

RONDEBOSCH EAST PRIMARY SCHOOL



CODE OF CONDUCT FOR LEARNERS

JUNE 2019

VISION OF THIS CODE

To create a learning community and an ethos of discipline at Rondebosch East Primary School, that promotes the educational ethos of inclusivity, an environment of safety, which is free from harassment and bullying and is conducive to teaching and learning.

AIM

1. The Learners' Code of Conduct aims at establishing a disciplined and purposeful environment to facilitate effective and quality teaching and learning at our school. It intends to uphold the values of the Constitution of South Africa and reflects the constitutional democracy, human rights and transparent communication, which underpins South African society.
2. It intends to ensure that discipline is implemented within a child – centered framework, in as much as individual needs are considered with the ultimate goal being to ensure that all learners accept responsibility for their actions with due regard to the rights and dignity of others, and for school property.
3. It further intends to ensure that the outcome of any disciplinary process has a positive impact on individual learners, with the primary objective being to help learners become well-adjusted and responsible individuals.

PURPOSE

1. To promote positive discipline, self-discipline, self-leadership and exemplary conduct as learners learn by observation, experience and constructive learning.
2. To inform the learners of the way in which they should conduct themselves at school in preparation for their conduct and their safety in civil society.
3. To set a standard of moral behaviour and work ethic for learners and equip them with the expertise, knowledge and skills they would be expected to demonstrate as worthy and responsible citizens.
4. To promote civic responsibilities towards the school.
5. To instill values that builds character, contributes towards nation building in our country, and uphold the legacy of Mr. Nelson Mandela.

LEGAL FRAMEWORK

1. Section 8 of the South African Schools act provides that a Governing Body of a public school should adopt a Code of Conduct.
2. The Code of Conduct is subject to the Constitution of the Republic of South Africa. 1996, The South African school's Act 84 of 1996 and provincial legislation including Regulation 6939 – Regulations Relating to Disciplining, Suspension and Expulsion of learners at public schools in the Western Cape, contained in the Provincial Gazette Extraordinary (Contents of Circular: 0022/2012).

RONDEBOSCH EAST PRIMARY SCHOOL RESERVES THE RIGHT TO RESPOND TO AND/OR TAKE ACTION FOR ANY ACT THAT CONSTITUTES A BREACH OF THE CORE VALUES, OR ANY OF THE UNDERMENTIONED SCHOOL RULES

1. CORE VALUES

Valuing the Individual, Embracing Diversity, Celebrating Learning.

- 1.1 Respect for fundamental human rights
- 1.2 Respect for educators, maintenance and administrative staff, and learner leaders (monitors, prefects, etc.)
- 1.3 Embracing of diversity and an environment characterized by an Anti-Bias attitude
- 1.4 Respect for the environment and school facilities

2. LEARNER'S RIGHTS AND RESPONSIBILITIES

2.1 Equal Educational Opportunity

- No learner can be prevented from participating in any programme solely because of his/her race, ethnic origin or gender. No one has the right to interfere with the education of others.

2.2 Learners respect themselves and others

- Learners treat each other with kindness and demonstrate good manners. No learners should be treated unfairly because of their physical appearance or because of their academic abilities. Learners speak in a courteous way. They do not make fun of others or physically or verbally abuse each other. Learners have the right to feel safe and happy at school.

2.3 Freedom of Expression

- Learners are entitled to express verbally or in writing, their personal opinions, provided they do not interfere with the rights of others.

2.4 Learners show acceptable behaviour

- Learners respect those in authority and display good manners. Learners should be co-operative and kind.

2.5 School Rules

- Learners obey the school rules. These rules are designed to allow the school to meet its obligations to educate learners in an atmosphere conducive to learning. They are also designed to provide an atmosphere of safety and security for everybody.

2.6 Respect of Property

- Learners take pride in their school and keep it neat. They take care of books and equipment. Learners do not damage or deface any area of the school.

2.7 Learners are prepared for school

- Learners attend school daily, unless ill or legitimately excused. Learners must be punctual for school. Learners who enter school after lessons have begun are interfering with the rights of others to learn. Learners must have the necessary supplies, and have completed class/home assignments. Learners must be ready to learn.

