



## *Dissiplinêre Beleid vir Leerders*

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## **1. DOEL**

Die doel van hierdie dissiplinêre kode is:

- 1.1. om oortreders op 'n verantwoordbare en algemeen aanvaarbare wyse te waarsku, tereg te wys en te dissiplineer sonder om die oortreder te verneder en op sy/haar regte inbreuk te maak; en
- 1.2. om leerlinge op te voed om verantwoordelikheid vir hul eie optrede en/of versuime te aanvaar; en
- 1.3. om leerlinge te lei tot korrekte en sosiaal aanvaarbare gedrag; en
- 1.4. om groep straf sover moontlik uit te skakel; en
- 1.5. om die regte van onskuldige leerlinge en lede van die personeel of ander betrokke partye te beskerm; en
- 1.6. om leerkrigte in staat te stel om voortreflike onderwys aan hul leerlinge te lewer; en
- 1.7. om ouers insae en inspraak te gee in dissiplinêre sake wat hulle kinders raak.

## **2. DISSIPLINÊRE KOMITEE**

Die samestelling van hierdie komitee wissel na gelang van die aard en erns van die oortreding. Sien Gedragskode vir leerders.

## **3. WERKSWYSE VAN DIE KOMITEE**

- 3.1. Die Skoolhoof sal as sameroeper van die komitee optree. In ernstige sake is hy egter slegs 'n komiteelid en mag nie voorsitter van die vergadering wees nie. Die rol van voorsitter moet deur 'n Beheerliggaam lid vervul word. Indien die skoolhoof as aanklaer namens die skool optree, mag hy nie ook as "regter" optree deur deel te wees van die komitee se besluite nie. In minder ernstige sake mag hy voorsitter en regter wees.
- 3.2. Ten minste 24 uur (vir kleiner oortredings) en 5 skooldae (vir ernstige oortredings) skriftelike kennis van dissiplinêre vergaderings moet gegee word.
- 3.3. Die komitee moet 'n sekretaris aanwys wat skriftelike notule van die verrigtinge neem. Die vergadering mag opgeneem word.
- 3.4. Die leerling se ouer(s)/voog(de) mag die vergadering bywoon, met volle spreek reg, maar het geen stemreg nie.
- 3.5. Die vergadering word as 'n geslote en vertroulike vergadering hanteer en slegs die finale besluit van die komitee mag bekendgemaak word.



- 3.6. Die komitee moet verkieslik konsensus-besluite neem. Indien 'n dispuut ontstaan, moet daar per hand of geslote stembrief gestem word.
- 3.7. Besluite wat per stemming geneem word, moet met 'n meerderheid bekragtig word.
- 3.8. Strawwe word deur die skoolhoof op 'n leerling se rekord aangeteken en beide die leerling en die hoof (asook die ouer in ernstige sake) moet daarby teken.
- 3.9. Dit staan ontevrede ouers/leerders ook vry om verdere kanale vir beslegting van die saak te gebruik indien die interne appèlprosedures afgehandel is en hulle steeds nie met die appèl/prosedure/sanksie tevrede is nie.

#### **4. PROSEDURE VIR DISSIPLINÊRE OPTREDE TEGEN LEERDERS**

In geval van die oortreding van enige bepaling wat in hierdie dissiplinêre gedragskode vir leerders voorgeskryf word, moet hierdie dissiplinêre prosedure gevolg word. Vir die toepassing van hierdie dissiplinêre prosedure word wangedrag in twee kategorieë verdeel. Dit stem ooreen met die verskillende dissiplinêre stappe wat gedoen kan word en die verskillende prosedures wat gevolg kan word in die hantering van wangedrag.

Enige verwysing na die beheerliggaam in hierdie dissiplinêre prosedure sluit die dissiplinêre komitee van die beheerliggaam in.

- 4.1. Dissiplinêre optrede
  - 4.1.1. Minder ernstige oortredings: Kategorie B-wangedrag  
*Sien opsomming van B oortredings.*

In geval van die oortreding van enige van bovermelde bepalings, moet sodanige oortreding na 'n opvoeder of die prinsipaal van die skool verwys word en is sodanige opvoeder by magte om die volgende strafmaatreëls toe te pas indien 'n leerder skuldig is:

- a) 'n Mondelinge of skriftelike waarskuwing of 'n aantekening in die leerder se tuiswerk boek of werkboek waarby die ouer moet teken. Ontvangserkenings van sulke waarskuwings briewe moet deur die ouers en die kind onderteken word en na die skoolhoof teruggestuur word;



- b) Skoolwerk onder toesig wat tot die leerder se vordering by die skool sal bydra én die skoolomgewing sal verbeter, met dien verstande dat die ouers betyds ingelig en die veiligheid van die kind verseker word;
- c) Die uitvoer van pligte deur die oortreder ten gunste van die persoon/instansie wat deur die oortreding benadeel is;
- d) Herstel, skadevergoeding of vervanging in geval van beskadiging van eiendom;
- e) Opskorting van deelname aan skoolaktiwiteite, soos sport en kultuur;
- f) Gemeenskapsdiens/terrein diens vir 'n maksimum van twee uur, soos voorgeskryf deur die prinsipaal, met dien verstande dat ouers betyds ingelig word en die leerling se veiligheid nie in gevaar gestel sal word nie;
- g) Detensie;
- h) Tydelike konfiskasie van klere, fone, juweliersware, sakke, tasse, ens. Al diesulke items moet duidelik geïdentifiseer word en in die kantoor kluis gehou word;
- i) Die toeken van 0 punte vir 'n taak/werkopdrag/klastoets of deel daarvan;
- j) Telefoonoproep na die ouer/voog om hul in te lig oor oortredings en te waarsku;
- k) Opskorting van 'n klas en telefoniese/persoonlike kontak met die ouer/voog om hul daarvan in kennis te stel;
- l) Verpligte inligting verhoor met ouer/voog en leerder, per skriftelike uitnodiging en nie minder as 24 uur kennisgewing nie.

Alle oortredings moet op die voorgeskrewe dissiplinêre kode vorm aangeteken word en in die kantoor op rekord gehou word. Oortreders moet sulke vorms teken. In geval van weiering om te teken, kan die opvoeder/skoolhoof 'n VRL lid of ander getuie vra om te teken. Die weiering om te teken verontskuldig nie die oortreder nie en kan nie verhoed dat die oortreding hanteer word tydens 'n verhoor of 'n inligting verhoor nie.

- 4.1.2. Meer ernstige oortredings: Kategorie A-wangedrag  
*Sien opsomming van A-oortredings*



In geval van die oortreding van enige van bovermelde bepalings, moet sodanige oortreding na die skoolhoof of die beheerliggaam verwys word, en is die skoolhoof/beheerliggaam by magte om die volgende strafmaatreëls toe te pas:

- a) Enige van die strafmaatreëls in 4.1.1 (a) tot (l) hierbo, waartoe die volgende bygevoeg kan word. Let ook daarop dat die skoolhoof, die beheerliggaam of die dissiplinêre komitee onmiddellik aan leerders 'n skriftelike waarskuwing of 'n finale skriftelike waarskuwing kan gee indien skuldig aan Kategorie A oortredings. Ontvangserkenning van sulke waarskuwings briewe moet deur die ouers en die kind onderteken word;
- b) Uitsluiting van deelname aan sosiale geleenthede van die skool, insluitend die Matriek Afskeid dans;
- c) Ooreengekome vergoeding;
- d) Die herstel of vervanging van beskadigde eiendom;
- e) Gemeenskapsdiens vir tot ses ure soos voorgeskryf deur die prinsipaal, met dien verstande dat ouers betyds ingelig word en die leerling se veiligheid nie in gevaar gestel sal word nie;
- f) In geval van die oortreding van die gedragskode deur lede van die VRL en ander skool leiers:  
Saam met of as alternatief vir bogenoemde, skorsing van pligte vir 'n tydperk van tot ses weke, of afdanking en permanente verwydering uit die VRL of 'n ander leiers amp in die skool;
- g) Na afloop van 'n verhoor waarin enige leerder skuldig bevind is aan die oortreding van die bepalings van die gedragskode, kan die beheerliggaam sodanige leerder enige van voormelde strawwe oplê, of die leerder skors, of by die Onderwyshoof aanbeveel dat die leerder uit die skool uitgesit word.

Indien daar op slegs skorsing as 'n straf besluit word, kan die beheerliggaam die leerder vir tot sewe skooldae skors. Indien die beheerliggaam besluit om die uitsetting van die leerder by die Onderwyshoof aan te beveel kan die beheerliggaam die leerder vir 'n redelike tydperk van tot veertien skooldae skors, hangende die Onderwyshoof se beslissing.



Alle oortredings moet op die voorgeskrewe dissiplinêre kode vorm aangeteken word en in die kantoor op rekord gehou word. Oortreders moet sulke vorms teken. In geval van weiering om te teken, kan die opvoeder/skoolhoof 'n VRL lid of ander getuie van die oortreding vra om te teken. Die weiering om te teken verontskuldig nie die oortreder nie en kan nie verhoed dat die oortreding hanteer word tydens 'n verhoor of 'n inligting verhoor nie.

