

# **SIR PIERRE VAN RYNEVELD HIGH SCHOOL**

**OUR VISION “EVERY LEARNER LEARNS AND ACHIEVES TO HIS/HER FULLEST  
POTENTIAL IN A SAFE, NURTURING AND STIMULATING ENVIRONMENT.**



# CODE OF CONDUCT AND DISCIPLINE POLICY 2022

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## **DEFINITIONS**

### **CODE**

Means the Code of Conduct of a school (as acknowledged by all educators, and learners). This is a legal document drawn up in accordance with Section 8 of the South African Schools Act (SASA), Act 84 of 1996 amended by the Education Laws Amendment Act 31 of 2007.

### **DISCIPLINARY COMMITTEE**

Means a disciplinary committee appointed in terms of Circular 74/2007; appointed by the SGB upon the advice of the principal, comprises of three persons who are members of the SGB, are nominated by the SGB and who do not have prior knowledge of any matter that may be in dispute.

### **MISCONDUCT**

**Means the contravention of this Code of Conduct by a learner and includes the following:**

1. Misconduct committed on the premises of a school, whether during or outside of school hours;
2. Misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours;
3. Any conduct committed in or out of school uniform and within or outside the school premises, which-
  - Brings the school and the school's name into disrepute;
  - Interferes with the governance, authority and proper administration of the school;
  - Interferes with the conditions necessary for any school activity;
  - (subject to the reasonable exercise of the right to assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the Code of Conduct) is committed with the intention of preventing any person from exercising his or her rights, powers, or duties as a member of the school community, or is committed in retaliation against such exercise is prohibited by the Code of Conduct of the school.

### **PROSECUTOR**

Means the principal of the school, an educator or any person appointed by the school to present the case against a learner;

### **REPRESENTATIVE**

Means a parent of a learner, a co-learner or any other person chosen by the learner to present the learner at a disciplinary hearing;

### **SCHOOL DAYS**

Means days of the week, excluding Saturdays, Sundays, public holidays and school holidays (unless otherwise arranged).

### **SERIOUS MISCONDUCT**

Means misconduct as contained in Schedule 1 and 2 of the Code of Conduct

### **SUSPENSION**

- A learner may not be entitled to attend a class at the school
- A learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension;

- A learner may not be entitled to participate in extra-curricular activities at the school;
- A learner may not be able to attend school for a period of time that may not exceed one week; and “suspend” has the same meaning;

### **PROVISIONAL SUSPENSION**

Means a learner may be provisionally suspended by the Principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalized if, in the opinion of the principal in consultation with the Head of Department, it is in the interest of the learner or educators and the school community; provided that the learner is able to continue with schoolwork under proper supervision.

### **DANGEROUS OBJECT**

- Any explosive material or device (e.g. fire crackers)
- Any firearm or gas weapon
- Any article, object or instrument which may be employed to cause bodily harm to a person, or to render a person temporarily paralyzed or unconscious, or to cause damage to property (e.g. deodorant spray); or
- Any object which the minister declare to be a dangerous object for the purposes of these regulations in the Gazette;
- Unless such objects are used for educational purposes;

### **HOD**

Means the Head of the Education Department in any province.

### **ILLEGAL DRUG**

Means any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully.

### **PUBLIC SCHOOL PREMISES**

Includes a building, structure, hall room, office, convenience, land enclosure, which is under the control of a public school, to which a member of the public has a right of access or is usually admitted or to which he or she may be admitted.

### **THE ACT**

Means the South African Schools Act, 1996 (Act 84 of 1996).

## **1. PREAMBLE**

The Code of Conduct and Discipline Policy provides guidelines to ensure that Sir Pierre van Ryneveld High School functions within a safe and disciplined environment. Disciplined behaviour is essential for the well-being of the School and the successful achievement of the School’s objectives. The Code of Conduct and Discipline Policy functions on the school property, on a school outing/excursion off the property, when representing or being associated with the School and is applicable in/out of school hours and in/out of school uniform.

**Enrolment at this school automatically constitutes acceptance of compliance with the CODE OF CONDUCT by the learner and other criteria which may be enforced from time to time during the operation of the school. No learner shall be exempted from the obligation to comply with the CODE OF CONDUCT.**

**An educator has the same rights as a parent to control and discipline a learner according to the CODE OF CONDUCT during the time such as a learner is involved in school or in school-related activities.**

## **2. THE RIGHTS OF LEARNERS**

- a) Each learner has the right to a clean and safe environment that is conducive to education.
- b) Learners have the democratic right to have their views heard about matters affecting them in the school.
- c) Each learner has the right to freedom of expression within limits where another person will not be offended or harmed in any way.
- d) School rules must be made known to the learners. Such information must be included in the consequences for breaking the rules.
- e) All learners have the right to due process.
- f) No person may unfairly discriminate against a learner
- g) Each learner shall enjoy equal treatment before the law.
- h) Each learner has the right to have his/her human dignity respected.
- i) Each learner has the right to have his/her convictions and cultural traditions respected.
- j) Each learner has the right to privacy.
- k) Each learner has the right not to be treated in a cruel, inhumane or degrading manner.

## **3. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- a) 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 of the learner.
- b) 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.
- c) 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 Governing Body to accommodate such religious rights.
- d) The learner must provide written proof from an office bearer of the religion that 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.
- e) The religious conduct or practice must be lawful (officially accepted by the government of South Africa and not in conflict with the Constitution).
- f) 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.
- g) 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.
- h) The deviation must specify the extent of the exemption from the normal rules and must be clearly identify the conduct that will be allowed – e.g. the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
- i) Cultural rights will 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 mark 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.
- j) Any request for a deviation from the Code of Conduct based on cultural rights must be in writing from a certified religious leader and must be based on a process similar to that contained in subparagraphs 1 to 8 above.
- k) If the reason for deviation from the uniform is not an officially diagnosed/religious/cultural or medical reason, the same procedure as mentioned above applies. The parent needs to apply for permission to

deviate from the school's prescribed dress code through an official letter from a professional (Psychologist / Counsellor).

