

CARLETON JONES HIGH SCHOOL

**LEARNER CODE OF CONDUCT
2025**

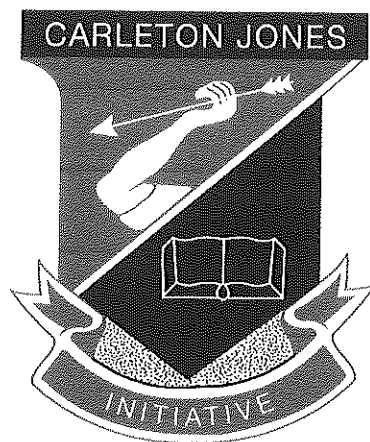


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| NAME OF SCHOOL | Carleton Jones High School |
| NAME OF PRINCIPAL | Mr J M Mlambo |
| NAME OF SGB CHAIRPERSON | Mr M Ramotsoanyane |

1. TITLE OF THE POLICY

CODE OF CONDUCT FOR LEARNERS OF CARLETON JONES HIGH SCHOOL

2. EFFECTIVE DATE: 1 OCTOBER 2024

3. DATE OF NEXT REVIEW: 1 OCTOBER 2025

4. REVISION HISTORY

As amended in September 2024

5. PREAMBLE

In terms of the South African Schools Act (Act No 84 of 1996) hereafter referred to as SASA, it is the duty and responsibility of the School Governing Body to develop and adopt a Code of Conduct for learners. Such policy must be in line with the provision of the Provincial Gazette, relevant National Education Legislation as well as the Constitution of the Country. In a case where the Code of Conduct is in contrast with any provincial or national legislation then such legislation shall take precedence.

6. PURPOSE OF THE POLICY

The purpose of the Code of Conduct is to set out the parameters within which learners should behave in order to protect and promote the integrity and security of each learner and all members of the school community.

6.1 OBJECTIVES

- a) To ensure that no learner is unlawfully and unfairly treated;
- b) To foster mutual respect and establish a culture of tolerance and peace amongst learners and educators in the school; and
- c) To ensure that the administrative procedures are clearly defined.

7. DEFINITIONS & ACRONYMS

7.1 DEFINITIONS

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| <u>No</u> | <u>Term</u> | <u>Definition</u> |
|-----------|-----------------------|--|
| 1 | District Director | Is the officer of the department responsible for the administration of education in a particular educational district |
| 2 | Educator | Means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services at school. |
| 3 | Expulsion | Means the permanent removal of a learner from a school. |
| 4 | Grade | Means that part of an educational program which a learner may complete in one school year, or any other education program which the Member of the Executive Council may deem to be equivalent thereto |
| 5 | Head of Department | Refers to the head of a provincial department of education. |
| 6 | Learner | Means any person receiving education or obliged to receive education in terms of relevant legislation. |
| 7 | Member of Staff | A person employed at Carleton Jones High School |
| 8 | Parent | means – a) the parent or guardian of a learner; b) the person legally entitled to custody of a learner; or c) the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school. |
| 9 | Principal | Refers to an educator appointed or acting as the head of a school. |
| 10 | School | Refers to Carleton Jones High School |
| 11 | School Governing Body | Is the body responsible for Governance issues at Carleton Jones High School |
| 12 | Suspension | Means the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion. |

7.2 ACRONYMS

| <u>No.</u> | <u>Acronyms</u> | <u>Explanation</u> |
|------------|-----------------|---|
| 1. | DC | Disciplinary Committee |
| 2. | DH | Departmental Head |
| 3. | HoD | Head of a provincial department of education. |
| 4. | ICT | Information Communication Technology |
| 5. | LoLT | Language of Learning & Teaching |
| 6. | MEC | Member of Executive Council of a province who is responsible for education in the province. |
| 7. | NQF | National Qualifications Framework |

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| <u>No.</u> | <u>Acronyms</u> | <u>Explanation</u> |
|------------|-----------------|-------------------------------------|
| 8. | NSC | National Senior Certificate |
| 9. | RCL | Representative Council for Learners |
| 10. | RSA | Republic of South Africa |
| 11. | SASA | South African Schools Act |
| 12. | SGB | School Governing Body |
| 13. | SMT | School Management Team |
| 14. | SNA | Special Needs Assessment |
| 15. | SNE | Special Needs Education |

8. APPLICATION & SCOPE OF THE CONSTITUTION

The Code of Conduct apply to all learners register in Carleton Jones High School.

9. LEGISLATIVE FRAMEWORK

- 9.1 Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 9.2 South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 9.3 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 9.4 Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- 9.5 Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).
- 9.6 The Gauteng Schools Education Act, 1995 (Act No.6 of 1995).
- 9.7 Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).
- 9.8 Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended.
- 9.9 Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.

10. RELEVANT POLICIES & PROVINCIAL CIRCULARS

Circular 74/2007

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11. POLICY STATEMENTS

11.1 The Principle & Values: The Rights of the Learners

- a) At Carleton Jones High School all learners shall have the democratic right to due process, participation in decision - making on matters affecting them and a method of appeal. The school prides itself on its record of allowing learners to express and resolve school-related grievances together with the SMT and SGB.
- b) Any form of discipline embarked upon by the school is underpinned by dignity and respect.
- c) Corporal punishment is prohibited at Carleton Jones High School.
- d) The school will endeavour to provide learners with a clean, safe, healthy environment with access to clean running water and toilets and an environment that protects them from harassment and intimidation from attending classes and writing tests and examinations thereby creating an atmosphere conducive for teaching and learning.
- e) Learners have the right to expect educators to maintain high standard of professional ethics.

11.2 The Legal Authority for the Control & Discipline of Learners

- a) The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.
- b) The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken, the school will inform the learners why:-
 - (i) Their conduct is considered as misbehaviour or misconduct.
 - (ii) They are to be disciplined or punished.
- c) All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school.
- d) An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or school related activities.

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- e) The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property.

11.3 School Rules

11.3.1 School Uniform & General Appearance

Learners are expected to wear the official school uniform and be neat and tidy at all times. This uniform is the same for winter and summer. Learners are encouraged to donate their uniforms when they leave CJ so that we can give them to less affluent learners.

Why wear uniform?

- Our uniform is designed to avoid discrimination between genders and economic divides and improves the unity amongst learners as a CJ family.
- It prevents a division amongst learners from poor and affluent economic backgrounds.
- It promotes unity and pride which leads to better performance by learners.
- School uniforms are cheaper, more comfortable and more durable than casual clothes.
- It not only assists in recognising learners from our school, but also improves early detection of persons who are not authorised to enter school premises.

The following guidelines applies to both boys and girls in the school:

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| Blazer | Prescribed red blazer is compulsory for Gr 8 - Gr 11 learners of both genders. The prescribed grey blazer is part of the Gr 12 uniform and is compulsory for all Gr 12 learners. The blazer is an item of pride and learners may not graffiti or write on their blazers - whether grey or red and may not tie it around their waist if they take it off for any reason. Learners must wear their blazer at all times when they are outside of a class. Only official braiding, handed out during the school's honours evening, may be worn by the learners. |
| Jersey | Prescribed grey jersey with school colours to be worn <u>only with the blazer</u> . Learners, who do not wear a blazer, are not permitted to wear the jersey alone. |
| Pullover | Prescribed plain black pullover to be worn <u>only with the blazer</u> . Learners, who do not wear a blazer, are not permitted to wear the pullover alone. |
| Trousers | Long grey flannels. No alterations , e.g. skinny pants, stove-pipes, zips or bell bottoms are permitted. If the learner buys the slim-fit or flare fit trousers, it should measure a minimum of 3 cm from the hem of the pants to the bottom of the shoes. Pants' length must at least touch the top of the school shoe. |
| Belts | Only plain black belts may be worn. Only formal frame belt buckles may be worn. No designs or prints on belts will be allowed. |

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The following guidelines applies to both boys and girls in the school:

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| Shirt | Plain white school shirt. Girls are reminded that their shirt might be see-through and that appropriate underwear should be worn. No white branded or church shirt may be worn. |
| Tie | Grade 8 – 11 red school tie Grade 12 – silver school tie / RCL – black school tie The tie may not be tied in such a way that it goes past the belt. No learner is allowed to take out the thread of their ties, no writing or graffiti is allowed on learners ties. |
| Shoes | Plain black lace-up traditional school shoes only. No other shoe, for example: "sneakers" "Vellies", tekkies, "suede grasshoppers", loafers, Dr Martins, Jonathan D's or any other shoe with a suede finish will be allowed. Learners who wear the wrong shoes, will be asked to take them off. No alterations or additions may be done to the shoes, for example beads, pins, drawings etc. |
| Socks | ONLY school grey or plain black socks are allowed. No secret or branded socks may be worn. No white socks or happy socks will be allowed. |
| Scarves | Plain black scarfs or CJ scarf may be worn in the winter. Muslim girls may wear black head scarves to cover their hair. No "doeks" or bandanas worn as "doeks" are allowed. |
| Gloves | Black Gloves are only to be worn in winter. No branding may be worn on the gloves. Gloves may NOT be worn indoors and learners who make themselves guilty of this, will have to surrender them to the relevant teacher. |
| Beanies | Only plain black beanies or beanies with the CJ badge are allowed in the winter . Beanies are for when it is cold and learners <u>may not</u> roll up their beanies as a fashion statement, beanies must touch both ears of the learner when worn. Beanies may <u>NOT</u> be worn indoors and learners who make themselves guilty of this and/ or rolling their beanies, will have to surrender their beanies to the relevant educator. Beanies are not permitted in the summer. No accessories on beanies. |
| Hats/caps | Only black caps and CJ caps with the CJ badge may be worn in the summer . Caps may NOT be worn indoors and learners who make themselves guilty of this, will have to surrender their caps to the relevant educator. Caps are not permitted in winter. Incorrect caps will be confiscated and kept until the end of the term. |
| Badges | Official badges that are issued by the school, may be worn i.e. official school badge, blood donor's badge, house badge, Top Ten badge, Aids Awareness or SCA badge. No primary school badges or badges from other outside companies may be worn. A maximum of 3 button badges will be allowed on a blazer. |
| Casual wear | During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beach wear, tight-fitting clothes, or clothes that might be considered provocative is not allowed. Hair, shoes and accessories should be neat at all times and should adhere to the school's code of conduct. No crop tops. Skirts, shorts and dresses must be 4cm from knees. |
| Bags | Learners are encouraged to use appropriate size bags that will not damage their textbooks as they will be liable to replace damaged textbooks. No writing or graffiti is allowed on learners bags except for their name and surname. |

