

LAERSKOOL

ROODEBEECK

CODE OF CONDUCT

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PART 1

1.) INTRODUCTION

Our school is committed to providing an environment for the delivery of quality teaching and learning by:

- ❖ promoting the rights and safety of all learners, teachers and parents
- ❖ ensuring learners responsibility for their own actions and behaviours
- ❖ prohibiting all forms of unfair discrimination and intolerance
- ❖ eliminating disruptive and offensive conduct.

The code of conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

2.) SCHOOL RULES

The aim of school rules are to ensure a disciplined and structured environment where effective learning and teaching are provided. No learner will be exempted from abiding to any of the school rules. Ignorance is no excuse.

3.) GOALS

Goals for the behaviour and disciplinary code

3.1) Optimal utilization of contact time:

- To ensure, in cooperation with both parents / guardians and educators, that learners use their contact time optimally.
- Absenteeism
- Leaving the school grounds during school hours.
- Late-coming
- Telephone, cell phones, I-pads etc.

3.2) Sharpening of effective learning methods concerning learning material and development of self discipline

- To create optimal facilities and opportunity for each learner to familiarize them with the learning material in order to create and develop self discipline.
- Homework

3.3) Protecting school and learner property

- To create a culture, both within the school and outside, in which the school's and fellow student's property is respected and in which vandalism is prevented.
- School property
- Personal property
- Fellow student's, educators and other staff member's property.

3.4) Discipline, order and respect for authorities

- To create and sustain a culture in which discipline, order and mutual respect between learners and authorities are at the order of the day

3.5) Forbidden activities, substances and items.

- Taking preventative and corrective measures in an attempt to ensure that no forbidden activities take place and that the use of prohibited substances are restricted.
- Smoking
- Usage and possession of alcohol
- Drug use
- Pornographic material
- Gambling
- Occult related activities
- Dangerous activities/objects
- Restricted/Forbidden areas.

3.6) Learner safety and health

- To ensure, as far as humanly possible, that learners are educated in a safe environment and that they are involved in extracurricular activities.
- Illness/Injuries
- Bullying
- Dangerous interaction
- Orientation of councils/leaders

3.7) Good manners and interpersonal relationships

- To ensure, as part of the school's educational task, that learners adapt and reflect good manners and positive interpersonal relationships.

- Interaction with the opposite sex
- Acceptable and desirable behaviour
- Courtesy and politeness

OFFICIAL SCHOOL RULES AND REGULATIONS

A. GENERAL

1. Homework:

Must be seen as inculcation and must be done on a regular basis. Parents / guardians are responsible for checking homework.

2. Assessments/Tests/Exams

Assessments/tests/exams will be written according to an Assessment plan. If a learner is absent, the assessments/tests will be done on the day he/she return to school. Regular absenteeism will be recorded and handled accordingly. Parents /guardians will be notified in writing, in case of regular absenteeism on assessment days.

3. Textbooks/Readers

All learners who have been issued with textbooks at the beginning of the year are responsible to return it in the same condition as issued. Any lost and damaged books will have to be replaced or paid for by the learner. No textbooks will be issued the following year to the learner if any books are outstanding or not been paid for. (Refer to Textbook loan-hire agreement.

All textbooks must be covered with plastic.

4. School and class attendance

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.

3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent /guardian.
5. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. Truancy from school is prohibited.

5. **Leaving of school grounds**

Only the Principal may give permission for a learner to leave the school grounds during school hours. No learners are permitted to leave the school grounds, during school hours. Parents must notify the school by letter, if a learner has a doctor's appointment etc. during school hours. Such a learner must be collected at the office by the parent stated by letter. Documentation must be signed at the office.

If learner walks home, the school must be phoned when he /she reaches the destination.

6. **Late-Coming**

All late-comers must report to the office.

Register for late-coming must be signed.

According to GDE Code of conduct for schools, Part 1Bp4.

All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.

7. **Newsletters**

All newsletters, school fee accounts, etc. is the responsibility of learners to take home. It must be handed to parents /guardians on the date of issuing.

Letters with tear off slips need to be signed and returned to school as soon as possible.

8. **Quarantine-periods:**

Chicken Pox

Patient may return to school.

On production of medical certificate.

Minimum period of exclusion - 14 days from onset.

Conjunctivitis acute

After complete recovery with eyes no longer red or discharging.

Contagious impetigo

Immediately, if under appropriate treatment and affected parts are covered.

Diphtheria

If no discharge from ears or nose and on production of a medical

	certificate. Minimum exclusion - 28 days.
Hepatitis infectious	After complete recovery. Minimum period of exclusion - 7 days.
Lice	After complete cleansing and freeing of head, body and clothing from lice and nits.
Measles	7 days after first appearance of the rash.
Measles (German)	On production of medical certificate.
Mumps	7 days after disappearance of swelling.
Ringworms (Scalp of body)	Immediately, if under appropriate treatment and affected parts are covered.
Scarlet Fever & Strep Throat	If no sore throat, no discharge from ears or nose, no recently enlarged glands or discharging sores and on production of medical certificate. Minimum period of exclusion - 14 days after commencement of treatment.
Whooping Cough	21 Days after commencement of whooping.
Meningitis	On production of a medical certificate.
Scabies or itch	After appropriate treatment and complete disappearance of rash, spots and itching.

9. Participation

If a learner participate in an activity, that learner is obliged to see it through.

Learners must participate in all training/practice sessions and games.

