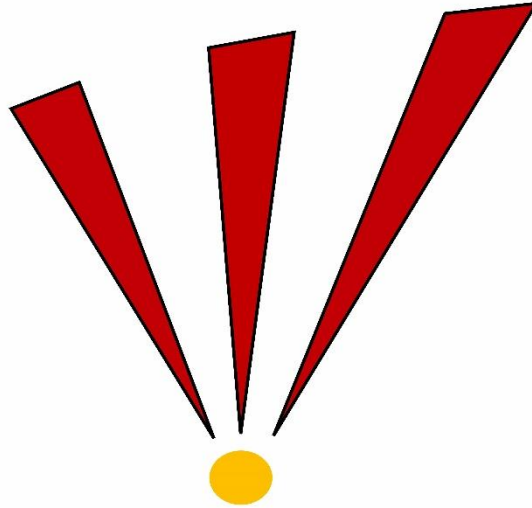


GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

NAME OF POLICY	GAE CODE OF CONDUCT FOR LEARNERS
APPROVED BY	Board of Directors
DATE APPROVED	January 2022
REVIEW	January 2025

1. Preamble

1.1. This Code of Conduct has been developed in accordance with section 8 of the South African Schools Act, 1996 (Act 84 of 1996) and is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning at Global Academy of Education.

1.2. The principles enshrined in this Code of Conduct are based on the rights contained in the Bill of Rights, as set out in the Constitution of the Republic of South Africa, Act 108 of 1996, ("the Constitution") including but not limited to:

- 1.2.1. the right to Democracy;
- 1.2.2. the right to non-discrimination and equality;
- 1.2.3. the right to privacy, respect and human dignity;
- 1.2.4. the right to non-violence and the freedom an
- 1.2.5. the right to freedom of expression;
- 1.2.6. the right to a safe school environment; and
- 1.2.7. the right to education.

1.3. The parents and learners accept that whilst these rights are paramount, they are not absolute and can be limited in accordance with the Constitution.

2. Core Values

2.1 The aim of this Code of Conduct is to ensure that Global Academy of Education's core values are upheld. Our values are:

- 2.1.1 OBEDIENCE – to obey God and those who have authority over us.
- 2.1.2 RESPECT – treat every person with love and kindness no matter their race, language, status and creed.
- 2.1.3 RESPONSIBILITY – being answerable and accountable for our every word and action.
- 2.1.4 INTEGRITY – walking in truth, honesty & transparent before God and man.
- 2.1.5 COMMITMENT – doing everything to the best of our abilities.
- 2.1.6 PERSEVERANCE – never give up no matter how difficult the circumstances.
- 2.1.7 TRUSTWORTHINESS – being dependable for all occasions.
- 2.1.8 CO-OPERATION – dedicated teamwork – "A problem shared is a problem solved".

3. Distribution Procedures

- 3.1 Each Parent / Guardian and learners will be given a copy of this Code of Conduct when they enrol at the school. Parents are required to read through the Code of Conduct with their children and sign the Agreement and return it to the office.
- 3.2 Annually a condensed version of the Code of Conduct will appear in the learners GAE School Diary that must be signed by both parents and learners at the beginning of the school year.
- 3.3 By signing the Code of Conduct, parents and learners acknowledge they are informed of what they may not do or should do and what action will be taken against them if they contravene this Code of Conduct.

4. JURISDICTION AND SCOPE

- 4.1 The Code of Conduct is in force:
 - 4.1.1. on the Schools premises, prior to, during, and following, regular School hours;
 - 4.1.2. at all official School events, both within and outside the regular School hours and whether on or off the School's Premises;
 - 4.1.3. at all times when the learner is dressed in the school uniform or is reasonably identifiable as a Global Academy learner, both on the School Premises, or outside of same, even if he/she is online at the time

One of the key principles practised at Global Academy is that of **shared ownership**. It is of great benefit to the learners to have a strong and co-operative relationship between the school and the parents/guardians. Parents are urged and called upon to participate, own and involve themselves in all the processes at Global Academy. This takes the form of supporting the values of the school within the home, enforcing school rules, monetary participation or donations and full support of all fundraising activities. Beyond the involvement of parents/guardians, Global Academy also draws on the expertise and participation of the wider community.

5. Right and Responsibilities

Learners, parents and educators have the rights and responsibilities. Each right comes with and accompanied responsibility that must be upheld by learners, parents and educators.

