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LEARNER CODE OF CONDUCT AND SCHOOL RULES

NAME: _____
GRADE: _____

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1. VISION STATEMENT

To be the hub of learning excellence with the view of nurturing a balanced development of body, mind, and spirit, leading to fulfilment of every learner's latent and active potentialities within the broader community in all its diversity.

2. MISSION STATEMENT

To achieve our vision, as Francolin College, we shall embark on a trip to empower learners to acquire, demonstrate and articulate values, knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world and practise the core values of the school.

3. PREAMBLE

The Code of Conduct outlines expectations for learners' conduct at the school and outlines the disciplinary process that will be used by the school to deal with violations committed by students. All students must adhere to the Code of Conduct while on school property, when they are representing the school outside of campus, and while they are participating in school-related activities.

This code of conduct was developed in accordance with Section 8(4) of the South Africa Schools Act, which states that the Code of Conduct of a School shall be binding upon all learners attending that, School. All students are required to sign a pledge to uphold the code of conduct before enrolling in the school (Annexure A). The School's Disciplinary Committee is in charge of carrying out the administration of the Code of Conduct.

4. AIM

The aim of the Code of Conduct for Learners is to.

1. Create a safe and respectful learning environment for all learners.
2. Promote good discipline and behaviour in learners.
3. Ensure that students conduct themselves in accordance with the school's values.
4. Provide guidelines to students on how to conduct themselves in accordance with the school's values.
5. Provide guidelines on consequences and their responsibilities to the effect of bad behaviour.
6. Guard the school's and all its stakeholders' integrity.
7. Provide each learner, as a unique individual, with the opportunity to prepare himself/herself fully so that he/she may play a meaningful role in society as an adult.

5. PARENTS' RESPONSIBILITIES TO THE CODE OF CONDUCT

The principal will bring any serious breach of discipline or any disruptive behaviour to the attention of the parents concerned, and an appropriate course of action will be decided upon. Parents or guardians are ultimately responsible for their children's behaviour. Parents are anticipated to:

1. Support the school, insist that students follow all rules and regulations, and accept responsibility for any inappropriate behaviour on their own. Parents should also take a keen interest in their children's studies and make it feasible for them to finish any prescribed homework.
2. Transgressions against the Code of Conduct. The appropriate authorities, including parents and guardians, may be summoned right away to the school.
3. Parents/guardians have a duty to always honour invitations to school meetings, and any other functions organised by the school.

6. LEARNERS' RIGHTS AND RESPONSIBILITIES

- Learners are taught that they have the right to be heard and to fair treatment but with these rights go the accepted responsibilities to grant courtesy and respect to all adults and peers with whom they have contact as fully established in our rules which promote healthy relationships.

6.1 Guardianship

To reach these objectives, guardianship is necessary. It consists of the following:

1. Teachers.
2. Heads of Departments.
3. Deputy Principals.
4. Principal.
5. School Board of Directors.
6. Parents.
7. Prefects

8. Administration and Support Staff.

6.2 Learners Rights

Embodied in the policy of Francolin College is the right of every learner:

1. To privacy.
2. To approach all members of staff (including the principal) on any matter they wish to discuss.
3. To be free of victimisation by any other learner or member of staff.
4. To be free of discrimination based on race, religion, nationality, gender, or economic status.
5. To learn without being distracted by other learners.

6.3 But with rights go responsibilities. We expect learners to respond to their rights by:

1. Using good judgement and seeking good advice from their parents and educators.
2. Striving to do their best in their studies and to participate in class activities.
3. Being punctual at all times, being attentive in class and applying themselves to their work.
4. Attending all their lessons unless excused for some special reason. It is the responsibility of the learner to make up any work missed as a result of absence of any kind.
5. Showing consideration for the feelings of others in what they say and do at all times.
6. Not distracting other learners from the tasks set for them.
7. Accepting and supporting those learners who are selected as Leaders in the school.
8. Respecting the rights and property of other learners and educators.
9. Respecting school property.

The school will endeavour to contact parents whenever their child's behaviour becomes cause for concern and will attempt, in the spirit of constructive partnership, to resolve the problem. The parents, however, remain ultimately responsible for ensuring that their children meet the disciplinary standards required by the school and the parent body as a whole.

7. RANDOM SEARCH AND SEIZURE

1. No person may bring a dangerous object or illegal drug onto the school premises or during any school activity. The principal or his delegate may, at random, search any learner/s (body search) or the property of learner/s for any dangerous object or illegal drug.
2. Testing at school. Urine tests and drug testing may be undertaken by the school.
3. Any dangerous object or illegal drug seizure or / and testing will be conducted in accordance to the Code of Conduct as contemplated in the South African Schools Act.
4. The principal or an educator, upon reasonable suspicion has the legal right to conduct a search of any learner or property in possession of the learner for a dangerous weapon, drugs or stolen property brought onto the school property.

5. Any dangerous object or illegal drug seizure or / and testing will be conducted in accordance with the Code of Conduct as contemplated in the South African schools Act.

8. DISTRIBUTION PROCEDURES

1. Each learner will be given a copy of the Code of Conduct. Parents are required to read it through with their child; both parent and learner sign it and return it to the learner's class teacher for filing.
2. Learners are informed of what they may not do or should do and what action will be taken against them if they contravene the Code of Conduct.
3. A teacher at the school shall have the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is at the school, on any school excursion or school related activities.
4. These guidelines are in accordance with the South African Schools Act and associated regulations.

