

Observatory Junior



Learners Code of Conduct



Observatory Junior School

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Code of Conduct & Discipline Policy

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Observatory Junior strives to provide quality and progressive education in a happy and stable environment

PART 1: 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.

A. GENERAL PRINCIPLES

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, Prefects, all members of staff and visitors to the School. This means that learners should behave themselves during School hours, on organised School excursions and any place where the School is represented officially.
2. Learners are expected to set a good example 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 the School and Governing Body.
3. **No learner has the right at any time to behave in such a manner, which will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.**
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.**

B. SCHOOL AND CLASS ATTENDANCE

School attendance is the responsibility of the learner and the parent/guardian.

- 1) If a learner does not attend school regularly, the relevant register teacher will intervene.
- 2) The School accepts no responsibility in the event of poor academic performance of learners on the grounds of poor school attendance.
- 3) All learners will attend assembly for the full duration thereof.
- 4) All learners are to arrive at school before the official starting time 7h55.
- 5) Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 6) Any absence must be covered by an absentee note from a parent/guardian.
- 7) Any absence from a formal examination, test or task must be supported by a certificate from a medical doctor.
- 8) No learner may leave the school during school hours without a letter from a parent / guardian requesting the release of their children AND the permission of the principal / deputy principal / level head.
- 9) Truancy from school is prohibited.
- 10) Should a learner be off school for a period of three days or longer, this leave of absence must be supported by a certificate from a medical doctor.

C. SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear their uniform with pride and appear neat and tidy at all times. All learners will abide by the uniform and appearance regulations.

1. APPEARANCE

Learners' general appearance directly influences the way in which a school is perceived in terms of the norms and standards advocated and upheld by that institution. It creates an undeniable sense of entity within the School context and contributes positively towards issues such as discipline, orderliness and goal-orientated academic achievement.

2. UNIFORM AND DRESS

- 2.1 The official school uniform must be worn correctly to and from school and at all school functions. Students incorrectly attired will be penalised unless they have an explanatory note from their parent/ guardian.
- 2.2 Uniforms should not be altered to fashion trends
- 2.3 Students must be correctly dressed for all PE lessons, sports practices and sports-matches.
- 2.4 Prefects have full authority to insist that uniform regulations are carried out and need to set an example in this regard.
- 2.5 All parts of the uniform must be regulation colours – e.g. socks, jerseys, track-suits, scarves and hair accessories.
- 2.6 During events that allow the wearing of casual wear, learners should wear neat, appropriate, presentable clothes. Beachwear, tight-fitting clothes, clothes which are see-through and clothes which are too revealing are not allowed. Hair, shoes and accessories should be neat at all times. Girl's hair to always be tied back neatly; those longer than shoulder length.
- 2.7 Shoes:
- 2.7.1 The only permissible shoes are school-shoes with buckles or conventional black plain lace-ups.
- 2.7.2 Shoe laces must be tied.
- 2.7.3 PE trainers should be white.
- 2.8 Undergarments may not be visible by means of contrasting colour or protrusion.
- 2.9 Neither boys nor girls may wear make-up.
- 2.10 No piercings (other than on the ear-lobe) for girls only, jewellery, accessories, coloured contact lenses or tattoos are allowed.
- 2.11 Medic-alert discs and, when girls have pierced ears, plain small round gold or silver studs, may be worn. Not more than one stud may be worn in each ear lobe. Studs must be worn in the lobe of the ear only. Boys may not wear earrings.
- 2.12 No badges to be worn on the uniform other than those approved by the school.
- 2.13 No exceptions will be made for pupils involved in modelling, unless written application for this is submitted to the School management.
- 2.14 Confiscated items of clothing will be donated to charity organisations if not collected by the end of each term.

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3. BOYS' HAIR

- 3.1 Hair must at all times be neat. This means that it should not bunch at the back of the head or above the ears but must be shaped and graded.
- 3.2 Hair must be clear of the collar.
- 3.3 Hair may not be shaven in patches or shaven at the sides with long hair on top.
- 3.4 Boys may not have hair cut in ridges/steps/shadow lines.
- 3.5 Fashionable hairstyles or any hairstyles likely to cause comment/distraction are unacceptable within the School context. No exotic or outrageous hairstyles are allowed.
- 3.6 Hair may not be dyed, bleached, coloured or highlighted.
- 3.7 No dreadlocks, unless application has been made to the school for deviation from the school uniform on the basis of culture or religion. (see 6 below).

