



Bryandale
Primary School

CODE OF CONDUCT



Revised November 2023

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A. INTRODUCTION

1. BRYANDALE PRIMARY SCHOOL VISION AND MISSION

THE VISION

To be an exceptional, value-inspired educational community, where all can develop and flourish.

THE MISSION

- **We will** proactively infuse our values into our community.
- **We will** build positive relationships and partnerships that will contribute to the creation of an exceptional educational environment. Through this we will create opportunities for all to grow and develop their individual skills and potential.
- **Our** adaptable, adventurous staff will inspire self-assured, disciplined and independent learners.
- **Through** sound financial governance and with communal integrity, we will provide an exceptional infrastructure for learning and will leverage the benefits of modern technology to inspire our teachers and productively engage our children.

2. PREAMBLE

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

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

3. DEFINITIONS

Code of Conduct	The Code of Conduct outlines a set of behaviours that are acceptable or unacceptable within our school. The Code includes rules which govern the conduct of learners and relations between learners, teachers, parents and SGB.
Disciplinary Committee	Constituted by members of the SGB according to SGB constitution.
Teacher	A qualified person involved in the action or process of educating.
Foundation Phase	Grade 1 - 3
Gauteng Department of Education (GDE)	Local government department overseeing the education and training systems and procedures of South Africa
Departmental Head - DH	Appointed post holders who have responsibility for either an academic department or other school department.
Intersen Phase	Grade 4 - 7



Learner	A child enrolled and receiving education at Bryandale Primary School in accordance with Education Act 6 of 1996.
Parent	Parent or guardian of a learner.
Principal	A principal is a chief or head of a school.
School Governing Body (SGB)	Statutory body of parents, Teachers, non-teaching staff who seek to work together to promote the well-being and effectiveness of the school community and thereby enhance learning and teaching.
School Management Team (SMT)	Committee that manages the school consisting of the Principal, Deputy Principal, DH and other co-opted persons.
Suspension	Exclusion from class or school as a precautionary measure before/after a hearing.

4. PURPOSE OF THE CODE OF CONDUCT

- The aim of our Code of Conduct is to establish a disciplined, safe and purposeful school environment for all, dedicated to the maintenance and improvement of the quality of the learning process through effective teaching and learning.
- The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.
- The Code of Conduct also applies in public, off the school premises and / or outside of school hours, if the learner can be identified as a learner of the school.
- Section 8(4) of the South African Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. The administration of the Code of Conduct is the responsibility of the Principal, all Teachers and SGB.

5. LEGAL FRAMEWORK

- Constitution of Republic of South Africa 1996.
- South African Schools Act 84 of 1996 as amended.
- Promotion of Administrative Justice Act of 2000.
- Regulations for misconduct of learners and disciplinary proceedings 2001 (General notice 2591 of 2001)
- Children’s Act 38 of 2005 as amended.
- Government Gazette 539, 4 May 2010 no 33150 – Policy on Attendance



6. RESPONSIBILITIES OF THE LEARNERS

Learners realise that mutual co-operation between themselves and other stakeholders in their education can only be successful if all stakeholders agree on the pursuit of common values and principles. The values, which are pursued by the learners of the school are exemplified in the code as set out below:

6.1 Human Rights

- Learners, while being aware of the fact that they have certain rights, must be aware that others have rights and they must respect these rights. Learners should recognise in particular the dignity and equality of all persons and undertake to exercise their rights in such a manner that others are not prejudiced by their actions.
- South Africa consists of a number of races, cultures and religions. Learners should accept all individuals who might be pursuing similar goals and ideals to themselves and respect the diversity of others. Learners are to act in such a manner that will maintain or enhance the dignity of others.

6.2 Respect

- Self-respect - Learners should behave in such a manner that they retain their self-respect and that they uphold their family values.
- Respect for others – Learners will act with courtesy and respect towards all Teachers, administrators, support staff and any visitors to the school. If required, they will assist these people politely and with respect.
- Respect for the environment and school property – Learners should use the school facilities and resources in a responsible manner. They should respect the environment by not littering, not writing graffiti on surfaces nor damaging plants and trees.

