



(Revised 2023)

CODE OF CONDUCT: LEARNERS

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 the Code of Conduct of Laerskool Laeveld to:

- Adhere faithfully to this code of conduct and all the rules and regulations of *Laerskool Laeveld*.
- Maintaining high moral and ethical standards.
- Strive for conduct that is responsible at all times and that promotes a positive and healthy school environment.
- Do my school work diligently, conscientiously and with dedication.
- Display the necessary courtesy and respect towards all staff, fellow learners and visitors, the school premises and buildings.

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

SIGNED AT _____ ON THIS _____ DAY OF _____ 20__

LEARNER

PARENT

Part 2

Code and rules of conduct

1. Introduction

This document is the Code of Conduct of *Laerskool Laeveld*, as approved by the Governing body on January 2023. 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.

This 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. Learners are automatically subjected to the school's code of conduct the moment they are enrolled at the school 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 of Laerskool Laeveld will be good ambassadors of the school, and will 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, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute and contradicts the rules and regulations as set out in this code.
- 3.3 During interaction with the principal, vice-principal, educators and other staff of the school, learners will 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 of Laerskool Laeveld 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 media centre. The chewing of gum during school activities is prohibited.
- 3.7 The use of cellphones during school hours and school activities are strictly prohibited. Calls may be made in emergencies only and only with an educator's permission. The school and its personnel will not be held liable for any damage or loss of a learner's cellphone. Learners are responsible for the safe keeping of

their cellphones and are not allowed to ask teachers to keep the cellphone throughout the day or at any school related activity.

- 3.8 The smoking, possession and/or use of tobacco products containing any form of nicotine, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.
- 3.9 In case of a reasonable suspension that learners have violated this code of conduct or the laws of the country, the school principal or an educator delegated by the school principal is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. The learner's dignity will be respected at all times during such a search and it will therefore be conducted in private, by persons of the same gender, and in the presence of another person. The search process and outcome must be recorded during the search by the principal or a teacher delegated in writing by the principal.
- 3.10 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this Code of Conduct.
- 3.11 A conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct.
- 3.12 Transgressions that may lead to suspension, time out 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.
 - Possession of pornographic material.
 - Fighting, assault (brutal fighting) or abuse.
 - Indecent behaviour or swearing.
 - Adopting or assuming a false identity.
 - Harmful graffiti, hate speech, crude language, sexism or racism.

- Theft, or the possession of stolen goods, including the theft or possession of a 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.
- Intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

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 Displayed in a legible format in a prominent spot / place in the classroom;
 - 4.2.3 Made available to all learners and their parents.
- 4.3 Learners are expected to fully and promptly 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.

- 4.5 Each classroom has a total of two “step out” cards, these cards are used to identify learners who have permission from their class teacher to be outside of their classrooms during the school’s academic programme. When a learner is caught without a “step out” card, that learner will be issued with a - 1 demerit and sent back to class with no questions asked. In the case where the educator allowed the learner to leave his/her classroom without the step out, the educator will be expected to supply valid reasons for this conduct and the matter will be treated accordingly.

5. Rules with regard to appearance and school wear

Appearance and Dress Code

A. SCHOOL UNIFORM:

1. Learners must wear the specified summer- or winter uniforms.
2. Summer uniform: worn during first and fourth terms.
3. Winter uniform: only during second and third terms.
4. All clothes must be labelled with the name and surname of the learner (not only the initials).
5. Provincial tracksuits may only be worn on Mondays.
6. Only members of the first teams of each sport are allowed to wear their Red jackets.
7. Shoes: Only the following shoes are allowed:
 - a) Black school shoes with the correct long school socks
 - b) Running shoes (tackies) with the short school socks.
 - c) Tackies must be mostly white or light blue in colour and no sneakers are allowed
 - d) Only tackies with laces are allowed. (no neon laces)

8. If learners do not wear the correct shoes he/she will be asked to take off the shoes for the remainder of the day (please see the schools shoe policy).
9. Scarves: There is an official school scarf available at Rieba. No other scarf will be allowed.
10. If a learner has a problem with their school uniform, he/she must have a written letter from his/her parents stating the problem. On Wednesdays children will be helped at the schools clothing bank.

B. PT CLOTHES (LIFE SKILLS PERIOD ONLY):

Girls - Summer

- T-shirt and dark school short.
- School socks and sport shoes or bare foot.
- No ski-pants may be worn.

Girls - Winter

- T-shirt with dark school short or tracksuit trousers or tracksuit.
- School socks and sport shoes or barefoot.
- No ski-pants may be worn.

