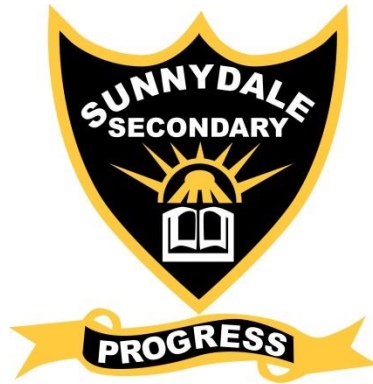




*SUNNYDALE SECONDARY SCHOOL*  
*LEARNER CODE OF CONDUCT & SCHOOL*  
*RULES*

CODE OF CONDUCT FOR LEARNERS  
FOR  
SUNNYDALE SECONDARY SCHOOL

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## **Introduction**

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

- Promoting the rights and safety of all learners and 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 spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners.

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.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School.

All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A).

The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School.

Nothing shall exempt a learner from complying with the School rules.

Ignorance of School rules is, therefore, not an acceptable excuse.

## **A. General Principles**

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Representative Council for Learners (RCL), Prefects, all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

## **B. School and Class Attendance**

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

### **School Times**

**Monday – Thursday : 7h40 – 14h35**  
**Friday : 7h40 – 13h50**

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. The attendance register will be marked in the morning and in the afternoon.
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/registered herbalist.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/registered herbalist, death certificate or court summons.
7. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child *and* the permission of the Principal/HOD/Class teacher from whom an exit note must be obtained.
8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof.

### **C. School Uniform and General Appearance**

The wearing of school uniform is compulsory.

#### **GIRLS' – SUMMER UNIFORM ( Term 1 & 4)**

|             |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIRT       | <p>White, short-sleeved shirt with <u>flat, open-neck collar</u> and school badge firmly sewn onto the pocket. (The high collar shirt with top button is <u>not</u> suitable)</p> <p>School regulation white shirt with gold piping on the collar.</p> <p>The shirt must be neither too small nor too large – and must be firmly tucked in at all times. A clean, well-ironed shirt must be worn every day.</p> |
| SKIRT       | <p><u>Pleated gold school skirt.</u> These skirts must not be tight-fitting or rolled up at the waist. When kneeling the skirt should not be more than 6cm above the ground – the skirt must not be shorter/ or lift up at the back.</p>                                                                                                                                                                        |
| SOCKS       | <p>Socks must be short, white and folded over once (no rolls), and should be no more than 12cm off the ground.</p>                                                                                                                                                                                                                                                                                              |
| SHOES       | <p><u>Plain</u> black, either lace-ups or with a bar (no raised tread). Shoe laces must be tied properly</p> <p>Shoes must be polished regularly and done up at all times.</p>                                                                                                                                                                                                                                  |
| JERSEY      | <p>Black V-neck jersey with a single gold stripe around the neck (not oversized) or black pullover with a single gold stripe around the neck</p>                                                                                                                                                                                                                                                                |
| BLAZER      | <p>Regulation black with school badge firmly sewn onto the pocket. These are machine-washable and must look smart and clean throughout the year. All the buttons must be attached.</p>                                                                                                                                                                                                                          |
| UNDERSHIRTS | <p>Only plain white vest or t-shirt must be worn.</p>                                                                                                                                                                                                                                                                                                                                                           |

#### **BOYS' SUMMER UNIFORM ( Term 1 & 4)**

|       |                                                                                                                                                                                                                                                                                                                                            |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIRT | <p>White, short-sleeved shirt with <u>flat, open-neck collar</u> and school badge firmly sewn onto the pocket. (The high collar shirt with top button is <u>not</u> suitable)</p> <p>The shirt must be neither too small nor too large – and must be firmly tucked in at all times. A clean, well-ironed shirt must be worn every day.</p> |
| LONGS | <p>Regulation long grey trousers, hemmed if necessary, so they do not drag on the ground nor reveal socks when standing still</p>                                                                                                                                                                                                          |
| BELT  | <p><u>Plain</u> black with a simple buckle (no metal loops or contrasting stitching).</p>                                                                                                                                                                                                                                                  |

|             |                                                                                                                                                                                 |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOCKS       | Regulation long or short grey.                                                                                                                                                  |
| SHOES       | <u>Plain</u> black lace-up school shoes – (no raised tread, no velvet or suede, no boots).                                                                                      |
| JERSEY      | Black V-neck jersey with a single gold stripe around the neck (not oversized) or black pullover with a single gold stripe around the neck                                       |
| BLAZER      | Regulation black with school badge firmly sewn onto the pocket. These are machine-washable and must look smart and clean throughout the year. All the buttons must be attached. |
| UNDERSHIRTS | Only plain white vest or t-shirt must be worn.                                                                                                                                  |

