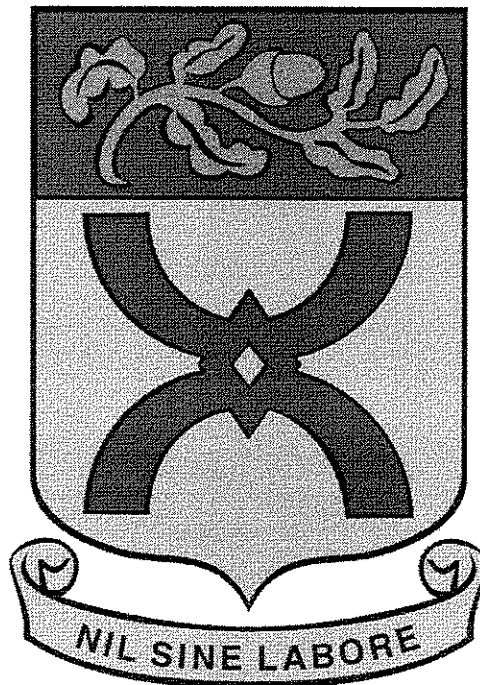


A.F. LOUW PRIMARY SCHOOL



LEARNER CODE OF CONDUCT

Laerskool A. F. Louw Primary

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A.F.LOUW PRIMARY SCHOOL

CODE OF CONDUCT FOR LEARNERS AND SCHOOL RULES

1. INTRODUCTION

A.F.Louw Primary School is committed to providing an environment for the delivery of quality teaching and learning by:

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

The Code of Conduct spells out the rules regarding learner behaviour at

A.F.Louw Primary and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

2. SCHOOL RULES

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

2.1 General Principles

2.1.1 Learners are expected at all times to behave in a courteous and considerate manner towards each other and all members of staff and visitors to the School.

2.1.2 Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School.

2.1.3 Learners may not say or do anything that will discredit themselves or the School.

2.1.4 No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.



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2.1.5 The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem.

2.2 School uniform and general appearance (The appropriate school uniform detail will be added as an addendum to this document)

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

2.2.1 No additions to the uniform that are not in accordance with the regulations will be allowed, except for navy blue beanies, scarves and plain navy blue gloves.

2.2.2 No earrings (except studs, sleepers), jewellery, accessories, coloured contact lenses or visible tattoos are allowed.

2.2.3 No colouring of hair or wearing of exotic hairstyles, fader cuts, wigs and hair pieces is allowed.

2.2.4 Fingernails must be kept trimmed short and clean at all times.

2.2.5 During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, and clothing that is see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.

2.2.5 Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons.

2.2.6 No learner is allowed the use of a cell phone on the school premises. Written permission of the principal is needed.

2.3 Valuables and personal belongings

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

2.3.2 Arrangements should be made with the office or the class teacher or teacher in charge for safekeeping of valuables, etc. during sports practices and matches.

2.3.3 Learners may not bring computer games, iPods, iPads, electronic tablets or similar electronic devices to School.

2.3.4 All personal belongings must be marked, e.g. clothing

2.4 General Rules

2.4.1 Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.

2.4.2 All litter must be placed in refuse bins or wastepaper baskets.

2.4.3 Willful damaging, vandalizing or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.



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2.4.4 Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden (homework, plagiarism).

2.4.5 Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.

2.4.6 The timeous handing in of work is the responsibility of each learner.

2.4.7 Learners who fail to produce a medical certificate from a recognized medical practitioner on absenteeism during formal examinations/tests/assessment tasks will obtain a code of "X.Abs" (Absent without a valid reason) for the particular examination/test/assessment task.

2.4.8 The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.

2.4.9 Language that is seen as pejorative (insulting), discriminatory or racist is prohibited.

2.4.10 Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.

