



Academy Private School

“Unlock your Future”

STUDENT’S CODE OF CONDUCT

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STUDENT'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 states the rules regarding student behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by students. The code of conduct applies to all students while they are registered with the school, on the school premises, away from the school representing it, or attending a school function.

Section 8(4) of the SA Schools Act provides that all students attending a school are bound by the code of conduct of that school. All students 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 students, parents or guardians of students and sponsors responsible for the payment of school fees on behalf of students.

2.1 It is the school's responsibility to:

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

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 students and parents/guardians, when requested.
- Implement and apply the code of conduct consistently and fairly.

2.3 It is the student's responsibility to:

- Read through and familiarise themselves with the content of this code of conduct. A copy of the code of conduct is available on ChildCloud under the folder school policies Grade R – 12.
- Sign the acknowledgement confirming compliance with this code of conduct (Annexure A).
- Comply with instructions from educators and the general rules 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 students. Parents receive a copy of the school code of conduct as part of the application process.



- Sign the acknowledgement confirming compliance with this code of conduct (Annexure A).
- 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.
- Inform the school of any medical conditions their child(ren) might have.
- 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 students 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 students. 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

- Students 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.
- Students must make informed decisions and 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 students, students must adhere to these rules.
- Students must refrain from behaviour with the intent to harm the physical, mental or moral well-being of other students, 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.
- Students must refrain from dishonest behaviour and theft.



- Repeated misbehaviour will be progressively disciplined.
- The school reserves the right to take disciplinary action against a student 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 students as a result.
- Every student has the right to education and a safe learning environment.
- A register is kept to record the student's attendance each school day.
- Students must adhere to the school uniform.
- Cell phones are not permitted during contact time or during break times, except with the permission of an educator.
- At Academy Private School English is the language of learning and only English should be spoken during formal lessons, this rule does not apply to any First Additional Language lessons.

B: School and Class Attendance

Parents/guardians, students, educators and management members are jointly responsible for ensuring that all students attend school.

- If a student does not attend school regularly; the relevant grade educators will report the absence of the student to the parents and the principal in writing. The grade educators/class captain must keep an accurate register of student attendance.
- All students are to arrive at school before the official starting time. Students who are late for school will be marked absent as registers are completed at the beginning of each school day. Grade 7 to 12 students will be marked absent if they arrive after 7:55 and Grade R to 6 students will be marked absent if they arrive after 8:00.
- Students who arrive after the official starting time must first report to the office and will receive a late slip. Repeated offenders will receive demerits
- Absence from class, without the permission of the relevant grade or subject educators, is prohibited.
- Any absence from school must be covered by an absentee note from a parent/guardian.
- Should a student be absent from school for a period of three (3) consecutive 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 student may leave the school during school hours without communication 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 students will attend assembly for the full duration thereof.



C: School Uniform and General Appearance

1.1 General

- All school uniform items should be clearly labelled with the child's name.
- Students must wear a 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 will be deemed too long if it covers eyes or touches the school shirt collar. Students will be requested to tie up their hair or have it cut.
- Hair must not draw undue attention as a result of colour, dyeing or styling. If, at the start of the day or term, a student comes to school with hair that does not conform to school rules, that student will be sent home to have it corrected.
- Girls' skirts must not draw undue attention due to tightness. Girls' skirt must not be shorter than a palm-width above the knee.
- School shirts must be tucked in at all times.
- Students 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. Students may wear one plain gold/silver pair of stud earrings. Only one earring per ear is allowed.
- Incorrect 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.
- Nose rings and other facial piercings are not permitted.
- Fingernails must be kept trimmed short and clean. Fake nails or nail polish is not allowed.
- Students may only change into their sport clothes the break before the lesson and must change back into their school uniform after the sport lesson.

1.2 Summer Uniform

- Girls and boys must wear short sleeved white shirts.
- Girls must wear white school shirts with black school skirts/black school shorts/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 school pants with black socks and black school shoes.



- All black pullovers/vests/blazers must have the school badge on it.
- Rain jackets are not allowed.

1.3 Winter Uniform

- Girls and boys must wear long sleeved white school shirts with a black tie. Students must not wear colourful shirts under the long-sleeved white shirts.
- Girls must wear black stockings with black skirts/long black pants with black school shoes.
- All black pullovers/vests/blazers/rain jackets must have a school badge on it. Other jackets will not be allowed.
- Black scarfs and black beanies may be worn on very cold days only (when there is snow on the mountains).

