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**FOREST TOWN SCHOOL**

ESTABLISHED 1948

**For Learners with Special Needs**

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**LEARNER CODE OF CONDUCT POLICY**

# TABLE OF CONTENTS

1. TITLE OF THE POLICY:.....	3
2. EFFECTIVE DATE: .....	3
3. DATE OF NEXT REVIEW: .....	3
4. REVISION HISTORY .....	3
5. PREAMBLE.....	3
6. PURPOSE OF THE POLICY .....	3
7. SCOPE OF THE POLICY .....	4
8. DEFINITIONS AND ACRONYMS .....	4
9. LEGISLATIVE FRAMEWORK .....	5
10. LEARNER RIGHTS AND RESPONSIBILITIES .....	6
11. RULES AND REGULATIONS.....	6
12. DISCIPLINARY SYSTEM .....	17
13. MERIT SYSTEM .....	21
14. APPROVAL.....	23
ANNEXURE A: OFFENCES AND DISCIPLINARY ACTION .....	24
ANNEXURE B – WRITTEN WARNING.....	29
ANNEXURE C – FINAL WRITTEN WARNING .....	30
ANNEXURE D – NOTICE OF DISCIPLINARY HEARING .....	31
ANNEXURE E – RECORD OF DISCIPLINARY HEARING .....	32
ANNEXURE F – REVIEW FORM (lodging an appeal).....	33
ANNEXURE G – SUSPENSION FROM SCHOOL.....	34
ANNEXURE H – RIGHTS OF LEARNER FACING DISCIPLINARY ACTION .....	35
ANNEXURE I – EXPULSION FROM SCHOOL .....	36

## 1. TITLE OF THE POLICY:

The Learner Code of Conduct Policy of Forest Town School

## 2. EFFECTIVE DATE:

1 April 2022

## 3. DATE OF NEXT REVIEW:

1 May 2023

## 4. REVISION HISTORY

Issue Number	Description of Amendment	Approved by	Date
1	Major updates to existing policy	SGB	
2	Minor updates		30 November 2019
3	POPI Update		19 November 2020
4	Policy Update		1 May 2021
5	Update of Dress Code		January 2022
6	Policy Update		1 April 2022

## 5. PREAMBLE

The school is committed to education of a progressively high quality for all learners and, in doing so, to lay a strong foundation for the development of all learners' talents and capabilities. The school is further committed to uphold the rights of all learners, parents and staff and to promote their acceptance of and commitment to their various responsibilities.

This Code of Conduct promotes a culture of reconciliation, teaching, learning, therapy and mutual respect and the establishment of a culture of tolerance and peace in our school.

## 6. PURPOSE OF THE POLICY

The policy aims to inform learners of the way in which to conduct themselves at school in preparation for their conduct in civil society.

In promotion of this aim, further objectives of the policy are:

The objectives of this policy are:

- a. It will set a standard of moral behaviour for learners and equip them with the expertise, knowledge and skills they would be expected to evince as worthy and responsible citizens.
- b. To promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience.
- c. To promote support from learners and parents to the Principal and members of staff in establishing and maintaining good order and contributing towards creating a positive and calm environment in which the process of teaching and learning can take place.
- d. To put in place a culture of discipline in which parents/guardians, learners and educators are aware of the rules and regulations and will jointly accept responsibility for the application and execution of the Code.

## 7. SCOPE OF THE POLICY

This policy applies to all Educators, Therapists, Parents/guardians and registered learners at Forest Town School.

## 8. DEFINITIONS AND ACRONYMS

### 8.1. DEFINITIONS

No.	Term	Definition
1.	Code	Means the code of conduct of this school
2.	Prosecutor	Means the principal of the school or an educator appointed by the principal to present the case against a learner;
3.	Representative	Means a parent of a learner, co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing
4.	Suspension	Means: <ol style="list-style-type: none"><li>a. A learner may not be entitled to attend a class at the school;</li><li>b. A learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of suspension.</li></ol>

		c. A learner may not be entitled to participate in extra-curricular activities at the school; or d. A learner may not be able to attend school for a period of time that is laid down in legislation
5.	“the Act”	Means the South African Schools Act, Act No.84 of 1996 as amended
6.	“the School”	Refers to Forest Town School
7.	learner	Any person registered to or applying to receive education at the school
8.	Staff	Any person who is employed at the school, including temporary appointments.

## 8.2. ACRONYMS

No.	Acronyms	Explanation
1	SBST	School Based Support Team
2	SGB	School Governing Body
3	HOD	Head of a particular section of the school and includes academic, modified and therapy departments
4	LSEN	Learners from Special Education Needs Schools
5	CAPS	Curriculum and Assessment Policy Statement
6	GDE	Gauteng Department of Education
7	DBE	Department of Basic Education
8	AGM	Annual General Meeting of parents

## 9. LEGISLATIVE FRAMEWORK

This policy was compiled in accordance to the following legislation:

- 9.1. The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 9.2. South African Schools Act, 1996 (No. 84 of 1996), as amended.
- 9.3. National Guideline on School Uniform.
- 9.4. National Guidelines on Code of Conduct of Learners.
- 9.5. National Education Policy Act (No. 27 of 1996).
- 9.6. Gauteng Education Act (No. 6 of 1995), as amended.
- 9.7. The Protection of Personal Information Act, No 4 of 2013.

