

HAPPY HOME ACADEMY

HAPPY HOME ACADEMY

CODE OF CONDUCT

2020



2 Gibaud Road Sydenham
Tel: 041 484 2024
Fax: 086 268 0960
Email: admin@hhacademy.co.za



CODE OF CONDUCT

PREAMBLE

In terms of the South African Schools Act, 8 (4) of 1996, a school Governing Body must adopt a Code of Conduct aimed at promoting a positive disciplined environment for the delivery of quality teaching and learning. This Code of Conduct is linked to the Constitution of the Republic of South Africa Act, 1996 and the subordinate provincial legislation.

OUR MISSION STATEMENT

The School's Mission Statement encapsulates the essence of the type of school environment we desire for our learners.

Happy Home Academy is committed to providing facilities for a well-balanced education, which concentrates on the development of mind, body and soul, which will enable and encourage children to develop their full potential, so that they can play a useful, fulfilling role in the community and the larger society.

ETHOS

Happy Home Academy is driven by sound moral principles, academic excellence and passionate participation. Our Code of Conduct also recognises the need to promote an atmosphere of co-operation, teaching, learning, mutual respect and the establishment of a culture of tolerance and peace.

THE BASIC CODE OF CONDUCT

The Code of Conduct applies to all learners wearing the HH Academy school uniform, including sporting attire or officially representing HHA.

LANGUAGE POLICY

The medium of instruction at HH Academy is English. The subjects of Afrikaans and isiXhosa are offered as first additional language.

EDUCATORS' RESPONSIBILITIES

The Principal and his staff have the same rights as a parent (**to act in loco parentis**) to control and discipline the learner according to the Code of Conduct during the time the learner is in attendance at the school, any classroom, school function or school excursion or school related activity.

RIGHTS AND RESPONSIBILITIES OF LEARNERS

Learner's Rights

Equality

Dignity

Protection from all forms of discrimination

A safe environment conducive to learning

A holistic education

Learner's Responsibilities

Have respect for yourself

Behave in a respectful and responsible manner towards staff and peers

Respect different cultures, languages and religions

Respect the property and safety of other learners and staff

Be proud of your school

Respect school property

Wear the uniform with pride

Make optimum use of the educational opportunities provided

Obey all school rules

Responsibilities of Parents with respect to the Code of Conduct

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will:-

- Support the school and make sure learners observe all school rules and regulations and accept responsibility for any misbehaviour on their child's part
- Honour your financial responsibilities timeously
- Take an active interest in their child's schoolwork and make it possible for the child to complete assigned homework
- Ensure that the learner arrives timeously for the start of the school day
- Attend meetings that the school convenes for them

Classroom rules

These CLASSROOM RULES ARE NON-NEGOTIABLE were developed in close consultation with the staff and the School Governing body.

- Anti-social behaviour will not be tolerated
- Cell phones, or any similar devices, are not to be visible and are to be switched off at all times during the school day
- No talking out of turn
- No abusive language
- No vandalism or littering
- No walking around without permission and a pass.
- No involvement in activities not related to the subject being taught without the consent of the teacher
- Be punctual for class
- Homework tasks and missed work because of absence to be completed timeously
- Homework must be completed at home and not before school
- Transgression of any of the above rules will have consequences

Due to Covid-19 the following rules will apply:

- Learners should always have their masks on.
- Learners should always maintain 1.5m physical distance at all times.
- Sharing of items including stationery is prohibited.
- Physical contact (handshakes, hugging) is prohibited.
- Breaking of any of these rules will have consequences.

SCHOOL ATTENDANCE

The right of a learner to a basic education places the obligation on the parent and the learner to attend school regularly during school hours.

- The register class teacher will keep an accurate register of learner attendance and will report irregular school attendance to the parent and the Head of departments (HODs)
- Absence from school for any period of time must be covered by an absentee note from the parent.
- Should the learner be absent from school for a period of longer than three (3) days, a doctor's certificate is required.
- Should the learner be absent for ten (10) consecutive days without a valid reason, the Principal must cancel the learner's record in the class register on grounds of continuous absence. The learner will then need to re-apply to be re-admitted to the school. This process is at the Principal's discretion.

- Should the learner exceed twenty (20) unexplained days absent in total for the year, the learner will be deregistered.
- All learners are to arrive at school before the official starting time. Learners who are late will enter their correct names in a register at the entrance and will be recorded as being late.
- Absence from class without the permission of the relevant register or subject teacher is prohibited.
- Any absence from a formal examination must be notified by the parent and supported by a doctor's certificate.
- Should a learner be absent from school due to Covid-19 related symptoms refer to **Covid-19 management policy and procedure.**

RELIGIOUS OR CULTURAL PRACTICES

- Learners wishing to participate in their religious or cultural ceremonies may do so once their parents have given the Principal due notice of their intentions.

