



Sunridge Circle Primary

Learner Code of Conduct

1. Introduction

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

- Promoting the rights and safety of all learners, teachers and parents.
- Prescribing behaviour that respects the rights of learners and educators.
- Displaying the code of conduct at the school. It must be given to the learner on the official language of teaching and learning.
- Ensuring learners' responsibility for their own actions and behaviours.
- The philosophy of the disciplinary system of the school is based on human dignity and on respect and consideration for others and not on fear or assault. Freedom of expression is guaranteed but it is more than freedom of speech and that the freedom of expression includes the right to seek, hear, read and wear. The freedom of expression is also extended to forms of outward expression as seen in clothing selection and hairstyles, however more importantly learners' rights to enjoy the freedom so expression is not absolute. Vulgar words, insubordination and insults are not protected speech. When the expression leads to a material and substantial disruption in school operations, activities or rights of others, this right can be limited as the disruption to school is unacceptable.
- Prohibiting all forms of unfair discrimination and intolerance.
- It contains provisions of due process safe-guarding the interests of the learner and any other party involved in the disciplinary proceedings.
- Provides support measures/ structures for counselling a learner involved in disciplinary proceedings.

- The code of conduct aims to inform, to be preventative and provide proactive advice/caution. It offers counselling and constructive ways to manage discipline to be corrective in manner rather than punitive in punishment.
- Due process must be followed in all instance of disciplinary transgressions.
- All class and other rules are to be consistent with the overall CoC, be clear and understandable and make provisions for fair warnings
- Learners must understand that action may be taken against them if they contravene the CoC and that they will be informed why their conduct is considered as misbehaviour or misconduct and that when action is taken against the learners they will be informed as to why they are to be disciplined or punished. The punishment must suit the offence.
- All learners and partners of the school have a democratic right to due process, to participate in decision making about matters affecting them and to have their views heard on matters affecting them.

2. Preamble/Legal Authority

The South African School's Act, refers:

- Section 8.1. Prescribes that the School Governing Body of any school is to maintain discipline in a school. The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The code of conduct has the legal authority for the control of discipline of learners.
- The policy shall be directed at the advancement and protection of the fundamental rights of every person guaranteed in the Bill of Rights in the Constitution of the Republic of South Africa 1996, Act No.108 of 1996
- The obligation to make education available and accessible falls with the State, the commitment and acceptance of responsibility must come from other partners in education namely, learners, educators and parents.
- The Code of Conduct should direct towards a culture of reconciliation, teaching and learning and mutual respect and the establishment of a culture of tolerance and peace in school.
- Discipline must be maintained in the school and the classroom to ensure that the education of learners proceeds without disruptive behaviour and offences. The goal is to teach and lead learners to self-discipline.
- The disciplinary process must be expeditious, fair, just, corrective. The parent should timeously be informed and involved in the correction of the learner's behaviour. Learners must be protected from abuse by adults or other learners.

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- Restraint is the act of controlling the actions of learners, when such actions may inflict harm to others or to the learner, or violate the rights of other learners or educators. Educators may use reasonable measures where necessary to prevent a learner from harming him/herself or others.
- The law empowers school authorities to discipline learners, but it is beyond the law to delegate this authority to fellow learners. Learners are partners with other members of the school and are not in charge of the school.
- Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the principal of the school. However, a mechanism must be created at schools to handle disciplinary problems to reduce the load on the principal.
- In case of minor offences corrective measures may be applied. These measures include one or more of the following: a) verbal warning or written reprimand by an educator or a principal; b) supervised school work that will contribute to the learners progress at school, the improvement of the school environment, provided that the parents are timeously informed and the security of the child is assured; c) performing tasks that would assist the offended person; d) agreed affordable compensation; e) replacement of damaged property; and f) suspension from school activities e.g. sport, and cultural activities.
- Suspension should only be considered after every effort has been made to correct the behaviour off the learner.
- Any corrective measure or disciplinary action must be commensurate with the offence/infracton. Corrective measures may become more severe, with subsequent repeated infractions. Suspension or expulsion may follow. Learners should not think that they cannot be suspended or expelled simply because it is their first offence or infracton of a rule or policy, but such decision should be taken by the right authority.
- If a learner misbehaves especially when the learner misbehaves especially when the learner is normally very well behaved, school staff should consider whether the misbehaviour may be linked to the child suffering or being likely to suffer, significant harm. In this case the school should consider referring the learner to the education district office.
- If the behaviour of a learner is criminal or criminal in nature or poses a serious threat to a member of the staff or public, the parents listed on the admission register of the school and the local Police services, must always be informed.
- That in cases where a learner cannot adjust to the school and where his/her behaviour is objectionable in that in violates the rights of other, he/she will be referred to the principal. Through consultation with his/her educators, on site of learning based team in consultation with eth parents every effort should be made to assist him/her to adjust. This will include referral to the education support services for treatment. If all these efforts fail, the principal

will refer the matter to the governing body, which may make the decisions in the best interest of the learner and other learners at the school.

