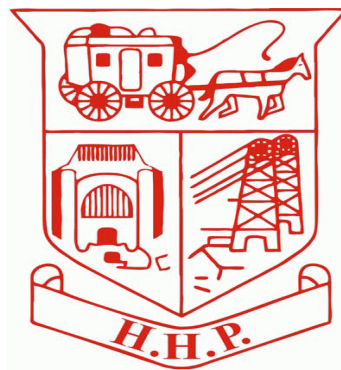




Code of Conduct

Halfway House Primary

291 Van Heerden Road
Halfway Gardens
Midrand



 (011) 805 1919 / 21 / 26

 (011) 315 0261

Web: www.hhpschool.co.za

Mission Statement

Our vision is a smart service delivery of quality public education which promotes a dynamic citizenship for socio-economic growth and development in Gauteng, South Africa.

We will be at the cutting edge of curriculum delivery and provide access to quality lifelong opportunities.

This will be shaped by the principles of transformation, equity, redress and Ubuntu.

Proud to Serve

Vision

Ensuring every learner does well at school and leaves our institution with the knowledge, skills and qualifications that will give them the best chance of success in adult life.

1. PREAMBLE

“Pupils and their parents/guardians must agree to abide by the school’s ethos, policy and rules, including the school’s standards of discipline, dress, behaviour, extra mural involvement, attitudes and social values.”

There are four expectations of any pupil admitted to Halfway House Primary. These are:

- He or she should be seen to be working to the best of his/her ability, and should be suitably prepared for all lessons.
- His or her presence at Halfway House Primary should in no way spoil the quality of life of any other member of the school community.
- He or she should get involved in the extra mural activities of the school.
- He or she should agree to abide by the rules and regulations of the school, and should behave in such a way as to bring credit to the school.
-

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

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

2. DEFINITIONS

CODE

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

DISCIPLINARY COMMITTEE

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

MISCONDUCT

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

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

PROSECUTOR

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

REPRESENTATIVE

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

SCHOOL DAYS

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

SERIOUS MISCONDUCT

Means misconduct as contained in Schedules 3 and 4 of the Code of Conduct

SUSPENSION

- A learner may not be entitled to attend a class at the school;
- A learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension;
- A learner may not be entitled to participate in extra-curricular activities at the school;
- A learner may not be able to attend school for a period of time that may not exceed one week; and "suspend" has the same meaning;

PROVISIONAL SUSPENSION

Means a learner may be provisionally suspended by the Principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalised 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 is able to continue with schoolwork under proper supervision; and

DANGEROUS OBJECT

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

HOD

Means the Head of the Education Department in any province

ILLEGAL DRUG

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

PUBLIC SCHOOL PREMISES

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

THE ACT

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

3. THE RIGHTS OF LEARNERS

- a) Each learner has the right to a clean and safe environment that is conducive to education.
- b) Each learner has the right to freedom of expression.
- c) School rules must be made known to the learners. Such information must include the consequences for breaking the rules.
- d) All learners have the right to due process.
- e) No person may unfairly discriminate against a learner.
- f) Each learner shall enjoy equal treatment before the law.
- g) Each learner has the right to have his/her human dignity respected.
- h) Each learner has the right to have his/her convictions and cultural traditions respected.
- i) Each learner has the right to privacy.
- j) Each learner has the right not to be treated in a cruel, inhumane or degrading manner.

4. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

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

- a) The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- b) This application must be **in writing** and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.

This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights

5. SCHOOL RULES

- a) Learners are expected to have ALL prescribed Learning Support Materials and set a good example with regard to behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will bring discredit upon themselves, their family or our school.
- b) Learners are expected to behave in a courteous and considerate manner towards each other, the Leaders, all members of staff and visitors to the school. All instructions given by members of staff are to be carried out promptly and willingly.