RIGHTS AND RESPONSIBILITIES of learners:

- To uphold the values of the school
- To be treated fairly and respectfully
- To be respectful and polite to all personnel
- To show respect to others
- To be taught in a safe and disciplined environment
- To uphold the school spirit
- To be co-operative and polite
- To be tolerant of the opinions of others
- To respect the personal property of others
- To respect school property and not damage or deface it
- To be responsible for their own work assignments
- To hand homework in on time
- To be punctual for all lessons and events

RIGHTS AND RESPONSIBILITIES of Educators:

- To uphold the values of the school in their professional and personal lives
- To conduct themselves in a professional and responsible way
- Not to use abusive or demeaning language or behave in an abusive way
- To be punctual for school and all other school events
- To be well-prepared for class teaching
- To keep up to date with all Education Department requirements
- To respect all people and their property
- To encourage an atmosphere of effective learning
- To ensure regular communication with parents
- To encourage full participation in all school affairs

RIGHTS AND RESPONSIBILITIES of parents with regard to the learners:

- To ensure that the values of the school are enforced and upheld in the home
- Ensure full attendance at school of their child or children and to be **on time** *
- Ensure **punctuality and full attendance** at all school events
- Ensure their children follow the school's code of conduct in all respects
- Ensure personal hygiene and cleanliness and neatness of child's school uniform
- To oversee and assist with school assignments and homework
- To become involved with all school fundraising and other related activities
- To pay school fees on time
- To provide the school with all the relevant documentation required
- To co-operate with educators regarding matters of discipline
- Regularly communicate with the educators regarding their children

6. School rules

6.1 Intention

The School Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School Rules. Ignorance of the School Rules is, therefore, not an acceptable excuse. To this end, the School rules are available to every learner and parent.

6.2 General Principles

- 6.2.1 Learners are expected at all times to behave in a courteous and considerate manner towards each other, the prefects, all members of staff and visitors to the School.
- 6.2.2. 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.
- 6.2.3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.

- 6.2.4. 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.

6.3. **School and Class Attendance**

Parents/guardians, learners, teachers are jointly responsible for ensuring that all learners attend School.

- 6.3.1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- 6.3.2. 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.
- 6.3.3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.

6.4 **School Uniform and General Appearance**

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

- 6.4.1. No additions to the uniform that are not in accordance with the regulations will be allowed.
- 6.4.2. No earrings (other than studs & small rings for girls), jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
- 6.4.3. No colouring of hair or wearing of exotic hairstyles is allowed.
- 6.4.4. Fingernails must be kept always trimmed short and clean.
- 6.4.5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see through and/or too revealing are not allowed. Hair, shoes, and accessories should be neat at all times. Boys are not allowed to wear any earrings with casual wear.
- 6.4.6. Only learners that have applied, submitted relevant supporting documents, and received the necessary permission from the School Board of Directors, may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.
- See Annexure A for general narrowed down rules*

6.5 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).

- 6.5.1. Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School Day. 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. Cell phones must be handed in to the register teacher in the morning for safe keeping.
- 6.5.2. 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.
- 6.5.3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
- 6.5.4. Learners may not bring computer games, iPods, or similar electronic devices to School.

6.6 General Rules

- 6.6.1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- 6.6.2. All litter must be placed in refuse bins or wastepaper baskets.
- 6.6.3. 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.
- 6.6.4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- 6.6.5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 6.6.6. The timeous handing in of work is the responsibility of each learner.
- 6.6.7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain an incomplete mark for the examination/test/assessment task.
- 6.6.8. The learner will respect the beliefs, culture, dignity, and rights of other learners, as well as their right to privacy and confidentiality.
- 6.6.9. Language that is seen as derogatory or belittling, discriminatory or racist is prohibited.

6.6.10. Any act that belittles, demeans, or humiliates another learner's culture, race or religion is prohibited.

6.6.11. 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.

6.6.12. 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. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

6.6.13. The carrying, copying and/or reading of offensive material is prohibited.

6.6.14. Learners must keep clear of areas that are indicated as out of bounds. These include:

14.1 The School and or teacher's motor vehicles.

14.2 Electrical mains distribution boxes, fire extinguishers and hoses.

14.3 Parking lots, except while accessing their own vehicles.

6.7 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 or with the core values of the School will be accommodated by a deviation from this Code of Conduct by the Board of Directors under the following conditions:

6.7.1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules conflict with or infringe on any religious right of the learner.

6.7.2. 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.

6.7.3. 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 Board of Directors to accommodate such religious rights.

6.7.4. The learner must provide proof that s/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.

6.7.5. The religious conduct or practice must be lawful.

- 6.7.6. The Board of Directors must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- 6.7.7. When the Board of Directors allows for deviations 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.
- 6.7.8. 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., the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
- 6.7.9. Cultural rights will be considered if 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. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner.
- Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Board of Directors that his/her cultural rights can be exercised only through a permanent intervention.
- 6.7.10. 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 like that contained in subparagraphs 1 to 8 above.

7.1 Disciplinary Measures

All discipline is to be constructive and not destructive. Discipline of the learner is the dual responsibility of both the parent and the school. The aim is to educate and nurture values of tolerance, respect, and self-discipline not to victimise or belittle the learner. Our values provide the positive basis for learners' behaviour at GAE.

7.1.1 Foundation Phase (Gr 1 – 3)

In the Foundation Phase behaviour is usually dealt with in the classroom by the teacher.

