

LAERSKOOL JOZUA NAUDE



LEARNER CODE OF CONDUCT POLICY

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1. TITLE OF THE POLICY:

Learner Code of Conduct Policy of Laerskool Jozua Naude

2. EFFECTIVE DATE:

01 December 2023

3. DATE OF NEXT REVIEW:

31 October 2024

4. REVISION HISTORY

Issue Number	Description of Amendment	Approved by	Date
1	Reviewed policy		

5. PREAMBLE

The Governing Body, as per the provisions of the South African Schools Act, have adopted this Learner Code of Conduct after consultation with all stakeholders at the school.

Every learner at the school is bound by the Code. This Code shall be read, explained and displayed at the school for all learners and parents to read.

This Learner Code of Conduct will be given to parents on admission of learners to the school.

6. OBJECTIVES

- 6.1. To have quality education by setting a standard of discipline which is acceptable to learners, staff members and parents.
- 6.2. The Code of Conduct spells out the rules regarding learner conduct at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners.
- 6.3. By adhering to the spirit and letter of the code, a healthy relationship will be established between learners, staff members and parents.
- 6.4. 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.

7. DEFINITIONS AND ACRONYMS

7.1. DEFINITIONS

No.	Term	Definition
1.	Learner	Any child enrolled at Laerskool Jozua Naude as a learner.
2.	Teacher	All educators, including SGB appointed educators, employed at Laerskool Jozua Naude.
3.	“the Act”	Means the South African Schools Act, Act No.84 of 1996 as amended
4.	“the School”	Refers to Laerskool Jozua Naude
5.	District Director	The officer of the department responsible for the administration of education in a particular district.
6.	Parent	Means: i. The parent or guardian of a learner; ii. The person legally entitled to custody of a learner; or iii. The person who undertakes to fulfil the obligations of the person referred to in (i) and (ii) above.
7.	Expulsion	Means the permanent removal of a learner from the school.
8.	Suspension	Means the temporary removal of a learner from the school for a period of time determined by the School Governing Body.

7.2. ACRONYMS

No.	Acronyms	Explanation
1.	GDE	Gauteng Department of Education
2.	SGB	School Governing Body
3.	PS	Permanent staff
4.	CS	Contracted staff
5.	RCL	Representative Council for Learners
6.	SMT	Senior Management Team of the school
7.	CES	Chief Education Specialist
8.	DCES	Deputy Chief Education Specialist
9.	SES	Supplemental Education Services
10.	DC	Disciplinary Committee
11.	SASA	South African Schools Act 84 Of 1996 as amended

8. APPLICATION AND SCOPE OF THE POLICY

This policy applies to all learners enrolled at **Laerskool Jozua Naude** as well as prospective applicants.

The policy will be applicable:

- On the school premises;
- During official school visits;
- Any extra-mural and after-school activities; and
- When the learner is wearing his/her school uniform.

9. LEGISLATIVE FRAMEWORK

9.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.

9.2 South African Schools Act, 1996 (No. 84 of 1996), as amended.

9.3 National Guideline on School Uniform.

9.4 National Guidelines on Code of Conduct of Learners.

9.5 National Education Policy Act (No. 27 of 1996).

9.6 The Gauteng Schools Education Act (No. 6 of 1995).

9.7 Regulations for misconduct of learners at public Schools and disciplinary Proceedings (General Notice 2591 of 2001).

10. LEARNERS RIGHTS AND RESPONSIBILITIES

10.1. RIGHTS

All learners have the right:

- a) To privacy;
- b) To approach any member of staff on any matter;
- c) No corporal punishment may be administered;
- d) To a clean and safe learning environment;
- e) To be free of victimization by other learners and/or members of staff;
- f) To be free of discrimination based on appearance, race, religion, gender and nationality; and
- g) To learn without any distraction by other learners.

10.2. RESPONSIBILITIES

All learners have to:

- a) Use good judgement and seek good advice from their parents and educators;
- b) Strive to do their best in studies;
- c) Attend all lessons unless excused for a specific reason. The learner has to ensure that any work missed is made up;
- d) Show consideration for others in what they say or do;
- e) Ensure that their actions do not distract other learners from the task set for them;
- f) Accept and support those learners who are selected as mediators; and
- g) Respect the rights and property of other learners and educators.

