



UMBILLO SECONDARY SCHOOL

LEARNER HANDBOOK

LEARNER'S DETAILS

1. NAME:
2. ADDRESS:
.....
.....
3. PARENT'S NAME:
4. TELEPHONE:
5. DOCTOR'S NAME:
6. DOCTOR'S TEL:
7. RELEVANT MEDICAL INFORMATION:
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A statement of acceptable behaviour compiled in terms of the South African School’s Act, Act 84 of 1996 to regulate the conduct of learners.

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Also known as the School rules. These are designed to regulate the general organisation of the school and the relationship between all the role-players at Umbilo Secondary viz. Principal, Educator's, Learners and Cleaners Staff.

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PART ONE

SCHOOL PRAYER

Lord, make me an instrument of thy peace.

Where there is hatred, let me sow love.

Where there is injury, pardon.

Where there is doubt, faith.

Where there is despair, hope.

Where there is sadness, joy.

Where there is darkness, light.

O Divine Master, grant that I

May not so much seek

To be consoled as to console.

Not so much to be understood.

As to understand.

Not so must be loved as to love.

For it is giving, that we receive.

It is in pardoning, that we are pardoned.

It is in dying, that we are born again.

To eternal life.

AMEN

PRINCIPAL'S FORWARD

This handbook should become an essential tool in helping all Umbilo's role-players, viz. learners, parents, and educators, in maintaining a positive culture of learning and teaching at Umbilo Secondary. The school's code of conduct will help you to realise your true potential. It is important for you to realize that having potential implies a beginning. It implies hope and promise. Your hopes and promises will only be fulfilled if an ENVIRONMENT within the school is conducive to effective teaching and learning. We, the educators at Umbilo Secondary, remain committed to helping your potential become a reality. We remain committed to delivering excellent standards and empowering you to reach your dreams. You are encouraged to use this handbook to plan your school life and forge a positive and healthy partnership with all your educators and fellow learners.

Be proud of your school. Know its rich and varied history. Remember an educational institution should never be judged by the quality of its architecture or the structure of its buildings, but by the quality of its individuals. May all your years be filled with happiness and growth by meeting your challenges and fulfilling your true potential.

OUR MISSION

- Ensure that discipline, which is the cornerstone of this institution, is maintained at all times.
- Meet individual needs
- Challenge learners to reach their full potential
- Prepare learners for their future roles as self-motivated, responsible adults
- Help learners to develop positive attitudes towards self and society.
- Be very learner-orientated
- Maintain a culture of learning which must involve the major role players, namely, parents, the learner and the educator
- Liaise with all support structures in the greater community to meet the diverse needs of all our learners.

PART TWO

1. PREAMBLE

The Code of Conduct and the Regulations provide a system for the orderly conduct of learners at Umbilo Secondary School and in doing so provide a learning environment for all learners to develop their talents and capabilities.

A. THE CODE AND REGULATIONS

- Promotes the rights of all learners, educators and parents
- Underlies the idea that learners should take responsibility for themselves
- Prohibits all forms of unfair discrimination and intolerance
- Ensures the safety and security of every learner, educator and parent
- Combats disruptive and offensive conduct

B. THE CODE OF CONDUCT AND REGULATIONS ARE SUBJECT TO:

- The Constitution of the Republic of South Africa, 1996
- The South African Schools Act. 1996
- The Government Gazette - General Notice - Notice 776 of 1998 Guidelines for the Constitution of Governing Bodies in adopting a Code of Conduct for Learners.
- Provincial Education Laws
- The school's Mission Statement

C. APPLICABILITY OF THE CODE OF CONDUCT AND REGULATIONS

- All key stakeholders should uphold the Code of Conduct and regulations, even though it is directed specifically at learners.
- The Code of Conduct and Regulations are only enforceable against learners of the school and no other person.
- The provisions of the Code of Conduct shall not be read or interpreted as excluding the individual's right to proceed against an accused in terms of any law.

D. AIMS OF THE CODE OF CONDUCT AND REGULATIONS

The Code of Conduct and Regulations aim to :

- establish a disciplined and purposeful environment to facilitate effective teaching and learning
- inform learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society
- set a standard of moral behaviour so as to equip learners with expertise, knowledge and skills expected of worthy and responsible citizens
- promote civic responsibility, self discipline, exemplary conduct and leadership
- provide positive discipline and facilitate constructive learning
- develop a culture of reconciliation, teaching, learning, mutual respect and a culture of tolerance and peace.