#### 4.2. Voorkomende skorsing

- 4.2.1. Die beheerliggaam kan, op redelike gronde en as 'n voorsorgmaatreël, 'n leerder wat vermoedelik ernstige wangedrag (kategorie A) gepleeg het vir tot sewe skooldae van skoolbywoning skors.
- 4.2.2. Indien die leerder 'n oortreding soos bepaal in klousule 7.1.2 begaan het, mag die tydperk van voorkomende skorsing tot veertien skooldae verleng word.
- 4.2.3. Die leerder moet steeds 'n redelike geleentheid ontvang om verhoër in verband met sodanige voorkomende skorsing aan die beheerliggaam te rig.

#### 4.3. Dissiplinêre verhoor

##### 4.3.1. Voorlopige ondersoek

Wanneer 'n leerder na bewering of vermoedelik 'n ernstige oortreding (kategorie A) begaan het, kan die skoolhoof 'n ondersoekbeampte aanstel. Laasgenoemde sal inligting insamel sodat die skoolhoof of die ondersoekbeampte kan besluit of 'n dissiplinêre verhoor nodig is. Die skoolhoof self kan ook as ondersoekbeampte optree.

##### 4.3.2. Verhoor

- 4.3.2.1. Die ondersoekbeampte stel 'n klagstaat op, en die ouers en leerder ontvang skriftelik kennis van die klag en die plek, datum en tyd van die verhoor. Hierdie reëlins word in oorleg met die dissiplinêre komitee getref.
- 4.3.2.2. Die kennisgewing moet genoeg inligting bevat oor die datum, plek en aard van die beweerde oortreding.
- 4.3.2.3. Minstens vyf skooldae moet tussen die oorhandiging van die kennisgewing en die verhoor verloop.
- 4.3.2.4. Die beheerliggaam stel die dissiplinêre komitee aan. Die voorsitter van die komitee moet 'n lid van die beheerliggaam wees. Die dissiplinêre komitee sal die bevoegdheid hê om die dissiplinêre verhoor namens die



beheerliggaam te behartig en af te handel, so volledig asof dit deur die beheerliggaam self gedoen is, en sal geregtig wees om alles te doen wat die beheerliggaam kragtens toepaslike wetgewing mag doen, wat insluit die oplegging en afdwinging van enige strafmaatreël en die aanbeveling van uitsetting by die Onderwyshoof. Hierdie oordrag van bevoegdheid belet egter nie die beheerliggaam om sodanige bevoegdhede self uit te oefen nie.

- 4.3.2.5. Die leerder mag deur sy/haar ouer of 'n persoon wat deur die ouer aangewys word, bygestaan word. In geval van ernstige oortredings het die leerder die reg om aansoek te doen om deur 'n regsverteenwoordiger of ander persoon wat deur die ouer van die leerder aangewys word, verteenwoordig te word. Sodanige aansoek moet minstens twee skooldae voor die aanvang van die verhoor aan die voorsitter van die dissiplinêre komitee gerig word. Geen ander persone behalwe bogenoemde mag die verhoor namens die beskuldigde leerder bywoon nie.
- 4.3.2.6. Wanneer 'n leerder regsverteenwoordiging het, kan die leerder die dissiplinêre prosedure verkort deur 'n pleit-en-vonnis-ooreenkoms met die voorsittende beampte te sluit.
- 4.3.2.7. Benewens minderjarige leerders se reg om deur middel van tussengangers te getuig, soos dit in artikel 8(7)–(9) van die Skolewet uiteengesit word, sal minderjarige leerders (hetsy as beskuldiges of as getuies) ook geregtig wees om gedurende dissiplinêre verrigtinge deur hul ouers of 'n opvoeder van hul keuse bygestaan te word. 'n Persoon wat 'n leerder bystaan, sal egter nie geregtig wees om enige vrae namens die leerder te beantwoord of die dissiplinêre komitee toe te spreek nie.
- 4.3.2.8. Leerders wat by dissiplinêre verrigtinge betrokke is, sal ook geregtig wees op ondersteuning, advies en berading deur opvoeders wat vir daardie doel deur die skoolhoof of die beheerliggaam aangewys is, met dien verstande dat sodanige opvoeder nie die leerder by die dissiplinêre verhoor mag bystaan tensy die ouer van die leerder die opvoeder daartoe magtig nie.
- 4.3.2.9. Indien die leerder en/of sy/haar ouers en/of verteenwoordiger ondanks behoorlike kennisgewing afwesig is, kan die verhoor in hul afwesigheid voortgaan.



- 4.3.2.10. Die verhoor moet billik en regverdig wees, en sal volgens die voorskrifte van die toepaslike provinsiale wetgewing geskied. Die aanklaer en leerder (of die leerder se verteenwoordiger namens die leerder, indien van toepassing) moet die geleentheid gegun word om hul saak te stel, kan vrae aan getuies stel, kan getuies roep, en kan dokumente wat op die saak betrekking het, ondersoek of voorlê.
- 4.3.2.11. Die lede van die dissiplinêre komitee sal self ook geregtig wees om getuies te roep, bykomende getuies of getuienis aan te vra, vrae aan getuies te stel, of enige aspek verder te ondersoek of te laat ondersoek wat billikheid en regverdigheid kan bevorder.
- 4.3.2.12. Nadat die getuienis aangehoor is, neem die komitee 'n besluit oor die leerder se skuld of onskuld. Vir doeleindes hiervan, of vir doeleindes van 'n beslissing oor enige geskil wat gedurende die verrigtinge ontstaan, sal die komitee geregtig wees om vir 'n redelike tydperk te verdaag ten einde sy beslissing te oorweeg. Sodanige oorweging sal agter geslote deure geskied en slegs deur lede van die komitee bygewoon word.
- 4.3.2.13. Indien die leerder skuldig bevind word, sal die leerder en die aanklaer nog 'n geleentheid ontvang om getuienis aan te bied en/of verhoër te rig oor versagterende en verswarende omstandighede wat die komitee in ag moet neem ten einde 'n gepaste straf op te lê. Ten einde 'n gepaste straf te oorweeg, sal die komitee geregtig wees om weer vir 'n redelike tydperk te verdaag. Sodanige oorweging sal ook agter geslote deure geskied en slegs deur lede van die komitee bygewoon word.
- 4.3.3. Uitspraak en strafmaatreël
- 4.3.3.1. In geval van 'n skuldigbevinding moet die beslissing van die dissiplinêre komitee, wat die opgelegde sanksie insluit, binne hoogstens vyf skooldae skriftelik aan die leerder en sy/haar ouers en die aanklaer oorgedra word.
- 4.3.3.2. Ondanks enige skuldigbevinding en strafmaatreël wat deur die beheerliggaam opgelê word, kan enige belanghebbende enige oortreding van die gedragskode wat op 'n strafregtelike oortreding kan neerkom, vir ondersoek na die Suid-Afrikaanse Polisiediens verwys.

## **5. INTERNE APPEL**





- 5.1. 'n Party wat ontevrede is met die uitslag van dissiplinêre verrigtinge voor die beheerliggaam se dissiplinêre komitee sal die reg hê om binne 24 uur nadat hy/sy die skriftelike uitslag ontvang het, skriftelik by die voorsitter van die beheerliggaam teen die skuldigbevinding, die opgelegde strafmaatreël, of albei, te appelleer.
- 5.2. Die kennisgewing van appèl moet die gronde vir die appèl duidelik uiteensit.
- 5.3. Binne 24 uur na ontvangs van die kennisgewing van appèl moet die voorsitter van die beheerliggaam 'n appèlkomitee saamstel wat uit 'n lid van die beheerliggaam as voorsitter, en minstens twee ander kundige persone bestaan. Die lede van die dissiplinêre komitee wat die saak aangehoor het, kan nie in die appèlkomitee ook dien nie.
- 5.4. Die voorsitter van die beheerliggaam moet die kennisgewing van appèl aan die voorsitter van die appèlkomitee en die ander party in die verrigtinge voor die dissiplinêre komitee oorhandig, en toesien dat die rekord van die dissiplinêre verrigtinge tot die appèlkomitee se beskikking gestel word.
- 5.5. Die ander party sal geregtig wees om binne 24 uur na ontvangs van die kennisgewing van appèl in reaksie daarop versoë aan die voorsitter van die appèlkomitee te rig.
- 5.6. Die appèlkomitee sal by oorweging van die appèl beperk wees tot 'n oorweging van die rekord van die verrigtinge voor die dissiplinêre komitee, die kennisgewing van appèl, en enige versoë wat die ander party voorlê.
- 5.7. Enige party wat verdere getuienis wat nie deel uitmaak van die rekord van die verrigtinge voor die dissiplinêre komitee nie, vir oorweging aan die appèlkomitee wil voorlê, moet skriftelik om toestemming by die voorsitter van die appèlkomitee aansoek doen. In geval van die appellant moet sodanige aansoek in die kennisgewing van appèl vervat wees, en in geval van die ander party moet dit binne 24 uur ná oorhandiging van die kennisgewing van appèl geskied.
- 5.8. Die aansoek om nuwe getuienis voor te lê moet 'n volledige verduideliking bevat waarom die getuienis nie gedurende die dissiplinêre verrigtinge beskikbaar was of aangebied is nie, moet die aard van die getuienis uiteensit, en moet die tersaaklikheid van die getuienis vir die oorweging van die appèl uiteensit.
- 5.9. Die appèlkomitee moet binne sewe skooldae ná ontvangs van die kennisgewing van appèl sy besluit skriftelik aan die partye bekend maak.
- 5.10. Enige strafmaatreël wat deur die dissiplinêre komitee opgelê is, word opgeskort hangende die beslissing van die appèlkomitee.
- 5.11. Met die oorweging van die appèl kan die appèlkomitee:



- 5.11.1. die beslissing van die dissiplinêre komitee oor die skuldig- of onskuldigbevinding en/of strafmaatreël ter syde stel of handhaaf;
- 5.11.2. 'n alternatiewe strafmaatreël op lê (wat 'n swaarder straf insluit); en
- 5.11.3. enige ander beslissing gee wat die appèlkomitee in die omstandighede as billik of regverdig ag.

## **6. ALGEMENE BEPALINGS**

- 6.1. Die beheerliggaam moet behoorlik van die dissiplinêre verrigtinge rekord hou. Vir hierdie doel kan die beheerliggaam 'n persoon aanwys om die verrigtinge te notuleer of elektronies op te neem. Sodanige persoon sal nie deel uitmaak van die komitee nie.
- 6.2. Nieteenstaande die bepalings met betrekking tot die plek waarna verwys word in klousule 4.3.2.1 en 4.3.2.2 mag alle verrigtinge in geheel en/of gedeeltelik deur middel van elektroniese kommunikasie plaasvind, welke elektroniese kommunikasie middel aan alle partye gekommunikeer sal word.
- 6.3. Die elektroniese kommunikasie middel moet voorsiening maak vir die intydse versending van klank, beeld en dokumente na alle partye wat deelneem aan die verrigtinge.
- 6.4. Indien 'n party nie van die elektroniese kommunikasie middel gebruik wil en/of kan maak nie, moet die party die voorsitter van die verrigtinge minstens 24 uur voor die aanvang van die verrigtinge skriftelik in kennis stel.

## **7. BESKRYWING VAN OORTREDINGS**

### **7.1. A-OORTREDINGS**

- 7.1.1. Oortredings wat mag lei tot uitsetting en/of skorsing sluit in, maar is nie beperk tot:
  - 7.1.1.1. gedrag wat die veiligheid van ander leerders bedreig en hulle regte ernstig aantast;
  - 7.1.1.2. besit of gebruik van of dreig met 'n gevaarlike wapen;
  - 7.1.1.3. besit, gebruik, oorhandiging of sigbare tekens van dwelmmiddels of ongemagtigde middels, alkohol of bedwelkende stowwe van enige aard;
  - 7.1.1.4. bakleiery, aanranding of mishandeling;
  - 7.1.1.5. immorele gedrag of godslastering;



- 7.1.1.6. valslik voorgee om iemand anders te wees;
  - 7.1.1.7. skadelike graffiti, haat spraak, seksisme en rassisme;
  - 7.1.1.8. diefstal of besit van gesteelde goedere, insluitende toets- of eksamenvraestelle voor aflegging van die betrokke toets of eksamen;
  - 7.1.1.9. onwettige optrede;
  - 7.1.1.10. vandalisme, vernietiging of beskadiging van skool eiendom;
  - 7.1.1.11. oneerbiedigheid;
  - 7.1.1.12. afkeurenswaardige gedrag en beledigende taal teenoor personeel of mede-leerders;
  - 7.1.1.13. herhaalde oortredings van die skoolreëls of hierdie Gedragskode;
  - 7.1.1.14. kriminele en onderdrukkende gedrag soos verkragting of seksuele teistering;
  - 7.1.1.15. viktimisasie, afknouery en intimidasie van mede-leerders;
  - 7.1.1.16. oortreding van eksamen reëls;
  - 7.1.1.17. doelbewuste en opsetlike verskaffing van vals inligting of die vervalsing van dokumentasie met die doel om daardeur 'n onregverdige voordeel in die skool te verkry;
- 7.1.2. VERONTAGSAMING VAN REGULASIES SOOS GEPUBLISEER DEUR DIE NASIONALE REGERING EN/OF ENIGE DEPARTEMENT VAN DIE NASIONALE REGERING WAT BETREKKING HET OP LEERDERS – 150 DEBIETE
- 7.1.2.1. Die prinsipaal moet die ouer(s)/voog(de) van die leerder sowel as die voorsitter van die beheerliggaam, die Departement van Onderwys en, indien van toepassing, die betrokke departement van die nasionale regering, dadelik in kennis stel van die oortreding.
  - 7.1.2.2. 'n Dissiplinêre verhoor moet sonder versuim volgens die bepalings van klousule 4.3 gehou word.
- 7.1.3. DIEFSTAL - 75 DEBIETE
- 7.1.3.1. Die wederregtelike neem van ander se eiendom, vraestelle, memoranda, rekenaardata, ens. Daar moet ook gelet word op die erns van die oortreding.
- 7.1.4. DWELMS – 75 DEBIETE
- 7.1.4.1. Om onder die invloed van dwelms te wees,
  - 7.1.4.2. Om die skoolterrein te betree terwyl onder die invloed van dwelms,



- 7.1.4.3. Die besit, verskaffing, verspreiding en/of gebruik van verslawende middels of erkende dwelms, of soos verbied deur wetgewing. Sien prosedure vir dwelmtoetse deur die skoolhoof.
- 7.1.4.4. Tabak en alkohol is in hierdie kategorie uitgesluit.
- 7.1.5. ONEERLIKHEID – 50 DEBIETE
  - 7.1.5.1. Die vertel van leuens,
  - 7.1.5.2. afskryf van tuiswerk,
  - 7.1.5.3. enige vorm van oneerlikheid of kullery met betrekking tot eksamens/toetse,
  - 7.1.5.4. ontoelaatbare kopiëring van enige soort rekenaarinligting of – programme, oefeninge, projekte, take of enige ander werk wat in berekening kom vir jaarpunte of SBA (skoolgebaseerde assessering),
  - 7.1.5.5. beswadding/versprei van valse gerugte oor leerlinge, personeel, lede van die publiek en/of ouers,
  - 7.1.5.6. teken van toetse/vraestelle/boeke namens ouers/voog en voorgee dat dit 'n ander party was,
  - 7.1.5.7. vervalsing/namaak van handtekeninge,
  - 7.1.5.8. aflê van valse verklarings,
  - 7.1.5.9. indien van vals inligting/dokumentasie,
  - 7.1.5.10. wederregtelike aanpassing of verandering van amptelike dokumente,
  - 7.1.5.11. gebruik van selfone of ander elektroniese opneem- of kopieer toestelle as kommunikasie-middels voor of tydens eksamens, formele toetse, klastoetse, ens. om 'n onbillike voordeel te kry.

Alle leerders is verplig om hulle te onderwerp aan toetse, evaluerings en eksamens soos vereis deur opvoeders. Versuim om hieraan te voldoen, sal slegs in uitsonderlike gevalle geduld word, en dan slegs as die ouers van die betrokke leerder so spoedig moontlik 'n volledige en aanvaarbare skriftelike verduideliking van redes aan die skoolhoof voorlê.

NOTA: Daar moet ook gelet word op die erns van die oortreding, bv. afkyk in 'n klastoets het nie sulke ernstige gevolge soos afkyk notas tydens 'n eksamen nie.



- 7.1.6. VANDALISME, VERPLIGTING OM SKOOLEIENDOM EN/OF –FASILITEITE TE BESKERM EN BEWAAR - 50 DEBIETE
- 7.1.6.1. Aangesien die skool opgerig en ontwikkel is vir gebruik deur alle leerders van die skool, is hulle almal verplig om alles in hul vermoë te doen om die skool eiendom te bewaar en beskerm tot voordeel van alle huidige en toekomstige leerders.
  - 7.1.6.2. Versuim om vandalisme, kwaadwillige/opsetlike beskadiging van skool eiendom aan te meld,
  - 7.1.6.3. Verwydering van enige skool eiendom vanaf die terrein sonder vooraf toestemming of medewete van die hoof of verantwoordelike opvoeder van die skool,
  - 7.1.6.4. Beskadiging/vernietiging van enige eiendom of fasiliteite,
  - 7.1.6.5. Peuter in/met die eiendom/besittings van ander sonder toestemming,
  - 7.1.6.6. Bekrap van banke, mure, vensters, tasse, boeke, ens.

