

ALLANDALE PRIMARY SCHOOL

Victoria Per Laborem



Code of Conduct For Learners

"Discipline is the foundation upon which all success is built." — Unknown



ALLANDALE PRIMARY SCHOOL

“Victoria Per Laborem”

PHYSICAL ADDRESS: 64 Khan Road, Allandale, Pietermaritzburg, 3201 – LANDLINE (033) 38 76042 – CELL NOS: 069 452 7158/073 997 9360
WHATSAPP NOS: 069 452 7158/073 997 9360 EMAIL: allandaleprimary@gmail.com - ENQUIRIES: Mr S. Dorasamy (Principal)

VISION STATEMENT

Through dedication and commitment, we aim to provide an excellent education, which will enable our children to develop holistically in keeping with our motto “Victoria Per Laborem”.

MISSION STATEMENT

We are committed to:

- ✓ *Developing a set of values consistent with those upheld in the Bill of Rights as contained in the Constitution of South Africa.*
- ✓ *Providing an enlightened and balanced form of child-centred education irrespective of race, colour and creed.*
- ✓ *Recognising and developing the unique/potential environment conducive to learning.*
- ✓ *Creating a safe, warm, secure and disciplined environment conducive to learning.*
- ✓ *Maintaining the highest professional balance in academics, cultural and sporting activities.*
- ✓ *Respecting all cultures and working in partnership with community based on mutual trust and respect.*



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CODE OF CONDUCT

PREAMBLE

In drawing up this policy the School Governing Body considered the guidelines provided by the Department of Education. This policy works in context with other related policies of our school. It reflects the ethos of the school and upholds the principles of our mission statement. This policy is also in keeping with the principles contained in the preamble of the South African School's Act and upholds principles of human rights as reflected in the Constitution of our country.

AIM

This school is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
 - Ensuring learner's responsibility for their own actions and behaviour.
 - Prohibiting all forms of unfair discrimination and intolerance.
 - Eliminating disruptive and offensive conduct.
- The Code of Conduct spells out the rules regarding behaviour at the School and describes the disciplinary system to be implemented by the school concerning transgressions by learners.
- The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.
- Section 8(4) of the S.A. Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School.
- All learners are expected to sign a statement of commitment to the Code of Conduct (Annexure A).
- The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the school.

PART 1: SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

A. GENERAL PRINCIPLES

1. The learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School.
2. Learners are expected to abide by the School Rules with regards to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of the other learners, or will cause another learner physical or emotional harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

B. SCHOOL AND CLASS ATTENDANCE

Parents/Guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school in keeping with the policy for "Learner Attendance & Learner Absenteeism".

1. If a learner does not attend School regularly, the relevant form educator will follow the set procedures as outlined in the policy. He/She must keep an accurate record of the learner's attendance and must keep copies of all communication to parents/guardians when absence from the classroom is reported.
2. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers will be completed at the beginning of each School day.
3. Absence from a class, without the permission of the relevant subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from school for a period of three (3) days or longer this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head/Department Head.
8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof.
10. All learners must attend school for the full duration of each term i.e. until the last day of each term.

C. SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the official School uniform and appear neat and tidy at all times as per the prescribed dress code:

PRESCRIBED DRESS CODE

BOYS: UNIFORM:

- ◆ White shirts
- ◆ School tie
- ◆ Grey trousers
- ◆ Black lace-up shoes and grey socks
- ◆ Black blazer (with school monogram) or
- ◆ Black school jersey (deep yellow and blue stripes on neck and cuff)

P.E. KIT:

- ◆ Yellow T-shirt or golf shirt
- ◆ Blue shorts
- ◆ Tracksuit (approved by school – quantec material – blue with yellow stripes)
Supplier of PE kit and tracksuit. (Approved by school)

GIRLS: UNIFORM:

- ◆ White dress
- ◆ Black shoes and white ankle socks in summer / long black socks in winter
- ◆ School girdle.
- ◆ Black blazer (with monogram) or
- ◆ Black school jersey (deep yellow and blue stripes on neck and cuff)