## **10. LEARNER RIGHTS AND RESPONSIBILITIES**

### **10.1. RIGHTS**

All learners have the right:

- a. To privacy;
- b. To dignity and respect;
- c. To a clean and safe environment;
- d. No learner may be subjected to physical, emotional or sexual harassment;
- e. To approach any member of staff on any matter;
- f. No corporal punishment may be administered;
- g. To a clean and safe learning environment;
- h. To be free of victimization by other learners and/or members of staff;
- i. To expect educators to teach them at the required standard and to meet their special educational needs to the very best of their ability;
- j. To be free of discrimination based on race, religion, gender and nationality; and
- k. To learn without any distraction by other learners.

### **10.2. RESPONSIBILITIES**

All learners have to:

- a. Show mutual respect and tolerance for one another;
- b. Strive to do their best in the learning process;
- c. Attend all lessons unless excused for a specific reason;
- d. Refrain from any conduct which may physically harm any other learner or staff members;
- e. Show consideration for others in what they say or do; and
- f. Ensure that their actions do not distract other learners from the task set for them.
- g. Show respect to staff members.

## **11. RULES AND REGULATIONS**

### **11.1. School Rules**

- a. If your child brings a cell phone to school, it must be handed in to the teacher for safe keeping at the beginning of the day. The teacher will

return the phone to your child at the end of the day. Should your child bring a cell phone to school, the school will take no responsibility should it go missing.

- b. Unauthorised use of cell phones during school hours will result in the cell phone being confiscated. The parent then needs to fetch it from the class teacher and the child will not be allowed to bring a cell phone to school again. In addition, if the phone is not handed in and subsequently found on the child, the phone will be locked away in the school safe until collected by the parent/guardian from the class teacher.
- c. Learners must walk in an orderly manner in the school passages.
- d. Running and shouting is discouraged.
- e. Fooling around and/or touching other learners are not allowed.
- f. During assembly learners are expected to be quiet.
- g. In assembly classes enter and leave the hall in their class lines.
- h. Learners are encouraged to greet visitors and may shake hands with visitors and introduce themselves where appropriate.
- i. Learners may not hug any visitor, other parents, teaching and therapy students, etc.
- j. No learner may leave the school grounds unaccompanied.

#### 11.2. Classroom Rules

- a. Learners must always be polite and respectful towards their co-learners and staff.
- b. Within the classroom, each learner must do his/her best to maintain order, and contribute toward completing work as well as possible.
- c. Learners are to keep their classroom tidy by placing all papers in the dustbin before leaving the classroom.
- d. Desks and chairs must be left in neat rows.
- e. Writing or scratching on furniture is prohibited.
- f. No learner may be outside a classroom during teaching time without permission of the relevant educator, i.e. toilet, pills, etc.
- g. Each classroom has a set of classroom rules that apply to the learners.
- h. The class rules are explained, discussed and reinforced with the learners on a continual basis.

- i. The class rules are on display in each class and presented in a way that is meaningful to the learners. For example, use is made of visuals such as photographs/picture symbols, etc.
- j. Class rules may differ from class to class depending on the age of the learners and may include the following:
  - i. Foul/inappropriate language may not be used.
  - ii. Teasing / name calling of others is not allowed.
  - iii. Aggressive/physical behaviour towards others is not permitted.
  - iv. Learners may not take their peers belongings.
  - v. Learners need to ask permission to leave the class.
  - vi. Inappropriate laughing/ shouting is discouraged.
  - vii. Learners are taught to be quiet when visitors enter the class.

### 11.3. Playground Rules

- a. Staff members are on duty in each of the playgrounds at any given time.
- b. The following rules are applied and enforced in the playgrounds:
  - i. As protection against the sun, all learners may be required to wear hats. Learners who do not have a hat are made to sit indoors or in the shade. There may be some exceptions, based on good reason, and teachers will be made aware of this.
  - ii. Eating is not allowed on the playground for safety reasons.
  - iii. Any inappropriate behaviour is discouraged. This includes teasing, name calling, inappropriate shouting and screaming, inappropriate or rough games and touching or hanging onto one another.
  - iv. Learners may not play with stones, sticks or any other object that may be dangerous.
  - v. Learners may not sit on top of the garden furniture (tables or backs of the benches), nor may they stand on the benches.
  - vi. Standing on the swings or pushing one another on the swings is not allowed. A learner may be permitted to push another learner on a swing under the supervision of a person on duty.
  - vii. Due to safety measures, specific rules apply to the use of the trampoline and other outdoor equipment and these rules are



strictly enforced. These include one learner on the trampoline at a time, removing shoes, etc.

- viii. Holding hands/ kissing is discouraged at school.
- ix. The playground entrances/ exits are locked at playtime and learners are required to ask for permission to leave the playground when needing to go to the bathroom.

#### 11.4. Learning and School work

- a. Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence.
- b. Disruption of the school is unacceptable.

#### 11.5. Dress Code

- a. General
  - i. The school uniform must be adhered to. This is determined by the SGB.
  - ii. **No** blazer, only navy blue anoraks.
  - iii. **No** jewellery except Medic alert bracelets, wristwatch, and “sleeper” earrings (silver or gold) for girls only. **One per ear, no reeds.**
  - iv. **No** fancy headgear.
  - v. **No** coloured tights.
  - vi. **No** sports or running shoes. (Any special footwear to be discussed with the therapists).
  - vii. **No** colouring of hair is allowed.
  - viii. **Boys** – hair must be neat and short – no touching of the shirt collar. Fringes may not touch the eyes.
  - ix. **Girls** – Long hair is to be tied up with white or navy blue ribbons/bands or baubles. Fringes may not touch the eyes.
  - x. All clothing, as well as shoes, must be clearly marked with the child’s name.
  - xi. No necklaces or thin neck chains will be allowed except for religious reasons. Please supply a letter to prove.
  - xii. No nail polish on fingers nails or toes nails.

