



REGINA PRIMARY SCHOOL

DISCIPLINARY CODE OF CONDUCT FOR ALL LEARNERS

VISION STATEMENT

To provide quality education which will fully develop the potential of each learner in a democratic environment

“FORWARD TOGETHER”



MISSION STATEMENT

We are committed:

To endeavour in partnership with all relevant stakeholders, to provide total meaningful education to all its learners. This in turn will encourage the learners to participate and interact confidently to accept the challenges that lie ahead, so that they can become useful and responsible members of society.

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CODE OF CONDUCT

PREAMBLE

In drawing up this policy the School Governing Body considered the guidelines provided by the Department of Education. This policy works in context with other related policies of our school. It reflects the ethos of the school and upholds the principles of our mission statement. This policy is also in keeping with the principles contained in the preamble of the South African School's Act and upholds principles of human rights as reflected in the Constitution of our country.

AIM

This school is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learner's responsibility for their own actions and behaviour.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

- The Code of Conduct spells out the rules regarding behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by learners.
- The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.
- Section 8(4) of the S.A. Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school.
- All learners are expected to sign a statement of commitment to the Code of Conduct (Annexure A).
- The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the school.

PART 1: SCHOOL RULES

The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

A. GENERAL PRINCIPLES

1. The learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the school.
2. Learners are expected to abide by the School Rules with regards to appearance and behaviour when representing the school both during school hours and after school hours,

at school and away from school. Learners may not say or do anything that will discredit themselves or the school.

3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of the other learners, or will cause another learner physical or emotional harm.
4. The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem.

B. SCHOOL AND CLASS ATTENDANCE

Parents/Guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school in keeping with the policy for "Learner Attendance & Learner Absenteeism".

1. If a learner does not attend school regularly, the relevant form educator will follow the set procedures as outlined in the policy. He/She must keep an accurate record of the learner's attendance and must keep copies of all communication to parents/guardians when absence from the classroom is reported.
2. All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as registers will be completed at the beginning of each school day.
3. Absence from a class, without the permission of the relevant subject teacher is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from school for a period of three (3) days or longer this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head.
8. Truancy from school is prohibited.
9. All learners will attend assembly for the full duration thereof.
10. All learners must attend school for the full duration of each term i.e., until the last day of each term.

C. SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the official school uniform and appear neat and tidy at all times as per the prescribed dress code: -

PRESCRIBED DRESS CODE

BOYS: UNIFORM

- ❖ White shirts
- ❖ School ties
- ❖ Grey trousers (long pants in Winter / short pants in Summer). **No narrowing of the pants will be permitted, pants should be a regular fit.**
- ❖ Black lace-up shoes and grey socks
- ❖ Navy blue school jersey (blue and white stripes on neck and cuff)

GIRLS: UNIFORM

- ❖ White dress (length should be on or below the knee)
- ❖ Black tights can be worn under school dresses but must not be visible.
- ❖ Black shoes and white ankle socks in Summer / long black socks in Winter
- ❖ School girdle (light blue)

- ❖ Navy blue school jersey (blue and white stripes on neck and cuff)
- ❖ Muslim girls will be allowed to wear a black scarf only.
- ❖ Black stockings will be allowed in Winter.

P.E. KIT

- ❖ Long plain white T-shirt or golf shirt (with school monogram)
- ❖ White/navy blue shorts / black track pants / long black tights
- ❖ Tracksuit (approved by school – quantec material – blue with school monogram)
- ❖ Black school shoes should be worn with the P.E. kit.
- ❖ To be worn only for: P.E. (on set days), other sporting activities or in cases of inclement weather.
- ❖ Learners in Grades 1, 2 and 3 can come attired in their P.E. kit.
- ❖ Learners in Grades 4, 5, 6 and 7 must carry their P.E. kit.
- ❖ Must be purchased from an approved supplier.

