



**PREPARATORY SCHOOL**

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Anybody becomes somebody special!  
Knowledge Empowers!

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## SCHOOL CODE OF CONDUCT

### A. Preamble

Kidio Preparatory 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 the learner attending the school and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School Function.

Section 8(4) of the SA Schools Act 84 of 1996, provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct, Annexure F. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

### B. School Rules

For an individual to enjoy the privileges of a community or institution, he or she must abide by the rules and norms of that body. When a child enters Kidio Preparatory School, he or she automatically becomes a member of our community. Rules and regulations exist to encourage the highest possible standards of behaviour and to enable the Kidio Preparatory School community to run as smoothly as possible, underpinning any system of rules and regulations must be common sense, decency and concern for the well-being of others. Kidio Preparatory School pupils are expected to recognise the need to behave in a way which graces the School, wherever they are.

#### 1. General Principles

- i. The basic rule is that no-one may disrupt school life
- ii. Discipline is important. Self – discipline is preferred, but if anyone is incapable thereof, the school must provide the necessary procedures to enforce discipline.

- iii. Respect must be shown for the needs and interest of others. Regular communication and consultation between learners and educators is essential. This will ensure the necessary dissemination of information and make for harmonious relationships.
- iv. It is the collective responsibility of all to ensure that all school facilities are adequately and properly cared for.
- v. No form of intimidation, political or otherwise is allowed.
- vi. 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.
- vii. Learners are expected to abide by the School rules with regards to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
- viii. **CONSTITUTION:** Our learners and staff strive to:
  - a) Maintain a strong culture of teaching and learning, which gives direction to all we do.
  - b) Maintain the norms of discipline set by our school rules.
  - c) Be courteous and demonstrate respect for the beliefs, customs, language, individuality and property of others.
  - d) Demonstrate social responsibility and respect.
  - e) Use resources carefully and wisely.
  - f) Participate fully in a wide range of school activities.
  - g) Discover and develop personal potential.
  - h) Support and encourage others.
  - i) Embrace a lifestyle, which promotes good health and happiness.
  - j) Help to secure a safe and healthy environment.
  - k) Be honest and have personal integrity at all times.
  - l) Grow towards responsible citizenship in our country, South Africa.

## 2. School and Class attendance

Parents / Guardians, learners and teachers are jointly for ensuring that all learners attend School.

- i. The class teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- ii. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
- iii. Absence from class, without permission of the relevant authority is prohibited.
- iv. Any learner who is absent from School must hand an absentee note from a parent/guardian to his or her teacher.
- v. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a registered medical practitioner.
- vi. Any absence from a formal examination, test or task must be supported by a letter from a registered medical practitioner.

- vii. No learner may leave the School during School hours without a letter from parent/guardian requesting the release of their child and the permission of the principal.
- viii. All learners will attend general school assembly unless permission has been obtained from the principal.

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

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

- i. No additions to the uniform that are not in accordance with the regulations will be allowed.
- ii. All learners' uniforms, nails and shoes must be clean at the start of each day.
- iii. Make-up, long and or painted nails will not be tolerated with school uniforms. Nails will be regarded as long if they extend beyond fingertips.
- iv. No rings may be worn.
- v. The wearing of earrings will be permitted as follows: Girls: Limited to small studs (max 2 – 3mm diameter) only one per ear lobe may be worn. NB: Strictly no facial or body piercings will be allowed apart from one hole per earlobe.
- vi. Hair must be kept neat and clean and no extravagant or unhealthy hairstyle will be permitted. The interpretation of “extravagant” and conditions of leading to an “unhealthy hair style” will be at the sole discretion of the principal. The following general guidelines are however given.
  - a) No “punk” or “afro” or “spikes” hairstyles
  - b) “steps” in hair must be neat and not lead to contravention of par.vi
  - c) No hair over the eyes at all.
  - d) Boy's hair must be kept off their shirt collars and no “pony tails” will be allowed.
  - e) Hair must not protrude over the neckline, then the hair must be tied up (blue)
  - f) No learner may alter his/her natural hair colour or have more than one colour present in the hairstyle.
  - g) The un-natural colouring of hair will not be accepted.
  - h) Braided or plaited hair must comply with the above regulations and must be neat with no loose ends.
  - i) No dreadlocks will be allowed unless braided at all times with no loose ends.

### 4. **Valuables and Personal Belongings**

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

- i. Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School day. If the learner brings a cell phone to School, the learner must carry a written request from the parent/guardian which must provide for an indemnification against loss of or damage to the cell phone.
- ii. Learners may not bring computer games, iPods or similar electronic devices to School.
- iii. If at any time the said device(s) disturbs the class it will be confiscated.

5. **Examination or Test Rules**

- i. No learner may talk or communicate in any way with any other learner once inside the examination/test venue.
- ii. No learner may eat or drink during an examination/test.
- iii. No learner may have in his possession, or in his immediate vicinity, any material (such as notes or textbooks) which could assist them in any way during the writing of the examination/test.
- iv. No learner is permitted to borrow any equipment from or lend any equipment to another learner once the examination has started

6. **General Rules**

- i. All learners are expected to co-operate in maintaining the attractive appearance of the School. Above all, this would include an active participating in the prevention of littering.
- ii. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited.
- iii. Theft of School and private property is also prohibited.
- iv. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- v. The timeous handing in of work is the responsibility of each learner.
- vi. Learners who fail to produce a medical certificate on absenteeism during formal examination/test/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
- vii. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- viii. Language that is seen as pejorative, discriminatory or racist is prohibited.
- ix. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- x. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- xi. The learners will respect those learners in positions of authority. A learner who is in a position of authority will conduct himself/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- xii. Learners must keep clear of areas that are indicated as out of bounds. These include electrical mains distribution boxes, fire extinguishers and hoses (with exception of emergencies)
- xiii. The carrying and or reading of offensive material is prohibited
- xiv. No indecent behaviour of whatever nature will be tolerated, i.e. fighting, swearing, stealing, telling lies, immoral activities (including sexual acts) insults etc.
- xv. Any play or activity, which endangers the safety of others, is forbidden.
- xvi. All projectiles (except those used in sport activity) are prohibited.
- xvii. No weapons at all (traditional or otherwise) may be carried at school.
- xviii. No meetings of any nature may be held on the school premises without the principal's written permission.