Early release from School

- No learner may leave the school during school hours without a letter from a parent requesting permission to release the learner. The learner is to report to the School administrator to obtain a "permission to go home note", which must be signed by the class teacher and returned to the School administrator on leaving the premises.
- In the event of a learner taken ill at school, a permission to go home note

must be signed by the learner's class Teacher and handed in at the administrator's office. The School administrator will contact the parent to arrange transport home.

A learner may NOT use a cell phone to contact the parent directly without the permission of the School administrator.

END OF DAY

Once the learners are dismissed, learners are discouraged from remaining at school if not involved in an academic, cultural or sporting activity. Foundation phase (Grades 1-3) finish school at 13:00 while Grades 4-7 finish at 14:00 and High school 14:45. Teachers look after the children until 14:30. Unless there is a school function, the school is locked up at 15:30. All learners should be gone by 15:30.

For security and other reasons, learners are discouraged from loitering by the lake outside the school. Parents are encouraged to ensure that their children have a means of getting home if they have no need to be at school in the afternoons.

Security and Care of School Property

It is the obligation of every learner to protect and carefully use all the facilities and equipment so that others who come after them can also enjoy the privilege. Destruction or vandalism of property is a punishable offence.

The parent or legal guardian of anyone who intentionally misuses, damages or defaces any school property will replace it or pay for the damaged property. CCTV cameras are installed for the protection and safety of all staff and learners. Evidence thus recorded may be used when a dispute arises.

OUT OF BOUNDS

The following areas are out of bounds to learners:

- The area behind the Director's office (unless when doing sports)
- The parking area at the lakeside.
- The area on the left side of the security room.
- The Lake
- Home Affairs premises

SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the official school uniform with pride and appear neat and tidy at all times. **Other items of clothing may not be worn in conjunction with the school uniform.**

The wearing of the correct uniform is always compulsory when learners represent or attend the school, except when an announcement is made to the contrary.

Due to Covid-19 the uniform rules have slightly changed. **Refer to the Covid-19 Policy and procedure.**

LOST PROPERTY

If found, will be taken to the administrator's Office from where it can be collected.

SCHOOL UNIFORM

All school and sporting uniforms are to be clearly marked with the learner's name

BOYS UNIFORM

WINTER

- School blazer
- Grey trousers. (No bellbottoms or stovepipes)
- Shaped grey trousers are strictly prohibited (NO skinny fit trousers are allowed)
- White long-sleeved shirt (starched collar) – designed for a tie
- HHA school tie. Ties are not to be defaced
- Plain grey socks. (No white socks)
- black polish able leather lace-up shoes
- Black belts – compulsory
- A white HHA pull-over or HHA jersey
- Long-sleeved jerseys may be worn without a blazer
- HHA fleece jackets for foundation Phase (Grade R-3)
 - ✚ Optional: Navy blue regulation scarf, navy blue gloves, white scarf with school badge.

SUMMER

- As Above.
- Regulation short-sleeved open-necked white shirt with the school badge on the pocket
- Winter shirts may not be worn as summer shirts
- Optional: Blazer, pull-over sleeveless jersey

GIRLS UNIFORM

WINTER

- School blazer.
- Mustard skirt - official school style and material.
- Length of skirt – not shorter than 10cm from the floor when kneeling
- White long-sleeved shirt
- Regulation school tie
- Navy blue knee-length socks with a band of school colours round the tops
- black polish able leather school shoes (low-heeled)
- HHA pull-over or HHA jersey with a band of school colours

- ❖ Optional: Navy blue regulation scarf and gloves
- ❖ Navy blue tights
- ❖ Due to Covid-19 the uniform rules have slightly changed. **Refer to the Covid-19 Policy and procedure**

SUMMER

- mustard skirt as for the winter uniform.
- Length of skirt – not shorter than 10cm from the floor when kneeling
- Regulation short-sleeved open necked white shirt with the school badge on the pocket
- Winter shirts may not be worn as summer shirts
- Plain white ankle length socks, which must be folded over not rolled over
- Optional: Blazer and pullover

Boys Hair

- It must be neat and tidy
- When in doubt, be conservative. Keep it short
- The top, front, sides and back must be same size.
- No colouring of hair is allowed
- Current fashionable hairstyles (fade, mohok) that do not conform to all of the above, will not be acceptable ie. shaved sides and back where hair has not been graded from the bottom up in a proper manner and where hair has been left on the top of the head.
- Shaving slits into eyebrows is strictly not allowed
- No Mandela
- Clean facial shave