Participation in future activities can be withheld. Indemnity forms must be completed and signed by parents/guardians

10. Behaviour

- 10.1 All learners must be true Roodies, be proud of their school and shows respect to the property of the school and community.
- 10.2 All learners must be obedient, friendly and respectful towards all members of staff and visitors to the school.
- 10.3 No learner has the right at any time to behave in a manner that will disrupt the learning activities of other learners or will cause another learner/educator/staff physical or emotional harm.
NO BULLYING.
- 10.4 All learners must show respect to educators, other learners, staff and visitors and their rights.

11. **Entrance to school premises by parents & visitors**

11.1 Small gate (near office block) is the only entrance which may be used by parents or visitors during school hours.

ALL parents and visitors MUST first report for security clearance at the office.

11.2 **Parents may not go directly to classrooms:**

Should you wish to have a discussion with a teacher, please first make an appointment at the reception.

12. **School uniform and General Appearance**

Learners are expected to wear the official School uniform and appear neat and tidy at all times. Inspection will take place from time to time.

GIRLS

No jewellery is permitted, except watches and medical alert chains.

Girls may only wear one pair of small sleepers ($\pm 4\text{m}$, in diameter) or studs (gold or silver).

NAILS: Very short not longer than fingertips, with no nail polish.

MAKE-UP: No make-up.

HAIR: Hair must be well cared for and not attract attention. If it touches the collar, it must be tied with red/yellow/grey/black ribbons or elastics. No other colors. Hair may not be tinted, dyed, highlighted, peroxidized, etc.

BOYS

No jewellery - only watches and medic alert chains. No earrings or studs.

NAILS: Not longer than fingertips with no nail polish.

HAIR: Hair must be well cared for and not attract attention. No "steps" in boys hair.

It may not touch the collar or eyebrows. No symbols, signs are allowed to be cut into hair. No gel is allowed.

No additions to the uniform that are not in accordance with the regulations will be allowed. (e.g. T-shirts).

PT uniform - Black shorts with prescribed Roodebeek golf shirt.

Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body may deviate from official School uniform and appearance rules for religious and cultural reasons. (e.g. Dreadlocks). In the case permission has been given, dreadlocks must be tied up into a ponytail.

If the learner wears the incorrect uniform the following may apply.

- All incorrect uniform will be confiscated and returned to the learner at the end of the school day.
- Parents may be called to bring the pre-scribed uniform to school.

13. **Valuables and Personal Belongings**

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

14. **Telephone calls / cell phones / Electronic devices**

14.1 Calls to learners during school hours cannot be accepted and no messages will be taken unless very urgent.

14.2 No cell phones will be allowed at school. (Refer to cell phone policy)

14.3 Learners are not allowed to phone their parents / guardians during school hours, it will be done by the educators / admin staff if necessary.

14.4 Learners may not bring electronic devices / computer games / iPads / toys etc to school.

15 **Damage to property and equipment**

A very serious view is taken of wilful damage to buildings, furniture or equipment and learners responsible are charged for the costs of repairs or replacement. In serious cases, expulsion and criminal charges may be considered.

16. **School Management Plan**

16.1 **Rules**

1. Follow the instructions.
2. Keep your hands, feet, objects and unkind words to yourself.
3. Listen when someone else is speaking.
4. Look after all property.
5. Behave appropriately.

16.2 **School Rules**

1. No selling of goods by learners and / or parents are allowed.
2. No running is allowed on the corridors or stairs.
3. Learners are not permitted to swing on the poles in the walkways or slide down the banisters.
4. Learners are not allowed to sit on balcony ledges.
5. Bicycles must be pushed to the bicycle shed and locked. Learners are responsible for ensuring that their bicycles are chained up.
6. No skateboards are allowed.

7. Use only the green gates for entering or exiting the school premises.
8. Learners are expected to stay on allocated playgrounds at breaks, before and after school.
9. Keep away from electric main distribution boxes, fire extinguishers and hoses.
10. Good behaviour on public transport is essential.
11. Learners are expected to be polite at all times.
12. No games, dangerous items toys or pets may be brought to school unless specifically requested by teachers.
13. It is expected that learners take good care of their textbooks.
14. Learners are expected not to damage school property staff property and will be held responsible for any breakages, damages etc.
15. Soccer / Rugby / Netball balls are only permitted with the consent of the coaches. Balls should be brought in a bag / packet and kept in the front of the class. No hard cricket balls are permitted.
16. No learners are allowed on the playground apparatus (jungle gym) etc. unless under the supervision of a teacher.
17. Learners are not allowed in the parking area.
18. Chewing gum is forbidden.
19. All papers must be thrown in the dustbins, to keep our school grounds and classrooms clean.
20. Toilet facilities must be used appropriately.
21. Learners are not allowed to spit.
22. School bags must be put in front of the classroom.
23. If hurt tell the teacher on duty / Deputy Principal. Injuries will be noted in the Incident Register by the responsible teacher. (teacher on duty).
24. Reliable transport must be arranged and be on time to collect learners.
25. It is parents responsibility to ensure that all emergency contact details are kept up to date and in the learner's school bag.
26. NO CHILDREN ARE PERMITTED IN THE STAFFROOM without the permission of a staff member.
27. No fighting, swearing, spitting, throwing sticks or stones is permitted.
28. No climbing over fences / gates.
29. No learners will be called to the phone or be given messages, except in extreme emergencies. Learners will not be allowed to phone unless in an extreme emergency and a fee will be charged. No cell phones. (Refer to Cell phone policy).
30. Parents may not drive into the school ground to drop off or collect learners.

