AMAZING GRACE
PRIVATE SCHOOL
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Code of Conduct

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1.Aims

The Student Code of Conduct of **Amazing Grace Private School** is written for you with Enko Education's mission and values in mind. Enko Education strives to nurture and teach learners to be:

- Caring
- Committed
- Pathmakers
- Team Spirited

It is underpinned by the Constitution of the Republic of South Africa (Act 108 of 1996) and the South African Schools' Act (no 84 of 1996) strives to uphold and protect the rights of the learners as individuals and as a group. It is applicable to all learners, not only when at school, but at all times and places for as long as the learner is enrolled at the school. This code of conduct seeks to establish and maintain an attitude of respect, tolerance and reconciliation amongst you, your peers and the adults in the service of the school.

The 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.

This Code of Conduct lays down principles which are designed to establish a happy and harmonious school community in which every learner can derive maximum benefit from the learning opportunities offered by the school. We aim for a considerate and co-operative atmosphere for learning and working.

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 School rules is, therefore, not an acceptable excuse.

DISTRIBUTION PROCEDURES

1. Each learner will be given a copy of the Code of Conduct. Parents are required to read it through with their child; both parent and learner sign it and return it to the class teacher for filing.
2. Learners are informed of what they may not do, or should do and what action will be taken against them if they contravene the Code of Conduct.
3. An educator at the school shall have the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is at the school, on any school excursion or school related activities.
4. The principal or an educator, upon reasonable suspicion has the legal right to conduct a search of any learner or property in possession of the learner for a dangerous weapon, drugs, cigarettes, e-cigarettes or stolen property brought onto the school property.
5. Under no circumstances whatsoever, shall a parent/guardian be permitted to dictate to the school that a learner may not be punished in accordance with this Code of Conduct.
6. These guidelines are in accordance with the South African Schools Act and associated regulations.

THE JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

The Code of Conduct is in force:

1. On the property prior to, during and following regular school hours.
2. At all official events, both within and outside the regular school hours, where such events are held under the auspices of the school management structures.

3. At all official school events which are held off the school property.
4. At all times when the learner is dressed in the school uniform and is recognisable as such both on the school property or in the public view outside the school.

2. GENERAL PRINCIPLES

The overarching concepts which inform conduct at Amazing Grace Private School are respect and consequences for actions. A restorative approach to discipline is embraced. All breaches of the Code of Conduct will be evaluated in the light of these two basic concepts and appropriate disciplinary action will be taken.

Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School.

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. 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.
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.

Amazing Grace Private School (AGPS) ' Code of Conduct is based on the following principles:

1. Disciplined behaviour is essential for the well-being of the school and the successful achievement of the school's objectives.
2. The Code of Conduct is based on educational principles that aim to allow the school to function as a harmonious community.
3. The Code of Conduct aims to establish a safe and secure environment.
4. The Code of Conduct endorses the basic rights of educators to teach and maintain disciplined learning environments and the rights of the learners to learn in a secure and safe environment.
5. The Code of Conduct is aimed at promoting a climate of mutual self-respect, self- discipline and responsible behaviour.

6. Disciplinary action will be fair, restorative, appropriate and consistently applied. It will be aimed, as far as possible, at corrective measures and not punitive action.
7. There is an expectation that learners will: respect the rights and dignity of others and therefore refrain from intolerant and prejudicial conduct; show integrity in all their conduct by being just and fair, promoting inclusiveness and allowing fellow learners equal opportunities for participation and success; and develop social and political awareness that prompts concern and action for the welfare of others.

3. GENERAL SCHOOL RULES

1. Always be courteous and friendly. Greet everyone you see with a sincere greeting.
2. Address all adults as “Sir” or “Ma’am”.
3. Be helpful and kind to strangers and members of the school community, treating others as you would like to be treated. Offer to assist any adult with directions or with any load they may be carrying. If needs be, accompany them to their destination.
4. Do not put your hands in your pockets or stand in a slovenly manner. No slouching against walls or buildings is permitted.
5. Do not chew gum at any stage while in uniform or while representing the school.
6. Do not eat or drink in class, assembly or between lessons. Food may only be consumed before school, during breaks or after school. Food and drink may not be consumed in any of the school buildings.
7. No running is permitted in the buildings.
8. No ball games are permitted in the school, in corridors, or in any other area near to where vehicles are parked or there is a high concentration of people.
9. Playing with water (i.e. hoses, water bombs etc) is prohibited.
10. Bullying of any kind, whether physical, emotional, verbal or cyber is a serious offence and will not be tolerated.
11. No learner may attempt to borrow items or money from another learner unless explicit permission has been given. Senior students may not borrow items or money from junior learners.
12. Respect for diversity of all forms (gender, race, religion, social status etc) is strongly encouraged. Any form of disrespect, discrimination or stigmatisation will be severely dealt with.
13. The use of bad language, loutish or anti-social behaviour is not permitted.