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The following guidelines applies to both boys and girls in the school:

| | Boys | Girls |
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| Hair | <ul style="list-style-type: none"> No colouring of hair or wearing of exotic hairstyles is allowed. No streaks or artificial colour is allowed. Should you be unsure, please check with your Grade Head before you change your hair. No hair extensions or beads in the hair will be allowed. Lines may not be cut into the eyebrows. Sidies may not be dyed in so that it looks like they have a sidie. BOYS may not wear ponytails; long hair must not touch the collar. Long hair and dreadlocks must be plaited into cornrows or tucked in a "man bun" (loose hair may not exceed 4cm) Boys are not allowed to cut patterns/pictures in their hair. Volume of hair from scalp may not exceed 4cm and the length of the hair must be faded in. No Mohawk type hairstyles are allowed. No start of dreads (short dreads) are allowed. Boys will not be allowed to wear weaves to increase the length of the hair but if natural hair is grown. (including dreadlocks), corn rows are allowed as an appropriate hairstyle; artificial braids will still be considered against school rules. | <ul style="list-style-type: none"> No colouring of hair or wearing of exotic hairstyles is allowed. No streaks or artificial colour is allowed. Should you be unsure, please check with your Grade Head before you change your hair. No bright colours eg gold. Lines may not be cut into the eyebrows. Girls' hair/braids/weaves that touch the collar must be tied up. Girls' hair/braids/weaves that touch the eyebrow must be pinned back. Girls may not have sidies. Hair accessories must be in black, red, grey, transparent or white. Bandana's may be worn as a head band but not as a doek. Girls may wear transparent and black beads in their hair but it must be neat and professional. Girls may wear metallic hair accessories that is not bigger than a 10 cent coin. No Mohawk type hairstyles are allowed. Girls are not allowed to cut patterns/pictures in their hair. |
| Grooming | <ul style="list-style-type: none"> Fingernails must be kept trimmed short and clean at all times. No nail polish is permitted for either gender. No lipstick, coloured lip-ice, lip gloss or make-up is permitted for either gender. No designs on nails. All Non-Muslim boys must be clean shaven at all times, meaning that no facial hair may be visible at all. Muslim boys who want to grow a beard for religious purposes, must communicate this intention to the Grade Head so that it can be monitored, whereby an application must be submitted to the SGB for approval. | <p>Fingernails must be kept trimmed short and clean at all times. No nail polish is permitted for either gender. No lipstick, coloured lip-ice, lip gloss or make-up is permitted for either gender. No lip liner is allowed.</p> |

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| Jewelry/ adornments: | <p>Watches: Only watches and personalised medical bracelets may be worn. NO other bracelets, beads or strings may be worn. No smart watches are allowed.</p> <p>Piercings:</p> <ul style="list-style-type: none"> • BOYS may not have any piercings. This includes earrings of any kind as well as additional piercings, i.e. nose, lip, tongue or chin rings or any extra piercings, which might be visible when the learner is in school uniform. Earrings will be confiscated by all staff when it is seen. • No other jewelry, accessories, coloured contact lenses or visible tattoos are allowed. | <p>Watches: Only watches and personalised medical bracelets may be worn. NO other bracelets, beads or strings may be worn. No smart watches are allowed.</p> <p>Piercings:</p> <ul style="list-style-type: none"> • GIRLS may wear either a small (4mm diameter), stud, diamond or white pearl earring (no shapes, such as hearts, stars etc. will be allowed) or they may wear a small ring (12mm diameter size of a 10 cent coin). Earrings will be confiscated if the earring does not comply with above guidelines. • All earrings should be worn in the bottom piercing on the lobe of the ear. • Girls are not allowed any additional piercings, i.e. nose, lip, tongue or chin rings or any extra piercings, which might be visible when the learner is in school uniform. Including double piercings on an ear. Only one pair. • No other jewelry, accessories, coloured contact lenses or visible tattoos are allowed |
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NOTE: No additions to the uniform, that are not in accordance with the regulations, will be allowed.

Only learners who have applied and submitted relevant supporting documentation and received the necessary permission from the School Governing Body, may deviate from the official school uniform for religious, medical and/or cultural reasons.

INCORRECT, UNTIDY OR UNKEPT UNIFORM

After ONE warning by the register teacher (DOCUMENTED ON CLASS LIST) a notification will be sent by your register teacher on the D6 app. When a learner wears inappropriate uniform, items in violation of the school's Code of Conduct will be confiscated after the first warning by the same teacher. Repeat offenders may be referred to the internal discipline committee. If a learner still refuses to comply, management may, after notifying the parent, prohibit attendance while dressed inappropriately.

11.3.2 School & Class Attendance

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

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ATTENDANCE & LATE COMING

**De-registered means that you will be removed from the school system, you will no longer be a Carleton Jones High School learner. If you would like to be registered again then your parents must go through the application process again and you will be placed on a waiting list.*

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| <p>If a learner does not attend School regularly</p> | <p>The relevant register teacher will report the absence of the learner on the D6 app. 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.</p> <p>The register teacher must contact the parent of the learners. After no success, the educator will report the absence to the DH. NB: Learners who are absent for ten or more days, without a valid reason, will be de-registered in accordance with DBE regulations.</p> |
| <p>Truancy (staying away from school without a valid reason)</p> <p>NB: Learners who are absent for ten or more days, without a valid reason, shall be de-registered in accordance with DBE regulations.</p> | <p>Any absence from school must be covered by an absentee note from a parent/guardian and should typically include a valid reason (such as illness). Absence from school without a valid reason is not permitted.</p> <p>Should a learner be absent from school for a period of two (2) days or longer, this leave of absence must be supported by a letter from a medical doctor. It is the responsibility of the parent and learner to notify the grade heads if the learner is going to be absent for more than 2 days.</p> <p>No learner may leave the school during school hours unless he/she is signed out by the parent/guardian. A representative of the parent / guardian must be arranged beforehand with the Principal or Deputy Principal and must provide a proof of Identity before the learner may be signed out.</p> |
| <p>All learners are to arrive at School before the official starting time of 07:30</p> | <p>Learners who are late for school, will be marked absent as registers are completed at the beginning of each school day during register teacher. Each instance of late coming for school will result in a notification on the D6 app and repeat offenders will be referred to the Internal Discipline Committee.</p> |
| <p>Late for class</p> | <p>Late-coming will distract your fellow class mates. After one warning by the educator (as tracked in the period register) a notification will be sent home and repeat offenders will be referred to the internal Discipline Committee.</p> |
| <p>Learners who are outside during lesson time</p> | <p>All learners who are not in class during a specific period must provide a teacher's card as proof of permission. A teacher's card will only be valid for ONE learner at a time.</p> <p>Failure to remain in class during lesson time will result in a notification on D6 sent home and repeat offenders will be referred to the Internal Discipline Committee.</p> <p>Learners are required to go to the bathroom during break and before or after school.</p> <p>Designated bathrooms will be open after Cycle Test, after Period 3 and after Period 6 <u>for 10 minutes ONLY</u> to allow learners the use thereof during the change of periods (in-between periods)</p> |
| <p>Bunking school, register, a lesson or substitution</p> | <p>Absence from a class without the permission of the relevant register/ subject teacher (or substitution) is prohibited. A learner who bunks will automatically receive a notification on the D6 app. Repeat offenders will be referred to the Internal Discipline Committee.</p> <p>If it has been determined that a learner bunked school without permission, the learner will be referred to the Internal Discipline Committee.</p> |

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| Any absence from a formal examination, test or task | Absence must be supported by a letter from a medical doctor. The school reserves the right to determine if the "medical condition" was sufficient reason to miss a formal assessment. Learners who fail to produce a medical certificate on absenteeism during formal assessment tasks will sign a "declaration of work not done". Prior arrangement must be made for funerals. Only ONE additional opportunity will be given to a learner with a valid reason for absenting themselves. Failure to use this second opportunity will result in a permanent "1" (one). |
| Absence for an assessment due to suspension | A learner must be escorted to the office by his/her parents <u>on</u> the day of assessment. The parent of the learner must invigilate the learner while he/she is writing the assessment. The parent of the learner must escort the learners out of the school premises immediately after the writing the assessment. |

11.3.3 Rules with regards to Academic & Extra-mural Activities

11.3.3.1 Academic Activities (Classroom)

The primary business of Carleton Jones High School is quality teaching and learning. It is expected that each educator will, together with the learners, develop their own classroom rules.

The following classroom rules, actions and sanctions in terms of academics, will be applied in the classroom environment to ensure that children receive the best possible education.

- a) Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behavior of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the Grade Head.
- b) Learners must commit themselves to do their school work during classes, complete assigned homework and catch-up on work missed because of absence.
- c) An educator's instruction must be followed at all times. Under no circumstances will the undermining or disregard of an educator be tolerated.
- d) Learners may only leave classrooms with the permission of an educator.

SAIC - School Assessment Irregularity Committee

A mark of "1" according to SASAMS indicates "absent without valid reason"

A mark of "-1" according to SASAMS indicates "absent with a valid reason"

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RULES WITH REGARDS TO ACADEMIC ACTIVITIES (Classroom)

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| Books left at home / homework not done. | After one documented warning by educator (recording on period register) a D6 notification will be sent home. Repeat offenders will be referred to the grade head using the discipline form, if no success the learner will then be referred to the internal discipline committees. |
| No copying of another learner's homework or classwork is permitted. | After one documented warning by educator (period register) a D6 notification will be sent home. Repeat offenders will be referred to the internal discipline committees. |
| No copying of another learner's assessment is permitted. | If copying takes place during a formal assessment, both / all learners will receive a mark of "1" for said assessment, he/she must sign a declaration form and will be referred to the SAIC committee for a hearing. No 2 nd opportunity to do the assessment will be provided to the learners. |
| Adhering to deadlines for submission of work. | The timeous handing in of work is the responsibility of each learner. If a learner does not adhere to the time given, then he/she will sign a declaration of work not done and receive a "1" (one) for work not handed in. A D6 notification will be sent to your parents in this regard by the subject teacher. Educators may consider ONLY ONE additional opportunity. |
| Disregarding test / exam procedures not resulting in undue benefit to the learner – irregularity | A D6 notification will be sent by the register teacher on the first transgression. If the act is repeated the learner will be referred to the SAIC Committee. Cheating in the matric exams is prohibited by the DBE and national procedures will apply during all assessments done in school. |
| Dishonesty in a test / exam / assessment / plagiarism / copying / bribery or attempted bribery / using another learners' student card / or having a cell phone in your possession. | <p>If dishonesty takes place during a formal assessment the learner will receive a mark of "1" for said assessment, he/she must sign a declaration form and will be referred to the SAIC committee for a hearing. A hearing will take place with the SAIC committee, minutes of this hearing will be placed in the learner's file and a notification will be sent on the D6 app.</p> <p>No 2nd opportunity to do the assessment will be provided to the learners.</p> <p>Repeat offenders (2nd time) will receive a formal Disciplinary hearing conducted by the SGB</p> <p>Matric exams = National procedures apply.</p> |
| Distributing a test or test material prior to writing so as to benefit the learner and his/ her peers. | <p>If dishonesty takes place during a formal assessment the learner will receive a mark of "1" for said assessment, he/she must sign a declaration form and will be referred to the SAIC committee for a hearing. A hearing will take place with the SAIC committee, minutes of this hearing will be placed in the learner's file and a notification will be sent on the D6 app.</p> <p>No 2nd opportunity to do the assessment will be provided to the learners.</p> <p>Repeat offenders (2nd time) will receive a formal Disciplinary hearing conducted by the SGB</p> <p>Matric exams = National procedures apply.</p> |

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11.3.3.2 Extra-mural Activities (Sport & Culture)

Involvement in activities making up the School Enrichment Programme forms 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. As with the academics and the overall functioning of the school during school hours, the coaches and organisers of sports-, cultural- or service activities, will invest time and effort and will expect certain things from learners in return:

- 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, she/he will be expected to comply with the rules and obligations related to that activity for the ENTIRE SEASON.
- 3 All practice will start at 14h15 and end at 16h00. Learners who are late will be punished with extra fitness exercises or in any other way the coach sees fit. Match times may vary but will be communicated in advance.
- 3 Appropriate kit/uniform will be worn to practices, including the proper shoes.
- 4 The correct match kit / uniform (provided by the school, excluding shoes) will be worn to inter-school league fixtures. When playing in home fixtures, participants should arrive in full school uniform.

