



Academy Private School

“Unlock your Future”

LEARNER’S CODE OF CONDUCT

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LEARNER'S CODE OF CONDUCT

1. POLICY STATEMENT

This document is part of the broader Academy Private School code of conduct, together with school rules, Academy disciplinary Procedure, Education regulations, Drug Test and Random search Regulations and Regulations to prohibit Initiation Practices.

This policy provides a suitable environment to accommodate learning excellence and change behaviour appropriately and positively.

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 applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the 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 policy prescribes certain responsibilities to the stakeholders in this policy and should stakeholders not adhere to these responsibilities, the school has the right to implement disciplinary procedures in line with the school disciplinary policy.

Overall, this policy expects all stakeholders to create an atmosphere of mutual respect, tolerance, high morals, integrity, honesty, good manners and punctuality.



2. STAKEHOLDERS

This policy is applicable to all learners, parents or guardians of learners and sponsors responsible for the payment of school fees on behalf of learners.

2.1 It is the school's responsibility to:

- Ensure that learners and parents/guardians have free access to the code of conduct.
- Supply a copy of the code of conduct to each learner.

2.2 It is the educator's responsibility to:

- Ensure that all stakeholders are annually made aware of the content and implementation requirements of this policy.
- Ensure that the requirements of this policy are enforced.
- Supply a copy of the code of conduct to learners and parents/guardians, when requested.
- Implement and apply the code of conduct consistently and fairly.

2.3 It is the learner's responsibility to:

- Read through and familiarise themselves with the content of this code of conduct.
- Sign the acknowledgement confirming compliance with this code of conduct.
- Comply with instructions from educators and the general rule of the school.
- Respect and care for the property of the school and the environment.
- Behave, act and dress in a way that brings credit to themselves and the institution.
- Be courteous and respectful towards others.
- Co-operate and participate.
- Be punctual and have timeous and regular class attendance.
- Accept legitimate punishment and disciplinary action taken against them as being fair, reasonable and rehabilitative.
- Strive towards the pursuit of excellence and be diligent in their efforts to learn.

2.4 It is the parent's/guardian's/sponsor's responsibility to:

- Read through and familiarise themselves with the content of this code of conduct and to ensure that the code of conduct is fully understood by the learners.
- Sign the acknowledgement confirming compliance with this code of conduct.
- Participate in the learning process and communicate freely with the school.
- Support the efforts of the school and its educators to teach their children.
- Actively participate in school activities.



- Make positive suggestions and contributions to improve the school's education process and learning environment.
- Ensure that school and other fees are paid timeously.
- Inform the school of any changes in their contact details.
- Encourage their children's active participation in the school and extra mural activities.
- Support the disciplinary system and procedures of the school in the interest of maintaining an environment conducive to learning.
- Ensure punctual attendance at all compulsory functions and activities.

PART 1: SCHOOL RULES

All learners at the school are bound by this code of conduct. The school rules are part of the code of conduct of the Academy together with the Rights and Responsibilities of learners. These rules will not deal with obvious matters of behaviour. Any breach of good manners or common sense is undesirable and may be punished.

A: General Principles

- Learners must support educators and staff members to generate an atmosphere of mutual respect and tolerance to create a positive and safe learning environment.
- Academy Private School is a drug free, weapon free, alcohol free and smoking free zone.
- Learners must make informed decisions and to accept responsibility for; and the consequences of these decisions
- Educators have the right to make and display rules within their own classrooms and insofar as these rules do not interfere with this code of conduct, school rules or the rights of the learners, learners must adhere to these rules.
- Learners must refrain from behaviour with the intent to harm the physical, mental or moral well-being of any other learners, or which may have that result.
- The use of foul and/or offensive language is not permitted.
- Vandalism and/or malicious damage of school property, permanent fixtures or fittings and school equipment is not permitted.
- Sexual activities and/or sexual harassment are not permitted.
- Any form of discrimination or racism is not permitted.
- Learners must refrain from dishonest behaviour and theft.
- Repeated misbehaviour will be progressively disciplined.
- The school reserves the right to take disciplinary action against a learner for misconduct that took place after school hours and/or off school premises, and/or which may have a negative impact on the school and/or other learners as a result.
- Every learner has the right to education and a safe learning environment.
- A register is kept to record the learner's attendance each school day.



