

Code of Conduct

SECTION A: INTRODUCTION

This document constitutes the Code of Conduct of Aerorand Primary School as approved by the School Governing Body in January of 2023. The Code of Conduct is drafted in accordance with the relevant terms and conditions of the Constitution of The Republic of South Africa (Act. 108 of 1996), South African Schools Act 84 of 1996, National Education Policy Act 27 of 1996, Guidelines for the Code of Conduct for Learners (General Notice 776 of the Government Gazette 18900 of 15 May 1998).

SECTION B: GENERAL PRINCIPLES OF VALUE

Learners of Aerorand Primary School follow the school slogan of being Dedicated to Excellence in everything they do.

CORE VALUES:

- Respect
- Honesty
- Accountability
- Integrity
- Perseverance
- Loyalty
- Diligence

VISION OF AERORAND PRIMARY SCHOOL:

Be a school Excellence through holistic education and provide the cornerstone to becoming responsible leaders of tomorrow.

MISSION OF AERORAND PRIMARY SCHOOL:

- To prepare learners spiritually, academically and in accordance with their God-given talents to reach full potential in a safe and positive environment.
- Provide effective teaching and learning through skilled and dedicated educators.
- Building effective partnerships between the school, parents and community.
- Teach learners values and skills through leading by example.

SECTION C: OBJECTIVES OF SCHOOL RULES

The School Rules are made to ensure the values mentioned above and to teach learners a positive value system with regard to principles such as respect, co-operation, consideration, and tolerance and to strengthen it. To teach learners to accept authority and to function in an orderly manner so that they may develop into responsible and disciplined adults. To encourage learners to participate in sports and cultural activities in order to assist them in developing physical and mental strength and to foster goodwill and a healthy way of life.

SECTION D: SCHOOL RULES

1. GOOD BEHAVIOUR TOWARDS TEACHERS, STAFF AND PREFECTS.

Learners will:

- 1.1 Obey and carry out all instructions which have been issued.
- 1.2 At all times behave in a friendly and respectful manner.
- 1.3 Not use any form of violence or damage against any person or property.
- 1.4 When in school uniform, be properly dressed-according to the dress code, and will behave respectably at all times.
- 1.5 Not act in any dishonest way, lie or be deceitful.
- 1.6 Follow the school rules and accept the punishment according to this Code of Conduct.
- 1.7 Not be absent from any detention / disciplinary hearing without a proper excuse.

SMOKING/ALCOHOL/OTHER DRUGS

- 2.1 No learner may, at any time, smoke or have any cigarettes, "Vape" or "hubbly-bubbly" or sell these items.
- 2.2 No learner may, at any time, drink, use or sell any alcohol, benzine or any other "drugs".
- 2.3 No learner will, at any time, enter the school grounds under the influence of any illegal substances and must submit to random testing.
- 2.4 No learner may give any illegal substances to other learners or persons, at any time.

- 2.5 At any time, the devices or substances mentioned above will be confiscated as evidence. A reasonable body search as well as a search through possessions to confiscate any device or piece of equipment that looks suspicious may be carried out by a member or the SMT.

3. SEXUALLY OFFENSIVE MATERIAL

3.1 No learner will be allowed to, at any time:

- 3.1.1 Draw pictures/words, write notes or letters of a sexual nature at school.
- 3.1.2 Bring or share any sexual materials or devices at school whether physical or digital.
- 3.1.3 Bully or embarrass any person regarding their sexual orientation at school.
- 3.1.4 At any time, the materials mentioned above will be confiscated as evidence. A reasonable body search as well as a search through possessions to confiscate any piece of material that looks suspicious may be carried out by a member or the SMT.

4. SCHOOL ATTENDANCE & ASSESSMENT

- 4.1 A learner must be at school on every school day for the whole of the school day and be on time.
- 4.2 A learner is not allowed to be absent from a lesson or leave the school grounds without permission from a member of the SMT.
- 4.3 When a learner is absent from school the learner MUST present a doctor's note, funeral notice or any other proof for being absent.
- 4.4 Learners MUST be at school by 7:20am when gates are locked. If a learner has been late 3 times, a fine of R200 will be added to their school account. When arriving late, learners MUST be signed in at the front office, before they may go to class.
- 4.6 According to the National Policy of Assessment - If a learner is absent during an examination/assessment the same rules will apply. **No learner will be allowed to write the paper at another time.** If there is no proof for the absence they will get zero (0) for the exam/assessment.
- 4.7 The rules above will also apply to sport practices and events. A doctor's note MUST be handed in for absence at least 2 days before a match so the coach can make arrangements.
- 4.8 Parents may not drop-off any items at the front office, including lunchboxes, sporting equipment, medicine, projects or items for assessment tasks, money or permission slips. We refer to the Core Values of the school in teaching our learners accountability, responsibility and diligence from a young age.