- xix. Learners must move in an orderly manner but as quickly as possible from one class to the other.
- xx. No learners are permitted in areas(locations) that are deemed to be for restricted use, without the required permission(i.e. staff-room, staff toilets, hall, classrooms, before and after school, or during break, offices etc.)
- xxi. No one may take or cause someone else to take (or use without permission) any equipment, material, instruments, stationary or books that are not their own property.
- xxii. School cases may only be left in approved areas.
- xxiii. No learner may falsely identify him/herself in any way.
- xxiv. Theft of exam/test papers is a serious offence.
- xxv. No disrespect or verbal abuse of others will be tolerated.
- xxvi. Infringement of exam rules will be punished.
- xxvii. Falsifying of documents is not allowed.
- xxviii. Any member of the School's Management Committee has the right to order a search on a learner and of his/her possessions, if reasonable suspicion allows, to find any material or instruments, which would lead to any contravention of the Code of Conduct.
- xxix. This search must be done in the presence of the learner and body searchers may only be done by the same gender as the learner (see South Africa School Act 84 of 1996 section 8A).
- xxx. Learners may not in any way interfere with visitors to the school or with their property.

## 7. **Rules Governing Public Places**

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

- i. 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 authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- ii. The carrying and/or smoking of cigarettes are prohibited.
- iii. Alcohol is not permitted on School Premises or during any School Activity.
- iv. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## 8. **Transport**

- i. The Code of Conduct is applicable when making use of public transport to and from school.
- ii. Learners may not hitchhike while in School uniform, whether formal or sports dress.

## 9. **Extra-curricular activities**

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

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

- ii. Once a learner has committed himself/herself to an activity, he/she will be bound to meet the rules and obligations related to that activity.
- iii. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- iv. Attendance of all practices is compulsory.
- v. Appropriate kit/uniform will be worn to practices.
- vi. The correct match kit/uniform will be worn to inter-school league fixtures.
- vii. Learners travelling to an away fixture will travel in full School uniforms, unless other arrangements have been made.
- viii. Sports and other kit must be carried in an appropriate bag.
- ix. Learners playing in home league fixtures must arrive at the venue in their appropriate sports kit/uniform with their school blazer.

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

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

- i. 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.
- ii. 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.
- iii. 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 Management Committee to accommodate such religious rights practices, rules and obligations that are in conflict with the school's Code of Conduct are his true beliefs and commitments.
- iv. The religious conduct or practice must be lawful.
- v. The Management Committee 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.
- vi. When the Management Committee 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.
- vii. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed i.e. the wearing of a head scarf, including colours and details of design or the wearing of a specific hairstyle or jewellery and the conditions under which such deviation will be applicable to the learner.
- viii. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner.
- ix. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Management Committee that his/her cultural rights can be exercised only through a permanent intervention.

- x. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in the bullets above.

11. **GOOD MANNERS:**

- i. Good manners are important at all times. We stress the basic courtesies of boys to girls and pupils to adults. This includes the customary greetings and assistance to each other and our visitors. Lack of manners, including veiled insolence, snide comments and rudeness will not be tolerated.
- ii. Corporal punishment shall not be administered.
- iii. While the above guidelines may primarily apply to school hours, it should be clearly understood that where applicable, these guidelines apply beyond the school gates.

12. **Disciplinary System**

- i. 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.
- ii. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.
- iii. Corporal punishment shall not be administered.

13. **Discipline Card**

The system uses debits and credits.

Each child has a card, which will be kept by the teacher, the child will get a new card each term and all the cards will be filed in their learner profiles.

If a child receives a credit it will cancel out one debit.

**Debits**

Debits will be given for the following.

1. Disruption in class.
2. Dishonesty / Disrespect.
3. Incomplete Homework.
4. Incomplete Class Work.
5. Fighting.
6. Excessive noise in classroom / playground.
7. Copying of a test.
8. Ignoring instructions.
9. Books or equipment left at home.
10. Punctuality.
11. Swearing.
12. Theft.
13. Not speaking the language of instruction.
14. Littering.
15. Damaging school property or property of fellow learner.

If a debit is given to a learner, the reason why this has been given will be recorded in the class incident book.

**Punishment according to number of debits.**

1. Referral to Principal - 5
2. Writing out - 6
3. Attending detention or exclusion from fun classes - 7
4. Attending cautionary probationary hearing - 15
5. Suspension or expulsion - 20

1. Test results.
2. Continuous neat and correct work.
3. Good reading.
4. Improvement in general work.
5. Pleasing attitude.
6. Helping others.
7. General good manners.
8. Following instructions.
9. Following rules of the class room and the playground.
10. Outstanding acts of kindness towards others peers / staff.
11. Respecting school property, peers and staff.
12. Pleasing projects or oral presentation.
13. Achievements ect. Participation in Eisteddfod or other extra activities.

Credits will be rewarded with stickers / treats ect. A credit party once a term for those children in each class who filled their credit column.

i) **Serious offences**

Conduct that may lead to suspension/exclusion, but is not limited to, the following.

- i. has been convicted by a court of a criminal offence.
- ii. sells , distributes (whether by sharing or otherwise) keeps or stores for sale or distribution, uses possesses and/or is under the influence of any of the following while on the school premises, or whilst in school uniform or carrying any item of apparel identifying him or her as a learner enrolled at the school.
- iii. abuses and/or is under the influence of, or possesses with the intention of abusing and falling under the influence of any intoxicating or stupefying substances, including inhalants such as glue, thinners, petrol, aerosol spray, paint, solvents and others;
  - a) intoxicating liquor.
  - b) illicit drug or narcotic; or
  - c) prescription drug without a prescription issued by a medical practitioner
- iv. is guilty of assault, theft gross insubordination or immoral conduct
- v. has been repeatedly absent without leave from the school and/or classes
- vi. intentionally and without just excuse
  - a) seriously threatens, disrupts or frustrates teaching or learning in a class



- b) engages in a conspiracy to disrupt the proper functioning of the school
- c) insults the dignity of a staff member
- d) cheats in a test or examination
- e) distributes any test or examination material that may enable another person or himself or herself to gain an unfair advantage or is in possession of any examination material or other material which may unfairly assist him or her in the writing of the examination
- f) sexually harasses another person
- g) is found in possession of or distributes pornographic material
- h) supplies false information or falsifies documentation to gain an unfair advantage at school
- i) is in possession of a dangerous weapon or uses it to threaten any person
- j) engages in any act of public indecency
- k) endangers the safety and violates the rights of others
- l) fights, swears or falsely identifies himself
- m) threatens fellow learners or educators
- n) uses hate speech makes himself or herself guilty of racism or apply harmful graffiti.
- o) vandalises, destroys or defaces school property or the property of any member of the school community.
- p) repeatedly violates school rules or the code of conduct.
- q) conduct him or her in a disgraceful improper or unbecoming manner.
- r) is guilty of offensive or oppressive behaviour. Serious insult, denigration of religion or culture, racial slur, intimidation, blackmail, sustained psychological abuse, bullying, coercion, obscene language, gestures, conversational topics, jokes, anecdotes, i.e.. false reporting and accusation causing a fellow learner to suffer degradation, distress and suspicion.
- s) is guilty of any misconduct regarded as serious in terms norms.