10.3. COMMITMENT OF LEARNERS

In terms of Section 8(4) of SASA, all learners attending the school are expected to sign a statement of commitment to the Code of Conduct. See Annexure A.

11. RULES AND REGULATIONS

11.1. Deviation / Objections

- a) Learners must adhere to all the rules and regulations of this policy. Learners who deviate from these rules will be subjected to the school's disciplinary process.
- b) Deviations
 - i. Parents of Learners who wish to deviate from the dress code and/or any other rules must make a written submission to the SGB, clearly setting out their objection to the

dress code and/or other rule. The submission must clearly outline the motivation for such deviation.

- ii. Any objection relating to religious beliefs of the learner, must be supported by evidence.
- iii. The SGB will consider the objections and will, within 14 days, give a written reply to the learner and/or his/her parents.
- iv. If the SGB rejects any requests for deviation from the rules, parents may lodge an appeal to the District Director on the official Appeal forms.

11.2. General

- a) Learners shall support the Principal and members of staff in establishing and maintaining good order and an environment and conditions in which the process of teaching and learning can take place.
- b) Learners shall be required to obey and promptly carry out any instructions reasonably given by the Principal, any staff member, to achieve the mission of the school.
- c) In their dealings with one another, learners shall be required to show mutual respect and tolerance.
- d) Learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.
- e) Any objects and/or weapons that may endanger staff and fellow learners, are not allowed on the school premises.
- f) The throwing of stones or any dangerous objects are forbidden.
- g) The use of foul language and swearing in and out of school is strictly forbidden.
- h) The use of drugs, alcohol and any form of smoking is strictly prohibited.

11.3. School Grounds

- a) No learner may leave the school grounds during school hours without the permission of the principal or educator in charge.
- b) Learners must leave the school grounds immediately at the end of a school day unless they stay for after-school center or if they participate in extra-mural activities.
- c) No learner **without permission** is allowed in the boundaries of the school grounds during weekend and/or school holidays. This will be treated as an offence and such learners will be prosecuted.

11.4. Classroom

- a) All learners will greet the teacher and each other in the morning.
- b) All learners will leave their desks neat and tidy when leaving the classroom.
- c) All learners will ensure that no litter is on the floor or on the desk in the classroom.
- d) Disruption of classes is not allowed.
- e) Learners must respect the right of other learners to quality education.
- f) Any disrespect towards educators will not be tolerated.

Teachers may formulate additional rules with learners in the class at the beginning of every school year.

11.5. Dress Code

- a) Boys and Girls
 - i. All learners will ensure that they are neatly dressed at all times during the school day.

- ii. All learners will at all times during school hours be dressed in the school uniform.
- iii. The wearing of any fashion jewellery in the form of earrings, necklaces, pendants, tattoos, bangles, rings, trinkets, charms, talismans, bracelets, armbands or any other jewellery is strictly prohibited.
- iv. The wearing of any make-up or dyed hair and highlights or any fashion/elaborate hairstyles – Boys and Girls – are not allowed.
- v. Nails may not be painted and should be kept clean, short and neat.
- vi. The wearing of branded shoes in place of the standard school footwear is strictly prohibited.

b) Boys

- i. No body piercing, body and/or earrings or tattoos are allowed.
- ii. No jewellery, other than a wrist watch, is allowed.
- iii. Hair must be kept short. No pattern hairstyles are allowed.
- iv. No unnatural hair-colour is allowed.
- v. Shirts must be tucked in at all times.
- vi. The uniform is:

SUMMER

- Green Bermuda shorts
- Yellow short-sleeved shirt with school badge
- White short-sleeved vest
- Green socks with yellow stripes
- Black school shoes
- Black shoelaces only
- Green V-neck jersey or windbreaker with school badge

WINTER

- Green long trousers
- Yellow long-sleeved shirt with school badge
- White short-sleeved vest
- Green socks with yellow stripes
- Black school shoes
- Black shoelaces only
- Green V-neck jersey or windbreaker with school badge
- School tracksuit with unbranded plain white tekkies
- Green school colour beanies are allowed but it may not be worn in the school hall, corridors and classrooms.

c) Girls

- i. No body piercing, body rings or tattoos are allowed.
- ii. Only small silver/gold ball studs WITHOUT any stones will be allowed.
- iii. No make-up, including lip-gloss, is allowed on the school grounds or during official school functions offsite.
- iv. Hair:
 - Must be clipped at the back and must not be longer than the shirt collar.
 - Black/bottle green hair bands, scrunchies are allowed.