31. CLASS ROTATION

- When the bell sounds, all books must be put away, papers picked up and learners wait for the teachers command.
 - Walk in one line, without talking.
 - Keep left whilst walking in line. Suitcases must be carried in right hand. Wait next to the wall to enter a classroom.
 - Learners leave the classroom 5 minutes before break time for the next class. Walk with your teacher to the playground.
 - No learners are permitted to go to the tuck-shop before break time. The tuck-shop will be locked immediately when the bell rings.
32. Don't enter the school hall, "De Gulden" or classrooms without permission and supervision of a teacher.
33. Wilful damaging, vandalizing, neglect or theft of school property and the property of others, is prohibited.
34. An act of cheating in class work, homework, informal and formal tests or internal or external examinations is prohibited. Copying of and / or borrowing another learners work is forbidden.
35. The timeous handing in of work is the responsibility of the learner.
36. All learners have the right to an education free of interference, intimidation and / or physical abuse. the learner will respect the property and safety of other learners.
37. Fighting or threatening of other learners is forbidden.
38. The learner will respect those learners in position of authority.
39. The carrying, copying and / or reading of offensive material are prohibited.

40. Rules Governing Public Places

- 40.1. No dangerous objects or illegal drugs as defined in the SA School's Act will be brought onto and / or used on school property, unless authorized by the principal for educational purposes. Dangerous objects include knives, firearms, any item that could harm a person.
- 40.2. Alcohol is not permitted on School premises or during any School activity.
- 40.3. Carrying and smoking of cigarettes by any learner are prohibited.
- 40.4. The carrying of and / or consumption of illegal chemical substances and drugs is prohibited.

41. Accommodation of Religious or Cultural rights.

The parent must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner. The application must be in writing and must identify the specific rule/s that is /are offensive to the learners religious right as contained in the Constitution of SA. The Governing Body must

consider the application and reply in writing.

42. **School Grounds**

The following are prohibited:

Climbing trees and walls.

Climbing over / under fences or gates - Keep 1m away from palisade.

Riding bicycles or skateboarding.

Playing between the cars.

Dangerous games.

No learners are allowed on the school grounds over weekends or during holidays without permission.

No learners are permitted to leave the school grounds without the Principal's permission.

No playing on Pre-Primary apparatus by any learners

No toys e.g. marbles, balls etc are allowed.

No school shoes on tennis / netball courts.

No gambling.

Learners are only allowed on the school grounds in the afternoon, if they are participating in an approved activity at school. No loitering.

All learners shall have respect for the school and national symbols.

All reasonable measures will be taken to ensure the safety of all learners and their belongings, however the school will not be held responsible for any loss, damage or theft to property.

CELL PHONE POLICY

Laerskool Roodebeek has determined that cell phones have limited or no educational value and their use may create a distraction to the learning environment. Cell Phones are not permitted at school and learners should therefore leave them at home. Parents need to read the Cell Phone Policy and be familiar with the contents.

Why do we believe that a cell phone is not necessary at school:

1. The school has a public card phone on the premises. Phone cards are available at most local outlets and at the school's office. A cell phone will be available at the afterschool facility .
2. The safety aspect. Primary school boys and girls are easy prey for those criminal elements that target young children to steal their cell phones. We believe that our learners will be safer from muggings etc.
3. Financial implications for the parents. Replacing stolen cell phones is expensive. The school cannot be expected to look after the phones for the learners and cannot be held responsible if these phones go missing.
4. Learners using their phones during teaching time. It has become quite problematic when learners SMS each other during lessons and even pass on answers to each other during tests!! There is also the concern surrounding "MXit (Mxit). However, the school is deeply concerned at the use of cell phones to damage the self-value of students. The easy availability of soft and hardcore pornography for cell phones, access to the internet and the use of the cell phones for MSN make it a dangerous instrument in the hands of children. As may cell

phones have camera and video capabilities, abuse can easily happen and inappropriate images can be relayed without due permission.

5. Safe-keeping of cell phones. If our learners were allowed to have cell phones at school, where would they be kept? Logistically it would be a nightmare for the school to manage. Cell phone usage will only be allowed during school-sponsored activities, as determined by the responsible educator / staff member.

CONSEQUENCES OF HAVING A CELL PHONE AT SCHOOL WITHOUT PERMISSION:

Should your child have a cell phone at school, it will be taken away and locked in the school safe. He / she will also be placed in detention. The phone will have to be collected from the office at the end of the term. Should there be a further violation of the school cell phone policy, this will be dealt with as serious breach of the school's disciplinary code. A Governing Body Disciplinary Hearing will thus need to be called.

We trust you will understand that the above procedure is necessary for the smooth running of the school. It is our wish that you as parent will support us in our endeavour to maintain safe and harmonious environment at school.

Under no circumstance will the phone be returned before the end of the term. A levy of R100 will be charged if parent under exceptional cases need the phone back, requests addressed to the Principal must be in writing. Reasons why the phone should be returned before the expected time must be included. The final decision will be make by the School Management team.

Laerskool Roodebeek shall not be responsible for and specifically disclaims any liability for any loss, theft and damage or liability incurred as a result of a cell phone being brought to school.

