

# MURIEL BRAND SCHOOL

## CODE OF CONDUCT

### INTRODUCTION

Muriel Brand School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

Muriel Brand School's Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

### PART 1 : MURIEL BRAND SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at Muriel Brand 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, the Learner Councillors, Learner Representative Council (LRC), all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules 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 or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learner activity of any learner, 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

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent, Psychologist, HOD and Principal.

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.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited. Demerits will be given to the learner.
4. Any absence from School must be covered by an absentee note from a parent / guardian.
5. Should a learner be absent from School for a period of three days or longer, this leave of absence must be supported by a letter from a medical doctor / traditional doctor / registered herbalist.
6. Any absence from a formal SBA task, test or examination must be supported by a letter from a medical doctor / traditional doctor / registered herbalist. The SBA task, test or examination will be scheduled for either the first date of learner attendance after being absent or as organised with the subject educator. **All tasks, tests and examinations have to be completed for formal assessment marks for the SBA – no ‘a’ can be reflected on the marks sheet for the subject. A learner will be given an opportunity to rewrite the SBA task, test or examination- if the learner does not write the test on the scheduled date – the learner can be given a ‘0’ as an assessment mark.**
7. 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 HOD from whom an exit note must be obtained or letter from parent/guardian should be signed. All learners sign out at the front office. During period the educator has to sign exit note.
8. Truancy from School is prohibited.

## **C SCHOOL UNIFORM AND GENERAL APPEARANCE**

Learners are expected to wear the official School uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed.
2. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes, or blue denim jeans, white takkies and civvies T-shirt. Hair, shoes and accessories should be neat at all times.
6. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons as contemplated in Part I paragraph I of this Code of Conduct.

## **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, bags, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to School. If the learner brings a cell phone 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 cell phone.

2. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid at the start of the School day during register period.
3. Learners may not bring computer games, iPods or similar electronic devices to School. Only laptops allocated as educational assistive devices are permitted for certain learners as agreed upon after a panel discussion.

## **E GENERAL RULES**

1. Loitering and/or playing in and around the corridors and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising 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 SBA assessment tasks, formal assessment tests or internal or external examinations is prohibited. Furthermore, copying of/ or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and /or offensive behaviour will not be tolerated.
6. The timeous handing in of work, class work, homework, preparation of formal assessment SBA tasks is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/ tests/SBA assessment tasks will obtain a '0'(nought) for the particular examination/tests/SBA assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race, religion or disability 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. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him / her through his/her position.
13. The carrying, copying and / or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
  - The School motor vehicles parking area.
  - The playgrounds prohibited for certain grades and the swimming pool .
  - Electrical mains distribution boxes, fire extinguishers and hoses.
  - The hostels during school hours.

## **F RULES GOVERNING PUBLIC PLACES**

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

1. No dangerous objects or illegal drugs as defined in the SA School's Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on School premises or during any School activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## **G TRANSPORT**

Learners wishing to park motor cycles / motor vehicles on the School grounds must first obtain permission from the Principal to do so and make use of the areas specifically demarcated for this purpose.

1. All learners park their vehicles and bikes (pedal or motorised) on the School premises at their own risk.
2. Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
3. Learners may ride or drive a vehicle on the School grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.
4. The Code of Conduct is applicable when making use of public transport to and from School.
5. Learners may not hitchhike while in School uniform, whether formal or sports uniform.

## **H SCHOOL ENRICHMENT PROGRAMME**

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, she/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 which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in an inter-school league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school fixtures.
7. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made by a staff member.
8. Sports and other kit must be carried in an appropriate bag.

## **I ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.

4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviation from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. wearing of a head scarf, including colours and details of design; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar that that contained in subparagraph 1-8 above.

## **PART 2 : SCHOOL RULES – DETAILED**

### **1. SCHOOL PREMISES BEFORE SCHOOL AND DURING BREAK**

- After learners have arrived at the school , they should place their school bags at their assembly points and then go to their playground.
- No learner may be in classes, passages or on the bus platform before school or during breaks, unless going to or from the toilets.
- Only hostel learners are allowed to move through the passages to the playgrounds.
- Only disabled learners are allowed in classrooms during break and before school if they have special permission.
- No learner may linger in front of the staff room before school or during breaks.
- Learners may not be near staff vehicles or the bicycle shed during the school day.
- All injuries must be reported immediately to the staff member on playground duty.
- Keep the school grounds clean and tidy. Do not litter.
- If it should rain, learners should go to their register classes, under the supervision of the councillors and the staff member on duty.
- **Smoking is prohibited at all times on any school property – buses included!**

### **2. CLASSES**

- Enter the classroom quietly. Go directly to your seat and take out the correct books.
- No-one is permitted to tamper with class equipment.
- No-one may eat or drink in class, except during class parties.
- Rowdiness is not prohibited in class.
- No learner is allowed in the computer centres without supervision.

