

**Grade 12  
Information  
booklet  
2018**

# Contents

INTRODUCTION	Pg 1
CODE OF CONDUCT	Pg 2
GRADE MANAGER CONTACT DETAILS	Pg 32
UNIFORM REGULATIONS	Pg 32
HONESTY AND EXAMS	Pg 37
ABSENTEEISM	Pg 37
FINANCE	Pg 37
MATRIC DANCE	Pg 38
MATRIC JACKETS	Pg 38
GRADE 12 STATIONERY	Pg 39
PASS REQUIREMENTS	Pg 43
EXAMINATION RULES AND REGULATIONS	Pg 44

**“Success is a function of persistence, doggedness and the willingness to work hard for 20 minutes to make sense of something that most people would give up on after 30 seconds.” – Malcom Gladwell**

## INTRODUCTION

This booklet was made with the intention of assisting both the Grade 12 class of 2018 and the parents.

# CODE OF CONDUCT

## DEFINITIONS

### CODE

Means the Code of Conduct of a school (as acknowledged by all educators, parents and learners) This is a legal document drawn up in accordance with Section 8 of the South African Schools Act (SASA), Act 84 of 1996 amended by the Education Laws Amendment Act 31 of 2007

### DISCIPLINARY COMMITTEE

Means a disciplinary committee appointed in terms of Circular 74/2007; appointed by the SGB upon the advice of the principal, comprises three persons who are members of the SGB or are nominated by the SGB and who do not have prior knowledge of any matter that may be in dispute;

### MISCONDUCT

Means the contravention of this Code of Conduct by a learner and includes the following:

Misconduct committed on the premises of a school, whether during or outside of school hours;

Misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours;

Any conduct committed in or out of school uniform and within or outside the school premises, which-

- brings the school and the school's name into disrepute;
- interferes with the governance, authority and proper administration of the school;
- interferes with the conditions necessary for any school activity;
- (subject to the reasonable exercise of the right to assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the Code of Conduct) is committed with the intention of preventing any person from exercising his or her rights, powers or duties as a member of the school community, or is

committed in retaliation against such exercise is prohibited by the Code of Conduct of the school.

### **PROSECUTOR**

Means the principal of the school, an educator or any person appointed by the school to present the case against a learner;

### **REPRESENTATIVE**

Means a parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing;

### **SCHOOL DAYS**

Means days of the week, excluding Saturdays, Sundays, public holidays and school holidays (unless otherwise arranged);

### **SERIOUS MISCONDUCT**

Means misconduct as contained in Schedules 1 and 2 of the Code of Conduct

### **HOME SUPERVISION**

- A learner may not be entitled to attend a class at the school;
- A learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension;
- A learner may not be entitled to participate in extra-curricular activities at the school;
- A learner may not be able to attend school for a period of time that may not exceed one week; and “suspend” has the same meaning;

### **PROVISIONAL SUSPENSION**

Means a learner may be provisionally suspended by the Principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalised if, in the opinion of the principal in consultation with the Head of Department, it is in the interests

of the learner or educators and the school community; provided that the learner is able to continue with schoolwork under proper supervision.

### **DANGEROUS OBJECT**

- any explosive material or device (e.g. fire crackers)
- any firearm or gas weapon
- any article, object or instrument which may be employed to cause bodily harm to a person, or to render a person temporarily paralysed or unconscious, or to cause damage to property (e.g. deodorant spray); or
- any object which the Minister in the Gazette declared to be a dangerous object for the purposes of these regulations;
- unless such objects are used for education purposes.

### **HOD**

Means the Head of the Education Department in any province.

### **ILLEGAL DRUG**

Means any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully.

### **PUBLIC SCHOOL PREMISES**

Includes a building, structure, hall room, office, convenience, land, enclosure, which is under the control of a public school, to which a member of the public has a right of access, or is usually admitted or to which he or she may be admitted.

### **THE ACT**

Means the South African Schools Act, 1996 (Act 84 of 1996).

## 1. PREAMBLE

The Code of Conduct and Discipline Policy provides guidelines to ensure that Roosevelt High School functions within a safe and disciplined environment. Disciplined behaviour is essential for the well-being of Roosevelt High School and the successful achievement of the School's objectives. The Code of Conduct and Discipline Policy functions on the school property, on a school outing/excursion off the property, when representing or being associated with Roosevelt High School and is applicable in/out of school hours and in/out of school uniform

**Enrolment at Roosevelt High automatically constitutes acceptance of compliance with the CODE OF CONDUCT by the learner and other criteria which may be enforced from time to time during the operation of the school. No learner shall be exempted from the obligation to comply with the CODE OF CONDUCT.**

An educator has the same rights as a parent to control and discipline a learner according to the CODE OF CONDUCT during the time that such a learner is involved in school or in school-related activities.

## 2. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- a) The learner, assisted by the parent, must apply for a deviation from the standard school rules, if such rules are in conflict with or infringe on any religious rights of the learner. The application must be accompanied by a letter from the Religious Leader.
- b) This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- c) This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion of how the rules may be supplemented by the Governing Body, to accommodate such religious rights.

- d) The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
- e) The religious conduct or practice must be lawful.
- f) The Governing Body must consider the application and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- g) When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- h) The deviation must specify the extent of the exception from the normal rules and must clearly identify the conduct that will be allowed e.g. the growing of facial hair; or the wearing of a specific hairstyle or jewellery — and the conditions under which such deviation will be applicable to the learner.
- i) Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
- j) Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs a) to i) above.

### 3. THE RESPONSIBILITIES OF LEARNERS

- a) Education within the school context can only be successful if each learner is committed to self- development and learning. Learners have the responsibility to develop their full potential in the academic, sporting, cultural, social and spiritual spheres.
- b) Learners have an obligation to attend school regularly. Should a learner be absent from school his/her parent/legal guardian must notify the school **in writing** to explain the absence.
- c) Learners must commit themselves to do their schoolwork during classes, to complete assigned homework and to catch up on work missed because of absence. **Disruption of classes and the school is unacceptable.**
- d) Learners are expected to know and to conform to school and classroom rules. Ignorance of the rules is not an acceptable excuse for incorrect behaviour.
- e) Learners are expected to interact with their educators in a relationship based on **mutual respect**.
- f) Each learner is expected to display respect for the convictions and cultural traditions of others.
- g) Each learner is expected to contribute positively towards the establishment of a climate of reconciliation and tolerance within the school. **BULLYING** in any form will not be tolerated.
- h) Freedom of expression may not in any way disrupt the running of the school or impact negatively on the rights of others. Insubordination, vulgarity, insults and 'hate speech' do not in any way constitute protected speech.
- i) Learners should at all times have all prescribed text books and stationery. **NO** learner may sell anything on the school property without prior written consent from the school.
- j) Learners must seek and negotiate non-violent solutions to conflict and differences.
- k) It is the obligation of every learner to use with care and protect all the school's facilities and equipment so that other learners are not disadvantaged in any way.