Boys – Summer

- T-shirt and dark school short.
- School socks and sport shoes or bare foot.

Boys - Winter

- T-shirt and dark school short or dark tracksuit.
- School socks and sport shoes or bare foot.
- ❖ Any caps or headgear other than those prescribed in the clothing rules are prohibited.
- ❖ The principal and Governing Body may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

C. TIDINESS AND CLEANLINESS:

Girls:

- Dyed extensions are not permissible.
- Cut short - tied back if over the collar. Fastened in one or two ponytails or pledged. No fringe over eyes - cut or clipped back.
- Hair - accessories: Only in school - colours: red and blue.
- Long fringes hanging in the eyes are not allowed.
- Perming and dying (colouring) of hair are not allowed.

Boys:

- Cut short.
- Hair may not hang over the ears or collar.
- Fringe must be cut at least 1cm above eyebrows.
- Hair may not be cut into a ridge or step.
- No comb over hair styles.
- Hair may not be coloured, gelled or waxed.
- No hats / caps / headpieces may be worn.

D. JEWELLERY:

Girls

- Earrings: only studs (gold or silver) may be worn.
- No stones, hearts or stars or any other shapes may be worn.
- Gold or silver sleepers may be worn. Only rings without dangling appendages.
- Studs maximum 5mm
- Rings maximum 15 mm in diameter and 3 mm in width.
- Only one earring per ear is permitted.
- No pendants, beads, bracelets or ankle chains may be worn.
- No rings may be worn – only signet rings.
- Watches, without dangling appendages, may be worn (no costume watches with ribbons, beads or charms).
- No toe ring, belly ring, tongue ring or any form of tattooing will be allowed.

Boys

- No pendants, chains, rings or earrings may be worn.
- Watches may be worn.

E. MAKE-UP AND NAILS:

Girls

- No eye make-up may be worn.
- No lipstick or lip-gloss or coloured lip ice may be used - colourless lipstick is not permitted.
- No blusher may be used.
- Nails must always be short and clean
- No nail polish - coloured or colourless - may be worn
- Nails may not be coloured with pens.
- No signs or drawings (henna) may appear on any part of the body.
- No drawings or dots may appear on the forehead (except when written approval is provided).
- Any form of tattoo must be covered by the school uniform otherwise it must be covered by a plaster.

Boys

- Nails must be short and clean.
- No design or drawing may appear on the hands.
- Nails may not be coloured with pens.
- Any form of tattoo must be covered by the school uniform otherwise it must be covered by a plaster

6. Sports and extra-curricular activities

6.1 Participants in sports and extra curricular activities

6.1.1 Learners who are selected to represent the school as participants in any sports or other extra-curricular 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 and parents who represent Laerskool Laeveld 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.

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 and parents 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 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 and cultural 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 everything else 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 Laerskool Laeveld 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. Parents will be held accountable for damages caused by their child which will result in parents replacing or paying for such property. Destruction of and/or damage to property is a criminal offence.

8. School leaders

- 8.1 The school leaders, in conjunction with the staff of the school, are responsible for general school discipline.
- 8.2 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 school leader, and shall support and co-operate with the school leaders in properly executing their duties.
- 8.4 School leaders are not allowed to punish a learner / learners that transgressed a school rule / the school rules
- 8.5 School leaders will be properly prepared for their duties and monitored regularly.

9. School notices

- 9.1 All learners are obligated to hand all school notices to their parents that are distributed to learners for such purpose by the Governing Body, principal or an educator of the school, as well as promptly return any completed acknowledgement receipts back to the class educator.

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 that are clearly given by the educator. Reasonable time must be given to write homework down.
- 10.3 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 a written note from his/her parents with an acceptable excuse for such failure to the educator.
- 10.4 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.
- 10.5 Learners are obligated to catch up as soon as possible on any work that they have missed. This obligation does not rest on the class educator but the learner.
- 10.6 Learners shall move swiftly and in single row from one class to the next. Chatting in groups or visits to the restroom between classes or directly after break is 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.
- 11.3 No pencil cases are allowed on the desks during examinations.
- 11.4 No talking is allowed during examinations.

12. Punctuality

- 12.1 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.

13. Absence from school

- 13.1 When any learner is absent without an acceptable excuse, it shall be regarded as truancy. Learner(s) who do not submit a letter on the first day of return will receive a demerit for truancy.
- 13.2 Absence for more than three consecutive days shall be excused only if a certificate from **a registered** medical practitioner (doctor, traditional healer or herbalist) is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal or the delegated person.