P.E. KIT

- ◆ Yellow collared blouse or golf shirt
- ◆ Blue shorts
- ◆ Tracksuit (approved by school – quantec material – blue with yellow stripes)

NOTE: TRACKSUITS:

- ◆ Not compulsory.
- ◆ Worn only for P.E. Lesson/ other sports activity/inclement weather if temperature is below 20 degrees Celsius or on rainy days.
- ◆ Not to be substituted for school uniform
- ◆ To be purchased from approved school supplier

P.E. KITS:

- ◆ To be worn only for: P.E. (on set days in Foundation Phase and Grade 4 only) and for other sporting activities.
- ◆ Learners in Grades 5 -7 to wear PE kit under school clothes or carry it to school in a separate/kit bag.
- ◆ Must be purchased from approved school supplier.

GENERAL APPEARANCE

- ◆ Boys will only be allowed to use stud earrings if required for religious purposes.
- ◆ Only stud earrings and a simple wrist watch, preferably with a black band are allowed. No smart watches are allowed.
- ◆ No other earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
- ◆ No colouring of the hair or wearing of exotic hairstyles is allowed. If learners choose to wear braids for cultural reasons, such braids must be black in colour, simple, short and neat.
- ◆ Girls with long hair are not permitted to leave it open. Hair touching the collar should be in a pony-tail or plaited.
- ◆ Boys should have a sensible schoolboy haircut which is one length throughout. No lines/fades or fancy patterns are allowed. The use of make-up, hair tints and gel are not allowed.
- ◆ No lines are allowed on eyebrows.
- ◆ Fingernails must be kept trimmed short and must be clean at all times. No nail polish or fake nails/tips are allowed.
- ◆ During events that allow the wearing of civvies, learners should wear neat and presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Shorts and mini-skirts (for girls) are not allowed. Hair accessories, jewellery and the wearing of high-heel shoes are not allowed.
- ◆ Only learners that have applied/submitted relevant supporting documents and received the necessary permission from the Principal/School Governing Body may deviate from the official School uniform for religious and cultural reasons as contemplated in Part 1 Paragraph 1 of this Code of Conduct.

BIRTHDAYS/CIVVIES DAY:

Learners are permitted to wear civvies on their birthday so that they feel special. They are only allowed to bring individually wrapped cakes/cupcakes or Treats.

The following are not permitted.

- ◆ Use of tints/gel in hair. Use of make-up.
- ◆ Long hair left open. Any jewellery, except stud earrings and watches.
- ◆ Strappy garments, mini dresses or any other revealing clothing. High heeled shoes.

D. VALUABLES AND PERSONAL BELONGINGS

The school will not be held responsible for theft of or damage to personal belongings on School premises (eg.: cell phones, bags, books, and clothing)

1. Learners are not allowed to bring cell phones, large sums of money and valuables to School. In case of emergencies, calls will be made from the office.
2. No school fees will be collected at school.
3. Arrangements should be made with educator for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices and toys to school.
5. Learners are not permitted to sell or purchase any items to other learners at school, unless its at an organised school event.

E. LTSM (Use and timeous return of textbooks/library books)

Learner must take note of the following:

1. The text books on loan are the property of the school and must be returned when requested by the Form Educator after the last paper of that subject has been written at the end of the Fourth Term, or when seeking a transfer from the school during the course of the year.
2. The books must be handled very carefully and utilized for their intended purpose only. When not in use, please ensure that the books are safely and properly stored.
3. Any book that is lost or damaged, must be purchased and replaced immediately, except for the Sasol Text book, where the current cost of the lost/damaged book must be paid to the school. Failure to do so, will result in your child/ward not being allocated text books the following year, until the lost or damaged book/s has/have been replaced or paid for.
4. On receipt of textbooks The Parent/Guardian must complete the acknowledgement sent with the loan book form at the beginning of the year, in its entirety, to their child's/ward's Form Educator when requested. A photocopy will be returned to you for your reference and for you to ensure that an inventory is done at the end of each term in order to identify any lost textbooks.

