

EVERSDAL PRIMARY SCHOOL

CODE OF CONDUCT

INTRODUCTION

Eversdal Primary School is committed to provide an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents;
 - Ensuring learners' responsibility for their own actions and behaviours;
 - Prohibiting all forms of unfair discrimination and intolerance;
 - Eliminating disruptive and offensive conduct.
- Integral to this Code of Conduct are the provisions of the Constitution, the SA Schools Act (84 of 1996) and other Laws, and the School's Codes of Behaviour, incorporating or including the School Rules.
 - Any criminal action by a learner, whether at school or not, will be regarded as a breach of this Code of Conduct, and the school will be entitled to take action against, and impose sanctions on, a learner found guilty of any criminal act.
 - It is not possible to list the behaviour required of learners in **every** circumstance. However, it **is** required of all learners to act, dress and behave sensibly, decently and in accordance with the codes of behaviour generally accepted in the community served by the school. This is so, even if such actions or behaviour are not specifically either required or barred in terms of the other sections of this code.
 - All learners attending the school 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 Commission of the school as well as every teacher at the school.
 - It is advisable that every parent also sign this Code of Conduct.

PART 1 SCHOOL RULES

A. GENERAL PRINCIPLES

1. Learners are expected to behave in a courteous and considerate manner towards each other, the Ever Council, all members of staff and visitors to the school at all times.
2. The Code of Conduct and School Rules apply to all school-related and school-sponsored activities, including sport, cultural and recreational activities; also, tours, trips, dances, functions and meetings, and on transport to or from school, or to or from school activities.

3. They also apply in public, off the school premises and/or outside of school hours, if the learner can be identified as a member of the School.
4. No learner has the right to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm at any time.
5. The school will contact the parent(s)/guardian(s) when a learner's behaviour becomes a cause for 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.

1. If a learner does not attend school regularly, the relevant class teacher will report the absence of the learner to the parent and the principal in writing (e.g. e-mail). The class teacher must keep copies of all communication to parents 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 are completed at the beginning of each day. Learners who are late has to report at Reception before going to their classes.
3. Absence from a class, without the permission of the relevant 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.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. No learner may leave the school during school hours without being signed out a parent/guardian.

8. Truancy from school is prohibited.

C. SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the school uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
2. No jewellery, accessories or visual tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles are allowed.
4. Fingernails must be kept trimmed short and clean at all times.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. Any deviation from the school uniform must be formally authorized by the SGB.

D. VALUABLES AND PERSONAL BELONGINGS

The school will not be held responsible for theft of or damage to personal belongings on school premises (e.g. cell phones, iPads, bags, books or clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones may not be switched on during a normal school day.
2. If a parent requests a learner to pay school fees on his/her behalf, such school fees should be paid before the start of the school day, or deposited in the safe at the Financial Office.
3. Learners may not bring computer games, iPods or similar toys to school.

E. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells and bathrooms is forbidden.

2. All litter must be placed in refuse bins or wastepaper baskets.
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 another learner's work/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. It is the responsibility of each learner to hand in work on time.
7. Learners who fail to produce a medical certificate after absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task. Where possible alternative assessment will be arranged.
8. The learner will respect the beliefs, culture, dignity and rights of other learners and staff, as well as their right to privacy and confidentiality.
9. Language which is deemed to be 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 interference, intimidation and/or physical abuse. The learner will respect the safety of other learners. Fighting or 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 himself/herself in a manner befitting someone in authority. She/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 is prohibited.

14. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1 The school motor vehicles garages.
 - 14.2 The playing fields, tennis courts, swimming pool, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
 - 14.3 Electrical mains, distribution boxes, fire extinguishers and hoses.
 - 14.4 Parking lots, except while with a staff member.

F. 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 SA Schools Act (84 of 1996) 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 is prohibited.
3. The carrying of and/or consumption of alcohol, illegal chemical substances or drugs is prohibited.

G. TRANSPORT

Learners wishing to park bicycles on the School grounds must make use of the areas specifically demarcated for this purpose.

1. All learners park their bicycles on the School premises at their own risk.
2. Specific areas are provided for the safekeeping of bicycles, etc. and must be used by learners.
3. The Code of Conduct is applicable when making use of public transport to and from School.

