

# LAERSKOOL FLEUR



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## PARENT CODE OF CONDUCT

At Laerskool Fleur, Parents/Guardians and Visitors are expected to:

- Observe our school's values.
- As members of the community, set a good example through their speech and conduct.
- Familiarize themselves with the school's code of conduct and disciplinary procedures and assist the school in the implementation thereof.
- Realize that teachers and parents need to cooperate to benefit the child.
- Clarify a child's account of events to achieve a peaceful resolution to any conflict.
- Contact the school to discuss their concerns.
- If their child's behaviour is likely to lead to conflict or violence, they must correct this behaviour.
- Pay their agreed-upon school fees to fulfil their financial obligation.
- Take part in school activities.
- Respect our scholar patrol
- Respect the rules of the road

The following behaviour will not be tolerated by Parents/Guardians or Visitors

- Using loud/offensive language, cursing, swearing or being violent towards a learner, educator, staff member, or parent.
- Any behaviour that interferes with/threatens the functioning of the school, class, office area, sporting event, or any other place on the school premises.
- Threatening or inflicting bodily harm on any member of the school staff or school governing body, visitor, parent, or learner, regardless of whether the behaviour is criminal.
- Any destruction of or damage to school property.
- Any abusive/threatening e-mails, text messages, phone calls, voice messages, or other written or verbal communication.
- Any defamatory, derogatory, or disrespectful social media comments regarding the school or its pupils, parents, or staff.
- Using physical violence against an adult or a child, especially physical punishment of their child.
- Approaching someone else's child to talk to or punish or scold the child because of his or her actions towards their child (such an approach may be seen as an assault and may have legal consequences).
- The use of alcohol, narcotics, tobacco, and vaping products are all prohibited on school grounds and at school events.

### PARENT ACCOUNTABILITY

- Parents are responsible for ensuring that their children follow the school code of conduct.
- Parents should help the school maintain high standards of behaviour and conduct.
- If parents/guardians/visitors violate this Parent Code of Conduct while on or near the school grounds, the school reserves the right to inform the appropriate authorities, particularly if learners, parents, or staff are intimidated or assaulted by any adult visiting the school.

Signed .....

Name and Surname .....

Date .....



## **SCHOOL CODE OF CONDUCT: GENERAL SCHOOL RULES**

Every learner at Laerskool Fleur commits himself/herself to:

- Showing and understanding tolerance.
- Being proud of and loyal towards his/her parents, school, educators, and principal.
- Being courteous towards fellow learners, educators, parents, and other people.
- Obeying and honouring the school's rules and code of conduct.
- Not using foul language on the school grounds, in the classroom, during any school activity or when in school uniform.
- Attending school regularly.
- Always wearing the correct school uniform.
- Acting as an ambassador of his/her school and always giving a good impression of the school.
- Acknowledging the authority of the educators over them.
- Obeying and carrying out all reasonable orders and requests of educators, parents, and the principal.
- Allowing others to work without hindrance and to pay full attention to their lessons.
- Respecting the individuality of others.
- Treating others justly and fairly.
- Maintaining the safety of people and their property at school by being honest.
- Keeping the school grounds, classrooms, cloakrooms, and other spaces clean, neat, and free of litter.
- Always being punctual for any school activities and events.
- Never being an embarrassment to the school.
- Avoid being disruptive, ill-disciplined, or unaccommodating inside or outside the classroom.
- Carrying out all academic instructions to the best of his/her ability.
- Avoiding the use of drugs and any involvement in assault, carrying of weapons, criminal activities, intimidation, bullying, sexual harassment, injustice, smoking, vaping, or the possession of pornographic material at all costs.
- Looking after and not damaging school property.
- Not taking, using, eating, drinking, breaking, or damaging his/her fellow learners' property without permission.
- Not tampering with the school's apparatus without the teacher's permission.
- Not unnecessarily exposing themselves or others to danger or dangerous conditions.
- Not participating in dangerous games or violent actions on the school grounds, in the classrooms, cloakrooms or other locations.

- Obeying the scholar patrol and always adhering to road safety rules.
- Not carrying dangerous weapons or objects that could injure others, and not bringing them to any school activity.
- Not smoking cigarettes or drinking alcohol, or taking any medication or other illegal substance, and not trading in it or making it available to any learner at his/her school or any other school.
- Obeying the school code of conduct, rules, and any additions thereto.

**1. ABSENCE FROM SCHOOL:**

Learners are expected to be present at school for the entire school day. In the event of a learner being absent from school, parents must please inform the school by contacting the school office or sending an email.

**2. BEING LATE FOR SCHOOL:**

The following procedure must be followed:

- Please notify the register teacher that your child may be late for school through the office.
- The learner must enter the school grounds through the main reception gate on Hans Strijdom Avenue and is expected to sign the latecomer register.
- Learners who are late for school will receive demerits.

**3. LEAVING SCHOOL EARLY:**

The following procedure must be followed:

- The learner must provide the register teacher with a note from his/her parent/guardian.
- The parent/guardian must report to the admin office to sign the learner out.
- If a learner is absent from a class and there is no record of the learner leaving school early, it will be viewed as truancy.
- Please make every effort to schedule doctor/orthodontist/dentist appointments for the afternoon.

**4. ABSENTEEISM ON TEST/EXAMINATION DAYS:**

- In the event of a learner being absent from an assessment/scheduled cycle test/examination, a doctor's note or other official certificate is required. Tests must be written upon returning to school. If a doctor's note is not produced, the learner will receive a "0" mark.
- In the event of a learner being absent from a class test, a note from the parent/guardian is required.

**5. GENERAL LEARNER RESPONSIBILITIES:**

- Obey all school rules, as well as the clothing rules. They must exhibit good manners, behave properly and be honest.
- Regard all staff members as their superiors and treat them with the necessary respect.
- Show the same respect to teachers, and leaders, who must in turn be respectful towards fellow learners.
- Always greet staff members or any adult person politely.
- Not have their hands in their pockets while addressing any staff member or other adult
- Promptly and willingly execute all reasonable instructions given to them by staff members.
- Treat each other with respect and always avoid gossiping.
- Not continue arguments after school (in or out of school uniform) but rather follow the grievance procedure.
- Not talk in the hall unless permission has been given.
- Sit still during gatherings/performances/plays in the hall and only leave the hall at the end of the performance.

- Respect general service assistants always.
- Hand all school circulars, other letters and notes to their parents and promptly bring the tear-off slip back to their class teacher.
- Do their homework.
- Study for tests.
- If possible, participate in all sports and other activities at the school.
- Achieve their best to the glory of God and the honour of their parents and the school.

## 5.1 Types of punishment and corrective actions:

- 1) Reprimand/serious admonition – for most offences, a verbal warning, reprimand, or serious admonition is usually sufficient. At Laerskool Fleur, we adhere to a system of rewarding positive attitudes and behaviour by using a point system, but also allocating negative points to negative behaviour. Learners receive Fleur Rands for a certain number of points and use these to buy from the Fleur shop once a term. In this way, positive behaviour is promoted and rewarded.
- 2) Detention – detention involves preventing a learner from taking part in a certain school activity. Detention is usually aimed at addressing short-term disciplinary problems. The result should be that detention will partially address or solve the problem. Detention is used in cases of persistent disciplinary or behavioural problems, or if the learner displays a long-term negative attitude towards the school or his/her class work. On the other hand, detention must not be used immediately as a sanction in disciplinary action, but only when a learner will not respond to previous remedial action. There are no specific misdemeanours for which detention is a sanction.
  - Detention as a sanction will be applied following consultation by the educator with the specific departmental head.
  - Learners who have been given detention will report at the time and place determined by the principal or his/her delegate after parents have been informed that detention has been given to their child/ren.
  - Detention is normally carried out during breaks or after school and supervision is done by staff on a rotating basis. The names of learners who have been referred for detention will be recorded in a detention book, and these learners will be given a written letter addressed to their parents/guardians to inform them of the detention and the reason for it.
  - The principal may also suspend or forfeit a learner's privilege of participating in certain school activities. The aim of this is to stress the importance of education and the opportunities that it offers to learners.
  - Learners who continually display behavioural problems, or any victims of such impermissible conduct, will at the discretion of the principal and after consultation with parents, be referred for the necessary counselling and support.
- 3) Suspension – In the Schools Act of 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, the suspension is clearly described and will be implemented where learners commit serious offences or are chronic offenders.
  - Suspension means that a learner is banned from the school for a certain period, as recommended by the Disciplinary Committee and confirmed by the Governing Body following consultation with the Principal in terms of Article 9(1) of the Schools Act, after the learner(s) had been given a reasonable opportunity to provide an argument, albeit verbally or in writing regarding such an intention to implement suspension, after which disciplinary action may follow within seven days after suspension of the learner(s). If disciplinary action does not take place within 7 (seven) days, the Governing Body must obtain consent from the Head of Department of Gauteng Education Department to lengthen the period of suspension by another seven days. (Articles 9(1A) and (1B) of the School Act).
  - After being convicted of a serious misdemeanour, the governing body, through the Discipline Committee, may suspend a learner for a period of seven days or make a recommendation to the Head of Department of the Gauteng Education Department for the permanent expulsion of the learner from the school (Articles 9(1C) (a) and (b). If the Head of the Department of the Gauteng

- Education Department decides against permanent expulsion of the learner(s), an alternative suitable sanction must be imposed (Articles 9(8), (9)(10) of the Schools Act).
- If such learners want to visit the school during the period of suspension, they must first obtain written permission from the principal.
  - If tests or exams are written during the period of suspension, the suspended learner is not entitled to write the test or exam or to write them at a later stage.
  - A learner can be suspended for two reasons: As a corrective measure for misbehaviour (not longer than five school days).
  - As an intermediary measure while waiting for a decision regarding whether the learner concerned will be expelled from the school by the Departmental Head (This period may be longer than one week).
- 4) Expulsion – This refers to the permanent revoking of a learner's right to attend school. In other words, the learner is permanently banned from the school.
- Only the Head of Department of the Gauteng Department of Education can decide to expel a learner from the school. Expulsion can only take place after a learner, following a just hearing, has been found guilty of a serious misdemeanour.
  - Learners who have been permanently expelled may not visit or enter the school grounds or, during any official school activity, contact and/or communicate with any learner or educator. Should such learners want to visit the school, they must first obtain written permission from the principal.
  - All property and textbooks of the school in possession of an expelled learner, as well as leadership badges in case of a learner occupying a leader position, must be given back to the school before the learner finally leaves the school grounds.
  - Should there be any damage to or loss of school property that had been in the possession of such a learner, the parents are responsible for covering any costs. Parents/guardians are also to be held responsible for any other damage/costs incurred because of the conduct of the learner which led to his/her expulsion.
- 5) Community Service – Depending on the transgression, a learner may be given a sanction to do community service at the school for a certain period, with due allowance for the child's age and abilities:
- This entails that the learner either works in the garden, sweeps the corridors and classrooms, picks up papers and rubbish, etc.
  - Learners can also be punished by having to participate in a rehabilitation or information programme and then inform their fellow learners about the dangers of their misdemeanours, especially where prohibited substances were involved.
- 6) Forfeiting of rights/privileges and participation in school or extra-curricular activities:
- The principal or governing body may suspend or forfeit any rights, privileges, and responsibilities of a learner, either for a specific period or for the rest of the academic year.
  - The learner's right to education may not be suspended, but when a learner disturbs the education process or violates the code of conduct, he/she may be excluded from that activity for a certain period, which will be determined by the principal.
  - Any learner who accumulates 100 negative points from January – to September (Grade 4 – 7) will not be allowed to go on school tours and excursions. No Grade 7 learner accumulating 100negative points may participate in fundraising evenings or attend school functions.
- 7) Forfeiting of/removal from a position of leadership, other responsibility, school colours or awards earned by a learner – The principal may, for a specific period or for the duration of that academic year, remove or forfeit the responsibilities entrusted to a learner to perform certain leader duties or any school colours or awards given to a learner, and may order the learner to return his/her leadership and other badges and regalia to the principal or his delegate.
- 8) Written apology – The Disciplinary Committee or principal may demand a written apology from a learner regarding his/her conduct, which may include, at the discretion of the Committee or the principal, this apology being read out to the whole school.

- 9) Parent-educator interview – To protect a learner as far as possible, parents or guardians will be expected to attend an interview with the principal or appointed educator regarding the unacceptable behaviour of their child(ren) to clear up the matter. Such parent involvement will help to ensure that the child adheres to a certain acceptable disciplinary standard.

## **5.2 Prohibited items**

- 1) Learners may not bring the following items to school:  
Chewing gum, glass containers, any kind of weapon/firearm or object, or replica of a weapon/firearm which can injure him/her and other learners, catapults, explosive devices, matches, cigarettes, vapes, lighters, toy revolvers or replicas, firecrackers ("claps"), fireworks, knives and large amounts of money. If such dangerous objects are found in the possession of any learner, they will be confiscated, and the parents will be asked to fetch such objects from the principal in person.
- 2) The following items may only be brought to school with the permission of the principal or his/her delegate:  
Any kind of toy, electronic game, electronic device, radio, cellular phone, iPod, speaker, stereo player, camera, jewellery, pet, or other valuable items.

## **5.3 Searching and confiscation**

- 1) Should there be reasonable suspicion or sufficient evidence that stolen goods/property, dangerous weapons, firearms or objects that can injure others, prohibited substances, drugs or other harmful substances, pornographic material, or items/goods incompatible with the school's code of conduct, have been brought onto the school grounds by a learner or maybe in a learner's possession during any school activity, the principal or his/her delegate has the right to search the learner's bag, pockets, clothing, or any other container and confiscate such items. Such searching may not take place in front of other learners, unless circumstances do not allow this, and must be done humanely and with the necessary respect for the learner's body, property, religion, and race.
- 2) If the contraband is of such a nature that it constitutes a serious transgression of the code of conduct, or when a criminal law has been violated, the items will be kept as evidence for the SA Police Service or to be shown to the learner's parents or guardians.
- 3) The contraband will be clearly labelled, and a witness will certify that it had been taken away from a specific learner. A report must be kept on the search process and the result thereof and must be given to the principal or chairperson of the Governing Body for further action.
- 4) Loose clothing such as jackets with pockets must be removed by the learner on request and may be searched if there is a strong suspicion that the learner has any forbidden item in the pockets of the clothing.
- 5) If the learner wears a cap, hat, or other headgear, he/she must remove it on request and show the inside to the authorised person making the request. The principal or authorised person(s) may take the headgear and search it. The person doing the searching may touch the learner's hair to feel whether any object is hidden there. This must be done respectfully.
- 6) If a strong suspicion exists that a learner has forbidden items, he/she must also, on request, empty his/her pockets and wallet.
- 7) Searching and confiscation of a learner's property, as described above, may only be done by an educator of the same gender as the learner. A second educator or adult of the same gender must be present to act as a witness that the process took place according to the above-mentioned instructions and that it was done respectfully.
- 8) If a learner is seen with a forbidden item, the principal and/or his authorised staff have the right to take the item away from the learner, in case of a minor offence.
- 9) If it is an item that is related to the breaking of a government law or regulation, the authorities will store it safely and hand it to the police as evidence.



- 10) A search may be executed in terms of the following general Acts: The Act on Control of Access to Public Places and Vehicles, 1985 (Act 53 of 1985), the Act on Drugs and Drug Dealing, 1992 (Act 140 of 1992), and the Act on Weapons and Ammunition, 1969 (Act 75 of 1969).

#### **5.4 Chronic offenders**

- 1) In cases where a learner commits many or extremely serious offences, or continually commits minor offences, a parent/educator discussion will be held to clear up the matter.
- 2) As a last resort, the Disciplinary Committee will be compelled, in terms of Article 9(1) of the Schools Act 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, to hold a suspension hearing, and chronic offenders can be suspended or expelled (by the Department) from school.

#### **5.5 Accountability of learners**

- 1) Every learner is accountable for his/her actions and conduct during classes or any other official school activity.
- 2) Every learner acts as an ambassador for the school during any event where he/she represents the school and/or is dressed in official school uniform or sports clothing, be it during or after school hours.

**The above represents key aspects of the Code of Conduct and it is the responsibility of every parent and learner to familiarise themselves with the FULL SCHOOL CODE OF CONDUCT, which is available on the school website.**

## LAERSKOOL FLEUR-SCHOOL UNIFORM

<b>SUMMER GIRLS</b>	
TUNIC – DARK BLUE	WITH GOLD TRIM AROUND THE NECK AND SLEEVES AND A SCHOOL BADGE ON THE TUNIC
SHORT TIGHTS/SKI PANTS	DARK BLUE/NAVY BLUE/BLACK-TO BE WORN UNDER TUNIC
SOCKS	WHITE WITH BLUE STRIPE
V NECK PULLOVER – SLEEVELESS	DARK BLUE WITH 3 STRIPES (1 GOLD, 1 WHITE, 1 GOLD) AROUND V NECK, WRISTS AND WAIST. SCHOOL BADGE ON PULLOVER
V NECK JERSEY	SAME AS ABOVE
BLACK SHOES	SCHOOL SHOES – T BARS

<b>SUMMER BOYS</b>	
SHIRT	DARK BLUE WITH SCHOOL BADGE ON POCKET
GREY SOCKS	3 STRIPES ON SOCKS (GOLD, WHITE, GOLD)
BLACK SHOES	SCHOOL SHOES – LACE UPS

<b>PE – GIRLS AND BOYS</b>	
GOLFER	DARK BLUE WITH GOLD TRIM ON COLLAR AND AROUND SLEEVES WITH SCHOOL BADGE
SKIRT – GIRLS	DARK BLUE WITH YELLOW TRIM/SIDE DESIGN
NAVY SHORTS – BOYS	DARK BLUE WITH SIDE DESIGN
CAPS – WITH SPECIAL ELASTIC	DARK BLUE WITH SCHOOL BADGE

<b>WINTER GIRLS AND BOYS</b>	
TRACKSUIT – MICRO ACTIVE BONDED WITH DARK BLUE ON THE INSIDE	DARK BLUE WITH DESIGN AS SAMPLE SHOWN WITH SIDE PATTERN ON TRACKSUIT PANTS WITH ZIP (GOLD COLOUR ON INSIDE OF THE ZIP)

<b>GRADE R</b>	
GOLFER	DARK BLUE WITH GOLD TRIM ON COLLAR AND SLEEVES WITH SCHOOL BADGE
SHORTS – SUMMER MICRO ACTIVE BONDED MATERIAL	DARK BLUE WITH SIDE DESIGN (AS PER SAMPLE DESIGN)
TRACKSUIT MICRO ACTIVE BONDED MATERIAL WITH DARK BLUE ON THE INSIDE	DARK BLUE WITH DESIGN AS SAMPLE SHOWN WITH SIDE PATTERN ON TRACKSUIT PANTS WITH ZIP (GOLD COLOUR ON INSIDE OF THE ZIP)
CAP – WITH SPECIAL ELASTIC	DARK BLUE WITH SCHOOL BADGE
SOCKS	WHITE WITH BLUE STRIPE

## 6. GENERAL RULES

- During the summer, boys and girls may wear the official PE clothes to school on the days when they have PE only. PE clothes must be worn with white only/black only takkies or no shoes.
- During the winter, boys and girls may wear warm scarves, beanies, gloves etc. in navy blue, but these must be taken off before entering the classroom or the hall for assembly.

