

## **POLICY: CODE OF CONDUCT FOR LEARNERS**

### **AIM**

This policy is aims to:

- Establish a disciplined and intentional environment for the promotion of effective education and scholarship in the school.
- Protect the rights of all learners as encapsulated in the Constitution of South Africa.
- Ensure that all learners associated with this school at all times uphold the name of the school with pride and dignity.
- Ensure that no learner puts the school to shame by his or her conduct under any circumstances.
- Ensure that all learners respect their property, as well as that of the school, fellow-learners, educators and non-teaching staff.

### **RIGHTS AND RESPONSIBILITIES OF LEARNERS**

- The right to work and learn without disturbance by others – not to prevent other from working and learning.
- Each learner has the right to privacy, respect and dignity.
- To be treated with respect and courtesy – act courteously towards others and respect them.
- Each learner has the right to personal safety and no violence.
- No corporal punishment may be executed.
- Learners have the right to a clean a safe learning environment and a healthy environment with clean water.
- Not to be subjected to physical, intellectual and emotional sexual harassment.
- Learners have the right to develop holistically and to expect educators to maintain a high standard of education.
- Learners are responsible for regular school attendance.
- All learners have the right to freedom of speech.
- Learners' responsibilities boil down to committing themselves to doing all work assigned to them, in class or at home, and also to completing work when they are absent.
- It is the responsibility and duty of all learners to take care of the school's property and the parents of any learner who abuses or intentionally damages the school's property are responsible for repairing or paying for the damage.
- Educators may not send learners away from school grounds during school hours without the permission of the school manager/head.

### **SCHOOL ATTENDANCE**

- Parents or guardians should ensure that their children attend school regularly, are punctual and are not absent unnecessarily.
- Learners who return to school after being absent the previous day should submit a letter of proof from their parents or guardian in which the reason for their absence is explained.
- If a learner falls ill at school, he or she should report to the office, where the necessary help should be provided.
- Learners may not leave the school grounds without permission.
- If a learner wants to leave school earlier, a written or telephonic request should be addressed to the office and permission should be granted by the principal or vice-principals.

- Learners should have a permission note before they leave the school grounds.
- Parents or guardians should try not to make appointments for learners during school hours.

## **GENERAL NEATNESS OF LEARNERS**

### **• PERSONAL GROOMING**

- Nails short and clean;
- No jewellery, except watches and medical bracelets;
- No sunglasses, only prescription glasses;
- No make-up;
- No earrings for boys, only studs for girls.

### **• HAIR (BOYS)**

- Short and neat – no ponytails or plaits;
- No patterns should be cut into the hair.
- No coloured/dye hair

### **• HAIR (GIRLS)**

- Hair should be plaited or tied up;
- No curly perms or dreadlocks.
- No hair dye
- No hair extensions

### **• SCHOOL UNIFORM**

- No School Uniform, but clothing should be neat.
- No Vests
- No indecent and revealing clothing
- No make-up

### **• MOVEMENT AND LINING UP OF LEARNERS**

- In the mornings before school, the bell will ring for lining up.
- Orderliness, punctuality and silence are a requirement when learners line up, are dismissed or changes classes.
- Learners may not use the bathroom during class changes or periods, only during break times.
- No learners are allowed in the passages before school or during breaks, except on rainy days.

### **• SCHOOL NOTICES**

- It is compulsory for learners to give all notices issued to them by die Governing Body, Principal or teacher, for this purpose, to their parents, and to return any notices of receipt to be completed by their parents, punctually to their class teacher.

### **• SCHOOL WORK AND CLASS WORK**

- There will be an orderly atmosphere in classrooms at all times. Learners may not disturb or prevent learning.
- Learners must complete assignments on time.
- All learners will keep and keep up-to-date a homework book according to the class teacher's orders.

