



Die Wilge High School (LSEN)

CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

2020 Edition

INTRODUCTION

This document serves as the code of conduct for Die Wilge High (LSEN) as approved by the school governing body. According to the guidelines of the South African Schools Act 84 of 1996; The National Education Policy Act, Act 27 of 1996, guidelines for a code of conduct for learners. The school governing body has consulted the school's parents, learners and educators on the content of the code of conduct.

“the aim with discipline is to guide the learner to eventually, also in the absence of the disciplinarian, maintain self-discipline and live a valuable life”

&

“the focus must invariably be on the desired conduct and not on the corrective measures as such”

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On signing the document you declare that you accept all 16 of the pages as legal and executable. It is the responsibility of the parent/guardian to make sure that the school has the correct contact number at all times in order for you to be kept up to date on your child’s behavior. You will receive a sms when the rules of category B and C are broken by your child.

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Revised by:	Mr. P. Knoetze	_____
	Mrs. Havenga	_____
Confirmed:	Mr. Mojapele (SGB Chairman)	_____
Witnesses SGB Members:	1.	_____
	2.	_____
	3.	_____

4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Circuit Manager: _____

Principal: _____

INTRODUCTION

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AIMS WITH THE CODE OF CONDUCT

- To maintain a disciplined, orderly, meaningful and safe school environment conducive to effective and optimal facilitation of learning.
- To serve as a clear guideline towards favorable conduct and to guide corrective steps in the event of unacceptable conduct.
- To incorporate principles contained in the Constitution of the Republic of South Africa, 1996 (*inter alia*, democracy, human rights, transparency) at school.
- To state correct way of the communication channels, problem approach and procedures of a fair hearing.
- To promote group cohesion, cooperation and healthy pride at school.

- To create room for maximizing the individual's opportunity to develop as a worthy being.

SECTION A

3A) VISION

To develop mild to moderate intellectual challenged learners to become responsible adults, through inclusive education that is responsive to the need of all the learners for them to develop active and creative minds, a sense of understanding and compassion for others and the courage to act on their beliefs.

3B) MISSION

To provide high quality and basic education for high learner achievement as well as sport development nation building and social cohesion and understanding of diversity play an active role in the economic cycle.

4) MOTTO AND SLOGAN

This school's slogan is *LOYALTY*.

It is expected of each one to display loyalty to The Creator, and to himself/herself the society and community within which he/she functions and the school.

Oxford Advanced Learner's Dictionary (Oxford University Press: 1995) enters *loyalty* as **“the quality of being true and faithful in one's support of somebody or something”**. Nuttall's Standard Dictionary (London) explains the word as; “devotion and fidelity to a trust, a principle, a superior, etc.”

5) VALUES

The following values will form the foundation of Die Wilge High School (LSEN):

Self-discipline
Pride
Loyalty
Respect
Neatness
Exemplary
Integrity
Honesty
Humanity
Goal driven
Involvement

6) LANGUAGE OF TEACHING AND LEARNING:

Die Wilge High School presents all subjects in Afrikaans or English. Afrikaans and English are also the languages of communication for any school-related matters, including issues of discipline.

7) DISCIPLINE IS THE RESPONSIBILITY OF:

- SGB
- The Parents
- The individual learner
- The school leaders
- The class leaders
- The staff
- The SMT and
- The Principal

Note well:

According to the South African Schools Act (SASA) 6.1 the parent or guardian is responsible for the learner's (child) behavior and such must attend the disciplinary hearing. Failing to do so will result in the postponement of the hearing, while the child is still at home, if the parent/guardians are NOT present at the second hearing, the learner will be disciplined and punished according to the procedures in LEVELS OF DISCIPLINARY ACTION. Parents/Guardians must please NOTE that the school and hostel have CCTV cameras and the recorded evidence can be used as evidence at disciplinary.