POLICY ON INTERVIEWS

1. Academic, extra mural or cultural activity problems, should be discussed with the class teacher/coach as the first step in resolving matters of concern.
2. Should the matter not be resolved, the next step would be to set up an appointment with the HDD in charge of that phase /activity, through the office. Please note that it is our Policy that the educator /coach you initially approached, has to be present at such a meeting.
3. Should the matter still not be resolve, an appointment should be made with the Deputy Principal, the HDD and the educator/coach through the office.
4. As a last resort, an appointment with the Principal and the above parties, may be requested. However, should you not have followed the above steps, you will be referred back to the responsible member of the staff. Please note that all the parties previously consulted, have to be present at the meeting. Under no circumstances will any of the parties previously consulted, be exclude from this meeting.
5. If the matter under discussion is still not resolved to your satisfaction, you may contact our Circuit Manager, at District Office D12. Please note that the Circuit Manager will not entertain grievances that have not been taken through steps 1-4.
6. For any other matters you wish to discuss with the Principal, or any other member of staff, it is imperative that you contact the office to assist you in setting up an appointment - kindly refrain from confronting educators in their classrooms, on the sportsfield, or on the corridors. Please note that discussion of actions of members of staff will only be done in their presence.

Please remember: Your child's welfare and progress is our primary concern. Please follow our professional advice when it is given. Should we deem it necessary, we will refer you for professional advice outside the school environment, and together we will work towards a solution to the problem. At no stage need any of our learners or parents, who have voiced

a problem /concern, be afraid that they will be victimised or discriminated against by any of the staff. It is imperative that we establish a working partnership in the interest of your children.

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such corrections is necessary. Any corrective measure /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 behaviour in our school.

PART II DISCIPLINARY SYSTEM

GENERAL PARAMETERS

The Discipline Policy is applicable at all times:

1. On the school premises.
2. On any excursion away from school property, whether the learner is in school uniform or not.
3. On any occasion when the learner represents the school.

GENERAL PRINCIPLES

I. LEARNER BEHAVIOUR

- I. Learners are expected to be respectful towards all staff members and scholars alike at all times.
- II. Learners are expected to behave in a courteous and considerate manner towards all fellow pupils and adults at all times. All instructions given by staff members or prefects, must be carried out promptly and willingly.
- III. Learners are expected to set a good example with regard to appearance and behaviour at all times. Care must be taken as regards doing or saying anything which will discredit the individual, the family or the school.
- IV. No learner has the right, at any time, to behave in a manner which disrupts the learning and progress of another learners.
- V. No learner may behave in a manner which will cause any other person physical or emotional harm.

2. PARENT ACCOUNTABILITY

- I. Parents have a direct obligation to ensure that their children conduct themselves according to accepted norms of controlled and courteous behaviour in the school situation. This responsibility cannot be placed on the school alone.

THE PARENTS DO HOWEVER REMAIN THE PERSONS ULTIMATELY RESPONSIBLE FOR ENSURING THAT THE DISCIPLINARY STANDARDS OF THE SCHOOL ARE MET.

3. REHABILITATION

- I. The school accepts that it has a responsibility to rehabilitate learners where serious offenses such as theft, substance abuse or assault are committed. This will be done through the Guidance Department, as well as the Educational Aid Centre and SANCA and any other relevant NGO'S (Non Government Organizations).
- II. The responsibility of rehabilitations, however, is limited by the greater requirements of the law and the need to promote the greater good of the majority of the school community.

4. DENIAL / LOSS OR PRIVILEGE / RECOGNITION

The school will also take the following action, over and above routine disciplinary measures.

- I. Denial of participation in extra-mural activities, tours and excursions.
- II. Learners will forfeit RCL and awarding of colours and badges.

The situation will be reviewed after a rehabilitation period of eight weeks. At the discretion of the principal, the learner concerned may be permitted to retrieve the situation.

5. GENERAL

- I. This policy intends to address the incorrect behaviour and to deter further unacceptable behaviour.
- II. The ultimate goal of this policy is to ensure that a standard of discipline acceptable to parents and teachers is maintained.
- III. Constructive and meaningful education cannot take place, without proper discipline.

6. THE ROLE OF THE PARENT / GUARDIAN

While the Code of Conduct is focused on learners, we ask parents to co-operate with us in the following areas:

1. Should you wish to discuss any aspects of the code of conduct please don't hesitate to contact the principal or educators. Appointments must be made.
2. If at any time you feel that your child has been treated unfairly please approach the relevant educator to resolve the issue at hand.
3. Please do not criticize or undermine an educator or the school in front of your child. The child will be the most negatively affected by this practice.
4. Parents are to check and sign homework diaries regularly. If your child often claims there is no homework, check if this is so with the educator. Daily homework will be given in Mathematics and Languages e.g. combinations, timetables, reading, spelling etc.

5. Be sure to inform the school of changes of address, telephone and personal details, as it is sometimes important to reach a parent quickly.
6. Please be conscientious about providing a note when your child is ill. A doctor's certificate is expected if learners are ill for more than three days or misses an examination or test.
7. Please make appointment to see educators before school (07:10 am) or after school (1:45pm - 2:45pm). Educators may not be visited during class time. If an appointment cannot be kept, please inform the educator timorously.
8. School matters must be handled at school. Please do not contact staff at home.
9. Our goal is to encourage happy and enjoyable participation by learners, educators and parents involvement.
10. Positive co-operation and communication between educators and parents in the interest of learners enjoyment of their sport and education is always a worthwhile goal.
11. We encourage all parents to attend and participate in all PTA meetings and functions.
12. One or both parents to attend the general parents evening.
13. It is expected and encouraged of all parents to monitor learner books (in all learning areas) weekly and sign homework diaries daily.
14. Complete indemnity forms for activities at school / excursions (Enforced by Law).

A. GRADING OF OFFENCES

Offences are graded according to the nature and degree of seriousness of the offence, 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 White Card-, Red Card-, Detentions and SGB/SAPS offences.