- xiii. Boys and girls – during a normal school day, at an official school event and/or when wearing the official school uniform, no visible tattoos are allowed. Learners will be expected to cover any such tattoos.

b. Boys – Summer School Uniform

Trousers	Grey shorts or long trousers
Shirt	White short-sleeved shirts
Jersey	Plain Grey jersey
Shoes	Black lace-up school shoes
Socks	Long grey socks.

c. Boys – Winter School Uniform

Trousers	Grey long trousers
Shirt	White long-sleeved shirts
Jersey/Jacket	Plain Grey jersey. Plain Navy blue anorak is optional.
Shoes	Black lace-up school shoes
Socks	Long grey socks.
Tie	Compulsory for Grade 4 upwards
Thermal vests	May be worn in very cold weather

**OR**

Track-suit	Plain blue
Shirt	White long sleeved shirts
Shoes	Black lace-up school shoes
Socks	Long grey socks.
Tie	Compulsory for Grade 4 upwards
Gloves and scarf	Plain grey/navy gloves and scarf
Thermal vests	May be worn in very cold weather

d. Girls – Summer School Uniform

Skirt	Grey skirt ( <b>not higher than 5cm above the knee</b> )
Shirt	White short-sleeved blouse
Jersey	Plain Grey jersey
Shoes	Black bar and buckle shoes/lace-up shoes
Socks	Short white socks

e. Girls – Winter School Uniform

Skirt	Grey skirt ( <b>not higher than 5cm above the knee</b> )
Shirt	White long-sleeved blouse
Jersey/Jacket	Plain Grey jersey. Plain Navy blue anorak is optional.
Shoes	Black lace-up school shoes
Socks	Long grey socks.
Tie	Compulsory for Grade 4 upwards
Thermal vests	May be worn in very cold weather

**OR**

Track-suit	Plain blue
Shirt	White long-sleeved shirts
Shoes	Black lace-up school shoes
Socks	Long grey socks.
Tie	Compulsory for Grade 4 upwards
Thermal vests	May be worn in very cold weather
Gloves and scarf	Plain grey/navy gloves and scarf

f. Boys and Girls – Physical Education

- i. All garments should be plain.
- ii.

Trouser	Black shorts/long
Shirt	White T-shirt or long-sleeved shirt
Shoes	Comfortable trainers/tekkies
Socks	White socks.
Hat	Blue school sun hat

Track-suit	Plain blue
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- g. Deviation from School Dress Code
  - i. Deviation from dress code rules in 11.5 (a) to (h) will only be permitted by the SGB or the written authority of the Principal in exceptional circumstances.
  - ii. Parents/ guardians who require that their children deviate from the Dress Code must make a submission to the SGB in writing, clearly setting out their objection to the dress code. The submission must clearly outline the reason for the objection, whether the objection is for religious, cultural or other reasons.
  - iii. The SGB will consider the submission and will, within 14 days, give a written reply to the parents.

#### 11.6. Leaving school during school hours

- a. The parent should write a message in the child's message book informing the teacher that the child will be picked up from school during school hours by the parent or by another person.
- b. If this is not done the child will not be allowed to leave the school premises unless the parent collects the child.
- c. If the above is not done and the child is not fetched by the parent, the parent will be contacted to verify the request to take the child out of school.
- d. The child should be signed out in the signing-out register at reception.

#### 11.7. Injury/Illness during school hours

- a. If a learner is injured or becomes ill during school hours, the matter must be reported to the school nurse or a designated person immediately.
- b. A child will be sent home immediately if he/she arrives at school and is ill.
- c. No learner should have direct contact with another person's blood. In case of an injury or nose bleed learners are requested to ask for help from a staff member.

- d. It is the duty of the parents/guardians to see that they are contactable at all times. Contact details must be updated regularly for the benefit of the child.
- e. Should a learner need urgent medical attention from a doctor or needs to be taken to hospital and the parents are not contactable, the school will choose the doctor or the hospital as the case may be and take the child there. **The cost of treatment for the child will be borne by the parents/guardian of the child.**

#### 11.8. Medication

Refer the school's Medication Management policy

#### 11.9. School Property

- a. Learner are not allowed to be in the classrooms, in the hall during break, or in other designated areas without the supervision of an educator.
- b. Each learner shares the responsibility to keep classrooms, bathrooms, corridors and grounds neat and clean.
- c. Learners are taught to respect and take care of school property. It is felt that learners may not be held liable or responsible, however parents are requested to assist the school with the following:
  - i. Any school property or equipment made available to a learner should be returned to school in the same condition as which it was when it was handed out excepting for fair wear and tear.
  - ii. Where school property has been wilfully/ negligently damaged or destroyed, parents will be requested to compensate for the loss or damage.
- d. Vandalism is a serious offence. Learners who transgress this rule will be dealt with strictly.
- e. The parents/guardians are liable for any costs incurred should damage to school property, staff property or co-learner's property be done by their child.
- f. Should the learner not pay, the incident will be referred to the SMT.
- g. No littering will be tolerated.

#### 11.10. The property of staff, fellow learners and visitors

- a. No learner may touch, handle, use, damage, hide or take another learner's property without permission

- b. No learner may borrow or use another learner's belongings without permission. Every learner must have his/her own stationery.
- c. Vandalism of any kind, or tampering with someone else's property, is a serious offence.
- d. Learners may not bully, threaten, physically or verbally abuse other learners, or act in an irresponsible or harmful manner toward other learners. Such behaviour is regarded as a serious offence, and any damage or injury occurring as a result of such behaviour will be claimed from the offender. Racist remarks will not be tolerated.
- e. Should another child's property be damaged, it must be replaced by the parents of the child who damaged it.