H. 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 encouraged to become actively involved in at least one sport or cultural and/or service activity. The School Enrichment Programme only includes those activities authorised by the SGB including extra-mural- and curriculum activities. Other enrichment programmes are not included in school fees and is run under the auspices of private service providers.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed himself/herself to an activity, she/he will be bound by 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 from the learner's parents may result in the learner being suspended from participation in one (1) league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to league fixtures.
7. Learners travelling to an away fixture will travel in match uniform, unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.
9. Learners playing in home league fixtures arrive at the venue in their appropriate sports kit/uniform.

I. 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 SGB under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard Code of Conduct, 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 offended and a suggestion on how the rules may be supplemented by the SGB, to accommodate such religious rights.
4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that conflict with the School's Code of Conduct are his/her true beliefs and commitments. The School has the right to verify this.
5. The religious conduct or practice must be lawful.
6. The SGB 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 SGB 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 and the conditions under which such deviation will be applicable to the learner.
9. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

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 the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

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

1. Grade 1 offence – a written warning followed by a final written warning, then a disciplinary hearing.
2. Grade 2 offence – a final written warning followed by a disciplinary meeting, then a disciplinary hearing.
3. Grade 3 offence – a disciplinary hearing.
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a disciplinary hearing.

Grade 1 offences:

All Grade 1 offences will be dealt with by the staff member concerned who must keep a written record of such offences and the disciplinary measure taken.

When a fourth Grade 1 offence occurs, the matter is referred to the Grade Disciplinary Head along with the record of all four offences and the Disciplinary Grade Head will issue a detention letter. A signed copy of acknowledgement will be kept on record by the Disciplinary Grade Head and communicated to the parent/guardian.

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

The Disciplinary Grade Head will keep recorded copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's class teacher.

Grade 2 offences:

All Grade 2 offences will immediately be referred to the Disciplinary Grade Head. The staff member will, in consultation with the Disciplinary Grade 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 Disciplinary Grade Head and communicated to the parent/guardian.

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

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

The Disciplinary Grade 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 class teacher.

Grade 3 offences:

All grade 3 offences will immediately be reported to the Disciplinary Grade Head. The Disciplinary Grade Head will refer the matter to the Disciplinary Commission who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing before the Disciplinary Commission. Depending on the severity of the offence, the Disciplinary Commission will either address the matter or refer it to the Disciplinary Committee. If convened before the Disciplinary Commission, the parent/guardian will be advised in writing within a minimum period of five (5) school days before the designated date that a hearing has been convened.

Grade 4 offences:

All Grade 4 offences will immediately be reported to the Head of Discipline. The Head of Discipline will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a disciplinary hearing. The parent/guardian will be informed immediately of the offence and be advised in writing within a minimum of five (5) school 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 before suspension and expulsion:
 - A verbal warning/reprimand to express disapproval.
 - Written warning.
 - Final written warning.
 - Temporary removal from classes to the exclusion room for time-out.
 - Written punishment.
 - 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 item, and/or the accumulated fine.
 - Temporary suspension from class or School, pending disciplinary hearing.
 - Disciplinary hearing.
2. Failure to comply with 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 Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 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 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 persons in authority.
 - Indulging in harmful graffiti, racism or “hate speech”.
 - Sexual harassment or sexual assault; pornography.
 - 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 which may threaten the lives of learners/teachers).
4. 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 SGB, to recommend expulsion to the Provincial Department of Education.
 5. A disciplinary hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Department (WCED) to approve the decision.
 6. 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 sessions or the stipulated life skills programme.

D. Suspension of a learner by the Principal or Deputy Principal as a precautionary measure

The SGB authorises the Principal or Deputy Principals to institute suspension, as precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in Section 8 of the SA Schools Act (84 of 1996).

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 Department (WCED).
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

