

Searidge Park Primary

School ethos and

Code of conduct

WHAT DO WE MEAN BY "ETHOS"?

The ancient meaning of "ethos" involves 'use', "habit", or "custom." The Oxford Dictionary defines "ethos" as "characteristic spirit and beliefs of a community". Likewise Chambers Dictionary defines it as "the distinctive character, spirit and attitudes of a community".

EDUCATIONAL PROGRAMME AND BASIC AIMS

Our first priority is to give our learners a sound education for their future careers. Searidge Park Primary places emphasis on academic work, and each learner is expected to do his best to achieve according to his ability.

We aim to provide an orderly academic environment in which education can proceed without disruptive behavior

We also realize the need to develop the "whole individual" –in body, mind and spirit, and aspire to balance the academic aspect with a comprehensive extramural programme in the form of Game changer and sporting programs through an experienced teaching staff, which are committed to maintaining good standards.

We attach much importance to a spirit of good fellowship amongst learners, and between learners and staff.

CODE OF CONDUCT

Adopted by the Governing Body

1. PREAMBLE TO THE CODE OF CONDUCT

The intention of the Searidge Park Primary Discipline Policy is to establish and promote adherence to certain standards of behavior and general conduct.

The Searidge Park Primary Code of Conduct is designed to promote learner behavior and school environment which is conducive to academic development and achievement; and which will allow each learner to realize his/her potential within a calm and ordered environment.

It is stressed that the Code of Conduct, together with other corrective measures, eg. detention, is aimed at providing a framework of values within which all learners can function. In addition to discouraging misbehavior, we believe that the continued good behavior of the majority of our learners will be encouraged.

Ideally, the Code of Conduct will not only promote general discipline, but will also foster the self-discipline which will be required from our learners if they are to develop into well-rounded, mature and successful adults.

The Code of Conduct should promote a culture of reconciliation, social cohesion and cultural diversity, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in the school.

Learners shall obey the Principal, or any person to whom authority has been delegated by the Principal.

The school reserves the right to make amendments to the Code of Conduct as and when necessary.

2. SEARIDGE PARK PRIMARY MISSION STATEMENT

School Vision

The best and most respected school for the community, with high quality educators producing high quality learners.

Mission Statement

Creating new paths in learning and serving all learners and the community, by providing quality education in an individual and holistic manner.

1. Placing the interest of learning first in everything we do.
2. Provide Educators with continuous development opportunities.
3. Emphasizing skills development in all learners.
4. Maintain a cultural and sport environment including leadership and adventure programs.
5. Promoting community involvement and services, to all learners and educators.
6. Enhancing the school facilities for optimal usage to all learners, educators and the community.

3. TERMS OF LEGISLATION

The Code of Conduct for Learners at Searidge Park Primary is drawn up in terms of the following legislation:

- The Constitution of the Republic of South Africa 1996, Act No. 108 and the Bill of Rights included in the constitution.
- South African Schools Act, 1996 (Act No. 84 of 1996) as amended.
- Guidelines for the consideration of Governing Bodies in adopting a Code of Conduct for learners, in Government Gazette No 18900.
- Extracts from Regulations relating to disciplining, suspension and expulsion of learners at the public schools in the Western Cape, promulgated on 15 December 2011, in the Provincial Gazette Extraordinary No. 6939, and which came into effect on 2 April 2013, and in Circular 0018/2012 – Provincial Administration Western Cape – Education Department.

- Act 31, 2007 of the Education Laws Amendment Act, 2007.

ADDITIONAL LEGISLATIVE FRAMEWORK

This Code of Conduct is further aligned with:

- The **Basic Education Laws Amendment Act, 2022 (BELA Act)**
- The South African Schools Act (SASA) as amended
- Provincial Regulations relating to suspension and expulsion of learners

In terms of the BELA Act:

- Parents bear primary responsibility for ensuring learner attendance, discipline and cooperation with the school.
- The School Governing Body has strengthened authority in matters relating to discipline, safety and school governance.
- Schools are empowered to act decisively in cases of serious misconduct to ensure the safety and protection of all learners and staff.

4. LEGAL AUTHORITY

4.1 The South African Schools Act, Act No. 84 of 1996, section 8(1) empowers a Governing Body of a school to maintain discipline in a school. The Code of Conduct must prescribe behavior that respects the rights of learners and educators.

4.2 An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learner is in attendance at the school: in any classroom, at any school function, school excursion or other school related activities.

4.3 The Principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a random search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs or harmful dangerous 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 at least one other person. A record must be kept of the search proceedings and the outcome.

4.4 In accordance with Act 31, 2007 of the Education Laws Amendment Act 2007, the Principal or his or her delegate may at random administer a urine or other non-invasive test to any learner that is on fair and reasonable grounds suspected of using illegal drugs. The screening can be allowed to be done on the school premises. The parent must be informed within one working day, if practical, that a random test or search and seizure was done in respect of his or her child.

4.5 The school is responsible for the welfare of the learners as from 7.30 in the morning until 15.00 in the afternoon. Every effort will be made to protect learners. However, the school cannot be held accountable for learners who arrive earlier than 7.30 in the morning or leave later than 15.00 in the afternoon and/or are not involved in activities at alternative times (as stipulated above).

5. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

5.1 LEARNERS

5.1.1 Expectations for learners

The school has pastoral care over its learners both in and out of the school in the form of guidance, counseling, and discipline, especially when there is misbehavior, anti-social or illegal behaviour. The School Based Support Team (SBST) will be the body to which these referrals will be made. The schools structure consists of various pillars, which will provide a framework for the learner's life in the school.

Pastoral

Learners are expected

- To maintain a high standard of behaviour and courtesy both inside and outside of the school;
- To be loyal to the school and to enhance the reputation of the school for the benefit of all at the school; and
- to display honesty and integrity in their actions and attitudes.

Academic

Learners are expected

- To try their best to fulfill their academic potential at school
- To be accountable and recognize that each member of the school has the right to unhindered teaching and learning in a safe and secure environment to respect the rights of the individual to a full education; and
- To complete all homework, assessments, assignments, and prepare adequately for all assessments and for all test and examinations.

