



# Melpark Primary School

**GROWING TOGETHER FOR A BRIGHTER FUTURE**

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## LEARNERS' CODE OF CONDUCT AND DISCIPLINARY POLICY

Revised 2019

## **1. PREAMBLE**

School rules are intended to establish a disciplined and purposeful environment that facilitates effective teaching and learning. Nothing shall exempt a learner from complying with school rules. Ignorance of school rules is therefore not an acceptable excuse. MPS's Code of Conduct spells out the rules regarding learner behaviour and describes the disciplinary system to be implemented by the school in dealing with transgressions by learners.

## **2. SCOPE AND APPLICATION OF MPS' CODE OF CONDUCT AND DISCIPLINARY POLICY**

MPS's Code of Conduct applies to all learners while they are on the school premises, when representing the school outside, when attending a school function, or when dressed in school uniform.

Section 8 (4) of the South African School's Act bounds all learners attending MPS to its Code of Conduct. In this regard, all learners attending MPS are expected to sign an undertaking in which they affirm their commitment to MPS's Code of Conduct. (See Annexure 1)

The administration of the Code of Conduct is the responsibility of all school educators, parents, and the School Governing Body (SGB).

## **3. LEGAL AUTHORITY**

MPS's Code of Conduct was compiled in accordance with the following legislation:

- Constitution of the Republic of South Africa
- National Education Policy (Act 27 of 1996)
- South African Schools Act (Act 84 of 1996)
- Admission of Learners to Public Schools (General Notice 4138 of 2001)
- Education Law Amendment Act of 2002 (The Amendment of Section 5 of Act 84 of 1996)
- Gauteng School Education Act (Act 6 of 1995)
- Relevant GDE circulars.

## **4. GENERAL PRINCIPLES**

- 4.1 Learners are expected - at all times - to behave in a courteous and considerate manner towards each other, members of staff, and visitors to the school.
- 4.2 Learners are expected to abide by MPS's rules regarding appearance and behaviour, when representing the school both during and after school hours - at school and away from it.
- 4.3 Learners may not say or do anything that will discredit themselves or the school.

- 4.4 No learner has the right - at any time - to behave in a manner that will disrupt the learning activity of other learners, prevent the educator from teaching, or cause another learner physical or emotional harm.
- 4.5 The school will contact parents / guardians when a learner's behaviour becomes a cause of concern and will endeavour - in spirit of constructive partnership - to resolve the problem.
- 4.6 The teachers, management and the SGB will use mechanisms that curb poor behaviour e.g. Demerits, detention, disciplinary meetings.

## **5. SCHOOL AND CLASS ATTENDANCE**

Parents / guardians, learners, educators and SGB members are jointly responsible for ensuring that all learners attend school.

5.1 If a learner does not attend school regularly the relevant register teacher will report the absence to the parents and the Principal - in writing. The register teacher must keep an accurate register of learner's attendance and must keep copies of all communication to parents – when a learner's regular absence from the classroom is reported.

.52 All learners are to arrive at school before the official starting time of 7: 30. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.

5.3 Absence from class without the permission of the relevant register or subject teacher is prohibited.

5.4 Any absence from school must be covered by an absentee note from a parent / guardian.

5.5 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.

5.6 Any absence from a formal examination, test or task must be supported by a letter from a medical doctor / traditional doctor / registered herbalist.

5.7 No learner may leave the school during school hours without a letter from a parent / guardian requesting the release of their child and the permission of the Principal / Deputy Principal / HOD from whom the exit note must be obtained. The learner will only be released into the custody of a parent / guardian after signing a document stating that they have taken the child.

5.8 Truancy from school is prohibited.

5.9 All learners will attend assembly for the duration thereof unless a request has been received from a parent and permission has been granted by the Principal.

## **6. SCHOOL UNIFORM AND GENERAL APPEARANCE**

Learners are expected to wear the official school uniform and appear neat and tidy at all times.

- 6.1 No additions to the uniform will be allowed.
- 6.2 No jewellery, accessories, coloured contact lenses, or visible contact lenses are allowed. Girls are permitted to wear earring studs.
- 6.3 No colouring of hair or wearing of exotic hairstyles is allowed.
- 6.4 Finger nails must be kept trimmed short and clean at all times. No nail polish is allowed.
- 6.5 During events that allow the wearing of casual wear, learners should wear neat presentable clothes. Beach wear, tight fitting clothes, clothes that are see-through and / or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
- 6.6 Only learners who have applied for permission - including the submission of relevant supporting documents - and have received the necessary approval from the SGB may deviate from the official school uniform for religious and cultural reasons.