- Learners must do the prescribed homework and hand it in on the determined due date at the particular teacher. Failure to comply with this rule may only be excused if the learner hands over to the teacher on the day the homework had to be completed, a written note from the learner's parents with an acceptable explanation as to why the homework is not completed.
  - All learners must do their prescribed schoolwork with eagerness, conscientiousness and dedication, and through this develop a continuous work ethic. Failure to comply with this rule, without an acceptable excuse, will be viewed as a breach of this rule.
  - Learners are required to catch up and complete all missed work, as soon as possible.
- **TESTS AND EXAMS**
    - All learners are required to subject themselves to the tests and examinations given them by the teachers. Failure to comply to this rule will only be excused in exceptional cases, provided the parents/guardians of the particular learner, at the earliest possible convenience, submits a complete and acceptable written explanation to the Principal.
    - Learners must refrain from any form of dishonesty during the taking of tests and examinations.
- **SCHOOL REPORTS**
    - Learners must treat the school reports provided to them according to the prescriptions given them by the Principal or class teacher.
- **PUNCTUALITY**
    - Learners must always arrive at school on the prescribed time at the beginning of the day and at the start of any other school activity. When learners are late, they must provide a written excuse from their parents. Learners who are late must first report to the Principal or delegated educator.
- **ENVIRONMENT**
    - Learners may not make a mess on the school grounds or in the buildings.
    - Learners who are spectators or supporters at any school activity must leave the grounds used by them behind neat and clean, and must ensure that all litter is cleaned up and placed in rubbish bins.
    - Learners must leave the toilets clean.
    - Any conduct or failure of learners that causes a health risk for other learners or may possible cause such a risk, must be avoided.
    - It is forbidden to apply any graffiti, stickers and/or poster to any surface of the school.
    - Learners must obey reasonable orders by the principal, teacher or member of the student council in regard to the maintaining of a clean and hygienic school environment.
- **CELL PHONES AND ELECTRONIC DEVICES**
    - All electronic devices e.g. iPods, PDA's and cell phones are forbidden.
    - Cell phones and electronic devices visible in the classroom will be taken away and submitted to the responsible school secretary.
    - Parents will be contacted by the Deputy Head to arrange for the return of cell phones/electronic devices.

- **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:

- The learner, assisted by the parent, must apply for a deviation from the standard School rules in such rules are in conflict with or infringe on any religious right of the learner.
- 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.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
- The learner must provide proof that he/she 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.
- The religious conduct or practice must be lawful.
- 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.
- 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.
- The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
- Cultural rights will be considered in the event that they do not relate to a religion, if such cultural right 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 only be exercised through a permanent intervention.
- 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 the points listed above.

- **GENERAL ORDER OF DISCIPLINE**

Every case must be evaluated on own merit and must justify the necessary disciplinary action taken.

The table below contains guidelines of offences and possible punitive measures.

LEVEL 1: OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> <li>• Academic: Books/work materials left at home; homework not done on time/copied;</li> <li>• Extra-mural activity: non-attendance at practices and matches (without a valid excuse to teachers/coach);</li> <li>• Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/books/cases with graffiti; eating/chewing in class; littering; cell phone ringing;</li> <li>• Dress code: Untidiness/unkept appearance; school dress code not followed</li> </ul>	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> <li>• Verbal reprimand;</li> <li>• Written punishment;</li> <li>• Detention at break;</li> <li>• Subtracting marks (homework);</li> <li>• Temporary confiscation until end of school term (uniform, jewellery, cell phones, bags and cases);</li> <li>• Removing graffiti from bags and cases at break;</li> <li>• Written notification</li> </ul>
LEVEL 2: OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> <li>• Plagiarism of any work or cheating/attempted cheating in class test/assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Nought for test and warning letter</li> </ul>
<ul style="list-style-type: none"> <li>• Damage to property/possession of other learners' property</li> </ul>	<ul style="list-style-type: none"> <li>• Repair/replacement, warning letter and Principal's detention</li> </ul>
<ul style="list-style-type: none"> <li>• Defiance/disregarding of an authority figure's instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from class, warning letter and Principal's detention</li> </ul>
LEVEL 2: OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> <li>• Detention – non-attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Making up missed detention, warning letter and an informal hearing</li> </ul>
<ul style="list-style-type: none"> <li>• Disregarding test/examination procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter and Principal's detention</li> </ul>
<ul style="list-style-type: none"> <li>• Disruptive/uncooperative in class</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of culprit/s and grade teacher to organise corrective measures</li> </ul>
<ul style="list-style-type: none"> <li>• Disruptive behaviour frustrating teaching and learning in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>• Repeated dress code infringements (including hair and personal grooming)</li> </ul>	<ul style="list-style-type: none"> <li>• After three (3) warnings, Principal's detention</li> </ul>
<ul style="list-style-type: none"> <li>• Fighting</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>• Fire-crackers</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>• Forgery, e.g. parent/guardian's signature</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>• Gambling on or off School property</li> </ul>	<p>1<sup>st</sup> offence: Special detention  2<sup>nd</sup> offence: Special detention  3<sup>rd</sup> offence: Informal disciplinary hearing, special detention and professional counselling (all money to be confiscated)</p>