- c) Learners are expected to arrive at school on time and to be punctual for each class. On arrival at school learners are required to enter the school premises immediately. No loitering around the school is allowed before or after school.
- d) Learners may not absent themselves from school, individual lessons or substitution classes without a valid reason.
- e) Learners are expected to obey all classroom rules established by their educators so that a climate conducive to teaching and learning can prevail throughout the school.
- f) The highest standards of good behaviour and sportsmanship are expected of the members of all sports teams. Only in this way can they be good ambassadors for our school.
- g) Learners are expected at all times to abide by the rules governing their appearance. Only learners who are well dressed and well - mannered can convey a positive image of themselves and our school.
- h) Learners are to assist in keeping the buildings and grounds neat and clean by not dropping litter at breaks. All litter is to be deposited in the refuse bins provided. Learners transgressing this rule will be punished as they are causing a health hazard to others.
- i) Learners are required to communicate in English as this is the medium of instruction at Halfway House Primary School. This rule eliminates the possibility of offending others by using a language that is not understood by all.
- j) Remarks and behaviour calculated to give offence to other race, cultural or ethnic groups are unacceptable. Foul language and uncouth behaviour will not be tolerated.
- k) Learners may not engage in any form of sexual harassment of their educators or peers.
- l) Smoking and the consumption of alcohol are activities, which are banned on any occasion linked directly or indirectly with the School. This rule applies whether the learners are in school uniform or not. To be in the company of a learner breaking this rule will be considered an offence. The school building is a non-smoking area.
- m) Possession of narcotic substances at school is a criminal offence and learners who bring drugs to school will be handed over to the relevant authorities/police.
- n) Learners are expected to at all times, respect the property of the school, educators and peers and not to deface or damage it. Learners caught vandalising property or identified on CCTV as being guilty, will be held responsible for all damage done. These learners will forfeit privileges.
- o) No learner is allowed to tamper with ANY electronic equipment e.g. cameras, sound and lighting equipment etc in or around the school.
- p) No forms of dishonest or fraudulent behaviour will be tolerated. The school is prepared to call in the police to investigate instances of theft and fraud.
- q) Threats and intimidation, together with any form of verbal or physical abuse by learners of staff members or fellow learners, will not be tolerated. Bullying and any forms of initiation are unacceptable forms of behaviour both during and after school hours.
- r) No learner may be in the possession of a firearm or any other dangerous weapon or any object which may be regarded as such.

6.1 GENERAL SCHOOL RULES

6.1.1 Courtesy

- a) Male staff members are to be referred to by surname, e.g. Mr Barnard, or as 'Sir'.
- b) Female staff members are to be referred to by surname, e.g. Ms Smith, or as 'Ma'am'.
- c) Learners are expected to greet staff members or visitors who pass them on the corridors.
- d) Learners are expected to show respect when a member of staff enters a classroom / passes on the corridor and to respond appropriately by greeting.

6.1.2 Classroom Rules

- a) Learners must sit at the desks allocated to them by the educator and not move to other desks without the educator's permission.
- b) No bad language may be used i.e. swearing, offensive remarks or any verbal bullying.
- c) No walking around the classroom without the educator's permission. Each educator has an official class pass that will be used by an individual learner indicating permission to be out of class.
- d) No gum, sweets, ices, cool drinks or foodstuffs to be consumed inside the classroom.
- e) No littering on the floor or under the desks.
- f) No defiance of the educator's instructions.
- g) No talking while teaching is in progress.
- h) No graffiti on desks/walls. Learners caught for this offence will be responsible to clean refund to rectify the matter.
- i) Do not disturb others by arriving late for class. Be punctual in the mornings.

6.1.3 School and Class Attendance

Parents/guardians, teachers and SGB members are jointly responsible for ensuring that all learners attend school.

- a) If the learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the parent and the Deputy in writing. The register teacher must keep an accurate register of the learner attendance and must keep copies of all communication to parents.
- b) All learners to arrive at School before the official starting time. Learner who are late for school will report to the late gate and their names will be entered into a register. A SMS will be send to the parents.
- c) 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 doctor.
- d) Any absence from a formal examination, test or task must be supported by a

letter from a medical doctor.

- e) 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 or grade head.
- f) Truancy from School is prohibited.
- g) No learner should be on the School premises after 14:30 except:
 - 1) Learners participating in Sport, Culture Practices and/or events will be allowed on the premises for the duration of the practice or event but must be under supervision of a staff member.
 - 2) Learners walking home must leave the premises immediately when the school day ends.
 - 3) Learners using transport must leave with the transport immediately when the school day ends. Learners waiting for parents to collect them must be collected 30 minutes after the school day ended or must be enrolled in After –Care to remain on the premises.

6.1.4 Leaving Classrooms During Lessons

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

6.1.5 Learners Ill At School

- a) There are sick room facilities at school supervised by a secretary.
- b) Learners must obtain written permission from their subject educator to go to the sick room. This will only be valid if the date, time and educator are indicated on the slip.
- c) Learners who are ill and wish to go home must have the permission of a parent/guardian before being collected at school. No sick learner will be allowed to walk home.
- d) All calls relevant to learner illness will be made and received by the front office.
- e) Parents are required to inform the school in writing about infectious illnesses, physical or emotional barriers that may affect learning.
- f) Parents must not send seriously ill learners to school.