## **7. VALUABLES AND PERSONAL BELONGINGS**

The school will not be held responsible for theft of / or damage to personal belongings on the school premises (e.g. cell phones, bags, books and clothes)

- 7.1 Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones may not be switched on during normal school day. If the learner brings a cell phone to school he/she must carry a written request from the parent. This request must provide for an indemnification against loss of or damage to the cell phone.
- 7.2 If a parent requests a learner to pay school fees on his / her behalf such school fees should be paid before the start of the school day.
- 7.3 Arrangements should be made with the teacher in charge for the safe- keeping of valuables during sport / cultural practices.
- 7.4 Learners may not bring any computer games, iPods, toys, or similar devices to school.

## **8. GENERAL RULES**

- 8.1 Loitering and/ or playing in and around the corridors, stair-wells and toilets is/are forbidden.
- 8.2 All litter must be placed in refuse bins or waste paper baskets.
- 8.3 Wilfully damaging, vandalising or neglecting school property or the property of others is prohibited. Theft of school and private property is also prohibited.
- 8.4 Any act of cheating in class work, home work, informal and formal tests or internal or external examinations is prohibited. Furthermore copying and / or borrowing another learner's work is forbidden.
- 8.5 Disruptive, unruly, rude and / or offensive behaviour will not be tolerated.
- 8.6 Timeous handing in of work is the responsibility of each learner.
- 8.7 Each learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 8.8 Language that is considered discriminatory or racist is prohibited.
- 8.9 All learners have the right to an education free of interference, intimidation or physical abuse. Each learner will respect the property and safety of other learners. Fighting with or threatening other learners is forbidden.
- 8.10 All learners will respect those learners in positions of authority. Conversely a learner who is in a position of authority will conduct himself / herself in a manner befitting someone in authority. He / she will respect the rights of other learners and will not abuse such authority bestowed upon him / her through his / her position.
- 8.11 The carrying, or copying and /or reading of offensive material is prohibited.
- 8.12 Learners must keep clear of areas that are indicated as out of bounds e.g. staff car park.

## **9. RULES GOVERNING PUBLIC PLACES**

MPS is a place of safety where laws pertaining to public places are applicable.

- 9.1 No dangerous objects or illegal drugs - as defined in the SA Schools Act - will be brought onto and / or used on school premises. Dangerous objects including knives, firearms or anything that could harm a person – shall not be brought onto the school premises.

- 9.2 The carrying and/or smoking of cigarettes on the school grounds is/are prohibited.
- 9.3 Alcohol is not permitted on school premises or during any out-of-school activity organised by or involving MPS.
- 9.4 The carrying of and / or consumption of illegal chemical substances and drugs is/are prohibited.

## **10. SCHOOL ENRICHMENT PROGRAMME**

Involvement in activities constituting MP's School Enrichment Programme forms a valuable and integral part of the holistic education of learners. All learners are therefore encouraged to become actively involved in at least one sport, cultural and/or service activity per term.

10.1 The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.

10.2 Once a learner has committed himself / herself to an activity, he / she will be bound to meet the rules and obligations related to the given activity.

10.3 Involvement in a particular activity will span the entire season / duration in which the activity takes place.

10.4 Attendance of all practices is compulsory. Missing a practice without a valid written excuse from the learner's parents may result in the learner's participation being suspended.

10.5 Appropriate kit / uniform will be worn to inter-school fixtures.

## **11. 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 MPS's Code of Conduct will be accommodated by a deviation from the particular section/ sections of the Code of Conduct – to be approved by the School Governing Body under the following conditions:-

11.1 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 of the learner's religious rights.

11.2 This application must be made in writing and must identify the specific rule/s that is/are in conflict with the learner's religious right/s as contained in the Constitution of the Republic of South Africa.

11.3 This application must include a reasonable interpretation of the religious rights that the learner feels are infringed and a suggestion on how the rules may be supplemented by the School Governing Body to accommodate such religious rights.

11.4 The learner must provide proof that he / she belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the Schools Code of Conduct are his / her true beliefs and commitments.

11.5 All learners' religious conduct must be lawful.

11.6 The School Governing Body must consider any application to deviate from MPS's Learners Code of Conduct. If the SGB is satisfied that the application is justified in terms of constitutional principles, the application will be granted in writing.

11.7 When the School 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.

11.8 The deviation application must specify the extent of the exemption from the normal rules and clearly identify the conduct that will be allowed – e.g. the wearing of a headscarf, including colours and details of the design, or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviations will be applicable to the learner.