RULES WITH REGARDS TO EXTRA-MURAL ACTIVITIES (Sports field/Cultural arena)

| | |
|--|---|
| 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. Repeat offenders will not be considered for colours in the particular sport. |
| Failure to arrive for practices or a match without a valid excuse to the coach. | Once off – suspend from next match. Repeated – remove from team. |
| When travelling to away fixtures, full school uniform should be worn. | Failure to comply will result in a learner not being allowed to travel with his / her team. A coach or organiser reserves the right to make other arrangements with his / her team |
| Poor behaviour on the court / field. Any behaviour which reflects poorly on the team / school | Once off – suspend from next match. Repeated – remove from team (In severe cases previous colours and awards can be withdrawn). |

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11.3.3.3 Policy on awarding learner excellence

At CJ we believe in awarding our learners. As a result, we have an annual awards ceremony where learners are awarded for excellence in their academics, sport and cultural activities. Learners who wish to receive such awards must comply with the following:-

a) Criteria for Academic Awards

| ACADEMIC | |
|-------------------------|---|
| AWARD | CRITERIA |
| Top 10 Breakfast | There will be a breakfast for the Top 10 academic performers of each grade in Term 3 |
| Studium Award | Awarded to the learner in each register class with the highest average above 60% |
| Gold Award | Awarded to the learner with an average of 80% in Grade 8 & 9 and to a learner with an average above 75% in Grade 10 – 12 |
| Subject Awards | Awarded to the learner with the highest percentage in a subject per grade |
| Silver Award | Awarded to the learner with the second highest percentage in a subject per grade |
| Half Colours | Awarded learners with an average of at least 70% who has managed to remain on the Top 10 for one (1) year |
| Full Colours | Awarded to learners with an average of at least 80% who has managed to remain on the Top 10 for one (1) year. |
| Academic Honours | Awarded to learners in Grade 10 if they manage to maintain an 80% average in Grade 8 & 9 and who obtained an average of 75% in Grade 10 (These learners will receive braiding for their blazers.) |
| Black Blazers | Awarded to learners with at least a 75% average at the end of Grade 11 (These learners will also receive braiding on their black blazers.) |
| White Blazer | Awarded to the top learner with an average of at least 80% in Grade 11 (This learner will also receive braiding on his/her white blazer) |

Recipients of the following special Academic Awards will be decided on by educators based on learner performance during the specific academic school year:-

| SPECIAL ACADEMIC AWARDS |
|--|
| <ul style="list-style-type: none">• Most Outstanding leader;• Star Awards Gr 8 – 12;• CJ Oscar Award Gr 8-12;• Trophy for Junior Excellence;• Trophy for Junior Service Above Self Award;• Gerhard Toxopeus Award;• Rotary Award;• CANN Trophy for Dilligence and Application;• Medal for all Round Excellence; and• Academic Excellence Award. |

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b) Criteria for Sport Awards

| SPORT | |
|---|--|
| AWARD | CRITERIA |
| Half Colours (scroll) | Learners do NOT automatically qualify if they have participated for two (2) years. The learner must attend practices regularly, show commitment and good team spirit. Achieved at least at inter-school level, has participated in trails and was chosen for the second round of the competition. |
| Full Colours (scroll with wings) | Exceptional performance on and off the field, in a specific sport code for minimum of three (3) years. The learner must also attend practices regularly, show commitment and good team spirit. Achieved at Provincial Level in any Sport activity not offered by the school. |
| Honours | Exceptional performance on and off the field, in a specific sport code for minimum of four (4) years. The learner must also attend practices regularly, show commitment and good team spirit. Achieved at National Level in any Sport activity offered and not offered by the school |
| The following awards will also be awarded at the Awards ceremony | <ul style="list-style-type: none"> • Snr & Jnr Victor Ludorum as well as Snr & Jnr Victrix Ludorum. • Snr & Jnr sports man of the year as well as Snr & Jnr sports women of the year. <p><u>Individual awards specific to each sports code, will be awarded:-</u></p> <ul style="list-style-type: none"> • Best Rugby/Netball/Hockey/Soccer/Cricket/Volleyball/Basketball player for both Snr and Jnr category. • Most committed and/ or improved player in these sport codes • Best goal scorer/ goal shooter. etc |

c) Criteria for Culture Awards

The following activities will be taken into consideration in order to qualify for a Culture Award:-

Afrikaans Redenaars, Afrikaans Toneel, Arts Festival, Babel Evening, Choir, English Public Speaking, General Knowledge Quiz, Mr & Ms CJ, Mr & Ms Valentine, School Play, Spelling Bee, Talent Show, Dance and Debate.

| CULTURE | |
|----------------------------------|--|
| AWARD | CRITERIA |
| Half Colours (scroll) | <ul style="list-style-type: none"> • Participated in the school play for two (2) consecutive years • Participated in Dance/Debate for two (2) consecutive years • Participate in five (5) different cultural activities during the current year • Member of the choir for two (2) consecutive years • Participated in the Arts Festival for two (2) consecutive years • First place in Afrikaans Redenaars / English Public Speaking (overall winner for the year) • Three (3) gold/cum laude awards at the Arts Festival in the current year i.e. 80% - 100% achievement |

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| CULTURE | |
|---|---|
| AWARD | CRITERIA |
| Full Colours (scroll with wings) | <ul style="list-style-type: none"> • Participated in the school play for three (3) consecutive years • Participated in Dance/Debate for three (3) consecutive years • Participated in five (5) different cultural activities during the current year • Member of the choir for three (3) consecutive years • Participated in the Arts Festival for three (3) consecutive years • First place in Afrikaans Redenaars / English Public Speaking (overall winner for the year) for two (2) consecutive years • Three (3) to five (5) gold/cum laude awards at the Arts Festival in the current year i.e. 80% - 100% achievement • Achieved at Provincial Level in any culture activity not offered by the school |
| Honours | <ul style="list-style-type: none"> • Participated in the school play for four (4) consecutive years • Participated in Dance/Debate for four (4) consecutive years • Participated in five (5) different cultural activities per year for three (3) consecutive years • Member of the choir for four (4) consecutive years • Participated in the Arts Festival for four (4) consecutive years • Six (6) or more gold/cum laude awards at the Arts Festival in the current year i.e. 80% - 100% achievement • Afrikaans Redenaars / English Public Speaking, placed in the top 3 for three (3) consecutive years • Achieved at National Level in any culture activity not offered by the school |
| The following awards will also be awarded at the Awards ceremony | <ul style="list-style-type: none"> • Winners and runner-up of Public Speaking and Redenaars • Best actor and/or actress. • Mr & Miss CJ • General Knowledge Quiz and Spelling Bee winners • Best overall performer at the Arts Festival. |

11.3.4 Access Control to the School & Care of the School Property

11.3.4.1 Access Control to the School

The school is a place of safety where laws pertaining to public spaces are applicable (Governing Public Places: As informed by the National Education Policy 27/1996 and SASA 1996 (8a)). Access to the school is controlled through remote access at the front office and by RCL and staff at the Big Mac and Bus gates. Learners MUST have a student ID card at all times.

Find below, the offences and relevant action to be taken against a learner should he/she be in violation of the rules in terms of access control to the school:-

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| OFFENCE | ACTION TO BE TAKEN |
|---|--|
| <p>Learners who wish to enter the school premises must have a student ID card at all times.</p> | <p>Learners without a student card will have to enter the school through the front office gate. Student cards will also be monitored and checked by the register teacher during register period.</p> <p>A warning will be noted on the first offence. After two warnings a D6 notification will be sent home.</p> <p>Repeat offenders will be referred to the internal discipline committee.</p> |
| <p>Learners are not allowed to access certain areas of the school premises. Such areas include, but might not be limited to:</p> <ul style="list-style-type: none"> • The staffroom & the committee room • The school motor vehicles garage. • The playing fields, netball courts, basketball courts. (Except while attending the official sports practice and matches or during a lesson while under the supervision of the learning area educator.) • Electrical mains distribution boxes, fire extinguishers and hoses. • Parking lots, except while accessing their own vehicle. | <p>The teacher on playground duty will make a note of warning given to learner.</p> <p>After the learner receives a first warning, a D6 notification will be sent home.</p> <p>Repeat offenders will be referred to the internal discipline committee.</p> |

NOTE: Learners wishing to park motor cycles / motor vehicles on the school grounds must first obtain permission from the school (Grade Head) to do so and make use of area specifically demarcated for this purpose.

- 1 All learners park their vehicles and bikes (pedal or motorised) on the school premises at their own risk.
- 2 Learners may ride or drive a vehicle with extreme caution on the school grounds, provided the learner has a valid license to drive such a vehicle. Proof of driver's license must be on the blue file. Reckless behavior is forbidden and disciplinary action will be taken against a learner in such an instance.

It is not recommended that learners should hitch-hike as this might pose a safety risk

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11.3.4.2 Care of the School Property

- a) Every learner is expected to protect and use all school equipment and facilities with care.
- b) Vandalism will not be tolerated.
- c) Any learner who intentionally misuse, damages or defaces any school property, should replace it or pay for the damages to the property.

Find below, the offences and relevant action to be taken against a learner in the event of such behaviour:-

| <u>OFFENCE</u> | <u>ACTION TO BE TAKEN</u> |
|--|---|
| Littering | We expect learners to respect the environment and keep the school clean by using the refuse and paper bins provided. If a learner is identified, he/she will be requested to pick up papers in the school. A D6 notification will also be sent to the parents. A learner will be asked to pick up a paper at any time of the day by any staff member/ RCL EXCO member. |
| Fire hydrants | Tampering with any fire equipment in any manner is a criminal offence. This includes: <ul style="list-style-type: none">• Discharging of fire extinguisher while not extinguishing a fire.• Unauthorised opening of fire hydrants• Removing any notices relating to fire equipment.• Breaking a seal Violating of the above will be prosecuted in terms of the Fire Brigade Services Act, 1987 (Act No. 99 of 1987) (FBSA) - will lead to a formal disciplinary hearing. |
| Damage to school property incl. graffiti, defacement, vandalism etc. | Immediate referral to the internal disciplinary hearing for learners who make themselves guilty of damage to school property. Learners who damage the school's property will be held liable for all financial costs that applies to the repair of the property. The SGB/Management reserves the right to notify the SAPS depending on the severity. A formal disciplinary hearing might also be deemed necessary if the nature of the damage to the school's property was severe. |
| Egg throwing, the release of "stink bombs", using or possessing fire crackers, any explosive or flammable device/Pepper Spray/tear gas, disrupts teaching & learning and can also damage school property. | An immediate suspension will take place pending the sanction of the internal disciplinary committee. Repeat offenders will be referred to a formal disciplinary hearing. |

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11.3.5 Drugs, Alcohol, Pornographic & Weapon Free Zone

Smoking, alcohol and drug use is not permitted on the school premises. Possession of cigarettes, cigarette lighters, matches, drugs, alcoholic drinks, pornographic material, firearms, knives and other dangerous weapons are prohibited at the school.