F. GENERAL RULES

1. Loitering and/or playing in and around the corridors, carpark, stairways, cat walks and toilets is forbidden.
2. All litter must be placed in refuse bins.
3. Wilful damaging, vandalizing or neglect of School property and the property of others, either by writing or by physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/ or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners must produce a medical certificate on absenteeism during formal examinations/tests/assessments tasks. The parent of the said learner must contact the school to make the necessary arrangements to get the examinations/tests/assessment tasks completed.
8. The learner will respect the beliefs, culture, dignity and rights of the others learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interface, intimidation and/or physical abuse. The learners will respect the property and safety of other learners. Fighting or the threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material are prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1 Parking lots, except while accessing their own vehicles i.e.: when they are picked up by their parents/guardians when leave is taken.
 - 14.2 Electrical mains distribution boxes, fire extinguishers and hoses.

G. RULES GOVERNING PUBLIC PLACES

The School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the S.A. Schools Act or the Safety Regulations will be brought onto and/ or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes and vaping is prohibited. The carrying of any alcoholic beverage/intoxicating substance is prohibited.
3. Alcohol is not permitted on School premises or during any School activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

H. TRANSPORT

1. Extreme caution must be exercised and reckless behaviour is forbidden at all times when boarding or alighting any vehicle.
2. The Code of Conduct is applicable when making use of public transport to and from school or in transport for school purposes.
3. Learners may not hitchhike while in School uniform, whether attired in formal or sports dress.
4. A housing fee will be charged for learners who are not fetched from school, later than 14:45.

I. SCHOOL ENRICHMENT PROGRAMME

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

1. Learners are expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, she/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from a learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct/matching kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
8. Sports and other kits must be carried in an appropriate bag.
9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School blazer.

J. ACCOMODATION 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 the 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:

1. 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 right of the learner.
2. 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.
3. 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.
4. 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.
5. The religious conduct or practice must be lawful.
6. 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.
7. 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.
8. 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 colour and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery and the conditions under which such deviations will be applicable to the learner.
9. Cultural rights must 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 marks 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.

10. 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 sub paragraphs 1 to 8 above.
11. The wearing of jewellery for religious reasons will be done at the learners own risk. If lost, no investigations will be conducted to retrieve the lost item.

PART 2: DISCIPLINARY SYSTEM

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.

A. GRADING OF OFFENCES

Offences are graded according to the nature and degree of seriousness of which Grade 4 offences are the most serious. See Annexure B, Table 1 for list of offences making up each Grades 1,2,3 and 4.

B. DISCIPLINARY PROCEDURES

The level of an offence will determine the procedure to be followed.

1. Level 1 offence- a verbal warning followed by final written warning, then a disciplinary hearing.
2. Level 2 offence- a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Level 3 offence- a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence)
4. Level 4 offence- offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.

LEVEL 1 OFFENCES

All Level 1 offences will be dealt with by an educator who must keep a written record of such offences and the necessary disciplinary measure must be taken.

When a third Level 1 offence occurs, the matter is referred to the **Departmental Head** along with the record of all three (3) offences and the Departmental Head will issue a **final written warning**. A signed copy of the acknowledgment will be kept on record by the Departmental Head and communicated to the parent/guardian.

Should the particular Level 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Departmental Head, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Departmental Head and communicated to the parent /guardian.

The Departmental Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's Form Educator.

LEVEL 2 OFFENCES

All Level 2 offences will immediately be referred to the **Departmental Head**. The staff member will, in consultation with the Departmental Head, arrange an interview with the learner. A written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Departmental Head and communicated to the parent/guardian.

When a second Level 2 offence occurs after a final written warning has been issued for the first offence, the Departmental Head will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, that an internal disciplinary hearing has been convened.

Should the particular Level 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, with a minimum of five (5) days before the designated date, that a tribunal hearing has been convened.