Extramural – Physical and cultural

Learners are expected

- To be involved in cultural activities when arranged by the school.
- To be involved with the extramural activity such as the Game Changer Program.
- To display sportsmanship of the highest order on and off the field and not to bring the name of the school into disrepute.

5.1.2 Learners' rights

Learners should be entitled to:

- Educational facilities and resources necessary for effective learning;
- Be taught in a clean, safe and orderly environment;
- Be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners.
- Be treated as an individual, enjoying the respect of others, and treated in a fair and dignified manner;
- Be taught in a disciplined environment in which punishment is fair and consistent;
- Be recognized for their achievements;
- The democratic right to due process.

5.2 EDUCATORS

5.2.1 Educators' rights

Educators should

- Be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided and maintained;
- Expect learners to be prepared for lessons, having completed all homework assignments;
- Expect learners to be punctual, courteous and respectful;
- Be treated fairly and be respected as professional persons;
- Be supported by parents and colleagues and receive the support of those in authority;
- Be able to teach without interruption;
- Enjoy privacy in their private lives, with the assurance that their personal property at school will be respected.

5.2.2 Educators' obligations

Educators must:

- Report for duty by latest 7.30 in the morning, otherwise they will be marked as being late for duty.
- Be professional in appearance and approach, and provide an environment which is conducive to effective learning;
- Be well prepared for each lesson, teach each lesson effectively, and effectively evaluate work done;
- Maintain a clean, disciplined and safe environment in the classroom;
- Be punctual, when reporting to where the learners line up and ensure that full discipline is maintained at the lines and during the movement to the various classrooms;
- Take full responsibility and accountability for managing their classes;
- Exercise full and complete authority not only to their register class, but to each learner;
- Avail themselves for playground duty and other duties as requested by people in authority;
- Be consistent and fair, and sensitive to the needs of learners;
- treat learners as individuals, respecting their rights, and encouraging each learner to reach his/her full potential in all spheres of school life;
- guide learners, help them to identify problems that they have, and help them to resolve such problems;
- communicate with parents and keep them informed of the progress of learners;
- keep up to date with developments in education, in the subjects taught, and in the teaching of the subjects;
- to attend workshops, meetings as set out by the district and training for developmental purposes;
- set the correct example as a professional person;
- not prioritize the use of their mobile devices in the classroom for personal usage above the time allocated to teaching the learners
- keep up to date with all administrative duties and attend ALL official school functions;
- comply with all instructions and due dates as instructed, agreed and decided upon by the Principal/ SMT /or staff;

5.3 PARENTS

5.3.1 Parents' expectations

Parents expect from the school:

- educators who are well qualified and competent to teach their subjects of instruction;
- a school that respects cultural diversities and is non-discriminatory;
- educators who are professional in their approach to their work and who set and maintain correct standards;
- the promotion of high moral standards and good ethics, with learners being taught in a disciplined environment that is conducive to learning;
- that they will be treated fairly and as individuals;
- support from approachable educators who communicate with parents on work and behavioural problems.

5.3.2 Parent obligations

Parents should

- support and encourage their children in their involvement in all spheres of school life;
- ensure that learners attend school regularly, that they are correctly dressed, are properly equipped, and are punctual;
- support the school, the staff, the code of conduct and school rules, and ensure that their children do likewise;
- inform the school of any problem areas and communicate with individual educators where this is necessary or desirable;
- fetch their children on time after school functions, and attend official school functions such as parent teachers meetings.

PARENT RESPONSIBILITY AND COMMUNICATION PROTOCOL

5.3.3 Communication and Dispute Resolution Protocol

In terms of the Basic Education Laws Amendment Act (BELA Act), the following shall apply:

1. Parents/guardians are required to follow the school's internal communication procedures before escalating concerns to:
 - The Department of Basic Education / WCED
 - The Media
 - External organisations or advocacy bodies
2. Parents must first:
 - Arrange a meeting with the educator concerned.
 - Escalate to the Grade Head or SMT if unresolved.
 - Thereafter escalate to the Principal.
 - Finally, approach the School Governing Body if required.
3. Immediate escalation to the media or Department without first allowing the school reasonable opportunity to address the matter shall be regarded as:
 - A breach of cooperative governance principles.
 - Conduct that undermines the school's authority and due process.
4. The school reserves the right to formally record such conduct and refer the matter to the School Governing Body for intervention.

The school remains committed to transparency, accountability and constructive engagement, and expects the same level of professionalism from parents.

6. CODE OF CONDUCT

6.1 BEHAVIOUR

6.1.1 In the classroom

After the educator has granted permission for learners to enter the classroom, they must stand next to their desks and wait until the educator has greeted them and requested them to be seated.

Desks and classroom walls must be kept clean and not defaced.

Litter must be placed in the wastepaper basket.

Eating, chewing of gum and drinking of water is not allowed in classrooms, unless permission is granted by the educator.

The wearing of any kinds of caps, head gear or hoodies in class will not be permitted, unless it is worn because of religious grounds. Educators have the right to remove and confiscate the mentioned once learners have received a prior warning.

When the Principal or any staff member enters the classroom, learners must stand and greet the visitor and wait until they are instructed to be seated.

Absolute silence must prevail while a visiting staff member is present.

Behavior in class must be exemplary.

School books must be neatly covered and well taken care of.

Learners must raise their hands if they wish to speak. It is good manners to stand when speaking to an educator.

When the bell rings, books must be packed away once the educator has instructed them to do so and their desks should be cleared.

No class will be dismissed leaving the classroom filthy and will be the responsibility of both the learners and educators to ensure that the classroom looks presentable. It is not the responsibility of the support staff to ensure that learner rubbish in classrooms are swept or picked up.

Learners will only be allowed to leave the classroom for interval and at the end of their school day upon instruction of the educator.

Learners will only be allowed to leave the classroom during a period in exceptional cases.

No learner may leave the classroom without the permission of the educator.