- i. 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 Management Committee, to recommend expulsion to the Provincial Department of Education
- ii. A disciplinary hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
- iii. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in an exclusion room in the interim to continue with schoolwork until they complete the series of counselling sessions or the stipulated life skills programme.

13. **Suspension of a learner by the principal as a precautionary measure**

- i. The Management Committee authorises the Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence
- ii. Before a learner is suspended, the learner and his parents must be given an opportunity to indicate why the suspension should not be considered.

- iii. 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.
- iv. 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.

14. **Disciplinary Hearings**

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

- i. Written warning (disciplinary warning) (Annexure A)
- ii. Final written warning (Annexure B)
- iii. Notice of disciplinary hearing (Annexure C)
- iv. Record of disciplinary hearing (Annexure D)
- v. Review for (lodging appeal) (Annexure E)
- vi. Learner Commitment (Annexure F)
- vii. Written notice of a disciplinary or tribunal hearing will be given at least (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examination which count towards the year mark.
- viii. When notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
- ix. Should a learner not attend the hearing at the specified date and time, the school may, after a reasonable enquiry into such non attendance, proceed in his absence.
- x. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- xi. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing. The Disciplinary Hearing Commission will consist of the following members:
  - i. a Management Committee representative who will be the chairperson
  - ii. The School Principal or Discipline Officer delegated to oversee this function who will when necessary provide guidance on the procedure to be followed (this may not be the complainant)
  - iii. a teacher
  - iv. the hearing will also be attended by the learner, and any other learner he/she may need for his/her defence

15. **Disciplinary measures that a Disciplinary Hearing Committee may impose include**

- i. Debits
- ii. Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Management Committee, to be effective immediately.
- iii. Recommendation with respect to counselling/attendance of a life skills programme
- iv. Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- v. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.

- vi. Payment to cover the cost of repair or replacement of the damage, lost or stolen item.

## 16. **Procedure during Hearings**

The Chairperson of The Committee must lead the proceedings and

- i. introduce those present and state their functions
- ii. ensure that witnesses are present only while giving their evidence
- iii. the Chairperson must inform the learner of his/her rights.
  - 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 for the hearing case
  - d) The right to be given advance notice of the charges
  - e) The right to be represented at the hearing by one (1) internal representative.
  - f) The right to be accompanied at the hearing by parents/guardian if the learner is a minor
  - g) The right to ask questions on any evidence produced, or an statements of witnesses
  - h) The right to call witnesses to testify on his/her behalf
  - i) The right to an interpreter, to be requested 24 hours prior to the hearing
  - j) The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
- iv. Should a learner not attend the hearing at the specified date and time, the school may after a reasonable enquiry into such non attendance, proceed in his/her absence.
- v. The chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
- vi. 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 the Committee may ask them questions.
- vii. When all the evidence has been heard, The Chairperson must close the enquiry; dismiss the complainant, the accused, their representatives, the parents/guardians and all the witnesses.
- viii. The Disciplinary Committee must discuss and weigh the evidence and become to a decision.
- ix. The Chairperson must reconvene all interested parties.
  - x. The Chairperson is to communicate the decision of the Committee.
  - xi. The Chairperson will then allow the complainant and learner to present aggravating or mitigating circumstances.
  - xii. The Disciplinary Committee will then consider the aggravating or mitigating circumstances.
- xiii. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
- xiv. The learner must be advised of his/her right to appeal to the Head of Education Department (Annexure E) and to the Member of the Management Committee.
- xv. The complainant and learner must sign the disciplinary form and copy must be handed to the learner (if the learner refuses, a witness must sign in the presence of the learner)
- xvi. The signing of the document by the learner does not imply an acknowledgement of guilt.

## 17. **Guides for Punishment**

- a) Punishment and the process by which it is imposed must be:
  - i. Fair
  - ii. Reasonable
  - iii. Appropriate (not only to the offence but also to the child and the school community)
  - iv. Relatively immediate
  - v. Acceptable having regard to the Bill of Rights (Constitution of the Republic of South Africa 1996, Act 108 of 1996) and the ethos of the school community
  - vi. Consistent
  
- b) Disciplinary action taken by the school should be as “transparent” as possible. Effective discipline demands effective communication between the disciplinary structures, the staff and the pupils and the parents. Written reason must be furnished at the request of parents. Nothing in this Code detracts from the desirable approach that disciplinary matters be resolved by way of counselling and/or other less formal methods. The School Management Committee may formulate and adopt a policy regarding pardon for an expungement of records of punishment after consultation with the educators, parents and learners of the School. The rights of parents and learners to appeal against convictions of learners and/or the imposition of punishment for misconduct are set out in the Code of Conduct

## 18. Appeal

There is a right of appeal by the learner or his or her parent(s) to the Principal against a conviction and/or sentence imposed by any of the other internal Disciplinary Structures (i.e. disciplinary Committees or structures other than the committee). The appeal must be in writing and lodged with the principal’s secretary 24 hours after the conviction and sentence have been communicated to the learner. No late appeals will be allowed. The decision of the Principal in such cases will be final (there will be no further right of appeal). The procedure for appeal must comply with the following:

- i. Only written appeal and written decision of the relevant disciplinary structure will be considered
- ii. The relevant and applicable requirements for adjudication by Internal Disciplinary Structures must be observed.
- iii. The onus is on the appellant to show on a balance of probabilities that the conviction is unjustified and/or that the punishment is inappropriate
- iv. The Principal may uphold the appeal, or dismiss it, wholly or in part, any may substitute his/her own finding on conviction and/or punishment, provided that where he/she is of the view that a conviction for another or more serious misconduct and/or harsher punishment is warranted, he/she shall give notice to the parties, giving them adequate time to prepare, and re-hear the matter as a Disciplinary Structure of the first instance. After the hearing he may:
  - a) Set aside the original conviction and punishment and substitute it with his own; or
  - b) Acquit the learner of the new charge, but deal with the original appeal in the manner prescribed
  - c) Where he/she substitutes his/her own conviction and sentence and re-hearing, advise the learner of his/her right to appeal to the School Management Disciplinary Committee.
- v. The decision on appeal or on re-hearing must be given in writing with reasons to the appellant and the relevant Disciplinary Structure

- vi. The conviction and/or sentence are suspended, pending the decision on appeal, which once given, must be executed forthwith.

A learner or his/her parent(s) may appeal to the School Management Disciplinary Committee against a conviction and/or sentence of the Principal, sitting as a tribunal of first instance. The provisions above apply equally to such an appeal. The decision of the School Management Committee's Disciplinary Committee shall be final.