The Departmental Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's Form Educator.

LEVEL 3 OFFENCES

All level 3 offences will immediately be reported to the **Departmental Head**. The Departmental Head will refer the matter to the **Disciplinary Committee** who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing of tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, that a hearing has been convened.

LEVEL 4 OFFENCES

All level 4 offences will immediately be reported to the **Departmental Head**. The Departmental Head will refer the matter to the **School Principal** who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date, that a hearing has been convened.

C. DISCIPLINARY INTERVENTIONS

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour suspension and expulsion:
 - A verbal warning/reprimand to express disapproval.
 - Written warning.
 - Final written warning.
 - Removal from classes to appropriate exclusion area.
 - Written punishment. A constructive piece of writing eg. essay or creative writing piece.
 - Supervised schoolwork.
 - A de-merit is recorded.
 - Referral for counselling. (PGSES or Psychologist)
 - Fine to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, 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.

2. Failure to comply with the interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a level 3 or level 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for level 1, 2, 3 and 4 offences respectively.
3. 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 objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
 - Outright defiance of lawful requests or instructions issued by persons 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, unauthorized 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 which may threaten the lives of learners / teachers).
3. 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 to the Provincial Department of Education.
4. A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
5. Where approval for expulsion is not granted, learners will attend counselling 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 sessions.

D. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE

The Governing Body authorizes the Principal or Deputy Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct offence as contemplated in Section 8 of SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of a not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

E. DISCIPLINARY AND TRIBUNAL HEARINGS

1. The following official forms will be used for misconduct and disciplinary hearings:
 - 1.1 Written warning (disciplinary warning form) (Annexure C)
 - 1.2 Final written warning (Annexure D)
 - 1.3 Notice of disciplinary hearing (Annexure E)
 - 1.4 Record of disciplinary hearing (Annexure F)
 - 1.5 Review form (lodging of appeal) (Annexure G)
2. Written notice of disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner, the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
7. The Disciplinary Hearing Commission will consist of the following members:
 - 7.1 A Governing Body representative
 - 7.2 The School Principal or Discipline Officer delegated to oversee this function
 - 7.3 The Departmental Head and
 - 7.4 The register teacher
8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - 9.1 Demerits
 - 9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
 - 9.3 Recommendation with respect to counselling/attendance of a life skills programme.
 - 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - 9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
 - 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The tribunal Hearing Commission will consist of the following members:
 - 10.1 The Governing Body Chairperson
 - 10.2 Two (2) parent representatives from the Governing Body.
 - 10.3 The school Principal or Disciplinary Officer delegated to oversee this function and
 - 10.4 The Grade Head/SMT Member/Educator.
11. The Principal /Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Principal/Discipline Officer will furnish the relevant Grade Head and form educator with all the information necessary for their records.

F. PROCEDURE DURING HEARINGS

1. The Chairperson of the Committee must lead the proceedings and:
 - Introduce those present and state their functions.
 - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
 - The right to a formal hearing.
 - The right to be present at the hearing.
 - The right to be given time to prepare for the hearing case.
 - The right to be represented at the hearing by one (1) internal representative.

- The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
 - The right to ask questions in any evidence produced, or on statements of witnesses.
 - The right to call witnesses to testify on his/her behalf.
 - The right to an interpreter, to be requested 24 hours prior to the hearing.
 - The right to appeal within five (5) days against any penalty imposed by the disciplinary Committee.
 - If the learner does not attend, the hearing will be conducted in his/her absence.
3. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
 4. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
 5. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
 6. The Chairperson must reconvene with all interested parties.
 7. The Chairperson is to communicate the decision of The Committee
 8. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
 9. The learner must be advised of his/her right to appeal (Annexure E).
 10. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (if the learner refuses, a witness must sign in the presence of the learner).
 11. The signing of the document by the learner does not imply an acknowledgment of guilt.

APPROVAL



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ANNEXURE: A CODE OF CONDUCT

LEARNER: STATEMENT OF 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 difference 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 _____

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

ANNEXURE: B

List of Offences, recommended sanction/penalty and demerit points per level of offence.