2.4.11 All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is strictly forbidden.

2.4.12 Learners will respect their peers in positions of authority such as (*prefects, class monitors, scholar patrol, and library prefects*). A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

2.4.13 The carrying, copying and/or reading of offensive material is prohibited.

2.4.14 Learners must keep clear of areas that are indicated as out of bounds.

These include:

2.4.14.1 The School parking area

2.4.14.2 The office administration area, offices, staffroom, educator's restrooms, during interval-playing on staircases/stoep, balcony, school hall and in computer rooms.

2.4.14.3 Electrical mains distribution boxes, fire extinguishers and hoses.

2.5 Rules governing public areas

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

2.5.1 No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorized by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.

2.5.2 The carrying and/or smoking of vapes and cigarettes is prohibited.

2.5.3 Alcohol is not permitted on School premises.

2.5.4 The carrying of and/or consumption of illegal chemical substances and drugs are prohibited.

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2.6 School Enrichment Programme

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

2.6.1 The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.

2.6.2 Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.

2.6.3 Involvement in a particular activity will span the entire term/duration in which that activity takes place.

2.6.4 Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture/activity.

2.6.5 Appropriate kit/uniform will be worn to practices.

2.6.6 The correct match kit/uniform will be worn to inter-school league fixtures.

2.6.7 The learner is to ensure that transport arrangements have been made.

2.7 Accommodation of religious or cultural rights

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

2.7.1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.

2.7.2 This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.

2.7.3 This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.

2.7.4 The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct is his/her true beliefs and commitments.

2.7.5 The religious conduct or practice must be lawful.

2.7.6 The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.

2.7.7 When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.

2.7.8 The deviation must specify the extent of the exemption from the normal rules



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and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.

3. 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 disciplinary system that has been developed to assist and guide learner behaviour in the School.

3.1 Grading of Offences

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

3.2 Disciplinary Procedures

The grade of an offence will determine the procedure to be followed. Grade Heads play a pivotal role in the administration of discipline within their grades. It is the responsibility of each *Grades's DH* to provide the necessary documentation, e.g. (written warning, notice of disciplinary hearing, etc), to grade heads in order to streamline the administrative process.

3.2.1 Grade 1 offences – The class educator and/or Grade Head to manage these offences.

3.2.1 Grade 2 offences – Class Educator, Grade Head, Head of Department and parent manage and jointly determine a support programme for the learner. Ongoing Grade 2 offences become Grade 3 offences. Repeated Grade 2 offences can lead to a written warning being issued.

3.2.1 Grade 3 offence – Written warning, final written warning or a disciplinary hearing, depending on the severity on the infringement

3.2.1 Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a disciplinary hearing.

3.3 Grade 1: Offences

All Grade 1 offences will be dealt with by the educator concerned who must keep a written record of such offences and the disciplinary measure taken. When *a third Grade 1 offence* occurs, the matter is referred to the Grade Head along with the record of all three (3) offences and the Grade Head will issue a written warning. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

Should the particular *Grade 1 offence recur* after disciplinary intervention has occurred and a written warning has been issued, the educator will, in consultation with the Grade Head, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian. The Grade Head will keep on record copies of all relevant documentation



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relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

3.4 Grade 2: Offences

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

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

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

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

3.5 Grade 3: Offences

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

3.6 Grade 4: Offences

All Grade 4 offences will immediately be reported to the Grade Head. The *Grade Head will refer the matter to the School Principal* who will immediately file a report with the SAPS and convene a *Tribunal Hearing*. The parent/guardian will be informed immediately of the offence and be advised in writing, *a minimum of five (5) days* before the designated date that a hearing has been convened.

4. DISCIPLINARY INTERVENTIONS

The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion.

- A verbal warning/reprimand to express disapproval.
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- Written warning.
- Final written warning.
- Written punishment.
- Community service to improve the physical environment within and around the School property.
- Homework detention.
- Supervised schoolwork.
- Referral for counseling.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of School-related privileges
- Exclusion from School activities and functions, e.g. camps, grade farewells, outings and excursions, sport and culture.
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- Tribunal hearing

4.1 Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher grade. *Expulsion may be recommended for a Grade 3 and a Grade 4 offence.*

4.2 Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees, fellow learners, parents of learners or third parties.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or “hate speech”.
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any vapes, narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the School rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).