#### 19. **Collective Disciplinary Action**

- i. The above disciplinary procedure is principally designed to deal with instances of misconduct by the individual pupils. Allegations of misconduct by a group or groups of pupils, or involving several alleged infringements of a similar nature, constitute collective misconduct.
- ii. Collective misconduct may be dealt with more effectively on a collective basis. A single investigation and disciplinary hearing may then be held, subject to the principles set out above, adapted where necessary for the context.
- iii. In a collective disciplinary hearing, individual pupils will be given the opportunity to state or testify that their circumstances differ from the rest of the group.
- iv. The school reserves the right to adopt either individual or collective procedures as it deems appropriate in the circumstances.

#### 20. **STATUTORY MATRIX FOR THE CODE OF CONDUCT**

The Code of Conduct for learners of Kidio Preparatory Schools derives from the following statutory matrix.

- i. The South African Schools Act, 1996 (Act No. 84 of 1996)(as amended)(SASA)
- ii. The Constitution of the Republic of South Africa (Act No. 28 of 1996) including the Bill of Rights (Constitution of the Republic of South Africa 1996, Act 108 of 1996).
- iii. Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners (Government Notice No 776: Gazette No. 18900 of 15 May 1998)(the Ministerial Guidelines)
- iv. Education Laws Amendment Act (Act no. 31 of 2007)
- v. Promotion of the Administrative Justice Act (Act 3 of 2000)
- vi. The Control of Access to Public Premises and Vehicles Act 1985 (Act no. 53 of 1985). Including regulations made under it (the Public Premises Act)
- vii. Ministerial Regulations for Safety Measures at the Public Schools in terms of section 61 of SASA (Government Notice No. 1040: Government Gazette No. 22754 of 12 October 2001)(the Safety Regulations)
- viii. National Policy on the Management of Drug Abuse by learners(General Notice No. 3427: Government Gazette No. 24127 of 13 December 2002)(the Policy of Drug Abuse: PDA)

- ix. Criminal Law (Sexual Offences and Related Matters) Amendment Act (Act no 32 of 2007)
- x. Regulations to prohibit initiation Practice in Schools made under section 61 of SASA (Government No: 1589 Gazette No: 24165 of 13 December 2002)
- xi. Bill of rights-1996.
- xii. Rights and Responsibilities of Independent Schools.
- xiii. Government Gazette 23490(6 June 2002).
- xiv. Education Policy: Admission and School fee's.
- xv. Promotion of Equality and prevention of unfair discrimination Act 4 of 2000.
- xvi. Communication protocol agreement between the Department of Basic Education (DBE) and the National Alliance of Independent School Association (NAISA-2008).

## 21. **RIGHTS AND DUTIES OF THE RESPECTIVE STAKEHOLDERS IN THE SCHOOL COMMUNITY**

### **PUPIL'S RIGHTS**

Pupils should be entitled to:

- a) educational facilities and resources necessary for effective learning
- b) be taught in a clean, safe and orderly environment
- c) be taught in each lesson in an atmosphere conducive to learning and free from interruptions by other pupils
- d) be treated as an individual, enjoying the respect of others, and treated in a fair and dignified manner
- e) be able to express themselves, to ask questions, and be heard.
- f) be taught in a disciplined environment in which punishment is fair and consistent
- g) be recognised for their achievements
- h) a balanced education which prepares them adequately for life after school
- i) the democratic right to due process to have their views heard.

## 22. **PUPILS DUTIES AND RESPONSIBILITIES**

Pupils should:

- a) accept the code of conduct of the school, obey all school rules and regulations, and so enhance the school as a place for ordered and orderly learning.
- b) attend school in the correct uniform, be neat in appearance, and have the correct equipment
- c) ensure that books, desk and all school equipment and property and the property of others are treated with respect
- d) attend school and classes regularly, be punctual, respect the rights of others to learn in a learning environment and complete homework and class assignments

- e) be responsible for their actions, respect others, not interfering with their right to a good education, and respect authority
- f) be involved fully in sporting and cultural activities of the school and meet all obligations in this regard
- g) keep the environment clean and generally have pride in the school, so enhancing its name.

23. **IN RELATION TO PUPILS**

- a) the teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, physical characteristics, age ancestry of place of origin.
- b) the teacher is responsible for diagnosing educational needs, prescribing and implementing instructional programmes, and evaluating progress of pupils
- c) the teacher treats pupils with dignity and respect and is considerate of their circumstances
- d) the teacher may not divulge information about a pupil received in confidence or in the course of professional duties, except as required by law or where, in the judgement of the teacher, to do so is the best interest of the pupils.
- e) the teacher may not take advantage of his/her professional position to profit from the sale of goods or services to, or for, pupils in the teacher's charge.
- f) the teacher may not accept pay for tutoring a pupil in any subjects in which a teacher is responsible for giving classroom instruction to that pupil.
- g) the growth of friendly relationship between teacher and pupil which is based on mutual respect and recognition of the role that each plays in the learning situation, is desirable.

24. **IT IS, HOWEVER, AN ABUSE OF THIS PROFESSIONAL RELATIONSHIP FOR THE TEACHER TO**

- a) enter into improper association with a pupil
- b) show undue personal favour or disfavour towards a pupil
- c) commit such acts against a child which are illegal; and
- d) endeavour to exert and undue influence with regard to personal attitudes, opinion and behaviour, which are in no way connected with the work of the school.
- e) the teacher shall to the best of their abilities work to promote the qualities of initiative, self-reliance and independence in their pupils. In so doing they shall recognize the human right to self determination and strive to endow pupils with the confidence necessary to become agents of their own learning and discovery.
- f) the teacher in discharging his/her duties in relation to the pupils, shall be punctual, prompt and prepared, and shall recognize his/her responsibility to the academic and personal development of the pupil

25. **THE RELATION TO SCHOOL AUTHORITIES/ADMINISTRATION**

- a) the teacher protests the assignment of duties for which the teacher is not qualified, or conditions which make it difficult to render professional service
- b) the teacher fulfils contractual obligations to the employer until released by mutual consent or according to law
- c) the teacher provides as much notice as possible of a decision to terminate employment
- d) the teacher adhere to agreements negotiated on his/her behalf by the Union
- e) the teacher shall act responsibly in the discharge of professional organisational and administrative duties.

26. **IN RELATION TO COLLEAGUES:**

- a) the teacher does not undermine the confidence of other teachers
- b) the teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism.
- c) when making a report on the professional performance of another teacher, does so in good faith and, prior to submitting the report, provides the teacher with a copy of the report.
- d) the teacher does not take, because of animosity or personal advantage, any steps to secure dismissal of another teacher
- e) if teacher experience any concerns or dissatisfaction on relation to a colleague's conduct or standard of work, the teacher should discuss the issue informally and in confidence with the colleague concerned. Where the issue is not resolved informally, the teacher should take no further action without informing the colleague. Should the teacher have reason to believe that a colleague is acting in a way which might be harmful to the school or to individual pupils, then there is a clear duty to make a report to the Deputy Head.
- f) the teacher recognises the duty to protest, where possible through proper channels administrative policies and practice, which the teacher cannot accept.
- g) the teacher as a administrator provides opportunities for staff members to express their opinions and to initiate and develop democratic process in the administration of the school

27. **IN THE RELATION TO THE PROFESSION**

- a) acts in a manner which maintains the honour and dignity of the profession
- b) should not denigrate their colleague in the presence of other parties nor should a teacher adversely criticize a colleague in the presence of others, save in the context of appropriate procedure.
- c) does not engage in activities which adversely affect the quality of the teacher's professional service.
- d) submits to the disputes arising from the professional relationships with other teachers which cannot be resolved by personal discussion.
- e) make representation on behalf of the Union or members thereof only when authorized to do so.
- f) accepts that service to the Union is a professional responsibility.