TRACKSUITS

- ❖ Not compulsory.
- ❖ Worn only for P.E. Lesson/other sports activity/inclement weather.
- ❖ Not to be substituted for school uniform.
- ❖ To be purchased from approved supplier.
- ❖ Tracksuit must be worn as a complete set (jacket and pants). **No mixing and matching** e.g., a jersey cannot be substituted for the jacket, a white shirt and tie cannot be worn with the trackpants.
- ❖ A long plain white T-shirt or golf shirt (with monogram) must be worn underneath the jacket. Vests cannot be worn as a t-shirt.
- ❖ Black school shoes should be worn with the tracksuit.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g., beanies).
2. No jewellery (except stud earrings and watches), accessories, coloured contact lenses or visible tattoos are allowed.
3. The hair regulations are as follows:
 - Hair to be short (boys – not longer than 2cm), neat and clean at all times.
 - Hair to be above the collar and off the ears.
 - The fringe must be above the eye brows.
 - No undercuts.
 - Hair may not be dyed or coloured.
 - No closely shaven heads.
 - No steps are allowed.
 - No extensions or dreadlocks.
 - No form of spiking of hair.
 - No form of gel, wax or other styling substance may be used in hair.
 - Side-burns may not extend further than mid-ear.
 - No wearing of exotic hairstyles.
 - Long hair should be plaited. Shoulder length hair should be put into a ponytail.
4. Fingernails must be kept trimmed short and must be clean at all times. No cutex is allowed.
5. During events that allow the wearing of civvies, learners should wear neat and presentable clothes. Beachwear, tight-fitting clothes, strappy garments, mini-dresses, clothes that are see-through and/or too revealing are not allowed. Hair accessories (such as fancy hair clips, colourful head bands), jewellery (except stud earrings and watches), make-up, long hair left open, use of tints/gel in hair and the wearing of high-heels are not permitted.

6. Only learners that have applied/submitted supporting documents and received the necessary permission from the School Governing Body may deviate from the official school uniform for religious and cultural reasons as contemplated in Part 1 Paragraph 1 of this Code of Conduct.
7. Learners must carry a handkerchief or face towel daily.

D. VALUABLES AND PERSONAL BELONGINGS

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

1. Learners are not allowed to bring cell phones, large sums of money and valuables to school. In case of emergencies, calls will be made from the office. Cellphones must be left in the possession of the secretary before school starts. If a learner is caught with a cellphone in his/her possession, the cellphone will be confiscated and a penalty of R200-00 will be levied.
2. If a parent requests a learner to pay school fees on his/her behalf, such school fees should be paid before the start of the school day.
3. Arrangements should be made with educator for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices and toys to school.
5. Learners are not permitted to sell any items at school.

E. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairways, cat walks and toilets are forbidden.
2. All litter must be placed in refuse bins.
3. Willful damaging, vandalizing or neglect of school property and the property of others, either by writing or by physical act, is prohibited. Theft of school and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "O" (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of the other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interface, intimidation and/or physical abuse. The learners will respect the property and safety of other learners. Fighting or the threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/He will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material are prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1 Parking lots, except while accessing their own vehicles i.e.: when they are picked up by their parents/guardians when leave is taken

14.2 Electrical mains distribution boxes, fire extinguishers and hoses.

F. RULES GOVERNING PUBLIC PLACES

The school is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the S.A. Schools Act or the Safety Regulations will be brought onto and/or used on the school property unless authorized by the Principal for education purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes and vaping devices and vaping using the device is prohibited.
3. Alcohol is not permitted on school premises or during any school activity.
4. The carrying of another/or consumption of illegal chemical substances and drugs are prohibited.

G. TRANSPORT

1. The Code of Conduct is applicable when making use of public transport to and from school.
2. Learners may not hitchhike while in school uniform, whether attired in formal or sports dress.
3. All learners that travel by special transport must be dropped off and fetched from school timeously.

H. SCHOOL ENRICHMENT PROGRAMME

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

1. Learners are expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, she/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from a learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct/matching kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to and away fixture will travel in full school uniform, unless other arrangements have been made.
8. Sports and other kits must be carried in an appropriate bag.
9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their school blazer.

I. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

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

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.

2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious ways.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed e.g., the wearing of a head scarf, including colours and details of design, the growing of a beard or the wearing of a specific hairstyle or jewellery and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

PART 2: DISCIPLINARY SYSTEM

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behavior of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behavior in the school.

A. LEVELS OF OFFENCES

Levels are graded according to the nature and degree of seriousness of which level 4 offences are the most serious. See Annexure B, Table 1 for list of offences making up each level 1, 2, 3 and 4.