#### 11.11. Punctuality

- a. School hours for staff are strictly from **07:30 to 13:40** and there will only be supervision from **07:30**.
- b. It is the parents/guardian's duty to ensure that his/her child is at school on time every day and that he/she will be collected after school every day timeously.
- c. When arriving at school learners must proceed to early morning designated playgrounds, where supervision will be provided from **07:30 to 07:40**.
- d. Learners must line up at their respective blocks when the first bell rings. Their class educator will then take them to their class.
- e. Learners are to be fetched at **13:40** sharp at the end of each day. The parents are accountable and responsible for their children after **13:40**.
- f. The school will not be liable should anything happen to the learner after school hours.

#### 11.12. Attendance

Refer to the school's Learner Attendance policy.

#### 11.13. Communication with staff

- a. Any calls will only be put through to staff during break and after school, i.e. 10:15 to 10:30, 12:30 to 12:45 and from 13:40 onwards.
- b. In the case of an emergency, please speak to the HOD or admin staff.

- c. Please use the message book to communicate with your child's class teacher.

#### 11.14. Valuables and personal belongings

- a. Learners should not bring any expensive items like toys, radios, CD players, sports equipment, I-Pods, I-Pads or tablets to school. The school does not take responsibility should the item go missing.
- b. No item that can be used as a weapon is allowed to be brought to school. This is a very serious offence and will be treated as such.
- c. It is the responsibility of the parents to ensure that none of the above items are brought to school. Please check your child's school bag from time to time to make sure that none of the above items are brought to school.

#### 11.15. Behaviour and language

- a. Bullying and disruptive behaviour are not allowed at the school.
- b. No fighting, kicking, biting, spitting, hair pulling or looting is allowed on the school premises or at official school functions that are not on the school premises.
- c. Swearing and the use of foul language is not allowed at the school.

#### 11.16. Smoking and illegal substances

- a. The carrying and use of cigarettes and tobacco, including pipes, e-cigarettes and hubbly products, are not allowed on the school premises.
- b. Alcohol and the use of alcohol products during school hours or during any school activity are strictly prohibited. Any learner suspected to be under the influence of any alcohol will be removed from the school premises.
- c. The carrying and/or consumption of illegal chemical substances and drugs are strictly prohibited.

#### 11.17. Prohibited Areas

- a. Learners must note that the following areas of the school are out of bounds before and after school, and during breaks.
  - Classrooms (except under supervision of a staff members)

- Therapy departments
  - Library
  - Computer room
  - Swimming pool area
  - Behind the hall, in the hall.
  - Learners may not be in any unusual place, or climb into or onto any place without the permission and presence of a staff member.
  - The different class or grade groups must be in the correct playground areas before school and during breaks.
  - Ball games may only take place in designated areas.
  - Learners are not allowed to be in passages or corridors during lesson times except when sent on an errand.
- b. Children are not allowed to loiter or congregate in the corridors before and after school and during break.
- c. Children will gather in the hall when it rains.

#### 11.18. General Rules and Etiquette

- a. Respect must be shown at all times
- a. Learners must be polite and friendly at all times, and act with the proper respect toward administrative staff, general assistants, visitors and co-learners.
- b. Individual educator's rules must be respected at all times.
- c. No form of misbehaviour by learners will be tolerated at school.
- d. Learners may only be in the foyer of the administrative offices if they wish to speak to the administrative staff, or have an appointment with the principal.
- e. The gardens, plants and trees on the school grounds may not be damaged. Learners may not walk or run through flowerbeds.
- f. Learners may not touch or tamper with educators' or visitors' cars. No learners are allowed in the parking area unless fetched by parents/guardians or taxis. Graffiti of any kind is strictly forbidden.



## 12. DISCIPLINARY SYSTEM

### 12.1 Introduction

- a) Discipline must be maintained in the school and the classroom to ensure that the education of learners proceeds without disruptive behaviour and offences.
- b) The disciplinary process must be expeditious, fair, just, corrective, consistent and educative.
- c) Where possible the parent should be informed and involved in the correction of the learner's behaviour.
- d) Restraint is the act of controlling the actions of learners when such actions may inflict harm to others or to the learner, or violate the rights of other learners or educators. Educators may use reasonable measures where necessary to prevent a learner from harming him/herself or others.
- e) 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 behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the principal of the school.
- f) Any corrective measures or disciplinary action must be commensurate with the offence/infraction.

### 12.2 Categories of Transgression

- a. Transgressions (see Annexure A) by learners are divided into three categories which are coupled to specific disciplinary measures, i.e.
  - Grade 1: Less serious offences
  - Grade 2: Serious offences
  - Grade 3 and 4: Extremely serious offences
- b. Transgressions in Grade 1 and 2, will be dealt with by the educators and Management of the school, while transgressions in Grade 3 and 4 will be dealt with by disciplinary committee appointed by the SGB depending upon the severity of the transgression.
- c. As far as it is practically possible, all disciplinary action (see Annexure A) will be noted or communicated in writing to the learner or his/her parents/guardians.

- d. In the case of severe conduct disorder, an interview will be arranged immediately with the parents/guardians of the relevant learner.

### 12.3 Punishment

- a. Punishment is a corrective measure or a penalty inflicted on an offender who has to suffer the consequences of misconduct in order to maintain the orderly society of the school. Refer Annexure A for corrective action
- b. Corporal punishment shall not be administered.
- c. Educators must resolve disciplinary problems which are not serious enough to be referred to the Principal.