<ul style="list-style-type: none"> <li>Graffiti: books, case, desk, walls, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Removal, warning letter and Principal's detention</li> </ul>
<ul style="list-style-type: none"> <li>Late for school – 3 (three) days</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to parents and detention</li> </ul>
<ul style="list-style-type: none"> <li>Late arrival for school – after 8:20 am</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to parents and principal's detention</li> </ul>
<ul style="list-style-type: none"> <li>Offensive material</li> </ul>	<ul style="list-style-type: none"> <li>Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Lying</li> </ul>	<ul style="list-style-type: none"> <li>Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Smoking – possession of cigarettes / holding cigarette / caught in the act on/off School property</li> </ul>	<p>1<sup>st</sup> offence: Special detention  2<sup>nd</sup> offence: Special detention  3<sup>rd</sup> offence: Informal disciplinary hearing, special detention and professional counselling  (all cigarettes and lighters to be confiscated)</p>
<ul style="list-style-type: none"> <li>Smoking – selling cigarettes on/off School property</li> </ul>	<p>1<sup>st</sup> offence: Informal disciplinary hearing, warning letter and special detention  2<sup>nd</sup> offence: Formal disciplinary hearing, warning letter and special detention</p>
<ul style="list-style-type: none"> <li>Spitting</li> </ul>	<ul style="list-style-type: none"> <li>Principal's detention</li> </ul>
<b>LEVEL 2: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE MEASURES</b>
<ul style="list-style-type: none"> <li>Sticking a sharp object e.g. pin, pen, nib etc. into a fellow learner</li> </ul>	<ul style="list-style-type: none"> <li>Warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Substance abuse – possession/sniffing of unauthorised substances, e.g. meths, benzene, thinners, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Informal hearing, warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Threatening assault/intimidation of a fellow learner</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to parents and warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Truancy – bunking a lesson</li> </ul>	<ul style="list-style-type: none"> <li>Principal's detention</li> </ul>
<ul style="list-style-type: none"> <li>Truancy – bunking a day or part of day</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to parents, warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Vandalism – defacing/damaging/breaking School property</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to parents, warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Verbal abuse of a fellow learner</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to parents, repairs/payment of damages, warning letter and detention</li> </ul>
<b>LEVEL 3: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE MEASURES</b>
<ul style="list-style-type: none"> <li>Alcohol – possession at school or on a school outing / smelling of liquor / under the influence at school or on a school outing</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Assault on a fellow learner (causing bodily harm)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from class/school. Disciplinary hearing, warning letter, community service</li> </ul>

	and detention
<ul style="list-style-type: none"> <li>Bullying/Intimidation</li> </ul>	<ul style="list-style-type: none"> <li>Warning letter and community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Cheating/attempted cheating in final Grade 12 examination</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of official provincial procedures</li> </ul>
<ul style="list-style-type: none"> <li>Possession/distribution of test or examination material prior to test or examination being written</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12</li> </ul>
<ul style="list-style-type: none"> <li>Ongoing disruptive behaviour in classroom (frustrating School's educational programme)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from class/school, disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating school's educational/extracurricular programme)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from class/school, disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Engaging in a conspiracy to disrupt the proper functioning of school through collective action</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from class/school. Disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Drugs – consumption not associated with School</li> </ul>	<ul style="list-style-type: none"> <li>Interview with parents, professional intervention</li> </ul>
<ul style="list-style-type: none"> <li>Gangs – promoting formation of/associating with/furthering activities of school gangs/ 'social groups'</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter and detention</li> </ul>
<ul style="list-style-type: none"> <li>Involving/attempting to involve outsiders in disputes between learners</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, warning letter, community service and detention</li> </ul>
<b>LEVEL 3: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE MEASURES</b>
<ul style="list-style-type: none"> <li>Pornography – distribution at school</li> </ul>	<ul style="list-style-type: none"> <li>Warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Public indecency</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Racist conduct that defames a teacher/learner</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from class/school. Disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Improper suggestions of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Sexual harassment of teacher/learner</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Threatening to assault/Intimidating a teacher</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Verbal abuse of a teacher</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion</li> </ul>
<b>LEVEL 4: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE MEASURES</b>
<ul style="list-style-type: none"> <li>Alcohol – drinking/drunken at school or on school outing</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention/expulsion</li> </ul>