B. DISCIPLINARY PROCEDURES

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

1. Level 1 offence – a written warning followed by final written warning, then a disciplinary hearing.
2. Level 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Level 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence)
4. Level 4 offence – offence immediately reported to the South African Police Services (SAPS) and a tribunal hearing.

LEVEL 1 OFFENCES

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

When a third level 1 offence occurs, matter is referred to the HOD along with the record of all three (3) offences and the HOD will issue a written warning. A signed copy of acknowledgment will be kept on record by the HOD and communicated to the parent/guardian.

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

The HOD will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

LEVEL 2 OFFENCES

All level 2 offences will immediately be referred to the HOD. The staff member will, in consultation with the HOD, arrange an interview with the learner. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian.

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

Should the particular level 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, with a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

The HOD will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

LEVEL 3 OFFENCES

All level 3 offences will immediately be reported to the HOD. The HOD will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

LEVEL 4 OFFENCES

All level 4 offences will immediately be reported to the HOD. The HOD will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date, that a hearing has been convened.

A. DISCIPLINARY INTERVENTIONS

1. The following list of interventions and corrective measures used by the school are aimed at correcting behavior suspension and expulsion:
 - A verbal warning/reprimand to express disapproval

- Written warning.
- Final written warning.
- Removal from classes to the exclusion room.
- Written punishment.
- Community service to improve the physical environment within and around the school property.
- Homework detention.
- Supervised schoolwork.
- De-merit detention.
- Referral for counselling (PGSES or Psychologist).
- Attendance of a relevant life skills programme.
- Fine to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of library card and/or other school related privileges.
- Exclusion from school activities and functions, e.g., academic award ceremony.
- Withdrawal of recognition, e.g., award.
- Temporary suspension from class or school, pending disciplinary hearing.
- Disciplinary hearing.
- Tribunal hearing.

2. Failure to comply with the interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher grade. Expulsion may be recommended for a level 3 or level 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for level 1, 2, 3, and 4 offences respectively.

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behavior of any kind.
- Defacing or objectionable conduct and verbal abuse directed at teachers, other school employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or “hate speech”.
- Sexual harassment or sexual assault.
- Immoral behavior or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorized drugs, alcohol or any other intoxicant.
- Repeated infringements of the school rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).

4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the school has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.

5. A tribunal hearing will be convened with a view to recommend expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.

6. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programmes before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

B. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE

The Governing Body authorizes the Principal or Deputy Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct offence as contemplated in Section 8 of S.A. Schools Act,

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of a not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

C. DISCIPLINARY AND TRIBUNAL HEARINGS

1. The following official forms will be used for misconduct and disciplinary hearings:
 - 1.1 Written warning (disciplinary warning form) (Annexure C)
 - 1.2 Final written warning (Annexure D)
 - 1.3 Notice of disciplinary hearing (Annexure E)
 - 1.4 Record of disciplinary hearing (Annexure F)
 - 1.5 Review form (lodging of appeal) (Annexure G)
2. Written notice of disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, this could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner, the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
6. A learner has the right to request a review of the disciplinary action against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
7. The Disciplinary Hearing Commission will consist of the following members:
 - 7.1 A Governing Body representative
 - 7.2 The School Principal or Discipline Officer delegated to oversee this Function
 - 7.3 The HOD and
 - 7.4 The register teacher
8. The hearing will also be attended by the learner, and any other learners who may be needed for his/her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - 9.1 Demerits
 - 9.2 Suspension from school for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
 - 9.3 Recommendation with respect to counselling/attendance of a life skills programme.
 - 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - 9.5 A written conduct and behavior warning issued. A signed copy of acknowledgement will be kept on record.
 - 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The tribunal Hearing Commission will consist of the following members:
 - 10.1 The Governing Body Chairperson
 - 10.2 Two (2) parent representatives from the Governing Body

- 10.3 The School Principal or Disciplinary Officer delegated to oversee this function and
- 10.4 The HOD
11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Principal/Discipline Officer will furnish the relevant HOD and register teacher with all the information necessary for their records.