#### **4. THE RESPONSIBILITIES OF LEARNERS**

- a) Education within the school context can only be successful if each learner is committed to self-development and learning. Learners have the responsibility to develop their full potential in the academic, sporting, cultural, social and spiritual spheres.
- b) Learners have an obligation to attend school regularly. Should a learner be absent from school his/her parent/legal guardian must notify the school **in writing** to explain the absence.
- c) Learners must commit themselves to do their schoolwork during classes, to complete assigned homework and to catch up on work missed because of absence. Disruption of classes and the school is unacceptable.
- d) Learners are expected to know and to conform to School and classroom rules. Ignorance of the rules is not an acceptable excuse for incorrect behaviour.
- e) Learners are expected to interact with their educators in a relationship based on **mutual respect**.
- f) Each learner is expected to display respect for the convictions and cultural traditions of others.
- g) Each learner is expected to contribute positively towards the establishment of a climate of reconciliation and tolerance within the school. BULLYING in any form will not be tolerated.
- h) Freedom of expression may not in any way disrupt the running of the school or impact negatively on the rights of others. Insubordination, vulgarity, insults and 'hate speech' do not in any way constitute protected speech.
- i) Learners should at all times have all prescribed textbooks and stationery.
- j) NO learner may sell anything on the school property without prior written consent from the school. This includes lending of money or any transaction for any form of profit.
- k) Learners must seek and negotiate non-violent solutions to conflict and differences.
- l) It is the obligation of every learner to use with care and protect all the school's facilities and equipment so that other learners are not disadvantaged in any way.

#### **5. SCHOOL RULES**

- a) Learners are expected to have ALL prescribed Learning Support Materials and set a good example with regard to behaviour both during school hours and after school hours, at school and away from school.
- b) Learners need to guard against doing or saying anything that will bring discredit upon themselves, their family or our school.
- c) Learners are expected to behave in a courteous and considerate manner towards each other, the sub directorate of discipline of RCL, all members of staff and visitors to the school. All instructions given by members of staff and RCL are to be carried out promptly and willingly.
- d) Learners are expected to arrive at school on time and to be punctual for each class, including registration period. On arrival at school learners are required to enter the school premises immediately. No loitering around the school is allowed before or after school.
- e) Learners may not absent themselves from school, individual lessons or substitution classes without a valid reason.
- f) Learners are expected to obey all classroom rules established by their educators so that a climate conducive to teaching and learning can prevail throughout the school.
- g) The highest standards of good behaviour and sportsmanship are expected of the members of all sports teams. Only in this way can they be good ambassadors for our school.
- h) Learners are expected at all times to abide by the rules governing their appearance. Only learners who are well dressed and well-mannered can convey a positive image of themselves and our school.
- i) Learners are to assist in keeping the buildings and grounds neat and clean by not dropping litter at breaks. All litter is to be deposited in the refuse bins provided. Learners transgressing this rule will be punished as they are causing a health hazard to others.

- j) Learners are required to communicate in English as this is the medium of instruction of Sir Pierre van Ryneveld High School. This rule eliminates the possibility of offending others by using a language that is not understood by all.
- k) Remarks and behaviour calculated to give offence to other race, cultural or ethnic groups are unacceptable. Foul language and uncouth behaviour will not be tolerated.
- l) Learners may not engage in any form of sexual harassment of their educators or peers.
- m) Smoking and the consumption of alcohol or any illegal substance are activities, which are banned on any occasion linked directly with the school. This rule applies whether the learners are in school uniform or not. To be in the company of a learner breaking this rule will be considered an offence. The school building is a non-smoking area.
- n) Possession of alcohol, narcotic and any other inebriating substances at school is a criminal offence and learners who bring these substances to school will be handed over to the relevant authorities/police.
- o) Learners are expected, at all times to respect the property of the school, educators and peers and not to deface or damage it. Learners caught vandalizing property will be held responsible for all damage done.
- p) No learner is allowed to tamper with ANY electronic equipment e.g. sound and lighting equipment; computers etc. in or around the school.
- q) No forms of dishonest or fraudulent behaviour will be tolerated. The school is prepared to call in the police to investigate instances of theft and fraud.
- r) Threats and intimidation, together with any form of verbal or physical abuse by learners of staff members or fellow learners, will not be tolerated. Bullying and any forms of initiation are unacceptable forms of behaviour both during and after school hours.
- s) No learner may be in the possession of a firearm or any other dangerous weapon or any object which may be regarded as such.
- t) The formation of any social media group that may bring the name of the school into disrepute is also expressly forbidden.
- u) Cellphones are not allowed on the property by learners and if brought in under exceptional circumstances, are to be handed in to the guard at the gate in the morning before being searched.
- v) No learner is allowed to carry any medication on them at school unless accompanied by a prescription/ letter from the parent and left at the front office upon entry into the school. Medication can be taken under supervision at prescribed/ required times.

## **5.1 GENERAL SCHOOL RULES**

### **5.1.1 Courtesy**

- a) Male staff members are to be referred to by surname, e.g. Mr Barnard, or as 'Sir'.
- b) Female staff members are to be referred to by surname, e.g. Ms Smith, or 'Ma'am'.
- c) Learners are expected to greet staff members or visitors who pass them on the corridors.
- d) Learners are expected to show respect when a member of staff enters a classroom/passes on the corridor and to respond appropriately by greeting.
- e) When addressing an adult, learners are expected to stand up with no hands in pockets. The same applies when an adult enters the classroom.
- f) All headgear (beanies) will be removed upon entering any building.

### **5.1.2 Classroom Rules**

- a) Learners must sit at the desks allocated to them by the educator and not move to other desks without the educator's permission.
- b) No bad language may be used i.e. swearing, offensive remarks or any verbal bullying.
- c) No walking around the class room without the educator's permission. Each educator has an official permission slip that will be used by an individual learner indicating permission to be out of class.
- d) No gum, sweets, ices, cool drinks or foodstuffs to be consumed inside the classroom.
- e) No littering on the floor or under the desks.

- f) No defiance of the educator's instructions.
- g) No talking while teaching is in progress.
- h) No graffiti on desks/walls. Learners caught for this offence will be responsible to clean, refund or any other reasonable manner rectify the matter.