Type or nature of infringement/misconduct	recommended sanction/penalty			
	First offence	Second offence	Third/repeated offence	Subsequent offence
Level 1: Offences (5 Demerits)				
1. Littering 2. Use of foul language 3. Failure to: - do classwork set and submit homework - bring the required textbooks, notes, stationery, or equipment to a lesson - hand work in on time - submit an absentee note or exit notes by the stipulated deadlines. - return a library book by the due date, or pay the fine for overdue book/s 4. Excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after school. 5. Eating, drinking or chewing gum during any contact time (class and assembly). 6. Misconduct at an assembly. 7. Disruptive/uncooperative in class. 8. Dress code: Untidiness/unkept appearance; school dress code not followed. 9. Entering an out of bounds area, classroom or passage, behind school building, going to the shop without permission.	Verbal reprimand Counselling	-Parental contact -Written warning	-Parental contact - disciplinary intervention -Final Written warning	-Disciplinary hearing -suspension

10. Loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms.				
11. Misconduct or poor sportsmanship during an extra-mural activity practice, intra-or inter-School competition or league fixture.				
12. Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to educators / coach).				

Level 2: Offences (10 Demerits)	First offence	Second offence
1. Racism: remarks / insults 2. Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof. Forging the signature of their parent. 3. Intimidation by verbal or physical threat to harm the person or his property (bullying), 4. Swearing, lying or using obscene gestures. 5. Verbal or non-verbal abuse. 6. Disrespect or insolence. 7. Defiance/disregarding of an authority figure's instructions. 8. Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work /punishment set), or failure to report to the or failure to report to the subject teacher with this work/punishment as stipulated. 9. Continual interference with another learner which causes minor physical or mental discomfort 10. 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. 11. Failure to wear the correct full School uniform when in a public place, including the wearing of unauthorized items. 12. Repeated dress code infringements (including hair and personal grooming). 13. Failure to wear the correct sports kit for a match or practice. 14. Hitchhiking while in School uniform or sport dress. 15. Spitting in public. 16. Copying another learner's classwork or homework. 17. Reporting late for class. 18. Use of offensive material to cover books or files. 19. Repeated late arrival to School. 20. Unacceptable hair styles, including bleaching or colouring, fading and designs. 21. Display of visible tattoos. 22. Plagiarism of any work. 23. Copying of computer exercises, projects or any other work intended for the year mark. 24. Truancy from any contact time. 25. Possession or use of fire crackers, matches. 26. Failure to attend an extra-mural activity fixture or function as a participant or official . 27. Any action which brings the School's name into disrepute. 28. tampering with safety and other equipment on School premises. 29. Smoking and vaping - possession of cigarettes or vape/holding cigarette or vape/caught in act on/off School property/selling cigarettes/vape on/off School Property	-Parental contact -Written warning - Counselling	- Parental contact - disciplinary intervention -Final Written warning -Suspension
30. Possession and/or use of a cell phone, computer game, iPod, smartwatch and similar electronic devices, during all contact time.	-Parental contact -Written warning - Counselling -temporary confiscation until end of term	- Parental contact - disciplinary intervention -Final Written warning -Suspension
31. 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, with another learner	-zero for section....completion of paper -Parental contact -Written warning	- Parental contact - disciplinary intervention -Final Written warning -Suspension
32. Damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent	-Parental contact -Written warning repairs/repayment of damages	
33. Vandalism/defacing/damaging of school property	-Parental contact -Written warning repairs/repayment of damages	
34. Graffiti: books, School textbooks, case, desks, walls, etc	-Parental contact -Written warning -Removing graffiti from bags and cases at break; and	