Dus: leerders mag geensins enige eiendom van personeel, besoekers, ander skoolmaats en lede van die publiek wederregtelik hanteer, beskadig, misbruik, bekrap, merk of vernietig nie. Hierdie reël geld ten opsigte van eiendom op die skoolgrond, in die omgewing van die skool, by of naby die plek van enige skoolaktiwiteit, enige voertuig waarin leerders vervoer word en die inhoud van sulke voertuie. Dit sluit kleedkamers en toilette in.

- 7.1.6.7. Leerders wat enige skool eiendom opsetlik of per abuis misbruik, beskadig of vandaliseer, moet dit vervang of betaal vir die vervanging daarvan. Dit moet onthou word dat saakbeskadiging, vandalisering of vernietiging van eiendom 'n kriminele oortreding is.
- 7.1.7. ALKOHOL – 50 DEBIETE
- 7.1.7.1. Betree die skoolterrein onder die invloed van alkohol;
  - 7.1.7.2. Die besit/gebruik/misbruik van alkohol in die openbaar, op die skoolterrein, tydens skoolaktiwiteite (ook weg van die skool), in restaurante, openbare plekke ens. TENSY onder fisiese toesig en met toestemming van die ouer/wettige voog. In laasgenoemde geval sal die ouer die tugkomitee skriftelik moet inlig oor die feit dat hy/sy die openbare gebruik van alkohol deur sy/haar minderjarige kind goedkeur. Leerlinge wat 18 jaar of ouer is, is steeds gebind deur die skoolreëls wat alkoholgebruik verbied. Daar moet in gedagte gehou



word dat 'n 18-jarige leerling ook aangekla kan word van die aftakeling van die skool se beeld indien hy/sy hierdie reël oortree.

7.1.8. ONGEWENSDE MATERIAAL/PORNOGRAFIE/ONSEDELIKHEID – 50 DEBIETE

- 7.1.8.1. Die besit, verspreiding, kopiëring, gebruik ens. van onweloweglike, onsedelike, rassitiese, skandelyke en dergelyke publikasies, tekeninge, foto's, briewe, notas, plakkate, plakkers, selfoon boodskappe ens. Dit sluit in graffiti op tasse, mure, pennehouer, skryfboeke/handboeke, klere en skoene, persoonlike besittings wat in sig is of vertoon word, ens.;
- 7.1.8.2. Onsedelike gedrag, gebare, lasterlike taalgebruik;
- 7.1.8.3. Skiet van klappers/vuurwerke op die skoolterrein of tydens skoolure of tydens skool funksies, ens.

Sommige van hierdie bogenoemde oortredings kan ook as minder ernstig beskou word, afhangende van die aard en erns daarvan.

7.1.9. STOKKIESDRAAI/WEGBLY VAN SKOOL – 35 DEBIETE

- 7.1.9.1. Afwesigheid sonder toestemming/medewete van die hoof, ouers of wettige voogde;
- 7.1.9.2. Verlaat die terrein sonder toestemming van die hoof, ouers of wettige voogde;
- 7.1.9.3. Leerders mag slegs in uitsonderlike gevalle afwesig wees en dan met geskrewe kennisgewing aan die skoolhoof. Afwesigheid sonder 'n geldige verskoning sal as stokkiesdraai hanteer word;
- 7.1.9.4. Afwesigheid van 1 tot 2 agtereenvolgende dae moet by terugkeer van die leerder verduidelik word met 'n skriftelike nota van die ouer/voog;
- 7.1.9.5. Afwesigheid van meer as 2 agtereenvolgende dae sal slegs aanvaar word op grond van 'n mediese sertifikaat deur 'n geregistreerde mediese praktisyn, behalwe in geval van dood of trauma in die gesin of as gevolg van ander redes wat vir die hoof aanvaarbaar is.

7.1.10. BOEWERY/HANDGEMEEN/AANSTOOTLIKE GEDRAG/AFKNOUERY – 35 DEBIETE

- 7.1.10.1. Dra en/of besit/gebruik van enige gevaarlike/tradisionele wapens op die skoolterrein;
- 7.1.10.2. Gevegte op die skoolterrein of in die openbaar;



- 7.1.10.3. Brandstigting, aan die brand steek van voorwerpe in die klas sonder toestemming;
- 7.1.10.4. Viktimisering/terrorisering/intimidasië/afpersing van leerlinge/ personeel/ouers/lede van die publiek;
- 7.1.10.5. Aanstootlike, skandalige, onsmaklike gedrag;
- 7.1.10.6. Fisiese aanvalle op enige persoon;
- 7.1.10.7. Dade wat die veiligheid van ander bedreig;
- 7.1.10.8. Vergiftiging of poging om iemand anders te vergiftig;
- 7.1.10.9. Inbraak en betreding;
- 7.1.10.10. Dreigemente teenoor ander persone, leerders;
- 7.1.10.11. Koggeling/vernedering van personeel/leerders;
- 7.1.10.12. Enige bendebedrywighede wat aanstootlik of gevaarlik mag wees;
- 7.1.10.13. Aanranding op enige ander party;
- 7.1.10.14. Maak van naamlose oproepe/dreigemente teenoor personeel of leerders;
- 7.1.10.15. Rassistiese opmerkings;
- 7.1.10.16. Onsedelike of onbetaamlike ontbloting;
- 7.1.10.17. Spoeg op terrein of in die openbaar;
- 7.1.10.18. Afknouery (intimidasië by wyse van fisiese of verbale dreigemente teen persone of hul eiendom);
- 7.1.10.19. Liggaamlike besering van ander;
- 7.1.10.20. Om 'n ander persoon met 'n voorwerp (pen, potlood, naald ens.) te steek of te beseer;
- 7.1.10.21. Verbale en nie-verbale beledigings;
- 7.1.10.22. Verbale en/of fisiese weiering om redelike en wettige opdragte uit te voer;
- 7.1.10.23. Enige seksuele of onbetaamlike kontak tussen leerders op skoolterrein of enige ander plek waar hulle as Afrikaanse Hoërskool Sasolburg leerders identifiseerbaar is;
- 7.1.10.24. Rusverstoring of openbare onsedelikheid;
- 7.1.10.25. Oproerigheid/opstoking van enige vorm van geweld/staking/vergadering/veldtog'
- 7.1.10.26. Om buite persone by dispute tussen leerders te betrek/probeer betrek, ens.

RESPEK EN VERDRAAGSAAMHEID ONDER LEERDERS: In hul interaksie met mekaar moet leerders ten alle koste selfbeheersing toepas en



onderlinge respek en verdraagsaamheid vertoon. In besonder mag niemand iets doen wat 'n ander persoon mag beseer, bedreig of sy fisiese, geestelike en morele welvaart aantas nie.

NOTA: Sommige van bogenoemde oortredings kan ook as minder ernstig beskou word, afhangende van die spesifieke omstandighede, aard en erns van die oortreding.

7.1.11. ROEKELOSE/GEVAARLIKE/ONGELISENSIEERDE BESTUUR – 35 DEBIETE

- 7.1.11.1. Bestuur van 'n motor/motorfiets/gemotoriseerde voertuig op so 'n wyse dat dit 'n risiko en/of moontlike gevaar/besering vir ander persone op die skoolgronde is, asook vir ander persone buite die skoolgronde, word streng verbied.
- 7.1.11.2. Ongeliseniseerde voertuie
- 7.1.11.3. Ongeliseniseerde bestuurders
- 7.1.11.4. Roekelose en/of nalatige bestuur, hetsy op of buite die skoolterrein.

Nota: Selfs as ouers/voogde sulke oortredings toelaat/goedkeur, sal dit nooit aanvaar word nie en moet dit gestraf word.

7.1.12. ROOK/BESIT VAN SIGARETTE/TABAK/TABAKPRODUKTE – 30 DEBIETE

- 7.1.12.1. Rook/besit van tabak, elektroniese sigarette, "vapes", ens. op die terrein, in busse of in die openbaar, hetsy in skooldrag of siviele drag;
- 7.1.12.2. Verspreiding/verkoop/smokkel van tabak/sigarette onder leerlinge/lede van die publiek/skool werkers ens.;
- 7.1.12.3. Daar moet in gedagte gehou word dat 'n leerling wat met sy/haar ouers se goedkeuring rook, ook aangekla kan word van die aftakeling van die skool se beeld indien hy/sy hierdie reël oortree.;
- 7.1.12.4. Besit/gebruik van vuurhoutjies en/of sigaretaanstekers, gewoonlik geassosieer met rokerij;
- 7.1.12.5. Alle verwysings na rook, sigarette, tabak, sigare ens. sluit ook elektroniese sigarette/"vapes" in.