2.8 School Uniform

- School and sports uniform regulations are adhered to at all times. Learners should take pride in their appearance.

2.9 Due Process

- Due process will be followed when learners break a rule. They will be given the opportunity to tell their honest side of the story. There is a difference between telling tales and being a responsible person. It is wrong to expect help when your rights have been violated, but refuse to help others protect theirs. Learners involved in disciplinary proceedings will be provided with support and counselling.

3. RONDEBOSCH EAST PRIMARY SCHOOL RULES

School rules have been drawn up specifically for learners to have complete understanding of what is acceptable and not acceptable at this school. The majority of these rules relate directly to the Code of Conduct and the Learners' Rights and Responsibilities. The rules are designed to provide a happy and secure educational environment for all.

3.1 Learner conduct towards themselves and others

Learners may not partake in the following general activities while at school or while participating in any school related activity.

3.1.1 Indecent/ inappropriate behaviour including swearing, disrespect, inappropriate responses

3.1.2 Fighting, assault or serious aggressive behaviour, and the playing of dangerous games (including play fighting). Also the use of excessive force when playing games or during sporting events

3.1.3 Harming the school's public image, bringing the school into disrepute

3.1.4 Religious, cultural intolerance, racism

- 3.1.5 Intentional defamation of character
- 3.1.6 Possession of pornographic paraphernalia – pictures, drawings, and accessing inappropriate websites
- 3.1.7 Truancy/ absent from school – class without permission
- 3.1.7 Theft and dishonesty
- 3.1.8 Use of alcohol, smoking and the abuse of habit-forming drugs
- 3.1.9 Illegal access to school's e-network
- 3.1.10 Use of electronic toys or devices without permission, e.g. cell phones, tablets, portable games, etc.
- 3.1.11 The carrying of knives or other dangerous objects
- 3.1.12 Bullying, harassing, threatening, intimidating a fellow learner or staff member, extortion of fellow learners, and physical or verbal abuse towards others is not permitted.
- 3.1.13 Noisy or disruptive behaviour, including disturbing the activities of others and highly unruly classroom behaviour
- 3.1.14 Trespassing or entering the school premises without permission or without supervision, during and after school hours
- 3.1.15 Plagiarizing or copying work that is not the learner's own which can include using phrases/paragraphs from work that is not their own without referencing correctly, copying of homework and academic cheating
- 3.1.16 In classes at break without supervision
- 3.1.17 General vandalism, including stone throwing
- 3.1.18 Unofficial trading (selling of goods)
- 3.1.19 Skateboarding / Rollerblading / Long boarding
- 3.1.20 Chewing gum and spitting

- ***In all activities during and after school hours, learners are expected to act as worthy ambassadors of the school and not to conduct themselves in a manner that discredits the school.***
- ***Further definitions, in accordance with the relevant Acts relating to Serious Misconduct, is included below.***
- ***An extended list of items considered to be unacceptable and general misconduct, as well as the indication of sanctions and consequences for misbehaviour, is also included below as part of the Detention Slip and also forms part of this Code of Conduct.***

3.2 Respect of School Property

- 3.2.1 The staff room, copy room, main front entrance, storerooms and maintenance rooms are out of bounds. Learners may not play in the staff car park. During breaks, the learners must play in the designated play areas assigned for each of the Phases and Grades.

- 3.2.2 An educator must be present, or permission obtained, should any learner need to collect something from the classroom during break, and before or after school.
- 3.2.3 Class cleaning is a learner responsibility and it is an expectation that learners will ensure that classes and desks are neat and tidy at the end of the school day. Learners are not required to sweep the floors.
- 3.2.4 There is to be no eating or drinking in the school passages.
- 3.2.5 Learners may not shout or run inside the school buildings. The rule of “Keep Left” applies.
- 3.2.6 Learners will assist in maintaining a healthy, litter free environment.
- 3.2.7 Learners may not climb trees, the fences, gates or walls.
- 3.2.8 The play park apparatus is for the exclusive use of Foundation Phase learners.
- 3.2.9 Learners must respect the property of others. Nothing may be borrowed or taken without the consent of the owner.
- 3.2.10 A passage slip is required for a learner to move about the building during lesson time.
- 3.2.11 Permission for notices/posters to be displayed or distributed must be obtained from the Principal, Deputy Principal or Head of Department.
- 3.2.12 The school cannot be held responsible for any money or valuables that go missing on school property.
- 3.2.13 Ball games will be regulated, in the best interest of all concerned