Movement to classrooms in the mornings, after intervals and at dismissal times, will be conducted in a single file with learners keeping to the left. (Educators are to take full accountability to ensure the procedures are followed)

6.1.2 Assemblies /Hall gatherings

Assemblies will be every alternate week or when the need arise. Learners are to line up in their register classes in silence.

Learners must move to the assembly area in quiet and orderly manner. Silence must be maintained throughout the assembly. **Educators are to exercise their authority and to take full responsibility and accountability for their class throughout the assembly.**

Important announcements are made during assemblies. Learners are therefore required to pay careful attention to these announcements as it may not be repeated at a later stage again.

6.1.3 On the school grounds

Intersen learners are strictly prohibited to be around the Foundation Phase areas during their intervals. Prefects will be strategically positioned to prevent this from happening.

All activities will end abruptly directly after the siren has gone for the start of day or at the end of an interval, after which learners are to proceed to their lines immediately.

Toilets must be kept clean and tidy at all times. Toilets are allocated for learners' use according to phases. Under no circumstances may learners use toilets other than those allocated to their phase. Defacing of toilet walls is not allowed and learners will bear the costs to any damages incurred.

Loitering in toilets are prohibited and wanting to use the toilets directly after the siren has gone, will not be allowed.

Learners are not allowed in the hall area or in the classrooms during breaks, unless under full supervision of their educator.

The placement of litter into bins should become a regular practice and not be thrown around on the school grounds.

6.1.4 Indecent or Disruptive Behaviour in the Classroom

Any act of indecent, unhygienic, or disruptive behaviour within the classroom that compromises the dignity of learners, educators, or the school environment is strictly prohibited.

This includes, but is not limited to:

- Urinating, defecating, or engaging in similar conduct in the classroom or any other inappropriate space;
- Behaviour considered offensive, disrespectful, or disruptive to the teaching and learning process.

Classification:

- Such behaviour shall be regarded as Serious Misconduct in terms of the school's Code of Conduct and Section 8 of the South African Schools Act (SASA).
- In cases of repetition or deliberate defiance, the offence may be escalated to Very Serious Misconduct, which may result in suspension or recommendation for expulsion under Section 9 of SASA.

Procedure:

1. First Offence (Serious Misconduct):

- The learner will receive a formal written warning.

- Parents/guardians will be notified immediately and a disciplinary meeting will be held.
- The case will be referred to the School-Based Support Team (SBST) to determine whether the behaviour is linked to a medical, psychological, or social challenge (in line with the SIAS process).

2. Repeat Offence / Deliberate Misconduct (Very Serious Misconduct):

- The learner may be suspended pending a disciplinary hearing.
- A disciplinary committee may recommend expulsion to the Head of Department, after due process.
- Parents/guardians remain accountable in terms of the BELLA Bill for ensuring learner discipline and cooperation.

Supportive Measures:

- If the misconduct is found to be linked to medical or psychological needs, the school will implement appropriate supportive interventions instead of punitive measures, as per SIAS guidelines.
- This may include counselling, medical referrals, or specialised support programmes.

6.1.5 At school functions

Excursions, tours, outings and camps are organized at the discretion of the school. Such excursions are a privilege and not a right.

Learners are invited to attend excursions using criteria determined by the school. These criteria will vary according to the nature of the excursion. Learners who have a history of misbehavior may be excluded from attending excursions.

Learners are expected to behave in an exemplary manner at all times while on an excursion. The staff member/s accompanying learners on an excursion are to be treated with the utmost respect at all times and learners are to strictly adhere to the instructions of said staff member/s.

Learners whose behavior on an excursion contravenes accepted norms or whose behavior brings disrepute to the school, may immediately be excluded from any further participation in the excursion concerned.

Any learner found to be in possession of or under the influence of drugs or any habit-forming substances (including cigarettes, vapes and alcohol) as well as any learner who uses or is found in possession of dangerous weapons will be severely dealt with. Such learners will be excluded from any further participation in the excursion and will be required to return home immediately.

Any learner whose behavior on an excursion contravenes the school Code of Conduct will be disciplined on their return to school. Misbehavior on an excursion may result in a learner being excluded from any further excursions.

All serious transgressions or misbehaviors on excursions are to be reported and recorded immediately upon return to school. Keeping record will act as grounds for exclusion to further excursions.

6.2 ABSENTEEISM

If a learner is absent from school, he/she must on his/her return submit a signed note from the parent/guardian to the Register class educator. This letter must indicate the reason for and dates of the absence as well as the learners name and register class indicated clearly.

If a learner is absent for 3 or more consecutive school days, the office needs to be informed of which the office will contact the parents/guardian as to the whereabouts of the learner. Feedback will be given back to the educator.

A doctor's certificate must also be submitted upon return, indicating the reason for the absence.

On the 10th day of absenteeism without having informed the school or the school not have been able to contact the parent/guardian, the learner will be deregistered from CEMIS.

If a learner is absent for a test, an examination or an assessment, the parent/guardian must inform the school of this absence. A doctor's certificate or valid note from the parent/guardian must be produced for such absence upon return. Failure to do so will result in the learner obtaining a zero for the test, assessment or examination.

It will remain the responsibility of the learner to ensure that he/she gets up to date or collect all work lost during the time of his/her absence.

Late comers

School starts at 07.50 during summer and winter periods. Names of learners who arrive late for school will be noted by the person authorized to be in charge of late coming. These learners will be given Grade Head detention, unless a written signed note from the parent/guardian is submitted upon arrival at school. However repeat offenders, who have been warned, even with a letter, will sit at least half an hour detention on the day as arranged by the Grade Head or can serve detention during their interval. (It is the responsibility of the Grade Head to schedule supervision within the specific grade for detention)

Specific detention days can be set out and parents should be notified that his/her child will be in detention.

6.3 UNIFORM

6.3.1 Boys

Trousers	Long or short grey pants, teal sport shorts
Shirt	White long or short sleeved shirt. Shirt must be tucked in properly at all times. Learners will not be permitted without a school shirt. Learners will be sent home. Red golf shirt
Shoes	Only black school shoes are permitted. No takkies or shoes of any other sort will be allowed, unless parents made interim arrangements with the school as to when the learner will have his proper shoes.
Jersey	Only black, navy-blue or grey jerseys will be allowed over the white shirt.