- No beads, clip-ribbons, clip-butterflies or clamp-combs are allowed.
 - Black/bottle green narrow allie bands are allowed.
 - Hair extensions are not allowed.
 - No unnatural hair-colour is allowed.
 - Gel will only be allowed for untamed hair.
 - Neatly tied-up plaits and plaited, neat dreadlocks are allowed.
- v. No long nails or artificial nails are allowed.
- vi. No nail polish is allowed.
- vii. Shirts must be tucked in at all times.

viii. The uniform is:

SUMMER

- Green culottes
- Yellow short-sleeved shirt with school badge
- White short-sleeved vest
- Green socks with yellow stripes
- Black School shoes
- Black shoelaces
- Green V-neck jersey or windbreaker with school badge

WINTER

- Green culottes
- Yellow long-sleeved shirt with school badge
- White short-sleeved vest
- Thick green woollen tights
- Green long trousers
- Black School shoes
- Black shoelaces
- Green V-neck jersey or windbreaker with school badge
- School tracksuit with unbranded plain white tekkies
- Green school colour beanies are allowed but it may not be worn in the school hall, corridors and classrooms.

d) Sportswear

- i. Cricket White shorts, white t-shirt, white socks and plain white unbranded tekkies.
- ii. Netball supplied by the school
- iii. Athletics supplied by the school
- iv. Soccer supplied by the school

11.6. Wearing Civvies

The school allows learners to wear civvies on their birthdays, certain outings as prescribed by the principal and any other occasions under the school's supervision and control. The dress code, including the rules for hair, jewellery and nails, is

a) Girls

- No low-cut shirts, dresses or blouses are allowed.
- Clothing showing the belly button or open stomach is not allowed.

- Tight fitting (skinny-pants) pants and shorts above the knee may not be worn.
 - No make-up is allowed.
 - No high-heeled shoes will be allowed.
- b) Boys
- Clothes must be neat and stylish.
 - No ripped, frayed or extravagant clothes or shoes will be allowed.

If learners do not abide by these civvies rules, they may be asked not to attend the occasion or they will be asked to change into the standard school uniform.

11.7. Sport and extra-mural activities

- a) Learners taking part in Sport
Learners selected to participate in any sports activity for the School, as a representative of the School or on behalf of their houses, must be dressed according to the dress code in section 12.5 before, during and after participation in any such activity.
- b) Learner Spectators / Supporters of Sports and Other Extra-Mural Activities of the School or their House
- i. All learners must conduct themselves in an orderly manner with respect for person and property at all organised school events.
 - ii. Learners attending shall obey all instructions and directives given to them before, during and after the activity by the Principal, any teacher, parent, and/or any person appointed by the Principal to assist with any of the duties to or from the activity.
- c) Participation in any Extra-Mural School Activity Apart from Sports Activities
- The rules of section 12.7.b apply.

11.8. School Property

- a) **“School Property”** includes the following -
- a) The land and buildings occupied by the School and any permanent or relatively permanent fixture or fitting on or in such land or buildings.
 - b) All property, including equipment, books, materials, motor vehicles, and the like, owned by the School, hired by the School, possessed by the School, stored by the School.
- b) Every learner must do all he/she can to preserve school property for use for the benefit of all present and future learners of the school.
- c) Any school property or equipment made available for use to a learner, must be returned to the school at the appointed time in the same condition in which it was when handed to the learners, fair wear and tear excepted.
- d) Learners and their parents shall be liable to compensate the school for the loss of or damage to any such property.
- e) No learner may wilfully or negligently deface, damage, destroy or displace any school property.
- f) No learner may remove any school property from the school premises without the prior consent of the Principal or any educator of the school.

11.9. The property of staff, fellow learners and visitors

- a) Learners shall not handle, damage, mark, and deface the property of any member of staff, fellow learner, visitor to the school or members of the public.
- b) This rule applies to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport, conveying learners to or from school or any school activity, and any school property.
- c) The attention of learners and their parents is drawn to the contents of the Code of Rights and Duties regarding school property.