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4. GIRLS' HAIR

- 4.1 Hair must be clear of the collar
- 4.2 Hair which is collar-length or longer must be tied up.
- 4.3 Hair that hangs down to cover the eyes must be tied up.
- 4.4 All hair-ties, alicebands, hair-clips and ribbons worn must be in black or school colours.
- 4.5 Fashionable hairstyles or any hairstyles likely to cause comment/distraction are unacceptable within the School context. No exotic or outrageous hairstyles are allowed.
- 4.6 Hair may not be dyed, bleached, coloured or high-lighted.
- 4.7 Hair extensions are to be of the learner's natural hair colour.
- 4.8 No colour beads are allowed to be worn in the hair.
- 4.9 No dreadlocks, unless application has been made to the school for deviation from the school uniform on the basis of culture or religion. (see 6 below).

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5. GENERAL:

No learner may wear make-up.

Learners' nails may not protrude beyond the flesh of their fingertips and may not be painted.

6. DEVIATIONS FROM THE SCHOOL UNIFORM IN RESPECT OF RELIGIOUS AND CULTURAL PRACTICES

- Written application must be made to the SGB in respect of any deviations from the school uniform.
- Only learners who have applied and received the necessary permission from the School Governing Body may deviate from official School uniform for religious and cultural reasons.
- Where a learner temporarily deviates from the school uniform as the result of a cultural event/religious ceremony or celebration, the School must be informed of this in writing.
- Religious attire will be either school colours and must be approved by the SGB.

D. VALUABLES AND PERSONAL BELONGINGS

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, toys, bags, books, stationery and clothing), although every reasonable precaution will be taken to minimize the occurrence of such incidents.

1. Learners should avoid bringing large sums of money and valuables to school.
2. School fees should be paid at the start of the school day to minimize the risk of loss.
3. Learners may not bring cellular phones, computer games, I-pods or similar electronic devices to school. No cellphones allowed at all.
4. Learners found in possession of afore-mentioned items (see nr 4), Please note the item will be confiscated and kept by the school, at owners' risk, parents to collect.
5. Should a forbidden item be confiscated from a learner for the 2nd time, the item in question will only be returned at the end of that term.

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E. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalizing or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.
4. 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. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated. *S.B.*
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate for absenteeism will obtain a mark of 0% for the particular examination/test/assessment task.
8. The learner will respect the beliefs, cultures, dignity and rights of other learners and their right to privacy and confidentiality.
9. Language which is seen as discriminatory or racist is prohibited. *F.A.S.*
10. Any act which belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. 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.
12. Any learner who accidentally / deliberately causes physical harm to another peer, whereby the learner needs medical treatment will be liable for the medical expenses incurred. * *S.J. MS*
13. The learner will respect school prefects and monitors: A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him through his position. *AK*
14. The carrying, copying and/or reading of offensive material is prohibited.
15. Pregnant learners will be dealt with in terms of the WCED policy on learner pregnancy.
16. Parents and visitors to learners will not be allowed to go directly to the educator's classroom, they MUST report at the office. Sign in and have made an arrangement to see the teacher and must receive a visitors badge to be on the school premises.
17. When lining up for a gathering in the school hall or to enter classrooms, learners must:
 1. Assemble, in silence at the respective entrance doors as allocated per level;
 2. Enter in an orderly manner;
 3. Be seated quietly; and
 4. Applaud appropriately and in a decent manner (no boo-ing or whistling).
18. Learners are prohibited from using the school hall during normal school hours, except when a supervising educator is present and/or with the permission of the principal.
19. Changing of classes must be quiet and orderly. Teacher are to supervise and to ensure that it is done in an orderly fashion.
20. When changing classes, learners shall ALWAYS keep to the left.
21. During contact time learners must each sit in their own desks, take out books for that specific subject and keep themselves busy with work whilst awaiting instructions from the educator.
22. Areas indicated as out of bounds must be kept clear and includes the following:
 - 21.1 The School parking areas;
 - 21.2 Electrical mains distribution boxes, fire extinguishers and hoses; and
 - 21.3 Tuck shops during or between periods.
 - 21.4 School staffroom
 - 21.5 Staff toilets
23. A period of 15 minutes is to be allowed by parents and transport drivers to allow for proper dismissal, homework instructions to be issued, and so forth after the final school bell each day.
Parents and drivers are to refrain from entering the school during this period so as not to disrupt the dismissal process. Security should enforce this process *M.M.*