5. SPORTS

- 5.1 All learners are expected to participate in sport practises for at least 1 sport per term.
- 5.2 Only medical reasons, with proof from a medical practitioner will be accepted as a valid excuse.

6. SCHOOL BUILDINGS AND OTHER AMENITIES

6.1 No learner will:

- 6.1.1 Be allowed to enter the school buildings before school.
- 6.1.2 Be allowed to run or race to the classrooms when entering the schoolgrounds for their own safety and to prevent injuries.
- 6.1.3 Be allowed to walk or play in the parking lot at any time.
- 6.1.4 Be allowed to gather on the zebra-crossing inside the schoolgrounds when entering the schoolgrounds.
- 6.1.5 Be in classrooms during breaks or after school without permission.
- 6.1.6 Enter any office, the staffroom, photo-copy room, or storerooms without permission.
- 6.1.7 Be in the front office during normal school hours, except with permission.
- 6.1.8 Break or damage any school building, fence, desk, toilet, windows or any property of the school or teachers.
- 6.1.9 Drive or allow anyone else to drive any vehicle belonging to the school without permission.
- 6.1.10 Use any equipment or sports fields, playground of the school after school hours.
- 6.1.11 Play during or disrupt the Assembly period.
- 6.1.12 Play in the bus/transport or distract the driver while travelling to or from sporting events.

6.2 Every learner will:

- 6.2.1 Keep the school clean and neat. It is every learner's responsibility to pick up papers and clean-up the playground, classrooms and bathroom which they use.
- 6.2.2 Behave according to the school rules while on any outing or tour.

7. VIOLENCE, MEAN BEHAVIOUR AND TRANSPORT

7.1 No learner, at any time:

- 7.1.1 Use foul language, swear words, abusive language or hand signs to bully or embarrass another person.
- 7.1.2 Use any form of violence, physical, verbal, emotional, digital, fighting, daring, "dissing", "roasting", intimidating, threatening or victimizing any other person.
- 7.1.3 Either use or distribute any type of explosive, including fireworks, firearms, ammunition, knives, scissors, combs, or flammable product like sanitizer any toy that may cause bodily harm or have it in his/her possession.
- 7.1.4 At any time, the materials mentioned above will be confiscated as evidence. A reasonable body search as well as a search through possessions to confiscate any piece of material that looks suspicious may be carried out by a member or the SMT.
- 7.1.4 Commit any form of racism, LGBTQ+ discrimination or sexual activity with, to or in view of another person.

7.2 No learner shall:

- 7.2.1 Use skateboards or roller blades on any part of the school grounds including the school buildings.
 - 7.2.2 Ride any kind of bicycle on the school grounds or in any part of the school buildings.
 - 7.2.3 Drive a motor vehicle on any part of the school grounds.
 - 7.2.4 Ride a motorbike, scooter, or quad bike on any part of the school grounds.
 - 7.2.5 Park his/her bicycle on any other place other than in the cycle racks or designated area.
 - 7.2.6 Take, borrow, use or steal any property of any person without their permission.
 - 7.2.7 Litter or leave any trash in any part of the building but use the dustbins provided.
 - 7.2.8 Play outside the school grounds or in the gardens in front of the office building.
 - 7.2.9 Throw stones in any part of the schoolgrounds or play rough fighting/ wrestling games.
 - 7.2.10 Climb over fences or hedges in any part of the school grounds; Climb into trees or swing from tree branches; Climb onto any roof for any reason whatsoever.
 - 7.2.11 Pick any flowers or damage any plant or shrubs on the school grounds.
 - 7.2.12 Use any cell phone, MP3 player, i-Pod, tablet, Smart-watch, USB speaker or radio on the school grounds.
 - 7.2.12.1 Any device as mentioned in 7.2.12 must, on entering the premises, be locked away in the register class storeroom and remain there until the end of the school day; or be handed into the office for safekeeping.
 - 7.2.13 Take or make a video of any teacher, classroom, school activity or other learner at any time, on or off the schoolgrounds. Such video material made available through social media will be used as evidence in a disciplinary hearing as a violation of the POPIA act.
 - 7.2.14 Hitchhike while wearing school uniform.
- 7.3. Any conviction by a court of law on any charge may lead to a disciplinary hearing and possible further disciplinary action against the learner.
 - 7.4 At any time, the materials mentioned above will be confiscated as evidence. A reasonable body search as well as a search through possessions to confiscate any piece of material that looks suspicious may be carried out by a member or the SMT.

