

KLOOF HIGH SCHOOL
ONE FAMILY, ONE SCHOOL



BEHAVIOUR FOR LEARNING

UNABRIDGED CODE
OF CONDUCT



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INTRODUCTION

At Kloof High School, learners are challenged to be the best they can be. Our Code of Conduct ensures that we have a teaching and learning environment which makes this possible.

- **It promotes the rights and safety of all learners and educators and parents.**
- **It ensures learners' responsibility for their own actions and behaviours.**
- **It prohibits all forms of unfair discrimination and intolerance.**
- **It prohibits disruptive and offensive conduct.**

The Code of Conduct promotes behaviour conducive to learning, rewards good conduct, describes the disciplinary system to be implemented by the School, and the consequences for misconduct. Note: in these cases, learners have taken a conscious decision to break the rules and must face the consequences. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function. This applied to all students while in uniform or where they can be clearly associated with the school.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct which applies to all learners of that School. All learners attending the School, and their parents, are expected to sign a statement of commitment to the Code of Conduct. In terms of Section 8(1) of the SA Schools Act "a governing body of a public school must adopt a code of conduct for the learners after consultation with the learners, parents and educators of the school". The School Governing Body, Senior Management and Disciplinary Committee are committed to enforcing the code of conduct at all times, and expect parents to support them in upholding discipline in the school. Any proposed amendments to the code of conduct that may from time to time be necessary, will be communicated to the Governing Body, the RCL, and parents and their input will at all times be sought.

From time to time changes may be made to the provisions of this document, such changes will be communicated to the school. Section 8(1) of the Schools Act makes it clear that the SGB must consult with parents, learners and educators.

PART 1: 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 all the School rules unless to the extent that a learner has been exempted by the Governing Body to comply with certain rules. Ignorance of School rules is, therefore, not an acceptable excuse.

A. GENERAL PRINCIPLES

1. Learners are expected, at all times, to behave in a courteous and considerate manner towards each other, Prefects, the Representative Council of Learners (RCL), all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School, both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School. This includes the filming, taping, copying or dissemination of audio-visual materials.
3. 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.
4. 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.
5. The school reserves the right to search learners but will follow the protocols of the Department of Education.
6. Any learner who wishes to deviate from the prescribed school rules for any reason whatsoever must apply in writing to the Governing Body for permission to deviate from the rules. All applications in this regard will be dealt with on a case by case basis and must set out the full reasons for wanting to deviate from these rules. The decision of the Governing Body is final. The prescribed school rules will continue to apply to each learner until written permission has been granted by the Governing Body authorising the requested deviation.

B. SCHOOL AND CLASS ATTENDANCE

Regular attendance at School is essential for Academic Success. Parents/guardians, learners, educators and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School. (See S.A. Schools Act, Act 84 of 1996; ch 2, p.4. 3(1) – (6)).

1. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day. Learners who arrive late must ensure that the Registers for that day are amended.
2. If a learner does not attend School regularly, the relevant register educator will report the absence of the learner to the Head of Grade. The School will keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the School is reported. Academic Heads of Department monitor school attendance. This task may be delegated to another member of staff.
3. Absence from a class, without the permission of the relevant register or subject educator, is prohibited. This will be regarded as 'bunking'.

4. Any absence from School must be covered by a telephone call from a parent/guardian by 10.00 a.m. on the first day of the learner being absent and then the learner will require an absentee note when he/she returns to school. This is to be handed in to the registration educator.
5. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal from whom an exit note must be obtained.
8. Truancy from School is prohibited.

C. WORK ETHIC

*** All learners must take responsibility for their work and accept the consequences of not doing so ***

- 1.1 Learners must look after their books and files. Textbooks are the property of the School and learners and parents will be held liable for any damage or loss incurred to textbooks. This does not refer to books purchased by parents.
- 1.2 A high standard of neatness is expected. Learners must take pride in the appearance of their work and adhere to the requirements of individual subject educators and departments.
- 1.3 Learners must take the correct books and files to lessons and will not be permitted to interrupt lessons in order to fetch those items.
- 1.4 Learners must meet deadlines and hand work in on time. Homework is an integral part of the education process and must be completed.

DEADLINE POLICY

Work not submitted by due date - minus 25% / Work not submitted by the following day - minus 50%

Thereafter parents must be contacted either telephonically or in writing and the learner has one week in which to complete the work. Failure to do so will result in the learner receiving 0% for this work and further disciplinary action may follow. The work must be completed.

- 1.5 If a learner is absent from school, it is his/her responsibility to catch up any work that he/she has missed in his/her own time and not during lessons.
- 1.6 If a learner is absent from a test or examination, he/she will be expected to write the test/examination upon his/her return to school, whether the marks will be included in the mark order or not. The learner must furnish the school with a medical certificate if they miss a test or examination and must get permission in writing from the examinations committee to write an assessment at a later date.
- 1.7 Learners must not interrupt the flow of the lessons or, through disruptive behaviour, inhibit the opportunity of others to learn.
- 1.8 Copying of work or cheating in tests/examinations will be considered as a serious conduct. The same applies to the fabrication of documents such as school reports.

D. SCHOOL UNIFORM AND GENERAL APPEARANCE

All learners are expected to wear the school uniform as described below. When worn both in and out of school hours, it must be worn in its entirety without variation. Uniforms must be clean and in good repair. The uniform and dress code must be appropriate for school.