### **5.1.3 Out of Bounds**

- a) The staff room, main foyer and executive offices are out bounds to learners at all times during the school day, except when they have been called into these areas by a member of staff for a specific purpose.
- b) All upper corridors and staircases except for pupils en route to and from the toilets.
- c) All classrooms, including the gymnasium, change rooms and foyer.
- d) Between M block and the prefabs art and drama centre
- e) The main parking area adjoining Commissioner Street
- f) Within 10 meters of the boundary fence.
- g) Netball courts
- h) Other areas may be indicated from time to time.
- i) East garden is for matrices only
- j) Prefabs
- k) Area between the East block and the M block.
- l) Area around the cenotaph

### **5.1.4 Movement Along the corridors**

- a) During the change of periods learners are to keep left along the corridors and on the stairways.
- b) Movement between classes must take place quickly, with learners proceeding to their next class within 4 minutes. No congregation on staircases or corridors will be permitted as this will congest the flow of learners and delay arrival in class.
- c) Learners will move in SINGLE FILE and KEEP left on corridors and staircases. No congregating on corridors or staircases. **No noise during this time.**
- d) No objects whatsoever may be thrown from the top corridors to the terraces below.

### **5.1.5 Leaving Classrooms During Lessons**

- a) Learners may leave a classroom while a lesson is in progress ONLY if it is a matter of urgency. Such learners must carry a legal permission slip that authorizing them to be out of class.
- b) Learners are not to be in the Reception Office during school hours unless they are ill or need to be signed off or have been instructed to report to report there by a member of staff.
- c) No learner may leave a class to attend toilet facilities unless a physical problem has been identified. (A doctor's letter must be in the learner's possession at all times)

### **5.1.6 Absence from School**

- a) Doctor's appointments/learner/drivers' licence bookings may not be made during school hours unless no other arrangement is possible. In this event the school has to be informed timeously in writing.
- b) Under no circumstances should holiday arrangements conflict with term times.
- c) When a learner is away from school, a note giving the reason for the absence must be handed in to the class educator as soon as the learner returns to the school. Forgery of any kind will be considered a serious misdemeanor and punished accordingly.
- d) If a learner is absent for 2 days or more, a medical certificate must be handed in to the school.
- e) Persistent truancy is a serious offence and will lead to a learner being deregistered.
- f) Any learner who has been absent from school for 10 consecutive days without a valid reason will be de-registered and deleted from the administration system as per the GDE's Regulation on Learner Attendance.



### **5.1.7 Arriving Late / Leaving School Early**

- a) Should a learner need to depart early, authorization must be obtained from the front office
  - Report to the reception and supply written documentation to substantiate the request for early departure.
  - A learner can only return to school during school hours by getting authorization (Staff or security).
  - Only a parent or legal guardian will be allowed to fetch a learner, unless communicated otherwise by a parent or legal guardian. A valid form of identification must be produced upon collection of any learner.
- b) Learners report to the Reception Office where a member of the secretarial staff will sign them in or out and authorize access or departure and liaise with the security. Learners arriving late must be accompanied by the parent/driver verifying the reason for being late.
- c) Parents should request in writing that their children be allowed to leave school early. A contact number for parents must be supplied in the letter to verify the arrangements. This, however, should only be done in exceptional circumstances and always **prior to collecting learners from school**. In such cases no learner will be allowed to walk home.
- d) Learners leaving school without first having been signed out and providing the admission number at the Reception Office will be regarded as having played truant/bunking. Any subsequent letter from a parent excusing such behaviour will not be accepted. Leaving will not be granted without permission from the Principal.

### **5.1.8 Learners ill at School**

- a) There are sickroom facilities at school supervised by a secretary.
- b) Learners must obtain written permission from their subject educator are indicated on the slip.
- c) Learners who are ill and wish to go home must have the permission of a parent/guardian before being collected at school. No sick learner will be allowed to walk home.
- d) All calls relevant to learner illness will be made and received by the front office.
- e) Parents are required to inform the school in writing about any infectious illnesses, physical or emotional barriers that may affect learning or behaviour.
- f) In the case of a learner with an infectious illness, the learner cannot come to school and place other learners or staff members at risk. The learner can only return to school when a medical professional has declared the learner safe to return to school. This must be done in writing.
- g) Learners who need to take their prescription medication at school must a note from the parent in this regard- **see section 5(u)**.

### **5.1.9 Gate Security**

- a) Learner entry time at the Peter Avenue is **from 06:45am until 07:45am**. NO arrival after 07:45am as the gates will be closed. NO LATE ARRIVAL by learners. In case of an emergency causing late arrival, learner and parent/guardian/driver will report to security who will escort the learner to the office where the reason will be recorded in the Late Arrivals file.
- b) Searching will be done by security personnel AFTER a learner has entered the premises: males by males and females by females.
- c) When the school bell rings at the end of the day and a learner has left the property, he/she will be refused entry back into the school. In the event of a learner having to report for an extra-mural activity the coach /teacher needs to arrange for special permission by way of a written communique providing a list of learner names participating in the specific activity. Learners will be searched again if they re-enter the school.

- d) Official school dismissal time is 14:30 Monday to Friday – unless otherwise communicated by the school. Parents are urged to arrange collection of their children **immediately** after school to ensure no loitering around the school for extended periods of time – this is for your child’s safety and the school cannot be held liable for any incidents that may occur out of school after normal school hours.
- e) In the event of large, groups visiting the school, arrangements have to be made with the security officer to make the necessary arrangements.
- f) Visitor’s slips will be issued by the security and are to be returned on departure.

#### **5.1.10 Personal Property:**

- a) Each learner is responsible for safeguarding his / her own property and neither the school nor the Governing Body can be held responsible for damage to, or loss of, personal property.

#### **5.1.11 Homework and Homework Diaries**

- a) Learners are expected to complete all homework assigned to them conscientiously and on time.
- b) All learners are advised to purchase homework diaries in which to record any homework given.
- c) The diary can be used for exchanging written communications between parents and educators.
- d) Learners are not permitted to use any form of schoolbook to sit on when seated on the floor for any reason.