#### 4. SCHOOL RULES

- a) Learners are expected to have ALL prescribed Learning Support Materials and set a good example with regard to behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will bring discredit upon themselves, their family or our school.
- b) Learners are expected to behave in a courteous and considerate manner towards each other, the RCL, all members of staff and visitors to the school. All instructions given by members of staff and RCL are to be carried out promptly and willingly.
- c) Learners are expected to arrive at school on time and to be punctual for each class, including registration period. On arrival at school learners are required to enter the school premises immediately. No loitering around the school is allowed before or after school.
- d) Learners may not absent themselves from school, individual lessons or substitution classes without a valid reason.
- e) Learners are expected to obey all classroom rules established by their educators so that a climate conducive to teaching and learning can prevail throughout the school.
- f) The highest standards of good behaviour and sportsmanship are expected of the members of all sports teams. Only in this way can they be good ambassadors for our school.
- g) Learners are expected to abide by the rules governing their appearance at all times. Only learners who are dressed in correct school uniform and are well-mannered can convey a positive image of themselves and our school.
- h) Learners are to assist in keeping the buildings and grounds neat and clean by not dropping litter at breaks. All litter is to be deposited in the refuse bins provided. Learners transgressing this rule will be punished as they are causing a health hazard to others.
- i) Learners are required to communicate in English as this is the medium of instruction at Roosevelt High School. This rule eliminates the possibility of offending others by using a language that is not understood by all.
- j) Remarks and behaviour calculated to give offence to other races, cultural or ethnic groups are unacceptable. Foul language and uncouth behaviour will not be tolerated.

- k) Learners may not engage in any form of sexual harassment of their educators or peers.
- l) Smoking and the consumption of alcohol are activities, which are banned on any occasion linked directly or indirectly with the School. This rule applies whether the learners are in school uniform or in civvies. To be in the company of a learner breaking this rule will be considered an offence. The school building is a non-smoking area.
- m) Possession of narcotic substances at school is a criminal offence and learners who bring drugs to school will be handed over to the relevant authorities/police.
- n) Learners are expected to respect the property of the school, educators and peers at all times and not to deface or damage it. Learners caught vandalising property or identified on CCTV as being guilty, will be held responsible for all damage done.
- o) No learner is allowed to tamper with ANY electronic equipment e.g. cameras, sound and lighting equipment etc. in or around the school.
- p) No form of dishonest or fraudulent behaviour will be tolerated. The school is prepared to call in the police to investigate instances of theft and fraud.
- q) Threats and intimidation, together with any form of verbal or physical abuse by learners of staff members or fellow learners, will not be tolerated. Bullying and any form of initiation are unacceptable forms of behaviour both during and after school hours.
- r) No learner may be in the possession of a firearm or any other dangerous weapon or any object which may be regarded as such.
- s) Learners are not to socialise or communicate with any staff member/ sports coach via electronic/ social media. The formation of any social media group that may bring the name of the school into disrepute is also expressly forbidden.

## 4.1 GENERAL SCHOOL RULES

### 4.1.1 Courtesy

- a) Male staff members are to be referred to by surname, e.g. Mr Barnard, or as 'Sir'.
- b) Female staff members are to be referred to by surname, e.g. Ms Smith, or as 'Ma'am'.
- c) Learners are expected to greet staff members or visitors who pass them on the corridors.
- d) Learners are expected to show respect when a member of staff enters a classroom / passes them on the corridor or are at the sports fields and to respond appropriately by greeting the staff member.

### 4.1.2 Classroom Rules

- a) Learners must sit at the desks allocated to them by the educator and not move to other desks without the educator's permission.
- b) No bad language may be used i.e. swearing, offensive remarks or any verbal bullying.
- c) No walking around the classroom without the educator's permission. Each educator has an official class pass that will be used by an individual learner indicating permission to be out of class.
- d) No gum, sweets, ices, cool drinks or foodstuffs to be consumed inside the classroom.
- e) No littering on the floor or under the desks.
- f) No defiance of the educator's instructions.
- g) No talking while teaching is in progress.
- h) No graffiti on desks/walls. Learners caught for this offence will be responsible for rectifying the offence.

### 4.1.3 Out Of Bounds

- a) The staff room, main foyer and executive offices are out of bounds to learners at all times during the school day, except when they have been called into these areas by a member of staff for a specific purpose.
- b) Classrooms and the corridors as well as the areas in front of the library, staircases and the main quad are out of bounds during break and before/after school unless an educator is present.
- c) The school hall, the Pavilion area and the staff flats are out of bounds unless an educator is present.
- d) All staff parking areas are out of bounds during the school day.
- e) The tuck shop, toilets, staircases and corridors are out of bounds during lessons.
- f) Senior learners are not to use the cabbage-patch at break as it is for junior learners only.

### 4.1.4 Movement Along The Corridors

- a) During the change of periods learners are to keep left along the corridors and on the stairways.
- b) Movement between classes must take place quickly, with learners proceeding to their next class without delay. No congregating on staircases or corridors will be permitted as this will congest the flow of learners and delay arrival in class.
- c) Learners will move in SINGLE FILE and KEEP left on corridors and staircases. No congregating on corridors or staircases. **No excessive noise during this time.**
- d) No objects whatsoever may be thrown from the top corridors to the terraces below.

#### 4.1.5 Leaving Classrooms During Lessons

- a) Learners may leave a classroom while a lesson is in progress ONLY if it is a matter of urgency. Such learners must carry a legal class pass authorizing them to be out of class.
- b) Learners are not to be in the Reception Office during school hours unless they are ill or need to be signed out or have been instructed to report there by a member of staff.
- c) No learners may leave a class to attend toilet facilities unless the educator has given them a bathroom pass.

#### 4.1.6 Absence From School

- a) Doctor's appointments/ learner/drivers' licence bookings may not be made during school hours unless no other arrangement is possible. In this event the school has to be informed timeously in writing.
- b) Under no circumstances should holiday arrangements conflict with term times.
- c) When a learner is away from school, a note giving the reason for the absence must be handed in to the Grade Manager as soon as the learner returns to school. Forgery of any kind will be considered a serious misdemeanour and punished accordingly.
- d) Persistent truancy is a serious offence and will lead to a learner being deregistered.
- e) Any learner who has been absent from school for 15 consecutive days without a valid reason will be de-registered and deleted from the administration system as per the GDE's Regulation on Learner Attendance.

#### 4.1.7 Arriving Late / Leaving School Early

- a) Should a learner need to depart early, authorisation has to be obtained from the Grade Manager.
  - Report to the Grade Manger and supply written documentation to substantiate the request for early departure and only once the Grade Manager approves the request, will the learner be granted permission to leave the premises.
  - A learner can only return to school during school hours by getting authorisation by the Grade Manager.
- b) Learners report to the Reception Office where a member of the secretarial staff will sign them in or out and authorise access or departure. Learners arriving late have to be accompanied by the parent/driver verifying the reason for being late.
- c) Parents should request in writing that their children be allowed to leave school early. A contact number for parents must be supplied in the letter to verify the arrangements. This, however, should only be done in exceptional circumstances and always **prior to collecting learners from school**. In such cases no learner will be allowed to walk home.
- d) Learners leaving school without first having being signed out and granted permission by the Grade Manger will be regarded as truant. Any subsequent letter from a parent excusing such behaviour will not be accepted.