- Disciplining beyond the school gate covers the school's response to all non- criminal bad behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school. The governing body must be satisfied that the measures proposed by the principal are lawful.
- The school will act against any bad behaviour of the learner when the child is: a) taking part in any school organised or school-related activity or b) travelling to or from school or c) wearing school uniform or d) in some other way identifiable as a learner at the school e) could have repercussions for the orderly running of the school or f) poses a threat to another learner, staff members or member of the public or g) could adversely affect the reputation of the school.
- The punishment is a corrective measure or a penalty inflicted on an offender who has to suffer the consequences of misconduct in order to maintain the orderly society of the school.
- Corporal punishment shall not be administered.
- Educators as disciplinarians must resolve disciplinary problems which are not serious enough to be referred to the governing body.
- Educators and learners have to learn the importance of mediation and cooperation, to seek and negotiate non-violent solutions to conflict and differences and to make sense of due process of law.
- Section 8.4. of the SA Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school. All learners attending the School 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.

The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing Sunridge Circle Primary School or attending a school function.

School Mission, Vision and Values

Our mission is to provide high quality education in a safe, value driven, multi-cultural environment that builds a foundation for lifelong learning.

Our Vision: Seek, believe, achieve and succeed.

Our values: Respect, responsibility, honesty and kindness.

The principles that underpin the code of conduct; privacy, respect and dignity, democracy, non-discrimination and equality; Non-violence and the freedom and security of a person; The

philosophy of the disciplinary system is based on human dignity and on respect and consideration for others and not on fear or assault.

3. General Principles

The school principles are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School.

3.1 Learners Responsibilities:

- 3.1.1 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.
- 3.1.2 Learning can be successful if the learners are committed to self-development, education and learning and the educators are dedicated to teaching.
- 3.1.3 Attend all classes, to learn and be taught in all approved subjects, to be informed regularly about school progress, to make use of school facilities and to have the potential to be fully developed and also to ensure that he/she does not deny, curtail, disturb or minimise basic right of any other learner in the class or school or present at any school activity or busy in any room or outside at the school with any school work or extra mural or co-curricular activity.
- 3.1.4 To learn and develop to their full potential, academic, occupational, social, sport, spiritual, art and cultural potential and that they must actively participate in the learning process and decision making and have the opportunity to talk about their problems to ensure improvement of not just being the learning outcomes but also the discipline and conduct of learners.
- 3.1.5 Learners should follow school rules with regard to appearance and behaviour both inside and outside the school.
- 3.1.6 Learners must respect the right of others to learn and may not physically or emotionally hurt each other.
- 3.1.7 Every learner should show respect for their own property and that of fellow learners.
- 3.1.8 It is a privilege and obligation of every learner to protect and carefully use all the facilities and equipment so that others that come after them can also enjoy the privilege.
- 3.1.9 Obligation on them to attend school regularly during school hours. Should a learner be absent the parent must notify the school.
- 3.1.10 Learners should be loyal and continuously strive to improve the reputation of Sunridge Circle Primary School to the benefit of all.
- 3.1.11 All learners in general and the learner representatives and its members individually as well as the senior learners in the school in particular must promote proper conduct of the learners within the school, but that no one has the authority or right to punish other learners.
- 3.1.12 Learners should always be honest and show integrity in their attitude and all they do.
- 3.1.13 Learners must be expected to know and adhere to school and classroom rules and that ignorance of these rules is not an acceptable excuse.

- 3.1.14 Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on missed work because of absence.
- 3.1.15 Learners should always finish homework every day and always prepare fully for tests / tasks and assessments.
- 3.1.16 No form of bullying is allowed. This includes verbal, non-verbal, cyber and emotional.

3.2 Learners Rights:

Learners have the right to:

- 3.2.1 A clean and safe environment that is conducive to teaching and learning but they also have the responsibility to keep the environment clean and safe.
- 3.2.2 A secure property, well cared for school facilities, well looked after school furniture and equipment, clean toilet facilities, clean water and a green environment, absence of harassment in attending classes and writing test and examinations, as it all create an atmosphere conducive for learning and teaching, but it is also the responsibility of each learner of the school to ensure that this is a place at the school and that it is maintained and respected.
- 3.2.3 learn without interruptive behaviour and in a way that is enjoyable to learn;
- 3.2.4 learner have the right to agreed procedures with the governing body for expressing and resolving school related grievances, including due process, a method of appeal and a right to assemble peacefully on the school property at a time and place designated by the principal. Problems need to be solved at school, disruption to school is unacceptable.
- 3.2.5 be themselves, to be respected and to be treated in a fair and dignified manner; this implies mutual respect for one another's convictions and cultural traditions
- 3.2.6 be taught in a disciplined environment in which punishment is fair, constructive and consistent;
- 3.2.7 learners can expect educators to maintain a high standard of professional ethics and to be present to teach their classes, assist them with their learning difficulties, report on their progress and to look after their wellbeing, the educators have the right to expect and demand that there must be a relationship of mutual trust and respect between learners and the staff and that victimisation of the one by the other is unacceptable.
- 3.2.8 privacy, which includes the right not to have his/her person or property searched or his /her possessions seized. However the principal or educator may search learners based on his/her reasonable suspicion followed by the use of search methods that are reasonable in scope;
- 3.2.9 no person may unfairly discriminate against a learner, all learners shall enjoy equal treatment before the law, all learner shall receive equal protection and benefits of the law and every learner has the right not to be treated or punished in a cruel, inhumane or degrading manner. No form of corporal punishment.
- 3.2.10 to not be locked up in solitary confinement or detention.

- 3.2.11 be acknowledged for great achievement inside the class and outside the class for work well done.