#### **5.1.12 Substitution Classes**

- a) When educators are absent, arrangements will be made for their classes to be provided with substitution educators according to a specially prepared substitution timetable placed in a prominent position for the information of all learners.
- b) Failure to attend a substitution class will be regarded as truancy and punished accordingly for bunking.
- c) All learners must at all times have a book with them to read during substitution classes. This is not to be regarded as a free period and learners must read, study or complete homework. Educators will prepare work to be done in case of an anticipated absenteeism e.g. writing an exam.

#### **5.1.13 Assessment (Cycle Tests) And Examinations**

- a) Prior to the start of the Mid-year Preliminary or Final examinations, the school does not give learners permission to stay at home in order to study. Where a learner is absent at such a time, the usual note of explanation must be sent to the class tutor.
- b) When examinations are in progress learners may only stay at home at the discretion of the Principal and with written permission from the GDE. The school, prior to the learner’s absence, must grant permission. **LEARNERS WITH FREQUENT BEHAVIOURAL TRANSGRESSIONS WILL FORFEIT THESE EXAM PRIVILEGES.**
- c) During a test or examinations learners must abide by the times of arrival and departure determined by the school.
- d) During a test or examination learners must be obey all instructions issued by the invigilator(s) charged with the correct and orderly supervision of the test or examination.
- e) The normal dress code remains in force during examinations.
- f) A learner caught with any electronic device during the exam will receive a zero for that paper as this constitutes an exam irregularity.
- g) Learners who are caught copying or attempting to copy will have an irregularity form attached to the front of the answer sheet. No testimonial will be issued to a Grade 12 learner caught cheating in an examination.
- h) When a learner, due to ill health, misses a portfolio assignment, a cycle test or examination, a **medical certificate must be submitted on the first morning of the learner’s return to school** or the learner will receive nought. It is the responsibility of the learner to personally present the sick note to each subject teacher to make alternative arrangements for missed assignments/test/examinations. These arrangements should be made on the first day the learner is back at school. The same procedure

applies should there be a death in the immediate family or a court appearance for the learner. All documents may be verified for authenticity should the need arise.

#### **5.1.14 Channels of Communication**

When an issue arising out of the application of the **CODE OF CONDUCT** needs to be discussed, parents and learners should use the following channels:

- a) The **Class Tutor/Home Room Teacher** – who will consult the Grade Head.
- b) The Grade Head – who will take the matter up should daily communication be necessary between school and home (e.g. to monitor progress)
- c) The Grade Head – who will investigate an issue in consultation with all stakeholders. All issues should be solved at the level.
- d) The **Deputy Principal in charge of Discipline** – who will intervene and attempt to find an amicable solution.
- e) The **Principal** – for all grades and any matters of **urgent and serious concern**.

#### **5.1.15 Use of Cellphones, Earphones and All Electronic Devices.**

- a) Use of Cellphones is prohibited. This rule applies to all electronic devices e.g. iPods, MP3 players, smart watches, iPads, laptops, tablets, etc and including head-phones.
- b) The school will not accept responsibility for the loss, damage or theft of any phones or other electronic device or any other item covered in 5.1.15a).
- c) Should a learner be caught in possession of any of the above, the learner will have to hand it in, and it will only be returned TO A PARENT on payment of R300 penalty fee to the finance office.
- d) Any undeclared electronic device will be removed from the learner and the parent contacted.
- e) Handed in, unclaimed phones will be stored in safekeeping for a period of 12 months after which the phone will be sold to defray costs.
- f) A letter will be issued by staff in the event of a special arrangement where cell phones are required at school. The letter and the phone is to be handed in to the specific staff member on the learner's arrival at school.

### **6. DRESS CODE SCHOOL UNIFORM AND STANDARDS OF APPEARANCE**

All learners are expected to wear the official School Uniform within ONE week of being enrolled at this school. Please note that where a learner is unable, for any valid reason whatsoever, to wear correct uniform, a note of explanation, addressed to the Standard Head is required. This letter must contain a date by which the problem must be fixed. It must be carried by the pupil and presented to teachers and prefects on request. Please remember we are judged by our appearance.

- The choice of uniform worn is discretionary and based upon climatic conditions. Therefore, a learner can choose to wear either winter OR summer uniform on any given day
- Formal winter uniform (blazer & tie) must be worn on all formal occasions; this applies to boys and girls.

#### **6.1 BOYS – WINTER UNIFORM**

- a) White open-necked, short sleeved shirt with the school badge on the pocket if no school badge then the school tie must be worn
- b) Grey flannel trousers
- c) Black lace-up school shoes (eg: Grasshoppers/Bata; but not Winkle pickers, boots, tackies, etc)
- d) Must have shoe laces
- e) Grey socks
- f) Blue school blazer with the school badge on the pocket
- g) Plain royal blue jersey

**Boys may not wear tapered trousers. These must be worn as they are purchased off-the-peg;**

**The widths which will apply to all learners are those stipulated by the SABS:**

Sizes 64-70 cm waist; 21,6cm width

Sizes 76-82cm waist; 24cm width

Sizes 84 adult waist; 25 cm width

**6.2 GIRLS WINTER UNIFORM**

- a) Grey skirt with inverted pleats at the back and front, which will be no shorter than 4 adult fingers width above the knee (5cm) OR grey flannel trousers
- b) White school shirt
- c) Striped school tie – Matrics may purchase and wear the special Matric tie
- d) Plain black hose or ribbed tights
- e) Black school shoes must have laces. No tackies.
- f) Blue school blazer with badge on the pocket
- g) Plain Royal blue jersey
- h) Grey or white socks

**GIRLS – SUMMER UNIFORM**

- a) White open-necked, short sleeved shirt with badge on pocket
- b) Grey skirt with inverted pleats at the back and front, which will be no shorter than 4 adult fingers width above the knee (5cm) OR grey flannel trousers
- c) White ankle socks if a skirt is worn OR
- d) Grey socks if trousers are worn
- e) Black school shoes (only BabyDoll, T-bar shoes or lace-up shoes). If lace up shoes are worn, they must have laces. No tackies
- f) Plain royal blue jersey
- g) Blue school blazer with the school badge on the pocket

**6.3 PREFECT'S UNIFORM**

Prefects both boys and girls, wear blue ties as part of the winter uniform, and blue short sleeved shirts as part of the summer uniform.

**6.4 JERSEYS, JACKETS, TEAM TOPS, TRACKSUITS**

- a) No jersey, nor a jacket of any kind, other than the official school jersey or blazer
- b) School teams must wear either full school uniform to matches prior to changing into correct kit or the Team Top with the correct kit or the optional school tracksuit.
- c) If a learner is unable to dress correctly, a note from the parent must be produced.
- d) No learner is to leave the grounds incorrectly dressed.
- e) After school hours, learners must not mix school uniform and sports gear or casual clothes; they should change out of uniform when they reach home.
- f) Royal blue scarves, gloves and school beanies (bought from the school stock list only) may be worn.
- g) Beanies are not to be worn in class. **Beanies are to be worn only in winter**
- h) Matrics may wear the white **sleeveless pullover, available from the stock lists.**

**WHETHER UNIFORM IS WORN IN OR OUTSIDE THE SCHOOL, IT SHALL BE COMPLETE. NO LEARNER MAY PLAY GAMES IN PUBLIC, OR WORK IN A SHOP OR BUSINESS IN SCHOOL UNIFORM.**

**6.5 BOTH BOYS AND GIRLS SHOULD ALWAYS APPEAR WELL GROOMED AND NO TRENDY HAIR STYLES OF ANY SORT ARE PERMISSIBLE.**

**HAIR – GIRLS**

- a) Hair must be neatly dressed at all times.
- b) Shoulder length hair must be tied neatly and no hair hang loose. Only ribbons in the school colours (ie: royal blue, white or maroon) are permitted. No other shades of ribbon may be worn. Long hair must be tied at the sides or the back and clipped back from the face.
- c) White slides or alic bands may be worn, but not in combination. Black ribbons and alic bands may also worn.
- d) Fringes must be cut to above eyebrows level or clipped back; unruly hair must be plaited.
- e) Dyed, bleached or coloured/highlighted hair is not permitted.
- f) Asymmetrical styles are forbidden they must match their natural colours.
- g) Girls are allowed to wear braids, provided these are not coloured and are professionally done. No wigs are allowed.
- h) No accessories on braided hair.
- i) The length of braids must not be longer than the middle of the back.
- j) Hair must be tied so that it is not be obstructing the view of other learners sitting behind them.
- k) No lines or patterns to be shaven onto the head. No patterns or shaving in eyebrows. Fringes must be full fringes, cut to eyebrow level or clipped back.

**HAIR BOYS**

- a) Hair must be neatly dressed at all times.
- b) Hair must be clear of the collar and ears and must be shaped to the head. Stepped hairstyles are therefore forbidden. Hair must be tapered gradually and uniformly.
- c) The front hair must be above the eyebrow level and brushed back.
- d) Sideburns must be in line with the middle of the ear.
- e) Dyed, bleached or coloured/highlighted hair is not permitted.
- f) Boys must shave daily. Any visible stubble irrespective of its length is unacceptable.
- g) If grown, hair must be plaited at all times, following the shape of the head included.
- h) If shaved, no designs, patterns or paths allowed. No highlights or bleaching.
- i) No patterns or shavings in eyebrows. Man buns are not allowed.

**6.6 MAKE – UP**

- a) No make-up may be worn.
- b) No nail polish may be worn.
- c) No lip gloss may be worn.

**6.7 JEWELLERY**

- a) Only one pair of plain studs or sleepers may be worn in the lobe of the ear (sleepers may not be larger than a new 20c piece).
- b) Boys may not wear earrings.
- c) Only “Medic–Alert” bracelets may be worn
- d) NO rings are permitted.
- e) No piercings.
- f) No tongue studs.

## **6.8 NAILS**

- a) Nails must be worn so that they cannot be seen over the fingers when hands are held palms up.

## **7. DISCIPLINE**

The school's DISCIPLINE POLICY is intended to make learners and their parents aware of what unacceptable behaviour at school is, and what the consequences of such behaviour will be. The ultimate goal of this policy is to ensure that in changing times the school is able to maintain a standard of discipline acceptable to the majority of educators and parents. This, in turn, will enable constructive and effective education to take place.

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.

### **In the event of any misdemeanour, the Principal/ Deputy Principal reserves the right to:**

- a) Suspend the learner immediately from attending classes.
- b) Contact the parents telephonically, SMS, e-mail or by letter (signed for by learner) requesting an urgent meeting.
- c) Institute detention, community services or any other reasonable corrective measure that would serve as a deterrent to the misdemeanour.

### **The following will be treated as serious offences impacting on Teaching and Learning:**

- a) Caught smoking or in possession of cigarettes, lighters, matches, e-cigarettes or any other smoking device or substance
- b) Caught using, or being visibly under the influence of a substance, or in possession of an illegal substance
- c) Stealing
- d) Blatant insubordination to an Educator
- e) Any type of physical altercation (fighting/assault/bullying, etc)
- f) Verbal abuse (swearing, discriminating, intimidating, threatening, bullying, etc)
- g) Bunking i.e. not attending class, fraudulently attending substitution class, jumping the fence thus jeopardizing own safety
- h) Use of non prescribed medication

## **7.1 GENERAL PARAMETERS WITHIN WHICH THE DISCIPLINE POLICY AND DRUG & ALCOHOL POLICY FUNCTIONS.**

- a) On school property; in or out of school hours and in or out of uniform.
- b) On a school outing/excursion off the property; in or out of school hours and in or out of uniform.
- c) Representing the school; in or out of school hours and in or out of uniform.
- d) Being identified as a learner of the school; in or out of school hours and in or out of uniform.

## **7.2. LEARNER BEHAVIOUR**

- a) No learner has the right at any time to behave in a manner, which disrupts the processes of teaching and learning at the school.
- b) No learner has the right at any time to behave in a manner which causes another learner physical or emotional harm. Bullying in any form will therefore NOT be tolerated.