#### 4.1.8 Learners ill At School

- a) Learners who are ill and wish to go home must have the permission of a Grade Manager before being collected from school. No sick learner will be allowed to walk home.
- b) All calls relevant to learner illness will be made and received by the Grade Manager.
- c) Parents are required to inform the school in writing about any infectious illnesses and/or physical or emotional barriers that may affect learning.
- d) Learners who need to take their prescription medication at school must have a note from the parent in this regard.
- e) No medication can be issued by the school to the learner.

#### 4.1.9 Turnstile

- a) School starts at 07:37am; learners must be seated in the quad at 07:38am. The bell rings for the end of the school day at 14:15pm.
- b) When the school bell rings at the end of the day and a learner has left the property, he/she will be refused re-entry to the school. In the event of a learner having to report for an extra-mural activity the coach/ teacher needs to arrange for special permission by way of a written communiqué providing a list of learner names participating in the specific activity.

#### 4.1.10 Personal Property:

- a) Each learner is responsible for safeguarding his / her own property and neither the school nor the Governing Body can be held responsible for damage to, or loss of, personal property. All personal property to be marked CLEARLY.
- b) This rule also applies to items in learners' lockers.

#### 4.1.11 Homework And Homework Diaries

- a) Learners are expected to complete all homework assigned to them conscientiously and on time.
- b) All learners are advised to purchase homework diaries in which to record any homework given.
- c) The diary can be used for exchanging written communication between parents and educators.

#### 4.1.12 Substitution Classes

- a) When educators are absent, arrangements will be made for their classes to be provided with substitution educators according to a specially prepared substitution timetable placed in a prominent position for the information of all learners.
- b) Failure to attend a substitution class will be regarded as truancy and punished for bunking.

- c) All learners must have a book with them to read during substitution classes at all times. This is not to be regarded as a free period and learners must read, study or complete homework. Educators will prepare work to be done in case of an anticipated absenteeism e.g. writing an exam.

#### 4.1.13 Assessment (Cycle Tests) And Examinations

- a) Prior to the start of the Mid-year, Preliminary or Final examinations, the school generally does not give learners permission to stay at home in order to study. Where a learner is absent at such a time, the usual note of explanation must be sent to the Grade Manager.
- b) During examinations learners must abide by the times of arrival and departure determined by the school.
- c) During a test or examination learners must obey all instructions issued by the invigilator(s) charged with the correct and orderly supervision of the test or examination.
- d) A learner caught with any electronic device during an exam/test will receive a zero for that paper as this constitutes an exam irregularity.
- e) Learners who are caught copying or attempting to copy will have an irregularity form attached to the front of the answer sheet. A second answer sheet will be handed to the candidate and no extension of time will be allowed. In the case of copying, all evidence will be attached to the learner's answer sheet. No testimonial will be issued to a Grade 12 learner caught cheating in an examination.
- f) When a learner misses a portfolio assignment, a cycle test or examination, a **doctor's certificate** must be submitted **on the first morning of the learner's return to school** or the learner will receive nought. It is the responsibility of the learner to personally present the sick note to each Grade Manager to make alternative arrangements for missed assignments/ tests/ examinations. These arrangements should be made on the first day the learner is back at school.

#### 4.1.14 Channels Of Communication

When an issue arising out of the application of the **CODE OF CONDUCT** needs to be discussed, parents and learners should use the following channels:

- a) The **Grade Manger** - who will take the matter up. Should daily communication be necessary between school and home (e.g. to monitor progress) the Daily Report Form is the preferred way of communication and control.
- b) The Grade Manager - who will investigate an issue in consultation with all stakeholders. All issues should be solved at this level.
- c) The **Deputy Principal in charge of Discipline** – who will intervene and attempt to find an amicable solution.
- d) The **Principal** - for all grades and any matters of **urgent and serious concern**.

#### 4.1.15 Use of Cell Phones, Earphones and All Electronic Devices.

- a) Cell phones are **prohibited**. This rule applies to all electronic devices e.g. iPods, MP3 players, smart watches, iPads, etc and including head-phones.
- b) The school will not accept responsibility for the loss, damage or theft of any phones or other electronic device or any other item covered in 5.1.15a).
- c) Cell phones will **not** be allowed on to the property and will be picked up by the scanners at the entrance. Should a learner need to have a cell phone after school, it may be signed in at the front office before school and signed out after school or by way of a letter from the relevant parent.
- d) Should a learner be caught in possession of any of the above, it will be confiscated and only returned TO A PARENT on payment of **R500** penalty fee to the finance office. (The fee to be reviewed annually!) Should the parent be unable to pay this amount the cell phone will be in safekeeping for a period of 190 days (6 months) after which the phone will be forfeited.
- e) Handed in/unclaimed phones will be charged at R500. The onus is on the learner to reclaim his/her phone within the stipulated time frame (6

- months) whereafter the school does not accept responsibility for the phone or any private information stored on the phone.
- f) A letter will be issued by staff in the event of a special arrangement where cell phones are required at school. The letter and the phone will be handed in to the specific staff member on the learner's arrival at school.
  - g) Any electronic device found in possession of a learner during tests/examinations will constitute an exam irregularity and the learner will face disciplinary action receiving zero for that paper being written. **Contravention of this rule constitutes an irregularity, as this is an official regulation of the Gauteng Department of Education.**

## 5. DISCIPLINE

The school's DISCIPLINE POLICY is intended to make learners and their parents aware of what unacceptable behaviour at school is, and what the consequences of such behaviour will be. The ultimate goal of this policy is to ensure that in changing times the school is able to maintain a standard of discipline acceptable to the majority of educators and parents. This, in turn, will enable constructive and effective education to take place.

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

In the event of a serious misdemeanour, the Principal/ Deputy Principal reserves the right to:

- a) Place the learner under home supervision immediately.
- b) Contact the parents telephonically, SMS, e-mail or by letter (signed for by learner) requesting an urgent meeting.

The following will be treated as serious offences impacting on Teaching and Learning:

- a) Caught smoking or in possession of cigarettes, e-cigarettes or any smoking device or substance.
- b) Caught using a substance or in possession of an illegal substance
- c) Theft
- d) Blatant insubordination to any staff member.
- e) Any type of physical altercation (fighting/assault)
- f) Verbal abuse (swearing, discrimination , etc.)
- g) Bunking i.e. not attending class, fraudulently attending substitution class, jumping the fence (thus jeopardizing own safety).