<ul style="list-style-type: none"> <li>Alcohol – drinking in public</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Assault on a learner causing serious bodily harm</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing and expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Assault on a teacher</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing and expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Bribery/attempted bribery of any person in respect of any test/examination material</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, warning letter, community service and detention/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Dangerous weapon or object e.g. knife – possession at school</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, appropriate punishment e.g. community service and detention/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Dangerous weapon or object e.g. firearm – possession at school/school outing</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Drugs/illegal substances – possession at school/school outing</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention</li> </ul>
<ul style="list-style-type: none"> <li>Drugs/illegal substances – consumption/under the influence at school/on school property</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention and professional counselling</li> </ul>
<ul style="list-style-type: none"> <li>Drugs/illegal substances – dealing (“pushing”) at school / on school outing</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing and expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Forgery of any document of signature to the potential/actual prejudice of the School</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, warning letter, community service and detention/expulsion</li> </ul>
<b>LEVEL 4: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE MEASURES</b>
<ul style="list-style-type: none"> <li>Fraud (financial)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school, disciplinary hearing, compensation, warning letter, community service and detention/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Hostage-taking</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school. Disciplinary hearing and expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Satanic practices that damage property or cause harm to people or any other living creatures</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Sexual assault/rape</li> </ul>	<ul style="list-style-type: none"> <li>Suspension from school. Disciplinary hearing and expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Theft/dishonest conduct to the prejudice of another person</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Trading in test/examination material for personal monetary gain</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, warning letter, community service, detention/expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Vandalism – malicious damage to school/teacher’s property</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion</li> </ul>



- **DISCIPLINARY INTERVENTIONS**

The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning/reprimand to express disapproval;
- Written warning;
- Final written warning;
- Removal from classes to the exclusion room;
- Written punishment;
- Community service to improve the physical environment within and around the School property;
- Homework detention;
- Supervised schoolwork;
- De-merit detention;
- Referral for counselling;
- Attendance of a relevant life skills programme;
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged items, and/or the accumulated fine.
- Temporary suspension of library card and/or other School-related privileges;
- Exclusion from School activities and functions, e.g. academic award ceremony;
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or school, pending disciplinary hearing
- Disciplinary hearing;
- Tribunal hearing.

Failure to comply with interventions and corrective measure will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and Grade 4 offence.

Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
  - Criminal behaviour of any kind.
  - Defacing or destroying School property
  - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
  - Outright defiance of lawful requests or instructions issued by person in authority.
  - Indulging in harmful graffiti, racism or “hate speech”;
  - Sexual harassment or sexual assault;
  - Immoral behaviour or profanity;
  - Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
  - Repeated infringements of the school rules or the Code of Conduct.
  - Possession of dangerous weapons (guns, knives and other objects with may threaten the lives of learners/teachers).
- Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion.
  - A tribunal hearing will be convened with a view to recommending expulsion.
  - Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room

in the interim to continue with schoolwork until they have completed the series of counselling session or the stipulated life skills programme.

- **RESPONSIBILITIES OF EDUCATORS**

- All educators must respect the learner's right to a quality education at all times.
- Educators must fulfil their duties and responsibilities towards parents and teacher faithfully.
- According to the Constitution, teachers must respect the rights of learners at all times.
- Educators are expected to fulfil a role that can contribute positively to the building of a better society, by living an exemplary life in the community.
- Educators must, in cooperation with the parent and learner, fulfil a role that contributes to the creation of a climate wherein healthy learning and education, based on firm values and standards, can occur.

- **RESPONSIBILITIES OF PARENTS**

- The final responsibility of the conduct of learners lies with their parents/guardians.
- Parents are expected to:
  - Support the school and to require learners to comply with school rules and regulations as explained in the Code of Conduct.
  - Take responsibility for their children's behaviour.
  - Show an active interest in their child's schoolwork and make it possible for the child to learn and complete schoolwork in a positive climate.
  - Attend meetings related to their child's education.
- Parents have the right to take steps against any educator, learner or other person that illegally infringes on the constitutional rights of their child.