The Drug Testing Procedures will be followed, WITHOUT EXCEPTION, in order to ensure that there is consistency and confirmation to legal requirements. The procedures (steps followed when doing a drug test) are set in place to ultimately ensure a restorative practice.

Learners are identified for testing on the basis of probable cause. The learner will then be accompanied by a teacher of the same gender and will have to perform the test under strict supervision. If the test is **positive** or if the learner refuses to test (the assumption is made that the learner is positive), the proper discipline procedures will be followed.

Find below, the offences and relevant action to be taken against a learner in the event of such behaviour:-

| OFFENCE | ACTION TO BE TAKEN |
|--|---|
| <p>A learner may not be in possession or under the influence of any illegal substance.</p> <p><u>This may include but is not limited to the following:</u></p> <p>influence of alcohol / prohibited substances, spirits, benzene, thinners, or any other substance.</p> <p>The school may test a learner to determine whether he or she is under the influence of such substances.</p> <p>Learners who refuse to submit to a drug /alcohol test will be considered guilty.</p> | <p><u>1st offence:</u> an immediate suspension of 7 (seven) calendar days; recommend group counselling.</p> <p><u>2nd offence:</u> immediate suspension of 7 (seven) calendar days, pending internal disciplinary hearing (the sanction may include rehab)</p> <p><u>3rd and follow up offences:</u> immediate suspension of 7 (seven) calendar days, pending a Formal disciplinary hearing – with valid urine test results.</p> <p>Learners who test positive, or refuse to test (in a balance of probability these learners will be regarded as positive), will be suspended for 7 calendar days and be refused entry to the school until they test negative. (SASA 4.2 e). Please see guidelines regarding procedures for assessments during suspension.</p> <p>Charges for testing will be levied at R100-00 per test: -</p> <ul style="list-style-type: none">a) If the test is positive.b) If the child / parent requests a test or re-test.c) When the child returns to school after the seven-day suspension period, compulsory testing is necessary to allow him/her back into class. Charges will be levied irrespective of a positive or negative result. |
| <p>Dealing / selling / in possession of a prohibited substance. The school may search any learner and any belonging of the learner such as their blazers and bags (SASA 4.3 b)</p> | <p>Immediate suspension awaiting a formal disciplinary hearing and notification to SAPS.</p> |

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| OFFENCE | ACTION TO BE TAKEN |
|---|---|
| Smoking of any form (including Vaping and Hookah pipe) at school or in school uniform – this includes in any public space as well. (holding the cigarette is regarded as smoking or possession of a prohibited substance) | 1 st offence: an immediate suspension 2 nd offence: immediate suspension pending formal disciplinary hearing |
| In possession of offensive /pornographic/ inappropriate material. Distributing and the writing of offensive material on any paper/desk or object | Possession - Confiscate material, notify parents and immediate internal disciplinary hearing. Evidence will be handed over to the SAPS Distributing – confiscate material, notify parents and immediate internal disciplinary hearing. Evidence will be handed over to the SAPS A learner will also be referred to SBST for counselling |
| Weapons or any object can be perceived as a weapon (a look alike) may not enter school premises. The carrying of a weapon or wielding a weapon (with or without the intent of threatening or using as a weapon) is prohibited. This also includes using objects such as scissors or sharpened pencils with the intention to cause harm to another person. Learners may be subjected to random searches without prior warning. | Any weapon carried by a learner will be confiscated and will be handed in to the SAPS as evidence for their investigations. Any act pertaining to the use or possession of a weapon will lead to suspension awaiting a formal disciplinary hearing. Depending on the severity of the situation, the SAPS might also be notified. |

11.3.6 Violence, Bullying & Foul Language

No violence, bullying, intimidation or threatening of any kind is allowed on the school premises. Learners are not allowed to swear or use foul language.

Find below, the offences and relevant action to be taken against a learner in the event of such behaviour:-

| OFFENCE | ACTION TO BE TAKEN |
|---|---|
| Physical abuse and threatening physical abuse. This may include, but is not limited to: Fighting/assault or threatening to assault/ sexual assault inappropriate touching/ bullying/intimidating others and/ or poking of either a learner, an educator, ground or admin staff/grabbing objects out of a teachers' hand/possession. This also extends to disrespecting another learner's body by defying an instruction to STOP. | Any such act will lead to immediate referral to the internal disciplinary committees or formal SGB disciplinary committee, depending on the severity of the case. A learner may be suspended awaiting the conclusion of the formal disciplinary hearing. If the act was severe an immediate formal disciplinary hearing will be scheduled. Also depending on severity SAPS may be notified. |

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| OFFENCE | ACTION TO BE TAKEN |
|--|--|
| Verbal abuse or causing potential emotional harm to another learner or any act of intimidation will not be tolerated this includes any type of cyber bullying as well. | After one warning by an educator, referral to the grade head and internal disciplinary committee will be made. A probationary period will be discussed with the learner and if the learner transgresses within this time-frame a formal disciplinary hearing will be scheduled at the prerogative of the disciplinary committees. |
| Verbal abuse of a teacher will not be tolerated. | An Immediate referral to the grade head and internal disciplinary hearing will take place. An immediate sanction will be discussed with the learner and if the learner transgresses within a specific time-frame a formal disciplinary hearing will be scheduled. |
| Gangs – engaging in any form of gangsterism, promoting the formation, furthering the activities/ objectives of the gang | Immediate suspension pending a formal disciplinary hearing with the SGB. |
| Usage of Consumers studies equipment as a weapon. | Any act pertaining to the use or possession of the equipment as a weapon will lead to suspension awaiting a formal disciplinary hearing. Also an immediate subject change will take place. Depending on the severity of the situation, the SAPS might also be notified. |
| Satanic practices of any form. | A learner will be referred to the Grade Head with evidence. The Grade Head will contact the parents of the learner reported. Immediate suspension may take place and a formal disciplinary hearing will be scheduled. |
| Cyberbullying | If a learner is involved in any type of cyber bullying, he/she will be referred to the internal disciplinary committee immediately. He/she will also sign a Declaration Form to indicate admittance of the incident. A report of the incident(s) will be placed in their personal file. A letter of Apology must be drafted by the offender and given to the victim. If a learner finds him/herself guilty of cyberbullying a second time, he/she will be referred to a formal disciplinary hearing. Learners must also familiarize themselves with the POPIA act. |
| Participation in/ Recording and sharing of dangerous social media challenges | If a learner is involved in any type of social media challenge, he/she will be referred to the internal disciplinary committee immediately. He/ she will also sign a Declaration Form to indicate admittance. A report of the incident(s) will be placed in their personal file. An internal disciplinary hearing may take place. Repeat offenders will be referred to a formal disciplinary hearing |

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| <u>OFFENCE</u> | <u>ACTION TO BE TAKEN</u> |
|--|--|
| Language that is seen as prejudice, discriminatory, blasphemous or racist is prohibited. | One documented warning by the educator, then a D6 notification will be sent home. Communication with parents must take place and a report of the behaviour must be filed in the learners blue file. Repeat offenders will be referred to the internal discipline committee |

11.3.7 Property of Learners

The School will not be held responsible for theft or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing). The Constitutional right to Safety supersedes the right to privacy and various areas of the school premises are monitored by CCTV footage. There is strict control over the footage. This means that the **viewing of camera footage by a learner will not be permitted**. If a learner suspects that his or her property has been stolen or damaged by someone else, a case of theft should be opened with the SAPS and they will be allowed access to the footage as part of their investigation.

Learners are not allowed to bring computer games, CD players, radios, cell phones, boom boxes, iPods or any other electronic devices to school unless permission to do so has been obtained from Management.

Learners should avoid bringing large sums of money and valuables to school. School fees should be paid in to the office as soon as possible but within the payment times or during break at the "Learner's Reception". Parents are welcome to pay by card or directly into the school's bank account.

Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices. A teacher reserves the right to refuse a learner access to his or her backroom as a space to stow personal belongings of learners.

Find below, the offences and relevant action to be taken against a learner should he/she be involved in any theft or damage of personal property of a fellow learner:-

| <u>OFFENCE</u> | <u>ACTION TO BE TAKEN</u> |
|---|---|
| Theft or damage of personal property belonging to another learner | Learners who make themselves guilty of theft will be criminally charged by the victim at the SAPS. The school will assist the SAPS in any investigation but will in no other way be liable for loss or damage to personal property on school grounds. |

11.3.7.1 Cell phone use on the School Premises, including any other electronic devices

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Purpose of the POPIA Act (South Africa's Protection of Personal Information Act)

The increasing cases of theft and misuse of people's personal information (including photos), has led to the need to promulgate regulations to protect personal information and one's right to privacy. Personal information is described as any information that may identify a person such as a name, surname, identity number, photo, contact number, email address, religion, medical history, education, financial or any other information that is unique to an individual.

The POPI Act sets out the minimum standards regarding accessing and 'processing' of any personal information belonging to another. The Act defines processing' as collecting, receiving, recording, organizing, retrieving, or the use, distribution or sharing of any such information.

The POPI Act is important because it protects people from harm, like theft and discrimination. The risks of non-compliance include reputational damage, fines and imprisonment and paying out damages claims to people. If a learner does not comply with this POPI Act he/ she will immediately be referred to the internal disciplinary committee.

Cell phones/Earphones may be used during the following times: -

- a) Before school only until 07h30;
- b) During Break; and
- c) After school.

A CELLPHONE WILL BE CONFISCATED WHEN IT IS USED OUTSIDE OF THIS PRESCRIBED TIME.

Rules pertaining to cell phone use by learners when on the school premises:-

- i. Cell phones MUST be on silent at all times.
- ii. Learners may NOT have a cell phone in his/her possession during any assessment. If you do not comply with the rules regarding assessment procedures, you make yourself guilty of an irregularity which will be referred to the SAIC committee and will result in a zero for the assessment.
- iii. Earphones and cell phones are NOT allowed during the change of periods (in between periods).
- iv. No speakers are allowed on the school premises.
- v. Teachers reserve the right to use cell phones as part of their lesson or during class time (substitution). If a cell phone is used without the permission of a teacher it will be confiscated.
- vi. The school will not take responsibility for any form of theft or damage of an electronic device that takes place on the premises. Every learner uses their electronic device at their own risk.

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- vii. Please take note of the offences that you may be charged with regarding Cyber Bullying and social media challenges under point 11.3.6.
- viii. A member of staff may search the cell phone in accordance with SASA providing probable cause has been met, e.g. cheating in an exam, cases of cyberbullying, incident of engaging in social media challenges, suspected drug conversation, gratuitous violence, pornography or any suspicious behaviour.
- ix. Probable cause includes the learner's inappropriate response when the phone is confiscated.
- x. The phone may also be searched at the request of the parent.

Find below, the offences and relevant action to be taken against a learner in the event of improper cell phone use (including any other electronic devices) on the school premises:-

| <u>OFFENCE</u> | <u>ACTION TO BE TAKEN</u> |
|---|--|
| Any cell phone which is used without an educator's permission, including any and all times during a lesson or formal assessment is prohibited and will be confiscated. | Such a cell phone will be confiscated, during class time. A parent may collect the cell phone / device the next day, after paying an R150.00 fine; or the learner may fetch the cell phone / device on the last day of term at no cost. |
| Other electronic devices such as headsets, earphones and speakers and smart watches. | Any learner who is found with these items during class time will have to surrender these devices. A parent may collect the device the next day, after paying an R100.00 fine; or the learner may fetch the device on the last day of term at no cost. |
| No Speakers/Boom boxes/ sound bars are allowed on the school premises | Any learner who is found with these items on the school premises will have to surrender these devices. A parent may collect the device the next day, after paying an R150.00 fine; or the learner may fetch the device on the last day of term at no cost. |

11.3.8 Early Departure from School

- a) No learner may leave the school premises during school hours without permission from the office.
- b) The school prefer that appointments to e.g. doctors, dentists, etc. be made after school hours or over the school holidays.
- c) A learner who needs leave during school hours, must supply the office with a letter from the parent requesting permission to leave.
- d) A learner who falls sick during school hours, must inform the class teacher, who will then send the learner to Reception, where the parent will be contacted.

