

LANTERN SCHOOL POLICY – LEARNER CODE OF CONDUCT 2025

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ACRONYMS

GDE	Gauteng Department of Education
SGB	School Governing Body
SBST	School Based Support Team
DH	Departmental Head
RCL	Representative Council of Learners
SASA	South African Schools Act
SASAMS	South African School Administration and Management System
POPIA	Protection of Personal Information Act

1. LEGISLATION

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

2. PURPOSE

The purpose of the code of conduct is to:

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

3. VISION

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

- Lantern School is a centre of excellence that addresses the unique needs of learners and parents, and provides opportunities for children with learning barriers.
- Our aim is achieved through the holistic development and support of learners, parents and teachers.

4. MISSION

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

- Create a safe environment where they are accepted unconditionally and where they can develop to their full potential.
- Provide effective education that caters to their specific needs.
- Equip them psychologically and emotionally so that they can fulfil their role in society.
- Teach skills, knowledge and values so that they will be productive and responsible persons in the community.

5. PRINCIPLES, NORMS AND VALUES

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

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

Lantern School is committed to:

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

The following values and norms are emphasised:

We attach high values to:

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

6. GENERAL

Purpose of the Code of Conduct

6.1 General Rule

Learners shall support the principal and members of staff in establishing and maintaining good order and an environment where the process of teaching and learning can take place. Learners shall be required to obey and promptly carry out any instructions reasonably given by the principal, any educator or class leader to achieve the goal referred to herein. In their dealings with one another, learners shall be required to show mutual respect and tolerance. Learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.