9. THE JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

The Code of Conduct is in force:

1. On the property prior to, during and following regular school hours.
2. At all official events, both within and outside the regular school hours, where such events are held under the auspices of the school management structures.
3. At all official school events which are held off the school property.
4. At all times when the learner is dressed in the school uniform and is recognisable as such both on the school property or in the public view outside the school.

10. EXAMINATION OR TEST RULES

1. **Cheating in the examination:** Any form of cheating in test or examinations is forbidden. A learner caught cheating will receive zero for the test/examination. Other disciplinary measures will be taken as well. No student is allowed to have any materials (such as notes or textbooks) that could help them in any way during the writing of the exam or test in their possession or within close proximity.
2. Once within the testing or examination facility, no learner may speak to or interact with another learner in any way.
3. During an exam or test, no student may consume any food or liquids.
4. No learner may possess, or have within reach, any electronic device (other than an authorized calculator), whether it be a communication device or another type of device, while taking the exam or test.
5. Once the test has started, no student is allowed to lend or borrow any equipment from another student.
6. Smart watches are not permitted in the exam room.

7. **Absenteeism from tests and examinations.** A Zero will be recorded if a learner is absent. When taking official exams, tests, or assessment tasks, learners who are absent from class without a valid reason/medical excuse will receive a grade of "0" (nought) for that exam, test, or assessment activity.
8. Permission will not be granted for a learner to write examinations and tests earlier than the dates.

11. THE SCHOOL RULES

The school Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules. Ignorance of School rules is, therefore, not an acceptable excuse. To this end, the school rules are available to every learner as they are issued every year to the learner by the school.

12. EXPECTED GENERAL BEHAVIOURS

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the school.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Willful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Learners must keep off all banks and out of the flowerbeds.
5. Learners must treat the toilet facilities with respect.
6. Learners must not chew gum. Learners must not interfere with the possessions of others.
7. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
8. The learner will respect the beliefs, culture, dignity, and rights of other learners, as well as their right to privacy and confidentiality. Any act that belittles, demeans, or humiliates another learner's culture, race or religion is prohibited.
9. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
10. The carrying, copying and/or reading of offensive material is prohibited, (Explicit materials)
11. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - a. The school staff's parking bays.
 - b. Electrical mains distribution boxes, fire extinguishers and hoses.
 - c. parking lots, except while accessing their own bikes.
 - d. Staff room
12. At break time learners must start moving back to the classroom at the sound of the siren.

13. Items of value e.g., toys/iPod/radios/cell phones or large sums of money may not be brought to school.
The school and its staff will not be responsible for the theft of such items, and if found, will be confiscated.
14. Learners must immediately leave the school grounds after their extra-mural activity has ended.
15. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the school.
16. Learners are to be at all times ambassadors for their school. Learners are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school. Avoid arrogance always. Humility in victory and grace in defeat should be shown.
17. Support the school by attending school functions.
18. Academic staff, administrative staff, ground staff, parents, visitors and fellow learners are to be accorded the utmost courtesy. If a learner is seated when an adult approaches, he/she should stand and greet the adult, and offer assistance where necessary. Learners should greet staff members when meeting or passing each other during the day. Adults are to be greeted by surname (e.g. Mr Mohale) or as “Sir or “Ma’am”, whichever is applicable.
19. It is expected of learners to be courteous, friendly and respectable towards teachers, other learners, General Staff, Administration Staff and members of the general public.
20. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
21. The manner in which learners communicate with other learners, staff and parents should be of an unquestionable standard at all times. No slang, bad language, shouting or answering back is acceptable. Verbal defiance is a serious offence.
22. Malicious damage to property and vandalism will not be tolerated.
23. All items, including school uniforms and personal items, should be clearly marked. Any article found in the school buildings or grounds should be handed in to Lost Property at reception.
24. Learners are expected to behave appropriately at all functions. Learners are to remain silent when entering venues for formal occasions, e.g. Assembly.
25. The distribution of pornographic material or other offensive material (e.g. racist or sexist propaganda publications) is not allowed. No learner may be in possession of pornographic or erotic material or any material portraying nudity.
26. Unacceptable intimate/romantic behaviour/relationship by learners is not allowed.
27. Stone-throwing, water-throwing, rough/rowdy games, fighting, assault, sexual harassment or dishonest behaviour of any kind will not be tolerated.

28. It is compulsory that learners must wear their identification cards during school hours, at all times, at school functions and at all school activities
29. No learner may be in possession of tobacco, cigarettes, alcohol, drugs or any other unacceptable habit forming or intoxicating substance.
30. At sports events the learners are reminded not to walk in front of the spectators. They are not to play near the area while matches are in progress. Orderly queuing at the Tuck-shop is essential to facilitate efficient service. No “pushing” is permitted. Littering outside the Tuck-shop is not allowed.
31. Learners waiting for transport before or after school should do so in an orderly manner.
32. The school will contact parents/guardians when a learner’s behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

12.1 Behaviour of learners towards other learners

1. It is expected of learners to display the necessary respect towards the prefects.
2. All learners are expected to honour the positive order and spirit of the school.
3. It is expected of learners to be friendly, courteous and tolerant towards one another.