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11.3.9 Behaviour

a) General Behaviour

At Carleton Jones, we expect learners to behave themselves in a manner that is befitting of the school's view that we are a family. As such learners are expected to remain courteous and polite at all times. This means that they will also respect other learner's rights to an education free from interference, intimidation and / or physical abuse. Fighting or threatening other learners, educators, ground or administrative-staff is strictly forbidden. ***All Incidents referred to the internal disciplinary hearing will be recorded on D6, minutes if the hearing will be placed in your Blue file and may be used when a Formal Disciplinary hearing takes place. Parents of the offenders will also be involved at all times.***

Find below, the offences and relevant action to be taken against a learner in the event of improper behaviour during school hours and/or while being on the school premises:-

| <u>OFFENCE</u> | <u>ACTION TO BE TAKEN</u> |
|---|--|
| Minor disruptive behaviour in the classroom such as rude, uncooperative, insolent, or defiant behaviour or the disregard for authority as well as frustrating the process of learning and teaching in the classroom. | After one documented warning by educator (tracking sheet) and D6 notification will be sent home. Repeat offenders will be referred to the internal discipline committees. If the sanctions of the internal discipline committee have no impact a formal disciplinary hearing may be scheduled. If the offence is repeated. A formal disciplinary hearing will take place. |
| Poor behaviour outside the classroom, including excursions to public places, sports trips, away games and any appearance by a learner in a public place, when the learner is in his or her school uniform or representing the learner in any way will reflect poorly on the school. | Depending on the severity and response to verbal reprimand, an immediate D6 notification will be sent and referral to the grade head will take place. Repeat offenders might be called in front of the internal discipline committee, which could then also escalate to a formal disciplinary hearing. |
| Forgery, fraud or any form of deception for personal gain, this includes the forging of signatures on reply slips of any kind. | Committing forgery results in immediate referral to the internal discipline committees. A second transgression will lead to a formal disciplinary hearing with the SGB and the SAPS may be notified. |
| Gambling is not permitted on school property the school does not have a license to have such activities on school property. | With each offence, money will be confiscated and given to the bursar for fundraising. After one documented warning by educator a D6 notification will be sent home. The learner will be reported to the grade head. Parents may be called to intervene. Repeat offenders will be referred to the internal disciplinary committee. Reports of all incidents will be placed in the learner's personal blue file. |

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| OFFENCE | ACTION TO BE TAKEN |
|--|--|
| <p>Inciting or engaging in inciting activities to disrupt the smooth functioning of the school, including the burning/overturning of dust bins or climbing unto roofs in the school, making a noise or dance in the quad during teaching and learning or failing to stop playing after break is over.</p> <p>This includes disrespect towards the national symbols (national flag, anthem, etc. of the Republic of South Africa as well as the school flag and school anthem</p> | <p>Immediate referral to the internal discipline committees who will assess the situation and decide on a proper sanction. Sanctions will depend on the severity of such inciting incidents.</p> |
| <p>The spraying of deodorant inside any enclosed area is not permitted as it may cause harm to someone else's respiratory system.</p> | <p>A learner who finds themselves guilty of this will be referred to the grade head and parents may be contacted regarding this offence. A D6 notification will be sent. Repeat offenders will be referred to the internal disciplinary hearing.</p> |
| <p>Selling any unauthorised sweets (contraband) thereby violating our contract with the tuck shop, is not allowed.</p> <p>Learners may not sell anything unless it relates to school fundraising or a project for which a teacher has sought the necessary permission from management.</p> | <p>All products and proceeds will be confiscated and handed to a deputy principal or principal. Refusal to hand over any contraband will result in an immediate internal disciplinary hearing.</p> <p><u>1st offence:</u> Immediate D6 Notification – recording in the blue file <u>2nd offence:</u> internal disciplinary hearing and the learner will be referred to SBST <u>3rd offence:</u> Formal disciplinary hearing</p> |
| <p>Public indecency incl. inappropriate activities of a sexual nature</p> | <p>Notify parents and immediate formal disciplinary hearing will take place and the SAPS may be notified.</p> |
| <p>Improper suggestions on any platform (social media). Sexual assault / threat of sexual assault / rape, etc.</p> | <p>Improper suggestions will be referred to the formal disciplinary committee If sexual assault or the threat of sexual assault or rape is reported, the learner will be suspended immediately pending a disciplinary hearing. The SAPS will be notified.</p> |

b) Behaviour which could be seen as offensive in terms of religious or cultural rights & the accommodation of such rights

Section 16 of the Constitution of South Africa protects the right to Freedom of Expression, provided that human dignity is protected at all times. The school thus makes provision for 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.

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Furthermore, the school want to protect the dignity of all learners and persons who may come into contact with the school. As such certain accommodations and sanctions will apply as part of the CJ Code of Conduct, not forgetting that the final responsibility (refer to point 3 of this document) is to be polite at all times.

Find below, the offences and relevant action to be taken against a learner in the event of improper behaviour during school hours and/or while being on the school premises where religious or cultural rights are concerned:-

| OFFENCE | ACTION TO BE TAKEN |
|---|---|
| Deviation from the Code of Conduct for religious and / or cultural reasons will be considered by the SGB on the following grounds: | The parent of a learner must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner. The parent must make an appointment with the principal to discuss any deviation from the school code of conduct. The principal in conjunction with the SGB will inform educators when a decision, regarding such applications have been made. The principal and the SGB reserves the right to refuse or decline the application. |
| Any act that belittles, demeans or humiliates another learner or educator or their culture or religion is prohibited. | One documented warning by the educator, then a D6 notification will be sent home. Communication with parents must take place and a report of the behaviour must be filed in the learners blue file. Repeat offenders will be referred to the internal discipline committee |

c) Reporting Procedures

This information sets out the guidelines you need to follow when you would like to report any incident or request any assistance:-

| Scenario | Where do I go to for help |
|---|---|
| General enquiries | Learner reception – Mrs Rebelo |
| Timetable | Payment of R5 for re-printing of a timetable to be made at Learner Reception, where after timetable will be issued. No payment – no timetable! |
| Student card | <ul style="list-style-type: none"> • Payment of R25 for re-issuing of a student card to be made at Learner Reception or the Finance Office. • Submit receipt to Reception, where after student card will be issued. No receipt – no student card! |
| Bullying / Fighting / Intimidation | Ask any educator or your grade head for assistance |
| Payments | Cash payments must be made during register and/or period 1 Card payments must be made during break |
| Counselling | Ask any educator or your grade head for assistance |
| Clothing | Mrs Nkatshela (Reception) |

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| <u>Scenario</u> | <u>Where do I go to for help</u> |
|--------------------------|--|
| Sanitary Products | Mrs Nkatshela (Reception) & Mrs Potas (A5) |
| Substances (Use or Sell) | Any teacher / RCL / Register Teacher & Grade Head |
| Selling of contraband | Ask any educator or your grade head for assistance |
| Vandalism/Graffiti | Ask any educator or your grade head for assistance |

d) Reward-system for good behavior

Learners will be awarded for positive behavior as the teacher sees fit. No learner should ask to be rewarded for such behavior, as this is not a right but a privilege.

Positive behavior will be rewarded based on the following criteria:-

- i. Learner is on time and present in register for an entire term;
- ii. Learner helps to clean a classroom after school or does something a teacher requires of him or her outside of the normal responsibilities of a CJ learner (i.e. service above self);
- iii. A learner achieves more than 65% in a specific subject in the term; and
- iv. A learner contributes positively to the school in an extra mural for one entire term

11.4 Disciplinary Rules & System

Two (2) internal disciplinary Committees are established in Carleton Jones High School – one for the GET phase (Gr 8 & 9) and one for the FET phase (Gr 10, 11 & 12). These two committees will be responsible for dealing with Level 1 and Level 2 offenses. More serious offenses will be escalated to the School Governing Body for external disciplinary hearings.

These committees do not absolve the teacher or learners of their responsibilities to keep order in the classroom environment. Every staff member is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary BEFORE escalating the learner to the relevant discipline committee. All learners will abide by the discipline system, in conjunction with the Code of Conduct that has been developed to assist and guide learner behaviour in the School. (Each case must be evaluated on its own merit and must be provided with a sanction justified for that specific case. The recommended sanctions below are a guideline to ensure consistency and fairness.)

With reference to sanctions: When it is deemed fit under circumstances, exceptions to the sanctions may apply when an incident is evaluated on its own merits and the discretion of the Discipline panel will be applied.

The composition of the Internal Discipline Committees will be as follows:-

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| Principal | |
|------------------------------------|-------------------------------------|
| GET Internal Discipline Committee | FET Internal Discipline Committee |
| 1. Deputy Principal | 1. Deputy Principal |
| 2. Grade Heads of Grade 8 & 9 | 2. Grade Heads of Grade 10, 11 & 12 |
| 3. Two/Three Post-Level 1 Teachers | 3. Two/Three Post-Level 1 Teachers |

- An appointed member of each Committee must record (all) transgressions on D6 for a particular grade and ensure that parents are notified of each recorded transgression.
- The committees will hold internal disciplinary hearings for all learners who are referred to them by the DH's to determine the cause and extent of the learner's transgressions – the parents of these learners might be asked to attend said hearings. The Committee will also determine, administer and monitor the sanctions against each learner.
- Transgressions of a Level 4 and Level 5 severities, will be sanctioned by the SGB in those disciplinary hearings. The disciplinary hearings will be arranged by the Discipline Officer of the school.

11.4.1 LEVELS OF OFFENSES

In an effort to maintain discipline at the school and ensure that teaching and learning is not disrupted through behavioural problems, the School Governing Body puts forward the disciplinary rules described below.