Tracksuit The wear of the school tracksuit is allowed, which can be worn as a complete tracksuit with a shirt, or just the trouser with a shirt or just the jacket with a shirt and grey trouser. Takkies with the tracksuit will only be allowed on the day when the learners are rostered for Physical Training or athletics training.

Caps No caps, beanies or hoodies will be worn inside the school building and inside of classrooms. Should a learner not comply after having received a warning, it will be confiscated.

6.3.2 Girls

Trousers Girls will be permitted to wear long grey pants.

Dress/Skirt Teal skirt or Teal and red dress

Shirt White long or short sleeved shirt. Shirt must be tucked in properly at all times.

Learners will not be permitted without a school shirt. Learners will be sent home.

Red golf shirt with skirt

Shoes Only black school shoes are permitted. No takkies or shoes of any other sort will be allowed, unless parents made interim arrangements with the school as to when the learner will have her proper shoes.

Jersey Only black, navy-blue or grey jerseys will be allowed over the white shirt.

Tracksuit The wear of the school tracksuit is allowed, which can be worn as a complete tracksuit with a shirt, or just the trouser with a shirt or just the jacket with a shirt and grey trouser or skirt. Takkies with the tracksuit will only be allowed on the day when the learners are rostered for Physical Training or athletics training.

Caps No caps, beanies or hoodies will be worn inside the school building and inside of classrooms. Should a learner not comply after having received a warning, it will be confiscated.

6.3.3 General uniform regulations

All learners must wear full school uniform during school hours and on other occasions specified by the Principal.

The personal appearance, manner of dress and hairstyle of a learner must comply with the requirements laid down by the Code of Conduct.

No learner may wear any item of uniform which has not been approved by the Principal and Governing Body.

BOYS

Hair Regulations

- Gel will be permitted.

- All hair styles are allowed it should just be neat.
- It is advised that boys hair be short

Jewelry/earrings/body piercing

Boys are not permitted to wear any of the above at school

No jewelry eg. rings, bracelets, bangles or visible chains (except watches) may be worn with the school uniform.

Non-compliance will result in jewelry being confiscated and locked away in the office until the end of the school year.

Earrings/body piercing/jewellery/cell phones

Under no circumstances will any type of earring or visible body piercing and tattoos be allowed while a boy is in school uniform or attending any school function in civilian clothes. This applies to both during and after school hours. Bristles may not be worn to keep a hole open.

GIRLS

Hair regulations

Neatness is paramount in judging whether hairstyle conform to requirements.

Hair in front of the head must not cover the face or part of it, especially when the learner sits in a writing position at a desk. Girls' hair must be tied off the face with hair grips. Grips must match the colour of the hair.

Girls with collar-length or longer hair must tie their hair neatly with a black or red elastic band.

Hairstyles must be such that the fringe never falls below the eyebrows. Longer fringes must be gripped back.

We do not permit "way put" styles, steps, ridges, colour rinses, highlights, low lights, gel, dyes, bleach, lemon juice rinses, peroxide or perms.

No dread-locks are allowed unless upon confirmation that the learner is practicing the Rastafarian faith.

Jewelry/earrings/body piercing/colour nail polish

Earrings for pierced ears – small plain studs, one per ear only to be worn in the earlobe in the lowest hole. No other visible body piercings and tattoos are allowed. Tongue rings will not be allowed.

No jewelry eg. rings, bracelets, bangles or visible chains (except watches) may be worn with the school uniform.

No other colour nail polish besides natural will be allowed.

Non-compliance will result in jewelry being confiscated and locked away in the office until the end of the school year.

6.3.4 The following items are not part of the school uniform and may not be worn under any circumstances

BOYS

- Any shoes other than black school shoes.
- Jackets – Hoody Tops, Baseball jackets, wind breakers, track suit tops and bomber jackets.
- Jersey – No jersey, plain or patterned, other than the regulation navy, grey or black school jersey may be worn.
- T-Shirt – may not be worn without a white shirt.
- Coloured contact lenses may not be worn.
- Slippers are not allowed without permission

GIRLS

- Any shoes other than black school shoes.
- Jackets – Hoody Tops, Baseball jackets, wind breakers, track suit tops and bomber jackets.
- Jersey – No jersey, plain or patterned, other than the regulation navy, grey or black school jersey may be worn.
- Hair accessories – multi-coloured hair bands – regulation colours (black or red) only.
- Jackets – baseball jackets, wind breakers and track suit tops are not allowed.
- Socks- coloured socks
- Make-up of any sort.
- Nail polish of any sort and long nails are not allowed. No henna or henna products may be used on the nails or skin.
- Cosmetic dental fillings or coloured contact lenses may not be worn.
- Slippers are not allowed without permission.

Any learner wishing to deviate from 6.3, must refer to Section 8 in the School Code of Conduct.

6.4 GENERAL CONDUCT

No learner shall in any manner bring the name of the school into disrepute during school hours or at other times, if the learner can be identified in any way as being a learner of the school.

No learner, or group of learners, may organize any activity or social gathering which can be identified with the school without the permission of the Principal.

No learner may promote religious objectives on the school grounds or while wearing the school uniform.

Smoking on school premises is forbidden for all learners. No learner may be in the possession of cigarettes, vapes, electronic cigarettes or electronic cigarette liquid, matches, a lighter or smoking paraphernalia. Smoking after school hours in school uniform is a violation of school rules.

No learner may consume or be in possession of alcohol on the school premises. The use of alcohol in school uniform is a violation of school rules.

Substance abuse will not be tolerated. No learner may be in possession of or under the influence of drugs.

Learners on the school premises, or in school uniform, or recognizable as Searidge Park learners, or when attending any school activity may not be in possession of tobacco, electronic cigarettes or electronic cigarette liquid, alcohol, drugs, weapons or undesirable items. To be in the company of any learner breaking this rule will be considered a serious offence.

No learner may harm or endanger the physical well-being of a fellow learner. No learner may bring to school or have on their person or use dangerous weapons, any kind of fireworks or any object which can cause injury. No learner may have scissors on their person or in their pockets. These must be kept in the school bag or pencil case.