Girls Hair

- No hair style, extensions or hair colour to draw unnecessary attention
- Braided hair, only con-row (natural hair colour only) to conform to a simplistic and single layered style. **(No thick braids, soft braids or single braids)**
- No artificial single dreadlocks.
- Long hair needs to be plaited or tied back so as to be neat and tidy.
- No hair allowed in face or hanging over the eyes
- Short hair to be tidy
- Hair must be neatly groomed (combed)
- Hair accessories – only navy blue or black hair bands, not wider than 3 cm, or plain hair grips may be worn
- No bows, banana clips or pantyhose are to be used as hair accessories
- Gel applied conservatively is permitted
- Shaving slits into eyebrows is strictly not allowed

- **HAIR ACCESSORIES** Must be strictly school colours.
Note: HAIR Styles for boys and girls will be such that the learner does not attract undue attention and is in accordance with the regulations as set by the Discipline Officer. Hair must be neat at all times.

SPORTS UNIFORM FOR PRACTICES AND MATCHES

- The school golf shirt with a badge should be worn with Navy shorts on Sports days.
- The HHA tracksuit is the only permissible track suit.
- Tracksuits may be worn on Tuesdays and Thursdays.
- Only a school golf shirt may be worn under the tracksuit top.

OTHER MATTERS OF APPEARANCE

BADGES

The only permitted badges are those received at HHA.

JEWELLERY & BODY PIERCING

The wearing of jewellery, e.g. studs, bristles, earrings, chains, rings or bracelets, tongue rings, lip studs and eyebrow studs made of any material, is not allowed.

MEDIC-ALERT BRACELETS

These should be worn by those who need to. No other bracelets are allowed.

MAKE-UP

Make-up is not allowed even on Civvies days. This includes eye make-up. Learners who arrive at school wearing make-up will be asked to remove it immediately.

NAILS

Nails must be kept short, clean and neat. No body make-up or nail varnish may be worn on the hands. Learners found to be wearing nail polish will be sent to the school administrator. For a fee of R5.00 the learner will be given nail polish remover and cotton wool.

TATTOOS

Tattoos, in any form, are NOT to be visible when school uniform or sports uniform is worn.

GENERAL

Only a plain white vest, which may not be visible above the collar, may be worn under the shirt. No T-shirts may be worn under a summer shirt. On Civvies days learners are to wear decent clothes, no short dresses, skirts or bum shorts for girls.

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).
- Learners are responsible for all their belongings.

CELL PHONES: TABLETS: ELECTRONIC EQUIPMENT

- The school will not be held responsible for any cell phones, tablets or electronic equipment lost or stolen whilst the learner is at school or engaged in school related activities.
- If cell phones are brought to school, they must be switched off from the time the learner enters the premises until the bell rings at the end of the school day and should be kept in the administrator's office.
- Should a learner be seen with his/her cell phone, it will be confiscated and held in safe custody for 1 week. If it is confiscated for a second time during the same term, it will be held for 2 weeks. Should the phone be confiscated for a third time, it will be held for a month thereafter.
- Learners may not use their cell phones at school.

TELEPHONE CALLS FROM THE SECRETARY'S OFFICE

Calls to parents/grandparents to cancel or arrange sport or cultural activities will be made by the secretary for free.

CASH PAYMENTS

If a parent requests a learner to pay school fees on his/her behalf, or any other payment, such monies should be paid at the Bursar's Office before the start of the School day.

Learners are discouraged from bringing large sums of money to school.

For security reasons, parents are encouraged to pay school fees via Debit

Order, EFT or Direct Deposit. Card payment facilities are also available at the Bursar's Office.

ITEMS OF VALUE

Learners may not bring personal computer games, toys, iPods, laptops, or similar electronic devices to school unless by prior arrangement with the teacher. The school takes no responsibility for any lost items.

BEHAVIOUR AND DISCIPLINE

All pupils are expected to behave in a civil manner towards each other, all members of the teaching and non-teaching staff and visitors to the school.

The understanding is that all learners are to respect the rights of others to being safe, secure and unthreatened whilst at school, so as to ensure that the educational process is allowed to proceed.

Intimate behaviour between learners is not acceptable.

Inappropriate physical behaviour is unacceptable and will be dealt with accordingly.

MISDEMEANOURS

Which will be addressed by means of corrective measures as laid down by the Principal and the Discipline Officer (listed alphabetically and in no order of importance)

- Alcohol – possession at school or at a school outing/smelling of liquor/under the influence at school or functions
- Anti-social behaviour
- Any action which brings the school's name into disrepute
- Bullying
- Cheating or attempting to cheat/lying
- Communicating with fellow learners in a test venue
- Copying of projects or any other work
- Defacing school property
- Derogatory terminology
- Disrespectful or insolent behavior
- Disruptive and or un-cooperative behavior, violating the rights of teachers to carry out their assigned task of teaching the class
- Drugs –the use, possession or sale thereof (Arriving at school under the influence of drugs)
- Eating/chewing in class (including chewing gum)
- Entering out of bounds area
- Excessively noisy/unruly behaviour
- Failure to attend detention without a prior excuse
- Failure to timeously submit homework/tasks.