### 3. TOILETS

- Visit the toilets before school and during breaks only.
- No food is permitted in the toilets.
- Do not play with the toilet paper.
- Flush the toilet after use.
- The toilets are not a social venue.
- No paper, food or foreign objects may be thrown into the toilets or basins.
- **KEEP THE TOILETS CLEAN AT ALL TIMES.**
- Staff members' toilets may not be used.

### 4. WAITING CLASS

- Learners making use of private transport, are to wait at the waiting area. Learners waiting at the back of the school, will be taken to the waiting class 15 minutes after the last bell, should their transport not be on time to collect the learners.
- No learner may leave the school premises without permission.
- Learners must be collected no later than 30 minutes after the school day has ended.

### 5. AFTER SCHOOL

- Only councillors, nursery school learners, foundation phase learners and learners with physical disabilities, may go to the buses when **the first bell rings**.
- After the **second bell**, the rest of the learners will move to the bus platform under the supervision of the teacher.
- No physical contact is permitted when learners greet one another.
- Good behaviour is expected at all times from learners whilst waiting for the bus driver.

### 6. ASSEMBLY

- Immaculate behaviour is expected during assembly.
- Enter and leave the hall in an orderly manner, accompanied by the teacher.
- An atmosphere of respect is expected in the hall. Learners are therefore not permitted to talk or move around.
- No learner is permitted in the hall without supervision. The piano, projector room and other electronic equipment may not be used without permission.
- No food or drinks are allowed in the hall.

### 7. SUITCASES

- **TYPE:** a sturdy navy and black bag with hard partitions in order to protect the school books. No canvas or material bags, graffiti or stickers on bags are permitted.  
**CONTENT:**
- Sandwiches should be stored in containers and not wrapped in plastic or paper.
- No glass cold drink bottles – only spill-proof bottles.
- Pack school bag according to timetable.
- When it rains, bags should be placed in the register class (before school), or in the subject teacher's class (breaks).

## **8. MOVEMENT BETWEEN CLASSES**

- Movement between classes should take place quickly and in an orderly manner.
- Learners may not talk in the passages during this time.
- Learners should keep left and move in a single file.
- No-one is permitted to run in the corridors.
- The passages in the paramedical and pre-school departments may not be used unless learners are moving to a class in one of those areas.
- The therapy corridor may only be used under the supervision of a teacher.

## **9. MOVEMENT OF LEARNERS**

- Learners who must go to Therapy, Psychology, Sister or to the toilet, **MUST** first report to the next teacher in order to obtain written permission.
- Learners are not allowed to move around during periods without a note of permission. The note must be signed by the person who the learner visited, as well as by the educator when he returns to class.
- Scheduled therapy time should be indicated on the learner's own timetable.
- Learners are not permitted to go to the hostels during the course of the school day, unless written permission has been obtained from Mrs R Potgieter (Girl's Hostel) and Mr A Potgieter (Boys' Hostel).

## **10. SISTER**

- Except for emergencies, the nursing sister may only be visited during the first period and after break with a letter of permission from the teacher.
- Learners who are ill, may report to sister. She will determine whether the learner is ill enough to go home.
- **NO LEARNER IS PERMITTED TO PHONE PARENTS TO COLLECT HIM/HER FROM SCHOOL.**
- Should a learner be absent during formal assessment tasks, tests or examinations, a medical certificate will be required by the school and the assessment task will be rescheduled.

## **11. CONDUCT WHILE IN SCHOOL UNIFORM**

- While learners are in their school uniforms, all relevant school rules apply.
- During visits to institutions or schools, learners should still obey the relevant school rules as well as the specific institution or school's rules.

## **12. TAKING CARE OF SCHOOL PROPERTY**

- Learners must at all times treat school property with care and respect.
- If any school property is damaged deliberately or negligently by learners, the cost will be recovered from the learner's parents, including text books.
- Under no circumstances may learners play with wheelchairs or other medical equipment.
- Wheelchairs and medical equipment should be handled with care when learners assist disabled friends.

## **13. RULES FOR BUSES**

- All school rules relating to behaviour will apply on the buses.