No learner may bring to school or have in their possession pornographic material of any sort.

No learner may bring to school Bluetooth/mobile speakers or play music through these speakers on the school grounds. If found these will be confiscated.

A learner may not be guilty of disruptive behavior and shall always be respectful and polite towards staff members, prefects and visitors to the school.

Abusive, foul, insolent, obscene and inflammatory language may not be used.

No intimate displays of affection are allowed between learners.

Bullying, fighting, victimization, intimidation, initiation and any display of racism will be severely dealt with.

No learner may knowingly and willfully withhold information, or wittingly condone or fail to report the sighting or presence of tobacco, electronic cigarettes or electronic cigarette liquid, alcohol, drugs, weapons or undesirable items.

Do not be tempted to take or tamper with anything that does not belong to you. Theft is a most serious offence and is a matter which may be referred to the SA Police Services.

School property, or private property, may not be damaged, defaced or soiled. Any learner found guilty of such actions will be held financially liable to repair or replace the property concerned to the satisfaction of the school or private individual.

Learners must look after their own property at all times since the school cannot be responsible for lost items due to learner negligence. All personal property must be marked clearly.

No cellphones will be allowed in the possession of a learner. Should a learner bring a cellphone to school, he or she should hand it to the class teacher for safe keeping until the end of the school day.

Cellphones will be confiscated when found in possession of a learner. An amount of R50 will be payable to the office for the return of the confiscated phone. In the event of the amount

not paid, the cellphone will be kept for the remainder of the school term. The school will not accept responsibility in the event of theft or loss of cellphones.

Learners shall attend school for the full prescribed hours.

A learner may not be absent from class.

In the event of a learner being fetched from school ahead of time, he/she needs to hand in a written request from the parent or guardian. Permission to leave school early, will only be granted in exceptional circumstances.

No learner will be allowed to leave the premises on his/her own. Learners will only be released to either the parent or guardian.

7. SERIOUS MISCONDUCT

(Extract from: Regulations relating to disciplining, suspension and expulsion of learners at public schools in the Western Cape, promulgated on 15 December 2011, in the Provincial Gazette Extraordinary No. 6939, and which came into effect on 2 April 2013, and Circular 0022/2012-Provincial Administration Western Cape – Education Department)

The Governing Body may, after a fair hearing, suspend or recommend expulsion to the Head of Education, if a learner is found guilty of serious misconduct.

A learner may be found guilty of serious misconduct if he or she:

1. Has been convicted by a court of a criminal offence;
2. provided, sold, bought, procured, used (under the influence of/tests positive) or had in his or her possession intoxicating liquor or drugs during a school activity or in school uniform or while on the school grounds; or
3. is guilty of assault, theft, gross insubordination or immoral conduct; or
4. has been repeatedly absent without leave from school and/or classes; or
5. conducts himself or herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, inter alia, if he or she:
 - 5.1 seriously threatens, disrupts or frustrates teaching or learning in class;
 - 5.2 engages in conspiracy to disrupt the proper functioning of the school;
 - 5.3 insults the dignity of a staff member;
 - 5.4 cheats in a test, examination, assessment.
 - 5.5 making use of AI (Artificial Intelligence) during a test, examination, assessment.
 - 5.6 being found guilty of any form of Examination Irregularity
 - 5.7 distributes any test or examination material that may enable another person or himself/herself to gain an unfair advantage or is in possession of any examination material prior to or during the writing of the said examination.

- 5.8 sexually harasses another person;
- 5.9 is found in possession of or distributes pornographic material;
- 5.10 supplies false information or falsifies documentation to gain an unfair advantage at school;
- 5.11 is in possession of a dangerous weapon or uses it to threaten any person;
- 5.12 is in possession of or uses any kind of fireworks;
- 5.13 engages in any act of public indecency;
- 5.14 endangers the safety and violates the rights of others;
- 5.15 fights, swears or throwing of stones with the intention to hurt a fellow learner;
- 5.16 threatens fellow learners or educators;
- 5.17 makes him/herself guilty of continuous bullying through (emotional, physical, verbal, cyber, mental, social media platforms, sexual) acts as outlined in the Anti-Bullying Policy
- 5.18 vandalizes, destroys or defaces school property or the property of any member of the school community
- 5.19 repeatedly violates school rules or the Code of Conduct

8. LEARNER SEEKING EXEMPTION FROM THE RULES OF THE CODE OF CONDUCT

The following procedure is to be followed:

1. A parent/guardian on behalf of the learner must submit a written request to the Principal furnishing reasons why he/she should be exempted.
2. The Principal can either refer the matter to:
 - The school Senior Management Team or
 - The Governing Body. If required, the learner and his/her parents/guardians may appear before the Governing Body to substantiate the written submissions and the Governing Body should be allowed to put questions to the learner/parents/guardians. The Governing Body may prescribe certain conditions as deemed necessary, in the event that the exemption is allowed.

9. DISCIPLINE PROCEDURES AND STRUCTURES

A learner guilty of an offence will be punished with discretion by the Principal, or by persons to whom authority has been delegated by the Principal.

The type of punishment will be determined by the nature and gravity of the offence, and will be applied in terms of the principle of **"in loco parentis"** and existing regulations.

A learner will be given an opportunity to state his case provided that this is done in a respectful and reasonable manner, and will have the right of appeal to the Principal whose decision will be final.

A learner who has been given detention as punishment by the Principal or person to whom authority has been delegated by the Principal, must attend the detention class on the day and time stated, unless the learner has been excused by the person concerned.

No learner will be subjected to after school detention without a formal prior notice sent to the parent and explaining the reason for detention.

Formal record must be kept for any form of detention imposed

COMPULSORY PARENT ATTENDANCE FOR SERIOUS MATTERS

DISCIPLINE PROCEDURES

9.1 Parental Accountability in Serious Misconduct Matters

In alignment with the BELA Act and Section 8 and 9 of SASA:

1. When a learner is involved in:
 - A serious transgression,
 - A precautionary suspension,
 - A tribunal hearing,
 - A matter involving safety or criminal conduct,

the parent/guardian will be formally notified in writing.