### **GIRLS' WINTER UNIFORM ( Term 2 & 3)**

|             |                                                                                                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIRT       | Long-sleeved white shirt without badge, not oversized and firmly tucked in at all times<br><br>If a T-shirt is worn in cold weather it must be worn beneath the shirt and it must be <u>plain</u> white.                          |
| SKIRT       | <u>Pleated gold school skirt.</u> These skirts must not be tight-fitting or rolled up at the waist. When kneeling the skirt should not be more than 6cm above the ground – the skirt must not be shorter/ or lift up at the back. |
| SOCKS       | Socks must be short, white and folded over once (no rolls) or black pantyhose                                                                                                                                                     |
| SHOES       | <u>Plain</u> black, either lace-ups or with a bar (no raised tread).<br><br>Shoes must be polished regularly and done up at all times.                                                                                            |
| JERSEY      | Black V-neck jersey with a single gold stripe around the neck (not oversized) or black pullover with a single gold stripe around the neck                                                                                         |
| BLAZER      | Regulation black with school badge firmly sewn onto the pocket. These are machine-washable and must look smart and clean throughout the year. All the buttons must be attached.                                                   |
| TROUSERS    | Regulation grey                                                                                                                                                                                                                   |
| UNDERSHIRTS | Only plain white vest or t-shirt must be worn.                                                                                                                                                                                    |

## **HAIR**

Girls are expected to wear their hair as follows

1. Neat ponytails
2. Natural coloured straight back braids are allowed
3. Girls with long hair should have their hair plaited and tied with black or white band or made into a neat bun
4. Girls with shoulder length hair should ensure that their hair is held in place by a plain black Alice band.
5. Girls with short hair should ensure that their hair is neatly combed and held in place with a plain black Alice band and plain black clips.
6. No fancy or colourful extensions are allowed
7. Dreadlocks must be plaited and kept neat. No artificial colouring.
8. Hair should not fall over the face, shoulder or neck

## **BOYS' WINTER UNIFORM ( Term 2 & 3 )**

|        |                                                                                                                                                                                                       |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIRT  | Long-sleeved white shirt (no badge), not oversized and firmly tucked in at all times<br><br>If a T-shirt is worn in cold weather it must be worn beneath the shirt and it must be <u>plain</u> white. |
| LONGS  | Regulation long grey trousers, hemmed if necessary, so they do not drag on the ground nor reveal socks when standing still. Skinny and/or self-made skinny pants are NOT allowed                      |
| BELTS  | Plain black with a <u>simple</u> buckle (No metal loops or contrasting stitching)                                                                                                                     |
| SOCKS  | Regulation long or short grey.                                                                                                                                                                        |
| SHOES  | <u>Plain</u> black lace-up school shoes – (no raised tread, no velvet or suede, no boots.)                                                                                                            |
| JERSEY | Black V-neck jersey with a single gold stripe around the neck (not oversized) or black pullover with a single gold stripe around the neck                                                             |
| BLAZER | Regulation black with school badge firmly sewn onto the pocket. These are machine-washable and must look smart and clean throughout the year. All the buttons must be attached.                       |

## **HAIR**

All boys are expected to wear their hair as follows:

1. Hair must be kept short and combed at all times. No fades allowed.
2. Side burns are to be trimmed and neat
3. Hair should not be tinted or dyed in unnatural colours
4. Hair should not fall over the face, shoulder or neck
5. Boys should have neatly trimmed moustaches at all times. For medical or religious reasons only

beards may be allowed. Parents must apply for permission to the SGB in writing on behalf of their children

**NOTE:**

Jerseys and pullovers may not be worn together.

- In winter, Blazers must be worn to assembly and beyond the school gates.
- On rainy days, learners may wear a black windbreaker / drimac on the way to and from school but not at school.
- **Tracksuit tops may not be worn as part of the school uniform.** They may not be worn under a blazer or to Assembly. The full school tracksuit with takkies may be worn home after sports' practice.
- The following items can be purchased from the Uniform / Tuck Shop: school badges, pullovers, skirts, jerseys and blazers.
- No scarves.