SECTION B

8) DISCUSSION OF FAVOURABLE CONDUCT

ATTENDANCE:

- All learners must attend classes according to the timetable.
 - All learners must arrive on time for each class.
 - If a learner has a valid reason for being absent (e.g. ill), the parents must telephone the school or send a letter.
 - An official letter from a medical doctor is required if absent for more than 3 days or during examinations or test days.

 - If a learner has been absent it is his/her responsibility to determine what work has been done and to catch up accordingly.
 - NB: If a learner has been absent without proof of a valid reason for more **than 21 days** per
 - School term, **he/she may be removed from the register. (Refer to SASSA)**

 - During the stipulated school hours a learner may not leave the school grounds or go to the hostel without written permission.
- * A learner who has to leave the school grounds for a valid reason, must submit an appropriate letter from the parents and for the principal's attention the day before the event.
 - * Learners must join their year groups every morning.
 - * Between classes learners must walk directly from one classroom to the next.
 - * A learner may not be late for next commencement of class.
 - * A learner may not be absent from a class without the teacher's permission.
 - * A learner may not cease school attendance without the necessary pre-arrangements.
 - * Learners must be quiet at all times.
 - * Only one learner at a time, in possession of a beffy, may be outside the classroom during class time.
 - * Learners must be at school 15 minutes before commencement of classes and must have left the grounds 15 minutes after the end of the school day.
- * NB* In the morning learners must move directly to the turnstile gate next to gate and enter using their thumb print. Only one learner may enter at a time. A learner may enter the gate only once a day. Learners must enter the school grounds at GATE 1 and NOT through the main gate where the vehicles enter. No bicycles will be allowed to enter at the main gate. Should it be raining, Gate 3 will be opened in the afternoon for learners to leave the school grounds after school hours.**

CLASSROOMS:

- * Learners must obey the classroom policy daily.
- * A learner's behaviour must be beneficial to other learners' learning process.
- * A learner's behaviour may in no way interfere with the learning process of other learners.
- * Learners must pay attention and obediently execute a teacher's reasonable instructions.
- * Each learner must complete classroom work to the best of his or her ability.
- * Learners must take notes about homework and must complete such homework as required.
- * Learners may not use mobile phones in the classroom.
- * **No sound from cell phones may be heard in a classroom and neither may ear-phones or head-phones be used or seen during school hours (this includes break-time)**
- * **If a learner has a cellphone at school, the school WILL NOT be held responsible, be held liable nor investigate a phone that is stolen or goes missing!!!**
- * Learners are not at all allowed to write, draw or scratch against any school property, e.g. desks, tables, walls, etc.
- * Learners may not damage school property in any way whatsoever.
- * Learners who have been distributed among other groups because of an absent teacher, must continue quietly within that group.
- * No persons other than those belonging there according to class registers and school arrangements, may enter the classrooms.
- * In no way may a learner threaten or harm teachers or other learners, or be a risk to their safety or deprive them of their human rights.
- * Learners may display no form of discrimination or racism at school.
- * Each learner is co-responsible for keeping classrooms clean and neat.
- * Learners must bring along their own stationery to school and assume responsibility for such possessions.
- * Learners who bring along valuable possessions to school, e.g. mobile telephones, watches, money, must themselves take responsibility for such personal possessions.
- * Learners may not eat or drink in classrooms, except for bottled water only.
- * Learners may not move about inside a classroom at own will.
- * If a teacher is not in the classroom, learners must remain seated and continue quietly with work and comply with the class leader's reasonable requests.
- * No weapons, of whatever kind, are allowed in classrooms.
- * Pornography and related material may not enter a classroom and neither may indecent or obscene messages be expressed or circulated.
- * No base language or swearing may be used in classrooms.
- * Learners must use the language of teaching in the classroom (*i.e.* Afrikaans/English).
- * No addiction-related substances are allowed inside a classroom.
- * Correct school uniform, tidiness, politeness and proper behaviour are expected at all times.