## 28. **TEACHERS RIGHTS AND EXPECTATIONS**

Teachers should:

- a) be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided and maintained.
- b) expect pupils to be prepared for lessons, having completed all homework assignments.
- c) expect pupils to be punctual, courteous and respectful
- d) be treated fairly and be respected as professional persons
- e) be supported by parents and colleagues and receive the support of those in authority
- f) be able to teach without interruption
- g) enjoy privacy in their private lives, with the assurance that their personal property at school will be respected.

## 29. **TEACHERS OBLIGATIONS AND RESPONSIBILITIES**

Teachers must:

- a) be professional in appearance and approach, and provide an environment which is conducive to effective learning
- b) be well prepared for each lesson, teach each lesson effectively, and effectively evaluate work done.
- c) maintain a clean disciplined and safe environment in the classroom
- d) be punctual, consistent and fair, and sensitive to the needs of pupils
- e) treat pupils as individuals, respecting their rights, an encouraging each pupil to reach his/her full potential in all spheres of school life.
- f) guide pupils, help them to identify problems that they have, and help them to resolve such problems
- g) communicate with parents and keep them informed of the progress of pupils
- h) keep up to date with developments in education, in the subjects taught, and in the teaching of the subjects
- i) set the correct example as a professional person and provide pupils with life skills
- j) keep up to date with all administrative duties and attend all official school functions.

## 30. **PARENTS EXPECTATIONS**

Parents expect from the school:

- a) teachers who are well qualified and competent to teach their subjects of instruction
- b) a school that respects cultural diversities and which is non-discriminatory
- c) teachers who are professional in their approach to their work and who set and maintain correct standards
- d) the promotion of high moral standards and good ethics, with learners being taught in a safe disciplined environment that is conducive to learning.

- e) that their children receive a well-balanced education and that they will be treated fairly and as individuals
- f) support from approachable teachers who communicate with parents on work and behaviour problems

### 31. **PARENTS OBLIGATIONS**

Parents should:

- a) support and encourage their children in their involvement in all spheres of school life
- b) ensure that pupils attend school regularly, that they are correctly dressed, are properly equipped, and are punctual
- c) support the school, the staff, the code of conduct and school rules, and ensure that their children do likewise
- d) inform the school of any problem areas and communicate with individual teachers where this is necessary or desirable
- e) pay school fees on time
- f) fetch their children on time after school functions, and attend official school functions such as PTA meetings

### 32. **POLICY AND PROCEDURE IN CASE OF DRUG ABUSE**

#### **INTRODUCTION**

- a) On 13 December 2002 the Minister of Education, acting in terms of section 3 (4) (N) of the National Education Policy Act, 1996, declared national policy on The Management of Drug Abuse by Learners in Public and Independent Schools and Further Education and Training Institutions (the drugs policy)
- b) The drugs policy emerged from growing awareness of the scale of drug abuse in schools. In Par. 4 of the drugs policy it is stated. Studies on drug usage in the country point to an increase in drug abuse across all communities, irrespective of wealth. Evidence indicates that school communities are particularly vulnerable and drug use by learners is on the increase in both rural and urban schools. These reports also indicate a high correlation between drug abuse and other anti-social and high-risk behaviour typical of countercultures such as violence, sexual violence, gangsterism and theft. Equally, reports link drug abuse with prevalence levels of HIV/AIDS and hence early death
- c) In the drugs policy, the Minister recognizes the role played by drugs in seriously undermining the most critical element for the successful delivery of quality education, namely a safe and disciplined learning environment.
- d) The drugs policy complements, the Ministerial Regulations for Safety Measures at Public Schools, promulgated on 12 October 81 (the safety measures)(see later). It follows three approaches. The drugs policy contains various provisions aimed at contributing toward

effective prevention, management and treatment of drug use, misuse and dependency in schools and Further Education and Training Institutions

d (1). The habitual abuse of, or dealing in drugs is condemned and must be punished. (Par 3)

d (2) It seeks to support and assist learners, who have developed a dependency on drugs, especially as a result of experimentation or peer pressure, if they are prepared to co—operate with educators and other professionals involved in the treatment and rehabilitation process.

d (3) It seeks to help and support learners and educators, who do not use / abuse drugs, but who may be affected by the use/abuse of it by others, as well as to prevent such use/abuse.

e) This policy aims at giving expression to the provisions of the drugs policy, whilst simultaneously setting out the position taken and the approach to be followed by the community of Kidio Preparatory School in dealing with the problem of drug distribution, abuse and dependency in the school context.

2. The point of departure of this policy is that in terms of the School's Code of Conduct and a learner commits serious misconduct if he/she

i. sells, distributes, or keeps or stores for sale or distribution, uses, possesses and/or is under the influence of any of the following while on the school premises or at or in transit to or from school activity, or whilst in school uniform or carrying any item or apparel identifying him or her as a learner of the school.

i. Intoxicating liquor

ii. Illicit drug or narcotic; or

iii. Prescription drug without a prescription issued by a registered medical practitioner

ii. abuses and/or is under the influence of, or possesses, with the intention of abusing and/or falling under the influence on any inhalants, such as glue, thinners, petrol, aerosol spray, paint, solvents and others.

The safety measures prohibit the possession of any unlawful intoxicating or stupefying substance on the school premises, as well as entry onto the school premises whilst under the influence of any such substance or alcohol. There are similar provisions in the drugs policy.