## 6. GENERAL PARAMETERS WITHIN WHICH THE DISCIPLINE POLICY AND DRUG & ALCOHOL POLICY FUNCTIONS.

- a) On school property: in or out of school hours and in or out of uniform
- b) On a school outing/excursion off the property: in or out of school hours and in or out of uniform
- c) Representing the school: in or out of school hours and in or out of uniform
- d) Being identified as a learner of the school: in or out of school hours and in or out of uniform

## 7. LEARNER BEHAVIOUR

- a) No learner has the right at any time to behave in a manner which disrupts the processes of teaching and learning at the school.
- b) No learner has the right at any time to behave in a manner which causes another learner physical or emotional harm. Bullying in any form will therefore NOT be tolerated.
- c) No learner has the right at any time to behave in a manner which brings the name of the school into disrepute.
- d) No learner has the right at any time to engage in immoral, dishonest or criminal behaviour, irrespective of the reasons for such behaviour.

- e) A learner may be required to submit to a search of his/her person and/or property reasonable suspicion exists that he/she may be in possession of a forbidden, illegal or stolen object.
- f) A learner may also be tested for the use of drugs.

## 8. PARENT ACCOUNTABILITY

Parents will be held accountable for providing the school with incorrect or fraudulent information.

Parents are obliged to inform the school of any change impacting on learner information. It is the parent's responsibility to:

- a) Ensure disciplined behaviour on the part of learners. This is not only the responsibility only of the school; parents also have an obligation to ensure that their children conduct themselves in the school situation according to accepted norms of controlled, courteous and correct behaviour;
- b) Ensure compliance with the **CODE OF CONDUCT** for Learners, as provided for in the South African Schools Act, 1996, 8(4), is also a parental obligation;
- c) The school will contact parents (electronically, telephonically or in writing) whenever a child's behaviour becomes cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents, however, remain the persons ultimately responsible for ensuring that their child meets the disciplinary standards required by the school and the parent-body as a whole (as represented by the Governing Body).

### 8.1 REHABILITATION

- a) The school accepts that it is the parent's responsibility to rehabilitate first-time offenders who have made themselves guilty of serious offences, e.g. substance abuse.
- b) The school will **NOT** automatically agree to rehabilitate someone who has been found guilty of a criminal offence in a court of law.

## 8.2 EXCLUSION FROM SCHOOL

- a) The school will issue written warnings for misbehaviour.
- b) The school, however, reserves the right to proceed with immediate disciplinary action when the learner wilfully engages in conduct which, in the opinion of the Principal:
  - negatively affects the morale and disciplinary standards of the school;
  - is detrimental to the emotional well-being and physical safety of other learners and staff;
  - disrupts the teaching and learning process to the disadvantage of other learners;
  - engages in criminal activity.
- c) In these instances a learner may, after an initial hearing, be placed under home supervision from school, pending an intervention hearing that may lead to expulsion from school.

## 8.3 DENIAL OR LOSS OF PRIVILEGES / RECOGNITION

- a) Participating in extra-mural activities, being involved in tours and going on excursions will be denied to those learners whose behavioural record is unsatisfactory.
- b) A basic criterion for all honours awards afforded to learners by the school is good behaviour. This applies to membership of the RCL and the awarding of colours and honours. A learner therefore, whose behavioural record is unsatisfactory will not be considered for such honours and awards. Furthermore, a learner who already has received such an honour or award and then behaves in a manner which disgraces that honour or award will immediately forfeit it.
- c) The verbal abuse of educators; any form of substance abuse, viz. smoking, drinking and the taking of drugs; assault; theft, bunking and behaviour that brings the school into disrepute are examples of serious offences which may result in a loss of privileges over and above any disciplinary action taken in terms of the South African Schools Act of

1996. There is thus a particular onus on learners who have worked for public recognition not to forfeit this through wrongful behaviour (often occurring under the misguided impression that no one will find out).

- d) Grade 12 learners especially should be aware that testimonials must and will reflect in accurate terms the behavioural record of their time at this school.

## 9. DISCIPLINARY PROCEDURE

- a) The aim of the Disciplinary Procedure is to promote interaction and communication, and to minimize conflict between learners, parents and educators. Therefore discipline is seen as behaviour management and is intended to be corrective and not punitive.
- b) Each disciplinary issue will be handled in such a way that learners will be assured that their rights will not be compromised and that any punishment meted out will be fair and in proportion to the offence.
- c) On the basis of reasonable suspicion the Principal or an educator may search the person or property of a learner.
- d) The disciplinary process must be fair, consistent and educationally sound. The ultimate goal is to lead learners to self-discipline. Whenever possible, parents must be informed of incorrect behaviour and become involved in the correction thereof.
- e) Punishment must **fit** the offence and may become more severe with subsequent repeated infractions. Suspension or exclusion from the school may follow.
- f) Learners should not think that they cannot be suspended or excluded simply because it is their first offence.
- g) Any misconduct which transgresses South African criminal law will be investigated by the South African Police Service and will lead to a learner being placed under home supervision from school.

### 9.1 SCHEDULE 1 OFFENCES

These are serious acts of misconduct that may lead to suspension. A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse: -

- a) Seriously threatens, disrupts or frustrates teaching or learning in a class;
- b) Engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- c) Insults the dignity of or defames any learner or any other person, which includes racist remarks and all types of bullying;
- d) 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;
- e) Cheats in a test or examination or any other form of assessment such as assignments;
- f) Engages in any act of public indecency;
- g) Sexually harasses another person;
- h) Is found in possession of or distributes pornographic material; or
- i) Is under the influence of or in the possession of alcohol and/or other banned substances.

### 9.2 SCHEDULE 2 OFFENCES

These are serious acts of misconduct that may lead to expulsion. A learner will be guilty of serious misconduct if he or she intentionally and without just excuse:-

- a) Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- b) Fails to comply with punishment or suspension as a correctional measure;
- c) Forges any document or signature to the potential or actual prejudice of the school;
- d) Trades in any test or examination question paper or in any test or examination material;

- e) Attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
- f) Engages in fraud;
- g) Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
- h) Is in possession of, consumes or deals in any illegal substance or other harmful substance;
- i) Is in possession of, uses or spreads narcotics or unauthorised drugs or on visible evidence of such possession, use or transmission;
- j) Is in possession of any dangerous weapon;
- k) Assaults or threatens to assault another person;
- l) Holds any person hostage;
- m) Murders any person;
- n) Rapes any person; or engages in any sexual activity which amounts to an offence in law, or
- o) Maliciously damages property.

### 9.3 OFFICIAL WARNINGS

- a) Official warnings proceed from Level 1 to Level 3 with a Level 2 warning being regarded as serious and a Level 3 warning being a final warning
- b) A Level 1 warning will be automatically followed by a Level 2 warning if the same misdemeanour is repeated or if another type of serious offence is committed.
- c) A Level 2 warning will be automatically followed by a Level 3 warning if the same misdemeanour is repeated or if another type of serious offence is committed.
- d) Official warnings are carried from one year to the next.