- Learners must adhere to the school uniform.
- Cell phones are not permitted during contact time, except with the permission of an educator.

B: School and Class Attendance

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

- If a learner does not attend School regularly; the relevant grade teacher will report the absence of the learner to the parents and the principal in writing. The grade teacher/class captain must keep an accurate register of learner attendance.
- All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
- Absence from class, without the permission of the relevant grade or subject teacher, is prohibited.
- Any absence from School must be covered by an absentee note from a parent/guardian.
- 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.
- Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
- No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of the child and the permission of the Principal/Deputy/Grade Head from whom an exit note must be obtained.
- Truancy from School is prohibited.
- All learners will attend assembly for the full duration thereof.

C: School Uniform and General Appearance

1.1 General

- Learners must wear blazer and tie to and from school
 - to all school events, except sports events;
 - when attending school functions as part of a school-organized group
 - to formal assemblies.
- Boys must be clean-shaven.
- Hair must be neatly and tidily presented and should not draw undue attention or make a fashion statement. Hair accessories must be black or white and not draw undue attention.



- Hair must not draw undue attention as a result of colour, dyeing or styling. If, at the start of the day or term, a learner comes to school with hair that does not conform to school rules, that student will be sent home to have it cut.
- Girls' skirts must not draw undue attention due to shortness or tightness.
- School shirts must be tucked in at all times.
- Learners must only wear clothing with the Academy Private logo on it.
- A tie must always be worn with a long-sleeved white school shirt.
- No jewellery, except a watch, is allowed. Girls may wear one plain gold/silver pair of stud earrings. Jewellery will be confiscated and returned at the end of the term.
- Additional piercings must be removed and tattoos must be covered at all times.
- Fingernails must be kept trimmed short and clean. Fake nails or nail polish is not allowed.

1.2 Summer Uniform

- Girls and boys must wear short sleeved white shirts.
- Girls must wear white school shirts with black skirts/long black pants with white socks and black school shoes. Bras must not draw undue attention as a result of colour.
- Boys must wear white school shirts with short/long black pants with white socks and black school shoes.
- Plain black pullovers/vests/blazers with the school badge may be worn.

1.3 Winter Uniform

- Girls and boys must wear long sleeved white shirts with a black tie. Learners must not wear colourful shirts under the long-sleeved white shirts.
- Girls must wear black stockings with black skirts and black school shoes or long black pants with black school shoes.
- Plain black pullovers/vests/blazers/rain jackets with the school badge may be worn.
- Black scarfs and black beanies may be worn on very cold days.

1.4 Sport Uniform

- Learners must wear a plain black T-shirt/the school's golf shirt with black sport shorts.
- Learners may wear the track suit at the athletics meeting and during the sport period.

1.5 Civvies/Casual Days

- Learners must be neatly and tidily presented.



- Clothes should be respectable and must not be too tight, too short or too revealing.
- Clothes must not have offensive language printed on it.

Inspection will be held by the teacher and/or prefects on duty. If a learner does not adhere to the guidelines, then the learner will not be allowed to participate in the following civvies day and/or will be asked to go home and change.

D: Valuables and Personal Belongings

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

- 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 parents.
- Learners may not bring computer games, iPods or similar electronic devices to School, unless given permission by the teacher.