SUMMER UNIFORM – ONLY WORN IN TERMS 1 AND 4

<u>BOYS</u>	
Shoes	Black lace up school shoes. No exotic shoes allowed.
Socks	Grey socks, no other socks are allowed.
Pants	Charcoal grey school trousers. Grey and dark grey trousers or chinos are NOT permitted. No skinny trousers are permitted.
Shirts	Summer shirt.
Jersey	Grades 8 – 11: Navy blue V-neck school jersey / Grade 12: White V-neck Matric jersey. Sleeveless “school jerseys” available from the uniform shop. Jerseys must be worn in good repair. No thumb holes permitted. The school sports jacket may only be worn with summer uniform.
Blazer	May not be worn with summer uniform.

<u>GIRLS</u>	
Shoes	Plain black school shoes. No exotic shoes permitted.
Socks	Navy blue anklets (no white socks).
Skirts	Kloof High school skirt. Must not be more than 2cm above the knee when standing but may be to the bottom of the knee.
Shirts	Short-sleeved shirt with pocket badge and trimming. Please ensure that these are long enough to avoid vast amounts of flesh from showing when stretching.
Jersey	Grades 8 – 11: Navy blue V-neck school jersey. Grade 12: White V-neck Matric jersey. Sleeveless “school jerseys” available from the uniform shop. Jerseys must be worn in good repair. No thumb holes permitted. The school sports jacket may only be worn with summer uniform.
Blazer	May not be worn with summer uniform.

WINTER UNIFORM – ONLY WORN IN TERMS 2 AND 3

<u>BOYS</u>	
Shoes	Black lace up school shoes. No exotic shoes allowed.
Socks	Grey socks.
Pants	Charcoal grey school trousers. Grey and dark grey trousers or chinos are NOT permitted. No skinny trousers are permitted.
Shirts	Long or short sleeve white shirts that button at the neck. Shirts must be long enough to remain tucked into the pants.
Tie	School tie
Jersey	Grades 8 – 11: Navy blue V-neck school jersey. Grade 12: White V-neck Matric jersey. Sleeveless “school jerseys” available from the uniform shop. Jerseys must be in good repair. No thumb holes permitted. Sports jackets <u>MAY NOT</u> be worn in Term 2 and 3.
Blazer	Navy blue with the school badge. Grade 12: May wear matric jacket instead of a blazer except for an official function.

<u>GIRLS</u>	
Shoes	Plain black school shoes. No exotic shoes permitted.
Socks/Stockings	Navy blue anklets. Navy blue stockings only, no black stockings. No socks may be worn under stockings.
Skirts	Kloof High school skirt. The skirt must not be more than 2cm above the knee when standing, but may be to the bottom of the knee
Shirts	Long or short sleeve white shirts that button at the neck. Shirts must be long enough to remain tucked into the skirt.
Tie	School tie.
Jersey	Grades 8 – 11: Navy blue V-neck school jersey. Grade 12: White V-neck Matric jersey. Sleeveless “school jerseys” available from the uniform shop. Jerseys must be in good repair. No thumb holes permitted. Sports jackets <u>MAY NOT</u> be worn in Term 2 and 3.
Blazer	Navy blue with the school badge. Grade 12: May wear matric jacket instead of a blazer except for an official function.

BOYS AND GIRLS

- No patterned T-shirts may be worn under school shirts.
- Bras must blend in with the white school shirt - no patterned / bright bras to be visible through the shirt i.e. they must be flesh coloured (beige/black or white).
- Tattoos must be concealed by school uniform at all times. No visible tattoos are allowed.

HAIR POLICY

The updated Hair Policy of Kloof High School is as follows:

The gist of the policy is that the hairstyle is functional and not decorative and this is for both boys and girls. The use of accessories such as beads for girls and hair bands for the boys is not acceptable.

GIRLS

- All hair to be neat, tidy and presentable at all times.
- Hair must be off the face.
- Hair must be tied up at the back of the head.
- All hair must at all times be of a NATURAL colour; this excludes the use of outlandish bright colours, either through the use of dye or the misuse of braids. A braid is acceptable if it blends in with the learner's general appearance.
- A guidance for braids is colours 2 and 1, and only black.
- No extreme styles permitted.

BOYS

- All hair to be neat, tidy and presentable at all times.
- Hair must be off the collar and off the face.
- Hair may not be shorter than 5mm or longer than 8cm.
- ALL hair must be of a NATURAL colour.
- Boys must be clean-shaven at all times.
- No extreme styles allowed.

GENERAL RULES

- Suitable "school" hairstyles should be worn.
- Hair accessories must be navy blue or white only.
- If an educator is concerned about a hair style, the learner can be referred to his/her grade head, or a Department Head responsible for enforcing hair regulations.
- No extreme styles include but are not limited to:
 - Multiple lines shaved onto the scalp
 - Coloured braids such as red/purple etc.
 - Razor cut eyebrows
- No tattoos are permitted. If a learner already has a tattoo, the tattoo must be covered at all times.

MAKE-UP AND NAILS

- No make-up is permitted unless permission has been granted.
- Nails must be neatly manicured, short and clean, and may not show above the finger tips.
- No coloured nail polish is permitted.

JEWELLERY

ONLY gold or silver plain studs or small sleepers are permitted for pierced ears, any others will be confiscated.

ONLY 1 set of earrings may be worn, and only in the lowest earholes, any additional will be confiscated.

NO nose rings, eyebrow rings or bristles are permitted.

NO earrings for boys are permitted.

NO tongue rings are permitted.

E. VALUABLES AND PERSONAL BELONGINGS INCLUDING CELL PHONE POLICY

1. Learners are responsible for the safeguarding of their valuables and/or personal belongings and the Governing Body, the Principal, educators and/or staff **WILL NOT** be liable for the theft, loss, destruction and/or damage to and of valuables and/or personal belongings on or off the school premises. Staff **WILL NOT** search for the missing valuables or belongings of any learner.
2. Cellphones and other electronic devices may not be used inside the school buildings without the permission of a staff member. The same goes for ear phones.
3. Where electronic devices are used in the school without permission they are liable for a period of confiscation. The general confiscation is: 1st offence – 24 hours, 2nd offence – 2 weeks, 3rd offence – remainder of the term.

F. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing on or by a physical act, is prohibited. Theft of School and private property is also prohibited.
3. Defiance, including refusal to obey an instruction, running away from educators or prefects, is unacceptable and will not be tolerated. Learners are required to obey instructions from staff and/or learner leaders at all times.
4. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
5. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality. This includes the abuse of social media – see the school's Social Media Policy.
6. Language that is seen as pejorative, discriminatory or racist is prohibited.
7. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
8. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
9. The learner will respect those staff and 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. She/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. The playing of music is not permitted, unless permission has been given.
11. Bullying of any type is unacceptable and a violation of the Code of Conduct – see Major Offences.

12. No learners may park their cars on the school premises without the permission of the school. All such learners must have a licence and reckless driving on the school premises is prohibited.
13. Out of Bounds Areas
- Learners must keep clear of areas that are indicated as out of bounds. These include: (unless otherwise instructed by a staff member):
- 13.1 the Staff Room and staff toilets;
 - 13.2 all offices except with permission from a member of staff;
 - 13.3 the staff car park and garages;
 - 13.4 the workshop and domestic staff quarters;
 - 13.5 the chapel quad which is used as the Cafe;
 - 13.6 the Grade 12 quad except for learners in those grades;
 - 13.7 the Pavilion and bottom field;
 - 13.8 the Indoor Centre except during Phys. Ed. lessons or authorised sports practices/ matches;
 - 13.9 the Prefects' Room;
 - 13.10 the main entrance to the school building and Hall Foyer (except Prefects);
 - 13.11 the swimming pool area (except for practice under the authorised supervision of a staff member);
 - 13.12 Laboratories and Specialist Rooms, except under educator supervision;
 - 13.13 Learners may not enter the classrooms before school. During breaks and after school, learners may not remain in classrooms unless under personal supervision of an educator or prefect;
 - 13.14 No loitering is allowed on the corridors, stairwells, and near the Knowledge Centre and Tuck Shop during breaks;
 - 13.15 In case of rain, learners are allowed on the corridors, but not in the classrooms. (unless specified by the Principal or his delegate);
 - 13.16 Learners may not bring cars into the staff parking area. Senior learners may be granted a concession to park their cars in designated areas on the School premises but this is entirely at the discretion of the Principal. This is a concession not a right!
 - 13.17 Motor cycles and bicycles may not be ridden on the school grounds except directly between the main gate and the hall. Speed may not exceed 20 Kilometres per hour;
 - 13.18 School grounds and buildings may not be used by learners on non-school days unless accompanied by a staff member or Principal's Representative;
 - 13.19 Staffroom quads; unless required for meetings;
 - 13.20 Electrical mains distribution boxes, fire extinguishers and hoses.

The School Management Team reserves the right on short notice, but with prior communication to the learners, to amend/withdraw/add any area that is considered to be out of bounds to learners set out in this paragraph.

G. 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 substances as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 2. The carrying and/or smoking of cigarettes and vapes is prohibited.
- 3. Alcohol is not permitted on School premises or during any School activity.
- 4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited. This includes any medicines which are used for illegal purposes (e.g. Codeine, sedatives, etc.)
- 5. Learners may not hitchhike while in School uniform, whether formal or sports dress.

H. SUBSTANCE ABUSE POLICY

INTRODUCTION

WHY HAS KLOOF HIGH SCHOOL ADOPTED A SUBSTANCE ABUSE POLICY?

We, as a community of learners, parents and educators are aware and concerned that substance abuse is a growing social problem in our broader community and in our country. We believe that it is our responsibility as a school to confront this problem in partnership with this broader community and relevant social and state agencies. A Substance Abuse Policy is necessary both as a statement of intent, and as a guide to action in educating ourselves and our learners about substance abuse, in assisting those who have fallen victim to abuse and in dealing with those who supply substances and thus place our learners at risk.

WHY SHOULD EVERY LEARNER, PARENT AND EDUCATOR KNOW ABOUT THIS POLICY?

Learners must know who to turn to if they themselves or a friend fall victim to substance abuse. They must understand the consequences of their actions and what procedures the school will adopt in assisting them and/or disciplining them.

Parents must know who to approach for help when they suspect or know that their child has fallen victim to substance abuse. Parents must know what assistance the school can offer and how the school will deal with their children in these cases.

Educators must know how to respond to both learners and parents where they suspect or know that a learner is abusing substances. This ensures a professional, confident and consistent approach in all cases.

Educators, learners and parents must acknowledge their roles in educating themselves and others about substance abuse.

WHAT ARE THE KEY ELEMENTS OF THIS POLICY?

It is a "no drugs" policy. This reflects our belief that there are no "safe drugs" and all drug use is equally unacceptable, irrespective of the nature of the substance or the frequency of use. It is not merely aimed at keeping our school drug free, but also our learners in their lives outside of school.

Preventative and educative measures are stressed.

Pro-active rather than re-active measures are adopted. Parental involvement is stressed.

We will work in partnership with substance prevention and counselling agencies, other professional services and law enforcement agencies in order to educate about and prevent substance abuse.

We aim to assist victims of substance abuse without prejudice in a caring environment.

We will at no stage compromise the safety and rights of the majority of our learners, staff and parents.