**SPORT**

**CLOTHING REQUIREMENTS**

PRACTICES / GYM

} Boxer shorts (cotton P.T. shorts) – white or black with  
plain white or black T-shirt.

LIFE ORIENTATION

TRAVELLING DRESS : Either: Full Winter Uniform or Tracksuit. (Coach will advise) Team to be uniform in dress.

SPECTATOR DRESS : Full School Uniform.

1. Learners should wear their uniform with pride. It signifies that they are members of the School and whilst wearing it they should behave in a manner, which brings credit to the school. They should do nothing to discredit it.
2. No use of earphones whilst at school or whilst walking through town when in uniform.
3. Learners are obliged to behave properly whenever and wherever wearing their school uniform - not merely when they are on the school premises.

**Learners must take note that whenever they are in school uniform ALL School Rules apply!!**

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#### **DESCRIPTION OF UNIFORM:**

**NB:** The following applies at all times:

- No make-up may be worn at school (this includes lip gloss).
- No earrings may be worn other than a pair of small plain gold or silver studs in each ear in the lower ear lobe opening. Boys may not wear earrings.
- No ornamental teeth decorations.
- No blankets.
- No brightly coloured bras.
- No jewellery may be worn other than a Medic-alert bracelet or Medic-alert necklace / or watch. Watches must be plain, and non-ornamental.
- No traditional or religious ornamentation (unless special permission has been obtained).
- No non-school badges on blazer lapels.
- No fads – like undone shoes or belts or incorrectly tied shoe laces.
- Boys and Girls are to keep all nails short, clean and without polish. (No painted toenails)
- No chewing of gum.
- No charity bands.
- No coloured contact lenses.
- No laddered stockings to be worn.
- Strictly no Beanies
- Learners who visit school on a non-exam day – for assistance – must wear full school uniform.
- No scarves or jerseys (unless covered by a blazer) may be worn at Parents' Evenings, Prize-giving or other formal occasions.
- Fingernails should be short and neatly trimmed. No colours are allowed. False nails are not allowed

5

Learners are required to wear the ID card, which is issued by the school, each day. The name and photograph of the learner must be clearly visible. Damaged / lost cards must be replaced at the learner's expense.

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#### **Rules For Civvies Day:**

1. Dress decently, neatly and tidily.
2. No fancy dress, or evening dress.
3. No extreme hairstyles or coloured hair.
4. No extreme make-up.
5. No extreme wearing of jewellery.
6. No short shorts (Bottom hem must be between knee and mid-thigh)
7. No very short mini-skirts.
8. No sunglasses.
9. No overly tight or see-through clothing.
10. No cut off tops or low, revealing tops/ spaghetti straps that reveal any underwear. (No bare backs).
11. No vests.
12. No 'torn' jeans.
13. No bare feet.
14. No high-heeled/wedged shoes (heel height no higher than 2cm's).

15. No gum.
16. No coloured contact lenses.

#### **D. Valuable; 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, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School day. If the learner brings a cell phone to School, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone.
2. If a parent requests a learner to pay fees on his/her behalf, such fees should be paid before the start of the School day.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices to School.
5. Cellphones may be allowed if required for learning purposes under the teacher's supervision.

#### **E. General Rules**

1. Loitering and/or playing in and around the corridors and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 14.1 Electrical mains distribution boxes, fire extinguishers and hoses.
  - 14.2 Parking lots, except while accessing their parent/guardian's vehicles.
  - 14.3 Day scholars are not allowed near or in the hostels

15. When learners encounter adults, whether visitors, parents or staff, they must stand if they are seated and must greet the adult pleasantly. They must also stand aside in doorways and on corridors. Treat ground staff and cleaners with equal respect.

#### **F. Rules Governing Public Places**

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

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on School premises or during any School activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

#### **G. Transport**

The school does not have space to accommodate learners' vehicles. Parking must be sought for outside of school premises.

1. Specific areas may be provided for the safekeeping of bikes.
2. Learners may ride or drive a vehicle on the School grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.
3. The Code of Conduct is applicable when making use of public transport to and from School.
4. Learners may not hitchhike while in School uniform, whether formal or sports dress.

#### **H. School Enrichment Programme**

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

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.

9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform

### **I. Accommodation of Religious or Cultural Rights**

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

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa  
This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

### **Part 2: Disciplinary System**

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.