- Any behaviour which, according to the judgement of the driver or teacher on the bus, may endanger the safety of the vehicle or the passengers, is prohibited.
- Fighting, wrestling, smoking, dangerous weapons, pornography, alcohol, drugs, screaming, limbs outside the windows, are strictly prohibited.
- Ear phones must be used when listening to music.
- Swearing at and disrespecting the bus driver, will not be tolerated.
- Older learners may not take younger learners' food or exchange food.
- Learners may not eat on the buses.
- Only spill-proof water or cold drink bottles may be used.
- Bubblegum is prohibited.
- No papers or any other objects may be thrown out of the bus windows.
- Learners are not permitted to move around while the bus is in motion.
- No remarks may be made or signs shown to pedestrians or occupants of other vehicles.
- Vandalism and damaging of the bus property is strictly forbidden.
- Learners will not be permitted to make use of bus transport, should poor behaviour not improve after a warning has been given.
- Day and hostel learners are not permitted to travel on buses to visit friends. It remains the parents' responsibility to make alternative arrangements for transport.
- A learner will be returned to school, should parents not be at the drop-off points to collect their child.

#### 14. UNIFORM AND APPEARANCE

- Learners should be clean and neatly dressed at all times.
- Learners have to attend school dressed in the full school uniform. Parents will be notified of change of uniform at the start of each season.
- The wearing of any items of clothing other than the school uniform, will not be permitted.
- Grade 7-12 learners will be receive -2 demerits and will spend break in the isolation class if their appearance and uniform is not according to the school's Code of Conduct.

#### 15. SCHOOL UNIFORM : GRADE 4-12 AND THE SENIOR SPECIAL CLASS

##### Summer uniform : Boys

- Grey shorts or trousers with a black belt.
- White short sleeved shirt without a tie.
- Navy Muriel Brand School socks.
- Black school shoes.
- A School tie is compulsory if wearing a white long sleeved shirt or school blazer.
- Muriel Brand pullover, school jersey, tracksuit top or navy Drimac.

##### Winter uniform : Boys

- A white long sleeved shirt with a school tie. **The wearing of a school tie is compulsory between 1 May and 31 August.**
- Grey trousers with a black belt.
- Black school shoes and school socks.
- School jersey, navy Drimac, school blazer or tracksuit top.



- Sport uniform may only be worn on official sport days with white tekkies – days will be announced.

#### **Summer uniform : Girls**

- Navy school skirt and a short sleeved white shirt. Skirts may not be shorter than 1 cm above the knee. Short white socks and black shoes. Navy school socks are only permitted during the winter.
- Grey trousers with short sleeved shirt.
- Disabled girls in wheelchairs are permitted to wear sport uniform as school uniform with white tekkies – days will be announced.

#### **Winter uniform : Girls**

- Navy school skirt with long sleeved shirt and school tie. Short white socks, Muriel Brand navy school socks or navy 'lycra' pantyhose.
- Black school shoes.
- School jersey, tracksuit top or school blazer.

#### **OR**

- White long sleeved shirt with school tie, gray trousers, white socks or Muriel Brand navy socks, black shoes.
- **The School tie is compulsory between 1 May and 31 August, even when a short sleeved shirt is worn.**
- School jersey, tracksuit top, navy Drimac.
- Sport uniform may only be worn on official sport days – will be announced.
- A limited number of new Muriel Brand skirts are available at the school.  
Suppliers of school uniforms : ADNO'S, Voortrekker Street, Brakpan. Tel. 011 740-9123.

#### **SENIOR LEARNERS (GRADE 11 – 12):**

- School uniform as for the other learners, but with a senior tie(available at ADNO'S).

### **16. HAIR (GIRLS)**

- Fringe may not touch the eyebrows.
- Hair is not permitted to touch the collar of the shirt, unless it is tied up with white or blue ties.
- Hair has to be tied up or tucked behind the ear if it touches or hangs over the ears.
- Short hair is not permitted to be cut in the 'spikes' fashion.
- Hair may be braided, provided it is kept neat and clean. Hair pieces may be worn, provided it is the girl's natural hair colour.
- Hair should always be neat and clean.
- If you have to ask about a style – it's not permitted!
- **Hair may not be coloured.**

#### **HAIR (BOYS)**

- Hair should be short and neat on the top and on the sides without touching the eyebrows, ears or collar.
- No steps, mushrooms, Mohawks, or other fashion styles are permitted.
- 'Brush and trim' is accepted.
- Boys are not permitted to braid their hair.
- **Hair may not be coloured.**

- Hair may be worn very short, provided it is even, or clean shaven ('cheese kop')
- If you have to ask if the style is permitted – it's not permitted!

## 17. JEWELLERY, MAKE-UP AND NAILS

- Girls: Only 1 earring per ear permitted. Only gold or silver studs or sleepers are allowed.
- Girls: only signet rings are permitted. No bangles or necklaces. No tongue or eyebrow rings permitted.
- Only Medic-Alert bangles or necklaces are permitted.
- Religious symbols or jewellery are only permitted if accompanied by a letter from a religious order.
- No wearing of make-up is permitted – even on 'civvies' days.
- Only colourless nail varnish. Nails should be short. No false nails.
- Boys must be clean shaven at all times.

