



CODE OF CONDUCT GRADE 8-11

Table of Contents		
	Introduction	
Part 1 – School Rules		
A	General Principles	
B	School & Class Attendance	
C	School Uniform and General Attendance	
D	Valuable and Personal Belongings	
E	General Rules	
F	Rules Governing Public Places	
G	Transport	
H	School Enrichment Programme	
I	Accommodation of Religious or Cultural Rights	
Part 2 – Disciplinary System		
A	Grading of Offences	
B	Disciplinary Procedures	
C	Disciplinary Procedures	
D	Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure	
E	Disciplinary & Tribunal Hearings	
F	Procedure During Hearings	

VISION

An institution with a pleasant, healthy and disciplined teaching, learning and sporting environment.

MISSION

To provide excellent and relevant education and to promote interaction among learners, educators and parents with a view to making the learner a valuable, capable and responsible member of society.

Introduction

The Stanmore Secondary School (hereinafter referred to as the "School") is committed to providing a conducive environment for the delivery of quality teaching and learning by:-

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behavior at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the school representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

Part 1 – School Rules

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.

A. General Principles

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, educators and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behavior 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 behavior becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

B. School and Class Attendance

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

1. If a learner does not attend School regularly, the relevant registration teacher will report the absence of the learners to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from classroom is reported.
2. All learners are to arrive at School before the official starting (07:30). Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
3. Absence from class, without the permission of the relevant register teacher or subject teacher 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) days or more, this leave of absence must be supported by a letter from a medical doctor.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. No learner may leave the School during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Head of Department from whom an exit note must be obtained.
8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof.
10. Learner absent for 10 consecutive days or more without a valid reason may be excluded.

C. School Uniform and General Appearance

1. DRESS AND DEPARTMENT

All pupils are required to attend school dressed in the school uniform, which is as follows:

1.1 School Uniform

BOYS	GIRLS
<ul style="list-style-type: none"> • White school shirt (Long sleeve/short sleeve) • Charcoal grey pants (Purchased from the school's supplier) • Plain black blazer (with embroidered school monogram) • Black jersey (cardigan / pull over) with school monogram embroidered • School tie • Grey/ white/ black socks • Black school shoes (preferably Bata shoes) • *P.E – Plain black t-shirt and plain black shorts • Takkie/Sandshoes 	<ul style="list-style-type: none"> • White blouse(School monogram braided and embroidered on the pocket) • Black skirt –Pleated -Plain (only with black ijar) • Plain black blazer (with school monogram) • Black jersey (cardigan) with school monogram embroidered • School tie • Black stockings / white anklet socks • Black school shoes (preferably Bata shoes) • Head scarves- plain black (religious purpose only) • *P.E – Plain black t-shirt and plain black ¾ pants • Takkie/Sandshoes

1.1.1 Concessions

1 stud earring (religious purpose only)*

Plain black /white 'fez'-Muslim learners

Headscarves—plain black/white (religious purpose only)*

Two stud earrings (small, no fancy colors)

*(Authentic letter from religious leader or institution required)

Prohibitions: Tongue rings, Belly Button rings; toe rings, multiple earrings, drop or large ear- rings, Bangles; Slides, combs, bands and fancy grips in hair; Painted or long nails, fancy watches and watch bands; make-up of any kind (including lip gloss). Cosmetic kits must not be carried to school.

1.1.2 Notes

1. Casual jeans are not allowed.
2. Dresses must be at least knee length (even when pants are worn); belt must not be below the waist.
3. Fancy shoes, casual shoes and takkies are not allowed.
4. "Secret socks "are not permitted at school.
5. The use of multi-colored jerseys and jackets is prohibited.
6. Uniform defaulters may be sent home from the school gate, assembly or classroom to attend to their attire. They can also be banned from attending classes.
7. No multi- colored school bags- only plain navy blue and black. Multi-colored jackets and jerseys will be confiscated and released only to the parent/guardian in person.
Girls- belt must be fastened in the loop-not hanging below the waist.
Compulsory for learners to wear a school tie.
8. Fancy watches are prohibited. Straps to be black, silver or gold.
9. Belts: Large belts or fancy buckles are not allowed.
10. Colored contact lens-not allowed.
11. Pupils must be neatly dressed and groomed. Shirts must be tucked into the pants (not under belts) at all times and therefore should not be hanging over the trousers. Learners are not allowed to wear casual clothes. The only exception is an excursion on which official permission for casual clothes is given.
All items which are not school uniform compliant will be confiscated and returned only to the parent.
12. No colour lip balm/gloss allowed; no make –up eg. eye liner, kajal. Eyebrow pencil allowed.
13. No part of the uniform may be modified in any manner e.g. fancy badge patches, slits in pants, etc.