Level 3: Offences (20 Demerits)	First offence
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<ol style="list-style-type: none"> 1. Possession of weapons that can cause physical injury (knives, etc) 2. Entering the school premises while under the influence of alcohol/drugs 3. Alcohol possession at School or on a School outing/smelling of liquor/ under the influence at School or on a School outing. 4. Possession, copying, distribution, use or displaying of porno-graphic material 5. Assault with the intent to do grievous bodily harm. 6. Improper suggestions of sexual nature 7. Sticking a sharp object, e.g pin, pen, nib, etc into a fellow learner 8. Fighting, common assault or attempted assault public disturbance and public indecency 9. Truancy from school or leaving school grounds without the necessary permission 10. Taking part in any form of illegal strike action/meeting/campaign on school premises. 11. Any learner who, in or outside of the 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 12. Violating the rights of other learners to receive education by disrupting classes, preventing teachers from providing teaching, or in any other manner 13. Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, the staff, the teacher, or fellow learners 14. Violating the rights of other individuals by posting pictures, photographs, comments or remarks on any social media platforms. 15. Reckless or negligent driving whether in school uniform or not, and whether on the school property or not. 16. Gambling on or off School property 17. Gangs- promoting formation forming of/associating with/furthering activities of School gangs/ ' social groups' 18. Involving/attempting to involve out-siders in disputes between learners. 	<ul style="list-style-type: none"> - Parental contact - disciplinary intervention -Final Written warning -Suspension
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Level 4: Offences (30 Demerits)	First offence
<ol style="list-style-type: none"> 1. Use of weapons that causes physical injury (knives, etc). 2. Possession and / or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon. 3. Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance. 4. Poisoning, or attempting to poison another person. 5. Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body. 6. Rape, attempted rape, or indecent assault physical assault that results in bodily harm sedition or inciting any form of illegal strike action/ meeting / campaign on school premises. 7. Engaging in a conspiracy to disrupt the proper functioning of School through collective action. 8. Any offence punishable under common law. 9. Public indecency. 10. Bribery/attempted bribery of any person in respect of any test/examination material. 11. Racist conduct that defames a learner/teacher. 12. Fraud (financial). 13. Hostage-taking. 14. Satanic practices that damage property or cause harm to people or any other living creatures. 	<ul style="list-style-type: none"> - Parental contact - disciplinary intervention -Final Written warning - Disciplinary hearing, and -Suspension -Expulsion
<ol style="list-style-type: none"> 15. Theft, robbery, breaking and entering. 	<ul style="list-style-type: none"> -Parental contact -Final Written warning -Disciplinary hearing, -replacement of stolen articles and Suspension

This policy was accepted and signed on _____ 202__ at Allandale Primary School.

DESIGNATION	NAME	Signature	DATE
Principal			
SGB Chairperson			



NB: The following templates have been minimized for reading purposes only. When used A4 copies will be printed.



ALLANDALE PRIMARY SCHOOL

"Victoria Per Laborem"

PHYSICAL ADDRESS: 64 Khan Road, Allandale, Pietermaritzburg, 3201 – **LANDLINE (033) 38 76042** – **CELL NOS:** 069 452 7158/073 997 9360
WHATSAPP NOS: 069 452 7158/073 997 9360 **EMAIL:** allandaleprimary@gmail.com - **ENQUIRIES:** Mr S. Dorasamy (Principal)

ANNEXURE C

Written Warning

Name of Learner:
Learner ID number:
Subject:
Teacher:

The above learner has breached the disciplinary code.

Date of offence:
Grade of offence:

Nature of offence:.....
Learner's statement:.....

..... Learner Teacher Date
..... 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



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ANNEXURE D

Final Written Warning

Name of Learner:
Learner ID number:
Subject:
Teacher:

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

Date of offence:
Date of previous warnings:
Grade of offence:

Nature of offence:
.....
.....
.....

Learner's statement:
.....
.....
.....

..... Learner Teacher Date
..... 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



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ANNEXURE 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 signed copy must be kept and filed.



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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 parents/guardian 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 by 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



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ANNEXURE 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 Grade Head Witness Date



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ANNEXURE 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) School days).

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 offence.
- Disciplinary procedures were not followed.
- New of 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

Notes:
.....
.....

