

DAWNVIEW CODE OF CONDUCT FOR LEARNERS



TABLE OF CONTENTS

1.	TITLE OF THE POLICY.....	2
2.	EFFECTIVE DATE.....	2
3.	DATE OF NEXT REVIEW.....	2
4.	REVISION HISTORY.....	2
5.	PREAMBLE.....	2
6.1	DEFINITIONS	2
6.2	ACRONYMS.....	3
7.	APPLICATION AND SCOPE OF THE POLICY	3
8.	LEGISLATIVE FRAMEWORK	3
9.	RELEVANT POLICIES AND PROVINCIAL CIRCULARS.....	4
10.	THE SCHOOL'S VISION.....	4
11.	MISSION STATEMENT AND SCHOOL MOTTO.....	4
12.	PURPOSE OF THIS DOCUMENT.....	4
13.	LEARNERS RIGHTS	4
14.	LEARNERS RESPONSIBILITIES.....	4
15.	RULES AND REGULATIONS.....	5
15.1	SCHOOL ATTENDANCE	5
15.2	SCHOOL UNIFORM.....	5
15.3	PHYSICAL EDUCATION / SPORTS DRESS CODE.....	7
15.4	GENERAL APPEARANCE.....	7
16	RESPECT AND DIGNITY.....	8
17	PROTECTING AND TAKING CARE OF PROPERTY.....	8
18	SPORTING, CULTURAL AND ACADEMIC ACTIVITIES.....	8
19	ACADEMIC ACTIVITIES.....	9
20	THE REPRESENTATIVE COUNCIL OF LEARNERS (RCL) AND SCHOOL LEADERS... ..	9
21	SCHOOL NOTICES.....	10
22	ENVIRONMENTS.....	10
23	CODE OF DISCIPLINE.....	10
23.1	GENERAL RULES	10
23.2	SCHEDULE 1 (SERIOUS MISCONDUCTS THAT MAY LEAD TO SUSPENSION)... ..	11
23.3	SCHEDULE 2 (SERIOUS MISCONDUCTS THAT MAY LEAD TO EXPULSION)... ..	11
23.4	PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS.....	12
23.5	DISCIPLINARY ACTION.....	12
23.5.1	CATEGORY A MISCONDUCT.....	12
23.5.2	CATEGORY B MISCONDUCT.....	12
23.5.3	CATEGORY C MISCONDUCT.....	13
24	DISCIPLINARY HEARING.....	13
25	COVID MANAGEMENT.....	14
26	APPROVAL	15
27	CODE OF ETHICS	15
28	ACCEPTANCE.....	16

1. TITLE OF THE POLICY: DAWNVIEW LEARNER CODE OF CONDUCT

2. EFFECTIVE DATE: 01JANUARY 2021

3. DATE OF NEXT REVIEW: NOVEMBER 2021

4. REVISION HISTORY

As amended on: 2019 November
Date of next review: 2022 November

5. PREAMBLE

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

6.1 DEFINITIONS

No	Term	Definition
1	District Director	Is the officer of the department responsible for the administration of education in a particular educational district
2	Educator	Means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services at school.
3	Expulsion	Means the permanent removal of a learner from a school.
4	Grade	Means that part of an educational programme which a learner may complete in one school year, or any other education programme which the Member of the Executive Council may deem to be equivalent thereto
5	Head of Department	Refers to the head of a provincial department of education.
6	Learner	Means any person receiving education or obliged to receive education in terms of relevant legislation.

7	Parent	means – a) the parent or guardian of a learner; b) the person legally entitled to custody of a learner; or c) the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school.
8	Principal	Refers to an educator appointed or acting as the head of a school.
9	School	Refers to Dawnview High School
10	School Governing Body	The body responsible for Governance issues at Dawnview High School.
11	Suspension	Means the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion.

6.2. ACRONYMS

No.	Acronyms	Explanation
1.	DC	Disciplinary Committee
2.	MEC	Member of Executive Council of a province who is responsible for education in the province.
3.	RCL	Representative Council for Learners
4.	SASA	South African Schools Act
5.	SGB	School Governing Body
6.	SMT	School Management Team

7. APPLICATION AND SCOPE OF THE POLICY

The policy shall apply to all learners registered in a school.