## 18. 'CIVVIES DAYS'

- No nose-, eyebrow-, tongue- or belly rings to be worn.
- No open waists, open backs or spaghetti straps.
- No make-up.
- Gel only on hair shorter than 2 cm. long.
- Girl's hair must be tied up.
- Grade 7-12 learners only permitted to wear an ordinary blue denim, tekkies and the school's green golf shirt or blue civvies shirt.

## 19. CELL PHONES

- Learners' cell phones seriously disrupts classes.
- Cell phones are brought to school at the learner's own risk.
- The school will not entertain any claims relating to lost, stolen or damaged cell phones, regardless of the cause of the problem.
- Camera cell phones or cell phones with graphic capabilities, are no longer permitted.
- Strict action will be taken with the abuse of the use of cell phones.
- Learners' cell phones must be switched off or switched on 'silent' during classes.
- Learners may not play with cell phones or SMS/BBM during periods. Cell phones used in class, will be confiscated and placed in the school's safe. The learner may claim the phone back at the end of the school day with proof of ownership.
- There are rules and regulations that learners have to follow when they have complaints about other learners or staff. **LEARNERS MAY NOT MAKE USE OF THEIR CELL PHONES TO CONTACT PARENTS DIRECTLY AND IN THIS WAY CIRCUMVENT THE SCHOOL RULES.**
- Learners who feel ill must consult with Sister Olivier, who will determine whether the learner's parents should be contacted.

## 20. MERITS AND DEMERITS

- Merits and demerits are issued to learners for positive and negative behaviour.

- A original of the behaviour note is given to the learner for the parents' signature.
- Learners will have to attend a week long Detention during first breaks for every -10 demerits received.
- All learners with any appearance misconduct will be referred to an isolation class for both breaks on that particular day and the learner will receive a -2 demerit.
- At a total of -30 demerits, a Disciplinary meeting will be held with the learner by the Disciplinary Committee.
- A Governing Body Hearing will be conducted when a learner has a total of -50 demerits.
- Positive merits do not cancel demerits.

## 21. GENERAL

- Crude language, bullying, aggression, stealing, bringing pornography to school, deliberate damage to school property, etc. will be regarded in a very serious light.
- All sport and school uniform must be marked.
- Keep your eyes open for strange objects and unfamiliar people. Report immediately.
- Skate boards and 'heelies' are forbidden.
- Do not tamper with fire extinguishers.
- No items may be sold to other learners on the school premises.
- Parents are requested not to confront other learners. Please follow the correct procedures to contact the school.
- No physical contact is permitted on the school grounds or on the buses.

## 22. SCHOOL ATTENDANCE

- According to the 'Policy on Learner Attendance', a learner's record in the school register must be cancelled if the learner is absent for 10 consecutive days without a valid explanation.

## 23. FORMAL SCHOOL ASSESSMENT TASKS, TESTS AND EXAMINATIONS

- Examinations to be written twice a year i.e. June and November.
- Formal assessment tasks and tests are written during the terms in class.
- Copying during the formal assessment tasks, tests and examinations will result in a zero mark.
- When a learner arrives an hour late for an examination paper – he/she will not be permitted to write the examination paper.
- No extra time is allowed after arriving late for an examination paper.

### ABSENTEEISM:

- **1. DURING EXAMINATIONS:** It is compulsory to submit a doctor's letter, if not, the learner is given a zero for the examination paper.
- **2. DURING TESTS AND FORMAL ASSESSMENT TASKS:** A doctor's letter or a letter from a parent / guardian must be provided. It is compulsory for the learner to write the test on the first opportunity after the learner returns to school.
- **3. CLASS WORK:**

- **3.1. GROUP WORK:** Group work is to be forfeited as it will be impossible to complete this component at a later stage for an individual learner.
- **3.2. INDIVIDUAL WORK:** The learner will be permitted ONE opportunity to complete the task. If the learner should not pitch for the completion of task, a note will be signed by the learner and a '0'(zero) mark will be awarded. This arrangement also applied to all oral assessment.

## **24. ASSESSMENT MARKS**

- The marks for each term is determined separately according to individual subject requirements.
- At the end of the year the final year mark is determined by the whole year's assessment marks.

## **25. CIRCULARS**

**Parents are requested to please read all the circulars sent by the school on a regular basis.**

**Please ensure that your child also takes note of the content of circulars.**

# MURIEL BRAND SCHOOL DISCIPLINARY SYSTEM

## INTRODUCTION

Every teacher 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 disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the disciplinary system that has been developed to assist and guide learners. Muriel Brand School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

Muriel Brand School's Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

## A GRADING OF THE OFFENCES

Offences are graded according to the nature and degree of seriousness of the offence, of which Grade (level) 4 offences are the most serious.