4.3 Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Western Cape Education Department.

4.4 A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.

4.5 Where approval for expulsion is not granted, learners will attend counseling or relevant life skills programmes before they may return to class.

5. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE

The Governing Body authorizes the Principal or Deputy Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act. Suspension may only be for a maximum of 7 school days.

The suspension of the learner will however only be valid if the following procedures are followed:

5.1 The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.

5.2 This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

5.3 A learner may only be suspended for a maximum of seven (7) school days.

6. DISCIPLINARY AND TRIBUNAL HEARINGS

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

- Written warning (disciplinary warning form) (Annexure C)
- Discipline Committee Chairperson;
- two (2) parent representatives from the Governing Body;
- the School Principal or Discipline Officer delegated to oversee this function;
- and the Grade Head.

6.1 The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.

6.2 The Principal/Discipline Officer will furnish the relevant Grade Head and register teacher with all the information necessary for their records.

7. PROCEDURE DURING HEARINGS

7.1 The Chairperson of the Committee must lead the proceedings and:

- Introduce those present and state their functions.
- Ensure that witnesses are present only while giving their evidence.

7.2 The Chairperson must inform the learner of his/her rights:

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare for the hearing case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by one (1) internal representative.
- The right to be accompanied at the hearing by parents/guardian.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on his/her behalf.



- The right to an interpreter, to be requested 24 hours prior to the hearing.
- The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
- If the learner does not attend, the hearing will be conducted in his absence.

7.3 The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.

7.4 The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.

7.5 When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the Parent/guardian and all the witnesses.

7.6 The Disciplinary Committee must discuss and weigh the evidence and come to a decision.

7.7 The Chairperson must reconvene all interested parties.

7.8 The Chairperson is to communicate the decision of The Committee.

7.9 The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.


7.10 The learner must be advised of his right to appeal (Annexure E).

7.11 The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).

7.12 The signing of the document by the learner does not imply an acknowledgement of guilt.

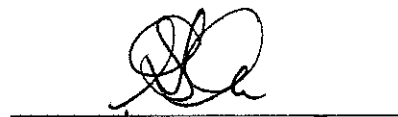
Date of Review: March 2025

Signed at Stellenbosch On this 30 day of January 2025



 Haywood Pieterse

Chairperson

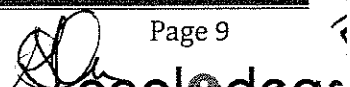


 S.A. TARR

Principal

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ADDENDUM A

Learner Commitment

School: A.F.Louw Primary School

I,....., a learner at A.F.Louw Primary School, understand the rules and their implications and hereby commit to:

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

.....
Learner

.....
Parent/Guardian

.....
Date

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K.S.D



Discipline Responsibility Respect Commitment Integrity

LEARNER CODE OF CONDUCT

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ADDENDUM B

Table 1: List of offences per grade of offence

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> •littering • excessively noisy or unruly behaviour before School, during class change-overs, during breaks, and after School • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop, at the toilets •Playing with tops and toys from home •Boys hair shouldn't touch collar (boys cut) •Name calling •Tree climbing •Running on the stoep and stairs •Speaking another language other than 	<ul style="list-style-type: none"> • repeated Grade 1 offences vandalism • interfering with another person's possessions/ property without the owner's consent • damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent • racism: remarks/ Insults • forgery: altering of official documents such as medical certificates or writing sick notes on behalf of parent/guardian • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse 	<ul style="list-style-type: none"> • possession of weapons that can cause physical injury (knives, etc.) • entering the School premises while under the influence of alcohol/drugs • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • possession of drugs/alcohol or cigarettes • truancy from School or leaving School grounds without the necessary permission • taking part in any form of illegal strike action/ meeting/campaign on School premises • any learner who, in or outside of the buildings, or on or off 	<ul style="list-style-type: none"> • use of weapons that cause physical injury (knives, etc.) • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body •Threatening, assaulting an educator(verbally or physically) • rape, attempted rape, or indecent assault