14. Any posts on social media platforms that harm others or the good name of the school are not permitted and may be dealt with as part of the school disciplinary process.
15. No banned substances (drugs, energy drinks, alcohol, performance-enhancing substances etc) may be carried, consumed, traded, procured or shared on the school premises, in school uniform or while representing the school.
16. No smoking of cigarettes, e-cigarettes, “hubbly” or any other similar product is permitted while on school property, in school uniform or while engaged in any school-related activity.
17. No weapons of any kind (knives, guns etc) may be brought onto the school premises.
18. No intimate contact is permitted while in school uniform or on the school campus.
19. All litter must be placed in refuse bins or wastepaper baskets.
20. 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.
21. 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.
22. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
23. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
24. Language that is seen as pejorative, discriminatory or racist is prohibited.
25. Any act that belittles, demeans or humiliates another learner’s culture, race or religion is prohibited.
26. 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 other learners is forbidden.
27. 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.
28. The carrying, copying and/or reading of offensive material is prohibited.
29. Students who are waiting for transport should remain on the school premises, as they will not be permitted to re-enter once they leave.
30. Learners must keep clear of areas that are indicated as out of bounds. These include:

- The School staff's parking bays.
- Basement
- Electrical mains distribution boxes, fire extinguishers and hoses.
- Parking lots, except while accessing their own vehicles.

All learners must:

1. Adhere to the Code of Conduct.
2. Adhere to the internal, organisational and safety procedures of the school.
3. Comply with the school attendance and punctuality requirements, which are in accordance with the law.
4. Treat others with respect and dignity.

3.1 SCHOOL RULES, INCLUDING DRESS CODE
3.1.2 ATTENDANCE

1. Attendance is compulsory for all learners on each school day for the full duration, until the last day of each term.
2. Unsatisfactory attendance may, by law, result in deregistration from the school.
3. Learners may not be absent, even with parents/guardians permission, in order to study for tests or to complete tasks or projects.
    a. A recognised medical practitioner's certificate is required if the learner has missed a cycle test, formal assessment task or examination. The doctor's certificate must state th[o]at the doctor was aware the learner missed an examination/assessment task.

3.1.3 DRESS CODE

Introduction

All learners are expected to be in full uniform as from the first day of school. School identity and school loyalty is vital. Amazing Grace Private School is proud of our commitment to discipline and the wearing of a school uniform affords us the chance to maintain and regulate discipline and create a sense of unity. Learners wearing the incorrect school uniform may be asked to leave the school premises. Repeated offence (3 times) of the code of conduct can lead to a disciplinary hearing. Parents are asked to assist the school to achieve these qualities by seeing to it that learners observe the following regulations. Refusal to wear a school uniform may be treated as a disciplinary matter.

1. Learners and their clothing must be neat and clean at all times.
2. No learner may leave the school premises for any event unless they are correctly dressed, either in their school uniform or sportswear.
3. The school uniform must be worn at all school functions, unless otherwise specified by the Principal.

4. If a learner does not have the correct school uniform on the day because of theft or dry cleaning, a letter from the parent(s) must accompany the learner indicating what the problem is, otherwise he/she will be recorded for the infringement and given a warning.
5. School rules apply at all school functions, as well as after school when the learners are still dressed in uniform.