#### **Grade 1 Offences**

All Grade 1 offences will be dealt with by the **staff member or RCL member/prefect** 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 Head of Department along with the record of all three (3) offences and the Head of Department will issue a written warning. A signed copy of acknowledgement will be kept on record by the Head of Department 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 Head of Department, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Head of Department and communicated to the parent/guardian. The Head of Department 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.

#### **Grade 2 Offences**

All Grade 2 offences will immediately **be referred to the Head of Department**. The staff member will, in consultation with the Head of Department, arrange an interview with the learner. A final written warning will be issued and disciplinary action applied. 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 Head of Department 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 has 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 Head of Department 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.

### **Grade 3 Offences**

All Grade 3 offences will immediately be reported to the Head of Department. The Head of Department 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.

### **Grade 4 Offences**

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

### **C. 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.
  - Written punishment.
  - Community service to improve the physical environment within and around the School property.
  - Homework detention.
  - Supervised schoolwork.
  - De-merit detention.
  - 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 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.
  - 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.

The Governing Body authorises the Principal 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.

#### **D. Suspension of a Learner by the Principal as a Precautionary Measure**

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 Department (SG).
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.

## **E. 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 Head of Department; 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 Head of Department.
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 Head of Department and register teacher with all the information necessary for their records.

## **F. Procedure during Hearings**

1. The Chairperson of the Committee must lead the proceedings and:
  - Introduce those present and state their functions.
  - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
  - The right to a formal hearing.
  - The right to be present at the hearing.
  - The right to be given time to prepare for the hearing case.
  - The right to be given advance notice of the charges.
  - The right to be represented at the hearing by one (1) internal representative.
  - The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
  - The right to ask questions on any evidence produced, or on statements of witnesses.
  - The right to call witnesses to testify on his/her behalf.
  - The right to an interpreter, to be requested 24 hours prior to the hearing.
  - The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
  - If the learner does not attend, the hearing will be conducted in his/her absence.
3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
4. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
5. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision of The Committee.
9. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
10. The learner must be advised of his right to appeal (Annexure E).
11. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
12. The signing of the document by the learner does not imply an acknowledgement of guilt.

### **Part 3: Curriculum Offering**

#### **A: Grade 8 & 9**

- English Home Language
- IsiZulu First Additional Language
- Afrikaans First Additional Language
- Mathematics
- Life Orientation
- Natural Sciences
- Economic Management Sciences
- Technology
- Social Sciences
- Creative Arts

#### **B: Grade 10 – 12**

| <b>Stream 1</b>                      | <b>Stream 2</b>                          | <b>Stream 3</b>                      |
|--------------------------------------|------------------------------------------|--------------------------------------|
| English Home                         | English Home                             | English Home                         |
| IsiZulu / Afrikaans First Additional | IsiZulu / Afrikaans First Additional     | IsiZulu / Afrikaans First Additional |
| Mathematics/Mathematical Literacy    | Mathematics                              | Mathematical Literacy                |
| Life Orientation                     | Life Orientation                         | Life Orientation                     |
| Accounting                           | Life Sciences                            | History                              |
| Business Studies                     | Physical Sciences                        | Geography                            |
| Economics                            | Engineering Graphics & Design/ Geography | Tourism/ Life Sciences               |

**Annexure A**

To be completed by all learners and their parent/guardian

School: SUNNYDALE SECONDARY

Learner Commitment

I, ....., a learner at Sunnydale Secondary 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.

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## Annexure B

| Table 1: List of offences per grade of offence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Grade 1: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade 2: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Grade 3: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Grade 4: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>ittering</p> <ul style="list-style-type: none"> <li>• excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School</li> <li>• eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>• misconduct in an assembly</li> <li>• entering an out of bounds area or classroom without permission</li> <li>• loitering in the passages, or at the toilets</li> <li>• misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture</li> <li>• failure to: <ul style="list-style-type: none"> <li>– submit an absentee note or exit notes by the stipulated deadlines</li> <li>– return a library book by the due date, or pay the fine for overdue book/s</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• vandalism</li> <li>• interfering with another person's possessions/property without the owner's consent</li> <li>• damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent</li> <li>• racism: remarks/insults</li> <li>• forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof</li> <li>• intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>• swearing, lying or using obscene gestures</li> <li>• verbal or non-verbal abuse</li> <li>• disrespect or insolence</li> </ul> | <ul style="list-style-type: none"> <li>• possession of weapons that can cause physical injury (knives, etc.)</li> <li>• entering the School premises while under the influence of alcohol/drugs</li> <li>• possession, copying, distribution, use or displaying of pornographic material</li> <li>• assault with the intent to do grievous bodily harm</li> <li>• truancy from School or leaving School grounds without the necessary permission</li> <li>• taking part in any form of illegal strike action/meeting/campaign on School premises</li> <li>• 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</li> </ul> | <ul style="list-style-type: none"> <li>• use of weapons that cause physical injury (knives, etc.)</li> <li>• possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>• poisoning, or attempting to poison another person</li> <li>• theft, robbery, breaking and entering</li> <li>• malicious damage/injury to property of the School, staff members, fellow learners or any other person or body</li> <li>• rape, attempted rape, or indecent assault</li> </ul> |