Annexure B

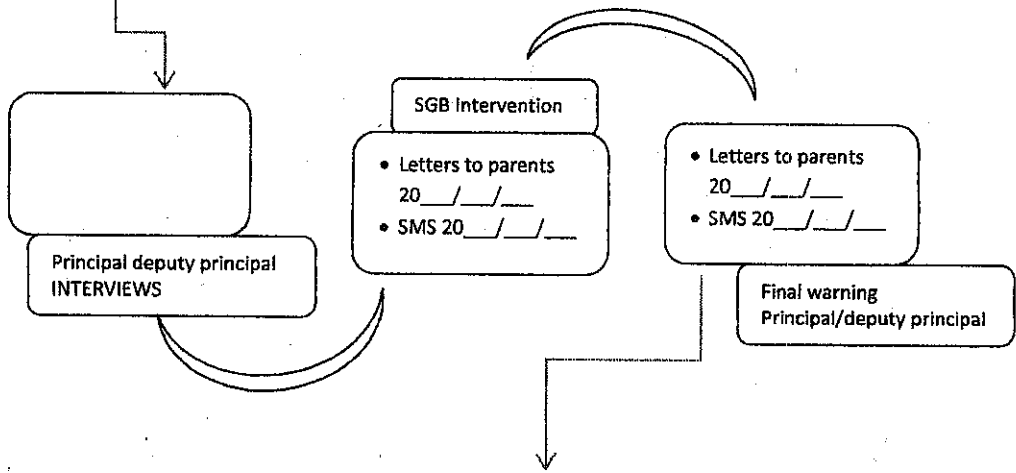
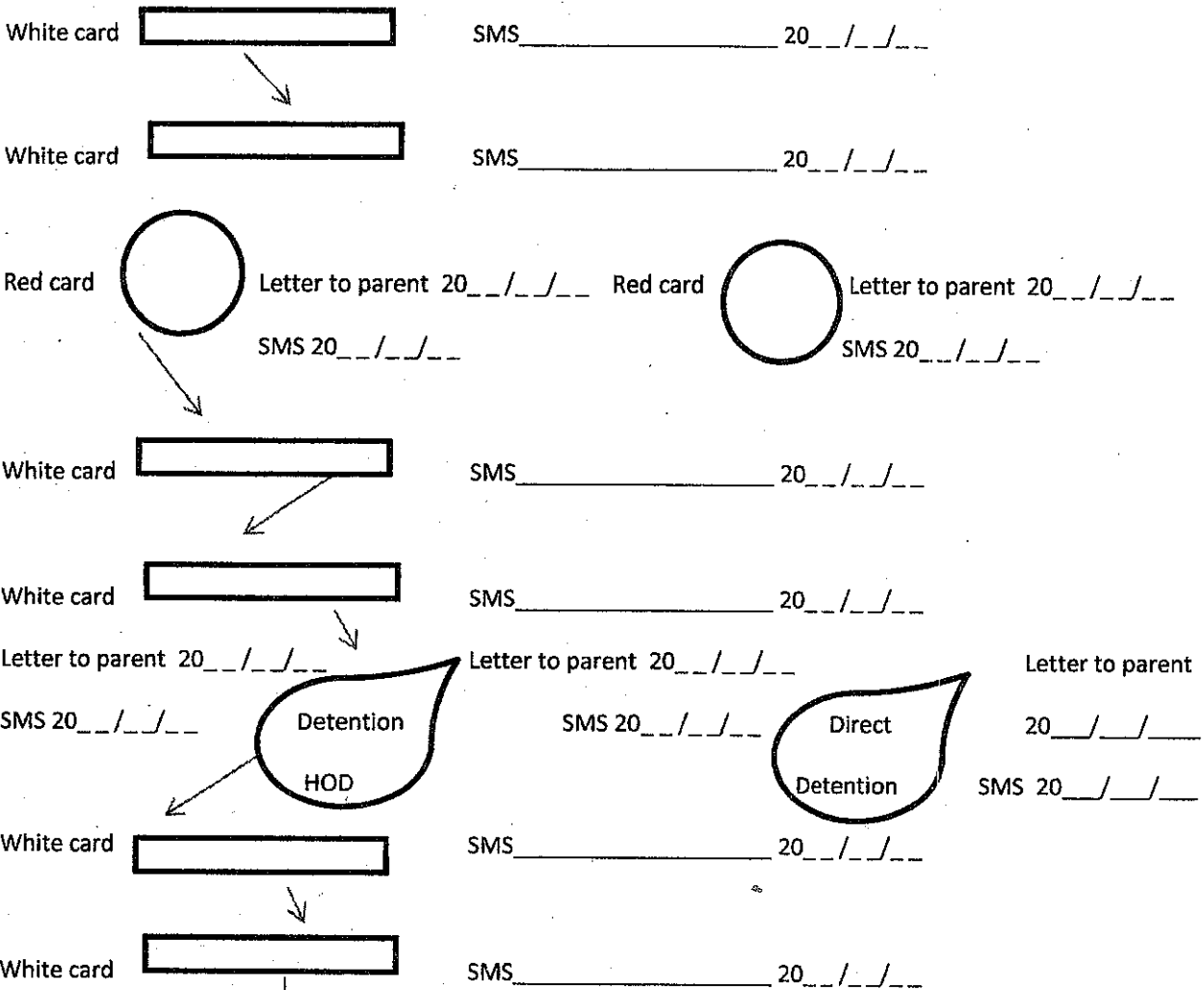
Table 1: List of offences per grade of offence