3.3 Parents Responsibilities:

- 3.3.1 support and promote Sunridge Circle Primary School by adhering to the Code of Conduct and encourage learners to do the same;
- 3.3.2 encourage the learner to live a balanced academic and physically active life;
- 3.3.3 ensure the learner attends school every day in a punctual and respectful manner;
- 3.3.4 to collect the learners timeously when school finishes or after school extra-mural activities and keep them safe;
- 3.3.5 support the educator by making appointments to discuss the learners progress and communicating any other information that affects the learners well-being;
- 3.3.6 pay school fees on time;
- 3.3.7 the parent or legal guardian of anyone who intentionally misuses, damages or defaces any school property should replace it or pay for the property so damaged as destruction of property is a punishable offence.
- 3.3.8 attend and show interest in all school activities when required.
- 3.3.9 ensure the child/ren are in the correct school uniform.
- 3.3.10 equip the child/ren with the correct and required stationery.
- 3.3.11 promote positive, value-driven discipline model at home.

3.4 Parents Rights

Parents have the right to:

- 3.4.1 qualified, competent and professional educators in the classrooms;
- 3.4.2 a school that respects cultural diversities and that does not discriminate;
- 3.4.3 having moral standards, good ethics and discipline taught to their learners;
- 3.4.4 be treated fairly at all times.

3.5 Educators Responsibilities

- 3.5.1 look and act professionally at all times during school hours or when attending an education function;
- 3.5.2 be well prepared in all tasks undertaken;
- 3.5.3 keep a clean, disciplined and safe environment in the classroom;
- 3.5.4 be on time every day for the school day;
- 3.5.5 be consistent and fair and ever watchful of the learners wellbeing;
- 3.5.6 respect the rights of the learners and treat them as individuals;
- 3.5.7 encourage and aid the learners to reach their full potential;
- 3.5.8 keep parents informed of learners progress;
- 3.5.9 be a life-long learner themselves and strive to keep up to date with new developments in education;
- 3.5.10 promote a value- driven education model during contact with the learners.

3.6 Educators Rights

- 3.6.1 teach in a safe, orderly and clean environment;
- 3.6.2 have access to the necessary equipment that is always well maintained;
- 3.6.3 expect learners to be prepared for lessons and for all homework to be completed every day;
- 3.6.4 expect learners to be on time, have good manners and be respectful;
- 3.6.5 to be treated fairly and professionally;
- 3.6.6 to be supported by parents, colleagues and authority figures;
- 3.6.7 to teach without interruptions;
- 3.6.8 to be safe in the knowledge that their private lives and property will be respected.
- 3.6.9 The educator shall have the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner attends the school, any classroom, school function, excursions or school related activities.

4. General Rules

Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

- 4.1 Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- 4.2 All litter must be placed in refuse bins or wastepaper baskets.
- 4.3 Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- 4.4 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.
- 4.5 Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 4.6 The timeous handing in of work is the responsibility of each learner.
- 4.7 Learners who fail to produce a medical certificate or a letter with a valid reason from the parent on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for that particular examination/test/assessment task.
- 4.8 The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 4.9 Language that is seen as pejorative, discriminatory or racist is prohibited.
- 4.10 Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 4.11 All learners have the right to an education free of interference, intimidation and/or physical abuse. Every learner will respect the property and safety of other learners as well as teachers. Fighting or threatening of other learners or teachers is forbidden.
- 4.12 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. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

- 4.13 No form of bullying is allowed, including online and/or cyber bullying. Bullying must be addressed and managed according to the Anti-Bully Policy. Bullying must never be ignored. Educators must investigate every situation of both the accused and the victim. Values must be instilled rather than punishment. Incidents must be reported to parents. A more constructive approach must be taken to educate both parties around this topic to avoid further incidents going forward.
- 4.14 The carrying, copying and/or reading of offensive material are prohibited.
- 4.15 Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 4.15.1 The School motor vehicles parking area.
 - 4.15.2 Front buildings of the school, and in front of the admin offices.
 - 4.15.3 Electrical mains distribution boxes, fire extinguishers and hoses.
 - 4.15.4 Parking lots

5. School and Class Attendance

- 5.1 Parents / Guardians, learners, educators and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school;
- 5.2 If a learner does not attend School regularly, the relevant teacher will report the absence of the learner to the parent and the Principal in writing/verbally
- 5.3 The register teacher must keep an accurate register of learner attendance and must keep copies of all right
- 5.4 to parents when absence from the classroom is reported.
- 5.5 All learners are to arrive at School before the official starting time. Learners who are late for School will have to report to the attendance officer.
- 5.6 Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 5.7 Any absence from School must be covered by an absentee note from a parent/guardian.
- 5.8 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.
- 5.9 Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor.
- 5.10 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. The learner must be collected by an adult. Truancy from School is not tolerated.
- 5.11 All learners will attend assembly for the full duration thereof. Learners are expected to wear the official School uniform and appear neat and tidy at all times.
- 5.12 A learner who falls pregnant should remain in attendance.

6. Uniform

- 6.1 No additions to the uniform that are not in accordance with the regulations will be allowed.
- 6.2 No colour T-shirts/vests may be worn if visible underneath the school shirt.
- 6.3 No earrings, except gold or silver studs or a single small earring in each ear. Jewellery, accessories, coloured contact lenses or visible tattoos are not allowed.
- 6.4 No colouring of hair or wearing of exotic hairstyles is allowed.
- Boys: Hair must be clear of the ears, eyebrows and collar. Hair is to be neatly tapered and evenly graded. No braids are permitted.
- Girls: Hair must be neatly tied back and well cared for. Braids must be held in a neat ponytail. No hair may hang over the face.
- 6.5 Watches: Only a black, navy blue or metal band will be allowed. The face of the watch should not exceed a diameter of 3cm.
- 6.6 Only a black leather belt with a small buckle is permitted for the older boys.
- 6.7 Fingernails must be kept trimmed short and clean at all times. No nail varnish.
- 6.8 During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times. High heels are not permitted.
- 6.9 Only learners that have applied and submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons.

