



# **FOREST VIEW PRIMARY SCHOOL**

## **Code of Conduct and Disciplinary Procedures**

Taking time to prepare for tomorrow, today

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This document gives an overview of our Governing Body Policies regarding School Rules, Code of Conduct for Learners and Disciplinary Procedures applicable for learner misconduct.

All Policies are available for perusal by appointment.

There is an acknowledgement of the aforementioned policies and procedures included on a loose-leaf sheet. This document and its contents are to be discussed as a family and the acknowledgement is to be completed by both the parents or guardians and the child or children to be enrolled at Forest View Primary School.

**N.B. All learners within the school need to have a policy acknowledgement on file.**

### **MISSION STATEMENT**

At Forest View Primary School, we aim to provide quality education in a happy learning environment, a healthy work ethic and a high level of self-esteem amongst our learners and staff, with the valued support of the community as a whole.

### **VISION STATEMENT**

It is the aim of Forest View Primary School to develop within each child their potential. We strive for excellence in teaching and academic standards and guide our learners towards responsible citizenship.

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## **Part 1: School Rules and Regulations**

### **1. Preamble**

Constitutionally, children have the right to education. Recognising that effective, skills-based, holistic education depends on a school environment in which there is a culture of learning and teaching, this right to education cannot be separated from the responsibilities of learners towards their own education, and the rights and responsibilities of educators, parents and the wider school community.

In terms of the SA Schools Act, 84 of 1996, Section 8 and the KwaZulu-Natal Schools Education Act, 3 of 1996, a Governing Body of a public school must adopt a Code of Conduct which establishes a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

The Code of Conduct contains provisions of due process safeguarding the interest of the learner and any party involved in disciplinary proceedings.

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

All school rules and regulations are based on the need to promote and develop a positive and secure educational environment. They are covered in detail in the Code of Conduct as drawn up by the Governing Body of Forest View Primary School. Every learner and his/her family has been given a Code of Conduct within this document. We request that you read and discuss this document together and ensure that both parents or guardians and learners understand fully the regulations as set out therein.

In this Code of Conduct:

1. "Code" means a set of rules on any subject, a body of laws so arranged as to avoid inconsistency and overlapping.
2. "Conduct" means the way one behaves, their manners and the treatment of others.
3. "Code of Conduct" means a Code of Conduct for learners as stipulated in the SA Schools Act 84 of 1996 Section 8.
4. "Learners" as defined in the SA Schools Act 84 of 1996 Section 1 (ix).
5. "Educator" as defined in Proclamation 138 of 1994 (xiii) (Educators Employment Act, 1994).
6. "Parent" as defined in the SA Schools Act 84 of 1996 (xiv), including guardian and caregiver.
7. "The Head of Department" means the Provincial Education (KZN) Heads of Department.

### **2. Aim**

The aim of the "Code of Conduct" is to maintain a disciplined and purposeful school environment at Forest View Primary School that promotes:

1. Personal pride, pride in the school and a sense of belonging;
2. Loyalty to the school, the family and to the individual's sense of being;
3. The development of leadership qualities in all learners;
4. Positive re-enforcement of conduct;
5. Exemplary dress, conduct and a responsible attitude to school by giving official recognition to learners;
6. An ordered environment so that the learner's right to learn and the teachers right to teach prevails;
7. A sense of appreciation for the important moral value of living, equipping learners with expertise, knowledge and skills that would be expected of a worthy person/citizen;
8. An appreciation of the need to conform to social norms; and
9. The civic responsibilities of the school.

### **3. General Principles**

1. Learners are expected to display respect, courtesy, politeness and good manners at all times, to each other, all members of staff and visitors to the school.
2. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
4. The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.
5. Running along corridors and up and down steps is prohibited.
6. Playing on any embankment in the school grounds is prohibited.
7. Entry into areas designated for adults is prohibited.

### **4. School and Class Attendance**

Parents/guardians, learners, teachers and the School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.

1. If a learner does not attend school after three (3) consecutive days, the relevant class educator will report the absence of the learner to the parent. An accurate register of learner attendance must be kept and copies of all communication to parents must be kept when absence from the classroom is reported.
2. All learners are to arrive at school before the official starting time. Learners who are late for school must report to reception. An accurate record will be kept of late arrivals.
3. Absence from a class, without the permission of the relevant class or subject educator, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian.

5. Should a learner be absent from school for a period of three (3) consecutive days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Any absence from a formal examination must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. Any absence from a formal test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist or parent.
8. 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 Departmental Head/Principal. Learners are to be signed out in the exit register, kept in reception.
9. Truancy from school is prohibited.
10. All learners will attend assembly for the full duration thereof. An exception may be granted for religious/cultural reasons.

## **5. School Uniform and General Appearance**

Learners are expected to wear the official school uniform and appear neat and tidy at all times.

1. No additions to the uniform that is not in accordance with the regulations will be allowed.
2. No jewellery, accessories, coloured contact lenses or visible tattoos are allowed. Girls may wear silver/gold stud or sleeper earrings.
3. Regulations regarding Girls' hairstyles:
  - 3.1 Hair must be tied up if it touches the collar.
  - 3.2 Fringes that touch the eyebrows must be clipped back.
  - 3.3 Hairbands must be black, white or navy. Senior Primary girls may wear alicebands and scrunchies matching the above colours.
  - 3.4 No colour or gel permitted.
  - 3.5 No step haircuts or unusual styles.
4. Regulations regarding Boys' hairstyles:
  - 4.1 Must be a uniform school cut, well off the ears, collar and eyebrows.
  - 4.2 No step haircuts or unusual styles.
  - 4.3 No colour or gel permitted.
5. Fingernails must be kept trimmed short, clean and natural at all times. No nail polish allowed.
6. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes with footwear. 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.
7. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the Principal and School Governing Body, may deviate from official school uniform for religious and cultural reasons as contemplated in Part 1 point 11 (Accommodation of Religious or Cultural Rights) of this Code of Conduct.

## **6. Valuables and Personal Belongings**

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

1. Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones require approval by the Principal and/or Departmental Heads and must be handed into reception for the duration of the school day. Further details may be found within the Social Media Policy.
2. Any sums of money must be submitted to the class educator at the start of the school day.
3. Arrangements should be made with the educator/coach in charge for safekeeping of valuables, etc. during sports practices. This is up to the discretion of the educator/coach.
4. Learners may not bring computer games, iPods, Smart watches or similar electronic devices to school.

## **7. General Rules**

1. Eating, drinking or chewing of gum during any contact time (class and assembly) is prohibited.
2. Learners are to remain within the school bounds during the school day. The fence surrounding the school demarcates these.
3. Rough and dangerous games are prohibited.
4. Loitering and/or playing in and around the corridors, stairs and any toilets are forbidden.
5. All litter must be placed in refuse bins or wastepaper baskets.
6. 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.
7. 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.
8. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
9. The timeous handing in of work is the responsibility of the learner.
10. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
11. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
12. Language that is seen as pejorative, discriminatory or racist is prohibited.
13. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
14. 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.
15. 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.