14. Environment

- 14.1 Learners have the right to a safe environment and to a school that are conducive to education.
- 14.2 Learners **may not litter** on school grounds or in school buildings.
- 14.3 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.
- 14.4 Learners that take part in sports or cultural activities are expected to clean up the area they used for an activity before leaving the premises.
- 14.5 Learners must leave restrooms in a clean condition.
- 14.6 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 14.7 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. Distribution of any pamphlets etc. without the necessary consent is also prohibited.

14.8 Learners shall comply with any reasonable instruction from the principal, any educator, or a school leader with regard to maintaining a clean and hygienic school environment.

15. Exemption from provisions of the code of conduct

15.1 Learners may individually 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.


15.2 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.

15.3 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.

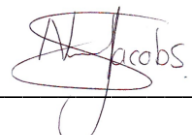
15.4 In considering an application for exemption, the Governing Body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.

15.5 The Governing Body shall consider each individual application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.

16. In case of a violation of any provision in this Code of Conduct, the prescribed disciplinary procedure shall be followed.



Governing Body Chairperson



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 four categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

Any reference to the Governing Body in this disciplinary procedure includes the disciplinary committee of the Governing Body.

1. DISCIPLINARY ACTION

A. DISCIPLINARY PROCEDURE (Grade 1 to 3)

MISDEMEANOUR

1. The class teacher will investigate the incident and completes a misdemeanour letter (Orange letter).
2. The letter will be sent home in the learner's homework book for signing by the parent.
3. This letter is handed over to the HOD for signing and capturing on SASPAC.
4. Procedure:
 - ❖ After three misdemeanour letters, a red card will be e-mailed to the parents notifying them.
 - ❖ After the second red card the teacher will arrange a meeting with the parent and grade head.
 - ❖ Upon receiving the third red card the HOD will contact the parent to notify them of a ten day observation period. The daily record will be kept by learner's teacher in the homework book and is compulsory to be signed by the parent. With the first consequent misdemeanour during this 10 day period a compulsory interview will take place with the parents, principal, head of discipline, HOD and class teacher, where upon sanction of the misdemeanour will be determined.

- ❖ At the end of the third term, the grade 3 learners will adhere to the same disciplinary system as the grade 4 – 7 learners, in order to prepare them for the intermediate phase.

❖ **POSITIVE BEHAVIOUR**

- a) Positive behaviour can be awarded by any teacher, a blue letter will be completed and handed to the HOD for signing and to be processed by SASPAC.
- b) A list of merits will be printed monthly from SASPAC.
- c) The learner will receive a button that he/she can wear if the correct amount of merits is obtained by learner that are determined beforehand.
- d) These buttons will be awarded monthly during assembly.
- e) It is important to note that a learner's behaviour is linked to the privilege of wearing the button, when a learner demonstrates poor behaviour in a classroom, playground or at any school activity, the button may be taken away from the learner by the head of discipline.

B. MERIT SYSTEM (BUTTON SYSTEM) GRADE 4-7:

The Button system is aimed to promote learner behaviour whereby learners receive buttons reflecting the amount of that they have accumulated up to date. A 10, 20 and 30 merit button can be obtained by a learner. The 10 merit button will be supplied free of charge, when a learner qualifies for a 20 merit button, the learner must exchange the 10 merit button for the 20 merit button and when a learner qualifies for a 30 merit button the learner can trade the 20 merit button for the 30 merit button.

It is important to note that a learner's behaviour is linked to the privilege of wearing the button, when a learner demonstrates poor behaviour in a classroom, playground or at any school activity, the button may be taken away from the learner by the head of discipline.

DISCIPLINARY PROCEDURE FOR LEARNERS WITH A HIGH FREQUENCY OF DEMERIT POINTS AND/OR SERIOUS MISCONDUCT.