3.3 **Learners are prepared for school**

- 3.3.1 Permission must be obtained from the Principal or Deputy Principal for any learner to leave the school grounds during school hours. A letter of explanation must be sent to the school by the parents, should their child need to leave school during this period of time.
- 3.3.2 Learners are expected to arrive promptly before school starts and to leave directly after school or an extra-mural activity.
- 3.3.3 Homework is to be written down daily in a homework diary, checked and signed by parents in all Grades where this is required.
- 3.3.4 Sick learners or learners in a contagious condition must not be sent to school.
- 3.3.5 Notes of absences are required on the day of return to school. Absences of three (3) days or more for medical reasons, require a medical certificate.
- 3.3.6 A medical certificate will also be required for when a learner misses a formal assessment due to illness.

3.4 School Uniform

3.4.1 Uniforms must conform to regulations as indicated below.

Official School Uniform

Summer:

Boys:

White short sleeved shirt.
Grey trousers (long /short).
Long grey socks.
Black lace up school shoes.

Girls

White short sleeved shirt.
Maroon dress.
Maroon briefs.
School jersey or tracksuit top.
Short white socks.
Black school shoes (lace up or one strap)
No ski pants under dress

Winter:

Boys :

White long sleeved shirt.
School tie
Grey trousers (long /short).
Long grey socks
Black school shoes.

Girls:

White long sleeved shirt.
School tie.
Maroon tunic/Full tracksuit
Long grey socks /black stockings.
Black school shoes.

Additional:

- There is an official tog bag for use at all sporting events.
- There is an official sports cap in maroon that is worn by learners participating in Summer Sports. No other cap may be worn.
- There is an official rain jacket, beanie and scarf in maroon for wearing on rainy days. No other jacket or cap may be worn.
- Maroon gloves (no other colour)

Contraventions of the dress code will be addressed through the corrective measures listed below.

3.4.2 Uniform & Appearance

- Educators to be consistent in applying uniform code and address it in the class everyday
- Educators will continuously make a conscious and visible effort to establish pride in our school on all levels – including uniform habits.
- Arrange spot checks and inform parents when the uniform is not being worn.
- Learners' hair must be neat and tidy at all times.
- **Girls** – plaits/ ponytails, out of the face, neatly clipped
 - Girls with hair touching the collar are required to have it tied back with plain maroon accessories for reasons of neatness and hygiene. Fringes must be clear of the eyebrows and no hair to hang in front of the ears and eyes.
 - These braids must be the same colour as the child's natural hair and be of a reasonable thickness
 - The braids must also be tied back and kept out of the face of the child wearing it
- **Boys** – Short. No fashion based/ new craze hairstyles: eg. Mohawks, etc. Boys' hair must be clear of ears, eyebrows and collar, neatly tapered, and evenly graded.

- 3.4.3 The only jewellery permitted is a suitable watch and Medic-Alert necklace or bracelet. Boys may not wear earrings but girls with pierced ears may wear one small gold/silver stud or small sleeper in each ear and no other form of body piercing is permissible at any time. No dying of hair is permitted.
- 3.4.4 Casual clothes worn on civvies days must be school appropriate. This privilege may be revoked at the discretion of the Principal.
- 3.4.5 Official School Beanies may be worn to school but must be removed upon entering the school building.
- 3.5 **The school reserves the right to take action against learners behaving in a manner, which, in the school's opinion, reflects adversely upon its good name.**

4. **DISCIPLINARY MISCONDUCT**

4.1 **Minor Disciplinary Misconduct**

In general an educator, in "loco-parentis" has a right to control learner conduct and behaviour and exercise appropriate disciplinary measures in relation to any learner in accordance with Rondebosch East Primary School's Learner Code of Discipline as set out in this Discipline Policy, for the duration of time that a learner is in attendance at school, in any classroom, participating in any school function and/or excursion/camp or any other school-related activity.