7.1.13. AFTAKELING VAN DIE SKOOL SE BEELD – 30 DEBIETE

- 7.1.13.1. Enige optrede, uitsprake, vloektaal, aksies, ens. wat redelikerwys gesien kan word as aftakeling of benadeling van die skool se goeie beeld;





- 7.1.13.2. Binnegaan van, of besoek aan 'n kroeg, met of sonder skooldrag, met of sonder 'n ouer/voog se toestemming;
- 7.1.13.3. Besoeke aan of werksaamhede by gesellin klubs of dergelike plekke, met of sonder 'n ouer/voog se toestemming;
- 7.1.13.4. Slordig in skooldrag in die openbaar;
- 7.1.13.5. Onweloweglike, skandelige of onfatsoenlike optrede in die openbaar;
- 7.1.13.6. Enige optrede, uitsprake, opmerkings, vloektaal, aksies, ens. wat lei tot klagtes vanaf die algemene publiek;
- 7.1.13.7. Oneerbiedige, lasterlike, negatiewe, smaaklose, dislojale stellings/opmerkings op sosiale netwerke wat onder aandag van die skool kom;
- 7.1.13.8. Bo en behalwe elke leerder se plig om te voldoen aan die vereistes van hierdie kode, sal alle leerders wat enige skoolaktiwiteit as toeskouers/deelnemers bywoon, hulself weerhou van enige ontwrigtende, onbetaamlike, onfatsoenlike, rebelse of opruiende gedrag/optrede. Leerders mag baie spesifiek nie negatief reageer op die beslissing van 'n beoordelaar of skeidsregter nie;
- 7.1.13.9. Minder ernstige vloektaal of swak taalgebruik kan ook onder SKELTAAL/VLOEKERY by die B-oortredings hanteer word.
  
- 7.1.14. DISRESPEK/REBELSHEID/ASTRANTHEID/ONBESKOFTHEID/OPSTANDIGHEID – 30 DEBIETE
  - 7.1.14.1. Leerders sal te alle tye hofflik en met respek optree in hul interaksie met die skoolhoof en alle ander personeel van die skool en lede van die publiek. Hulle moet hulself weerhou van enige gedrag/optrede wat as bogenoemde vertolk kan word;
  - 7.1.14.2. Ignorering van, of versuim om spesifieke opdragte/instruksies uit te voer;
  - 7.1.14.3. Deelname aan enige vorm van onwettige aksie/staking/byeenkoms/vergadering/veldtog op die skoolterrein;
  - 7.1.14.4. Doelbewuste optrede/gedrag op of buite die terrein, wat die handhawing van orde en dissipline van die skool benadeel.
  
- 7.1.15. ALGEMENE KLASONTWRIGTING/SWAK GEDRAG – 25 DEBIETE
  - 7.1.15.1. Gedrag wat aanleiding gee tot die vermorsing van akademiese tyd, onder andere:
    - 7.1.15.1.1. herhaaldelike laat kom vir 'n klas;
    - 7.1.15.1.2. praterij/geraas tydens onderrigtyd;



- 7.1.15.1.3. gooi/skiet van voorwerpe in die klas;
- 7.1.15.1.4. uitsluit of toesluit van mede-leerlinge en/of personeel;
- 7.1.15.1.5. versuim om flink te reageer op klokke;
- 7.1.15.1.6. trae klas wisseling;
- 7.1.15.1.7. versperring of blokkering van ingange/uitgange/trappe;
- 7.1.15.1.8. versuim om gehoor te gee aan klas reëls en/of wettige opdragte van klas kapteine/prefekte/VRL lede;
- 7.1.15.1.9. ontwrigting tydens openinge;
- 7.1.15.1.10. ontwrigtende gedrag in klasse;
- 7.1.15.1.11. skending van die regte van leerders om onderrig te ontvang;
- 7.1.15.1.12. skending van die reg van onderwysers om klas te gee;
- 7.1.15.1.13. verhoed leerders om klasse by te woon;
- 7.1.15.1.14. Opstaan en/of rondloop gedurende klastyd; ens.

NOTA: Sommige van bogenoemde oortredings kan ook as minder ernstig beskou word, afhangende van die spesifieke omstandighede, aard en erns van die oortreding.

7.1.16. GEREELDE HERHALING VAN ENIGE B-OORTREDING

In geval van herhaalde voorkoms van minder ernstige oortredings, kan die oortreder 'n A-oortreding toegeken word om sodoende die oortreding tot die volgende vlak te verhef. Dit sal ook lei tot meer ernstige strawwe/sanksies.

**7.2. B – OORTREDINGS**

7.2.1. VERONTAGSAMING VAN INSTRUKSIES – 15 DEBIETE

Leerders wat enige skoolaktiwiteit as toeskouers of ondersteuners bywoon, sal alle instruksies en opdragte wat hulle voor, tydens of na afloop van die betrokke aktiwiteit van die hoof, personeel, verteenwoordigende Leerder raad, ander skool leiers, ouers in beheer ontvang, nakom. Dit geld vir vervoer na en vanaf die aktiwiteit en tydens die aktiwiteit. Redelike opdragte van die VRL of ander leiers sal nagekom word en leerders sal leiers ondersteun en samewerking gee in die uitvoering van hul pligte.

7.2.2. SWAK GEDRAG – 15 DEBIETE

Gedrag wat nie pas by 'n Affie nie, maar wat nie so ernstig is soos



Algemene Klas ontwrigting of Boewery of ander A-oortredings nie. Dit sal insluit maar nie beperk wees nie tot

- 7.2.2.1. Rommel strooi;
- 7.2.2.2. Onbetaamlike gedrag tydens opening/klas wisselings;
- 7.2.2.3. Buitensporige/onnodige lawaai, ongedisiplineerd gedrag voor skool, tydens en na afloop van opening, klas wisselings, pouses en na skool;
- 7.2.2.4. Ongemagtigde betreding/binnegaan van gebiede/lokale/klasse wat buite perke is;
- 7.2.2.5. Rondhang/tydmors by die snoepie, in die gange, in of by die toilette/kleedkamers;
- 7.2.2.6. Swak sportmanskap of sportmangees tydens buitemuurse aktiwiteite of interskool byeenkomste;
- 7.2.2.7. Versuim om buitemuurse aktiwiteite by te woon sonder verskoning;
- 7.2.2.8. Versuim om verpligte byeenkomste/aksies sonder verskoning by te woon;
- 7.2.2.9. Voortdurende inmenging en pla van ander leerders, met minder ernstige fisiese of geestelike gevolge;
- 7.2.2.10. Ontsier van skool eiendom in minder permanente mate, soos die gebruik van kryt op mure;
- 7.2.2.11. Minder ernstige vandalisme;
- 7.2.2.12. Dobbels in die klas of op die skool terrein;
- 7.2.2.13. Deur die voorportaal loop sonder toestemming, ens.;
- 7.2.2.14. Die kou van kougom/etery/drink tydens klastyd, skool funksies, op die verhoog, tydens amptelike uitstappies, besoeke aan die kantoor, onderhoude/interaksie met ouers, ens.;
- 7.2.2.15. Die plak van kougom onder banke, ens.

Leerders sal voldoen aan enige redelike opdrag van die hoof, personeel, VRL of ander leiers om 'n skoon, veilige en higiëniese skoolomgewing te verseker.

- 7.2.3. AFWESIGHEIDSBRIEWE/MEDIESE SERTIFIKATE/SKOOL DOKUMENTE – 15 DEBIETE
  - 7.2.3.1. Versuim om sodanige GESKREWE dokumente in te dien in geval van afwesigheid, al is 'n leerling slegs een dag of deel van 'n dag afwesig;
  - 7.2.3.2. Versuim om kennisgewings/briewe/dokumente aan ouers te oorhandig.



- 7.2.4. SKELTAAL/VLOEKERY/SWAK TAAL – 15 DEBIETE  
Minder ernstige taal vergrype, vloekery, swak taalgebruik, ens. Meer ernstige vloektaal of swak taalgebruik kan ook onder AFTAKELING VAN DIE SKOOLBEELD by die A-oortredings hanteer word.
- 7.2.5. SELFONE/iPods/REKENAARS/REKENAARSPELETJIES OF DERGELIKE ELEKTRONIESE TOESTELLE/APPARATE – 15 DEBIETE
- 7.2.5.1. Die ongemagtigde gebruik van sulke toestelle tydens klastyd en skoolaktiwiteite is streng verbode.
- 7.2.5.2. Die gebruik van sulke toestelle gedurende pouses en sport byeenkomste word voorwaardelik toegelaat.
- 7.2.5.3. Waar daar van oorfone gebruik gemaak word gedurende gemagtigde gebruik van die toestelle mag slegs een oorfoon in een oor op 'n slag gebruik word.
- 7.2.5.4. Oproepe tydens klastyd mag slegs in noodgevalle gemaak en ontvang word met die hoof of 'n onderwyser se toestemming.
- 7.2.5.5. In geval van misbruik sal enige toestel en bykomstighede onmiddellik gekonfiskeer, gemerk en kantoor toe geneem word. Die hoof of 'n genomineerde persoon hou rekord van gekonfiskeerde toestelle en sal dit vir 1 week (eerste oortreding), 2 weke (tweede oortreding), 3 weke (derde oortreding) in die kantoor hou. Enige verdere oortredings in dieselfde jaar sal lei tot 'n verbod om sodanige toestel by die skool te hê.
- 7.2.6. LAATKOMMERY – 10 DEBIETE  
Versuim om betyds vir opening (07:30 tydens normale skoolure of 08:00 tydens eksamens) of vir klasse/funksies/vergaderings/oefeninge op te daag. Daar moet na redes soos taxi-probleme, pap wiele, verkeersknoppe, ens. geluister word. Ernstige gevalle of herhaalde oortredings kan ook onder STOKKIESDRAAI/WEGBLY VAN SKOOL hanteer word.
- 7.2.7. VOORKOMS – 10 DEBIETE
- 7.2.7.1. Versuim om versoeke na te kom om bv. 'n das vas te maak of knope/skoenveters/kraag vas te maak;
- 7.2.7.2. Hare-, nael- en/of drag reëls wat verontagsaam word;
- 7.2.7.3. Slordigheid;