SCHOOL HALL:

- * Silence must be maintained, unless a specific and announced activity is taking place.
- * Orderliness and promptness are expected during attendance.
- * Correct school uniform, tidiness and politeness are expected.
- * Learners line up outside in class groups until they are requested to enter. They do so under supervision in an orderly way.
- * During the opening procedure learners are expected to sit upright and without talking or sleeping.
- * **The gr. 10 boys start to fill the hall from the front, with the O1 boys at the back.**

OFFICES:

- * Learners may not go to the office during school hours (except during break) **if they are accompanied by a prefect or a teacher. The security gate may only be used by staff.**
- * Learners may not use the office areas as a passage.
- * Learners may not use the cloakrooms allocated to teachers. Staff members and adult visitors **ONLY!**
- * Silence must be maintained in and around the offices.
- * Learners **MAY NOT** wait for parents in the main office. Wait in the passage in front of Office number 13 (Deputy Principal) for parents.

SCHOOL GROUNDS:

- * Each learner has to assume co-responsibility for tidiness and care with regard to bathrooms, classroom surroundings, buildings, sports fields and grounds.
- * No weapons are allowed within the school grounds.
- * No pornography-related material or obscene messages are allowed within the school area.
- * No swearing or foul language is allowed within the school area.
- * No addiction-related substances may enter the school grounds (see addendum A: Drug policy)
- * No form of discrimination or racism may take place.
- * No vandalism or intimidation is allowed on the school grounds.
- * No plants or lawn may be damaged and paths for walking must be used to secure the safe growth of these.
- * Learners may use only certain indicated areas ('play areas') before school and during break.
- * Before school and during break learners may not be inside any classroom or the hall or at the bicycle shed without supervision.
- * Boys must use the cloakrooms intended for boys (NO eating or drinking in cloakrooms)
- * Girls must use the cloakrooms intended for girls (NO eating or drinking in cloakrooms)
- * Learners may not drive a car or ride a motor cycle on the school grounds without pre-arranged permission from the principal/acting principal.
- * No vehicles may enter the school grounds without pre-arranged permission to pick up or bring learners. Right of admission reserved.
- * Learners may not receive visitors/guests on the school grounds without pre-arranged permission from the principal/acting principal.
- * Any visitors (e.g. parents) must first report at the office.

- * Any injury must be reported immediately to the member of staff on duty.
- * More serious injuries are referred to the office and first-aid members.
- * Before school and during break times learners must remain within groups and make certain that they know where the prefects or teachers on duty are in order to report unwanted or threatening behaviour without delay.
- * Correct school uniform, tidiness and politeness are expected without exception.
- * As soon as the bell indicates the end of break learners must move directly to their different classrooms.
- * **NB* No selling of products/articles is allowed on the school grounds or in classrooms unless pre-arranged and with permission from the principal. The tuck-shop ('snoepie') only is justified in the selling of products/articles on the site. The products will be confiscated and parents will be informed.**

INJURIES AND ILLNESS DURING SCHOOL HOURS:

- * Serious injuries are reported immediately at the office and referred to members of staff trained in first aid.
- * Promptly report any injury before school hours or during break to teacher on duty.
- * Any injury within a classroom must be reported without delay to the teacher there or the nearest teacher.
- * Illness before school or during break must be reported to the teacher on duty.
- * A learner who feels ill during class time must report to the teacher involved or the nearest teacher.
- * More serious cases of illness must be reported at the office and those trained in first aid may assist.
- * The school cannot assume responsibility for injuries or adverse conditions resulting from a learner's own indiscreet behaviour or failure to adhere to school rules.
- * An injured or ill learner may be fetched at school by the parents only or, if otherwise, not without the parents' permission and signing out in the leave register at the office.
- * A learner that is ill may only with the permission of a teacher, HOD or Deputy Principal lay on the bed to wait for a parent or driver to be transported home. The name of the learner as well as the reason must be written on the white-board.
- * A learner who prefers or needs to leave the school grounds as a result of illness or an injury may do so only after written permission from the principal/acting principal has been obtained.
- * Immediately inform teacher on duty if in danger, subjected to threats or intimidation before school or during break.
- * Immediately inform teacher if in danger, subjected to threats/intimidation in a classroom.
- * No learner may physically or emotionally harm any other learner or any member of staff.
- * No medication (orally) may be given to a learners unless the parent has given a letter of consent.
- * Use of illegal substances, e.g. dagga, narcotics, cigarettes etc.: (Refer to drug policy).

