



STUDENT CODE AND RULES OF CONDUCT

1. Introduction

This document is the code of conduct of Emerald Academy, as approved by the school management on 07 December 2022. The school management has consulted the learners and teachers on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of Botswana and relevant provincial legislation.

2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely teachers, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

3. Code of conduct

General rules

- 3.1. Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2. While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 3.3. In their interaction with the principal, teachers and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 3.4. In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral wellbeing. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 3.5. A school teacher shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 3.6. Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.
- 3.7. The use of cell phones during school activities is strictly prohibited. Calls may be made in emergencies only and only with the school principal's permission.



- 3.8. The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.
- 3.9. In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an teacher is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
- 3.10. Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 3.11. A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

4. Disciplinary Interventions

- 4.1. Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious.
- 4.2. The following list of interventions and corrective measures used by the School are aimed at correcting Grade 1 and 2 behaviour before suspension and expulsion:
 - 4.2.1. A verbal warning/reprimand to express disapproval.
 - 4.2.2. Written warning.
 - 4.2.3. Final written warning.
 - 4.2.4. Removal from classes to the exclusion room.
 - 4.2.5. Written punishment.
 - 4.2.6. Community service to improve the physical environment within and around the School property.
 - 4.2.7. Homework detention.
 - 4.2.8. Supervised schoolwork.
 - 4.2.9. De-merit detention.
 - 4.2.10. Referral for counselling.
 - 4.2.11. Attendance of a relevant life skills programme.
 - 4.2.12. Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
 - 4.2.13. Temporary suspension of library card and/or other School-related privileges
 - 4.2.14. Exclusion from School activities and functions, e.g. academic award ceremony.
 - 4.2.15. Withdrawal of recognition, e.g. award.
 - 4.2.16. Temporary suspension from class or School, pending disciplinary hearing.
 - 4.2.17. Disciplinary hearing.
 - 4.2.18. Tribunal hearing (hearing convened with a view to recommend expulsion).
- 4.3. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.



- 4.4. Grade 3 and 4 transgressions that may lead to suspension and/or expulsion include but are not limited to:
- 4.4.1. conduct that poses a threat to others' safety and infringes upon others' rights;
 - 4.4.2. possessing, threatening with or using dangerous weapons;
 - 4.4.3. the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
 - 4.4.4. fighting, assault or abuse;
 - 4.4.5. indecent behaviour or swearing;
 - 4.4.6. adopting or assuming a false identity;
 - 4.4.7. harmful graffiti, hate speech, sexism or racism;
 - 4.4.8. theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
 - 4.4.9. unlawful conduct towards and/or vandalising, destroying or damaging school property;
 - 4.4.10. disrespect, offensive behaviour and verbal abuse aimed at teachers or other school staff or learners;
 - 4.4.11. repeated violations of school rules or this code of conduct;
 - 4.4.12. criminal and oppressive behaviour, such as rape and gender-based harassment;
 - 4.4.13. victimisation, bullying and intimidation of other learners;
 - 4.4.14. the transgression of examination rules; and
 - 4.4.15. intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

5. **Class rules**

- 5.1. The class teacher shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.
- 5.2. The class rules must be compiled in writing and –
- 5.2.1. immediately be tabled to the principal and school management;
 - 5.2.2. be displayed in a legible format in a prominent spot in the classroom; and
 - 5.2.3. be made available to all learners and their parents.
- 5.3. Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class teacher or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 5.4. Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.



6. Rules with regard to appearance and school wear

6.1. School wear

- 6.1.1. The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the school management.
- 6.1.2. School wear must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances.
- 6.1.3. School Uniform

Boys:

Uniform

- School Jersey: Green pullover with white at V-neck and cuffs
- Shirt: White shirt with Emerald Academy badge on pocket – closed neck and long sleeves.
- Necktie: Green, plain. No badge or stripes.
- Trousers: Black Trousers
- Socks: Black socks
- Shoes: Black school shoes

Sport

- Athletics/P.E.: Black PE shorts (Primary) or Black trousers (Secondary) & green golf t-shirt with badge on vest.

Girls:

Uniform

- School Jersey: Green pullover with white at V-neck and cuffs
- Shirt: White shirt with Emerald Academy badge on pocket – closed neck and long sleeves.
- Necktie: Green, plain. No badge or stripes.
- Dress: Tuna-four dress (Checked)
- Skirt: Checked school skirt
- Trousers: Black Trousers
- Socks: White socks
- Shoes: Black school shoes

Sport

- Athletics/P.E.: Black PE shorts (Primary) or Black trousers (Secondary) & green or white golf t-shirt with badge on vest.