- 7.2.7.4. Vuil klere of persone wat sleg ruik;
  - 7.2.7.5. Onfatsoenlike drag tydens funksies/vergaderings, ens.;
  - 7.2.7.6. Verontagsaming van drag- en/of voorkoms reëls van die skool;
  - 7.2.7.7. Sigbare tatoeëermerke;
  - 7.2.7.8. Dra van ontoelaatbare items op skooldrag of tasse;
  - 7.2.7.9. Versuim om die korrekte drag vir oefeninge of wedstryde te dra;
  - 7.2.7.10. Versuim om die voorgeskrewe naamplaatjie ten alle tye te dra.
- 7.2.8. TUISWERK – 10 DEBIETE
- 7.2.8.1. Wanneer tuiswerk glad nie of onvolledig gedoen is en daar geen vooraf-reëling hieroor met die betrokke onderwyser getref is nie;
  - 7.2.8.2. Wanneer hand- en/of werkboeke en/of tuiswerk by die huis vergeet is en die leerder sodoende nie kan werk nie, met die gepaardgaande ontwrigting vir die leerkrag en die klas;
  - 7.2.8.3. Versuim om by keerdatum vir take/opdragte ens. te hou.

Nota: leerders se tuiswerk oortredings lei tot pouse detensie van nie minder as 30 minute en nie meer as 50 minute nie. Herhaalde oortredings in hierdie verband moet tot A-vlak verhef word en meer ernstige strawwe toegeken word.

- 7.2.9. ONGEMAGTIGDE/ONGELISENIEERDE VOERTUIG – 10 DEBIETE
- Leerders mag geen sodanige voertuie op die terrein bring nie. Selfs wettige/gelisenieerde voertuie het die voorgeskrewe skriftelike magtiging/toestemming van die hoof of sy gedelegeerde nodig. As 'n leerder nie die nodige magtiging kan voorhou wanneer dit versoek word nie, sal die voertuig as ongemagtig beskou word tot anders bewys. Sulke voertuie mag nie op die terrein gebring word nie.

**DIE HOOF EN PERSONEEL BEHOU DIE REG VOOR OM HIERDIE KODE TE ENIGER TYD AAN TE PAS EN UIT TE BREI, NA AFLOOP VAN SAMESPREKINGS MET ALLE ROLSPELERS. DIE FINALE GOEDKEURING VAN DIE DOKUMENT BLY EGTER DIE PREROGATIEF VAN DIE BEHEERLIGGAAM.**

Hierdie beleid is deur die Beheerliggaam van die Afrikaanse Hoërskool Sasolburg op 'n algemene vergadering van die Beheerliggaam op [DATUM] aanvaar en vervang

# Afrikaanse Hoërskool Sasolburg

## Skool Beleid



alle dissiplinêre beleide wat van toepassing was voor of op die aanvangsdatum van hierdie beleid, welke aanvangsdatum **01 Junie 2020** sal wees.

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Beheerliggaam Voorsitter

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Prinsipaal



1. **PURPOSE:**

The purpose of this disciplinary code is to:

- 1.1 warn, correct or discipline transgressors in an accountable, generally acceptable way without undue humiliation or without infringing on his/her rights,
- 1.2 educate/teach learners to accept responsibility for their actions/oversights and/or their abuse of their privileges,
- 1.3 lead/guide learners to socially acceptable/correct behavior,
- 1.4 eliminate/minimise group punishment as far as possible,
- 1.5 protect the rights of innocent learners, members of the staff and/or other affected parties,
- 1.6 enable educators to provide education of exceptional standards to learners,
- 1.7 ensure that parents get insight and involvement in disciplinary matters regarding their children.

2. **DISCIPLINARY COMMITTEE:**

The composition of this committee varies in respect of the nature and gravity of the transgression.

3. **OPERATION OF DISCIPLINARY COMMITTEE:**

- 3.1 The principal is the convener of the committee. For serious cases, he is, however, only a member of the committee and may not be the chairman. The role of chairman in serious cases MUST be a member of the school governing body. If the principal is the prosecutor on behalf of the school, he may not be a judge as well and may not be part of the decision/verdict reached by the committee. In less serious cases, he may be the chairman and judge.
- 3.2 At least 24 hours (for lesser transgressions) and 5 school days (for serious transgressions) written notice of disciplinary meetings must be given.
- 3.3 The committee must appoint a scribe/secretary to take written notes of proceedings. In some cases, the proceedings may be recorded.
- 3.4 The parents/guardians of the learner may attend the meeting with full participation, but no voting rights.
- 3.5 The meeting is regarded as closed and confidential and only the final decision/sanction may be made public.
- 3.6 The committee must take consensus decisions as far as possible. If there is a disagreement or dispute during the decision-making process, there must be a vote by hand or closed ballot.
- 3.7 Decisions taken by voting, must be carried by a majority vote.
- 3.8 Sanctions must be noted on the learner's record and the learner (and in serious cases the parent/guardian) must sign for it.
- 3.9 Aggrieved parents/learners can appeal against a finding/sanction of the committee/principal. They are at liberty to explore other/further channels to settle the matter if, after the internal appeals procedures, they still feel aggrieved with the procedure/sanction. They have the right to appeal to higher authorities.



#### 4. PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS

In case of a violation of any provision prescribed in this disciplinary code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into two categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct. Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

##### 4.1 Disciplinary action

##### 4.1.1 Minor transgressions: Category B misconduct

See summary of B transgressions.

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the principal or an educator of the school, who will be entitled to impose the following sanctions if a learner is guilty:

- a) A verbal or written warning or a note in the learner's homework book or workbook, to be signed by the parent. Acknowledgements of receipts of such warnings have to be signed by the parents and the learner and returned to the principal.
- b) Supervised school work that will contribute to the learner's progress at school as well as improve the school environment, provided that the parents are informed timeously and the child's safety is ensured
- c) The performance of tasks by the transgressor in favour of the person/institution who has been wronged by the transgression
- d) Repair, compensation or replacement in case of damage of property
- e) Suspension from participation in school activities, such as sports and cultural activities (excluding social events)
- f) Community service/on-site service for a maximum of 2 hours, as prescribed by the principal, provided that the parents are informed timeously and the child's safety is ensured
- g) Detention
- h) Temporary confiscation of clothes, phones, jewellery, bags, cases. Confiscated items must be clearly labeled and kept in the office/safe.
- i) Giving a transgressor zero marks for a task/assignment/class test or part of such a task/assignment/class test
- j) Phone call to parents/guardians to inform and warn
- k) Suspension from class and informing the parent of the suspension telephonically or in person





- l) Compulsory information hearing with learner and parents, but not with less than 24 hours' advance notice

All transgressions should be recorded on the prescribed disciplinary code forms and kept on record in the office. Transgressors should sign such forms. In case of refusal to sign, the educator/principal may ask an RCL member or any other learner who is a witness to the transgression, to sign. Refusal to sign does not indemnify the perpetrator and cannot prevent the transgression from being tabled during a hearing or an enquiry.

#### **4.1.2 More serious to major transgressions: Category A misconduct**

See summary of A transgressions.

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the school principal or the Governing body, who will be entitled to impose the following sanctions. Please note that the principal, the SGB or the disciplinary committee may immediately issue a written or final written warning if the learner is guilty of committing a category A transgression. Acknowledgement of receipt of such a letter has to be signed by the learner and the parents and returned to the principal:

- a) Any of the sanctions in 4.1.1(a) to (l) above, to which the following could be added:
- b) Exclusion from participation in social events of the school
- c) Agreed, affordable compensation
- d) The repair or replacement of damaged property
- e) Community service of up to six hours, provided that the parents are informed timeously and the child's safety is ensured
- f) In the case of a violation of the code of conduct for learners by members of the RCL or other school leaders:

In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the RCL or other leadership position in the school

- g) Following a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner, or recommend the learner's expulsion from the school to the Head of Education.

Should the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days.