SUMMER SCHOOL UNIFORM:

BOYS	GIRLS
Grey pants/trousers - long or short	Navy A-line skirt (not shorter than 15cm above knee when standing on knees).
Short-sleeved white shirt ('long-sleeved' white shirt rolled back	Full-length tailored navy school pants instead of skirt.
A t-shirt worn underneath may not be visible in any way.	Short-sleeved white shirt (long sleeves to be rolled back above elbows.
Shirt must be tucked away inside pants/trousers.	A specific check blouse, for sale at the school, will later on become compulsory.
Black school shoes (no buckles/clasps). NO takkies will be allowed.	A t-shirt worn underneath may in no way be visible.
School tie/award-of-honor tie (optional) but together with <u>fully</u> buttoned white shirt	Shirt must be neatly tucked away.
Sleeveless navy pullover (optional).	White socks (striped in school colors) or grey bobby socks as worn for winter.
No jewelry. Watches are allowed as well as standard bands or discs indicating a warning of allergies or exceptional conditions that have to be noted.	Black school shoes. NO takkies will be allowed.
No cozy caps or peaked caps are part of the school uniform.	Navy sleeveless pullover over tucked-in shirt.
No make-up or nail polish	School tie/award-of-honor tie, white shirt buttoned up to the last top button.
According to Industrial Law overalls are compulsory in centers for practical training.	Watches are allowed as well as standard bands or discs to indicate warnings of allergies or specific conditions that have to be taken note of.
Overalls are not worn at the scholastic section	
Award-of-honor school blazers/provincial blazers may be worn on Mondays.	No pendants, bracelets or pierced tongue ornaments. Only one pierced hole per ear may be used to insert a small round knob or an earring (silver or gold without gems) not wider than 15mm in diameter. A small signet-ring may be worn.
	Watches are allowed as well as standard bands or discs to indicate warnings of allergies or

	specific conditions that have to be taken note of.
	No cozy caps or peaked caps are allowed.
	No make-up colorless (transparent) nail polish only
	Award of honor-blazers as well as provincial blazers may be worn on Mondays

WINTER

BOYS	GIRLS
Long pants - grey	Navy A-line skirt (not shorter than 15cm above knee when standing on knees) or full-length tailored navy school pants instead of skirt, or navy school tracksuit pants and jacket. NO BLACK JACKETS/PANTS/GREY PANTS
Long sleeve white shirt	Long sleeve white shirt.
A t-shirt worn underneath may not show in any way.	No t-shirt worn underneath may in any way be visible
Shirt must be tucked away inside pants/trousers	Shirt must be tucked in neatly
Grey socks (striped in school colors)	White socks (striped in school colors) together with long pants or long black stockings/grey school bobby socks (striped in school colors) together with skirt.
Black school shoes (no buckles/clasps).	Black school shoes
Navy scarves and cozy caps inside and outside rooms, not in hall.	Navy scarves
No jewelry. Watches are allowed as well as standard bands or discs carrying a warning of allergies or exceptional conditions that have to be noted	No pendants, bracelets or pierced tongue ornaments. Only one pierced hole per ear may be used to insert a small round knob or an earring (silver or gold and without gems) not bigger than 15mm in diameter. A small signet ring may be worn.