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<p>English and Afrikaans, in class</p> <ul style="list-style-type: none"> • misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture • <u>failure to:</u> 	<ul style="list-style-type: none"> • disrespect or insolence (disrespectful behaviour to especially persons in authority) • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work or written punishment, or 	<p>the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</p>	<ul style="list-style-type: none"> • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/meeting/campaign on School premises • Any offence punishable under common law
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Table 1: List of offences per grade of offence(CONTINUED)

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<p>pay the fine for overdue or lost book/s</p> <p>– attend an extramural activity’s practice session without excusing himself</p> <p>– attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</p> <p>– attend detention</p> <p>• continual interference with another learner which causes minor physical or mental discomfort</p> <p>• misconduct during detention</p> <p>• minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; wearing of jewellery</p> <p>• failure to wear the correct full School uniform when in a public place, including the wearing of unauthorized items</p>	<p>failure to report to the subject teacher with this work/punishment as stipulated)</p> <p>• fighting, common assault or attempted assault</p> <p>• public disturbance and public indecency</p> <p>• gambling</p> <p>• failure to attend detention without prior submission of a written excuse or note</p> <p>• unacceptable hair styles, including bleaching or colouring</p> <p>• display of visible tattoos</p> <p>• using a cell phone as a means of communication during formal testing or teaching</p> <p>• cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal</p>	<p>• violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner</p> <p>• violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners</p> <p>• unreasonable repetition of a Grade 2 offence</p> <p>Arson</p> <p>Sexual abuse (harassment of peer learners)</p> <p>Sexual misconduct (flashing)</p> <p>Inappropriate behavior of a sexual nature (kissing, intercourse)</p> <p>Trespassing on school grounds while suspension is in effect</p> <p>Making bomb threats</p>	



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<ul style="list-style-type: none"> • failure to wear the correct sports kit for a match or practice 	<p>exams). This includes any form of communication, verbal or non-verbal, with another learner</p> <ul style="list-style-type: none"> • copying of computer exercises, projects or any other work 		
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Discipline Responsibility Respect Commitment Integrity

LEARNER CODE OF CONDUCT

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Table 1: List of offences per grade of offence(CONTINUED)

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> • hitchhiking while in School uniform, formal or sport dress • disruptive behaviour in class • spitting in public • Failure to: <ul style="list-style-type: none"> – do class work set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time • copying another learner’s class work or homework • defacing School Property • Writing on your person • reporting late for class • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time • arriving late for School without an excuse note 	<p>intended for the year mark</p> <ul style="list-style-type: none"> • truancy from any contact time • possession or use of fire crackers • failure to attend an extra-mural activity • fixture or function as a participant or official • any action which brings the School’s name into disrepute • possession of offensive material, including pornographic material • tampering with safety and other equipment on School premises • unreasonable repetition of a Grade 1 offence 		

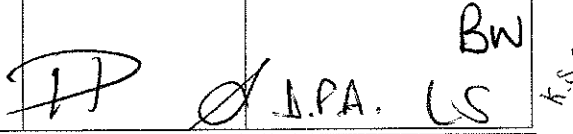




Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively

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

Grade 1: Offences	Recommended Corrective Sanctions
<p>1. Academic: Books/work materials left at home; homework -not done on time/copied</p> <p>2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach)</p> <p>3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing</p> <p>4. Dress code: Untidiness/unkept appearance; School dress code not followed</p> <p>5. Bringing the school into disrepute</p>	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • 'On Report' <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification • Physical labour during interval/s or after contact time- permission of parents required
Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Zero (0) for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, detention



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Handwritten notes: A.C. Page 16 LS
Handwritten signatures: BW, D.P.A., [Signature]