8. CLASSROOM AND EXAMINATION ROOM

In the classroom or examination room a learner will:

- 8.1 Always show respect towards teachers, staff, prefects and other learners.
- 8.2 Carry out all instructions regarding schoolwork, homework, tests, and examinations.
- 8.3 Act responsibly and supportively towards other persons.
- 8.4 Not in any way, through bad behaviour, deprive themselves or fellow learners the right to education or test-and examination facilities.
- 8.5 Not eat or drink in the classroom or chew gum or any other object including paper, pens, pen-caps, sticks, plastic or clothing.
- 8.6 Not throw any objects across the room, like scissors, erasers, pencils or lunch boxes.
- 8.7 Complete all work and homework neatly and hand in on time. No homework may be copied from anybody else. This excludes learners who were absent. Such homework may be copied and completed responsibly.

- 8.8 Not cheat, copy or talk during an assessment or examination.

9. ROTATION OF CLASSES

Learners will:

- 9.1 Behave in an orderly way when forming lines and moving between classes. **NO RUNNING!**
- 9.2 Move quickly, orderly, and quietly when changing classes.
- 9.3 At the beginning of break take their bags to the classroom they will line up for after break.
- 9.4 Not leave any personal possessions or bags in the front office during and after school or during breaks.

SCHOOL FEES FOR 2024

New learners:

- Once off registration fee: R500
- School fees Gr R: R18 375 per annum
- School fees Gr 1-7: R16 640 per annum

Current learners:

- School fees Gr R: R18 375 per annum
- School fees Gr 1-7: R16 640 per annum

Discount:

- 10% Discount if the school fees are paid in full on or before 28 February 2024

BANKING DETAILS

Aerorand Primary School

Bank Name: FNB
Branch Name: Middelburg
Branch Code: 270150
Account Number: 62802893760

Reference Number: Your Personal family code

(school will provide it on the first school fee statement)

Badge explanation

Eagle | The eagle with its keen eyes symbolises perception, courage & strength "king of the skies"

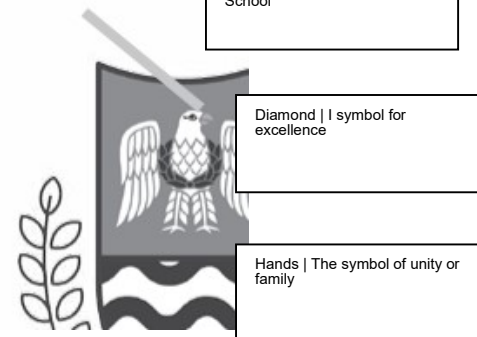
A.P.S | Aerorand Primary School

Diamond | I symbol for excellence

Water | Representing life through education. Also, the school is located between two dams