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

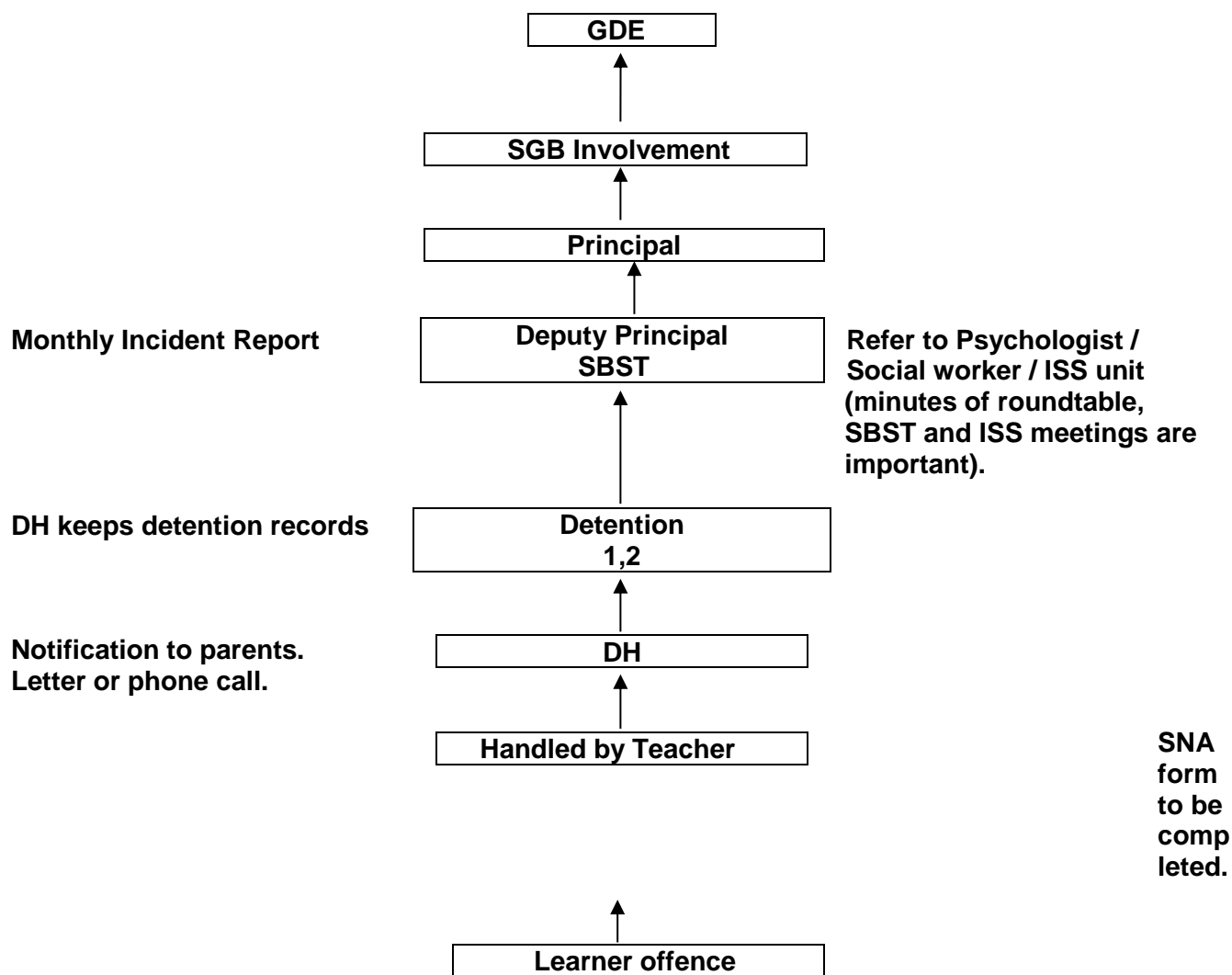
6.2 Rules of the classroom

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

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

6.3 Example of rules

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



Class teacher handles Level 1 and may keep learners for detention during break.

7. SCHOOL UNIFORM

7.1 School uniform for boys

- White short-sleeved shirt during the summer (worn with a tie) and long-sleeved shirt during the winter (worn with a tie).
- Wearing a tie is compulsory for gr. 7-12.
- Shirts must always be tucked in.
- A plain white T-shirt may be worn under the white school shirt.
- Navy blue pullover or long-sleeved school jersey.
- Grey long school trousers with grey socks or grey prescribed short pants with grey knee-high socks. **Long trousers may not be sewn down to make them “skinny pants”.**
- **Navy blue school blazers are compulsory for Gr. 7 – 12 and must be worn daily.**
- Permission may be granted by the teacher to remove blazer during class time.
- No “dri-macs” or school tracksuit tops are allowed. They are not part of the school uniform. Also see 7.3.
- Lantern padded jackets are only allowed during the winter months (May - August) and only for primary school learners (gr. 1 - 6).
- No foreign jackets or “hoodies” are permitted.
- Black school shoes with black laces must be worn. **NO** points, black sneakers, sports shoes, boots or coloured laces are allowed.
- No shoes with coloured parts or coloured laces are permitted.
- Navy blue beanies are allowed **during the winter months** (May - August). No other colour beanies are allowed.
- During the winter months (May - August), the only scarf permitted is a Lantern School scarf.
- Gr 1 - 6: wearing of school shoes is optional in summer (September – April). Bare feet are only allowed when short grey pants are worn.
- A grey or black belt with no studs. No colourful belts with any kind of pattern are permitted.
- **Hair, beard and nails for boys**
 - ☞ Hair must always be clean and neat.
 - ☞ Long hair must always be fastened.
 - ☞ Hair that touches the collar must be tied at the back or at the sides of the head.
 - ☞ Hair may not hang in or over eyes.
 - ☞ Gel may be applied in moderation.
 - ☞ No beards, moustaches, sideburns or whiskers are allowed.
 - ☞ Sideburns are not allowed to be lower than the middle of the ear.
 - ☞ Nails must be short, clean, and well groomed.
 - ☞ No long pinkie nails.
 - ☞ No make-up is allowed.
- **Jewellery / Tattoos**
 - ☞ No jewellery, except for a watch and a Medic-alert disk.
 - ☞ All other visible jewellery and bangles will be confiscated and will only be returned at the end of the term.
 - ☞ No tongue, eyebrow, nose or ear piercings are permitted.
 - ☞ Tattoos and/or body piercings must not be visible.
 - ☞ No covering up of piercings.