3. Subject to 4, below, the aforesaid serious misconduct must be firmly and consistently prosecuted and dealt with as such in accordance with the Code of Conduct and due process. If a learner is found guilty of such serious misconduct, the committee presiding over the proceedings concerned shall have regard to and in appropriate circumstances give effect to the relevant provisions of the drugs policy on restorative justice, as well as any School Management Plan contemplated by par.33 thereof. In such a case, the presiding committee must satisfy itself that a clear plan for restorative justice has been formulated, with time frames,

requirements and monitoring mechanisms, and that the learner and his/her parents have undertaken to co-operate in the fulfilment of the plan, where upon the proceedings may be adjourned, indefinitely, subject to the right of the committee to reconvene them at any time on reasonable notice for monitoring the fulfilment of the plan. If the proceedings are reconvened and it appears from evidence that the plan has failed due to no –co-operation by the learner, the committee must proceed to impose an appropriate punishment, which may include the reference of the matter to the Provincial Head of Department for the expulsion of the learner or the taking of the steps contemplated by par.6 of the drugs policy

4. The approach set out in par.3, above may be deviated from in the following circumstances.

- 4.1 Where a learner or the parent of a learner voluntarily discloses that the learner has a drug dependency problem; or
- 4.2 where an educator, whether by observation, counselling or both, determines on reasonable grounds that a learner has a drug dependency problem.

In such a case, the matter must be referred to the Principal or an educator designated by him/her, who must.

- I. immediately engage with the learners parent(s) and in consultation with them determine whether or not the learner has a drug-dependency problem whether rehabilitative intervention is required or justified. In this regard, the drugs policy, and particularly para.28 thereof must be followed.
- II. ascertain whether or not the learner and his/her parent/guardian will co-operate in the support appropriate rehabilitation.
- III. if (i) and (ii) are in the affirmative devise a rehabilitation plan with the assistance of the department of education and any other appropriately qualified persons, including the learners own medical practitioner, and in consultation with the learner and his/her parent/guardian devise a written rehabilitation plan incorporating at least the following
  - a) Periodic testing and reporting
  - b) Clear time frames
  - c) Random searching for drugs
  - d) Periodic consultation with parent/guardian and the learner
  - e) Provision for carrying of a report card by the learner every educator involved in his/her tuition for a specified period.
  - f) Random provision of a urine sample for independent testing
  - g) The bearing of the costs of testing or reporting
  - h) The written consent of the learner and parent/guardian to all the measures concerned
  - i) The indemnification of the school, monitoring person (Principal or designate) and the department of education against any claims by the parent(s) or learner, or both arising from the enforcement of the programme
  - j) The duration of the programme.

5. If the programme fails to achieve the rehabilitation of the learner, whether through lack of co-operation or otherwise, the Principal or his designate may discontinue it whether or not it has run its course.
6. The relevant stakeholders must, as soon as possible, develop a comprehensive Drug Use, Misuse and Dependency Management Plan in accordance with the drugs policy (par.33 in particular), incorporating the following elements.
  - 6.1 Education of learners and parents/guardians
  - 6.2 Training of educators (identifications and management)
  - 6.3 Confidential whistle – blowing
  - 6.4 A core programming
  - 6.5 Involvement of outside agencies such as SAPS , Department of Health and Social Welfare for advice, support law enforcement , education and training
  - 6.6 Involvement of SANCA and similar persons for advice and support
  - 6.7 Prosecution
  - 6.8 Investigation (including searches)
  - 6.9 Vision , mission, objectives
  - 6.10 Guiding Principles (including confidentiality and human rights considerations).

### 33. LIST OF OFFENCES PER GRADE OF OFFENCES.

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"> <li>• Littering</li> <li>• Excessively noisy or unruly behaviour before School, during change-over's, during breaks and after School.</li> <li>• Eating, drinking or chewing gum during any contact time (class and assembly)</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Interfering with another person possessions/property without the owner's consent</li> <li>• Damaging another person's possessions/property as a result of interfering or using said possessions or property without the owner's consent</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of weapons that cause physical injury (knives etc.)</li> <li>• Entering the school premises while under the influence of alcohol/drugs</li> <li>• Possession, copying, distribution, use or displaying of pornographic material</li> </ul>	<ul style="list-style-type: none"> <li>• Use of weapons that cause physical injury (knives etc.)</li> <li>• Possession and or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• Possession, using and/or dealing in drugs or alcohol or any other</li> </ul>

<ul style="list-style-type: none"> <li>• Misconduct in an assembly</li> <li>• Entering an out of bounds area, classroom or passage without permission</li> <li>• Loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms</li> <li>• Misconduct or poor sportsmanship during an extra – mural activity’s practice intra or inter School Competition or league fixture</li> <li>• Failure to       <ul style="list-style-type: none"> <li>-submit an absentee note or exit notes by the stipulated deadlines</li> <li>-return a library book by the due date, or pay the fine for overdue book/s</li> <li>-attend an extra mural activity’s practice session without excusing himself /herself</li> <li>-attend duty class</li> <li>-attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event.</li> <li>– attend detention</li> </ul> </li> <li>• Continual interference with another learner which causes</li> </ul>	<ul style="list-style-type: none"> <li>• Racism: remarks/insult</li> <li>• Forgery: altering of official documents such as a medical certificate and qualification and fraudulent use thereof</li> <li>• Intimidation by verbal or physical threat to harm the person or his/her property (bullying)</li> <li>• Swearing lying or using obscene gestures</li> <li>• Verbal or non verbal abuse</li> <li>• Disrespect or insolence</li> <li>• Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set in the exclusion room, or failure to report to the exclusion room , or failure to report to the subject teacher with this work/punishments) as stipulated</li> <li>• Fighting common assault or attempted assault</li> <li>• Public disturbance and public indecency</li> <li>• Gambling</li> <li>• Failure to attend detention without prior submission of a written excuse or note</li> <li>• Unacceptable hair styles including bleaching or colouring</li> <li>• Display of visible tattoos</li> <li>• Using a cell phone as a means of</li> </ul>	<ul style="list-style-type: none"> <li>• Assault with the intent to do grievous bodily harm</li> <li>• Truancy from school or leaving school grounds without the necessary permission</li> <li>• Taking part in any form of illegal strike action / meeting / campaign on school premises</li> <li>• Any learner who in or outside of the buildings or on or off the premises of the school whilst under the control of the school authorities intentionally conduct himself/herself in a manner which is or could be seriously detrimental to the maintenance of order discipline at the school.\</li> <li>• Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing other learner from attending classes, preventing teachers from providing teaching or in any other manner</li> <li>• Violating the rights of the teacher to carry out his/her tasks</li> </ul>	<p>intoxicating substance</p> <ul style="list-style-type: none"> <li>• Poisoning or attempting to poison another person</li> <li>• Theft, robbery , breaking and entering</li> <li>• Malicious damage/injury to property of the school, staff member’s fellow learner or any other person or body.</li> <li>• Rape, attempted rape or indecent assault</li> <li>• Physical assault that result in bodily harm</li> <li>• Sedition or inciting any form of illegal strike action/ meeting/ campaign on school premises</li> <li>• Any offence punishable under common law.</li> </ul>
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<p>minor physical or mental discomfort</p> <ul style="list-style-type: none"> <li>• Misconduct during detention</li> <li>• Minor infringements of uniform regulations wearing of printed t-shirts an incorrect jersey or tracksuit top as an outer garment. Incorrect colour socks or wearing of jewellery.</li> <li>• Failure to wear the correct full school uniform when in a public place including wearing of unauthorised items.</li> <li>• Failure to wear the correct sports kit for a match or practice</li> <li>• Hitchhiking while in school uniform, formal or sport dress.</li> <li>• Disruptive behaviour in class</li> <li>• spitting in public</li> <li>• failure to: <ul style="list-style-type: none"> <li>- do class work set and submit homework</li> <li>-bring the required textbooks, notes, stationary or equipment to a lesson</li> <li>- hand work in on time</li> </ul> </li> <li>• Copying another learners class work or homework</li> <li>• Defacing school</li> </ul>	<p>communication during formal testing</p> <ul style="list-style-type: none"> <li>• Cheating, attempting to cheat or having forbidden material or information on a test venue during controlled testing (class tests, terms tests, internal exams) this includes any form of communication , verbal or non verbal with another learner</li> <li>• Copying of computer exercises , project or any other work intended for the year mark</li> <li>• Truancy from any contact time</li> <li>• Possession or use of fire crackers</li> <li>• Failure to attend an extra-mural activity fixture or function as a participant or official</li> <li>• Any action which brings the school's name into disrepute</li> <li>• Possession of offensive material, excluding pornographic material</li> <li>• Tampering with safety and other equipment on school premises</li> <li>• Unreasonable repetition of a Grade 1 offence</li> </ul>	<p>to the detriment of the school, the staff, the teacher or fellow learners</p> <ul style="list-style-type: none"> <li>• Unreasonable repetition of a grade 2 offence</li> </ul>	
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property <ul style="list-style-type: none"> <li>• Reporting late for class, relief or to the exclusion room</li> <li>• Use of offensive material to cover the books or files.</li> <li>• Possession and or use of a cell phone , computer game, iPod and similar electronic devices during all contact time.</li> <li>• Arriving late for school without an excuse note</li> </ul>			
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**LIST OF 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.