E. THE LEGAL AUTHORITY FOR THE CONTROL AND DISCIPLINE OF LEARNERS

While the Constitution and Bill of Rights gives clear direction to the shaping of the regulation of school discipline and the rights of learners and educators, it is important to understand that the Government Gazette, Notice 776 of 1998 states the following:

- the South African School's Act, 1996, section 8(1) empowers a governing body to maintain discipline in a school within the rights guaranteed by the Bill of Rights
- the Code of Conduct prescribes behaviour that respects the rights of learners and educators
- nothing shall exempt a learner from complying with the Code of Conduct of the school
- an educator has the same right as a parent to control and discipline the learner according to the Code of Conduct during the time the learner attends school, either in the classroom or a school-related activity or function.
- the principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs,

- or harmful substance, stolen property, or pornographic material brought onto the school property. During a search, human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of one other person.
- all learners have the right to a copy of the Code of Conduct and Regulations. Ignorance of these Regulations, therefore, is not an acceptable excuse.
- every educator is responsible for discipline and they have the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Serious misconduct must be referred to the principal; any corrective measures or disciplinary action must be commensurate with the offence
- contraventions of school regulations should be dealt with fairly and with fair warning (Section 5.1 (e)). Consequences for breaking the rules must be included in the regulations.

2. CODE OF CONDUCT FOR LEARNERS

In order to help preserve the school's honour, ethos and foster the growth of its learners, the following Code of Conduct has been drawn up. The Code of Conduct sets out the rules governing behaviour and the manner in which those rules should be followed. It further sets out the system of discipline that must be followed when obeying instructions. Any breach of the Code of Conduct is an affront to the learners of Umbilo Secondary and will be treated as such.

2.1 The Learner and the School

Learners will conduct themselves in such a manner as to uphold the reputation and ethos of the school. Learners will:

- accept the Code of Conduct, as set out below, and the School Rules, which will have jointly been agreed upon by educators, learners and the parents' representatives in the governing body
- uphold and respect the law of the Republic of South Africa as pertains to juveniles/minors
- acknowledge their legal obligation to attend school

- respect the property and facilities provided by the school and, in addition, should acknowledge and appreciate such property and facilities
- develop their potential to the full, to the best of his ability, taking advantage of all that the school offers in the academic, cultural and/or sporting life of the school
- respect the ethos, traditions and reputation of the school
- acknowledge and accept their position in the school, showing due respect to those older than themselves.

2.2 The Learner and the Educator

Learners will:

- respect the dignity, beliefs, authority and rights of educators and their rights to privacy and confidentiality
- acknowledge the individuality of each educator and their respective teaching styles
- refrain from physical, verbal or sexual abuse and/or intimidation of an educator
- accept accountability and responsibility for their part in the learning process which is of benefit to both the learner and the educator
- accept consequences for a lack of co-operation, and/or poor work ethic.

2.3 The Learner and other Learners

Learners will:

- respect the beliefs, cultures, dignity and rights of other learners and their right to privacy and confidentiality, except where such confidentiality infringes the Code of Conduct and Regulations
- accept the rights of others to an education without interference, intimidation and/or physical abuse
- respect the property and safety of other learners
- support and encourage other learners within the school, in accordance with the School's Mission Statement
- respect those learners in positions of authority

2.3.1 Learners who are in a position of authority will:

- accept the Code of Conduct and uphold the contents of this code
- conduct themselves in a manner befitting someone in authority
- respect the rights of other learners and will not abuse such authority bestowed upon them through their position.

2.4 The Learner and Parents

Learners will:

- acknowledge the partnership between parents, educators and learners and will act in such a way as to strengthen this partnership.

2.5 The Learner and the Community

Learners will:

- respect the values, traditions and expectations of the broader school community
- uphold the good name of the school within the community
- ensure that they do not jeopardise or damage the community's perceptions of the school.

2.6 The Learner and the Code of Conduct

Learners must fully understand the contents of the Code of Conduct in the full knowledge that it is binding on them and any breach of the contents thereof and the associated School Rules could result in punitive measures, either by the school's management or the disciplinary committee of the Governing Body.

PART THREE

3. DISCIPLINE REGULATIONS (SCHOOL RULES)

SECTION 1: The Learner and the School

1.1 Acceptance of the Code of Conduct and School Rules:

Learners will accept the Code of Conduct and the School Rules and will uphold them.

1.2 South African Law and the Protection of Learners, Educators and Non-Educators:

Learners will uphold and respect the law of South Africa pertinent to a juvenile/minor.

- In this connection, they will acknowledge that the school is a public place where laws pertaining to public places are applicable.
- No lethal or harmful weapons (knives, firearms or any weapon which could harm a person) will be brought onto the school premises.
- The carrying and smoking of cigarettes is prohibited.
- The carrying and consumption of alcohol is prohibited.
- The carrying of or consumption of illegal chemical substances, narcotics and drugs are prohibited.
- Physical or verbal abuse, rape, intimidation threats, sexual harassment, and sexual remarks to or against any other person - learner, educator, non-educator and parent are prohibited.
- Theft with or without violence is prohibited.
- Should a learner be found guilty by a court of law for breaking a law of the Republic of South Africa, the school has the right, after a fair hearing through the Governing Body, to recommend expulsion to the KwaZulu Natal Education Department.

1.3 School Attendance

Learners will acknowledge that the South African School's Act (1996) requires their regular attendance at school.

- Any absence must be covered by an absentee note from the parent/guardian.
- Any absence from an official examination must be covered by a letter from a doctor.
- Absence from a class, without the permission of an educator, is prohibited.
- Truancy from school is prohibited.
- Medical certificates are required if learners are absent for 3 consecutive days.
- Chronic absentees will be placed into a special category. These parents of these learners will be notified that any further absence will require the parent's presence at school.