6.1.6 Personal Property:

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

6.1.7 Out of Bounds

- a) The staff room, the main foyer and executive offices are out of bounds to learners at all times during the school day, except when they have been called into these areas by a member of staff.
- b) The school hall, the computer centres, unless an educator is present.
- c) Class rooms, before school, after school or during breaks, unless an educator is present.
- d) The parking area.
- e) The school building before school or during break.
- f) Pool area, unless an educator is present.
- g) Balconies
- h) Embankments

6.1.8 Movement Along The Corridors

- a) During the change of periods learners are to keep left along the corridors and on the stairways and walk in single file.
- b) Movement between classes must take place quickly, with learners proceeding to their next class without delay. No congregating on staircases or corridors will be permitted as this will congest the flow of learners and delay arrival in class.
- c) No objects whatsoever may be thrown from the top corridors to the terraces below.
- d) Learners are not allowed to shout or talk to their friends in another class during the change of classes.

6.1.9 Valuables and personal belongings

The school will not be held responsible for theft or damage to personal belongings on the School premises. No cell phones, earphones and electronic devices are allowed.

Learners should avoid bringing large sums of money and toys to school.

If a parent request a learner to pay School fees on his/her behalf, it should be paid before the start of the School day or during register period.

Learners must leave their bags in the class where they are before break.

6.1.10 Substitution Classes

- a) When educators are absent, learners should go to the substitute teacher as per substitute list or arrangements made for the day.
- b) Failure to attend a substitution class will be regarded as truancy and punished by giving defaults for bunking.
- c) All learners must at all times have a book with them to read during substitution classes. This is not to be regarded as a free period and learners must read, study or complete homework. Educators will prepare work to be done in case of an anticipated absenteeism e.g. writing an exam.
- d)

6.1.11 Assessment (Cycle Tests) and Examinations

- a. Prior to the start of all examinations, the school does not give learners permission to stay at home in order to study. Where a learner is absent at such a time, the usual note of explanation must be sent to the class teacher.
- b. During examinations learners must abide by the times of arrival and departure determined by the school.
- c. During a test or examination learners must obey all instructions issued by the Invigilator(s) charged with the correct and orderly supervision of the test or examination.

7 DRESS CODE

Uniform available from the uniform shop on the school premises. Open on Tuesdays and Thursdays after school

7.1 UNIFORM:

Correct uniform: - must be worn at all times.

Girls & Boys:

Grey short pants / **Winter:** Grey long pants.

Grey socks Boys / **Winter:** Dark Grey stockings/grey socks Girls

BLACK SCHOOL SHOES (leather).

Blue cotton shirt (tucked in) – short / long sleeves.

Blue school jersey.

School tracksuit top.

Blue drimac.

Red beanies only to be worn in winter before and after school

ALL LEARNERS (Gr 1 – 7) to have blue school shorts and a red golf shirt for

Human Movement / Life Orientation lessons.

Girls:

- Hair to be tied up – use red, royal blue or black elastics only - **NO** coloured clips.
 - **NOT** more than 2 ponies.
 - **NO** dye or highlights allowed.
 - **ONLY** braids & plaits allowed. **NO** weaves.
 - **NO** make-up.
 - **NO** nail polish (Keep nails short).
 - Earrings – only small studs (no stones) gold / silver.
 - Plain wrist watch – **NO** other jewellery allowed except Medic alert bracelet.
- ALL ITEMS OF CLOTHING TO BE MARKED.**

Boys:

- **NO** gel or lotion in the hair. (Natural)
- **NO** waves allowed.
- **Hair must be its natural colour.**
- **NO** extensions.
- **NO** earrings or other jewellery.
- **NO spikes, Mohawks or any shaved patterns on heads.**
- Plain wrist watch and / or medic alert bracelet.
- **NO** visible shirts or vests under school shirts.

- Hair must be trimmed in a conventional hairstyle. No fashion statements are allowed.

ALL ITEMS OF CLOTHING TO BE MARKED.

7.2.1 Jewellery

- a) No jewellery or ornamentation may be worn except watches and medical bracelets.
- b) No pins or bristles may be placed in holes pierced in the ears, and ear lobes may not be covered with pieces of plaster / band-aid.
- c) Visible body piercing may not be decorated with rings, studs (NO tongue studs) or any other form of ornamentation.
- d) Rings, earrings, chin and eyebrow studs, chains, bracelets, bangles, etc. will be confiscated without warning and sealed in the learner's presence. Confiscated items can be claimed and signed out at the end of the term.
- e) Girls with pierced ears may wear small plain gold/silver studs (no stones) or small gold/silver sleepers in the lobes of their ears - **one per ear, in the bottom part of the lobe.**

7.2.2 Make-Up And Nail Polish

- a) No make-up may be worn with the uniform – this specifically includes basecoat and mascara. No artificial nails or coloured nail polish may be worn.