- c) No learner has the right any time to behave in a manner, which brings the name of the school into disrepute. This includes all learners who embark on any form of mass action inside or outside the school.
- d) No learner has the right at any time to engage in immoral, dishonest or criminal behaviour, irrespective of the reasons behind such behaviour.
- e) A learner may be required to submit to a search of his/her person and/or property if a reasonable suspicion exists that he/she may be in possession of a forbidden, illegal or stolen object.
- f) A learner may also be tested for the use of drugs with due regard to human dignity, privacy and the right to property of learners. (SASA Section 8A and Notice 1140 of 2008)

### **7.3. PARENT ACCOUNTABILITY**

Parents will be held accountable for providing the school with incorrect or fraudulent information. Parents are obliged to inform the school of any change impacting on learner information. It is the parent's responsibility to:

- a) Ensure disciplined behaviour on the part of learners as this is not the responsibility only of the school; parents also have an obligation to ensure that their children conduct themselves in the school situation according to accepted norms of controlled, courteous and correct behaviour;
- b) Ensure compliance with the **CODE OF CONDUCT** for learners, as provided for in the South African Schools Act, 1996, 8(4), is also a parental obligation;
- c) The school will contact parents (electronically, telephonically or in writing) whenever a child's behaviour becomes cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents, however, remain the persons ultimately responsible for ensuring that their child meets the disciplinary standards required by the school and the parent-body as a whole (as represented by the Governing Body).

### **7.4. REHABILITATION**

- a) The school accepts that it has the responsibility to attempt to rehabilitate first-time offenders who have made themselves guilty of serious offences e.g substance abuse. Such responsibility will be performed through the school's internal counselling system as part of the School Based Support Team (SBST), rehabilitation center and the Educational Support Services at the District. The parent/guardian as primary educator will form an integral part of this process.
- b) If a learner tests positive for substance abuse, the learner must provide proof of enrolment at a rehabilitation centre before he/she returns to school.
- c) The responsibility of rehabilitation, however, is limited by the requirements of the law and by the need to promote the greater good of the majority within the school community. The school will NOT automatically agree to rehabilitate someone who has been found guilty of a criminal offence in a court of law.

### **7.5. EXCLUSION FROM SCHOOL**

- a) The school will issue written warnings for misbehaviour, the third of which may result in disciplinary action as provided for in the South African Schools' Act 1996(Act No. 8 (4) of 1996) and Circular 74/2007.
- b) The school, however, reserves the right to proceed with immediate disciplinary action when the learner willfully engages in conduct which, in option of the Principal:
  - Negatively affects the moral and disciplinary standards of the school;
  - Is detrimental to the emotional well-being and physical safety of other learners and staff;
  - Disrupts the teaching and learning process to the disadvantage of other learners;
  - Engages in criminal activity.
- c) In these instances a learner may, after an initial hearing, be suspended from school, pending further disciplinary action that may lead to expulsion from school.

## **7.6. DENIAL OR LOSS OF PRIVILEGES/RECOGNITION**

- a) Participating in extra-mural activities, being involved in tours and going on excursions will be denied to those learners whose behaviour record is unsatisfactory.
- b) A basic criterion for all honours awards accorded to learners by the school is good behaviour. This applies to membership of the RCL and the awarding of colours and honours. A learner therefore, whose behaviour record is unsatisfactory will not be considered for such honours and awards. Furthermore, a learner who has already received such an honour or award and then behaves in a manner which disgraces that honour or award will immediately forfeit it.
- c) The verbal abuse of educators, any form of substance abuse, viz, smoking, drinking and the taking of drugs (whether a substance deemed as illegal, or any mood altering substances that may be bought legally over the counter e.g. pain medication/cough syrup etc); assault, bullying theft, bunking and behaviour that brings the school into disrepute are examples of serious offences which may result in a loss of privileges over and above any disciplinary action taken in terms of the South African Schools Act of 1996. There is thus a particular onus on learners who have worked for public recognition not to forfeit this through wrongful behaviour (often incurring under the misguided impression that no one will find out).
- d) Where a learner has been penalized through the denial or loss of privileges / recognition, the situation will be reconsidered after twelve school weeks at the discretion of the Principal.
- e) Grade 12 learners especially should be aware that testimonials must and will reflect in accurate terms the behaviour record of their time at this school.

## **8. DISCIPLINARY PROCEDURE**

- a) The aim of the Disciplinary Procedure is to promote interaction and communication, and to minimize conflict between learners, parents, and educators. Therefore, discipline is seen as behaviour management and is intended to be corrective and not punitive.
- b) Each disciplinary issue will be handled in such a way that learners will be assured that their rights will not be compromised, and that any punishment meted out will be fair and in proportion to the offence.
- c) Based on reasonable suspicion, the Principal or an educator may search the person or property of a learner.
- d) The disciplinary process must be fair, consistent, and educationally sound. The ultimate goal is to lead learners to self-discipline. Whenever possible, parents must be informed of incorrect behaviour and become involved in the correction therefore.
- e) Punishment must fit the offence and may become more severe with subsequent repeated infractions. Suspension or exclusion from the school may follow.
- f) Learners should not think that they cannot be suspended or excluded simply because it is their first offence. This code of conduct is fully applicable to learners in Grade 12 as well.
- g) In cases where a learner cannot adjust to the requirements of the school the learner will be referred to the School Based Support team (SBST) for counselling. Where his/her behaviour continually violated the rights of others, referral to the Education Support Services (ESS) will take place. Should the situation not improve, the Governing Body will be asked to intervene in a manner that will protect the interests and rights of the educators and other learners at the school.
- h) Any misconduct which transgresses South African criminal law will be investigated by the South African Police Service and will lead to a learner's suspension from school.