- Fighting/common assault/sticking a sharp object into a fellow learner
- Forbidden material in a test venue
- Forgery, e.g. parent/guardian's signature
- Gangsterism – promoting formation or forming of gangs
- Hate speech
- Inappropriate displays of affection
- Indecent assault
- Insubordination
- Interfering with or damaging another person's possessions
- Intimidation
- Late arrival for school/ class
- Littering
- Loitering in passages/classrooms
- Misconduct in assembly/classroom/playground
- Misuse of cell phones – including during exams
- Plagiarism
- Possession of offensive material, including pornographic material
- Possession of weapons or dangerous items (knives etc.)
- Preventing other learners from attending classes
- Racist remarks/insults
- Repeated dress code infringements
- Smoking or in possession of cigarettes
- Stealing
- Swearing or using obscene gestures
- Tampering with safety equipment
- Bunking classes
- Uncooperative/discourteous behaviour
- Vandalism
- Verbal or non- verbal abuse
- Violating the rights of fellow learners and staff at HHA.

DISCIPLINARY PROCEDURES

The Principal and his staff have full authority to ensure that every learner abides by the code of conduct.

The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and, in extreme circumstances, expulsion:

- A verbal warning / reprimand to express disapproval
- Use of the de-merit diary system
- Written warning
- Final written warning
- Removal from classes to the exclusion zone / outside the Head's office.
- Written punishment
- Community service to improve the physical environment within and around the school property
- Homework detention
- Supervised detention
- De-merit detention
- Referral for counselling
- Compensation for damages to cover the cost of repair or replacement of the lost or damaged item
- Temporary suspension of school related privileges
- Exclusion from school activities and functions e.g. academic dinner, sporting events, valedictory, prize-giving
- Withdrawal of recognition, e.g. award withdrawn, councillor badge rescinded
- Temporary suspension from class or school – pending disciplinary hearing
- Disciplinary hearing

SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse-

- seriously threatens, disrupts or frustrates teaching or learning in a class
- engages in a conspiracy to disrupt the proper functioning of the school through collective action
- insults the dignity of or defames any learner or any other person, (this includes racist remarks)
- distributes, or is in the possession of, any test or examination material that may enable another person to gain an unfair advantage in a test or examination
- cheats in a test or examination or any other form of assessment such as assignments
- engages in any act of public indecency
- sexually harasses another person
- possession or distributes of pornographic material
- is under the influence or in the possession of alcohol/drugs

SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION

A learner will be guilty of serious misconduct if he or she-

- is found guilty of misconduct as described in the above after having been found guilty of the same or similar misconduct on one previous occasion
- fails to comply with a punishment of suspension as a correctional measure or intentionally and without just excuse-
- forges any document or signature to the potential or actual prejudice of the school
- trades in any test or examination question paper or in any test or examination material
- engages in theft, or otherwise acts dishonestly to the prejudice of another person
- is in possession, of, consumes or deals in any illegal substance or other harmful substance
- is in possession of any dangerous weapon
- assaults or threatens to assault another person
- holds any person hostage
- murders any person
- rapes any person, or engages in any sexual activity which amounts to an offence in law
- maliciously damages property

HEARINGS

The Principal and his staff will make every effort to correct the situation before resorting to a full hearing, which will include members of the student council and Governing Body.

In the event of serious or continuous misdemeanours, the learner will be required to attend a full hearing.

For lesser misdemeanours and at the Principal and Discipline Officer's discretion, the parent/s or guardian will be called to attend a meeting to discuss the continued misbehaviour of the learner.

GENERAL

Any matters not specifically dealt with in this Code of Conduct will be dealt with as they arise by the Principal and his authorities and on the understanding that whatever action is decided upon will be dependent upon the accepted

ethos of the school and the laws of the country.

OUR CREDO

- Happy learners flourish in a disciplined environment where the boundaries are clearly defined.
- At HH Academy, we believe in the power of individuality.
- We believe that everybody can be somebody.
- We believe that where you are going is more important than where you