E: General Rules

- Loitering and/or playing in and around the corridors, stables and toilets is forbidden.
- All litter must be placed in refuse bins or wastepaper baskets.
- Wilful damaging, vandalising or neglect of school property and the property of others, either by writing of by a physical act, is prohibited. Theft of school and private property is also prohibited.
- Any act of cheating in class work, homework, informal and formal test or internal or external examinations is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- The timeous handing in of work is the responsibility of the learner.
- The learner will respect the beliefs, culture, dignity and rights of the other learners, as well as their right to privacy and confidentiality.
- Language that is seen as pejorative, discriminatory or racist is prohibited.
- Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in



authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

- The carrying, copying and/or reading of offensive material is prohibited.
- Learners must keep clear of areas that are indicated as out of bounds. These include:
 - The School parking lots, except during drop-off and pick-up times.
 - Electrical mains distribution boxes and fire extinguishers.

F: RULES GOVENING PUBLIC PLACES

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

- 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.
- The carrying and/or smoking of cigarettes is prohibited.
- Alcohol is not permitted on school premises or during any school activity.
- The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

G: TRANSPORT

Learners wishing to park motor cycles/motor vehicles on the school grounds must first obtain permission from the school to do so and make use of the areas specifically demarcated for this purpose.

- All learners park their vehicles and bikes (pedal or motorised) on the school premises at their own risk.
- Learners may ride or drive a vehicle on the school grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.

H: SCHOOL ENRICHMENT PROGRAMME

Involvement in activities makes 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.

- The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.



- Once a learner has committed him/herself to an activity, he/she will be bound to meet the rules and obligations related to that activity.
- Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 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 the activity.
- Appropriate kit/uniform will be worn to practices and fixtures.
- Learners travelling to an away fixture will travel in full school uniform, unless other arrangements have been made.

I: ACCOMODATION 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 the deviation from this code of conduct by the management team under the following conditions:

- 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.
- 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 management team to accommodate such religious rights.
- The learner must provide proof that he/she belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's code of conduct are his/her true beliefs and commitments.
- The religious conduct or practice must be lawful.
- The management team must consider the application and, if it is satisfied that the application is justified in terms of constitutional principles, the application will be granted in writing.
- When the management team allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.



PART 2: DISCIPLINARY SYSTEM

This guideline has been drawn up to inform all learners of Academy of the procedures the school will follow when dealing with allegations of misconduct on the part of learners. It also serves to guide the school and its teachers in the application of disciplinary measures. Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary.

The school has from time to time reviewed its procedures and reserves the right to continue to review and adapt this guideline when necessary.

A: GRADING OF OFFENCES

Offences are graded according to the nature and degree of seriousness of the offences. The section below provides a list of offences making up categories A, B and C, where category C are the most serious offences.

1. Category A (General Misconduct)

The School regards the following as general misconduct:

- Refusal or failure to complete homework and/or refusal to deliver letters to parents/guardians; unreasonable and unexplained refusal to attend or participate in school activities or compulsory events; refusal or failure to present textbooks/ exercise books/e-books and/or repeated failure to charge e-book reader;
- Tardiness or littering and/or failure to have the correct learning materials during lessons and/or poor grooming, unhygienic personal habits and improper use of ablutions
- Truancy, unexplained absences from classes and/or from compulsory events and/or failing to make prior arrangements and/or receive prior permission when absent from school and then on return to school failing to present a note from the learner's parents explaining the absence; leaving class without permission; persistent late-coming or early unauthorised departure from class/school
- Inappropriate school uniform.
- Persistent misuse of personal communication devices during school activities. The use of electronic devices is only permitted when an educator grants the learner permission.
- Bringing a motor vehicle or motorcycle onto the school premises without written consent from the principal/vice-principal; driving a motor vehicle or motorcycle in a manner that might endanger other persons on/around school property and/or failing to produce the learner's valid driver's licence on request from an educator.



- Any other transgression not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.