Hands | The symbol of unity or family

School slogan | English version Latin: Ad Dignitatem dictata



GRADE 1-7 SCHOOL UNIFORM

	GIRLS	BOYS
SUMMER UNIFORM Term 1 + Term 4	<ul style="list-style-type: none"> • Turquoise tartan dress (dress should not be more than fingers above the knee) •Turquoise pullover/jersey. • No school tie during summer. • Navy short blue school socks. • Navy blue ski-pants must be worn under dresses at all times. • Black lace-up or strap school shoes, with standard soles. • Rain jackets may only be worn on rainy days; (must be navy-blue) •Girls may wear black/navy/turquoise/white hair accessories. 	<ul style="list-style-type: none"> • White shirt sleeve open-neck school shirt with school badge. •No school tie may be worn in summer. • Turquoise pullover or jersey. • Dark grey long socks with stripes. • Dark grey school shorts. • Black laced-up school shoes (with laces tied). •Plain black belt (without excessive buckles or decorations). • Rain jackets (Navy blue) may only be worn on rainy days over the school jersey.
WINTER UNIFORM Term 2 + Term 3	<ul style="list-style-type: none"> •Navy long pants. •White buttoned-up long sleeve school shirt. •School tie compulsory. •Navy blue tights. • Black lace-up or strap school shoes, with standard soles. • Rain jackets (Navy blue) may only be worn on rainy days and over the school jersey. •Navy-blue school scarf. •Navy blue gloves. •Plain Navy-blue beanie. •Turquoise pullover/jersey or school tracksuit top. • Navy short blue school socks. • Girls may wear black/navy/turquoise/white hair accessories. 	<ul style="list-style-type: none"> • Dark grey school trousers. • Long sleeve white buttoned-up school shirt. •School tie compulsory. • Dark grey long socks with stripes. • Black laced-up school shoes (with laces tied). •Plain black belt (without excessive buckles or decorations). • Rain jackets (Navy-blue) may only be worn on rainy days over the school jersey. •Navy-blue school scarf. •Navy blue gloves. •Plain Navy-blue beanie. •Turquoise pullover/jersey or school tracksuit top.
SPORTS CLOTHES	<ul style="list-style-type: none"> •School golf-shirt •School skort • Navy short blue socks •White/Dark blue tekkies •School tracksuit 	<ul style="list-style-type: none"> •School golf-shirt •School sports short • Dark grey long socks with stripes •White/Dark blue tekkies •School tracksuit
SCHOOL TRACKSUIT	The complete school tracksuit may only be worn during school sports meetings or at any other occasion as instructed by the principal. Navy-blue beanie with the school badge on is available.	
CIVVIES	<ul style="list-style-type: none"> • Always dress respectably. • No crop tops, spaghetti-strap tops, low-neck shirts or tight dresses. • Dresses or skirts may not be shorter than 4 fingers above the knee. • Boys & Girls may not wear clothing showing any underwear. 	

GRADE 1-7 APPEARANCE RULES

	GIRLS	BOYS
HAIR	<ul style="list-style-type: none"> • Hair should be neat and tidy at all times. • A neat practical hairstyle is advised. • Hair touching the bottom of the collar of the school shirt or dress must be tied up with an elastic. • Ribbons, bobbles, etc. must be in the school colours. No funny faces or mixed colour hair clips. Girls may wear lack/navy/turquoise/white hair accessories. • No patterns or lines are to be cut into the hair or eyebrows. •Low fade hair with the top part not longer than 6mm is allowed. •No mohawks allowed. • Natural afros should not be more than 2cm in length. If the hair is longer it needs to be tied or plaited. • NO hair extensions. NO heavy braids or fashion styles. A hairpiece with natural hair is allowed only when neck-length and always tied up in a bun. • The fringe must not reach the eyebrows. Forelocks must be at least 10mm above the eyebrows or be tied down at the side of the head. • 'Cornrows' and braids (with or without extensions) are allowed as long as they are 5mm in diameter. 'Cornrows or braids must be parallel with each other from the forehead to the neck. No patterns in the 'cornrows' are allowed. •Every braid or 'cornrow' must be the same length and the same colour as the learner's natural hair colour. •Braids or 'cornrows' that are shorter than the collar, must be out of the face; and those longer than the collar must also be tied back. •No extraordinary or funky/punk hairstyles will be allowed. •Hair must not be cut so short that the skin is visible. •Hair may not be dyed or bleached and must be neat and clean. Hair products like gel or other styling products may NOT be used. 	<ul style="list-style-type: none"> • Hair should be neat and tidy at all times. • No hair extensions, braids or beads will be allowed. • Hair is to be kept well clear of ears and of the collar. •No patterns or lines are to be cut into the hair or eyebrows. • Low fade hair with the top part not longer than 6mm is allowed. •When the upper part of the body and head is held upright the lowest part of the hair should not touch the collar. •At the back of the head from the neck upwards the hair must gradually thicken and follow the natural contour of the head. •The hair along the sides of the head must not touch the ears. • The fringe should not touch the eyebrows. • Hair should not be cut so short that the skin is visible. • No unusual or funky hair styles, for example 'comb-overs, schoolboy cuts and mohawks, will be allowed. •Natural afro hair should not be thicker than 10mm all over. •Hair may not be dyed or bleached and must be neat and clean. •Hair products like gel or other styling products may NOT be used. • No beards or moustaches will be allowed.