11.10. Schoolwork and homework

- a) Every learner must keep and maintain a homework book in which to record each day's homework.
- b) Every learner must complete and submit set homework to the teacher who set it, punctually on the relevant prescribed date.
- c) Not doing homework is regarded as an offence and may have a negative impact on learner results.
- d) Parents must support learners and ensure that learners are able to complete their homework.

11.11. Punctuality

- a) The School day will start in the morning at 07h30 and learners are expected to be in their class ready to start the day.
- b) Late arrivals cause undesirable disruption of the teaching process, as well as other school activities. Repeated late-coming will lead to parent intervention.
- c) The learner must furnish a note from his/her parents explaining late arrival for the commencement of school.
- d) The school day ends at 14h00 every day. Contact time for:
 - i) Grade RR / R – 13h00
 - ii) Grade 1 / 2 – 13h20
 - iii) Grade 3 – 13h30
 - iv) Intersen – 14h00
- e) Doctors and dentist appointments must be made for after school. The guardian or parent must provide identification documents when fetching his/her child from school.

11.12. Absence from school

- a) Every child has a right to education and the school respects this right of children.
- b) School attendance is compulsory and no learner may be absent from school without a valid reason.
- c) An attendance register will be kept for monitoring learner attendance.
- d) Any learner who absents himself/herself from school without a valid reason will be deemed to be playing truancy (bunking), which is strictly forbidden. A learner who is absent from school for up to 3 (three) consecutive days must on his/her return to school present a note from his/her parents explaining the absence.
- e) Absence for more than 3 (three) consecutive days (except in the case of bereavement or trauma concerning the learner's family or in connection with an activity sanctioned by the Principal) can be explained only in terms of a note from a registered medical practitioner.
- f) Learners absent for more than ten days without any contact from home will be deregistered as per GDE policy. However, can be re-registered on return following application procedures.

- g) If a learner is absent during tests/examinations, the school will only accept medical certificates as proof of such absence. In such cases alternative arrangement will be made with educators for the learner to write the test/examination.
- h) A learner will be marked absent if he/she spends less than 90 minutes at school.

11.13. Environment

- a) Learners may not litter the school grounds or buildings.
- b) Learners must be proud of their school and contribute to the beautification of the gardens and school buildings.
- c) Learner spectators or supporters at any school activity or event must leave the place occupied by them neat, tidy and free of litter.
- d) Learners shall leave the toilets, playground and sports fields in a clean, neat and litter free.
- e) Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not leave a tap running.
- f) Graffiti, stickers, placards, etc. on any surface of the school property is forbidden without the authority of the Principal.

11.14. School Notices

- a) Every learner is in duly bound to hand over to his/her parents any notice issued by the Governing Body, the Principal or any Departmental Head or class teacher.
- b) Likewise, every learner shall return to his/her class teacher any return slip or acknowledgement of receipt, required to be completed by his/her parent, or
- c) SMS can be used as an alternative means of communication when there is a need.

11.15. Books & Equipment

- a) Learners will maintain the textbooks and equipment of the school in good order. Failure to do so will result in the learner paying for the replacement of the text book or equipment.
- b) School books must be carried in a study school bag for protection. Canvas or cloth bags are not allowed.

11.16. Valuables and personal belongings

The school will not be held liable for theft of or damage to personal belongings on the school premises.

- a) Cellphones and other electronic devices are not allowed on the school premises.
- b) No toys, skateboards, roller blades, radios, electronic devices, discs or playing cards are allowed at school.
- c) Learners must not touch, interfere or remove anyone's belongings.
- d) Any books/pictures that are detrimental to good morals are not allowed on the school premises.
- e) No dangerous and/or sharp objects are allowed on the school premises or during official school events offsite.

11.17. Behaviour and Language

- a) Bullying and disruptive behaviour is not allowed at the school.
- b) No fighting, kicking, biting, spitting, hair pulling and looting is allowed on the school premises or at official school functions that are not on the school premises.
- c) Swearing and the use of foul language is not allowed at the school.