6.3 Obedience to Organisational and Behavioural Rules

Learners should understand that a school cannot function without organisational and behavioural rules. The learner must therefore abide by the rules and accept the authority of those responsible for discipline and the applicable consequences should the rules be broken.

6.4 Safety

At all times, learners through their activities, will not endanger their own safety or that of others. For their own safety, learners will adhere to the safety rules in laboratories, technology rooms and around the school.

6.5 Academic Matters

Learners can only benefit from education if they are actively involved in the learning process. They will, therefore, participate fully in all class activities, complete all homework, prepare for assessments and be honest in all learning activities and assessments.



6.6 Appearance

School uniforms contribute to unity and a sense of purpose. Because the school uniform and concomitant rules of appearance respect the traditional values and ethos of the school and its community, learners will wear the uniform with pride and adhere to the rules of personal appearance which enhance the school uniform.

6.7 Extra and Co-curricular Activities

Learners should realise the importance of the activities and should agree to be involved as participants or loyal supporters. Appropriate behaviour and acceptable dress at these events is mandatory, as the school rules are also applicable during these activities.

6.8 Role Perception

Learners have an opportunity to contribute to the orderly flow of events at school when in leadership roles. The interests of the school should always be paramount and learners will strive, through their activities, to uphold and strengthen the ethos of the school.

7. RESPONSIBILITIES OF THE PARENTS WITH RESPECT TO THE CODE OF CONDUCT

- The ultimate responsibility for the learners' behaviour rests with their parents and guardians.
- Parents are required to co-operate with the School in the upholding of the Values and Code of Conduct of Bryandale Primary.
- Parents/guardians have a responsibility to their children to display a positive attitude towards the school and the staff. They should encourage their children to observe all school values and should respect and support the school's decisions.
- Parents/guardians should display exemplary behaviour whether on school property or the immediate surrounds or when attending school events at school or away.
- The school reserves the right of admission to the school property and / or to school functions to persons who are disrespectful to or intimidate teachers, learners, other staff or visitors to the school or attending school functions.
- The School does not recommend the use of 'Uber' transport or anything similar for primary school children and accepts no responsibility nor liability relating to this.



B. SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse. The disciplinary committee in all circumstances will apply professional judgment.

1. GENERAL PRINCIPLES

- 1.1** Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff, parents and visitors to the School.
- 1.2** Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
- 1.3** No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm. This includes direct contact and any form of social media interaction.
- 1.4** The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

2. SCHOOL AND CLASS ATTENDANCE

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

- 2.1** All learners are to arrive at School before the official starting time. Learners who are late for School will be recorded on the late register.
- 2.2** All learners are to leave the school premises within 30 minutes of school or an extra-mural activity ending.
- 2.3** Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 2.4** Any absence from School must be covered by an absentee note from a parent/guardian.
- 2.5** Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a registered health professional.



2.6 Any absence from a formal examination, test or task must be supported by a letter from a registered health professional or the parent and should provide a valid reason why the learner was unable to complete the assessment.

2.7 No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal. The person collecting the learner must produce his or her government issued identification and sign the exit register.

2.8 Truancy from School is prohibited.

3. SCHOOL UNIFORM AND GENERAL APPEARANCE

3.1 UNIFORM

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

- Additions to the uniform that are not in accordance with the regulations will not be allowed (e.g. windbreakers).
- No jewellery, accessories, coloured contact lenses or visible tattoos are allowed. Wristwatches, medic-alert tags and one pair of silver or gold studs or small sleepers (girls only) may be worn.
- Fingernails must be kept trimmed short, unvarnished and clean at all times.
- During events that allow wearing of casual wear, learners should wear neat, presentable clothes which adhere to the 'body covering' of the school uniform.
- Only learners who have applied, submitted relevant supporting documentation and received the necessary permission from the SGB, may deviate from the official school uniform for religious and / or cultural reasons as stipulated in Section B Paragraph 1 of this Code of Conduct.
- No make-up may be worn to school.
- Clothes should not be tight fitting. (You should be comfortable and able to bend and move with ease).
- Dresses/skirts/shorts: Length – not shorter than four fingers above the knee.
- Appropriate underwear should be worn and may not be exposed.