4.1.1 CONSEQUENCES FOR MINOR DISCIPLINARY MISCONDUCT

- Investigation of the alleged breach, by the class educator, educator on duty or if necessary by the Head of Department, Deputy Principal, in the form of an informal meeting with the learner in question
- An employee of the school may summarily issue a verbal rebuke.
- Consultation, with the learner in question as to the nature of the transgression and the impact thereof.
- Where deemed appropriate, and dependent upon the circumstances, a consequence will be issued with the intention of bringing about desired conduct in the learner.
- Parents will not be present during the consultation with the learner for minor misconduct, but will however, be informed of the misconduct, penalty and reasons for the decision, telephonically and / or in writing.

4.2 **SERIOUS DISCIPLINARY MISCONDUCT**

Rondebosch East Primary School will use a fair and appropriate disciplinary procedure when dealing with a learner who has committed a serious misconduct, as set out below. A more comprehensive list of procedures can be found in Regulation 6939 – Regulations Relating to Disciplining, Suspension and Expulsion of learners at public schools in the Western Cape which is available on request. The school will be entitled to suspend and / or recommend expulsion of a learner who, after following a fair and appropriate disciplinary procedure, is found to be in breach of the Disciplinary Code of Conduct, and to discipline any learner who infringes upon the rights of fellow learners (and / or educators / staff) and / or who repeatedly refuses to respect the school rules as laid out in this policy document.

4.2.1 TYPES OF SERIOUS MISCONDUCT

The following list is not exhaustive and may be supplemented from time to time and is intended as a guide to learners regarding certain disciplinary transgressions that may result in either internal suspension, external suspension and / or expulsion. A learner may be suspended or expulsion recommended if it is found after following a fair and appropriate procedure that the learner has committed any of the following acts as mentioned in Section 3 of Regulation 6939 – Regulations Relating to Disciplining, Suspension and Expulsion of learners at public schools in the Western Cape:

4.2.1.1 Subject to the provisions of the Act, a learner at a school who –

- (a) used or had in his or her possession or sells or distributes a dangerous object, alcoholic liquor or illegal drugs;
- (b) commits an act of bullying, assault, theft, arson or malicious damage to property;
- (c) commits an act of gross insubordination or engages in immoral conduct;
- (d) is in possession of or used any unauthorized copy of a text or examination question paper, or cheats, distributes, trades, bribes or attempts to bribe any person in respect of any test or examination, with the intention of enabling himself or herself, or any other person, to gain an unfair advantage;
- (e) uses hate speech, makes himself or herself guilty of racism, sexism, sexual harassment, possesses or distributes pornographic material or engages in any act of public indecency;
- (f) endangers the safety or threatens fellow learners or educators, disrupts the school programme or violates the rights of others;
- (g) falsely identifies himself or herself, or knowingly or willfully supplies false information or falsifies documentation to gain an unfair advantage at school;
- (h) has repeatedly been found guilty of transgressing the learners' code of conduct; or
- (i) conducts himself or herself, in the opinion of the school governing body, in a disgraceful, improper or unbecoming manner, may be guilty of serious misconduct.

Subject to the provisions of the Act, a learner at a school may be suspended by the school governing body or expelled by the Head of Department if after a fair hearing, he or she is found guilty of serious misconduct as contemplated in the sub-regulation."

Section 4.2.1.1(i) above lists disgraceful or improper conduct. The School includes the below offences in this category:

- A learner who commits or attempts to commit a criminal offence.
- A learner who uses their cell phone for the purpose of cyber bullying or taking photographs that were not curriculum related. (Where? At school? At home? After school?) NB: They do not/are not supposed to have their cell phones during school time.