1.4 Property and facilities of the school

Learners will respect the property and facilities of the school.

- Wilful damaging, vandalising, or neglect of school property, either by writing or by a physical act, is prohibited.
- Theft of school property is prohibited.

1.5 Potential of all Learners

Learners will develop their potential, to the best of their ability, taking advantage of all academic, cultural and/or sporting activities so as to develop as individuals. They will become fully involved in the life of the school.

- Should learners not attend an official school event, practice or match when required to do so, they must gain permission for non-attendance from the member of staff in charge.

1.6 The School's values, ethos traditions and reputation

Learners will act in such a way which will further the ethos, traditions, and reputation of the school. (This must be seen particularly in light of the School's Mission Statement)

- They will always be polite, refraining from behaviour which is rowdy, disruptive, rude and/or offensive.
- They will show due respect to all people in authority, acknowledging their presence at all times.
- They will acknowledge and accept their position in the school, showing due respect to all.
- They will not swear or use offensive language.
- They will not be insolent or cheeky.
- Lying or dishonesty is prohibited.
- Offensive gestures are prohibited.
- The carrying or reading of pornography is prohibited.

1.7 Haircuts, appearance and uniform

- All learners will abide by haircut and dress regulations. No colouring of hair or the wearing of unusual hairstyles is allowed according to the regulations.
- No additions to the uniform which are not in accordance with the regulations will be allowed. No earrings, jewellery or accessories are allowed.
- Religious symbols, icons, expressions of religious rituals may be worn as long as they do not overtly detract from the uniform.
- Religious or personal beliefs which are expressed through different hairstyles which detract from the hair regulations will not be allowed.

1.8 Cheating and copying

- Any act of cheating in the classroom, homework, test, internal or public examination is prohibited.
- The copying or borrowing of another learner's work is forbidden.
- Any act of cheating in the classroom, homework, test or examination is prohibited , including:
 - The use of any AI (Artificial Intelligence) e.g ChatGPT to complete assignments, and work projects.

1.9 Non-compliance

- Not completing classwork/homework
- Not handing-in assignments
- School refusal–regular absenteeism , exeats without valid reasons or parents consent.
- Attending class/school with no books.

1.10 Punishment: system and procedures

The learner will abide by the system of punishment which has been developed to assist and guide the learner.

- Offences have been graded to the degree of seriousness. These grades of offences are part of the school's disciplinary rules and procedures.
- The following list of the “Benefit of Doubt” interventions by the school, before the constant repetition of offences leads to expulsion, gives clear guidelines to learners:
 - a verbal warning
 - a written warning
 - written punishment
 - office detention
 - parents to call
 - suspension

Failure to abide by this intervention will lead to further interventions by staff and management and may lead to an offence being categorised as a **Level D Offence**.

- Expulsion will be recommended for a **Level D Offence**.

PART FOUR

UNIFORM, DRESS AND HAIR REGULATIONS

1. THE ETHOS OF THE SCHOOL

The school has developed a close link with the community and, as such, it is essential that all learners present themselves in a manner which is respectful/dignified not only to themselves but also to the school.

- Uniforms should always be neat, tidy and clean. No fancy-coloured T-shirt should be worn under shirts and shirts must be tucked in.
- Shoes should be polished and clean.
- After sports practices learners may be collected from within the school grounds without the need to dress in full school uniform; however, collection outside school requires a change into full uniform.
- Outside school, the school uniform must be worn in its entirety or not at all.
- Extra-curricular activities, such as sports/cultural and academic fixtures necessitate the wearing of the full school uniform.
- It should be remembered that attendance at sports activities, when deemed necessary, adds to the ethos of the school.

2. DRESS CODE

BOYS

White Shirt/Golf Shirt

Tie/Badge

Grey Flannel Trousers

Black School Shoes

Socks

GIRLS

White shirt/Golf Shirt

Tie/Badge

School Skirt (must have a box pleat in the front)

Black School Shoes

White Socks

The School colours are blue and white. Other accessories worn by learners should not detract from the colour scheme of the uniform. Girls' headbands should be blue, black or white. Girls' socks should not have more than one fold and should rest above the ankle (not rolled to disappear into the back of the shoe.)

NB: Secret socks are not allowed.

2.1 "SUMMER" UNIFORM

On warm days learners have the option of not wearing the school tie if they so wish. In place of the tie, the school badge must be worn on the pocket of the shirt or the golf shirt (checked collar) could be worn. The school badges must be ironed on at home.

2.2 "WINTER" UNIFORM

On cold days, the school tie may be worn with a navy-blue

school jersey, blazer or track top only. Girls are allowed to wear black or navy stockings (not flesh-coloured). On extremely cold days, learners may wear the full track suit with the tie and school shoes (no takkies or running shoes).

In inclement weather (i.e. When it is cold and rainy)

The uniform with school blazer and tie.