Boys

Summer Shirts	Pale blue checked, polyester cotton, open neck, short sleeves. Bunny jacket shirt.
Winter Shirts	Pale blue checked, polyester cotton, long sleeve, tucked in.
Summer Shorts	Navy blue Bryandale shorts.
Winter Slacks	Navy blue Bryandale slacks.
Socks	Navy socks with pale blue stripes.
Shoes	Black school shoes. Takkies for sport must be mainly white. Open black sandals.
Jersey (long or short sleeve)	Navy blue with pale blue stripe along the V-neck, cuffs and welt.
Blazer	Navy blue with school badge on the pocket.
Phys Ed Tracksuit	Navy blue with pale blue and white stripe. The tracksuit is for sport only and no part may be worn as part of the winter uniform.
Fleece Top	Navy and pale blue. Grades 1 - 3 only.
Scarves	Navy blue (may only be worn in winter)
Gloves and Beanies	Navy blue (may only be worn in Winter before school)

Girls

Summer Dress	Pale blue checked polyester cotton with navy trim. Length: not shorter than four fingers from the knee
Winter Tunic	Navy blue worn with long sleeve, pale blue checked polyester cotton blouse
Winter Pants	Navy blue Bryandale Slacks with a pale blue checked polyester cotton blouse.
Socks	Summer — plain white ankle length. Winter — navy with pale blue stripe or navy school stockings/tights.
Shoes	Black school shoes. Takkies for sport must be mainly white. Open black sandals.
Jersey (long or short sleeve)	Navy blue with pale blue stripe along the V-neck, cuffs and welt.
Blazer	Navy blue with school badge on the pocket.
Phys Ed Tracksuit	Navy blue with pale blue and white stripe. The tracksuit is for sport only and no part may be worn as part of the winter uniform.
Fleece Top	Navy and pale blue. Grades 1 - 3 only.
Scarves	Navy blue (may only be worn in winter)
Gloves and Beanies	Navy blue (may only be worn in Winter before school and at break)



3.2 Hair

Boys

- Boys are expected to wear their hair in a neat short style which is off the collar and ears and out of the face. It must not be able to be tied up.
- Hair colour should be natural
- Braids/cornrows for boys should be short, neat and simple
- Fashion hairstyles are not allowed – no mullets, spikes or lines.
- Fades hair cuts are permitted.
- No man buns or pony tails for boys are permitted.

Girls

- Girls are expected to keep their hair neat at all times. Shoulder length or longer hair should be tied back, and hair should be out of the face.
- Hair colour should be natural.
- Wigs are allowed.
- Braided hair is allowed but must be the same colour as the natural hair colour, and if shoulder length and no longer than waist length. It should be tied up neatly. Braids should be out of the face. No beads or other adornments may be worn.
- Only navy blue/black/white alic bands, “scrunchies”, hairbands or clips may be worn.
- Natural hair should be tied if it is long enough.

3.3 SPORTS UNIFORMS (Physical Education)

Phys Ed uniform may be worn to school only on the day that your child has their Phys Ed lesson.

Navy blue sports shorts, Bryandale blue sports shirt, plain white ankle socks and predominately white takkies with white laces. No secret socks. Bryandale tracksuit (in winter if necessary).

During 1st and 4th terms for Phys Ed lessons - swimming:

- Any one-piece navy or black swimming costume for girls and swimming cap.
- Any navy or black swimming costume for boys and swimming cap.

Athletics

Navy blue sports shorts, Bryandale blue sports shirt, plain white ankle socks and white takkies.

Cross Country

Navy blue sports shorts, Bryandale blue sports shirt, only plain white ankle socks and running shoes.



Hockey

Navy blue sports shorts or skorts (match only) for girls, Bryandale blue sports shirt, Bryandale hockey socks (light blue with one navy stripe) and hockey boots or takkies. Shins pads and gum guards are compulsory.