## 7. JEWELLERY

- Only a wristwatch may be worn.
- No necklaces, armbands or bracelets may be worn with the school uniform.
- Girls may wear one stud in each ear lobe.
- Any special religious/cultural jewellery that is required to be worn must be explained and sent in a letter to the departmental head.

## 8. HAIR

- Hair should be neat.
- No hair gel may be used while wearing the school uniform.
- Dyed hair is not allowed.
- Hair should be clean and neat with no fringes/beads hanging over the face or eyes.
- White /black/navy-blue elastic bands or ribbons may be worn – no accessories like feathers, beads, butterflies etc. may be worn with the school uniform.
- Blue/black/white alic bands/headbands may be worn to keep the hair back – no modern-craze headbands may be worn.

## PARENT AND LEARNER ACKNOWLEDGEMENT

I,.....

parent/guardian of..... in grade .....

hereby acknowledge that I have read and fully understood all content relating to the school policy in this document.

I further accept my responsibility as a parent/guardian to ensure that my child:

- a) abides by, follows, and behaves according to the stipulations in all policy-related content in the code of conduct,
- b) is brought to school timeously in the morning in accordance with school starting times,
- c) completes all homework expected of him/her to the best of my knowledge,
- d) is correctly dressed and groomed as per the school's dress code,
- e) will attend school regularly,
- f) is collected from school within 15 minutes after school or extra-mural activities have been completed.

I acknowledge that it is not conducive to optimal education to leave my child unsupervised after school hours.

Signed at: ..... on this .....

.....day of 20\_\_\_\_\_.

.....  
**PARENT/GUARDIAN**

.....  
**LEARNER**

# LEARNER CODE OF CONDUCT

## 1. PREAMBLE

This code of conduct seeks to outline the expectations of the Laerskool Fleur Management Team (SMT) and the School Governing Body (SGB) regarding how learners should conduct themselves while on school grounds and during any school activities that may take place outside of school grounds.

Laerskool Fleur takes pride in its values of mutual respect, tolerance, responsibility, and perseverance, as well as its motto of developing a strong moral code and social responsibility among staff and learners and promoting an attitude of tolerance, respect, and trust among staff and learners. Laerskool Fleur understands that each family has its philosophy that guides how individuals in that environment interact with one another, their views of others, and the decisions and choices they make regarding their behaviour and that these vary from home to home. As a result, the school has developed a philosophy that guides all involved in terms of how they should connect with the School, respecting diversity whilst ensuring coexistence.

## 2. THE PHILOSOPHY OF LAERSKOOL FLEUR

- a. We believe that every teacher deserves to work in a supportive setting and that a favourable learning environment should be provided for each learner to succeed. To ensure that a secure and positive learning environment is created for all, clear rules and guidelines must be presented to learners, along with the repercussions if learners violate the code of conduct.
- b. At Laerskool Fleur, discipline management is primarily divided into two areas:
  1. Control and discipline in the classroom: The educator is responsible for dealing with disciplinary issues in the classroom, and he or she may also have his or her own set of rules and routines to stimulate and control the learning environment in that setting.
  2. School-ground and activity discipline management: Outside of the classroom, disciplinary issues are handled by an educator and his or her colleagues, learner-leaders, and other adult personnel. This involves disciplinary management of noise in the corridors, injuries, arriving late, playground duties, and cloakroom inspection in the hall and during gatherings.

The following aspects have therefore been considered in drawing up the code of conduct:

1. Educators are aware of learners' age-related behaviours; consequently, when dealing with learners, tolerance should constantly be exercised. Where instructors feel insulted or violated by learners, this code of conduct provides a method for educators to channel their concerns appropriately. Similarly, learners may violate one another, in which case this code of conduct provides clear guidelines on how to channel such grievances so that they are dealt with properly and legitimately.
2. As a result, the code of conduct outlines a proper and fair legal process that safeguards the interests of all parties.
3. No Laerskool Fleur learner is immune from the obligations imposed on him or her by this code of conduct and school regulations.
4. The code of conduct outlines in general (and occasionally in detail) the standards that must be upheld, the behavioural expectations for each learner, and the penalties for breaking those standards.
5. The SMT and the SGB at Fleur hold the view that all conduct is learnt, and that behaviour may be changed. Furthermore, we believe that given enough direction, people are capable of self-correction.
6. The SMT and SGB are of the view that positive behaviour should be reinforced to

perpetuate it, and that there should be repercussions for persistent bad behaviour to deter others from learning and repeating these habits.

7. We believe that misdemeanours are not all equal and that punishments should be given by the gravity of the offence.
8. everyone must ensure that this code of conduct is followed.
9. The principal, educators and learner-leaders will be responsible for maintaining discipline at the school, as well as during any school activity.
10. If there are any disciplinary problems, parents and guardians must be notified as quickly as possible because parental support in discipline matters is critical.
11. Educators must handle disciplinary action in a calm, rational manner, and in conjunction with parents of learners (where it is deemed necessary).
12. If parents are dissatisfied with the teacher in question, they are welcome to communicate their concerns to the two deputy principals and/or the principal.
13. Notwithstanding the above, some circumstances disrupt the learning process of other learners, thus requiring active and fast preventative action(s). In this case, appropriate actions should be taken.
14. Thus, the Disciplinary Committee will be established in terms of this code of conduct, whose responsibility will be to oversee all hearings related to serious and very serious transgressions.

### 3. WHAT IS THE AIM AND PURPOSE OF THIS CODE OF CONDUCT?

This code of conduct's overall aim is to provide a secure and encouraging learning environment at Laerskool Fleur for both teachers and learners, by specifying both the requirements for adherence to the code and the repercussions for violating it. The expectation is that by clarifying which behaviours will not be accepted, learners will collaborate closely with their teachers and parents to ensure that such behaviours are avoided. Less time will be spent addressing behaviours, thereby giving teachers more time to concentrate on the core objective of the school, which is teaching and learning.

Good discipline and an orderly daily educational programme are a sign of a well-functioning school. Learners learn best in an orderly and safe environment. Discipline is therefore one of the most important management functions of the school because it:

1. Creates a well-organized and benevolent school environment in which effective education can take place,
2. Promotes self-discipline,
3. Promotes good behaviour, and
4. Regulates learners' conduct towards their fellow human beings.

*(Also see section 8(2) of the Schools Act)*

#### **a) Purpose of the Code of Conduct**

1. *Learners know what is expected from them and which steps will be taken against them if they do not follow the school rules.*
2. *They know what kind of punishment will be implemented if they act in an unacceptable manner.*
3. *To ensure that chastisement is legitimate, fair, and reasonable.*

#### 4. WHO SHOULD READ THIS POLICY?

All learners at Laerskool Fleur should familiarize themselves with the contents of this policy. A document outlining the general conduct rules at the school, a by-product of this policy, has been developed and should be read and understood in conjunction with this code of conduct.

Similarly, a document outlining parental responsibilities in terms of this code of conduct has been developed and is an addendum to this code of conduct. All parents are expected to familiarize themselves with the contents thereof and abide by these responsibilities as far as possible.

The principal of the school, as the custodian of the policy, will ensure that all teachers are familiar with the contents of the policy, concerning the addendum.



#### 5. DEFINITIONS OF TERMS USED IN THE POLICY

DEFINITION	MEANING
<b>School</b>	A public school or an independent school which enrolls 40 Learners in one or more grades between grade zero and grade twelve
<b>Learners</b>	Any person receiving education or obliged: to receive education in terms of this Act; (vii)
<b>Educator</b>	An <i>educator</i> as defined in the Educators Employment Act, 1994 (Proclamation No. 138 of 1994); (xiii)
<b>Governing Body</b>	A <i>governing body</i> contemplated in section 16 (1); (ii)
<b>Parent</b>	(a) the <i>parent</i> or guardian of a <i>learner</i> ; (b) the person legally entitled to custody of a <i>learner</i> ; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the <i>learner's</i> education at <i>school</i> ; (xiv)
<b>Code</b>	The code of conduct of a school
<b>Days</b>	Days of the week, excluding Saturdays, Sundays, public holidays and school holidays; [Definition of "days" inserted by General Notice 2591 of 9 May 2001 with effect from 9 May 2001.]
<b>Disciplinary committee</b>	A disciplinary committee appointed and confirmed by the Governing Body following consultation with the Principal in terms of Article 9(1) of the Schools Act
<b>Misconduct</b>	Misconduct committed by a learner and includes the following – (a) <i>misconduct committed on the premises of a school, whether during or outside of school hours</i> ; (b) <i>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</i> ; and (c) <i>any conduct, committed in or out of school uniform and within or outside the school premises, which – (i) tends to bring the school into disrepute; (ii) interferes with the governance, authority and proper administration of the school; (iii) interferes with the conditions necessary for any school activity; (iv) subject to the reasonable exercise of the right TO assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the code, 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; or (v) is prohibited by the code of the school;</i>

DEFINITION	MEANING
<b>Prosecutor</b>	Either the principal of the school, an educator appointed by the principal to present the case against a learner and/or member of the school governing body confirmed by the school governing body in consultation with the Principal;
<b>Representative</b>	A parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing;
<b>School days</b>	Days of the week, excluding Saturdays, Sundays, public holidays and school holidays;
<b>Serious misconduct</b>	Misconduct as contained in Schedules 1 and 2; "suspension" means – (a) <i>a learner may not be entitled to attend a class at the school;</i> (b) <i>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;</i> (c) <i>a learner may not be entitled to participate in extra-curricular activities at the school;</i> or (d) <i>a learner may not be able to attend school for a period that may not exceed one week;</i> and "suspend" has the same meaning;
<b>Provisional suspension</b>	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 interests of the learner or educators and the school community: Provided that the learner can continue with schoolwork under proper supervision; and
<b>The Act</b>	The South African Schools Act, 1996 (Act 84 of 1996)

## 6. APPROVAL OF THE POLICY

In terms of Section 12.2 of this policy, this policy will be subjected to review every three years from the date of its adoption.

Responsible Authority	Mr Lloyd Jacob	Dr Bongiwe Hobololo
Date Approved	17 November 2023	17 November 2023
Signatures for approval	Principal of the School 	SGB Chairperson 
Date of review	17 November 2023	17 November 2023

## 7. THE LEGISLATIVE FRAMEWORK GOVERNING THIS POLICY

In formulating this Code of Conduct, the following pieces of legislation were consulted:

- The Constitution of the Republic of South Africa, Act 108 of 1996
- The South African Schools Act of 1996 (Act 84 of 1996), particularly Section 8(4) of the Schools Act,
- The Regulations and Guidelines of the Gauteng Department of Education,
- The ancillary policies of Laerskool Fleur,
- The regulations of the Gauteng Department of Education.



## **8. THE POLICY**

The section below outlines the rights and obligations of the learner, as well as his/her relationship with the school, fellow learners, educators, and parents, and lastly, the responsibilities of the learner as enshrined in this code of conduct.

### **8.1 Learner rights and responsibilities**

#### **8.1.1 Individual Rights, Responsibilities and Code of Honour**

In terms of the Constitution of the Republic of South Africa, every learner has rights, including learners enrolled at Laerskool Fleur. Furthermore, every learner undertakes to acknowledge, accept, honour, and act by these rights and responsibilities. The learner's rights are the following:

1. To receive tuition in a structured academic environment.
2. To be respected by other members of the school irrespective of personal, religious, or cultural differences.
3. To receive regular feedback/reports regarding academic progress [4 report cards are handed out, 1 per term].
4. To practise freedom of speech in an adult and tactful manner without using hate speech or sexist and other offensive language.
5. To be treated fairly.
6. To be ensured of the safety of their person and belongings.
7. To work and play in a clean, healthy, and litter-free environment.
8. To have the confidence to, at any reasonable time, ask for help, advice, and guidance.
9. To attend school without being exposed to drugs, weapons, drunkenness, bullying, wrongdoing, intimidation, sexual harassment and/or criminal behaviour.

#### **8.1.2 Relationship with my School, Fellow Learners, Educators and Parents:**

Every learner at Laerskool Fleur commits him/herself to:

1. Demonstrating understanding and tolerance towards other learners.
2. Being proud of and loyal towards his/her parents, school, educators, and principal.
3. Being courteous towards fellow learners, educators, parents, and other people.
4. Obeying and honouring the school's rules and code of conduct.
5. Not using foul language on the school grounds, in the classroom, during any school activity or when in school uniform.
6. Not bringing onto the school grounds, giving to any other learner, showing, or distributing any indecent books, magazines, videos, pictures, drawings, photos, or any other object which may be offensive.
7. Attending school faithfully.
8. Wearing the correct school uniform.
9. Acting as an ambassador of his/her school and thus presenting a good image of the school at all times.
10. Acknowledging the authority of the educators over them.
11. Obeying and carrying out all reasonable orders and requests of educators, parents, and the principal.

### **8.1.3 The responsibilities of every learner:**

Every learner undertakes to:

1. Respect the individuality of others. Treat others justly and fairly.
2. By being honest, maintain the safety of people and their property at school.
3. Keep the school grounds, classrooms, cloakrooms and other rooms clean, neat, and free of litter.
4. Always be punctual for school and school activities.
5. Never be an embarrassment to the school.
6. Never be disruptive, ill-disciplined, or unaccommodating inside or outside the classroom.
7. Carry out all academic instructions to the best of his/her ability.
8. Avoid using drugs or becoming involved in assault, carrying of weapons, criminal activities, intimidation, bullying, sexual harassment, injustice, smoking or the possession of pornographic material.
9. Look after and not damage the school's property.
10. Not take, use, eat, drink, break or damage his/her fellow learners' property without permission.
11. Not fiddle with or use the school's apparatus without a teacher's permission.
12. Not unnecessarily expose themselves or others to danger or dangerous conditions.
13. Not to participate in dangerous games or violent actions on any part of the school grounds, in the classrooms, cloakrooms or other locations.
14. Obey the scholar patrol and adhere to road safety rules.
15. Not have dangerous weapons or objects in their possession that can injure others or bring them to school or any other school activity.
16. Not smoke or take any alcoholic substance, medication or other illegal or prohibited substance, or trade in it, or make it available to any learner at his/her own or another school on the school grounds, during any school activity or when in school uniform, or when he/she can be identified as a learner of Laerskool Fleur.
17. Obey the code of honour, code of conduct, rules, and additions thereto.

### **8.2 General Behaviour**

Learners must remember that they always represent Laerskool Fleur and that they determine the image of the school. Therefore, learners are expected to:

1. Obey all school rules, including the clothing rules. They must exhibit good manners, behave properly and be honest.
2. Regard all staff members as their superiors and treat them with the necessary respect.
3. Show the same respect to teachers and learner-leaders, who must be respectful towards fellow learners.
4. Always greet staff members or any adult person politely.
5. Not have their hands in their pockets while addressing any staff member or other adult.
6. Promptly and willingly execute all reasonable instructions given to them by staff members.
7. Treat each other with respect and always avoid gossiping.
8. Not continue arguments that occurred at school after school (in or out of school uniform) but rather follow the grievance procedure.

9. Not talk in the hall unless permission has been given.
10. Sit still during gatherings/performances/plays in the hall and only leave the hall at the end of the performance.
11. Respect general service assistants always.
12. Hand all school circulars, other letters and notes to their parents and promptly bring the tear-off slips back to their class teachers.

### **8.3 Learner commitments:**

Every learner undertakes to faithfully and to the best of his/her ability:

1. Do homework.
2. Study for tests.
3. If possible, participate in all sports and other activities at the school.
4. Achieve his/her best to the glory of God, and the honour of his/her parents and the school.

## **9. GENERAL DIRECTIONS**

*This section should be read in conjunction with the School Rules document*

### **9.1 School Rules**

**9.1.1** Most of the rules needed to ensure safety and order in the school environment are described in various places in the code of conduct.

**9.1.2** Every educator also has certain rules, ancillary to the code of conduct, that apply in his/her classroom and are established to ensure the safety of the learners and a positive learning environment. The code of conduct comprises the following elements:

1. Just, reasonable, and realistic school rules.
2. Sanctions or punishment codes (excluding corporal punishment and any form of physical and psychological abuse).
3. A proper and just legal process to protect the interests of the learner and any other party involved in the disciplinary process.
4. Confidentiality during the investigation of serious misdemeanours.
5. The procedure for suspension and/or expulsion from the school.
6. An appeal procedure.

### **9.2 Types of punishment and corrective actions**

**9.2.1 Reprimand/serious admonition** – for most offences, a verbal warning, reprimand, or serious admonition is usually sufficient. At Laerskool Fleur, we adopt a system of rewarding positive attitudes and behaviour using a point system, but also allocating negative points to negative behaviour. Learners receive Fleur Rands for a certain number of points and use these to buy from the Fleur Shop once a term. In this way, positive behaviour is promoted and rewarded.

**9.2.2 Detention** – detention involves preventing a learner from taking part in a certain school activity. Detention is usually aimed at addressing short-term disciplinary problems. The result should be that detention will partially address or solve the problem. The use of detention is discouraged in cases of persistent/continuous disciplinary or behavioural problems, or if the learner displays a long-term negative attitude towards the school or his/her class work. Similarly, detention must not be used immediately as a sanction in disciplinary action, but only when a learner will not respond to previous remedial action. There are no specific misdemeanours for which detention is a sanction.

Detention as a sanction will be applied following consultation by the educator with the specific head of department.

1. Learners who have been given detention will report at the time and place determined by the principal or his/her delegate after parents have been informed that a sanction of detention has been given to their child/ren.
2. Detention is normally carried out during breaks or after school and supervised by staff on a rotating basis. The names of learners who have been referred for detention will be recorded in a detention register kept in the deputy principal's office. Every learner who has been referred for detention will be given a written letter addressed to his/her parents/guardians to inform them of the detention and the reason for it.
3. The principal may also suspend or forfeit learners' privilege to participate in certain school activities. The aim of this is to stress the importance of education and the opportunities offered to the learner.
4. Learners who continually display behavioural problems or any victims of such impermissible conduct, will, at the discretion of the principal and after consultation with parents, be referred for the necessary counselling and support.

**9.2.3 Suspension** – In the Schools Act of 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, the suspension is clearly defined and will be implemented where learners commit serious offences or are chronic offenders.