6. School colours

Navy Blue

2.1. Girls uniform

Summer

- ☐ School white shirt with the school logo (short sleeve)
- ☐ Tunic for primary school and skirts for high school
- ☐ Navy blue socks or white socks

Winter

- ☐ School white shirt with the school logo(short sleeve)
- ☐ Tunic for primary school and skirts for high school
- ☐ Navy blue socks or white socks
- ☐ Navy Blue Jersey
- ☐ Track jacket
- ☐ Navy blue long pants

Note: Girls skirts and tunic may NOT be shorter than 5 cm above the knee

2.2 Boys Uniform

Summer

- ☐ School white shirt with the school logo(short sleeve)
- ☐ Navy blue shorts for primary school and long pants for high school
- ☐ Navy blue socks

Winter

- ☐ School white shirt with the school logo(short sleeve)
- ☐ Track jacket
- ☐ Navy blue school socks
- ☐ Navy blue long pants

2.3 Blazers:

Compulsory and must be worn on assembly days. Assembly for primary school is on Wednesdays and for high school is on Mondays. Navy blue with school badge on pocket (same for boys and girls).

7. Physical Education and Sport Uniform

Physical Education uniform to be worn to school on Physical Education day

3.1 Girls:

School regulation navy blue shorts, School golf shirts for girls and black or white takkies (No coloured takkies), only white, ankle length socks are permitted or navy blue school socks. No discrete socks are to be worn.

3.2 Boys:

School regulation navy blue shorts, School golf shirts for girls and black or white takkies (No coloured takkies), only white, ankle-length socks are permitted or navy blue school socks. No discrete socks are to be worn.

3.3 Sports Tracksuit:

The school sports tracksuit is an essential item for all learners who are representing our school in a sporting activity. The tracksuit may be worn to school on Physical Education days

3.4 Sports Uniform:

Each particular sport has dress regulations appropriate for the activity. It is imperative for our children to look their best at all times. Half the battle is won when a sports team arrives correctly kitted out, looks smart and portrays a team which shows unity, is motivated and ready for any challenge.

Religious and Cultural Requirements

The parent of any learner who is required by her religion to wear items not sanctioned in this policy must prior to entry to the school or as soon as the requirement is known inform the Head of School, in writing, of the need for particular item/s to be worn and reasons therefore. If the request is covered by a Constitutional right he will respond immediately.

Disciplinary Action

1. Failure to adhere to the Dress Code will result in disciplinary action being taken by members of staff or Disciplinary Committee
2. Immediate correction of the infringement, for example: nails to be cut, varnish to be removed, hem to be lengthened etc.
3. Use of restorative discipline processes.

Restricted areas:

The following areas are out of bounds:

1. The staffroom, teachers' workrooms.
2. Any area where examinations are being written.
3. Areas where vehicles are parked.
4. No ball games are allowed near the school buildings during school hours unless during PET under teacher supervision.

During Assembly

1. Learners must enter and leave the assembly point in silence. Talking is not permitted during assembly unless the speaker instructs learners to do so.
2. No food or drink is allowed during assembly and in the hall at any time except when specifically allowed for functions.

On the stairs and in the corridors and classrooms

1. The rule of single file and keeping to the left when ascending or descending the stairs as well as walking in the corridors applies at all times.
2. Learners may not sit on the stairs, corridors or classroom window sills for safety reasons.

Before school and during breaks

1. Learners may not be in the classrooms before school or during breaks.

2. Under unusual circumstances, classrooms may be used with the authorisation of a member of staff.
3. Learners must ensure they arrive at their classrooms at the correct time after breaks.
4. Learners must know the times of breaks and lesson changeovers as the bells are only rung when the order of the day changes, and at the commencement and closure of the school day.

Public transport

All learners using public transport to and from school are expected to act in accordance with all rules contained in the Code of Conduct.

In addition, learners are expected to be good ambassadors for our school by being courteous, showing good manners and respect for all others on the vehicle. Bad behaviour damages our reputation and will be seriously dealt with.

Raising funds at school

1. No learner is permitted to raise money in the name of the school for personal causes within and outside the school.
2. Only school sanctioned fundraisers can be used to raise money at school.
3. No learner is permitted to sell anything in the school premises

PUNCTUALITY

1. The school day starts with registration and it is essential for all learners to be present.
2. School hours: school starts at 7h20 and finishes at 15h00 from Monday to Thursday for FET Phase, finishes at 14:30 for Senior Phase. Foundation and Intermediate Phases finish school at 13h30.
3. School gates closes at 8:00 am and no learner will be allowed into the premises
4. Registration time is from 7:20 am to 7:45 am (Class Teacher marking register) and if a learner comes after that time they will be marked absent. If a learner is marked absent for 21 consecutive days they will be de-registered.
5. Learners must move between lessons using the fastest route.