1. WHAT QUALIFIES AS SUBSTANCE ABUSE?

- The use of any illegal substance
- The use of natural substances which have psychoactive properties
- The intake of medicines (prescription or over the counter medicines) for purposes other than for which they are intended or in doses or frequency exceeding those intended.
- The ingestion, inhalation or intake of any other substances (aerosols, glue, solvents etc.) known to have psychoactive properties.
- Tobacco and alcohol are both dependence forming substances and can be used in the same manner as other drugs. It is illegal for persons under the age of 18 to use tobacco products and alcohol.

2. PREVENTATIVE MEASURES

- Kloof High School has a responsibility to develop and run an ongoing, pro-active whole school program aimed at addressing and preventing substance abuse. The aim of such a program should be to equip learners with the skills to effectively reject substance abuse and to embrace alternative healthy lifestyles and values.
- Such a program must be grounded in firm, educational principles and should be developed in consultation with professional agencies with expertise and experience in the field.
- Such a program must be integrated into the school curriculum making use of the school's Life Orientation Program, speakers etc.
- The Representative Council of Learners and class discussion should be actively encouraged and supported.
- The training of educators in issues relating to substance abuse and the involvement of parents through information evenings is an important part of such a program.

3. THE DEVELOPMENT OF PARTNERSHIPS

- Full parental involvement and support of the school's substance abuse policy is an essential component for success. Parents are encouraged to discuss their concerns with their children, the school Counsellor, and the Principal.
- It is the school's responsibility to develop a strong working partnership with Substance Abuse Agencies, the SAPS and other agencies and professionals
- Kloof High School learners must be equal partners in keeping our school and themselves drug free.

4. THE ROLE OF THE COUNSELLOR

- It is important that the School Counsellor be fully trained and informed in all aspects relating to substance abuse and thus can serve as a point of reference for the staff, parents and learners of the school.
- All referrals from staff, learners and parents should be made through the School Counsellor in order to ensure that substance abuse cases are dealt with appropriately and consistently.
- The principle of confidentiality within the counselling relationship will apply and the Counsellor has the right to protect the learner's interest and identity. However, where the learner poses a danger to himself or others, the counsellor has the responsibility to inform the principal and the parents.
- The counsellor will follow procedures and protocols in the South African Schools Act of 1996 which states that *a school has the right to test any learner without prior permission of the parents should there be a reasonable suspicion*. The counsellor will, in accordance with the Act notify parents of the results of the test within 48 hours. Should the learner refuse testing, parents will be contacted to speak to the child – if said learner still refuses, the principal may contact the South African Police Service.

5. PROCEDURE TO BE FOLLOWED WHERE SUBSTANCE ABUSE IS SUSPECTED BUT NOT ESTABLISHED

- If any staff member or fellow learners identify a learner displaying many of the symptoms (Addendum A), they are to refer the case to the Learner Counsellor or member of the BMT who will immediately conduct a urine test to establish whether or not the learner is using any illegal substance.
- If the test proves to be positive, the Learner Counsellor or member of the BMT will contact the parents of the learner.
- The parents, child and school will enter into a contract for the 1st offence.
- The parent will have 10 days to register their child with an outpatient rehabilitation programme. A form outlining the proposed rehabilitation programme, stamp and letterhead of the institution must be returned to the counsellor. Upon completion of the programme, a report from the institution must be forwarded to the counsellor.
- If the learner or his/her parents take it upon themselves to terminate the program or the learner refuses to attend the programme, the contract will lapse automatically and learner will be sent to a Governing Body Disciplinary Hearing, and could face expulsion in accordance with the South African Schools Act, the Regulations and/or the school's Code of conduct for Learners.
- The school reserves the right to randomly test the learner to ensure that a relapse does not occur.

6. PROCEDURES AND PROTOCOLS WHERE SUBSTANCE ABUSE IS ESTABLISHED

<p>USE, POSSESSION, DISTRIBUTION OR SALE OF CIGARETTES / VAPES:</p> <p>Smoking or vaping at school, at a school outing or in school uniform, possession or distribution of smoking or vaping material and being in the company of learners smoking/vaping - this includes on school buses</p>	<p>1st offence: letter of warning and detention</p> <p>2nd offence: letter of pre-final warning and detention of a rehabilitative nature</p> <p>3rd offence: letter of final warning - learner sent home after each new offence</p>
<p>USE, POSSESSION, DISTRIBUTION OR SALE OF ALCOHOL:</p> <p>Drinking at school or on a school outing or under the influence of alcohol while at school. Possession or distribution of alcohol while on school premises - this includes on school buses</p>	<p>1st offence: letter of warning, suspension until parents arrive, detention</p> <p>2nd offence: letter of pre-final warning and detention of rehabilitative nature</p> <p>3rd offence: letter of final warning, suspension until parents arrive, outpatient rehabilitation</p>
<p>USE, POSSESSION, DISTRIBUTION OR SALE OF PRESCRIPTION/NON-PRESCRIPTION MEDICATION/OVER THE COUNTER MEDICATION:</p> <p>Cough mixture etc. used on school property or under the influence while at school, at a school outing or in school uniform, testing positive for opioids and so on. This also refers to possession of such medication- this includes on school buses</p>	<p>1st offence: letter of warning and detention, suspension until parents arrive</p> <p>2nd offence: letter of pre-final warning and detention of a rehabilitative nature, suspension until parents arrive</p> <p>3rd offence: letter of final warning, suspension until parents arrive, contract signed by parents, outpatient rehabilitation</p>
<p>USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS:</p> <p>Cocaine, Ecstasy, Marijuana, etc. used on school property or under the influence of while at school, at a school outing or in school uniform. This refers to possession and use as opposed to dealing and distribution - this includes on school buses</p>	<p>1st offence: detention, Letter of Final Warning, placement in an outpatient rehabilitation facility, suspension until parents arrive, contract signed by parents</p> <p>2nd offence: can face Governing Body Tribunal, suspension prior to hearing. Governing Body may decide to recommend expulsion. This includes testing positive for a second time</p>
<p>DEALING AND/OR DISTRIBUTION:</p> <p>Of illegal drugs on the school property, at a school outing or in uniform this includes school buses.</p>	<p>1st offence: sent to a Governing Body Tribunal, with suspension prior to the hearing. The Governing Body Tribunal may decide to recommend expulsion.</p>

Notwithstanding anything to the contrary contained in this table, the Governing Body reserves its right to refer any learner to a disciplinary hearing for the use, possession or distribution of any substance listed in this table even if it is a 1st offence.