8. LEGISLATIVE FRAMEWORK

8.1 Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.

8.2 South African Schools Act, 1996 (Act No. 84 of 1996), as amended.

8.3 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.

8.4 Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

8.5 Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

8.6 The Gauteng Schools Education Act, 1995 (Act No.6 of 1995).

8.7 Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).

8.8 Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended.

8.9 Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.

9. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

Circular 74/2007

10. THE SCHOOL'S VISION:

To provide an effective well-balanced education in a multi-cultural, caring environment, maintaining quality in all respects.

11. MISSION STATEMENT

Work in partnership with all stakeholders to advocate for excellence, discipline, excellence in nurturing an African child.

11.1 SCHOOL MOTTO

“Nosce Te Ipsum” meaning “Know Thyself”.

12. PURPOSE OF THIS DOCUMENT

- This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.
- The purpose of the code of conduct is to promote positive discipline, self-discipline, and exemplary conduct.
- To clarify and promote the roles and responsibilities of various stakeholders in the creation of a proper learning environment in the school.
- To provide a core of common values that should guide all activities of Dawnview High School
- The Code of Conduct aims to promote self-discipline through mutual respect, self-respect, honesty, and integrity.
- To provide insight to corrective measures aimed at rectifying behavioural problems.
- Should learners transgress or violate the code of conduct, they will be subjected to relevant disciplinary procedures for learners.
- The Code of Conduct endorses the basic rights of teachers to teach and learners to learn in an orderly and safe environment.
- Learners must be accountable for their behaviour and must accept the consequence of any contravention of the Code of Conduct.
- Disciplinary action will be fair and appropriate. It will be aimed at corrective measure and when necessary, will take into consideration the wellbeing of the school community.

We the Learners believe that everyone has the right to be an individual and everyone has the right to be heard.

13. LEARNERS HAVE THE RESPONSIBILITIES:

- (i) To attend school regularly, to learn, and to work hard;
- (ii) To cooperate respectfully with educators and fellow learners;
- (iii) To adhere to the rules and Code of Conduct of the school;
- (iv) To perform schoolwork diligently and submit Assessment tasks on time.
- (v) To be accountable for their actions and behaviour;

14. LEARNERS HAVE THE RIGHT:

- (i) To an equal, non-racial, non-sexist education;
- (ii) To an education that will allow them to develop their talents;
- (iii) To organised and well managed lessons;
- (iv) To enjoy adequate recreational sports and educational facilities in a clean,

- safe and drug-free environment;
- (v) To be treated with respect and courtesy;
- (vi) To fair discipline;

15. RULES AND REGULATIONS

15.1 SCHOOL ATTENDANCE

- I. A learner who was absent should not return to School without a note signed by the parent/guardian explaining his /her absenteeism and a telephone number where the parent/guardian can be contacted.
- II. A medical certificate is required after more than two day's consecutive absence.
- III. A learner who misses a formal assessment task, cycle test, formal assessment task or exam must produce a medical certificate, or a zero mark (0) will be awarded.
- IV. No learner may leave the school premises early, except under special circumstances, in which the parent/guardian must inform the office in writing prior to leaving. The learner must be collected by the parent/guardian and signed out in the front office. The staff may choose to verify the credentials of any person collecting a learner from School.
- V. Truancy-Any learner not adhering to 1.i will be regarded as truant or bunking and parents will be notified.
- VI. **Punctuality**
 - (a) Late coming is totally not allowed. Transport problems are not the responsibility of the school.**
 - (b) School hour's start at 07:45 and ends at 14h15.**
 - (c) When changing classes for the next period, learners must take at least 3 minutes and be seated for the next period when the second bell goes off.**
 - (d) Three consecutive late coming may lead to detention.**
- VII. Bunking of classes will not be tolerated.
- VIII. Learners who legitimately leave a class during a lesson must be in possession of a permission note indicating date, time, and reason for leaving the class. Only one learner may leave the class at a time.
- IX. Learners will be allowed to leave the premises only in extreme cases. Letter or telephonic instruction from parents is required in case of illness of a learner. A learner must be collected from the front office and signed out by a parent. Co-operation of parents/guardians in this matter is essential.