<b>GRADE 1: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
1. Academic: Books/work materials left at home. Homework not done on time/copied 2. Extra mutual activity: Non attendance at practices and matches (without a valid excuse to teachers/coach) 3. Personal conduct in classroom/on play ground. Inappropriate displays of affection between learners, discourteous behaviour/ insolence/ temper tantrum , foul language, defacing desks, walls, books, cases with graffiti , eating, chewing in class, littering and cell phone ringing 4. Dress code: Untidiness , unkempt appearance, school dress code not followed	Corrective actions/sanctions are carried out by the individual teacher and may include the following <ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Written punishment</li> <li>• Detention at break</li> <li>• Subtracting marks (homework)</li> <li>• Temporary confiscation until the end of School term (e.g. uniform , jewellery, cell phones, bags and cases</li> <li>• Removing graffiti from bags and cases at break and</li> <li>• Written notification</li> </ul>
<b>GRADE 2: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter
2. Damage of property/possession of other learners property	Repair, replacement , warning letter and principals detention
3. Defiance/disregarding of authority figures instructions	Suspension from class, warning letter and principals detention
4. Detention – non attendance	Making up missed detention, warning letter and an information hearing



5. Disregarding test/examination procedures	Warning letter and principal 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 classroom	Warning letter and detention
8.. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, principals detention
9. Fighting	Warning letter and detention
10. Fire crackers	Warning letter and detention
11. Forgery i.e. parent/guardians signature	Warning letter and detention
12. Gambling on or off school property	1 <sup>st</sup> offence : special detention 2 <sup>nd</sup> offence: special detention 3 <sup>rd</sup> offence: information disciplinary hearing, special detention and professional counselling (all money to be confiscated)
13. Graffiti: Books, case, desks, walls etc	Removal, warning letter and principal detention
14. Late for school – three (3) days	Phone call to parents and detention
15. Late arrival at school after 08:20	Phone call to parents and principal detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in act on/off school property	1 <sup>st</sup> offence: special detention 2 <sup>nd</sup> offence: special detention 3 <sup>rd</sup> offence: formal disciplinary hearing, special detention and professional counselling
19. Smoking – selling cigarette on / off school property	1 <sup>st</sup> offence: Information disciplinary hearing/warning letter and special detention 2 <sup>nd</sup> offence: Formal disciplinary hearing/warning letter and special detention
20. Spitting	Principals detention
21. Sticking a sharp object , i.e. 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	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	Principals detention
25. Truancy – bunking a day or part of a day	Phone call to parents , warning letter and detention.
26. Vandalism – defacing /damaging / breaking school property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parent , repair/payments of damages warning letter and detention
<b>GRADE 3: OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
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 and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/school. Disciplinary hearing, warning letter and detention
3. Bullying/intimidation	Warning letter and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, detention
6. Ongoing disruptive behaviour in classroom (frustrating schools educational programme)	Suspension from class/school. Disciplinary hearing, warning letter and detention

7. Disruptive behaviour on school property or on school sponsored fixture/outing/trip/tour (frustrating schools education/extracurricular programme)	Suspension from class/school. Disciplinary hearing, warning letter and detention
8. Engaging in a conspiracy to disrupt to proper functioning of school through collective action	Suspension from class/school. Disciplinary hearing, warning letter and detention
9. Drugs – consumption not associated with school	Suspension from class/school. Disciplinary hearing, warning letter and detention
10. Gangs – promoting formation forming of/associating with/furthering activities of school gangs/social groups	Suspension from class/school. Disciplinary hearing, warning letter and detention
11. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter and detention.
12. Pornography – distribution at school	Warning letter and detention
13. Public indecency	Disciplinary hearing, warning letter and detention
14. Racist conduct that defames a learner/teacher	Suspension from class/school. Disciplinary hearing, warning letter and detention
15. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter and detention.
16. Sexual harassment of teacher/learner	Suspension from class/school. Disciplinary hearing, warning letter and detention
17. Threatening to assault/intimidating a teacher	Suspension from class/school. Disciplinary hearing, warning letter and detention
18. Verbal abuse of a teacher	Suspension from class/school. Disciplinary hearing, warning letter and detention
<b>GRADE 4 : OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
1. Alcohol – drinking/drunk at school or on school or on school outing	Suspension from class/school. Disciplinary hearing, warning letter and detention and expulsion
2. Alcohol – drinking in public	Suspension from class/school. Disciplinary hearing, warning letter and detention and expulsion
3. Assault on a learner causing serious bodily harm	Suspension from class/school. Disciplinary hearing, and expulsion
4. Assault on a teacher	Suspension from class/school. Disciplinary hearing, and expulsion
5. Bribery/attempted bribery of any person in respect of any test/examination material	Disciplinary hearing, warning letter, and detention/expulsion
6. Dangerous weapon or object i.e. knife – possession at school	Suspension from school. Disciplinary hearing, appropriate punishments i.e. detention/expulsion
7. Dangerous weapon or object i.e. firearm – possession at school/on school outing	Suspension from school. Disciplinary hearing, appropriate punishment i.e. expulsion
8. Drugs/illegal substances – possession at School/on school outing	Suspension from School, Disciplinary hearing, warning letter and detention.
9. Drugs/illegal substances – consumption/under the influence at school/on school property	Suspension from school, disciplinary hearing, warning letter, detention and professional counselling
10. Drugs/illegal substances	Suspension from school, disciplinary hearing and expulsion
11. Forgery of any documents or signature to the potential/actual prejudice of the school	Suspension from school, disciplinary hearing, warning letter and detention/expulsion
12. Fraud (financial)	Suspension from class/school. Disciplinary hearing, warning letter and detention and expulsion
13. Hostage taking	Suspension from class/school. Disciplinary hearing, and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures	Suspension from school, disciplinary hearing, warning letter, detention, and professional counselling/expulsion
15. Sexual assault	Suspension from school, disciplinary hearing and expulsion