2. The notification may be issued via:
 - Official letter,
 - SMS,
 - WhatsApp,
 - Email,
 - Telephonic communication,
 - Registered correspondence.

3. Where a parent is requested to attend an URGENT disciplinary meeting, the learner:

WILL NOT BE PERMITTED TO RETURN TO SCHOOL UNTIL SUCH TIME THAT THE PARENT/GUARDIAN HONOURS THE REQUESTED MEETING.

4. Failure of the parent/guardian to attend such meeting within a reasonable timeframe may result in:
 - Continued precautionary suspension,
 - Referral to the School Governing Body,
 - Referral to the District Office,

- Possible deregistration due to non-cooperation (where applicable under attendance legislation).

5. The purpose of this measure is:

- To protect the safety of learners and staff.
- To ensure due process.
- To reinforce parental responsibility in terms of national legislation.

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

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

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

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

1. **Grade 1 offence** – a written warning followed by a final written warning, then a disciplinary hearing.

2. **Grade 2 offence** – a final written warning followed by a disciplinary hearing, then a tribunal hearing.

3. **Grade 3 offence** – a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence).

4. **Grade 4 offence** – offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.

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

When a third Grade 1 offence occurs, the matter is referred to the Grade Head along with the record of all three (3) offences and the Grade Head will issue a written warning. A signed copy of acknowledgement will be kept on record by the

Grade Head and communicated to the parent/guardian.

Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Grade Head, arrange an interview with the learner and parent. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

The Grade Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

All Grade 2 offences will immediately be referred to the Grade Head. The staff member will, in consultation with the Grade Head, arrange an interview with the learner and parent. A final written warning will be issued and disciplinary action applied. As the learner is a minor, the parent is the accountable person and will have to sign for the imposed warnings after which they will be issued with a copy. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the Grade Head will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, that an internal disciplinary hearing has been convened.

Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing have occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

The Grade Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

All Grade 3 offences will immediately be reported to the Grade Head. The Grade Head will refer the matter to the Disciplinary Committee who will, depending on

the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened

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

9.2 Disciplinary interventions

1. The following list of interventions and corrective measures used by the School

are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning/reprimand to express disapproval.
- Written warning.
- Final written warning.
- Removal from classes to the exclusion room.
- Written punishment.
- Parent intervention
- Community service to improve the physical environment within and around the School property.
- Homework detention.
- Supervised schoolwork.
- De-merit detention.
- Referral to the SBST
- Included in NGO Programs
- Referral for counselling.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of library card and/or other School-related privileges
- Exclusion from School activities and functions, e.g. academic award ceremony.
- Withdrawal of recognition, e.g. award.

- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- Tribunal hearing.

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

See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or "hate speech".
- Sexual harassment or sexual assault.
- Engaging in behaviour that is disruptive, obscene or indecent."

"Misconduct that demeans the dignity of others or violates the ethos of the school."

- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the School rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).

4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through

the Governing Body, to recommend expulsion to the Provincial Department of Education.

5. A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.

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

9.3 Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure

The Governing Body authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Dept.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

ADDITION TO PRECAUTIONARY SUSPENSION SECTION

Where a learner has been placed on precautionary suspension, the learner may only return:

- After the parent/guardian has attended the scheduled meeting;
- After the disciplinary process has formally commenced;
- And after written confirmation has been issued by the Principal.

Failure of a parent/guardian to cooperate with this process shall not invalidate the disciplinary proceedings, and the school reserves the right to proceed in the absence of the parent, provided due notice has been given.

9.4 Disciplinary and Tribunal Hearings

1. The following official forms will be used for misconduct and disciplinary hearings:

1.1 Written warning (disciplinary warning form) (Annexure C)

1.2 Final written warning (Annexure D)

1.3 Notice of disciplinary hearing (Annexure E)

1.4 Record of disciplinary hearing (Annexure F)

1.5 Review form (lodging of appeal) (Annexure G)

2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.

3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.

4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.

5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.

6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

7. The Disciplinary Hearing Commission will consist of the following members:

7.1 a Governing Body representative;

7.2 the School Principal or Discipline Officer delegated to oversee this function;

7.3 the Grade Head; and

7.4 the register teacher

8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.

9. Disciplinary measures that a Disciplinary Hearing Committee may impose

include:

9.1 Demerits.

9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately.

This will be put in writing and a copy kept on record.

9.3 Recommendation with respect to counselling/attendance of a life skills programme.

9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.

9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.

9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

10. The Tribunal Hearing Commission will consist of the following members:

10.1 the Governing Body Chairperson;

10.2 two (2) parent representatives from the Governing Body;

10.3 the School Principal or Discipline Officer delegated to oversee this function; and

10.4 the Grade Head.

11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.

12. The Principal/Discipline Officer will furnish the relevant Grade Head and register teacher with all the information necessary for their records

10. DRUG AND ALCOHOL POLICY AND PROCEDURE

Position statement on alcohol and other drugs

It is the aim of the school's policy on drugs and alcohol that all members of the school community (learners, parents, educators and the Governing Body) convey by their actions teaching that they do not condone the inappropriate use of alcohol or other drugs. School policy opposes both the inappropriate use of legal drugs and possession, and or use of prohibited substances. This policy is applicable:

- On school premises
- At or during functions, excursions or any other activity organized by the school.
- When members of the school community are representing the school.
- Whenever members of the school community can be identified as such.
- When the effects of use or abuse are noticeable at school or school functions or when representing the school or identifiable as a member of the school community, or affect in any way performance or school life of a member of the school.

Searidge Park Primary does not permit learners to indulge in:

- The use of prohibited substances
- The inappropriate use of either prescribed or non-prescribed medicines;
- The inappropriate use of solvents, inhalants, and/or other chemical agents;
- The consumption of alcoholic beverages;
- The smoking of tobacco and other drugs;
- The possession of drug related paraphernalia such as cigarette papers, pipes, etc;
- Any form of behaviour resulting in their being under the influence of alcohol and/or other drugs.