12.2 Bullying

1. The community of Francolin College will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is bullied is to support bullying. Learners should support one another by reporting all instances of bullying to a staff member or prefect.
2. Physical harassment shall be defined as any conduct, which threatens or harms a person physically, or conduct that causes physical distress. Acts of physical aggression will be viewed in a very serious light.
3. Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks at one’s racial, ethnic or religious background, physical or mental ability, appearance as well as any form of teasing.
4. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening other learners is forbidden.

12.3 Behaviour in the classrooms

1. Each learner has to do his/her utmost to maintain order in the classes.
2. Only one learner at a time is allowed to leave the classroom to go to the toilet.
3. No learner/s may be inside a classroom at break time, unless under supervision of a teacher
4. The computer room and science laboratory may only be used under supervision of a teacher.

5. Furniture and other materials or apparatus, e.g. computers, radios, TVs, may not be used by learners without permission and/or supervision.
6. Each learner must contribute towards an effective and efficient work pace and the completion of work.
7. No learner may leave the school premises during school hours.
8. No learner may be outside the classroom during school hours without permission.
9. It is expected from learners to react upon orders and requirements from teachers. Neatness and order are prerequisites in the class situation.
10. Learners may not bring any toys to school, e.g. water pistols, air pods, fireworks, electronic games, cellular phones, etc.

12.4 Behaviour during breaks

1. The school buildings are out of bounds before and after school and during breaks unless official school activities have been organized and approved thereof, by a member of staff.
2. Learners may not meet visitors at school without permission. All visitors are asked to report to reception when they arrive. No learner may leave the school grounds during school hours without permission.
3. Learners are to remain in the designated areas during breaks.

12.5 Behaviour during changing classes.

1. During changing classes, learners must walk in rows to the next classroom. Nobody is allowed to visit the toilets or leave the row without permission, during class changes. No unruly behaviour will be tolerated during changing classes, and no exuberance is allowed.
2. Learners are to stand back and allow adults to pass along verandas, staircase, or on approaching an entrance/exit. The rule of “keep to the left” applies on all passages. Running and unnecessary loitering are to be avoided. School bags should be placed against the wall and not in the middle of the passages.

12.6 Textbooks

- Learners must look after books received. Learners have to replace/pay for books which have been lost and/or damaged.

12.7 School bags

- Learners must carry bags that will protect their books. Bags with offensive words/slogans are not allowed.

12.8 Academic tasks

1. Homework is the learner’s opportunity to work independently.
2. Homework and project preparation are to be properly completed by the due date
3. Study and learning are equally important. A learner with a high sense of duty will never say that he/she has no homework. They should use all opportunities in the class to do homework.

4. Homework plays an important role in a learner's ultimate success
5. Failure, without a valid reason, to do homework, class work, tests or any academic task, is unacceptable and offenders will be punished.
6. A learner's behaviour will be regarded as unacceptable if he/she deliberately disrupts classes, thereby hampering the learning process of fellow learners.
7. During the course of the year, a number of school functions and sports events are compulsory. Learners are given these dates in advance, and they may only miss these with the permission of the principal.
8. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying and/or borrowing another learner's work is forbidden.

12.9 Theft

1. Each member of the Francolin community has a role to play in minimizing theft:
2. Expensive items of clothing and footwear should not be brought to school.
3. Electronic games and equipment should not be brought to school. These will be confiscated.
4. Large amounts of money should not be carried around at school.
5. ID tags worn around the learners' necks are compulsory.
6. Learners may not leave their bags lying around unattended during school hours or after school.
7. If a learner witnesses a theft, this should be reported to a member of staff.
8. Learners may not "borrow" things like books, pens, calculators, clothes etc. without the owner's permission, even as a "joke". "Hiding" property that does not belong to you will be viewed in as serious a light as theft

NB: PLANNED, PREMEDITATED THEFT IS A CRIMINAL OFFENCE.

12.10 School Uniform and General Appearance

All learners must wear the prescribed uniform at all times. This applies, not only, to uniform worn from day to day, but also to uniform worn during extramural activities. Learners found wearing partial or incorrect uniform, whether at school or not, will be subject to disciplinary action. Failure to adhere to the school's dress code will result in the item of clothing, footwear or jewelry being confiscated.

1. No additions to the uniform that are not in accordance with the regulations will be allowed.
2. Lost or stolen items are not a valid reason to substitute non-uniform items.
3. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.

4. Only learners that have applied, submitted relevant supporting documents, and received the necessary permission from the school management, may deviate from official School Uniform for religious and cultural reasons.
5. Dirty clothing, broken zips or missing buttons will not be tolerated.
6. No ornamental jewellery, including earrings, beads, studs or chains may be worn.
7. Full tracksuits may be worn for sport activities and in winter only. Tracksuit tops may not be used in conjunction with the normal school uniform in place of a jersey, drimac or blazer.
8. No makeup is allowed.
9. Nail polish and tattoos are forbidden. Nails must be clean and short. This applies to toenails as well. Toenails must be clean and cut short.