11.9 Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest through a conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of cultural jewellery or marks will cause considerable pain to the learner. The learner must convince the School Governing Body that his / her cultural rights can be exercised only through a permanent intervention.

11.10 Any request for a deviation from the Code of Conduct based on cultural rights must be made in writing and must be based on a process similar to that contained in sub paragraphs 11.1 to 11.8 above.

## **PART 2: DISCIPLINARY SYSTEM**

### **INTRODUCTION**

Melpark Primary School will focus on positive and preventative measures rather than punitive ones to improve discipline. There must be a conscious whole-school effort to praise and reward acceptable behaviour so that it becomes the norm at the school.

Teachers are to make every effort to get to know their learners and to engage with them on a one-on-one basis to correct learners' behaviour where necessary. Transgressions should be recorded on the monitoring sheet for each class (Annexure 2). Once a child has received a total of 5 transgressions he/she will be referred to the Grade Committee (made up of the class teachers of that particular grade) who will make a decision regarding sanction.

If a learner fails to attend detention, he/she will be referred to the SGB Disciplinary committee for a disciplinary hearing. This committee will decide on the appropriate sanction. Sanctions could include more detentions, suspensions, community work and so on.

On a positive note, the school will invite successful past learners at least twice a year, or once a term to address current MPS learners. MPS could also invite guest speakers to speak to and motivate learners.

Teachers are encouraged to use whatever methods they have found to be successful to get learners to be still, become more aware of their personal space and the space of others. Teachers could put into practice charts using stars, silent sitting at the beginning of the lesson, lining up outside the class, as well as timers and stop watches to make learners aware of time passing.

### **LIST OF POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1, 2, 3 AND 4 OFFENCES RESPECTIVELY**

Offences are graded according to their nature and seriousness - grade 4 offences being the most serious.

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.

The following interventions and corrective measures used by MPS are aimed at correcting learner behaviour - before suspension and expulsion.

Failure to comply with the interventions and corrective measures listed below will lead to further interventions and may result in the offence being categorised at a higher grade.



GRADE 1 OFFENCES	RECOMMENDATIONS/CORRECTIVE SANCTIONS
<p>1. Academic: Books/work materials left at home; homework not done on time/ copied</p> <p>2. Extra-mural activity: Non attendance at practices and matches (without a valid excuse to teachers/ coach)</p> <p>3. Personal Conduct in classroom/ on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/ insolence/ temper tantrums; foul language; eating/ chewing in class; littering; and unauthorised use of cell phones in class</p> <p>4. Dress code: Untidiness/ unkempt appearance; School dress code not followed</p>	<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>• Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones; bags; caps)</li> <li>• Removing graffiti from bags and cases at break;</li> <li>• Community service to improve the physical environment within and around the school.</li> <li>• Daily report</li> <li>• Written punishment e.g. letter of apology or essay or a research project</li> <li>• Counselling</li> <li>• Attendance of a relevant life skills programme.</li> <li>• Recording of misdemeanour in misdemeanour book.</li> <li>• 5 misdemeanours result in Friday detention.</li> </ul>
GRADE 2 OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS handled by School Management team and School Disciplinary Committee
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' possessions; defacing desks/ walls/ books/ cases with graffiti;	Repair/ replacement/ Fines to compensate for damages, to cover repair costs or replacement of lost or damaged items, as well as accumulative costs. Warning letter and detention.
3. Defiance/ disregarding an authority figure's instructions	Warning letter and detention.
4. Detention – non attendance	Making up detention, plus an added detention, warning letter and an information hearing with parent present.
5. Disruptive/ uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures.
6. Disregarding test/ examination procedures	Warning letter and detention.
7. Disruption of teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	Information hearing with principal, warning letter, social help.
9. Fighting	Warning letter and detention
10. Forgery e.g. parents/guardian's signature	Warning letter and detention
11. Gambling on/ off school property	Warning letter and detention Confiscate all money.
12. Graffiti: books, desks; walls	Removal, warning letter, detention
13. Late for school – 3 times	Phone call to parents, detention.
14. Repeated late arrival at school	Phone call to parents, detention
15. Lying	Warning letter and detention.