The school tracksuit with white shirt or school golf shirt with badge (no tie).

The school uniform with navy blue jersey and tie.

NOTE: Learners will be allowed to attend classes for two consecutive days without the required uniform on request from a parent. Such a request must be accompanied by a letter from the defaulting learner's parent.

2.3 HOODIES

Hoodies are not allowed at school. These have led to sheer criminality at school and this will not be tolerated.

3. GENERAL DRESS AND APPEARANCE

- **Jewellery and Fashion**
 - Watches and medical discs only.
 - Girls are allowed to wear one pair of studs or sleepers only.
 - Boys must not wear earrings.

- Nose rings are forbidden for all girls and boys.
- **Finger Nails**
Trimmed and cleaned. No nail polish.
- **Beards**
Boys must be clean shaven.
- **Hair regulations:**
 - Dyed hair, colouring of hair, exotic styles or fashion-specific styles are not permitted.
 - No fully-shaven or partially-shaven heads are permitted for whatever reason.
 - Steps in hair are not allowed.
 - "FADE" is not allowed.

PART FIVE

DISCIPLINE AND PUNISHMENT PROCEDURES

This document must be used with reference to the school's Code of Conduct and School Rules:

The Government Gazette, Notice 776 of 1998, clearly states:

- Learners must understand that action may be taken against them if they contravene the Code of Conduct.
- The philosophy of the disciplinary system is based on human dignity, respect and consideration for others and not on fear of assault.

LEVEL A OFFENCES

The following will be considered Level A offences:

BEHAVIOUR

- Littering
- Swearing
- Insolence
- Borrowing without consent
- Eating and drinking in class
- Entering a classroom without permission
- Neglecting to do cleaning duty
- Late to school/class
- Occupying an out of bounds area
- Lying
- Bullying
- Absenteeism without a note
- Disrespecting prefects
- Lack of respect of property

APPEARANCE

- Minor hair infringements
- Minor uniform infringements

ACADEMICS

- Classwork not done
- Not handing in work on time
- Having incorrect books
- Disruptive behaviour in class
- Forgetting to bring books
- Homework not done

PUNISHMENT / CONSEQUENCES

- Verbal warning
- Written warning
- Detention
- Calling in of parents
- Suspension
- Repetition of offences indicated above may lead to the categorisation of offences as a "Level D Offence."

The principal, educators or senior management may use their discretion in awarding punishment to ensure fairness and to ensure that the punishment fits the offence.

LEVEL B OFFENCES

BEHAVIOUR

The following will be considered level B offences:

- Gross swearing
- Ignoring specific instructions
- Failure to attend a match as a player (team member)
- Minor damage to school property
- Throwing chalk, paper or object/s
- Neglecting to do set punishment
- Neglecting to:
 - attend office detention
 - attend educators' detention
 - fulfil set punishment

APPEARANCE

- Wilfully wearing an incorrect uniform
- Wearing exotic hairstyles

ACADEMICS

- Absconding from class
- Cheating in a class test
- Copying another learner's work

PUNISHMENT/ CONSEQUENCES

- Detention
- Written Warning
- Calling in parents
- Suspension
- Repetition of offences may lead to the categorisation of offences as a "Level D offence."

The principal, educators or senior management may use their discretion in awarding punishment to ensure fairness and to ensure that the punishment fits the offence.

LEVEL C OFFENCES

BEHAVIOUR

The following are considered level C offences:

- The carrying and smoking of cigarettes when at school or representing the school
- Vaping is strictly forbidden
- Vandalism, including graffiti / damaging school property
- Overt racism
- Swearing at a member of staff, or parent/ using obscenities
- The use of offensive gestures
- Lying
- Neglecting to attend office detention
- Fighting with another learner
- Gambling
- Attempted assault/ attempted indecent assault
- Possession or discharging of firecrackers
- Deliberate defacement of any item of the school uniform.

APPEARANCE

- Any form of appearance that detracts from being identified as a learner of Umbilo Secondary
- Use of Hoodies

ACADEMICS

- Playing truant from school
- Cheating in an examination
- Cheating and copying, and use of AI/Smart Watches

PUNISHMENT/CONSEQUENCES

- Detention
- Written Warning
- Calling in parents
- Suspension

Repetition of offences may lead to categorisation of offences as a "Level D offence."

The principal, educators or senior management may use their discretion in awarding punishment to ensure fairness and to ensure that the punishment fits the offence.

LEVEL D OFFENCES

Constant repetition of other grades of offences.

Learners should have had a period of "Benefit of Doubt" through the intervention of actions undertaken to rectify Levels A to C offences. However, continual defiance of the school's regulations regarding behaviour will lead to expulsion proceedings.