16. The carrying, copying and/or reading of offensive material is prohibited.
17. Learners must keep clear of the areas that are indicated as out of bounds, without an educator/facilitator/coach/staff supervision. These include:
  - 17.1 School hall, media centre, computer room, art room, music room, Leopard's Club, video room, workshop, tuckshop, staff quarters, ladies and gents toilets and any other area not visible to staff members.
  - 17.2 The playing fields, tennis courts, swimming pool and surrounding area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject educator.
  - 17.3 Electrical mains distribution boxes, fire extinguishers and hoses.
  - 17.4 Parking lots, except while accessing their transport.
  - 17.5 Administrative offices, staff room and the corridor in front of the Principal's office and Bursar's office.
  - 17.6 All classrooms, before and after school hours and during break, unless an educator is present.
  - 17.7 Learners may not use the main entrance, Gate 4, leading to the administrative offices, only Gates 7, 8 and 9. **Latecomers**, however, must enter through Gate 4 and report to reception to fill in the late-comers' register.

## 8. Rules Governing Public Places

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

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations may 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.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on school premises or during any school activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## 9. Transport

Learners wishing to park any legal form of transport 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.

1. All learners park their form of transport on the school premises at their own risk.
2. The form of transport is not to be ridden in the school grounds, or on the road immediately surrounding the school, i.e. Ridge Road and Valley Drive.
3. Specific areas are provided for the safekeeping of bicycles etc. and must be used by learners.
4. Reckless behaviour is forbidden.
5. The Code of Conduct is applicable when making use of public transport to and from school.
6. Learners may not hitchhike while in school uniform, whether formal or sports dress.



## **10. School Enrichment Programme**

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

1. The learner is expected to adopt the utmost in sportsmanship and etiquette pertaining to the specific activity at all times.
2. 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.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents/guardian may result in the learner being suspended from participation in one (1) fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school fixtures.
7. Learners travelling to an away fixture will travel in the correct uniform unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.
9. Learners playing in home fixtures may arrive at the venue in their appropriate sports kit/uniform.

## **11. Accommodation of Religious or Cultural Rights**

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

1. The parent must apply in writing for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Principal/Governing Body to accommodate such religious rights.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Principal/Governing Body must consider the application and if satisfied, that the application is justified in terms of the constitutional principles, the application will be granted in writing.
7. When the Principal/Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.

8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a headscarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The parent/guardian must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

## **12. Administration**

1. All visitors to the school during school hours, as well as parents, are to report to the front office via Gate 4.
2. All parents wishing to have an interview with educators must ensure that an appointment is made through the front office.
3. All monies must be in a sealed envelope with the child's name, grade and the purpose of the money. These envelopes must be handed into the educator by 08:30 each morning.
4. Parents may phone the school for **URGENT** messages only. The school lines are often blocked by unnecessary calls, making arrangements that could have been sorted out at home. Help us to help your children learn responsibility by not bringing their lunches, sports gear and homework to school if they have forgotten these items at home.

## **13. Academic**

1. Learners are expected to develop a reasonable attitude towards their work, study and assignments.
2. All homework notebooks must be signed by the parents or legal guardians on a **daily** basis and may be used as a communication instrument between the educator and the parent.
3. Any circulars to parents, which carry requests in the form of a "please reply/complete slip", should be **READ, COMPLETED** and **RETURNED** immediately.

## **14. Textbooks and Library Books**

Almost all textbooks are issued to learners. The price of books at present is astronomical. Please help us to teach learners to appreciate books and not to damage or deface them. Should any of these books be lost or damaged by learners, parents or guardians will be expected to replace them.

Library books issued to learners must be returned by the due date or an overdue fine must be paid by the learner.

### 15. Stationery

Stationery requirements are specific to the educational objectives in each grade and should be supplied as requested.

### 16. Communicable Diseases

<b>Communicable Disease</b>	<b>The patient may return to school</b>
Aids	On submission of a medical certificate
Chicken Pox	14 days after the appearance of the rash, or on submission of a medical clearance certificate
Cholera	On submission of a medical certificate
Diphtheria	On submission of a medical certificate
German Measles	7 days after the appearance of the rash
Conjunctivitis (Pink Eye)	7 days after the appearance of the symptoms
Hepatitis A	On submission of a medical certificate
Lice	After complete cleansing, de-lousing and removal of all nits on head and body, and the learner must submit a medical clearance certificate on return to school
Measles	7 days after the appearance of the rash
Meningococemia	On submission of a medical certificate
Mumps	9 days after the appearance of the rash
Polio	On submission of a medical certificate
Ringworm	After necessary treatment and the learner must submit medical clearance certificate on return to school
Scabies	After necessary treatment and the learner must submit medical clearance certificate on return to school
TB and Whooping Cough	On submission of a medical certificate

**If your child has been infected with or exposed to any illness or condition not listed here, please contact the school to check the conditions under which they may return to school. Thank you for helping us keep your child/ren happy and healthy by adhering to these guidelines.**

### 17. Conclusion

The school's goal of upholding a high standard of education and the inculcation of values can only be achieved with the positive support of our parent community. Educating the child should be seen as a partnership between the school and the home.

## **Part 2: 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 at school.

### **1. Preamble**

The Code of Conduct highlights the rights, responsibilities and obligations of learners. It stresses the right of each learner to be educated in an orderly and disciplined environment and the responsibilities of educators and parents.

It establishes rules for co-existence, order, interpersonal relationships and communication in the school.

It should guarantee the protection of all available resources – human, physical, financial and material.

### **2. Point of Departure**

Underpinning a Code of Conduct is the conviction that it should serve as a means to educate learners. The focus of the Code of Conduct should embrace:

1. The contents of the Constitution, Chapter 2, i.e. the Bill of Rights. It must reflect the constitutional democracy, human rights and transparent communication which underpin South African society;
2. The philosophy and principles of the preamble to the SA Schools Act 84 of 1996;
3. As the main thrust the stipulation of Section 8 (1) and (4) of the SA Schools Act 84 of 1996 which reads:
  - (i) Subject to any applicable provincial law, a governing body of a public school must adopt a Code of Conduct for the learners after consultation with the learner, parents and educators of the school;
  - (ii) Nothing contained in this Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by such learner.
4. The purpose of the Code of Conduct is to promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience;
5. All stakeholders should be committed to the Code of Conduct despite it being directed specifically at learners;
6. A school's Code of Conduct should reflect the views of parents, educators and learners on how the learners should conduct themselves;
7. It should express the collective will of the school community and give legal force to the development of the standards of conduct conducive to the betterment of all the learners;
8. It spells out communication channels and grievance procedures.