ADDENDUM A

PHYSICAL SYMPTOMS:-

- Change in activity level
- Change in appetite / Increase or decrease in weight
- Lack of co-ordination
- Altered speech patterns
- Shortness of breath
- Red eyes, watery eyes, drooping eyelids
- Runny nose, increased susceptibility to colds, flu
- Change in sleeping habits □ Change in dressing habits
- Severe agitation
- Lack of concentration
- Needle tracks
- Headaches
- Dreamy, absent demeanour
- Thirsty, dry mouth

BEHAVIOURAL INDICATIONS:-

- Aggression
- Restlessness
- Irritability
- Loss of inhibitions
- Impulsiveness
- Apathy
- Rudeness
- Lies and deceit

SOCIAL CHANGES:-

- Withdrawal, secretiveness, hypersensitivity
- Sudden changes in friends, new people calling, new hangouts
- Drop in school performance, truancy, resentment towards educators, lack of interest at school, idols
- Legal problems
- In possession of drug paraphernalia
- Resentment towards authority
- Loss of interest in sport, hobbies
- Cannot account for money, clothing, equipment etc.

EMOTIONAL SIGNS:-

- Nervousness
- Episodes of giggling
- Low self esteem
- Lack of confidence
- Decreased sense of responsibility
- Mood alterations
- Euphoria, irritability, anxiety, violence, depressed mood, outbursts of anger

I. CO-CURRICULAR PROGRAMME

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

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place. No learner may withdraw from said activity and matches without the express permission of the Head of Sport or Culture. This includes learners in Grade 12.
4. First Team ties will be withdrawn from a learner who does not fulfil his/her commitment and drops out an activity prematurely.
5. Attendance of all practices and matches is compulsory. Missing a practice or match without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) interschool league fixture.
6. Appropriate kit/uniform will be worn to practices.
7. The correct match kit/uniform will be worn to inter-school league fixtures.
8. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
9. Sports and other kit must be carried in an appropriate bag.
10. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School blazer.
11. Tattoos must be covered completely at all times even when participating in swimming galas and Waterpolo matches.

J. ENVIRONMENTAL POLICY

GENERAL AIMS AND PHILOSOPHY OF THE POLICY

Kloof High School is committed to educating its learners about the importance of respecting the environment, and to promote sustainable development. The school recognises that it has a duty to prepare its children with the knowledge and skills to look after our planet, to manage the world's resources wisely and to make a positive contribution by improving its local area. We therefore aim to develop good habits and behaviour patterns amongst staff and learners.

CURRICULUM

We will:

- Ensure that sustainability is covered consistently throughout the school in our curriculum.
- Use the school grounds as a source of teaching and learning opportunities for learners.

LITTER AND WASTE

We will:

- Re-use single sided paper, photocopy on both sides.
- Print two pages to a sheet, where possible.
- Check carefully that we are only printing essential pages.
- Where possible, laminate documents used frequently, especially outdoors.
- Recycling waste such as paper, metal cans, foil, and plastic bottles.
- Reduce the amount of waste produced.
- Use scrap paper instead of a clean sheet of paper, wherever possible.
- Keep grounds free of litter by ensuring learners and staff put rubbish into the appropriate bin.

WATER

We will:

- Continue to collect rainwater for the plants on site.
- Make learners aware of the link between water use and financial cost.
- Help learners and the wider community understand that conserving water is vital to our future.

ENERGY USE

We will:

- Switch off lights in classrooms before leaving the classroom.
- Ensuring all computer monitors are switched off whenever they are left unattended.
- Turn off laminating machine etc as soon as the use of the appliance is finished.
- Turn off any tap left running and report any defective taps to the site supervisor.
- Encourage children to participate in all the energy saving activities.
- Make all members of the school community aware of the link between energy use and financial cost.

TRANSPORT

We will:

- Raise awareness about the impact of transport to the environment and to people's health.
- Maintain adequate and safe facilities for learners and staff cycling and walking to school.
- Implement an effective awareness programme on road safety for learners.

PURCHASING POLICY

We will:

- Check environmental standards of suppliers and contractors.
- Endeavour to purchase stationery that is recycled from sustainable managed forests.

THE OUTDOOR ENVIRONMENT

We will:

- Ensure that the grounds provide for recreational use by learners as well as provision to undertake exercise.
- Be aware that the school grounds provide the visitor with the first impression of the school and will influence the attitude and behaviour of the learners.

HEALTHY LIVING

We will:

- Be aware that good mental as well as physical health at an early age not only helps avoid future health problems such as obesity and heart disease: It can also improve learners' ability to learn.
- Maintain a healthy school by looking holistically at issues of exercise, diet, the aesthetic quality of the school and its grounds.

IMPLEMENTATION AND MONITORING

The Eco Team and a group of adults including educators, governors and senior management will be involved in the development, implementation and review of the school's environmental policy. They should recommend action that could be taken to meet the policy's aims and where possible help to implement the action plan.