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Discipline Responsibility Respect Commitment Integrity

LEARNER CODE OF CONDUCT

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Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (CONTINUED)	
Grade 2: Offences	Recommended Corrective Sanctions
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1st offence: Special detention 2nd offence: Special Detention 3rd offence: Information disciplinary hearing, special detention and professional counseling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Public indecency e.g. Urinating in public	Warning letter and detention
19. Smoking – selling cigarettes on/off School Property	1st offence: Information disciplinary hearing, warning letter and special detention 2nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Special detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorized substance, e.g. meths, benzene, thinners, etc.	Phone call to parents. Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow Learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Special detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (CONTINUED)	


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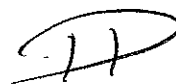
Grade 2: Offences	Recommended Corrective Sanctions
26. Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
28. Racist, sexist and discriminatory comments and behavior	Phone call to parents, warning letter and detention
29. Gambling	Phone call to parents, warning letter and detention
30. Falsification of document with less serious consequences	Phone call to parents, warning letter and detention
31. Refusal to submit to corrective measures	Phone call to parents, warning letter and detention
Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/ test/portfolio work	Zero (0) and warning letter
5. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, naught for test/examination, warning letter, community service ,detention
6. Ongoing disruptive behaviour in classroom (frustrating School’s educational programme	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
7. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School’s educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Drugs – consumption not associated with School	Interview with parents, professional intervention
10. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/‘social groups’	Suspension from School. Disciplinary hearing, warning letter and detention
11. Involving/attempting to involve outsiders in disputes between learners at School	Disciplinary hearing, warning letter, community service and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention
13. Bringing the school into disrepute e.g. verbal abuse of a parent or a third party visiting the school.	Disciplinary hearing, warning letter, community service and detention

BW *[Signature]* D.P.A. *[Signature]* K.S.R.



Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (CONTINUED)

Grade 3: Offences	Recommended Corrective Sanctions
13. Pornography – distribution at School	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment/misconduct of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
20. Possession of dangerous weapons, (e.g. knives, etc.)	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
21. Making bomb threats	Suspension from school, Disciplinary hearing, warning letter and detention
22. Arson	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
23. Trespassing on school grounds while suspension is still in effect.	Further suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
Grade 4: Offences	Recommended Corrective Sanctions
1. Smoking – possession of vape/cigarette/holding cigarette/caught in the act on/off School property	1st offence: Special detention 2nd offence: Special detention 3rd offence: Formal disciplinary hearing, special detention and professional counseling (All cigarettes and lighters to be confiscated)
2. Alcohol – drinking/drank at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
4. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
5. Assault on a teacher	Suspension from School. Disciplinary hearing and



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	expulsion
6. Assault on a parent/third party visiting the school	Suspension from School. Disciplinary hearing and expulsion
7. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
8. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
9. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
10. Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
11. Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counseling

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 H, BW, A.C., K.S.P.



Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (CONTINUED)

Grade 4: Offences	Recommended Corrective Sanctions
12. Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
13. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
14. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
15. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
16. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counseling/expulsion
17. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
18. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
19. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
20. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion
21. Bringing the school into disrepute	Suspension from School. Disciplinary hearing and expulsion

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ADDENDUM C

School: A.F.Louw Primary

Written Warning:

Name of learner:

Learner ID number (CEMIS).....

Learning Area:

Educator:

The above learner has breached the disciplinary code.

Date of offence:

Grade of offence:

Nature of offence:

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Learner's statement:

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Learner

Educator

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Witness

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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.

BW D.P.A. *KSR*



Discipline Responsibility Respect Commitment Integrity

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ADDENDUM D

School: A.F.Louw Primary

Final Written Warning:

Name of learner:

Learner ID number (CEMIS).....

Learning Area:

Educator:

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:

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Learner's statement:

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Learner

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Teacher

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Witness

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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.