Optional:

- Tracksuit: Green with school badge – may be worn in winter with closed school shoes. (Pants may not be worn without jacket)
- Hat: Green with school badge
- Beanie hat: Green with school badge
- Blazer: Green with school badge

- 6.1.4. Any caps or headgear other than those prescribed in the clothing rules are prohibited.
- 6.1.5. The school management may use its own discretion to grant permission for learners to wear civilian clothing to certain events. Such clothing must be neat and appropriate.



6.2. Appearance

6.2.1. Hair

Girls:

- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- Hair accessories – only white or bottle green hair-bands or green Alice bands and hair clips are to be worn.
- False hairpieces or braids are prohibited.
- Hair gel is prohibited.

Boys:

- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- Hair must be neatly combed.
- No caps may be worn other than the school hat or beanie (winter only).
- Hair gel and wax is prohibited

6.2.2. Jewellery

- All jewellery items, such as rings, bracelets (elastic or leather) or chains, are prohibited. Exception is made for Medic Alert bracelets.
- Only wristwatches are allowed. (Not decorative)
- The wearing of body jewellery, such as nose, tongue and eyebrow jewellery, is strictly prohibited. As for girls' earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once.
- No other studs or gems will be allowed.

6.2.3. Nails

- Nails may not extend beyond fingertips.
- No nail polish may be worn.

6.2.4. Make-up

- No mascara, eyeliner, blusher, foundation and lip gloss will be allowed.

7. **Sports and extracurricular activities**

7.1. Participants in sports and extracurricular activities

- 7.1.1. Learners who are selected to represent the school, as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the teacher responsible for the activity concerned, both during and after participation in such activity.
- 7.1.2. Teams chosen for matches will be according to the coach's discretion.
- 7.1.3. All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written request is handed to the sports or cultural head in advance.

Unforeseen absence from an activity will only be excused if the sports or cultural co-ordinator receives a written apology no later than three days following the relevant activity.



- 7.1.4. Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:
 - 7.1.4.1. the sports head and the teacher involved in the relevant sports code;
 - 7.1.4.2. the referee or adjudicator with regard to the relevant activity;
- 7.1.5. Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

7.2. Spectators and supporters at sports and other extracurricular activities

- 7.2.1. Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners / parents may not respond negatively to any ruling by an adjudicator or referee. All learners are to be fetched promptly after sport matches. If parents do not fetch their children within fifteen minutes they will be taken to the police station.
- 7.2.2. Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any teacher, other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.
- 7.2.3. The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

8. School property

8.1. 'School property' includes the following:

- 8.1.1. The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings.
- 8.1.2. All other property, including equipment, books, stock, and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss.

- 8.2. As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.
- 8.3. No learner may remove any school property from the school grounds without the prior consent of the principal or a teacher of the school.
- 8.4. Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.
- 8.5. Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.



9. Valuables and Personal Belongings

- 9.1. The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).
 - 9.1.1. Learners should avoid bringing large sums of money and valuables to School. If the learner brings any valuable to School, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the valuable.
 - 9.1.2. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day.
 - 9.1.3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
 - 9.1.4. Learners may not bring cell phones, computer games, iPods or similar electronic devices to School.

10. School notices

- 10.1. All school letters/notices will be given to students, emailed to parents, sent via WhatsApp and official communication done via a call or text. All letters with return slips will be given to the learners. These are to be returned the following day.

11. School work and homework

- 11.1. There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 11.2. Learners must promptly carry out instructions in class.
- 11.3. All learners must have and maintain such homework diary as may be required by the principal or class teacher.
- 11.4. All learners must do their prescribed homework and promptly return it to the relevant teacher by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the teacher a written note from his/her parents with an acceptable excuse for such failure.
- 11.5. All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 11.6. Learners are obligated to catch up on any work that they have missed as soon as possible.
- 11.7. Learners shall move swiftly and in single file from one class to the next, also to assembly and at the end of break coming up to the quad. Chatting in groups or visits to the restroom between classes are not allowed.

12. Tests and examinations

- 12.1. All learners are obligated to abide by the tests and examinations that teachers may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.
- 12.2. Learners shall refrain from any form of dishonesty when tests and examinations are conducted.