E. Disciplinary hearings

1. The following official forms will be used for misconduct and disciplinary hearings:
 - Written warning (disciplinary warning form) (Annexure C)
 - Final written warning (Annexure D)
 - Notice of disciplinary hearing (Annexure E)
 - Record of disciplinary hearing (Annexure F)
 - Review form (lodging of appeal) (Annexure G)
2. Written notice of a disciplinary hearing will be given at least five (5) school days before the hearing, which could provide for temporary suspension from classes, including formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner, the parent/guardian must acknowledge receipt of notice by signing for it. **This is not an admission of guilt.**
4. If a learner and parent/s/guardian do not appear at a hearing, the hearing will be conducted in their absence.
5. The written finding of the hearing will be issued to the parent/guardian. The parent/guardian 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 Commission will lead to temporary suspension pending a hearing.
7. The Disciplinary Commission will consist of the following members:
 - SGB Chairman;
 - At least two other parent members of the SGB;
 - SGB member who is not a parent;
 - Member of SMT;
 - The Head of Discipline;
 - The Disciplinary Grade Head.
8. The hearing will also be attended by the teacher witness, and any other learner she/he may need for his/her defence.
9. Disciplinary measures that a Disciplinary Commission may impose include:
 - Demerits.
 - Suspension from School for a minimum of two days up to a maximum of five (5) school days, ratified by the SGB, to be effective immediately. This will be put in writing and a copy kept on record.
 - Recommendation with respect to counselling/attendance of a life skills programme.
 - Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.

- If a written conduct and behaviour warning is issued, a signed copy of acknowledgement will be kept on record.
 - Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
 - “Time-out” period at school – determined by Disciplinary Committee.
10. The Grade Discipline Head will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
11. The Grade Discipline Head will furnish the class teacher with all the information necessary for their records.

F. Procedure during hearings

1. The Chairperson of the Commission 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 advance notice of the charges and thus time to prepare for the hearing.
 - The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
 - The right to ask questions on any evidence, 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) school days against any penalty imposed by the Disciplinary Commission.
 - If the learner and parent/guardian do not attend, the hearing will be conducted in his/her absence.

3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.

4. The procedure of enquiry is that the complainant and his/her witnesses will be heard first. The learner and panel may ask questions to them. The learner and his/her witnesses may then give evidence and the complainant and Commission may ask them questions.

5. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the learner, their representatives, the parent/guardian and all the witnesses.
6. The Disciplinary Commission must discuss and weigh the evidence and come to a decision.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision to all the interested parties.
9. If the learner is found guilty or pleads guilty, both parties will be granted an opportunity to make submissions to the Commission regarding the penalty imposed.
10. The Chairperson must explain the decision of the Commission and the reasons for the penalty (if any) that has been imposed.
11. The learner must be advised of his right to appeal (Annexure E).
12. The complainant and parent/guardian must sign the disciplinary form and a copy must be handed to the parent/guardian. (If the parent/guardian refuses, a witness must sign in the presence of the learner).
13. The signing of the document by the parent/guardian is not an acknowledgement of guilt.

ANNEXURE A

EVERSDAL PRIMARY SCHOOL

LEARNER COMMITMENT

I,, a learner at Eversdal Primary 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, the Ever Council, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Co-operate 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

ANNEXURE B

TABLE 1: LIST OF OFFENCES PER GRADE OF OFFENCE			
Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> • littering • excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop, at the toilets or change rooms • misconduct or poor sportsmanship during an extra-mural activity's practice, tournaments or league fixtures • failure to: <ul style="list-style-type: none"> - submit an absentee note or exit notes by the stipulated deadlines - return a library book by the due date, or pay the fine for the overdue book/s. - attend an extra-mural activity's practice session without excusing himself 	<ul style="list-style-type: none"> • Vandalism • interfering with another person's possessions/property without the owner's consent • damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent • forgery: altering of official documents such as medical certificates and fraudulent use thereof • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse • disrespect or insolence • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set in the exclusion room, or failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated) 	<ul style="list-style-type: none"> • possession of weapons that can cause physical injury (knives, etc.) • entering the School premises while under the influence of alcohol/drugs • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • truancy from School or leaving School grounds without the necessary permission • 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 • racism: remarks/insults 	<ul style="list-style-type: none"> • use of weapons that cause physical injury (knives, etc.) • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/injury to property of the School, staff members, fellow learners or any other person or body • rape, attempted rape, or indecent assault • physical assault that results in bodily harm • Any offence punishable under common law.