Prescribed School Uniform:

1. The uniform is practical and gives an identity and sense of belonging.

Boys: Summer:	Grade 8-11, Grey Pants, white shirt with school badge, red socks, tie, Blazer. Red Golf T-shirt, only on selected days (Wednesdays)
Winter:	Grade 8-11, Grey Pants, white shirt with school badge, red socks. V-neck pullover and/or Blazer or jersey, and tie, Tracksuit
Girls: Summer:	Grade 8- 11, Red checked skirt/, white shirt with school badge, white socks, Blazer, Red golf T-shirt/
Winter:	Grade 8-11, Red checked skirt, white shirt with school badge, black leggings, tie. A grey pair of trousers or tracksuit to be worn during extreme cold weather. Golf T-shirt, only on selected days
Shoes:	Boys: black lace-up shoes and Girls: black lace-ups or bar shoes. No suede shoes. No Takkies and coloured laces are allowed
Physical Ed.:	Red Golf T-shirts are worn with black boxer-shorts, Tracksuit
Sports:	Sport wear/ track suit

2. Fingernails must always be trimmed and kept short and clean.
3. Tattoos, bracelets, body piercing, ear pins/earrings, gold teeth, and any other form of jewelry is not allowed.

Acceptable hair for Boys

1. Hair cannot cross the collar or touch the ears (over the ears).
2. Hair cannot touch eyebrows (If pulled down)
3. Possibly not longer than 2cm (if pushed up)
4. **Hair may have two levels, but it needs to blend in.**

5. No line or style in hair
6. Always keep hair tidy
7. Face should always be shaved, no beards.
8. No hair spiking of any kind.
9. No gel or dying of hair is allowed. No dreadlocks are allowed.
10. Boys whose hair has been shaved/styled for cultural/religious reasons must submit a letter in this regard to the principal.

Acceptable hair for Girls

1. Hair must be carefully trimmed back and kept out of the face.
 2. Students are not allowed to change the colour of their hair in any way.
 3. No hair may be fully or partially shaved, dyed, bleached, highlighted, coloured, coloured washing, coloured rinsing, or coloured in any form. This includes eyelashes and eyebrows.
 4. Dreadlocks and/or extensions are not allowed.
 5. All hair must be brushed. Long hair must be tied back neatly in a ponytail, no lower than the nape, using only red or white ribbon which are small and neat. Bandana, metal silver or other clips are not allowed.
 6. Hair touching the top collar of the shirt/blazer must be tied back.
 7. Maximum length of hair for grades 8-11 will be 20cm. No other exceptions will be allowed.
 8. No beads or decorations in the hair
4. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed.

12.11 Valuables and Personal Belongings

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

Learners should avoid bringing cell phones, large sums of money and valuables to School. They may not bring iPods, flash drives, hard drives, or similar electronic devices to School. Cell phones and such unauthorised electronic gadgets will be confiscated.

If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the school day. Arrangements should be made with the educator in charge of safe keeping of valuables, etc. during sports practices.

12.12 School and Classroom Attendance

Parents/guardians, learners, teachers are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the administrator, who will send an email/WhatsApp text to the parent. The register teacher must keep an accurate record of learner attendance.

2. Any absence from School must be covered by a call, an **email or WhatsApp message from a parent/guardian before 07.30am**. Generally, **Medical Certificates** are required when monthly tests or examinations are missed, or when a child has been absent for three or more days. Absence from a class, without the permission of the relevant authority, is prohibited.
3. Requests for a learner to miss school must be submitted in writing to the principal. Where possible, medical, dental or any other appointments should be made out of school hours. Permission is not automatically given for these.
4. Truancy will not be tolerated. Learners may not miss any lessons or be absent from school for a full day without a teacher's consent. Learners are to carry out instructions given to them by any person in authority. The learners concerned must carry out any disciplinary measures decided on, by the given time. Failure to do so will be viewed as a serious transgression.
5. No holidays may be scheduled by parents/guardians during the school teaching terms. Permission will not be granted for these.
6. All learners are to arrive at school before the official starting time **07:30am**. **Learners who are late for school will be marked absent as registers are completed at the beginning of each school Day.**
7. No learner may leave school during school hours without a parent/guardian requesting the release of their child *and* the permission of the principal. School finishes at **15:45pm** for FET and **14:30pm** for GET, **15:00pm** only on **Wednesday s** and **14:00PM** only on **Fridays** for both phases.

I ACCEPT RESPONSIBILITY – By completing the tasks that I have been given to do and by realising that I am accountable for what I have done.

Every learner should strive to give his best academically and this should be reflected in his/her classroom behaviour and attitudes.

Regular school attendance is compulsory for all learners. The position of a child as a learner at the school may come under review if the child has been absent for 10 or more days in a school term without a valid excuse or doctor's certificate. The principal reserves the right to refuse admittance at the start of the following school term or academic year to any learner who absconds in this manner or consistently breaks the school code of conduct.

13. TRANSPORT

1. The Code of Conduct is applicable when making use of school transport or public transport to and from School.
2. When wearing a school uniform, whether formal or casual, students may not hitchhike.
3. Learners waiting for transport before or after school should do so in an orderly manner.

4. Students who intend to park motorcycles or other motorized vehicles on school property must first acquire permission from the school and park in designated zones.

14. RESPECT THE ENVIRONMENT:

By taking care of and protecting myself and the environment around me.

1. To preserve our beautiful grounds, learners are asked to keep to the footpaths or corridor when moving around the school.
2. No ball games may be played in any area except on the permitted play area, where it will be allowed.
3. In case of accidental breakages, these must be reported to the school administration.
4. If property is damaged in defiance of the school rules, the repair thereof will be for the account of the party responsible.
5. No learner may enter the school laboratories without teacher supervision. School equipment may not be used without permission.
6. Bathrooms should be left in a manner in which you would like to find them.
7. Vandalism or willful destruction of property or tampering with equipment will be viewed as a serious offence. Graffiti is forbidden.