USE OF SCHOOL EQUIPMENT

1. Learners may not abuse any part of the school buildings, or any items of school property.
2. Learners may only use the school equipment with the permission of the staff member concerned.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT, INCLUDING SMART PHONES.

1. The school cannot take responsibility for these. If a learner has an electronic device it must be kept switched off and concealed except before and after school hours. Devices will be confiscated if they ring or are used in a lesson or during assembly.
2. The device will be returned after five school days only to the parent or guardian of the learner. A fine of R20,00 will be charged for repeat offences.
3. Cell phones and smart watches have to be handed to the teacher-in-charge prior to writing any formal assessments or examinations.
4. Learners may not walk in and around in the school premises, corridors or sit in lessons with earphones in their ears.
5. The school will not be held responsible for the safety of cell phones or other electronic equipment. If learners choose to bring valuable electronic items to school, they do so at their own risk.
6. Learners may not bring computer games, iPods or similar electronic devices to School.

DISCIPLINARY ACTION

The school's internal disciplinary procedures are based on a restorative approach to discipline and are aimed at learners understanding how their actions affect and impact on others. In most cases the consequences for infringements should be applied soon after the infringement.

MISCONDUCT AND DISCIPLINARY PROCEDURE

The Disciplinary Procedure involves three levels of disciplinary action, combined with the various forms of sanctions (punishments).

Internal School procedures

- Level 1
- Level 2
- Level 3

Schedule 1 Offence (Notice 6903 of Gauteng Province in terms of South African Schools Act No. 84 of 1996)

Schedule 2 Offence (Notice 6903 of Gauteng Province in terms of South African Schools Act No. 84 of 1996)

Classification of Offences and Consequent Disciplinary Action.

Misconduct is classified below. The disciplinary action, the agent who will effect it and the sanctions that may be imposed depend on the level of the offence.

No corporal punishment may be administered to any learner. Parents/guardians may not give educators permission to use corporal punishment.

Internal School Procedures

Level 1 Letter of Warning

The following act/s of misconduct on the part of any learner may result in a "Letter of Warning" being issued:

1. For the use of vulgar, abusive or demeaning language.
2. For cheating in tests, examinations and/or in class-work when work is being done alone.
3. For displaying any form of insolence and/or anger towards an educator.
4. For petty lying and/or, minor dishonesty.
5. For making false accusations against an educator, non-educator, parent and/or fellow learner.
6. For bringing the school's name into disrepute, both during and outside official school hours.
7. For the intimidation of others and/or, for fighting and/or, bullying and/or, causing/encouraging others to fight. This may include biting or intentionally scratching one another.
8. For displaying intolerance towards others, particularly in an aggressive manner.
9. For causing minor damage to school property and/or the property of others.
10. For minor acts of theft.
11. For persistent disobedience, including back-chatting
12. For persistent, non-co-operation with an educator or other school authorities.

13. For displaying unsporting behaviour both on and off the sports field.
14. For the challenging of the decision/s of the Referee/Umpires during a sport match.
15. For failing to do prescribed homework.
16. For performing any action/s and/or, the passing of any remark/s which humiliate/s or is/are intended to humiliate the principal, educators, non-educators, cleaners, visitors and/or, any fellow learners (This may include provocative behaviour).
17. For reacting in a negative and unbecoming manner when the principal and/or an educator has made a statement to an assembly of learners.
18. For defacing/damaging any school property and/or buildings with graffiti and/or, in any other way.
19. For not attending a detention or having a detention notification letter signed and/or, for failing to return a detention letter to school.
20. For being in an area without permission, that is an area noted as being out of bounds.
21. For departing from school without permission and/or being absent without due cause.
22. For disregarding/defying a reasonable and/or lawful instruction, issued by the principal, educator or any other person having the authority to issue such instruction.
23. For repeatedly arriving late at school, classes and/or, extra-curricular commitments without a valid excuse.
24. For littering anywhere on the school premises.
25. For failing to disclose/report any knowledge and/or, the evidence of a fellow learner's misbehaviour.
26. For any other matter which, in the opinion of the principal, warrants a Letter of Warning being issued.