The consequences of breaching these requirements could include any or all of the following:

- Drawing up of a contract between all parties;
- Appropriate disciplinary and/or rehabilitative action relative to the breach;
- Expulsion of learner
- Suspension of learner

10.1 DEFINITIONS:

Dealing: Selling, exchanging, swapping, supplying, distributing, trading, etc.

Drugs: A drug is commonly defined as any substance which changes the normal way in which the body or mind functions.

Readily available drugs include:

- Prescribed and over the counter medicines.
- Tobacco and alcohol.
- Solvents, petrol, adhesives, chemical agents, etc.
- Illegal drugs such as cannabis, LSD, heroin, cocaine, amphetamines, crystal meth.
- MDMA, etc.

10.2 POLICY ILLEGAL/PROHIBITED SUBSTANCES

Searidge Park Primary strives for excellence, also in the behaviour and actions of and towards our learners, and our goal is to ensure that what we do is to our learners advantage. We realize also that we have to stay relevant and adapt realistically to changing times and circumstances, though without ever condoning what is clearly either wrong or harmful. In keeping with this policy the school will, in the first instance, adopt an approach to drug/alcohol related issues, which is restorative and supportive rather than purely punitive.

While the school accepts the view that chemical dependency is a primary, chronic and progressive illness, it holds that substance abuse is an unacceptable practice and that the concept of a healthy drug-free life should at all times be propagated and encouraged.

Realism nevertheless requires that it should be our policy not to condemn but to support those who need help in those areas, and should in the first instance attempt to do in such a way that it will not necessarily endanger their school careers.

Within this context we accept that:

- We are part of a greater community;
- We are in partnership with parents/ guardians to ensure the best for their children;
- A wide variety of addictive or habit-forming substances, both legal and illegal, are available within the community;
- Substance abuse is detrimental to humans on various levels (social, psychological, physical, mental, etc.);
- Our children are exposed to such substances through various channels;
- Our children, parents and teachers are not always equipped with sufficient information to combat the ills of substance abuse;
- We have to equip our young people to be less vulnerable to substance abuse and better able to deal with life and its challenges.

In cases where the learner and his/her parents do not wish to make use of help offered to them, the school will have no choice but to take whatever action it feels necessary, not excluding expulsion or the pressing of criminal charges.

Acceptance of the contents of this document is a prerequisite for acceptance into Searidge Park Primary.

PREVENTION

The school undertakes to:

- Present prevention and information sessions to learners and parents/guardians as deemed necessary;
- Make information available to educators;
- Evaluate this policy and adapt it, if and when necessary, in accordance with changing circumstances and conditions;
- Support a healthy, drug-free life through word and deed.

Parents/ guardians will of necessity be expected to participate in and to contribute financially towards these initiatives.

Substance use

The use of any mood-altering or habit-forming substance, without a doctor's certificate, is strictly forbidden.

- On school premises;
- At all functions, excursions or any other activity organized by the school;
- When members of the school community are representing the school;
- Whenever members of the school community can be identified as such;

- When the effects of use or abuse are noticeable at school or at functions or when representing the school or when the learner is identifiable as a member of the school community.

Note: The school reserves the right to take action according to policy procedure if a learner's substance abuse outside school influences his/her academic achievements, behaviour, attendance, etc.

10.3 DEALING IN DRUGS

Dealing in drugs is a criminal offence and is strictly forbidden.

Note: If any learner is suspected of using or possessing, or is caught with or dealing in illegal drugs, the school will investigate further and reserve the right to refer the matter to the authorities (SANAB etc.) after which the normal legal process will take its course.

Action taken by the school:

Each case will be assessed on merit and considered individually within the framework of Seairidge Park Primary policy and procedures.

- Every case will be dealt with confidentially but parents/guardians will be informed and involved.
- Isolated individual symptoms and unsubstantiated rumours will not be considered as reliable indicators of substance abuse, but a pattern of indicators (a decrease in school achievements, lack of willingness to participate in school activities, changes in attitude and behaviour, etc.) will be investigated.
- Rumors with supporting evidence will also be investigated.

Note: This is not a process of victimization but an honest attempt to identify at an early stage a learner in a crisis.

Selected educators will undertake the investigations and call in other experts and professionals, whenever necessary.

Parents/guardians will need to accept responsibility for any expenses incurred during a drug/alcohol-related incident (assessment, screening, treatment, therapy, outside programmes, medical attention, etc.) unless alternative arrangements have been made with the school.

A contract will be drawn up between all affected parties. This contract will include measures such as:

- The treatment options as determined by all relevant parties.
- That screening (urine or any other method determined by the school) may be carried out on an **ad hoc** basis. (The control of such screening is the responsibility of the school; the cost is the responsibility of the parent/guardian).
- The learner is expected to improve behaviour, achievements, etc.
- That the parent/guardian authorizes the treatment and also permits any institution, therapist, caregiver, if relevant, to furnish the school with progress reports.
- That the content of the contract can be adapted after negotiation with affected parties.

- That if the parent/guardian and /or learner take it upon themselves to stop treatment, the school will consider the contract suspended, and the learner may be required to leave the school.
- That the school reserves the right to recommend that, if it is in the interest of the learner and/or the school, such learner is referred elsewhere to complete his or her education.

10.4 SEARCHES

Where an educator in authority reasonably suspects that a learner has a prohibited substance in his/her possession, an appointed nominee (which may include the police or a specialized security organizer) may search that learner's person and/or possessions. Should such a search be necessary, it will occur in the presence of the learner concerned, a person of his or her support, and a second adult witness.

SCREENING

Where an educator in authority reasonably suspects that a learner is under the influence of a prohibited substance, the learner can immediately be sent to an appointed nominee for screening. The screening can be done on the school premises in accordance with Act 31, 2007 of the Education Laws Amendment Act, 2007.

Note: This should not be seen as a process of victimization, but a honest attempt to identify a young person who may be moving into addiction, which is a primary, chronic and progressive illness.