F. RULES GOVERNING PUBLIC PLACES

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

1. No lethal or harmful weapons (knives, sharp pointed scissors, firearms or any item/ object which could harm a person) will be brought onto and/or used on the school property.
2. The carrying/possession and/or smoking of cigarettes are prohibited.
3. The carrying/possession of and/or consumption of alcohol is prohibited.
4. The carrying/possession of and/or consumption of illegal chemical substances, and drugs are prohibited.
5. Physical and/or verbal abuse, rape, intimidation, threats, sexual harassment/sexual violation/sexual assault, sexual innuendo to or against any other person, including learners, educators, non-educators, parents or visitors/guests, is prohibited.
6. Theft or theft involving violence is prohibited.
7. Unauthorised person/s may be escorted off the school premises.

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G. TRANSPORT

- The Code of Conduct is applicable when making use of public transport to and from school, particularly when learners are attired in school uniform.
- It is imperative that learners who travel by 'school transport' (transport paid for privately by parents on a monthly basis) remain seated for the duration of the entire trip (preferably buckled up). Where learners behave in such a manner as to recklessly endanger the lives of the driver and other passengers, such misconduct will be viewed in an extremely serious light.

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H. EXTRA-CURRICULAR PROGRAMME

Involvement in activities making up the school's Extra-curricular Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one sport, cultural and/or service activity per term.

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1. The learner is expected to show true sportsmanship and the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid reason in writing from the learner's parents, may result in the learner being suspended from participation in one inter-school league fixture.
5. The correct kit/uniform will be worn to practices. Failure to do so will result in the learner watching the entire practice session, in school uniform, instead of participating in the practice session.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Sports and other kit must be carried in an appropriate bag.

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I. DAILY DISMISSAL OF LEARNERS OFF SCHOOL PREMISES

The final dismissal of learners off the school premises is 3.30 pm daily.

After this time there is **NO** supervision of learners on the school premises, except for those enrolled in the **AFTER-CARE** facility.

The school security guard is **NOT** responsible for supervision or injury of learners.

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PART 2: DISCIPLINARY SYSTEM

Every educator is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or discipline action will correspond with and be appropriate to the offence.

A. GRADING OF OFFENCES

Offences are graded according to the nature and degree of seriousness of the offences, of which level 4 offences are the most serious. See Annexure B for a list of the offences making up each of the Levels 1, 2, 3 and 4. Where there is repeated transgression of the same school rule, that particular form of misconduct will be upgraded to the next level of offence, and the relevant disciplinary measures will apply.

B. DISCIPLINARY PROCEDURES

The level of an offence will determine the procedure to be followed.

LEVEL 1 OFFENCES

All Level 1 offences will be dealt with by the **staff member** concerned who must keep a written record of such offences and the disciplinary measure taken. Level 1 disciplinary measures apply.

LEVEL 2 OFFENCES

All Level 2 offences will be dealt with by the **staff member** concerned and may be referred to the **Head of Department**. The staff member will, in consultation with the Head of Department, arrange an interview with the learner (depending on the nature of the offence). Level 2 disciplinary measures apply.

LEVEL 3 OFFENCES

All Level 3 offences will immediately be reported to the **Head of Department**. The Head of Department will refer the matter to the **School Principal** who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a School Governing Body hearing. The parent/guardian will be advised in writing, a minimum of 5 days before the designated date that a hearing has been convened.

LEVEL 4 OFFENCES

All Level 4 offences will immediately be reported to the Head of Department. The Head of Department will refer the matter to the **School principal** who will immediately file a report with the **SA Police Services** and convene a **School Governing Body hearing**. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of 5 days before the designated date that a hearing has been convened.

C. DISCIPLINARY INTERVENTIONS

1. The following list of interventions and corrective measures used by the school are aimed to correct behaviour before reaching the stage of suspension and expulsion:

- A verbal warning / reprimand to express disapproval.
- Writing out lines must be of restorative nature for the learner to reflect upon his/her behaviour.
- Detention is supervised by an educator according to the detention roster.
- A text message regarding the learner's conduct to the parents.
- A photograph of damage or other photographed visual evidence of learner's misconduct sent to parents/ guardians via cell-phone. To be followed up verbally.
- Telephonic (verbal) communication between educator and parents/ guardians regarding learners' conduct.
- Telephonic request to parents/ guardians for a face-to-face meeting. (A record of all the above parent-school communication is kept.)
- After school detention for 1 day, 3 days or a week, depending on seriousness of transgression.
- Learner to replace or repair damage caused, where this is possible.
- Learner/ parents to pay for damage caused by misconduct.
- No civvies allowed on civvies day.
- Written warning.
- Sent to the principal's office for further disciplinary measures.
- Final written warning before suspension or expulsion.
- Removal from own class and friends, and isolated in another level for a certain period of days. (Internal suspension.)
- Temporary suspension from class or school, pending disciplinary hearing.
- Removal from own class and isolated under direct supervision of the principal in the foyer.
- Supervised school work in the form of documented period-to-period monitoring by subject educators.
- Full suspension (at home) for 1 or more weeks.
- Disciplinary committee hearing.
- Tribunal/Governing Body hearing.
- Referral for counselling
- Attendance of a relevant life skills programmes (eg. Young Sex Offenders Programme / programme related to substance abuse etc.)
- Confiscation of cell-phones and forbidden electronic devices.
- Temporary suspension of school-related privileges/ prefect badge/ sports captain.
- Exclusion from school activities and functions, e.g. Academic Awards Ceremony/ Farewell functions/ Camps.
- Withdrawal of recognition, e.g. award
- Expulsion.

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2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher level. Expulsion may be recommended for a Level 3 and a Level 4 offence.

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3. Conduct that may lead to suspension/expulsion includes, but is not limited to, the following:
- Conduct, which violates the rights or safety of others.
 - Criminal behaviour of any kind.
 - Defacing or destroying school property.
 - Disrespectful or objectionable conduct and verbal abuse directed at educators, other school employees or fellow learners.
 - Outright defiance of lawful requests or instructions issued by authority figures.
 - Indulging in harmful graffiti, racism or "hate speech".
 - Sexual harassment or sexual assault / sexual violation.
 - Immoral behaviour or profanity.
 - Distribution of pornographic material / sexting.
 - Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
 - Repeated infringements of the school rules or the Code of Conduct.
 - Dangerous weapons (guns, knives and other objects which may threaten the lives of learners/educators)
4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the school has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.
5. A School Governing Body hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
- Handwritten signatures: S.B., E. J. S. J., MS, AD*

D. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY-PRINCIPAL AS A PRECAUTIONARY MEASURE.

1. The Governing Body authorizes the Principal or Deputy Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct offences as contemplated in section 8 of the SA Schools Act.
 2. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
 3. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
 4. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.
- Handwritten signature: M.M.*

E. DISCIPLINARY AND TRIBUNAL (SGB) HEARINGS

1. The official forms will be used for misconduct and disciplinary hearings:
 - a. Records of previous incidents of misconduct.
 - b. Written warning (disciplinary warning form). (**ANNEXURE C**)
 - c. Final written warning (**ANNEXURE D**)
 - d. Notice of disciplinary hearing (**ANNEXURE E**)
 - e. Record of disciplinary hearing (**ANNEXURE F**)
 - f. Review form (Lodging of appeal) (**ANNEXURE G**)
2. Written notice of a disciplinary or tribunal hearing will be given at least 5 school days before the hearing which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner; the **parent** must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not turn up at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender and parent/guardian, who must sign in acknowledgement of receipt of the document.
6. The **Disciplinary Hearing Commission** will consist of the following members:
 - a. A Governing Body representative
 - b. The School Principal or Discipline Officer delegated to oversee this function.
 - c. School HOD.
 - d. Elected members of staff
7. The hearing will also be attended by the learner, and any other learner he may need for his/her defence.
8. Disciplinary measures that a disciplinary hearing committee may impose include:
 - a. Suspension from school of minimum of 2 days up to a maximum of 5 days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
 - b. Recommendation with respect to counselling/attendance of a life skills programme.
 - c. Progress monitoring process initiated for a minimum of two weeks, followed up with a progress report.
 - d. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record
 - e. Payment to cover the cost of repair or replacement of the damaged, lost, or stolen item.
9. The **SGB/Tribunal Hearing Commission** will consist of the following members:
 - a. The SGB (Discipline Committee Chairperson)
 - b. Two parent representatives from the Governing Body
 - c. The School Principal or Discipline Officer delegated to oversee this function.
 - d. Elected members of the school discipline committee.
10. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed. These are to be kept in the learner profile.
11. The Principal/Discipline Officer will furnish the relevant WCED Officials with all the information necessary for their records.