## B DISCIPLINARY PROCEDURES

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

### 1. Grade (level) 1 offence:

- a verbal warning: educator
- -2 demerits: educator
- continued offence: sms sent to parents: educator

### 2. Grade (level) 2 offence:

- -5 demerits: educator
- Sms sent to parents: educator
- Continued offence: Written warning by HOD- sms sent by HOD
- Continued offence: -10 demerits: educator
- Detention
- Sms to parents: educator
- Continued offence: Final written warning by HOD- sms sent by HOD

### 3. Grade (level) 3 offence:

- -20 demerits : Educator co-signed by HOD
- Detention
- Sms to parents: Educator
- Continued offence : Deputy Principal  
Phone parents
- -30 demerits : Educator co – signed by HOD
- Detention
- Disciplinary Committee meeting with learner
- Deputy principal – phone parents

### 4. Grade (level) 4 offence:

- - 50 demerits : Educator co – signed by HOD
- Principal
- Phone parents
- Governing Body hearing
- Further steps taken by district
- Legal procedures taken

## PROCEDURES:

### 1. Demerit documentation

- Completed in duplicate :
- Original document given to learner to take home and to be signed by parents.
- **Copy document - sent to Mrs Van Staden** to capture information on disciplinary computer programme.
- An **sms** to be sent home by educator when learner continues with misconduct. The **sms delivery** note must be kept as evidence.

### 2. Detention

- All learners with more than **-10 demerits** will be sent to a **Detention class for the entire week at first break.** (Detention determined per term – demerits aren't carried over for detention from one term to the next).
- Supervision: Staff according to duty time table worked out by Mrs L van Staden.
- Attendance is taken daily and indicated on the Detention class list.
- Learners have to sit in detention the full first break.
- No walking around or talking permitted.
- SBA assessment tasks can be completed, if the learner is behind in his / her work, but this should be organised with the staff member on Detention duty.
- **The Detention class list is sent to Mrs L van Staden after first break on the Friday to determine the Detention list for the next week.**

### 3. Written warnings and final warning documentation issued by HOD:

- Completed in duplicate.
- Original document given to learner to take home and to be signed by parents.
- **Copy document – sent to Mrs Van Staden** to capture information on the computer disciplinary programme.
- The HOD sends an sms home to notifying the parents of a written warning or of a final written warning.

#### 4. Deputy Principal's meeting with learners.

- Minutes of meeting completed in duplicate.
- Original document given to learner to take home and to be signed by parents.
- **Copy document sent to Mrs Van Staden** to capture information on computer disciplinary programme.
- The Deputy Principal phones the parents and keeps a record in duplicate of the phone conversation.

#### 5. Disciplinary Committee meetings with learner.

- All learners **with – 30 demerits** are called in for a disciplinary meeting with the Disciplinary Committee.
- Learner signs a document that states all demerits and punishment measures taken.
- Original document is given to learner to take home and to be signed by parents.
- **Copy of document - Mrs Van Staden** captures information on the computer disciplinary programme.

#### **Punishment measures taken by Disciplinary Committee:**

No school privileges

No dances

No civvies

Community service – e.g. picking up of litter accompanied by a councillor

#### **Disciplinary Committee members:**

Deputy Principal - Mr Grobler

Administrator - Mrs L van Staden

Register staff member

Psychologist responsible for learner

Learner

#### 6. Principal's meeting with learners.

- Minutes of meeting completed in duplicate. Minutes kept by Mrs van Staden or any of the HODs if Mrs van Staden isn't available.
- Original document given to learner to take home and to be signed by parents.
- **Copy document sent to Mrs Van Staden** to capture information on computer disciplinary programme.
- Principal phones parents.

### **C DISCIPLINARY INTERVENTIONS**

The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:

#### 1. Disciplinary interventions

- A verbal warning or reprimand to express disapproval
- Demerits
- Isolation class for incorrect appearance and uniform and -2 demerits
- Detention for every -10 demerits – Detention class during first break
- Homework break detention by educator
- SBA break detention to complete outstanding SBA formal assessment tasks by educator
- Sms to parents