1. Suspension means that a learner is banned from the school for a certain period as recommended by the Disciplinary Committee and confirmed by the Governing Body, following consultation with the Principal in terms of Article 9(1) of the Schools Act, after the learner(s) had been given a reasonable opportunity to provide an argument, albeit verbally or in writing regarding such an intention to implement suspension, after which disciplinary action may follow within seven days after suspension of the learner(s). If disciplinary action does not take place within 7 (seven) days, the Governing Body must obtain the consent of the Head of Department of the Gauteng Education Department to lengthen the period of suspension by another seven days (Articles 9(1A) and (1B) of the Schools Act).
2. After being convicted of a serious misdemeanour, the governing body, through the Disciplinary Committee, may suspend a learner for a period of seven calendar days, including weekends or make a recommendation to the Head of Department of the Gauteng Education Department for the permanent expulsion of the learner from the school (Articles 9 (1C) (a) and (b). If the Head of Department of the Gauteng Education Department decides against the
3. permanent expulsion of the learner(s), an alternative suitable sanction must be imposed (Articles 9(8), (9), (10) of the Schools Act).
4. If such learners want to visit the school during the period of suspension, they must first obtain written permission from the principal.
5. If tests or exams are written during the period of suspension, the suspended learner is not entitled to write the tests or exams or to write them at a later stage.
6. A learner can be suspended for two reasons:
  - a) As a corrective measure for misbehaviour (not longer than five school days, or seven calendar days, as explained in (ii) above).
  - b) As an intermediary measure while waiting for a decision regarding whether the learner concerned will be expelled from the school by the Head of Department (This period may be longer than one week).

**9.2.4 Expulsion** – Expulsion refers to the permanent removal of a learner's right to attend school; in other words, the learner is permanently banned from the school.

**9.2.4.1** Only the Head of Department of the Gauteng Department of Education can decide to permanently expel a learner from the school. Expulsion can only take place after a learner, following a just hearing, has been found guilty of a serious misdemeanour.

1. Learners who have been permanently expelled may not visit the school or enter the school grounds or, during official school hours or any official school activity, contact and/or communicate with any learner or educator. Should such learners want to visit the school, they must first obtain written permission from the principal.
2. All property and handbooks of the school in the possession of an expelled learner, as well as leadership badges in the case of a learner occupying a leader position, must be given back to the school before the learner finally leaves the school grounds.
3. Should there be any damage to or loss of school property that had been in the possession of such a learner, the parents are responsible for covering any costs. Parents/guardians are also responsible for any other damage/costs incurred because of the conduct of the learner which led to his/her expulsion.

**9.2.5 Community Service** – Depending on the transgression, a learner may be given a sanction to do community service at the school for a certain period, with due allowance for the child's age and abilities:

**9.2.5.1** This means that the learner either works in the garden, sweeps the corridors, classrooms and stoeps, picks up papers and rubbish, etc.

**9.2.5.2** Learners can also be punished by having to participate in a rehabilitation or information programme and then informing their fellow learners about the dangers of their misdemeanours, especially where prohibited substances were involved.

### **9.3 Removal/forfeiting of rights/privileges and participation in school/extra-curricular activities.**

**9.3.1** The principal or the governing body may suspend or forfeit any rights, privileges, and responsibilities of a learner, either for a specific period or for the rest of the academic year.

**9.3.2** The learner's right to education may not be forfeited, but when a learner disturbs the educational process or violates the code of conduct, he/she may be excluded from that activity for a certain period, which will be determined by the principal.

**9.3.3** Any learner receiving 100 negative points(demerits) from January – August (Grade 1-6) will not be allowed to go on school tours/excursions where they are in the public eye.

**9.3.4** No Grade 7 learner who accumulates 100 negative points may participate in fundraising evenings or attend school or farewell functions.

### **9.4 Forfeiting of/removal from a position of leadership, other responsibility, school colours or awards earned by a learner**

The principal may, for a specific period or the duration of the academic year, forfeit the responsibilities entrusted to a learner to perform certain leader duties or any school colours or awards and order the learner to return his/her leadership badge and other badges and regalia to the principal or his delegate.

### **9.5 Written apology**

The Disciplinary Committee or the principal may demand a written apology from a learner regarding his/her conduct, which may, at the discretion of the Committee or the principal, be read out to the whole school.

## **9.6 Parent-educator interview**

To protect a learner as far as possible, parents or guardians will be expected to attend an interview with the principal or other appointed educator regarding the unacceptable behaviour of their child(ren).

## **9.7 Prohibited items**

### **9.7.1** Learners may not bring the following items to school:

Chewing gum, glass containers, any kind of weapon/firearm or object or replica of weapons/firearms which can injure the learner and other learners, catapults, explosive devices, matches, cigarette lighters, vapes, toy revolvers or replicas of firearms, firecrackers ("claps"), fireworks, knives, pocketknives and too much money. If such dangerous objects are found in the possession of any learner, they will be confiscated, and the parents will be asked to fetch the items from the principal in person.

### **9.7.2** The following items may only be brought to school with the permission of the principal or his/her delegate:

Toys, electronic games, electronic devices, radios, cellular phones, speakers, head/earphones, smartwatches, stereo players, DVD players, cameras, jewellery, pets, and other valuable items. The school will not be liable for lost/stolen items.

## **9.8 Searching and confiscation**

### **9.8.1** Should there be reasonable suspicion or sufficient evidence that stolen goods/property, dangerous weapons, firearms, or objects that can injure others, prohibited substances, drugs or other harmful substances, pornographic material or items/goods that are incompatible with the school's code of conduct, have been brought onto the school grounds by a learner or may be in a learner's possession during any school activity, the principal or his/her delegate has the right to search the learner's bookcase, pockets, clothing, or any other container and confiscate such items. Such searching may not take place in front of other learners, unless circumstances do not allow this, and must be done humanely and with the necessary respect for the learner's body, property, religion, and race.

### **9.8.2** If the contraband is of such a nature that it relates to a serious transgression of the code of conduct or when a criminal law has been violated, the items will be kept as evidence for the SA Police Service or to be shown to the involved learner's parents or guardians.

### **9.8.3** The contraband will be clearly labelled, and a witness will certify that it had been taken from a specific learner. A report must be kept on the search process as well as the result thereof and must be given to the principal or the chairperson of the Governing Body for further action.

### **9.8.4** Loose clothing such as jackets with pockets must be removed by the learner on request and may be searched if there is a strong suspicion that the learner has any forbidden item in the pockets of the clothing.

### **9.8.5** If the learner wears a cap, hat, or other headgear, he/she must remove it on request and show the inside to the authorized person making the request. The principal or authorized person(s) may take the headgear and search it. The person doing the searching may touch the learner's hair to feel whether any object is hidden there. This must, however, be done respectfully.

### **9.8.6** If a strong suspicion exists that they have forbidden items, learners must also, on request, empty their pockets and wallets.

### **9.8.7** Searching and confiscation of the learner's property, as described above, should be conducted by an educator of the same gender as the learner. A second educator or adult of the same gender must be present to act as a witness that the process took place according to the above-mentioned instructions and that it was done respectfully.

- 9.8.8** If a learner is seen with a forbidden item, the principal and/or his authorized staff have the right to take the item away from the learner and will only hand it to the learner's parents, in the case of a minor offence.
- 9.8.9** If it is an item that is related to the breaking of a government law or regulation, the authorities will store it safely and hand it to the police as evidence.
- 9.8.10** A search may be executed in terms of the following general Acts: The Act on Control of Access to Public Places and Vehicles, 1985 (Act 53 of 1985), the Act on Drugs and Drug Dealing, 1992 (Act 140 of 1992), and the Act on Weapons and Ammunition, 1969 (Act 75 of 1969).

## **9.9 Accountability of learners**

- 9.9.1** Every learner is accountable for his/her actions and conduct during classes or any other official school activity.
- 9.9.2** Every learner acts as an ambassador for the school during any event where he/she represents the school and/or is dressed in official school uniform or sports clothing, be it during or after school hours.

## **9.10 Learners' general conduct and behaviour**

### **9.10.1 Classrooms, Hall, and School Activities**

In the classroom, hall and on the school grounds, learners are responsible for:

1. Keeping and leaving their desks, classrooms, cloakrooms, and the school grounds clean and neat.
2. Not leaving the classroom or any school activity without the educator's permission. The educator's permission card must be in his/her possession.
3. Wearing the correct school uniform.
4. Use the dirt bins and other rubbish containers and avoid littering.
5. Looking after and not damaging his/her own schoolbooks, school uniform and other possessions.
6. Arriving on time for a school activity or class.
7. Ensuring that personal property, books, and clothing are permanently marked for easy identification.
8. Neither writing nor exchanging personal letters, notes, or any other notes during a lesson.
9. Not shouting out answers, observations, or remarks during official lessons. After putting up his/her hand and receiving permission, a learner may ask or answer questions.
10. Not walking around, passing or throwing objects, or spitting during a lesson.
11. Picking up all papers and rubbish at the end of a lesson and throwing them in the waste basket. Chairs must be neatly pushed in, and learners must adjourn in an orderly manner.
12. Exhibiting basic courtesy such as greeting others, as well as saying "please" and "thank you" at all times.
13. Not eating or drinking in the classroom without permission.
14. Not playing or taking part in dangerous games and actions where people may be injured, or property damaged.
15. Not writing or scratching on desks, walls, or their school textbooks. This is a form of vandalism and will be treated accordingly.

16. Only playing ball games. No hard balls such as golf, cricket, or hockey balls are permitted, and marbles and such games must be played in safe areas of the school grounds, and not near windows or cars.
17. Ensuring that when money must be paid to educators, it is done as soon as possible after the start of the school day.
18. Not using or taking medication without supervision, except in cases of asthma and diabetes.
19. Not trading, distributing pamphlets, or undertaking fundraising activities without permission from the principal, and by the code of conduct.
20. Entering the school grounds immediately upon arrival.
21. Only occupying prescribed areas during school hours. Learners may not talk to outsiders at the fences or gates or communicate with them, albeit in writing or electronically, and may not wait outside the grounds without permission. When permission has been given for learners to be fetched during school hours, the learner must stay in his/her classroom until the parent fetches him/her there or the admin office summons the learner to the office and the learner and parent leave the grounds together.
22. Not playing with dangerous objects.
23. Not leaving the school grounds during school hours without permission from the principal or his/her delegate.
24. Not writing on the blackboards/whiteboards/smartboards without the permission of a teacher.
25. Not meddling or playing with the fire extinguishers or any other fire-fighting equipment.

#### **9.10.2 Corridors and stairways**

1. Learners may converse quietly, but disruptive behaviour, as well as shouting and whistling, are not allowed.
2. Learners may not block the corridors or stairs during breaks and must move quickly and calmly out of the school buildings.
3. Learners must keep left. Learners who wait in front of a class must wait AGAINST the wall.
4. Ball games are prohibited in the corridors or on the stairs.
5. Learners may not run in the corridors or on the stairs.

#### **9.10.3 Toilets**

1. Toilets must always be kept clean and neat.
2. Learners may not smoke, play, loiter, play truant, hide, eat, drink cold drinks, gather, read, do homework, or commit other misdemeanours in the toilets.
3. Taps must be closed when learners have washed their hands or drank water.
4. Every learner has the right to privacy when he/she visits the toilet cubicles. Only one learner at a time is allowed in a toilet cubicle.
5. Learners may only enter the toilet designated for their gender. Senior learners will thus use the facilities assigned to them and junior learners those assigned to them.
6. Educators and other staff who have been specifically authorized by the principal or his/her delegate will have the right to enter learners' toilets at any time to do an inspection.
7. During official class hours (breaks excluded) only, learners may, after obtaining permission from the educator in charge of the class or other school activity, visit the toilet, following which they must return as soon as possible to the classroom or activity.
8. All transgressions mentioned in the code of conduct apply to the toilets.



9. No cell phones may be switched on in the toilets and used for any purpose whatsoever (In this regard, see also the section on cellphones).
10. Learners are expected to report all transgressions and impermissible actions taking place in the toilets to any teacher or to the office, as well as any defects or unsafe and unhygienic conditions. Such a learner's identity will always be protected.
11. If there is no toilet paper, it must be replenished by reporting this at the office.

#### **9.10.4 Playground/School Grounds**

1. Learners must only play and move around in the designated areas.
2. No learners can play or gather near parked vehicles.
3. No stones, sticks or other objects may be thrown. Ball games are restricted to the B sports field. No hard balls or bats are allowed on the playground before school or during breaks. These may only be used during properly supervised sports practices/matches.
4. Nobody may climb over the fences around the school or in front of the stands, or climb, sit, walk, stand or swing on the roofs of the parking areas and other shed roofs or trees.
- 5.
6. Skipping ropes may not be thrown, nor should other learners be hit or tied up with them. They may also not be wound around learners' necks.
7. Games in which learners are tackled or pushed over, or bumped with the shoulder or other body part, are impermissible.
8. The trees and plants may not be broken, pulled out or disturbed. Flowers may only be picked with permission from a teacher.
9. Sprinkler systems and sprinkler heads may not be touched, pulled out or damaged.
10. Balls may not be hit, kicked, or thrown against the building.
11. No one except authorized persons may switch any electrical installations or locked boxes or switches on the school grounds on or off.
12. The school grounds and playground are there for the enjoyment of all learners and a spirit of tolerance and co-operation is expected of all learners.
13. At the close of the official school day, learners may only enter the school grounds if they are participating in official extra-curricular activities or are spectators at official school matches. After an activity or match, all learners must leave the school grounds. Learners whose parents can only fetch them later must leave the school grounds immediately and wait on the pavement for their transport. These learners are not the responsibility of the school after 14:15 but become the parents' responsibility. These learners may not loiter on the school grounds.
14. No learner is allowed on the school grounds after hours without adult supervision.

#### **9.10.5 School Excursions and Tours**

1. An indemnity/permission form must be filled in by the parent/guardian before a learner can go on an excursion.
2. The school's code of conduct applies during all school excursions/tours/functions/activities.
3. Going on a tour/excursion is not a right but a privilege that learners earn through continuous good behaviour.

#### **9.10.6 Other Policies forming part of the Code of Conduct**

From time to time, the Governing Body will issue other policies forming part of the code of conduct.

### **9.11 Prohibited areas**

- 9.11.1** The following rooms and places are forbidden areas for learners unless they have valid reasons

to be there in school corridors, halls, and classrooms during breaks.

1. The staffroom is exclusively for adults. No learners are permitted there without permission.
2. No learner should be in illegal possession of any key and/or lock combination/alarm code that provides access to any school property/premises, vehicle and/or facility. They may also not have such keys duplicated or divulge the codes to other learners or any other person.

#### **9.12 Property and school equipment**

1. Teachers' desks and any other property are private, and nothing may be removed, used, or touched without their permission.
2. Learners must leave the vehicles of educators and other members of the public that are parked on the school grounds strictly alone and must not lean against them, play behind them or damage them.
3. No equipment, educational material, etc., may be used or removed from the classrooms or other places without the permission of a teacher or staff member.
4. No learner may, without permission from a fellow learner, look in his/her bookcase, bag, clothing, lock-up cabinet, or other container.
5. No learner may, without the permission of a fellow learner, eat, drink, use, damage, remove, borrow, sell, swap, hide, destroy, or embezzle any of his/her property.
6. Clothing, shoes and/or other property of learners found on the premises must be handed in at the office for safekeeping.

#### **9.13 Sick Bay**

1. When a learner reports that he/she is ill/injured, the secretary will, if necessary, in consultation with the principal, deputy principal or head of department, decide what to do. No learner may phone his/her parent(s) to come and fetch them because of illness.
2. A learner may only be in the sick bay under exceptional circumstances during the writing of a test.
3. Should a learner have to consult a doctor or go home, his/her parents must be duly informed. A parent may only fetch an ill/injured learner after the secretary/class teacher or other educator has phoned them.
4. Learners may not visit other learners in the sick bay.

#### **9.14 General Order**

- 9.14.1** Daily course – To ensure that learners' entry into the building and moving to their classes or other rooms is orderly, the following rules apply:

***This is only an example:***

A. *In the morning/after breaks:*

- Learners must line up directly outside the classes where they should be according to their timetable.

B. *Hall visits:*

- Learners must line up on the paved area/in front of the hall. Educators should accompany their classes to the line-up area and into the hall.

C. *Changing of classes:*

- When the bell rings at the end of a period, learners must line up in an orderly manner at their desks on the instructions of their teacher. The teacher must walk out first and look

to see whether another group of children is not already passing the classroom. On the teacher's instruction, the class must move out. Learners must walk on the left side of the corridor with their bags in their right hands. At all times, only two rows may walk in the corridor. Boys and girls must walk in one row as they leave their classroom. They must immediately line up at the next classroom.

- Before school, learners must place their bags in front of their register class.
- Before breaks, learners must place their bags in front of or in the classroom where they will be after the break.
- Learners must clear the corridors as soon as possible before school, during breaks and after school.

*D. Closing of the Day:*

- About five minutes before the official closing time of the school, learners should start packing up.
- During this time, closing is done (provision is made for all religions).
- The members of the scholar patrol are then excused.

#### **9.15 Absenteeism**

1. If a learner has been absent, a letter mentioning the reason for his/her absence must be written by the parent/guardian. The learner must bring the letter, addressed to the register teacher, to school on the first day after having been absent. Unnecessary, repeated absences without reason will lead to an investigation by the school.
2. A letter from a doctor is compulsory if a test, examination or oral used for progression purposes is missed. Without such a letter, a zero mark will be awarded.
3. Should the school not have been informed of the reason for a learner being absent, the principal retains the right to enquire about the reason for his/her absenteeism, especially after an absence of three consecutive days. If the school is not informed, the register teacher will telephone the parent(s).
4. When a learner is unable to attend a sports practice or extra-mural activity, he/she is expected to ask the relevant educator timeously to be excused, for a replacement to be appointed.
5. Learners are expected to fulfil their sports, cultural and other extra-mural responsibilities.
6. every learner must catch up with any work missed during his/her absence.
7. A learner's absence the day before or on the day of a school activity disqualifies him/her from participating in the activity.

#### **9.16 Academic performance**

1. Parents will be regularly asked to page through their children's books to ensure that the work has been done. The teacher will make a note in the book if work has not been completed, and the parents are asked to reply to and sign at the place of the teacher's remark.
2. Homework can include the following – assignments, completing unfinished work, and revision, including summarizing exercises.

3. Maximum effort is always expected from learners, and especially from learners in the Senior Primary Phase. The following must be regarded as unacceptable:
- Untidy, careless work.
  - Homework that is incomplete or not done at all.
  - Not learning for tests.
  - Forgetting books at home.
  - Losing books.
  - Damaging books.
  - Late submission of work.
  - Copying other learners' work.
  - Not paying attention in class.
  - Disturbing other learners in class.
  - Disrespect or impertinence towards a teacher.