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 discipline system that has been developed to assist and guide learner behaviour in the School. The following merit system is used by the teacher in the classroom to motivate academic achievement and good behaviour. The Class Dojo

App is also used to record merits and demerits and parents are able to view their child's progress on the app.

Merit System (Academic & general behaviour)

1. Merits will be recorded on Class Dojo and a sheet with 5 rows of 10 blocks each. After 1 row is completed, it will be signed off by the principal.
2. After 50 merits learners will receive a gold merit certificate or a principal's merit certificate

Learners will receive merits for the following:

1. Finishing their tasks within the set time during the class time
2. Well-presented work according to their ability
3. Doing homework diligently
4. One – merit bi-weekly for wearing the correct school uniform
5. One merit weekly for displaying teamwork/good sportsmanship and good social behaviour
6. One merit weekly for good spelling and bond tests / overall good progress in classroom activities
7. One merit weekly for continuous acts of kindness during class or breaktimes towards peers and school staff

Value Keys

Learners can earn value keys based on their display of the School's eight core values: commitment, honesty, perseverance, trustworthiness, respect, responsibility, co-operation and obedience.

The value key earned is determined by the points earned on the value sheet. Value Key certificates are handed out at the end of each term based on the points earned.

Demerit System (values + Global school rules)

If a learner struggles with behaviour, violates a classroom rule, or breaches the Code of Conduct, he / she will receive a demerit, based on the severity of the violation

1. Spread sheet with names
2. Breaking a rule or not fulfilling a value a learner will get 2 warnings after which the learner will receive a demerit. Parents can track the learner's demerits on the Class Dojo App.

3. If the learners receive 10 demerits within the first two terms (6 months), the parents will be contacted for a intervention meeting.
4. If the learner receives 15 demerits the learner will receive a Friday detention class. This detention class will be 30 min long.

The following **Inappropriate behaviour in the class** will receive a demerit:

- Not following the set classroom rules
- Excessive talking
- Disrupting the class while the teacher is teaching
- Failing to respond to reasonable instructions
- Being dishonest
- Being disrespectful
- Using bad language
- Misusing classroom/ school property

The following **inappropriate behaviour on the playground** during play or sports will receive a demerit:

- Fighting/ using physical force
- Swearing/ using abusive language
- Displaying bad sportsmanship during sports practice
- Blatantly disobeying the teacher on duty
- Vandalising school property
- Breaking school rules such as going through the fence or leaving the school premises without permission, playing with a ball near the classrooms resulting in a broken window

Will be dealt with in any of the following ways by the duty educator and/ or head of department:

- Learner will be removed from the game if misconduct is during a sports game/practice
- Learner will be removed from the free play and will have to sit with the educator.
- Serious misconduct will be reported to the principal who will counsel the learner and if there is no remorse shown or the misconduct is a repeated offence, the parent will be informed and asked to attend an intervention meeting.

7.1.2 Merit and Demerit System for the Intermediate & Senior Phase

In the Intermediate Phase (Gr 4 – 6) and Senior Phase (Gr 7 – 9) we make use of a merit and demerit system to help establish a disciplined and purposeful environment to facilitate effective teaching and learning in the classroom. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

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 discipline system that has been developed to assist and guide learner behaviour in the School.

How do learners earn merits

Learners can earn both academic and value merits. See Annexure A for a list of the merits making up both the academic and value merits. These merits are recorded on the Class Dojo App. The Class Dojo App is available to parents so they can track the progress of their child. Learners will receive merits based on their general behaviour, academic performance and extra-curricular participation. Learners will earn specific merits / demerits on the Dojo App only after receiving 3 warnings / merits on the merit & demerit sheet.

A Merit badge will be awarded at the end of each term with a fixed reward.

-Learners who earn 20 (120) Merit points will receive a Bronze - Achiever badge and reward - sitting where they want in class (only on rewards day)

-Learners who earn 30 (130) merits points will receive a Silver - Leader badge and reward - Civvies on rewards day

-Learners who receive 40 (140) and more merits will receive a Gold - Ambassador badge and reward - Tuckshop voucher

When a learner gets a new badge, the old badge will be taken in. Learners will receive a certificate at the end of the year. The learner starts each year afresh and must accumulate points.

When do learners receive demerits?

Teachers themselves should, in the first instance, attempt to correct learner behaviour. If this is ineffective, then the demerit system may be put into effect. The demerit system emphasizes consequences and

accountability. Learners must be informed of the demerit point lost at the time of the misdemeanour. The number of demerit points given depends on the grading system of offences. Every learner begins the school year with 100 merits. When a learner makes a poor choice, merits may be taken away (demerits). Each learner is required to maintain a merit record of at least 65 merits to remain in good standing.

Merit Warning system

- merits below 90: first warning letter and detention
- merits below 80: second warning letter and detention
- merits below 70: third warning letter, detention, SMT disciplinary hearing (possible suspension)
- merits below 65: Final warning letter, Board disciplinary hearing (suspension / possible expulsion)

Value Keys

Learners can earn value keys based on their display of the School's eight core values: commitment, honesty, perseverance, trustworthiness, respect, responsibility, co-operation and obedience.

The value key earned is determined by the points earned on the value sheet. Value Key certificates are handed out at the end of each term based on the points earned as indicated below. Ex. Where 50 points are earned for Obedience, a learner will receive a white value key certificate for that specific value. Value totals at the end of the year will be used to determine the recipient of the value cup.

Points	Certificate	Reward
30 points	White Key	Rewards day civvies
60 points	Silver Key	Rewards day civvies
90 points	Gold Key	Rewards day civvies
120 points	Platinum Key	Rewards day civvies

Intermediate Phase (Gr 4 – 6)

Although learners in this phase still need allot of guidance, we expect that learners have a good understanding of right and wrong and can uphold the School's Code of Conduct. Teachers in this phase will attempt to correct behaviour by giving the learner the necessary guidance and support. However, if the learner does not respond to the guidance given, the learner will receive the necessary corrective measures. It is important that parents of Intermediate Phase learners know the School's Code of Conduct and encourage learners to follow it. Ignorance of the Code of Conduct on the parents' part will not be an acceptable excuse.

The Class Dojo App is used to record merits and demerits and parents can view their child's progress on the app.

Senior Phase and FET Phase (Gr 7 and up)

Learners in the Senior Phase are expected to be able to manage their own behaviour in a more effective manner than learners in the Intermediate Phase. Learners in this phase are expected to know the School's Code of Conduct and abide by it. Teachers in this phase will attempt to correct behaviour first before taking corrective measure or disciplinary action that is appropriate to the offence.

Grading of Offences

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

Disciplinary Procedures

The grade of an offence will determine the procedure to be followed and number of demerits to be given.

1. Grade 1 offence – stated number of demerits followed by a verbal and or written warning, then a disciplinary hearing.
2. Grade 2 offence – stated number of demerits, a final written warning followed by a disciplinary hearing, then a SMT Disciplinary hearing.
3. Grade 3 offence – stated number of demerits, a SMT disciplinary hearing or a Board Disciplinary hearing (depending on the severity of the particular offence).
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a Board Disciplinary hearing.

Grade 1: Offences

All Grade 1 offences will be dealt with by the staff member concerned who will give the learner the stated number of demerits. When a third Grade 1 offence occurs, the matter is referred to the Grade Head along with the demerit record of all three (3) offences and the Grade Head will issue a verbal warning and break detention. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

Should the particular Grade 1 offence recur after disciplinary intervention and a verbal warning has been issued, the staff member will, in consultation with the Grade Head, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian. The Grade Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

Grade 2: Offences

All Grade 2 offences will immediately be referred to the Grade Head. The staff member will, in consultation with the Grade Head, arrange an interview with the learner. The stated number of demerits and a final written warning and detention will be issued, and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian. When a second Grade 2 offence occurs after a final written warning and stated number of demerits have been issued for the first offence, the Grade Head will refer the matter to the SMT for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date, that an internal disciplinary hearing has been convened.

Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the SMT will refer the matter to a Board Disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

The Grade Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

Grade 3: Offences

All Grade 3 offences will immediately be reported to the Grade Head. The Grade Head will refer the matter to the SMT who will, depending on the severity of the offence, determine whether to convene a SMT disciplinary hearing or a Board Disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

Grade 4: Offences

All Grade 4 offences will immediately be reported to the Grade Head. The Grade Head will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a Board Disciplinary hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

Disciplinary Interventions

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

- A verbal warning/reprimand to express disapproval.
- Break detention
- Written warning.
- Final written warning.
- Removal from classes to the principal's office.
- Written punishment.
- Homework detention.
- Supervised schoolwork.
- De-merit detention.
- Referral for counselling.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of library card and/or other School-related privileges
- Exclusion from School activities and functions, e.g. academic award ceremony.
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- SMT / Board Disciplinary hearings

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. 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.

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at 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).

4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Board of Directors, to recommend expulsion.

5. A Board disciplinary hearing will be convened with a view to recommending expulsion.

Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure

The Board of Directors authorises the Principal or Deputy Principals to institute immediate 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.

Written Warnings / Letter of detention / suspension

Repeated infringements on a regular basis of the School’s Code of Conduct are addressed with a written warning and/or a letter of suspension issued by the Head of Department / Deputy Principal / Principal. A formally recorded verbal warning followed by written warning may be issued to the learner after which a

final warning letter is issued. Any further serious offence can be met with a letter requesting the parents/guardian to remove the student from the school. All warning letters issued will have a Friday detention attached.

A student who has been placed on "BREAK DETENTION" or "IN SCHOOL SUSPENSION" WILL NOT be permitted to participate in any break time activities or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension.

Before a learner is suspended, the learner and his/her Parents must be given an opportunity to meet with the Principal, so as to indicate why the suspension should not be considered as detailed in clause 7 below.