11. BULLYING POLICY

INTRODUCTION

Searidge Park Primary seeks to provide a safe secure learning environment for all and has a **ZERO TOLERANCE POLICY** on bullying. All members of the school community are expected to base their behaviour on respect for others, regardless of differences in age, status, race, religion, sex, sexual orientation or disability. This policy forms part of the school's Code of Conduct and the Abuse No More Protocol.

11.1 Definition of Bullying

Bullying is a deliberate attempt to hurt, ridicule, torment, threaten, frighten, or intimidate someone. Bullying is the ongoing misuse of power by an individual or a group ony others. Bullying can be mental, physical, verbal, emotional and/or psychological in nature.

Examples of typical bullying behaviour:

A *Physical Bullying*

1. From minor assaults – to major physical attacks
2. Deliberate damage to property of others.

B *Verbal and Written Bullying*

1. From teasing to the spreading of malicious rumours with the intention to hurt.
2. Threatening and intimidation of others.

C Psychological (Silent) Bullying

1. Isolating/ostracizing a learner in any way and intentionally placing a learner in an uncomfortable position.
2. Being a bystander who, in any way, encourages or supports the actions of the bully.

All forms of bullying should be discussed with the Grade Head for intervention and mediation. (All discussions with regards to learner/learners involved in bullying must be noted and recorded for record keeping.) More serious aspects of bullying must be reported to the Head of Discipline who will consult with the Principal if deemed necessary. Major physical bullying and life threatening bullying behaviour should be reported to the Principal directly. A learner may however, report the matter to any staff member, who will inform the correct person. If it is difficult to ascertain whether the learner is bullying another learner, the name of the learner perceived to be bullying will be recorded for future reference.

The following criteria are used to assess the severity of the bullying:

- Has the behavior been persistent?
- Was the behavior hurtful?
- Was the behavior intentional or deliberate?
- Has the behavior continued despite warnings to the individual to desist?

Dealing with the learner accused of bullying

- The perpetrator will be dealt with according to the discipline procedures and structures found in the School Code of Conduct and/or The Abuse No More Protocol.

Searidge Park Primary School Learner Discipline & Anti-Bullying Pledge

- I pledge to uphold the values of respect, kindness, and responsibility at Searidge Park Primary School.
- I will treat all learners, teachers, and staff with respect and dignity.
- I will speak kindly and act fairly towards others, both in and out of the classroom.
- I will not bully, tease, or hurt others in any way—physically, verbally, or online.
- I will stand up against bullying and report it to a trusted adult.
- I will include others and help those who feel left out or alone.
- I will take responsibility for my actions and learn from my mistakes.
- I will follow school rules and behave in a way that makes our school safe and welcoming for everyone.
- I will be honest, helpful, and a good example to others.
- Together, we can make Searidge Park Primary a place where everyone feels safe, valued, and proud to learn.

SEARIDGE PARK PRIMARY

Learner Commitment

I,, a learner at School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the LRC, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

.....
Learner

.....
Parent/Guardian

.....
Date

Table 1: List of offences per grade of offence

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
• littering • excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop or at the toilets or change rooms • misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture • failure to: – submit an absentee note or exit notes by the stipulated deadlines.	- vandalism • interfering with another person's possessions/property without the owner's consent • damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent • racism: remarks/insults • forgery: altering of official documents such as medical certificates • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse • disrespect or insolence • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set in the exclusion room,	- possession of weapons that can cause physical injury (knives, etc.) • entering the School premises while under the influence of alcohol/drugs • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • truancy from School or leaving School grounds without the necessary permission • taking part in any form gangsterism or affiliation while at school • any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School	- use of weapons that cause physical injury (knives, etc.) • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/injury to property of the School, staff members, fellow learners or any other person or body • rape, attempted rape, or indecent assault • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/meeting/campaign on School premises • Any offence punishable under common law

Table 1: List of offences per grade of offence

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
– attend an extramural activity's practice session without excusing himself – attend detention • interference with another learner which causes minor physical or mental discomfort • misconduct during detention • minor infringements of uniform regulations: • the wearing of unauthorised items - disruptive behaviour in class • spitting in public at a learner • failure to: – do classwork set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time • copying another learner's classwork or homework • defacing School property • reporting late for class, • use of offensive language / racist remarks • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during contact time • arriving late for School without excuse	• fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention • unacceptable hair styles, including bleaching or colouring • display of visible tattoos • using a cell phone /found in possession • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner • copying of computer exercises, projects or any other work	- violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner • violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners • unreasonable repetition of a Grade 2 offence	

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively

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

Grade 1: Offences	Recommended Corrective Sanctions
1. Academic: Books/work materials left at home; homework -not done on time/copied 2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach) 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing 4. Dress code: Untidiness/unkept appearance; School dress code not followed	Corrective actions/sanctions are carried out by the individual teacher and may include the following: • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification
Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and Principal's detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and Principal's detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and Principal's detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Principal's detention

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 2: Offences	Recommended Corrective Sanctions
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1 st offence: Special detention 2 nd offence: Special Detention 3 rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off School property	1 st offence: Information disciplinary hearing, warning letter and special detention 2 nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 2: Offences	Recommended Corrective Sanctions
26. Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 3: Offences	Recommended Corrective Sanctions
13. Pornography – distribution at School	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
Grade 4: Offences	Recommended Corrective Sanctions
1. Alcohol – drinking/drunken at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 4: Offences	Recommended Corrective Sanctions
10. Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion

SEARIDGE PARK PRIMARY

Final Written Warning

Name of learner:

Learner ID number:

Subject:

Teacher:

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:

Dates of previous warnings:

Grade of offence:

Nature of offence:

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Learner's statement:

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Learner

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Teacher

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Witness

.....
Grade Head

.....
Date

Policy amendments

The school governing body may from time to time amend, supplement, modify or alter this policy.

12. CONTACT DETAILS

Alps Street
Searidge Park
Tafelsig

searidgeprimary@gmail.com

021 200 5314

THIS POLICY HAS BEEN ADOPTED:

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Date

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Mr G.S Conradie
Principal

.....
Place

Policy review date: February 2027

Date Presented and Mediated with Staff: 18.02.26

SGB: