

# **THE CODE OF CONDUCT POLICY**

## **THE CODE OF CONDUCT IS DIVIDED INTO FOUR LEVELS**

### **1. LEVEL 1 : OFFENCES**

If a learner commits a minor offence for the first time ; a verbal apology is given by the learner and the first column is ticked by the Class Educator.

If a learner commits a minor offence for the second time ; an apology letter is signed and inserted into the Misconduct File .

If a learner commits a minor offence for the third time; he or she signs the Detention Slip. The teacher completes the back of the Detention Slip and posts the Detention Slip in the Detention Box in the Secretary's Office. Student Leaders are not to be sent to the Secretary's Office during teaching time . They may be sent during Interval Break .

The Secretary will record the name of the learner on the Composite Detention List. The Detention Slip is then returned to the Form Teacher for insertion into the Misconduct File .

Learners serving detention report during the break to Room 21 where Mrs Manjoo will keep them for a period of 20 minutes. Learners must come to the Detention Room with a book to read. Foundation Phase learners report to Mrs. F. Hakim for 15 minutes detention in Mrs C. Samuel's room . They should also bring a book to read.

### **2. LEVEL 2 : MAJOR OFFENCES**

If a learner commits a major offence for the first time or a repeated minor offence, the Teacher must complete the Green Request Form and put the Form into the Green Box in the Secretary's Office for the HOD's attention.

The HOD will counsel the learner or issue a green letter depending on the severity of the offence committed. A SMS is sent to the parent if a green letter has been issued and the parent must attend a meeting with the respective HOD and the Teacher/s . The green letter is then inserted into the Misconduct File by the Form Teacher.

### **3. LEVEL 3 : SERIOUS OFFENCES**

If a learner commits a serious offence ; the class/form teacher completes the Request Form and ticks the appropriate column for a Blue Letter to be issued.

The Deputy Principal will investigate and take the necessary steps. There is a Parent Consult with the Teacher; Deputy or Principal.

### **4. LEVEL 4: SERIOUS OFFENCES**

If the learner commits a Level Four offence; the Principal will set up a Disciplinary Hearing where members of the GB and the respective teachers will be present.

After the hearing the child may receive a Letter of Warning or may be suspended or the Principal/SGB may recommend that the learner be expelled.