This meeting with the learner and his/her Parent must precede any suspension and should, as far as possible, take place on the day of or day after the offense. During this period, depending on the severity of the offense, the learner may be separated from his / her peers to serve an in-house detention. It is the Parent's obligation to attend this meeting, and they will make all reasonable attempts to do so. If they do not, the School will have no choice but to make its decision without the input of the Parents.

If suspension is decided upon, it may be for a maximum period of 1(One) week or any other such reasonable period not exceeding 1(One) week, pending a decision by the Principal, as recommended by the tribunal set out in clause 7 below, as to whether or not the learner is to be expelled from the School.

Expulsion

- Serious Misconduct or repeat offences could lead to the expulsion of the learner.
- The process to be followed in this regard is set out hereunder.

Criminal Proceedings

- Serious Misconduct which may include offences according to the law must be investigated by the police and referred to a Court, if necessary.

DUE PROCESS

The Right to a Fair Hearing:

- Every learner accused of Serious Misconduct which could lead to a disciplinary consequences or expulsion is entitled to a fair hearing before such action is taken.
- Any learner accused of Serious Misconduct must first be brought to the Principal to explain same ("the Initial Meeting"). At this Initial Meeting the Principal must hear any evidence he/she deems necessary BEFORE deciding on the action to be taken.
- Once reaching a decision which entails either the disciplinary consequence or expulsion of the learner, the Principal must inform the Parents in writing of the proposed action and must convene a disciplinary tribunal, to hold a hearing ("the Hearing"). In the case of very young learners, special arrangements must be made for the Hearing and the Parents of the learner could represent him/her if necessary.

For the Hearing the learner must:

- receive notification of the charges against him/her, which notification explains the offence and sets out the details of the Hearing to be held, at least 5 (Five) days prior to the Hearing;
- understand the charges against him/her;
- get the opportunity to be heard and tell his/her side of the story and to represent the relevant facts;
- not be prohibited from being represented by legal counsel, or their Parents, in which case, written explanation of the charges must be given;
- be heard by an impartial person;
- be treated with dignity during the process;
- be informed in writing of the decision of the tribunal on whether or not he/she has been found guilty of Serious Misconduct and the penalty to be imposed in respect of same; and
- have the right to appeal the decision to the BoD

8. PROCEDURES FOR APPEALS BY PARENTS/GUARDIANS AND LEARNERS

8.1 Procedures for Parent/guardian appeals concerning serious and repeat misconduct

Global Academy's first mission is to get the parent/guardian to understand why it is necessary to take the disciplinary steps in the first place regarding the misconduct of the child in question. The Code of Conduct is there to try and mould the child's character to make right choices not to harm a child. **Only suspension and expulsion will be considered under appeal.**

The following will be required by the school if the parent/guardian still wants to appeal:

- A written letter, addressed to the Bod must state clearly why the discipline action taken against the child, is not acceptable.
- The parents must clearly state what action they think would be more justifiable.
- The parent/guardian must then clearly state what action they will take to rectify the child's bad behaviour from the home.
- The letter must be handed in within three (3) school days of the action taken regarding the misconduct. **This only applies for suspension or expulsion.**

The appeals processes taken by the school will be as follows:

An appeals committee will be made up as follows:

- The chairperson of the School Board of Governors or another appointed member, preferably a parent of the school, will lead the committee.
 - The Principal or Deputy Principal
 - HOD of the phase not involved in the dispute.
1. The committee will then analyse the events and processes leading up to the suspension or expulsion from the school's side.
 2. The committee will also analyse the letter of appeal from the parent/guardian and examine what action the parent/guardian has stated will be implemented from the home side.
 3. Taking into consideration the two sides of the argument, the committee will apply their minds and take a decision to either uphold the school's decision or to allow the child back to school under conditions firmly set by the committee.
 4. The process should not be longer than five (5) school days.
 5. The parent/guardian with the child will then sit with the committee and the appeal will either be turned down with reasons or the committee will lay down the terms for the child's return.

Final Decision

The original decision by the school is upheld and an official letter signed by the principal and the committee co-ordinator will be handed to the parent/guardian.

If the original decision is overruled with conditions, the terms for the child's return must be clearly stated and the declaration signed by the parent/guardian, the learner and the committee co-ordinator.