### **3. The Rights and Responsibilities of Learners**

The Constitution of the Republic of South Africa states that all learners have the right to education. With this right goes responsibility. At Forest View Primary School, we believe:

<b>Each Learner has the right</b>	<b>And the Responsibility</b>
to be educated in an orderly and disciplined environment	to be co-operative and attentive and not disrupt lessons or distract fellow learners. He/she should exercise self-discipline and be committed to academic progress for all
to be treated fairly	to refrain from any form of aggressive or abusive behaviour towards others. Respect should be shown to all those who hold positions of authority, e.g. Principal, Educators, Students, Administration and other Support Staff
to be treated with respect by other members of the school community, regardless of personal, cultural, racial and religious differences	to display tolerance and consideration towards others. He/she should not intimidate or ridicule others, nor attempt to convert others to his/her own beliefs
to have school activities and lessons commence punctually	to arrive at school and at lessons on time
to voice his/her opinions in a polite and respectful manner	to listen to and consider the opinions of others
to enjoy the support of the school in his/her participation in academic, cultural and sporting matters	to abide by the norms of good sportsmanship on the sports field and in his/her interaction with other schools or the general public, and to show loyalty and commitment towards teams, clubs, societies and committees to which he/she has pledged support
to be secure in person and property	to uphold honest behaviour and security in the school, to show respect for others' property and not damage, deface, steal or in any way interfere with any property which is not his/her own
to work in a healthy and litter-free environment	to ensure that the school premises are kept clean and hygienic and that no littering, graffiti or deliberate despoiling of any area occurs
to have his/her work marked and returned within a reasonable period	to ensure that homework and assignments are completed and handed in on time

#### **4. The Responsibilities of Educators with regard to Learners**

Educators must ensure that they:

1. Report regularly for duty and are punctual;
2. Are well prepared on a daily basis to perform their educative task both within and outside the classroom situation and are in possession of the appropriate working materials;
3. Respect all persons and property;
4. Refrain from abusive language and actions;
5. Conduct themselves in a responsible and professional manner;
6. Conform to normal, acceptable standards of personal cleanliness and neatness;
7. Abide by the rules, regulations and procedures set out by the school and the KZN Department of Education and Culture;
8. Adhere to the Code of Conduct set out by the SA Council for Educators;
9. Seek changes in an orderly and approved manner;

10. Endeavour to maintain a classroom and school atmosphere which promotes good behaviour and effective learning and teaching;
11. Endeavour to plan a flexible work programme that will address the different needs, interests and abilities of the learners;
12. Help develop good and sound working and interpersonal relations with colleagues and learners;
13. Promote open and regular channels of communication between home and school and encourage parental participation in the affairs of the school;
14. Encourage and endeavour to maintain learner involvement in the activities of the school;
15. Encourage community involvement in the school in order to enhance the quality of education offered by the school to learners.

## **5. The Responsibilities of Parents or Guardians with regard to Learners**

Parents or Guardians must ensure that:

1. They receive regular academic reports from the school regarding their child's progress;
2. Their child attends school each day, is punctual and, in cases of absence, explain the reason(s) for such absence to the school in writing;
3. They protect and ensure the rights of their child to learn;
4. As far as is possible, their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness;
5. They provide for the proper immunisation record of the child. If this record is not available, the school must be informed in writing;
6. They provide their child with the resources, basic equipment and learning materials needed to complete schoolwork, both class and homework;
7. They refrain from abusive language or inflammatory behaviour;
8. They bring to the attention of the school authorities any problem or circumstance that affects their child or other children or persons in the same community;
9. They seek change in an orderly and approved manner;
10. They keep the school informed of any changes of address and other personal details as required;
11. They provide the school, upon request, with the original unabridged birth certificate of the child and original reports received from other educational institutions, particularly at the time of initial enrolment to the school. Parents of learners who are not South African citizens must provide the school, upon request, with original study permits or temporary residency permits;
12. They discuss report cards, work assignments and homework with their child/ren;
13. Their children abide by the rules, regulations and procedures set forth by the school;
14. They endeavour to promote positive interpersonal relations between learner, educator, other parents and the wider school community in the best educational interests of their children;
15. They address the best educational interest of their child by becoming actively involved in the affairs of the school, by placing their talents and expertise at the disposal of the school, by supporting sporting and cultural activities regularly at the school;
16. They pay school fees as determined by the school's Governing Body.

17. They respond timeously to requests by the Principal, Departmental Heads and educators to see them.

## **6. Underpinning principles**

Corporal punishment is no longer a disciplinary option available to schools. It is therefore important that the boundaries of behaviour are clearly defined and the implication of breaching these are fully understood by learners, educators and parents or guardians.

Three levels of punishment for those who transgress the limits of behaviour will be relevant at Forest View Primary School. These are:

### **1. Detention**

This will be on a day specified by the Principal and will be for the duration of 1 (one) hour.

If detention is required and a learner is selected for a school team, their right to play for the team will be withdrawn. **Detention is not negotiable.**

### **2. Suspension**

Two types of suspension will apply:

1. Suspension from Class – in this case, the learner will attend school but will be confined during breaks and free time.

2. Suspension from school – for a defined period of time.

### **3. Expulsion**

In extreme disciplinary cases, learners will be requested to leave the school. Expulsion can only be sanctioned by the Head of Department (DoE).

## **Records**

Past offences are kept on file in case these offences re-occur.

Records relating to discipline will be kept on each learners' file and only removed from the said file at the discretion of the Principal or Deputy Principal. A record of such remarks must be maintained and submitted to the Chairman of the Disciplinary Committee at the end of each year.

## **Part 3: The Disciplinary Policies and procedures**

The disciplinary policy adopted by the school has been devised in order to clarify this Code of Conduct for the learners, the educators and the parents or guardians, and shall be implemented on a daily basis.

### **1. Point of departure**

A learner must understand that action may be taken against him/her if he/she contravenes the Code of Conduct of the school rules.

Whatever disciplinary action is decided may not contravene Section 10 of the SA Schools Act 84 of 1996 and Chapter 2 of the Constitution.

Section 9 of the SA Schools Act 84 of 1996 forms part of the Code of Conduct and reads as follows:

- a) Subject to this Act and any other provincial law, the Governing Body of a public school may, **after a fair hearing**, suspend a learner from attending school:
  - i. as a corrective measure for a period not longer than one week, or
  - ii. pending a decision as to whether the learner is to be expelled from the school by the Head of Department (DoE).
- b) Subject to any applicable law, a learner at a public school may be expelled only:
  - i. by the Head of Department (DoE), and;
  - ii. if found guilty of serious misconduct after a fair hearing.
- c) The member of the Executive Council must determine, by notice in the Provincial Government Gazette:
  - i. the behaviour by a learner at a public school which may constitute serious misconduct;
  - ii. disciplinary proceedings to be followed in such cases;
  - iii. provisions of due process safeguarding the interests of the learner and any other party involved in disciplinary proceedings.
- d) A learner or parent of a learner who has been expelled from a public school may appeal against the decision of the Head of Department (DoE) to the member of the Executive Council.
- e) If a learner, who is subject to compulsory attendance in terms of Section 3 (1), is expelled from a public school the Head of Department (DoE) must make an alternate arrangement for his/her placement at a public school.