11.18. Smoking and substances

- a) The carrying and use of cigarettes and tobacco, including pipes, e-cigarettes and hubbly products, are not allowed on the school premises.
- b) Alcohol and the use of alcohol products during school hours or during any school activity are strictly prohibited. Any learner suspected to be under the influence of any alcohol will be removed from the school premises.
- c) The carrying and/or consumption of illegal chemical substances and drugs are strictly prohibited.

12. LEARNER PREGNANCY

The school will, in accordance with GDE guidelines:

- a) Provide strong sex moral and life skills training to learners. The assistance of parents, NGO's and other agencies must be sought in this training;
- b) Ensure the rights to equality, dignity, education and the Rights of the Child of a learner, who falls pregnant, is exercised; and
- c) Protect the learner against any form of discrimination.

Refer to Annexure B for a summary of what learners, parents and the school must do in the event of a learner falling pregnant.

13. DISCIPLINARY SYSTEM

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

13.1. Grading of Offences

Offences are categorized according to the degree of seriousness of the offences, of which Level 3 offences are the most serious. See Annexure C for a list of offences per Level.

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

- a) Level 1 offences:
 - i. The offence will be dealt with by the educator who must record such offences in the relevant book (each class teacher has a book for their respective classes).
 - ii. The class teacher will apply any one of the following actions:
 - Verbal reprimand;
 - Written warning; and/or
 - Temporary confiscation until the end of the term (e.g. uniform; cell phone; jewellery).

- iii. After a learner has transgressed several times in a school term, a meeting will be called between the SGB and the parents/guardians.
 - iv. The disciplinary committee of the SGB may decide on further corrective measures.
- b) Level 2 offences:
- i. The offence will be dealt with by the principal.
 - ii. The principal will do a thorough investigation and upon confirmation of the allegation, a warning letter will be issued to the said learner.
 - iii. The principal will notify the parents in writing of the offence and the intended action to be taken.
 - iv. A further offence will be dealt with through the school's disciplinary committee.
- c) Level 3 offences:
- i. These offences are viewed in a very serious light.
 - ii. The offence is dealt with by the principal - See Annexure F for the procedure.
 - iii. The parent will be advised in writing, stating the offence and the action to be taken.
 - iv. The principal will convene a disciplinary hearing.
 - v. The SGB may authorize the principal to institute suspension as a precautionary measure with regards to a learner who is charged with serious misconduct as contemplated in section 8 of SASA.
 - vi. Depending on the seriousness of the matter, the following action may be taken by the disciplinary hearing:
 - Compensation – in the case of damage to property;
 - Community service;
 - Suspension from school;

13.2. Disciplinary Hearing

- a) The disciplinary committee will consist of the following members:
- Principal/Deputy Principal
 - Other SMT representative (Co-ordinator)
 - Educator (FP)
 - Educator (IP)
 - SBST Co-ordinator
 - SGB parent representative (Chairperson)
- b) Proceedings of the disciplinary hearing must be recorded.
- c) The learner shall be afforded the opportunity to present his/her case. The learner may call witnesses.
- d) The parents may accompany the learner in the Disciplinary Hearing.
- e) If the learner is found guilty of the offence, the Disciplinary sub-committee will immediately notify the SGB and the Head of Department of the findings.
- f) The SGB will consider the evidence and the sanction and will decide to uphold the recommendation of the Disciplinary hearing.
- g) In the event of the disciplinary hearing recommending expulsion, the SGB must recommend such action to the Head of Department.
- h) The following forms will be used for misconduct and disciplinary hearings:

- | | | |
|-------|--|--------------|
| i. | Written warning | – Annexure D |
| ii. | Final written warning | – Annexure E |
| iii. | Notice of disciplinary hearing | – Annexure G |
| iv. | Record of disciplinary hearing | – Annexure H |
| v. | Review form (lodging of an appeal) | – Annexure I |
| vi. | Suspension from School | - Annexure J |
| vii. | Rights of Learner facing disciplinary action | – Annexure K |
| viii. | Expulsion Letter (as may be required) | – Annexure L |

14. MERIT SYSTEM

- 14.1. Positive behaviour displayed on the school premises will be rewarded.
- 14.2. Learners must be encouraged to achieve as many merits possible as this would lead to positive experiences at school.
- 14.3. Merits are recorded in the diary books by all teachers.
- 14.4. The class teacher must check the diary books monthly and report accordingly to the principal.
- 14.5. Commendation letters are done as follows:

Letter	Number of merits	Award
White Letter	5	Reading by principal during assembly
Blue Letter	25 – 40	Reading by principal during assembly
Yellow Letter	45 – 60	Reading by principal during assembly
Green Letter	65+	<ul style="list-style-type: none"> • Recorded in personal file; and • Considered for SGB trophy

15. CONCLUSION

The Governing Body may, from time to time or as the need arises, amend this Learners Code of Conduct after due consultation with stakeholders.