7. 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).

- 7.1 Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School day. If the learner brings a cell phone to School, the learner must carry a written request from the parent which must provide for an indemnification against loss of or damage to the cell phone.
- 7.2 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 or first thing in the morning to the office.
- 7.3 Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
- 7.4 Learners may not bring computer games, iPods or similar electronic devices to School.
- 7.5 Money brought to school must be in an envelope with child's name on it.

8. Public Space Safety

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

- 8.1 No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 8.2 The carrying and/or smoking of cigarettes is prohibited, at school and outside school hours in school uniform.
- 8.3 Alcohol is not permitted on School premises or during any School activity.
- 8.4 The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

9. Vehicles/ Bicycles

Learners wishing to park bicycles on the School grounds must;

- 9.1 first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose.
- 9.2 all learners park their bikes on the School premises at their own risk.
- 9.3 specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
- 9.4 reckless behaviour is forbidden.
- 9.5 The Code of Conduct is applicable when making use of public transport to and from School.
- 9.6 Learners may not hitchhike while in School uniform, whether formal or sports dress

10. Extra-curricular Activities

- 10.1 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.
- 10.2 the learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 10.3 Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
- 10.4 Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 10.5 Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.

- 10.6 Appropriate kit/uniform will be worn to practices.
- 10.7 The correct match kit/uniform will be worn to inter-school league fixtures.
- 10.8 Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
- 10.9 Sports and other kit must be carried in an appropriate bag.
- 10.10 Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School jersey or jacket.

11. Guidelines for random search and seizure

A search may be performed in terms of the following Acts of general application: Control of Access to Public Premises and Vehicles Act, 1985, Act No. 53 of 1985; Drugs and Drug Trafficking Act 140 of 1992; Arms and Ammunition Act, 1969, Act No. 75 of 1969.

The principal or an educator upon reasonable suspicion has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs or harmful dangerous substances, stolen property, pornographic material bought on to the school property.

11.1 Reasonable suspicion:

- 11.1.1 Whistle blowers informing the Principal
- 11.1.2 Reports from parents
- 11.1.3 Traces of drugs and alcoholic liquor on school premises
- 11.1.4 Threats of the use of dangerous objects against other learners or staff member
- 11.1.5 Injury due to use of such an object
- 11.1.6 Any other reasonable indication

11.2 Procedure for random search and seizure

Body searches contemplated of the suspicion entails that the body search of any learner, carried out by the person searching the learner:

- 11.2.1.1 May not require the learner to remove clothing other than outer clothing
- 11.2.1.2 Shall be the same gender as the learner
- 11.2.1.3 Preferably in the presence of at least one other person.
- 11.2.1.4 May carry out the search in the presence of another member of staff who is the same gender as the learner
- 11.2.1.5 Searches will be done in a private area
- 11.2.1.6 The search must not be extended to a search of any body cavity and private parts may not be touched.

- During a search human dignity shall be observed and learners shall not be searched in private
- If as a result of the search, the Principal has good reason to believe that any dangerous object, alcoholic beverage or illegal drug is concealed on the body, a request of a member of the S.A.P. to conduct a more extensive search of that learner, which may entail the removal of clothing in terms of section 45 A (5) of the Act may be requested.
- If it is suspected that a learner has swallowed a suspicious object, the matter must be handed directly over to the S.A.P. S

- If for any reason a learner is unwilling to be searched the matter will be handed over to the S.A.P.S
- Parents must be communicated to immediately.
- A record must be kept of the search proceedings and the outcome.

11.3 Drug testing

When there are signs that a learner is carrying, using or abusing drugs, initiating a search for drugs and testing for use is a sensitive issue, since it can appear that students are being singled out. Regulations for Safety Measures at Public Schools (Government Gazette 1040), are designed to make sure that students do not feel shamed, and are designed to help principals and teachers use drug testing in a thoughtful and careful manner that supports the health and dignity of all young people.

Once reasonable suspicion has been established for use or possession of drugs, the parents or guardians should be notified as soon as possible. The test must be conducted by a person of the same gender as the learner, in the presence of an adult witness of the same gender as the learner, and out of sight of any other person. The testing kit must be opened in the presence of both the learner who is about to be tested and the witness. The principal or delegate must remove the drug testing device from sealed packaging in the presence of the learner and the witness. The principal or delegate must, in the presence of both the learner and witness, read the information contained in the package insert of the testing device before the test is conducted. The test must be conducted as prescribed in the package insert. The learner must first be asked if they have taken any medications. The person conducting the test must be wearing latex gloves. The learner will be required to provide a sample of urine (some tests require hair or saliva). The principal or delegate will then test the urine using the testing device according to the appropriate method. The package insert of each device indicates how the result of that test is to be interpreted. If reports are required by the district or province, they should be furnished with the learner's written permission (requested in the presence of their parent/guardian if the youth is a minor).

12. Dispute Resolution

Educators as disciplinarians must resolve disciplinary problems which are not serious enough to be referred to the principal. A liaison mechanism, or objective and impartial adjudicator between learners and educators, should be set up to resolve disputes. In cases where learners are involved in gangs, the principal should not confront them but the governing body should set up a negotiation mechanism.