Grade 1: White Card Offences	Grade 2: Red Card Offences	Grade 3: Detention	Grade 4: SGB /SAPS
<ul style="list-style-type: none"> ➤ Littering ➤ Excessively noisy or unruly behaviour before school, during change-over's, 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, passage, staffroom or office without permission ➤ Loitering in the passages, at the tuck shop and at the toilets ➤ Misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture ➤ Failure to: <ul style="list-style-type: none"> ▪ Submit an absentee note or exit notes by the stipulated deadlines ▪ Return a library book by the due date ▪ Attend an extra-mural activity's practice session without excusing himself ▪ Attend detention ➤ Continual interference with another learner which causes minor physical or mental discomfort ➤ Misconduct during detention ➤ Minor infringement of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt, wearing of 	<ul style="list-style-type: none"> ➤ 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 and qualifications and fraudulent use thereof ➤ 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, or failure to report to the subject teacher with this work/punishment as stipulated) ➤ Fighting, common assault or attempted assault ➤ Public disturbance and public indecency ➤ Gambling ➤ Failure to attend detention without prior submission of a written excuse of note ➤ Unacceptable hair styles, including bleaching or colouring ➤ Display of visible tattoos ➤ Using a cell phone as a means of communication during formal testing 	<ul style="list-style-type: none"> ➤ 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 of illegal strike action/ meeting/campaign on School premises ➤ 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 ➤ 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 white or red card offences 	<ul style="list-style-type: none"> ➤ 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 ➤ Continues Red Card offences

<ul style="list-style-type: none"> ➤ jewellery ➤ Failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items ➤ Failure to wear the correct sports kit for a match or practice ➤ Hitchhiking while in School uniform, formal or spot dress ➤ Disruptive behaviour in class ➤ Spitting in public ➤ Failure to: <ul style="list-style-type: none"> ▪ Do class work set and submit homework ▪ Bring the required textbooks, notes, stationary, or equipment to a lesson ▪ Hand work in on time ➤ Copying another learner's class work or homework ➤ Defacing School property ➤ Reporting late for class ➤ Use of offensive material to cover books or files ➤ Possession and/or use of a cell phone, computer game, iPod and similar electronic devices during all contact time ➤ Arriving late for school without completing late coming register 	<ul style="list-style-type: none"> ➤ 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 intended for the year marks ➤ Truancy from any contact time ➤ Possession or use of fire crackers ➤ Failure to attend an extra-mural activity fixture or function as a participant or official ➤ Any action which brings the School's name into disrepute ➤ Possession of offensive material, excluding pornographic material ➤ Tampering with safety and other equipment on School premises ➤ Unreasonable repetition of a Grade I offence 		
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Name and Surname _____ Gr. _____ B/D _____

Pathway of disciplinary action



SGB Disciplinary hearing

Letter to parents 20_/_/_/____

SMS 20_/_/_/____

ANNEXURE / BYLAAG A

LAERSKOOI ROODEBEECK PRIMARY

LEARNER COMMITMENT / LEERDER ONDERNEMING

I / Ek, _____, a learner at / 'n leerder in Laerskool Roodebeek Primary / understand the rules and implications and hereby commit to / verstaan die reëls en regulasies asook die nagevolge en onderneem die volgende:

1. Abide by the Code of Conduct and disciplinary system.
Gehoorzaam die Erekode en dissiplinêre stelsel.

2. Behave in courteous and considerate manner and respect other learners, the LRC, all members of the staff and visitors of the school.

Tree op in 'n bedagsame en hofflike manier en respekteer ander leerders, die leerraad asook alle werkers, onderwysers en besoekers.

3. Treat everyone with respect, regardless of difficulties in culture, religion, ability, race, gender, age, sexual orientation or social class.

Behandel almal met respek, maak nie saak van verskille in kultuur, geloof, ras, geslag, ouderdom, sosialekring of seksuele oriëntasie nie.

4. Take responsibility for my learning by attending regularly and punctually and completing my assessment tasks on time as well as other school projects.

Neem verantwoordelikheid vir my eie leerareas, woon alle klasse stiptelik by, handig my assesserings asook ander skool projekte betyds in.

5. Cooperate with my teachers and other school staff.

Werk saam met alle personeel van Roodebeek, (onderwysers, werkers, kantoordames ens.)

6. Assist in making the school a safe place for all.

Help om die skool 'n veilige omgewing te maak.

7. Seek help if I need it.

Vra vir hulp indien ek dit nodig het.

8. Let the school know if I feel my rights have been infringed, or if I experience any other difficulty.

Laat weet die skool as my regte weggenem word of as ek enige ander probleme ondervind.

Learner / Leerder

Parent / Guardian Ouer / Voog

Date / Datum

ANNEXURE / BYLAAG C
LAERSKOOI ROODEBEECK PRIMARY

Your child / U kind _____ Gr _____ B / D _____ received his / her first red card today. / Het vandag sy / haar eerste rooikaart ontvang.

If he / she receives a second red card it will lead to detention.

As hy / sy 'n tweede rooikaart ontvang sal dit 'n detensie tot gevolg hê.

Please talk to your child about the importance of discipline and explain it to him / her.

Prat asseblief met u kind en verduidelik aan hom / haar oor die belangrikheid van dissipline.

Please sign and send back to school.

Teken asseblief en stuur terug skool toe.

Thank you for your co-operation.

Dankie vir U samewerking.

Teacher / Onderwyser

Parent / Guardian signature
Ouer / Voog handtekening

ANNEXURE / BYLAAG D

LAERSKOOI ROODEBEECK PRIMARY

NOTICE FOR DETENTION / KENNISGEWING VAN DETENSIE

LEARNER / LEERDER _____ Gr _____ B / D _____

DATE / DATUM _____

Your child received his / her second Red Card and will therefore attend a detention class on Friday
_____ from 13:45 - 14:45

U kind het sy / haar tweede Rooikaart ontvang en sal op Vrydag _____ detensieklas moet bywoon
vanaf 13:45 - 14:45.