No make-up or nail polish.	Watches are allowed as well as standard bands or discs to indicate warnings of allergies or specific conditions that have to be taken note of.
Navy school tie (added school colors) According to Industrial Law overalls are compulsory in centers for practical training.	No make-up, colorless (transparent) nail polish only.
Overalls are not worn at the scholastics section	Navy school tie and its added school colors.
Navy school jersey (stripes inserted in school colors)	Navy jersey (striped school colors)
Navy jacket of school track suit.	Navy jacket, navy dry mac or school track-suit.
Navy dry mac (not decorated with all kinds of badges, studs, etc.	Navy dry mac not decorated or studded. Navy school “dry-mac” with school badge available at providers
Award of honor school blazers/provincial blazers may be worn on Mondays	Award of honor blazers or provincial blazers may be worn on Monday.

BOYS

Hair and a neat appearance:

- * Hair must be short and neat.
- * Hair may not touch on the collar if head is held in normal upright position.
- * Hair at the back in the neck may not end in a thick layer.
- * It must not be possible to pull hair over top edge of ear.
- * No hair gel may be used and neither may hair’s colour be changed.
- * It must not be possible to pull fringe hair over the browline.
- * No strange or extra-ordinary hair styles are permitted (e.g. ‘steps’, ‘punk’, ‘clustered little bunches’, ‘rasta’, patterns, etc).
- * **NB* Boys must be properly shaved at all times.**
- * Keep shoes clean and shiny and clothing clean and fresh.
- * Nails must be clipped short and may not be visible when viewed from inside of the hand.

GIRLS

Hair and a neat appearance:

- * Hair (and appropriate hair-pieces) must have a natural color and be of the same color.
- * Hair below the collar line must be tied.
- * Ribbons, red elastics, slides or clasps preferably in navy, otherwise white and red will also be accepted.
- * No beads or other ornaments in hair.
- * Short hair must be kept in a neat and acceptable style.

- * Gel or coloring for hair is not allowed.
- * The fringe may not cover the brows.
- * Keep shoes clean and shiny, keep clothing clean and fresh.

SPORTS WEAR: BOYS AND GIRLS

- * Learners travel with school uniform to the event. NO CASUAL-WEAR!
- * Learners are responsible for their own sportswear during sports periods
- * School gold T-shirt and navy shorts must be worn during LO-sport periods.

Athletics / Cross country events

- * Navy athletics short for girls or boys.
- * School's prescribed athletics vest (school colors).
- * School track suit as may be needed.

Rugby

- * Each team's prescribed rugby jersey and rugby shorts will be indicated by the coach.
- * School track suit as needed or requested.

Netball

- * Each team's prescribed netball skirt, bib and shirt will be indicated by the coach.
- * School track suit as may be needed or requested.

Swimming

- * Black swimming costumes.
- * School track suit or athletics wear to be worn over costume when not swimming.

Cricket

- * White shirt - long sleeves.
- * White pants - full-length (long).
- * White socks.
- * White track shoes (running shoes).

Soccer

- * Each team's prescribed soccer jersey and soccer shorts will be indicated by the coach.
- * School tracksuit as needed or requested.

Transport

- * **Please take note: NO learner will be allowed to use any form of school transport if the Attached indemnity form is not completed! This is a matter of urgency.**

DISCIPLINARY PROCEDURE:

Step 1:

- ⌘ **The teacher first tries to handle his/her own class discipline through strategies and warnings.**

Step 2:

- ⌘ If above-mentioned has no effect on the bad behaviour of the learner, negative points (misdemeanors) are written up with a short explanation of the situation. This is sent to the SASPAC Team to be entered into the system

Step 3:

- ⌘ Every offense falls into a specific category
- ⌘ Once a month an intervention week is held in which learners who have reached the first punishment milestone (-500 points or a Category C offense) are to rewrite the Code of Conduct in their respective groups.
- ⌘ A Category C offense of -500 every time results in attending the intervention week together with an immediate disciplinary hearing.

