

# VRYBURG HIGH SCHOOL

## *Code of conduct for learners*

### Part 1

## Code of ethics



I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- Live out the values of the school at all times;
- adhere faithfully to this code of conduct and all the rules and regulations of ***Vryburg High School***;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my school work diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT


ON THIS

DAY OF

2022

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LEARNER

M. B. J. 

## Part 2

### Code and rules of conduct

#### 1. Introduction

This document is the code of conduct of **Vryburg High School**, as approved by the governing body on **7 March 2022**. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

#### 2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school/hostel, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

#### 3. Code of conduct

##### General rules

3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.

3.2 While wearing the school uniform or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, and spectators or otherwise, learners shall

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refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.

3.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.

3.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.

3.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.

3.6 Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.

3.7 Cell phones are not allowed at school during normal teaching time. The use of a cell phone during school hours is thus strictly prohibited.

3.8 The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, vapes, vaping, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. A learner may not be under the influence of alcohol and/or intoxicating substances of any nature during any school activity, or when learners are dressed in school uniform. The school may use commercially available test kits to indicate the use of prohibited substances. The result of such a test kit will be considered correct until proven otherwise by a recognized medical pathology laboratory. These tests will be at the cost of the parents.


3.9 The possession, display, distribution, creation, manufacture or production of pornographic material in printed, electronic or any other format, during any school activity or when learners are dressed in school uniform and identifiable as learners of the school by the public, is prohibited.

3.10 The possession, display, distribution, creation, and manufacture of any material in electronic or any other digital format at any time of any school related activities that will reflect negatively upon the school or degrade and disgrace the image of the school, is strictly prohibited.

3.11 Any form of unauthorized trading or barter of any goods is permitted on the school premises or during any school activity. Learners may only be allowed to initiate projects of this nature under approved circumstances.

3.12 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or a delegated educator is entitled to search

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such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, not permitted items, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.

3.13 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.

3.14 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

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

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

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- intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

3.16 Any photographic or video material of offences or presumed offences, obtained by means of the school's closed circuit video systems or recorded and provided by an educator by means of their personal cell phones, is permissible and may be used as evidence for disciplinary purposes and hearings.

#### **4. Class rules**

4.1 The class educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.

4.2 The class rules must be compiled in writing and –

4.2.1 immediately be tabled to the principal and school governing body;

4.2.2 be displayed in a legible format in a prominent spot in the classroom; and

4.2.3 be made available to all learners and their parents.

4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.

4.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

#### **5. Rules with regard to appearance and school wear**

##### ***School uniform and personal appearance: General***

- It is expected of learners to wear the official school uniform and at all times to be neat and clothed in compliance with the school uniform rules, as determined by the governing body.
- The school uniform aims to promote pride and unity among learners.
- The aim is to ensure and support discipline.
- Only learners who applied and submitted supporting documents and as a result received the necessary permission from the Governing Body, may deviate from official school uniforms for religious and cultural reasons.

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## 5.1 Boys

### Summer uniform

- 5.1.1 Black school shoes properly tied (no “vellies”, suede or boots).
- 5.1.2 Long grey school socks.
- 5.1.3 Grey short pants or long school pants of which the style should not be modified and the bottom hem of the pants should touch the shoes.
- 5.1.4 Narrow black belt with a standard buckle.
- 5.1.5 White, short-sleeved open-neck school shirt, tucked in at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances.

And when required:

- 5.1.6 School's pull over jersey (Grade 12)
- 5.1.7 School's long sleeved jersey.
- 5.1.8 School blazer with the school tie.


### Winter uniform

- 5.1.9 Black school shoes (see 5.1.1)
- 5.1.10 Grey socks
- 5.1.12 Grey long school pants. (See 5.1.3)
- 5.1.13 Narrow black belt with a standard buckle.
- 5.1.14 White long-sleeved school shirt with tie. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances. School shirts must be tucked in at all times.
- 5.1.15 School blazer
- 5.1.17 Long sleeved jersey may be worn alone or underneath blazer.
- 5.1.18 Only green school scarves, green or black gloves and school beanies are allowed.
- 5.1.19 No other clothing of any kind may be worn with the school uniform as prescribed in the rules. This includes caps.