Annexures

Annexure A: Learner Commitment

Annexure B: Tables: Offences

Annexure C: Written Warning

Annexure D: Final Written Warning

Annexure E: Notice of Disciplinary Hearing

Annexure F: Record of Disciplinary Hearing

Annexure G: Lodging of Appeal

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OBSERVATORY JUNIOR SCHOOL



LEARNER COMMITMENT

I, _____, a learner in Grade _____ at Observatory Junior School, hereby promise to:

- Take pride in the good name of the School and abide to the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner towards each other, the prefects, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my own learning by attending school regularly and punctually and by completing all my assessment tasks on time.
- Co-operate with my teachers and other School staff.
- Help to ensure that the School is a safe place for all.
- Ask an adult at home or at school for help if I need it.
- Let an educator at the School know if I feel my rights have been infringed or violated, or if I experience any other difficulty.

LEARNER (PRINT NAME)

PARENT/GUARDIAN (PRINT)

LEARNER (SIGNATURE)

PARENT/GUARDIAN (SIGNATURE)

DATE

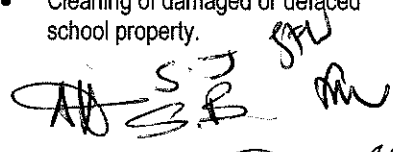
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[Annexure B]

Transgressions and Disciplinary Measures

LEVEL 1 OFFENCES	LEVEL 2 OFFENCES	DISCIPLINARY MEASURES LEVEL 1 & 2 OFFENCES
ANTI-SOCIAL BEHAVIOUR <ul style="list-style-type: none"> Excessive sulking, crying, complaining Taking things without asking Won't apologise or take responsibility for actions Once-off bullying behaviour Petty theft from learners or staff members (food or items which belong to "no-one") 	ANTI-SOCIAL BEHAVIOUR <ul style="list-style-type: none"> Bullying Disruptive behaviour, preventing others from working Causing constant discord or friction in class Repeated refusal to apologise or take responsibility for actions 	<ul style="list-style-type: none"> A verbal warning / reprimand to express disapproval Writing out lines must be of a restorative nature for the learner to reflect upon his/her behavior. Detention supervised by a class educator in the learners' classroom or school hall. A text message regarding the learner's conduct to the parents. A photograph of damage or other photographed visual evidence of learner's misconduct sent to parents/ guardians via cell-phone. To be followed up verbally. Telephonic (verbal) communication between educator and parents/ guardians regarding learners' conduct. Telephonic request to parents/ guardians for a face-to-face meeting. (A record of all the above parent-school communication is kept.) After school detention for 1 day, 3 days or a week, depending on seriousness of transgression. Learner to replace or repair damage caused, where this is possible. Learner/ parents to pay for damage caused by misconduct. No civvies allowed on civvies day. Written warning. Sent to the principal's office for further disciplinary measures. Removal from own class and friends, and isolated in another level for a certain period of days. (Internal suspension.) Removal from own class and isolated under direct supervision of the principal in the foyer. Supervised school work in the form of documented period-to-period monitoring by subject educators.
SCHOOLWORK / SCHOOL COMMUNITY <ul style="list-style-type: none"> Homework not done Not conforming to rules i.r.o lining up, greeting and other school courtesies Incorrect uniform Chewing gum/ eating or drinking at inappropriate times Shouting; talking during lessons or when work should be done quietly. Late to class and/ or assemblies 	SCHOOLWORK / SCHOOL COMMUNITY <ul style="list-style-type: none"> Homework repeatedly not done Repeatedly wearing incorrect uniform Repeatedly chewing gum/ eating or drinking at inappropriate times Repeatedly shouting, talking during lessons or when work should be done quietly. Persistent late-coming Truancy 	
OPPOSITIONAL/ ANTI-SOCIAL BEHAVIOUR <ul style="list-style-type: none"> Rebelliousness Insolence/ backchat Inappropriate remarks/ laughter/ derision/ sarcasm Disregard for personal boundaries of adults Bad attitude Undermining adult through clownish behaviour 		
MISCHIEF/ INEXPERIENCE/ ACCIDENTS/ FORGETFULNESS <ul style="list-style-type: none"> Forgetting workbook/ task etc. No scissors; pencils; pritt etc. No PT clothes Childish prank Preventable accident Playfulness 		