BEHAVIOUR

- Cheating in an examination
- Guilt proven in a court of laws in the Republic of South Africa
- The carrying of a firearm, dangerous or lethal weapon
- The unlawful use of a firearm, the unlawful firing of a weapon, the pointing of a weapon at another person
- The unlawful carrying of the magazine of a firearm, bullets or other ammunition
- The consumption or possession of alcohol when at school or representing the school
- Arriving on school property intoxicated through the use of alcohol or drugs
- Vaping
- The consumption or possession of cigarettes, alcohol, and drugs when in school or representing the school
- Theft of any person's property or school property
- Theft involving violence
- Rape, attempted rape, physical or sexual abuse, indecent assault, intimidation of or threat to an educator, non-educator, parent or learner
- The carrying of and reading of pornography in contradiction of any law
- showing of pornographic material to minors

PEDDLING/SELLING

- The peddling/selling of drugs or any other product (e.g sweets, lollipops, etc.) is prohibited.

CYBER BULLYING

- Any type of abuse or intimidation and threats via social media is strictly forbidden.

CELL PHONES

- The use of cell phones/earphone/smart watches/ iPod/ musical players/tasers on the premises is prohibited.

DRESS CODE

- The use of hoodies has led to criminal behaviour and is thus strictly forbidden.

APPEARANCE

- Learners should have had a period of "Benefit of Doubt" through the intervention of actions undertaken to rectify Level A to C offences. However, continual defiance of the school's regulations regarding appearance and uniform will lead to expulsion proceedings.

ACADEMICS

- Constant repetition of other grades of offences
- Learners should have had a period of "Benefit of Doubt" through the intervention of actions undertaken to rectify Levels A to C offences. However, continual defiance of the school's regulations regarding academic regulations will lead to expulsion proceedings.

PUNISHMENT/CONSEQUENCES

- Police intervention (in the case of an unlawful act)
- Suspension
- Expulsion

The principal or senior management may use their discretion in awarding punishment ensure fairness and to ensure that the punishment fits the offence.

PART SIX

A GUIDE TO OFFENCES AND THEIR CONSEQUENCES

The most regular offences have been classified into four levels.

WARNINGS

This refers to any behaviour that may interfere with the Culture of learning and teaching (colt) in the classroom or during any other school activity.

LEVEL A

Level A (Usually a first time. offence)

	MISDEMEANOUR	ACTION BY	CONSEQUENCES
1	Late to class	Educator	Logging (Incident Book)
2	Entering a classroom without permission	Educator	Logging (Incident Book)
3	Neglecting to do cleaning duty	Educator	Logging (Incident Book)
4	Homework not done	Educator	Extra work/ Logging (Incident Book)
5	Incorrect books/ stationery	Educator	Logging (Incident Book)
6	Swearing	Educator	Logging (Incident Book)
7	Lack of respect for property (minor)	Educator	Detention/Task
8	Insolence	Educator	Logging/Detention/Task
9	Littering	Educator	Logging/Detention/Task
10	Disruptive behaviour in class	Educator	Logging (Incident Book)
11	Eating/Drinking in class	Educator	Logging (Incident Book)
12	Bullying (minor)	Educator	Logging/Detention/Task
13	Late to school	Deputy Principal	Logging/Detention/Letter to parents/Exclusion
14	Out of school uniform	Educator	Logging/Detention
15	Occupying areas out of bounds	Teacher on duty	Logging/Task
16	Disrespecting Class Reps/RCL	Grade Controller	Logging/Detention
17	Absenteeism without a note	Educator	Logging/Detention
18	Lying (minor)	Educator	Logging/Detention

LEVEL B

These are behaviour-related offences and will warrant an immediate letter of warning and/or the parents being sent for. A learner is at this level where there is a repetition of Level A misdemeanours.

	MISDEMEANOUR	ACTION	CONSEQUENCES
1	Gambling	Grade Controller	Letter/Detention
2	Cheating in class	Educator	Letter to parents/ Zero Marks Awarded
3	Neglecting to complete punishment	Grade Controller	Letter/ Detention
4	Smoking in school uniform	Grade Controller	Detention/Letter to parents/ Suspension if deemed necessary
5	Racial intolerance	Grade Controller	Letter/Detention/ Counselling
6	Disrespect	Grade Controller	Letter/Detention/ Counselling
7	Disruption of the learning process	Grade Controller	Letter/Detention/ Suspension
8	Graffiti	Educator/ Grade Controller	Letter/Cleaning/ Detention
9	Dishonesty	. Educator/ Grade Controller	Letter/Detention
10	Unsporting behaviour	Educator/ Grade Controller	Letter/Detention/ Meaningful Task
11	Minor damage to property	Educator/ Grade Controller	Letter/Detention/ Meaningful Task
12	Persistent non co-operation	Grade Controller	Letter to parents and/or Calling in of parents
13	Action obviously aimed at humiliating educators and fellow learners	Grade Controller	Letter and/or Calling in of parents

	MISDEMEANOUR	ACTION	CONSEQUENCES
14	Absconding class	Grade Controller	Letter to parents/ Detention
15	Swearing (major)	Grade Controller	Letter to parents/ Detention
16	Ignoring specific instructions	Grade Controller	Letter to parents/ Detention
17	Failure to attend a match as a player	Grade Controller	Letter to parents/ Detention
18	Neglecting to attend office detention	Grade Controller	Letter to parents/ Detention
19	Wilfully wearing incorrect uniform	Grade Controller	Letter to parents/ Detention
20	Failing to remove exotic hairstyles	Grade Controller	Letter to parents/ Detention
21	Copying another learner's work	Grade Controller	Letter to parents/ Detention