- Written warning by HOD
  - Final written warning by HOD
  - Phone call to parents by Deputy Principal
  - Removal from classes to the exclusion area by Deputy Principal or Principal
  - Disciplinary meeting with learner by Disciplinary Committee
  - Community service to improve the physical environment within and around the School property – e.g. picking up of litter on school grounds
  - Exclusion from School activities and functions, e.g. school outings, academic award ceremony
  - Referral for counselling
  - Attendance of a relevant life skills programme
  - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item
  - Temporary suspension of school-related privileges, e.g. school outings
  - Withdrawal of recognition e.g. award
  - Temporary suspension from class or School, pending disciplinary hearing by School Governing Body
  - School Governing Body hearing or meeting
2. 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 or level of offence.
  3. Expulsion may be recommended for a Grade (level) 4 offence.
  4. Conduct that may lead to suspension / exclusion includes, but is not limited to, the following:
    - Conduct that violates the rights and safety of others.
    - Criminal behaviour of any kind.
    - Defacing or destroying School property.
    - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
    - Outright defiance of lawful requests or instructions issued by persons in authority.
    - Indulging in harmful graffiti, racism or ‘hate speech’.
    - Sexual harassment or sexual assault.
    - Immoral behaviour or profanity.
    - 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.
    - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners / teachers).
  5. 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.
  6. A School Governing Body hearing will be convened with a view to recommend expulsion, in such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
  7. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion area in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.



## **D SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE**

The Governing Body authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should be considered.
2. The disciplinary proceedings must commence within one week after the suspension. If the proceedings do not commence within one week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding guilty, until the appropriate sanction is announced.

## **E DISCIPLINARY AND SCHOOL GOVERNING BODY HEARING**

1. The following forms will be used for misconduct and disciplinary hearings or meetings:
  - 1.1. Written warning (disciplinary warning form) - Annexure B
  - 1.2. Final written warning – Annexure C
  - 1.3. Notice of disciplinary meeting with Disciplinary Committee – Annexure D
  - 1.4. Notice of disciplinary School Governing Body - Annexure E
  - 1.5. Record of disciplinary hearing - Annexure F
  - 1.6. Notice of placement in exclusion area – Annexure G
  - 1.7. Written warning by Deputy Principal – Annexure H
  - 1.8. Written warning by Principal – Annexure I
  - 1.9. Review form (lodge of appeal) – Annexure J
2. The Disciplinary Meeting Committee will consist of the following members:
  - Disciplinary Committee administrator – Mrs L van Staden (minutes of meeting)
  - Deputy Principal - Mr C Grobler
  - The Grade HOD
  - The register teacher
  - Psychologist responsible for learner
  - Learner
3. Disciplinary measures that a Disciplinary Committee may impose include:
  - Demerits
  - Revoking of School privileges e.g. school dances or outings
    - Wearing of civvies
    - Attending functions
  - Community service e.g. picking up of litter on school grounds
  - Progress monitoring process initiated for a minimum of 2 weeks, followed by a progress report.
  - Payment to cover costs of repair or replacement of the damaged or lost or stolen items.
  - A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.

- (A written notice of a disciplinary meeting will be given to learner 1- 2 days prior to a Disciplinary Committee meeting with a copy of demerits documentation.
  - When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.)
4. Written notice of a disciplinary or SGB hearing will be given at least 5 School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled SBA assessment tasks, tests and examinations which count towards the year mark.
  5. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
  6. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
  7. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
  8. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
  9. The Disciplinary hearing conducted by School Governing Body will consist of the following members:
    - The Governing Body Chairperson
    - 2 Parent representatives from the Governing Body
    - The Principal
    - Disciplinary Committee administrator – Mrs L van Staden (minutes of meeting)  
(or an HOD to take down minutes of meeting)
    - Deputy Principal - Mr C Grobler
    - Witnesses
    - Parents
    - Learner
  10. Disciplinary measures that a Disciplinary Hearing by Governing Body may impose include:
    - Revoking of School privileges e.g. Attending functions – Matric farewell  
Attending award ceremony  
Tours, etc.
    - Community service
    - Progress monitoring process initiated for a minimum of 2 weeks, followed by a progress report.
    - Payment to cover costs of repair or replacement of the damaged or lost or stolen items.
    - A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
    - Suspension from School for a 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.
    - Recommendation with respect to counselling / attendance of a life skills programme.

11. The principal and disciplinary administrator will keep on record copies of all documentation to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The principal and disciplinary administrator will furnish the relevant Grade HOD and register teacher with all the information necessary for their records.

## **F PROCEDURE DURING HEARINGS**

1. The chairperson of The Hearing Committee must lead the proceedings and:
  - Introduce those present and state their functions.
  - Ensure that witnesses are present only while giving their evidence.
  - The Chairperson must inform the learner of his/her rights.
  - The rights to a formal hearing.
  - The right to be present at the hearing.
  - The right to be given time to prepare for the hearing 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 her hearing by parents / guardians if the learner is a minor.
  - The right to ask questions on any evidence produced, or on statements of witnesses.
  - The right to call witnesses to testify on his/her behalf.
  - The right to an interpreter, to be requested 24 hours prior to the hearing.
  - The right to appeal within 5 days against any penalty imposed by the Disciplinary Committee.
  - If the learner doesn't attend, the hearing will be conducted in his / her absence.
2. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
3. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complaint and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
4. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
5. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
6. The Chairperson must reconvene all interested parties.
7. The chairperson is to communicate the decision of The Committee.
8. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
9. The learner must be advised of his right to appeal (Annexure J).
10. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
11. The signing of the document by the learner does not imply an acknowledgement of guilt.