D. PROCEDURE DURING HEARINGS

1. The Chairperson of the Committee must lead the proceedings and:
 - Introduce those present and state their functions.
 - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
 - The right to a formal hearing.
 - The right to be given time to prepare for the hearing case.
 - The right to be represented at the hearing by one (1) internal representative.
 - The right to be accompanied at the hearing by parent/guardian if the learner is a minor.
 - The right to ask questions in any evidence produced, or on statements of witnesses.
3. The procedure of enquiry is to be explained by the Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and committee may ask them questions.
4. When all the evidence has been heard, the Chairperson must close the enquiry, dismiss the complainant, the accused, their representative, the parent/guardian and all the witnesses.
5. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
6. The Chairperson must reconvene with all interested parties.
7. The Chairperson is to communicate the decision of the Committee.
8. The Chairperson must explain the decision of the Committee and the reasons for the penalty (if any) that has been imposed.
9. The learner must be advised of his/her right to appeal (Annexure E).
10. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner (if the learner refuses, a witness must sign in the presence of the learner).
11. The signing of the document by the learner does not imply an acknowledgement of guilt.

On behalf of the SGB, I acknowledge and certify that the above code of conduct has been issued to learners, parents/guardians and the educators.

- One (1) copy will be issued to every member and original to be kept by the Principal.

Mr E. Naidoo
Chairperson

Mr. H.F. Khan
Principal

Date

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ANNEXURE A

CODE OF CONDUCT

LEARNER: STATEMENT OF COMMITMENT

I, _____, a learner at Regina Primary School, understand the rules and their implications and hereby commit to: -

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the LRC, all members of staff and visitors to the school.
- Treat everyone with respect regardless of difference in culture, religion, ability, race, gender, age sexual orientation or social class.
- Take responsibility for my learning by attending school regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other school staff.
- Assist in making the school a safe place for all.
- Seek help if I need it.
- Let the school know if I feel my rights have been infringed, or if I experience any other difficulty.

I, _____ parent/guardian of _____ confirm that I have read and explained the contents of the school Code of Conduct to my child/ward.

LEARNER

PARENT/GUARDIAN

DATE

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ANNEXURE B

Table 1: List of offence per level of offence

| Level 1: Offences | Level 2: Offences | Level 3: Offences | Level 4: Offences |
|--|---|---|---|
| <ul style="list-style-type: none"> • Littering • Excessively noisy or unruly behavior before school, during change-overs, during breaks, and after school • Eating, drinking or chewing gum during any contact time (class and assembly) • Entering an out of bounds area, classroom or passage without permission • Loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms • Misconduct or poor sportsmanship during an extra-mural activity practice, intra- or inter-school competition or league fixture • Failure to: <ul style="list-style-type: none"> - Submit an absentee note or exit notes by the | <ul style="list-style-type: none"> • Vandalism • Interfering with another person's possessions/ Property without the owner's consent • Damaging another person's possessions/ Property as a result of interfering or using said possession or property without the owner's consent • Racism: remarks/insults • Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof • Intimidation by verbal or physical threat to harm the person or his property (bullying) • Swearing, lying or using obscene gestures • Verbal or non-verbal abuse • Disrespect or insolence | <ul style="list-style-type: none"> • Possession of weapons that can cause physical injury (knives, etc.) • Entering the school premises while under the influence of alcohol/drugs • Possession, copying, distribution, use or displaying of pornographic material • Assault with the intent to do grievous bodily harm • Truancy from school or leaving school grounds without the necessary permission • Taking part in any form of illegal strike action/ meeting/campaign on school premises • Any learner who, in or outside of the buildings or on or off the premises of the school, whilst under the control of the school | <ul style="list-style-type: none"> • Use of weapons that causes physical injury (knives, etc.) • Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • Possession, using and/or dealing in drugs or alcohol or any other intoxicating substance • Poisoning or attempting to poison another person • Theft, robbery, breaking and entering • Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body • Rape, attempted rape or indecent assault • Physical assault that results in bodily harm • Sedition or inciting any form of illegal |