4.3 DISCIPLINARY PROCEDURES FOR SERIOUS MISCONDUCT

Under circumstances where “serious disciplinary transgressions” have occurred, procedures that may lead to possible suspension or expulsion may be implemented. The school shall make every reasonable effort to verify all facts and statements prior to making a consideration for possible suspension of a learner and commencing the formal disciplinary procedure. Suspension is considered to be a last resort prior to expulsion. The following steps will be followed to ensure the learner’s constitutional right to procedural fairness as contemplated in the Constitution is upheld.

4.3.1 THE INVESTIGATION

- An allegation of serious misconduct by a learner must be reported to the Principal for consideration.
- The Principal must then investigate or cause an investigation by interviewing witnesses and hearing the evidence from all parties. All witness responses will be minuted to ensure transparency.
- The Principal or appointed Investigating Officer will decide if there is sufficient evidence to institute disciplinary action against a learner and whether or not to report it to the School Governing Body.
- The principle that a person is innocent until proven guilty must be implemented throughout the process. The maintenance of confidentiality must be given utmost importance.
- Once an investigation has been conducted and the School Governing Body decides that a hearing is necessary it must arrange for a fair hearing by the Disciplinary Committee (consisting of at least five people, of which at least three must be members of the School Governing Body).

4.3.2 PRECAUTIONARY SUSPENSION

- If the School Governing Body is informed, they may decide to suspend the pupil as a precautionary measure. This suspension may not be longer than seven school days.
- The School Governing Body must decide on the action to be taken and this action shall include informing the parents / guardians in writing of the intention to suspend and the reasons for doing so; afford the parents and the learner the opportunity to make representations to the governing body with regard to the suspension; and report the decision to suspend to the District Director.
- The School Governing Body must conduct the disciplinary procedure within seven school days after the suspension of the learner.

4.3.3 DUE PROCESS FOR THE HEARING

- The learner and the parent/guardian of the learner are informed in writing, in an appropriate manner of the alleged serious misconduct (Annexure A). This notice contains particulars of the date, time place and the nature of the alleged serious misconduct to enable the learner to identify the incident and to respond thereto at the disciplinary hearing.
- The notice must contain the date, time and venue of the disciplinary hearing.
- The notice is delivered to the parents and the learner at least five school days before the hearing.

- In cases where a learner has, as a preventative measure, been suspended with immediate effect on the grounds of serious misconduct, the notice of the disciplinary hearing must be given seven days before the hearing. (How long after suspension has started? (This wording leaves scope for hearing to happen indefinitely after start of susp.)
- The learner and parent/guardian of the learner are fully informed of their rights which include:
 - a) the right to access documents relating to the alleged serious misconduct or information produced in evidence;
 - b) the right to be represented by his or her parents, and/or? by a representative chosen by the parents, at the hearing;
 - c) and the right to ask questions; cross examine witnesses who may be called in; lead evidence; and produce documentary evidence to clarify any issues that relate to the allegation. Anyone at the hearing may question such witnesses.
- The learner has the right to be represented at the hearing, to ask questions and cross examine witnesses who may be called in. Anyone at the hearing may question such witnesses. (Is the first part not a repeat of (b))?
- The learner, his or her parents, or a representative chosen by the parents, must be informed of their right to bring/lead evidence and to bring witnesses. The learner or his/her parents, or a representative chosen by the parents, has the right to tell the learner's side of the story.
- The learner must not be prohibited from being represented by legal counsel should he wish to be.
- All participants at the hearing must have access to all documents presented. These can include written statements, school records, character references etc.
- Everything said at the hearing must be recorded.

4.3.4 THE COURSE AND CONDUCT OF THE DISCIPLINARY HEARING

- The Chairperson of the Disciplinary Committee will conduct the hearing.
- Opportunity is given for the learner and his/her parent/guardian to: ask questions to ensure that there is complete clarity regarding the charge; call witnesses; put questions to any of the witnesses called; and inspect all documents.
- If the learner or his or her representative is not present at a hearing that has been convened for the second time and there is no just cause for not appearing, and after due notice was given, the hearing may be held in their absence.
- The seriousness of the charge and the possible consequence of suspension/expulsion that can be given should be explained to the learner and his/her parents/guardians.
- They must be made aware that all evidence can be tested through cross-examination and that they have the right to ask questions/make requests.
- The chairperson then gives the learner the opportunity to plead "guilty or "not guilty"

Should the learner plead “guilty”:

The chairperson must ensure that the learner understands what they are pleading to; ask the learner or their representative whether they would like to make representations before a penalty is imposed; and ask that everyone who is not a member of the disciplinary committee to leave the room while the disciplinary committee deliberates and comes to a decision on a suitable penalty.