7.2 School uniform for girls

- Navy blue school skirt not shorter than 10 cm above the knees, or navy blue skirt.
- White school socks (folded down) or grey knee-high socks.
- Navy blue tights during the winter months (May – August) may be worn with the school skirt.
- White short-sleeved shirt (open neck for primary school / with collar and tie for high school) during the summer (September – April). White long-sleeved shirt with school tie during the winter (May – August).
- The top button of the collared shirt must be fastened.
- Wearing a tie is compulsory for gr. 7-12.
- A grey pair of pants with grey knee-high socks may be worn alternatively.
- A plain white T-shirt may be worn under the white school shirt.
- Navy blue pullover or long-sleeved school jersey.
- No “dri-macs” or school tracksuit tops are allowed. They are not part of the school uniform. Also see 7.3.
- Lantern padded jackets are only allowed during the winter months (May – August) and only for primary school learners (Gr 1 – 6).
- Navy blue beanies are allowed **during the winter months** (May - August). No other colour beanies are allowed.
- During the winter months (May - August), the only scarf permitted is a Lantern School scarf.
- Black school shoes (shoes with black laces may be worn). No black sneakers or black pumps are permitted.
- Boots and platform shoes are not allowed.
- A short blue cycling short may be worn under the school skirt but must not be visible below the hem of the skirt.
- No lace tank tops are allowed to be visible under the school uniform.
- **Navy blue school blazers are compulsory for grade 7 – 12 and must be worn daily.**
- With permission of the class teacher, the blazer may be removed during class time.
- **Hair, Nails and Make-up for girls.**
 - ☞ Hair must be always clean and neat.
 - ☞ Long hair must always be fastened.
 - ☞ Hair that touches the collar must be tied at the back or at the sides of the head.
 - ☞ Only navy, white, or red elastics, ribbons or clips may be worn.
 - ☞ Hair may not hang in or over eyes.
 - ☞ Nails may not protrude beyond fingertips and must be well-groomed.
 - ☞ Only colourless nail varnish may be worn.
 - ☞ No French tips are allowed.
 - ☞ No make-up is allowed.
- **Jewellery / Tattoos**

The following jewellery is permitted:

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

7.3 Sportswear for boys and girls

- Learners are only allowed to wear school tracksuits at athletics and cross-country events.
- For other sports, learners must be in full school uniform during school hours.
- No provincial colours or sports team jackets are allowed as they do not form part of the school uniform.

8. ABSENCE FROM SCHOOL

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

8.1 Leaving the school grounds during school hours

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

8.2 Punctuality

- The school day starts in the morning at 7:30.
- Late arrivals cause undesirable disruption of the teaching process, as well as other school activities.
- The learner must provide a note from his/her parent/guardian that explains the late arrival, report to the office and then proceed to his/her register teacher.
- The school day ends at 14:00 for the high school and at 13:30 for the primary school every day.
- Transport problems will not be an acceptable excuse for late coming.

9. SAFEKEEPING OF THE SCHOOL'S AND LEARNERS' PROPERTY

9.1 School property

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

9.2 Personal Property

- Learners have sole responsibility for their possessions and neither the school nor the School Governing Body will be held responsible for losses of, or damage to property (see Cell Phone Policy). During tests and exams, all cell phones are to be handed in before the commencement of the paper. Failure to do so can lead to forfeiting of results for the test.
- All lost property must be handed in at the office. Learners may enquire about lost articles at the office.
- Learners' possessions must be clearly marked.
- School bags must be sturdy and large enough to carry textbooks and workbooks, offering the necessary protection.
- School suitcases must be neat, with no offensive images or wording.

9.3 Fellow learners' property

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

10. SCHOOLWORK AND HOMEWORK

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

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

11. SCHOOL SAFETY

11.1 Parents/Guardians

- No visitor is allowed to go to a classroom without permission or appointment; this will be seen as trespassing.

11.2 Respect for those in positions of authority

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

11.3 Behaviour towards the opposite sex

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

11.4 Indecent language

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

11.5 Prohibited activities, substances, items and areas.

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

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

12. MOTOR VEHICLES AND MOTORCYCLES

12.1 School buses

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

12.2 Motor vehicles and motorcycles of learners

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

13. SPORTS AND EXTRAMURAL ACTIVITIES

13.1 Learners taking part in sports

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

13.2 Learner spectators/supporters of sports and other extramural activities of the school

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

13.3 Participation in any extramural activity apart from school activities

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

14. ENVIRONMENT

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

15. SCHOOL NOTICES

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

16. TEXTBOOKS

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

17. RIGHTS OF LEARNERS

- All learners have the right to learn without disturbance or interference from others.
- Every learner has the right to privacy, dignity and respect.
- No corporal punishment may be administered.

- All learners have a right to a safe and clean learning environment.
- No learner may be subjected to physical, emotional or sexual harassment.
- All learners have a right to expect educators to teach them at the required standard.
- Learners have the right to be heard.

18. DISCIPLINE

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

18.1 Grading of offences

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

Disciplinary Process: Code of Conduct

Step 1

Points to be handled by teachers and/or therapists.

Step 2

Points 200

Letter to parents – Post level 1 teacher to communicate with parents.

Step 3

Points 400

Detention + Letter to parents – DH

Step 4

Points 600

Detention 2 + Letter to parents – DH

Step 5

Points 800

Letter to parents - round table discussion with parents, subject teachers, grade head, deputy principal, psychologist & social worker.