16. Offensive material	Warning letter and detention.
17. Smoking – possession of cigarette/ holding cigarette/ caught in the act of smoking on and off the school property	Information disciplinary hearing, warning letter and corrective counselling.
18. Hurting another learner with a pin, pen or similar object	Warning letter and detention.
20. Threatening assault/ intimidation of a fellow learner	Information hearing, warning letter and detention.
21. Truancy – bunking a lesson	Detention
22. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention.
23. Vandalism – defacing / damaging/ breaking school property	Phone call to parent, repairs/ payment of damages, warning letter and detention
24. Verbal abuse of a fellow learner	Phone call to parent, warning letter and detention.
<b>GRADE 3 OFFENCES</b>	<b>RECOMMENDATIONS CORRECTIVE SANCTIONS handled by SGB Disciplinary Committee</b>
1. Alcohol – possession at School or a school outing/ smelling of liquor/ under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention.
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/ School. Disciplinary hearing, warning letter, community service and detention.
3. Bullying/ intimidation	Warning letter, community service and detention
4. Cheating/attempted cheating in examinations.	Rewrite the exam. Warning letter.
5. Ongoing disruptive behaviour in classroom, school property, during sports/ outing/ (frustrating School’s educational programme);	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention.
6. Gangs – promoting formation of/associating with/ furthering activities of School gangs.	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
7. Pornography – distribution at school	Warning letter, community service and detention.
8. Public indecency	Disciplinary hearing, warning letter, community service and detention.
9. Racist conduct that defames a teacher/learner.	Suspension from school. Disciplinary hearing, warning letter, community service and detention
10. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention.
11. Sexual harassment of teacher/ learner	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
12. Threatening to assault/intimidating or verbal abuse of a teacher	Suspension from school. Disciplinary hearing, warning letter, community service and detention.
13. Ongoing defiance of authority	Suspension and warning letter.
14. Repeated infringements of the school rules contained in the Code of Conduct	Suspension and warning letter.
15. Substance abuse – possession/ sniffing of dangerous substances e.g. Meths, benzene, thinners etc.	Information hearing, warning letter and detention.
16. Prejudice; Racism, Xenophobia. Sexism/ Disability	Warning letter and detention. Suspension, Community Service

	Awareness Programmes on Diversity .
<b>GRADE 4 OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b> handled by SGB Disciplinary Committee
1. Alcohol – drinking/drunken on school property, on a school outing or in public	Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion
2. Assault on a teacher	Suspension from school. Disciplinary hearing and expulsion.
3. Assault on a learner causing serious bodily harm	Suspension from school, Disciplinary hearing, expulsion.
4. Bribery/attempted bribery of any person with respect to test/examination	Disciplinary hearing, warning letter, community service and detention
5. Dangerous weapon or object e.g. firearm – possession at School/ on school outing	Suspension from school. Disciplinary hearing, warning letter, community service and detention, expulsion
6. Dangerous weapon or object such as a firearm at school or on a school outing.	Suspension from school. Disciplinary hearing, warning letter, expulsion
7. Drugs/illegal substances – possession at School or at a school outing	Disciplinary hearing, warning letter, community service and detention
9. Drugs/ illegal substances – consumption/ under the influence at School	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling.
10 Drugs/ illegal substances – dealing or selling drugs to other learners at school	Suspension from school. Disciplinary hearing and expulsion.
11 Forgery of any document or signature to the potential/ actual prejudice of the School	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion.
12.Fraud (Financial)	Suspension from school. Disciplinary hearing, warning letter, compensation, community service and detention/expulsion
13.Sexual assault or rape	Suspension from School. Disciplinary hearing. Expulsion
14. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
15.Trading in test/examination for personal gain	Disciplinary hearing, warning letter, community service, detention/expulsion
16. Vandalism – malicious damage to property	Disciplinary hearing, replacement/repair of damaged property, warning letter, community service and detention/expulsion

### **PART 3. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY-PRINCIPAL AS A PRECAUTIONARY MEASURE**

The School Governing Body authorizes the Principal or Deputy-Principal to institute suspension, as a precautionary measure with regard to a learner who is charged with a serious misconduct or offence as contemplated in Section 8 of the South African Schools Act.

1. Before a learner is suspended, the learner and his / her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary procedures must commence within one (1) week after the suspension. If proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
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.