LEVEL 3 OFFENCES	LEVEL 4 OFFENCES (ILLEGAL ACTIVITIES)	DISCIPLINARY MEASURES LEVEL 3 & 4 OFFENCES
ANTI-SOCIAL BEHAVIOUR <ul style="list-style-type: none"> Habitual and/or serious incidents of bullying Verbal violence Physical violence against peers 	ANTI-SOCIAL BEHAVIOUR <ul style="list-style-type: none"> Habitual and/or serious incidents of bullying Intimidation Physical violence against peers Physical violence against staff Violence involving weapons 	<p>A COMBINATION OF ANY OF THE BELOW, SUBJECT TO THE OUTCOME OF PARENT MEETINGS/ DISCIPLINARY COMMITTEE HEARINGS/ GOVERNING BODY HEARINGS.</p> <p>Records of all levels of proceedings are kept in the learner profile and may reflect on learner high school applications at a later stage.</p> <ul style="list-style-type: none"> Confiscation A photographic evidence of damage or other photographed visual evidence of learner's misconduct. Face-to-face parent meeting. (A record of all parent-school communication is kept.) Learner to replace or repair damage caused, where this is possible. Learner/parents to pay for damage caused by misconduct. Learner/parents to pay for medical expenses where necessary. Sent to the principal's office for further disciplinary measures. Final written warning before suspension or expulsion. Temporary suspension from class or school, pending disciplinary hearing. Full suspension (at home) for one week. Disciplinary committee hearing. Tribunal /Governing Body hearing. Referral for counseling. Attendance of a relevant life skills programmes (Young Sex Offenders Programme / Programme related to substance abuse etc.) Temporary suspension of school-related privileges/ prefect badge/ sports captain etc. Exclusion from School activities and functions, e.g. Academic Award Ceremony/ Farewell functions/ Camps. Withdrawal of recognition, e.g. award Drug Tests Laying a criminal charge with SAPS Expulsion. Cleaning of damaged or defaced school property.
SCHOOLWORK / SCHOOL COMMUNITY <ul style="list-style-type: none"> Persistent truancy 	SCHOOLWORK / SCHOOL COMMUNITY <ul style="list-style-type: none"> Truancy for extreme lengths of time Runaways - especially learners who are wards of the state 	
VANDALISM <ul style="list-style-type: none"> Vandalising and/ or destruction of books or educational material Spray-painting property Graffiti Destruction of property Defacing furniture, structures, artwork etc. Damage to motor-vehicles 	VANDALISM <u>Extreme cases of:</u> <ul style="list-style-type: none"> Vandalising and/ or destruction of books or educational material Spray-painting property Graffiti Destruction of property Defacing furniture, structures, artwork etc. Damage to motor-vehicles 	
THEFT <ul style="list-style-type: none"> Theft by violating privacy of peers or educators (stealing from bags or unattended clothing) Pre-meditated or organized theft 	THEFT <u>Extreme cases of:</u> <ul style="list-style-type: none"> Theft by violating privacy of peers or educators (stealing from bags or unattended clothing) Pre-meditated or organized theft 	
CRIME/ ILLEGAL ACTIVITIES Level 3 or 4 Disciplinary measures at the discretion of school management and/ or governing body. <ul style="list-style-type: none"> Smoking of cigarettes Possession alcohol or other drugs Weapons Physical Violence Sticking a sharp object e.g. pin, pen, nib, etc. into a fellow learner with the intent to injure. Inappropriate sexual behaviour Sexting or viewing pornography Abusive behaviour, including verbal abuse. 	CRIME/ ILLEGAL ACTIVITIES Level 3 or 4 Disciplinary measures at the discretion of school management and/ or governing body. <ul style="list-style-type: none"> Sale of cigarettes or other forbidden substances Use and distribution of alcohol or other drugs in school and/ or off school premises in school uniform. Weapons Violence with intent to do grievous bodily harm. Sticking a sharp object e.g. pin, pen, nib, scissors etc. into a fellow learner with the intent to injure. Extreme inappropriate sexual behavior. Sexting or distribution of pornography. Sexual harassment of educator or learner. Abusive behaviour, including verbal; sexual and physical abuse. Racism Xenophobia 	
OTHER: <ul style="list-style-type: none"> Fire-crackers 	OTHER: <ul style="list-style-type: none"> Forging of parents' signature Cheating during assessments and formal exams. Satanic practices. 	

OBSERVATORY JUNIOR SCHOOL



WRITTEN WARNING

NAME OF LEARNER: _____
LEARNER CEMIS NUMBER: _____
SUBJECT: _____
EDUCATOR: _____

The above learner has breached the disciplinary code.