Table 1: List of offence per level of offence

| Level 1: Offences | Level 2: Offences | Level 3: Offences | Level 4: Offences |
|---|---|---|--|
| <ul style="list-style-type: none"> stipulated deadlines - Return a library book by the due date, or pay the fine for overdue book/s - Attend an extra-mural activity practice session without excusing him/herself - Attend duty class - Attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event - Attend detention • Continual interference with another learner which causes minor physical or mental discomfort • Misconduct during detention • Minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery • Failure to wear the correct full school uniform when in a public place, including the wearing of | <ul style="list-style-type: none"> • Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room or failure to report to the exclusion room or failure to report to the subject teacher with this work/punishment as stipulated) • Fighting, common assault or attempted assault • Public disturbance and public indecency • Gambling • Failure to attend detention without prior submission of a written excuse or note • Unacceptable hair styles, including bleaching or colouring • Display of visible tattoos • Using a cellphone as a means of communication during formal testing • Cheating, attempting to cheat or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). | <ul style="list-style-type: none"> authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school • Violating the rights of other learners to receive education by disrupting classes, preventing classes, preventing teachers from providing teaching or in any other manner • Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, the staff, the teacher or fellow learners • Reckless or negligent driving whether in school uniform or not and whether on the school property or not • Unreasonable • Repetition of a Level 2 offence | <ul style="list-style-type: none"> strike action/ meeting/ campaign on school premises • Any offence punishable under common law |

Table 1: List of offence per level of offence

| Level 1: Offences | Level 2: Offences | Level 3: Offences | Level 4: Offences |
|--|---|--------------------------|--------------------------|
| <p>unauthorized items</p> <ul style="list-style-type: none"> Failure to wear the correct sports kit for a match or practice Hitchhiking while in school uniform, formal or sport dress Disruptive behaviour in class Spitting in public Failure to: <ul style="list-style-type: none"> Do classwork set and submit homework Bring the required textbooks, notes, stationery or equipment to a lesson Hand work in on time Copying another learner's classwork or homework Defacing school property Reporting late for class, relief or to the exclusion room Use of offensive material to cover books or files Possession and/or use of a cellphone, computer game, iPod and similar electronic devices during all contact time Arriving late for school without an excuse note | <p>This includes any form of communication, verbal, with another learner.</p> <ul style="list-style-type: none"> Copying of computer exercises, projects or any other work intended for the year mark Truancy from any contact time Possession or use of fire crackers Failure to attend an extra-mural activity fixture or function as a participant or official Any action which brings the school's name into disrepute Possession of offensive material, excluding pornographic material Tampering with safety and other equipment on school premises Smoking and vaping - possession of cigarettes or vape devices/holding cigarette or vape devices/caught in act on/off School Property Smoking/vaping – selling cigarettes/vape devices/vape juice/liquid on/off School Property Unreasonable repetition of a Level 1 offence | | |

Table 2: List of the possible disciplinary sanctions to be applied for Levels 1,2, 3 and 4 offences, respectively

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

| Level 1: Offences | Recommended Corrective Sanctions |
|--|---|
| <ol style="list-style-type: none"> 1. Academic: books/work materials left at home; homework not done on time/copied 2. Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to teachers/coach) 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous, behaviour/insolence/temper tantrums; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering, and cellphone ringing 4. Dress code: Untidiness/unkept appearance; school dress code not followed | <p>Corrective actions/sanctions are carried out by the individual teacher and may include the following: -</p> <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until end of school term (e.g., uniform, jewellery, cellphones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification |

| Level 2: Offences | Recommended Corrective Sanctions |
|---|---|
| 1. Plagiarism of any work or cheating/attempted cheating in class test/assignment | Nought for test and warning letter |
| 2. Damage to property/possession of other learners' property | Repair/replacement, warning letter and principal's detention |
| 3. Defiance/disregarding of an authority figure's instructions | Suspension from class, warning letter and principal's detention |
| 4. Detention – non attendance | Marking up missed detention, warning letter and an information hearing |
| 5. Disregarding test/examination procedures | Warning letter and principal's detention |
| 6. Disruptive/uncooperative in class | Identification of culprit/s and grade teacher to organize corrective measures |
| 7. Disruptive behaviour frustrating teaching and learning in the classroom | Warning letter and detention |
| 8. Repeated dress code infringements (including hair and personal grooming) | After three (3) warnings. Principal's detention |
| 9. Fighting | Warning letter and detention |
| 10. Fire crackers | Warning letter and detention |
| 11. Forgery e.g., parent/guardian's signature | Warning letter and detention |
| 12. Gambling on or off school property | 1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Information disciplinary hearing, special detention and professional counselling |