### **8.1 SCHEDULE 1 OFFENCES**

There are serious misconduct that may lead to suspension. A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:

- a) Seriously threatens, disrupts or frustrates teaching or learning in a class:



- b) Engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- c) Insults the dignity of or defames any learner or any other person which includes racist remarks and all types of bullying.
- d) Distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination:
- e) Cheats in a test or examination or any other form of assessment such as assignments;
- f) Engages in any act of public indecency;
- g) Sexual harasses another person;
- h) Is found in possession of or distributes pornographic material; or
- i) Is under the influence of or in the possession of alcohol.
- j) Repeated violation of the school code of conduct

## **8.2 SCHEDULE 2 OFFENCES**

There are serious misconduct that may lead to expulsion. A learner will be guilty of serious misconduct if he or she intentionally and without just excuse:

- a) Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- b) Fails to comply with a punishment or suspension as a correctional measure; or
- c) Forges any document or signature to the potential or actual prejudice of the school;
- d) Trades in any test or examination question paper or in any test or examination material;
- e) Attempts to bribe or bribes any person to gain an unfair advantage therein;
- f) Engages in fraud
- g) Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
- h) Is in possession of, consumes or deals in any illegal substance or other harmful substance;
- i) Is in possession of, uses or transmits narcotic or unauthorized drugs or on visible evidence of such possession, use or transmission;
- j) Is in possession of any dangerous weapon;
- k) Assaults or threatens to assault another person;
- l) Holds any person hostage;
- m) Murders any person;
- n) Rapes any person; or engages in any sexual activity which amounts to an offence in law, or
- o) Maliciously damages property.

## **8.3 OFFICIAL WARNINGS**

- a) Official warnings proceed from level 1 to level e with a level 2 warning being regarded as serious and a Level 3 warning being in a final warning
- b) A Level 1 warning will be automatically followed by a Level 2 warning if the same misdemeanour is repeated or if another type of serious offence is committed.
- c) A Level 2 warning will be automatically followed by a Level 3 warning if the same misdemeanour is repeated or if another type of serious offence is committed.
- d) Official warnings are carried from one year to the next

## **8.4 FORMAL DISCIPLINARY HEARING**

- a) If a formal hearing is to be held, a Disciplinary Committee must be convened according to General Notice 2591 of 2001.

- b) The hearing will be chaired by a representative designed by the Governing Body and must comprise of SGB parent members (including the chairperson).
- c) For such a hearing the learner must be informed of (and understand) the complaint / charges being investigated
- d) The learner must be informed in writing of the date, time and place of the hearing
- e) The learner must be given the opportunity to offer a plea of guilty or not at the beginning of the hearing
- f) The learner must be heard and given the opportunity to be heard and tell his or her side of the story
- g) The learner must not be prohibited from being represented by a parent/guardian, an educator, a fellow learner or any learner representative.
- h) The learner must be informed in writing of the disciplinary steps to be taken in the event of having been found guilty of misconduct
- i) The learner must be accorded the right of appeal, within 14 days, if aggrieved by the decision of the Committee.
- j) A record of the proceedings of the hearing must be kept and a copy will be placed on the learner's file.
- k) If the Disciplinary Hearing rules for a suspension or expulsion of the learner, this recommendation will be forwarded to the HOD (Senior Manager) of GDE for ratification.

### **8.5 GRIEVANCE/APPEAL PROCEDURE**

- a) If the outcome of formal disciplinary hearing is not mutually acceptable to the interested parties, then the aggrieved party may lodge a grievance or an appeal with the IDSO or the Head of Department (Senior Manager) of the Gauteng Department of Education. As stipulated in 8.4.1
- b) It then becomes the responsibility of the Gauteng Department of Education to provide for arbitration in the matter in order to resolve the grievance / settle the appeal.
- c) The decision of the arbitrator will be binding on all parties.

**The following classes of misdemeanours serves as guidelines to possible transgressions. However, the merits of each instance of transgression will be viewed individually.**

<b>CLASS 1 MISDEMEANOURS</b>	
<b>VIOLATIONS OF GENERAL SCHOOL DISCIPLINE</b>	
<b>MISDEMEANOUR</b>	<b>RECOMMENDED DISCIPLINARY ACTION</b>
<b>1. Academic</b> <ul style="list-style-type: none"> <li>• Books left at home</li> <li>• Homework – not done on time / copied</li> <li>• Work not handed in on time</li> </ul>	Examples of actions to be taken: <ul style="list-style-type: none"> <li>a) Level 1 warning and SMS sent home</li> <li>b) Learners forfeit the right to sit on the chair</li> <li>c) Verbal reprimand</li> <li>d) Written punishment</li> <li>e) Zero marks for work not submitted, unless there is a valid excuse/ marks deducted daily for non-submission</li> <li>f) Extra work</li> <li>g) Reparation of damage</li> <li>h) Litter parade</li> <li>i) Public apology</li> <li>j) Break detention</li> <li>k) Daily report</li> </ul>
<b>2. Substitution classes</b> <ul style="list-style-type: none"> <li>• Non – arrival</li> <li>• Reporting to wrong member of staff</li> </ul>	
<b>3. Extra – mural activity</b> Non-attendance at practices and matches (without a valid excuse to member of staff/coach)	

<p>4. <u>Personal conduct in classroom / on school grounds;</u></p> <ul style="list-style-type: none"> <li>• Cheek/insolence/insubordination (not following instructions)</li> <li>• Defacing desks/walls/books</li> <li>• Disruption of lessons</li> <li>• Eating / chewing in class</li> <li>• Foul language</li> <li>• Late arrival at class</li> <li>• Truancy</li> <li>• Leaving class without permission</li> <li>• Littering</li> <li>• Inappropriate public displays of affection</li> <li>• Cellphones, MP3 players, ipods, etc, visible/being use during the Academic programme</li> <li>• Offensive and/or inappropriate graffiti on school case</li> <li>• Inappropriate behavior in Assembly</li> </ul>	<p>l) Confiscation of electronic equipment and relevant fine which will be returned to the parent of the learner at the end of the term</p>
<p>5. Uniform</p> <ul style="list-style-type: none"> <li>• Dress – code infringements</li> <li>• Hair infringements</li> <li>• Non – regulation jewellery</li> </ul>	
<p>6. Out – of-bounds</p>	

**Procedure**

- a) Proof of misdemeanour must be placed in the learners file
- b) Class 1 misdemeanour are dealt with in the first instance by the relevant educator/staff member
- c) Parents must be informed of repeated misdemeanour
- d) Repeated misdemeanour must be referred to the Grade Head /HOD