THE SITE SUPERVISOR

We will:

- Record energy use and report to the Finance Committee any unusual increase.
- Check that outside lights are not left on during the daytime unless required for safety/security.
- Note lights and fuses that fail prematurely so that faults can be diagnosed.
- Monitor the heating and hot water systems so that they run at maximum efficiency.
- Reduce water costs wherever possible.
- Monitor the cleaning staff and advise them on good energy practice.

K. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

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

1. The learner, assisted by the parent, must apply in writing 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 this Code of Conduct.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
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.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

L. SCHOOL SOCIAL MEDIA POLICY

Expanding Our World and Protecting Our Values

As an organisation with a commitment to quality of education and the safety of our learners, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Kloof High are necessarily high. While we respect the right of learners, employees, alumni, and other members of our community to utilise the variety of social media options available, we must insist that the following standards be met by our learners and faculty at all times, as well as by alumni and all other users who participate in Kloof High-sponsored sites.

Kindly note:- in the application of its Social Media Policy, Kloof High School is guided by the provision of the Popi Act. (Act 4 of 2021)

Our School Social Media Comments and Participation Policy

Comments to Kloof High-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to Kloof High School - sponsored sites will be publicly available on the internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the internet.

By posting a comment or other material to Kloof High-sponsored sites as outlined above, users give Kloof High the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: Displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Kloof High reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

Kloof High further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but no limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgement to address issues that may arise and changes in our operations or the law.

In posting material on Kloof High-sponsored sites, you agree not to:

- Post material that Kloof High determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of learners, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of Kloof High or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises any commercial product or solicits business or membership or financial or other support in any business, group or organisation except those which are officially sponsored by Kloof High, except in designated areas specifically marked for this purpose.

- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the Kloof High-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.
- Kloof High reserves the right to do any or all of the following:
- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.
- The user agrees to indemnify and hold blameless Kloof High, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgements, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on our school-sponsored sites.
- By posting a comment or material of any kind on a Kloof High-sponsored site, the user hereby agrees to the policy set forth above.

Learner Use of Social Media

First and foremost, learners are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Kloof High community and beyond.

Learners who participate in online interactions must remember that their posts reflect on the entire Kloof High community and, as such, are subject to the same behavioural standards set forth in the Learner Code of Conduct.

In addition to the regulations found in the Code of Conduct, learners are expected to abide by the following:

- To protect the privacy of our learners and faculty, learners may not, under any circumstances, create digital video recordings or take photos of Kloof High community members either on campus or off campus at our School events for online publication or distribution without permission.
- Learners may not use social media sites to publish disparaging or harassing remarks about Kloof High community members, athletic or academic contest rivals.
- Learners who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- Failure to abide by this Policy, as with other policies at Kloof High, may result in disciplinary action as described in the Code of Conduct, or as determined by the Governing Body.
- Note that an acceptable user policy will be issued to all new learners when they enter the school.
- Learners must understand that harassing or threatening or humiliating another learner on **ANY SOCIAL MEDIA PLATFORM** is considered a major offence and will lead to disciplinary action and parents will be called in.

ANY BREACH BY A LEARNER OF THE SCHOOL SOCIAL MEDIA POLICY WILL BE DEALT WITH AS SERIOUS MISCONDUCT.

PART 2: BEHAVIOUR MANAGEMENT SYSTEM

A. INTRODUCTION

The aim of Behaviour Management can be seen as the creation of a safe and positive learning environment where every child has the best opportunities for social and educational advancement. Prefects, staff and all others in authority have the full authority and responsibility to correct the behaviour of learners where necessary. The corrective measures or disciplinary action will be appropriate to the offence.

B. BEHAVIOUR MANAGEMENT IN THE CLASSROOM

For the purpose of these policies, the classroom includes the area immediately outside, until either the next classroom or the end of the corridor. Educators and learners need to be familiar with the classroom rules, a copy of which must be displayed in every classroom.

These rules are summarised as follows. *Note that Category One deals with a number of classroom offences.*

1. Listen to and follow the educator's instructions at all times.
2. Be punctual and prepared for lessons.
3. No talking when others are talking.
4. Always respect the learning environment and the property of others.
5. Do not say anything to hurt or harm anyone.
6. Keep your hands and feet to yourself.

It is the task of the educator to ensure that these rules are obeyed and to impose the necessary sanction when they are not. The following procedure must be followed to deal with behaviour problems in the classroom:

1. A verbal warning.
2. A written warning.
3. Send out for a maximum of 5 minutes and a discussion with the learner.
4. Contact the parent, using Letter 1.
5. If no improvement in behaviour, refer the problem to the Behaviour Management Officer, using Form A
6. The learner may be sent to the Academic Departmental Head for continual problems. The Academic Departmental Head will be informed of class problems via Form B and he/she will assist the BMT in disciplining those members of the class that are causing problems.

Serious Misconduct must be referred directly to a member of the Behaviour Management Team or the Deputy Principal. This will be accompanied by a written report.

The School Management team reserves the right to change both the procedure in the classroom, as well as the sanctions.

C. BEHAVIOUR MANAGEMENT OUTSIDE THE CLASSROOM

All Prefects and educators are responsible for dealing with discipline issues outside the classroom. The Grade Heads have a primary role to play and serious offences should be referred to the Behaviour Management Team or the Principal.

See Annexure A for a table of common offences with a range of sanctions which can be applied.