15. COMMUNICATIONS:

1. Notices and newsletters are an essential method of communication between school and home. Learners are to ensure that notices handed out at school are given to parents or guardians. All newsletters and circulars sent to the parents by the school must be treated as important and must be read by the parents, when reply slips are attached, these must be signed by the parents or guardian and returned promptly to the class teacher. Some letters may be sent out electronically.
2. Cell phones may not be brought to school. If found, they will be confiscated for a period of 12 months.
3. Office phones may only be used for emergencies, with the permission of a principal.
4. School assembly will be conducted once a week (Monday).

16. ACCOMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this code of conduct will be accommodated by the deviation from this code of conduct by the management team under the following conditions:

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

2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the management team to accommodate such religious rights.
4. The learner must provide proof that he/she belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's code of conduct are his/her true beliefs and commitments.
5. Religious conduct or practice must be lawful.
6. The management team must consider the application and, if it is satisfied that the application is justified in terms of constitutional principles, the approval will be granted in writing.
7. When the management team allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g., the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.

17. RULES GOVERNING PUBLIC PLACES

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

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the school property unless authorized by the principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes and electronic cigarettes (E-Vape) is highly prohibited.
3. Alcohol is highly prohibited on School premises or during any School activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited on school premises or during any school activities.

18. DISCIPLINARY SYSTEM

Every teacher is responsible for discipline and has full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

18.1 Grading of Offences

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.

18.2 Disciplinary Procedures

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

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

18.3 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 measures taken. Should Grade 1 offences keep occurring, the matter will be referred to the school disciplinary committee (SDC), and the SDC chair will write/send a WhatsApp text to the parent/guardian. The letter will be kept on record by the class teacher.

Should the particular Grade 1 offence/offences reoccur after disciplinary intervention has occurred and a written letter has been issued, the staff member will, in consultation with the Phase Head, and SDC arrange an interview with the learner, the Phase Head, SDC and the Principal. A Final written warning will be issued to the learner and the parent/guardian. A signed copy of acknowledgement will be kept on record.

The Phase Head and SDC will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed.

18.4 Grade 2: Offences

All Grade 2 offences will immediately be referred to the class teacher. The school disciplinary committee members will, in consultation with the class teacher, arrange an interview with the learner and the principal. A written warning will be sent to the parent/guardian, and a signed copy will be kept on record.

When a second Grade 2 offence occurs after a written warning has been issued for the first offence, the class teacher will refer the matter to the principal for a disciplinary hearing. The parent/guardian will be advised in writing, and their attendance will be expected.

Should Grade 2 offences continue, or when a learner is to receive their third warning, the principal may decide to consider the suspension or expulsion of the learner. The parent/guardian will be advised in writing of a minimum of one (1) day before the designated date that a tribunal hearing has been convened. The class teacher will keep on record copies of all relevant documentation relating to the offences.

18.5 Grade 3: Offences

All Grade 3 offences will immediately be reported to the class teacher. The class teacher 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 of a minimum of one (1) day before the designated date if a tribunal hearing has been convened.

18.6 Grade 4: Offences

All Grade 4 offences will immediately be reported to the class teacher. The class teacher 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 one (1) day before the designated date that a hearing has been convened.

18.7 Warning Letters

Warning letters must be signed by the learner and one of their parents and the principal. They must also state the Grade of the offence. A learner may not return to school until the signed warning letter has been returned to the school.

First warning: The Principal and teacher involved will meet with the learner.

Second warning: The parent will be called in to meet with the principal, the disciplinary committee, the class teacher involved and the learner. This is a disciplinary meeting.

Third warning: A tribunal meeting may be called between the class teacher, the disciplinary committee, the principal, the learner and the learner's parent/guardian will be present.

Three warning letters will result in expulsion. However, depending on the severity of the offence, the learner may be expelled without the benefit of three warnings.

18.8 Explanation of Terms

The Class teacher is the educator responsible for the learner's grade.

A **Warning Letter** is the official communication to the parent after repeated Grade 1 offences or after a Grade 2 - 4 offence. It needs to state clearly the Grade of Offence involved and it must be signed by the parent and the learner. This signed copy will be kept on record by the school.

At a **Disciplinary hearing** the class teacher or the staff member involved, the principal, the disciplinary committee members and the learner will be present. If it is about the issuing of a second warning the parent will be involved. At a **Tribunal hearing** the class teacher, the principal, the disciplinary committee, the learner and the learner's parent/guardian will be present.

18.9 Disciplinary Interventions

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

1. A verbal warning/reprimand to express disapproval.
2. Written warning.
3. Final written warning.
4. Removal from classes to the exclusion room.
5. Referral for counselling.
6. Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
7. Exclusion from School activities and functions, e.g., academic award ceremony.
8. Withdrawal of recognition, e.g., award.
9. Temporary suspension from class or School, pending disciplinary hearing.
10. Disciplinary hearing.
11. Tribunal hearing.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure A, 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:

1. Conduct that violates the rights or safety of others such as fighting.
2. Criminal behaviour of any kind.
3. Defacing or destroying School property.
4. Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
5. Outright defiance of lawful requests or instructions issued by persons in authority.
6. Indulging in harmful graffiti, racism or "hate speech".