#### 9.4 FORMAL DISCIPLINARY HEARING

- a) If a formal hearing is to be held, a Disciplinary Committee must be convened according to General Notice 2591 of 2001.
- b) The hearing will be chaired by a representative designated by the Governing Body and must comprise three SGB parent members (including the chairperson).
- c) For such a hearing the learner must be informed of (and understand) the complaint / charges being investigated
- d) The learner must be informed in writing of the date, time and place of the hearing
- e) The learner must be given the opportunity to offer a plea of **guilty** or **not guilty** at the beginning of the hearing
- f) The learner must be heard and given the opportunity to be heard and tell his or her side of the story
- g) The learner must not be prohibited from being represented by a parent/guardian, an educator, a fellow learner or any learner representative.
- h) The learner must be informed in writing of the disciplinary steps to be taken in the event of having been found guilty of misconduct
- i) The learner must be accorded the right of appeal, within 14 days, if aggrieved by the decision of the Committee.
- j) A record of the proceedings of the hearing must be kept and a copy will be placed in the learner's file.
- k) If the Disciplinary Hearing rules for home supervision or expulsion of the learner, this recommendation will be forwarded to the **HOD (Senior Manager) of GDE** for ratification.

9.5 **GRIEVANCE / APPEAL PROCEDURE**

- a) If the outcome of a formal disciplinary hearing is not mutually acceptable to the interested parties, then the aggrieved party may lodge a grievance or an appeal with the IDSO or the Head of Department (Senior Manager) of the Gauteng Department of Education.
- a. It then becomes the responsibility of the Gauteng Department of Education to provide for arbitration in the matter in order to resolve the grievance / settle the appeal.
- c. The decision of the arbitrator will be binding on all parties.

The following classes of misdemeanours serve as guidelines to possible transgressions. However the merits of each instance of transgression will be viewed individually.

<b>8.6 CLASS 1 MISDEMEANOURS – VIOLATIONS OF GENERAL SCHOOL DISCIPLINE</b>	
<b>MISDEMEANOURS</b>	<b>RECOMMENDED DISCIPLINARY ACTION</b>
<b>1. <u>Academic</u></b> <ul style="list-style-type: none"> <li>● Books left at home</li> <li>● Homework – not done on time / copied</li> <li>● Work not handed in on time</li> </ul>	<b><u>Examples of actions to be taken:</u></b> <ul style="list-style-type: none"> <li>a) Level 1 warning</li> <li>b) Verbal reprimand</li> <li>c) Written punishment</li> <li>d) Zero marks for work not submitted, unless there is a valid excuse</li> <li>e) “Lack of diligence” letter</li> <li>f) Extra work</li> <li>g) Reparation of damage</li> <li>h) Litter parade</li> <li>i) Public apology</li> <li>j) Break detention</li> <li>k) Daily report</li> </ul>
<b>2. <u>Substitution classes</u></b> <ul style="list-style-type: none"> <li>● Non-arrival</li> <li>● Reporting to wrong member of staff</li> </ul>	
<b>3. <u>Extra-mural activity</u></b> Non-attendance at practices and matches (without a valid excuse to member of staff/coach)	
<b>4. <u>Personal conduct in classroom / on school grounds:</u></b> <ul style="list-style-type: none"> <li>● Cheek/insolence</li> <li>● Defacing desks/walls/books</li> <li>● Disruption of lessons</li> </ul>	

<ul style="list-style-type: none"> <li>• Eating / chewing in class</li> <li>• Foul language</li> <li>• Late arrival at class</li> <li>• Truancy</li> <li>• Leaving class without permission</li> <li>• Littering</li> <li>• Inappropriate public displays of affection</li> <li>• Offensive and/or inappropriate graffiti on school case</li> <li>• Inappropriate behaviour in Assembly</li> </ul>	
<p><b>5. <u>Uniform</u></b></p> <ul style="list-style-type: none"> <li>• Dress-code infringements</li> <li>• Hair infringements</li> <li>• Non-regulation jewellery</li> </ul>	
<p><b>6. <u>Out-of-bounds</u></b></p>	

**Procedure:**

- a) Proof of misdemeanor must be placed in the learner's file.
- b) Class 1 misdemeanors are dealt with in the first instance by the relevant educator/staff member
- c) Parents must be informed of repeated misdemeanors
- d) Repeated misdemeanours must be referred to the Grade Manager

8.7 CLASS 2 MISDEMEANOURS	
MISDEMEANOURS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 1 misdemeanors where disciplinary action by class teacher is deemed ineffective	Official Warning Level 2
2. Cheating in test (not relevant to SBA tasks)	Nought for test; Official Warning Level 1
3. Damage to property/possessions of the other pupils	Official Warning Level 1
4. Disruptive/ uncooperative in class	Detention, Official Warning Level 1, Interview with Grade Head/HOD
5. Dress code infringement (repeated)	Official Warning Level 2
6. Extra-mural activity - not attending match	Refer to relevant Staff Member in charge, Detention
7. Fighting	Official Warning Level 1, Detention
8. Hair Regulation – repeated serious infringements	Official Warning Level 2
9. Late arrival at school	Official Warning Level 1
10. Lying and deceit	Detention
11. Offensive material – possession	Official Warning Level 1, confiscation by Principal, Detention/Suspension
12. Using abusive language	Official Warning Level 2, Detention, Interview with Grade Head
13. Disrespect towards another person	Official Warning Level 2, Detention, Interview with Grade Head
14. Personal remarks / insults	Official Warning Level 2, Detention, Interview with Grade Head
15. Smoking – caught “in the act” and possession of tobacco	Official Warning Level 2, Detention/Suspension, Interview with Grade Head, Parents interviewed before re-admission to class
16. Smoking – in public (associated with school)	Official Warning Level 3, Detention/Suspension, Interview with Grade Head, Parents interviewed before

	re-admission to class
17. Being in the presence of smokers	Official Warning Level 1, Detention, Interview with Grade Head
18. Temper tantrum	Official Warning Level 1, Detention, Interview with Grade Head
19. Truancy – “bunking” a lesson	Official Warning Level 1, phone call to parents, Detention
20. Leaving school without permission	Official Warning Level 1, phone call to parents, Detention
21. Truancy – “bunking” a day	Official Warning Level 2, phone call to parents, Detention
22. Vandalism – school property	Official Warning Level 2, phone call to parents, Detention, Damage to be repaired or paid for.
23. Failure to attend detention	Official Warning Level 1, Double detention, parent interviewed before re-admission to class
24. Late for detention	Double detention
25. Incendiary device e.g. stink-bomb or other similar prank	Official Warning Level 2, phone call to parents, Detention
26. Gambling	Official Warning Level 2, phone call to parents, Detention
27. Selling of any items for personal gain without permission from the Principal or SGB	Confiscation of items, Official Warning Level 2, phone call to parents, Detention