16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, detention/expulsion
18. Vandalism – malicious damage to school/teachers property	Disciplinary hearing, repair damage, warning letter and detention/expulsion

#### 34. **KIDIO PREPARATORY SCHOOL DISCIPLINARY SYSTEM AND MEASURES**

##### **CORRECTIVE HEARING**

- i. A corrective hearing can be held in order to address persistent unacceptable behaviour or academic problems and/or in response if the violation of the Code of Conduct. Attendance of this hearing is compulsory for the learner and the hearing must be chaired by a person nominated by the principal. The parents of the learner must be notified about the outcome of such a hearing and a full report of proceeding/findings and sanctions must be submitted to the principal and parents/guardians of a learner.

##### ii. **MANAGEMENT BOARD HEARING**

These hearings will be conducted by the disciplinary committee of the Management Board and must be conducted according to Regulation 156 of 2011 of SASA

##### iii. **FORFEITURE OF MARK**

Each subject teacher keeps an attendance register. If a learner is ill, he/she must prove that by submitting a doctor's certificate. The doctor certificate (or note from parent) must be handed in at the office. A learner who cannot supply a written reason from his/her absence (as specified above) must report to the principal's office

##### iv. **SUSPENSION**

The principal or his/her delegated deputy may suspend a learner for up to five (5) school days at a time. The suspended learner may not attend classes or school related activities on the school premises for the duration of the suspension. Any marks that the learner might have earned during the time of suspension will be forfeited.

##### v. **GRIEVANCE / APPEAL PROCEDURE**

- a) Every learner/parent has the right to
  - b) lodge a grievance/appeal against any action at Kidio Preparatory School.
 The grievance/appeal must be done either:
  - In writing
  - Via a personal visit to the principal within 3 school days. If the principal is not available then a written grievance must be handed to the secretary within 3 days
- (b) The principal will obtain all the facts, investigate the matter and give judgement about the appeal/grievance within 7 days (or will request extensions if necessary)

- (c) In less serious cases the principal's decision will be final in more serious cases the parent/guardian (of the learner) can submit a written appeal to the management board who will appoint a committee to investigate the matter and to make a decision.
- vi. School Rules and Code of Conduct
- a) The school rules and code of conduct should be emphasized to learners on a regular basis
  - b) The Principal has the delegated legal authority to immediately suspend a learner guilty of a serious offence, which effects the safety and security at the school, pending a hearing by the Management Committee as determined by SASA.
  - c) No difference is made for levels of offence or contraventions of the code of conduct. The procedures will be used in all cases at the principal's discretion. However the following could lead to an immediate Management Board hearing
    - i. Continual disregard for the internal disciplinary process
    - ii. Aggravated disruptions of classes or any school activities
    - iii. Threatening or using any dangerous weapon against another learner
    - iv. Sexual abuse
    - v. Selling drugs or contraband at any school related activity
    - vi. Theft and vandalism leading to criminal charges
    - vii. Murder, assault, robbery or rape
  - d) The principal must facilitate a thorough investigation verifying all evidence before any Management Committee hearing. The finding/statements of this will be used as bona fide evidence in the hearing and will not again be verified in the Management Committee hearing. If the accused parties want to dispute the evidence the normal legal process must be used.
  - e) Parents must practice and ensure that they supervise studying. Children need to be held accountable for their performance or lack thereof.
  - f) In the case of a learner failing to perform academically the parent will be interviewed by the principal and class teacher to discuss the matter.
  - g) Kidio Preparatory School will not progress a learner to the following grade if he/she did not meet the required academic requirements.

We would like to address the importance of discipline at our school.

Discipline is most important to enable us to perform our duties as educators.

We value your input on the matter and we would like you as parents to suggest how you would like us to discipline your child. For example staying in at break times, standing in the corner in the classroom.

Please give suggestions on how best to discipline your child. Write your child's name and your ideas down, giving us permission to carry out this form of discipline on your child.

Child's Name & Surname: \_\_\_\_\_



**ANNEXURE A**

**KIDIO PREPARATORY SCHOOL**

Written Warning

Name of Learner: \_\_\_\_\_

Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

The above learner has breached the disciplinary code.

Date of offence: \_\_\_\_\_

Description of offence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Learners statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**ANNEXURE B**  
**KIDIO PREPARATORY SCHOOL**  
**Final written warning**

Name of Learner: \_\_\_\_\_

Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

The above learner has breached the disciplinary code.  
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: \_\_\_\_\_

Description of offence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learners statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Learner

Teacher

Witness

Deputy Head

\_\_\_\_\_

Date

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

**Annexure C**

**KIDIO PREPARATORY SCHOOL**

**Notice of Disciplinary Hearing**

Name of Learner: \_\_\_\_\_

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: \_\_\_\_\_

Description of offence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Suspension from class**

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

until \_\_\_\_\_ During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by the Principal, or for purposes of attending this hearing.



**KIDIO PREPARATORY SCHOOL**

**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 parent/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 a 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

**Annexure D**  
**KIDIO PREPARATORY SCHOOL**  
**Record of Disciplinary Hearing**

Present

Witnesses for complainant

Witnesses for Learner

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

Plea: The learner admits/denies the charges.

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Teacher

Witness : \_\_\_\_\_

\_\_\_\_\_  
Date

**Annexure E**  
**KIDIO PREPARATORY SCHOOL**

**Lodging of Appeal (Review form)**

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

Name of Appellant: \_\_\_\_\_

The appeal is made on one of the following grounds (indicate the appropriate area).

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.

Description of offence: \_\_\_\_\_

The following reason are submitted in support of this appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Date

ANNEXURE F

KIDIO PREPARATORY SCHOOL

Learner Commitment

I, \_\_\_\_\_ a learner at Kidio Preparatory 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 difference in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending 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