GRADE 1-7 APPEARANCE RULES

	GIRLS	BOYS
MAKE-UP	<ul style="list-style-type: none"> • NO extended eyelashes, mascara or any other make-up allowed. • NO lip-gloss or lipstick allowed • Nails must be short and clean. NO nail extensions/Gel nails etc. NO nail polish • NO coloured contact lenses allowed. 	<ul style="list-style-type: none"> • NO make-up allowed. • NO coloured contact lenses allowed. • Nails must be kept short and clean. • NO nail polish • Nails must be short and clean.
JEWELLERY	<ul style="list-style-type: none"> • Small gold or silver studs that do not exceed 4mm in thickness. • Simple loop earrings that do not exceed 12mm in diameter and 2mm in thickness for girls only. • Gold or silver signet rings for girls only. • No nose rings, belly rings, tongue buds, chains, bracelets, rings, or any other ornament will be allowed for boys or girls. • No armbands, chains, friendship, bands, necklaces, ankle bracelets/chains and/or key chains will be allowed. • No visible piercing or tattoos will be allowed. • Only lapel badges approved by the school may be worn. • Only black/silver/gold/white watches may be worn. • NO GPS / CELLPHONE WATCHES will be allowed. • Indicators for allergies or any other medical information may be worn 	<ul style="list-style-type: none"> • NO earrings will be allowed for boys. • No nose rings, tongue buds, chains, bracelets, rings, or any other ornament will be allowed for boys or girls. • Indicators for allergies or any other medical information may be worn. • No visible piercing or tattoos will be allowed. • Only lapel badges approved by the school may be worn • Only black/silver/gold/white watches may be worn. • NO SMART WATCHES will be allowed.

School bag: A suitable school bag with partitions that will protect books from being damaged must be used. ONLY dark blue or black school bags are allowed. NO haversacks or Caddies will be allowed under ANY circumstances. If you are not sure if a school bag is correct, before purchasing, confirm with the office.

TEXTBOOK DECLARATION

Index

Name of Learner: _____ Grade: _____

- Each learner will receive the necessary textbooks for each subject. All textbooks need to be covered with clear heavy-duty plastic. No other colours can be used. Name tag labels may not be pasted directly onto textbooks. All textbooks covered in DC 'fix plastic, must also be covered with normal plastic.
- DBE workbooks must also be covered with plastic by learners.
- All books need to be covered by 28/01/2024.

I _____ parent of _____ in Grade _____.

Agree to:

1. See that my child handles all textbooks with due respect – all books are borrowed from the school for a one-year period – these books remain the property of the school.
2. Monitor that my child does not make any marks – either pencil, pen, dirt, or anything else in his/her textbooks.
3. **Hand in all textbooks at the school before my child leaves the school during the year.**
4. Provide my child with the appropriate strong schoolbag, with strengthened sides to protect the books.
5. To provide zip folders for each subjects textbook.

**** Description:**

A	Brand new
B	Very good No pages missing, no ink writing in the book. Cover still intact, pencil marks are removed before the book is returned.
C	Good Some ink writing in the book, no bent pages/corners
D	Satisfactory Cover damaged, book written in, some bent pages
<u>Criteria for books to be replaced:</u> No cover/ torn cover Water damage Pages torn Lots of pen writing in the book	

General:

- Books will be controlled regularly by all teachers and the school reserves the right to reclaim the textbooks if they are ill-treated.
- Learners will continue to use damaged books for the rest of the year.
- If a book is damaged further or lost, the parent will have to buy a new one or pay R200,00 per textbook.
- When replacing or paying for a damaged book, the damaged book becomes the property of the learner.