7. Sexual harassment or sexual assault. Possession of pornographic material and/or sexual/romantic behaviours
 8. Immoral behaviour or profanity.
 9. Bullying of any kind
 10. Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
 11. Repeated infringements of the school rules or the Code of Conduct.
 12. 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 principal, to consider expulsion.
 5. A tribunal hearing will be convened with a view to recommending expulsion.
 6. Should the tribunal decide against expulsion, the learner will attend counselling or the relevant life skills programme, at their or their parents' own cost, before they may return to class.

19. ANNEXURE A

Table One: Some of the notable transgressions per Grade of Offence.

GRADE 1 OFFENCES	GRADE 2 OFFENCES	GRADE 3 OFFENCES	GRADE 4 OFFENCES
❖ Littering ❖ Not handing in cell phone ❖ Excessive, noisy, or unruly behaviour before, during and after School and during breaks. ❖ Misconduct in an assembly ❖ Entering an out of bounds area, like the storeroom or office, without permission ❖ Loitering at the toilets or at the water station ❖ Failure to submit an absentee note or exit notes by the stipulated deadlines ❖ Continual interference with another learner which causes minor physical or mental discomfort. ❖ Disruptive behaviour in class	❖ vandalism ❖ Interfering with another person's possessions/property without the owner's consent ❖ Damaging another person's / property as a result of interfering or using said possession or property without the owner's consent ❖ Racism: remarks/ insults ❖ Forgery, altering of official documents such as medical certificates and qualifications and fraudulent use thereof. ❖ Swearing, lying, or using obscene gestures/language ❖ Gambling	❖ Possession of weapons that can cause physical injury {knives, etc. ❖ Entering the school premises while under the influence of alcohol/drugs ❖ possession, copying, distribution, use or displaying of pornography ❖ Assault with the intent to do grievous bodily harm. ❖ Truancy from School or leaving School grounds without the necessary permission. ❖ Taking part in any form of illegal strike action/ meeting/campaign on School premises ❖ Reckless or negligent driving whether in School uniform or not.	❖ use of weapons that cause physical injury, knives, etc. ❖ Possession and/or use of a firearm, firearm magazine, ammunition dangerous or lethal weapon ❖ Possession, using and/or dealing in drugs or alcohol, or any other intoxicating substance ❖ Poisoning, or attempting to poison another person. ❖ Theft, robbery, breaking and entering or malicious damage/ injury to property of the school, staff members, fellow learners or any other person or body

❖ Minor infringements of uniform regulations: wearing printed T-shirts, incorrect jersey or tracksuit wearing jewelry. ❖ Failure to wear the correct full School uniform when in a public place. ❖ Spitting in public ❖ Failure to do classwork and submit homework, ❖ bring the required textbooks, notes, stationery, or equipment to a lesson. ❖ hand work in on time ❖ Breaking accepted school rule	❖ Verbal or nonverbal abuse disrespect or insolence ❖ Insubordination – ignoring or failing to carry out a specific instruction. ❖ Fighting, common assault or attempted assault ❖ Public disturbance and public indecency ❖ 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 copying computer exercises, projects or any other work intended for the year mark. ❖ Truancy from any contact time ❖ Possession or use of firecrackers	❖ 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 themselves in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school. ❖ 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. ❖ Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, the staff, the	❖ Rape or attempted rape, or indecent assault ❖ Physical assault that results in bodily harm ❖ Sedition or inciting any form of illegal strike action /meeting/ campaign on School premises. ❖ Any offence punishable under common law ❖ Consensual sexual activity at school/ sexual harassment and/or romantic relationships at school or outside
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| | <ul style="list-style-type: none"> ❖ Failure to attend an event, fixture as a Participant or official ❖ Any action which brings the school's name into disrepute ❖ Tampering with safety and other equipment on School premises ❖ Romantic relationships ❖ Unreasonable repetition of a Grade 1 offence. | <p>teacher or fellow learners.</p> <ul style="list-style-type: none"> ❖ Unreasonable repetition of a Grade 2 offence ❖ No respect for authority or school rules. ❖ Possession of pornography ❖ Smoking – possession of cigarettes or vape or caught in the act on/off School property in school uniform. ❖ Listening to music, watching movies and playing video games during lesson. ❖ Intimidation by verbal or physical threat, or by recording anyone, to harm or threaten the person or his property (bullying) | |
|--|---|--|--|

Table Two: List of Possible Disciplinary Sanctions to be applied for Grade 1, 2, 3, and 4 Offences respectively.