Netball

Navy blue sports shorts or skorts (match only), Bryandale blue sports shirt, white ankle socks and white takkies.

Soccer

Navy blue sports shorts, Bryandale blue sports shirt, Bryandale soccer socks (light blue with one navy stripe) and soccer boots or takkies.

Tennis

Navy blue sports shorts or skorts (matches only) for girls, Bryandale blue sports shirt, plain white ankle socks and white takkies.

Swimming

Girls: Bryandale swimming costume, white Bryandale silicone cap, navy sports shorts, Bryandale blue sports shirt, plain white ankle socks and white takkies.

Boys: Bryandale 'Speedo' type costume or Bryandale 'jammers', white Bryandale silicone cap, navy sports shorts, Bryandale blue sports shirt, white ankle socks and white takkies.

Cricket

U7 & U8 Mini-cricket: Navy blue sports shorts or skorts (matches only) for girls, Bryandale blue sports shirt, long white socks and white takkies. Bryandale peak cap or plain white wide-brimmed cricket hat.

U9-U13: White shorts, Bryandale white cricket shirt, long white socks and cricket boots or takkies. Bryandale peak cap or plain white wide-brimmed cricket hat.

Please note that the Bryandale white cricket shirt can only be purchased from the Thrift Shop and not from McCullagh & Bothwell as they do not stock it.

All Non-Team Sport Gr 1, 2 and 3

Navy blue sports shorts for girls, Bryandale blue sports shirt, plain white ankle socks and white takkies.

Inter-House Sports Events

Navy blue shorts, house colour t-shirt, plain white ankle socks and white takkies. House T-shirts are available at the official uniform stockists or from the thrift shop.

***Please note: The Bryandale tracksuit (navy blue with pale blue and white stripe) may be worn for any sport in winter if it is cold but may not be worn as part of the formal school uniform. It is an item of the sports uniform only.**



3.4 DRESS FOR SPECIAL DAYS

During events which allow wearing of casual wear, learners should dress in accordance with the ethos and values of the school. Clothing which is offensive or divisive in graphic or text may not be worn.

GIRLS

- No underwear may be exposed. Appropriate underwear to be worn.
- No cleavage, midriffs, open backs or sides of your body showing.
- Spaghetti strap tops and high heeled shoes may not be worn.
- No see through fabrics or clothing to be worn.
- No makeup.
- Clothes should not be tight fitting (You should be comfortable and able to bend and move with ease).
- Skirts / Dresses/ Shorts: Length – not shorter than four fingers above the knee.
- Shorts – no hot pants or tight fitting shorts.
- Leggings/ski pants/yoga pants must be worn with long tops.
- No jewellery. Only earrings appropriate for school uniform may be worn.
- Hair must be tied up. Girls may wear coloured ribbons and hair ties on special dress days.
- No hair spray colours are to be worn.
- No caps / hats to be worn during lessons.
- No pyjamas to be worn as dress during special days.

Boys

- No underwear may be exposed. Appropriate underwear to be worn.
- Clothes should not be tight fitting (You should be comfortable and able to bend and move with ease).
- No hair gel.
- No earrings or jewellery.
- No caps / hats to be worn during lessons.
- No hair spray colours are to be worn.
- No pyjamas to be worn as dress during special days.

General

- Any denim jeans that are worn must not be torn.
- Shoes must be worn at all times.



4. VALUABLES AND PERSONAL BELONGING

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

- 4.1** Learners may not bring cell phones or smart watches to the school. Should there be a valid reason for bringing these to school, the learner must carry a written request from the parent, which should detail the reason and provide indemnification against loss and damage. During the school day the phone or smart watch must be handed in at the office.
- 4.2** Bryandale is a cashless environment. The Karri App is used for payments.
- 4.3** Learners may not bring computer games or any electronic devices to school.
- 4.4** If learners contravene any of the above rules, the item will be confiscated and will be returned only at the end of the term. The school will accept no liability.