BEHAVIOUR MANAGEMENT SYSTEM - ANNEXURE A

MINOR OFFENCES		
NO.	OFFENCE	PERSON(S) RESPONSIBLE FOR SANCTION
1.	Academic e.g. books left at home; homework not done	Subject Educator
2.	Extramural Activity - non-attendance of match practice	Co-curricular Team
3.	Personal conduct in classroom	Subject Educator
	Inappropriate behaviour	Subject Educator
	<input type="checkbox"/> Late arrival	Subject Educator at low level. Could be referred to Academic Departmental Head
	<input type="checkbox"/> Uncooperative	Subject Educator
	<input type="checkbox"/> Littering	Subject Educator
	<input type="checkbox"/> Eating in class	Subject Educator
	<input type="checkbox"/> Cellphone	Academic Departmental Head
	<input type="checkbox"/> Graffiti (see later on)	Subject Educator/Subject Head
4.	Dress Code/Uniform Offence	Registrar to send list to Grade Head. Grade Head to help.
5.	Failure to have name badge	Registrar/Grade Head
6.	Visible tattoo	Registrar/Subject Educator → Grade Head
7.	Late arrival at registration	Registrar → Grade Head

MINOR OFFENCES – RANGE OF SANCTIONS

Reprimand:-

- Verbal Warning
- Written Warning
- Letter 1
- Contact Parent
- Written Punishment or a 1 Hour Detention
- Suspension from Sport Fixture
- Community Service

MAJOR OFFENCES		
NO.	OFFENCE	PERSON(S) RESPONSIBLE FOR SANCTION
1.	Graffiti in classroom Graffiti out of classroom	Academic Departmental Head Grade Head
2.	Plagiarism of any work/cheating	Subject Head → Academic Departmental Head
3.	Damage to property/possession of another's property (not theft)	Subject Educator, then to Academic Departmental Head if not resolved.
4.	Defiance of authoritative figure in classroom	Educator/Prefect refers to Academic Departmental Head on to Behaviour Officer. In extreme cases, Departmental Head of Discipline. Behaviour Officer will deal with it. Most extreme cases will become the responsibility of the Departmental Head of Discipline. (D.H.D)
5.	Non-attendance of Detention	Grade Head to investigate. D.H.D takes over if pattern emerges.
6.	Disregarding test/exam procedures	Examination Officer
7.	(a) Disruptive/uncooperative behaviour in class (b) Repeated disruptive behaviour	Subject Educator → Academic Departmental Head. If pattern has developed, Grade Head → D.H.D Behaviour Management Team
8.	Repeated uniform infringements	Grade Head must make D.H.D aware.
9.	<ul style="list-style-type: none"> • Fight in classroom • Fight out of classroom • Fight in which someone is injured physically (Category 3 Offence) • Terminology that is insulting 	Fight dealt with by Subject Head → Behaviour Management Team → Deputy Principal Grade Head Behaviour Management Team Grade Head. Highly racist remarks will be dealt with by Behaviour Management Team
10.	Forgery	Behaviour Management Team
11.	Gambling for money on school property	Investigated by Grade Head → Behaviour Management Team
12.	Graffiti <ul style="list-style-type: none"> • In classroom/on book • In bathrooms (which amounts to bullying) 	Subject Educator → Academic Departmental Head Behaviour Management Team (preliminary investigation by Grade Head)
13.	Offensive Material	Behaviour Management Team
14.	Possession of smoking materials including E cigarettes and/or Vapes And/or Vapes (refer to Substance Abuse Policy)	1 st Offence → Grade head, 2 nd Offence Grade Head Repeat offences → Behaviour Management Team. Becomes a combined offence with defiance. 3 rd Offence → Behaviour Management Team reports Learner to Deputy Principal. All offences after the 3 rd offence considered serious defiance → Behaviour Management Team

15.	Spitting <ul style="list-style-type: none"> • In class • With malicious intent in class • With malicious intent outside class 	Subject Educator → Academic Departmental Head Behaviour Management Team Grade Head
16.	Bunking one lesson	Academic Departmental Head
17.	Truancy (bunking a day/most of day)	Grade Head → Behaviour Management Team. Constant bunking → Deputy Principal / Director of Academics
18.	Vandalism of school property	Grade Head → Behaviour Management Team
19.	Verbal abuse of fellow learner <ul style="list-style-type: none"> • In class • Out of class 	Subject Educator or Grade Head or BMT. If racist → BMT or Deputy Principal
20.	Using false name (must have name badge)	Grade Head → Behaviour Management Team
21.	Disruption of exam	Academic Committee → Behaviour Management Team
22.	Bullying of a learner	Grade Head → Behaviour Management Team Constant Bullying → Deputy Principal
23.	No learner may bring any weapon of any nature to school	Deputy Principal ONLY
24.	the bringing of any object which may disrupt the school or injure any learner is prohibited this includes amongst others fireworks, pepper spray, eggs or anything that could be considered a menace.	Behaviour Management Team Deputy Principal

MAJOR OFFENCES – RANGE OF SANCTIONS

- Community Service
- Mark Penalty
- Two or Three Hour Detention
- Letter to Parent (Concern – Warning – Pre-Final – Final)
- Interview with parent
- Internal Suspension
- External Suspension

SERIOUS MISCONDUCT

The following offences are regarded as serious misconduct, must be referred to a disciplinary hearing and may lead to the suspension or expulsion of a learner.

