



Learner Code of Conduct

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1. INTRODUCTION

Kyrios Independent School was founded to fulfil a need for private education in Bloemfontein. With this done, Kyrios Independent School strives to create a platform where learners are taught and monitored in a setting that promotes individual attention. The school strives for a holistic approach to education.

2. GUIDING STATEMENTS

2.1 ETHOS

Christian and Biblical principles underpin Kyrios Independent School's operation, vision, mission and values.

2.2 VISION

Kyrios Independent School endeavours to provide each individual with the opportunity to achieve his or her true potential academically, socially and spiritually. By attending to the specific needs of each individual, we strive to develop responsible, upright and productive learners that will integrate into society and understand their supportive role within the community.

2.3 MISSION

Kyrios Independent School strives to create a safe, healthy and enjoyable environment, which offers a unique approach wherein learners are guided to display respect of self and others, academic excellence and responsible conduct. The school promotes the following values: Respect, Integrity, Self-discipline, Care, Responsibility and Diligence.

3. LEGAL AUTHORITY

The Code of Conduct aligns itself with the South African Schools Act, Act 84 of 1996 and The Rights and Responsibilities of Independent Schools document of 2008. It is also subject to the Constitution of the Republic of South Africa, Act 108 of 1996.

4. COMPOSITION OF THE SCHOOL

Kyrios Independent School is a Combined School (Grade R – 12) and is managed as an independent, Christian school by the SMC. The Senior Management Committee include the Executive Head (who is accountable to the Executive Committee and Board of Directors), the Head of School (Academics) and Governance Officer (Standards & Legal). There are Operational Heads for each phase, accountable to the Head of School and to the academic board for all academic related matters. The school's academic board is made up of management members who are responsible for all academic affairs. There is a Disciplinary Committee that consists of the SMC

members, Operational Heads, teachers and non-teaching staff, who handle only disciplinary issues. There are also coordinators for culture and/or sports.

5. LANGUAGE OF LEARNING AND TEACHING

Kyrios Independent School's LOLT is English as per the Language Policy.

6. ACADEMIC PERFORMANCE

Kyrios Independent School strives to empower every learner to perform well. The operational heads keep a watchful eye over performance.

7. REGULATIONS AND PROCEDURES

GENERAL

7.1 ATTENDANCE

All learners are required to attend school on every day of the school term. Should a learner be too ill to attend, the parents are requested to contact the office on the day of the illness. Learners must submit a sick note written by the parent on his/her return to school. A doctor's letter is required if a learner is absent for 3 days or longer.

With reference to missed formal assessments, a letter from the parents suffices as a valid reason, but after 2 days, a doctor's letter must be submitted.

7.2 APPEARANCE

Learners should always appear well groomed and avoid looking sloppy. Shirts tucked in.

7.3 PERSONAL POSSESSIONS

It is an operational requirement that any electronic receiving or transmitting device, such as cell phones, smart watches, tablets, earphones, computers et cetera are submitted to the office every morning at register period. They are then handed back to the learners at the register period at the end of the school day.

Should a learner arrive at school driving his/her own vehicle, the learner must submit a certified copy of the necessary licence to the school office. No other learner may be transported without written consent by the parent(s) / guardian(s).

7.4 UNIFORM

FOUNDATION PHASE (Grade R – 3)	
GIRLS	BOYS

SUMMER UNIFORM AND FOOTWEAR	Kyrios golf shirt (<i>white or black</i>)		Kyrios golf shirt (<i>white or black</i>)		
	<u>WITH</u>		<u>WITH</u>		
	Red skort	<u>OR</u>	School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) Black, short ski-pants should be worn under skirt	School pants: grey short school pants Pants must be neat, clean and without tears	
	<u>WITH</u>		<u>WITH</u>		
Black school shoes and white ankle school socks	<u>OR</u>	Black technical sandals	Black school shoes and grey long school socks	<u>OR</u>	Black technical sandals

WINTER UNIFORM AND FOOTWEAR	Long sleeve Kyrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrios Padded jacket (<i>not tracksuit top</i>)		Long sleeve Kyrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrios Padded jacket (<i>not tracksuit top</i>)		
	<u>WITH</u>		<u>WITH</u>		
	School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) with black opaque stockings and black ankle school socks	<u>OR</u>	School pants: grey long pants (<i>girls</i>) with grey school socks	School pants: grey long pants with grey school socks Pants must be neat, clean and without tears Pants must be normal fit and not altered to a slim fit style (<i>No slim fit</i>)	
	<u>WITH</u>		<u>WITH</u>		
Black school shoes		Black school shoes			