Level 1: OFFENCES - ACADEMIC

Demerit points

101	Classwork not done	0
121	Assessment task not handed in on a specified date (projects and assignments)	0
102	Books at home	0
103	Late for class	-1
104	Being outside of class without a step out pass	-1
105	Disrupting lessons / Keep fellow learners from doing their work / Inappropriate comments / Shouting comments during classes / Must be reprimanded regularly.	-1
106	Not following instructions in class.	-1
107	Copying a friend's classwork and lending books to others to copy from	-1
108	Talking in the hall, rows and passages	-1
109	Fail to show test / letters / documentation to parents.	-1
110	Corrections not done	-1
111	Previous incomplete work not done	-1
112	Possession of a cell phone without permission letter from parents. Usage of cell phone in class.	-2
113	Eating / chewing in class.	-1
114	Spitting in a public area	-1
115	Not busy with applicable subject	-1
116	Neglecting text books	-2
117	Hiding learner's property	-1
118	Borrow/Use other learners/teacher stationary without permission of teacher or the learner	-1
119	PT clothes not at school	-1
120	Material for projects not in class	-1

Level 2: OFFENCES - GENERAL

201	General violation of the school rules	-1
202	Graffiti on any school property / Writing on wall charts	-3
203	Tampering with fire extinguishers or any other school property	-3
204	Vandalism / Damaging of the school, a teacher's or other learner's property	-3
205	Throwing papers on playground / in classes.	-2
206	Ignores leaders	-2
207	Bad behaviour – learners swear and/ or foul language	-2
208	Bad behaviour – spitting or biting another person	-2
209	Lying / dishonest	-2
212	Chanting, slogans, singing, shouting or making noises in class	-2
213	Wear make-up	-1
214	Incorrect school uniform / shoes / belt / dress too short / jewellery, etc.	-1
215	Drawing on hands, arms, legs or body	-1
216	Physical contact – kissing, hugging, holding hands	-2
217	Neglect to return equipment or sport clothes	-1
218	Absent from sport gatherings / practice sessions without an excuse	-1

220	Disrupt detention	-1
221	On prohibited area – school property, playground, corridors, etc.	-2
222	Skipping class / hall	-3
223	Bad behaviour – Push and shove	-2
224	Bystander – Does not report incident	-2

Level 3: OFFENCES. Due to seriousness, an interview with the parent will be arranged immediately by the Head of Discipline.

301	Unacceptable behaviour towards teacher – insubordination	-5
302	Disrespect towards religion / misbehaviour during hall.	-5
303	Physical abuse / bullying / threatening / intimidation / assault of any description (“time out” 2- 4 days)	-5
304	Racisms / racist remarks	-5
305	Fraud - forging parent signature	-5
306	A bystander during the use of alcohol / sniff of glue – or any proof of such activity.	-5
307	Smoking – as bystander – any proof that there was smoking.	-5
308	A bystander in the use of drugs.	-5
309	Serious vandalism / Deliberately damaging of a teacher’s or other learner’s or school property	-5
310	Behaviour that will harm the school’s image	-5
311	Incriminating cell phone photos/videos	-5
312	Dishonesty in examination / assessment	-5
313	Leaving school ground without permission	-5
314	Serious unacceptable behaviour = Immediate detention	-5
210	Fighting – Hit, kick or any action with the intent to harm (time out 2- 4 days)	-5
211	Inciting or encouraging a fight	-5

Level 4: SERIOUS OFFENCES. Due to seriousness, an interview with the parent will be arranged immediately by the Head of Discipline and a disciplinary hearing will be scheduled.

401	Pornography / Drawing explicit pictures in text books, furniture or walls.	-5
402	Possession of weapons of any description	-5
403	Inappropriate and sexualized behaviour during school hours, during break or after school hours on school grounds / indecent exposure.	-5
404	Use of alcohol	-5
405	In possession of alcohol, hubbly bubbly or e-cigarettes or use of the mentioned items	-5
406	Smoking – on school grounds or in school uniform outside the school grounds	-5
407	Satanism / occultism	-5
408	In possession / usage or selling of drugs of any description	-5
409	Tested positive for drugs at school	-5
410	Theft	-5
411	Assault / Hitting or / and kicking without stopping (brutal fighting)	-5

MERITS

501	Being helpful	1
502	Loyalty	1
503	Continuous diligent work	1
504	Thoughtfulness	1
505	Positive attitude	1
506	Trustworthiness	1
507	Cleaning classroom x 5	1
508	Being courteous	1
509	Constant good behaviour and good work	1
510	Show good progress per subject	1
511	Supporting a sport or culture activity	2
512	Exceptional work in a subject	1
513	Willing to assist teacher/peer on own time	2
514	Exemplary behaviour in class situation during the term	1
515	Learner helped during half day event	3
516	Learner helped during full day event	5
517	Report mark more than 80% for Mathematics	1
518	Report mark more than 80% for English	1
519	Report mark more than 80% for Afrikaans	1
520	Report mark more than 80% for Natural Science	1
521	Report mark more than 80% for Social Science	1
522	Report mark more than 80% for Technology	1
523	Report mark more than 80% for Economic and Management Science	1
524	Report mark more than 80% for Life Skills	1
525	Report mark more than 80% for Creative Arts	1

Please note: No detention will take place during national lockdown (All levels).