16. APPROVAL

Recommended by: (Principal)		Signature:	
Date:			
Approved by: (SGB Chairperson)		Signature:	
Date:			
Verification by GDE: (District Director)		Signature:	
Date of Verification			

ANNEXURE A – LEARNER COMMITMENT



LAERSKOOL JOZUA NAUDE

Learner Commitment

I,, a learner at Laerskool Jozua Naude, understand the rules and their implications and hereby commit to:

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

.....
Learner

.....
Parent/Guardian

.....
Date

ANNEXURE B – MEASURES DEALING WITH PREGNANCY

The learner must	The parents must	The school must
<ul style="list-style-type: none">Inform a designated educator, who will take responsibility for implementing the measures	<ul style="list-style-type: none">Take responsibility for their pregnant children and work with the school regarding the child's health and progress.	<ul style="list-style-type: none">Strongly encourage learners to continue with their schooling before and after the birth.

The learner must	The parents must	The school must
<ul style="list-style-type: none"> • Attend a clinic and provide the school with records of attendance • Be informed that the school has no medical staff to handle deliveries or look after new-borns and that a period of absence long enough to cover “pre and post-natal concerns and initial care of the child” should be taken. • Before being readmitted to the school after the period of absence, produce a medical report stating that she is fit to return. • Understand that, although she is protected from unfair discrimination, some people may disapprove of her situation. 	<ul style="list-style-type: none"> • Help the child to receive and return assignments during any period of absence. 	<ul style="list-style-type: none"> • Create a climate of understanding and respect and take steps to deal with name calling, hate speech and harassment of the pregnant learner. • Where possible, advise the new mother (and father if he is a learner) regarding motherhood, child rearing and the roles and responsibilities of parents. • Inform the Department of Social Development and facilitate registration for the child support grant and access to other assistance. • Maintain records of learner pregnancies and submit these to the Department. • Report rape and statutory rape to the SAPS.

ANNEXURE C – LIST OF OFFENCES

Level 1 Ordinary offence	Level 2 Misconduct	Level 3 Serious Misconduct
<ul style="list-style-type: none"> • Late coming for school/class • Homework not done • Class work incomplete • Left books at home • Playing truant or bunking periods • Littering • Use of foul language • Reply slips not returned on time • Tests not signed • Lacks stationery • Leaving class without permission • Eating or chewing in class or during assembly • Writing on tables and other learners property • Continuous talking in class • Playing with toys in class • Playing forbidden games • Damaging school property and gardens • Improper school uniform • Improper appearance • Copying another learner's work • ANY OTHER SIMILAR OFFENCES 	<ul style="list-style-type: none"> • Serious disruption of class • Truancy – bunking school • Damage to text books • Dishonesty • Stealing other persons' belongings • Aggressive behaviour, assault and fighting • Arrogance, rudeness and insolence • Swearing or foul language • Spitting • Urinating in public • Assisting another learner to commit an offence • Disruptive behaviour at assembly or in class • The use of a cell phone during a normal school day • Entering a restricted area • Engages in a conspiracy to disrupt the proper function of the school • Cheating in test or examinations • ANY OTHER SIMILAR OFFENCES 	<ul style="list-style-type: none"> • Possession of any dangerous weapon at school • Throwing dangerous objects • Severe and repeated intimidation of other learners • Forges documents or signatures to the prejudice of the school • Engages in theft • Acts of dishonesty • Vandalism or malicious damage to other persons' or school property • Possession of pornography • Drinking alcohol on school property • Smoking on School property • In possession of, consumes or dealing with drugs or any illegal substance • Assaulting or threaten to assault another learner or teacher • Physically or sexually abusing other learners and teachers • Swearing at teachers or using offensive signs • Racism • Bullying • Disrespecting teachers or any adult by arguing, talking back, etc. • Seriously disrupting class routine • Disobedient in class • Playing dangerous games • Rejection of authority • Gambling • Bunking • ANY OTHER SIMILAR OFFENCES

ANNEXURE D – WRITTEN WARNING

LAERSKOOL JOZUA NAUDE



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

.....