Writing on school uniform is prohibited.

1.2 Hair

1. Girls hair must be neat and well groomed and long hair must be platted. Shorter hair (over the ears) must be put into a ponytail/bun.
2. Fancy hairstyles (e.g. spiked hair, "mop" style haircuts); perms & hair extensions, wigs & bonding of hair buns are not allowed. Plaiting of own (natural) hair is acceptable.
3. Boy's hair must be cut with short back and sides: wedge styles are not allowed, no ponytails, no "man" buns.
4. Beards (neatly trimmed) are allowed for religious purposes (NB: A letter with full explanation from the religious authority must be submitted to form teacher).
5. Colour tints must not be used.
6. Excessive gel, oil or any other substance is prohibited. NB: The decision of educators is final as regards how much is excessive. Learners violating this rule will be asked to wash off excess gel.

1.3 Attire for PE/Sports Activities:

Every learner must participate in a Code of Sports/ Sports activity. If a learner cannot participate for any reason a letter from the parent/doctor must be sent to school.

Learners who participate in any code of sport must be appropriately attired. School uniform must not be used when playing sport. Frequent violations in this regard can result in a fail assessment for PE.

NB: Certain sports cannot be played without protective gear eg. shin pads in soccer. Cricket- pads, gloves, helmets etc.

Learners must carry PE attire and change at school. They will not be allowed at assembly and in classrooms in this attire.

1.4 Purchase of School Uniform:

School uniform must be purchased **from** the school only.

D. General Rules

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalizing or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. 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.
5. Disruptive, unruly, rude and/or offensive behavior will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (zero) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. 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.
12. The learners will respect those learners in positions of authority (RCL member, Monitor, Group Leader etc). 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.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:-
 - 14.1 School parking area.
 - 14.2 Areas where "out of bounds" signs are displayed, fenced off areas, Proximity of gates, Stanmore Regional hall.
 - 14.3 Electrical mains distribution boxes, fire extinguishers and hoses.
15. Items not allowed at school – chewing gum, tippex, felt/koke pens, spray cans, perfumes, Jewellery, MP3 players, iPods, Tablets and Cell phones.
If a cell phone is found on a learner (irrespective of the circumstances) the learner must hand over the cellphone with the sim card, to be kept in the strong room and only released to a parent/guardian in person .

16. Loss of Property- Learners bring personal property (especially Lap Tops) at their own risk.
17. During the breaks boys and girls must occupy separate grounds:
 boys- stadium and soccer field
 girls- assembly area, area outside library.
18. Chronic medication: Learners who are on chronic medication for certain illnesses(diabetes, A.D.H.D etc) must present a medical certificate to the school. The medication should be lodged with an admin clerk, who would administer it daily and timeously to the learner.

E. 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 will be brought onto and/or used on the School property unless authorized 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 all forms of cigarettes (Including e-cigarettes, tobacco, piped tobacco and hooka) is prohibited.
3. Alcohol is not permitted on School premises or during any School activity/function.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

F. Transport

1. Parents / guardians of learners are to make suitable transport arrangements for their child/children/ward/wards to and from school.
2. Learners with license motorized bikes or motor vehicles park these at their own risk on School premises. Further the permission of the principal must be obtained before either of the above is brought into school premises.
3. Learners may not hitchhike while in School uniform, whether formal or sports.
4. The Code of Conduct is applicable when making use of public transport to and from school.

G. 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 (1) sport, cultural and/or service activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
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 may result in the learner being suspended from participation in (1) inter-school league fixture.
5. Appropriate kit/uniform will be worn to all practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to an away fixture will travel in full School uniform unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.
9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.

H. Accommodation of Religions or Culture Rights

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

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rules/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 SGB 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 SGB 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.

7. When the SGB 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 – eg. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
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 learner must convince the SGB 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.

Part 2 – Disciplinary System

Every teacher is responsible for discipline and has the full authority and responsibility to correct behavior 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 behavior in the School.