Level 2 : Suspension

The following acts of misconduct on the part of any learner may result in him/her being suspended from the school for a period not exceeding 5 (five) school days after he/she has been found guilty of such misconduct by a Disciplinary Tribunal:

1. For committing any of the acts of misconduct referred to in Part 1: Letter of Warning above, which in the opinion of the principal, warrants for the offence/s to be dealt with at a higher level of disciplinary intervention.
2. The carrying and/or smoking of cigarettes/or e-cigarettes is prohibited.

3. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
4. For displaying and/or, performing any serious act/s of violence and/or assault and/or, for expressing any verbal abuse on an educator, non-educator, parent, visitor or fellow learner/s. The misconduct may include intimidation and/or the use of vulgar language and/or, swearing and/or, serious bullying.
5. For any act/s of serious theft.
6. For blatantly disregarding/defying a reasonable and/or lawful instruction issued by the principal, educator or any other person having the authority to issue such instruction.
7. For cheating and/or, allowing and/or, causing others to cheat in tests or examinations.
8. For being blatantly dishonest and/or, for committing any acts of fraud.
9. For making false accusations of a serious nature against an educator, non-educator, parent or fellow learner.
10. For the passing of remark/s which are of a racial nature and/or, contain a racial undertone and/or, which may provoke racism.
11. For any serious threats of violence shown towards educators, non-educators, parents, or any visitor to the school.
12. For the undermining of the authority of the principal, educators and/or, non-educators.
13. For the intimidation of others to enforce acquiescence and/or to acquire an undeserved favour.
14. For sexual harassment and/or, sexual behaviour, which may include, but not necessarily limited to:
    - For the passing of sexual remarks and/or, the performing of inappropriate sexual behaviour, including kissing.
    - For the groping of bodies including the touching of others in an inappropriate manner.
    - For the snapping of bras and/or, the pulling of a learner's pants between his/her groin and/or buttocks.
    - For the pulling down of pants or shorts and/or, the flipping up of dresses or skirts in public.
    - For the telling of sexualised jokes and/or crude jokes.
    - For the possession of and/or, the distribution of obscene/pornographic material.
15. For a serious and/or, repeated disregard for School Rules

16. For repeated gender harassment.
17. For a learner unlawfully using/entering the toilets designated for the opposite gender.
18. For failure to comply with the conditions pertaining to Suspensions.
19. For the failure to disclose/report any knowledge and/or evidence of a fellow learner's misbehaviour.

Level 3 Expulsion

The following misconduct on the part of any learner may result in his/her expulsion after a Disciplinary Tribunal has found him/her guilty of such:

1. For committing any of the acts of misconduct referred to in Part 1: Letter of Warning and/or, Part 2: Suspension, above, which in the opinion of the principal, warrants for the offence/s to be dealt with at this level of disciplinary intervention.
2. For any serious threats of violence, where the threat includes the use of a weapon of any description and/or, for any vulgar and/or, verbal abuse accompanied by aggression shown towards educators, non-educators, parents and/or, any visitor to the school.
3. For the passing of any remark/s that have a serious racial content and/or, for the repeated passing of a remark/s that has/have a racial undertone and/or, which may or, may not have been dealt with previously under Part 2: Suspension, Point 9 above.
4. For being grossly dishonest and/or, committing serious acts of fraud against fellow learners, the school and/or, the school authorities.
5. For repeatedly disrespecting, defying the school authorities and/or, for intentionally and/or, for seriously undermining the authority of the principal, educators and/or non-educators.
6. For the possession of and/or, the use of and/or, the selling (peddling) of and/or the distribution of drugs, (whether these are prescription or illegal drug), pornographic material/s and/or, for committing any morally debilitating actions.
7. For the taking of and/or, the possession of and/or, the distribution of any untoward photos and/or, any other images reflecting nudity, profanity and/or, which may be pornographic in nature, in any way whatsoever.
8. For the taking of and/or, the distribution of untoward photos or other images in any form whatsoever, of learners, friends and/or any other person who is under the age of 18 years.
9. For serious theft and/or, committing any theft involving physical assertion and/or violence.