- **PROCEDURE FOR DISCIPLINARY HEARING**

### **HEARING**

- The deputy-head: Discipline or investigative official draws up a charge sheet, and the parents and learner receives written notice of the charges, and the venue, date and time of the hearing. These arrangements are made in consultation with the disciplinary committee.
- The notice must contain enough information concerning the date, place and nature of the alleged offence.
- At least five schooldays must pass between serving the notice and the hearing.
- The Governing Body composes the disciplinary committee. The chairperson of the committee must be a member of the Governing Body. The disciplinary committee will have the authority to conduct and complete the disciplinary hearing on behalf of the Governing Body, completely as if it had been done by the Governing Body itself, and will be authorised to do everything that the Governing Body, in terms of application legislation, may do, including the imposition and enforcement of any punitive measure and the recommendation of expulsion to the Deputy Principal.
- The learner must be assisted by his/her parent or a person appointed by the parent. In cases of serious misconduct, the learner has the right to apply for representation by a lawyer or other person appointed by the parents. Such request must be made at least two schooldays before the start of the hearing, to the chairperson of the disciplinary committee. No other persons except for above mentioned may attend the hearing on behalf of the learner.
- When a learner has a lawyer, he/she may reduce the time of the disciplinary procedure by reaching a plead-and-sentence agreement with the chairperson.
- Apart from minor learners' right to testify through means of intermediaries, as contained in Article 8(7)-(9) of the School's Act, minors (either as accused or witnesses) will also have the

right to be assisted during the disciplinary hearing by their parents or an educator of their choice. A person who assists a learner will however not be entitled to answer any questions on behalf of the learner.

- Learners who are involved in disciplinary actions will be entitled to support, advice and counselling by educators, who were appointed for that purpose by the principal or the Governing Body, with comprehension that such an educator may not assist the learner during the hearing unless authorised by the parent of the learner.
- If the learner and/or his/her parents/guardians and/or representative are not present, in spite of proper notices beforehand, the hearing may continue in their absence.
- The hearing must be fair and just, and will be conducted according to the prescriptions of the applicable laws. The accuser and learner (or the learner's representative on behalf of the learner, if applicable) must be granted the opportunity to state their case, may pose questions to witnesses, call witnesses and may investigate or present documents that are related to the case.
- The members of the disciplinary committee will also be entitled to call witnesses, additional witnesses

- **JUDGEMENT AND PUNITIVE MEASURES**

- In the case of a guilty sentence, the conclusion of the disciplinary committee, including the punitive measure, must be conveyed in writing to the learner and his/her parents/guardians and the prosecutor.
- Despite any guilty sentence and punitive measure imposed by the Governing Body, any stakeholder can refer any breach of the Code of Conduct that refers to a criminal offence, to the South African Police Service for investigation.

- **SUSPENSION AND EXPULSION**

**There is distinguished between:**

- Temporary suspension determined by die School Disciplinary Committee (SDC), in terms of article 9(1) of the Schools Act;
- Suspension of school attendance for at the most seven (7) days, by the SDC, as corrective measure after completion of a disciplinary hearing; and
- Suspension by the SDC, in consultation with the Head of the Department, awaiting a decision by the Head of the Department regarding expulsion from the school.
- A learner can be temporarily suspended by the SDC as a preventative measure. However, before such a decision can be made by the committee, the learner and/or his/her representative must be granted the opportunity to states reasons why temporary suspension should not be taken into consideration.
- After completion of a disciplinary hearing, a learner found guilty of serious misconduct, can be suspended for at the most seven (7) days from school attendance, without intervention by die Head of the Department.
- The procedure regarding the expulsion of a learner must be followed strictly. In the case of the disciplinary committee determining that the learner must be expelled, the disciplinary committee must make a recommendation in this regard to the Head of the Department. The disciplinary committee can also, awaiting the Head of Department's determination, suspend the learner.

***This policy has been adopted:***

11 September 2017  
Date

Capulum College, Hilton  
Place

EDUCATORS:

Ryan Braithwaite - Deputy Head

Nondumiso Qwabe - School Counsellor

Tracey Richardson - School Secretary

PRINCIPAL:

Jenni Underwood

**Addendum A**



Learner Commitment

I, \_\_\_\_\_, a learner at \_\_\_\_\_ School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System;
- Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the school;
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class;
- Take responsibility for my learning by attending school regularly and punctually, and completing all my assessment tasks on time;
- Cooperate with my teachers and other School staff;
- Assist in making the school a safe place for all;
- Seek help if I need it;
- Let the school know if I feel my rights have been infringed, or if I experience any other difficulty.