2. Category B (Serious Misconduct)

The School regards the following as serious misconduct:

- Refusal or failure to attend class; absent from school without a valid reason;
- Smoking or being in possession of cigarettes or tobacco related products on the school premises or at official school events;
- Wilful disruption or inappropriate/provocative/rude behaviour in the class or school;
- Uses foul and/or vulgar language;
- Lying or dishonesty;
- Accidental damaging of property;
- Disregard for authority; refusal to follow instructions;
- Any transgressions by a learner that is considered by the school authorities to warrant more than a verbal reprimand and an ordinary warning.
- Recurring behaviour of any of the above mentioned can result in a disciplinary hearing.

3. Category C (Very Serious Misconduct)

The School regards the following as very serious misconduct:

- Using or being in possession or selling or distributing a dangerous objects, alcoholic liquor or illegal drugs; Being under the influence of alcoholic or dangerous or prohibited substances;
- Committing an act of gross in subornation or engaging in immoral conduct;
- Committing an act of bullying, assault, theft, arson or malicious damage to property;
- Being in possession of or using any unauthorized copy of a test or examination question paper; or cheating, distributing, trading, bribing, or attempting to bribe any person in respect of any test or examination, with the intention of enabling himself/herself, or any other person, to gain an unfair advantage;
- Endangering the safety or threatening fellow learners or educators, disrupting the school programme or violating the rights of others;
- Using hate speech, making himself/herself guilty of racism, sexism, sexual harassment, possessing or distributing pornographic material or engaging in any act of public indecency;
- Falsely identifying himself/ herself, or knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school;



- Consuming alcohol while officially representing the school e.g. tours, or functions where their presence comes about through their membership of the school;
- Being repeatedly been found guilty of transgressing the learner's code of conduct;
- Bringing the school into disrepute by his/her behaviour outside the school;
- Participating in initiating practices as defined in the Regulations prohibiting Initiation practices;
- Refusing to undergo drug test in terms of the Drug Test and Random Search Regulation;
- Leaving the school premises without permission;
- Committing vandalism; or
- Conducting himself/herself, in the opinion of the school, in a disgraceful, improper or unbecoming manner, may be guilty of serious misconduct.

B: DISCIPLINARY PROCEDURE

The school will strive to maintain discipline in a manner that builds an atmosphere of respect and self-worth. The school reserves the right to exercise both formal and informal disciplinary interventions as it deems appropriate. Disciplinary interventions that may be applied by the school include the following:

- A verbal warning/reprimand to express disapproval
- Removal from classes
- Written punishment
- Community service to improve the physical environment within and around the school property
- Referral for counselling
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine
- Detention
- Temporary suspension of school-related privileges
- Withdrawal of recognition
- Parent contact and/or interview with parents
- A formal written warning
- Exclusion (suspension or expulsion from school)

Staff members giving detention will implement it. The vice-principal/ principal must be informed about the detention in writing.

Every incident must be recorded on paper- with dates, names of people involved and a brief outline of what happened.



All offences will be recorded in the learner's profile for the duration of the learner's stay at the Academy.

The category of the offence will determine the procedure to be followed.

Category A:

Teacher records behaviour in class book in sheet A. After three entries, the teacher must inform the Grade Head and Principal. The Grade Head will contact the parents about the offences and the learner will receive detention and a verbal warning. If behaviour, of minor, similar or related transgressions, continues progressive formal action will be taken, refer to INTERVENTION 1 on page 15.

Category B:

An investigation is conducted about the alleged conduct of a learner to determine whether there are grounds to institute disciplinary action (written warning/detention/suspension). An incident report is compiled and parents are informed.

1st entry: Learner receives verbal warning, detention and behaviour is monitored.

2nd entry: The principal meets with the parents and the learner receives detention.

3rd entry: The parents are informed and the learner receives a written warning, the management team may, on reasonable grounds, and as a precautionary measure, ask parents to fetch the learner from the School immediately. The principal meets with the parents.

4th entry: The parents are informed and the learner receives a written warning. The principal meets with the parents; parents and learner are informed that repeated transgression will lead to suspension.