- **Any Level B offence - letter of warning.**
- **Three warnings in a term - 1 week suspension.**
- **Any two suspensions in a year- recommendation will be made for expulsion.**

LEVEL C
SERIOUS MISCONDUCT

This refers to any action by a learner that may threaten the well-being of another learner, member of staff or members of the community. Disciplinary action to be taken by the management of the school, and, if need be, the South African Police Services. The matter may be referred to the Disciplinary Tribunal who will in turn make a recommendation to the Governing Body. The recommendation could include expulsion.

	MISDEMEANOUR	ACTION	CONSEQUENCES
	LEVEL C: Frequent repetition of Level B misdemeanour where initial disciplinary action is deemed ineffective	Deputy Principal/ Principal	Detention / Suspension
1	Overt racism	Deputy Principal/ Principal	Letter to parents/ Detention/suspension
2	Petty theft	Deputy Principal/ Principal	Letter to parents/ Detention/suspension
3	Minor injury to another learner (negligence)	Deputy Principal/ Principal	Letter to parents/ Detention/suspension
4	Fighting	Deputy Principal/ Principal	Letter to parents/ Detention/suspension
5	The carrying and smoking of cigarettes when at school or representing school	Deputy Principal/ Principal	Letter to parents/ Detention/suspension
6	Vandalism including graffiti/ damaging school property	Deputy Principal/ Principal	Repair work/Letter to parents/suspension
7	Gambling	Deputy Principal/ Principal	Letter to parents/ Detention/suspension
8	Cheating in exams	Deputy Principal/ Principal	Results withheld/ Letter to parents

	MISDEMEANOUR	ACTION	CONSEQUENCES
9	Possession or discharge of fire-crackers	Deputy Principal/ Principal	Letter to parents/ Detention/ suspension
10	Deliberate defacement of any item of school uniform	Deputy Principal/ Principal	Letter to parents/ Detention/ suspension
11	Blatant dishonesty	Deputy Principal/ Principal	Letter to Parents/ Detention/ Suspension
12	Threats of violence to fellow learner	Principal/SAPS	Suspension/Letter to parents/Gov. Body
13	Unbecoming behaviour whilst in school uniform (during and after school)	Deputy Principal/ Principal	Detention/ Suspension/ Letter to parents/ Governing Body
14	Deliberate and serious undermining of the authority of the Principal and educators	Deputy Principal/ Principal	Letter to parents/ Suspension/ Governing Body
15	Covering up pregnancy	Deputy Principal/ Principal	Letter to parents/ Suspension
16	Not informing the school about a criminal offence	Deputy Principal/ Principal	Letter to parents/ Suspension/ Governing Body
17	Sexual harassment (minor)	Deputy Principal/ Principal	Letter to parents/ Suspension.
18	Any verbal threats to an educator	Principal/SAPS	Letter to parents/ Suspension/ Governing Body

LEVEL D

This refers to any action of a learner that may constitute a common law or statutory crime and which may result in action by the South African Police Services or prosecution by the criminal justice system.

Disciplinary Tribunal, the Governing Body and the KwaZulu Department of Education and Culture.

	MISDEMEANOUR	ACTION	CONSEQUENCES
1	Frequent repetition of Level C misdemeanours where initial disciplinary action is deemed ineffective	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
2	Major theft/Robbery in school uniform	Principal/ SAPS	letter to parents/ Governing Body/Criminal Charges
3	Serious physical assault (wilful or negligent)	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
4	Intentionally using a dangerous weapon	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
5	Breaking and entering	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
6	Murder	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
7	Rape, attempted rape, physical or sexual abuse, indecent assault, intimidation of/or threat to an educator, non-educator, parent of learner	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
8	Guilt proven in a court of law (school-related)	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges

	MISDEMEANOUR	ACTION	CONSEQUENCES
9	Possession of a dangerous weapon (if charged by the school)	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
10	Any action which in the opinion of the Disciplinary Tribunal endangers the lives and safety of others	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
11	Any offence deemed serious by staff and educators	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
12	The unlawful use of firearm, the unlawful firing of weapon, pointing of a weapon at another person	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
13	The unlawful carrying of a gun magazine, bullets or any form of ammunition	Principal/ SAPS	Letter to parents/ Governing Body Criminal Charges
14	Consumption or possession of any chemical substances, drugs when in school or representing the school	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
15	Theft of any person's property or school property	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
16	The carrying of and reading of pornography in contradiction of any law, as well as the showing of pornography to minors	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
17	Forging of official documents	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges
18	Intimidation of others to perform an unlawful act	Principal/ SAPS	Letter to parents/ Governing Body/ Criminal Charges

N.B. ANY LEVEL D OFFENCE CAN LEAD TO A LEARNER'S EXPULSION PUNISHMENT/CONSEQUENCES

- Police intervention (in the case of an illegal act).
- Suspension. • Expulsion
- The principal or senior management may use their discretion in awarding punishment to ensure fairness and to ensure that the punishment fits the offence.