Parent Signature: _____ Date: _____ Telephone No: _____

SECTION E: DISCIPLINARY MATTERS
GRADE 1-7 DISCIPLINARY SYSTEM
DISCIPLINARY PROCEDURE

- Learner Support files are used with the Learner Behavioural file.
- There will be one Behavioural file in each register class containing the necessary documents.
- At the end of the year these forms are taken out of the Behavioural file and put into the Learner Support file.
- If a learner has accumulated 10 demerits the register teacher will fill in a green slip as a warning. If a learner has accumulated 20 demerits the register teacher will fill in a red slip for the learner to sit detention.

DEMERITS	CORRECTIVE MEASURES	PERSON RESPONSIBLE	MEASURE
10	Green slip	Register teacher/GH/DH	Warning slip
20	Red slip	Register teacher/GH/DH	Detention & warning slip
30	Green slip	Register teacher/GH/DH	Warning slip
40	Red slip	Register teacher/GH/DH	Detention & warning slip
50	Green slip	Register teacher/GH/DH & Principal	Phone parent & warning slip
60	Red slip	Register teacher/GH/DH & Principal	Detention & warning slip
70	Green slip	DH, Principal & SGB	Phone parent & warning slip
80	Red slip	DH, Principal & SGB	SGB meeting with parents
100	Red slip	DH & Principal	Automatic suspension for 5 days.
120	Red slip	DH, Principal & SGB	Disciplinary hearing.

DISCIPLINARY MEASURES

DEMERITS WHEN GUILTY OF AN OFFENCE

Learners found guilty of transgressing any of the prohibitions of this Code of Conduct will be punished according to the empowerment given to the SGB or the Principal or his/her delegates. Serious transgressions may result in expulsion or suspension and will be handled according to the procedure in paragraph 3.

- 2.1 According to the Schools Act (Act 84 of 1996) “suspension” and “expulsion” is described as follows:
- 2.1.1 “Suspension” means the Principal and/or SGB may, in accordance with the Schools Act, suspend a learner for a period of 5 school days at onetime in which he/she will not be allowed to attend school.
 - 2.1.2 “Expulsion” means the learner is permanently expelled from attending this school and this power is vested in the Head of Education in the Province.

EXAMPLE OF SERIOUS MISBEHAVIOUR

The following examples of serious misbehaviour may lead to suspension or expulsion:

- 2.2.1 Gross rudeness or similar behaviour.
- 2.2.2 The possession, threat or use of a dangerous weapon that endangers the safety of others.
- 2.2.3 Be under the influence of, or be in possession of, or use, hand over or trade in drugs or alcohol.
- 2.2.4 Fighting, physical assault, throwing rocks/ stones to others or blasphemy.
- 2.2.5 Fraud, lying or dishonesty.
- 2.2.6 Hate speech, sexism, sexual harassment, immoral behaviour, cyber bullying or racism.
- 2.2.7 Theft or in possession of stolen property.
- 2.2.8 Vandalism or graffiti .
- 2.2.9 Violence or threat towards learners or teachers.
- 2.2.10 Frequent disruptive misbehaviour.

- 2.2.11 Specific behaviour in or outside the school context which, as a result of the seriousness thereof, may lead to be found guilty in a court of law.
- 2.2.12 Intimidation or victimisation in any form.
- 2.2.13 Cheating in tests or examinations.
- 2.2.14 Serious threatening or disruption of the learning process.
- 2.2.15 Defamation or violation of the dignity of a teacher, the school as a learning institution or any other person.(bad mouthing)
- 2.2.16 Be in possession, manufacture or distribute any indecent or offensive material.
- 2.2.17 Under the influence of alcohol or forbidden substances during a school function on the school grounds or not.
- 2.2.18 Repeatedly absent from school or lessons.