Should the governing body decide to recommend to the Head of Education that the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.

All transgressions should be recorded on the prescribed disciplinary code forms and kept on record in the office and transgressors should sign such forms. In case of refusal to sign, the educator/principal may ask an RCL member or any other learner who is a witness to the transgression, to sign.

## **4.2 Preventative suspension**

Based on reasonable grounds and intended as a precautionary measure, the governing body may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed serious misconduct (Category A). The learner must be afforded a reasonable opportunity to make representations with regard to such suspension to the governing body.

## **4.3 Disciplinary hearing**

### **4.3.1 Preliminary inquiry**

When a learner is suspected or alleged to have committed a major transgression (Category A), the school principal may appoint an investigating officer. The latter will collect information for the school principal to decide whether a disciplinary hearing is warranted. The school principal himself may be the investigating officer.

### **4.3.2 Hearing**

4.3.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.

4.3.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.

4.3.2.3 At least five school days must lapse between the delivery of the notice and the hearing.

4.3.2.4 The governing body shall appoint the disciplinary committee. The chairperson of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education. This transfer of competence does not prevent the governing body from exercising such competence by themselves.



- 4.3.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- 4.3.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.
- 4.3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- 4.3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counseling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 4.3.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 4.3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.
- 4.3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.
- 4.3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.
- 4.3.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

#### 4.3.3 **Finding and sanction**



- 4.3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.
- 4.3.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

## **5. Internal appeal**

- 5.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.
- 5.2 The notice of appeal must clearly outline the grounds for the appeal.
- 5.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.
- 5.4 The chairperson of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 5.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.
- 5.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- 5.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.
- 5.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.
- 5.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- 5.10 Any sanction imposed by the disciplinary committee, will be suspended pending the decision of the appeals committee.



- 5.11 In considering the appeal, the appeals committee may:
- a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
  - b) impose an alternative sanction (including a heavier sanction); and
  - c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

## **6. General provisions**

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee.

## **7. DESCRIPTION OF TRANSGRESSIONS:**

### **7.1 A-TRANSGRESSIONS**

#### **7.1.1 Transgressions that may lead to suspension and/or expulsion include but are not limited to:**

- a) conduct that poses a threat to others' safety and infringes upon others' rights;
- b) possessing, threatening with or using dangerous weapons;
- c) the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
- d) fighting, assault or abuse;
- e) indecent behaviour or swearing;
- f) adopting or assuming a false identity;
- g) harmful graffiti, hate speech, sexism or racism;
- h) theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
- i) unlawful conduct towards and/or vandalising, destroying or damaging school property;
- j) insolent behavior, disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
- k) repeated violations of school rules or this code of conduct;
- l) criminal and oppressive behaviour, such as rape and gender-based harassment;
- m) victimisation, bullying and intimidation of other learners;



- n) the transgression of examination rules; and
- o) intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

7.1.2 FAILURE TO ADHERE TO REGULATIONS AS PUBLISHED BY THE NATIONAL GOVERNMENT AND/OR ANY DEPARTMENT OF THE NATIONAL GOVERNMENT PERTAINING TO LEARNERS – 150 DEBITS

7.1.2.1 The principal must immediately inform the parent(s)/guardian(s) of the learner, as well as the chairperson of the SGB, the Department of Basic Education and (if applicable) the particular department of the national Government of the transgression.

7.1.2.2 A disciplinary hearing must be conducted without delay, according to the stipulations of clause 4.3

7.1.3 **THEFT:** Taking possessions of others without permission, like things belonging to other learners, examination or test papers/memoranda, electronic data. It should be noted that the degree of seriousness/gravity of the transgression must be considered. **(75 DEBITS)**

7.1.4 **DRUGS:** \* Being under the influence of drugs, \* Entering the school premises while under the influence of drugs, \* Possession, distribution and/or use of habit-forming drugs or substances prohibited by law or other recognised drugs. See procedure for drug testing by the principal. Tobacco and alcohol are **excluded** in this category. **(75 DEBITS)**

7.1.5 **DISHONESTY:** \* Telling lies, \* copying of homework, \* any form of dishonesty or cheating regarding examinations/tests, \* unauthorised copying of any type of computer files/programs, exercises, projects, assignments or any other work intended for year marks or SBA (school based assessment), \* spreading false rumours/vilifying learners/ staff/ members of the public/parents, \* signing of documentation/tests/examination papers/books on behalf of parents and pretending it was another party, \* falsifying/forging signatures \* making false statements/declarations, \* submission of false/fraudulent information/documentation. \* Altering of official documents, \* using cell phones or other electronic media as means of communication before or during class tests, formal tests and examinations to gain an unfair advantage.

All learners are obligated to abide by the tests, evaluations and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity. **NOTE:** It should be noted that the degree of seriousness/gravity of the transgression must be considered. E.g. copying class work or in an informal class test has less serious consequences than having unauthorised notes in an examination. **(50 DEBITS)**





- 7.1.6 **VANDALISM, OBLIGATION TO PROTECT/PRESERVE SCHOOL FACILITIES/PROPERTY:** As the school has been erected and developed for the use of all learners who attend it, all learners are obliged to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school. \*Failure to report vandalism/accidental damage or malicious damage to school property. \* removal of any school property from the school grounds without the prior consent or knowledge of the principal or an educator of the school. \* Damage to or destruction of any possessions or facilities, \* interfering with another person's possessions/property without consent, \* de-facing/scratching desks, walls, windows, books, bags etc.

Therefore: Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein. This includes school restrooms/toilets \*Any learner who accidentally or deliberately misuses, damages or vandalises any school property shall replace or pay for such property. It should be kept in mind that destruction of and/or damage to/vandalizing of property is a criminal offence. **(50 DEBITS)**

- 7.1.7 **ALCOHOL:** \* Entering the school premises while under the influence of alcohol, \*Possession/use/abuse of alcohol in public, on the school grounds, during school activities (also away from school), in restaurants/public places, UNLESS the learner is under physical supervision of the parent/ legal guardian. In such a case, the parent/legal guardian will have to inform the disciplinary committee in writing that he/she condones the public use of alcohol by the minor learner. Such a case would be treated on merit. Learners who are 18 years or older, are still bound by the school rules forbidding alcohol. It must be kept in mind that an 18-year-old learner may also be charged with negatively affecting the school image if he/she transgresses this rule with regard to alcohol. **(50 DEBITS)**
- 7.1.8 **UNDESIRABLE MATERIAL/PORNOGRAPHY/IMMORALITY:** Possession, copying, distribution, use etc. of undesirable, immoral, racist, scandalous publications, photographs, drawings, letters, notes, plaques, notices, stickers, cellphone messages/pictures etc. This includes graffiti on desks, bookcases pencil cases, shoes, workbooks/handbooks, clothing, personal items in view or on display, profanity, \*use of offensive material to cover books or files, etc. Also includes immoral behavior, gestures, signs, language etc., shooting/discharging of fireworks/crackers on the school terrain during school hours or school activities. Some of these above-mentioned transgressions can also be viewed as less serious, depending on the specific nature and gravity of the transgression. **(50 DEBITS)**



7.1.9 **ABSENCE WITHOUT PERMISSION/TRUANCY:** \* Truancy or leaving the school grounds without permission or knowledge of the principal/parents/legal guardians. \*Learners may be absent from school in exceptional cases only, and only with written notice to the principal. \* When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. \* Absence from class for 15 minutes or longer without an acceptable excuse will be regarded as truancy. \*Learners who are absent from school for one to two consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than two consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal. **(35 DEBITS)**

7.1.10 **OBJECTIONABLE BEHAVIOR/THUGGERY/BULLYING**

\* Carrying and/or possession/use of dangerous weapons/traditional weapons on the school grounds, \* fighting on school grounds or in public, \* arson, \* setting fire to objects in class without permission \* victimization /terrorising/intimidation/blackmail of learners/educators/parents/members of the public, \* offensive, scandalous, distasteful behaviour, \* physical attacks on any person, \*poisoning or attempting to poison, another person, \* assault on any other party, \* actions(s) which might endanger the safety of another person, \* breaking and entering, \* making nameless/anonymous calls or threats to staff/learners, \* racism/racist remarks or insults, \*indecent exposure, \* spitting in public or on the school grounds, \* bullying (intimidation by verbal or physical threat to harm the person or his property, \* causing bodily harm to another party, \* sticking a sharp object (pen, pencil, nib, needle, etc into a fellow learner, or using such devices to hurt a person, \* verbal or non-verbal abuse, \* verbal and/or physical refusal to adhere to reasonable and legal instructions\*, Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, \*Fights on the school grounds or in public \* making threats towards other parties/learners \* mocking/humiliation of staff/learners, \* any gang-related activities which might be objectionable/dangerous, \* public disturbance or public indecency, \*sedition or inciting any form of violence/strike action/meeting/campaign, \* involving/attempting to involve outsiders in disputes between learners, etc. **RESPECT/TOLERANCE AMONGST LEARNERS:** In their interaction with one another, learners shall practise self-restraint at all cost, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being.