Amended 2019

DISCIPLINARY SYSTEM

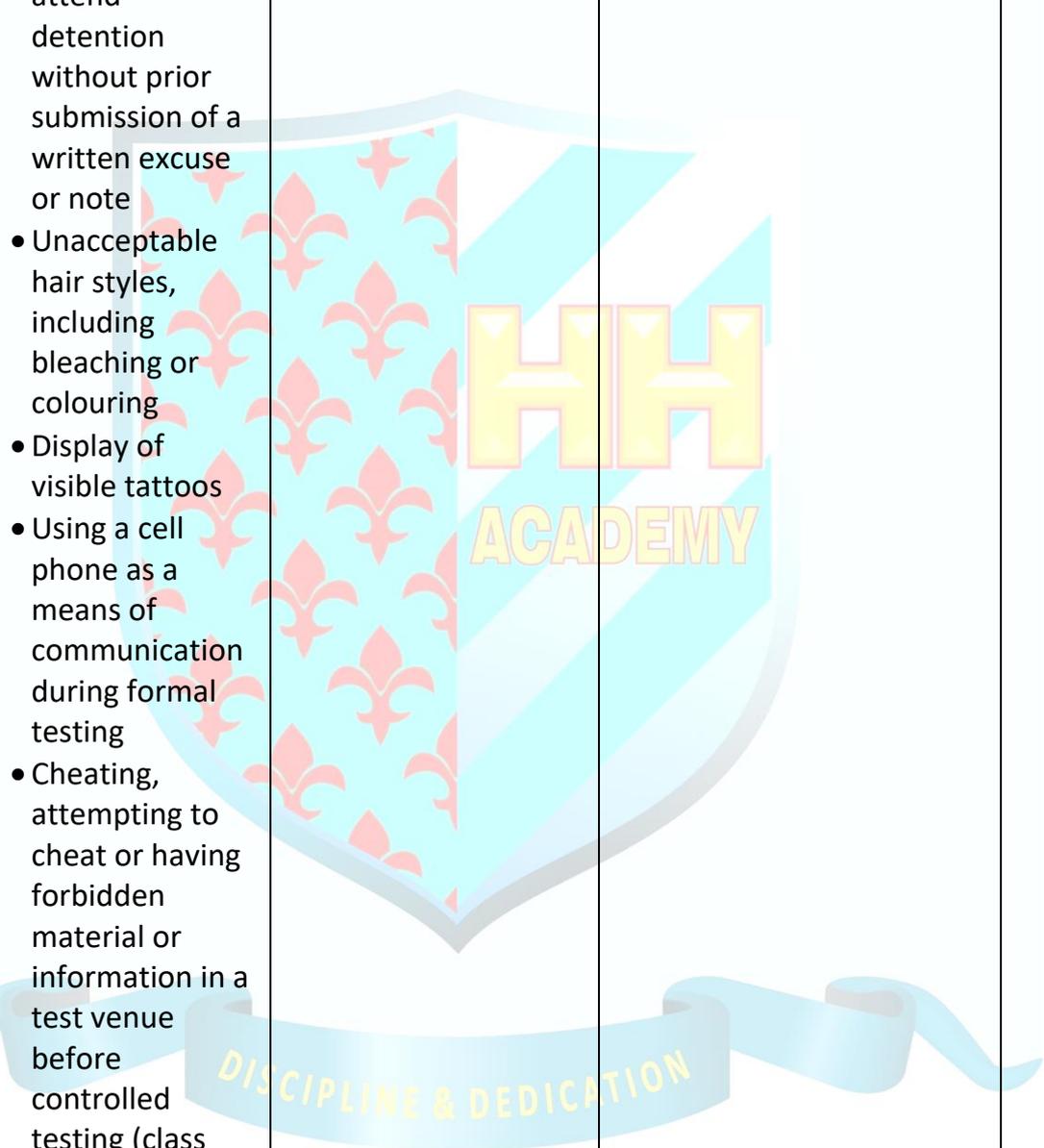
SCHEDULE OF OFFENCES AND RECOMMENDED DISCIPLINARY ACTION:

Table 1: List of Offences per grade of offence

Grade 1: Offences	Grade 2: Offences	Grade 3 Offences	Grade 4: offences
<ul style="list-style-type: none"> • Littering • Excessively noisy or unruly behavior before School, during change overs, 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 	<ul style="list-style-type: none"> • Vandalism • Interfering with another persons' possessions/property without the owners' 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 	<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 	<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, 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