ANNEXURES

ANNEXURE A

- NO Jewelry will be allowed (this includes objects worn around arms/ancles/neck.) This excludes watches (no smartwatches).
- Girls are allowed to wear small studs or small rings (no larger than 5c piece). Boys are not allowed to wear any earrings with school uniform or with civvies clothing.
- NO fringes that hang in the eyes (must be above the eyebrows).
- NO beards/mustaches for boys.
- Only the following hair accessories for girls will be allowed in black, white, yellow and red (no mix of these 3 colours): plain hairbands/allie bands (not too thick and without embellishments, must be plain), bobby pins, plain hairclips without embellishments, lint (thin to medium and tied without hanging in the face), elastic hairbands (scrunchies small size and one colour).
- Hair braids or extensions for girls must match their natural hair colour and length may not exceed the waistline.
- Hair length that are hanging on the waistline must be double tied or platted.
- Skirts of girls may not be shorter than 4 cm above the knees.
- NO BUBBLEGUM.
- NO Beanies/caps allowed to be worn in the classrooms.
- Only black beanies will be allowed during winter and may not be worn in the classrooms.
- NO Dreadlocks
- NO Cuts made into eye brows or hair.
- NO sunglasses / any other coloured glasses (lenses and frames).
- NO lip gloss/lipliner or any other make-up.
- NO tabletop hairstyles for boys. Length of hair when straight may not exceed 4cm, may not cover the eyes, must be open around the ears. No lines or visible steps may be cut into hair (must be faded in)
- NO drawing (tattoo like) may be drawn on body. No Tattoos at all.
- Clothing under school clothes may not show (example t-shirts/polo neck)
- No black jackets (rain jackets) or any other rain jacket other than the school rain jacket.
- No coloured underwear to show through school shirts.
- Water bottles must be seen through and no bigger than 750ml.
- No shouting/whistling (talk decently).
- NO cellphones or any other electronics (to be handed in before school)
- NO walking around without an office/bathroom pass.

ANNEXURE B

GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

Learner Commitment

I,, a learner at 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, prefects, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate 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.

.....
Learner

.....
Parent/Guardian

.....
Date

ANNEXURE C

Values Merit	Merit
Responsibility	1
Respect	1
Obedience	1
Honesty	1
Perseverance	1
Commitment	1
Cooperation	1
Trustworthy	1
Neatness (hair, uniform)	2
Picking up litter, tidying up	2
Academic Merit	
Excellence in classwork / workbook stickers	1
Learner did more than was expected e.g., completed extra class work or homework	1
Highest marks in subject in the grade	2
Marks above grade average	1
Obtaining 80% and more in any Formal Assessment/Exam	3
Extra-Curricular Activities Merit	
Taking part in an extra-curricular activity (must have attended practices regularly and showed commitment & cooperation)	1
Showing good sportsmanship during a match/game/sporting activity/ cultural activity	2
Receiving District colours for trials/athletics/ any sport activity/ cultural activity	5
Receiving Provincial colours for any sporting activity	10
Receiving SA Colours for any sporting/cultural activity	30

BEHAVIOURAL MERITS, ACADEMIC MERITS AND EXTRA -CURRICULAR ACATIVITIES MERIT TOTALS WILL BE USED TO DETERMINE THE MERIT BADGES

ANNEXURE D

Table 1: List of offences per grade of offence

Grade 1: Offences	Grade2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> • 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, at the toilets or change rooms • misconduct or poor sportsmanship • failure to: <ul style="list-style-type: none"> – submit an absentee note or exit notes by the stipulated deadlines – return a library book by the due date, or pay the fine for overdue book/s – attend an extramural activity's practice session without excusing himself – attend duty class – attend detention • continual interference with another learner which causes minor physical or mental discomfort • 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 	<ul style="list-style-type: none"> • 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) • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

<p>correct full School uniform when in a public place, including the wearing of unauthorised items</p> <ul style="list-style-type: none"> • failure to wear the correct sports kit for a match or practice School uniform, formal or sport dress • disruptive behaviour in class • spitting in public • failure to: <ul style="list-style-type: none"> – 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 • use / writing of offensive material on books, files, school bags or pencil cases • 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 	<ul style="list-style-type: none"> • 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 a formal 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 	<p>School, the staff, the teacher, or fellow learners</p> <ul style="list-style-type: none"> • unreasonable repetition of a Grade 2 offence 	
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Table 2: List of possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively

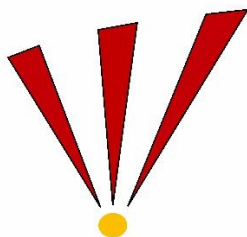
Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines

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 in class & playground; - discourteous behaviour/insolence/temper tantrum; -foul language; -defacing and or damaging desks/walls/books/cases with graffiti; - eating/chewing in class; littering; and - in possession of a cell phone / 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: <ul style="list-style-type: none"> • Verbal reprimand; • Formal verbal warning; • Detention at break; • Demerits; (all grade 1 offences will receive a minimum of 1 demerit and a maximum of 3 depending on the severity and repetition of offence) • 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; • Written warning / notification
Grade 2: Offences	Recommended Corrective Sanctions
	Demerits: (all grade 2 offences will receive a minimum of 2 demerit and a maximum of 4 depending on the severity and repetition of offence)
Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter 2 Demerits
Damage to property/possession of other learners' property	Repair/replacement, warning letter and break detention 4 Demerits
Defiance/disregarding of an authority figure's instructions	Break detention, warning letter and formal verbal/written warning 4 Demerits
Detention – non-attendance	Making up missed detention, warning letter 4 Demerits
Disregarding test/examination procedures	Warning letter and break detention 4 demerits
Disruptive/uncooperative in class	Identification of culprit/ send to HOD Formal verbal / written warning, class detention (send to principal's office) 4 Demerits
Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and break / class detention (send to principal's office) 4 demerits
Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, break detention 4 demerits
Fighting	Warning letter and break and / or Friday detention 4 Demerits
Forgery, e.g. parent/guardian's signature	Warning letter and break and / or Friday detention 4 demerits
Gambling on or off School property	Warning letter and break and / or Friday detention 1 st offence: Break detention 2 nd offence: Break and / or Friday Detention 3 rd offence: Information disciplinary hearing, special detention and professional counselling 4 Demerits
Graffiti: books, case, desks, walls, etc.	Removal, warning letter and break and / or Friday detention 4 Demerits
Late for School – three (3) days	Phone call to parents and break detention 2 Demerits

Lying	Warning letter and break and / or Friday detention 2 – 4 Demerits depending on severity of lie
Offensive material	Warning letter and break and / or Friday detention 3 demerits
Smoking / vaping – possession of cigarette, e-cigarette, /holding cigarette, e-cigarette, /caught in the act on/off School property	1 st offence: break and / or Friday detention 2 nd offence: Suspension from school (1 day) 3 rd offence: Formal disciplinary hearing, suspension from school (3 days) (All cigarettes, e-cigarettes and lighters to be confiscated) 4 Demerits
Spitting	Break detention 3 Demerits
Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and break and / or Friday detention 4 Demerits
Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	1 st Offence: Suspension from school (1 day) 2 nd offence: Suspension from school (3 days) 3 rd offence: Suspension from school (5 days) & possible expulsion 4 Demerits
Threatening assault/intimidation of a fellow learner	Phone call to parents + warning letter + detention
Truancy – bunking a lesson	Break and / or Friday detention
Truancy – bunking a day or part of a day	Phone call to parents, warning letter and break and / or Friday detention
Vandalism – defacing/damaging/breaking School property	Phone call to parents, repairs/payment of damages, warning letter and break and / or Friday detention
Verbal abuse of a fellow learner	Phone call to parents, warning letter and break and / or Friday detention
Grade 3: Offences	Recommended Corrective Sanctions Demerits; (all grade 3 offences will receive a minimum of 4 demerit and a maximum of 8 depending on the severity and repetition of offence)
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, suspension from school (1 day) 4 Demerits
Assault on a fellow learner (causing bodily harm)	Suspension from School (2 days). Disciplinary hearing, warning letter 8 Demerits
Bullying/Intimidation	Warning letter and break and / or Friday detention 8 Demerits
Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter 8 Demerits
Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, break and / or Friday detention 5 Demerits
Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from School (1 day). Disciplinary hearing, warning letter 8 Demerits
Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from School (2 days). Disciplinary hearing, warning letter, break and / or Friday detention 8 Demerits
Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from School (1 day). Disciplinary hearing, warning letter, break and / or Friday detention 5 Demerits
Drugs – consumption not associated with School	Interview with parents, professional intervention
Gangs – promoting formation of/associating with/furthering activities of School gangs/'social groups'	Suspension from School (1 day) Disciplinary hearing, warning letter, break and / or Friday detention 5 Demerits
Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, break and / or Friday detention 5 Demerits

Pornography – distribution at School	Warning letter, break and / or Friday detention 8 Demerits
Public indecency	Disciplinary hearing, warning letter, break and / or Friday detention 8 Demerits
Racist conduct that defames a learner/teacher	Suspension from School (1 day). Disciplinary hearing, warning letter, break and / or Friday detention 8 Demerits
Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, break and / or Friday detention 8 Demerits
Sexual harassment of teacher/learner	Suspension from School (2 days). Disciplinary hearing, warning letter, break and / or Friday detention 8 Demerits
Threatening to assault/intimidate a teacher	Suspension from School (2 days). Disciplinary hearing, warning letter, break and / or Friday detention 8 demerits
Verbal abuse of a teacher	Suspension from School (1 day). Disciplinary hearing, warning letter, break and / or Friday detention or expulsion
Grade 4: Offences	Recommended Corrective Sanctions Demerits; (all grade 4 offences will receive a minimum of 8 demerit and a maximum of 10 depending on the severity and repetition of offence)
Alcohol – drinking/drunken at School or on School or on School outing	Suspension from School (2 days). Disciplinary hearing, warning letter, and detention/expulsion
Alcohol – drinking in public	Suspension from School (2 days). Disciplinary hearing, warning letter and detention/expulsion
Assault on a learner causing serious bodily harm	Suspension from School (5 days). Disciplinary hearing, warning letter and detention/expulsion
Assault on a teacher	Suspension from School (5 days). Disciplinary hearing, warning letter and detention/expulsion
Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, break and / or Friday detention/expulsion
Dangerous weapon or object, e.g. knife – possession at School	Suspension from School (1 day). Disciplinary hearing, appropriate punishment, e.g. break and / or Friday detention/expulsion
Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School (2 day)s. Disciplinary hearing, appropriate punishment, e.g. break and / or Friday detention/expulsion
Drugs/illegal substances – possession at School/on School outing	Suspension from School (2 day). Disciplinary hearing, appropriate punishment, e.g. break and / or Friday detention/expulsion
Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School (3 days). Disciplinary hearing, appropriate punishment, e.g. break and / or Friday detention/expulsion
Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School (5 days). Disciplinary hearing, appropriate punishment, e.g. break and / or Friday detention/expulsion
Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School (2 days). Disciplinary hearing, warning letter, break and / or Friday detention/expulsion
Fraud (financial)	
Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, break and / or Friday detention/expulsion
Trading in test/examination material for personal monetary gain	Disciplinary hearing, repair damage, warning letter, break and / or Friday detention/expulsion
Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion
Sexual assault/rape	Suspension from School (5 days). Disciplinary hearing and expulsion