SPORTSWEAR AND FOOTWEAR	Kyrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrios tracksuit with white ankle school socks		Kyrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrios tracksuit with white ankle school socks	
	<u>WITH</u>		<u>WITH</u>	
	Sports sneakers		Sports sneakers	

INTERMEDIATE PHASE (Grade 4 – 6)

GIRLS	BOYS
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SUMMER UNIFORM AND FOOTWEAR	Kyrrios golf shirt (<i>white or black</i>)	Kyrrios golf shirt (<i>white or black</i>)
	<u>WITH</u>	<u>WITH</u>
	School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) Black, short ski-pants should be worn under skirt	School pants: grey short school pants Pants must be neat, clean and without tears
	<u>WITH</u>	<u>WITH</u>
	Black school shoes and white ankle school socks	Black school shoes and grey long school socks

WINTER UNIFORM AND FOOTWEAR	Long sleeve Kyrrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrrios Padded jacket (<i>not tracksuit top</i>)	Long sleeve Kyrrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrrios Padded jacket (<i>not tracksuit top</i>)
	<u>WITH</u>	<u>WITH</u>
	School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) with black opaque stockings and black ankle school socks	School pants: grey long pants (<i>girls</i>) with grey school socks
	<u>WITH</u>	<u>WITH</u>
	Black school shoes	Black school shoes

SPORTSWEAR AND FOOTWEAR	Kyrrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrrios tracksuit with white ankle school socks	Kyrrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrrios tracksuit with white ankle school socks
	<u>WITH</u>	<u>WITH</u>
	Sports sneakers	Sports sneakers

SENIOR PHASE (Grade 7 – 9)

GIRLS

BOYS

SUMMER UNIFORM AND FOOTWEAR		GIRLS	BOYS
SUMMER UNIFORM AND FOOTWEAR		Kyrios golf shirt (<i>white or black</i>)	Kyrios golf shirt (<i>white or black</i>)
		<u>WITH</u>	<u>WITH</u>
		School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) Black, short ski-pants should be worn under skirt	School pants: grey short school pants Pants must be neat, clean and without tears
		<u>WITH</u>	<u>WITH</u>
		Black school shoes and white ankle school socks	Black school shoes and grey long school socks
WINTER UNIFORM AND FOOTWEAR		GIRLS	BOYS
WINTER UNIFORM AND FOOTWEAR		Long sleeve Kyrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrios Padded jacket / soft shell jacket (<i>not tracksuit top</i>)	Long sleeve Kyrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrios Padded jacket / soft shell jacket (<i>not tracksuit top</i>)
		<u>WITH</u>	<u>WITH</u>
		School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) with black opaque stockings and black ankle school socks	School pants: grey long pants (<i>girls</i>) with grey school socks
		<u>WITH</u>	<u>WITH</u>
		Black school shoes	Black school shoes
SPORTSWEAR AND FOOTWEAR		GIRLS	BOYS
SPORTSWEAR AND FOOTWEAR		Kyrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrios tracksuit with white ankle school socks	Kyrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrios tracksuit with white ankle school socks
		<u>WITH</u>	<u>WITH</u>
		Sports sneakers	Sports sneakers

FET PHASE (Grade 10 – 12)

FET PHASE (Grade 10 – 12)		
	GIRLS	BOYS
SUMMER UNIFORM AND FOOTWEAR	Kyrios golf shirt (<i>white or black</i>)	Kyrios golf shirt (<i>white or black</i>)
	<u>WITH</u>	<u>WITH</u>
	School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) Black, short ski-pants should be worn under skirt	School pants: grey short school pants Pants must be neat, clean and without tears
	<u>WITH</u>	<u>WITH</u>
	Black school shoes and white ankle school socks	Black school shoes and grey long school socks
WINTER UNIFORM AND FOOTWEAR	Long sleeve Kyrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrios Padded jacket / soft shell jacket (<i>not tracksuit top</i>)	Long sleeve Kyrios golf shirt (<i>white or black</i>) Black long sleeve v-neck school jersey Kyrios Padded jacket / soft shell jacket (<i>not tracksuit top</i>)
	<u>WITH</u>	<u>WITH</u>
	School skirt: grey A-line skirt (<i>no shorter than 4 fingers above the knee</i>) with black opaque stockings and black ankle school socks	School pants: grey long pants (<i>girls</i>) with grey school socks
	<u>WITH</u>	<u>WITH</u>
	Black school shoes	Black school shoes
SPORTSWEAR AND FOOTWEAR	Kyrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrios tracksuit with white ankle school socks	Kyrios branded sport shirt with plain black PT shorts and white ankle school socks Full Kyrios tracksuit with white ankle school socks
	<u>WITH</u>	<u>WITH</u>
	Sports sneakers	Sports sneakers