13. Punctuality

- 13.1. Learners are expected to arrive on the appointed time at the beginning of the school day and at the start of any other school activity.
- 13.2. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.

School hours:

Std 1 – 4:	07:30 – 13:15
Std 5 – 7:	07:30 – 15:30
Form 1 – 5	07:30 – 16:00
Thursdays (PE):	14:15 – 16:00

14. Absence from school

- 14.1. Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.
- 14.2. When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 14.3. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained
- 14.4. Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents.

Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

- 14.5. If a learner is absent from school for more than twenty (20) school days without acceptable excuse, they will be deregistered.

15. Environment

- 15.1. Learners have the right to a safe environment and school that are conducive to education.
- 15.2. Learners may not litter on school grounds or in school buildings.
- 15.3. Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- 15.4. Learners must leave restrooms in a clean condition.
- 15.5. Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 15.6. The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.
- 15.7. Learners shall comply with any reasonable instruction from the principal, any teacher with regard to maintaining a clean and hygienic school environment.



16. Exemption from provisions of the code of conduct

16.1. The School Management shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.

17. Annexure A

Table 1: List of offences per grade of offence			
Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
• littering • excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms • misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture • failure to: – submit an absentee note or exit notes by the stipulated deadlines – attend an extra-mural activity's practice session without excusing himself – attend duty class – attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event – attend detention • continual interference with another learner which causes minor physical or mental discomfort	• vandalism • interfering with another person's possessions/ property without the owner's consent • damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent • racism: remarks/insults • forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse • disrespect or insolence • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated) • fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention without prior submission of a written excuse or note	• possession of weapons that can cause physical injury (knives, etc.) • entering the School premises while under the influence of alcohol/drugs • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • truancy from School or leaving School grounds without the necessary permission • taking part in any form of illegal strike action/ meeting/campaign on School premises • any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School • violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner • violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners • reckless or negligent driving whether in School	• use of weapons that cause physical injury (knives, etc.) • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body • rape, attempted rape, or indecent assault • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/meeting/ campaign on School premises • Any offence punishable under common law



• misconduct during detention • minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery • failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items • failure to wear the correct sports kit for a match or practice • hitchhiking while in School uniform, formal or sport dress • disruptive behaviour in class • spitting in public • failure to: – do classwork set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time • copying another learner's classwork or homework • defacing School property • reporting late for class, relief, or to the exclusion room • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time • arriving late for School without an excuse note	• unacceptable hair styles, including bleaching or colouring • display of visible tattoos • using a cell phone as a means of communication during formal testing • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner • copying of computer exercises, projects or any other work intended for the year • mark • truancy from any contact time • possession or use of fire crackers • failure to attend an extra-mural activity fixture or function as a participant or official • any action which brings the School's name into disrepute • possession of offensive material, excluding pornographic material • tampering with safety and other equipment on School premises • unreasonable repetition of a Grade 1 offence	• uniform or not, and whether on the School property or not • unreasonable repetition of a Grade 2 offence	
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Grade 1: Offences	Recommended Corrective Sanctions
1. Academic: Books/work materials left at home; homework -not done on time/copied 2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach) 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/ insolence/ temper tantrum; foul language; defacing desks/ walls/ books/ cases with graffiti; eating/chewing in class; littering; and cell phone ringing 4. Dress code: Untidiness/unkept appearance; School dress code not followed	Corrective actions/sanctions are carried out by the individual teacher and may include the following: • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification
Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/ attempted cheating in class test/ assignment	Nothing for test and warning letter
2. Damage to property/possession of other learners' property	Repair/ replacement, warning letter and Principal's detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and Principal's detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/ examination procedures	Warning letter and Principal's detention
6. Disruptive/ uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Principal's detention
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1st offence: Special detention 2nd offence: Special Detention 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/ holding cigarette/ caught in the act on/off School property	1st offence: Special detention 2nd offence: Special detention 3rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off School property	1st offence: Information disciplinary hearing, warning letter and special detention 2nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention



24. Truancy – bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
26. Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
Grade 3	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm) Suspension from class/School.	Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/ associating with/ furthering activities of School gangs/ 'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention
13. Pornography – distribution at School Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, emails, text/SMS, MMS, cartoons or objects.	Disciplinary hearing, Suspension from class/School / Expulsion
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention / Expulsion
17. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention / Expulsion
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion	
Grade 4	Recommended Corrective Sanctions
1. All grade 4 offences	Expulsion and where applicable, police intervention