Date of Offence: _____
Level of Offence: _____

NATURE OF OFFENCE:

PARENT/GUARDIAN

EDUCATOR

LEARNER

PRINCIPAL / DEPUTY PRINCIPAL

HEAD OF DEPARTMENT

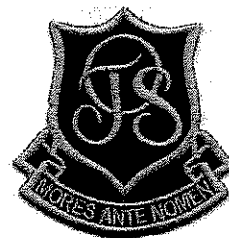
DATE

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

APL
M.M
S.J

ADW
S.B
F.W
M.S

OBSERVATORY JUNIOR SCHOOL



FINAL WRITTEN WARNING

NAME OF LEARNER: _____
LEARNER CEMIS NUMBER: _____
SUBJECT: _____
EDUCATOR: _____

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

Date of Offence: _____
Date(s) of previous warnings: _____
Level of Offence: _____

NATURE OF OFFENCE:

PARENT / GUARDIAN

EDUCATOR

LEARNER

PRINCIPAL / DEPUTY PRINCIPAL

HEAD OF DEPARTMENT

DATE

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

Handwritten signatures and initials:
JFU
M.M
MS
S.J.B
S.B
F.M.D.

OBSERVATORY JUNIOR SCHOOL



NOTICE OF DISCIPLINARY HEARING

A formal disciplinary charge has been laid against you:

NAME OF LEARNER: _____
LEARNER CEMIS NUMBER: _____
SUBJECT: _____
EDUCATOR: _____

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

DATE OF HEARING: _____
VENUE OF HEARING: _____
TIME OF HEARING: _____
DATE SERVED: _____

The charge against you is as follows:

DATE OF OFFENCE: _____

NATURE OF OFFENCE:

SUSPENSION FROM CLASS

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

SUSPENSION: (Please tick) **YES** ☐ **NO** ☐

TIME: _____ DATE: _____ until TIME: _____ DATE: _____

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

NOTE: Learner receives one copy and the signed copy must be kept and filed in learner profile.

RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

Learner's rights (to be read by Server)

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

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

PRINCIPAL / DEPUTY PRINCIPAL

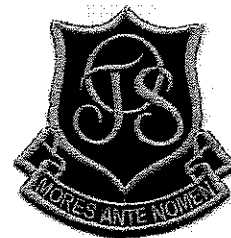
SGB (DC – CHAIRPERSON)

LEARNER

PARENT / GUARDIAN

DATE

[Handwritten signatures and initials]
AK
AM
MS
S.J.
S.B.
EJW
R

OBSERVATORY JUNIOR SCHOOL**RECORD OF DISCIPLINARY HEARING**

NAME: _____

VENUE: _____

DATE: _____

PRESENT

NAME	CAPACITY	DESIGNATION

COMPLAINANT (if applicable) (Witnesses for complainant)	LEARNER (Witnesses for learner)
1.	1.
2.	2.
3.	3.

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

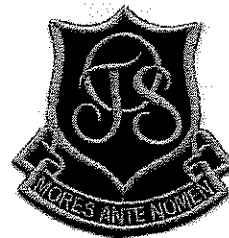
NATURE OF OFFENCE:

Plea: The learner admits / denies the charges.

PARENT / GUARDIAN_____
LEARNER_____
PRINCIPAL / DEPUTY PRINCIPAL_____
SGB (DC – CHAIRPERSON)_____
DATE

A.D.
 M.M.
 M.S.
 S.J.
 S.B.
 F.H.

OBSERVATORY JUNIOR SCHOOL



LODGING OF APPEAL (REVIEW FORM)

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

NAME OF APPELLANT: _____

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

- ☐ The disciplinary measure imposed was not in line with the level of offence.
- ☐ Disciplinary procedures were not followed.
- ☐ New or further evidence or witnesses are available, which could bring new facts to light and which could affect the result of the previous hearing.

The following reasons are submitted in support of this appeal:

NATURE OF OFFENCE

DATE APPEAL LODGED _____

APPELLANT _____

Handwritten signatures and initials:

- AD
- M.H.
- MS
- S.J.
- ML
- S.B.
- E.J.