Co-operation of parents / guardians will be highly appreciated. Remember parents that this is a measurement to improve
your child's discipline.

Ouers / Voogde se volle samewerking in die verband word gevra, sodat ons goeie dissipline by ons leerders kan kweek.

Thank you.
Dankie.

(HOD) / (DPD)

REPLY SLIP / AFSKEURSTROKIE

I, Ek _____ parent / guardian of ouer / voog van
_____ Gr. _____ B / D _____

Acknowledge the notice for my child to attend detention.

Erken hiermee ontvangs van die skrywe in verband met die detensie klas wat deur my kind bygewoon moet word.

Parent / Guardian Signature
Ouer / Voog Handtekening

Date
Datum

ANNEXURE / BYLAAG E

LAERSKOOI ROODEBEECK PRIMARY

WRITTEN WARNING

SKRIFTELIKE WAARSKUWING

Name of Learner / Naam van Leerder: _____

Teacher / Onderwyser: _____

*The above learner has breached the disciplinary code
Die bogenoemde leerder het die dissiplinêrekode oortree*

Date of offence / Datum van voorval: _____

Grade of offence / Graad van voorval: _____

Nature of offence / Aard van oortreding:

Learner's statement / Leerder se beskrywing:

Learner / Leerder

Teacher / Onderwyser

Witness / Getuie

HOD / DPO

Date / Datum

Principal / Hoof

- One copy to learner. Original to be kept by Grade Head / Een kopie moet na leerder toe gaan, die oorspronklike kopie moet deur die Graadhoof gehou word.
- Learner's signature does not signify admission of guilt, but that charges and action taken has been explained / Leerder se handtekening beteken nie die leerder is skuldig nie, dit beteken dat die bewerings of beskuldiging en die proses aan die leerder verduidelik is.

**ANNEXURE / BYLAAG F
LAERSKOOI ROODEBEECK PRIMARY**

**FINAL WRITTEN WARNING
FINALE SKRIFTELIKE WAARSKUWING**

Name of Learner / Naam van Leerder: _____

Teacher / Onderwyser: _____

*THIS IS A **FINAL WARNING**, IF THE DISCIPLINARY CODE IS BREACHED AGAIN IN ANY WAY, IT WILL LEAD TO A DISCIPLINARY HEARING.*

*DIE IS 'N **FINALE SKRIFTELIKE WAARSKUWING**, INDIEN DIE DISSIPLINÉREKODE WEER DOOTREE WORD, SAL DIT LEI TOT 'N DISSIPLINÉRE VERHOOR.*

Date of offence / Datum van voorval: _____

Grade of offence / Graad van voorval: _____

Nature of offence / Aard van oortreding:

Learner's statement / Leerder se beskrywing:

Learner / Leerder

Teacher / Onderwyser

Witness / Getuie

HOD / DPO

Date / Datum

Principal / Hoof

- One copy to learner. Original to be kept by Grade Head / Een kopie moet na leerder toe gaan, die oorspronklike kopie moet deur die Graadhoof gehou word.
- Learner's signature does not signify admission of guilt, but that charges and action taken has been explained / Leerder se handtekening beteken nie die leerder is skuldig nie, dit beteken dat die bewerings of beskuldiging en die proses aan die leerder verduidelik is.



Laerskool Roodebeek

H/v. Dromedaris- en Hugenostraat, Witpoortjie, Roodepoort
C/o Dromedaris and Hugeno Street, Witpoortjie, Roodepoort

☎ 011 762-1088/9
☒ 011 769-1542

✉ 3117
Witbeeck
1729

e-pos: roodebeek@worldonline.co.za

KENNISGEWING VAN 'N DISSIPLINÊRE INTERVENSIË MET SKOOLBESTUURSRAAD
(BYLAAG G)
NOTICE OF A DISCIPLINARY INTERVENTION WITH THE SCHOOL GOVERNING
BODY (ANNEXURE G)

NAAM VAN LEERDER: _____
NAME OF LEARNER: _____ GR _____ D _____

'n Dissiplinêre intervensie sal gehou word en u as ouers / voogde word verplig om teenwoordig te wees.
A disciplinary intervention will be held and you as parents / guardians are obliged to be present.

DATUM VAN INTERVENSIË: _____ DATE OF INTERVENTION _____
PLEK: STAFF ROOM PLACE _____
TYD: _____ TIME _____

Die oortreding/s teen die leerder is soos volg:
The offences against the learner are as follows:

.....
Voltooi asseblief en stuur terug skool toe.
Please complete and sent back to school.

Ek _____ ouer / voog van _____ (leerder)
I _____ parent / guardian of _____ (learner)

erken ontvangs van die kennisgewing van 'n dissiplinêre intervensie.
acknowledge receipt of the notice of a disciplinary intervention.

HANDTEKENING: _____ DATUM: _____
SIGNATURE: _____ DATE: _____

ANNEXURE / BYLAAG H
LAERSKOOI ROODEBEECK PRIMARY.

NOTICE OF DISCIPLINARY HEARING
KENNISGEWING VAN DISSIPLINÊRE VERHOOR

Name of Learner / Naam van Leerder: _____

Teacher / Onderwyser: _____

FORMAL DISCIPLINARY HEARING WILL BE HELD AND YOU ARE OBLIGED TO BE PRESENT.
FORMELE DISSIPLINÊRE VERHOOR SAL GHOU WORD EN JY IS VERPLIG OM DIT BY TE WOOD.