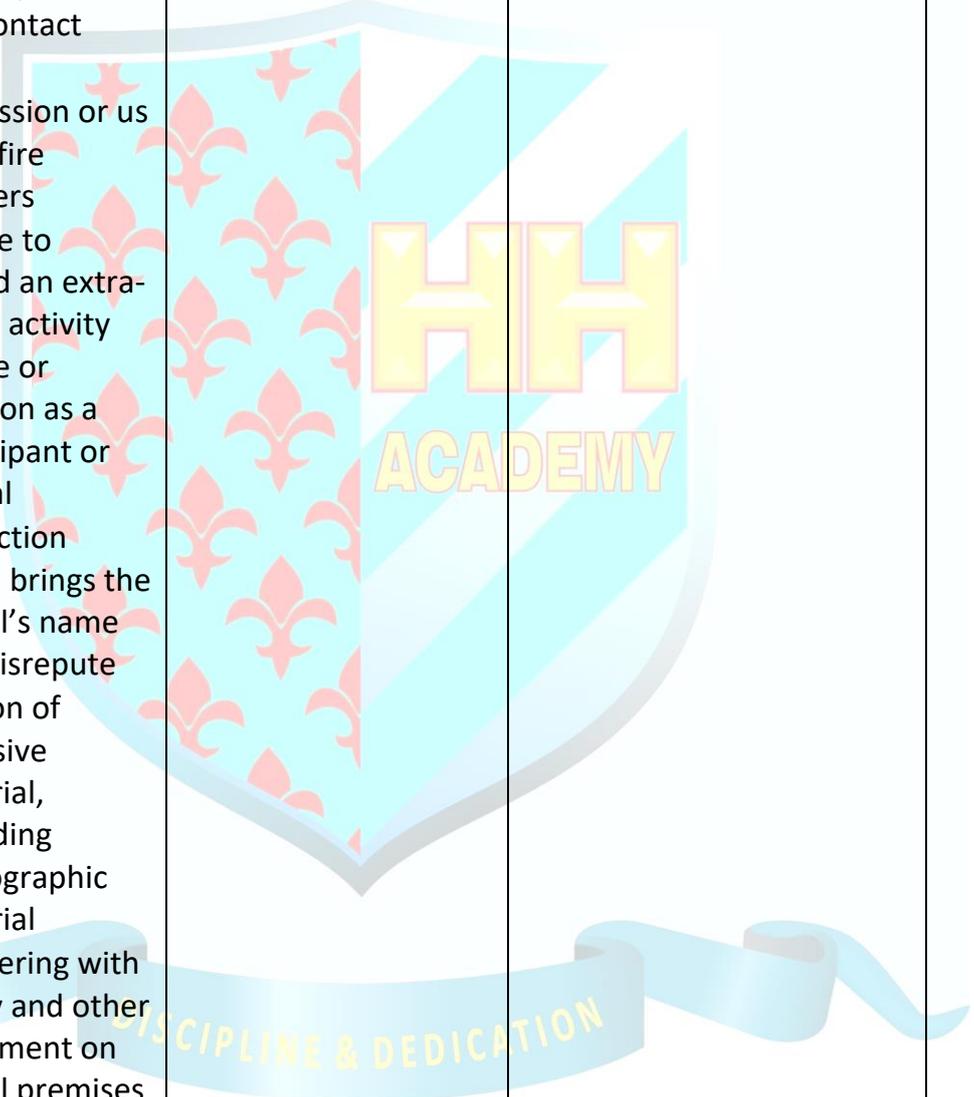
<p>permission</p> <ul style="list-style-type: none"> • Loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms • Misconduct or poor sportsmanship during extra-mural activities practice, intra- or – inter School competition or league fixture • Failure to: <ul style="list-style-type: 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 books -attend and extramural activity's practice session without excusing himself -attend duty class -attend a compulsory activity as a spectator without submitting written excuse letter prior to 	<p>of official documents such as medical certificates and qualifications and fraudulent use thereof</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - ignoring or failing to carry out a specific instruction (to include failure to do work / punishment set in the exclusion room, or failure to report to the exclusive room or failure to report to the subject teacher with this work / punishment as stipulated) • Fighting, common assault or attempted 	<p>permission</p> <ul style="list-style-type: none"> • Taking part in any form of illegal strike action / meeting / campaign on School premises • Any learner who in or outside of the buildings, 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 teachers from providing teaching, or in any other manner • Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school , the staff, the teacher, or fellow learners • Reckless or negligent driving whether in school uniform or not, and 	<ul style="list-style-type: none"> • 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 is punishable under common law
---	---	---	--

HAPPY HOME ACADEMY

<p>the event -attending detention</p> <ul style="list-style-type: none"> • 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 jewelry • Failure to wear the correct, full school uniform when in a public place, including the wearing of unauthorized items. • Failure to wear the correct sports kit for a match or practice hitchhiking while in school 	<p>assault</p> <ul style="list-style-type: none"> • Public disturbance and public indecency • Gambling • Failure to attend detention without prior submission of a written excuse or note • Unacceptable hair styles, including bleaching or colouring • Display of visible tattoos • Using a cell phone as a means of communication during formal testing • Cheating, attempting to cheat or having forbidden material or information in a test venue before controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non- 	<p>whether on the school property or not</p> <ul style="list-style-type: none"> • Unreasonable repetition of a grade 2 offence 	
---	--	---	---