Disciplinary System

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

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

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

- Grade 1 offence – a written warning followed by a final written warning, then a disciplinary hearing.
- Grade 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
- Grade 3 offence – a disciplinary hearing/ Meeting with parents (depending on the severity of the particular offence).
- Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a hearing.

1. Grade 1 offences will be dealt with by the staff member or prefect concerned who must keep a written record of such offences and the disciplinary measure taken.

When a third Grade 1 offence occurs, the matter is referred to the Grade Head along with the record of all three (3) offences and the Grade Head will issue a written warning. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian. Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Phase Head, 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 Phase Head and communicated to the parent/guardian. The Phase Head 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.

2. Grade 2 offences will immediately be referred to the Phase Head. The staff member will, in consultation with the Phase Head, 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 Phase Head and communicated to the parent/guardian.

When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the Phase Head 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 Grade 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, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

The Phase Head 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.

3. Grade 3 offences will immediately be reported to the Phase Head. The Phase Head 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 a 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.
4. Grade 4 offences will immediately be reported to the Phase Head. The Phase Head 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.
 - The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
 - A verbal warning/reprimand to express disapproval.
 - Written warning.
 - Final written warning.
 - Removal from class. (30 minutes maximum)
 - Written punishment.
 - Community service to improve the physical environment within and around the School property.
 - Homework detention.
 - Saturday Detention.
 - Supervised schoolwork.
 - Referral for counselling.
 - Attendance of a relevant life skills programme.
 - Payment to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item.
 - Temporary suspension from the library or computer room 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.
 - SAIC Hearing as stipulated in Circular 16/2017.

- Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence.

See *Annexure B, Table 2* for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.

PREVENTION, PROACTIVE ADVICE, COUNSELING, PENALTIES AND CORRECTIVE MEASURES

In case of minor offences corrective measures may be applied. These measures could include one or more of the following: (a) verbal warning or written reprimand by an educator or a principal; (b) supervised school work that will contribute to the learner's progress at school, the improvement of the school environment, provided that the parents are timeously informed and the security of the child is assured; (c) performing tasks that would assist the offended person; (d) agreed affordable compensation; (e) replacement of damaged property; and (f) suspension from some school activities, e.g. sport, cultural activities

- Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
 - Conduct that violates the rights or safety of others.
 - Disrespect, objectionable behaviour and verbal abuse directed at educators, other school employees or learners.
 - Criminal and oppressive behaviour of any kind, including rape, gender-based harassment.
 - Victimization, bullying and intimidation of other learners.
 - Infringement of examination rules.
 - Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school.
 - Fighting, assault, battery.
 - Unlawful action, vandalism, defacing or destroying School property.
 - Disrespectful 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, sexism, racism or "hate speech".
 - Sexual harassment or sexual assault.
 - Immoral behaviour or profanity.
 - Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
 - Possession or theft of stolen property including text/ examination papers prior to writing if tests or examinations.
 - 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).
 - Falsely identifying oneself.

- 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.
- Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme 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.

Suspension and expulsion

The Governing Body authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence. In terms of Regulation 4(1)a and c the Governing Body may suspend a learner. The learner may only be suspended for corrective measures by the governing body and not any other structure. Governing Bodies are mindful of the fact that they may suspend learners if the learner's presence at the school constitutes a threat to the school community and that suspension is not to be summarily applied. Expulsion should be considered as the last resort after all other disciplinary measures have failed. Suspension with the intent to expel a learner is part of a process decided by the head of department and the governing body may suspend a learner as a punitive measure if due process has been followed.

A learner that has been expelled, or his/her parent, may appeal against the decision of the HOD to the Provincial Minister of Education within the stipulated number of days of the decision so to expel him/her

All decisions leading to suspensions and expulsions must take cognizance of applicable laws, e.g. A learner whose parents is unable to pay the school fees determined by the SGB may not be suspended from classes or expelled from the school.

The CoC Makes provision for due process for disciplinary hearings; including a fair hearing before a learner may be suspended from the school by the governing body. due process guarantees a learner a fair hearing before a learner maybe suspended for a period of one week or be expelled from the school by the Head od Department.

Any learner alleged to have violated any rule that may require suspension or expulsion, must be brought to the relevant structure at the school. The relevant structure 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 a fair hearing by a disciplinary committee of the governing body.

1. Before a learner is suspended, the learner and his/her parents must be informed, in an appropriate manner (Telephonic and written) and through the notice contemplated of the alleged serious misconduct.
2. The notice to the learner and parent or guardian of the learner must contain sufficient particulars as to the date, time and venue of the disciplinary hearing.

3. The learner and parent or guardian of the learner must be fully informed of their right to access documents relating to the alleged serious misconduct.
4. The learner has the right to be represented at the hearing, to ask questions and cross examine witnesses.
5. The learner and parent or guardian have the right to be informed in writing of the decision of the Governing Body or of the head of Department where expulsion has been recommended and the right of the learner or parent or guardian to appeal against the decision of the Head of Department to the Provincial Minister.
6. In all instances of suspension, the district director, via the circuit team managers, must be informed of the nature and period of suspension.
7. 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.
8. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.
9. Suspensions and/or expulsions will be recorded and all interactions will be minuted.
10. The SGB may only refer a learner for expulsion after fair hearing was conducted by the governing body and not any other structure, neither the disciplinary committee, neither the principal.
11. A learner may only be expelled by the Head of Department.