#### **PART 4 DISCIPLINARY AND TRIBUNAL HEARINGS**

1. The following official forms will be used for misconduct and disciplinary hearings:
  - 1.1 Written warning
  - 1.2 Final written warning
  - 1.3 Notice of disciplinary hearing
  - 1.4 Record of disciplinary hearing
  - 1.5 Review form (lodging of appeal)
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 latter must acknowledge receipt of the 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 latter 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. Disregarding the punishment imposed by 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 School Governing Body Representative
  - 7.2 School Principal or Discipline Officer delegated to oversee this function.
  - 7.3 The grade head: and

- 7.4 The register teacher.
8. The hearing will also be attended by the learner, and any other learners he / she may need for his / her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
- 9.1 Daily report
  - 9.2 Suspension from school for a minimum of two (2) days and up to a maximum of five (5) days, ratified by the School 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. 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 School Governing Body, to recommend expulsion to the Provincial Department of Education.
11. A tribunal hearing will be convened in the event of an appeal of a decision of a Disciplinary Committee or dispute of proceedings during the disciplinary hearing or in the event of recommending an expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education for approval.
- The Tribunal Hearing Commission will consist of the following members:
- 11.1 School Governing Body Chairperson
  - 11.2 Two (2) parent representatives from the School Governing Body
  - 11.3 The school Principal or Discipline Officer delegated to oversee this function.
  - 11.4 The grade head
12. 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 an exclusion room in the interim to continue with school work

until they have completed the series of counselling sessions or the stipulated life skills programme

13. The Principal / Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing as well as the disciplinary measures imposed.
14. The Principal / Discipline Officer will furnish the relevant grade heads and register teacher with all the information necessary for their records.

## **PART 5: PROCEDURE DURING HEARINGS**

1. The Chairperson of the committee must lead the proceedings and:
  - 1.1 Introduce those present and state their function
  - 1.2 Ensure that witnesses are present only while giving their testimonies or evidence.
2. The Chairperson must inform the learner of his / her rights. These are:
  - 2.1 The right to a formal hearing
  - 2.2 The right to be present at the hearing
  - 2.3 The right to be given time to prepare for the hearing case
  - 2.4 The right to be given advance notice of the charges
  - 2.5 The right to be represented at the hearing by one (1) internal representative
  - 2.6 The right to be accompanied at the hearing by parents / guardians - if the learner is a minor
  - 2.7 The right to ask questions on any evidence produced, or on witnesses' statements
  - 2.8 The right to call witnesses to testify on his / her behalf
  - 2.9 The right to an interpreter - to be requested 24 hours prior to the hearing
  - 2.10 The right to appeal - within five (5) days - against any penalty imposed by the disciplinary committee
  - 2.11 If the learner does not attend the hearing it 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 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 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.
11. Both the complainant and the learner must sign the disciplinary form, a copy of which 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.

**Date of Approval**

Recommended by (Principal)	Name	Signature.	
Date:			
Approved by: (Chairperson SGB)		Signature	
Date:			
Verification by GDE (District Director)		Signature	
Date of Verification			

# Annexure 1

## MELPARK PRIMARY SCHOOL

### LEARNER COMMITMENT

I, \_\_\_\_\_, a learner at Melpark Primary 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 school leaders, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
PARENT/GUARDIAN

DATE: \_\_\_\_\_



**ANNEXURE 2****DEMERITS FOR POOR BEHAVIOR/ WORK**

Name : \_\_\_\_\_

Grade: \_\_\_\_\_

<b>NO.</b>	<b>MISDEMEANOURS</b>	<b>DATES</b>					
1.	Homework not done /incomplete						
2.	Wasting class time						
3.	Textbooks/ workbooks not in class						
4.	Required stationery not in class						
5.	Uniform and hair violations						
6.	Disrupting a lesson						
7.	Late for class						
8.	Leaving the class without permission						
9.	Return to school without an absentee note						
10.	Form not returned on time						
11.	Homework diaries not signed						
12.	Disrespecting fellow learners						
13.	Taking other learners belongings without permission						
14.	Dishonesty - lying and stealing						
15.	Not adhering to due date						
16.	Poor test results						
17.	Untidy work						
18.	Vandalism						
19.	Fighting						
20.	Disrespecting a teacher						
21.	Bullying						
22.	Swearing						
23.	Running in the corridors						
24.	Littering						

**MERTIS FOR GOOD BEHAVIOUR/WORK**

<b>NO.</b>	<b>REWARDS</b>	<b>DATES</b>					
1.	Excellent work - Achieving 80% or higher in an assessment						
2.	Significant improvement in behaviour/work						
3.	Good behaviour for the term						
4.	Noteworthy helpfulness to teachers or learners						
5.	Showing respect /consideration and compassion for others						
6.	Displaying good manners and courtesy consistently						
7.	Conscientious effort as a class monitor						
8.	Helping to set up/disassemble apparatus						
9.	Showing responsibility and initiative						
10.	Neat work over a period						
11.	Supporting school fund raising project						
12.	Consistently completing						
13.	Honesty						
14.	100% attendance for the term						