5. GENERAL RULES

- 5.1** Bryandale is a bully free zone.
- 5.2** Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- 5.3** All litter must be placed in refuse bins or wastepaper baskets.
- 5.4** Wilful damaging, vandalising or neglect of School property and the property of others, either by writing on it or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- 5.5** Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- 5.6** Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 5.7** The timeous handing in of work is the responsibility of each learner.
- 5.8** Learners who fail to produce a note from a registered health professional or parent for absenteeism during formal examinations/tests/assessment tasks may obtain a mark of "0" (nought) for the particular examination/test/assessment task.
- 5.9** The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 5.10** Language/ communication that is seen as pejorative, discriminatory or racist is prohibited.
- 5.11** Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.



- 5.12** All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- 5.13** The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- 5.14** The carrying, copying and/or reading of offensive material is prohibited.
- 5.15** Learners must keep clear of areas that are indicated as out of bounds. These include but are not limited to: -
- 5.15.1 The School motor vehicles' garage and workshop.
 - 5.15.2 The cricket nets, tennis courts, swimming pool and surrounding area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
 - 5.15.3 The 'jungle gyms' on the playing fields unless supervised by a member of Bryandale teaching staff.
 - 5.15.4 The Knowledge Base after school unless attending an organised activity there.
 - 5.15.5 Electrical mains distribution boxes, fire extinguishers and hoses.
 - 5.15.6 Staff parking areas.
 - 5.15.7 Any additional areas as designated as out of bounds by the School Management Team.

6. RULES GOVERNING PUBLIC PLACES

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

- 6.1** No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 6.2** The carrying and/or smoking of cigarettes or electronic smoking devices is prohibited. Being in the company of others doing this, is likewise prohibited.
- 6.3** Alcohol is not permitted on School premises or during any School activity.
- 6.4** The carrying of and/or consumption of illegal chemical substances and drugs is prohibited. Being in the company of others doing this, is likewise prohibited.
- 6.5** No dogs or other pets are allowed on the school property.



7. SCHOOL EXTRA AND CO-CURRICULAR PROGRAMME

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

- 7.1** The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 7.2** Once a learner has committed him/herself to an activity, she/he will be bound to meet the rules and obligations related to that activity.
- 7.3** Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 7.4** Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- 7.5** Appropriate kit/uniform will be worn to practices.
- 7.6** The correct match kit/uniform will be worn to inter-school fixtures.
- 7.7** Learners travelling to an away fixture will travel in full school/sports uniform, as specified by the coaches.
- 7.8** Sports and other kit must be carried in an appropriate bag.
- 7.9** Learners playing in fixtures at the School may arrive at the venue in their appropriate sports kit/uniform.

8. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Sincerely held religious and/or cultural practices, conduct or obligations that relate to core values and beliefs of a religion, and that are in conflict with any rule contained in this Code of Conduct or other relevant rules, will be accommodated by a deviation from this Code of Conduct by the SGB under the following conditions:

- 8.1** The parent or guardian must apply for a deviation from the Code of Conduct if a provision of the Code is in conflict with or infringes on a religious or cultural rights of a learner.
- 8.2** This application must be in writing and must identify the specific aspect of the Code of Conduct that is/are in conflict with the learner's religious or cultural right/s as contained in the Constitution of the Republic of South Africa, 1996 or the law.
- 8.3** This application must include a suggestion on how the Code of Conduct may be supplemented by the SGB to accommodate such religious or cultural rights.



8.4 The SGB must consider the application without delay and if it is satisfied that the application is justified in terms of applicable constitutional principles and the law, the application will be granted in writing.

8.5 Any deviation granted by the SGB must specify the extent of the exemption from the Code of the Conduct and must clearly identify the deviation that will be allowed – e.g. wearing of a head scarf; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the reasonable conditions, if any, under which such deviations may be applicable to the learner.

C. REWARD AND DISCIPLINARY SYSTEM

The system is designed to give learners guidelines regarding the school rules and consequences of positive and negative behaviour. Recognition is given for positive contributions to the school in all spheres of school life.