A.C. Q
D.P.A
K.S.P



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ADDENDUM E

Notice to Learner and Parent of Disciplinary Hearing

Notice to learner and parent of the learner that the institution of disciplinary proceedings against the learner for an alleged serious misconduct in terms of regulation 5 of the Regulations Relating to Disciplining, Suspension and Expulsion of Learners in the Western Cape, published in the Western Cape Provincial Gazette Extraordinary No. 6936, dated 15 December 2011.

Date:

Name and Address of parent(s) and learner:

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Dear Mr/ Mrs/ Ms,

Notice of Disciplinary Hearing

1. In accordance with regulation 5, you are hereby informed that the governing body intends to institute disciplinary proceedings against your child on:

Place:.....

Date:.....

Time:.....

2. Your child is alleged to have:

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.....

(State the nature of the alleged misconduct to enable the learner to identify the incident and to respond thereto at the disciplinary hearing.)

3. You and your child have the right to:

- 3.1 have and be accompanied at the hearing by a legal representative or any other person or representative to make oral and/or written representations on behalf of your child;

- 3.2 request access to documents and any other information to be produced in evidence; and



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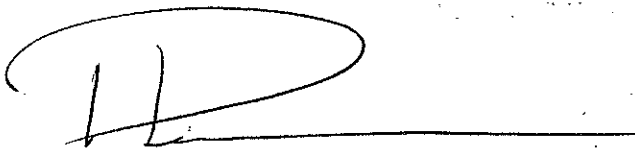
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3.3 to ask questions, cross examine witnesses, lead evidence, call witnesses and produce documentary evidence to clarify issues relating to the allegation.

4. It is very important that you prepare yourself and attend the scheduled hearing.
5. You are advised to inform the governing body timeously (a minimum of 24 hours before the date and time of the hearing) if you and your child are unable to attend the date specified above so that a mutually convenient date and time can be arranged for the hearing.
6. You are advised to inform the governing body timeously (a minimum of 24 hours before the date and time of the hearing) should you require an interpreter for the meeting.
7. In the absence of any communication from you, we will assume that you have agreed to attend the scheduled hearing and the necessary arrangements to proceed with the hearing will be made.
8. In the absence of any communication from you, we will assume that you have agreed to attend the hearing. Should you and your child not be present the hearing will be conducted in your absence.
9. Your child is to attend the hearing dressed in formal school uniform.

Yours faithfully,



School Governing Body

(Attach proof of acknowledgement of receipt)



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ADDENDUM F

School: A.F.Louw Primary

Record of Disciplinary Hearing

Venue:

Date:

Present at Disciplinary Hearing

Capacity	Name	Designation	Section

Complainant (if applicable):

Learner:

Witnesses for complainant

Witnesses for learner

1. Welcome and Rights of Learner read

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

Nature of offence:

ID BW D.P.A. K.S.A.
A.C.



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

4. **Complainant states case:**

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5. **Questions or statements from the panel or the accused to the complainant:**

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6. **Learner provided with an opportunity to state his/her case:**

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7. **Questions by the complainant:**

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8. **Discussion by the panel:**

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9. **Decisions taken by the Disciplinary Committee:**

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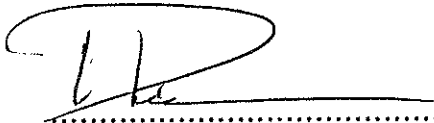
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10. Parties called back into the meeting

11. Sanctions explained to the learner, parent(s) and/or representatives:

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Chairperson of Disciplinary Hearing

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Date

.....
Secretary of Disciplinary Hearing

.....
Date

IP BWA.C  h.s.p



Discipline Responsibility Respect Commitment Integrity

LEARNER CODE OF CONDUCT

D.P.A. Page 29 LS

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Rights of Learner facing Disciplinary Action

Learner's rights to be read by Server:

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

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

.....

Server

.....

Designation

.....

Learner

.....

Witness

.....

Date

BW
A.C. K.S.P.