SECTION 2 GENERAL

1. LATE-COMERS DETENTION:

- All latecomers must report for detention on the day that they are late.
- Learners who fail to report for detention will be subject to the relevant disciplinary procedures.

2. EXEATS:

- All requests for an exeat must be accompanied by a letter from the parent and/or guardian.
- Requests for exeats must be handed to your class teacher during the administration period.
- All exeats must be entered into the logbook and approved by the class teacher.
- The exeat must then be counter-signed by the office. i.e. The Principal, Deputy and/or secretary.

3. PASS SYSTEM:

Learners are required to display, an educator's pass if they are seen out of the classroom during lesson time. Learners are only allowed out of the classroom on official errands.

4. ARRIVAL AND DEPARTURE:

- All learners are to arrive before the official starting time.
- No learner may leave the school without the permission of the Principal or Deputy Principal from whom an exeat must be obtained. A letter from a parent/guardian must be furnished before an exeat is granted. In the case of illness, parents will be requested to fetch their children.
- Bags and valuables are not to be left in the corridors before school and during breaks.

5. VERANDAHS:

These are out of bounds during non-teaching times. Eating and drinking on the verandah is not allowed during lesson time.

6. CLASSROOMS:

These are out of bounds during non-teaching times. Eating and drinking in classrooms is not allowed.

7. TOILETS:

Loitering in and around the toilets is forbidden.

8. LITTER:

It is the responsibility of each learner to take care of the school's environment:

- Place all litter in refuse bins or wastepaper baskets.
- Educate and encourage fellow learners about littering.
- Make the environment clean for everyone.

9. OUT OF BOUNDS AREA:

Keep clear of:

- the banks
- the Cleaner's quarters, the mini-hall and any empty classroom unless an educator is present
- the tuck shop, except during official breaks
- the tarred area in front of the school, the two car parks, corridors, boundary fence and gates.

10. VALUABLES, MONEY:

- Learners should avoid bringing valuables to school.
- Large sums of money, watches and valuables must be handed in for safekeeping if the need arises.
- School fees should be paid before school.
- Arrangements should be made for the safe-keeping of valuables, etc. during sports practices.

11. ASSEMBLY:

- All learners must attend assembly for its full duration.
- All learners are to maintain absolute silence during assembly.

12. TRANSPORT:

- Before and after school, all learners must be dropped off and picked up opposite the park in Assegai Crescent.

13. PERSONAL/ SPORTS DEPARTMENTAL FORMS

Forms that need the Principal's signature and/or school stamp must be filled by your class educator.

14. SCHOOL FEES

It is the responsibility of the parent to pay the school fees timeously.

• **EMPLOYED PARENTS:**

Fees must be paid in accordance with the school's guidelines. Parents experiencing financial difficulties must call at the school to discuss the problem.

• **UNEMPLOYED PARENTS:**

Valid proof of unemployment must be produced when a payment schedule is filled in at school. Monthly payments must be met. (Valid proof of unemployment would be official affidavits and updated unemployment cards.)

15. CLEANING STAFF / ADMINISTRATIVE STAFF:

The cleaning and administrative staff must be accorded the utmost respect at all times. They form an integral part of our school structure.

16. REPS/RCL POLICY:

- are chosen by the class teacher
- serve as a role model in the classroom
- keep control of the logbook in which they reflect the daily attendance and latecomers
- must ensure that the subject teachers sign and make the relevant entries
- in the absence of the class or subject teacher the class reps should maintain order in the classroom
- to check, inform the class and make sure that the class reports to the relief educators when applicable.

17. GENERAL CLASSROOM CONDUCT:

A learner is required to:

- attend all lessons regularly and promptly
- hand properly completed assignments by specified deadlines
- respect the work ethic of the classroom by not creating a disturbance or hindering others
- obey instructions from the educator
- ensure the cleanliness of the classroom
- assist the educator in maintaining discipline in an acceptable manner
- take responsibility for any wrong doing and its consequences.

18. CLASSROOM POLICY:

This policy applies to all learners who use a classroom.

- Learners are to line up outside the room before entering.
- Only learners who are given permission may leave the room at any time.
- If the educator is not in the class, learners must remain seated and not make a noise.
- No learners are allowed in the classroom during breaks.
- The class educator must ensure that the door is locked during breaks to prevent the possibility of theft.
- Push chairs under the tables (where applicable) when leaving the room after the lesson.
- Do not move the desks.
- Do not write on or scratch on the desks.
- Do not eat or drink in the classroom.
- Do not litter - learners should pick up papers in the classroom
- Do not write on the board or the walls
- Do not stand at the door when the educator is out of the classroom.

19. CONDUCT WHILE TRAVELLING IN PUBLIC TRANSPORT:

A learner is required to:

- Enter in a calm and orderly manner.
- Assist other young learners.
- Stand and make way for any adult.
- Stand and make way for any educator.

