has the right to disrupt the school or class/workshop in such a way that the education and training of other pupils is disrupted.
6. that I will strive to pay a personal visit to the school when I am requested to do so in writing.
7. that I know my child is subject to this code of conduct and will have to obey it whether we have signed this undertaking or not.
8. to settle my financial obligations towards the school and if I am not able to do so I will seek help before it's too late.

.....
Signature of parent/ guardian

.....
Date

DWELMBELEID VAN WESTVIEW SKOOL

OOREENKOMS

Ek ouer / voog van
gee hiermee my toestemming dat my kind getoets mag word volgens voorgeskrewe
prosedure vir dwelmgebruik indien nodig. Ek neem kennis van die inhoud van die beleid en
onderneem om my volle samewerking te gee.

.....
Handtekening ouer / voog

Hertoelating tot die skool die volgende jaar word nie gewaarborg vir herhaalde oortreders nie.

DRUG POLICY OF WESTVIEW SCHOOL

AGREEMENT

Iparent / guardian of
hereby give permission that my child may be tested according to the prescribed procedures
for using illegal substances it necessary. I take note of the policy and undertake to give my
full co-operation.

.....
Signature of parent / guardian

******Re-admission to school for next year cannot be guaranteed for repeated offenders.**