11.4.1.1 Level 1 & Level 2 Offences: Internal Discipline Committee

| LEVEL 1 | LEVEL 2 |
|--|---|
| <ul style="list-style-type: none"> • Late for class • Homework not done • No book in class • Incorrect uniform • Hair does not conform with CoC • No student card for Cycle Test • Late for School • Littering • Being in a prohibited area on school grounds without supervision • Dishonesty with minor consequences • Constant talking • Walking around in class • Learners who do not have time tables • Sleeping in class • In possession of any electronic device during lessons between (no warning) – item will be confiscated • Spraying deodorant indoors (no warning) | <ul style="list-style-type: none"> • Disobeying a direct instruction from teacher (no warning) • Cheating in a spot test (no warning) OR copying homework • Leaving class without permission • Selling confectionary items on school property • Racial or derogatory remarks • Bunking one class • Gambling (no warning) • Cheating in a cycle test or exam • Failing the same subject for a second time • Vandalising school property/graffiti on desks or walls or any other surface (no warning) • Poor behaviour on excursions (no warning) • Bullying (no warning) • Stealing / hiding stationary as part of a joke |

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11.4.1.2 Level 3 Offences: Internal Discipline Committees & Formal Discipline Hearing (SGB)

| LEVEL 3 | |
|---|--|
| <ul style="list-style-type: none"> • Severely disruptive behaviour • Possession or use of tobacco • Possession or use of alcohol • Possession or distribution of pornography or other offensive material • Verbally threatening the safety of another person and intimidation (This includes Teachers and other learners) • Possession of illegal substances • Minor injury to another person • Possession of a dangerous weapon • Theft or vandalism • Continues bullying (second offense) • Fighting on school property or in uniform – no serious injuries reported | <ul style="list-style-type: none"> • Weapons and/or illegal substances will be confiscated. • Depending on the severity of the situation, the learner might be asked to attend an internal disciplinary hearing organised and chaired by the grade head and the learner must adhere to any and all sanctions the disciplinary committee decides on. • The parents of a learner who is guilty of a LEVEL 3 offense MUST be notified and a conference must be held. • A learner who is guilty of the same LEVEL 2 or 3 transgression for a second time in a six (6) month cycle will have an external disciplinary and the SGB may decide on / and enforce any sanction which they deem necessary. |

11.4.1.3 Level 4 Offences: Formal Discipline Hearing (SGB)

| LEVEL 4 | |
|--|---|
| <p>Serious offences are grouped into two Schedules in Government schools according to General Notices 6903 of 2000 and 2591 of 2001. We use these schedules for our disciplinary hearings. Level 4 transgressions are seen as <u>Schedule 1 offences</u> (Serious misconduct that may lead to suspension). Learners who are guilty of these offenses will be subjected to external disciplinary hearings – organised by the Disciplinary Officer and chaired by the appointed Chairperson</p> | |
| <ul style="list-style-type: none"> • Testing positive for an illegal substance and / or alcohol • Threatening someone with a dangerous weapon • Intentionally causing physical injury to someone (Learners, teacher or any other staff member) • Extortion of another person • Threatening another person's property • Seriously threatens, disrupts or frustrates teaching or learning in a class. • Distributes or is in the possession of any test or examination material that may enable another person to gain unfair advantage in a test or examination. • Engages in any form of public indecency. | <ul style="list-style-type: none"> • LEVEL 4 transgressions will result in immediate suspension of five (5) school days. • A learner who is guilty of these transgressions may also be suspended from extra-mural activities. • A learner who is guilty of the same LEVEL 4 transgression for a second time in a six (6) month cycle, will have an external disciplinary and the SGB may decide on / and enforce any sanction which they deem necessary. |

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11.4.1.4 Level 5 Offences: Formal Discipline Hearing (SGB)

| LEVEL 5 | |
|---|--|
| <p>Serious offences are grouped into two Schedules in Government schools according to General Notices 6903 of 2000 and 2591 of 2001. We use these schedules for our disciplinary hearings. Level 5 transgressions are seen as <u>Schedule 2 offences</u> (Serious misconduct that may lead to expulsion). Learners who are guilty of these offenses will be subjected to external disciplinary hearings – organised by the Disciplinary Officer and chaired by the appointed Chairperson</p> | |
| <ul style="list-style-type: none"> • Second Repetition of a Level 2 or 3 offense – must be of the same sort • Peddling of alcohol and / or other illegal substances • Assault (educators, staff or learners) • Sexual harassment or abuse • Robbery or major theft • Intentionally using a dangerous weapon • Fails to comply with a punishment of suspension as a correctional measure. Forges any document or signature to the potential or actual prejudice of the school. • Trades in test or examination material. • Attempts to bribe any person in respect of any test or examination material. • Engages in fraud. • Engages in theft or acts dishonestly to the prejudice of a person. • Is in possession of, deals in or consumes an illegal substance or harmful substance. • Is in possession of a dangerous weapon. • Assaults or threatens to assault another person. • Holds any person hostage. • Murders a person. • Rapes a person. • Maliciously damages property. | <ul style="list-style-type: none"> • LEVEL 5 transgressions are very serious and will result in immediate suspension, pending a disciplinary hearing. • Guilty learners will be reported to the SAPS • A learner who is guilty of a LEVEL 5 transgression will have an external disciplinary and the SGB may decide on / and enforce any sanction which they deem necessary |

11.4.2 SCHEDULE OF OFFENCES

11.4.2.1 Schedule 1 Offences

| | |
|----|---|
| a) | Threatens, disrupts or frustrates teaching or learning |
| b) | Engage in conspiracy to disrupt proper functioning of school through collective action |
| c) | Insults the dignity or defames any learner or another person, which includes racist remarks |
| d) | Distributes, or is in possession of any test or examination material that may enable him/herself or another person to gain an unfair advantage in a test or exam. |
| e) | Cheats in a test or exam or any other form of assessment |
| f) | Engages in any act of public indecency |
| g) | Sexually harasses another person |

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11.4.2.1 Schedule 1 Offences (Continues)

- h) Is found in possession of or distributes pornographic material
- i) Is under the influence or in possession of alcohol.

11.4.2.2 Schedule 2 Offences

- a) **Found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions**
- b) Fails to comply with a sanction or suspension as a correctional measure
- c) Intentionally and without just excuse:
Forges any document or signature to the potential or actual prejudice of the school
- d) Trades in any test or exam question paper or in any test or exam material
- e) Attempts to bribe or bribes any person in respect of any test or exam to enable him or herself or another person to gain an unfair advantage
- f) Engages in fraud
- g) Engages in theft, or otherwise acts dishonestly to the prejudice of another person
- h) Is in possession of, or consumes or deals in any illegal substance or other harmful substance
- i) **Is in possession of or uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmissions or in possession of any dangerous weapon**
- j) Assaults or threatens to assault another person
- k) Holds any person hostage
- l) Rape any person, or engages in any sexual activity which amounts to an offence in law
- m) Maliciously damages property

NOTE:

Learners who have to attend a disciplinary hearing will be subject to whichever action the SGB finds suitable, disciplinary hearings are conducted in accordance with SASA. Any action that is against the law will result in immediate suspension and a disciplinary hearing as well as a referral to SAPS.

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11.4.3 LEARNER DISCIPLINARY HEARING FLOWCHART: Incident Reporting

- a) Once one of the abovementioned incidents (as per the Schedules) occur, an Incident Report Form can be obtained from the front office, to be completed by the person reporting the incident, which must be done as soon as possible. After completion the Incident Report Form, it must be handed to the Grade Head of the learner who will be charged.
- b) The DH will make a copy of such incident report and hand a copy to the Discipline Officer so as to initiate the process of informing the parents of a disciplinary hearing that will take place, whereby learner's parents are given a 7 (seven) day notice of such.
- c) Other educators or learners who witnessed the incident, must write their respective reports and the person reporting the incident, must attach witness reports, if available.
- d) Evidence of any kind must be indicated on the incident report and handed to the Discipline Officer.
- e) Exact times made available on the incident report, will facilitate the gathering of camera footage.
- f) Suspended learners' names will be posted on the CJ group so as to inform all educators, similarly learners' sanctions will be posted after disciplinary hearings.
- g) Other incidents of minor concern, that merits informal disciplinary hearing, will be considered as a matter of discretion.
- h) The Discipline Officer will follow up after all disciplinary hearings, whether learners have complied with the sanctions given and act accordingly.

11.5 Responsibilities of Learners & Leaders

11.5.1 Responsibilities of Learners

All learners attending Carleton Jones High School are expected to sign a statement of commitment to the Code of Conduct at the start of each school year. When signing the Code of Conduct's statement of commitment, learners commit themselves to take pride in the school and to make the good reputation of the school a top priority. Failure to do so will lead to disciplinary action, as outlined in this document. The administration of the Code of Conduct is the responsibility of the educators, Internal Disciplinary Committees and the SGB of the School.

On acceptance of the Code of Conduct by parents and the RCL EXCO Members, learners must implement the Code of Conduct. The RCL EXCO Members should promote the Code of Conduct for learners, but does not have the authority to punish other learners when not complying.

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11.5.2 Responsibilities of Leaders with Authority

Learners who adhere to the Code of Conduct, present excellent leadership skills and may find themselves in leadership positions, such as the Columba Leadership Programme, House Captains, RCL Class Representatives or RCL EXCO.

LEADERSHIP PROGRAMMES

Only the **Columba Leadership Programme** is sanctioned by the school. Learners who wish to participate in this organization, will be notified when new members are recruited by relevant staff members.

NOTE: Learners who wish to establish a new organization, must submit a written request to the SGB and must ask a teacher to represent them.

No other organisation will be allowed to conduct fund-raising and/or hold meetings on school premises. Learners who hold meetings, which are not related to the school, will thus be in violation of the Code of Conduct.

1st offence: Immediate referral to internal disciplinary hearing

2nd offence: Suspension awaiting a formal hearing

RCL CLASS REPRESENTATIVES

Class Representatives are elected by voting during the first month of school. A boy and a girl is elected for each register class. Class representatives have the following responsibilities:

- 1 To take the class register to the office at the end of the register period.
- 2 To help the register teacher identify learners who are in violation of the Code of Conduct.
- 3 Any other task, within reason, that the register / or subject teachers might require.
- 4

RCL EXECUTIVE COUNCIL

The learner will respect those RCL learners in position of authority. A learner who is in a position of authority will conduct him / herself in a manner befitting someone in authority. He / she will respect the rights of other learners and will not abuse such authority as bestowed upon him / her through his / her position.

NOTE: Members of the RCL Executive Council have their own policies which they have to adhere to and they have been trained in its contents.

11.6 Responsibilities of Parents regarding the Code of Conduct

- a) The ultimate responsibility for learner behaviour rests with the parent who is expected to support the school and ensure that learners observe the school rules and regulations and accept responsibility for their misbehaviour.
- b) Parents/guardians should attend meetings convened by the SGB and/or SMT for them.