## **2. 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 negotiable mechanism.

## **3. Due process (Procedures leading to disciplinary hearings) resolution**

- i. Records of detentions will be kept in a detention file which is held by the school;
- ii. All learners' parents or legal guardians may be called in to discuss the learner's behaviour with the educator, at any stage during the detention process. All meetings held between educators and parents or guardians will be recorded and placed on the learner's file;
- iii. Learners can, and will, be referred to the Principal for mediation and counselling at any stage during the detention process. These referrals may include discussions with the parents or guardians, who will be called at the discretion of the Principal or the educator.
- iv. Parents and the learner will be summoned to appear before the disciplinary committee for the following reasons:
  - a) Repeated violations of school rules or the Code of Conduct at any stage during the detention process
  - b) Refusal to attend a detention
  - c) Major misconduct
- v. Parents or guardians will be given written notice of the convening of the disciplinary committee. Refusal to appear in front of the committee may result in the learner being expelled from the school.



- vi. Minutes will be taken for each disciplinary hearing and appeal hearing and will be recorded on the learners' file.
- vii. The corrective measures decided upon by the Disciplinary Committee will be referred to the Principal for implementation.
- viii. Any appeals against the findings may be referred to an appeal committee.

#### **4. Composition of the Disciplinary Committee**

##### The Disciplinary Committee

A quorum of the disciplinary committee will consist of the following: -

- The Chairperson who shall be a member of the Governing Body;
- At least 1 (one) other Parent Member of the Governing Body; and
- At least 1 (one) Educator Member of the Governing Body.

##### The Appeal Committee

A quorum of the appeal committee will consist of the following:

- The Chairperson who shall be the Chairperson of the Governing Body;
- The Principal, and
- At least 1 (one) other Parent Member of the Governing Body (not involved in the original hearing).

#### **5. Prevention, Pro-Active Advice, Counselling and Corrective Measures**

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious.

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

##### 1. Grade 1 offence

- 1. Verbal reprimand;
- 2. Written notification;
- 3. Parent interview or telephonic discussion;
- 4. Friday detention

##### 2. Grade 2 offence

- 1. Written notification and any other fitting sanction;
- 2. Parent interview or telephonic discussion;
- 3. Friday detention

##### 3. Grade 3 offence

- 1. Inform Departmental Head, arrange parent interview and any other fitting sanction;
- 2. Friday detention (second offence);
- 3. Disciplinary hearing (depending on the severity of the particular offence)

##### 4. Grade 4 offence

- 1. The offence is immediately reported to the South African Police Service (SAPS)
- 2. A disciplinary hearing.

##### Grade 1 offences

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

When a Grade 1 offence becomes repetitive, the matter is referred to the Departmental Head along with the record of these offences and a written notification may be issued. A signed copy of acknowledgement will be kept on record.

Should the particular Grade 1 offence recur after a disciplinary intervention has occurred and written notification has been issued, the staff member will, in consultation with the Departmental Head, arrange an interview with the parent/guardian. Thereafter a Friday detention will be issued. A signed copy of acknowledgement will be kept on record.

Copies of all relevant documentation relating to the offences and the disciplinary measures imposed will be kept.

#### Grade 2 offences

All Grade 2 offences will be dealt with by the staff member concerned and a written notification will be issued. A signed copy of acknowledgement will be kept on record.

Should the particular Grade 2 offence recur after a disciplinary intervention has occurred and written notification has been issued, the staff member will, in consultation with the Departmental Head, arrange an interview with the parent/guardian and any other fitting sanction may be applied. Thereafter a Friday detention will be issued. A signed copy of acknowledgement will be kept on record.

Copies of all relevant documentation relating to the offences and the disciplinary measures imposed will be kept.

#### Grade 3 offences

All Grade 3 offences will immediately be reported to the Departmental Head. The staff member will, in consultation with the Departmental Head, arrange an interview with the parent/guardian and any other fitting sanction may be applied. Should another Grade 3 offence occur, a Friday detention will be issued. A signed copy of acknowledgement will be kept on record.

Thereafter a Disciplinary hearing may be called (depending on the severity of the offence).

Copies of all relevant documentation relating to the offences and the disciplinary measures imposed will be kept.

#### Grade 4 offences

All Grade 4 offences will immediately be reported to the Department Head. The Departmental Head will refer the matter to the school Principal, who may file a report with the SAPS and convene a disciplinary 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.

#### Final written warning

A learner who has received two Friday detentions will receive a final written warning. This will serve to notify parents/guardians that should a third Friday detention be received, a disciplinary hearing may be called.

## **Disciplinary Interventions**

1. The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion:
  - A verbal warning.
  - Written notification.
  - Final written warning.
  - Removal from classes.
  - Written punishment.
  - Community service to improve the physical environment within and around the school property.
  - Break detention.
  - Supervised schoolwork.
  - Referral for counselling.
  - Attendance of a relevant life skills programme.
  - Compensation for damages, to cover the cost of repair or replacement of the lost or damaged item.
  - Exclusion from school activities and functions.
  - Withdrawal of recognition.
  - Temporary suspension from class or school, pending a disciplinary hearing.
  - Disciplinary hearing.
  
2. 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.
  
3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
  - Conduct that violates the rights or safety of others.
  - Criminal behaviour of any kind.
  - Defacing or destroying school property.
  - Disrespectful or objectionable conduct and verbal abuse directed at educators, other school employees or fellow learners.
  - Outright defiance of lawful requests or instructions issued by persons in authority.
  - Indulging in harmful graffiti, racism or "hate speech".
  - Sexual harassment or sexual assault.
  - Immoral behaviour or profanity.
  - Possessing, using or displaying evidence of the use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
  - Repeated infringements of the school rules or the Code of Conduct.
  - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/educators).
  
4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the school has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.

5. A disciplinary hearing will be convened with a view to recommending expulsion. In such instances, the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
6. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class.

7. Suspension of a learner by the Principal or Deputy Principal as a precautionary measure

The Governing Body authorises the Principal or Deputy Principals to institute a suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department (DoE).
3. 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.