Step 6

Schedule 1 and 2 offences

Points 1000

Internal hearing / SBST

DH, deputy principal, principal, SGB and psychologist.

18.2 The Sanction

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

18.3 Serious offences

- The learner who has allegedly committed the serious offence will be dealt with in terms of the SASA.
- The Governing Body, with the approval from the Departmental Head, may on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending the school. The suspension may not be for longer than 7 days. A learner may be suspended for another 7 days, but he/she must be notified with a letter of the disciplinary hearing.
- The Governing Body will conduct a Disciplinary Hearing within seven days after the suspension of the learner. The Governing Body must obtain the approval of the Head of Department in the Province for the continuation of the suspension of a learner.

18.4 Disciplinary Hearing

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

18.5 Sanction

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

18.6 Disciplinary action

All disciplinary actions are at the discretion of the school. The school will acknowledge the diverse needs and the ages of the learners. All demerits will be captured on SASAMS and printed on report card.

19. TRANSGRESSIONS

LEVEL ONE OFFENCES (TO BE HANDLED BY TEACHERS)

		Lantern
0.	Tasks, projects and assignments not done.	30
1.	Late for class.	30
2.	Leaving classroom without permission (pass).	30
3.	Cheating in a class test	30
4.	Homework not done.	20
5.	General dishonesty and/or lies with minor consequences.	10
6.	Failure to return tear-off slips.	10
7.	Book or stationary left at home.	40
8.	Late for school.	10
9.	Use of foul language.	30
10.	Eating, drinking and chewing gum in class.	10
11.	Littering.	10
12.	Intentionally slowing down the work pace in classroom.	10
13.	Beard and/or moustache not shaved.	10
14.	Wearing of jewellery.	10
15.	Physical contact.	20
16.	Neglects the collection of medication.	40
17.	Sleeping during class periods.	20

18.	Disturbance in class or other places.	20
19.	Wearing of coloured nail polish / nail extensions.	10
20.	Not working in class.	20
21.	Truancy / Bunking	30
22.	Incorrect uniform.	10

LEVEL TWO OFFENCES (TO BE HANDLED BY DH)

		Lantern
1.	Frequent repetition of Level 1 infringement	50
2.	Possession or use of tabaco and vape products	50
3.	Truancy / Bunking of several classes	50
4.	Cheating during examinations	50
5.	Verbally threatening safety of another person	50
6.	Continuous disruption of classes.	50
7.	Disregarding test / examination procedures	50
8.	Leaving school premises without permission.	80
9.	Gambling and/or wheeling and dealing.	80
10.	Rude towards staff.	50
11.	Spit on another person	50
12.	Hurting or hitting a fellow learner (no serious injury).	50

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

		Lantern
1.	Frequent repetition Level 2 infringement	100
2.	Minor injury to another person	100
3.	In possession of alcohol or narcotic substance.	100
4.	Seriously threatens, disrupts or frustrates teaching or learning in a class.	100
5.	In possession of any dangerous weapon.	100
6.	Theft or Vandalising of any property or bus.	100
7.	Engages in a conspiracy to disrupt the proper functioning of the school through collective action.	100
8.	Insults the dignity of, or defames, any learner or any other person which includes racist remarks.	100
9.	Distributes or has in the possession any test or examination material that may enable another person to gain an unfair advantage in a test or examination.	100
10.	Engages in any act of public indecency.	100
11.	Found in possession of, or distributes, pornographic material.	100
12.	Serious fighting on school grounds or buses.	100
13.	Bullying of any person or peer.	100
14.	Insubordination, disrespectful, refuses to obey orders from staff.	100
15.	Refusal to attend detention x 3.	100
16.	Smoking at school, school function or on school bus.	100
17.	Cheats in a test or examination or any other form of assessment such as assignments.	100
18.	Incitement of fellow learners that lead to fighting, disruption, injury, bullying or abuse.	100

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

1.	Frequent repetition of Level 3 infringements.
2.	Threatens with a dangerous weapon.
3.	Intentionally causing physical injury to somebody.
4.	Extortion of another person's property.
5.	Failing to comply with a punishment of suspension as a correctional measure.
6.	Forges any document or signature to the potential or actual prejudice of the school.
7.	Trades in any test or examination question paper/material.
8.	Attempts to bribe or bribes any person in respect of any test or examination to enable himself/herself or any person to gain an unfair advantage therein.
9.	Engages in fraud.
10.	Engages in any sexual activity which amounts to an offence in law.
11.	Under the influence of alcohol.