**NOTE:** Some of these above-mentioned transgressions can also be viewed as less serious, depending on the specific circumstances, nature and gravity of the transgression. **(35 DEBITS)**





- 7.1.11 **DANGEROUS DRIVING/UNLICENCED DRIVING:** \*The driving of a motor vehicle/motorized vehicle or motorcycle by a learner in a way that poses a risk or possible harm or danger to other persons on the school grounds, or other learners and members of the public outside the school grounds, is strictly prohibited. \*Unlicenced vehicles \*Unlicenced drivers, \* reckless or negligent driving, whether on the school premises or not. **Note:** Even if such transgressions occur with the blessing and knowledge of the parent, it should never be condoned and should be punished. **(35 DEBITS)**
- 7.1.12 **SMOKING/POSSESSION OF SIGARETTES/TABACCO/ TOBACCO PRODUCTS:** \* Smoking/possession of tobacco, electronic cigarettes/"vapes", etc on school terrain, vehicles or in public, whether in school clothes or civilian clothes, \* distribution/ sale / smuggling of tobacco or tobacco products amongst learners/members of the public/school workers/employees etc. \* It must be kept in mind that a learner who smokes with the blessing of his/her parents/legal guardians still commits an illegal action and can also be charged with negatively affecting the school's image if he/she transgresses this rule. \* Use/possession of matches and/or lighters, normally associated with smokers/smoking, is also an A transgression. \* All references to cigarettes also include electronic cigarettes/"vapes". **(30 DEBITS)**
- 7.1.13 **AFFECTING THE SCHOOL IMAGE:** ANY action, utterance, language, etc. which can reasonably be seen as negatively affecting the school image or breaking it down. \* Entry of, or visiting a public drinking place with or without school wear, \* visits to or being involved with escort clubs or places/ institutions like that, \* sloppy/unneat schoolwear in public, \* unacceptable, objectionable, scandalous actions/behavior in public, etc., \* any action, utterance, remarks, foul language etc. which leads to a complaint from a member of the public/parent/learner/staff member. \* Insolent, slanderous, negative, tasteless, disloyal, disrespectful remarks/comments on social networks/cellular phones which come to the attention of the school. \* Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee. Less serious foul language or swearing or bad language may also be considered under **BAD BEHAVIOUR** (SEE A-transgressions). **(30 DEBITS)**
- 7.1.14 **DISRESPECT/REBELLIOUSNESS/INSOLENCE/INSUBORDINATION:** In their interaction with the principal, vice-principal, educators, other staff of the school and the general public, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespect, insolence, insubordination or rebelliousness. \* Failure to carry out specific instructions or ignoring such instructions, \* taking part in any form of illegal strike/action/meeting/campaign on school premises, \*intentionally conducting oneself, in or outside the buildings, on or off the premises, in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school. **(30 DEBITS)**



7.1.15 **GENERAL CLASS DISRUPTION/BAD BEHAVIOR:** Behavior leading to waste of academic time like \* repeated late-coming for class, \* talking/noise during a lesson, throwing/shooting objects in class, \* locking out or locking in learners/staff, \* failure to respond quickly to bells, \* laxity with regard to class/period changes \* barricading/blocking of entrances/exits/stairs, \* failure to adhere to class rules or any reasonable instructions of class captains/prefects/RCL members, \* disruption of assembly/hall meetings, \*disruptive behavior in class, \* violating the rights of other learners to receive education, \* violating the right of educators to teach, \* preventing other learners from attending classes. etc.

**NOTE:** Some of these above-mentioned transgressions can also be viewed as less serious, depending on the specific nature and gravity of the transgression.  
**(25 DEBITS)**

7.1.16 **REPETITION OF ANY B-TRANSGRESSION:** In case of repeated violations with regard to less serious transgression, the offender can be given an A-transgression in order to elevate the transgression to the next level. This would also lead to more serious penalties/sanction.

## 7.2 **B-TRANSGRESSIONS**

7.2.1 **DISOBEDIENCE OF INSTRUCTIONS:** Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity. All learners shall obey any reasonable instruction from a member of the RCL or another school leader, and shall support and cooperate with the RCL and other school leaders in properly executing their duties. **(15 DEBITS)**

7.2.2 **BAD BEHAVIOR:** behavior and/or conduct that does not befit an Affie learner, but which is not as serious as A-transgressions. This would typically include: \* **littering** on the school grounds, \* inappropriate behaviour during assembly/class changes, \* excessively noisy or unruly behaviour before school, during and after assembly, during change-overs, during breaks and after school, \* entering an out-of-bounds area, classroom or passage without permission, \* loitering at the tuck shop, in the passages, at the toilets or change-rooms, \* poor sportsmanship during extra-mural activities or inter-school events, \* failing to attend extra-mural activities without legitimate excuse, \* failing to attend a compulsory activity without legitimate excuse, \* continual interference with another learner which causes minor physical or mental discomfort, \* defacing school property in a less permanent way, like using chalk to write on walls, \* less serious vandalism, \* gambling in class or on the school grounds, \* walking through the foyer without permission, etc. \* Chewing/eating/drinking without



permission during class time, functions, on stage, official outings, visits to the office, interaction with parents, etc. Sticking gum underneath desks, chairs etc.

Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader with regard to maintaining a safe, clean and hygienic school environment. **(15 DEBITS)**

- 7.2.3 **LETTERS OF ABSENCE/MEDICAL CERTIFICATES/SCHOOL NOTICES:** \* Failure to submit such **WRITTEN** documents in the case of absence, even if only absent for one day or part of the day. \* Failure to give school notices/letters/documents to parents. **(15 DEBITS)**
- 7.2.4 **SWEARING/CURSING/PROFANITY/BAD LANGUAGE:** Less serious language transgressions, cursing, bad language. More serious cases can also be charged under **AFFECTING SCHOOL IMAGE** (see A-transgressions) **(15 DEBITS)**
- 7.2.5 **CELLPHONES/iPods/COMPUTERS/COMPUTER GAMES or similar electronic devices:** The use of cellphones, iPods, computer games or similar electronic devices during class time/school activities is strictly prohibited. Calls during tuition time may be made in emergencies only and only with the educator or school principal's permission. In case of abuse or non-compliance, any of the devices mentioned will be immediately CONFISCATED, labeled and taken to the office. The principal will keep a record of such confiscations and will keep such devices for a period of 1 week (first transgression), 2 weeks (second transgression), 3 weeks (third transgression). Any subsequent transgressions within the same year will lead to a ban on having a device at school.
- 7.2.6 **LATE-COMING:** Failure to arrive on time for assembly (07:30 in normal school and 08:00 during examinations) or for classes/functions/meetings/practise sessions. Reasons like car troubles, traffic jams, late taxis etc. must be taken inconsideration. Serious cases or repeated violations can also be charged under A transgressions: **TRUANCY/ABSENCE WITHOUT PERMISSION. (10 DEBITS)**
- 7.2.7 **APPEARANCE:** \* Failure to respond to requests to (e.g.) wear a tie or tie shoe laces or fasten collar/buttons. \* hair- nail and/or dress code not adhered to, \* sloppiness and being unneat, dirty/smelly clothes or bad personal hygiene, \* inappropriate or unbecoming wear during functions/meetings,\* violating dress/appearance rules of the school, \* visible tatoos \* wearing unauthorised items on clothing or bookcases \* failure to wear correct sportswear for a match or practice session. **(10 DEBITS)**
- 7.2.8 **HOMEWORK:** \* When any form of homework is not done at all or only partly done, without **prior arrangement** with the specific teacher/principal. \* When hand- and/or workbooks and/or homework is left at home, resulting in the learner being unable to work, thus creating a disturbance or a hindrance for the educator and/or the class. \* Failure to stick to deadlines concerning assignments, tasks, etc. **(10 DEBITS) Note: learners' homework transgressions**



**automatically lead to break detention of no less than 30 minutes and not more than 50 minutes for every transgression. Repeated transgressions in this regard must also be elevated to A-level and more serious penalties given.**

- 7.2.9 **UNAUTHORISED/UNLICENCED VEHICLES:** Learners may not bring such motor vehicles or motorcycles onto the school grounds. Even legal/licensed vehicles need the prior prescribed written consent of the principal or another staff member duly nominated by the principal. If a learner does not have the necessary consent when asked to present such by any member of the staff, governing body or RCL, or a school leader, it will be assumed that he/she does not have such consent, until proved otherwise. Such learners will not be permitted to bring vehicles onto the school premises. **(10 DEBITS)**

**PRINCIPAL AND STAFF RESERVE THE RIGHT TO AMEND THIS CODE AT ANY TIME AS NEEDED, BUT AFTER DELIBERATIONS WITH ALL AFFECTED PARTIES. FINAL APPROVAL OF SUCH DOCUMENTS REMAINS THE PREROGATIVE OF THE SCHOOL GOVERNING BODY.**