15.2 SCHOOL UNIFORM

Pupils attending the school, must acquire the items of school uniform as listed below from the official stockists and always wear them while attending school or official school functions. If a long-sleeved article of clothing (shirt, blazer, and jersey) is worn, a tie is compulsory.

A: BOYS

- (i)** Official school blazer: black with green stripes, Dawnview High School crest on the pocket, as supplied by the school stockists.
- (ii)** Long grey flannels as supplied by the school stockiest. NO tapering of trousers is allowed.
- (iii)** Plain black or grey belts.

- (iv) Long sleeved plain white shirts are worn with the school tie and blazer or jersey during winter. This is optional for Summer. Summer shirts are white with the official school crest on the pocket, available from the official stockists. Alternatively, the winter uniform must be worn.
- (v) The black and green official school tie is worn by pupils in Grades 8, 9, 10 and 11. A plain green tie is worn by pupils in Grade 12.
- (vi) Socks are grey with two green stripes in the turnover. Plain grey socks may be worn with long trousers.
- (vii) The jersey – Green with white and black stripes – available from the stockists.
- (viii) Only plain black lace-up school shoes may be worn (NO buckles). No exotic styles or fashion shoes may be worn.
- (ix) Only plain black scarves may be worn. The official white scarf may only be worn by Grade 12 pupils.
- (x) A School Black Cap is optional
- (xi) **Shirts must be always tucked in.**

B: GIRLS

• SUMMER DRESS

- (a) White school shirt with Dawnview High crest and green skirt or grey slacks.
 - * Skirt must be a minimum length of 10cm above the knee when kneeling.
 - * May be worn with a school blazer and a green school jersey.
- (b) If a jersey is worn under the blazer, it must be the official school jersey and be worn with a tie.
- (c) White ankle socks, (Must be folded down)
- (d) Flat, plain black buckle (baby doll) or lace-up shoes.
- (e) Short sleeved green cardigan can be worn with a long or short sleeved shirt.
- (f) A School Black Cap is optional

• WINTER DRESS

- (a) Black and Green Winter Jacket (Optional)
- (b) Grey ladies slacks as **supplied by the stockist.**
- (c) Grey or white socks.
- (d) Plain white long-sleeved shirt.
- (e) Black and green striped tie for Grade 8, 9, 10 and 11.
- (f) The jersey is plain green with white and black stripes.
- (g) Only plain black scarves may be worn by Grade 8, 9, 10 and 11. White scarves for Grade 12.
- (h) Official school blazer: Black with green stripes, Dawnview High School crest on the pocket, as supplied by the official stockists.

N.B. Any temporary deviation from regular dress will only be allowed after consultation with the principal. The deviation must be requested by the parent in writing.

• Matric Girls Uniform

- (a) Plain green tie for Grade 12
- (b) Matric girls may wear grey skirt or grey slacks.
- (c) Grey skirt may be worn with flat black buckle or lace-up shoes.

- (d) If high heels are chosen, it must be the 747-black shoe with a wide heel. The length of the heel should be 5cm.
- (e) The high heel shoes may be worn with black or grey stockings.
- (f) No high heels may be worn with grey slacks.
- (g) A white long-sleeved jersey or white cardigan may be worn.

15.3 PHYSICAL EDUCATION

Learners are expected to be dressed in proper sporting attire when involved in sporting activities and or Physical Education Training.

Golf T-shirts with the following colours belonging to each house:

- Nare: Red
- Nkwe: Yellow
- Tau: Green
- Tlou: Blue

Black shorts for all learners

School tracksuit available at local stockists.