Date of hearing / Datum van verhoor: _____

Venue / Plek: _____

Date served / Datum beteken: _____

The charges against you are as follow / Die klagtes teen jou is as volg:

Date of offence / Datum van voorval: _____

Nature of offence / Aard van oortreding:

Suspension from class / Skorsing van klasbywoning

You are further advised that you have been suspended from class from:
Verder lig ons jou in dat jy geskors is

Vanaf: Time / Tyd: _____ Date / Datum: _____
Until / Tot: Time / Tyd: _____ Date / Datum: _____

During your period of suspension, you are not allowed on school premises, unless you have written permission given to you by a senior member of management, or for attending this hearing.

Tydens die tydperk mag jy nie op die skoolterrein wees nie, tensy jy 'n skriftelike toestemming het van 'n lid van die SMT of die hoof of onderhoof, of as jy die verhoor moet kom bywoon.

SGB / SBS

DATE / DATUM

- Learner receives one copy and the signed copy must be filed / Leerder ontvang een kopie en die getekende kopie moet gehou word.

ANNEXURE / BYLAAG I
LAERSKOOI ROODEBEECK PRIMARY

RECORD OF DISCIPLINARY HEARING
REKORD VAN DISSIPLINÊRE VERHOOR

Venue / Plek: _____

Date / Datum: _____

Present / Teenwoordig			
Capacity / Kapasiteit	Name / Naam	Designation / Titel	Section / Afdeling

Complainant (if applicable): Klaer (indien van toepassing):	Learner / Leerder:
Witness for complainant / Getuie vir klaer	Witness for learner / Getuie vir leerder
1.	1.
2.	2.
3.	3.

Nature of alleged breached or misconduct (charge, date, place and brief description of the incident/s)
Die aard van die oortreding of wangedrag (aanklag, datum, plek en 'n kort beskrywing van voorval/le)

Nature of offence / Aard van oortreding:

Plea: The learner admits / denies the charges. (Underline the appropriate plea)
Pleidooi: Die leerder erken / ontken die klagtes (Onderstreep die gepase pleidooi)

Learner / Leerder

Teacher / Onderwyser

Witness / Getuie

Grade Head / Graadhoof

Date / Datum

ANNEXURE / BYLAAG J
LAERSKOOL ROODEBEECK PRIMARY

LOGGING OF APPEAL (REVIEW)
AANSOEK OM APPÉL (HERSIENING)

In terms of the School's Disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five [5] school days).

In terme van die Skooldisipliene prosedures wil ek appél aanteken teen die besluit van die Dissiplinêre komitee (binne vyf [5] skooldae).

Name of Appellant: _____
Naam van appelland: _____

The appeal is made on the following grounds. (Mark the appropriate areas with an "x")
Die appél is gegrond op die volgende (Merk die gepaste blokkie met 'n "x")

- The Disciplinary measure was not in line with the grade of offence.
Die Dissiplinêre maatstaf was nie in lyn met die aard van die oortreding nie.
- Disciplinary procedures were not followed.
Dissiplinêre prosedures was nie gevolg nie.
- New or further evidence or witnesses are available, which could bring new focus to light and affect the results of the previous hearing.
Nuwe bewyse of getuies is beskikbaar, wat na die resultate van die vorige verhoor kan verander.

Nature of offence:
Aard van oortreding: _____

The following reasons are submitted to support this appeal.
Die volgende redes word voorsien/ingedien om die appél te steun.

Date lodged
Datum van indiening

Appellant
Applikant

**RIGHTS OF LEARNER FACING DISCIPLINARY ACTION
REGTE VAN LEERDER TYDENS DISSIPLINÊRE VERHOOR**

(Read by Server / Gelees deur Dorhandiger)

1. The right to a formal hearing.
Die reg tot 'n formele verhoor.
2. The right to be present at the hearing.
Die reg om teenwoordig te wees tydens die verhoor.
3. The right to be given time to prepare case.
Die reg om tyd te hê om die saak voor te berei.
4. The right to be given advance notice of charges.
Die reg om vroegtydig ingelig te word oor die aanklagtes.
5. The right to be represented at the hearing by an internal representative.
Die reg om verteenwoordig te word by die verhoor deur 'n interne verteenwoordiger.
6. The right to be assisted at the hearing by parents / guardian if under age.
Die reg van 'n minderjarige om deur ouers / voogde bygestaan te word tydens die verhoor.
7. The right to ask questions on any evidence produced, or on any statement of witnesses.
Die reg om vrae te vra oor enige bewyse wat voorgelê word, of enige verklarings van die getuies.
8. The right to call witnesses to testify on your behalf.
Die reg om getuies te hê om vir jou te getuig.
9. The right to an interpreter (requested in writing by yourself, the learner, 24 hours prior to hearing).
Die reg tot 'n tolk (aangevra in jou eie handskrif, die leerder, 24 uur voor die verhoor).
10. The right to appeal within five (5) school days against any penalty by Disciplinary Committee. Die reg om binne vyf (5) skooldae teen enige bevindinge van die Dissiplinêre Komitee te appelleer.
11. If you do not attend, the hearing will be conducted in your absence.
As jy dit nie bywoon nie, sal die verhoor voortgaan in jou afwesigheid.

**I certify that the above rights have been read and explained to learner.
Die bogenoemde regte is gelees en verduidelik aan die leerder.**

Server / Bediener

Designation / Titel

Learner / Leerder

Date / Datum

Witnesses / Getuie