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Brebner High School

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CODE OF CONDUCT

13TH REVISED EDITION (2023)

CODE OF CONDUCT FOR LEARNERS AT BREBNER HIGH SCHOOL

PREAMBLE

The code of conduct of this school is based on various principles. These include:

1. Mutual respect for and acceptance of other persons and their property.
2. The right of the individual to be educated and the right of others to be educated in a safe environment conducive to education including the doing of work during classes, the completion of homework and the catching up of work due to the learner's absence.
3. The duty of the principal to ensure that a culture of learning and teaching is maintained at the school.
4. The right of all persons to fair treatment and the responsibility of all persons to ensure that everyone will be treated fairly and with dignity.
5. The responsibility of all stakeholders i.e. state, learners, education authorities and parents to make education available and accessible.
6. All education at Brebner High School will be directed towards a culture of reconciliation, teaching, learning and mutual respect and the establishment of a culture of tolerance and peace at school.
7. No learner will be exempt from complying with the Code of Conduct or any School Policy or Procedure. This by implication includes parents where relevant. Policies or a list of the Policies are available on request.
8. An educator at the school shall have the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner attends the school, in any classroom, school function, school excursion or school related activity.
9. The principal, upon reasonable suspicions or having enough information, has the legal authority to authorize a search of any learner or property in possession of the learner.

10. All contraventions of the Code of Conduct are considered undesirable and will lead to corrective or punitive measures against the learner.
11. Section 8 of the South African Schools Act, 84 of 1996 (and all amendments) as well as Regulation 156 of 2001 of the Free State Department of Education. "Regulations Regarding Discipline of Learners in Public Schools", is applicable to this document. All school policies and regulations are also covered under this Code of Conduct.
12. No responsibility at all will be accepted by the school or staff member for any item confiscated if such an item is prohibited by this Code of Conduct.
13. This code of conduct is in force:
 - on school property (including the hostel premises), prior to, during and following regular school hours;
 - at all official school events, both within and outside the regular school hours where such school events are held under the auspices of the school management structures; and
 - at all official school events which are held off the school property;
 - all transport used by the school;
 - on any form of electronic media or other such devices.

ARTICLES OF THE CODE OF CONDUCT

ARTICLE 1

Each learner at Brebner has the right to learn without interference and each teacher has the right to teach learners in an orderly environment without interference.

Application

- 1.1 No disruptive or distracting behaviour in classes will be tolerated (i.e. behaviour which disrupts the normal, ordered classroom routine).
- 1.2 Learners must carry out all reasonable instructions (including the doing of homework) given by a teacher.
- 1.3 Each teacher may draw up classroom rules to aid classroom management that learners are expected to obey, on condition that those rules are not in conflict with this Code of Conduct.
- 1.4 No cell phones, earphones, smart watches, speakers, nor any other distracting or disturbing device will be allowed to be switched on during teaching hours at the school without the approval and permission of the relevant teacher in the class and the Principal's discretion, (Exam and test rules supersede this clause). If at any time it is misused at school, the learner will hand the device over to the teacher present and the device will be released to the parent when agreed upon by the principal.

- 1.5 Exam rules and guidelines which are in a separate policy, which is available on request, form part of this Code of Conduct.

ARTICLE 2

Each person at Brebner has the right to respect.

Application

- 2.1 No religious, racial or other form of intolerance will be allowed.
- 2.2 All persons have the right to equal treatment and equal opportunities and no other learner may infringe upon those rights.
- 2.3 Any organised party-political activity or display or political memorabilia, must have the Principal's written permission.
- 2.4 Accommodation of religious or cultural rights:
- 2.4.1 The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules conflict with or infringe on any religious rights of the learner.
- 2.4.2 This application must be in writing identifying the specific rule/s that is/are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.
- 2.4.3 This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion on how the rules may be supplemented by the School Governing Body to accommodate such religious rights.
- 2.4.4 The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that conflict with the school's Code of Conduct are his/her true beliefs and commitments. Written proof must be provided from a leader of that specific religion.
- 2.4.5 The religious conduct or practice must be lawful.
- 2.4.6 The School 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 within 14 days.
- 2.4.7 When the School 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.
- 2.4.8 The deviation must specify the exemption from the normal rules and must clearly identify the conduct that will be allowed.

2.4.9 Cultural rights will be considered if they do not relate to a religion, if such cultural rights are conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the School Governing Body that his/her cultural rights can be exercised only through a permanent intervention and written proof must be provided from a leader/elder in that specific cultural group.

2.5 Any request for deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process like that contained in sub-paragraphs 2.4.1 to 2.4.8 above. Proof must also be given that the learner is a regular and consistent observer of the religious or cultural activities.

ARTICLE 3

Each person has the right to safety and a safe environment.

Application

- 3.1 No indecent behaviour of whatever nature will be tolerated, e.g. fighting, swearing, stealing, dishonesty, immoral activities (including sexual acts), insulting or humiliating behaviour, etc.
- 3.2 Any game or activity, which endangers the safety of others, is forbidden.
- 3.3 All projectiles (except those used in sport activity) are prohibited.
- 3.4 No weapons at all (traditional or otherwise) may be carried at school.
- 3.5 No meeting of any nature may be held on the school or hostel premises without the Principal's written permission.
- 3.6 Learners must move in an orderly manner but as quickly as possible from one class to the other.
- 3.7 No learners are permitted in areas (locations) that are deemed to be for restricted use, without the required permission (e.g. staffrooms, staff toilets, halls, classrooms before and after school, or during break, offices, etc.).
- 3.8 No one may take or cause someone else to take (or use without permission) any equipment, material, instruments, stationery or books that are not their own property.
- 3.9 School bags may only be left in approved areas and remain the responsibility of the owner.
- 3.10 No learner may damage the property of the school or hostel.
- 3.11 No learner may falsely identify him/herself in any way.
- 3.12 No disrespect or verbal abuse of others will be tolerated.

- 3.13 Falsifying of documents is not allowed.
- 3.14 Any member of the school's management team has the right to order a search on a learner and of his/her possessions, if reasonable cause allows, to find any material or instrument which would lead to any contravention of the Code of Conduct. This search must be done in the presence of the learner and body searches, may only be done by a male on males and a female on females.
- 3.15 Learners may not, in any way, interfere with visitors to the school or with their property.

ARTICLE 4

Each person has the right and responsibility to ensure that the highest standard of personal health, hygiene and a healthy environment are maintained.

Application

- 4.1 No learners may smoke at any activity involving the school and hostel.
- 4.2 The school and hostel grounds must always be kept neat and tidy.
- 4.3 The use of, selling of, or possession of alcoholic beverages, drugs or the possession of pornographic or occult material, electronic cigarettes and or Vape Pens is strictly prohibited.
- 4.4 Any learner found in possession of medication that has a schedule 4 or 5 classification, must within a 24-hour period, make a copy of the medical script issued by a medical doctor, available to the school. Should this certificate not be provided, the medication will be deemed contraband and confiscated.
- 4.5 Eating in any classroom, passages, halls, library, computer lab or toilet is not allowed.
- 4.6 The chewing of gum is a bad habit that is discouraged and is not allowed in the classroom.
- 4.7 The selling of goods for personal gain on the school or hostel grounds is not allowed without the written permission of the principal.
- 4.8 No offensive stickers or graffiti of a political or a non-school activity may be displayed on school cases. No political or non-school information (other than for academic purposes) may be distributed in any form at school or in the name of the school without the Principal's permission.
- 4.9 Learners must always maintain the highest level of personal hygiene.
- 4.10 If any learner has an infectious disease then it is that learner's (and his/her parents'/guardians') responsibility to ensure that the health of other learners is not jeopardized.

ARTICLE 5

The ultimate responsibility for the learners' behaviour rests with their parents or guardians, who are also responsible for ensuring that continual learning takes place.

Application

- 5.1 Parents must support the school, and assist learners to observe the Code of Conduct of the school.
- 5.2 Parents must take co-responsibility for the misbehaviour of their children/wards.
- 5.3 Parents must take an active interest in their children's school activities.
- 5.4 Parents must pay the prescribed school fees for the school and purchase the required educational aids for their children/wards.
- 5.5 Parents must assist the school to ensure that learners do their Formal Assessments and other prescribed school work.
- 5.6 If a learner:
 - 5.6.1 fails the final Grade 12 exam once
 - 5.6.2 fails any other grade twice
 - 5.6.3 fails more than one grade in a school phase he/she will not automatically be readmitted to Brebner but will have to apply for re-admission.

ARTICLE 6

The school has the obligation to ensure that the parents' right to expect the school to present effective education to their children/wards is upheld.

Application

- 6.1 All reasonable orders and instructions given to any learner by any teacher or authorized person in his/her official capacity must be carried out. No antagonistic attitude towards these persons will be accepted, no victimization of a teacher or another learner will be allowed. Insubordination towards staff will not be allowed.
- 6.2 Strict adherence to school hours (as determined by the Principal) will be expected of all learners.
- 6.3 No learner may leave the school grounds without permission from the Principal or a staff member, along with consent verification with their parent/guardian.
- 6.4 Bunking and/or delaying attending school periods is viewed as a serious offence.
- 6.5 Requests from parents/guardians to depart on holiday before the date of the closure of the school, conflicts with educational principles.

- 6.6 No walking around during periods will be permitted (unless in an emergency or with the permission of the teacher with the required permission card).
- 6.7 Any learner who stays away from school for 10 consecutive schooldays without a valid excuse will automatically have his/her name taken off the school register.
- 6.8 A learner's parents/guardians must explain to the school if the learner is absent by producing a doctor's certificate or a note.
- 6.9 Notes regarding absence must be handed to the office the day the learner returns to school or communicated electronically prior to the learner's return. The Principal or delegated representative can demand a doctor's medical certificate (to be obtained at the parents' expense) if deemed necessary.
- 6.10 Learners are compelled to take school notices (principal's circulars, other notes from the school and educators, school reports) to their parents/guardians and ensure that these notices are received accordingly. Parents must join the appropriate electronic platforms to ensure receipt of important communications.
- 6.11 Learners may not in any way attempt to unfairly gain academic credit. (e.g. cheating in tests or exams, copying other learners' work without mandate etc.)
- 6.12 Learners and parents must give accurate, reasonable information to the school, if requested by the school.

ARTICLE 7

Each learner enrolled at Brebner High School has the right to be associated with Brebner High School but also has the responsibility to ensure that the ethos and good image of Brebner High School is always upheld.

Application

- 7.1 When a learner is included in any team (whether sport, academic or cultural) that learner must attend the functions/matches and all practises for which he/she has been chosen, unless notification is given in advance so that a substitute can be arranged.
- 7.2 All learners must attend general school assembly, unless permission to be excused has been obtained from the Principal.

7.3 School Uniform

The school allows a variety of uniform (specified below). This is done in consideration of economical and learner convenience reasons. (Teachers may at their discretion request learners to remove them in a classroom)

7.3.1.1 Girls (Summer)

Open neck short sleeved white shirt with/without Brebner badge, Brebner Golf Shirt or Brebner Sport Shirt
Brebner skirt (Brebner blue with the 3 box pleats)
White socks
Plain black school shoes
Brebner jersey, Brebner High School blazer/jacket and Brebner High School Hoodie.
School tracksuits may be worn.
Grey flannel trousers may be worn.
Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed.

7.3.1.2 Girls (Winter)

Long sleeved white shirt with/without Brebner badge
Brebner skirt (Brebner blue with the 3 box pleats)
Blue school slacks or grey flannel trousers
Grey Brebner socks
Navy blue ribbed tights may be worn as an alternative to socks
Plain black school shoes
Brebner jersey, Brebner High School blazer/jacket and Brebner High School Hoodie.
School tracksuits may be worn.
Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed.

7.3.2.1 Boys (Summer)

Open neck short sleeved white shirt with/without Brebner badge, Brebner Golf Shirt or Brebner Sport Shirt
Long grey flannel trousers
Grey Brebner socks
Plain black school shoes
Brebner jersey, Brebner High School blazer/jacket and Brebner High School Hoodie
School tracksuits may be worn.
Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed.

7.3.2.2 Boys (Winter)

Long sleeved white shirt with/without Brebner badge
Long grey flannel trousers
Grey Brebner socks
Plain black shoes
Brebner jersey, tracksuit top, Brebner High School blazer/jacket and Brebner High School Hoodie
Wearing of ties is optional.
School tracksuits may be worn.
Navy, white or black trainers/sneakers may be worn with tracksuit. No other colour sneakers will be allowed

7.3.3 **Grade 12 Learners:** The SMT, in consultation with the grade 12 learners and their parents, introduce a specific uniform for the Grade 12 learners for that specific year. If any dispute about that specific uniform arises then the “traditional” Brebner uniform must be worn.

7.3.4 If the school allows learners to come to school for any purpose or occasion in clothes that are not classified as the “school uniform” then;

7.3.4.1 The clothes worn may not be provocative. Skirts and dresses may not be higher than 4 fingers above the knee.

7.3.4.2 No offensive or political slogans may be on clothes.

7.3.4.3 Tight fitting or “revealing” shorts and pants may not be worn. Girls may not wear “revealing” or low-cut tops.

7.3.8 Acceptable underwear must be worn and may not be visible.

7.4 **General appearance: (for school attendance)**

(The discretion of the principal or person acting in this capacity will be binding should any dispute arise regarding appearance).

NB: Article 2 is applicable to this clause

7.4.1 All learners’ uniforms, nails and shoes must be clean at the start of each day.

7.4.2 Make-up, long and/or painted nails will not be tolerated with school uniform. Nails will be regarded as long if they extend beyond fingertips. No decorative, colourful gel or acrylic nails will be allowed.

7.4.3 Chains and pendants may not be extravagant and excessive and only basic rings of significant importance may be worn.

7.4.4 The wearing of earrings will be permitted as follows:

- a. Only girls may wear earrings and;
- b. Only one studded or sleeper earring per ear lobe may be worn. Studs should not be bigger than 2mm in diameter. Sleepers may not exceed 15mm in size. Gold and silver sleepers are allowed. Gold, silver, white pearl and white diamond studs are allowed.
- c. Strictly no facial or body piercings will be allowed, apart from one hole per earlobe.

7.4.5 Hair must be kept neat and clean and no extravagant or unhealthy hair style will be permitted. The interpretation of “extravagant” and the conditions leading to an “unhealthy hair style” will be at the sole discretion of the principal. The following general guidelines are however given:

7.4.5.1 No excessive “punk”, “afro”, “mohawk” or “spiky” hairstyles.

7.4.5.2 “Steps” in hair must be neat, tapered and must not lead to contravention of

- the principle of extravagance.
- 7.4.5.3 No hair may extend over the eyebrows or eyes at all.
- 7.4.5.4 Boys' hair must be kept off their shirt collars. If hair exceeds 4cm in length, It must be plaited or tied in a ponytail or bun.
- 7.4.5.5 Hair must not protrude over the ears.
- 7.4.5.6 If girls' hair protrudes over the neckline, then the hair must be tied up (navy blue, black or white hair ties only).
- 7.4.5.7 Hair extensions will be allowed but must not be extravagant.
- Curls: hair must be tied down at the base of neck
 - Straight hair: one ponytail at the base of the neck
 - Braids: only braided from the front to back, not exceeding 5mm in thickness. Clear plastic beads and metal cuffs in gold or silver are allowed. No loose ends at the end of the braids are allowed. Braids may not hang past the learner's lower back.
- 7.4.5.8 No learner may alter his/her natural hair colour with more than one shade lighter or darker than their natural colour. Extravagant colouring of hair may not be done without permission from the Principal. Learners may not have more than one colour present in their hairstyle.
- 7.4.5.9 Braids, dreadlocks or plaited hair must comply with the above regulations and must be neat with no loose ends.
- 7.4.5.10 Dreadlock hairstyles must meet the same requirements as braided hair.
- 7.4.5.11 Visible tattoos on any part of the body are strongly discouraged.

7.4.6 Beards are allowed, but must be kept neat and trimmed. No goatees will be allowed.

ARTICLE 8

Every individual at Brebner High School has the right, responsibility, freedom and obligation to deal with all infringement of this code of conduct in a positive manner.

Application

- 8.1 An internal grievance procedure is in place and any learner can appeal in writing, to the Principal against any punishment or unfair treatment. This written grievance must be handed to the secretary within 24 hours of the incident.
- 8.2 In the case of suspension parents may appeal in writing to the Principal within 5 (FIVE) schooldays. The appeal must be personally handed to the school secretary or Principal or sent to the Principal's email address.
- 8.3 Methods of sanction include:
- 8.3.1 Learners receiving a verbal warning.
 - 8.3.2 Issuing of referrals.
 - 8.3.3 Awarding yellow cards.
 - 8.3.4 Writing out.
 - 8.3.5 Attending detention sessions or exclusion from classes.
 - 8.3.6 Extra Studies or doing extra academic work.

- 8.3.7 Performing extra tasks or duties.
- 8.3.8 Sending home for cool-down periods/to fetch parents or guardians.
- 8.3.9 Attending internal disciplinary hearings, SMT counselling session or SGB DC Hearing.
- 8.3.10 Suspension or expulsion.
- 8.3.11 Confiscating cell phones or other offending devices, for a period.

ARTICLE 9

Brebner High School System or Disciplinary Measures

9.1 Referral System

9.1.1 Referrals are related disciplinary transgressions of the Code of Conduct. These referrals are called Demerits and have demerit points coupled to the various transgressions (as indicated in Annexure A to the Code of Conduct) to. Once a learner has accumulated a pre-determined number of points, parents will be contacted. If the learner continues to accumulate referral points the learner can be summoned to attend a SMT Counselling Session and thereafter will follow same process as a Disciplinary Hearing.

9.1.2 These demerits can be issued by any teacher or authorized person. These demerits will be investigated by a person delegated by the Principal. If the learner wants to challenge the contents of a demerit the learner must submit a Grievance in writing (within 3 days) to the Principal who will then make a final decision. Once the learner has accumulated several demerits, the learner will be summoned to a SMT Counselling Session.

The Principal or Deputy Principals can however give the learner an appropriate sanction on individual discretion, irrespective of the number of points accumulated by the learner at that stage. Unless a formal grievance is lodged the learner must then carry out that sanction or face possible further disciplinary action.

The learner can also be referred to individual therapy sessions with the school counsellor.

9.2 Therapy Sessions

Any teacher can refer a learner for formal therapy at any time. The therapy sessions are compulsory and can be done by any appropriate person or persons as decided upon by the principal or deputy principals. Any educator may also recommend that a learner attend an informal discussion session.

9.3 SMT Counselling Sessions

A SMT Counselling Session can be held to address persistent behavioural or academic problems and/or in response to a violation of the Code of Conduct. Attendance of this session is compulsory for the learner and the session must be chaired by a person nominated by the principal. The parents of the learner must be notified about the outcome of such a hearing and

a full report of proceedings/findings and corrective measures must be submitted to the principal and parents/guardians of a learner. Parents/guardians should preferably attend these sessions, but the sessions can continue in the absence of the parents/guardians.

These SMT Counselling Sessions are the first level hearings and are considered as Sub-Committee Hearings of the SGB's Disciplinary Committee and have the delegated authority to issue a Formal Warning.

9.4 Disciplinary Committee Hearing

9.4.1 **If a learner accumulates a further extra number of points within 6 (SIX) months of receiving a warning issued in the Counselling Sessions, the learner will be required to attend a Disciplinary Committee Hearing sanctioned by the SGB. At such a hearing the learner can be issued with a Final Written Warning. If a learner or parent does not agree with the issuing of a Final Written Warning, they must appeal in writing to the School Principal within 5 (FIVE) schooldays.**

9.4.2 **If a learner then accumulates further points, within 6 (SIX) months of being issued with a Final Written Warning, the learner can be summoned to attend a Disciplinary Hearing sanctioned by the SGB. This Committee has delegated power from the SGB to suspend the learner from school for a time, not exceeding 7 (SEVEN) schooldays.**

This committee has the authority to place a learner on a period of daily observation to test for possible incapacity and ability to follow the Code of Conduct, under supervision.

Final Written Warnings and suspensions for expellable offences do not have a time limitation in relation to future hearings or offenses.

9.5 SGB Hearing

These hearings will be conducted by the Disciplinary Committee of the SGB and must be conducted according to due process. **(however also see 9.4.2 and 9.10).**

9.6 System of Exclusion

This system will run parallel to the system of disciplinary hearings and is aimed at learners who show problem behaviour on a continuous basis. The Principal will exclude the learner from that activity e.g. class for a given time. Failure to comply will lead to further disciplinary steps. This system should not be confused with the right a teacher has to ask a learner to leave the class for a period in reaction to a specific incident. The learner may not move away from the class and must be asked to return to the class after 10 minutes. This should act as a "cooling off" time.

9.7 Forfeiture of Marks

Each subject teacher should keep a register of learners who are absent each period. If a learner is ill, he/she must prove that by producing a doctor's certificate. The doctor's certificate (or note from parent) must be handed in at the office and the learner will receive a blue card which must be shown to each teacher who has marked that learner absent.

A learner who cannot supply a written reason for their absence (as specified above) could lose Formal Assessment marks as determined by the principal. If a learner does not hand in Formal Assessment work within the scheduled time, marks can be deducted according to school policy.

9.8 Suspension

A learner may be suspended for up to 7 (SEVEN) schooldays at a time. The suspended learner may not attend classes, school related activities or be present on the school/hostel premises for the duration of the suspension. Any marks that the learner might have earned during the time of suspension will be forfeited.

9.9 Grievance/Appeal Procedure

9.9.1 Every learner/parent has the right to lodge a grievance/appeal against any action at Brebner High School. This grievance/appeal must be done in writing and addressed to the Principal.

9.9.2 The principal will obtain all the facts, investigate the matter and give judgement about the appeal/grievance.

9.9.3 In less serious cases the principal's decision will be final, however, in more serious cases the parent/guardian (of the learner) and not the learner, can make a written appeal to the SGB who will then appoint a committee to investigate the matter and take a decision.

9.9.4 This does not in any manner change the parents' rights according to SASA.

9.10 Notes

9.10.1 The school rules and Code of Conduct should be emphasized to learners on a regular basis.

9.10.2 The principal has the delegated legal right to immediately suspend a learner guilty of a serious offence, which affects the immediate safety and security at the school. Parents can appeal, in writing, against such a suspension.

9.10.3 If 9.10.2 is implemented then, **no allowance is made for levels of offence on contraventions of the Code of Conduct. The above procedure can be used in all cases at the principal's discretion. The following could lead to an SGB hearing and result in possible further suspension or expulsion from the school, with the provision that only the DC of SGB hearing, chaired by person delegated by the SGB, may recommend expulsion.**

- a. Continual disregard for the internal disciplinary process.
- b. Aggravated disruptions of classes or any school activity.
- c. Possession of a dangerous weapon or threatening or using any dangerous weapon against another learner.
- d. Sexual abuse.
- e. Selling drugs or contraband at any school related activity.
- f. Theft and vandalism leading to criminal charges.
- g. Murder, assault, robbery or rape.
- h. Repeatedly under the influence of illegal drugs or alcohol.

- 9.10.4 If a learner has been referred for an SGB Disciplinary Committee hearing, the learner:
- a. Must receive a detailed charge sheet at least 5 (FIVE) schooldays before the hearing.
 - b. Can be suspended until the hearing at the discretion of the Principal. When using this, the Principal must consider that such a suspension is justified because of the threat the learner could present to themselves, school property, other learners or witnesses in the case, or that the accused learner could interfere with the investigation of the case.
 - c. The learner or parents can, in writing, appeal against such a temporary suspension.

- 9.10.5 The principal or delegated person must facilitate a thorough investigation verifying all evidence before any SGB hearing. The findings/statements of this will be used as bona fide evidence in the hearing and will not be verified in the SGB hearing again. If the accused parties want to dispute evidence, the normal legal process must be used. However, underaged or vulnerable witnesses must be protected and allowed to testify and be cross-examined by means of an intermediary. If learners however, incriminate themselves in statements given, these statements cannot be used as evidence at a DC hearing.

- 9.10.6 According to the Act pertaining to Safety in government buildings/schools, a learner can be removed immediately if he/she:
- a. Creates a major disturbance of the peace.
 - b. Is perceived to be a threat or danger to him/herself or others.
 - c. Is suspected to be in possession of any dangerous weapon.
 - d. Is suspected to be under the influence of alcohol, drugs or any other banned substance. (Learner can be tested according to the Drug Policy at the school).
 - e. Also see 9.10.3.

- 9.11 A fine, equal to the damage of the property or replacement costs or medical expenses as well as a compensation for distress of the aggrieved party (victim) can also be sanctioned by the principal.



PRINCIPAL



CHAIRPERSON: SGB

ANNEXURE A

**Discipline in school
Addendum to Code of Conduct Levels of Misconduct**

Parents

1. This list is a guideline. The school's Code of Conduct is the final legal document.
2. Teachers must report all offences.
3. The Principal still has the final discretion (at school level) when deciding on course of action be taken.

Level One	
Misconduct inside the classroom:	Sanctions: By Teacher
Late for class – after the second bell	a. Verbal warning b. Counselling c. Confiscate food, etc. d. Demerits e. Send out of class (max. 10 minutes) f. Take possession of the cell phone or music device and immediately hand in at the office
Homework not completed or copied from another learner	
Eating in class or littering in class	
Walking around in class	
Incorrect uniform	
Not responding to reasonable instructions	
No books or books being neglected	
Taking or making unnecessary noises	
Minor vandalism like writing on a desk	
Cell phones or any other music device in class	
Leaving classroom without permission	

Level Two	
Misconduct by breaking school rules:	Sanctions: (Authorized by the Principal or Deputy Principals)
Repeated demerits	a. Any of the above
Not responding to disciplinary measures taken by teacher	b. Menial tasks
Smoking or carrying tobacco products or electronic cigarettes	c. Counselling
Leaving school premises without permission	d. Physical exercise
Using abusive language	e. Detention
Disruptive in class	f. Yellow card
Selling any product to learners without permission	g. Exclusion from class
Showing disrespect for another person	h. Contract with learner who promises to improve
Dishonesty or fraud	i. SBST Counselling Sessions
Minor vandalism or misuse of school property	j. Removal
Refusing to obey a lawful instruction	k. Confiscation
Bunking class	
Constant Littering	
Disturbing the teaching process	
Inflicting minor injury on another person	
Violation of appearance code	
Misconduct on school buses	

Level Three	
Serious violations of school rules:	Sanctions: (Only authorized by the Principal or Deputies)
Repeated demerits/referrals	Any of the above a. Probationary hearing b. Written warning of suspension c. Referral to counsellor or social worker or any outside agency e.g. SAPS, Welfare, etc. d. Suspension for a period in line with the school's Safety Regulations
Not responding to school's corrective measures	
Gambling	
Racist/sexist/discriminatory behaviour	
Possession or distribution of pornographic, racist or sexist material	
Disrespect and insubordination towards teachers/ staff/ supervisor	
Possessing dangerous weapons	
Cheating during exams	
Being severely disruptive in class or on school premises	
Serious dishonesty	
Repeated violations of appearance rules	
Being under the influence of suspected substances or alcohol at school (1 st offence)	
Verbally threatening another's safety	
Bullying (Verbal, emotional or physical)	
Fighting	
Refusal to submit to Corrective Sanctions	

Level Four and Five	
Serious Misconduct	Possible Sanction: (Authorized by the Principal or SGB hearing)
Threatening with a perceived weapon	a. Any of the above b. Referral to an outside agency, e.g. SAPS, Welfare, etc. c. SGB hearing d. Limited suspension from all school Activities. e. Request for expulsion from school
Causing intentional injury	
Engaging in sexual activity	
Total disruption of the entire school	
Forging documents/signatures with serious consequences	
Refusing to obey an instruction by the Principal	
Repeat offences and not responding to corrective measures	
Theft	
Serious Vandalism or damage of others' properties	
Being under the influence of suspected substances or alcohol at school (2 nd time offence)	
Disrupts or incites the disruption of the proper functioning of the school through unlawful collective action	
Refusal to attend corrective programmes	
Assault	
Intentionally using a dangerous weapon	
Sexual harassment	
Sexual abuse	
Robbery	
Rape	
Breaking and entering	
Murder	
Dealing in drugs or alcohol on school premises	
Possessing large amounts of drugs or large amounts of alcohol at school	
Malicious damage to property	
Has been convicted of a criminal offense and sentenced by a court of law	


SIGNATURE

2023/02/16
DATE