Disciplinary proceedings

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. The disciplinary committee of the governing body must be appointed in writing and must conduct the hearing in accordance with the provincial regulations laid down by the Provincial Minister of Education.
 - 2.1 be informed of and understand the charges of which written notice must be given at least five days before the time also indicating the date, time and place of hearing. The learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
 - 2.2 receive such particulars on the charge.
 - 2.3 get the opportunity to be heard and tell hi/her side and to be present to the relevant facts.

- 2.4 not be prohibited from being represented by legal counsel, in which case written explanation of the charges must be given, or, in less serious cases the learner may be represented by a parent, guardian or designated person.
 - 2.5 be heard by an impartial person(s)
 - 2.6 be treated with dignity during the process
 - 2.7 be informed in writing of the decision of the governing body on whether or not he/she is guilty of misconduct, and the penalty to be imposed in the case of suspension or expulsion
 - 2.8 have the right to appeal to the provincial minister of education if he/she is aggrieved by the decision of the governing body.
3. Learner must be accompanied by his/her parent or a person designated by the parents at disciplinary proceedings. The SGB must receive communication from the parent to show good cause to continue in the absence of the parent or designated person.
 4. The purpose of disciplinary hearings is constructive in nature. Due process in conducting a fair hearing must be followed throughout the entire process. Parents do have the right to lodge a grievance with the district office.
 5. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
 6. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
 7. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
 8. The Disciplinary Hearing Commission will consist of the following members:
 - 8.1 Governing Body representatives;
 - 8.2 the School Principal or Discipline Officer delegated to oversee this function;
 9. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
 10. The parent can recommend a competent person for an underage learner as witness that can/ will be used as intermediary.
 11. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - 11.1. Demerits;
 - 11.2. 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.
 - 11.3. Recommendation with respect to counselling/attendance of a life skills programme/ community service.

- 11.4. Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- 11.5. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- 11.6. Payment to cover the cost of repair or replacement of the damaged, lost or
 - a. prior to the hearing.
 - b. The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
 - c. If the learner does not attend, the hearing will be conducted in his/her absence.
 - d. Understand how examination/ cross examination/ re-examination will be done.
12. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
13. 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.
14. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
 - 14.1 The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
 - 14.2 The Chairperson must reconvene all interested parties.
 - 14.3 The Chairperson is to communicate the decision of The Committee.
 - 14.4 The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
 - 14.5 The learner must be advised of his right to appeal (Annexure E).
 - 14.6 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).
 - 14.7 The signing of the document by the learner does not imply an acknowledgement of guilt.
15. record of proceedings of the hearing: Full minutes must be kept of the proceeding where charges of misconduct against a learner are investigated and/or discussed. The following, amongst others, must be minuted so that the Head of the WCED is able to determine whether the parent or guardian of the learner or the representative was afforded the opportunity to state their side of the case and whether their representation was properly taken into account in the final decision.
 - 15.1. The full charges against the learner
 - 15.2. How the learner pleads, and the parent's or guardian or their representative's reaction to the charges
 - 15.3. Questions asked by the learner, the parent or their representative and the responses to each question
 - 15.4. The response of the Governing Body to the representative of the learner, the parent or their representative
 - 15.5. The decision of the Governing Body and the reasons for such decision
 - 15.6. Final written warning (Annexure D)

- 15.7. Notice of disciplinary hearing (Annexure E)
- 15.8. Record of disciplinary hearing (Annexure F)
- 15.9. Review form (lodging of appeal) (Annexure G)

Annexure A

School: Sunridge Circle Primary School

Learner and Parent Commitment

I,, a learner at
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 Prefects, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences 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 homework and 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.

Learner signature

Date

Parent/ Guardian signature

Date

Annexure B

List of offences per grade of offence			
Grade 1 Offences	Grade 2 Offences	Grade 3 Offences	Grade 4 Offences
<ul style="list-style-type: none"> ▪ littering ▪ excessively noisy or unruly behaviour before School, during change-over's, during breaks, and after School ▪ eating, drinking or chewing gum during any contact time (class and assembly) ▪ misconduct in an 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's 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 stipulated deadlines – return a library book by the due date, or pay the fine for overdue book/s 	<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 ▪ insubordination – ignoring or failing to carry out a specific instruction (to 	<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 authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School 	<ul style="list-style-type: none"> ▪ use of weapons that cause 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 strike action/meeting/

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<ul style="list-style-type: none"> - attend an extramural activity's practice session without excusing himself/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 /teacher which causes minor physical or mental discomfort ▪ misconduct during detention ▪ minor infringements of uniform regulations: <ul style="list-style-type: none"> - 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 unauthorised items ▪ failure to wear the correct sports kit for a match or practice ▪ hitchhiking while in School uniform, formal or sport dress 	<p>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)</p> <ul style="list-style-type: none"> ▪ 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 leaching or colouring ▪ display of visible tattoos ▪ using a cell phone 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). This includes 	<ul style="list-style-type: none"> ▪ violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending 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 Grade 2 offence 	<p>campaign on School premises</p> <ul style="list-style-type: none"> ▪ Any offence punishable under common law ▪ Indecent exposure
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<ul style="list-style-type: none"> ▪ disruptive behaviour in class ▪ spitting in public ▪ failure to: <ul style="list-style-type: none"> – do class work set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time ▪ copying another learner's class work 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 cell phone, computer game, iPod and similar electronic devices, during all contact time ▪ arriving late for School without an excuse note 	<ul style="list-style-type: none"> – any form of communication, verbal or non-verbal, with another learner – 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 ▪ unreasonable repetition of a Grade 1 offence 		
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Table 2 List of possible sanctions to be applied for Grade 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.