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ADDENDUM G

Notice of Sanction Imposed by the Governing Body

Notice of a sanction imposed by the Governing Body, after finding the learner guilty of serious misconduct in terms of regulations 7(4)(e) and 7(7) of the Regulations Relating to Disciplining, Suspension and Expulsion of Learners published in the Provincial Gazette Extraordinary No 6936 dated 15 December 2011.

Date:

Name and address of parent(s) and learner

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.....
.....

Dear Mr/ Mrs/ Ms

Notice of Sanction Imposed by the Governing Body

1. Following the disciplinary hearing convened in terms of regulation 7 and the school Code of Conduct held on (date of the hearing), and after deliberating on the evidence presented at the hearing, the governing body has found your child guilty of serious misconduct, and as a result, the governing body has decided, as a sanction,
 - 1.1 to suspend your child from attending school for a period of (state number of school days not longer than seven school days); and/or
 - 1.2 to..... (any other sanction contemplated in the school's Code of Conduct, where applicable), for ir based on the following reasons (State reason for imposing the sanction in 1.1 and 1.2)
2. This sanction is effective from (insert date) until (insert date) and your child is expected not to attend school until after the expiry of the period in question.
3. You (the parent) have 5 days to appeal the decision of the Governing Body Disciplinary Committee.

Yours faithfully,

Governing Body

(Attach proof of posting/ emailing and/or acknowledgement of receipt)

IP *BW*
A.C. *H.S.P.*



Discipline Responsibility Respect Commitment Integrity

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ADDENDUM H

Notice of the decision of the Governing Body to recommend expulsion of the learner to the Head of Department

Notice of the decision of the Governing Body to recommend, to the Head of Department, that the learner be expelled from attending the school at which he or she was enrolled in terms of regulation 8 of the Regulations Relating to Disciplining, Suspension and Expulsion of Learners at Public Schools in the Western Cape published in the Provincial Gazette Extraordinary No. 6939 dated 15 December 2011.

Date:

Name and address of parent(s) and learner

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1. Following the disciplinary hearing convened in terms of regulation 7 and the school Code of Conduct and held on (date of hearing), and after deliberating on the evidence presented at the hearing, the governing body has found your child guilty of serious misconduct. As a result, the governing body has decided, in terms of regulation 8 and the school's Code of Conduct, to recommend to the Head of Department of the Western Cape Education Department that your child be expelled (be permanently prohibited from attending school at A.F. Louw Primary School, based on the following reasons:
(State reasons)

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2. Pending the decision of the Head of Department to expel or not to expel, your child may attend school until a decision has been received.

OR

Pending the decision of the Head of Department to expel or not to expel, your child is forthwith suspended for a period of (insert the number of days not more than 14 school days).

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3. Please note that only the Head of Department may expel your child from school and that, once the decision of the Head of Department has been communicated to you, in writing and with good cause shown (with reasons), within 14 days of receipt of notice of a decision to expel your child, you have the right to appeal against the decision of the Head of Department to the Provincial Minister.
4. Should you decide to lodge an appeal referred to in paragraph 4 above, you must serve a copy of the notice to appeal to the Head of Department and to the chairperson on the governing body.

Yours faithfully,

Governing Body

(Attach proof of posting and / or acknowledgement receipt)

Handwritten initials: D, A.C., BW, K.S.P., D.P.A., LS



ADDENDUM I

Recommendation by the Governing Body to the Head of Department for expulsion of the learner from school

This annexure must be completed and submitted for each learner recommended for expulsion by the governing body in terms of regulation 8 and **MUST ACCOMPANY ALL THE DOCUMENTS CONTEMPLATED IN REGULATION (8)**. Regulation 8 of the Regulations Relating to Disciplining, Suspension and Expulsion of Learners at Public Schools in the Western Cape published in Provincial Gazette No. 6936, dated 15 December 2011.