## **9.17 Learners' rights**

### **9.17.1** Learners have the right to:

- A meaningful educational experience.
- Protection against physical and verbal abuse.
- Opportunities for practical decision-making.
- Be disciplined humanely and in a suitable manner.
- Representation by a parent when conflict with the school arises.
- A school climate free from violence and disruption of the process of education.
- A written code for classroom discipline.
- Just treatment during disciplinary actions.
- Visit the toilets when necessary. This should be limited as far as possible, as it interrupts the learning process. Learners are encouraged to visit the toilets during the break.

### **9.17.2** When a learner is accused of serious misconduct, he/she has the right:

- to appear before the Disciplinary Committee to put forward his/her case during disciplinary proceedings,
- to be given sufficient details regarding the accusation/charge,
- to be advised in writing about the date, time, and place of the proceedings,
- to be advised by the principal or his/her delegate regarding his/her rights in terms of the code of conduct,
- to have enough time to prepare a defence (not less than 5 days) for a case of serious misconduct, which may be extended as the Disciplinary Committee sees fit,
- a quick process without any unreasonable delays,

- to call witnesses and question witnesses during the proceedings and to be assisted by one or both his/her parents or guardian or another adult, authorised by the parent(s) in writing, if the complaint is of such a nature as may result in expulsion, provided that no other person may represent the learner unless the governing body can produce a fair argument as to why the case must proceed in the absence of the parent(s) or a person authorised by the parent(s) (See article 8(6) of the Schools Act),
- to be regarded as innocent, to remain silent and not testify during the proceedings,
- to not give self-incriminating evidence or make statements,
- to call and question witnesses,
- to lodge an appeal with the chairperson of the governing body and then with the Head of Department after being found guilty, should the charge have been of such a nature that it resulted in expulsion; the appeal must be lodged according to the regulations issued by the Gauteng Department of Education,
- to request that one or both parents or a guardian or person authorised by the parents be present to monitor the process during the hearing,
- similarly, the injured party has the same rights.

#### **9.18 The Audi-Alterem Partum Rule**

- 9.18.1** The chairperson of the Disciplinary Committee and the principal or his/her delegate must ensure that the *audi-alterem partum* rule (that is, the right of all parties to be heard) is honoured during all disciplinary actions so that the rights of all parties are acknowledged, protected, and honoured.
- 9.18.2** The chairperson of the Disciplinary Committee and the principal will ensure that all parties in the disciplinary process are treated humanely and with the necessary respect.
- 9.18.3** No form of exploitation, intimidation, harassment or extortion of any party or witness may occur before, during or after the hearing. If it is done by an adult person or parent, the chairperson of the Disciplinary Committee or the principal has the right to ban such a person from the school grounds and from the hearing during the proceedings or to adjourn the proceedings to discuss the matter with that person and to point out that his/her conduct is not in the interest of any person involved in the proceedings.

#### **9.19 The legal process**

- 9.19.1** There are various processes and levels of transgressions and actions to be followed by the principal or persons authorised by him if a transgression of the code of conduct or school rules occurs.
- 9.19.2** The age and level of mental development of the child must be considered during the process.
- 9.19.3** If any disciplinary proceedings are pending before the Disciplinary Committee and it appears that any witness under the age of 18 may be exposed to too much mental stress or suffering should he/she testify in front of the Committee, the governing body or the committee may, if feasible, appoint a competent person to act as mediator and the child may then give his/her evidence through the mediator. No direct questioning and/or cross-examination of such a witness may take place but must be done through the mediator. Such a mediator may, should the committee allow it, explain the general sense of the witness's testimony (Article 8(7) and (8) of the Schools Act).
- 9.19.4** If the governing body or the committee appoint a mediator, they may give instructions that the witness testifies at any place that:
- is informally arranged to put the witness at ease,
  - is arranged in such a way that any person who may upset the witness is out of sight and hearing distance of the witness,

- enables the governing body and/or committee to allow any other person whose presence is required in the proceedings to hear the witness and/or the mediator using any electronic or other equipment during the witness' evidence (Article 8(9) of the Schools Act).

**9.19.5** In terms of article 9 of the Schools Act, 1996 (Act 84 of 1996) and the regulations as enacted by the Gauteng Department of Education, the process of expulsion is under the control of the school's governing body.

**9.19.6** The chairperson of the Disciplinary Committee or the principal has the right to request a psychiatric or social evaluation of a learner before punishment or sanction is given.

**9.19.7** Any sanction imposed on a learner who was found guilty after a formal disciplinary hearing must be presented to the learner and the parents in writing. Parents need to sign the sanction imposed within 72 hours of receiving notification. Failure to do so will result in it being accepted and approved.

## **9.20 Misconduct**

**9.20.1** The term "misconduct" refers to misbehaviour committed by a learner, and includes the following:

- misconduct committed on the school grounds, whether during or after school hours,
- misconduct during any school activity, regardless of whether it was inside or outside the school grounds or during or after school hours, and
- any misbehaviour taking place in or out of school uniform, whether inside or outside the school grounds, which:
  - tends to give the school a bad name or results in discredit to the school,
  - interferes with the management and proper administration of the school or disrupts the educational process of fellow learners,
  - interferes with the conditions required for any school activity,
  - was committed to prevent any person from exercising his/her rights or powers as a member of the school community, or was committed as a form of retribution against such actions, or
  - is prohibited by the school's code of conduct.

**9.20.2** A learner will be guilty of serious or very serious misconduct if he/she, on purpose or without justification:

1. seriously threatens, disrupts, or frustrates the teaching or learning process in class,
2. participates in a conspiracy to disrupt the proper functioning of the school using a collective action,
3. insults or defames the human dignity of a staff member,
4. distributes any test or examination material that may enable any other person to gain an unfair advantage in a test or examination,
5. cheats in a test or examination,
6. acts indecently in public,
7. sexually harasses another person,
8. is found in possession of any pornographic or other indecent or blasphemous material, or distributes, sells, exhibits, or disposes of such material under the influence of alcohol or other substances.

**9.20.3** A learner will be found guilty of very serious or extremely serious misconduct if he/she is found guilty of misconduct as stipulated in paragraph 9.20.2, or after he/she has been found guilty of

the same or similar misconduct on two previous occasions (that had been noted in his/her file). This applies when the learner:

- fails to satisfy a reprimand or suspension as a corrective measure; or
- purposely and without justification:
  1. forges any document or signature to do actual or potential harm to the school or him/herself,
  2. trades in any test or examination paper or related material,
  3. bribes or tries to bribe any person regarding any test or examination to enable him/herself or another person to obtain an unfair advantage,
  4. is found guilty of fraud,
  5. is found guilty of theft, or otherwise acted dishonestly to the disadvantage of another person,
  6. is found in possession of any illegal or banned substance or object, or uses, trades in, shows or makes it available to others,
  7. is found in possession of any dangerous weapon or object that can injure others,
  8. assaults or threatens to assault another person,
  9. holds any person hostage,
  10. murders any person,
  11. rapes or indecently assaults any person, or
  12. maliciously damages the property of the school or any other person.

## **9.21 Disciplinary committee for serious misconduct**

- 9.21.1** After the principal has informed a learner's parent or guardian in writing that disciplinary steps will be taken against the learner for very serious or extremely serious offence(s), the governing body must appoint a Disciplinary Committee to hold a hearing and investigate the alleged serious misconduct.
- 9.21.2** After the above steps have been taken, the principal or his/her delegate will inform the District Director accordingly.
- 9.21.3** The Disciplinary Committee must comprise three persons, who are either members of the governing body or persons qualified to be elected as members of the governing body. The committee is assisted by a recording secretary appointed by the governing body, but who is not a member of the committee. The principal may have a seat during the proceedings (but will not form part of the committee) to ensure that the learner's rights are protected and that proceedings take place as stipulated in the code of conduct.
- 9.21.4** The appointment of persons to a Disciplinary Committee is subject to the following conditions:
- 9.21.4.1** the chairperson must be a parent or community member of the governing body,
  - 9.21.4.2** the two other members may not be the principal, the learner's class teacher or another learner of the school, and
  - 9.21.4.3** no person may be appointed if he/she has any personal knowledge regarding any matter in dispute at the hearing.

## **9.22 Classification of transgressions and misconduct**

- 9.22.1** Offences are classified as 'slight', 'serious', 'very serious' and 'extremely serious'. The latter two categories are offences that can result in suspension and/or permanent expulsion.

- 9.22.2** Only the principal may institute disciplinary steps against a learner concerning very serious and extremely serious misconduct within seven days after a misdemeanour has been committed. The prosecutor during the hearing can be any other educator appointed by the governing body.
- 9.22.3** The principal may only institute disciplinary steps against a learner regarding very serious and extremely serious misconduct if:
- 9.22.3.1** there is sufficient evidence to institute such steps, and
- 9.22.3.2** the principal deems it to be in the best interests of the school and its community.

**9.23 Procedure for proceedings before the disciplinary committee for serious misconduct**

- 9.23.1** A learner who is accused of a very serious or extremely serious offence and misconduct is entitled to appear before the Disciplinary Committee and to have his/her case investigated during disciplinary proceedings.
- 9.23.2** An official charge sheet will be formulated by the principal or his/her delegate and will be submitted in writing before and during the hearing to the accused/defendant and his/her parents.
- 9.23.3** The prosecutor must start the proceedings at the hearing by advancing the case against the learner and explaining the charge against him or her. All actions take place via the chairperson of the Disciplinary Committee, who regulates the process.
- 9.23.4** The chairperson of the Disciplinary Committee must ask the learner whether he/she admits or denies the charge as explained. The learner must respond to this. If the learner fails to respond, he/she will be adjudged to have pleaded guilty to the misconduct.
- 9.23.5** If the learner admits the charge, the following procedure must be followed:
- 9.23.5.1** The chairperson and other members of the Committee must question the learner (in the presence of his/her parents or the person appointed by the parents in terms of the Schools Act) regarding the alleged facts constituting the misdemeanour, as explained by the prosecutor, for the Disciplinary Committee to determine whether the learner is indeed guilty of the charge.
- 9.23.5.2** If, while questioning the learner, it seems as if his/her version is essentially different from the facts as explained by the prosecutor, or if the committee is not satisfied that the learner is indeed guilty as charged, the chairperson must note a denial regarding the charge on behalf of the learner.
- 9.23.5.3** If the Disciplinary Committee, or most of its members, are satisfied that the learner is indeed guilty as charged, the Disciplinary Committee must find the learner guilty of the charge.
- 9.23.6** If the learner denies the charge:
- 9.23.6.1** the prosecutor may call witnesses or produce other evidence regarding the allegations against the learner, taking into consideration the procedures as explained in paragraph 9.19 above.
- 9.23.6.2** the learner, or his/her parent or guardian or the person authorized by the parents, may cross-examine any witness and investigate any evidence submitted by the prosecutor.
- 9.23.6.3** after all the evidence against the learner has been submitted, the learner or his/her parent(s) may call witnesses or present other evidence in support of his/her denial of the charge.
- 9.23.6.4** the prosecutor may cross-examine any witness or investigate any evidence submitted on behalf of the learner.
- 9.23.6.5** the Disciplinary Committee may cross-examine any witness or question the accused or examine any evidence at any time.
- 9.23.6.6** after all the evidence has been submitted, the prosecutor may first address the Disciplinary Committee, and then the learner or his/her representative may address the committee.
- 9.23.6.7** the Disciplinary Committee must then adjourn the proceedings to a specific date and time (that



may also be the same day on which the hearing was conducted), during which adjournment the Disciplinary Committee must decide, according to the balance of probabilities, whether the learner's guilt on the charge has indeed been proven.

**9.23.6.8** on the date and time referred to in paragraph 9.23.6.7 above, the Disciplinary Committee must inform the learner and his/her parents or guardians about the ruling.

**9.23.7** If the learner is found not guilty on the charge, the Disciplinary Committee must, if the learner requests it, make public his/her findings to the school, with or without disclosing the learner's name, according to the learner's request.

**9.23.8** If the learner is indeed found guilty as charged, the prosecutor and the learner or his/her parents may submit evidence to the Disciplinary Committee that applies to the passing of a suitable sanction, including the learner's circumstances, general record of conduct in the past, nature and severity of the specific misconduct, and the interests of the school community. The prosecutor may request the Disciplinary Committee to make public its findings to the school, without disclosing the learner's name or the punishment given to the learner.

**9.23.9** After considering any evidence submitted in terms of paragraph 9.23.7, the Disciplinary Committee must impose a sanction on the learner, taking into consideration the factors mentioned in paragraph 9.23.8, which it has been authorized to do in terms of the code of conduct and the regulations of the Gauteng Department of Education and inform the learner and his/her parents in writing thereof.

**9.23.10** If the Disciplinary Committee decides that the learner must be suspended from the school for a maximum of 7 days, it must make a recommendation in this regard to the Head of Department and suspend the learner's school attendance, pending the decision of the Head of Department.

**9.23.11** Suspension of a learner imposed in terms of paragraph 9.23.9, immediately comes into force unless the Head of Department of the Gauteng Department of Education instructs otherwise (See article 9 of the Schools Act).

**9.23.12** During hearings, minutes/records of the process will be kept by a person appointed by the governing body, as well as of the punishment imposed, should the offence be classified as 'extremely serious'.

## **9.24 Revision**

**9.24.1** After a period of 3 months, the behaviour and actions of a learner who had been found guilty of misconduct will be reviewed by a revision committee and, if justified, any record referring to the transgression will be deleted from the learner's file and destroyed for the learner to start again with a 'clean slate'.

**9.24.2** Such revision is subject to the learner's academic and behavioural record since the transgression occurred and/or whether there was a noticeable improvement in his/her actions, disposition and conduct towards the school and the learner community.

## **9.25 Offences not specifically defined**

**9.25.1** The Governing Body and/or the principal and/or his delegate retain the right to take disciplinary steps against any learner where the offence has not been specifically mentioned in the code of conduct, and which offence is aimed at upsetting the order, discipline, and educational process in the school.

## **9.26 Chronic offenders and serious transgression of the code of conduct and/or criminal offences**

**9.26.1** In cases where a learner commits many or extremely serious offences or continually commits minor offences, a parent/educator discussion will be held to clear up the matter.

**9.26.2** As a last resort, the Disciplinary Committee will be compelled, in terms of Article 9(1) of the

Schools Act, 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, to hold a suspension hearing, and chronic offenders can be suspended, or the Department may be asked to permanently expel such a learner from the school.

- 9.26.3** If a learner committed an extremely serious offence or criminal act or attempted to commit one, whether at the school, during an official school activity or after school hours, the Disciplinary Committee can suspend the learner temporarily, and on being found guilty in a criminal court or after investigation by the committee, recommend to the Department that the learner be permanently expelled from the school (See also articles 8 and 9 of the Schools Act).

## **9.27 School uniform and appearance**

- 9.27.1** The school uniform has been approved by the Governing Body, which represents all parents of the school. Untidy, unkempt learners cannot be tolerated, as this places the school in a poor light. A learner is associated with his/her school uniform and thus all school uniform rules apply from the time the learner leaves home in the morning until he/she arrives home in the afternoon or evening.

- 9.27.2** The school uniform code is based on the following principles:

- it is economical and cheap, if not cheaper than other clothing,
- it is neat,
- it promotes unity and loyalty among learners,
- when a learner has been enrolled, he/she, as well as his/her parent(s), commits themselves to correctly wearing the school uniform,
- clothing which does not form part of the official school uniform can be confiscated, and will only be handed to the parents, who will have to fetch it personally from the principal. If not fetched within a period of six months, the clothing will be donated to an approved charitable organisation,
- If a learner's parents cannot afford the prescribed school uniform, they are free to contact the school who will then make cost-free clothing available from the school's second-hand clothing bank.

- 9.27.3** General appearance:

- 9.27.3.1** Learners must always appear clean and tidy.

- 9.27.3.2** Learners must ensure that all items of their school uniform are marked.

- 9.27.3.3** All learners must wear the prescribed school uniform or sportswear (only with prior permission on match days) during official school hours and official school activities.

- 9.27.3.4** The principal or his/her delegate must ensure that the school uniform/sportswear is worn correctly and as prescribed.

- 9.27.3.5** No learner should wear shoes without socks.

- 9.27.3.6** No sandals may be worn with school clothes.

- 9.27.3.7** Sport and PE clothes are only for sport and PE – at other times, the school uniform is worn.

- 9.27.3.8** Full school uniform is worn during all cultural and other official school activities unless the principal has issued other instructions.

- 9.27.3.9** Learners coming from other schools may wear the previous school's uniform for a period of three months, following which they must change to the prescribed school uniform or obtain further permission from the principal to continue wearing the previous school's uniform.

- 9.27.3.10** Shirts must always be tucked in.

- 9.27.4** Summer uniform: Refer to uniform. (SCHOOL CODE OF CONDUCT: GENERAL SCHOOL RULES, pp. 9-10)

**9.27.5** Winter uniform: Refer to uniform. (SCHOOL CODE OF CONDUCT: GENERAL SCHOOL RULES, pp. 9-10)

**9.27.6** Hair: In terms of health regulations, learners who have been sent home with lice/nits in their hair may only return when they have no more lice/nits.

The general prevailing principle is that hair must be clean and neat.

**A. Boys:**

- Hair must be cut short and neatly and must not hang over the shirt collar and/or ears.
- Fringes must be tidy and not hang in the eyes.
- No Rastafarian hairstyles will be allowed, unless tied and tidy.
- Extravagant hairstyles are not allowed, e.g. highlights and drastic colour changes.

**B. Girls:**

- Hair must be short or, if long, it must be plaited or fastened properly.
- The fringe must not hang in the eyes.
- Only clips, blue, black or white alic bands, ribbons, bobbles and/or thick elastic bands of the above-mentioned colours may be worn in the hair.
- Clips may not be too large.
- Extravagant hairstyles are not allowed, e.g., highlights and drastic colour changes.

**9.27.7** Nails

- Nails must be short and clean.
- No girl or boy may wear nail polish.

**9.27.8** Jewellery and accessories

- Only girls may wear earrings and then only studs(gold or silver in the lower holes of the earlobes.
- Only one earring at a time may be worn in each ear.
- No rings, belly-button rings or decorations, pins or earrings may be worn on any other body part during official school hours or any other school activity.
- Watches(not smartwatches) may be worn at the learner's own risk.
- Pendants and wrist chains may only be worn by both sexes for medical reasons (Medic Alert). (The latter may only be worn with permission of the principal after he has received a written request from the learner's parents).
- Only officially approved school colour bars, academic, sport and leader badges may be worn.
- No temporary tattoos may be worn, and parents are requested not to allow any learner to have any tattooing done on any part of the body.

**9.27.9** School bags

- A neat, strong school bag with clasps/buckles is recommended – no canvas bags are allowed.
- Bags with wheels must be carried on the staircases.