15.4 GENERAL APPEARANCE

A. Hair is to be always kept natural and neat:

A: Boys

- i) No Mohawk
- ii) No coloured hair styles
- iii) No lines on the head
- iv) Sideburns not to pass the ears.
- v) No spikes, dreadlocks, or platted Hair.
- vi) No gel to be used for the hair
- vii) Natural hair, neat and well-trimmed hairstyles will be allowed.
- ix) Boys may not wear any jewellery.
- xi) Boys must be always clean shaven.
- xii) Tapered trousers are not allowed.
- xiii) School beanie may be worn by learners during winter. Beanies must be removed when entering any classroom.
- x) School caps may be worn in Summer but must be removed upon entering a classroom.
- xi) The School Golf T-shirt may not substitute the school white shirt. Golf T-shirts are only to be used for the PE component in Life Orientation or when requested during sporting activities. Golf T-shirt can be worn with a school tracksuit.

B: Girls

- i) No coloured hairstyle
- ii) Extensions should not go beyond the shoulders, if they do, the hair should be neatly tied at the back.
- iii) If touching shoulders, the hair should be neatly tied at the back
- iv) Long hairstyles can be tied in a bun
- v) Green and black hair accessories for grade 8-11, and white for grade 12 will be allowed.
- vi) Girls may wear one pair of round, plain gold or silver studs or small plain sleepers of which the diameter must not be bigger than 10mm. The sleepers or studs must only be worn in first, bottom hole of the lobe. No chains or bands of any kind may be worn. No rings, tongue studs, nose rings or studs in the eyebrow may be worn. No extra badges

or

lapel pins may be worn other than recognised School badges.

vii) No make-up will be permitted.

viii) Nails are to be kept at a reasonable length. Clear nail varnish is permitted. No false nails or French manicures are permitted.

16 RESPECT AND DIGNITY

16.1 Learners should always be polite and demonstrate good manners.

16.2 Visitors to our school should be treated in a courteous and respectful.

16.3 Learners should move quickly and quietly from class within the allowed timeframe and always keep left when walking. Learners will make way for staff coming along the passage and stairways.

16.4 Physical contact which may be construed to be sexually related is not allowed between learners.

16.5 No bullying, fighting or intimidation is allowed.

16.6 No racist, sexist, derogatory, or offensive remarks may be made.

16.7 Backchat, insolence, shouting, whistling, screaming, booing, jeering, spitting and other socially unacceptable behaviour will not be tolerated.

16.8 Dawnview learners are ambassadors of the school and should always display ethical conduct in public.

17 PROTECTING AND TAKING CARE OF PROPERTY

17.1 'School property' includes the following:

17.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings.

17.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or about which the school could be held legally liable in case of any damage or loss.

17.2 All learners are obligated to do everything in their power to protect the school's property for it to be utilised for the benefit of all current and future learners of the school.

17.3 No learner may remove any school property from the school grounds without the prior consent of the principal.

17.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public.

17.5 Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

17.6 Learners are responsible for their own property, before, during and after school. **The school will not be held liable for loss or damage to learner's property including cell phones.**

18. SPORTING, CULTURAL AND ACADEMIC ACTIVITIES

18.1 Learners are expected to actively participate in the school's extra-curricular programme.

18.2 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

18.3 Although it is assumed that learners who participate in sports activities will do so with

- commitment and dedication, such learners are expected to practise self-restraint and self-discipline. No learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.
- 18.4 All learners who participate in the activities shall be loyal to the school and fellow participants. Participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance only if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be accepted if the Sports or Cultural head receives a written apology no later than three days following the relevant activity.
- 18.5 Learners attending sports events as supporters and spectators must be dressed in full School uniform unless otherwise informed. They shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting, or indecent behaviour. Learners may not respond negatively to any ruling by an adjudicator or referee.
- 18.6 Learners, once committed to an activity, are expected to fulfil their commitments by attending practises and matches.
- 18.7 School colours may be awarded to learners who attend all practise and games, adhere to the School's dress code and show impeccable behaviour.