LEVEL FIVE OFFENCES (SCHEDULE 2)
(CRIMINAL MISCONDUCT THAT WILL BE DEALT WITH BY HIGHER SCHOOL AUTHORITY, SGB AND DEPARTMENT OF EDUCATION)

1.	Frequent repetition of Level 4 infringements.
2.	In possession of, consumes, or distributes any illegal substance or other unauthorised/harmful drug.
3.	Assaults or threatens another person.
4.	Sexual harassment or abuse.
5.	Robbery / Major theft
6.	Intentionally using a dangerous weapon
7.	Holds any other person hostage.
8.	Murders / Rapes any person.

20. POSITIVE MERITS

- The main goal of this system is to create and maintain a positive self-image in the learner and to reward and praise good behaviour.
- Learners can earn merits by performing/competing in the following areas:

Academics	
Subject 60% - 69% (End of the term)	40
Subject 70% - 79% (End of the term)	60
Subject 80% - 89% (End of the term)	80
Subject 90% – 99% (End of the term)	100
TOP Achiever per subject (End of the year. Determined by minimum academic policy.)	100
TOP 1 - Learner per grade (End of the year)	230
TOP 2 - Learner per grade (End of the year)	210
TOP 3 - Learner per grade (End of the year)	190
TOP 4 - Learner per grade (End of the year)	170
TOP 5 - Learner per grade (End of the year)	150
TOP 6 - Learner per grade (End of the year)	130

TOP 7 - Learner per grade (End of the year)	110
TOP 8 - Learner per grade (End of the year)	90
TOP 9 - Learner per grade (End of the year)	70
TOP 10 - Learner per grade (End of the year)	50
Participation in local Olympiads.	50
Achievement in Olympiads.	100
Participation in provincial Olympiads.	150
Achievement in national Olympiads.	200

Sport	
Attendance of practice sessions, per week.	15
Participation in competition, per season.	50
1st place / league winner	50
2nd place	30
3rd place	20
Participation on provincial level	100
1st place	200
2nd place	150
3rd place	100
Participation on national level	200
1st place	400
2nd place	350
3rd place	300
Culture	
Participates and attends all practice sessions for cultural activity.	50
Participates in competitions e.g. Eisteddfod, RACA etc.	50
Achievements in competitions:	
Diamond / A++	100
Platinum / A+	80
Gold/ A	50
Silver / B	20

Leadership	
President of RCL.	200
Vice President of RCL.	150
Treasurer and/or Secretary of RCL.	120
Member of RCL in Grade 12.	100
Member of student council in grade.	30
Displays outstanding characteristics of leadership in specific situation.	50
Participation in outing or event.	10
Character	
Outstanding sportsmanship qualities and/or positive behaviour on school grounds.	50
Displays good manners.	30
Selfless service to fellow learner or teacher.	30

Honesty without considering possible negative consequences.	20
Therapy	
Homework consistently done throughout the year.	40
Spelling and Mathematical assessment:	
60% - 69%	20
70% - 79%	30
80% - 89%	40
90% - 100%	50
Improvement of 12 months or more during an annual standardised test.	50

At the end of the year the merits accumulated are considered for sports and academic appraisals. It is, however, not transferred to the next year.

21. POPIA

- Due to the POPIA (Protection of Personal Information Act), the taking and distribution of photos and videos of learners in school uniform on social media is prohibited.



Report form

Report form:

Name and Surname: _____ Grade: _____

Teacher: _____ Date: _____

Offence:

Offence level:	Level 1			Level 2			Level 3			Level 4		Level 5	
Offence code	00	01	02	03	04	05	06	07	08	09	10	11	
	12	13	14	15	16	17	18	19	20	21	22		

Merit level:	Level 1			Level 2			Level 3			Level 4		
Merit code	00	01	02	03	04	05	06	07	08	09	10	
	11	12	13	14	15	16	17	18	19	20		

Offence:

Intervention of teacher:

Teacher: (signature) _____

Learner: (signature) _____ Control (DH): _____



22. SIGNATURES AND DATES

This Code of Conduct was signed at _____ on the ____ day of _____ 2025.

Signatures:

Principal
Mrs S.A.P. Kotzé

Date

Chairperson of SGB
Mr A J van Rensburg

Date

IDSO
Mr A. Modise

Date

Revised February 2025

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

I, _____ parent / guardian of _____

in Gr _____ acknowledge the receipt of the Code of Conduct for Lantern School.

Learner signature

Parent / Guardian signature

Date