### 12.4 Prevention, Pro-Active Advice, Counselling, Penalties and Corrective Measures

- a. In case of minor offences, corrective measures may be applied. These measures could include one or more of the following:
  - i. Verbal warning or written reprimand by an educator or a principal;
  - ii. Supervised school work that will contribute to the learner's progress at school, the improvement of the school environment, provided that the parents are timeously informed and the security of the child is assured;
  - iii. Performing tasks that would assist the offended person;
  - iv. Agreed affordable compensation;
  - v. Noting the offence in the learners' personal file;
  - vi. Telephonic contact with the parents/guardians of the learner;
  - vii. Informing the parents/guardians in writing of the offence;
  - viii. Detention;
  - ix. Requesting parents/guardians to fetch the learner at school;
  - x. Replacement of damaged property; and
  - xi. Suspension from some school activities, e.g. sport, cultural activities.
- b. The class educator keeps a record of the offences specified below, on the form prescribed for this purpose.
- c. After three offences the parents/guardians of the learner concerned will be called to meet the principal. The next infringement will result

in a detention. The learner's parents/guardians will be informed of the detention.

#### 12.5 Disciplinary Documents

In applying the disciplinary process the school will utilise the following documentation:

- a. Verbal warnings: the relevant teacher will do a note to be placed on the learner's profile, reflecting the following information:
  - i. Name of learner
  - ii. Date of offence
  - iii. Details of offence
  - iv. Corrective action taken
- b. Written warnings:
  - i. Written warning – see Annexure B
  - ii. Final Written Warning – see Annexure C
- c. Disciplinary Hearings:
  - i. Notice of Disciplinary Hearing – see Annexure D
  - ii. Record of Disciplinary Hearing – see Annexure E
  - iii. Review Form – see Annexure F
  - iv. Suspension from school – see Annexure G
  - v. Rights of Learners facing disciplinary action – see Annexure H
  - vi. Expulsion from school – see Annexure I

#### 12.6 Disciplinary Committee for serious misconduct

- a. Composition
  - i. SGB member (Chairperson)
  - ii. 2 x SGB members
  - iii. Principal
- b. If the decision of the disciplinary committee is suspension or expulsion, the following process must be followed:
  - i. Suspension will only be enforced after the learner has been granted a reasonable opportunity to make representation.
  - ii. The SGB must conduct the disciplinary proceedings against a learner within seven school days after the suspension of such learner.
  - iii. If disciplinary proceedings are not conducted within seven school days after the suspension of a learner, the SGB must

obtain the approval of the Head of Department for the continuation of the suspension of such learner.

- iv. If a learner is found guilty of serious misconduct, the SGB may:
  - (a) Impose the suspension of such learner for a period not longer than seven school days or any other sanction contemplated in the Code of Conduct of the school; or
  - (b) Make a recommendation to the Head of Department to expel such learner from the Public school.
- v. The Governing Body may suspend or extend the suspension of a learner for a period not longer than fourteen days pending the decision by the Head of Department whether or not to expel such learner from the school.
- vi. The Head of Department must consider the recommendation by the Governing Body referred to above and must decide whether or not to expel a learner within fourteen days of receiving such recommendation.
- vii. A learner at a school may be expelled only:
  - (a) By the Head of Department; and
  - (b) If found guilty of serious misconduct after disciplinary proceedings have been conducted.
- viii. The learner or the parent of a learner who has been expelled from the school may appeal against the decision of the Head of Department to the Member of the Executive Council within fourteen days of receiving the notice of expulsion.

## 12.7 Counselling

- a. Counselling a learner who has committed a transgression is extremely important. The person counselling, the type of counselling and the extent or duration of counselling will depend of the transgression and the age and disability of the learner involved.
- b. Minor infringements of classroom or office rules should involve the class teacher/therapist and the learner preferably on a one to one basis after school or during breaks where the teacher/therapist explains to the learner why the behaviour is unacceptable, the consequences of such behaviour and assists the learner to change

the unacceptable behaviour pattern. During this counselling session, should the learner confide in the teacher/therapist, reasons which could account for such behaviour, e.g. parents going through a divorce, the teacher/therapist needs:

- i. To take these factors into account when meeting out discipline;
  - ii. Treat the information supplied by the learner in confidence; and
  - iii. Refer the matter to the principal, deputy principal, social worker or psychologist depending on the information supplied.
- c. For continued transgressions of minor infringements, the teacher/therapist should approach the relevant H.O.D. and then follow the school's line function.
  - d. For more serious offences counselling should take place through the social worker or psychologist and involve the parents. Other professionals outside the school may be called in to assist provided permission is obtained from the parents/guardians.
  - e. All counselling sessions should aim at the rehabilitation of the learner, i.e. to change unacceptable behaviour patterns. Such counselling however does not take the place of due process of law, i.e. the punishment fitting the behaviour will still take place.
  - f. The school establishes a Learner Support Team comprised of competently trained staff so that learners can seek help without fear of punishment or expulsion. (See the section headed "Policy with regard to the management and Prevention of Drug Use/Abuse" in the Safety and Security Policy).

### **13. MERIT SYSTEM**

- 13.1. A learner is awarded merits for positive behaviour, academic progress and assistance rendered at sports, cultural events or of any other nature.
- 13.2. One merit can be given at the teacher's discretion, after a week's observation for:
  - creativity
  - kindness to others
  - helpfulness
  - initiative
  - honesty
  - perseverance

- good manners
- consideration for others
- co-operation
- good sportsmanship
- assisting the educator in class
- cleaning classrooms regularly
- keeping the playground tidy by picking up litter
- good behaviour on the playground
- neat handwriting
- good communication skills
- achievement in schoolwork, tests and examination
- additional work complete
- diligence in homework
- completing work thoroughly and immediately
- achievement at sport or cultural activities

13.3. Two merits can be given after a term for:

- 100% class attendance
- Correct school uniform worn
- Regular intake of prescribed medication
- Wearing hats during outdoor activities
- Good progress in schoolwork/therapy
- Lining up properly
- Compliance of therapy rules
- Compliance of individual class rules

13.4. Merits will be recorded on the “Achievements” page in the learner’s homework diary.

13.5. At the educator’s discretion, learners will be praised during assembly for their positive behaviour, assistance rendered and/or achievement in schoolwork or sport by giving house-points.