8. Disciplinary Hearings

1. The following official forms will be used for misconduct and disciplinary hearings:
  1. Written notification (disciplinary warning form)
  2. Final written warning
  3. Notice of disciplinary hearing
  4. Record of disciplinary hearing
  5. Review form (lodging of appeal)
2. Written notice of a disciplinary 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.
3. When a notice is issued to a learner the parent/guardian must acknowledge receipt of notice by signing for it.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the parent/guardian. The parent/guardian must acknowledge the content by signing the document.
6. A parent/guardian 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 a temporary suspension pending a hearing.
7. The Disciplinary Hearing Committee will consist of the following members:

1. The Chairperson who shall be a member of the Governing Body;
  2. At least 1 (one) other Parent Member of the Governing Body; and
  3. At least 1 (one) Educator Member of the Governing Body.
8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
  9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
    1. Friday detentions.
    2. Suspension from school for a minimum of two (2) 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.
    3. Recommendation with respect to counselling/attendance of a life skills programme.
    4. Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
    5. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
    6. Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
  10. Record of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed, will be kept.
  11. The Discipline Officer will furnish the relevant Department Head and register teacher with all the information necessary for their records.

9. Procedure during Hearings

1. The Chairperson of the Committee must lead the proceedings and:
  - Introduce those present and state their functions.
  - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
  - The right to a formal hearing.
  - The right to be present at the hearing.
  - The right to be given time to prepare for the hearing case.
  - The right to be given advance notice of the charges.
  - The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
  - The right to ask questions on any evidence produced, or on statements of witnesses.
  - The right to call witnesses to testify on his/her behalf.
  - The right to an interpreter, to be requested 24 hours prior to the hearing.
  - The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
  - If the learner does not attend, the hearing will be conducted in his/her absence.

3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
4. 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 his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
5. 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.
6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision of the Committee.
9. The Chairperson must explain the decision of the Committee and the reasons for the penalty (if any) that has been imposed.
10. The learner must be advised of his/her right to appeal.
11. The complainant and parent/guardian must sign, on behalf of the learner, the disciplinary form and a copy must be handed to the parent/guardian. (If the learner refuses, a witness must sign in the presence of the learner).
12. The signing of the document by the parent/guardian does not imply an acknowledgement of guilt.

Below is a table of unacceptable behaviour for learners of Forest View Primary School. Every case will be judged on its merits, bearing in mind extenuating circumstances.

<b>LIST OF OFFENCES PER GRADE OF OFFENCE</b>			
<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>
<ul style="list-style-type: none"> <li>• Littering</li> <li>• Excessively noisy or unruly behaviour before school, during changeovers, during breaks and after school</li> <li>• Uncooperative behaviour</li> <li>• Misconduct in an assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Interfering with another person's possessions/property without the owner's consent</li> <li>• Leaving school bounds/fenced area/premises during the school day, without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of weapons that can cause physical injury (knives, etc.)</li> <li>• Entering the school premises while under the influence of alcohol/drugs</li> <li>• Any form of bullying/Intimidation</li> </ul>	<ul style="list-style-type: none"> <li>• Use of weapons that cause physical injury (knives, etc.)</li> <li>• Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• Fraud (financial)</li> <li>• Hostage-taking</li> </ul>

<b>LIST OF OFFENCES PER GRADE OF OFFENCE</b>			
<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>
<ul style="list-style-type: none"> <li>Eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>Not making use of demarcated areas for parking of transport</li> <li>Transport ridden on the school grounds or on the road immediately surrounding the school</li> <li>Homework not copied</li> <li>Inappropriate displays of affection between learners</li> <li>Discourteous behaviour/insolence /temper tantrum</li> <li>Entering an out of bounds area, classroom or passage without permission</li> <li>Loitering in the passages, at the tuck shop, at the toilets or change rooms</li> <li>Running along the corridors</li> <li>Running up and down steps</li> <li>Playing on any embankment</li> <li>Misconduct or poor sportsmanship / etiquette during an extra-mural activity's practice, intra- or inter-school competition or fixtures</li> </ul>	<ul style="list-style-type: none"> <li>Damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent</li> <li>Racism: remarks/insults</li> <li>Forgery: altering official documents such as medical certificates and qualifications and fraudulent use thereof</li> <li>Intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>Swearing, lying or using obscene gestures</li> <li>Verbal or non-verbal abuse</li> <li>Disrespect or insolence</li> <li>Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set or failure to report to the subject teacher with this work/punishment as stipulated)</li> <li>Fighting, common assault or attempted assault</li> <li>Failure to attend detention without prior submission of a written excuse or note</li> </ul>	<ul style="list-style-type: none"> <li>Possession, copying distribution, use or displaying of pornographic material</li> <li>Assault with the intent to do grievous bodily harm</li> <li>Parking any legal form of transport on school grounds without permission</li> <li>Reckless behaviour during the use of transport</li> <li>Truancy from assembly, school or leaving school grounds without the necessary permission</li> <li>Taking part in any form of illegal strike action/meeting/campaign on school premises</li> <li>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 him/herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school</li> </ul>	<ul style="list-style-type: none"> <li>Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>Poisoning, or attempting to poison another person</li> <li>Theft, robbery, breaking and entering</li> <li>Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body</li> <li>Rape, attempted rape, or indecent assault</li> <li>Physical assault that results in bodily harm</li> <li>Agitation or inciting any form of illegal strike action/meeting/campaign on school premises</li> <li>Bribery/attempted bribery of any person in respect of any test/examination material</li> <li>Drugs/illegal substances – dealing ('pushing') at school/on a school outing</li> <li>Forgery of any document or signature to the potential/actual prejudice of the school</li> </ul>

<b>LIST OF OFFENCES PER GRADE OF OFFENCE</b>			
<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>
<ul style="list-style-type: none"> <li>• Use of offensive material to cover books or files</li> <li>• Failure to: <ul style="list-style-type: none"> <li>▪ Submit an absentee note by the stipulated deadlines</li> <li>▪ Return a library book by the due date, or pay the fine for overdue book/s</li> <li>▪ Hand in a cell phone to reception for the duration of the day</li> <li>▪ Non-attendance of an extra-mural activity's practice session without excusing him/herself</li> </ul> </li> <li>• Continual interference with another learner which causes minor physical, emotional or mental discomfort</li> <li>• Misconduct during detention</li> <li>• Misconduct whilst in waiting room area</li> <li>• Misconduct whilst using public transport to and from school</li> <li>• Fingernails not short, clean and natural, wearing nail polish</li> <li>• Casual wear is not neat, presentable clothes, with footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Public disturbance and public indecency</li> <li>• Gambling</li> <li>• Failure to produce a medical certificate on absenteeism during examinations/ test/ assessment tasks</li> <li>• Unacceptable hairstyles, including bleaching or colouring</li> <li>• Display of visible tattoos</li> <li>• Using a cell phone as a means of communication during formal testing</li> <li>• 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 any form of communication, verbal or non-verbal, with another learner</li> <li>• Copying of computer exercises, projects or any other work intended for the year mark</li> <li>• Truancy from any contact time</li> <li>• Possession or use of firecrackers</li> </ul>	<ul style="list-style-type: none"> <li>• Not meeting the rules and obligations related to a school enrichment programme</li> <li>• Withdrawing from a school enrichment programme before the conclusion of the activity/ season/duration</li> <li>• 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</li> <li>• 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</li> <li>• Hitchhiking while in school uniform or sport dress</li> <li>• Defacing school property</li> <li>• Cheating/attempted cheating in examination</li> <li>• Involving/attempting to involve outsiders in disputes between learners</li> </ul>	<ol style="list-style-type: none"> <li>1. Alcohol – <ul style="list-style-type: none"> <li>• Possession at school or on a school outing/smelling of liquor / under the influence at school or on a school outing</li> <li>• Drinking/drunken at school or on a school outing</li> <li>• Drinking in public in school uniform</li> </ul> </li> <li>• Satanic practices that damage property or cause harm to people or any other living creature</li> <li>• Trading in test/examination material for personal monetary gain</li> <li>• Pornography – distribution at school</li> <li>• Any offence punishable under common law</li> </ol>