Disciplinary interventions and corrective measures will correspond with and be appropriate to the offence and are aimed at correcting behaviour.

1. REWARD – MERIT SYSTEM

1.1 General

- The focus at Bryandale is on positive reinforcement and we encourage all learners to adhere to the Code of Conduct and thereby accumulate as many merits as possible.
- Learners can earn a **Merit Certificate** each term for collecting 30 merits.
- A **Model Bryandalian Certificate** will be awarded for having less than 3 demerits.

1.2 Merit Criteria

Blue: Academic Merit

- Homework done well
- Class work excellence
- Achievement
- Improvement
- Effort
- Sustained progress



Green: Non-academic Merit

- Positive behaviour
- Positive attitude
- Sportsmanship / team spirit
- Participation
- Good Manners
- Helpfulness

Pink: Principal's Merit

- Own discretion

2. DISCIPLINARY SYSTEM

2.1 General

All learners will abide by the discipline system which has been developed to assist and guide learners' behaviour in the school.

2.2 Demerit criteria – age appropriate, include the following but not limited to.

Single demerits	Double demerits	Straight detention
<ul style="list-style-type: none">- Classwork not done- Homework incomplete or not done- Books/projects etc. not handed in- Leaving items at home- Disruptive behaviour- Lack of punctuality- Littering- Chewing gum or eating in class- Incorrect uniform- Unruly line-up / leading off	<ul style="list-style-type: none">- Homework diary lost- Offensive communication (verbal, written or gestures)- Letting a team down- Insolence- Dishonesty- Repeated single demerit offences- Humiliating another learner	<ul style="list-style-type: none">- Stealing- Cheating/plagiarism- Forgery- Vandalism/graffiti- Electronic devices not handed in- Fighting / Bullying- Missing a detention- Bunking- 5 demerits in one week- For every 10 demerits- Repeated demerit offences- Disrespect shown to another teacher.



2.3 Detention

- Detention will be supervised by a designated member of staff and/or may be in the form of community service.
- Attendance at a detention will be communicated to parents via a detention slip
- According to the South African Schools Act attendance at a detention, a Disciplinary Enquiry or a Disciplinary Hearing is compulsory and takes precedence over extra murals.
- Certain privileges can be withheld as demerits accumulate (grade specific).
- Daily report may be issued by grade head

2.4 Daily Report

Aim

The aim of the daily report is the modification of behaviour. It is not a punishment and it is a system that is the responsibility of the learner. Learners are usually placed on daily reports for two weeks and the behaviour is monitored on a daily basis. At the end of this period the register teacher will make an informed decision to discontinue the daily report, extend the time or organise a meeting with the parent if necessary. The register teacher, learner and parent are involved in this process.

Procedure

- After a discussion of how the daily report works as well as how long the learner will be on daily report, the register teacher will provide the learner with a file with the necessary forms in it.
- The learner will give the file to the teacher at the beginning of every lesson and collect it at the end of the lesson. At the end of the day, the learner will make sure that he/she meets with his/her register teacher to have the file signed. He / She has to give the file to his/her parents to have it signed.

Role of the Parent

The parent should make sure that he/she sees, signs and comments on the daily report. It is expected that the parent will use this information to communicate with the child about improved behaviour or how he or she can change his/her behaviour.

Conclusion of the Intervention

At the end of the time the register teacher collects the daily report and it is placed in the learner's profile as a record of intervention.