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Due Process in the event of Serious Misconduct

- a) In accordance with Government Gazette 189 of 1990 and Provincial Gazette 236 of 1997, the following procedure will be followed in the event of serious misconduct in order to ensure a fair hearing of the case. The penalties of suspension or expulsion can only be imposed after the due process described below has been followed:
- i) Any learner alleged to have violated any rule that may require suspension or expulsion must be brought to the principal. The principal shall hear the evidence and then decide on the action to be taken.
 - ii) In the event that the learner is to be charged with serious misconduct, the principal must inform the learner's parents in writing of the proposed action and arrange for a fair hearing by a small disciplinary committee consisting of members designated by the SGB.
 - iii) The principal must write a written report of the case to the District Director explaining the decision to charge the learner.
 - iv) A copy of written charges shall be delivered to the learner concerned and his/her parents/guardians by handing it over to him/her personally; and forward it by prepaid registered post to the parents or guardians last known residential address.
 - v) If the learner admits the charge, either in writing or orally in person before the principal, he or she shall be deemed guilty of serious misconduct as charged.
 - vi) At the hearing, the principal of a Public School which a learner attends or an official appointed in writing by the Head of Department shall be the presiding officer.
 - vii) In the case where a learner admits his or her guilt on a charge of serious misconduct, the principal or the appointed official should make recommendation/s on the correctional measures to be imposed, to the District Director, or in the event that expulsion of such learner is recommended to the Head of Department, or the presiding officer shall in writing appoint an educator at the school concerned, to act as prosecuting officer in the hearing.
 - viii) In the case where the learner denies his/her guilt on a charge of serious misconduct, hears the charge in the set out below and, upon a finding of guilty, makes a recommendation on the correctional measures to be imposed.
 - ix) For the hearing learners must be informed and understand the charge, with five (5) days' notice, indicating time, place and date.
 - x) At the hearing the Prosecuting Officer may present facts by adducing oral and/or written statements or documentary evidence.
 - xi) At the hearing the learner shall have the right to be personally present and to be represented by his/her parents/guardians or a

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person nominated by the learner or his/her parents/guardian who shall have the right:-

- to be heard by impartial persons.
 - to be treated with dignity during the process.
 - to present facts from the learner by adducing his/her statement, either in writing or orally or documentary evidence in defense of the learner.
 - to question any witness called in support of the charge.
 - to have access to documentary evidence produced in support of the charge.
 - to be informed in writing of the decision if it is suspension or expulsion.
- xii) The School Governing Body is obliged to keep a complete record of proceedings and outcome of the disciplinary hearing.
- xiii) In the event of the learner being found guilty, the Presiding Officer may impose the following correctional measure upon the learner found guilty or deemed to be guilty of the charge:-
- caution or reprimand the learner.
 - direct his/her detention after school hours for a specific period of time.
 - Suspension of up to one week or for a reasonable period while awaiting the approval of the Head of Department for expulsion.
- xiv) The disciplinary proceedings contemplated here shall be conducted in a fair, equitable, open and transparent manner.

11.8 Suspension of Learner for Serious Misconduct

- a) According to Section 9(1) of SASA, a School Governing Body (SGB) may, on reasonable grounds and as a precautionary measure, suspend a learner who is suspected of serious misconduct from attending school, but may only enforce such suspension, after the learner has been granted a reasonable opportunity to make representations to it in relation to such suspension.
- b) If a learner is suspended, the Governing Body must conduct the disciplinary proceedings within 7 (seven) days of the suspension, failing which, the Governing Body must obtain the approval of the HOD for the continuation of the suspension of such a learner.
- c) According to Section 9(1)(C) of SASA, a Governing Body may, after a fair hearing, suspend a learner from attending school, as a sanction for a period not longer than 7 (seven) school days.
- d) According to Section 9(1)(E) of SASA, a Governing Body may suspend or extend the suspension of a learner for a period not longer than 14 days, pending a decision as to whether the learner is to be expelled from the school by the HoD.

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11.9 Serious Misconduct & the Law

- a) Serious misconduct which may include offences according to the law must be investigated by the police and referred to the Court if necessary.

11.10 Institution of which may lead to Suspension or Expulsion

- a) The learner must be questioned by the principal.
- b) On the basis of evidence collected, the principal may institute a disciplinary hearing.
- c) Only the principal may institute disciplinary action against a learner in respect of serious misconduct.
- d) The principal may institute disciplinary action against a learner in respect of serious misconduct only if:
 - i) there is sufficient evidence to institute such proceedings; and
 - ii) the principal considers it to be the interest of the school and its community that such disciplinary action should be instituted.

11.11 Disciplinary Committee (DC) for Serious Misconduct

- a) Upon the advice of the principal, the SGB must appoint a DC to adjudicate the allegation of serious misconduct.
- b) The DC appointed by the SGB must comprise of three persons who are members of the SGB or are nominated by the SGB.
- c) The DC is subjected to the following conditions:
 - i) The chairperson of DC must be a parent member or community member of the SGB.
 - ii) The two remaining members of the disciplinary committee may not be the principal or a learner at the school.
 - iii) No person may be appointed to the disciplinary committee if he or she has personal knowledge of any matter that may be in dispute at the hearing.
- d) In appointing members of the disciplinary committee, issues of representivity in terms of gender and race must be reflected in the composition of the panel.
- e) Only Grade 12 members of the RCL may be allowed to observe the disciplinary proceedings.

11.12 Procedure for Hearing of Serious Misconduct

- a) Regulation 5 of the Notice outlines the procedures for hearing of serious misconduct and other steps to be followed to ensure that the process is fair and transparent.

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- b) The principle of FAIRNESS is expected to apply during the disciplinary proceedings:-
 - i) The principles of fairness require that the accused person understands all the allegations against him or her, and is given a fair opportunity to respond to those allegations.
 - ii) This would therefore require that an opportunity be provided for the cross-examination of a person making allegations by the person against whom the allegations are made.
 - iii) The learner has the right to be represented by the legal representative.
 - iv) The evidence before the DC must be fairly evaluated and considered, and a decision must be taken without bias, malice or prejudice against anyone.
 - v) The circumstance of the accused person must be considered, and mitigation factors (such as the matter being a first offence) should be taken into account.
 - vi) Equality before the law requires that there be no unfair discrimination, directly or indirectly, on the basis of *inter alia* race, gender, age or religion.
 - vii) It also requires that like cases should be treated alike.
- c) The SGB makes a recommendation for expulsion to the HOD after a fair hearing.
- d) This recommendation of the DC must be forwarded to the HOD in writing.
- e) The parents of the learner must be notified in writing of their right to forward an accompanying letter with the recommendation, stating their position on the incident, if they so wish. This letter may serve as a part of the appeal process.
- f) The HOD then investigates the procedural and substantive aspects of the guilty verdict and the sanction recommended.
- g) The HOD's decision, after due consideration of the reports and the record of proceedings from the DC, together with the optional letter from parent, is final.
- h) If the HOD expels a learner who is of compulsory school age, he/she must ensure that the learner is admitted to another school.
- i) If the HOD decides to impose on the learner a lesser punishment, other than expulsion, he/she may, after consultation with the SGB, impose a suitable sanction on the learner, or if he/she decides not to impose a sanction on the learner, he/she will refer the matter back to the SGB for an alternative sanction.

11.13 Appeal Procedures

- a) A learner or the parent(s) of a learner who has been expelled or a representative designated by him/her may appeal against the decision of the HOD to the MEC, within 14 (fourteen) days.

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- b) Alternative arrangements for the continued education of the learner who has appealed must be made by the HOD, until the appeal has been finalised.
- c) The MEC must, within 5 (five) days notify the HOD and SGB that the appeal has been lodged and furnish them with a copy thereof, and request them, within 5 (five) days after receipt of the appeal, to make comments with regard to the appellant's reasons for the appeal and any other information relevant to the appeal.
- d) After consideration of all the information, the MEC must, within 5 (five) days of receipt of the documentation, provide the learner with the decision regarding the appeal.
- e) If an appeal by a learner who has been expelled from a public school is upheld by the Member of the Executive Council, the Member of the Executive Council must ensure that a suitable sanction is then imposed on the learner within 14 days of the date on which the appeal was upheld.


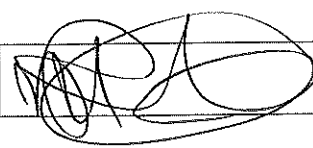

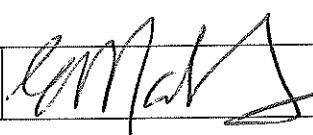
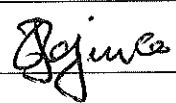
12. PROMOTION OF CODE OF CONDUCT

- a) This policy will be displayed openly in the school.
- b) This policy will be made available to each learner in the official language of teaching and learning on registration.
- c) This policy shall clarify in positive terms what the expectations of the school are.
- d) The following actions shall be taken to clarify the expectation of the school to learners:
 - i) Each learner to be given a copy of the code of conduct at the beginning of each year.
 - ii) Learners sign a declaration of receipt and understanding of the code of conduct.
 - iii) Every register teacher reads and explain the code of conduct to their register class. Classroom rules and the consequences for breaking these rules must be displayed in the class.
 - iv) This policy has been made available to school personnel and is readily accessible to parents and learners on request.
 - v) This policy will be reviewed and updated every year.

13. SHORT TITLE

This Policy shall be called the Code of Conduct for Learners of Carleton Jones High School.

14. APPROVAL

| | | | |
|--|--------------------|-----------|---|
| Recommended by: (Principal) | Mr J M Mlambo | Signature |  |
| Date | 1 February 2025 | | |
| Approved by SGB: (SGB Chairperson) | Mr M Ramotsoanyane | Signature |  |
| Date | 1 February 2025 | | |
| Verification by GDE: (IDSO) | Mr L P Rampaku | Signature |  |
| Date of Verification | 1 February 2025 | | |
| Verification by GDE: (Circuit Team Manager) | Mrs E M Mabambe | Signature |  |
| Date of Verification | 1 February 2025 | | |
| Verification by GDE: (District Director) | Mr V E Rajuile | Signature |  |
| Date of Verification | 06/02/2025 | | |
| Certified by: | | Signature | |
| | (Print Name) | | |
| Date | | | |

GAUTENG DEPARTMENT OF EDUCATION

2025-05-27

PRIVATE BAG 2000
1700 MIDVALE TOWN

GAUTENG DEPARTMENT OF EDUCATION

15. ANNEXURES

- 15.1 ANNEXURE A: Learner Declaration
- 15.2 ANNEXURE B: Incident Reporting for use in Formal Disciplinary Action
- 15.3 ANNEXURE C: Schematic Exposition: Misconduct Procedure for Learners at Public Schools (SASA & The Regulations)
- 15.4 ANNEXURE D: Appeal to the Member of the Executive Council

ANNEXURE A



CARLETON JONES HIGH SCHOOL

Vision: Ensuring every learner does well at school and leaves our institution with the knowledge, skills and qualification that will give him or her the best chance of success in adult life.

Mission: CJ will God-willing produce holistically happy, well-balanced and successful learners with purpose for their lives. CJ learners will be developed in all spheres of life with the necessary moral beliefs, knowledge and skills to contribute positively to the community and the country they find themselves in.

CARLETON JONES PLEDGE

- I pledge to, at all times and in everything I do, behave as an ambassador for Carleton Jones High School.
- I promise to treat my teachers and peers with respect and to adhere to the school's Code of Conduct.
- I vow to always try my best and to epitomise the school's slogan: "Initiative"
- I will become an embodiment of the school's mission: a successful, well-balanced adult who contributes positively to the world around me

Hail to the Alma Mater!

LEARNER DECLARATION

As a student at CARLETON JONES HIGH SCHOOL, I accept and acknowledge my responsibility with regard to the educational objectives of the centre. I undertake to support all the staff in their efforts to guide me and assist me in achieving my full academic potential. I declare that I will: -

1. Adhere to the Student Code of Conduct
2. Adhere to all the policies contained in the Student Code of Conduct. These include but, are not limited to the:
 - a. Drug policy
 - b. Dress code
 - c. Cell phone policy
 - d. Assessment Irregularity Policy
3. Complete my school work and assignments on time and to the best of my abilities.
4. Refrain from any behavior, which will bring the school into disrepute.
5. Treat staff members and my peers with dignity and respect, without prejudice or discrimination.
6. Preserve the rights of other learners to the best of my ability.
7. Follow the advice and guidance of my educators.

I, _____ declare that I have read and understand the content of this declaration. I further declare that I will uphold the Code of Conduct of the school to the best of my ability. I understand the content and pledge my full co-operation. I understand that any behaviour outside the prescribed Code of Conduct may result in disciplinary action and possibly even expulsion.

AT CJ we aim to be a Centre of Excellence – and to achieve this we need the co-operation of all learners.