HAPPY HOME ACADEMY

<p>uniform, formal or sport dress</p> <ul style="list-style-type: none"> • Disruptive behavior in class • Spitting in public • Failure to: <ul style="list-style-type: none"> ❖ Do classwork set and submit homework ❖ bring the required textbooks, notes stationary or equipment to a lesson ❖ hand work in on time ❖ copying another learner's classwork or homework ❖ defacing school property ❖ reporting late for class, relief or to the exclusion room • use of offensive material to cover books or files 	<p>verbal, with another learner</p> <ul style="list-style-type: none"> • Copying of computer exercises, projects or any other work intended for the year mark • Truancy from any contact time • Possession or use of fire crackers • Failure to attend an extra-mural activity fixture or function as a participant or official • Any action which brings the school's name into disrepute • Possession of offensive material, excluding pornographic material • Tampering with safety and other equipment on school premises • Unreasonable repetition of a grade 1 offence 		
---	--	--	--



GRADE 1 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> • Academic: Books/ work materials left at home; homework not done on time/ copied; • Extra-mural activity: non-attendance at practices and matches (without a valid excuse to teachers/coach): • Personal conduct in classroom/on playground: inappropriate displays of affection between learners: late arrivals for class: uncooperative behavior, discourteous behavior/insolence/temper tantrums: foul language: defacing desks/books/cases with graffiti: eating/chewing in class: littering: cell phone ringing; • Dress code: untidiness/ unkept appearance; school dress code not followed 	<p>Corrective actions / sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimand • Written punishment • Detention at break • Subtracting marks (homework) • Temporary confiscation until end of school term (uniform, jewelry, cell phones, bags and cases) • Removing graffiti from bags and cases at break • Written notification
GRADE 2 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> • Plagiarism of any work or cheating / attempted cheating in class test / assignment 	<ul style="list-style-type: none"> • Nought for test and warning letter
<ul style="list-style-type: none"> • Damage to property / possessions of other learners property 	<ul style="list-style-type: none"> • Repair/replacement, warning letter and principals detention
<ul style="list-style-type: none"> • Defiance/disregarding of an authority figure's instruction 	<ul style="list-style-type: none"> • Suspension from class, warning letter and Principals detention

GRADE 2 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
• Detention – Non-Attendance	Making up missed detention, warning letter and principals detention
• Disregarding test/examination procedures	Suspension from class, warning letter and principals detention
• Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organize corrective measures
• Disruptive behavior frustrating teaching and learning in the classroom	Warning letter, detention and suspension
• Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, suspension
• Fighting	Warning letter and suspension
• Fire-crackers	Warning letter and detention
• Forgery, e.g. parent/guardians signature	Warning letter and detention
• Gambling on or off school property	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Informal disciplinary hearing, special detention and professional counselling (all money to be confiscated)
• Graffiti: Books, case, desk, walls etc,	Removal, warning letter and principals detention
• Late for school – three (3) days	Phone call to parents and detention
• Late arrival for school – after 8:00 am	Phone call to parents and principals detention
• Offensive material	Warning letter and detention
• Lying	Warning letter and detention
• Smoking – possession of cigarettes / holding cigarette / caught in the act on or off school property	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Informal disciplinary hearing, special detention and professional counselling (all cigarettes and lighters to be confiscated)
• Smoking- selling cigarettes on/off school property	1 st offence: informal disciplinary hearing, warning letter and special detention 2 nd offence: Formal disciplinary hearing, warning letter and special detention
• Spitting	Principals detention

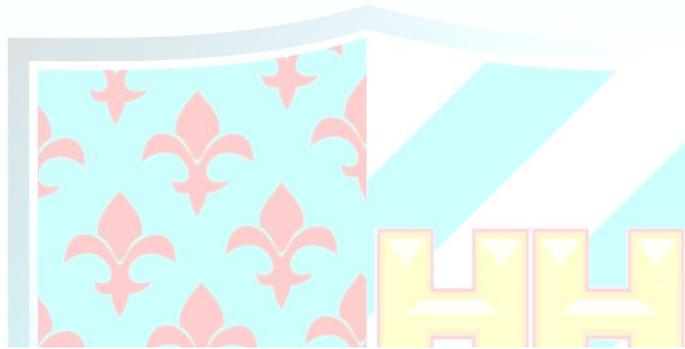
GRADE 2 OFFENCE	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> • Sticking a sharp object e.g pin, pen, nib etc. into a fellow learner 	warning letter and detention
<ul style="list-style-type: none"> • Substance abuse- possession/ sniffing of unauthorized substances e.g. meths, benzene, thinners. etc 	Informal hearing, warning letter and detention
<ul style="list-style-type: none"> • Threatening assault/intimidation of a fellow learner 	Phone call to parents and warning letter with detention
<ul style="list-style-type: none"> • Truancy – bunking a lesson 	Principals detention
<ul style="list-style-type: none"> • Truancy – bunking a day or part of a day 	Phone call to parents, warning letter and detention
<ul style="list-style-type: none"> • Vandalism- • Defacing/ damaging/breaking school property 	Phone call to parents, warning letter and detention
<ul style="list-style-type: none"> • Verbal abuse of fellow learner 	Phone call to parents, repairs/payment of damages, warning letter and detention
<ul style="list-style-type: none"> • Intentionally taking off the masks 	Written warning, meeting with parents and suspension
<ul style="list-style-type: none"> • Hugging and breaking social distance rules 	Written warning, meeting with parents and suspension
<ul style="list-style-type: none"> • Touching other learners’ things 	Written warning.
GRADE 3 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> • Alcohol-possession at school or on a school outing/smelling of liquor/ under the influence at school or on a school outing 	Disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Assault on a fellow learner (causing bodily harm) 	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Coughing or sneezing at someone without a mask 	Suspension from school and disciplinary hearing.
<ul style="list-style-type: none"> • Bullying/ Intimidation 	Warning letter and community service and detention
<ul style="list-style-type: none"> • Cheating/attempted cheating in final grade 12 examination 	Implementation of official provincial procedures
<ul style="list-style-type: none"> • Possession/distribution of test or examination material prior to test or examination 	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official