Grade 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-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach) 3. Personal conduct in classroom/on playground: 4. Inappropriate displays of affection between learners; 5. late arrival for class; 6. uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; 7. eating/chewing in class; littering; and cell phone ringing 8. Dress code: Untidiness/unkempt appearance; 9. 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 the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification • Giving a de-merit.
Grade 2 Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> 1. Plagiarism of any work or cheating/attempted cheating in class test/assignment 2. Damage to property/possession of other learners' property 3. Defiance/disregarding of an authority figure's instructions 4. Detention – non-attendance 5. Disregarding test/examination procedures 6. Disruptive/uncooperative in class 7. Disruptive behaviour frustrating teaching and learning in the classroom 8. Repeated dress code infringements (including hair and personal grooming) 	<ul style="list-style-type: none"> ▪ 0 for test and warning letter (Removed) ▪ Referred to SIAC Committee ▪ Repair/replacement, warning letter and Principal's detention ▪ Suspension from class, warning letter and Principal's detention ▪ Making up missed detention, warning letter and an information hearing ▪ Warning letter and Principal's detention ▪ Identification of culprit/s and grade teacher to organise corrective measures ▪ Warning letter and detention ▪ After three (3) warnings, Principal's detention

<p>9. Fighting</p> <p>10. Fire-crackers</p> <p>11. Forgery, e.g. parent/guardian's signature</p> <p>12. Gambling on or off School property</p> <p>13. Graffiti: books, case, desks, walls, etc.</p> <p>14. Late for School – three (3) days</p> <p>15. Late arrival at School after 7:45 am</p> <p>16. Lying</p> <p>17. Offensive material</p> <p>18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property</p> <p>19. Smoking – selling cigarettes on/off School property</p> <p>20. Spitting</p> <p>21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner</p> <p>22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.</p> <p>23. Threatening assault/intimidation of a fellow learner</p> <p>24. Truancy – bunking a lesson</p> <p>25. Truancy – bunking a day or part of a day</p> <p>26. Vandalism – defacing/damaging/breaking School property</p> <p>27. Verbal abuse of a fellow learner</p>	<ul style="list-style-type: none"> ▪ Warning letter and detention ▪ 1st offence: Special detention ▪ 2nd offence: Special Detention ▪ 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated) ▪ Removal, warning letter and Principal's detention ▪ Phone call to parents and detention ▪ Phone call to parents and Principal's detention ▪ Warning letter and detention ▪ Warning letter and detention ▪ 1st offence: Special detention ▪ 2nd offence: Special detention ▪ 3rd offence: Formal disciplinary hearing, special detention and professional counselling ▪ (All cigarettes and lighters to be confiscated) ▪ 1st offence: Information disciplinary hearing, warning letter and special detention ▪ 2nd offence: Formal disciplinary hearing, warning letter and special detention ▪ Principal's detention ▪ Warning letter and detention ▪ Information hearing, warning letter and detention ▪ Phone call to parents and warning letter and detention ▪ Principal's detention ▪ Phone call to parents, warning letter and detention ▪ Phone call to parents, warning letter and detention ▪ Phone call to parents, repairs/payment of damages, warning letter and detention
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Grade 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 School outing	<ul style="list-style-type: none"> ▪ Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	<ul style="list-style-type: none"> ▪ Suspension from class/School. Disciplinary hearing,
3. Bullying/Intimidation	<ul style="list-style-type: none"> ▪ warning letter, community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	<ul style="list-style-type: none"> ▪ Warning letter and community service and detention (removed) ▪ Referred to SIAC Committee
5. Possession/distribution of test or examination material prior to test or examination being written	<ul style="list-style-type: none"> ▪ Nought and warning letter ▪ Disciplinary hearing, nought for test / examination,
6. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	<ul style="list-style-type: none"> ▪ warning letter, community service, detention ▪ Suspension from class/School. Disciplinary hearing,
7. Disruptive behaviour on School property or on School sponsored fixture / outing / trip / tour (frustrating School's educational / extracurricular programme)	<ul style="list-style-type: none"> ▪ warning letter, community service and detention
8. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	<ul style="list-style-type: none"> ▪ Suspension from class/School. Disciplinary hearing, ▪ warning letter, community service and detention
9. Drugs – consumption not associated with School	<ul style="list-style-type: none"> ▪ Suspension from class/School. Disciplinary hearing,
10. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	<ul style="list-style-type: none"> ▪ warning letter, community service and detention
11. Involving/attempting to involve outsiders in disputes between learners	<ul style="list-style-type: none"> ▪ Interview with parents, professional intervention
12. Pornography – distribution at School	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter and detention