A. Levels of Offences

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

B. Disciplinary Procedures

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

1. Level 1 offence – a written warning followed by a disciplinary hearing.
2. Level 2 offences – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Level 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence).
4. Level 4 offence – Report some offences immediately to the South African Police Services (SAPS) and a tribunal hearing.

Level 1: Offences

All Level 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 third level 1 offence occurs, the matter is referred to the Head of Department along with the record of all three (3) offences and the Head of Department will issue a written warning. A signed copy of acknowledgement will be kept on record by the Head of Department and communicated to the parent/guardian.

Should the particular level 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Head of Department, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Head of Department and communicated to the parent/guardian.

The Head of Department will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

Level 2: Offences

All level 2 offences will immediately be referred to the Head of Department. The staff member will, in consultation with the Head of Department, arrange an interview with the learner. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Head of Department and communicated to the parent/guardian.

When a second level 2 offence occurs after a final written warning has been issued for the first offence, the Head of Department will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, that an internal disciplinary hearing has been convened.

Should the particular level 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

The Head of Department will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

Level 3:

Offences

All level 3 offences will immediately be reported to the Head of Department. The Head of Department will refer the matter to the Disciplinary Committee which will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

Level 4:

Offences

All level 4 offences will immediately be reported to the Head of Department. The Head of Department will refer the matter to the School Principal who will immediately decide on whether or not to file a report with the SAPS depending on the seriousness of the crime committed. A tribunal hearing must be convened. 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.

(a) The governing body directs, with good cause, that a shorter notice period shall apply; and

(b) There is no prejudice caused to the learner by the shorter notice period.

C. 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/reprimand to express disapproval.
 - Written warning.
 - Final written warning.
 - Homework detention.
 - Supervised schoolwork.
 - De-merit system.
 - Referral for counseling.
 - Attendance of a relevant life skills programme.
 - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
 - Exclusion from School activities and functions, e.g. academic award ceremony, excursions
 - Temporary suspension from class or School, pending disciplinary hearing.
 - Disciplinary hearing.
 - Tribunal hearing.
 - Recommendation for expulsion.
2. Failure to comply with interventions and corrective measures will lead to further interventions and may result in the offence being categorised at a higher grade. Expulsion may be recommended for a Level 3 and a Level 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Levels 1, 2, 3 and 4 offences respectively.

D. TYPES OF SUSPENSION AND EXPULSION

1.1. DISCRETIONARY SUSPENSION

(Parts of this document written in italics are extracts from the National Code of Conduct for learners.

Since it comes from a superordinate document, it has to be implemented without amendment).

A learner may be suspended, depending on the circumstances, if the learner commits any of the following infractions while he or she is at school. Inappropriate behaviour in the community, where there is a direct link to the school, may also result in a suspension.

- Possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- Vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- Theft of property;
- Intimidation, extortion, verbal aggression and bullying;
- Misuse or misappropriation of school property or services, including computers and other technology systems;
- Hate -motivated incidents;
- Gang -related activity;
- Possession of dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal/vice principal to be unsafe or a hazard to persons or property in the school;
- Using abusive, blasphemous or inflammatory language to educators or any person in authority, as well as peers;
- Conduct that constitutes opposition to authority;
- Poor attendance that warrants disciplinary action;
- Conduct that is disruptive to the conduct or discipline of the class or school;
- Clothing /apparel that is inappropriate, offensive or violates the school dress code;
- Engaging in another activity, that under the Code of Conduct of the school, is one for which suspension is discretionary.

1.2 MANDATORY SUSPENSION

Immediate suspension will be the minimum penalty faced by a learner for:

- uttering a threat to inflict serious bodily harm on others;
- possession of illegal drugs;
- acts of vandalism causing damage to school property or property located on school premises.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

A learner will be immediately suspended for:

- being in possession of alcohol;
- being under the influence of alcohol.

2. EXPULSIONS

Depending on the type of infraction , a discretionary or mandatory expulsion may be imposed.

2.1 DISCRETIONARY EXPULSION

A learner may be suspended and proceed to an expulsion hearing if the learner commits any of the following infractions while he or she is at school or engaged in a school related activity:

- Hate- motivated violence;
- Gang -related violence;
- Vandalism causing extensive damage to school property or premises or to the property of others on or in school premises;
- Trafficking in controlled substances or in prescription drugs not prescribed or dispensed for medical purposes;
- Uttering threats or threatening conduct intended to intimidate;
- Use of an object as a weapon;
- Wilful interference or destruction of school communications and/or technology or technological systems;
- Abuse of computers or computer technology(including unauthorized access to or retrieval of information)for inappropriate or unlawful purposes;
- Persistent failure by a learner above the age of mandatory attendance to maintain a reasonable attendance record at school or in class or classes;
- Committing physical assault on another person with the intent to cause bodily harm.