Grade Head

.....

Date

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

ANNEXURE E – FINAL WRITTEN WARNING

LAERSKOOL JOZUA NAUDE



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:.....

Dates of previous warnings:

Grade of offence:

Nature of offence:

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

Learner's statement:

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

.....

Learner

.....

Teacher

.....

Witness

.....

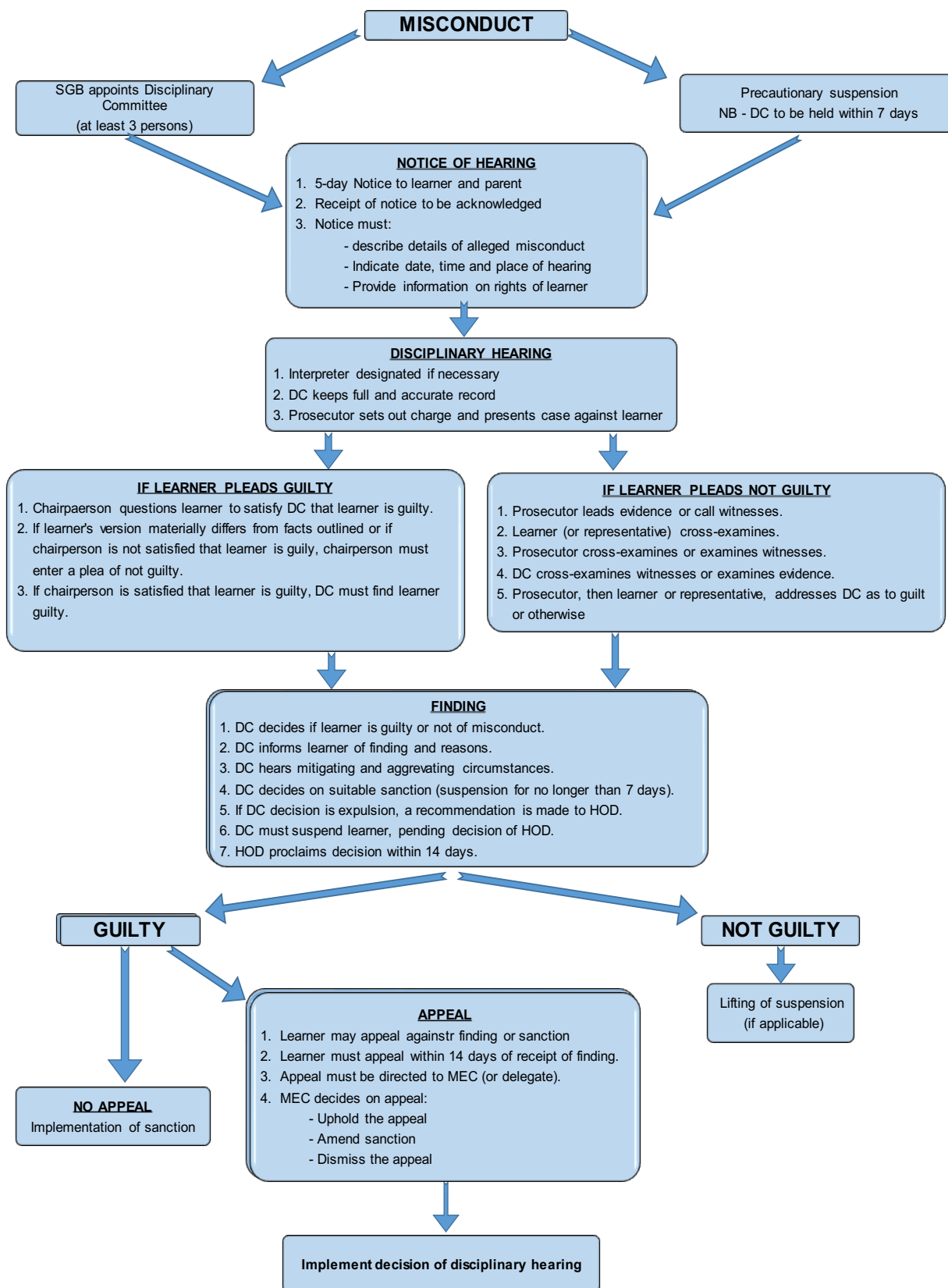
Grade Head

.....