## 5.2 General rules concerning the boys' appearance

- 5.2.1 Tattoo marks are strongly discouraged.
  - No tattoo marks should be visible when a learner is wearing his/her school uniform or sport clothes.
  - Learner should cover the tattoo marks with clothing or flesh-coloured plaster.
- 5.2.2 Only lapel badges associated with the school may be displayed.

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- 5.2.3 Boys may not wear any jewellery, except a wrist watch or Medic-Alert wrist band.

### 5.3 Hair

#### 5.3.1 Cut

The Cut/style must create a neat impression and at all times be short and clean.

- Hair must not, when combed straight down, touch the collar, ears or eye brows. A maximum length when the hair is straight may not exceed 60mm on top and 25mm at the sides and the back.
- There may not be any ridges or “steps” in the hair.
- Hair may not be cut in the so-called “mushroom, mullet or mohawk style. The hair must, therefore, follow the natural shape of the boy’s head.
- Patterns may not be shaved on the head.
- Hair on the side and the back of the head must be cut the same length.
- No extra hair may be woven / plaited in or extensions added
- No exotic or unnatural hair styles are allowed
- Hair colour must seem natural at all times. No unnatural highlights or lowlights, dyed or coloured hair are allowed.
- Neat undercuts and comb overs are allowed. There must be a gradual increase in hair length.
- No closely shaven heads only on one side
- No form of spiking of hair
- Hair may not bush out excessively.

#### 5.3.2 Beard

- Boys must without exception be clean-shaven.
- Moustaches and extreme side whiskers are not permitted.
- Side whiskers may not be below the middle of the ear.

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## 5.4 Girls

### Summer uniform

- 5.4.1 Black school shoes (not suede, patent leather or material finish)
- 5.4.2 White socks folded at ankle
- 5.4.3 Green school skirt. The hem of the skirt should not be more than 12cm above the skin fold at the back of the knee
- 5.4.4 Open-necked school shirt tucked in at all times.
- 5.4.5 Grey pants with grey socks

And when required:

- 5.4.5 School pullover. (Grade 12)
- 5.4.6 Long sleeved jersey.
- 5.4.7 Blazer with the school tie.

### Winter uniform

- 5.4.8 Black school shoes (see 5.4.1)
- 5.4.9 Grey pants with grey socks or
- 5.4.10 School skirt with long black tights.
- 5.4.11 Long-sleeved shirt with tie.
- 5.4.12 School blazer.
- 5.4.12 Long sleeved jerseys may be worn alone or underneath blazer.
- 5.4.13 Only green school scarves and green or black gloves and school beanies are allowed.
- 5.4.14 No other form of clothing as prescribed in the rules may be worn with school clothes.

## 5.5 General rules regarding the girls' appearance

- 5.5.1 Tattoo marks are strongly discouraged.
  - No tattoos may be visible when a learner is wearing her school uniform or sportswear.



- The learner must wear clothing or cover the tattoo with flesh-coloured plaster when visible.

5.5.2 No make-up is allowed.

5.5.3 Only lapel badges associated with the school may be displayed.

5.5.4 Nails must be short and be no longer than the finger tips.

5.5.5 No nail polish will be allowed.

5.5.6 Jewellery and earrings

- All jewellery items, such as rings, bracelets (elastic or leather) or chains are prohibited. Only wristwatches and Medic-alert bracelets are allowed.
- Only one set of small gold or silver earrings or studs is permissible in the bottom of the ear.
- Grade 12 girls are allowed to wear small single mounted pearl ear studs.
- No transparent / black pins to keep visible new holes open.
- Stretchers that stretch holes bigger are not allowed.
- The wearing of pierced body jewellery, such as nose, tongue and eyebrow jewellery is strictly prohibited.


## 5.6 Hair

5.6.1 Length

- Hair longer than the hem of the collar must be tied back or plaited.
- Hair may not hang in the eyes or face and as such be tied back.
- Where extra hair is weaved / plaited in or extensions added, it may not be too long (25cm). Hair colour:
- Hair must be a natural colour / may not be sections of different colours.
- Plaits, weaves and extensions must be as close as possible to the learner's natural hair colour.