	provincial procedures for grade 12
<ul style="list-style-type: none"> • Ongoing disruptive behavior in classroom (frustrating school educational programme) 	Suspension from class/school, disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Disruptive behavior on school property or on school sponsored fixture/outing/trip/tour (frustrating school's educational/extracurricular programme) 	Suspension from class/school, disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Engaging in a conspiracy to disrupt the proper functioning of school through collective action 	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Drugs-consumption not associated with school 	Interview with parents, professional intervention
<ul style="list-style-type: none"> • Gangs-promoting formation of/associating with/furthering activities of school gangs/social groups 	Suspension from school, disciplinary hearing, warning letter and detention
<ul style="list-style-type: none"> • Involving/attempting to involve outsiders in disputes between learners 	Disciplinary hearing, warning letter, community service and detention
GRADE 3 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> • Pornography – distribution at school 	Warning letter, community service and detention
<ul style="list-style-type: none"> • Public indecency 	Disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Racist conduct that defames a teacher / learner 	Suspensions from class/school. Disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Improper suggestions of a sexual nature 	Disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Sexual harassment of a teacher/learner 	Suspension from school, disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Threatening to assault/intimidating a teacher 	Suspension from school, disciplinary hearing, warning letter, community service and detention
<ul style="list-style-type: none"> • Verbal abuse 	Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion
GRADE 4 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
<ul style="list-style-type: none"> • Alcohol-drinking/drunken at school or on 	Suspension from school, disciplinary

school outing	hearing, warning letter, community service and detention/expulsion
• Alcohol-drinking in public	Suspension from school, disciplinary hearing, warning letter, community service and detention/expulsion
• Assault on a learner causing serious bodily harm	Suspension from school, disciplinary hearing and expulsion
• Assault on a teacher	Suspension from school, disciplinary hearing and expulsion
• Bribery/attempted bribery of any person in respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
• Dangerous weapon or object e.g firearm-possession at school	Suspension from school, disciplinary hearing, appropriate punishment e.g community service and detention/expulsion
• Dangerous weapon or object e.g firearms-possession at school/school outings	Suspension from school, disciplinary hearing, appropriate punishment e.g community service and detention/expulsion
• Drugs/illegal substances-possession at school/school outing	Suspension from school, disciplinary hearing,
• Drugs/illegal substances-consumption/under the influence at school/on school property	Suspension from school, disciplinary hearing, warning letter, community service and detention and professional counselling
• Drugs/illegal substances-dealing (“pushing”) at school/on school outing	Suspension from school, disciplinary hearing and expulsion
• Forgery of any document of signature to the potential/actual prejudice of the school	Suspension from school, disciplinary hearing, warning letter, community service and detention/expulsion
GRADE 4 OFFENCES	RECOMMENDED CORRECTIVE MEASURES
• Fraud (Financial)	Suspension from school, disciplinary hearing, compensation, warning letter, community service and detention/expulsion
• Hostage-taking	Suspension from school. Disciplinary hearing and expulsion
• Satanic practices that damage property or cause harm to people or any other living creatures	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
• Sexual assault/rape	Suspension from school. Disciplinary hearing and expulsion
• Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service

HAPPY HOME ACADEMY

	and detention/expulsion
• Trading test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service and detention/expulsion
• Vandalism- malicious damage to school/teachers property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion



LEARNER COMMITMENT

HAPPY HOME ACADEMY

I,, a learner at **HAPPY HOME ACADEMY**, 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 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

Parent's Full Name

Signature

Date

Learner's Full Name

Signature

Date

Principal

Signature

Date

DISCIPLINE & DEDICATION