- *Conduct that is so refractory that the learner's presence in the school or classroom is considered by the Principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.*

2.2 MANADATORY EXPULSION

Police will be involved, as indicated by the police/school protocol, and the learner will be immediately suspended and proceed to an expulsion hearing for the following:

- *Possession of a weapon , including possessing a firearm;*
- *Using a weapon to cause or to threaten bodily harm to another person;*
- *Committing sexual assault;*
- *Trafficking in weapons or in illegal drugs;*
- *Committing robbery;*
- *Giving alcohol to a minor.*

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 SGB, to recommend expulsion to the Provincial Department of Education.

5. A tribunal 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 counseling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

E. Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure

The SGB authorises the Principal or Deputy Principal to institute discretionary 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.

- 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.
- 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. In case of the latter , all proceedings must be concluded within 14 days of the infraction being committed.
- 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.

F. Disciplinary and Tribunal Hearings

The following official forms will be used for misconduct and disciplinary hearings:

- 1.1 Written warning (disciplinary warning form) (Annexure C)
- 1.2 Final written warning (Annexure D)
- 1.3 Notice of disciplinary hearing (Annexure E)
- 1.4 Record of disciplinary hearing (Annexure F)
- 1.5 Review form (lodging of appeal) (Annexure G)

2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.

3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.

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 offender. The offender must acknowledge the content by signing the document.

6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

7. The Disciplinary Hearing Commission will consist of the following members:

- 7.1 A SGB representative;
- 7.2 The School Principal or Discipline Officer delegated to oversee this function;
- 7.3 The Head of Department; and

- 7.4 The register teacher.
8. At least one of the parents of the learner must accompany the learner at the hearing, unless the learner is 21 (twenty-one) years old. The hearing will also be attended by the learner, and any other learner she/he may need for his/her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
- 9.1 Demerits.
 - 9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the SGB, to be effective immediately. This will be put in writing and a copy kept on record.
 - 9.3 Recommendation with respect to counseling /attendance of a life skills programme.
 - 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - 9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
 - 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The Tribunal Hearing Commission will consist of the following members:
- 10.1 The SGB Chairperson (optional, but recommended);
 - 10.2 Two (2) parent representatives from the SGB;
 - 10.3 The School Principal or Discipline Officer delegated to oversee this function; and
 - 10.4 The teacher responsible for the learner at the time of infraction.
 - 10.5 Any other person necessary for the hearing
11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Principal/Discipline Officer will furnish the relevant members of the Tribunal Hearing Committee with all the information necessary for their records.

G. 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 represented at the hearing by one (1) internal representative.
 - 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(if necessary), to be requested 48 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 (*inabsentia*).
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 panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
5. The chairperson of the disciplinary committee must ask the learner whether the learner pleads guilty or not guilty to the charge. The learner must respond thereto. Should the learner fail to respond, the learner will be deemed to have pleaded not guilty to the charge. 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.
 - (a) The disciplinary committee can thereafter adjourn the hearing for not more that 2(two) school days to a specified place, date and time in order to decide whether, on a balance of probabilities, the learner is guilty or not guilty of the charge.
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 right to appeal (Annexure E).
11. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
12. The signing of the document by the learner does not imply an acknowledgement of guilt.

Annexures

Annexure A

Stanmore Secondary School

Learner Commitment

I,, a learner in Grade....., understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, teachers, parents and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending school regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

Signed at _____ on this _____ day of _____ 20_____.