2.5 Disciplinary Action

2.5.1 Disciplinary Enquiry

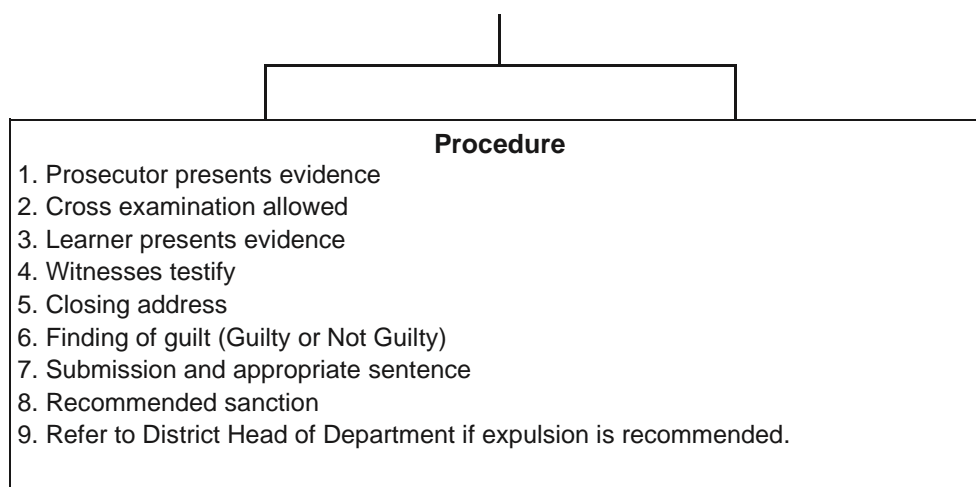
This will be conducted by the School Management and a member of the SGB.

2.5.2 Disciplinary Hearing

All transgressions of Schedule 1 (as per South African Schools Act) will lead to a disciplinary hearing which may lead to suspension as stipulated in the Bryandale Code of Conduct.

2.5.3 Process to be followed in a Disciplinary Enquiry or Disciplinary Hearing, which may lead to suspension or expulsion.

- a) Principal or delegated person determines the procedure
- b) Enquiry or Full Disciplinary Committee set up
- c) At least five days written notice before the hearing
- d) All learners must be assisted by a parent / guardian
- e) Legal representation allowed in a Full Disciplinary Hearing
- f) Record of proceedings must be kept
- g) Learner asked to plead



2.6 SUSPENSION or EXPULSION

Possible strategies include

- suspension;
- suspension coupled with counselling, where counselling is a precondition to return to school;
- the use of external assistance e.g. in any drug or alcohol related cases. It may be appropriate to suspend the child from the school until such time as a suitable agency has counselled the learner and certified that the learner is fit to continue at school;
- strategies involving compensation for damage caused;
- forms of community service;
- A behaviour modification or similar programme may be recommended.

When necessary, the committee may recommend expulsion and refer to the GDE. Expulsion is a sanction of last resort. Every effort must be made to rehabilitate the learner prior to expulsion.

2.7 Interventions for unacceptable behaviour

<p style="text-align: center;">OFFENCES</p> <p style="text-align: center;">The School has the discretion to list misdemeanours which are not listed in the Schedule contained in the General Notice 2591 of 2011.</p>	<p style="text-align: center;">ACTION TO BE TAKEN OR PUNISHMENT</p>
<p>The following behaviour, but not limited to, is deemed be misconduct by the School Governing Body:</p> <p>1) Behaviour that disrupts the school's organisation or damages its image:</p> <ul style="list-style-type: none"> a) Being in the classroom, the hall or in the pool area without permission. b) Failure to give or return communication between the school and the parents including letters, newsletters and getting the homework diary signed. c) Not adhering to the dress code. d) Being persistently late for school. e) Remaining at school after hours without being involved in School activities. f) Not remaining in the prescribed boundaries during breaks. g) Not obeying monitors or any pupil put in a position of authority. 	<ul style="list-style-type: none"> - Verbal warning followed by written impositions. - Detention may be given. - Further failure to cooperate will result in parents being contacted. - A Disciplinary Enquiry may be held if behaviour persists.



<p>h) Riding bicycles, skate boards, and roller blades within the school boundaries or perimeters.</p>	
<p>2) Behaviour that harms a learner's and the educational opportunities of others i.e. generally failing to cooperate:</p> <p>a) Failure to do homework and to hand in work timeously.</p> <p>b) Not making sufficient effort in his/ her studies.</p> <p>c) Arriving late for lessons without valid reasons.</p> <p>d) Chewing gum and eating and drinking during or between lessons.</p> <p>e) Incessant talking or moving around the classroom without permission.</p> <p>f) Unnecessary interruptions during lessons.</p> <p>g) Not showing respect to the Teacher and/or to peers.</p>	<ul style="list-style-type: none"> - The main responsibility lies with the class or subject teacher. Should the problem persist, the matter will first be reported to the Grade Head, then the Head of Department, then the Deputy Principal and then to the Principal. - This may result in the parents being called in to attend a Disciplinary Enquiry.