- The disciplinary committee must then decide whether the learner should be suspended for longer than seven school days, or if any other penalty that is contemplated in this Code should be imposed on the learner, or if expulsion of the learner should be recommended to the Head of Department.

- The disciplinary committee must then call the learner or representatives back into the room and inform them of the penalty that will be recommended to the School Governing Body.

Should the learner plead “not guilty”

- The chairperson must request that the investigation report be read out and call the complainant and the witnesses.

- The learner, or his or her representative, must be given the chance to question the complainant and witnesses with the goal of rebutting the evidence.

- The prosecutor presents the evidence from statements given by the witnesses and gives them the opportunity to confirm it.

- Where the accused learner gives evidence, the prosecutor has the right to cross-examine the learner, or any other witness for the defence.

- The chairperson and any other member of the disciplinary committee have, in the interest of justice, the right to question any witness in order to get more clarity about the evidence given.

- The learner, or his or her representative, must be excused while the disciplinary committee reviews the evidence and deliberates and decides on a verdict.

- The chairperson, on behalf of the disciplinary committee, must call the learner, or his or her representative, back into the room, inform them of the verdict and must provide reasons for its findings that are fair, reasonable and based on relevant information.

- The disciplinary committee must then decide whether the learner should be suspended for longer than seven school days, or if any other penalty that is contemplated in this Code should be imposed on the learner, or if expulsion of the learner should be recommended to the Head of Department.

- The decision of the Disciplinary Committee will then be referred to the School Governing Body. The decision of the School Governing Body, including the verdict and penalty, must be given to the learner and his or her parent in writing.

4.3.5 COMMUNICATING THE OUTCOME OF THE HEARING

- Depending on the nature of the misconduct, the parent / guardian and learner will be informed verbally on the day of the disciplinary hearing about the outcome of the hearing if the penalty is

internal suspension or in writing if the penalty is external suspension of a recommendation for expulsion. (See Annexure B)

- In a case where external suspension or expulsion has been recommended the WCED will also be informed of the outcome of the hearing.

- In the case where the learner has been suspended pending the reaction of the Head of Department to a verdict of expulsion of the learner, the learner and parent/guardian will receive written notice (Annexure C) of this decision taken by the School Governing Body. The minutes of the hearing and the findings, any written representations submitted by the learner or his or her representative, and the full record of the hearing will within three days immediately be sent to the office of the Head of Department – WCED. A suspension that is pending a decision by the Head of Department may not last longer than 14 days.

- The Head of Department – WCED will, within 14 days, take a decision and inform the parents / guardians, via the school, of his/her decision. If the Head of Department decides to expel a learner they must inform him or her, in writing, of their right to appeal.

- The learner and his/her parents / guardians have the right to appeal against a decision of expulsion made by the Head of Department to the Provincial Minister within 14 days of receiving the notice of expulsion.

4.3.6 INTERNAL SUSPENSION

- In the case of an internal suspension the learner will be isolated in the “time-out space” for five consecutive school days and corrective action will be used to support the learner’s future behaviour.

- The learner will be supervised at all times by the principal/receptionist/member of staff and may not leave the “time-out space” without permission.

- The learner will be included in all learning activities as far as possible. The learner will be taken to class when new lessons are taught / assessments are written and brought back to the “time-out space”. The educator will ensure that the learner is briefed on the learning activities for each day and provided with the LTSM needed to complete these activities.

- Parents are encouraged to seek counselling for the learner / the school will provide this service if possible.

- The learner’s break times may differ from those of the other learners and the learner will also be supervised during break.

5. COMMUNICATION WITH THE STUDENT BODY

The school reserves the right to publicize the outcome of any serious offence to the student body, without compromising the right to privacy of any of the parties concerned.