Learner

Parent/Guardian

Annexure B

LEVEL 1 AND 2- NOT SO SERIOUS: TO BE HANDLED AT SCHOOL LEVEL

Level 1: Offences

- littering
- excessively noisy or unruly behavior before School, during change-overs, during breaks, and after School
- eating, drinking or chewing gum during any contact time (class and assembly)
- misconduct in an assembly
- entering an out of bounds area, classroom or passage without permission
- loitering in the passages, at the tuckshop or vending machines, at the toilets or change rooms
- misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture
- **failure to:**
 - submit an absentee note or exit notes by the stipulated deadlines
 - return a library book by the due date, or pay the fine for overdue book/s
 - attend an extramural activity's practice session without excusing himself
 - attend duty class
 - attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event
 - attend detention
- continual interference with another learner which causes minor physical or mental discomfort
- misconduct during detention
- minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery
- failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items
- failure to wear the correct sports kit for a match or practice hitchhiking while in School uniform, formal or sport dress
- disruptive behaviour in class
- spitting in public
- failure to:
 - do classwork set and submit homework
 - bring the required textbooks, notes, stationery, or equipment to a lesson
 - hand work in on time
- copying another learner's classwork or homework
- defacing School property
- reporting late for class, relief, or to the exclusion room
- use of offensive material to cover books or files
- possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time
- arriving late for School without an excuse note.

Level 2: Offences

- vandalism
- interfering with another person's possessions/ property without the owner's consent
- damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent
- racism: remarks/ insults
- forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof
- intimidation by verbal or physical threat to harm the person or his property (bullying)
- swearing, lying or using obscene gestures
- verbal or non-verbal abuse
- disrespect or insolence
- insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room, or failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated)

- fighting, common assault or attempted assault
- public disturbance and public indecency
- gambling
- failure to attend detention without prior submission of a written excuse or note
- unacceptable hair styles, including bleaching or colouring
- display of visible tattoos
- 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
- copying of computer exercises, projects or any other work intended for the year mark
- truancy from any contact time
- possession or use of fire crackers
- failure to attend an extra-mural activity fixture or function as a participant or official
- any action which brings the School's name into disrepute
- possession of offensive material, excluding pornographic material
- tampering with safety and other equipment on School premises
- unreasonable repetition of a Grade 1 offence.

LEVEL 3 AND 4- SERIOUS MISCONDUCT : TO BE HANDLED BY SGB AND /OR POLICE

Level 3: Offences

- possession of weapons that can cause physical injury (knives, etc.)
- entering the School premises while under the influence of alcohol/drugs
- possession, copying, distribution, use or displaying of pornographic material
- assault with the intent to do grievous bodily harm
- truancy from School or leaving School grounds without the necessary permission
- taking part in any form of illegal strike action/ meeting/campaign on School premises
- any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner
- violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners
- reckless or negligent driving whether or not in School uniform, and whether or not on the School property
- unreasonable repetition of a Grade 2 offence.
- using a cell phone as a means of communication during formal testing

Level 4: Offences

- use of weapons that cause physical injury (knives, etc.)
- possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon
- possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance
- poisoning, or attempting to poison another person
- theft, robbery, breaking and entering
- malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body
- rape, attempted rape, or indecent assault
- physical assault that results in bodily harm
- sedition or inciting any form of illegal strike action/meeting/ campaign on School premises
- Any offence punishable under common law.

Table 2: List of the possible disciplinary sanctions to be applied for Level 1, 2, 3 and 4 offences, respectively.

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

Level 1: Offences Recommended Corrective Sanctions	Level 1: Offences Recommended Corrective Sanctions
Academic: Books/work materials left at home; homework -not done on time/copied 2. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing. 4. Dress code: Untidiness/unkept appearance; School dress code not followed.	Corrective actions/sanctions are carried out by the individual teacher and may include the following: • Verbal reprimand; • Detention at break; • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification
Level 2: Offences Recommended Corrective Sanctions	Level 2: Offences Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter.
2. Damage to property/possession of other learners' Property	Repair/replacement, warning letter
3. Defiance/disregarding of an authority figure' Instructions	Warning letter and Principal's detention.
3. Detention – non-attendance	Making up missed detention, warning letter
5. Disregarding test/examination procedures	Warning letter and Principal's detention.
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures.
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention.
8. Repeated dress code infringements (including hair and personal grooming)	Call in parent
9. Fighting	Warning letter and detention Call in parent
10. Fire-crackers	Warning letter and detention Call in parent
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	Call in parents
13. Graffiti: books, case, desks, walls, etc.-Absenteeism	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention Call in parent
17. Offensive material	Warning letter and detention Call in parent
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property	Call in parent
19. Smoking – selling cigarettes on/off School Property	1 st offence: Information disciplinary hearing, warning letter and special detention 2 nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention Call in parent
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention Counselling
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention

24. Truancy – bunking a lesson	Detention
25. Truancy – bunking a day or part of a day	Warning letter and detention
26. Vandalism – defacing/damaging/breaking School Property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
Level 3: Offences Recommended Corrective Sanctions	Level 3: Offences Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention Report to SAPS
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Warning letter Call in parents
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter and detention.
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, and detention
13. Pornography – distribution at School	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
Level 4: Offences Recommended Corrective Sanctions	Level 4: Offences Recommended Corrective Sanctions
1. Alcohol – drinking/drunken at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and Expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and Expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6 Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion

7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and Expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and Expulsion. Report to SAPS
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion. Report to SAPS
15. Sexual assault/rape/murder	Suspension from School. Disciplinary hearing and Expulsion. Report to SAPS
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Breaking and entering locked premises	Law enforcement authorities to be involved
18. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
19. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion

Annexure C

Stanmore Secondary School

Written Warning

Name of learner:.....
Learner ID number:
Subject:
Teacher:.....

The above learner has breached the disciplinary code.

Date of offence:
Grade of offence:.....
Nature of offence:

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

Learner's statement:
.....
.....
.....
.....

.....
Learner
.....

.....
Teacher
.....

Witness
.....

HOD
.....

.....
Date

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

Annexure D

Stanmore Secondary School

Final Written Warning

Name of learner:.....
Learner ID number:
Subject:
Teacher:.....

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:
Grade of offence:.....
Nature of offence:

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

Learner's statement:
.....
.....
.....
.....

Learner
.....

Teacher
.....

Witness
.....

HOD
.....

.....
Date

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

**Stanmore Secondary School
Notice of Disciplinary Hearing**

Name of learner:.....
 Learner ID number:
 Subject:
 Teacher:.....
 A formal disciplinary hearing will be held and you are obliged to be present:
 Date of hearing:
 Venue of hearing:
 Time of hearing:.....
 Date served:.....
 The charge against you is as follows::

 Date of offence:
 Nature of offence:

Suspension from Class

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

Time:..... Date:...../...../..... until Time:..... Date:...../...../.....
 During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.
 Note: Learner receives one (1) copy and the signed copy must be kept and filed.

Rights of Learner facing Disciplinary Action

Learner's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by parents/guardian if under age.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

..... Server Designation
..... Learner Witness
..... Date	

Stanmore Secondary School

Record of Disciplinary Hearing

Present

Capacity	Name	Designation	Section

Complainant (if applicable): Learner:	Complainant (if applicable): Learner:
Witnesses for complainant	Witnesses for learner
Witnesses for learner	Witnesses for complainant
Witnesses for learner	Witnesses for complainant
1.	1.
2.	2.
3.	3.

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

.....

.....

.....

.....

Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

.....
Learner

.....
Teacher

.....
Witness

.....
HOD

.....
Date

Annexure G

Stanmore Secondary School	
Lodging of Appeal (Review Form)	
In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).	
Name of Appellant:.....	
The appeal is made on the following grounds (the appropriate areas to be marked with an X). <input type="checkbox"/> The disciplinary measure imposed was not in line with the grade of offence. <input type="checkbox"/> Disciplinary procedures were not followed. <input type="checkbox"/> New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.	
Nature of offence:	
The following reasons are submitted in support of this appeal:	
Date appeal lodged	Appellant

Acknowledgements:-

1. This document was compiled using the template and guidelines provided by the National Department of Education, details as follows:-

Department of Education
Sol Plaatje House
123 Schoeman Street
Private Bag X895
Pretoria 0001
South Africa

Tel: +27 12 312 5349
Fax: +27 12 312 5029
<http://www.education.gov.za>
© 2008 Department of Education
Design and layout: Formeset Digital, Tshwane
Tel.: (012) 324 0607
Email: denise@formesetgroup.co.za

2. Extracts from the code of conduct of the following schools have been incorporated into this document:

- Greenbury Secondary
- Woodview Primary
- Sweet Valley Primary
- National Code of Conduct

-----Please fill in the bottom portion, detach & return to school-----

I, _____ parent/guardian of _____ in Grade/Div _____
hereby acknowledge receipt of Stanmore Secondary's Code of Conduct for learners.

Signature of Parent: _____ Signature of Learner: _____ Date: _____