F. PROCEDURE DURING HEARINGS

1. The **chairperson of the SGB Discipline Committee** must lead the proceedings:
 - Introduces those present and state their functions.
 - Ensures that witnesses are present only while giving their evidence.
2. The Chairperson must read the learner's rights:
 - The right to a formal hearing.
 - The right to be present at the hearing.
 - The right to be given time to prepare your case.
 - The right to be given advance notice of the charges.
 - The right to be represented at the hearing by one internal representative.
 - The right to be accompanied at the hearing by parents/guardian if a minor.
 - The right to ask questions on any evidence produced, or on statements of witnesses.
 - The right to call witnesses to testify on your behalf.
 - The right to an interpreter, to be requested 24h prior to hearing.
 - The right to appeal within 5 days against any penalty by the Disciplinary Committee.
 - If learner does not attend, the hearing will be conducted in his absence.
3. The chairperson is to explain the nature of alleged breach or misconduct to those present at the hearing.
4. The procedure of enquiry is to be explained by the Chairperson: The evidence of the complainant and his/her witnesses will be heard first. The learners and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and they may be asked questions by the complainant and committee.
5. The chairperson of the committee is to communicate the decision of committee:
 - When all the evidence has been heard, close the enquiry.
 - Dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
 - With assistance of the Disciplinary Committee discuss and weigh the evidence.
 - Come to a decision.
 - Reconvene all interested parties.
 - Explain decision and reasons for penalty, if any, which have been imposed.
 - Advise learner of his right to appeal. (**Annexure E**)
 - The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If learner refuses, a witness must sign in the presence of the learner).
 - Signing of the document by the learner does not imply acknowledgement of guilt.

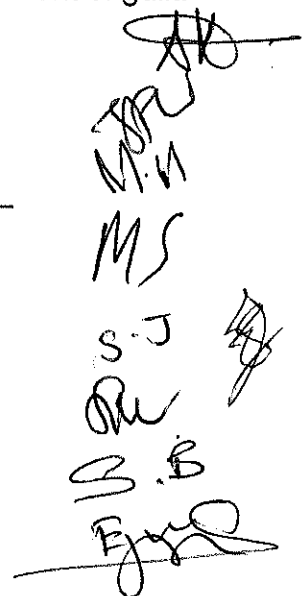
Approved by the School Governing Body of Observatory Junior School


SGB Chairperson (J Wynne)

7 May 2024
Implementation Date


Principal (S Moonsamy)

6 May 2027
Review Date

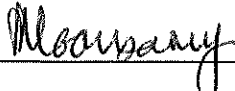

A collection of handwritten signatures and initials, including 'M.H', 'MS', 'S.J', 'S.B', and 'Eyo'.

Code of Conduct & Discipline Policy

This Code of Conduct & Discipline policy was accepted by **ALL** SGB members of Observatory Junior School on Tuesday, 7 May 2024 and will be up for review on or before 6 May 2027.

SGB member:

Sofeya Moonsamy



Joshua Wynne



Michael Jason



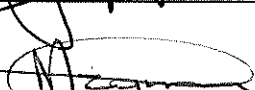
Eric Bailey



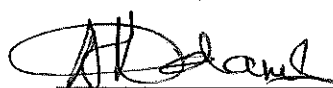
Elie Tshibasu Mutombo



Mandisa Mzamo



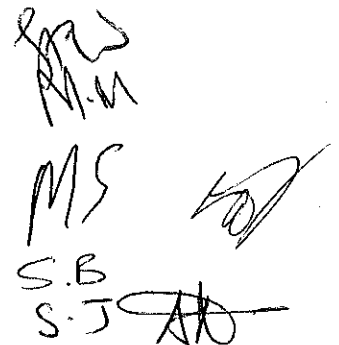
Adiel Adams



Shannon Johannes



Senzo Bacela



Western Cape Education Department Intshona Kolani Isebe Lemfundo
OBSERVATORY JUNIOR SCHOOL Clifton Terrace Observatory, 7925 Tel: 021 447 1495 Fax: 021 447 9387 Email: obsjunior@yahoo.com
Wes-kaap Onderwysdepartement

Approved by the School Governing Body of Observatory Junior School


SGB Chairperson (J Wynne)


Principal (S Moonsamy)

23 June 2025

6 May 2027

Implementation Date


Review Date

Code of Conduct for Learners

This **Code of Conduct for Learners** was adopted / accepted / reviewed by **ALL** SGB members of Observatory Junior School on Monday, 23 June 2025 and will be up for review on or before 6 May 2027.

SGB member:

Sofeya Moonsamy



Joshua Wynne



Madoda Sigonyela



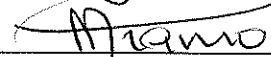
Eric Bailey



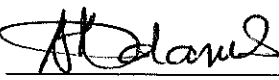
Elie Tshibasu Mutombo




Mandisa Mzamo



Adiel Adams



Shannon Johannes



Senzo Bacela