6. THE RESPONSIBILITY OF THE SCHOOL COMMUNITY

The school community must take responsibility for the guidance of the learner in that the following considerations are built into corrective actions:

- Compensation
- Rehabilitation
- Restoration
- Deterrence
- Prevention

<u>DETENTION SLIP</u>	LEARNER NAME			CATEGORY: <input type="checkbox"/> IMMEDIATE DETENTION or FURTHER SANCTION <input type="checkbox"/> SERIOUS MISCONDUCT/UNACCEPTABLE BEHAVIOUR (see back for details of categories) NATURE OF OFFENCE: _____ _____ _____ _____ _____ _____ _____ _____ _____
	LEARNER GRADE:	TEACHER:	DATE:	
	TEACHER SIGNATURE:			
ACTIONS TAKEN:				
<input type="checkbox"/>	Warning(s) from educator			
<input type="checkbox"/>	Counselling as advised			
<input type="checkbox"/>	Detention:	DATE:	TIME:	
<input type="checkbox"/>	Community Service:	DATE:	TIME:	
<input type="checkbox"/>	Suspension:	DATES:		
<p>Please feel free to contact me in writing or telephonically, should you wish to discuss the above matter. Kindly sign below to acknowledge receipt of this disciplinary notice. This is to be returned no later than two days after receipt.</p> <p>As the parent/guardian you are also required to administer the appropriate measures.</p> <p style="text-align: center;">_____ Headmaster/Deputy/HoD:</p>				
PARENT TO COMPLETE:				
I, _____ parent/guardian of _____, acknowledge receipt of the above. I agree to the disciplinary measures taken by the school. I will take responsibility for the transportation of my child from detention, as I understand that transport is not an excuse for my child to miss the required detention/community service.				
Signature: _____ Date: _____				

IMMEDIATE DETENTION or FURTHER SANCTION				GENERAL MISCONDUCT/ UNACCEPTABLE BEHAVIOUR			
1	Indecent/inappropriate behaviour	17	Copying of homework	1	Books forgotten at home/incorrect book/locker	17	Untidiness
2	Bullying/harassing/threatening /intimidating a fellow learner/staff	18	Dishonesty-telling lies	2	Homework not done	18	Reply slips/test not signed
3	Assault/fighting or serious aggressive behaviour; cyber bullying/social media abuse	19	Playing dangerous games	3	Not meeting deadlines	19	Worksheets not pasted in
4	Truancy/absent from school – class without permission	20	Spitting	4	No stationery	20	Late for class
5	Harming school's public image Bringing school into disrepute	21	Unofficial selling of goods	5	Repeatedly late for school	21	Eating in class without permission
6	Vandalism			6	Inappropriate work ethic	22	Incorrect seating position
7	Theft			7	Writing on other learners' property	23	Books not covered
8	Swearing/foul language			8	Disruptive behaviour	24	Talking continuously
9	Religious/cultural intolerance; racism			9	Discourteous behaviour (Manners)	25	Littering
10	Intentional defamation of character			10	Skateboarding in undesignated area	26	Objects prohibited at school
11	Possession of pornographic paraphernalia - inappropriate drawings, pictures/websites			11	Throwing objects	27	Failure to do written work during class period
12	Extortion of fellow learners			12	Playing/running in the passage	28	Constant/deliberate incomplete work
13	Disrespect/inappropriate responses/back chatting			13	Arrogance		
14	In possession of dangerous objects			14	Breaking of uniform policy		
15	Cheating – academic			15	Overdue/lost library book		
16	Illegal access to the school's computer network (hacking)			<i>Repeated offences in this category will result in further disciplinary action</i>			

The school principal will ensure that all personnel, parents and learners are aware of the contents of this Discipline Policy. All learners, parents or guardians will be required to give a written undertaking to obey the school rules and comply with the Code of Conduct in all respects. Parents are also required to commit to supporting their child/ward in this undertaking.

Date of Review of Policy _____

Date of Acceptance of Policy _____

Date of Policy Implementation _____

School Governing Body Chairperson

School Principal