**LIST OF OFFENCES PER GRADE OF OFFENCES**

<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>
<ul style="list-style-type: none"> <li>• Minor infringements of uniform regulations: additions to the uniform; wearing of T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery, accessories, coloured contact lenses; visible tattoos, etc</li> <li>• Failure to wear the correct full school uniform when in a public place, including the wearing of unauthorised items</li> <li>• Failure to wear the correct sports kit for a match or practice</li> <li>• Disruptive behaviour in class and around the school</li> <li>• Spitting in public</li> <li>• Failure to:             <ul style="list-style-type: none"> <li>• Do classwork set and submit homework</li> <li>• Bring the required textbooks, notes, stationery, or equipment to a lesson</li> <li>• Hand work in on time</li> </ul> </li> <li>• School dress code not followed</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to attend an extra-mural activity, fixture or function as a participant or official</li> <li>• Any action which brings the school's name into disrepute</li> <li>• Possession of offensive material, excluding pornographic material</li> <li>• Tampering with safety and other equipment on school premises</li> <li>• Not taking care of school issued textbooks</li> <li>• Disruptive / uncooperative behaviour frustrating teaching and learning in the classroom</li> <li>• Graffiti: books, case, desks, walls etc.</li> <li>• Late for school – three (3) days</li> <li>• Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner</li> <li>• Possession of offensive material, excluding pornographic material</li> <li>• Not taking care of school issued textbooks</li> <li>• Recurrence of a Grade 1 offence</li> </ul>	<ul style="list-style-type: none"> <li>• Possession/distribution of test or examination material prior to test or examination being written</li> <li>• Disruptive behaviour on school property or on school-sponsored fixture/outing/trip/tour (frustrating school's educational / extracurricular programme)</li> <li>• Gangs – promoting formation forming of / associating with/ furthering activities of school gangs/"social groups"</li> <li>• Public indecency</li> <li>• Racist conduct that defames a learner/educator</li> <li>• Improper suggestions of a sexual nature</li> <li>• Sexual harassment of educator/ learner</li> <li>• Threatening to assault/intimidate an educator</li> <li>• Verbal abuse of an educator</li> <li>• Forgery e.g. parent/guardian's signature</li> <li>• Lying</li> </ul>	

**LIST OF OFFENCES PER GRADE OF OFFENCES**

GRADE 1	GRADE 2	GRADE 3	GRADE 4
<ul style="list-style-type: none"> <li>• Copying another learner's classwork or homework</li> <li>• Reporting late for class and sport's practice</li> <li>• Possession and/or use of a cell phone, computer game, iPod or similar electronic devices, during the school day</li> <li>• Rough and dangerous games/actions at any point during the school day</li> <li>• Homework notebook not signed by parent/legal guardian</li> <li>• Circulars with reply slips not returned timeously</li> <li>• Foul language</li> <li>• Impolite or ill-mannered behaviour</li> <li>• Untidiness / unkept appearance;</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Smoking: possession of cigarettes /holding cigarettes / caught in the act on/off school property, selling cigarettes on/off school property</li> <li>• Substance abuse – possession/ sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.</li> <li>• Recurrence of a Grade 2 offence</li> </ul>	
<p><b>All situations will be handled with sensitivity and in an empathetic manner. At all times the good of both the individual concerned and that of the learners in the school will be taken into account.</b></p>			

#### **Part 4: Guidelines for Educators**

Every educator is responsible for enforcing 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.

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

## GRADE 1 OFFENCES

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
<p><b>1. Academic:</b></p> <ul style="list-style-type: none"> <li>• Homework not copied;</li> <li>• Homework notebook not signed by parent/guardian;</li> <li>• Circulars with reply slips not returned timeously;</li> <li>• Failure to submit an absentee note by the stipulated deadlines;</li> <li>• Failure to return a library book by the due date, or pay the fine for overdue book/s;</li> <li>• Failure to do classwork set and submit homework;</li> <li>• Bring the required textbooks, notes, stationery, or equipment to a lesson;</li> <li>• Hand work/projects/assignments in on time;</li> <li>• Copying another learner's classwork or homework;</li> <li>• Use of offensive material to cover books or files</li> </ul> <p><b>2. Extra-mural activity:</b></p> <ul style="list-style-type: none"> <li>• Non-attendance at practices and matches (without a valid excuse to educators/coach);</li> <li>• Misconduct or poor sportsmanship / etiquette during an extra-mural activity's practice, intra- or inter-school competition or fixtures;</li> <li>• Failure to wear the correct sports kit for a match or practice;</li> <li>• Reporting late for class and sport's practice</li> </ul> <p><b>3. Personal conduct in classroom / on the playground:</b></p> <ul style="list-style-type: none"> <li>• Inappropriate displays of affection between learners;</li> <li>• Late arrival for class;</li> <li>• Uncooperative behaviour;</li> <li>• Discourteous behaviour/ insolence /temper tantrum;</li> <li>• Disruptive behaviour in class;</li> <li>• Foul language;</li> <li>• Defacing desks/walls/books/cases with graffiti;</li> <li>• Eating/chewing in class (including gum);</li> <li>• Littering;</li> </ul>	<p>Corrective actions/sanctions are carried out by the individual educator and will include the following:</p> <p>1<sup>st</sup> offence: Verbal reprimand;</p> <p>2<sup>nd</sup> offence: Written notification;</p> <p>3<sup>rd</sup> offence: Parent interview/telephonic discussion;</p> <p>4<sup>th</sup> offence: Friday detention.</p>