If behaviour of similar or related serious misconduct continues, progressive formal action will be taken, refer to INTERVENTION 2 on page 15.

Category C:

An investigation is conducted about the alleged conduct of a learner to determine whether there are grounds for a disciplinary hearing or to institute disciplinary action (written warning/detention/suspension). An incident report is compiled and parents are informed. The management team may, on reasonable grounds, and as a precautionary measure, suspend the learner suspected of very serious misconduct from attending school for a period not longer than seven school days.

1st entry: The parents are informed and the learner receives a written warning, the management team may, on reasonable grounds, and as a precautionary measure, ask



parents to fetch the learner from the School immediately. The principal meets with the parents.

2nd entry: The parents are informed and the learner receives a written warning. The principal meets with the parents; parents and learner are informed that repeated transgression will lead to suspension. Depending on the offence the school will immediately file a report with the SAPS.

If behaviour of similar or related very serious misconduct continues, progressive formal action will be taken, refer to INTERVENTION 2 and/or 3 on page 15.

- INTERVENTION 1: Learner will receive a written warning and parents will be informed by vice-principal/principal.
- INTERVENTION 2: Learner will receive a written warning. Parents and learner will be informed of the intention to suspend and the reasons therefore.
- INTERVENTION 3: The parents and the learner will be informed, in writing, that disciplinary proceedings will be instituted against the learner.

C: EXCLUSION OF A LEARNER (SUSPENSION OR EXPULSION)

Exclusion falls into two main categories at independent schools.

1. Exclusion for non-payment of fees:

The owners of the school manage this process. The school may suspend/expel learners, due to breach of contract, when parents fail to pay school fees. However, adequate warnings must be given to the parents.

2. Exclusion on grounds of violation of rules:

Suspension of learners

- a) Suspended learners (with the possible exception of Matrics – see f) below) are not permitted to be on the school property at any time during the period of their suspension. They are therefore excluded from all academic, sporting, cultural and social activities at the school. In addition, they are not permitted to attend any academic, Academy Private School is participating.
- b) Where the nature of the academic work allows it, teachers are expected to forward notes and other information such as required reading to the suspended learner for the duration of his or her suspension. This work may be sent electronically, via a fellow learner or left at Reception for a family member to collect. Suspended learners are expected to complete all exercises and work sent home and to produce it on their return after suspension.



- c) On their return from suspension, it is the learners' responsibility to ensure that any aspects of the curriculum which they have missed and requires clarification is caught up.
- d) Any written test which is scheduled during the period of the learner's suspension will be recorded as 'absent'. The learner will be provided with a 'second opportunity' once the suspended learner returns. This also applies to any oral assessments.
- e) Where the suspended learner forms part of a group assessment task, the teacher must ensure that the other members of the group will not be penalised by the absence of one of their members by making an informed adjustment of the requirements of the task.
- f) If the suspended learner is in Matric, they will be allowed to come to school to complete any assessments which form part of their SBA portfolio. However, they may not wear any part of the school uniform and will complete their assessment in a separate venue to the rest of their class. The school will arrange a member of staff to supervise such assessments. Once they have completed their assessment, they are expected to leave the premises immediately.

D: DISCIPLINARY HEARING

A written notice must be given at least five school days before the disciplinary hearing to the learner and parents.

The notice must:

- a) inform the learner and the parents that disciplinary proceedings will be instituted against the learner;
- b) contain sufficient particulars of the date, time, place and the nature of the alleged misconduct to enable the learner to identify the incident and to respond thereto at the disciplinary hearing;
- c) contain the date, time and venue of the disciplinary hearing;
- d) advise the learner of his or her rights to:
 - o be accompanied and represented at the hearing, by his or her parents, or by a representative chosen by the parents;
 - o request access to documents or information produced in evidence; and
 - o ask questions, cross-examine, lead evidence, call witnesses and produce documentary evidence to clarify issues pertaining to the allegation.
- e) Inform the learner, where applicable, of the precautionary suspension and the nature of academic support to be provided by the school before the disciplinary hearing and during the period of suspension.