TABLE 1: LIST OF OFFENCES PER GRADE OF OFFENCE

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> - attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event - attend detention • continual interference with another learner which causes minor physical or mental discomfort • misconduct during detention • 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 • failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items • failure to wear the correct sports kit for a match, tournament or practice • disruptive behaviour in class • failure to: <ul style="list-style-type: none"> - do classwork set and submit homework 	<ul style="list-style-type: none"> • fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention without prior submission of a written excuse or note • unacceptable hair styles, including bleaching or colouring • display of visible tattoos • using a cell phone as a means of communication during formal testing • 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 or non-verbal, with another learner • copying of computer exercises, projects or any other work intended for the year mark • truancy from any contact time • possession or use of fire crackers • failure to attend an extra-mural activity fixture or function as a participant 	<ul style="list-style-type: none"> • violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner • 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 • unreasonable repetition of a Grade 2 offence 	

TABLE 1: LIST OF OFFENCES PER GRADE OF OFFENCE			
Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> - bring the required textbooks, notes, stationery, or equipment to a lesson - hand work in on time • copying another learner's classwork or homework • defacing School property • reporting late for class, relief, or to the exclusion room. • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time • arriving late for School without an excuse note 	<ul style="list-style-type: none"> • any action which brings the School's name into disrepute • possession of offensive material, excluding pornographic material • tampering with safety and other equipment on School premises • unreasonable repetition of a Grade 1 offence 		

TABLE 2: LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1, 2, 3 AND 4 OFFENCES, RESPECTIVELY

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 Commission.

Grade 1 : Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> 1. Academic: Books/work materials left at home; homework - not done on time/copied. 2. Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to teachers/coach). 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; un-cooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing. 4. Dress code: Untidiness/unkept appearance; School dress code not followed 	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification.
Grade 2 : Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> 1. Plagiarism of any work or cheating/ attempted cheating in class test/assignment. 	<p>Nought for test and warning letter.</p>
<ol style="list-style-type: none"> 2. Damage to property/possession of other learners' property. 	<p>Repair/replacement, warning letter and Principal's detention.</p>
<ol style="list-style-type: none"> 3. Defiance/disregarding of an authority figure's instructions. 	<p>Suspension from class, warning letter and Principal's detention.</p>
<ol style="list-style-type: none"> 4. Detention – non-attendance. 	<p>Making up missed detention, warning letter and an information hearing.</p>
<ol style="list-style-type: none"> 5. Disregarding test/examination procedures. 	<p>Warning letter and Principal's detention.</p>
<ol style="list-style-type: none"> 6. Disruptive/uncooperative in class. 	<p>Identification of culprit/s and Disciplinary Grade Head to organise corrective measures.</p>
<ol style="list-style-type: none"> 7. Disruptive behaviour frustrating teaching and learning in the classroom. 	<p>Warning letter and detention.</p>
<ol style="list-style-type: none"> 8. Repeated dress code infringements (including hair and personal grooming). 	<p>After three (3) warnings, Principal's detention.</p>

TABLE 2: LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1, 2, 3 AND 4 OFFENCES, RESPECTIVELY

Grade 2 : Offences	Recommended Corrective Sanctions
9. Fighting.	Warning letter and detention
10. Fire-crackers.	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature.	Warning letter and detention
12. Gambling on or off School property.	1st offence: <u>Special detention.</u> 2nd offence: <u>Special Detention.</u> 3rd offence: Internal disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and <u>Principal's detention.</u>
14. Late for School – three (3) days.	Phone call to parents and detention
15. Late arrival at School after 08:00.	Phone call to parents and <u>Principal's detention.</u>
16. Lying.	Warning letter and detention
17. Offensive material.	Warning letter and detention
18. Smoking – possession of cigarette/ holding cigarette/caught in the act on/off School property.	1st offence: Special detention 2nd offence: Special detention 3rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off School property.	1st offence: Information disciplinary hearing, warning letter and special detention 2nd offence: Formal disciplinary hearing, warning letter and special detention
20. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention.
21. Substance abuse – possession/sniffing of unauthorized substance, e.g. meths, benzene, thinners, etc.	Phone call to parents. Information hearing, warning letter and detention.