5.6.2 Hair accessories:

- Only yellow, green, black or white hair accessories (the colours which correspond with those of the school uniform) are allowed.

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### 5.6.3 General:

- Soft dreadlocks are not allowed.
- Freedom and box braids are not allowed.
- Singles, twists, yaki, hot water and pony tails are allowed.
- Learners' hair must be neat and clean at all times.
- No exotic or unnatural hairstyles will be allowed.
- Cut / style must create a neat impression.
- A part of the head may not be shaved clean or exceptionally short in contrast with the rest of the hairstyle.

## 6. Sports and extracurricular activities

### 6.1 Participants in sports and extracurricular activities

6.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

6.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.

6.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

6.1.3.1 the sports head and the educator involved in the relevant sports code;

6.1.3.2 the referee or adjudicator with regard to the relevant activity; and

6.1.3.3 the team captain.

6.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

### 6.2 Spectators and supporters at sports and other extracurricular activities



6.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

6.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

6.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

## **7. School property**

7.1 'School property' includes the following:

7.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings

7.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

7.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.

7.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

7.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

7.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

## **8. The Representative Council of Learners (RCL) and school leaders**

8.1 The RCL and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.



8.2 RCL members and other school leaders shall bring transgressing learners to the staff of the school; where after line functions will be followed.

8.3 All learners shall obey any reasonable instruction from a member of the RCL or another school leader, and shall support and cooperate with the RCL and other school leaders in properly executing their duties.

## **9. School notices**

9.1 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

## **10. School work and homework**

10.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.

10.2 Learners must promptly carry out instructions in class.

10.3 All learners must have and maintain such homework book as may be required by the principal or class educator.

10.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.

10.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.

10.6 Learners are obligated to catch up as soon as possible on any work that they have missed.

10.7 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

## **11. Tests and examinations**

11.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.

11.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.



**12. Motor vehicles and motorcycles**

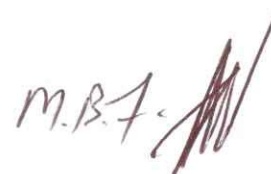
- 12.1 Learners may not bring motor vehicles or motorcycles onto the school grounds, unless he/she has the prior written consent of the principal or another staff member duly nominated by the principal, and unless he/she promptly complies with any conditions imposed together with the aforementioned consent. If a learner does not have the necessary consent when asked to present such by any member of the staff, governing body or RCL, or a school leader, it will be assumed that he/she does not have such consent, until proved otherwise.
- 12.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.
- 12.3 Learners shall adhere to traffic rules on and around the school grounds.
- 12.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.

**13. Punctuality**

- 13.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

**14. Absence from school**

- 14.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.
- 14.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 14.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.
- 14.4 Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
- 14.5 Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (naught) for the particular examination/test/assessment task.


A handwritten signature in red ink, appearing to read "M.B.F.", is located in the bottom right corner of the page.

**15. Environment**

- 15.1 Learners have the right to a safe environment and school that are conducive to education.
- 15.2 Learners may not litter on school grounds or in school buildings.
- 15.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- 15.4 Learners must leave restrooms in a clean condition.
- 15.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 15.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 15.7 Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader with regard to maintaining a clean and hygienic school environment.

**16. Exemption from provisions of the code of conduct**

- 16.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- 16.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 16.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 16.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 16.5 The governing body shall consider the application for exemption with the necessary earnestness, objectivity and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.



17. In case of a violation of any provision in this code of conduct or the school's hostel rules, the prescribed disciplinary procedure shall be followed.

SIGNED AT VRYBURG ON THIS 7<sup>TH</sup> DAY OF MARCH 2022



Governing body chairman

JD VAN DER VYVER



MB FULENI

School principal

### Part 3

#### Procedure for disciplinary action against learners

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into different grades. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

For the purposes of procedural matters, a violation of hostel rules shall be regarded as a violation of the code of conduct, and the same procedural requirements shall apply, with the necessary amendments, depending on the circumstances.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

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

In the case of a violation of the code of conduct for learners by members of the RCL or other school leaders:

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



## **A. 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. See Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

## **B. Disciplinary Procedures**

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

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

### **Grade 1: Offences**

All Grade 1 offences will be dealt with by the staff member concerned who must keep a written record of such offences and the disciplinary measure taken.