1.4 Sport Uniform

- Students must wear a plain black T-shirt/the school's golf shirt with black sport shorts.
- Students may wear the track suit at the athletics meetings and during the sport period.
- Tights and/or cycling shorts are not allowed.
- Students must wear plain black athletic shoes "takkies".

1.5 Civvies/Casual Days

- Students 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 or signs printed on it.
- If they do not adhere to this, parents will be phoned to collect their child and students can return to school once the clothing has been corrected.

Inspections are done at every assembly and continuously throughout the week by the educators and/or prefects on duty. If a student does not adhere to the guidelines, then the student will receive demerits and/or will be asked to go home and change. Repeated offenders will not be allowed to participate in the following civvies day.

It is the parents' responsibility to inform the school, if their child has a valid reason for not wearing the correct school uniform. The school may request a medical certificate or formal letter, if needed.



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. devices, bags, books and clothing).

- Students should avoid bringing cell phones, smart watches, large sums of money and valuables to school. Cell phones may not be switched on and must be packed away during formal school hours. Cell phones will be confiscated by educators, if they are used without permission. Cell phones will either be confiscated until the end of the term or can be returned immediately if a fine of R150 is paid.
- Students may not bring computer games, iPods or similar electronic devices to School, unless given permission by the educators.
- It is the parents' responsibility to ensure that devices are insured, in case they are lost or damaged.

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 provided.
- 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.
- Any act of cheating in class work, homework, informal and formal tests, and internal or external examinations is prohibited. Furthermore, copying of and/or borrowing another student'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 student.
- The student will respect the beliefs, culture, dignity and rights of other students, 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 student's culture, race or religion is prohibited.
- All students have the right to an education free of interference, intimidation and/or physical abuse. The student will respect the property and safety of other students. Fighting or threatening of other students is forbidden.
- The student will respect those students in positions of authority. A student who is in a position of authority will conduct themselves in a manner befitting someone in authority. They will respect the rights of other students and will not abuse such authority bestowed upon them through their position.
- The carrying, copying and/or reading of offensive material is prohibited.



- Students 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.
 - Areas that are allocated to a specific phase or grade.

F: RULES GOVERNING 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/e-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

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

H: SCHOOL ENRICHMENT PROGRAMME

Involvement in activities make up the school enrichment programme and forms a valuable and integral part of the holistic education of every student. All students are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

- The student is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- Once a student has committed themselves to an activity, they 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.
- Students should commit to the activity for a minimum duration of one term.
- Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the student's parents may result in the student being suspended from participation in the activity.
- Appropriate kit/uniform will be worn to practices and fixtures.
- Students travelling to an away fixture will travel in full school uniform, unless other arrangements have been made.

I: DEVICES AND EBOOKS

From Grade 7 to 12 students use ebooks and they must have a device to access their ebooks.

- This device should be a chromebook. The exact specifications for the device can be found on the school's website.
- Cell phones are not allowed to be used as an ebook reader.
- All devices must be kept in the school bag between classes and in break.
- Devices should be insured and kept in a proper laptop bag/sleeve.
- Devices must be fully charged at the beginning of the school day.
- Demerits will be given if a device is not charged or if it is forgotten at home.
- The device should be used for academic purposes only. Games and social media applications should not be installed on the device.
- The device should be updated regularly and have an anti-virus program installed.

J: ACCOMODATION OF RELIGIOUS AND 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 student, 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 student.
- This application must be in writing and must identify the specific rule/s that is/are offensive to the student'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 student feels are offended and a suggestion on how the rules may be supplemented by the management team to accommodate such religious rights.
- The student must provide proof that they belong to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's code of conduct are their 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 student 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 student.



PART 2: DISCIPLINARY SYSTEM

This guideline has been drawn up to inform all students of Academy of the procedures the school will follow when dealing with allegations of misconduct on the part of students. It also serves to guide the school and its educators in the application of disciplinary measures. Every educator is responsible for discipline and has the full authority and responsibility to correct the behaviour of students 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. The disciplinary systems are adapted to be age appropriate and do differ between Foundation Phase, Intermediate Phase and High School.

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. General Misconduct (Category A)

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/ebooks and/or repeated failure to charge ebook reader;
- Tardiness and/or failure to have the correct learning materials during lessons and/or poor grooming, unhygienic personal habits and improper use of ablutions.
- Littering.
- 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 student'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 devices, such as chromebooks, during school activities.
- Using a cell phone during formal school hours without the educator's permission. Cell phones will be confiscated immediately.
- Bringing a motor vehicle or motorcycle onto the school premises without written consent from the principal or the appropriate phase head.



- Any other transgression not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.
- Repeated behaviour that is not corrected will be seen as serious misconduct

2. Serious Misconduct (Category B)

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/e-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;
- Using foul and/or vulgar language;
- Lying or dishonesty;
- Accidental or deliberate damaging of property;
- Disregard for authority; refusal to follow instructions;
- Driving a motor vehicle or motorcycle in a manner that might endanger other persons on/around school property and/or failing to produce the student's valid driver's licence on request from educators.
- Any transgressions by a student 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. Very Serious Misconduct (Category C)

The school regards the following as very serious misconduct:

- Using or being in possession of/ or selling or distributing dangerous objects, alcoholic liquor or illegal drugs; being under the influence of alcoholic or dangerous or prohibited substances;
- Committing an act of gross insubordination 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 an assessment; or cheating, distributing, trading, bribing, or attempting to bribe any person in respect of any assessment, with the intention of enabling themselves, or any other person, to gain an unfair advantage;
- Endangering the safety or threatening fellow students or educators, disrupting the school programme or violating the rights of others;



- Using hate speech, making themselves guilty of racism, sexism, sexual harassment; possessing or distributing pornographic material or engaging in any act of public indecency;
- Falsely identifying themselves, 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 found guilty of transgressing the student's code of conduct;
- Bringing the school into disrepute by their behaviour outside the school;
- Participating in initiation practices as defined in the Regulations Prohibiting Initiation Practices;
- Refusing to undergo drug testing in terms of the Drug Test and Random Search Regulation;
- Leaving the school premises without permission;
- Committing vandalism; or
- Conducting themselves, 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 principal/phase head must be informed about the detention in writing.

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

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

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

Category A:

Educators record behaviour in class book on sheet A. After three entries, educators must inform the Disciplinary Head or Grade Head. The Grade Head will contact the parents about the offences and the student 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 student 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: Student receives verbal warning, detention and behaviour is monitored.

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

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

4th entry: The parents are informed and the student receives a written warning. The principal meets with the parents; parents and student 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 student 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 student 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 student receives a written warning, the management team may, on reasonable grounds, and as a precautionary measure, ask parents to fetch the student from the school immediately. The principal meets with the parents.

2nd entry: The parents are informed and the student receives a written warning. The principal meets with the parents; parents and student 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: Student will receive a written warning and parents will be informed by phase head/principal.
- INTERVENTION 2: Student will receive a written warning. Parents and student will be informed of the intention to suspend and the reasons therefore.
- INTERVENTION 3: The parents and the student will be informed, in writing, that disciplinary proceedings will be instituted against the student.

C: EXCLUSION OF A STUDENT (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 students, 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 students

- a) Suspended students (with the possible exception of grade 12 – 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.
- b) Where the nature of the academic work allows it, educators are expected to forward notes and other information such as required reading to the suspended student for



the duration of their suspension. This work may be sent electronically, via a fellow student or left at reception for a family member to collect. Suspended students 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 students' responsibility to ensure that any aspects of the curriculum which they have missed and requires clarification is caught up.
- d) Any assessment which is scheduled during the period of the student's suspension will be recorded as 'absent'. The student will be provided with a 'second opportunity' once the suspended student returns.
- e) Where the suspended student forms part of a group assessment task, the educators 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 student is in grade 12, they will be allowed to come to school to complete any assessments which form part of their SBA portfolio. They must be neatly dressed in their school uniform and will complete their assessments 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 (5) school days before the disciplinary hearing to the student and parents.

The notice must:

- a) inform the student and the parents that disciplinary proceedings will be instituted against the student;
- b) contain sufficient particulars of the date, time, place and the nature of the alleged misconduct to enable the student 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 student 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 student, 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 chairperson 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 student's parents/guardians by the chairperson. In the event of expulsion, this notification must also include a reminder that the student 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 (7) 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 or of a very serious nature.

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 student's continued misconduct. This could lead to the student'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 student has participated in the offense must be considered.



ANNEXURE A

ACKNOWLEDGEMENT BY STUDENT AND PARENT/GUARDIAN

I, the student, 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 holistically 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 students 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 students and my homework.
- Behave, act and dress in a way that brings credit to myself 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 students.
- 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.

STUDENT'S FULL NAMES

DATE

STUDENT'S SIGNATURE

I, the parent/guardian of the above student, acknowledge that I have read the code of conduct, drug and alcohol policy, student disciplinary policy and student'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 'S FULL NAMES

DATE

PARNET/GUARDIAN'S SIGNATURE