GENERAL (Grade R – 12)

GIRLS

BOYS

HEAD GEAR	<p>Kyrios branded cap (<i>summer</i>) Kyrios branded beanie (<i>winter</i>) Headgear is not allowed to be worn during class time</p>	<p>Kyrios branded cap (<i>summer</i>) Kyrios branded beanie (<i>winter</i>) Headgear is not allowed to be worn during class time</p>
HAIR	<p>Out of the face and neat Any hair longer than shoulder length must be tied up neatly Only one natural colour hair or weaves (<i>no blue, pink, red et cetera</i>) Only white, black, red or grey hair accessories or head-bands No beads et cetera in the hair</p>	<p>Hair: short and neat, with no hair dye, no zig-zag, zip or other shapes shaven in No dreadlocks No mohican/mohawk or table top / tropical styles No facial hair (<i>beards or moustaches</i>)</p>
JEWELLERY	<p>Earrings: only small gold or silver studs or small gold or silver rings No diamond type earrings allowed No other jewellery like bangles or necklaces of any kind</p>	<p>No jewellery like bangles or necklaces of any kind No piercings (including earrings)</p>
OTHER	<p>Only prescription glasses are allowed Underwear should not be visible Any cultural accessories may not be visible Nails: No false nails, only own nails which must be short and no coloured nail polish is allowed Make-up: No make-up like lipstick, fake eyelashes or foundation et cetera</p>	<p>Only prescription glasses are allowed Underwear should not be visible Any cultural accessories may not be visible Nails: short and neat</p>

BEHAVIOURAL

7.5 EXPECTED BEHAVIOUR:

During School and Co- or Extra- curricular activities

The basic rule is that no-one may disrupt school life.

Discipline is important. Self-discipline is preferred, but if anyone is incapable thereof, the school must provide the necessary procedures to enforce discipline. Hence, this correctional system of demerits and merits.

The demerit system applies to and guides the following behaviour:

- A learner's behaviour must always comply with the norms set to enhance the good name of the school.
- Learners must be courteous at all times, in particular towards the staff, boys to girls and learners to adults. This includes assisting wherever help is needed. This behaviour should extend beyond the school environment. Lack of manners, including veiled insolence, snide comments and rudeness will not be tolerated.
- The Christian principle of "lov[ing] your neighbour as yourself" should be displayed and any behaviour that disrupts the learning of others or cause another learner's physical or emotional harm is unacceptable.
- Instructions from educators must be obeyed instantly and in good grace, even if these are not popular.
- Drinking of water, from a water bottle, during class teaching time is allowed. However, eating in class during lessons is strictly forbidden.
- The playing of dangerous games on the school grounds and during school related activities is forbidden.
- Stealing or any form of unauthorised or disrespectful treatment of other peoples' property is strictly forbidden. The misconduct will be dealt with in accordance with the misconduct schedules below.
- Learners may not have electronic receiving and transmission devices and/or media players et cetera with them on the school grounds or during school excursions, unless prior permission is granted. Cell phones, smart watches, tablets, earphones, computers et cetera are to be collected at the first register period and given back at the end of the day's lessons.
- Learners may not wilfully disrupt a lesson, assembly or any other meeting.
- Excessive noise will not be tolerated.
- Any learner leaving class during school lessons should have a permission tag issued by the relevant teacher.
- Any damage done anywhere in the school is to be reported immediately at the administration office. Damage to school property will be dealt with in accordance with the misconduct schedules below.