19 ACADEMIC ACTIVITIES

- 19.1 There shall be always an orderly atmosphere in the classroom. Learners may not disrupt or hinder teaching.
- 19.2 Learners should bring to school required stationery and textbooks on daily basis.
- 19.3 All learners must do their prescribed homework enthusiastically, diligently and with dedication to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 19.5 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule will be deemed a transgression and necessary corrective measures will be taken.
- 19.6 Learners must actively participate in the learning process and must work consistently during class time.
- 19.7 **All Formal Assessment Tasks must be performed according to the Assessment Plan and submitted on due dates. A medical certificate is required in the event a learner is absent from school during the administration of a Formal Assessment Task.**
- 19.8 Learners have a duty to catch up any schoolwork missed.
- 19.9 All learners are obligated to adhere to rules and regulations for **tests and examinations** as prescribed by the Department.
- 19.10 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.
- 19.11 **Parent's meetings will be convened once per term when need arises.**
- 19.12 **Term Report Cards will be issued to parents to inform parents about the academic progress of their children. Academic problems shall be discussed with subject educators and parents have the right to request children's assessment tasks.**

20 THE REPRESENTATIVE COUNCIL OF LEARNERS (RCL) AND SCHOOL LEADERS

- 20.1 All learners will participate in the election of the Representative Council for Learners.
- 20.2 All learners will respect the authority of the RCL.

- 20.3 The RCL in collaboration with the staff-members, are responsible for general school discipline.
- 20.4 RCL members should bring learners who have transgressed to the attention of staff members.
- 20.5 All learners will obey any reasonable instruction from a member of the RCL and should always strive to support and cooperate with the RCL and other school leaders.
- 20.6 RCL members will be available to assist the school to usher in visitors into the school premises during school functions or when the school hosts departmental gatherings.

21 SCHOOL NOTICES

- 21.1 All learners are obligated to hand to their parents all school notices and newsletters. Learners should timeously submit return slips to their homeroom educators.

22 ENVIRONMENTS

- 22.1 Learners have the right to a safe environment and school that are conducive to education.
- 22.2 Learners may not litter on school grounds, school premises and outside the school yard.
- 22.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition and must ensure that all litter is picked up and placed in garbage bins.
- 22.4 Learners must leave restrooms in a clean state.
- 22.5 The attachment of slogans (graffiti), stickers, posters to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 22.6 Learners will comply with any reasonable instruction from the principal, any educator, RCL or LDC member or another school leader about maintaining a clean and hygienic school environment.

23. CODE OF DISCIPLINE

23.1 General Rules

- 23.1.1 Full School Uniform must be worn to school, at school functions and always when leaving the school grounds.
- 23.1.2 Learners must adhere to all school policies on school attendance and punctuality.
- 23.1.3 Learners must strictly stick to the 'Keep Left' policy when changing classes. (Keep on the left of the white line painted on the floor of the corridors and staircases.)
- 23.1.4 **Incitement and intimidation of learners to become members of any organisation without the consent of parents will constitute serious act of misconduct.**
- 23.1.5 No learner may leave School in the afternoon via the car gate.
- 23.1.6 No learner may drive or park a motorcycle/vehicle on School premises without permission. Vehicles must be registered at the office and the driver must be in possession of a valid driver's licence.
- 23.1.7 No vandalism and an act of arson is categorised as a 'Schedule 2 offence.
- 23.1.8 Learners may not tamper with Fire Extinguishers or Fire hoses.
- 23.1.9 Schools are smoke-free zones according to national legislation.
- 23.1.10 No learner may use profane language (swearing).
- 23.1.11 No learner may display **insolence, backchat, or insubordination** by word or action.
- 23.1.12 No learner may use any form of **discrimination** against another learner or member

of staff. Xenophobia is considered discrimination.

23.1.13 Eating or chewing gum in class is not allowed.

23.1.14 Water bottles are not allowed in class.

23.1.15 **Cell phone brought to school by learners must be switched off during teaching and learning. Cell phone shall be confiscated when disturbing teaching and learning and will only be collected at the end of the term. However, a confiscated cell phone may be released at a payment of R 300.00. No cell phone theft cases will be investigated.**

23.1.16 No ball games may be played on both the East and West quads or within range of buildings and cars.

23.1.17 **No learner is allowed to sell food, sweets, and or any substance without permission.**

23.1.18 Only authorised entrance and exit points will be used by all learners.

23.1.19 No learner may receive visitors during break or communicate with a visitor through the boundary fences.

23.1.20 Learners are ambassadors of the school and should at all times strive to behave in a disciplined manner, even when they have left the school premises.

23.1.21 No one will take a video of any activity in the school without permission. Cell phones used for such will be confiscated.