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

Grade 1 Offences	Recommended Corrective Sanctions
1. Academic books/work material is left at home, homework not done on time/copied. 2. Extra-mural activity: Non-attendance at practices {without a valid excuse to teachers/coach} 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum/foul language; defacing desks/walls/books/ cases with graffiti; eating/chewing in class; littering; and cell phone ringing. 4. Spitting 5. Dress code: Untidiness/unkempt appearance. 6. School dress code is not followed.	Corrective actions/sanctions are carried out by the Individual teacher and may include the following: • Verbal reprimand. • Written punishment. • Detention at break. • Subtracting marks {homework}. • Warning letter • Temporary confiscation until the end of the week/School term {e.g., uniform, jewelry, bags and cases}. • Removing graffiti at break.
Grade 2 Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class/assignments	Nought for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter
4. Disregarding test/examination procedures	Warning letter

5. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
6. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter
7. Repeated dress code infringements (including hair and personal grooming)	After three warnings, a Suspension granted
8. Fighting	Warning letter
9. Firecrackers	Warning letter
10. Forgery e.g., parent's/guardian's signatures	Warning letter
11. Gambling on or off school property (in school clothes)	1 st offence: Warning letter 2 nd offence: Formal disciplinary hearing and professional counselling 3 rd offence: Expulsion {All money to be confiscated}
12. Graffiti: books, case, desks, walls, etc.	Removal, warning letter
13. Late for school – three days	Phone call to parents
14. Late arrival at school after 8.00am	Phone call to parents
15. Lying	Warning letter
16. Offensive material	Warning letter
17. Sticking a sharp object e.g., pin, nib, pen, etc., into a fellow learner	Warning letter
18. Threatening assault/intimidation of a fellow learner/teacher	Phone call to parents and warning letter
19. Vandalism - defacing/damaging/breaking School property	Phone call to parents, warning letter
20. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter
Grade 3 Offences	Recommended Corrective Sanctions
1. Alcohol - possession at School or on a school outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service

2. Assault on a fellow learner (causing bodily harm)	Suspension from School, disciplinary hearing, warning letter, community service
3. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property	1 st offence: Warning letter 2 nd offence: Formal disciplinary hearing and professional counselling 3 rd offence: Expulsion
4. Smoking – selling cigarettes on/off School property (in school clothes)	1 st offence: Information disciplinary hearing, warning letter 2 nd offence: Formal disciplinary hearing, warning letter 3 rd offence: Expulsion
5. Bullying/intimidation	Warning letter, community service, Suspension
6. Cheating/attempting cheating in examination/cycle test/portfolio work	Nought and warning letter Implementation of official provincial procedures
7. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service/official provincial procedures
8. Ongoing disruptive behaviour in classroom (Frustrating School's educational programme)	Suspension from School. Disciplinary hearing, warning letter, community service
9. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from School. Disciplinary hearing, warning letter, community service
10. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from School. Disciplinary hearing, warning letter, community service
11. Drugs - consumption not associated with School	Interview with parents, professional intervention
12. Gangs - promoting formation of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter
13. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service
14. Pornography - distribution at School	Warning letter, community service
15. Public indecency	Disciplinary hearing, warning letter, community service

16. Racist conduct that defames a learner/teacher	Suspension from School. Disciplinary hearing, warning letter, community service
17. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
18. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service
19. Threatening to assault/intimidate a teacher	Suspension from School. Disciplinary hearing, warning letter, community service
20. Verbally abusing a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and expulsion
21. Truancy/leaving school property without permission	Suspension from School. Disciplinary hearing, warning letter, community service and expulsion
22. Bunking a day or a part of a day	Disciplinary hearing, warning letter, community service and detention
Grade 4 Offences	Recommended Corrective Sanctions
1. Alcohol - drinking/drunken at School or on School property or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and expulsion
2. Substance abuse – possession/sniffing/under the influence of unauthorized substance, e.g., meths, benzene, thinners, dagga etc.	Suspension from School. Disciplinary hearing, warning letter, community service and expulsion
3. Alcohol - drinking in public (in school uniform)	Suspension from School. Disciplinary hearing, warning letter, community service and expulsion
4. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing, and expulsion
5. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
6. Bribery/attempted bribery of any person in respect of any test/examination material	Disciplinary hearing, warning letter, community service and expulsion
7. Dangerous weapons or objects. e.g., knife possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g., community service and expulsion

8. Dangerous weapon or object, e.g., firearm possession at School/on school outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g., expulsion
9. Drugs/illegal substances – possession at School/on school outing	Suspension from School. Disciplinary hearing, warning letter, community service
10. Drugs/illegal substances – consumption/under the influence at School/on school outing	Suspension from School. Disciplinary hearing, warning letter, community service and professional counselling
11. Drugs/illegal substances – dealing (‘pushing’) at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
12. Forgery of any document or signature to the potential/actual prejudice of the school	Suspension from School. Disciplinary hearing, warning letter, community service and expulsion
13. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and expulsion
14. Hostage taking	Suspension from School, Disciplinary hearing, and expulsion
15. Satanic practices that damage property or cause harm to people or any other living creatures	Suspension from School, Disciplinary hearing, warning letter, community service professional counselling/expulsion
16. Sexual assault/rape/ consensual sexual activity at school/ sexual harassment and romantic relationships	Suspension from School, Disciplinary hearing, and expulsion
17. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and expulsion
18. Trading in test/examination material for personal monetary gain	Disciplinary hearing. warning letter, community service, expulsion
19. Vandals – malicious damage to School/teachers’ property	Disciplinary hearing, warning letter, community service, expulsion

20. EXCLUSION OF A LEARNER (SUSPENSION OR EXPULSION)

Exclusion falls into two main categories at independent schools.

1. Exclusion regarding non-payment of fees:

The owners of the school manage this process. The school may suspend/expel learners, due to breach of contract, when parents fail to pay school fees. However, adequate warnings must be given to the parents.