Date

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

ANNEXURE F – MISCONDUCT PROCEDURE



ANNEXURE G - NOTICE OF DISCIPLINARY HEARING

LAERSKOOL JOZUA NAUDE



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

ANNEXURE H – RECORD OF DISCIPLINARY HEARING

LAERSKOOI JOZUA NAUDE



Record of Disciplinary Hearing

Present

Capacity	Name	Designation	Section

Complainant (if applicable):	Learner:
Witnesses for complainant	Witnesses for learner
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

.....
Grade Head

.....
Date

ANNEXURE I – REVIEW FORM (lodging an appeal)

JOZUA NAUDE PRIMARY SCHOOL

Review Form (Lodging an Appeal)



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:.....

Nature of offence:

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

The disciplinary measure imposed was not in line with the grade of offence.

Disciplinary procedures were not followed.

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

The following reasons are submitted in support of this appeal:

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

.....

Date appeal lodged

.....

Appellant

ANNEXURE J – SUSPENSION FROM SCHOOL

LAERSKOOL JOZUA NAUDE



Suspension from School

Name of learner:.....

You are further advised that you have been suspended from School from

.....(time) on(date) until(time) on(date). Should you wish to appeal against this suspension, your written representation must reach the principal within 24 hours of this notice.

During your period of suspension you will not be permitted on the school's premises unless written permission was granted by the principal or for attending the appeal hearing.

Server's Signature Position

Learner's Signature

Witness Signature

Date of this Notice of Suspension

ANNEXURE K – RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

LAERSKOOL JOZUA NAUDE



Rights of Learner facing Disciplinary Action

Learner's rights (to be read to the learner by the Server):

- a. The right to a formal hearing.
- b. The right to be present at the hearing.
- c. The right to be given time to prepare your case.
- d. The right to be given advance notice of the charges.
- e. The right to be represented at the hearing by an internal representative.
- f. The right to be assisted at the hearing by parents/guardian if under age.
- g. The right to ask questions on any evidence produced, or on statements of witnesses.
- h. The right to call witnesses to testify on your behalf.
- i. The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- j. The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- k. 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

ANNEXURE L – EXPULSION FROM SCHOOL



LAERSKOOL JOZUA NAUDE
P O Box 6850
Ansfreere, ROODEPOORT
1711
Telephone (011)766-2050
Email: www.jozuanaudeprimary.co.za

Date:

(Address of parents of accused learner)

DECISION OF THE GOVERNING BODY ON THE ALLEGATIONS MADE

AGAINST YOUR SON/DAUGHTER : _____

ID NUMBER : _____

Dear Mr and Mrs _____,

I regret to inform you that the governing body of Laerskool Jozua Naude, has found your SON / DAUGHTER, _____, guilty of misconduct in terms of the Code of Conduct of this school. The clause of the Code of Conduct under which HE / SHE has been found guilty states:

" _____
_____ "

In view of the above it has been decided to recommend to the HoD of the Gauteng Department of Education that your SON/DAUGHTER be expelled from this school.

Pending the decision of the HoD your SON/DAUGHTER will be suspended from attending this school with effect from _____ (Date). As soon as the HoD has made HIS/HER decision you will be informed in writing.

Should you wish to appeal against the decision of the HoD, you have the right to appeal to the Member of the Executive Council of GAUTENG who is responsible for Education. However, should your appeal be unsuccessful and since your SON/DAUGHTER is of compulsory school-going age, please contact the local District Office,

address: _____ telephone number: _____ to make arrangements for the placement of your SON/DAUGHTER at another school.

Yours faithfully

_____ (Signature)

Chairperson : Governing Body

.....
Please return this slip to the school.

Receipt of the notification dated _____ informing us of the decision of the Governing Body to expel my son/daughter is hereby acknowledged.

Signature of parent/guardian