TABLE 2: LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1, 2, 3 AND 4 OFFENCES, RESPECTIVELY

Grade 2: Offences		Recommended Corrective Sanctions
22.	Threatening assault/intimidation of a fellow learner.	Phone call to parents and warning letter and detention.
23.	Truancy – bunking a lesson.	Special detention.
24.	Truancy – bunking a day or part of a day.	Phone call to parents, warning letter and detention.
25.	Vandalism – defacing/damaging/ breaking School property.	Phone call to parents, repairs/payment of damages, warning letter and detention.
26.	Verbal abuse of a fellow learner.	Phone call to parents, warning letter and detention.
Grade 3: Offences		Recommended Corrective Sanctions
1.	Alcohol – possession at School or on a School outing/smelling of liquor/ under the influence at School or on School outing.	Disciplinary hearing, warning letter, community service and detention.
2.	Assault on a fellow learner (causing bodily harm).	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
3.	Bullying/Intimidation.	Warning letter and community service and detention.
4.	Cheating/attempted cheating in examination/test/portfolio work.	Nought and warning letter.
5.	Possession/distribution of test or examination material prior to test or examination being written.	Disciplinary hearing, nought for test/examination, warning letter, community service, detention.
6.	Ongoing disruptive behaviour in classroom (frustrating School's educational programme).	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
7.	Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extra-curricular programme).	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
8.	Engaging in a conspiracy to disrupt the proper functioning of School through collective action.	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
9.	Drugs – consumption not associated with School.	Interview with parents, professional intervention.

TABLE 2: LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1, 2, 3 AND 4 OFFENCES, RESPECTIVELY

Grade 3: Offences		Recommended Corrective Sanctions
10.	Involving/attempting to involve outsiders in disputes between learners at School.	Disciplinary hearing, warning letter, community service and detention.
11.	Pornography – distribution at school.	Warning letter, community service and detention.
12.	Public indecency.	Disciplinary hearing, warning letter, community service and detention.
13.	Racist conduct that defames a learner/teacher.	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
14.	Improper suggestions of a sexual nature.	Disciplinary hearing, warning letter, community service and detention.
15.	Sexual harassment of teacher/learner.	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
16.	Threatening to assault/intimidate a teacher.	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
17.	Verbal abuse of a teacher.	Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion.
Grade 4: Offences		Recommended Corrective Sanctions
1.	Alcohol – drinking/drunk at school or on school or on school outing	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion.
2.	Alcohol – drinking in public	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion.
3.	Assault on a learner causing serious bodily harm	Suspension from school. Disciplinary hearing and expulsion.
4.	Assault on a teacher	Suspension from school. Disciplinary hearing and expulsion.
5.	Bribery/attempted bribery of any person respect of any test/examination material.	Disciplinary hearing, warning letter, community service and detention/expulsion

Grade 4: Offences	Recommended Corrective Sanctions
7. Dangerous weapon or object, e.g. firearm – possession at school/on school outing.	Suspension from school. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion.
8. Drugs/illegal substances – possession at school/on school outing.	Suspension from school. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at school/on school property.	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances – dealing ('pushing') at school/on school outing.	Suspension from school. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the school.	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial).	Suspension from school. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking.	Suspension from school. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion.
15. Sexual assault/rape.	Suspension from school. Disciplinary hearing and expulsion.
16. Theft/dishonest conduct to the prejudice of another person.	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion.
17. Trading in test/examination material for personal monetary gain.	Disciplinary hearing, warning letter, community service, detention/expulsion.
18. Vandalism – malicious damage to School/teacher's property.	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion.

ANNEXURE C

EVERSDAL PRIMARY SCHOOL

WRITTEN WARNING

Name of learner: _____

Learner ID number: _____

Subject: _____

Educator: _____

The above learner has breached the disciplinary code.

Date of offence: _____

Grade of offence: _____

Nature of offence:

Learner's statement:

Learner

Educator

Witness

Disciplinary Grade Head

Date

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

ANNEXURE D

EVERSDAL PRIMARY SCHOOL

FINAL WRITTEN WARNING

Name of learner: _____

Learner ID number: _____

Subject: _____

Educator: _____

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 meeting/hearing.

Date of offence: _____

Date of previous warnings: _____

Grade of offence: _____

Nature of offence:

Learner's statement:

Parent/guardian

Educator

Witness

Disciplinary Grade Head

Date

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

ANNEXURE E

EVERSDAL PRIMARY SCHOOL

NOTICE OF DISCIPLINARY HEARING

Name of learner: _____

Learner ID number: _____

Subject: _____

Educator: _____

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 the 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/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

Parent/guardian

Witness

Date

ANNEXURE F

EVERSDAL PRIMARY SCHOOL

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).

Parent/guardian

Educator

Witness

Disciplinary Grade Head

Date

ANNEXURE G

EVERSDAL PRIMARY SCHOOL

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 Commission (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 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