When a third 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 staff member 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 relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher/tutor.

### **Grade 2: Offences**

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

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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 School Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, which 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/tutor.

### **Grade 3: Offences**


All Grade 3 offences will immediately be reported to the Deputy Principal. The Deputy Principal will refer the matter to the School 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.

### **Grade 4: Offences**

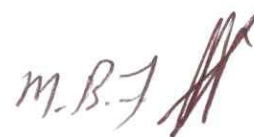
All Grade 4 offences will immediately be reported to the Deputy Principal. The Deputy Principal will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised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

## **C. Disciplinary Interventions**

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
  - A verbal warning/reprimand to express disapproval.
  - Written warning.
  - Final written warning.
  - Removal from classes to the exclusion room.
  - 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.


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- 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 library card and/or other School-related privileges
  - Exclusion from School activities and functions, e.g. academic award ceremony.
  - Withdrawal of recognition, e.g. award.
  - Temporary suspension from class or School, pending disciplinary hearing.
  - Disciplinary hearing.
  - Tribunal hearing.
2. 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. See Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.
3. 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 or fellow learners
  - 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 narcotics, unauthorized drugs, alcohol, nicotine containing substances 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. 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 Provincial Department of Education.
5. A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.



6. Where approval for expulsion is not granted, learners will attend counseling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counseling sessions or the stipulated life skills programme.

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"> <li>○ Littering</li> <li>○ excessively noisy or unruly behavior before School, during</li> <li>○ change-over's, during breaks, and after School</li> <li>○ eating, drinking or chewing gum during any contact time (class and assembly)</li> <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, 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>• attend an extramural activity's practice session without</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ vandalism</li> <li>○ interfering with another person's possessions/ property without the owner's consent</li> <li>○ damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent</li> <li>○ racism: remarks/ Insults</li> <li>○ forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof</li> <li>○ intimidation by verbal or physical threat to harm the person or his 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</li> </ul>	<ul style="list-style-type: none"> <li>○ Possession of weapons that can 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> <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 conducts</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 intoxicating substance</li> <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 members, fellow learners or any other person or body</li> <li>○ rape, attempted rape, or indecent assault</li> <li>○ physical assault that results in bodily harm</li> <li>○ sedition or</li> </ul>

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<p>excusing himself</p> <ul style="list-style-type: none"><li>• attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event attend detention</li></ul>	<p>to carry out a specific instruction (to include failure to do work/ failure to report to the subject teacher with this work/punishment as stipulated)</p>	<p>himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</p>	<p>inciting any form of illegal strike action/ meeting/ campaign on School premises</p> <ul style="list-style-type: none"><li>○ Any offence punishable</li><li>○ under common law</li></ul>
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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"> <li>○ continual interference with another learner which causes minor physical or mental discomfort</li> <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 color socks or belt; wearing of jewellery</li> <li>○ failure to wear the correct sports kit for a match or practice public place, including the wearing of unauthorized items</li> <li>○ failure to wear the correct sports kit for a match or practice</li> </ul>	<ul style="list-style-type: none"> <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 coloring</li> <li>○ display of visible Tattoos</li> <li>○ using a cell phone as a means of communication during formal testing</li> <li>○ cheating, attempting to cheat, or having forbidden material or Information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner</li> <li>○ copying of computer exercises, projects or any other work intended for the year mark</li> </ul>	<ul style="list-style-type: none"> <li>○ 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</li> <li>○ 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</li> <li>○ reckless or negligent driving whether in School uniform or not, and whether on the School property or not</li> <li>○ unreasonable repetition of a Grade 2 offence</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>

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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"> <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</li> <li>▪ homework</li> <li>▪ bring the required textbooks, notes, stationery, or equipment to a lesson</li> <li>▪ hand work in on time</li> </ul> </li> <li>○ copying another learner's class work or homework</li> <li>○ defacing School Property</li> <li>○ reporting late for class, relief, or to the exclusion room</li> <li>○ use of offensive material to cover 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>	<ul style="list-style-type: none"> <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>		<ul style="list-style-type: none"> <li>○</li> </ul>