13.6. At the educator’s discretion, sustained positive behaviour will be rewarded through merit badges, which will be handed out during assembly.

- a. after achieving 6 merits a learner will receive a green merit badge
- b. after achieving 12 merits a learner will receive a blue merit badge
- c. after achieving 18 merits a learner will receive an orange merit badge
- d. after achieving 24 merits a learner will receive a yellow merit badge
- e. after achieving 30 merits a learner will receive a white merit badge

- 13.7. Green, blue, orange and yellow merit badges have to be handed back to the school and will be traded in for higher level badges. Once the learner has achieved the white badge, he/she is allowed to keep the badge. The process will then start anew.
- 13.8. Exceptional and prolonged positive behaviour can be rewarded through prizes, trophies or monetary rewards.
- 13.9. A learner will have to hand his/her obtained merit badge back should he/she engage in Category two and Category Three transgressions.

## 14. APPROVAL

Recommended by: (Principal)		Signature:	
Date:			
Approved by: (SGB Chairperson)		Signature:	
Date:			
Approved by IDSO/Circuit Manager	Name & Surname: _____ Signature: _____ Date: _____		
Approved by District Director	Name & Surname: _____ Signature: _____ Date: _____		

## ANNEXURE A: OFFENCES AND DISCIPLINARY ACTION

GRADE 1 OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
<ol style="list-style-type: none"> <li>1. Academic: Books/work materials left at home; homework not done on time.</li> <li>2. Personal conduct in classroom/on playground; inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrums; foul language; defacing tables/walls/books/cases with graffiti; eating/chewing in class; littering and playing with a cell phone during class.</li> <li>3. Dress code: Untidiness/unkempt appearance; school dress code not followed.</li> </ol>	<p>Corrective actions/sanctions are carried out by the <b>individual teacher or therapist</b> and may include the following:</p> <ul style="list-style-type: none"> <li>• Demerits</li> <li>• Verbal reprimand</li> <li>• Written punishment (not for Gr. 1)</li> <li>• Washing Therapy equipment</li> <li>• Picking up litter</li> <li>• Detention at breaks</li> <li>• Contact parents</li> <li>• Temporary confiscation until the end of the week or school term (e.g. uniform, jewellery, cell phone, bags and cases)</li> <li>• Removing graffiti from bags and cases at break.</li> <li>• Written or telephonic notification to parents.</li> </ul>
GRADE 2 OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
<ol style="list-style-type: none"> <li>1. Plagiarism of any work or cheating/attempted cheating in class test/assignment.</li> </ol>	<p>Naught for test, HOD to call parents and issue warning letter.</p>
<ol style="list-style-type: none"> <li>2. Damage to property (including hearing aids, wheelchairs or any other assistive device)/possession of other learner's property.</li> </ol>	<p>Repair/replacement, warning letter and Dep. Principal's detention.</p>
<ol style="list-style-type: none"> <li>3. Defiance/disregarding of an authority figure's instructions. Severe temper tantrums and insolence.</li> </ol>	<p>Warning letter, HOD detention followed by Deputy Principals detention if necessary.</p> <p>Daily Report. SBST if necessary.</p>
<ol style="list-style-type: none"> <li>4. Detention – non-attendance.</li> </ol>	<p>Making up missed detention, extending detention (eg 1 day to 1 week), and warning letter.</p>



GRADE 2 OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
5. Disruptive/uncooperative behaviour in class	Warning letter by therapist or teacher and detention by teacher /Therapist. If necessary, followed by a detention by HOD and then Deputy.  Daily Report.
6. Repeated dress code infringements (including hair and personal grooming)	After 3 warnings – Deputy Principal's detention.  (depending on the social circumstances of the learner)
7. Fighting	Warning letter and detention. Depending on the severity of the fight, parents need to be called in by HOD.
8. Forgery, e.g. parent/guardian's signature	Warning letter, Parents called in by HOD and detention.  Daily Report if necessary.
9. Graffiti – books, cases, desks, walls etc.	Removal – warning letter and Deputy Principal's detention.
10. Late for school	After 3 times, call parents
11. Lying	Warning letter and detention
12. Offensive material ie explicit pictures.	Warning letter and detention. If necessary HOD to call parents in.
13. Smoking on school property	1 <sup>st</sup> offence – special detention with Principal and letter to parents  2 <sup>nd</sup> offence – community service  3 <sup>rd</sup> offence – formal disciplinary hearing and professional counselling.