23.1.22 Any material and or attire undesirable will be confiscated. The confiscated item will not be returned to the owner.

23.1.23 **The principal or his delegate may at random, search any group of learners, administer a urine test for drugs, if a reasonable suspicion has been established. (Section 8A of SASA)**

23.2 SCHEDULE 1 (SERIOUS MISCONDUCTS THAT MAY LEAD TO SUSPENSION)

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse-

- (a) Seriously threatens, disrupts, or frustrates teaching or learning in a class.
- (b) Engages in a conspiracy to disrupt the proper functioning of the school through collective action.
- (c) Insults the dignity of or defames any learner or any other person, which includes racist remarks.
- (d) Distributes, 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.
- (e) Cheats in a test or examination or any other form of assessment such as assignments.
- (f) Engages in any act of public indecency.
- (g) Sexual harasses another person.
- (h) Is found in possession of or distributes pornographic material.
- (i) Is under the influence or in the possession of alcohol.

23.3 SCHEDULE 2 (SERIOUS MISCONDUCTS THAT MAY LEAD TO EXPULSION)

A learner will be guilty of serious misconduct if he or she-

- (a) Is found guilty of misconduct as contemplated in schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions.
- (b) Fails to comply with a punishment of suspension as a correctional measure; or
- (c) Intentionally-
 - (i) forges any document or signature to the potential or actual prejudice of the school.
 - (ii) trades in any test or examination question paper or in any test or

- examination material.
- (iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein.
 - (iv) engages in fraud.
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person.
 - (vi) is in possession of, consumes or deals in any illegal substance or other harmful substance.
 - (vii) is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission.
 - (viii) is in possession of a dangerous weapon.
 - (ix) assaults or threatens to assault another person.
 - (x) holds any person hostage.
 - (xi) murders any person.
 - (xii) rapes any person; or engages in any sexual activity which amounts to an offence in law.
 - (xiii) maliciously damages property.

23.4 PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. To enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

Criminal behaviour will be referred to the nearest Safety and Security Agency and parents will be notified immediately.

23.5 DISCIPLINARY ACTION

23.5.1 Category A misconduct

(General Rules: 23.1.1, 23.1.2, 23.1.5, 23.1.10, 23.1.13, 23.1.14, 23.1.17, 23.1.18)

Discipline must be maintained by all educators and relevant authorities to ensure that the education of learners proceeds without disruptive behaviour and offences. An educator has the right to control and discipline learners violating the schools code of conduct by imposing the following sanctions to address minor violations:

- a) A written warning
- b) Supervised schoolwork that will contribute to the learner's progress at school as well as improve the school environment, provided that the parents are informed timeously and the child's safety is ensured
- c) The performance of tasks by the transgressor in favour of the person/institution who has been wronged by the transgression.
- d) Suspension from participation in school activities, such as sports and cultural activities (excluding social events)
- e) Issuing of demerits to the offender

23.5.2 CATEGORY B MISCONDUCT

(General Rules: All covered in category A will fall here when repeated, 23.1.4, 23.1.7, 23.1.9, 23.1.10, 23.1.19, 23.1.20.)

Serious acts of misconduct will be handled by the Head of Discipline, Deputy Principals, and the Principal who are entitled to impose the following sanctions:

- a) Any of the sanctions in 23.5.1(a) to (e) above, to which the following could be added.
- b) Exclusion from participation in social events of the school.
- c) Enforced affordable compensation.
- d) Repair or replacement of damaged property.
- e) Community service of up to six hours.
- f) Putting offenders on detention.

23.5.3 CATEGORY C MISCONDUCT (General Rules and Regulations number 23.1.4 to be treated as Schedule 2)

Serious misconduct which threatens the welfare and security of other learners must be referred to the principal. The principal may provisionally suspend the learner from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalised if in the opinion of the principal it is in the interest of the school community. In this case, the SGB will conduct the disciplinary hearing within 5 days. The principal may refer serious violations to the Governing Body, which will convene a disciplinary hearing. Following a hearing in which any learner is found guilty of violating the provisions of the Code of Conduct, the Governing Body may impose provisions as indicated in Category A or B, suspend the learner, or recommend for the expulsion of the learner from the school to the Head of Education.