**9.28 Ordinary clothes**

**9.28.1** The principal may, at his/her discretion, permit learners to wear ordinary clothes

during official school hours and other school activities.

- 9.28.2** If permission has been given to wear ordinary clothes to school, learners must be dressed properly and decently.
- 9.28.3** The clothing may not interfere with the educational process, affect the rights of others, undermine the authority of teachers, or prejudice the safety of others.
- 9.28.4** No items of clothing with any unpleasant or indecent messages, slogans, pictures, photos, drawings and/or logos that may be offensive may be worn.
- 9.28.5** No items of clothing advertising any prohibited substances, tobacco or tobacco products, alcoholic beverages or products or pop groups may be worn.
- 9.28.6** T-shirts and clothing with the official logos or names of approved cultural organizations may be worn. The principal or the governing body must approve these.
- 9.28.7** The following items of clothing and appearance are unacceptable:
- Naked midriffs.
  - Low-cut blouses.
  - G-strings.
  - Transparent clothing or advertising of prohibited substances on clothing or jewellery and other accessories.
  - Obscenities printed on or applied to clothing.
  - Any items of clothing that show or have indecencies or a double meaning.
  - Spandex or tight-fitting elastic materials.
  - Clothing that is torn or frayed (unless it is for a masked ball or similar occasion).
  - Clothing without shoulder bands.
  - Tank tops
- 9.28.8** Skirts and shorts may not be shorter than 6cm above the knees.
- 9.28.9** Underwear must not protrude from outer clothes.
- 9.28.10** No shoes or takkies may be worn without socks.
- 9.28.11** All trousers, shorts, skirts and shirts must, where applicable, be zipped up and the buttons fastened. All skirts and trousers must be worn around the midriff.
- 9.28.12** Clothing where buttocks or underwear stick out, even under a shirt, is unacceptable.
- 9.28.13** Trousers that are worn too low are regarded as vulgar and will be treated as an offence.
- 9.28.14** No boy or girl may wear any earrings or studs on any body part. Girls may wear studs as described in the jewellery regulations above. There must only be one earring at a time in each ear. No boy may wear earrings or studs with ordinary clothes. No boy may wear rings, armbands, chains, or pendants unless the latter is for medical reasons or has been approved by the principal.
- 9.28.15** No learner may wear any nail polish and other make-up.
- 9.28.16** No clothing, logos, pictures, photos, marks and other items or accessories connected to any gang or that promote gangs or gang activities may be worn.
- 9.28.17** No body painting, temporary tattoos or any other marks, logos, pictures, and badges of any kind whatsoever may be visible unless approved by the principal.
- 9.28.18** Should a dispute arise between the school and/or learners and/or parents of learners regarding whether ordinary clothing is acceptable or not, the principal will use his/her discretion to make a final, binding decision in this regard.

**9.28.19** To avoid the unnecessary wasting of valuable teaching time, the parents of learners who have broken the dress code for ordinary clothing will be contacted and asked to bring another set of clothing to school for the learner. If a parent cannot be reached, the learner will be placed in detention so that he/she is not on the school grounds during breaks.

**9.28.20** If learners break the dress code for ordinary clothes twice, they will be prohibited from taking part in any school activity where ordinary clothes can be worn.

### **9.29 Prohibited substances**

**9.29.1** In terms of the rules of the school (and the country), the following are prohibited: the intake, use, possession, storing, and hiding of prohibited substances by any learner, and/or distribution, selling, and exhibiting of prohibited substances to any other learner or person on the school grounds, during any other school activity, during official school hours, or in any school-approved vehicle.

**9.29.2** Prohibited substances include but are not restricted to tobacco products, alcoholic products, anabolic steroids, dangerous controlled medication, and other substances as defined by the laws of the country.

**9.29.3** All learners of Laerskool Fleur will adhere to this regulation.

**9.29.4** Any learner who breaks this rule is guilty of a misdemeanour and exposes him/herself to disciplinary action as prescribed, or to criminal prosecution.

**9.29.5** When applicable, the principal, his delegate or the governing body is under an obligation to inform the authorities.

**9.29.6** The governing body and teachers at the school are concerned about any learner who is addicted to or uses a prohibited substance and will do anything in their power to assist such a learner with rehabilitation or support to overcome the problem.

**9.29.7** Parents and guardians are encouraged to ask the school for help so that they may be referred to the correct people/organisations for assistance.

### **9.30 Whistleblowers and those accused**

**9.30.1** During a learner's school career, he/she will observe many serious offences affecting the school's good name or endangering another learner's life or health. Most learners will keep quiet because they are afraid of being rejected by the rest of the school community and branded as 'squealers' who cannot be 'trusted' by others.

**9.30.2** The actions of 'whistleblowers' can prevent a learner from endangering his/her life or ending up in a poor moral condition, which will damage the school's good name (and thus the school community) and in some cases can lead to irreparable damage.

**9.30.3** Telling a teacher, the principal or even a learner-leader about a serious offence creates intense personal conflict for a learner between 'being part of the team' or coming forward in support of what is right and fair. The learner community is not very tolerant about taking 'whistle-blowers' back into the community. On the other hand, however, the learner community does not tolerate learners who allow matters to take care of themselves. Loyalty to the 'school family' and circle of friends is often more intense than ensuring that law and order triumphs.

**9.30.4** Should the name of a 'whistleblower' thus become known, he/she is exposed to intimidation, harassment, bullying, threats and even disapproval from teachers and parents, especially those parents of learners who have been reported. The identity of a 'whistleblower' must therefore be protected at all costs.

**9.30.5** Confidentiality must be maintained at all costs when 'whistleblowers' come forward with information that suggests that serious offences or misdemeanours have been committed, or if learners are planning to commit serious offences or misdemeanours.

- 9.30.6** It is thus an extremely serious offence if someone harasses, threatens to damage his/her body or good name, intimidates, assaults, or insults a 'whistleblower' in any way.

The principal, teachers and learner-leaders must guard against vindictive and false accusations being made by 'whistleblowers' to place any learner in poor light or to benefit the 'whistleblowers' agenda if they are involved in any misconduct investigation. When allegations are proved to be groundless, the 'whistleblower' must be informed accordingly and he/she may then provide additional evidence to prove the allegations, or he/she must be warned against making false accusations or declarations.

- 9.30.7** The principal or teacher must inform 'whistleblowers' that their names will not be made known according to their rights under the code of conduct, but that it may be expected of them to (depending on the age of the learner) compile a written report, depending on the type of offence they have reported. If he/she is being harassed or threatened in any way by anybody, it must immediately be reported to a teacher or the learner's parents. He or she must also be warned against the consequences of making false accusations against a fellow learner. In certain cases, nothing can be proved, and this is not the fault of the 'whistleblower', especially if it is "secondhand information".
- 9.30.8** On the other hand, accusations made by 'whistleblowers' must be taken seriously and investigated; if necessary, the governing body can appoint a specific person, who must be a parent or teacher at the school, to investigate the allegations.
- 9.30.9** All matters raised by 'whistleblowers' will first be investigated by the principal or another person appointed by him/her, following which a recommendation will be made to the governing body if the matter is of such a serious nature that formal disciplinary action must be taken.
- 9.30.10** In all cases, the whistleblower may be assisted by his/her parent, or another adult appointed by the parent, especially if the whistleblower had been an eyewitness to an offence and his/her statement may lead to his/her identity becoming known.
- 9.30.11** Whistleblowers may also give anonymous evidence in terms of the process in sections 8(7) and (8) of the SA Schools Act using an intermediary.

### **9.31 HIV/AIDS Policy**

- 9.31.1** Due to the increasing number of learners infected by HIV and who test HIV positive or have AIDS because of several factors, sometimes beyond their control, it is necessary that a policy is established for handling such learners.
- 9.31.2** No compulsory testing for the disease or to establish whether the learner is HIV positive may be done.
- 9.31.3** No learners or parents of learners are compelled to inform the school about a learner having AIDS or being HIV positive. They may, however, give the information voluntarily and in strict confidence, to the principal. The learner's status may not be made known to a third party without the consent of the learner or his/her parents.
- 9.31.4** No learner who has HIV/AIDS may there discriminated against on any grounds.
- 9.31.5** Learners with HIV/AIDS must be allowed to lead a full life and must be educated to their full potential. They must be treated in a dignified and just manner.
- 9.31.6** All learners must be informed about standard infection control procedures, preventative measures, and good hygienic practices, and encouraged to always comply with these. This implies that in situations where any infection may be transmitted or where learners or other persons can be exposed to it, each learner must be seen as a possible carrier and blood, or any other bodily fluid must be handled with the necessary medical precautions.
- 9.31.7** Wounds must be treated according to the prescribed procedures in the classroom, laboratory on the school grounds, or at any other school activity, especially in the case of contact sport.
- 9.31.8** Under no circumstances may learners suffering from any other infectious disease come to school

until they have been declared medically fit by a physician.

- 9.31.9** Every learner in the school must, according to his/her comprehension, be informed about the dangers of HIV/AIDS during life-orientation education. This must be conveyed to the learners scientifically and understandably.

### **9.32 Cellular phones**

- 9.32.1** The Governing Body knows that parents want to communicate with their children before and after official school hours regarding family obligations and other related matters. It is therefore the policy of the School Governing Body and the school that learners will be allowed to have cellular phones (cell phones) in their possession, subject to certain limitations and conditions. Consequently, it is the exclusive purpose of this policy, which at the same time forms part of the school's code of conduct, to regulate and control the possession and use of cell phones during official school hours and school activities.
- 9.32.2** Disregarding this policy by any learner is a transgression of the school's code of conduct and disciplinary steps, as described below, will be taken by the governing body, the principal and/or his/her delegate against such learner(s).
- 9.32.3** The use of cellular phones (cell phones) on the school grounds, in the classroom, during any school activity, and in any official school vehicle is a privilege that is regulated/controlled by the principal and/or his delegates.
- 9.32.4** Parents must inform the school in writing whether they approve of learners bringing their cell phones onto the school grounds. Cell phones are brought onto and used on the school grounds at the learner's own risk and/or that of his/her parents. The Governing Body and the school accept no responsibility for theft of or damage to cell phones, unauthorized calls/messages from cell phones or lost cell phones in any learner's possession or entrusted to his/her care.
- 9.32.5** No cell phones may, during the official school day or any school activity, be displayed, switched on, used or in any way activated by any learner. Cell phones must remain switched off for the entire duration of the official school day.
- 9.32.6** Cell phones must be switched off during school excursions. Learners on school excursions may not switch on their cell phones or use or activate any other function of their cell phones, without the permission of the teacher in charge, either on the bus or for the duration of the excursion.
- 9.32.7** No non-telephonic cell phone functions such as electronic texting (SMS), games, cameras and sound and video recordings may be activated or used at any time during school hours or school activities without the permission of a teacher.
- 9.32.8** Cellphones must always be kept out of sight and must be concealed on the learner's person or stored in his/her bag or carry-bag, or in the lock-up cabinets.
- 9.32.9** Cellphones equipped with the electronic capabilities to record any sound or visual images may under no circumstances be switched on in the toilets, classrooms or any other place as determined by the governing body or used in any way to make any sound or visual recordings of any person, animal, object, book, or document.
- 9.32.10** No learners may, during the official school day or any official school activity, send electronic messages (SMS) to another cell phone or switch on his/her phone to read or receive messages.
- 9.32.11** No learner may use a cell phone to intimidate, blackmail, threaten or amuse another learner or any staff member in any way, or to record any vulgar and/or indecent language, picture, photo or any visual material, or to show any electronic message (SMS), electronic game, ringtone or music, or to play or let others listen to sound messages or recordings, or to send any of the above to other learners' cellphones.
- 9.32.12** If the parents of a learner make a written request that, due to unusual circumstances, a learner may use a cell phone during the school day, it must take place with the permission of the principal at a time and place determined by him/her and in the presence of a staff member.

- 9.32.13** If a learner wishes to use the phone to send or receive an electronic message (SMS), the learner must first show the message to the staff member before sending or receiving it.
- 9.32.14** Under unusual circumstances, if necessary, cell phones may be used during school activities by learners for emergencies only, with the permission of a teacher. Otherwise, the learner must ask that the office contact his/her parents.
- 9.32.15** It is learners' responsibility to ensure that the cellphones in their possession or that have been entrusted to them are switched off and out of sight the moment they enter the school grounds. If learners do not obey the above instructions, they will be seen to have disturbed or upset the school's educational process and will thus be subject to disciplinary action and confiscation of their cell phones.
- 9.32.16** Learners whose cell phones have been confiscated, or who refuse to obey this policy, forfeit the privilege of bringing a cell phone onto the school grounds or using a cell phone during any school activity for a period, as determined by the principal.

### **9.33 Initiation practices**

- 9.33.1** In terms of article 10A (1), (2), (3) and (4) of the Schools Act, all forms of initiation practices are forbidden on the school grounds and during school activities.

## **10. UNACCEPTABLE BEHAVIOUR AND CONDUCT OF LEARNERS**

### **10.1 Arriving late**

- 10.1.1** Any learner who arrives late for the start of school, an official school activity, or at the classroom or place of education where he/she has been told to be, will face disciplinary action.
- 10.1.2** Repeated late arrival is viewed very seriously, as the learner loses valuable education time and others also suffer.
- 10.1.3** A latecomers' register is kept by GDE requirements. Frequent late coming will be addressed and monitored.

### **10.2 Absenteeism**

#### **10.2.1 Learners shall:**

- 10.2.1.1** report on time for classes and activities and not be absent without permission from their parents and the school,
- 10.2.1.2** not leave the classroom or any school activity without permission,
- 10.2.1.3** not leave the school premises or abscond during official school hours without permission,
- 10.2.1.4** not loiter in the corridors, toilets and cloakrooms, in the hall, on the stoeps or any other place on the school grounds,
- 10.2.1.5** be at the prescribed places on the school grounds before school and during breaks,
- 10.2.1.6** be found guilty of playing truant or absconding if they are absent without the knowledge of their parents or the school during official school hours.

### **10.3 Chewing gum**

#### **10.3.1 No learner shall:**

- 10.3.1.1** bring chewing gum to school,
- 10.3.1.2** chew chewing gum or have it in his/her mouth in the classroom and/or during any official school activity,
- 10.3.1.3** stick or place chewing gum on any part of the school buildings, furniture, or other property,



- 10.3.1.4** put chewing gum in the hair or on any other body part, clothes or property of other learners or persons.

#### **10.4 False alarms**

- 10.4.1** Learners who purposely make, or cause to be made, false alarms, or incite others to make such false alarms regarding any emergency, evacuation or other action that results in upsetting the good order of the school and causing panic, are guilty of an offence.
- 10.4.2** Where it results in injuries and property damage, the principal and/or his delegate will, after consultation with the governing body, report the matter to the authorities for possible prosecution.

#### **10.5 Arson/Attempted arson in any form**

- 10.5.1** No learner shall:

- 10.5.1.1** have in his/her possession any matches, cigarette lighters or any other product, liquid and/or substance that can cause a fire,
- 10.5.1.2** on the school grounds or during any school activity, have in his/her possession any product, material and/or liquid that is highly flammable in any container or object, without permission from the principal and/or his/her delegate,
- 10.5.1.3** set fire to any material or product on any part of the school premises or during any school activity without the necessary permission from the principal and/or his/her delegate,
- 10.5.1.4** have in his/her possession any fireworks on any part of the school premises or during any school activity or light it without the necessary permission of the principal and/or his/her delegate.

- 10.5.2** Any learner who, without the necessary permission, deliberately sets fire to or causes a fire to start by using any material, powder, liquid and/or product on any part of the school premises or during any school activity, is guilty of an extremely serious offence and can be criminally prosecuted by the school.

- 10.5.3** Parents shall be held responsible for any damage that may be caused by such acts.

#### **10.6 Assault and physical violence**

- 10.6.1** No learner may commit the following acts against a teacher, any other staff member, or other persons:

- 10.6.1.1** assault, or threaten to assault, such a person, or physically push them around or injure them, verbally abuse them, swear at them, slander or scold them,
- 10.6.1.2** threaten them with any weapon or other object, with the intent to harm or assault them.

- 10.6.2** Any teacher/staff member who, while executing his/her duties, is at the receiving end of such behaviour as described above, will hand a written report of the incident to the principal.

- 10.6.3** Educators and staff members have the right to request that the incident be investigated.

- 10.6.4** Educators and staff members have the right to lay criminal charges against such learners.

#### **10.7 Losing of temper/Rebelliousness (“Temper tantrums”)**

- 10.7.1** Learners must always endeavour to stay calm and collected and not lose their tempers.

- 10.7.2** When a learner goes off in a huff, oversteps the mark with an educator or loses his/her temper, disciplinary steps can be taken and may result in a charge of insubordination.

#### **10.8 Homework, classwork and preparing for tests**

- 10.8.1** Learners must not, without good reason, neglect to do their homework.

**10.8.2** Learners must ensure that they:

**10.8.2.1** are prepared to write tests and examinations and timeously complete all tasks and projects given to them,

**10.8.2.2** take part in all classroom activities unless they have been forbidden to do this.

## **10.9 Illegal gatherings**

**10.9.1** No learners may gather or throng together, without the permission of the principal or his/her delegate.

**10.9.2** No learner or group of learners may encourage, incite, or intimidate others to form an illegal gathering or throng to commit, or cause to be committed, any act that is against the school rules or code of conduct.

## **10.10 Bomb threats (to be read in conjunction with paragraph 4 above)**

**10.10.1** Bomb threats constitute a criminal offence, and all threats will be immediately reported to the police for investigation.

**10.10.2** The principal and/or his delegate have a standing order from the governing body to report all such incidents to the authorities.

**10.10.3** It will be recommended to the Head of Department that offenders who are found guilty of such an offence be permanently expelled from the school.

## **10.11 Bad behaviour in official transport or municipal and school buses**

**10.11.1** Official school transport is a privilege and an extension of school activities. Learners must behave themselves in the same way as in a classroom or at any other official school activity.

**10.11.2** Any learner who disregards orders from the person in charge of the bus or breaks any school rule and/or damages the school's good name is guilty of an offence.

**10.11.3** It is a privilege to be transported on an excursion or to an official school activity and this privilege goes hand in hand with the responsibility to obey the following rules:

**10.11.3.1** Learners shall climb in and take their seats in an orderly manner.

**10.11.3.2** Learners shall obey the instructions of the driver of the vehicle and not distract his/her attention or bother him/her. The driver and the educators are always in charge.

**10.11.3.3** Learners shall stay seated while the vehicle is moving.

**10.11.3.4** Learners shall keep the vehicle neat and not litter by throwing papers or any other objects out of the bus.