Signed on the: Day: _____ Month: _____ Year: _____

Name of Learner _____ Signature of Learner _____

J.M

M.F

J.M
WJF

[illegible]

SCHEMATIC EXPOSITION:
MISCONDUCT PROCEDURE FOR LEARNERS AT PUBLIC SCHOOLS
(SASA & THE REGULATIONS)

MISCONDUCT



Principal initiates disciplinary action

- Sufficient evidence
- Best interests of school and its community



- SGB appoints DC
- DC comprises of 3 persons

Precautionary suspension
NB: SGB must hold disciplinary hearing within 7 days



NOTICE OF HEARING

1. Notice of at least five (5) school days to learner and parent
2. Learner and parent must sign receipt of notice
3. Notice must:
 - Describe nature of alleged misconduct, date and place
 - Indicate time, place and venue of hearing
 - Provide information on rights of learner



DISCIPLINARY HEARING

- Interpreter is designated if necessary
- DC keeps full and accurate record
- Prosecutor sets out charge and presents case against learner
- Chairperson asks learner to plead guilty or not guilty



IF PLEADS GUILTY

- Chairperson questions learner in order to satisfy DC that the learner is guilty
- If it appears that the learner's version materially differs from facts outlined by the prosecutor or if chairperson is not satisfied that the learner is guilty, the chairperson must enter a plea of not guilty
- If dissatisfied that the learner is guilty, DC must find the learner guilty

IF PLEADS NOT GUILTY

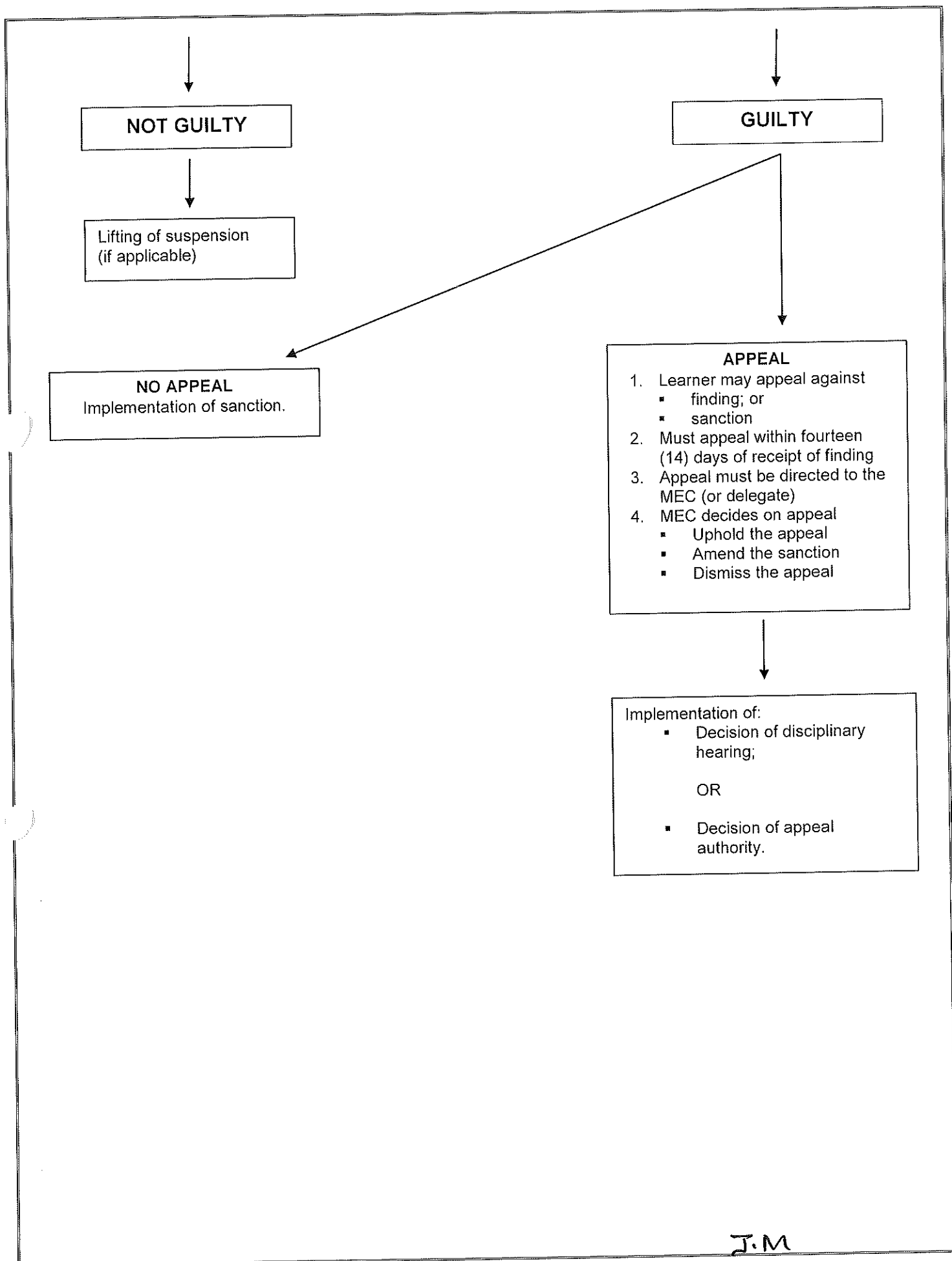
- Prosecutor leads evidence or call witnesses
- Cross-examinations by learner (or representative)
- Prosecutor cross-examines witness or examines evidence
- DC cross-examines witness or examines evidence
- Prosecutor, then learner or representatives addresses DC as to guilty or otherwise



FINDING

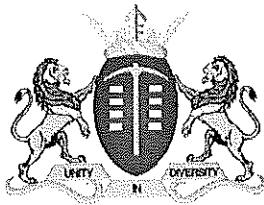
1. DC decides if learner is guilty or not guilty of misconduct
2. DC informs learner of finding and reasons
3. DC hears mitigating and aggravating circumstances
4. DC decides on suitable sanction (suspension may be imposed for no longer than seven days)
5. If DC decides learner should be expelled, a recommendation to that effect to HOD
6. SGB may suspend learner, pending decision of HOD.
7. HOD proclaims decision within fourteen days

J.M
M.E



J.M

ME



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

ANNEXURE D

APPEAL TO THE MEMBER OF THE EXECUTIVE COUNCIL

A learner or representative may appeal against the following:

Appeal against any finding of guilt by the Head of Department in respect of which a penalty of expulsion has been imposed.

Appeal against a penalty of expulsion imposed by the Head of Department.

Appeal against an order made by the Head of Department who has expelled a learner of compulsory school age and admits such learner to another school or Centre of learning within the province.

Appeal against an order made by the Head of Department who has expelled a learner of compulsory school age and requires that such learner attends counselling and procures regular progress reports in respect of such counselling.

Please note such an appeal against any of these decisions must be lodged with the Member of the Executive Council within 14 days. The notice of appeal together with the grounds for the appeal must be hand-delivered to the office of the Member of the Executive Council.

I. DETAILS OF THE LEARNER

NAME _____

AGE IN YEARS _____

DATE OF BIRTH _____

IDENTITY NO _____

ADDRESS _____

(If not living with the person lodging the appeal)

POSTAL CODE _____

J.M

ME

II. DETAILS OF PERSON LODGING THE APPEAL (IF NOT THE LEARNER)

NAME _____

RELATION TO THE LEARNER (E.G. FATHER, MOTHER, GUARDIAN, CUSTODIAN
OR PERSON RESPONSIBLE FOR THE EDUCATION OF THE LEARNER)

ADDRESS _____

POSTAL CODE _____

TELEPHONE _____

NAME OF PRINCIPAL _____

III. NATURE OF THE APPEAL

In the event of the appeal lodged in terms of iv (1) iv (2) iv (3) or iv (4), below the reasons for the appeal are (please tick in the appropriate box)

1. Against any of findings of guilty by the head of department in respect of which a penalty of expulsion has been imposed. ☐
2. Against a penalty of expulsion imposed by the head of department. ☐
3. Against an order made by the head of department who has expelled a learner of compulsory school going age and admits such learner to another school or center of learning within the province. ☐
4. Against an order made by the head of department who has expelled a learner of compulsory school age and requires that such learner attends counselling and procures regular progress reports in respect of such counselling. ☐

IV. REASONS FOR THE APPEAL

In the event of an appeal being lodged in terms of iv (1), iv (2), iv (3) or iv (4), the reasons for the appeal are [please tick in the appropriate box (es)]:

J.M

ME

1. The governing body of the school did not appoint a disciplinary committee. ☐
2. The governing body of the school did not designate one of the members of the disciplinary committee as chairperson to adjudicate the allegations of serious misconduct. ☐
3. The disciplinary committee did not comprise three persons who were either members of the governing body or persons who are eligible to be elected as members. ☐
4. The chairperson of the disciplinary committee was not a parent or community member of the governing body. ☐
5. The principal of the school was a member of the disciplinary committee. ☐
6. A learner at the school was a member of the disciplinary committee. ☐
7. A member of the disciplinary committee had personal knowledge or interest in the matter. ☐
8. An executive committee member of the representative council of learners was not present at the disciplinary hearing, although this was requested. ☐
9. The learner was not given at least five school day's written notice of the disciplinary hearing. ☐
10. The notice of the disciplinary hearing did not contain sufficient particulars of the date, place, time or nature of the charges to enable the learner to identify the incident in question and to respond to the charges. ☐
11. The notice of the disciplinary hearing did not inform the learner of his or her rights. ☐
12. The learner was not given a copy of the notice of the disciplinary hearing. ☐
13. A copy of the notice of the disciplinary hearing was not delivered to the parent. ☐
14. At least one of the parents of the learner, who is younger than 18 years of age, did not accompany the learner at the disciplinary hearing. ☐
15. An interpreter was not present at the disciplinary hearing, although requested by the learner. ☐
16. The disciplinary committee did not keep a full and accurate record of the proceedings of the disciplinary hearing. ☐
17. The learner was not asked to plead guilty or not guilty to the charge(s). ☐
18. The learner, or his or her representative, was not permitted to question any witness or examine any evidence presented by the PROSECUTOR ☐

J.M

MF

19. The learner, or his or her representative, was not permitted to address the disciplinary committee as to the guilty charge or not guilty charge of the learner. ☐

20. The learner was not given a fair hearing. ☐

Additional information relating to the charges should be given in the spaces below.

In the event of an appeal being lodged in terms of IV (3), the reasons for the appeal are (please tick in the appropriate box):

1. The learner is not satisfied with the school record or Centre of learning within the province. ☐

Reasons for the dissatisfaction must be given in the spaces below.

In the event of an appeal being lodged in terms of iv (4), the reasons for the appeal are [please tick in the appropriate box(es)]

1. The learner does not require counselling. ☐

2. The learner does not feel that the Head of Department needs to procure regular progress reports in respect of such counselling. ☐

Reasons must be given in the spaces below.

J.M

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V. ADDITIONAL INFORMATION

Please give any additional information with regard to this appeal in the spaces provided below.

DOCUMENTATION TO BE SUBMITTED:

Certified copies of all the relevant documentation and correspondence must be submitted with this appeal.

VI. DECLARATION

I declare that all the information supplied in this document is true and accurate.

SIGNATURE _____

DATE _____

J.M

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