- Defacing of school property in any way, e.g. writing on desks, chairs or walls is not permitted.
- Learners coming to school driving any motor vehicle must be in possession of a valid driver's license. No other learner may be transported without written consent by the parent(s) / guardian(s).
- Learners are not permitted to receive any visitors without the permission of the office. All visitors to the school, wishing to see a learner or an educator, must first report to the office, and sign a register before proceeding onto the school premises.
- Class rooms are generally out of bounds for learners before school, during break times and after school hours unless specifically permitted or authorised by an educator.
- No form of intimidation, political or otherwise is allowed.
- No learner may leave the school during school hours without written/verbal consent from a parent/guardian requesting the release of their child and the permission of a SMC Member.
- Learners must keep clear of areas deemed as out of bounds.
- The code of conduct is applicable when making use of public transport to and from the school.

7.6 OFFENCES: Breakdown

The Department of Education's SA-SAMS system is used to administrate demerit marks. The system is a points based computer programme. The demerit system is also subject to a warning system for some of the minor misbehaviours. This means that there will be 3 warnings for the same offence and 5 warnings for offences of different natures. Thereafter, no warnings will be given.

SCHEDULE 1: MINOR MISBEHAVIOUR (0 – 15 Demerit Marks)	
1.1	Late coming.
1.2	Not doing homework.
1.3	Staying away from class.
1.4	Not giving attention in class.
1.5	Littering.
1.6	Staying away from school and outside classes. <i>(Refer to Schedule 1.3).</i>
1.7	Loitering around toilets.
1.8	Excessive noisy or unruly behaviour.
1.9	Climbing through windows.

1.10	Not completing homework.
1.11	Arriving late for assembly and school activities.
1.12	Misusing of whiteboards. Producing graffiti etc.
1.13	In possession of a cell phone.
1.14	Chewing gum.

SCHEDULE 2: MISBEHAVIOUR (15 – 75 Demerit Marks)

2.1	Telling lies.
2.2	Ignoring an instruction.
2.3	Minor damage to property, including gardens.
2.4	Disrespect towards teachers, learners and parents.
2.5	Swearing, using foul language, showing obscene signs or blaspheming.
2.6	Being in the teacher's space. (<i>Table in class</i>).
2.7	Leaving the school ground during school hours.
2.8	Cheating in tests.
2.9	Entering out of bounds areas without permission – admin offices, staffroom, and staff kitchen, principal's office, classes of other teachers, store rooms.
2.10	Not handing in an absentee note or doctor's letter. (<i>3 days or longer</i>).
2.11	Not attending a compulsory activity.
2.12	Interfering with or damaging other people's property without their consent.
2.13	Forgery of documents or signatures.
2.14	Intimidation of other learners.
2.15	Swearing at and or abusive language.
2.16	Gambling.
2.17	Bringing the schools name into disrepute.
2.18	Tampering with school equipment (<i>includes inappropriate visuals on school computers</i>).
2.19	Sitting behind the teacher's desk when they are not present.
2.20	Arguing. Fighting between learners.
2.21	Disobeying/influencing others to disobey (<i>e.g. continual talking</i>).
2.22	Cigarettes in the possession of a learner.
2.23	Showing insolence.
2.24	Bunking school.

SCHEDULE 3: SERIOUS MISBEHAVIOUR (75 – 150 Demerit Marks)

3.1	Theft.
3.2	Fighting.
3.3	Bullying.
3.4	Malicious damage to property including the gardens and teacher property.
3.5	Using drugs or alcohol / under the influence of drugs or alcohol when arriving at school / testing positive for drugs / alcohol at school.
3.6	Carrying a weapon.
3.7	Being in the company of learners who smoke or consume alcohol, drugs of addiction, or any other intoxicating substance.
3.8	Cheating in exams / formal assessments.
3.9	Disruptive, unruly, rude or offensive behaviour.
3.10	Any act that belittles, demeans or humiliates another learner's culture, race, religion or gender.
3.11	Wearing offensive clothing or accessories.
3.12	Possession, copying and distributing pornographic material.
3.13	Violating the rights of other learners to receive education.
3.14	Violating the rights of teachers to carry out their tasks.
3.15	Being deceptive. Telling lies. Spreading malicious rumours.
3.16	Computer hacking.
3.17	Cigarettes in the possession of a learner.
3.18	Bringing the schools name into disrepute.
3.19	Swearing at or intimidating a teacher.
3.20	On a cell phone during class.
3.21	Inappropriate comments made to a person of the opposite sex.
3.22	Failing to comply with correctional measure.
3.23	Forging any document or signature, to the potential or actual prejudice of the school.
3.24	Plagiarism.
3.25	Forming any groups or holding any meetings (albeit online) which undermine the vision and mission of the school. This includes gangs – promoting, forming or furthering any school gangs.
3.26	Threatening teachers, learners and parents.
3.27	Improper suggestions of a sexual nature.
3.28	Sexual harassment of a teacher or learner.
3.29	Engaging in fraud.
3.30	Opening teachers' drawers and cupboards when they are not present.
3.31	Sedition or inciting any form of illegal strike action / meeting / campaign on the school premises.
3.32	Exposure (<i>taking off clothes in public / indecently dressed</i>).
3.33	Trading in any test or examination question papers, or any test or examination material. Bribing or attempting to bribe any person for the purpose of gaining an unfair advantage particularly with respect to tests and examinations.