Name of School			
Tel Number			
Name of Learner		Gender	
Learner's CEMIS Number		Grade	
Date of Birth		Age	
Name of Circuit Manager		District Office and Name of District Director	

Please complete the following, using a "YES" or "NO" where appropriate:

1. Can the behavior of the learner be classified as serious misconduct in the manner contemplated in Regulation 3(1)? YES/NO

2. Please provide a summary and a detailed description of the incident with relevant dates.

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3. Who reported the incident to the principal and/or school governing body?

Learner YES/NO

Principal YES/NO

Deputy Principal YES/NO

(Handwritten signature)

(Handwritten initials: BW, K.S.P., T.K.)

(Handwritten initials: D.P.A., LS)



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Educator	YES/NO
Staff Member	YES/NO
Parent(s)	YES/NO
Member of the SGB	YES/NO
Other	YES/NO

4. Who investigated the alleged serious misconduct?

5. Was the learner or parent of the learner informed, in writing, of the alleged serious misconduct?
 YES/NO
 Date:

6. Did the learner or parent(s) of the learner acknowledge receipt of the notification?
 YES/NO

7. Please state the date of the disciplinary hearing by the governing body or the disciplinary committee.
 Date:

8. Please state the date on which the decision was taken and/or ratified by the governing body.
 Date:

9. Appointment, composition of the Disciplinary Committee and the Disciplinary Hearing:

Name	Designation	Name	Designation

A.C *k.s.f* *BW*
D.P.A *LS*
IP



10. Was the disciplinary committee properly constituted in the manner contemplated in regulation 6? YES/NO

11. Who chaired the disciplinary hearing?
Name:

12. Is he/she (chairperson) a member of the governing body? YES/NO

13. How many of the members present and presiding at the hearing as part of the disciplinary committee are not members of the governing Body?

14. Was the learner present at the hearing? YES/NO

15. Who accompanied the learner? Was it a parent and/or chosen representative?
Name:

16. Was the learner/parent/representative given an opportunity to state his/her case in the manner contemplated in regulation 7(1)? YES/NO

17. Did the governing body or disciplinary committee ensure that the learner, the learner's parent(s) or representative, the investigator, the reporter and/or any other parties with an interest in the matter, except for members of the governing body or disciplinary committee, leave the room while the matter was being deliberated, and for imposition of a suitable sanction? YES/NO

18. Is the decision and recommendation of expulsion of the learner attached as part of the record of disciplinary proceedings? YES/NO

19. Was the learner previously found guilty of similar serious misconduct? If so, provide details.
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20. What other intervention or assistance, if any, has been given to the learner on account of previous serious misconduct? (Please attach all reports)
.....
.....

21. Was the decision to suspend and the nature of the suspension reported to the District Director? Please explain:
.....
.....

22. Will the learner be allowed to write examinations or, alternatively, what other arrangements have been put in place relating to access to education and examinations?
.....
.....

23. Additional Comments, (if any):

.....

.....
 Please print name and surname of Chairperson of the SGB

.....
 Signature

.....
 Date

Checklist for Submission of Documents to the Head of Department

1. State the nature and form of submission used i.e. registered mail/ by hand/ by email	
Document	Confirmation
2. Date on which the documents were mailed/ emailed/ delivered to the HOD	
3. Copy of the notice to learner and parent(s) inviting them to the disciplinary hearing, and acknowledgment of receipt.	
4. Copy of the letter to the learner and parent(s) informing them of the decision of the SGB (Disciplinary Committee), and acknowledgment of receipt.	
5. Minutes of meetings at which the decision was taken.	
6. Written representations submitted by the learner or parents of the learner or representative.	
7. Full record of the proceedings by the disciplinary committee or governing body (including copies of all documents submitted by both parties during the hearing).	

IP *A.C.* *K.S.P.* *B*



ADDENDUM J

School: A.F.Louw Primary

Lodging of Appeal (Review form)

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).

Name of Appellant:

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

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.

Nature of offence:

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The following reasons are submitted in support of this appeal:

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Signature of Appellant:

Date appeal lodged:

Handwritten signatures and initials:
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Bw A.e.
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