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

## Addendum B

LIST OF OFFENCES PER GRADE OF OFFENCE			
LEVEL 1 OFFENCES	LEVEL 2 OFFENCES	LEVEL 3 OFFENCES	LEVEL 4 OFFENCES
<ul style="list-style-type: none"> <li>• Littering;</li> <li>• Excessively noisy or unruly behaviour before school, during change-overs, during breaks and after school;</li> <li>• Eating, drinking or chewing gum during any contact time (class and assembly);</li> <li>• Misconduct in an assembly;</li> <li>• Entering an out of bound area, classroom or passage without permission;</li> <li>• Loitering in the passages, at the tuck shop or vending machines, at the toilets or change Rooms;</li> <li>• Misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or interschool competition or league fixture;</li> <li>• Failure to:               <ul style="list-style-type: none"> <li>○ Submit an absentee note or exit notes by the stipulated deadlines;</li> <li>○ Return a library book by the due date, or pay the fine for overdue book/s;</li> <li>○ Attend an extramural activity's practice session without excusing himself;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism;</li> <li>• Interfering with another person's possessions/property without the owner's consent;</li> <li>• Damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent;</li> <li>• Racism: remarks / insults;</li> <li>• Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof;</li> <li>• Intimidation by verbal or physical threat to harm the person or his property (bullying);</li> <li>• Swearing, lying or using obscene gestures;</li> <li>• Verbal or non-verbal abuse;</li> <li>• Disrespect or insolence;</li> <li>• Insubordination – ignoring or failing to carry out a specific instruction (including failure to do work/punishment set in the exclusion room);</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of weapons that can cause physical injury (knives, etc.);</li> <li>• Entering the school premises while under the influence of alcohol/drugs;</li> <li>• Possession, copying, distribution, use of displaying of pornographic material;</li> <li>• Assault with the intent to do grievous bodily harm;</li> <li>• Truancy from school or leaving school grounds without the necessary permission;</li> <li>• Taking part in any form of illegal strike action/meeting/ campaign on school premises;</li> <li>• Any learner who, in or outside of the school buildings, or on or off the premises of the school, whilst under the control of the school authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school;</li> </ul>	<ul style="list-style-type: none"> <li>• Use of weapons that can cause physical injury (knives, etc.);</li> <li>• Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon;</li> <li>• Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance;</li> <li>• Poisoning, or attempting to poison another person;</li> <li>• Theft, robbery, breaking and entering;</li> <li>• Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body;</li> <li>• Rape, attempted rape, or indecent assault;</li> <li>• Physical assault that results in bodily harm;</li> <li>• Sedition or inciting any form of illegal strike action / meeting/campaign on school premises;</li> <li>• Any offence punishable under common law</li> </ul>

LIST OF OFFENCES PER GRADE OF OFFENCE			
LEVEL 1 OFFENCES	LEVEL 2 OFFENCES	LEVEL 3 OFFENCES	LEVEL 4 OFFENCES
<ul style="list-style-type: none"> <li>○ Attend duty class;</li> <li>○ Attend a compulsory activity as spectator without submitting a written excuse letter prior to the event;</li> <li>○ Attend detention;</li> <li>● Continual interference with another learner which causes minor physical or mental discomfort;</li> <li>● Misconduct during detention;</li> <li>● Minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery;</li> <li>● Failure to wear the correct full school uniform when in a public place, including the wearing of unauthorised items;</li> <li>● Failure to wear the correct sports kit for a match or practice;</li> <li>● Hitchhiking while in school uniform, formal or sport dress;</li> <li>● Disruptive behaviour in class;</li> <li>● Spitting in public;</li> <li>● Failure to do class work set and submit homework;</li> </ul>	<ul style="list-style-type: none"> <li>● Failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated;</li> <li>● Fighting, common assault or attempted assault;</li> <li>● Public disturbance or public indecency;</li> <li>● Gambling;</li> <li>● Failure to attend detention without prior submission or a written excuse note;</li> <li>● Unacceptable hairstyles, including bleaching or colouring;</li> <li>● Display of visible tattoos;</li> <li>● Using a cell phone as means of communication during formal testing;</li> <li>● Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal and non-verbal, with another learner;</li> <li>● Copying of computer exercises, projects or any other work intended for the year mark</li> </ul>	<ul style="list-style-type: none"> <li>● Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teacher, or in any other manner;</li> <li>● Violating the rights of the teacher to carry out his/her task, to the detriment of the school, the staff or fellow learners;</li> <li>● Reckless or negligent driving whether in school uniform or not, and whether on the school property or not;</li> <li>● Unreasonable repetition of a level 2 offence.</li> </ul>	