# MURIEL BRAND SCHOOL

## ANNEXURE A

### LEARNER AND PARENT COMMITMENT

#### LEARNER COMMITMENT

I, \_\_\_\_\_ a learner at Muriel Brand School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the Councillors, the LRC, 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 and social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time,
- Co-operate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

#### SIGNATURES:

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

**MURIEL BRAND SCHOOL**  
**ANNEXURE B**  
**WRITTEN WARNING ISSUED BY HOD**

**NAME OF LEARNER :** \_\_\_\_\_ **GRADE :** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

The above learner has breached the disciplinary Code of Conduct.

**DATE OF OFFENCE:** \_\_\_\_\_

**GRADE (LEVEL) OF OFFENCE:** \_\_\_\_\_

**NATURE OF THE OFFENCE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEARNER'S STATEMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
**LEARNER**

\_\_\_\_\_  
**TEACHER**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**GRADE HOD**

\_\_\_\_\_  
**DATE**

- Original to learner, copy to be sent to Mrs L van Staden by HOD to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**MURIEL BRAND SCHOOL**  
**ANNEXURE C**  
**FINAL WRITTEN WARNING ISSUED BY HOD**

**NAME OF LEARNER :** \_\_\_\_\_ **GRADE :** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

The above learner has breached the disciplinary Code of Conduct. Please take note that this is a final warning. If the Disciplinary Code is breached again, in any way, it will lead to a disciplinary meeting with the Disciplinary Committee.

**DATE OF OFFENCE:** \_\_\_\_\_

**DATE OF PREVIOUS WARNING:** \_\_\_\_\_

**GRADE(LEVEL) OF OFFENCE:** \_\_\_\_\_

**NATURE OF THE OFFENCE:**

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**LEARNER'S STATEMENT:**

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**SIGNATURES:**

\_\_\_\_\_  
**LEARNER**

\_\_\_\_\_  
**TEACHER**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**GRADE HOD**

\_\_\_\_\_

**DATE**

- Original to learner, copy to be sent to Mrs L van Staden by HOD to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**MURIEL BRAND SCHOOL**  
**ANNEXURE D**  
**NOTICE OF MEETING WITH DISCIPLINARY COMMITTEE**

NAME OF LEARNER : \_\_\_\_\_ GRADE : \_\_\_\_\_

SUBJECT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

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

DATE OF MEETING: \_\_\_\_\_

VENUE OF MEETING: Mrs L van Staden's class – Room 3.1

TIME OF MEETING: First break / second break / sport period \_\_\_\_\_

THE CHARGE AGAINST YOU IS AS FOLLOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NATURE OF OFFENCE:

As indicated on copy of the demerit document.

Parents will be notified by sms of the meeting's outcome with learner.

LEARNER'S STATEMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
Mr C GROBLER

\_\_\_\_\_  
REGISTER STAFF MEMBER

\_\_\_\_\_  
MRS L VAN STADEN

\_\_\_\_\_  
DATE

- Original to learner, copy to be sent to Mrs L van Staden to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**MURIEL BRAND SCHOOL**  
**ANNEXURE E**  
**NOTICE OF DISCIPLINARY HEARING BY GOVERNING BODY**

NAME OF LEARNER : \_\_\_\_\_ GRADE : \_\_\_\_\_

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

DATE OF HEARING: \_\_\_\_\_

VENUE OF HEARING: DR L STANDER'S OFFICE

TIME OF HEARING: \_\_\_\_\_

DATE SERVED: \_\_\_\_\_

THE CHARGE AGAINST YOU IS AS FOLLOWS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NATURE OF OFFENCE:

As indicated on copy of the demerit document.

Parents will be notified telephonically of date of hearing with learner.

SUSPENSION FROM CLASS

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

Time: \_\_\_\_\_ Date: \_\_\_\_\_ until Time: \_\_\_\_\_ Date: \_\_\_\_\_

During your period of suspension, you will not be permitted on the School premises – you will only be permitted in the exclusion area, unless written permission has been given to you by the Principal, or for attending this hearing.

OR

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

SIGNATURES:

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
DR L STANDER

\_\_\_\_\_  
DATE

- Original to learner, copy to be sent to Mrs L van Staden to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.