**10.11.3.5** Learners shall always keep their body parts and other objects inside the vehicle.

**10.11.3.6** Learners shall be courteous and pleasant towards the driver and their fellow passengers.

**10.11.3.7** Learners shall not scream and shout but speak and converse normally.

**10.11.3.8** Learners shall not push each other, throw objects around, fight or commit any other immoral acts.

**10.11.3.9** Learners may not show any signs of using any body part to any person inside or outside the bus/transport, or indecently expose themselves in any way.

## **10.12 Identification of a learner**

**10.12.1** No learner may refuse to identify him/herself when asked to do so by the principal, an educator, a member of the governing body and/or any staff member.

### **10.13 Disrupting the class and disturbing the good order**

**10.13.1** No learner shall carry out the following actions, or let them be carried out, or order anyone to do so unless he/she has been specifically told by the principal and/or his/her delegate to do so:

**10.13.1.1** Stand in a doorway or the corridor, thereby blocking it.

**10.13.1.2** Prevent other learners from attending a class or school activity.

**10.13.1.3** Prevent normal pedestrian traffic or vehicle traffic.

**10.13.2** No learner shall carry out the following actions, or let them be carried out, or order anyone to do so:

**10.13.2.1** Use violence, force, power, noise, shouting, threats, harassment, intimidation, fear, passive resistance, incitement, or any other conduct aimed at disrupting the school's activities and educational processes.

**10.13.2.2** Encourage or incite other learners to commit any offence contrary to the Schools Act, 1996 (Act 84 of 1996), the prescribed regulations of the Gauteng Education Department, or the code of conduct.

**10.13.2.3** Take part in or initiate any disruptive activities.

**10.13.2.4** Take part in or initiate any reckless, negligent, or malicious actions or behaviour that can physically injure other learners or endanger their lives.

### **10.14 Cheating/unlawful conduct**

**10.14.1** Honesty, good sportsmanship and compliance with the rules of the game are always expected from all learners.

**10.14.2** Any learner who, during any official school activity and/or extra-curricular activity, deliberately breaks the rules of that activity, and whose action affects the school's good name, is guilty of an offence.

**10.14.3** Any learner who openly and deliberately argues with a referee/umpire and/or other person in charge of a specific activity regarding his/her decision, and thus affects the school's good name, is guilty of an offence.

### **10.15 Stubbornness/insubordination/recalcitrance/disrespect towards superiors**

**10.15.1** Any learner who openly and/or deliberately refuses to obey a legal order of the principal, teacher, staff member, or learner-leader is guilty of insubordination.

**10.15.2** Learners must always show the necessary respect to any person on the school premises, or who is present during an official school activity, or when they are in school uniform, and/or on the way to school or home, provided that the person does not intend to harm them.

### **10.16 Destruction and vandalism of property**

**10.16.1** Vandalism is defined as deliberate damage to any property of the school or others.

**10.16.2** Any learner who deliberately destroys or damages the property of the school or others, or causes it to be damaged, is guilty of an extremely serious offence.

**10.16.3** The parents of such a learner will be held responsible for the cost of repairing any such property.

### **10.17 Clothing and general appearance**

**10.17.1** Every learner must ensure that he/she is always, depending on the school activity, correctly dressed for the occasion and is neat and clean.

**10.17.2** Every learner must ensure that he/she complies with the requirements regarding appearance and the wearing of accessories.

## **10.18 Illegal substances or products**

**10.18.1** No learner may, at any time during a school activity or function, or whenever they are in school uniform, have illegal goods as described in various places in the code, and:

**10.18.1.1** have any illegal substances or products in any form (ii) or show such products to other learners.

**10.18.1.2** take, drink, sniff, inject, rub in, or use, illegal substances or products in any other way.

**10.18.1.3** distribute illegal substances or products or make them available to other people.

**10.18.1.4** be under the influence of illegal substances or products.

**10.18.1.5** manufacture any illegal substances.

**10.18.1.6** have any equipment connected to the production of forbidden substances, or trade or barter in illegal substances or products.

**10.18.2** No learner may use or trade in illegal substances or products, as described in paragraph 10.18.4, while he/she:

**10.18.2.1** is dressed in school uniform,

**10.18.2.2** is on the way to or from the school,

**10.18.2.3** is on a bus or other form of transport on the way to or returning from an official school activity.

**10.18.2.4** is wearing ordinary clothes/sportswear during an official school activity or any other place where he/she can be identified as a learner of Laerskool Fleur,

**10.18.2.5** is participating in any activity during which he/she can be connected to the school,

**10.18.2.6** can thereby damage the school's good name.

**10.18.3** Learners who are in the presence of offenders who are executing the actions or are in the process of executing such actions, as described in 10.18.1 and 10.18.2, are also guilty of transgression of the code of conduct.

**10.18.4** Illegal substances and products include, but are not necessarily restricted to the following:

**10.18.4.1** any tobacco or tobacco products in any form,

**10.18.4.2** any alcohol and related products and mixtures (commercial or homemade),

**10.18.4.3** drugs and drug products as described by any law,

**10.18.4.4** stimulants and anabolic steroids,

**10.18.4.5** medication not legally prescribed.

**10.18.5** No learner may, on the school grounds, any other part of the school premises, and/or during any school activity:

**10.18.5.1** have any indecent material and/or products,

**10.18.5.2** show, swap, sell to other learners, or receive any financial and/or other compensation for such products, as described in the code of conduct,

**10.18.5.3** offer any reward to others, or provoke, incite or encourage them to buy, obtain, distribute, give, or show such indecent material and/or products (in any form whatsoever) to others,

**10.18.5.4** have indecent material, or show, swap or sell it to other learners on the way to school or home.

**10.18.6** Indecent material and/or products include any unacceptable material, products, notes, correspondence, depictions, (including electronic images/messages on cell phones or other electronic equipment, including laptops and computer screens), pictures, printed matter, books, objects, magazines, drawings, videos, DVDs, CDs or computer material and/or games or

electronic sound recordings (in any format whatsoever) that are pornographic, blasphemous, immoral in nature and can be seen as indecent, or that may be offensive or immoral to other learners and persons, and/or which promote any form of hate speech.

#### **10.19 Blackmailing**

**10.19.1** No learner may:

**10.19.1.1** blackmail another learner, educator, staff member, member of the governing body, or a parent/guardian to receive certain favours or gifts,

**10.19.1.2** offer or promise another learner or person a reward, or incite, provoke, or encourage him/her to blackmail another person.

**10.19.2** Any learner present during an incident where blackmail takes place, and who fails or refuses to report it, can also be found guilty of such an offence.

#### **10.20 Maltreatment**

**10.20.1** No learner may:

**10.20.1.1** physically, verbally, or psychologically maltreat another person or animal using bullying, threats, intimidation, assault, or harassment,

**10.20.1.2** force another person to participate in an activity against his/her will.

**10.20.2** Any learner present during an incident where maltreatment occurs, and who fails or refuses to report it, can also be found guilty of an offence.

#### **10.21 Ignoring disciplinary punishments/sanctions**

**10.21.1** When a learner deliberately refuses or fails to execute an assigned disciplinary punishment, he/she is guilty of an offence and may, according to the circumstances, be tried with a view to suspension or expulsion.

#### **10.22 Fighting**

**10.22.1** No learner may:

**10.22.1.1** become involved in a fight with another learner or kick, bite, slap, pull his/her hair, pinch, or hit them with or without another object, to injure him/her or cause any bodily harm,

**10.22.1.2** become involved in an argument in the classroom or during any school activity, thereby disturbing the educational process or good order, or interfering with another learner's right to receive education,

**10.22.1.3** threaten another person with physical assault,

**10.22.1.4** become involved in an argument or fight and/or scream and disturb the good order during a meeting with learners from other schools.

#### **10.23 Swearing/Insults**

**10.23.1** No learner may, verbally or in writing, swear at, defame, or address anyone in obviously vulgar, offensive, or blasphemous language (also known as swearing).

**10.23.2** No learner may make obscene, indecent and/or improper signs or gestures to others or indecently expose any limbs.

#### **10.24 Immoral/Indecent Acts**

**10.24.1** No learner may:

**10.24.1.1** indecently expose him-/herself to another person or group of persons,

- 10.24.1.2 indecently show any of his/her body parts to others,
- 10.24.1.3 pull or tear off another learner's clothing to expose the learner or to embarrass or belittle him/her in front of others,
- 10.24.1.4 show any object, book, picture, photo, computer printout, software, computer programme, video, CD, DVD, letter, cell phone SMS/MMS, note, electronic image or drawing that can relate to any immoral/pornographic action, or that may be offensive or immoral to others,
- 10.24.1.5 execute, or cause to be executed, with his/her body or any body part, any movements that may be seen as immoral(including urinating in public), during any school activity,
- 10.24.1.6 provoke, encourage, or incite others to commit such deeds or execute movements/gestures, or intimidate or harass others with such gestures/movements.
- 10.24.2 Impermissible physical contact with another learner or learners is forbidden. This includes, but is not limited to, any learner's private parts, limbs, or body parts.

## **10.25 Abusive language**

- 10.25.1 No learner may:
  - 10.25.1.1 verbally abuse, shout at or belittle others during any official school activity, on any part of the school premises, on the way to school or on the way home, at any time where they can be identified as learners of the school, or in public,
  - 10.25.1.2 verbally abuse others, or scream or use language that disturbs the good order of the educational process,
  - 10.25.1.3 perform such actions when dressed in school uniform.

## **10.26 Assault/Bullying/Physical harassment**

- 10.26.1 No learner may, during any school activity or while wearing school uniform, do any of the following to another person or learner:
  - 10.26.1.1 physically assault, injure, kick, slap, pinch, scratch, bite, grab or pull his/her hair, ears, nose, or any other body part,
  - 10.26.1.2 hit, stab, cut or injure him/her with any object, elastic, or weapon or object that can fire projectiles,
  - 10.26.1.3 threaten to assault him/her,
  - 10.26.1.4 harass, pester, disturb, belittle, insult, or denounce him/her,
  - 10.26.1.5 touch him/her physically without permission,
  - 10.26.1.6 physically or psychologically abuse, intimidate, harass, treat roughly, bully, belittle or assault him/her,
  - 10.26.1.7 harass or intimidate him/her through indecent or crude suggestions or jokes, or perform any action that places the person in a bad light, or which influences the person's normal performance of his/her school tasks,
  - 10.26.1.8 offer a reward, incite, treat roughly, or encourage someone to intimidate or harass others,
  - 10.26.1.9 ridicule any disability or body part of any person to harm the person's good name.

## **10.27 Libellous (defamatory) comments or remarks/Hate speech**

- 10.27.1 No learner may:
  - 10.27.1.1 make, write down, paint, shout, sing, or recite verbal or written remarks and/or comments, and/or do drawings, take photos, or make any electronic image or recording of a libellous

nature about any other learner, educator and/or parent of a learner, or have any notes, recordings, drawings, pictures or photos in their possession, or distribute or show these in any way to other learners,

- 10.27.1.2** spread libellous rumours about others,
- 10.27.1.3** incite, intimidate, or harass other learners to make, spread or publish such libellous allegations, or to continue any correspondence in this regard.
- 10.27.2** Libel includes, but is not restricted to, hate speech, racist remarks or comments related to a person's intellect, social standing, gender, or origins.
- 10.27.3** No learner may, on the school grounds, in the classroom and/or during any other school activity:
  - 10.27.3.1** discriminate against another learner on the grounds of race, religion, language, or home background,
  - 10.27.3.2** belittle other learners,
  - 10.27.3.3** make jokes at the expense of other learners, to belittle or embarrass them,
  - 10.27.3.4** swear at, slander, insult or revile anyone,
  - 10.27.3.5** physically or psychologically assault, intimidate, bully or boss anyone around.

#### **10.28 Fireworks, flammable and incendiary devices, and other explosive substances**

- 10.28.1** Fireworks, crackers, matches, cigarette lighters and other flammable materials, incendiary devices or explosive substances are forbidden on the school premises, in the classrooms or any other part of the school premises, and during any school activity.
- 10.28.2** No learner may have the above-mentioned items in their possession, or manufacture or have such items manufactured, or supply them to other learners, or make available, sell, exhibit or buy them during official school hours, school activities, on the way to or from school, or while dressed in school uniform.

#### **10.29 Cribbing/plagiarism/forgery/fraud**

- 10.29.1** No learner may:
  - 10.29.1.1** copy another learner's work and pretend that it is his/her own,
  - 10.29.1.2** present another person's work as his/her own, including work from webpages
  - 10.29.1.3** use 'crib notes' or other aids that could give him/her an unfair advantage over other learners during tests, examinations and other activities,
  - 10.29.1.4** imitate his/her parents' or any other person's signature,
  - 10.29.1.5** present any notes, letters, pictures, or other documentation and pretend that it is his/her own or comes from a parent, guardian, educator, or another person when it is not the case.

#### **10.30 Gambling**

- 10.30.1** Learners shall not participate in any activity that can be seen as gambling or make any bets involving money or other valuable items.
- 10.30.2** Learners who, without permission from the principal, have any objects or equipment that can be used in gambling are guilty of an offence.

#### **10.31 Graffiti**

- 10.31.1** No learner may put graffiti, slogans or any indecent drawings, notes, or symbols on:
  - 10.31.1.1** any part of the school premises, school property, trees, and plants,

- 10.31.1.2 the property of any other learner or person,
- 10.31.1.3 his or her clothing,
- 10.31.1.4 any of his/her school equipment,
- 10.31.1.5 textbooks, exercise books, documents and/or equipment used in the educational process.
- 10.31.2 Parents of learners shall be held responsible for the replacement/repair of goods and buildings defaced by learners.

## **10.32 Initiation/induction**

- 10.32.1 No initiation or induction of any kind is allowed (See also article 10A of the Schools Act).

## **10.33 Littering**

- 10.33.1 Learners may not litter:
  - 10.33.1.1 on any part of the school grounds and/or in any part of the school buildings,
  - 10.33.1.2 on the way to or from the school, or during any school activity,
  - 10.33.1.3 while they are in school uniform.
- 10.33.2 Learners who litter and fail to or refuse to clean it up and keep their place clean after having been reprimanded about it, are guilty of an offence.

## **10.34 Entering out-of-bounds places without permission**

- 10.34.1 The following areas are out-of-bounds for learners unless they have permission from the principal or his delegate to be there:
  - 10.34.1.1 The storerooms and workshop under the stage in the hall.
  - 10.34.1.2 The school office.
  - 10.34.1.3 The duplicating room and storerooms.
  - 10.34.1.4 The hall and stage without supervision.
  - 10.34.1.5 The staff's toilets.
  - 10.34.1.6 All classrooms.
  - 10.34.1.7 The kitchen and the tuck shop.
  - 10.34.1.8 The school's staff room.
  - 10.34.1.9 General Assistants' quarters.

## **10.35 Electronic equipment and software**

- 10.35.1 The following electronic equipment is not allowed at school unless the principal permits
- 10.35.2 for it to be used during official school hours or official school activities: radios, tape-players, laser players, Walkmans, CD/DVD-players, ghetto blasters, boom boxes, cellular phones, electronic games, PSPs, musical instruments, laptops, walkie-talkies, EarPods and other similar objects and devices.
- 10.35.3 No learner shall load or use any electronic games, software and/or programs on the school's computer(s) without the principal's permission.
- 10.35.4 No learners shall visit Internet websites that have not been approved by the principal or his delegate on the school's computers. Learners may also not, without the necessary permission, download and/or show any electronic programs, documents, information, games, sound, or video material on the school's computers.
- 10.35.5 No learner shall send and/or receive any e-mail messages on the school's network.



**10.35.6** No learner may work or save data on the computers in the office, or even switch the computers on or play games on them.

**10.36 Impermissible physical contact or sexual assault/harassment/behaviour**

**10.36.1** Impermissible physical contact between learners and/or teachers or other persons is not allowed on the school grounds or during any school activity.

**10.36.2** Sexual harassment of learners and staff members by any learner is forbidden.

**10.36.3** Sexual harassment includes, but is not necessarily restricted to, unwelcome touching, sexual remarks or overtures, and other verbal and physical behaviour that interferes with the other person's schoolwork and effective performance of his/her duties, and which results in a tense, hostile and offensive atmosphere.

**10.36.4** Other types of sexual harassment include unsavoury jokes, stories, pictures, videos and computer material, drawings, photos, notes, and objects that are offensive to others, and which upset, harass, disturb, offend, enrage, or belittle them.

**10.36.5** No learner may:

**10.36.5.1** sexually assault another,

**10.36.5.1** commit any sexual acts of any nature whatsoever during school hours or any school activity, or allow them to be committed,

**10.36.5.1** offer someone a reward, or instigate, incite, or encourage them to commit or take part in any sexual or immoral acts of any nature whatsoever,

**10.36.5.1** commit or participate in any sexual or immoral acts in any part or place of the school grounds, in the classrooms, or any other school room,

**10.36.5.1** make false accusations that a person is harassing them sexually.

**10.36.6** Any learner who is wittingly present while a sexual or immoral act of any nature whatsoever is committed, even though he/she does not participate in it, is also guilty of an offence.

**10.37 Theft/vandalism of personal property/possession of stolen goods**

**10.37.1** No learner may:

**10.37.1.1** steal or take another person's property,

**10.37.1.2** obtain another person's property using violence, intimidation, harassment, or any other illegal manner,

**10.37.1.3** have such property in his/her possession without the legal permission of the owner,

**10.37.1.4** purposely damage anyone's property,

**10.37.1.5** eat, drink, play with or use anyone's property without his/her permission.

**10.37.2** Learners will be held responsible for the cost of replacing any goods and property that have been illegally taken, used, lost, eaten, drunk or damaged.

**10.38 Poor academic achievement**

**10.38.1** Poor academic achievement as a result of laziness or non-execution of homework or other class assignments is an offence.

**10.38.2** A deliberate lack of interest and intentional apathetic and passive participation in class activities is an offence.

**10.39 Throwing objects**

**10.39.1** No learner may:

- 10.39.1.1 throw any object at another person to injure or assault him/her,
- 10.38.1.2 throw an object at any other person's property to damage it,
- 10.38.1.3 throw an object to damage any school property,
- 10.38.1.4 throw an object at any vehicle on the school grounds,
- 10.38.1.5 throw food products at another learner.

#### **10.40 Weapons and other dangerous objects**

10.40.1 No learner may, on the school premises or during any school activity:

- 10.40.1.1 have in his/her possession, handle or carry around any weapon or replica of a weapon, catapult or toy that can fire a projectile, and which can in any way injure or kill another person,
- 10.40.1.2 have in his/her possession, handle or carry around a dangerous object that can in any way injure or kill another person,
- 10.40.1.3 give, sell, distribute, swop, place in another's bag, display, show or demonstrate the action of any such weapon or object to any other person,
- 10.40.1.4 molest, blackmail, intimidate, bully, injure, assault, murder, or harass any other person by using such a weapon or object,
- 10.40.1.5 have such a weapon or object in his/her possession on the way to or from the school.