10. For being criminally convicted in a court of law.
11. For the possession of and/or, for using a weapon of any description at school, eg firearm, toy guns, knife, dagger, panga, stick etc to inflict bodily harm. (Craft knives, scissors, pens, pencils, pins, rulers etc may also be construed as being a weapon if used inappropriately).
12. For possessing and/or, using fireworks at school.
13. For any act of misconduct which in the opinion of the Principal and/or the School Management Team, endangers the life and safety of others.
14. For committing sexual coercion: - aggressive action/s aimed at procuring sexual favours.
15. For committing sexual assault: - sex related crimes/misconduct – including rape and sexual assault.
16. For the repeated commission of acts of misconduct as set out in Part 1: Letter of Warning and/or, Part 2: Suspension above and Part 4: School Rules below.

DUE PROCESS AND THE DISCIPLINARY HEARING

A learner alleged to have committed a Level 2 or Level 3 offence with circumstances possibly warranting suspension or expulsion shall be entitled to a formal disciplinary hearing (due process) prior to any decision to suspend or expel such a learner.

The preliminary procedures

1. The hearing must be conducted according to procedure laid down in the South African Schools Act, 1996.
2. Such a hearing must be convened and presided over by the Head of School, or in his/her absence, by the Deputy Principal, or by his/her designee, provided such is a parent member of the PTA.
3. The hearing must be held within 10 days after the event unless circumstances prevent this. The hearing must be held no earlier than five school days and no later than ten days after the learner has been accused and his/her parents/guardians have been notified to attend such a hearing.
4. The learner's parents/guardians must be notified in writing of the offence which the learner has allegedly committed.
5. The learner and his/her parents/guardians must be notified in writing of the date, time and venue of the hearing, within 72 hours of the occurrence of the alleged offence.

Formal hearing procedure

During the hearing the learner has the right to:

1. be represented or assisted by an adult
2. be furnished with information relating to the charge
3. present his/her case (i.e. to be heard)
4. question any witness
5. use an interpreter

- ☐ The Chairperson of the Disciplinary Committee will read out any allegations against the learner
- ☐ The learner will admit or deny allegations
- ☐ The Chairperson of the Disciplinary Committee shall present school's evidence to support allegations
- ☐ The learner and his/her representatives have the right to cross-question the school's evidence
- ☐ The learner and his/her representatives have the right to present evidence in support of defence
- ☐ The Chairperson of the Disciplinary Committee has the right to cross-question the evidence
- ☐ The learner or representatives have the right to summarise and submit a closing argument
- ☐ The Chairperson of the Disciplinary Committee shall summarise and adjourn the hearing
- ☐ The disciplinary committee shall keep a record of the proceedings and of the evidence
- ☐ The Disciplinary Committee shall consider the facts of the case and draw up written findings, providing reasons for such findings. The Disciplinary Committee shall make the final decision
- ☐ When the hearing is reconvened, the Chairperson of the Disciplinary Committee shall read out the findings and the reasons therefore

Procedures following the hearing

- The learner and her parents/guardians will be informed in writing of the decision
- The results of the hearing should be communicated within 24 hours after the conclusion of the hearing
- Should the penalty be suspension or expulsion the Chairperson of the Disciplinary Committee shall advise the learner and his/her representatives that the learner has the right to appeal against the penalty in writing to the School Management Team

- If the learner is acquitted, all the existing correspondence relating to the alleged offence on file must be destroyed

APPEAL PROCEDURE

- If a learner or parent/guardian is dissatisfied with the disciplinary decision, excluding expulsion, she may appeal in writing to the Head of School.
- The Head of School shall appoint a board of appeal and arrange for the appeal to be heard within fourteen (14) days, unless otherwise agreed to by the parties.
- The learner will have the right to be represented or assisted by an adult.
- No person who served on the disciplinary hearing which found the learner guilty may serve on the board of appeal.
- The hearing of an appeal shall be conducted according to fair administrative practice.

AMENDMENT PROCEDURE

1. This Code of Conduct may be amended after consultation with the Governing Body, Representative Council of Learners and staff.
2. Notification of amendments will be given in writing in the school newsletter or a

CODE OF ETHICS

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.
I commit myself to:

- adhere faithfully to this code of conduct and all the rules and regulations of Amazing Grace Private School;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my school work diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

.....	.....	.....
Student Name	Signature	Date

.....	.....	.....	.....
Parent Name	Signature	Phone number	Date