<p>SCHEDULE ONE OFFENCES: The following serious misconduct may result in suspension: Behaviour that is unconstitutional, anti-social, offensive and lowers the tone of the School, such as:</p> <ul style="list-style-type: none"> • defacing or damaging school property or other learners property. • tampering with or damaging other people's property • theft • truancy • verbal or physical threats • sexually harassing another person • engaging in any act of public indecency • engaging in inappropriate touching • bullying / fighting • dishonesty • fraudulent actions 	<p>Depending upon the severity and the individual details of the case, the matter will either involve:</p> <ul style="list-style-type: none"> • a Disciplinary Enquiry involving the parents, the Principal and other members of the School Management Team <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • a Full Disciplinary Hearing where a committee is present involving members of the Governing Body as well as the Principal and other SMT members. The parents would also be required to attend.
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<ul style="list-style-type: none"> • possessing offensive or pornographic material • possessing or smoking cigarettes/vape/esigarettes or tobacco or being in the company of those committing these deeds • being under the influence or in possession of alcohol or drugs • insulting the dignity of or defaming any learner or any other person, which includes racist remark or hate speech • swearing • rudeness or insolence • seriously threatening, disrupting or frustrating teaching or learning in a class • engaging in a conspiracy to disrupt the proper functioning of the school through collective action • disrupting, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination • cheating in a test or examination or any other form of assessment such as assignments • being in the company of one or more learners who commit any of the above and failing to report it to the school authorities • bringing any electronic device to school and not handing it in 	<p>A maximum seven-day suspension may be imposed</p> <p>Counselling will be provided by the School for learners involved in disciplinary hearings.</p> <p>The School Principal reserves the right to summon the Police should the case warrant it.</p>
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<p>SCHEDULE TWO OFFENCES: The following behaviour may result in expulsion: Behaviour that is illegal, criminal and dangerous, such as:</p> <ul style="list-style-type: none"> • being found guilty of misconduct according to the Schedule 1 offences above, after having been found guilty of the same or similar misconduct on two previous occasions • failing to comply with a punishment of suspension as a correctional measure • forging any document or signature • trading in any test or examination question paper or in any test or examination material • attempting to bribe or bribing any person in respect of any test of examination to enable him/herself or another person to gain an unfair advantage therein • engaging in fraud • engaging in theft, or otherwise acting dishonestly to the prejudice of another person or the School • violent behaviour toward another learner, a teacher or other staff member • possessing and or using dangerous weapons or objects • possessing, consuming or dealing in any illegal substance or other harmful substance, including alcohol • assaulting or threatening to assault another person • holding any person hostage • murdering any person • raping any person, or engaging in any sexual activity which amounts to an offence in law • extreme verbal abuse • hate speech • wilful damage to school property 	<ul style="list-style-type: none"> • The Principal or his/her delegate may at random administer a urine test to a learner who is reasonably suspected of using illegal drugs. This must also be conducted in the same manner as that of a body search. • The following will be taken into account when conducting searches and tests: <ul style="list-style-type: none"> - The best interest of the learner - The safety and health of the learner • Parents will be informed of any search and seizure or testing conducted, within one day. • The Principal will inform the parents of any positive urine test within a reasonable time. • A Full Disciplinary Hearing shall be convened where a Committee is present involving members of the Governing Body as well as the Principal and SMT members. The parents would also be required to attend. • A period of suspension to a maximum of seven days may be imposed (which may lead to expulsion). • When necessary the committee may recommend expulsion and refer to the GDE • The School Principal reserves the right to summon the Police should the case warrant it.
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