7.3 SCHOOL CASES

- a) Learners must carry reinforced cases/bags suitable to protect schoolbooks as all textbooks are school property. **No graffiti is allowed as this can be offensive to others.** Bags will be checked regularly.

8 Channels Of Communication

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

- a) The Register Teacher - who will consult with the Grade Head.
- b) The Grade Head - who will take the matter up with the Grade HOD if necessary. Should daily communication be necessary between school and home (e.g. to monitor progress) the Daily Report Form is the preferred way of communication and control.
- c) The Grade Head - who will investigate an issue in consultation with the Grade HOD. All issues should be solved at this level.

- d) The Deputy Principal in charge of Discipline – who will intervene and attempt to find an amicable solution.
- e) The Principal - for all grades and any matters of **urgent and serious concern**.

9.1 CLASS 1 MISDEMEANORS – VIOLATIONS OF GENERAL SCHOOL DISCIPLINE	
MISDEMEANORS	RECOMMENDED DISCIPLINARY ACTION
1. <u>Academic</u> <ul style="list-style-type: none"> • Books left at home • Homework – not done on time / copied • Work not handed in on time 	<p><u>Examples of actions to be taken:</u></p> <p>Verbal reprimand</p> <p>Demerits</p> <p>SMS to parent</p> <p>Detention</p>
2. <u>Substitution classes</u> <ul style="list-style-type: none"> • Non-arrival • Reporting to wrong member of staff 	
3. <u>Personal conduct in classroom / on school grounds:</u> <ul style="list-style-type: none"> • Cheek/insolence • Defacing desks/walls/books • Disruption of lessons • Eating / chewing in class • Foul language • Late arrival at class • Truancy • Leaving class without permission • Littering • Inappropriate public displays of affection • Cell phones, MP3 players, ipods, etc, visible/being used during the Academic programme • Offensive and/or inappropriate graffiti on school case • Inappropriate behaviour in Assembly 	
4. <u>Uniform</u> <ul style="list-style-type: none"> • Dress-code infringements • Hair infringements • Non-regulation jewellery 	
5. <u>Out-of-bounds</u>	
<p><u>Procedure:</u></p> <p>a) Proof of misdemeanor must be placed in the learners file.</p> <p>b) Class 1 misdemeanors are dealt with in the first instance by the relevant educator/staff member/Grade Head</p> <p>c) Parents must be informed of repeated misdemeanors</p> <p>d) Repeated misdemeanours must be referred to the Grade Head/HOD</p>	

9.2 CLASS 2 MISDEMEANORS	
MISDEMEANORS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 1 misdemeanors where disciplinary action by class teacher is deemed ineffective	<p><u>Examples of actions to be taken:</u></p> <p>Demerits</p> <p>Detention</p> <p>Letter to parents</p>
2. Cheating in test	
3. Damage to property/possessions of the other pupils	
4. Disruptive/unco-operative in class	
5. Dishonesty	

6. Fighting	Grade head and educator meeting with learner Excluded from scholar patrol gr 5, leadership programme gr 6
7. Disrespect towards another person	
8. Using abusive language	
9. Gambling	

Procedure:	
a)	Misdemeanor to be considered in the context of the whole set of circumstances
b)	Proof of misdemeanor must be placed in the learners file.
c)	Class 2 misdemeanors are generally referred to the Grade Head/HOD
d)	Parents must be informed of repeated misdemeanors

9.3 CLASS 3 MISDEMEANORS	
MISDEMEANORS	RECOMMENDED DISCIPLINARY ACTION
1. Repetition of Class 2 misdemeanors where prior disciplinary action has been deemed ineffective.	<u>Examples of actions to be taken:</u> Detention Demerits HOD to meet with parent and child No participation in sport or activities Warning letter for possible suspension Disciplinary meeting
2. Assaulting fellow learner(s)	
3. Cheating in Examination	
4. Verbal abuse of member(s) of staff.	
5. Vandalism	
6. Bullying	
7. Intimidation (physical / emotional / spiritual).	
8. Involvement in any activity related to the School in any way whatsoever which causes the schools name to be brought to disrepute.	
Procedure:	
a)	Proof of misdemeanor must be placed in the learners file.
b)	Class 3 misdemeanors are generally referred and dealt with by the Deputy Principal/Principal
c)	Due process will be followed where a learner is alleged to have committed a serious or criminal offence and suspension is recommended i.e. a formal disciplinary hearing will be conducted in accordance with the appropriate regulations.