10.40.2 No knife, pocketknife, or imitation of a knife, spoke, wire, iron peg, saw blade or other sharp object, albeit of another man-made or natural substance or origin, may:

- 10.40.2.1 be handled, carried, or be in the possession of any learner on the school grounds or during any school activity,
- 10.40.2.2 be sold to, swapped, or traded with, given to, placed in the bag of, displayed or shown to any other person on the school premises or during any school activity by any learner, nor may its action be demonstrated to anyone or made available to others,
- 10.40.2.3 be used by any learner to blackmail, intimidate, bully, injure, assault, or harass any other person,
- 10.40.2.4 be in the possession of any learner on his/her way to or from school.

#### **10.41 Toys/gifts**

10.41.1 Learners may not, without permission from the principal or his/her delegate, bring any toys to school, trade, sell, swop, make available, give, display or demonstrate their action to anyone during official school hours or any other school activity.

#### **10.42 Gang activities**

10.42.1 No learner may:

- 10.42.1.1 take part in any gang activities at any time of the day or night on any part of the school premises,
- 10.42.1.2 promote and/or support gang activities/behaviour in any way,
- 10.42.1.3 incite, urge, force, blackmail, harass, intimidate, bully, encourage or order others to participate in such activities,
- 10.42.1.4 join such gang activities or become a gang member,
- 10.42.1.5 wear any clothing, badge and/or other identification mark/object that promotes gang activities, serves as recruitment for a gang or shows that he/she is a member of a gang.
- 10.42.1.6 take part in any gang activities on the way to or from the school,

**10.42.1.7** Put or have put, any marks, posters, pictures, objects, and other gang-identifying marks on any school property or on any part of the school.

**10.42.2** No learner may, during any school activity, have in his/her possession any item of clothing, badge and/or another identification mark, object, book, letter, note, picture, drawing, video or other written or printed matter associated with any gang activity, neither may he/she dispose of, sell to, swop with, distribute among, display to, or show such objects to others, nor may he/she make it available to others, and/or incite, urge, force, blackmail, harass, bully, encourage or order others to procure or obtain such items.

**10.42.3** Learners who are present where any gang activities take place, even if they do not actively participate in such activities, are also guilty of an offence.

#### **10.43 School property**

**10.43.1** No learner may, at any time and without permission from the principal, have any school property, or sell, dispose of, swop, give away, display, demonstrate, vandalise, break, destroy, burn, use, or work with any school property.

**10.43.2** No learner may attack, injure, blackmail, intimidate or bully other persons with school property or incite, urge, push or encourage others to do so.

**10.43.3** If learners wittingly damage or misuse school property, or use it for purposes other than that intended, their parents will be held responsible for the repair or replacement costs of such school property.

#### **10.44 Private property**

**10.44.1** No learner may, during any official school activity and without permission, use any other person's property; nor may he/she take, eat, drink, give, present, dispose of, sell, swop, display, show or make such property available to others; or damage and/or use it to bully, assault, injure, intimidate, or blackmail others.

**10.44.2** If learners damage other people's property or misuse it for purposes other than that intended, their parents will be held responsible for the repair or replacement costs of such property.

#### **10.45 Failure to comply with disciplinary action**

**10.45.1** Any learner who fails to comply with any disciplinary action or legal instruction is guilty of an offence.

#### **10.46 Spitting**

**10.46.1** No learner may, at any time of the day or night, while he/she is on the school premises or during any school activity, spit at or on another person, or on any place on the school grounds, in rubbish bins, or in or on another person's property (This includes the spitting of water or any other liquid, food, other object, or any sweets and similar substances).

#### **10.47 Failure to report to a place of detention**

**10.47.1** Any learner who, after receiving a legal instruction, fails to report at the specific time and date and the specific place of detention as determined by the Disciplinary Committee, principal, or his delegate, is guilty of an offence.

#### **10.48 Distribution of pamphlets and/or other information material**

**10.48.1** No learner may, without permission of the principal, distribute any pamphlets and/or information material in printed or electronic format, nor make such material available to other learners or persons on the school grounds or during any official school activity.

### **11. THE GRIEVANCE PROCEDURE**

- 11.1 The educational process at Laerskool Fleur is based on the cooperation of learners, parents, educators, and staff of the school. It happens from time to time that complaints, arguments and differences of opinion may occur between learners and their fellow learners, as well as between learners and educators or school staff.
- 11.2 In the interests of promoting a good learning environment and a positive and friendly educational process, grievances will be handled according to the following directives:
- 11.2.1 Parties with a grievance must, as far as possible, discuss it openly and honestly with each other. Rather than concentrating on a single point of view, all efforts must be made to understand and respect both parties' points of view. Communication between parties will provide the quickest solution.
- 11.2.2 Should the problem not be solved to the satisfaction of both parties; the case must be brought to the attention of an educator who is acceptable to both parties. If this also fails to solve the problem, the principal must act as a mediator. The principal should endeavour to settle the matter to the satisfaction of both parties, failing which the matter must be referred to the governing body for final ruling. Parents must be involved in the process but must be asked to approach the matter as calmly and pragmatically as possible. Parents should also only be involved if the principal deems it necessary.
- 11.2.3 In the final referral to the governing body, the governing body will appoint a mediator, who can be an educator or a parent member of the governing body, to bring about a reconciliation between the parties. The mediator will involve all the parties in the negotiations and will also reserve the right to involve people from outside.
- 11.2.4 In the interests of learners' education, it is important to always promote an atmosphere of mutual respect, trust, and an open style of communication. Forgiveness and mercy must be encouraged for both parties involved in the grievance procedure.
- 11.2.5 Learners' rights must always be respected.
- 11.2.6 Should it be deemed necessary, disciplinary action is not excluded from the process.

## **12. ADMINISTRATIVE PROCEDURES AND REGULATIONS**

### **12.1 Safekeeping, and Introduction**

- 12.1.1 One copy of the code of conduct must always be available at the office, where it can be made available for the perusal of learners, educators, and parents.
- 12.1.2 The original copy, signed by the chairperson, must be kept in the school's safe, and a certified copy with the school's legal representative.

### **12.2 Revision**

- 12.2.1 The code of conduct must be revised at least every three years, to make provision for changing circumstances in the school set-up.
- 12.2.2 Should the governing body have any proposed modifications; these can only be made with a two-thirds majority during a meeting of the Governing Body.
- 12.2.3 Notice of any modifications must be given to all members of the governing body 20 working days before a meeting.
- 12.2.4 After the modifications have been approved, notice of such modifications must be given to the educators, staff, parents/guardians of learners, and learners of the school, and the above-mentioned persons have the right to appeal against the modifications.
- 12.2.5 Should the appeal not succeed; the governing body must provide reasons to the person who appealed.
- 12.2.6 Modifications to and revision of the code of conduct can also be done during the annual general

meeting or special meeting provided that notice of such a proposal is received within the prescribed period of notice (30 calendar days).

**13. COMMUNICATION AND RATIFICATION**

A copy of this policy is available to all members of staff and parents on the school website. Thus adopted by the Laerskool Fleur SGB.

## ADDENDUM A: CATEGORY OF OFFENCES

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
<b>General Rules</b>	<p>Littering</p> <p>Loitering in the toilets</p> <p>Wasting water in school toilets and on school grounds</p> <p>Loitering in or entering out-of-bounds areas</p> <p>Chewing gum or having it in his/her mouth in the classroom orduring any official school activity</p> <p>Bringing electronics to school without permission from teachers and the principal</p> <p>Not returning school circulars/notes or letters signed by parents</p> <p>Distributing pamphlets without permission from the principal and/or his delegates</p>	<p>Repeated Category 1 offences</p> <p>Refusing to obey a legal order from the principal, teacher, staff, or learner leader (insubordination)</p> <p>Showing disrespect towards any person on the school premises or on the way to and from school, while in school uniform (provided the person does not intend to harm them)</p> <p>Exhibiting poor sportsmanship</p> <p>Breaking rules during official school or extra-curricular activities</p> <p>Sticking or placing gum on any part of school property and buildings</p>	<p>Repeated category 2 offences</p> <p>Breaking rules, cheating, unlawful conduct in competitions or activities with other schools</p> <p>Performing actions that affect the school's good name</p> <p>Arguing with a referee/umpire, or the person in charge of the activity regarding his/her decision</p> <p>Committing plagiarism, forgery of documents, or fraud</p> <p>Imitating parents, guardians, educators, or any other person's signature</p>		

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
		<p>Putting gum in the hair or any other body part, clothes or property of other learners or persons</p> <p>Using the school's electronic and other equipment and internet resources and network, for anything other than school activities</p> <p>Playing with fire extinguishers</p>			
<b>School and Class Attendance</b>	<p>Arriving late for school or official school activities</p> <p>Being absent from school or official school activities (incl. sports, extramural activities, detention) without permission from parents and the school</p>	Repeated Category 1 offences	<p>Chronic offender</p> <p>Frequent late coming (as recorded in the register). This is viewed seriously, as the learner loses valuable education time</p> <p>Frequent Absenteeism without permission from parents. If the learner is absent without parents' knowledge, they are guilty of truancy and absconding</p>		

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
			Leaving the school premises or absconding during school hours without permission		
<b>School Work and Homework</b>	Not completing homework Not completing classwork Not completing GDE workbooks	Repeated Category 1 offences	Frequently or deliberately not completing schoolwork and/or homework		
<b>Stationery</b>	Books/Readers not in class Departmental books not in class No stationery at school The assessment file was not returned Project/Information/ Materials/Research not in class	Repeated Category 1 offences Not looking after stationery/Breaking stationery/Cutting stationery into pieces Playing with stationery in class when he/she should be working			
<b>Uniform (Formal and Sports)</b>	Minor infringements of school uniform rules Wearing unauthorized items	Repeated Category 1 offences Wearing the incorrect school uniform for all school-related activities	Persistently wearing the incorrect school uniform, even after he/she has been warned to follow the school dress code		



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
		Wearing PE uniform (when learner does not have PE) without a valid letter from parents			
<b>Classroom Misconduct</b>	Eating or drinking in class or at an official school activity without the teacher's permission  Being late for class after break	Repeated Category 1 offences  Showing rude classroom behaviour  Refusing to identify him/herself when asked to do so by the principal, an educator, or an SGB member  Ignoring an instruction  Being insubordinate  Throwing objects in class  Willfully not attending class  Leaving the classroom without permission  Behaving in a disruptive manner in class, such as persistent singing, talking, humming, shouting, walking around, etc.	Chronic offender of category 1 – 2 offences  Showing misconduct during detention  Writing or distributing obscene letters or drawings		

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
		Refusing to work in class  Drawing or scribbling on my own or others' work, or books			
<b>Official and Municipal School transport</b>	Disregarding orders from the person in charge, or breaking school rules  Hitchhiking while in school uniform	Repeated Category 1 offences	The chronic offender of category 1 offences		
<b>Assessments and Exams</b>	Talking during study sessions	Talking during formal assessments and exams  Being dishonest during a spelling test  Being dishonest in a mental math test  Copying another's work	Repeated category 2 offences  Being dishonest in assessments and exams  Using crib notes or other aids that could give him/her an unfair advantage over other learners		
<b>Conflict and Fighting</b>		Going off in a huff with an educator can result in a charge of insubordination  Interfering with a learner in a way that causes minor physical or mental discomfort	Repeated category 2 offences  Willfully hurting another learner  Fighting (one or minor injury)  Inciting confrontation (physical or verbal)	Fighting (mild injury)	

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
		Arguing in class or during a school activity, which disturbs the education process or another's right to learn  Arguing with learners from other schools			
<b>Bullying</b>			Forcing another person to participate in an activity against his/her will  Refusing to report bullying	Chronic offender of physical bullying over a period (proof must be provided)  Written or verbal bullying (including social media or apps. Proof must be provided)	
<b>Cellphones and social media</b>	Using cell phones in classroom or during an official school activity	Repeated Category 1 offences  Inappropriate conduct: social media challenges (minor participation)	Repeated category 2 offences  Inappropriate conduct: social media challenges (serious participation)	Inappropriate conduct: willfully instigating social media challenges  Abusing social media	
<b>Misbehaviour</b>	Misconduct at an assembly  Bringing/trading, selling, swapping, displaying or demonstrating toys	Repeated Category 1 offences  Showing disrespect towards fellow learners	Repeated category 2 offences  Showing disrespect or being rude to staff or visitors	Chronic Offender of category 1-2 offences  Smoking or Vaping  Vandalism	

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
	<p>Making excessive noise or behaving in an unruly fashion before school, during changeovers, during break and after school</p> <p>Disrupting class and disturbing good order</p> <p>Standing in doorways or corridors, and blocking them</p> <p>Preventing other learners from learning and attending class</p> <p>Preventing normal pedestrian traffic or vehicle traffic</p> <p>Disobeying the scholar patrol and road safety rules</p>	<p>Swearing or using vulgar language (not directed at anyone in particular)</p> <p>Lying or behaving dishonestly</p> <p>Interfering with and using another's belongings without their permission</p> <p>Spitting</p> <p>Playing in the bathroom</p> <p>Behaving recklessly</p> <p>Attempting to leave the school grounds without permission</p> <p>Making false alarms or inciting others to make false alarms</p>	<p>Using violence or intimidation, force, threats, or passive resistance to disrupt or stop educational processes</p> <p>Damaging another's property</p> <p>Initiation/induction</p> <p>Behaving in a dangerous manner</p> <p>Hiding/interfering with others' property</p> <p>Possessing prohibited or illegal items</p> <p>Making false alarms that result in injuries or damage to property</p> <p>Possessing any product that can cause a fire</p> <p>Possessing any flammable object on the school grounds, or during school activities without the school's permission</p> <p>Gambling</p>	<p>Setting fire to any material product or part of the school premises during school activities without the principal's permission</p> <p>Drawing graffiti on school or others' property</p> <p>Inciting, initiating, and participating in actions that can injure or endanger the safety of other learners</p>	

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
<b>Serious Misconduct</b>	Leader: Dereliction/Neglect of duties	Gathering or thronging together without permission from the principal or his delegates  Inciting or intimidating others to form illegal gatherings  Being in the presence of gang activities or members	Repeated Category 1 offences  Brief physical contact between learner and learner or learner and teacher  Discriminating, making racist remarks, belittling, being guilty of hate speech or libellous comments towards others and incitement thereof  Verbal, written, defamatory and vulgar or offensive and blasphemous language towards another  Making obscene and/or improper signs or gestures to others  Being guilty of vandalism  Threatening to assault any teacher, learner, or any other person  Blackmailing another learner, staff, or SGB member  or offering to reward for blackmailing	Repeated category 2 offences  Physical contact: touching body parts of self or others inappropriately  Exposing or exhibiting own or others' body parts in an indecent manner  Pushing any other person around and injuring them  Threatening any learner, teacher or person with any weapon or object with the intent to harm them  Serious Vandalism  Degrading another person by using derogatory language, as prohibited by SA law  Committing verbal and nonverbal abuse, swearing, slandering, scolding any other learner, teacher, or person	Continued very serious misconduct (3 times in a discipline year)  Possessing weapons or dangerous objects  Committing sexual assault  Committing physical assault  Being found guilty of theft and/or the possession of stolen goods. Stealing from other learners, teachers, or school property  Possessing and/or using drugs and illegal substances, materials, or products, and displaying and/or distributing these items to other learners  Manufacturing these illegal items or having equipment used to manufacture these items

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
			<p>Not reporting blackmailing</p> <p>Placing gang identifying marks on, displays, posters, pictures, objects and any school or others' property</p> <p>Willfully not attending detention (no excuse or arrangement from parents)</p>	<p>Sexual harassment or using indecent language, towards an educator or learner or any other person at the school</p> <p>Theft</p> <p>Smoking/Vaping on school grounds</p> <p>Possessing or distributing pornographic or indecent material.</p> <p>Trading in these materials, purchasing, or receiving financial compensation for the materials. This applies when in school uniform, travelling to and from school, and at school activities</p> <p>Committing physical or sexual harassment, such as inappropriate touching, groping, etc.</p> <p>Having/using medication (without permission) or alcohol at school</p> <p>Failing to comply with disciplinary actions</p>	<p>Trading in and distributing these illegal items</p> <p>Using and/or trading in these items while in uniform, on the way to and from school, in any form of public transport, during a school activity (even in ordinary clothes), or when he/she can be associated with the school</p> <p>Even being in the company of any other person guilty of these transgressions</p> <p>Deliberately setting fire to or causing a fire on any part of the school premises, which can result in the learner being criminally charged</p> <p>Making bomb threats constitutes a criminal offence</p> <p>Participating in gang activities</p>

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
					Committing any other offence as stipulated in the SA Criminal Procedures Act
<b>*SANCTIONS</b>	Verbal reprimand or warning Demerits	Demerits Detention	Detention Written warning Communication with parents (parent–educator interview) Removal of privileges	Communication with parents (parent–educator interview) Disciplinary hearing with the possibility of one, some or all of the following outcomes: suspension, written apology, community service	Disciplinary Hearing/Tribunal with the possibility of request for expulsion and/or criminal charges being laid
		Repeated is to be understood as more than twice but less than five times)	Frequent is to be understood as more than five times	Persistently is to be understood as more than 10 times.	