SCHEDULE 4: VERY SERIOUS MISBEHAVIOUR (150 Demerit Marks)

4.1	Selling / supplying drugs or alcohol at school.
4.2	Being an accomplice to a crime. Withholding information.
4.3	Using or carrying dangerous weapon.
4.4	Assaulting any staff member, learner, visitor or parent/s.
4.5	Robbery and Breaking and Entering.
4.6	Malicious and severe damage to property or injury to learners and staff.
4.7	Rape, attempted rape or indecent assault.
4.8	Any offence punishable under South African law (<i>codified or not</i>).
4.9	Sexual intercourse on school premises.
4.10	Making verbal or written threats.
4.11	Theft of an asset deemed valuable.
4.12	Being under the influence of alcohol or drugs.
4.13	Using drugs or alcohol at school or possession thereof.
4.14	Breaking-in. Stealing.
4.15	Displaying insolence, passive resistance, back-chatting, disregard for the educators, cheekiness or defiant disobedience.
4.16	All Satanic practises and those that damage property or cause harm to people or any other living creatures.

REWARD AND CORRECTIVE PROCEDURES**7.7 REWARD PROCEDURE**

Merit marks accumulated set off against demerit mark totals. This is based on evidence of consistent expected behaviour (See 7.5).

7.8 CORRECTIVE ACTION

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into three categories: corrective action, suspension and a disciplinary hearing. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

The underlying principle is that action taken against learners is corrective and aims to teach the learners that actions have consequences. It is vital that the learners learn this lifelong lesson.

Thus, a detention system for learners has been devised where a learner will sit for detention during break for every 10 demerit marks that are accumulated and, if a demerit schedule is of such a severity that the misconduct warrants

an immediate giving of 30 or more demerits or the learner has reached a multiple of 30 demerits, an afternoon session will be required per 30 demerits.

The system of detention is for grades 4-12. Detentions may be done for other grades to help correct behaviour.

8. PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS

8.1 DISCIPLINARY ACTION

The detention system is used as explained in 7.8.

8.2 PREVENTATIVE SUSPENSION

Based on reasonable grounds and intended as a precautionary measure, the SMC may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed serious misconduct. However, such suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the SMC.

Learners may be referred to a corrective facility for a period of no more than 2 weeks in which behaviour is monitored and corrected. Should the nature of the suspension warrant a longer stay at the corrective facility, such a stay may be entertained.

8.3 DISCIPLINARY HEARING

Should the learner reach 150 demerit marks, an interview and a hearing with the parent/s or guardian and the SMC, Disciplinary Committee representative/s and an impartial person will be held in the following manner:

8.3.1 Preliminary Inquiry

When a learner is suspected or alleged to have committed a very serious misbehaviour, the school Executive Head may appoint an investigating officer. The latter will collect information for the school Executive Head to decide whether a disciplinary hearing is warranted.

8.3.2 Hearing

8.3.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the SMC.

- 8.3.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.
- 8.3.2.3 At least five school days must lapse between the delivery of the notice and the hearing.
- 8.3.2.4 The SMC shall appoint the disciplinary committee. The chair of the committee must be a SMC member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the SMC themselves, and shall be entitled to do everything that the SMC may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Executive Head.
- 8.3.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- 8.3.2.6 When a learner has legal representation, s/he may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.
- 8.3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- 8.3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the Executive Head or the SMC, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 8.3.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 8.3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's

representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.