ANNEXURE E

GLOBAL ACADEMY
OF EDUCATION

Growth - Development - Maturity

Verbal / Written Warning

Name of learner:.....

Learner ID number:

Subject:

Teacher:.....

The above learner has breached the disciplinary code.

Date of offence:

Grade of offence:.....

Nature of offence:

.....

.....

.....

.....

Learner's statement:

.....

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.....

.....

Learner

.....

Witness

.....

Teacher

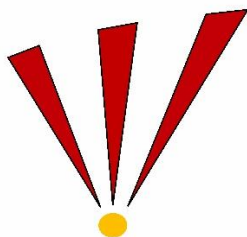
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Head of Department

One (1) copy to learner, original to be kept by GRADE HEAD.

• Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

ANNEXURE F

GLOBAL ACADEMY
OF EDUCATION

Growth - Development - Maturity

Final Written Warning

Name of learner:.....

Learner ID number:

Subject:

Teacher:.....

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 hearing.

Date of offence:

Dates of previous warnings:

Grade of offence:.....

Nature of offence:

.....

.....

.....

Learner's statement:

.....

.....

.....

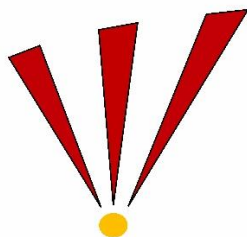
.....
Learner.....
Teacher.....
Witness.....
Head of Department.....
Date

One (1) copy to learner, original to be kept by GRADE HEAD.

• Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

ANNEXURE G

GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

Break / Homework / Friday Detention

Name of learner:

Learner ID number:

Subject:

Teacher:

Was a formal disciplinary hearing held? Yes _____ No _____

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

Date of hearing:

Venue of hearing:

Time of hearing:

Date served:

The charge against you is as follows::

.....
.....
.....

Date of offence:

Nature of offence:

.....
.....
.....

Break / Homework / Friday Detention

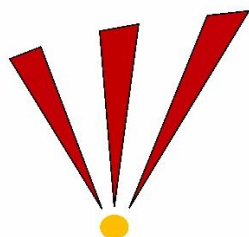
You are further advised that you have been suspended from break from:

Until Time: Date:/...../..... until Time: Date:/...../.....

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

Note: Learner receives one (1) copy and the signed copy must be kept and filed.

GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

SUSPENSION NOTICE

Name of learner:.....

Learner ID number:

Subject:

Teacher:.....

The charge against you is as follows::

.....
.....
.....

Date of offence: Grade of Offense:

Nature of offence:

.....
.....
.....

School Suspension

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

Until Time:..... Date:...../...../..... until Time:..... Date:...../...../.....

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

Note: Learner receives one (1) copy and the signed copy must be kept and filed.

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

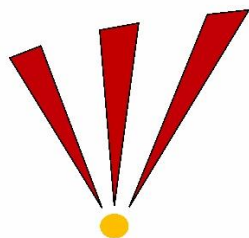
Date of hearing:

Venue of hearing:

Time of hearing:.....

Date served:.....

GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

NOTICE of DISCIPLINARY HEARING

SMT Disciplinary Hearing Board of Directors Disciplinary Hearing.....

Dear Mr / Mrs / Ms

In accordance with our Learner Code of Conduct, you are hereby informed that the Board of Directors / SMT intends to institute disciplinary proceedings against your child. These proceedings may lead to suspension or expulsion from School.

Name of learner:.....

Learner ID number:

Teacher:.....

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

Date of hearing:

Venue of hearing:

Time of hearing:

Date served:.....

The charge against you is as follows::

.....
.....
.....

Date of offence: Grade of Offense:

Nature of offence:

.....
.....
.....

Rights of Learner facing Disciplinary Action

Learner's rights (to be read by Server)

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

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

.....
Server

.....
Designation

.....
Learner

.....
Witness

.....
Date