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<p>13. Public indecency</p> <p>14. Racist conduct that defames a learner/teacher</p> <p>15. Improper suggestions of a sexual nature</p> <p>16. Sexual harassment of teacher/learner</p> <p>17. Threatening to assault/intimidating a teacher</p> <p>18. Verbal abuse of a teacher</p>	<ul style="list-style-type: none"> ▪ Disciplinary hearing, warning letter, community service and detention ▪ Warning letter, community service and detention ▪ Disciplinary hearing, warning letter, community service and detention ▪ Suspension from class/School. Disciplinary hearing, warning letter, community service and detention ▪ Disciplinary hearing, warning letter, community service and detention ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
<p>Grade 4 Offences</p>	<ul style="list-style-type: none"> ▪ Recommended Corrective Sanctions
<p>1. Alcohol – drinking/drunken at School or on School or on School outing</p> <p>2. Alcohol – drinking in public</p> <p>3. Assault on a learner causing serious bodily harm</p> <p>4. Assault on a teacher</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion ▪ Suspension from School. Disciplinary hearing and expulsion ▪ Suspension from School. Disciplinary hearing and expulsion

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<p>5. Bribery/attempted bribery of any person respect of any test/examination material</p>	<ul style="list-style-type: none"> ▪ Disciplinary hearing, warning letter, community service and detention/expulsion
<p>6. Dangerous weapon or object, e.g. knife – possession at School</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing,
<p>7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing</p>	<ul style="list-style-type: none"> ▪ appropriate punishment, e.g. community service, ▪ detention/expulsion
<p>8. Drugs/illegal substances – possession at School/on School outing</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing,
<p>9. Drugs/illegal substances – consumption / under the influence at School/on School property</p>	<ul style="list-style-type: none"> ▪ appropriate punishment, e.g. expulsion
<p>10. Drugs/illegal substances – dealing ('pushing') at School/on School outing</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention
<p>11. Forgery of any document or signature to the potential/actual prejudice of the School</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
<p>12. Fraud (financial)</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing and ▪ expulsion
<p>13. Hostage-taking</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
<p>14. Satanic practices that damage property or cause harm to people or any other living creatures.</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, ▪ compensation, warning letter, community service and detention/expulsion
<p>15. Sexual assault/rape</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing and ▪ expulsion
<p>16. Theft / dishonest conduct to the prejudice of another person</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community

<p>17. Trading in test / examination material for personal monetary gain</p> <p>18. Vandalism – malicious damage to School / teacher's property</p>	<p>service, detention and professional counselling/expulsion</p> <ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing and ▪ expulsion ▪ Disciplinary hearing, replacement of stolen articles, ▪ warning letter, community service and ▪ detention /expulsion ▪ Disciplinary hearing, warning letter, community ▪ service, detention/expulsion ▪ Disciplinary hearing, repair damage, warning letter, ▪ community service and ▪ detention/expulsion
---	---

Annexure C

WRITTEN WARNING

School:

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 Phase Head

.....

.....

Date:

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



Annexure D

School:

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:

Dates of previous warnings:

Grade of offence:

Nature of offence:

.....

.....

Learner's statement:

.....

.....

Learner Teacher

Witness Phase Head

.....

.....

Date

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

Annexure E

School:

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:
.....
.....
.....



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

until

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.

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

Time:..... Date:...../...../..... Time:.....

Date:...../...../.....

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 an internal representative.
- The right to be assisted 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 in writing 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



Annexure F

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 Teacher

.....

Witness Phase Head

.....

Date

Venue:.....

Date:.....

School:

Complainant (if applicable): Learner:

1. 1.

2. 2.

Annexure G

School:

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 grade of offence.

Disciplinary procedures were not followed.

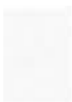
New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

.....

The following reasons are submitted in support of this appeal:

.....
.....
.....
.....
.....



Annexure H

Managing COVID 19 and Learner behaviour

The management of children and this pandemic is new to South Africa and our school. Our primary aim at Sunridge Circle Primary School is delivering quality curriculum. We believe that learners must learn and teachers must teach, this pandemic however requires us to change the normal school day and adapt a new normal in learner behaviour. All parties entering the premises will need to conform to strict health measures and control certain behaviour so that we can limit the spread of this virus. We must at all times be on guard. The way we teach and behave at school will need to change quite drastically. We will strive to deliver that quality curriculum with all the safety and health measures that must be put in place. At Sunridge Circle Primary School we aim to:

- deliver a quality curriculum to every learner
- promote values inside and outside the classroom
- educate and eradicate the stigma around COVID 19
- maintain a healthy and safe environment for all learners and staff

Classroom behaviour:

- Learners may not leave their seats at any point in time without requesting and receiving permission to do so from the staff member in charge,
- No sharing of items will be permitted due to the health risks involved,
- Learners will continuously be reminded to refrain from touching their masks, shields, face, eyes and nose,
- Learners are expected to follow all instructions, within reason given by the educator,
- Learners will continuously be requested to sanitize and wash their hands,

Before and after school:

- Parents/guardians will be expected to follow the staggered start times and end times very strictly and ensure that their child/ren are collected at the required time,
- All learners will be screened before the start of each day,
- Learners that do not pass the screening will be isolated and parents/guardians requested to collect the child,
- There will be no playing before or after school
- Parents/guardians that make use of transport companies must make sure that they are collected and/or dropped at the correct times and that the transport company is following regulations in accordance to the COVID 19 regulations set out,
- Learners that are walking home must do so immediately after school. No loitering will be allowed outside the school gate,
- Parents/guardians must make every effort to educate their child with regards to non-negotiables around the managing of this disease.

POLICY APPROVAL

	DESIGNATION	DATE
PRINCIPAL	<i>Law</i>	2024.06.04
SGB CHAIR	<i>Subomb</i>	2024.06.04
REVUE DATE	2026.06.04	