<b>GRADE 2 OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
14. Spitting	Demerits, Teacher/ Therapist sends note to parents. 1st offence – teacher / therapist detention.  2nd offence –HOD’s detention and parents called. Cleaning area with cloth and water.
15. Sticking a sharp object e.g. pin, pen, nib, etc. into a fellow learner / teacher.	Warning letter and Deputy Principal detention. If need be, a Principals detention. Involve ‘Adopt a cop’
16. Threatening assault/intimidation of a fellow learner	Phone call to parents by Deputy, warning letter and Deputy Principal’s detention. Involve ‘adopt a cop’
17. Vandalism – defacing/damaging school property,	Phone call to parents by Deputy, repairs/payment of damage. Warning letter and Deputy Principal’s detention.
18. Verbal abuse of a fellow learner.	Warning letter and detention by teacher / therapist, followed by HOD if necessary.
<b>GRADE 3 OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
1. Alcohol – possession at school or on a school outing. Smelling of liquor/under the influence at school or on a School outing.	Parents called in, suspension, disciplinary hearing, community service in accordance with the programme
2. Assault on a fellow learner (causing bodily harm)	Parents called in by HOD, suspension from class and school. Disciplinary hearing, warning letter, community service.
3. Bullying /intimidation	Parents called in by HOD, warning letter, community service and detention
4. Cheating / attempted cheating in test.	Parents called in by HOD, get caught and warning letter.
5. Ongoing disruptive behaviour in classroom (frustrating School’s educational programme)	Depending on the severity and frequency – Daily report, suspension from class/ therapy /school. Disciplinary hearing, warning letter, community service. SBST if necessary

<b>GRADE 3 OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
6. Engaging in a conspiracy to disrupt the proper functioning of the school through collective action.	Depending on the severity – daily report, suspension from class/school. Disciplinary hearing, warning letter. Involvement of Adopt a cop if required.
7. Drugs – consumption not associated with medical condition.	Interview with parents, professional intervention.
8. Gangs – promoting formation forming of /associating with/ furthering activities of School gangs/social groups.	Suspension from school. Disciplinary hearing. Warning letter. Detention, Interview with 'Adopt a cop'
9. Pornography – bringing to school and distribution at school.	Warning letter, Parent interview, community service, detention. Depending on the severity of the material, suspension followed by a disciplinary hearing.
10. Public indecency	Disciplinary hearing, warning letter, community service.
11. Racist conduct that defames a learner/teacher	Suspension from class/school. Disciplinary hearing, warning letter, community service and counselling, detention.
12. Improper suggestions of a sexual nature.	Disciplinary hearing, warning letter, community service and counselling, detention.
13. Sexual harassment of a teacher/learner	Suspension from school. Disciplinary hearing. Expulsion if found guilty. Counselling recommended.
14. Threatening to assault/intimidating a teacher	Suspension from school. Disciplinary hearing. Expulsion if found guilty. Daily report when learner returns to school.
15. Verbal abuse of a teacher. (e.g. Swearing)	Suspension from school. Disciplinary hearing, warning letter, community service, detention. Daily report when learner returns to school.

<b>GRADE 4 OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
1. Alcohol – drinking/drunken at school or on School outing.	Suspension from school, disciplinary hearing. Possible expulsion. Community service.
2. Assault on learner causing serious bodily harm	Suspension from school, disciplinary hearing and possible expulsion.
3. Assault on a teacher	Suspension from school, disciplinary hearing and possible expulsion. Possible court case.
4. Dangerous weapon or object, e.g. knife – possession at school	Appropriate punishment e.g. community service and counselling. Depending on the severity and or frequency, suspension from school followed by disciplinary hearing and possible expulsion.
5. Dangerous weapon or object e.g. firearm – possession at school or on a school outing.	Suspension from school, disciplinary hearing, expulsion.
6. Satanic practices that damage property or cause harm to people or any living creatures	Suspension from school. Disciplinary hearing, possible expulsion. Professional counselling. Appropriate community service (i.e. with animals).
7. Sexual assault – rape	Suspension from school. Disciplinary hearing and expulsion. Counselling and police involvement.
8. Theft/dishonest conduct to the prejudice of another person.	Disciplinary hearing, possible expulsion. Replacement of stolen articles, warning letter, community service and counselling.
9. Trading in test/examination material for personal financial gain	Parent involvement by Principal. Warning letter, community service and counselling. Suspension from school, disciplinary hearing and possible expulsion.
10. Vandalism – malicious damage to School/teachers property	Disciplinary hearing, possible expulsion, repair damage, replace item if necessary, warning letter. Counselling.

## ANNEXURE B – WRITTEN WARNING

### FOREST TOWN SCHOOL



**FOREST TOWN SCHOOL**  
ESTABLISHED 1948  
**For Learners with Special Needs**

#### Written Warning

Name of learner:.....

Learner ID number: .....

Subject: .....

Teacher:.....

The above learner has breached the disciplinary code.

Date of offence: .....

Grade of offence: .....

Nature of offence:

.....  
.....  
.....

Learner's statement:

.....  
.....  
.....

.....  
*Learner*

.....  
*Teacher*

.....  
*Witness*

.....  
*HOD*

.....  
*Date*

- One (1) copy to learner, original to be kept on learner profile.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.
- This information must be protected in line with the Protection of Personal Information Act.

## ANNEXURE C – FINAL WRITTEN WARNING

### FOREST TOWN SCHOOL



**FOREST TOWN SCHOOL**  
ESTABLISHED 1948

**For Learners with Special Needs**

#### Final Written Warning

Name of learner:.....

Learner ID number: .....

Subject: .....

Teacher:.....

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

Date of offence:.....

Dates of previous warnings: .....

Grade of offence: .....

Nature of offence:

.....

.....

Learner's statement:

.....

.....

.....

.....  
*Learner*

.....  
*Teacher*

.....  
*Witness*

.....  
*HOD*

.....  
*Date*

- One (1) copy to learner, original to be kept on learner profile.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**This information must be protected in line with the Protection of Personal Information Act.**

## ANNEXURE D – NOTICE OF DISCIPLINARY HEARING

### FOREST TOWN SCHOOL



**FOREST TOWN SCHOOL**  
ESTABLISHED 1948  
**For Learners with Special Needs**

#### Notice of Disciplinary Hearing

Name of learner:.....