- 23.5.3.1 Should the principal opt for the suspension of the learner; the learner will be suspended not more than 5 school days.
- 23.5.3.2 Should the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days.
- 23.5.3.3 Should the Governing Body decide to recommend to the Head of Education that the learner be expelled, the Governing Body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education Department's decision.

24 DISCIPLINARY HEARING

24.1 Preliminary Inquiry

When a learner is suspected or alleged to have committed a major transgression, the school principal may after evaluating evidence decide whether a disciplinary hearing is warranted.

24.2 Hearing

- 24.2.1 The Principal will draw up a charge sheet, and the parents and learner will receive written notice of the charge and the date, time, and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.
- 24.2.2 The notice must contain sufficient information on the date, place, and nature of the alleged transgression.
- 24.2.3 At least five school days must lapse between the delivery of the notice and the hearing.
- 24.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee will have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

- 24.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- 24.2.6 Learners who are involved in disciplinary proceedings will also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 24.2.7 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 24.2.8 The hearing must be fair and just and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.
- 24.2.9 The members of the disciplinary committee themselves will also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.
- 24.2.10 After testimony has been heard, the committee will decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee will be entitled to adjourn for a reasonable period to consider its ruling. Such consideration will occur behind closed doors and may be attended by committee members only.
- 24.2.13 Should the learner be found guilty; both the learner and the prosecutor will receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider imposing an appropriate sanction. To consider an appropriate sanction, the committee will be entitled again to adjourn for a reasonable period. Such consideration shall occur behind closed doors and may be attended by committee members only.

24.3 Findings and Sanction.

- 24.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

25. COVID -19 MANAGEMENT

Dawnview High School will adhere to the 'Standard operating Procedures' for the prevention, containment and management of COVID-19.

- Access to the school will be limited to learners, educators, and support staff members. Visitors and parents will only be allowed into school premises per appointment or on request by school authorities.
- all people entering the school will be screened and sanitised by personnel allocated for such duties at the gate.
- only people wearing a face mask will be allowed to enter the school premises.
- All persons entering the school must fill in a COVID-19 register.
- maintain a social distance of at least 1.5 to 2 meters with others, where possible.
- every learner, staff member and visitor must always wear a cloth mask.
- avoid direct contact with others e.g. shaking hands or hugging;
- frequently wash hands with water and soap.

- avoid touching the face (i.e. eyes, nose, mouth) with unwashed hands;
- The school will use one entrance and exit point which will be controlled by gate controllers from 7h00 until 8h00.
- Learners whose temperature reading is above normal will be placed in an isolation room (Room 1.3), retested, and their parents called to come and collect them.
- Learners with multiple symptoms related to COVID-19 must stay at home and seek medical attention. Such learners when noticed, their parents will be called immediately to collect them.

26 APPROVAL

TITLE	NAME	SIGNATURE	DATE
Principal	Mr. M. Kolokoto		
SGB Chairperson	Mr. M. September		
Department of Education	Ekurhuleni North		

27 CODE OF ETHICS

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with, and promote the law and the legal system.

I commit myself to:

- adhere faithfully to the Learner Code of Conduct and all the rules and regulations of Dawnview High School.
- maintain high moral and ethical standards.
- strive for conduct that is always responsible and that does the school credit.
- do my schoolwork diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners, parents, and visitors.
- display acceptable ethical behaviour in all public platforms.

28. ACCEPTANCE OF THE SCHOOL'S LEARNER CODE OF CONDUCT

A: LEARNER

I _____ subject myself to respect and adhere to the Learner's Code of Conduct. I shall adhere to any disciplinary measure should I fail to comply with any provision or measure contained in the School's Learner Code of Conduct.

SIGNED AT.....ON THISDAY
OF.....2022.

LEARNER

B: PARENT:

I _____ parent of _____ acknowledge receipt of a copy of the School's Learner Code of Conduct and pledge to respect and honour its content.

SIGNED AT.....ON THISDAY
OF.....2022.

PARENT

CONTACT