- Breach of the School Social Media Policy.
- Conduct which endangers the safety and violates the rights of others
- Possession, use, transmission or visible evidence of narcotic or unauthorised drugs, alcohol or intoxicants of any kind
- Threats or acts of violence towards fellow learners, educators, members of staff and any other person on the school property
- Immoral behaviour or profanity
- Distribution, possession or viewing of obscene or pornographic material
- Sexual coercion (any acts used or aimed at procuring sexual favours)
- Sexual activities (sex related activities amongst learners or between learners and educators, between learners and members of staff or between learners and any other person including those persons involved in a school activity)
- Sexual assault (sex related acts including flashing, groping, rape and indecent assault)

- Serious humiliation of a learner with any activity which would bring a learner's reputation into disrepute. This includes false claims of sexual activities from that learner.
- Any initiation practices
- Harmful graffiti, hate speech and sexism
- Racism in any form
- Using, selling or being in possession of dangerous objects for non-educational purposes, which can cause harm or be used to threaten or cause harm to others
- Robbery, theft or possession of stolen property
- Unlawful action, vandalism or destroying or defacing school property
- Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners
- Repeated violations of school rules or the Code of Conduct
- Criminal behaviour of any kind
- Victimisation, bullying and intimidation of other learners
- Knowingly and wilfully supply false information or falsifying documentation
- More than 30 days' absence without medical or other permissible reasons
- Contravention of the school's social media and mobile phone policy
- Committing any form of irregularity relating to examinations
- All forms of harassment
- Deliberate and serious undermining of the authority of the principal, educators and members of staff
- Acts of xenophobia
- Participating or orchestrating and party political activities on the school premises and/or in school uniform
- Being party to bringing the school's good name and reputation, including those of the Governing Body members, principal, educators, staff, parents and learners into disrepute
- Improper, unbecoming and disgraceful conduct towards the school, Governing Body members, principal, educators, staff, parents and learners
- Serious misconduct committed in school uniform even if not on the school property

<p>A GOVERNING BODY MAY NOT LAY A CRIMINAL CHARGE AGAINST A LEARNER WITH THE SAPS.</p>

DISCIPLINARY AND TRIBUNAL HEARINGS

- The principal must investigate allegations or suspicions of serious allegations and report them to the Governing Body.
- The Governing Body must appoint a disciplinary tribunal to conduct a disciplinary hearing against a learner who allegedly committed serious misconduct.
- No form of persuasion to remove a learner from the school in order to avoid disciplinary action must be allowed.
- Whenever disciplinary action needs to be taken in matters relating to serious misconduct, the Governing Body must appoint a disciplinary tribunal to attend to the disciplinary matter.
- A tribunal must be constituted with the necessary expertise to deal with different disciplinary matters as and when they arise.
- Where necessary, the Governing Body may consult with experts to assist the tribunal with disciplinary proceedings, however, such experts need not be part of the Governing Body or Tribunal.
- The Tribunal must -
 - consist of three members;
 - be chaired by a member of the Governing Body;
 - be representative of the school's demographics;
 - conduct all proceedings in a fair, just and humane manner, which includes conducting proceedings in a language that accommodates all parties; and
 - make recommendations on its findings to the Governing Body.

- The Governing Body may suspend a learner who is suspected of serious misconduct from attending school as a precautionary measure, pending the disciplinary hearing.
- Suspension as a precautionary measure will be implemented only if -
- the learner has been given a reasonable opportunity to make written representations to the Governing Body as to why he or she should not be subject to a precautionary suspension;
- The Governing Body has considered such representations and has given reasons in writing to the learner and to his or her parents for the decision to continue with the precautionary suspension;
- The presence of the learner at the school compromises the safety of other learners and staff at the school;
- The presence of the learner at the school may result in damage to property; and/or
- The presence of the learner in the school will cause disruption of the teaching and learning process
- The Tribunal must conduct the disciplinary hearing within seven school days from the date of suspension of a learner.
- The Governing Body must obtain the approval of the Head of Department to continue to suspend the learner if the disciplinary hearing is not conducted within seven days after suspension.
- If the approval referred to above is not obtained from the Head of Department, the learner must return to school after the seven days' suspension period has expired.
- The Tribunal -
 - must give the learner and his or her parent/s at least five school days' written notice to attend the hearing;
 - must stipulate the charges against the learner and must stipulate the place, date and time, of the hearing and the language in which the hearing will be conducted;
 - may proceed with the hearing in the absence of the learner if the learner does not attend the hearing and does not –
 - provide good cause for not attending;
 - provide documentary proof, where applicable; or
- give written notice to the tribunal that he or she will not be attending the hearing and provide reasons for not attending and documentary proof, where applicable
- must inform the learner that, should he or she not attend the hearing that he or she will be bound by any decision taken during his or her absence;
- must consider representations made by all parties during the hearing;
- must make a recommendation to the Governing Body on its findings;
- must ensure that the disciplinary hearing safeguards the interest of the learner and any other party involved in the proceedings;
- must allow the learner to be accompanied to the hearing by his or her parents or by a person designated by the parent/s unless good cause is shown why the Tribunal should proceed in the absence of the parent/s or the designated person;
- must ensure, where practicable, that witnesses under the age of 18 give evidence through an intermediary if it appears that such witnesses may be exposed to undue mental stress or suffering when testifying at the proceedings;
- must ensure that the hearing is conducted in a fair and humane manner; and
- must conduct the hearing in a language that the learner understands or provide an interpreter
- The chairperson of the tribunal must inform the learner of the due process and the learner's rights to
 - a formal but fair hearing;
 - be present at the hearing and the learner to be alerted to the consequences of being absent;
 - be given time to prepare for the hearing;
 - be given notice of the charges, in writing, at least five days prior to the hearing; □ be -
 - accompanied by his/her parent/s or a person designated by the parent/s into the hearing venue; and
 - represented by his or her parents or a person designated by the parent/s at the hearing; and
 - be assisted through an intermediary if the learner is under 18 years of age or is appearing as a witness at the proceedings;
 - ask questions on any evidence produced or on statements of witnesses;
 - call witnesses to testify on his or her behalf;

- request for an interpreter, provided the request for an interpreter is made at least 24 hours prior to the disciplinary hearing;
- appeal against any finding or sanction or against both the finding and sanction.

SIGNED

G.B. CHAIRPERSON

PRINCIPAL

RCL REPRESENTATIVE

DATE: _____

DATE: _____

DATE: _____