**LIST OF OFFENCES PER GRADE OF OFFENCE**

<b>LEVEL 1 OFFENCES</b>	<b>LEVEL 2 OFFENCES</b>	<b>LEVEL 3 OFFENCES</b>	<b>LEVEL 4 OFFENCES</b>
<ul style="list-style-type: none"> <li>• Failure to bring the required textbooks, notes, stationery or equipment to a lesson;</li> <li>• Failure to hand in work on time;</li> <li>• Copying another learner's class work or homework;</li> <li>• Defacing school property;</li> <li>• Reporting late for class, relief or to the exclusion room;</li> <li>• Use of offensive material to cover books or files;</li> <li>• Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, all during contact time;</li> <li>• Arriving late for school without an excuse note</li> </ul>	<ul style="list-style-type: none"> <li>• Truancy from any contact time;</li> <li>• Possession or use of fire-crackers;</li> <li>• Failure to attend an extra-mural activity fixture or function as a participant or official;</li> <li>• Any action which brings the school's name into disrepute;</li> <li>• Possession of offensive material, excluding pornographic material;</li> <li>• Tampering with safety and other equipment on School premises;</li> <li>• Unreasonable repetition of a Grade 1 offence</li> </ul>		



**Addendum C**



Written Warning

Name of learner: -

\_\_\_\_\_

Learner ID number: \_\_\_\_\_

Subject : \_\_\_\_\_

Teacher: \_\_\_\_\_

The above learner has breached the disciplinary code.

Date of offence: \_\_\_\_\_

Level of offence: \_\_\_\_\_

Nature of offence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learner's statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
GRADE HEAD

\_\_\_\_\_  
DATE

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**Addendum D**



Final Written Warning

Name of learner: \_\_\_\_\_  
Learner ID number: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Teacher: \_\_\_\_\_

Please take note that this is a finale warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence: \_\_\_\_\_  
Dates of previous warnings: \_\_\_\_\_  
Level of offence: \_\_\_\_\_

Nature of offence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learner's Statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
GRADE HEAD

\_\_\_\_\_  
DATE

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**Addendum E**



Notice of Disciplinary Hearing

Name of learner: \_\_\_\_\_  
Learner ID number: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Teacher: \_\_\_\_\_

A formal disciplinary hearing will be held and you are obliged to be present.

Date of hearing: \_\_\_\_\_  
Venue of hearing: \_\_\_\_\_  
Time of hearing: \_\_\_\_\_  
Date served: \_\_\_\_\_

The charge against you is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of offence: \_\_\_\_\_

Nature of offence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suspension from class**

You are further advised that you have been suspended from class from:

Time: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ until Time: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

**Note:** Learner receives one (1) copy and the signed copy must be kept and filed.



Rights of Learner facing Disciplinary Action

Learner's rights (to be read by Server):

- The right to a formal hearing;
- The right to be present at the hearing;
- The right to be given time to prepare your case;
- The right to be given advance notice of the charges;
- The right to be represented at the hearing by an internal representative;
- The right to be assisted at the hearing by parents/guardians if under age;
- The right to ask questions on any evidence produced, or on statements of witnesses;
- The right to call witnesses to testify on your behalf;
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing);
- The right to appeal within five (5) school days against any penalty to the Disciplinary Committee;
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

\_\_\_\_\_  
SERVER

\_\_\_\_\_  
DESIGNATION

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

**Addendum F**



Record of Disciplinary Hearing

Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Present			
Capacity	Name	Designation	Section

Complainant (if applicable)	Learner
Witnesses for complainant	Witnesses for learner
1.	1.
2.	2.
3.	3.

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)  
 Nature of offence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plea: the learner admits/denies the charges (the appropriate plea to be underlined).

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
GRADE HEAD

\_\_\_\_\_  
DATE

**Addendum G**



Lodging of Appeal (Review form)

In terms of the school's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (Within five (5) schooldays)

Name of appellant: \_\_\_\_\_

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

- The disciplinary measure imposed was not in line with the grade of the offence.
- Disciplinary procedures were not followed.
- New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:  
\_\_\_\_\_

The following reasons are submitted in support of this appeal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date appeal lodged

\_\_\_\_\_  
Appellant