**Procedure:**

- a) Misdemeanor to be considered in the context of the whole set of circumstances
- b) Proof of misdemeanor must be placed in the learner’s file.
- c) Class 2 misdemeanors are generally referred to the Grade Manager
- d) Parents must be informed of repeated misdemeanors
- e) Statements are to be taken, pending investigation

8.8 CLASS 3 MISDEMEANOURS	
MISDEMEANOURS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 2 misdemeanors where prior disciplinary action has been deemed ineffective.	Suspension, Final warning, Formal disciplinary hearing
2. Assaulting fellow learner(s)	Suspension, Final warning, Formal disciplinary hearing
3. Cheating in Examination	Referred by Internal Examinations Committee: Suspension, Nought for paper, Final warning, phone call to parents
4. Verbal abuse of member(s) of staff.	Suspension, Final Warning, Formal disciplinary hearing
5. Vandalism	Suspension, Final warning, Formal disciplinary hearing, Detention, Damage to be repaired or paid for.
6. Bullying	Suspension, Final warning, Formal disciplinary hearing
7. Intimidation (physical / emotional / spiritual).	Suspension, Final warning, Formal disciplinary hearing
8. Involvement in any activity related to the School in any way whatsoever which causes the school's name to be brought to disrepute.	Suspension, Final warning, Formal disciplinary hearing
<p><b>Procedure:</b></p> <ul style="list-style-type: none"> <li>a) Proof of misdemeanor must be placed in the learner's file.</li> <li>b) Class 3 misdemeanors are generally referred and dealt with by the Deputy Principal/Principal</li> <li>c) Due process will be followed where a learner is alleged to have committed a serious or criminal offence and suspension is recommended i.e. a formal disciplinary hearing will be conducted in accordance with the appropriate regulations.</li> </ul>	

8.9 CLASS 4 MISDEMEANOURS	
MISDEMEANOURS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 3 misdemeanors where prior disciplinary action has been deemed ineffective.	Suspension / Expulsion procedures pending formal disciplinary hearing
2. Alcohol – drinking at school / on school outing; possession at school / on school outing; distribution at school / on school outing /, and/or being under the influence	Final Warning, Suspension / Expulsion procedures pending formal disciplinary hearing
3. Intimidation, physical abuse, assault and/or threat to staff members	Expulsion procedures pending formal disciplinary hearing
4. Dangerous weapon/"toy" – possession	Final Warning, Suspension / Expulsion procedures pending formal disciplinary hearing
5. Dangerous weapon /"toy" threatening usage/usage	Expulsion procedures pending formal disciplinary hearing
6. Illegal substance – possession at school / on school outing; consumption at school/ on school outing	Suspension / Expulsion procedures pending formal disciplinary hearing
7. Illegal substances – dealing ("pushing")/ at school / on school outing	Expulsion procedures pending formal disciplinary hearing
8. Illegal substance – consumption outside school	Suspension / Expulsion procedures pending formal disciplinary hearing
9. Theft	Final Warning, Suspension / Expulsion procedures pending formal disciplinary hearing
10. Hoax calls	Suspension / Expulsion procedures

	pending formal disciplinary hearing
11.Cheating in Final examination – Grade 12	Official procedures as laid down by the Department
12.Arson	Expulsion procedures pending formal disciplinary hearing
13.Serious Incendiary device	Suspension / Expulsion procedures pending formal disciplinary hearing
14.Initiation involving bully and victimisation	Suspension / Expulsion procedures pending formal disciplinary hearing

**Procedure:**

- a) Proof of misdemeanor must be placed in the learner's file.
- b) Class 4 misdemeanors are generally referred to and dealt with by the Principal
- c) Due process will be followed where a learner is alleged to have committed a serious or criminal offence and suspension is recommended i.e. a formal disciplinary hearing will be conducted in accordance with the appropriate regulations.

## GRADE MANAGER CONTACT DETAILS

Mrs C. Van Jaarsveldt

E-mail: [cvanjaarsveldt@roosevelthighschool.co.za](mailto:cvanjaarsveldt@roosevelthighschool.co.za)

Mr M. Padayachy

E-mail: To be confirmed

## UNIFORM REGULATIONS

*The entire uniform is available from Burger Brothers in Northcliff Shopping Centre 011 782 1055 and at ABC Stores in Newclare 011 477 8623 and may **not** be substituted with products from popular retail stores. No alterations except to adjust the length of the pants may be made to the uniform. Learners with any other alterations will be sent home. Only Roosevelt High School caps may be worn but must be removed during assembly and in class.*

### 9.6 BOYS

#### WINTER UNIFORM

- Shirt with check collar to be worn with a tie (navy with crest) in winter and tucked in under a pullover or long-sleeve jersey.
- In winter, wearing only the shirt with check collar and a tie is allowed, but if the jersey is worn it **MUST** be worn with a blazer. The navy blue pullover may be worn without a blazer.
- Navy blue pants with navy blue or black socks (plain navy blue or black – no patterns etc) and black regulation lace-up school shoes, that must be laced in a proper manner - NO boots, straps, buckles, slip ons, sneakers or suede shoes are allowed).
- Slim fit pants maybe worn but NO skinny pants are allowed.
- Only RHS navy blue polar fleece scarves and black or navy gloves may be worn. Any other items will be confiscated and donated to charity.

## SUMMER UNIFORM

- Shirt with check collar to be worn. This shirt is NOT tucked in.
- Only short sleeve, plain white T-shirts are allowed under these shirts, no insignia or emblems. These T-shirts must be tucked in.
- If the pullover is worn with the uniform in summer, the shirt must be tucked in.
- No ties in summer, collar is to be worn open.
- Blazers are allowed but then must be worn with the pullover and the shirt must be tucked in.
- RCL and School Committee members must wear blazers at all times.

## ADDITIONAL REGULATIONS FOR BOYS:

- Hair must be neat and tidy at all times
- Boy's hair must not touch the collar, ears or hang over face.
- The difference in hair must be blended; there may not be more than a 4cm difference between the shortest and longest hair. Hair may be no longer than 6cm.
- The hair may not be longer than 6cm in length.
- Hair must be tapered into the neck and must not touch the collar.
- No freaky or unusual hairstyles are allowed, Punk, braids, steps, mohawks, tails, dreadlocks, cornrows, shaved patterns in hair or eyebrows, are not allowed.
- Side burns are only allowed to reach the middle of the ear.
- No excessive gel or hair wax may be used.
- Hair may not be bleached, coloured or highlighted.
- Hair must not attract attention.
- **Boys must be clean shaven at ALL times.**
- No jewellery, except for analogue watches, may be worn. No Smart watches for example Samsung Gear watches may be worn under any circumstances. In the case of Smart watches being worn they will be confiscated and only returned at the end of the school year. NO rubber bands etc. around arms.
- No writing or drawn insignia on blazers, shoes and bags is allowed.
- A belt must be worn at all times. Only black belts with NO designer belt-buckles are allowed.