| Grade 1: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Grade 2: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Grade 3: Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Grade 4: Offences                                                                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"> <li>– attend an extramural activity's practice session without excusing himself</li> <li>– attend duty class</li> <li>– attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</li> <li>• continual interference with another learner which causes minor physical or mental discomfort</li> <li>• minor infringements 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 jewellery</li> <li>• failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items</li> <li>• hitchhiking while in School uniform, formal or sport dress</li> <li>• disruptive behaviour in class</li> <li>• spitting in public</li> </ul> | <ul style="list-style-type: none"> <li>• insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment meted, or failure to report to the subject teacher with this work/punishment as stipulated)</li> <li>• fighting, common assault or attempted assault</li> <li>• public disturbance and public indecency</li> <li>• gambling</li> <li>• unacceptable hair styles, including bleaching or colouring</li> <li>• display of visible tattoos</li> <li>• using a cell phone as a means of communication during formal testing</li> <li>• 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</li> <li>• copying of computer exercises, projects or any other work intended for the year mark</li> </ul> | <ul style="list-style-type: none"> <li>• 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</li> <li>• Violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, staff, the teacher, or fellow learners</li> <li>• Reckless or negligent driving whether in School uniform or not and whether on the School property or not</li> <li>• Unreasonable repetition of a Grade 2 offence</li> <li>• Bringing the School's name into disrepute</li> <li>• posting on social media platforms any material that brings the school's name into disrepute</li> <li>• without permission from the school authorities, post on social media any material that portrays the image of the school negatively</li> <li>• use school equipment to access or put in any pornographic material or for any purpose other than for school work</li> <li>• hacking into the school's network</li> </ul> | <ul style="list-style-type: none"> <li>• physical assault that results in bodily harm</li> <li>• sedition or inciting any form of illegal strike action/meeting/campaign on School premises</li> <li>• Any offence punishable under common law</li> <li>• engaging or attempt to engage in sexual intercourse on school premises and/or whilst in school uniform</li> </ul> |

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| <ul style="list-style-type: none"> <li>• failure to: <ul style="list-style-type: none"> <li>– do classwork set and submit homework</li> <li>– bring the required textbooks, notes, stationery, or equipment to a lesson</li> <li>– hand work in on time</li> </ul> </li> <li>• copying another learner's classwork or homework</li> <li>• defacing School Property</li> <li>• reporting late for class, relief, or to the exclusion room</li> <li>• use of offensive material to cover books or files</li> <li>• arriving late for School without an excuse note</li> <li>• possession and/or unauthorised use of a cell phone, computer game, iPod and similar electronic devices, during all contact time</li> </ul> | <ul style="list-style-type: none"> <li>• truancy from any contact time</li> <li>• possession or use of fire crackers</li> <li>• failure to attend an extra-mural activity</li> <li>• fixture or function as a participant or official</li> <li>• any action which brings the School's name into disrepute</li> <li>• possession of offensive material, excluding pornographic material</li> <li>• tampering with safety and other equipment on School premises</li> <li>• unreasonable repetition of a Grade 1 offence</li> </ul> |  |  |
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**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                                                                                                                                                                                                                                                                                                                                                          | Corrective Sanction                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ol style="list-style-type: none"> <li>1. Academic: Books/work materials left at home; homework -not done on time/copied</li> <li>2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach)</li> <li>3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners;</li> </ol> | <p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> <li>• Verbal reprimand;</li> <li>• Written punishment;</li> <li>• Detention at break;</li> <li>• Subtracting marks (homework);</li> <li>• Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                    |
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| late arrival for class;<br>uncooperative behaviour;<br>discourteous behaviour/insolence/temper tantrum;<br>foul language;<br>defacing desks/walls/books/cases with graffiti,<br>eating/chewing in class;<br>littering;<br>unauthorised use of cellphones on school premises<br>4. Dress code: Untidiness/unkempt appearance;<br>School dress code not followed | cases);<br>• Removing graffiti from bags and cases at break;<br>and<br>• Written notification<br><br>Confiscate cell phone and hand over to SMT<br>De-merit and warning                            |
| <b>Grade 2 Offences</b>                                                                                                                                                                                                                                                                                                                                        | <b>Corrective Sanction</b>                                                                                                                                                                         |
| 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                                                                                                                                                    |
| 9. Fighting                                                                                                                                                                                                                                                                                                                                                    | Warning letter and suspension from class/school                                                                                                                                                    |
| 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                                                                                                                                                                                                                                                                                                                         | 1st offence: Special detention<br>2nd offence: Special Detention<br>3rd offence: Information disciplinary hearing, special detention and professional counselling<br>(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 sent home                                                                                                                                                                |
| 15. Late arrival at School after 8:00 am                                                                                                                                                                                                                                                                                                                       | Phone call to parents and sent home                                                                                                                                                                |
| 16. Lying                                                                                                                                                                                                                                                                                                                                                      | Warning letter and detention                                                                                                                                                                       |