Step 4:

- ⌘ As soon as a learner reaches -1000 points and has to attend the intervention week for a **SECOND** time, an internal hearing will be held in which the learner and all his/her teachers will be involved.
- ⌘ Category C offenses result in immediate disciplinary hearings.
- ⌘ The goal of this hearing is to give the learner a stern warning.

Step 5:

- ⌘ As soon as a learner reaches -1500 points and has to attend the intervention week for a **THIRD** time, a second internal hearing is held in which the learner, all his/her teachers and a deputy principal will be involved.
- ⌘ Category C offenses result in immediate disciplinary hearings.
- ⌘ An applicable punishment (community service) will be handed down.

Step 6:

- ⌘ As soon as a learner reaches -1500 points and has to attend the intervention week for a **THIRD** time, a formal disciplinary hearing is held and the learner may be suspended for 5 days or until his/her parents attend the hearing.
- ⌘ Category C offenses result in immediate disciplinary hearings.
- ⌘ For every -500 increment after this step 6 is repeated up to the point where permission is received to expel the learner permanently.

LEVELS OF DISCIPLINARY ACTION

LEVEL 1 Offences are mainly related to classroom:

LEVEL 1 OFFENCES	SACTION: LEVEL 1
A) Failing to attend class.	SASPAC misdemeanors use code and maximum points accumulated.
B) Leaving class without permission.	Refer Section C Disciplinary Procedures
C) Failing to complete work or homework.	Parent/Guardian will be asked to come to school.
D) Learner unshaven.	Send back home.
E) Appearance not in accordance with school rules.	Send back home to rectify the uniform
F) Disruptive/misbehavior in class.	SASPAC
G) Eating and drinking.	SASPAC
H) Use of cellphone in class.	Confiscate the phone parents pay R200,00 fine or the school keep the phone for full 3months from the date
I) Swearing in class	Letter to Parent/s and 3days cool off period
J) Failing to complete work or practical without valid reasons.	Letter to parent/guardian to come to see the teacher with the learner. C. Learner must stay at home till parent report at school.

Level 2 Offences

The following offences are viewed as serious and the parents/guardians of the learner will be contacted. The sanction for such offences is dependent upon the circumstances and severity. In serious cases learners may face a principal enquiry (internal) where the school likely to recommend final Warning and/or internal suspension for 7days or more as a cooling off period and for the safety of the fellow learners and staff. Parents must use this time to intervene with the learners.

INTERNAL SUSPENSION IMPLIES THE FOLLOWING:

A learner may not represent the school in any way during sports or cultural activities during period of suspension. The learner will ONLY be allowed to write tests and exams.

IN CASE OF A VIOLATION OF THE CODE OF CONDUCT (LEVEL 2 & LEVEL 3) FOR LEARNERS BY THE MEMBERS OF THE PREFECT BODY OR SCHOOL AND CLASS LEADERS.

In conjunction with or as alternative to the above, suspension from duties for a period of up to 8weeks, or dismissal and permanent removal from the prefect body or other leadership position in the school.

PRINCIPAL ENQUIRY

- Internal enquiry
- Disciplinary committee: consist of the Principal, a Deputy Principal, HOD Educational guidance, Teacher and Senior Housemaster.

1) DISHONESTY

Dishonesty refers to lying, deceit, giving false information etc. This also include signing out with a falsified letter, writing a letter on behalf of someone else, falsified telephone calls or falsifying signature.

2) INSOLENT/DISRESPECT/CHALLENGING AUTHORITY

All learners are expected to be courteous and respectful and to comply with the instructions from the staff, senior learners (Year 4) and other school officials whilst under the jurisdiction of the school. Any form of rude or insolent behavior challenging of authority and failing to comply with legitimate instructions are viewed as serious offences.

3) DEFAMATORY LANGUAGE

Use of defamatory language includes remarks and offending someone's honor through hurtful remarks.