9.7 GIRLS**WINTER UNIFORM**

- Checked skirt with white shirt and checked collar. This shirt is NOT tucked in. Only flesh coloured underwear that does not show through the shirt may be worn. **OR** Navy blue pants with white shirt and checked collar.
- Girls do not wear ties, except in the case of RCL.
- Navy blue tights (not stockings) with skirts, and black socks with pants and regulation black lace-up shoes or baby-doll school shoes.
- A long-sleeved navy blue jersey or pullover may be worn. In this case the shirt is tucked in.
- With a long-sleeve jersey the blazer **MUST** be worn; with a pullover the blazer is optional.
- RCL and School Committee members must wear blazers at all times.
- Only RHS navy blue polar fleece scarves and black gloves may be worn. Any other items will be confiscated and donated to charity.
- Girls' skirts must be knee length.

**SUMMER UNIFORM**

- Checked skirt with white shirt and checked collar. This shirt is NOT tucked in.
- Short white socks that must be folded down.
- Blazer is optional during summer months.
- If a pullover is worn the shirt must be tucked in.
- **NO PANTS** are allowed in summer; girls who wish to cover their legs may wear the skirt with tights not stockings during summer.

**ADDITIONAL REGULATIONS FOR GIRLS:**

- Hair must be neat and tidy at all times. It must be tied up as soon as it touches the collar.
- "Bobs" must be tied up and away from face.
- Fringes may not be too long and not hang in the face.
- No freaky hairstyles for example steps, undercuts and tails are allowed.
- No excessive hairspray or hair gel may be used.
- Hair may **NOT** be dyed, peroxidized, bleached, highlighted or low-lighted.

- Braids must be straight rows in one direction and must be tied back and away from face at all times.
- ONLY black and navy blue hair accessories may be worn. These accessories must be plain and simple. NO “bling”
- Nails may not be longer than 3mm; they MUST all be kept one length; ONLY clear nail polish may be used; no French manicures are allowed; no artificial nails are allowed under any circumstances.
- NO makeup whatsoever is allowed, this includes, but is not limited to, mascara, base and eyeliner.
- No rings, necklaces or chains may be worn. Only a standard Medic-Alert bracelet may be worn if needed. NO ankle chains are allowed. Only ONE matching pair of small silver or gold studs, or small sleepers may be worn in the bottom hole of the ear. NO fancy designs, pearls, stones, dangles etc.
- Civvies- normal school rules apply as stated above.

#### 9.8 GENERAL

**FOR FORMAL OCCASIONS BOYS MUST WEAR FULL WINTER UNIFORM WITH A PULLOVER AND BLAZER. GIRLS MUST WEAR FULL UNIFORM (SKIRT WITH EITHER TIGHTS OR WHITE SOCKS) WITH PULLOVER AND BLAZER (NO PANTS)**

**MATRICES MAY WEAR THE LIGHT BLUE OR WHITE V-NECK JERSEY TO REPLACE THE NAVY BLUE JERSEY. THE LONG-SLEEVE JERSEY MUST BE WORN WITH THE BLAZER. THE LIGHT BLUE PULLOVER MAY BE WORN WITHOUT THE BLAZER.**

#### DEALING WITH UNIFORM OFFENDERS

There will be no system of warnings. Jewellery will be confiscated immediately and sent to the Grade Manager who will keep it until end of the year. The learner then has an option to pay R20 (to be donated towards charity) to claim the item. Incorrect items of clothing or clothing worn incorrectly will be confiscated and sent to the Grade Manager; these items will **NOT** be returned to the learner but will be donated to a chosen charity. The school or a member of staff will not be held responsible if the item is lost or stolen. Makeup will be washed off using soap or water. Learners

with unacceptable hairstyles will be dealt with in a similar manner as stated above. If hair is however cut / shaven in an incorrect manner the parents will be phoned in order to fetch the learner and have his / her hair fixed before returning to school. Boys who come to school unshaven will be requested to shave using a disposable razor which they will purchase from the front office for R20.

### **IMPORTANT NOTICE TO ALL PARENTS / GUARDIANS**

All learners must wear the lapel badge of the South African flag on their blazers. Learners are not allowed to wear mixed uniform even after sports practice. They are required to change into full school uniform or remain in their sport kit. Please ensure that all items of clothing are marked with your child's name. You are requested to ensure that your child is always neat when coming to school. The impression the public forms of a school is largely dependent on the appearance of the learners. It is therefore in the school's and learners' best interest that they always wear full school uniform and that their hair and general attire shows pride in our school. **Please note that the uniform regulations still apply when learners are allowed to wear civvies.**

Full school uniform is to be worn as specified in the school's Code of Conduct. A full uniform check will be conducted on a regular basis and if your child is found to be in contravention of the Roosevelt High School's Code of Conduct then you will be contacted and arrangements will be made for collection. Items of clothing that are deemed non-compliant with the school's dress code will be confiscated.

## HONESTY AND EXAMS

Learners are not allowed to have any notes on their person or property (no books, magazines or electronic equipment). Learners found in the possession of notes, constitutes an irregularity regardless of whether or not the notes are used. The excuse that a learner has forgotten or was not aware that he/she has the unauthorised material will not be accepted.

## ABSENTEEISM

All absenteeism must be avoided. Should you be very ill, a doctor's note on which the doctor states that he/she is aware of the exam and/or cycle test and that you are too ill to write the exam must be handed to your Grade Manager as soon as possible. No doctor's note will mean 0% for the missed examination or cycle test.

## FINANCE

We would like to thank those parents who pay their school fees on time. Without your contribution we could not run the School and provide the best education possible to all the children in the School.

School Fees are payable monthly for 10 months from January to October unless a special arrangement has been made.

We would like to remind those parents whose payments are in arrears, that we have adopted a strict position. If your school fees are not paid we will be handing your account over to the lawyers for collection. It is unacceptable that some parents carry the burden of those who do not pay their fees.

Please ensure that your payments are up to date and that you check your statement every month to ensure that all your payments made are reflected.

When making EFT payments please ensure that you use your *learner's account number and surname* (reflected on the statement) as reference and email or fax proof to [finance@roosevelthighschool.co.za](mailto:finance@roosevelthighschool.co.za) or fax to 011 888 4895. *Alternatively* you can contact Laura/Shani to arrange for a debit order.

### **PLEASE TAKE NOTE**

No learner may purchase a matric jacket or attend the matric dance unless ALL school fees are paid up to date.

## **MATRIC DANCE**

The date and venue for next years dance will be communicated to both the parents and the learners throughout the year as these details have not been confirmed.

## **MATRIC JACKETS**

Matric jackets will be handed out on the first day of school to all the learners who have paid the amount in full and have no outstanding fees with the Roosevelt High School Finance office.