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| 17. Offensive material                                                                                                      | Warning letter and detention                                                                                                                                                                                    |
| 18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property                            | 1st offence: Special detention<br>2nd offence: Special detention<br>3rd offence: Formal disciplinary hearing, special detention and professional counselling<br>(All cigarettes and lighters to be confiscated) |
| 19. Smoking – selling cigarettes on/off School Property                                                                     | 1st offence: Information disciplinary hearing, warning, letter and special detention<br>2nd 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                                                                                                                                                             |
| 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/payments of damages<br>warning letter and detention                                                                                                                              |
| <b>GRADE 3: OFFENCE</b>                                                                                                     | <b>RECOMMENDED CORRECTIVE SANCTIONS</b>                                                                                                                                                                         |
| 1. Alcohol- possession at school or on a school outing/smelling of liquor/under the influence at school or on school outing | Removal from school, 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                                                                     |

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| 7. On-going 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 (frustration 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                                                                                | Suspension from class/school. Disciplinary hearing warning letter, community service and detention      |
| 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 class/school. Disciplinary hearing warning letter, community service and detention      |
| 18 Threatening to assault/intimidating a teacher                                                                                                          | Suspension from class/school. Disciplinary hearing warning letter, community service and detention      |
| 19 Verbal abuse of a teacher                                                                                                                              | Suspension from class/school. Disciplinary hearing warning letter, community service and detention      |
| 20. Bringing the School's name into disrepute                                                                                                             | Suspension from class/school. Disciplinary hearing warning letter, community service and detention      |
| 21. Bringing the School's name into disrepute                                                                                                             | Disciplinary/Tribunal hearing. Suspension from school                                                   |
| 22. Posting on social media platforms any material that brings the school's name into disrepute                                                           | Disciplinary/Tribunal hearing. Suspension from school                                                   |
| 23. Without permission from the school authorities, post on social media any material that portrays the image of the school negatively                    | Disciplinary/Tribunal hearing. Suspension from school                                                   |
| 24. Use school equipment to access or put in any pornographic material or for any purpose other than for school work                                      | Disciplinary/Tribunal hearing. Suspension from school                                                   |
| 25. Hacking into the school's network                                                                                                                     | Disciplinary/Tribunal hearing. Suspension from school                                                   |
| <b>GRADE 4: OFFENCES</b>                                                                                                                                  | <b>RECOMMENDED CORRECTIVE SANCTIONS</b>                                                                 |
| 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                                              |

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| 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 property                                       | 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           |
| 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                   | 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 article, warning letter, community service and detention/expulsion                  |
| 17. Traiding in test/examination material for personal monetary gain                                       | Disciplinary hearing warning letter, community service and detention/expulsion                                                  |
| 18. Vandalism-malicious damage to school/teacher's property                                                | Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion                                  |
| 19. Engaging or attempt to engage in sexual intercourse on school premises and/or whilst in school uniform | Disciplinary/Tribunal hearing and suspension from school                                                                        |

Adopted at meeting of the Sunnydale Secondary School Governing Body held on \_\_\_\_\_

SGB Chairperson: TF Mgenge \_\_\_\_\_

SGB Secretary: PT Majozi \_\_\_\_\_

Principal: LS Dlamini \_\_\_\_\_