**GRADE 1 OFFENCES**

<b>OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
<ul style="list-style-type: none"> <li>• Cell phone not handed in/procedure not followed;</li> <li>• Spitting;</li> <li>• Impolite or ill-mannered behaviour;</li> <li>• Excessively noisy or unruly behaviour;</li> <li>• Misconduct during assembly;</li> <li>• Running along the corridors or up and down the steps;</li> <li>• Playing on any embankment;</li> <li>• Interference with another learner which causes minor physical, emotional or mental discomfort;</li> <li>• Misconduct during detention, whilst in waiting room area;</li> <li>• Rough and dangerous games/actions at any point during the school day</li> </ul> <p><b>4. Dress code:</b></p> <ul style="list-style-type: none"> <li>• Untidiness / unkept appearance;</li> <li>• School dress code not followed</li> <li>• Minor infringements of uniform regulations: additions to the uniform; wearing of T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery, accessories, coloured contact lenses; visible tattoos, etc;</li> <li>• Fingernails not short, clean and natural, wearing nail polish;</li> <li>• Casual wear is not neat, presentable clothes, with footwear;</li> <li>• Failure to wear the correct full school uniform when in a public place, including the wearing of unauthorised items;</li> <li>• Having computer games, iPods, Smart watches or/and similar electronic devices at school</li> </ul> <p><b>5. Transport:</b></p> <ul style="list-style-type: none"> <li>• Not making use of demarcated areas for parking of transport;</li> <li>• Transport ridden on the school grounds or on the road immediately surrounding the school;</li> <li>• Misconduct whilst using public transport to and from school</li> </ul> <p><b>6. Out of bounds area:</b></p> <ul style="list-style-type: none"> <li>• Entering an out of bounds area, classroom or passage without permission;</li> <li>• Loitering in the passages, at the tuck shop, at the toilets or change rooms</li> </ul>	<p>Corrective actions/sanctions are carried out by the individual educator and will include the following:</p> <p>1<sup>st</sup> offence: Verbal reprimand;</p> <p>2<sup>nd</sup> offence: Written notification;</p> <p>3<sup>rd</sup> offence: Parent interview/telephonic discussion;</p> <p>4<sup>th</sup> offence: Friday detention.</p>

## GRADE 2 OFFENCES

### Procedure for Implementation:

1<sup>st</sup> offence: Recommended sanction and written notification;

2<sup>nd</sup> offence: Parent interview / telephonic discussion;

3<sup>rd</sup> offence: Friday detention.

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
1. Plagiarism of any work or cheating / attempted cheating in class test/assignment	1. Procedure for implementation; and 2. Nought for work to be assessed
2. Damage to property/possession of another learners' property	1. Procedure for implementation; and 2. Repair/Replacement
3. Insubordination/defiance/disregarding of an authority figure's instructions (including prefect/student leader)	1. Procedure for implementation; and 2. Removal from class
4. Detention – Non-attendance without prior written excuse or note	1. Procedure for implementation; and 2. Making up missed detention
5. Disregarding test/examination procedures. Cheating, attempting to cheat, communicating (verbal or non-verbal) with another learner	1. Procedure for implementation 2. Notify parents 3. Receive 0 for controlled testing
6. Swearing, lying or using obscene gestures	1. Procedure for implementation
7. Disruptive / uncooperative behaviour frustrating teaching and learning in the classroom	1. Procedure for implementation
8. Repeated dress code infringements (including hair and personal grooming, unacceptable hairstyles, including bleaching or colouring, visible tattoos)	1. Procedure for implementation 2. Notify parents
9. Fighting (Verbal), common assault or attempted assault	1. Procedure for implementation 2. A phone call to parents
10. Possession or use of firecrackers, fireworks or any chemical components	1. Procedure for implementation 2. Confiscate the item/s
11. Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof	1. Procedure for implementation 2. A phone call to parents
12. Graffiti: books, case, desks, walls etc.	1. Procedure for implementation; and 2. Removal of graffiti
13. Late for school – three (3) days	1. Procedure for implementation; and 2. A phone call to parents
14. Truancy from any contact time, failure to attend an extra-mural activity, fixture or function as a participant or official	1. Procedure for implementation 2. Exclusion from 1 match/fixture/function
15. Racism – remarks/insults	1. Procedure for implementation; and 2. A phone call to parents

## GRADE 2 OFFENCES

**Procedure for Implementation:**

1<sup>st</sup> offence: Recommended sanction and written notification;

2<sup>nd</sup> offence: Parent interview / telephonic discussion;

3<sup>rd</sup> offence: Friday detention.

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
16. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	1. Procedure for implementation
17. Threatening assault/intimidation of a fellow learner (verbal or physical threat)	1. Procedure for implementation; 2. A phone call to parents; and 3. Noted in bullying file
18. Vandalism – neglect/defacing/damaging/ breaking school property	1. Procedure for implementation; 2. A phone call to parents; and 3. Repairs/payment of damages
19. Verbal or non-verbal abuse of a fellow learner	1. Procedure for implementation; 2. A phone call to parents; and 3. Noted in bullying file
20. Disrespect or insolence	1. Procedure for implementation 2. A phone call to parents
21. Public disturbance and public indecency	1. Procedure for implementation 2. A phone call to parents
22. Gambling	1. Procedure for implementation 2. A phone call to parents
23. Failure to produce a medical certificate on absenteeism during examinations/ test/ assessment tasks	1. Procedure for implementation 2. A phone call to parents 3. Receive 0 for the examination/test/task/ assessment
24. Using a cell phone as a means of communication during formal testing	1. Procedure for implementation 2. A phone call to parents 3. Phone confiscated as per policy 4. Receive 0 for the formal testing
25. Copying of computer exercises, projects or any other work intended for the year mark	1. Procedure for implementation 2. A phone call to parents 3. Receive 0 for the formal testing 4. Redo exercises/projects/other work
26. Possession of offensive material, excluding pornographic material	1. Procedure for implementation 2. A phone call to parents
27. Any action which brings the school's name into disrepute	1. Procedure for implementation
28. Tampering with safety and other equipment on school premises	1. Procedure for implementation
29. Not taking care of school issued textbooks	1. Procedure for implementation

### GRADE 3 OFFENCES

**Procedure for Implementation:**

1<sup>st</sup> offence: Inform Departmental Head, arrange parent interview and any other fitting sanction

2<sup>nd</sup> offence: Friday detention

3<sup>rd</sup> offence: Disciplinary hearing (depending on the severity of the particular offence)

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
1. Assault on a fellow learner (causing bodily harm)	1. Procedure for implementation; 2. Suspension from class/school; and 3. Noted in bullying file (every offence)
2. Any form of bullying/Intimidation	1. Procedure for implementation; 2. Community service; and 3. Noted in bullying file
3. Cheating/attempted cheating in examination	1. Procedure for implementation; 2. Warning letter; and 3. Nought for examination.
4. Possession/distribution of test or examination material prior to test or examination being written	1. Procedure for implementation; and 2. Nought for test/examination
5. Ongoing disruptive behaviour in the classroom (frustrating school's educational programme)	1. Procedure for implementation; and 2. Removal from class/school
6. Disruptive behaviour on school property or on school-sponsored fixture/outing/trip/tour (frustrating school's educational / extracurricular programme)	1. Procedure for implementation; and 2. Removal from class/school/fixture/outing/ trip/tour
7. Gangs – promoting formation forming of / associating with/ furthering activities of school gangs/"social groups"	1. Procedure for implementation; and 2. Suspension from school
8. Involving/attempting to involve outsiders in disputes between learners	1. Procedure for implementation; and 2. Community service
9. Public indecency	1. Procedure for implementation; and 2. Community service
10. Racist conduct that defames a learner/educator	1. Procedure for implementation; 2. Suspension from class/school; and 3. Community service
11. Improper suggestions of a sexual nature	1. Procedure for implementation; and 2. Community service
12. Sexual harassment of educator/ learner	1. Procedure for implementation; 2. Suspension from school; and 3. Community service
13. Threatening to assault/intimidate an educator	1. Procedure for implementation; 2. Suspension from school; and 3. Community service
14. Verbal abuse of an educator	1. Procedure for implementation; 2. Suspension from school; 3. Community service; and/or 4. Expulsion