## 8.7 CLASS 2 MISDEMEANOURS

MISDEMEANOURS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 1 misdemeanours where disciplinary action by class teacher is deemed ineffective	Official Warning Level 2
2. Cheating in test (not relevant to SBA tasks)	Nought for test; Official Warning Level 1
3. Damage to property/possessions of the other pupils	Official Warning Level 1
4. Disruptive/uncooperative in class	Detention Official Warning Level 1, Interview with Grade Head/HOD
5. Dress code infringement (repeated)	Official Warning Level 2
6. Extra-mural activity – not attending match	Refer to relevant Staff Member in charge, Detention
7. Fighting	Official Warning Level 1

8. Hair Regulation – repeated serious infringements	Official Warning level 2
9. Late arrival at school	Official Warning Level 1, bag kept in at the gate, books, in hand. Retrieve bag at the end of the school day.
10. Lying and deceit	Detention
11. Offensive material – possession	Official Warning Level 1, confiscation by Principal, Detention/Suspension
12. Using abusive language	Official Warning Level 2 detention, interview with Grade Head
13. Disrespect towards another person	Official Warning Level 2 detention, interview with Grade Head
14. Personal remarks / insults	Official Warning Level 2 detention, interview with Grade Head
15. Smoking – caught “in the act” and possession of tobacco	Official Warning Level 2 detention/exclusion, interview with Grade head, Parents interviewed before re-admission to class
16. Smoking – in public (associated with school)	Official Warning Level 2 detention/exclusion, interview with Grade head, Parents interviewed before re-admission to class
17. Being in the presence of smokers	Official Warning level 1, Detention, Interview, with Grade Head
18. Temper tantrum	Official Warning level 1, Detention, Interview, with Grade Head
19. Truancy – “bunking” a lesson	Official Warning level 1, phone call to parents, Detention
20. Leaving school without permission	Official Warning level 1, phone call to parents, Detention
21. Truancy – “bunking in a day	Official Warning level 1, phone call to parents, Detention
22. Vandalism – school property	Official Warning Level 2, phone call to parents, Detention, Damage to be repaired or paid for.
23. Failure to attend detention	Official Warning Level 1 Double detention
24. Late for detention	Double detention
25. Incendiary device e.g. stink-bomb or other similar prank	Official Warning level 2, phone call to parents, Detention
26. Gambling	Official Warning Level 2, phone call to parents, Detention
27. Selling of any items for personal gain (including lending of money/items for personal gain)	Confiscation of items, Official Warning Level 2 phone call to parents, detention penalty of R150

**Procedure:**

- a) Proof of misdemeanour to be considered in the context of the whole set of circumstances
- b) Proof of misdemeanour must be placed in the learner’s file
- c) Class 2 misdemeanour are generally referred to the Grade Head/HOD
- d) Parents must be informed or repeated misdemeanour
- e) Statements are to be taken, pending investigation

## 8.8 CLASS 3 MISDEMEANOURS

MISDEMEANOUR	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 2 misdemeanours where prior disciplinary action has been deemed ineffective.	formal disciplinary hearing
2. Assaulting fellow learner (s)	formal disciplinary hearing
3. Cheating in Examination	Referred by internal Examinations committee: Nought for paper, phone call to parents
4. Verbal abuse of member (s) of staff	Final warning, formal disciplinary hearing
5. Vandalism	Final Warning, formal disciplinary hearing, Detention, Damage to be repaired or paid for.
6. Bullying	Final warning, formal disciplinary hearing
7. Intimidation (physical / emotional / spiritual).	Final warning, formal disciplinary hearing
8. Insubordination towards a staff member	Final warning, formal disciplinary hearing
9. Involvement in any activity related to the school in any way whatsoever which causes the school's name to be brought to disrepute.	Final warning, formal disciplinary hearing
<b>Procedure:</b> <ul style="list-style-type: none"> <li>a) Proof of misdemeanour must be placed in the learners file</li> <li>b) Class 3 misdemeanours are generally referred and dealt with by the Deputy Principal/Principal</li> <li>c) Due process will be followed where a learner is alleged to have committed a serious or criminal offence and suspension is recommended i.e. a formal disciplinary hearing will be conducted in accordance with the appropriate regulations.</li> </ul>	

## 8.9 CLASS 4 MISDEMEANOURS

MISDEMEANOURS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 3 misdemeanours where prior disciplinary action has been deemed ineffective	Expulsion procedures pending formal disciplinary hearing
2. Alcohol – drinking at school / on school outing; possession at school/ on school outing; distribution at school / on school outing / and or being under the influence	Final Warning, Suspension / Expulsion procedures pending formal disciplinary hearing
3. Intimidation, physical abuse, assault and / or threat to staff members	Expulsion procedures pending formal disciplinary hearing
4. Dangerous weapon / "toy" – possession	
5. Dangerous weapon / "toy" threatening usage/usage	Expulsion procedures pending formal disciplinary hearing
6. Illegal substance – possession at school / on school outing; consumption at school/on school outing	Suspension / Expulsion procedures pending formal disciplinary hearing
7. Illegal substances – dealing ("pushing") / at school / on school outing	Expulsion procedures pending formal disciplinary hearing
8. Illegal substance- consumption outside school	Suspension / Expulsion procedures pending formal disciplinary hearing
9. Theft	Final Warning, Suspension / Expulsion procedures pending formal disciplinary hearing
10. Hoax calls and improper use of social media bringing the school into disrepute or posting false information	Suspension / Expulsion procedures pending formal disciplinary hearing
11. Cheating in Final examination – Grade 12	Official procedures as laid down by the Department
12. Arson	Expulsion procedures pending formal disciplinary hearing
13. Serious Incendiary	Suspension / Expulsion procedures pending formal disciplinary hearing
14. Initiation involving bully and victimization	Suspension / Expulsion procedures pending formal disciplinary hearing
<b>Procedure:</b> <ul style="list-style-type: none"> <li>a) Proof of misdemeanour must be placed in the learner's file.</li> <li>b) Class 4 misdemeanours are generally referred to and dealt with by the Principal</li> <li>c) Due process will be followed where a learner is alleged to have committed a serious or criminal offence and suspension is recommended i.e. a formal disciplinary hearing will be conducted in accordance with the appropriate regulations</li> </ul>	