### **Types of punishment and corrective actions:**

1. **Verbal reprimand or warning** – for most offences, a verbal warning, reprimand, or serious admonition is usually sufficient.
2. **Demerits** – At Laerskool Fleur, we adopt a system of rewarding positive attitudes and behaviour by using a point system, but also give negative points to negative behaviour. Learners receive Fleur Rands for a certain number of points and use these to buy from the Fleur shop once a term. In this way, positive behaviour is promoted and rewarded.
3. **Detention** – This involves preventing a learner from taking part in a certain school activity. Detention is usually implemented to address short-term disciplinary problems. The result should be that detention will partially address or solve the problem. Detention is used in cases of persistent disciplinary or behavioural problems, or if the learner displays a long-term negative attitude towards the school or his/her class work. On the other hand, detention must not be used immediately as a sanction in disciplinary action, but only when a learner will not respond to previous remedial action. There are no specific misdemeanours for which detention is a sanction. Detention as a sanction will be applied following consultation by the educator with the specific departmental head. Learners who have been given detention must report at the time and place determined by the principal or his/her delegate after parents have been informed that a sanction of detention has been imposed on their child/ren. It is normally held during breaks or after school and supervised by staff on a rotating basis. The names of learners who have been referred for detention will be noted in a detention book, and they will be given a written letter addressed to their parents/guardians to inform them of the detention and the reason for it. The principal may also suspend or forfeit a learner's privileges to participate in certain school activities. The aim of this is to stress the importance of education and the opportunities offered to learners. Learners who continually display behavioural problems, as well as any victims of such impermissible conduct, will, at the discretion of the principal and after consultation with parents, be referred for the necessary counselling and support.
4. **Removal/forfeiting of rights/privileges to participate in school/extra-curricular activities** – The principal or the governing body may suspend or forfeit any rights, privileges, and responsibilities of a learner, either for a specific period or for the rest of an academic year. The learner's right to education may not be suspended, but when a learner disturbs the education process or violates the code of conduct, he/she may be excluded from that activity for a certain period, which will be determined by the principal. Any learner who accumulates 100 negative points from January – September (Grade 4 – 7) will not be allowed to go on school tours and excursions. No Grade 7 learner who accumulates 100 negative points may participate in fundraising evenings or attend school functions.
5. **Forfeiting of/removal from a position of leadership, other responsibility, school colours or awards earned by a learner** – The principal may, for a specific period or for the duration of that academic year, take away or forfeit the responsibilities entrusted to a learner to perform certain leadership duties or any school colours or awards, and order the learner to return his/her leadership and other badges and regalia to the principal or his delegate.
6. **Parent-educator interview** – To protect a learner as far as possible, parents or guardians will be expected to attend an interview with the principal or appointed educator to resolve the matter of the unacceptable behaviour of their child(ren). This parental involvement will help to ensure that the child adheres to a certain acceptable disciplinary standard.
7. **Suspension** – In the Schools Act of 1996 (Act 84 of 1996) and the regulations of the Gauteng Department of Education, the suspension is clearly described and should be implemented in cases where learners commit serious offences or are chronic offenders. Suspension means that a learner



is banned from the school for a certain period, as recommended by the Disciplinary Committee and confirmed by the Governing Body, following consultation with the Principal in terms of Article 9(1) of the Schools Act, after the learner(s) has been given a reasonable opportunity to provide an argument, albeit verbally or in writing, regarding such an intention to implement suspension. Disciplinary action may then follow within seven days after suspension of the learner(s). If disciplinary action does not take place within 7 (seven) days, the Governing Body must obtain the consent of the Head of Department of Gauteng Education Department to lengthen the period of suspension by another seven days (Articles 9(1A) and (1B) of the Schools Act). After being convicted of a serious misdemeanour, the governing body, through the Disciplinary Committee, may suspend a learner for a period of seven days or make a recommendation to the Head of Department of the Gauteng Education Department for the permanent expulsion of the learner from the school (Articles 9(1C) (a) and (b)). If the Head of Department of the Gauteng Education Department decides against the permanent expulsion of the learner(s), an alternative sanction must be imposed (Articles 9(8), (9)(10) of the Schools Act) If such learners want to visit the school during the period of suspension, they must first obtain written permission from the principal. If tests or exams are written during the period of suspension, the suspended learner is not entitled to write the test or exams, or even to write them at a later stage. A learner can be suspended for two reasons:

- a. As a corrective measure for misbehaviour (not longer than five school days).
  - b. As an intermediary measure while waiting for a decision regarding whether the learner will be expelled from the school by the Departmental Head (This period may be longer than one week).
8. **Written apology** – The Disciplinary Committee or principal may demand a written apology from a learner regarding his/her conduct, which may include, at the discretion of the Committee or the principal, the apology being read out to the whole school.
  9. **Community Service** – Depending on the transgression, a learner may be given a sanction to do community service at the school for a certain period, with due allowance for the child's age and abilities: This entails that the learner either works in the garden, sweeps the corridors and classrooms, or picks up papers and rubbish, etc. Learners can also be punished by having to take part in a rehabilitation or information programme, and then having to inform their fellow learners about the dangers of their misdemeanours, especially where prohibited substances were involved.
  10. **Expulsion** – Expulsion means the permanent removal of a learner's right to attend the school: in other words, the learner is permanently banned from the school. Only the Head of Department of the Gauteng Department of Education can decide to permanently expel a learner from the school. Expulsion can only take place after a learner, following a just hearing, has been found guilty of a serious misdemeanour. Learners who have been permanently expelled may not visit or enter the school grounds or contact and/or communicate with any learner or educator during any official school activity. Should such learners want to visit the school, they must first obtain written permission from the principal. All property and textbooks of the school in possession of an expelled learner, as well as leadership badges in the case of a learner occupying a leader position, must first be given back to the school before the learner finally leaves the school grounds. Should there be any damage to or loss of school property that had been in the possession of such a learner, the parents are responsible for covering any costs. Parents/guardians are also to be held responsible for any other damage/costs incurred because of the conduct of the learner which led to his/her expulsion.

## **ADDENDUM B: DISCIPLINARY (MERIT AND DEMERIT) SYSTEM**

### **1. Key principles**

The following key guidelines form the basis of all disciplinary and corrective action:

- 1.1 Never humiliate or belittle a learner.
- 1.2 Punishment/corrective action must fit the offence.
- 1.3 No form of corporal punishment is allowed.
- 1.4 Learners must not be prevented from receiving an education.
- 1.5 All discipline and corrective action must be consistent.
- 1.6 Do not concentrate on negative behaviour only, but also reward/praise positive behaviour.
- 1.7 Basic disciplinary problems are the teacher's responsibility.
- 1.8 It is the teacher's responsibility to have control over his/her class, exercise self-discipline and keep the class meaningfully occupied. Do not label a learner as a child with a disciplinary problem after only a few offences.
- 1.9 Disciplinary actions should be calmly handled by the educators. Whenever possible, positive, alternative behaviours should be encouraged to improve the learner's behaviour. However, if there are circumstances that interfere with the educational process of other learners, effective and prompt preventative action(s) are required.

### **2. Process**

**The following process applies to the disciplinary system:**

**It is always the teacher's responsibility to apply discipline according to the key principles of the Employment Act of Teachers (PAM document for teachers).**

- 2.1 Communication protocol for reporting and resolving disciplinary queries:

**(1) Teacher who allocated demerits/merits → (2) Grade head → (3) Departmental Head  
→ (4) Deputy Principal → (5) Principal**

- 2.2 Merits and demerits are divided into "non-behavioural" and "behavioural" merits and demerits.
- 2.3 A "discipline year" goes from the first day of term 1 up to the last day of term 4.
- 2.4 Parents receive a message (SMS or d6 Connect App) when a learner receives merits or demerits. Parents/guardians must not reply to these SMS messages.
- 2.5 Parents receive a quarterly Code of Conduct Report.
- 2.6 30 demerits: first detention Fridays from 13:30 – 15:30
- 2.7 60 demerits: second detention Fridays from 13:30 – 15:30
- 2.8 If a learner must be detained for a second time in the same term, a parent interview is scheduled.
- 2.8 If a learner attends detention, the system will deduct 30 demerits from the learner's actual points, as reflected on the system.

**It does not delete the 30 points, as it is still used to determine the number of behavioural-related demerits accumulated for a year.**

- 2.9 Learners who **accumulate more than 70 behavioural demerits in a discipline year** will not be allowed to attend outings, camps, fun days, or activities.

Gr. 7 learners will not be allowed to participate in the Gr. 7 farewell function or participate in fundraising events.

- 2.10 Attendance of camps, outings etc. as defined in 2.8 is dependent on **accumulated behavioural misconduct points and not on the actual reflected points (as mentioned in 2.9)**

### 3. General Notes

- 3.1 Departmental Heads are responsible for discipline from Grades R – 3.
- 3.2 Departmental Heads are responsible for discipline in Grades 4 – 7.
- 3.3 Demerits related to homework do not apply to Grades R – 3.
- 3.4 Any learner who receives 70 behavioural demerits will be required to attend a disciplinary meeting.
- 3.5 Parents who wish to appeal “Misdemeanour” and “Misconduct” demerits may write a general appeal letter to the relevant Departmental Head.
- 3.6 Parents who wish to appeal “Serious Misconduct” demerits may write an appeal letter to the SGB Disciplinary Portfolio Head using the following e-mail address: [sgb.fleurprimary@outlook.com](mailto:sgb.fleurprimary@outlook.com)
- 3.7 “Very Serious Misconduct” may only be appealed through the relevant process following the disciplinary hearing (the appeal process will be dependent on sanctions).
- 3.8 Merits – For Grades R – 3; 30 points = 1 Fleur Rand  
For Grades 4 – 7; 50 points = 1 Fleur Rand
- 3.9 Learners who receive more than 100 behavioural merits (determined by the SMT) for terms 1 – 3 will receive a merit award at the end of the year.
- 3.10 The school is unable to change the format and wording of merits, demerits or late coming SMSs, and every SMS will begin with a Discipline Notice.
- 3.11 The SMS indicates the value of the merits and demerits in brackets.  
The values are (5); (7); (0); (-2) and (-5).
- 3.12 The subject for which your child received merits and/or demerits will not be reflected, but the surname of the teacher who issued the merit or demerit is indicated at the end of the SMS.
- 3.13 Examples of merit and demerit SMSs:

Discipline notice: Mrs xxxxx, (child’s name) has received the following entry: E Excellent class work (5) 2020-03-03. Mr/Mrs (teacher’s name)

Discipline Notice: Mrs xxxxx, (child’s name) has received the following entry: H Achieves 80+ % in any subject at the end of a term (7) 2020-03-03. Mr/Mrs (teacher’s name).

Discipline Notice: Mrs xxxxx (child’s name) has received the following entry: (00) Late for school (0) 2020-03-03. Mr/Mrs (teacher’s name).

Discipline Notice: Mrs xxxxx (child’s name) has received the following entry: 01 Book (s) not in class (Including Textbooks needed) (-2) 2020-03-03. Mr/Mrs (teacher’s name)

Discipline Notice: Mrs xxxxx (child’s name) has received the following entry: 13 Ignoring an instruction (-5) 2020-03-03. Mr/Mrs (teacher’s name)

#### 4. Point allocation (\* = value of merits and demerits)

##### 4.1 Merits

Code	1 Behavioural	*	Description	Frequency
A	Collaboration – includes general helpfulness in class	15	Teacher to present proposed demerits and merits to DH with reasons. Merits awarded in agreement between teacher and DH	Once a term at the end of the term
B	Integrity – includes honesty	15		
C	Respect	15		
D	Responsibility – includes diligence	15		
E	Excellent class work	5	This is allocated per subject and at the teacher's discretion – learner shows consistently excellent classwork in their books throughout the term	Once a term
F	Helpfulness	5	Learner assists without being asked during non-class activities (e.g., sports days; school events, etc.)	
G	Improved classwork	5	Teacher's Discretion	
H	Improved behaviour	5	Teacher's Discretion	
I	Acts of kindness	5	Teacher's Discretion	
J	Leadership skills	5	Teacher's Discretion	
K	Setting a good example for peers	5	Teacher's Discretion	
L	Exceptional efforts and perseverance	5	Teacher's Discretion	

Code	2 Non-behavioural merits Academic; Sport & Culture	*	Description	Frequency
M	Achieves 70-79% in any subject at the end of a term	5	Allocated by a subject teacher at the end of each term.	After the end of term 1 to term 4 per subject
N	Achieves 80+% in any subject at the end of a term	7	Allocated by the class teacher at the end of each term	After the end of term 1 to term 4 per subject
O	Marked improvement in subject – applicable to all subjects	20	When a learner improves his or her average by over 15% from one term to the next. Only applicable to averages under 70%.	Merits are awarded in an agreement between the teacher and DH at the end of the term
P	Culture	15	Consistent attendance (absence with valid reason).	Allocated once a year by organiser for participation in specific cultural activities
Q	Sport	15	Consistent attendance	Allocated by coach for participation in specific sport code at end of season

## 4.2 DEMERIT CATEGORIES

*	0	(1) Non-behavioural demerits
**	-2 & -5	(2) Behavioural demerits
***	-10	(3) Misconduct
****	-20	(4) Serious misconduct
*****	-50	(5) Very serious misconduct

### A. WORK NOT DONE

01	*	Homework incomplete/not done	0
02	*	Incomplete classwork	0
03	*	Homework in GDE books not completed	0
04	*	Mathematics homework incomplete/not done	0
05	*	English (HL) homework incomplete/not done	0
06	*	Afrikaans (FAL) homework incomplete/not done	0

### B. NO BOOKS OR STATIONERY

10	*	Book(s) not in class (including textbooks needed)	0	
11	*	Reader not in class	0	
12	*	Departmental books not in class	0	
13	*	No stationery at school	0	Only once per day for Gr. 4 – 7.
14	*	The assessment file was not returned	0	The assessment file is not returned within 2 days of the required date.
15	*	Project/Information/Materials/Research not at school	0	
16	**	Not looking after stationery/Breaking stationery/Cutting stationery into pieces	-2	
17	**	Playing with stationery during lessons/when learner should be working	-2	

### C. SCHOOL UNIFORM

25	*	Incorrect school uniform	0
26	**	Persistent incorrect school uniform – learner has been warned to follow the school dress code	-5
27	**	Wearing PE uniform without a valid letter from parents	-5

#### D. CLASSROOM MISCONDUCT

30	**	Rude classroom behaviour	-2	
31	**	Late for class after break	-2	
32	**	Eating and chewing in class	-2	
33	**	Ignoring an instruction	-5	When a learner willfully or blatantly ignores a teacher's instruction/request.
34	**	Throwing objects in class	-5	
35	**	Willfully not attending class	-5	e.g., Found loitering on school grounds or playing in toilets.
36	**	Leaving the classroom without permission	-5	
37	**	Disruptive behaviours in class- persistent singing, talking, humming, shouting out, walking around etc.	-5	
38	**	Refusing to work in class	-5	
39	**	Drawing or scribbling in own/other learner's book/on their work	-5	
40	*****	Writing/distributing obscene letters or drawings	-20	Obscene is defined as offensive or disgusting in terms of accepted standards of morality and decency.

#### E. ASSESSMENTS/EXAMS

45	**	Talking during formal assessments and exams	-5	Allocated by the class teacher for formal and informal assessments
46	**	Talking during study sessions	-5	Includes disrupting class in exam/study time
47	**	Dishonesty during a spelling test	-5	
48	**	Dishonesty in a mental math test	-5	
49	**	Talking during formal assessments	-5	
50	*****	Dishonesty in assessments and exams	-20	Dependent on investigation to determine if the learner is guilty of dishonesty.

#### F. CONFLICT/FIGHTING

55	***	Willfully hurting another learner(s)	-10	Causing no physical or minor injury
56	***	Fighting (none or minor injury)	-10	Causing no physical or minor injury
57	*****	Fighting (mild injury)	-20	Causing mild injury
58	*****	Inciting confrontation (physical or verbal)	-20	Inciting a confrontation

**G. BULLYING**

60	****	Continuous physical bullying over a period of time (proof must be provided)	-20	Teachers must be made aware of when bullying starts and informed of each incident.
61	****	Written or verbal bullying (incl. social media or apps, proof must be provided)	-20	Proof must be provided to the teacher.

**H. SOCIAL MEDIA**

65	**	Inappropriate conduct: social media challenges (minor participation)	-5	
66	***	Inappropriate conduct: social media challenges (serious participation)	-10	
67	****	Inappropriate conduct: wilfully instigating social media challenges	-20	
68	****	Abuse of social media	-20	

**I. MISBEHAVIOUR/BAD BEHAVIOUR**

70	**	Disrespectful/Rude to fellow learner(s)	-5	When learners are verbally mean, "dissing", teasing, swearing.
71	***	Disrespectful/Rude to staff and visitors	-10	When learners do not greet, use inappropriate tone, swear, curse, etc.
72	**	Swearing or using vulgar language	-5	
73	**	Lying or dishonest behaviour	-5	
74	**	Spitting	-2	
75	**	Littering	-5	Applicable on school grounds
76	**	Playing in the bathroom	-5	
77	**	Reckless behaviour	-5	e.g., Playing WWE and Open the gate, play fighting, sliding down the railing
78	***	Dangerous behaviour	-10	Behaviour that puts self or others in harm's way includes pulling a chair out from under another learner
79	***	Hiding/interfering with others' property	-10	Digging through others' schoolbags or possessions
80	***	Possession of prohibited items	-10	Cell phones and smart devices are used at school. Not limited to, but including matches, lighters, knives, firecrackers, electric/cigarettes, vapes etc.
81	***	Attempting to leave school grounds without permission	-10	The learner is found trying to exit the school grounds/or a school activity

## J. VERY SERIOUS MISCONDUCT

85	***	Brief physical contact	-10	Intentionally and briefly touching inappropriate body parts (kissing included)
86	****	Physical contact: touching inappropriate body parts	-20	Intentionally touching inappropriate body parts.
87	***	Vandalism	-10	Drawing on tables, damaging books, apparatus, lockers, etc.
88	****	Serious vandalism	-20	Physical damage to school property has financial implications.
89	****	Degrading another learner/person by using derogatory language, as prohibited by SA law	-20	Learner uses language that degrades another.
90	****	Theft	-20	Depending on the investigation.
91	****	Smoking/vaping on school grounds	-20	Depending on the investigation.
92	****	Possession or distribution of pornographic material	-20	Depending on the investigation.
93	****	Verbal sexual harassment	-20	Continued remarks, letters, notes etc.
95	****	Having/using medication (without permission) or alcohol at school	-20	Includes any form of medication such as legal self-medication, OTC medication, or prescribed medication that is shared with another learner (s).
96	****	Willfully not attending detention (no excuse or arrangement from parents)	-30	
97	**	Leader: dereliction of duties	-5	DH in charge of leaders

**All behavioural demerits (from code 10) disqualify a learner from attending tours and excursions when he/she has accumulated 70 or more behavioural demerits.**

**All “Serious misconduct” will result in a meeting between the parent, educator, DH/PL and/or Deputy Principal.**

**Any “Serious misconduct” constitutes a first and a last warning (warnings signed by all parties) before a formal disciplinary hearing.**

**Should a learner transgress “Serious misconduct” 3 times during a discipline year, a Notice of a Disciplinary Hearing will be issued for “Continued Serious Misconduct”**



**K. DISCIPLINARY HEARING**

Code	*****	7 Very serious misconduct		Description & Frequency
100	*****	Continued Very Serious Misconduct for 3 x Category J	-50	Receives demerits related to "Very Serious Misconduct" 3 times in a discipline year (3 x category J)
101	*****	Behaviours that intentionally endanger the safety of others	-50	Can potentially cause/causes serious injury
102	*****	Assault	-50	Dangerous pushing and shoving, punching, slapping, use of any form of weapon/item that can cause injury
103	*****	Drug usage or distribution	-50	Tests positive for illegal drugs. Distributing drugs at school.
104	*****	Any other offence as stipulated in the SA Criminal Procedure Act	-50	Any criminal action under the SA Criminal Procedure Act (Act 51 of 1977) 51 van 1977)

**Any very serious misconduct will immediately result in a formal disciplinary hearing.**