3. PROCEDURE FOR EXPULSION AND/OR SUSPENSION OF LEARNERS

- 3.1. If the attention of the SGB is drawn to the fact that a learner is misbehaving to such an extent that it will have a detrimental effect on the school and the learner if there is no disciplinary action taken, the SGB must: (120+demerits)
- 3.1.1. Inform the learner and his/her parents or guardians of the misconduct and the anticipated action. This notification will put the case in the form of a formal charge and will explain their rights and the procedures.
 - 3.1.2. A meeting by a committee of the SGB in the form of a Disciplinary Hearing will be called whereby the learner, his/her parents or guardians or an official delegate on behalf of them, will be given the opportunity to, either verbally or in writing, submit recommendations because the learner should not be suspended or expelled.
- 3.2. After all the relevant arguments and witnesses are heard, the committee will decide whether to suspend the learner for more than 5 school days or recommend to the Head of Education of the Province to expel the learner permanently from the school.
- 3.3. When the SGB recommends that a learner must be expelled from the school permanently, the accused is not allowed to attend the school while waiting for the outcome; and
- 3.4. When the SGB decides to suspend a learner or recommends to the Head of Education to expel a learner, the parents or guardians of the learner will be notified in writing and all reasons will be given in detail.
- 3.5 Any sanction handed down by an SGB Disciplinary Hearing must be viewed in a very serious light. Any sanction given must be completed within the time frame indicated by the SGB. This time frame will be indicted in writing. Failure to abide by the sanction within the time frame stipulated, without a valid reason provided to the principal, will result in automatic suspension of the learner. This suspension will remain in place until a further SGB Disciplinary Hearing has been held. Every attempt will be made to hold the further SGB Disciplinary Hearing within five school days.
- 4. EXCLUSION FROM SOCIAL ACTIVITIES AND THE DEMERIT SYSTEM**
- 4.1. Over and above punishment such as suspension or expulsion, the principal or her delegate has the power to exclude a learner who has more than 80 demerits from attending and/or partaking in social activities.
 - 4.2. A Grade 7 learner with more than 100 demerits will not be allowed to attend the Grade 7 farewell.
 - 4.3. School prefects will be subject to the Prefect Code of Conduct of 2024.

MERIT & DEMERIT SYSTEM

The disciplinary system aims to discipline learners in a positive way. It helps with the identification of certain behavioural patterns and to keep a record of a learners' conduct.

DEMERITS (-)		
CODE	LEVEL 1: Given by all staff members	POINTS
	BEHAVIOUR	
1	Homework incomplete/not done.	-1
2	Books/diary left at home	-2
3	Uniform not according to dress code.	-1
4	Hair/nails not according to dress code.	-1
5	Jewellery, nail-polish or make-up not according to dress code.	-1
6	Misbehaviour at assembly.	-2
7	Sports uniform not returned on time.	-1
8	Constant talking/screaming/humming in class.	-2
9	Arriving late for school.	-2
10	Formal tasks, letters or books not signed.	-2
11	Eating, drinking or in class.	-1
12	Playing with toys, clay, slime or making such in class.	-1
13	Copying of homework or class work from other learners.	-1
14	Dishonesty or telling lies.	-2
15	Borrowing of stationery from other learners.	-1
16	Walking around during class/ not working in class.	-1
17	Using other languages to communicate besides English or Afrikaans in class.	-1
18	Late return of Library books.	-2
19	Chewing gum.	-1
20	Spitting on the schoolgrounds.	-1
21	Throwing rocks/stones on the schoolgrounds.	-1
22	Climbing on furniture in class.	-1
23	Arriving late to class.	-2
24	Bicycles or skateboards on schoolgrounds.	-1
25	Not showing up for sports practise or matches.	-2
26	Buying or selling items outside schoolgrounds/ through school fence.	-2
27	Writing letters in class.	-2
28	Stationery not at school.	-2
29	Back-chatting staff members, prefects, or teachers.	-5
30	Screaming or running while changing classes.	-2
31	Leaving classes without permission.	-2
32	Projects or materials not at school.	-2
33	Playing on the sports fields without permission.	-2
34	Cell phone found in class or schoolgrounds.	-2
35	Throwing objects in class.	-2
36	Bullying, dissing, or roasting of others.	-2
37	Distracting or disrupting others in class.	-5
38	Biting other learners.	-5
39	Not taking responsibility for extramural activities.	-1
40	Hiding away of other learner's possessions.	-2