4) DRINKING OR BEING IN POSSESSION OF ALCOHOL

No alcohol beverages of any sort may be kept or consumed by a learner whilst under jurisdictions of the school, whether on or off the school premises. (Refer to drug policy)

5) BULLYING/ROUGH PLAY

Every learner is entitled to respect. This means that learners may expect NOT TO BE harmed, injured, insulted or demean in any way PTO.

Encroaching upon the personal rights of others, or contributing to their unhappiness in any way, whether in the form of bullying. Bullying may be physical or verbal, it may also be silent.

6) BUNKING OUT

This refers to the practice of leaving the school premises without permission slip form the principal's secretary or a member of staff duly delegated the responsibility will be dealt with accordingly. Refer to level one offences.

7) VANDALISM

School property includes the following;

- The grounds and buildings occupied by the school, as well as any permanent addition to such ground and buildings.
- All other property including equipment, books, motor vehicles, stores and buildings or with regard to which the school could be held legally liable in case of any damage or loss.
- No learner may remove any school property from the school ground without the prior consent of the principal or the teacher of the school.

8) POSSESSION/USE OF ANY DANGEROUS WEAPON

The possession of fire arms of any description while under jurisdiction of the school is strictly prohibited. The use of weapons of any form, including knives or any other “toy” which shoots pellets or bullets of any kind is considered a serious offence.

9) SMOKING OR BEING IN POSSESSION OF TOBACCO

No learners may be in possession of, or use tobacco/cigarettes in any way whilst under the jurisdiction of the school.

NB: Frequent repetition of level 2 infringement or failing to attend INTERVENTION WEEK, will result in:

- **Refer the learner to SGB disciplinary hearing.**

ADDITIONAL STEPS:

OTHERS INVOLVED (Community/Police/Welfare/Child Care, etc.) -STAKEHOLDERS

Police may be summoned immediately for theft or possession of 'drugs' (see drug policy)

- Individuals have the right to file a charge for physical abuse at any time. Learners must, therefore, report any form of threatening behaviour/victimization to a teacher and it has to be reported to parents as well.
- Assistance from child care/protection, social workers, churches, psychologists, etc. may be requested by executive team or grade teachers in the interest of the learner.
- For the learners' sake members of the community are requested to report to the school any misconduct by a learner dressed in Die Wilge school uniform.
- Each parent, guardian, learner, teacher, member of committee/management team or governing body must keep himself/herself informed on the contents of the code of conduct and disciplinary procedure.
- Suggestions for possible changes/Recommendations must be submitted with the responsible deputy principal each year September for discussion/consideration during meeting of executive team, school staff, governing body early October.
- Towards the end of October the final document must be made available.
- At the beginning of each year the document must be signed by the Circuit Manager and each parent, guardian, learner, teacher, member of governing body.

COMMITMENT FORM:

LEERDER'S NAME: _____

GRADE EN CLASS: _____

Pages 1-14: Code of Conduct and Disciplinary Procedure
 Die Wilge High School

I, _____, parent / guardian of/to
_____, agree that the code of conduct in its to-
tality as well as the disciplinary procedure, as explained in pages 1-14 of this docu-
ment, are valid and legal and executable in whatever aspect may be applicable to
my child as learner attending this school.

I also accept that the school's managing bodies (as specified) have the authority to
institute temporary expulsion against my child until such time as the disciplinary
hearing is due if members are of the opinion that my child's presence poses a threat
of whatever kind to members of staff or other learners at school.

I accept that the procedures and systems surrounding penalty marks and hearings
are in the interest of all learners of this school (Die Wilge) in order to maximize
learning processes.

I am prepared to communicate with members of staff at school should I experience
any concern, whether of minor or major extent, with regard to my child as learner of
this school (Die Wilge).

Signed: _____ on 20__ - __ - __

Witness: _____

Cell Number: _____