# MURIEL BRAND SCHOOL

## ANNEXURE F

### RECORD OF DISCIPLINARY HEARING/MEETING

**VENUE:** DR L STANDER'S OFFICE

**DATE:** \_\_\_\_\_

PRESENT		
CAPACITY	NAME	SIGNATURE

<b>COMPLAINANT</b>	<b>LEARNER</b>
_____	_____
<b>WITNESSES FOR COMPLAINANT</b>	<b>WITNESSES FOR LEARNER</b>
_____	_____
_____	_____

**NATURE OF ALLEGED BREACH OR MISCONDUCT (CHARGE, DATE, PLACE AND BRIEF DESCRIPTION OF THE INCIDENT)**

**NATURE OF OFFENCE :** Refer to annexure of demerit document

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEA :** LEARNER ADMITS / DENIES THE CHARGES

**SIGNATURES:**

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
SGB CHAIRPERSON

\_\_\_\_\_  
PARENTS/GUARDIANS

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE  
25

**MURIEL BRAND SCHOOL**  
**ANNEXURE G**  
**NOTICE OF PLACEMENT IN EXCLUSION AREA**

NAME OF LEARNER : \_\_\_\_\_ GRADE : \_\_\_\_\_

SUBJECT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

Please take note that your child has been placed in the exclusion area for breaching the School's Code of Conduct.

DATE OF OFFENCE: \_\_\_\_\_

DATE OF PREVIOUS WARNING: \_\_\_\_\_

GRADE(LEVEL) OF OFFENCE: \_\_\_\_\_

NATURE OF THE OFFENCE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parents will be notified telephonically.

**SUSPENSION FROM CLASS**

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

Time: \_\_\_\_\_ Date: \_\_\_\_\_ until Time: \_\_\_\_\_ Date: \_\_\_\_\_

During your period of suspension, you will not be permitted on the School premises – you will only be permitted in the exclusion area, unless written permission has been given to you by the Principal, or for attending this hearing.

SIGNATURES:

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
DR L STANDER

\_\_\_\_\_  
DATE

- Original to learner, copy to be sent to Mrs L van Staden to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**MURIEL BRAND SCHOOL**  
**ANNEXURE H**  
**WRITTEN WARNING ISSUED BY DEPUTY PRINCIPAL**

**NAME OF LEARNER :** \_\_\_\_\_ **GRADE :** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

The above learner has breached the disciplinary Code of Conduct. Please take note that this is a final warning. If the Disciplinary Code is breached again, in any way, it will lead to a disciplinary meeting with the Disciplinary Committee or School Governing body.

**DATE OF OFFENCE:** \_\_\_\_\_

**DATE OF PREVIOUS WARNING:** \_\_\_\_\_

**GRADE (LEVEL) OF OFFENCE:** \_\_\_\_\_

**NATURE OF THE OFFENCE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEARNER'S STATEMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
**LEARNER**

\_\_\_\_\_  
**TEACHER**

\_\_\_\_\_  
**MR C GROBLER –DEPUTY PRINCIPAL**

\_\_\_\_\_  
**GRADE HOD**

\_\_\_\_\_

**DATE**

- Original to learner, copy to be sent to Mrs L van Staden by DEPUTY PRINCIPAL to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

# MURIEL BRAND SCHOOL

## ANNEXURE I

### WRITTEN WARNING ISSUED BY PRINCIPAL

NAME OF LEARNER : \_\_\_\_\_ GRADE : \_\_\_\_\_

SUBJECT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

The above learner has breached the disciplinary Code of Conduct. Please take note that this is a final warning. If the Disciplinary Code is breached again, in any way, it will lead to a disciplinary meeting with the Disciplinary Committee or School Governing body.

DATE OF OFFENCE: \_\_\_\_\_

DATE OF PREVIOUS WARNING: \_\_\_\_\_

GRADE (LEVEL) OF OFFENCE: \_\_\_\_\_

NATURE OF THE OFFENCE:

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LEARNER'S STATEMENT:

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SIGNATURES:

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
DR L STANDER - PRINCIPAL

\_\_\_\_\_  
GRADE HOD

\_\_\_\_\_  
DATE

- Original to learner, copy to be sent to Mrs L van Staden by PRINCIPAL to be documented.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

# MURIEL BRAND SCHOOL

## ANNEXURE J

### LODGING OF APPEAL (REVIEW FORM)

In terms of the School's 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 Grade(level) of offence.	
Disciplinary procedures were not followed.	
New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.	

**NATURE OF OFFENCE:** \_\_\_\_\_

**THE FOLLOWING REASONS ARE SUBMITTED IN SUPPORT OF THIS APPEAL :**

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\_\_\_\_\_ **Date appeal lodged**

\_\_\_\_\_ **Appellant**