2. Exclusion on grounds of violation of rules:

Suspension of learners

- a) Suspended learners are not permitted to be on the school property at any time during the period of their suspension. They are therefore excluded from all academic, sporting, cultural and social activities at the school. In addition, they are not permitted to attend any academic activities Francolin College School is participating in.
- b) Where the nature of the academic work allows it, teachers are expected to forward notes and other information such as required reading to the suspended learner for the duration of his or her suspension. This work may be sent electronically, via a fellow learner or left at Reception for a family member to collect. Suspended learners are expected to complete all exercises and work sent home and to produce them on their return after suspension.
- c) On their return from suspension, it is the learners' responsibility to ensure that any aspects of the curriculum which they have missed and require completion is caught up.
- d) Any written test which is scheduled during the period of the learner's suspension will be recorded as 'absent'. The learner will be provided with a 'second opportunity' once the suspended learner returns. This also applies to any oral assessments.
- e) Where the suspended learner forms part of a group assessment task, the teacher must ensure that the other members of the group will not be penalised by the absence of one of their members by making an informed adjustment to the requirements of the task.

21. DISCIPLINARY HEARING

A written notice must be given at least two school days before the disciplinary hearing to the learner and parents. In certain circumstances a 24-hr. notice may be considered.

The notice must:

- a) inform the learner and the parents that disciplinary proceedings will be instituted against the learner.
- b) contain sufficient particulars of the date, time, place and the nature of the alleged misconduct to enable the learner to identify the incident and to respond thereto at the disciplinary hearing.
- c) advise the learner of his or her rights to:
 - be accompanied and represented at the hearing, by his or her parents, or by a representative chosen by the parents.
 - request access to documents or information produced in evidence; and

- ask questions, cross-examine, lead evidence, call witnesses and produce documentary evidence to clarify issues pertaining to the allegation.
- e. Inform the learner, where applicable, of the precautionary suspension and the nature of academic support to be provided by the school before the disciplinary hearing and during the period of suspension.

22. DISCIPLINARY HEARING PROTOCOL:

- a) Legal representation is not permitted at a disciplinary hearing as a right, although a written request for legal representation can be addressed to the chairperson prior to the hearing. The chairperson's ruling in this regard will be final.
- b) A disciplinary hearing is an informal inquiry in which formal rules of evidence are not strictly applicable.
- c) The chairperson will have a broad discretion to determine the manner in which evidence is led and in which manner proceedings are to be conducted.
- d) After completion of the disciplinary hearing, the findings made should be communicated in writing to the learner's parents/guardians by the chairperson in the event of expulsion,
- e) This notification must also include a reminder that the learner has the right to appeal to the principal within five school days of the hearing's outcome being communicated.
- f) The appeal should as far as it is reasonable be conducted within seven school days of receipt of the appeal.
- g) The school must keep copies of the record of; and all documentation used in the hearing for at least six months after the conclusion of the hearing.
- h) Testing for drugs: Parents must agree to testing of their children.

23. CONCLUSION

Although it is impossible to list every possible transgression for which the School Disciplinary Committee would recommend suspension, a general consideration would be that expulsion would be too harsh a punishment for a first offense, but appropriate if the offence was repeated.

Discipline must, wherever feasible and effective, be applied progressively. Informal action for minor transgressions is generally applied at educator level, without a formal investigation being necessary. Repeated committing of a minor, similar or related offence will however result in increasingly more severe and formal action being taken; particularly where a clear pattern or behaviour trend is indicated by the learner's continued misconduct. This could lead to the learner's exclusion.

Notwithstanding the principle of progressive discipline, a serious first offence may justify a formal and severe penalty (grade 3 or 4 intervention) and mitigate against the imposition of a lesser form of action.

24. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT

I, _____ know that my main priority at school is to learn and to succeed academically as well as to take part in physical activities and to develop as a person. I acknowledge that I have a responsibility to do my part for my academic growth and development and therefore:

1. Attend school regularly and punctually.
2. Allow other learners the right and opportunity to learn.
3. Refrain from any behaviour that might disrupt or interfere with a class or learning.
4. Use every opportunity provided to learn from my educators, fellow learners and my homework.
5. Behave, act and dress in a way that brings credit to myself and the institution.
6. Complete my homework and assignments punctually, neatly and to the best of my ability.
7. Immediately report all incidents of social misconduct to my educators.
8. Refrain from leaving the classroom during contact time, unless deemed valid by the educator.
9. Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
10. Not litter and preserve school property (flowers, windows, walls, lights, white/green boards water, toilets among others) for the use and benefit of all present and future learners.
11. Compensate the school or other people for the loss of or damage to any property due to my negligence.
12. Be loyal to the school and display loyalty in my behaviour and speech.
13. Be an active member of the school through participation.
14. Show respect to all people's rights.

I acknowledge that I have read the contents of this code of conduct, and I agree to be bound by the contents of the code of conduct, drug and alcohol policy, school disciplinary policy and all other school policies and rules. Signed, the

Learner

Date

I, the parent/guardian of the above learner, acknowledge that I have read the code of conduct and learner's pledge and I agree to explain the content of and do what reasonably could be expected of me to assist in

ensuring that my child adheres to the school's policies. I agree that, should my child commit any of the above transgressions, the school will have the right to follow the above disciplinary procedures, and I agree that my child and I will comply with the imposed sanction/s.

PARENT/GUARDIAN FULL NAMES

DATE

PARENT/GUARDIAN'S SIGNATURE