41	Pushing other learners on walkways.	-2
42	Bullying, teasing, gossiping or name-calling of other learners.	-5
43	Rude language or discussions between learners.	-5
44	Playing in forbidden areas, before school and during break.	-2
45	Running on walkways.	-2
46	Absence from class/leaving class without permission.	-2
47	Littering – throwing papers etc.	-1
48	FAT/projects not handed in on time.	-2
49	Misbehaviour in/-outside class and on school ground.	-2
50	Misbehaviour during tour/outings.	-2
51	Not listening to prefects.	-2
52	Touching computers, projectors, smart boards or screens in class/offices.	-2
53	Chanting/Toy-toyi	-2
54	Indecent, destructive, negative, derogatory comments regarding the	-5

	school or persons.	
55	Bad sportsmanship.	-2
56	Incites other learners to fight.	-2
57	Playing or messing in the toilets.	-2
CODE	LEVEL 2: Given by Grade Heads	POINTS
58	Playing dangerous games with harmful objects.	-3
59	Spitting at or on other learners.	-3
60	Throwing stones at other learners.	-3
61	Crude/vulgar language (cussing/swearing/blasphemy)	-3
62	Fighting	-3
63	Using cell phone/smart watch during school hours/trips.	-3
64	Fiddling with other people's property.	-3
65	Talking back to a teacher.	-3
66	Undermining the authority of a teacher.	-3
67	Truancy – not being at school without a valid reason.	-3
68	Damaging school property like writing in textbooks.	-3
69	Breaking FAT/Examination rules.	-3
70	Urinating on school property.	-3
71	Bullying.	-3
72	Shooting firecrackers or gambling.	-3
73	Violating other learner's privacy.	-3
74	Physical contact, hugs, and kisses, inappropriately.	-3
75	Not showing up for practise or matches.	-3
76	Bring cigarettes/vape to school.	-3
77	Misbehaviour during tours, trips, outings or matches.	-3
CODE	LEVEL 3: Given by Principal, Deputy, or Departmental Heads.	POINTS
78	Fighting – physical assault.	-5
79	Vandalism/graffiti.	-5
80	Theft.	-5
81	Severe misbehaviour.	-5
82	Abuse of other learner's right to education.	-5
83	Verbal abuse of teachers and staff.	-5
84	Absent from detention.	-5
85	Smoking or drinking on schoolgrounds/during outings/matches.	-5
86	Bullying – serious offences.	-5
87	Taking photos/videos of other learners on a cell phone without their permission.	-5
88	Possession of pornographic material.	-5
89	Improper touching of other learners.	-5
90	Sexual jokes or conversations.	-5
91	Writing notes of a sexual nature.	-5
92	Distribute inappropriate photos/videos on social media.	-5
93	Falsifying documents or forging signatures.	-5
94	Racism.	-5
95	Physical assault of teachers.	-5
96	Victimisation.	-5
97	Exposure of underwear or private parts.	-5
98	Using or being in possession of illegal substances.	-5
99	Satanism.	-5
100	Possession of a weapon.	-5

MERITS (+)		
CODE	LEVEL 1: Given by all teachers.	POINTS
	Neat Schoolwork.	+1
	Timeous submission of Library books.	+1
	Friendliness.	+1
	Work/help at school activities (per hour)	+1
	Complete an order given by a teacher.	+1
	Neat school uniform.	+1
	Support events at school.	+1
	Good manners/behaviour in class.	+1
	Helpfulness.	+1
	Picking up litter/papers.	+1
	Cleaning the class.	+1

	Tests/exam papers and important letters signed.	+1
	Honesty.	+2
CODE	LEVEL 2: Given by Grade Heads	POINTS
	Outstanding achievement in schoolwork.	+2
	Homework done regularly.	+2
	Helps teachers after school hours.	+2
	Participation in any annual activity.	+2
	Participation in extra-mural activities.	+2
	Winner of a division or competition hosted by school.	+2
	Textbooks in neat condition.	+2
	Shows good respect for teachers and staff.	+2
	Very good manners.	+2
	Outstanding achievement in any school activity.	+2
	Parents attend parent meetings.	+2
	No demerits per term.	+2
CODE	LEVEL 3: Principal, Deputy, or Departmental Heads.	POINTS
	Excellent Improvement in behaviour.	+5
	Excellent behaviour during outings, tours or matches.	+5
	Excellent behaviour and helpfulness.	+5

SCHOOL ANTHEM

We are wise powerful eagles.
 To our horizon we will soar
 We will fly until we reach our goal,
 Our dedication you can't ignore.

Excellence, integrity,
 Will be the sirens to our ears.
 Respect, accountability
 We'll show towards our peers.

And if you stumble during flight
 Spread your wings with all your might
 We'll fly together, hand in hand
 In the heart of Aerorand.