E: DISCIPLINARY HEARING PROTOCOL:

- a) Legal representation is not permitted at a disciplinary hearing as a right, although a written request for legal representation can be addressed to the chairman prior to the hearing. The chairperson's ruling in this regard will be final.
- b) A disciplinary hearing is an informal inquiry in which formal rules of evidence are not strictly applicable.
- c) The chairperson will have a broad discretion to determine the manner in which evidence is led and in which manner proceedings are to be conducted.
- d) After completion of the disciplinary hearing, the findings made should be communicated in writing to the learner's parents/guardians by the chairperson. In the event of expulsion, this notification must also include a reminder that the learner has the right to appeal to the principal within five school days of the hearing's outcome being communicated.
- e) The appeal should as far as is reasonable be conducted within a further seven school days of receipt of appeal.
- f) The school must keep copies of the record of; and all documentation used in the hearing for at least six months after the conclusion of the hearing.
- g) Testing for drugs: Parents must agree to testing.

F: CONCLUSION

Although it is impossible to list every possible transgression for which the *Disciplinary Council* would recommend suspension, a general consideration would be that expulsion would be too harsh a punishment for a first offense, but appropriate if the offence was repeated.

Discipline must, wherever feasible and effective, be applied progressively. Informal action for minor transgressions is generally applied at educator level, without a formal investigation being necessary. Repeated committing of a minor, similar or related offence will however result in increasingly more severe and formal action being taken; particularly where a clear pattern or behaviour trend is indicated by the learner's continued misconduct. This could lead to the learner's exclusion.

Notwithstanding the principle of progressive discipline, a serious first offence may justify a formal and severe penalty (intervention 3), and mitigate against the imposition of a lesser form of action.

In every case, however, the unique circumstances and the degree to which a learner has participated in the offense must be considered.



ANNEXURE A

ACKNOWLEDGEMENT BY LEARNER AND PARENT/GUARDIAN

I, the learner, know that my main priority at school is to learn and to succeed academically as well as to take part in physical activities and to develop as a person.

I acknowledge that I have a responsibility to do my part for my academic growth and development and will therefore:

- Attend school regularly and punctually.
- Allow other learners the right and opportunity to learn.
- Refrain from any behaviour that might disrupt or interfere with a class or learning.
- Use every opportunity provided to learn from my educators, fellow learners and my homework.
- Behave, act and dress in a way that brings credit to themselves and the institution.
- Complete my homework and assignments punctually, neatly and to the best of my ability.
- Immediately report all incidents of social misconduct to my educators.
- Refrain from leaving the classroom during contact time, unless deemed valid by the educator.
- Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
- Not litter and preserve school property for the use and benefit of all present and future learners.
- Compensate the school or other persons for the loss of or damage to any property due to my negligence.
- Be loyal to the school and display loyalty in my behaviour and speech.
- Be an active member of the school through participation.
- Show respect to all people's rights.

I acknowledge that I have read the contents of this code of conduct and I agree to be bound by the contents of the code of conduct, drug and alcohol policy, school disciplinary policy and all other school policies and rules

LEARNERS FULL NAMES

DATE

LEARNER'S SIGNATURE

I, the parent/guardian of the above learner, acknowledge that I have read the code of conduct, drug and alcohol policy, learner disciplinary policy and learner's pledge and I agree to explain the content of and do what reasonably could be expected of me to assist in ensuring that my child adheres to the school's policies. I agree that, should my child commit any of the above transgressions, the school will have the right to follow the above disciplinary procedures and I agree that my child and I will comply with the imposed sanction/s.

PARENT/GUARDIAN FULL NAMES

DATE

PARENT/GUARDIAN'S SIGNATURE