SUMMARY: Points accumulate for a disciplinary hearing and detentions for each term.

1. ACCUMULATION OF DEMERITS

5 points	- 1 st detention	} MAXIMUM OF 6 DETENTIONS
10 points	- 2 nd detention	
15 points	- 3 rd detention	
20 points	- 4 th detention	
25 points	- 5 th detention	
30 points	- 6 th detention	

2. PUNISHMENT AND ACTION

- After a learner has received 5 demerit-points, he/she must sit detention.
- A parent may, in writing, stipulate valid reasons at least three days before detention, request that the detention class be postponed.
- Should the request be granted, the learners must attend the next detention class.

2.1 PENALTY AND ACTION FOR LEVEL 3 MISCONDUCT

Due to the seriousness of the offense, an interview with the parent will be arranged immediately by the head of discipline.

- If the offense contains any form of violence, the school must take action to ensure the safety of the rest of the learners.
- No form of violence will be tolerated. Parents are given the opportunity to address the behaviour of the learner during a “time out” period. It is the learner’s responsibility to complete and keep work up to date during this time.
- If an assessment is missed due to the “time out”, the assessment will not be taken into account for the term/year mark.

2.2 PUNISHMENT AND ACTION FOR SERIOUS MISCONDUCT

Serious misconduct is immediately referred to the principal who will decide what the course of action will be.

- The parents are informed or called to the school.
- The matter is referred to the Disciplinary Committee.
- The learner is charged with disciplinary action.
- The learner is denied access to the school grounds and is placed in the care of the parents till further action is taken.
- The matter is referred to the SAPD.

With reference to the Disciplinary Committee: this committee must manage the matter so that the best interests of the school and child are served. The majority interest should apply. The Disciplinary Committee has the authority to enforce one of, a combination of or any other sentence not listed below.

- a) Suspend the learners for a maximum of 5 consecutive school days.
- b) Deny the learner certain privileges.

- c) Refer the learner for professional help.
- d) Recommend that the learner be expelled.
- e) Suspend the sentence for a period of no longer than 90 days from date of sentence.
- f) Refuse the learner admission with the start of the new academic year.

2.1.1 DISCIPLINARY HEARINGS

- After 3 x detentions = Parent interview with Grade Head and 2 educators.
- After 5 x detentions = Parent interview with the Principal, HOD Discipline, Grade head and 2 educators.
- After 6 x detentions = Disciplinary hearing – Disciplinary Committee as indicated below.

2.1.2 COMMITTEE

- Chairperson of Governing Body
- Grade Head and Head of Dept. Guidance (HOD) who does administration and acts as prosecutor.
- All members of the SGB Disciplinary Committee.
- Parents
- Learner charged

IMPORTANT

- ❖ Parents and relevant committee members receive 7 calendar days notice of a disciplinary hearing.
- ❖ If parents fail to attend meeting, they must give a written apology but the hearing will continue in absentia.

Punishment as a result of the disciplinary hearing:

- detention again
- prohibited from participating in civvie days.
- prohibited from certain privileges eg. Veldschool, tours and excursions.

2.2 DETENTION DAYS

- Friday, directly after school until 15:30.
- No electronic equipment is allowed.

2.2.1 DETENTION CLASSES

When a learner has 5 demerit points, the learner has to attend detention class. Parents are notified by SMS.

The learner and parents will be informed of the day and date of the detention class. If the learner is absent on the day of the detention, his/her punishment is postponed to the next detention class and the parents must send a letter (three days before the scheduled detention date) explaining the learner's absence on the day of detention.

A parent may, in writing and offering valid and well founded reasons, make a once off request that the detention be postponed.

2.2.2 FORM OF DETENTION CLASSES

The detention classes entail:

- ❖ Two hours of detention after school. Learners will be given work to do or will have to copy the school rules during detention classes, as arranged internally per grade.

2.3 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 4). 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 4), 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.

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 of Laerskool Laeveld 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 Chairperson of the Governing Body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.

- 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).
 - c) Deliver any other ruling that the appeals committee deems fair and just under the circumstances.

5. GENERAL PROVISIONS

The Governing Body of Laerskool Laeveld 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.



Mr. D.J.J Jacobs
School Principal



Mr. H van der Mescht
Governing body Chairperson