20. CONDUCT WHILE REPRESENTING THE SCHOOL :

A learner is required to:

- Meet all applicable dress requirements.
- Be courteous and helpful.
- Neither through action nor word bring discredit to either himself/herself or the school.

PART SEVEN

AMENDMENTS TO CODE OF CONDUCT AND REGULATIONS (PROCEDURES)

From time to time, the Code of Conduct and the Regulations pertaining to discipline may need to be amended. Part Six clearly outlines the procedures for any such eventuality.

REPRESENTATIVE BODIES

- The Governing Body, the educators, and learners, through the Representative Council, have a direct say in any amendments to the said document.

PROPOSAL

- A written proposal, seconded by a learner or an educator or a member of the Governing Body must be submitted to all concerned as indicated under point 1.
- The proposal must be agreed upon through consensus and debate and must carefully consider the implications of the proposal in the light of the School's Mission Statement, the constitution and the various acts pertaining to education.
- A copy of the official proposal form is on file.

NOTIFICATION OF CHANGE

- All learners, educators and members of the Governing Body, parents and guardians will be notified in writing, of any changes.

PART EIGHT

MECHANISMS AND AVENUES TO AIR GRIEVANCES

In accordance with the Government Gazette Notice 776 of 1998 (items 4.5.2) all stakeholders may, from time to time, wish to air a grievance:

The following avenues must be followed:

- The grievance must be stated in writing and addressed to the Representative Council of Learners, the Principal and the Chairperson of the governing body.
- The disruption of the school is unacceptable.

THE MECHANISMS

- The aggrieved learner will present his case in person to the RCL, the Principal and the Chairperson of the governing body at a time agreed between the various parties.
- The issue should, as far as possible be resolved within these school mechanisms.
- The learner will be given a fair hearing based on the Code of Conduct and Regulations.

PART NINE

EXPLANATION OF WORDS

Abscond	Leave the premises without asking
Banned substances	Illegal drugs, eg Dagga. 'Whites', . etc.
Blatant dishonesty	Very clear that you are being dishonest
Cheeky	Showing no respect
Chronic Absentee/Late Comer	Normally absent or late
Confidentiality	Very Private
Consecutive Days	Following each other
Consumption of alcohol	Drinking of alcohol
Continual defiance	Always showing disrespect and breaking the rules
Contravene	Break the rule
Cornerstone	Important part of
Deemed ineffective	It has not work properly
Deemed necessary	It is important that it happens
Diverse Needs	Wide variety of needs
Empowering	To help you grow as a person
Ethos	Reputation
Exeat	Permission to leave school early
Exemplary Conduct	Outstanding behaviour
Extortion	To force someone to give you something through threats
Graffiti	Drawing/Writing on walls, desks, etc. .
Grievous Bodily Harm	Seriously injuring another person
Gross misconduct	Really ugly behaviour
Harsh reality	It will definitely happen
Hindering Others	Preventing others
Horseplay	Play roughly
Humiliation	Actions that insult another person
Icons	Symbols, signs or images
Infringe	Break the rule
Insolence	Showing no respect
Integral part	Important part of
Intentional	Something that is done knowingly
Intimidation	To make someone afraid of you

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Intolerance	Not considering other peoples feelings
Intoxicated	Drunk or drugged
Juvenile	Teenager
Key stakeholders	People that must be involved
Learner-orientated	Needs of learners are considered
Legal Obligation	What is expected of you by the Jaw
Lethal	Dangerous
Liaise	To work with
Major infringement	Serious breaking of the rules
Major Role Players	People involved
Misdemeanours	Wrong doings
Motivated	Focussed
Not in accordance	Against school rules
Non-co-operation	Refusing to obey instructions
Offensive conduct	Disgusting behaviour
Option	Choice
Overt racism	Clear indication of having problems with other races
Own Gender	Person of the same sex
Partially shaven	Not shaven completely
Petty	Small
Prohibited	Definitely not allowed
Pornographic	Pictures, films, drawings that show indecent activities
Potential	You are capable of
Perceptions	The way you think
Prior	Before, eg. Prior to the day starting
Prominent	Well known / noticeable
Public place	Where people gather
Punitive measures	Punishment that will be carried out
Racial intolerance	Not respecting other races
Recommendation	To advise
Relevant	Important
Respect Human Dignity	To treat like a human being
Rituals	Performing religious acts
Rowdy	Noisy
Schools environment	Place where we learn
Symbols	Religious drawings
The bottom line	It will definitely happen
The office	Principal and/or Deputy
Timeously	To be always on time
To detract from	To spoil something

To jeopardise your chances	Actions which will put the individual into trouble
Unbecoming Behaviour	Unacceptable behaviour
Unfair discrimination	Unfairly treated for no real reason
Use your discretion	Use your common sense
Valid Proof	Honest proof
Vandalism	Damaging Property
Where applicable	Where it applies
Wilful or negligent	Any action that deliberately causes damage or harm
Wilfully	Intending to cause harm
Work Ethic	Ability to work hard



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