9.4 ASSERTIVE MEASURES TO ENCOURAGE AND SUSTAIN APPROPRIATE CLASS BEHAVIOUR:

- **Weekly handing** out of **trophy** and **certificate** to best behaved class (class that kept most merits).
- Sweets / **ice-creams** to winning class per term (1 class per grade).
- **Name in newsletter**.
- **End-of-year best class** enjoys a pool party and a meal paid for by the school.
- **Outings for learners who lost no merits**



- **Earning back of merits**
- **Reward- No detention for the year (15-45 demerits lost)**

9.5

THE INDIVIDUAL MERIT SYSTEM:

- Each learner in Grade 4 to Grade 7 begins with 100 merits per term and thus 400 merits per year.
- Each learner has a page allocated to them in the demerit book.
- Should a learner commit any offences he / she will be demerited. (List of offences on page 7)
- Class lose 100 - Clean school grounds.
- Demerit reports sent home every month.

6. PROCEDURES:

6.1 Loss of 50 merits:

- A text message is sent to parents.
- 1 Hour Detention (Fridays).

6.2 Loss of 100 merits:

- A text message is sent to parents.
- Grade 5 excluded from scholar patrol.
- Grade 6 excluded from leadership programme.
- Detention.

6.3 Loss of 150 merits:

- Phone call to parents from HOD and feedback from HOD.
- Meeting with parents and HOD.
- No civvies.
- No **attending** events in hall and recreational events.
- **No invitation** to Grade 7 Farewell.
- **No sport.**
- 1 Hour detention.

6.4 Loss of 200 merits:

- Send Daily Report out.
- Warning letter for possible suspension.
- **No sport.**
- Detention in the afternoon.
- Meeting with SGB. Parents & Child.

Loss of 250 merits:

- Handed over to SGB for Disciplinary Hearing for possible suspension.
- Excluded from Merit Morning.

9.6 DISCIPLINARY HEARINGS:

Provincial regulations must be consulted in the compilation of a list of offences which may lead to suspension of a learner. Offences that may lead to such suspension include, but are not limited to the following:

- (a) conduct which endangers the safety and violates the rights of others;
- (b) possession, threat or use of a dangerous weapon;
- (c) possession, use, transmission or visible evidence of narcotic or unauthorised drugs, alcohol or intoxicants of any kind.
- (d) fighting, assault or battery;
- (e) immoral behaviour or profanity;
- (f) falsely identifying oneself;
- (g) harmful graffiti, hate speech, sexism, racism;
- (h) theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations;
- (i) unlawful action, vandalism, or destroying or defacing school property;
- (j) disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- (k) repeated violations of school rules or the Code of Conduct;
- (l) criminal and oppressive behaviour such as rape and gender based harassment;
- (m) victimisation, bullying and intimidation of other learners;
- (n) infringement of examination rules; and
- (o) knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school.

9.6 SUSPENSION AND EXPULSION:

A governing body may, after a fair hearing, suspend any learner who has been found guilty of contravening stipulations of the Code of Conduct:

- (a) for a period of one week; or
- (b) for a reasonable period not exceeding one week, pending a decision by the Head of Department on the recommendation of the governing body as to whether or not the learner is to be expelled from the school.

9.7 DUE PROCESS:

Any learner alleged to have violated any rule that may require suspension or expulsion, must be brought to the principal. The principal shall hear the evidence and then decide on the action to be taken.

Such action must include that the principal must inform the parents in writing of the proposed action and arrange for fair hearing by a small disciplinary committee (tribunal) consisting of members designated by the governing body. This tribunal must not be intimidating to the learner. In the case of very young learners special arrangements must be made for the hearing and the parents or guardians could represent the learners.

9.8SERIOUS MISCONDUCT AND THE LAW:

Serious misconduct which may include offences according to the law, must be investigated by the police and referred to the Court if necessary. Serious misconduct must be handled in terms of the government notice and regulations promulgated by the Member of Executive Council in the *Provincial Gazette* of the province concerned.

ACKNOWLEDGEMENT:

I, parent / guardian of _____ in Grade _____, hereby acknowledge that I understand the discipline system of the school. I agree to abide by the procedures and I offer my support as a parent.

I take full responsibility for the behaviour of my child.

Signed on this day _____

NAME: _____

(Write in full)

SIGNATURE: _____

CELL: _____

HOME: _____

**SIGNATURE OF LEARNER WHO
ACCEPTS AND UNDERSTANDS THESE RULES**