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**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><b>Academic:</b> Books/work materials left at home; homework -not done on time/copied</p> <p><b>Extra-mutual activity:</b> Non-attendance at practices and matches (without a valid excuse to teachers/ coach)</p> <p><b>Personal conduct in classroom/on playground:</b> 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 in possession at school.</p> <p><b>Dress code:</b> Untidiness/unkept appearance; School dress code not followed</p>	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <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> <p>Confiscate cell phone. To be released upon a payment of R300 fine or any SGB approved amount over time. This amount must be paid by a parent or guardian.</p>
Grade 2: Offences	Recommended Corrective Sanctions
Plagiarism of any work or cheating/attempted cheating in class test/assignment	Naught for test and warning letter
Damage to property/possession of other learners' property	Repair/replacement, warning letter and Detention
Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and Detention
Detention – non-attendance	Making up missed detention, warning letter and an information hearing
Disregarding test/examination procedures	Warning letter and Detention
Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organize corrective measures
Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Detention
Fighting	Warning letter and detention



Fire-crackers	Warning letter and detention
Forgery, e.g. parent/guardian's signature	Warning letter and detention
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 counseling (All money to be confiscated)
Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Detention
Late for School – three (3) days	Phone call to parents and detention
Late arrival at School after 8:20 am	Phone call to parents and Detention
Lying	Warning letter and detention
Offensive material	Warning letter and detention
Smoking – possession of cigarette/holding cigarette/caught in the 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 counseling (All cigarettes and lighters to be confiscated)
Smoking – selling cigarettes 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
Spitting	Detention
Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
Substance abuse – possession/sniffing of unauthorized substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
Threatening assault/intimidation of a fellow Learner	Phone call to parents and warning letter and detention
Truancy – bunking a lesson	Detention
Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention

Grade 3: Offences	Recommended Corrective Sanctions
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
Assault on a fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
Bullying/Intimidation	Warning letter and community service and detention
Cheating/attempted cheating in examination/cycle test/portfolio work	Naught and warning letter
Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
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/official provincial procedures for Grade 12
Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
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
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
Drugs – consumption not associated with School	Interview with parents, professional intervention
Gangs – promoting formation forming of/associating with/ furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention
Pornography – distribution at School	Warning letter, community service and detention
Public indecency	Disciplinary hearing, warning letter, community service and detention
Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention



Grade 3: Offences	Recommended Corrective Sanctions
Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
Grade 4: Offences	Recommended Corrective Sanctions
Alcohol – drinking/drunken at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
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
Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and Expulsion
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
Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
Hostage-taking	Suspension from School. Disciplinary hearing and Expulsion
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
Sexual assault/rape	Suspension from School. Disciplinary hearing and Expulsion
Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter,

	community service and detention/expulsion
Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion

## 1. Disciplinary action

### Major transgressions

#### 1.1 Grade 1 and 2 transgressions

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the governing body, who will be entitled to impose the following sanctions:

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

- 1.1.1 Should the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days.
- 1.1.2 Should the governing body decide to recommend to the Head of Education that the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.
- 1.1.3 Following a hearing in which any learner is found guilty of violating hostel rules, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner from the hostel for any appropriate period of time, or expel the learner from the hostel.

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## **2. Preventative suspension**

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

## **3. Disciplinary hearing**

### **3.1 Preliminary inquiry**

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

### **3.2 Hearing**

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

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

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

3.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

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- 3.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- 3.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.
- 3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- 3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 3.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.



3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.

3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.

3.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

### 3.3 Finding and sanction

3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

3.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

## 4. Internal appeal

4.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in



writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.

- 4.2 The notice of appeal must clearly outline the grounds for the appeal.
- 4.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.
- 4.4 The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 4.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.
- 4.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- 4.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.
- 4.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.

4.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.

4.10 In considering the appeal, the appeals committee may:

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

## 5. General provisions

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


SIGNED AT VRYBURG ON THIS 7<sup>TH</sup> DAY OF MARCH 2022.



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Schoel Governing body chairman

JD VAN DER VYVER



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MB FULENI

School principal

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Mr OP Metsi  
Circuit Manager