Learner ID number: .....

Subject: .....

Teacher:.....

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing: .....

Venue of hearing: .....

Time of hearing: .....

Date served:.....

The charge against you is as follows:

.....

.....

.....

Date of offence: .....

Nature of offence:

.....

.....

.....

#### Suspension from class


You are further advised that you have been suspended from class from:

Time:..... Date:...../...../..... until Time:..... Date:...../...../.....

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

- **Note:** Learner receives one (1) copy and the original copy kept on learner profile. This information must be protected in line with the Protection of Personal Information Act.

## ANNEXURE E – RECORD OF DISCIPLINARY HEARING

<b>FOREST TOWN SCHOOL</b>			
<b>Record of Disciplinary Hearing</b>			 <b>FOREST TOWN SCHOOL</b> <small>ESTABLISHED 1948</small> <b>For Learners with Special Needs</b>
<b>Present</b>			
Capacity	Name	Designation	Section

Complainant (if applicable):	Learner:
<b>Witnesses for complainant</b>	<b>Witnesses for learner</b>
1.	1.
2.	2.
3.	3.

**This information is to be protected in line with the Protection of Personal Information Act.**

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

.....

.....

.....

.....

Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

.....  
Learner

.....  
Teacher

.....  
Witness

.....  
HOD

.....  
Date



## ANNEXURE F – REVIEW FORM (lodging an appeal)



### FOREST TOWN SCHOOL

**FOREST TOWN SCHOOL**  
ESTABLISHED 1948  
*For Learners with Special Needs*

#### Review Form (Lodging an Appeal)

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

Name of Appellant:.....

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

☐

The disciplinary measure imposed was not in line with the grade of offence.

☐

Disciplinary procedures were not followed.

☐

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence: .....

The following reasons are submitted in support of this appeal:

.....

.....

.....

.....

.....

.....  
*Date appeal lodged*

.....  
*Appellant*

## ANNEXURE G – SUSPENSION FROM SCHOOL

### FOREST TOWN SCHOOL

#### Suspension from School



**FOREST TOWN SCHOOL**  
ESTABLISHED 1948  
**For Learners with Special Needs**

Name of learner:.....

You are further advised that you have been suspended from School from

.....(time) on .....(date) until .....(time) on .....(date).

Should you wish to appeal against this suspension, your written representation must reach the principal within 24 hours of this notice.

During your period of suspension you will not be permitted on the school's premises unless written permission was granted by the principal or for attending the appeal hearing.

Server's Signature ..... Position .....

Learner's Signature .....

Witness Signature .....

Date of this Notice of Suspension .....

# ANNEXURE H – RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

## FOREST TOWN SCHOOL

### Rights of Learner facing Disciplinary Action



**FOREST TOWN SCHOOL**  
ESTABLISHED 1948  
For Learners with Special Needs

Learner's rights (to be read to the learner by the Server):

- a. The right to a formal hearing.
- b. The right to be present at the hearing.
- c. The right to be given time to prepare your case.
- d. The right to be given advance notice of the charges.
- e. The right to be represented at the hearing by an internal representative.
- f. The right to be assisted at the hearing by parents/guardian if under age.
- g. The right to ask questions on any evidence produced, or on statements of witnesses.
- h. The right to call witnesses to testify on your behalf.
- i. The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- j. The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- k. If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner

.....  
*Server*

.....  
*Designation*

.....  
*Learner*

.....  
*Witness*

.....  
*Date*

## ANNEXURE I – EXPULSION FROM SCHOOL



### FOREST TOWN SCHOOL

New Forest Road  
Forest Town  
JOHANNESBURG  
2193  
Telephone (011)646-0131  
Email: [info@fts.org.za](mailto:info@fts.org.za)

Date: .....

(Address of parents of accused learner)

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**DECISION OF THE GOVERNING BODY ON THE ALLEGATIONS MADE  
AGAINST YOUR SON/DAUGHTER:** \_\_\_\_\_

**ID NUMBER:** \_\_\_\_\_

Dear Mr and Mrs \_\_\_\_\_,

I regret to inform you that the governing body of Forest Town School, has found your SON / DAUGHTER, \_\_\_\_\_, guilty of misconduct in terms of the Code of Conduct of this school. The clause of the Code of Conduct under which HE / SHE has been found guilty states:

" \_\_\_\_\_ "

In view of the above it has been decided to recommend to the HoD of the Gauteng Department of Education that your SON/DAUGHTER be expelled from this school. Pending the decision of the HoD your SON/DAUGHTER will be suspended from attending this school with effect from \_\_\_\_\_ (Date). As soon as the HoD has made HIS/HER decision you will be informed in writing.

Should you wish to appeal against the decision of the HoD, you have the right to appeal to the Member of the Executive Council of GAUTENG who is responsible for Education.

However, should your appeal be unsuccessful and since your SON/DAUGHTER is of compulsory school-going age, please contact the local District Office,

address:\_\_\_\_\_ telephone number: \_\_\_\_\_  
to make arrangements for the placement of your SON/DAUGHTER at another school.

Yours faithfully

\_\_\_\_\_ (Signature)  
Chairperson : Governing Body

-----  
Please return this slip to the school.

Receipt of the notification dated \_\_\_\_\_ informing us of the decision of the  
Governing Body to expel my son/daughter is hereby acknowledged.

I understand that any personal information provided will be processed in line with the prescriptions  
of the Protection of Personal Information Act no 4 of 2013 and hereby give my consent for Forest  
Town School to process this information.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date