### GRADE 3 OFFENCES

**Procedure for Implementation:**

1<sup>st</sup> offence: Inform Departmental Head, arrange parent interview and any other fitting sanction

2<sup>nd</sup> offence: Friday detention

3<sup>rd</sup> offence: Disciplinary hearing (depending on the severity of the particular offence)

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
15. Forgery e.g. parent/guardian's signature	1. Procedure for implementation; and 2. Warning letter
16. Lying	1. Procedure for implementation; and 2. Warning letter
17. Offensive material	1. Procedure for implementation; and 2. Warning letter
18. Smoking: possession of cigarettes /holding cigarettes / caught in the act on/off school property, selling cigarettes on/off school property	1. Procedure for implementation; and 2. Professional counselling 3. All cigarettes and lighters to be confiscated
19. Substance abuse – possession/ sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	1. Procedure for implementation; and 2. Professional counselling
20. Entering the school premises while under the influence of alcohol/drugs	1. Procedure for implementation; and 2. Professional counselling
21. Truancy – 1. Bunking a lesson 2. Bunking a day or part of a day 3. Bunking assembly	1. Procedure for implementation; and 2. A phone call to parents
22. Dangerous weapon or object, e.g. knife – possession at school	1. Procedure for implementation; 2. Suspension from school; and 3. Appropriate punishment, e.g. community service
23. Parking any legal form of transport on school grounds without permission	1. Procedure for implementation
24. Reckless behaviour during the use of transport	1. Procedure for implementation
25. Taking part in any form of illegal strike action/meeting/campaign on school premises	1. Procedure for implementation
26. 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 him/herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school	1. Procedure for implementation 2. Warning letter
27. Not meeting the rules and obligations related to a school enrichment programme	1. Procedure for implementation



### GRADE 3 OFFENCES

**Procedure for Implementation:**

1<sup>st</sup> offence: Inform Departmental Head, arrange parent interview and any other fitting sanction

2<sup>nd</sup> offence: Friday detention

3<sup>rd</sup> offence: Disciplinary hearing (depending on the severity of the particular offence)

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
28. Withdrawing from a school enrichment programme before the conclusion of the activity/season/duration	1. Procedure for implementation
29. Hitchhiking while in school uniform or sport dress	1. Procedure for implementation
30. Defacing school property	1. Procedure for implementation

### GRADE 4 OFFENCES

**Procedure for Implementation:**

The offence is immediately reported to the South African Police Service (SAPS) and/or a disciplinary hearing.

OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
1. Alcohol – <ul style="list-style-type: none"> <li>• Possession at school or on a school outing/smelling of liquor / under the influence at school or on a school outing</li> <li>• Drinking/drunken at school or on a school outing</li> <li>• Drinking in public in school uniform</li> </ul>	1. Procedure for implementation; and/or 2. Suspension from school; 3. Community service; 4. Expulsion
2. Assault – <ol style="list-style-type: none"> <li>1. On a learner causing serious bodily harm</li> <li>2. On an educator</li> </ol>	1. Procedure for implementation; and/or 2. Suspension from school; 3. Expulsion
3. Bribery/attempted bribery of any person in respect of any test/examination material	1. Procedure for implementation; and/or 2. Community service; 3. Expulsion
4. Dangerous weapon or object, e.g. firearm – possession at school/on a school outing	1. Procedure for implementation; and/or 2. Suspension from school; 3. Expulsion
5. Drugs/illegal substances – <ol style="list-style-type: none"> <li>1. Consumption not associated with the school</li> <li>2. Possession at school/on a school outing</li> <li>3. Consumption /under the influence at school/on school property</li> </ol>	1. Procedure for implementation; and/or 2. Suspension from school; 3. Warning letter; 4. Community service; 5. Professional counselling
6. Drugs/illegal substances – dealing ('pushing') at school/on a school outing	1. Procedure for implementation; and/or 2. Suspension from school; 3. Expulsion

## GRADE 4 OFFENCES

### **Procedure for Implementation:**

The offence is immediately reported to the South African Police Service (SAPS) and/or a disciplinary hearing.

<b>OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
7. Forgery of any document or signature to the potential/actual prejudice of the school	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Suspension from school;</li> <li>3. Warning letter;</li> <li>4. Community service;</li> <li>5. Expulsion</li> </ol>
8. Fraud (financial)	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Suspension from school;</li> <li>3. Compensation</li> <li>4. Warning letter;</li> <li>5. Community service;</li> <li>6. Professional counselling</li> </ol>
9. Hostage-taking	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Suspension from school;</li> <li>3. Expulsion</li> </ol>
10. Satanic practices that damage property or cause harm to people or any other living creature	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Suspension from school;</li> <li>3. Warning letter;</li> <li>4. Community service;</li> <li>5. Professional counselling/Expulsion</li> </ol>
11. Sexual assault/rape	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Suspension from school; and</li> <li>3. Expulsion</li> </ol>
12. Theft/robbery/breaking and entering/dishonest conduct to the prejudice of another person	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Replacement of stolen articles;</li> <li>3. Warning letter;</li> <li>4. Community service;</li> <li>5. Expulsion</li> </ol>
13. Trading in test/examination material for personal monetary gain	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Warning letter;</li> <li>3. Community service;</li> <li>4. Expulsion</li> </ol>
14. Vandalism – malicious damage to school/educator’s property	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Repair damage;</li> <li>3. Warning letter;</li> <li>4. Community service; and/or</li> <li>5. Expulsion</li> </ol>
15. Pornography – distribution at school	<ol style="list-style-type: none"> <li>1. Procedure for implementation; and/or</li> <li>2. Community service</li> </ol>
16. Agitation or inciting any form of illegal strike action / meeting / campaign on school premises	<ol style="list-style-type: none"> <li>1. Procedure for implementation</li> </ol>
17. Any offence punishable under common law	<ol style="list-style-type: none"> <li>1. Procedure for implementation</li> </ol>

This policy is accepted and adopted by the School Governing Body of Forest View Primary School.

**School Governing Body Chairperson: Mrs J. Marillier**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Principal: Mrs S. Shum**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_