Table 2: List of the possible disciplinary sanctions to be applied for Levels 1, 2, 3 and 4 offences, respectively

| Level 2: Offences | Recommended Corrective Sanctions |
|--|---|
| | (All money to be confiscated) |
| 13. Graffiti: books, case, desks walls, etc. | Removal, warning letter and principal's detention |
| 14. Late for school – three (3) days | Phone call to parents and detention |
| 15. Late arrival at school after 8:20 | Phone call to parents and principal's detention |
| 16. Lying | Warning letter and detention |
| 17. Offensive material | Warning letter and detention |
| 18. Smoking and vaping – possession of cigarettes or vape devices/holding cigarette or vape devices/caught in act on/off school property | 1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated) |
| 19. Smoking and vaping – selling cigarettes or vape juice/liquid on/off school Property | 1 st offence: Information disciplinary hearing, warning letter and special detention 2 nd offence: Formal disciplinary hearing, warning letter and special detention |
| 20. Spitting | Principal's detention |
| 21. Sticking a sharp object e.g., pin, pen, nib etc. into a fellow learner | Warning letter and detention |
| 22. Substance abuse – possession/sniffing of unauthorized substance e.g., meths, benzene, thinners, etc. | Information hearing, warning letter and detention |
| 23. Threatening assault/intimidation of a fellow learner | Phone call to parents and warning letter detention |
| 24. Truancy – bunking a lesson | Principal's detention |
| 25. Truancy – bunking a day or part of a day | Phone call to parents, warning letter and detention |
| 26. Vandalism – defacing/damaging/breaking school property | Phone call to parents, repairs/repayment of damages, warning letter and detention |
| 27. Verbal abuse of a fellow learner | Phone call to parents, warning letter and detention |

| Level 3: Offences | Recommended Corrective Sanctions |
|--|---|
| 1. Alcohol – possession at school or on a school outing/smelling of liquor/under the influence at school or on a school outing | Disciplinary hearing, warning letter, community service and detention |
| 2. Assault on a fellow learner (causing bodily harm) | Suspension from class/school. Disciplinary hearing, warning letter, community service and detention |
| 3. Bullying/intimidation | Warning letter and community service and detention |
| 4. Cheating/attempted cheating in examination/cycle test/portfolio work | Nought and warning letter |

Table 2: List of the possible disciplinary sanctions to be applied for Levels 1, 2, 3 and 4 offences, respectively

| Level 3: Offences | Recommended Corrective Sanctions |
|---|---|
| 5. Cheating/attempted cheating in final Grade 7 examination | Implementation of official provincial procedures |
| 6. Possession/distribution of test or examination material prior to test or examination being written | Disciplinary hearing, nought for SBA/examination, warning letter, community service, detention/official provincial procedures for Grade 7 |
| 7. Ongoing disruptive behaviour in classroom (frustrating school's educational programme) | Suspension from class/school. Disciplinary hearing, warning letter, community service and detention |
| 8. Disruptive behaviour on school property or on school sponsored fixture/outing/trip/tour (frustrating school's educational/extracurricular programme) | Suspension from class/school. Disciplinary hearing, warning letter, community service and detention |
| 9. Engaging in a conspiracy to disrupt the proper functioning of school through collective action | Suspension from class/school. Disciplinary hearing, warning letter, community service and detention |
| 10. Drugs – consumption not associated with school | Interview with parents, professional intervention |
| 11. Gangs – promoting formation forming of/associating with/furthering activities of school gangs/'social groups' | Suspension from school. Disciplinary hearing, warning letter, community service and detention |
| 12. Involving/attempting to involve outsiders in disputes between learners | Disciplinary hearing, warning letter, community service and detention |
| 13. Pornography – distribution at school | Warning letter, community service and detention |
| 14. Public indecency | Disciplinary hearing, warning letter, community service and detention |
| 15. Racist conduct that defames a learner/teacher | Suspension from school. Disciplinary hearing, warning letter, community service and detention |
| 16. Improper suggestions of sexual nature | Disciplinary hearing, warning letter, community service and detention |
| 17. Sexual harassment of teacher/learner | Suspension from school. Disciplinary hearing, warning letter, community service and detention |
| 18. Threatening to assault/intimidating a Teacher | Suspension from school. Disciplinary hearing, warning letter, community service and detention |
| 19. Verbal abuse of a teacher | Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion |

Table 2: List of the possible disciplinary sanctions to be applied for Levels 1, 2, 3 and 4 offences, respectively

| Level 4: Offences | Recommended Corrective Sanctions |
|--|---|
| 1. Alcohol – drinking/drunk at school or on school or on school outing | Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion |
| 2. Alcohol – drinking in public | Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion |
| 3. Assault on a learner causing serious bodily harm | Suspension from school. Disciplinary hearing and expulsion |
| 4. Assault on a teacher | Suspension from school. Disciplinary hearing and expulsion |
| 5. Bribery/attempted bribery of any person respect of any test/examination material | Disciplinary hearing, warning letter, community service and detention/expulsion |
| 6. Dangerous weapon or object, e.g., knife – possession at school | Suspension from school. Disciplinary hearing, appropriate punishment, e.g., community service, detention/expulsion |
| 7. Dangerous weapon or object, e.g., firearm – possession at school/on school outing | Suspension from school. Disciplinary hearing, appropriate punishment, e.g., expulsion |
| 8. Drugs/illegal substances – possession at school/on school outing | Suspension from school. Disciplinary hearing, warning letter, community service and detention |
| 9. Drugs/illegal substances – consumption/under the influence at school/on school property | Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling |
| 10. Drugs/illegal substances – dealing ('pushing') at school/on school outing | Suspension from school. Disciplinary hearing and expulsion |
| 11. Forgery on any document or signature to the potential/actual prejudice on the school | Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion |
| 12. Fraud (financial) | Suspension from school. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion |
| 13. Hostage – taking | Suspension from school. Disciplinary hearing and expulsion |
| 14. Satanic practices that damage property or cause harm to people or any other living creatures | Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion |
| 15. Sexual assault/rape | Suspension from school. Disciplinary hearing and expulsion |
| 16. Theft/dishonest conduct to the prejudice of another person | Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion |
| 17. Trading, in test/examination material for personal monetary gain | Disciplinary hearing, warning letter, community service, detention/expulsion |
| 18. Vandalism – malicious damage to school/teacher's property | Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion |



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ANNEXURE C

WRITTEN WARNING

Name of learner:

Learner ID number:

Subject:

Teacher:

The above learner has breached the disciplinary code.

Date of offence:

Grade of offence:

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

HOD

Date

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



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ANNEXURE D

FINAL WRITTEN WARNING

Name of learner:

Learner ID number:

Subject:

Teacher:

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:

Date of previous warnings:

Grade of offence:

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

HOD

Date

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

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ANNEXURE E

NOTICE OF DISCIPLINARY HEARING

Name of learner:

Learner ID number:

Subject:

Teacher:

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing:

Venue of hearing:

Time of hearing:

Date served:

The charge against you is as follows:

Date of offence:

Nature of offence:

Suspension from class

You are further advised that you have been suspended from class from:

Time: _____

Date: ____ / ____ / ____

until

Time: _____

Date: ____ / ____ / ____

During your period of suspension, you will not be permitted on the school premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

Note: Learner receives one (1) copy and signed copy must be kept and filed.



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RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

Learner's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by parents/guardian if under age.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) school days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

Server

Designation

Learner

Witness

Date



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ANNEXURE F

RECORD OF DISCIPLINARY HEARING

Venue: _____

Date: _____

| Present | | | |
|----------|------|-------------|---------|
| Capacity | Name | Designation | Section |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|------------------------------|-----------------------|
| Complainant (if applicable): | Learner: |
| Witnesses for complainant | Witnesses for learner |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

Learner

Witness

Date



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ANNEXURE G

LODGING OF APPEAL (REVIEW FORM)

In terms of the school's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) school days).

Name of Appellant: _____

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

- The disciplinary measure imposed was not in line with the level of offence.
- Disciplinary procedures were not followed.
- New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

The following reasons are submitted in support of this appeal:

Date appeal lodged

Appellant