- 8.3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.
- 8.3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.
- 8.3.2.13 Should the learner be found guilty; both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

8.3.3 Finding and Sanction

- 8.3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.
- 8.3.3.2 Despite any guilty finding and sanction imposed by the SMC, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

9. INTERNAL APPEAL

- 9.1 A party who is aggrieved with the outcome of disciplinary proceedings before the SMCs disciplinary committee shall be entitled to appeal in writing to the Executive Head against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.
- 9.2 The notice of appeal must clearly outline the grounds for the appeal.
- 9.3 The Executive Head must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the SMC as chair, and at least two other persons. The person who heard the disciplinary hearing may not serve on the appeals committee as well.
- 9.4 The Executive Head must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 9.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.
- 9.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary hearing, the notice of appeal, and any representations that the other party may submit.
- 9.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary hearing, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.
- 9.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.
- 9.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- 9.10 In considering the appeal, the appeals committee may:
 - a) set aside or uphold the disciplinary hearing's guilty or not guilty finding and/or imposed sanction;
 - b) impose an alternative sanction (including a heavier sanction); and
 - c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

10. GENERAL PROVISIONS

The SMC is expected to keep proper record of the disciplinary proceedings. For this purpose, the SMC may appoint a person to minute or electronically record the proceedings.

11. NOTIFICATION PROCESS

DEMERIT MARKS	ACTION
15	1 st notification to parents
30	1 st letter to parents
40	2 nd letter to parents
60	Interview with learner by SMC or its Representative
80	Interview with parents by SMC or its Representative
100	3 rd letter to the parents
110	Notification to parents
130	Final warning letter to parents
150	Disciplinary hearing with parents/suspension/expulsion

The SA-SAMS system is updated weekly, but in the event of the learner “skipping” stages of the process because of a high number of demerits for a serious misconduct or demerits awarded or multiple misconducts within the same week is possible. In this case, the process will continue at the place where the learner finds himself.

At the end of each school year, half of the demerits accumulated in that year, are carried over to the next academic year.

12. GRIEVANCES POLICY

IF A LEARNER HAS A PROBLEM WITH ANOTHER LEARNER:

- First speak to a Register Teacher in confidence.
- If not resolved, the learner together with the Register Teacher must speak to the Executive Head / SMC for the issue to be resolved.
- Learners are not to speak to another learner.

IF A LEARNER HAS A PROBLEM WITH A TEACHER:

- Speak to the Executive Head / SMC.
- The issue must be handled in absolute confidentiality and is not to be discussed with other teachers or learners.

IF A TEACHER HAS A PROBLEM WITH ANOTHER TEACHER:

- First speak to the specific teacher and see if you can resolve the issue.
- If you could not resolve the issue, speak to the Executive Head / SMC for the problem to be resolved.
- Do not under any circumstances discuss the problem with another teacher or any learner!

IF A PARENT HAS A PROBLEM WITH A TEACHER:

- The issue is to be sorted out with the Executive Head / SMC immediately.

DEMERIT ISSUES:

- Any teacher can give any learner a demerit for something that happened at school or during any school related activity.
- The teacher does not give the demerit marks.
- The Disciplinary Committee have a meeting once in two weeks to discuss the marks to be given to each learner.
- Once a term letters are sent out to parents with the demerit marks. Parents are welcome to speak to the Executive Head / SMC at any time.
- If a learner feels it is not fair, it can at any time be discussed with the Executive Head / SMC.

IMPORTANT:

- At Kyrios Independent School, we have an open door policy.

Implementation: This policy is implemented by the SMC, operational heads, teachers and administration staff.

Review: This policy is reviewed every year or as the need arises.

**Reviewed:
December 2021**

KYRIOS INDEPENDENT SCHOOL LEARNER CODE OF CONDUCT

LEARNER

I, _____ (name of learner), agree to uphold this disciplinary code.

I will strive to conduct myself in a manner which aligns with the school's Christian ethos. I accept that parents and teachers have positions of authority, to guide me. I will in all situations respect and obey those in authority. I support and will subject myself to school discipline.

I accept that if I do not comply with the disciplinary code, I am subject to school discipline. I accept that the school reserves the right to search my property (suitcase, bag, desk etc.) and/or my person at any time for any reason.

Signature of Learner _____ Date _____

PARENT

As the parent/guardian of _____

I, _____, (name of parent / guardian) will accept any disciplinary measures the school authority imposes when school rules have been broken.

Signature _____ Date _____