# GRADE 12 STATIONERY AND EQUIPMENT

General for ALL learners

2 x 80pg exam pad for cycle tests and exams

1 x ream Typek Bond paper per term

Glue, a pair of scissors, eraser, pencils, ruler, blue pens, sharpener

## ENGLISH/LLC 1

1 x lever arch file

1 x punched exam pad

1 x portfolio folder

## AFRIKAANS/LLC 2

1 x 96 page hardcover exercise book

1 x portfolio file

1 x punched exam pad

Coloured pens and highlighters

## MATHEMATICS

1 x punched exam pad

1 x A4 288pg hardcover exercise book

1 x A4 20pg flip file

1 x Casio FX 82 ZA calculator (NOT SHARP)

## MATHEMATICAL LITERACY

1 x punched exam pad

1 x A4 288pg hardcover exercise book

1 x A4 20pg flip file

1 x Casio FX 82 ZA calculator (NOT SHARP)

## PHYSICAL SCIENCE

1 x 288pg hardcover exercise book

1 x A4 lever arch file

1 x Casio FX 82 ZA calculator (NOT SHARP)

### **LIFE SCIENCES**

Ring binder file

5 x file dividers

1 x punched exam pad

### **HISTORY**

1x192pg hardcover book

1 x punched exam pad

### **GEOGRAPHY**

1 x A4 lever arch file (wide spine)

1 x A4 subject dividers (set of 5)

1 x punched exam pad

Calculator, protractor, ruler

### **BUSINESS STUDIES**

1 x A4 172 page hardcover exercise book

1 x presentation (portfolio) folder (pink back, clear front)

### **ACCOUNTING**

1 x calculator

1 x A4 172 page hardcover exercise book

1 x presentation folder (pink back, clear front)

### **LIFE ORIENTATION**

1 x portfolio file

1 x exam pad

1 x A4 172 page hardcover exercise book

### **COMPUTER APPLICATION TECHNOLOGY (CAT)**

Purchase of supplies for a successful year requires R1000.00 per learner payable by the end of 2017

1 x personal flash drive (min 2GB)

1 x A4 72page hardcover exercise book

1 x portfolio folder

**CONSUMER STUDIES**

Purchase of supplies for a successful year requires R 1000.00 per learner payable by the end of 2017

- 2 x 172 hardcover exercise book
- 1 x 72 hardcover exercise book
- 1x presentation(portfolio) file (pink back,clear front)

**HOSPITALITY**

Purchase of supplies for a successful year requires R1500.00 per learner payable by the end of 2017

- 1 x A4 192page hardcover exercise book
- 1 x punched exam pad

**RELIGION STUDIES**

- 1 x 192page A4 hardcover exercise book
- 1 x presentation(portfolio) file

**SPORT AND EXERCISE SCIENCE**

Purchase of supplies for a successful year requires R1000.00 per learner payable by the end of 2017

- 1 x punched exam pad
- 2 x A4 lever arch files

**DESIGN**

Purchase of supplies for a successful year requires R1000.00 per learner payable by the end of 2017

- 1 x A3 visual diary/drawing book (unlined)
- 1 x A4 72page workbook
- Acrylic and water paints
- HB pencils
- 1 x punched exam pad
- Colour cardboard
- Coloured gel pens
- Pastels (011)

With regards to examinations, all learners must bring their own stationery in a clear plastic bag. No sharing of any equipment will be allowed. Learners must ensure that they bring subject specific stationery.

The stationery requirements for each examination are listed in the Subject breakdown. **NO TIPPEX OR ANY OTHER CORRECTION FLUID MAY BE USED IN ANY EXAMINATION.**

# PASS REQUIREMENTS

## Higher certificate pass requirements

- Must obtain 40% in the Home Language (English).
- Must obtain at least 40% in **two** other subjects.
- Must obtain at least 30% for **three** other subjects.

It is important to note that one of your languages must either be English or Afrikaans to qualify for a Higher Certificate.

## Diploma pass requirements

- Must obtain at least 40% in the Home Language (English).
- Must obtain at least 40% for **three** other High Credit subjects (**Four**, including your home language.).
- Must obtain at least 30% for **two** other subjects.

## Bachelors Degree pass requirements

- Must obtain at least 40% in the Home Language (English).
- Must obtain at least 50% for **four** other High Credit subjects.
- Must obtain at least 30% for **two** other subjects.

# EXAMINATION RULES AND REGULATIONS

1. All learners are bound by:
  - Instructions by the Chief Invigilator, the Grade Manager and any other invigilator
  - All school rules
2. Irregularities
  - Any behaviour of any degree that disturbs other learners during the writing of the exam.
  - Any behaviour that contravenes the instructions of the invigilators or the school rules
  - Possession of any material (notes/Smartwatches/any technological equipment) that would suggest dishonesty or the attempt at dishonesty. This obviously includes possession of a cell phone in the venue
  - Absent for an exam without compelling reason (this will result in a 0 awarded for the exam)
  - Communication with other learners in the exam venue (including request to borrow stationery from a learner)
  - Cell phones that have not been turned off and ring/vibrate/give message tone during the exam. (In this instance the school rules regarding unlawful possession of a cellphone apply)
3. Late coming
  - Late -coming is monitored carefully
  - Consistent late coming is an irregularity. The learner will enter the venue later and later dependent on the time of arrival. No extra time will be allowed to complete the exam.
4. General instructions
  - In the case of exams where answer books are provided:
    - 1) No pages may be torn from answer books
    - 2) No writing is permitted in the margins
  - Stationery
    - 1) Only blue ink may be used
    - 2) If you have a stationery problem, ask for assistance from the invigilator
    - 3) In the event that a calculator is used – the back of the calculator is removed and placed on the floor next to the desk
    - 4) For June and Prelim exams – candidates provide their OWN PAPER on which to answer
    - 5) All stationery must be in a transparent pencil case/bag

## 5. Clothing

- Full school uniform in accordance with all uniform requirements is compulsory
- Uniform infractions will be dealt with before the start of the exam (example – boys who need to shave/girls wearing nail polish)
- No caps, blankets or scarves are allowed in the venue
- All blazers/jackets are to be hung over the back of the chair when not worn and are subject to random searches

## 6. Leaving the venue

- No candidate may leave the venue within the first hour or the last 15 minutes of any exam
- Candidates may request permission to go to the bathroom – they will be accompanied by an educator and patterns will be observed and followed up on
- Candidates may only leave the venue after the exam once all the administrative processes are complete

## 7. Speaking to each other in the venue is strictly forbidden.

## 8. Identification Documents

- All candidates need to have their ID card/book with them for every exam
- during the final exams, candidates must also have their admission letters with them for every exam

## 9. Candidates may address invigilators through raising of hands for the following reasons only:

- Request to go to the bathroom
- Need for stationery
- If feeling ill
- If requiring an additional answer book (in the event of answer books being provided)
- Request for tissue
- Additional answer book (this is only acceded to if the first answer book is complete)

## 10. No food or drink is allowed in the exam venue

NB: These rules may not be exhaustive – should something additional and unexpected arise, the matter will be dealt with according to National Educational Guidelines and in conjunction with the School and National Education.