

WILLOW ACADEMY



**High School
Learner Code of Conduct
&
Discipline Policy**

1 Preamble

The Code of Conduct of Willow Academy acknowledges the Constitution of the Republic of South Africa (Act No 108 of 1996), the National Education Policy Act, 1996 (Act No 27 of 1996), the South African Schools Act, 1996 (Act No 84 of 1996), as well as Willow Academy's expressed Vision, Mission and Value Statements.

The Learners Code of Conduct serves as a framework to guide our learners in behaving in a manner which is congruent with the values of Willow Academy.

2 Code of conduct for pupils – Expectations

If, as a school, we were to formulate rules for every possible pupil misdemeanour, the resulting document would be long, cumbersome and would always leave loopholes. Instead of focusing on lists of "do's" and "don'ts", Willow Academy presents its expectations, which, with the help of the Holy Spirit and by working in close partnership with the home and covering church ("joining hands"), we all strive to meet.

Willow Academy's expectations are based upon Jesus' word in Matthew 22:37–39:

"You shall love the Lord your God with all your heart, with all your soul and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbour as yourself."

2.1 **"You shall love the Lord your God with all your heart, with all your soul and with all your mind."**

2.1.1 We only worship God, as represented in the Trinity. This is more important than power or possessions. We take time to focus upon God, participate in worshipping Him and learning His Word.

2.1.2 Because God's name is Holy, we do not use His name in swearing and cursing. We speak to him and about Him in a loving way.

2.1.3 We would expect no profanity, obscenity in word or action, or dishonour to the Word of God or His creation.

2.1.4 We teach submission to the authority of parents, teachers and others whom God has placed over us. We honour our parents and we require pupils to display courtesy, respect and obedience to staff and student leaders.

2.2 “You shall love your neighbour...”

We expect love to our neighbours to be:

- 2.2.1 **Truthful**— We will always tell the truth in a loving way.
- 2.2.2 **Honest**— It is wrong to take anything that does not belong to us - we may not steal. We need to be true to our word.
- 2.2.3 **Kind**— Our thoughts, words and actions must be free from hatred or hurting others in any way. Instead, we expect consideration, compassion, empathy, tolerance, friendliness and forgiveness rather than bitterness.
- 2.2.4 **Respectful**— We show respect to all our staff members, student leaders, peers and younger children. Respect includes:
 - greeting adults
 - greeting visitors to the school
 - being punctual for all lessons, assemblies and school events
 - helping and serving others
 - acknowledging that each person’s talents and giftings are unique in accordance with God’s plans and provisions
- 2.2.5 **Pure**— Our thoughts, words and actions should be clean allowing no sexual impurity or swearing.
- 2.2.6 **Contented**— We are thankful to God in all circumstances for all He has given to us and we seek to be good stewards of facilities and property. To this end we encourage an uncomplaining spirit.

2.3 “...love...yourself.”

- 2.3.1 We recognize that our bodies are temples of the Holy Spirit and we do not damage this temple by:
 - being sexually promiscuous
 - substance abuse (e.g. narcotics, cigarettes and alcohol)
 - mutilation of the body (e.g. eating disorders, tattoos and cutting)

We would encourage pupils who struggle in these areas to seek Godly counsel.

- 2.3.2 We show self-respect by:
 - wearing our uniform correctly;
 - maintaining a high standard of work in our studies:

- * completing class work and homework assignments to the best of our ability;
 - * submitting our classwork, homework and assignments timeously;
 - * having all the required books and stationery in class.
- participating in the school physical education programme as well as the extramural programme and displaying a good attitude whilst doing so.

3 Uniform and appearance

3.1 General rules

- 3.1.1 All of the rules relating to uniform and appearance are applicable from the beginning of Grade 8 until the last day of the final Grade 12 examination.
- 3.1.2 Blazers are to be worn to school every day. Learners are to ensure that blazers have all the buttons on.
- 3.1.3 A full school tracksuit is required for sport and other activities.
- 3.1.4 Pupils are not allowed to wear T-shirts or other items of clothing that stick out underneath their school uniform.
- 3.1.5 School uniform branding must be purchased from our school shop.
- 3.1.6 Nails must be kept short and clean at all times.

3.2 BOYS Grade 8 and 9 (SUMMER):

- 3.2.1 Gladneck short sleeve white shirt with badge
- 3.2.2 Grey trousers
- 3.2.3 Short grey school socks
- 3.2.4 Black shoes
- 3.2.5 Navy blue v-neck or pullover (sleeveless) with badge
- 3.2.6 Black belt

3.3 GIRLS Grade 8 and 9 (SUMMER):

- 3.3.1 Navy blue pinafore dress
- 3.3.2 Dress may not be shorter than 4 fingers above the knee, when kneeling.
- 3.3.3 Gladneck short sleeve white shirt
- 3.3.4 White socks
- 3.3.5 Black shoes
- 3.3.6 Navy blue v-neck or pullover (sleeveless) with badge

3.4 BOYS Grade 10 to 12 (SUMMER):

- 3.4.1 Short sleeve white shirt with red school tie
- 3.4.2 Grey trousers
- 3.4.3 Short grey socks
- 3.4.4 Black shoes
- 3.4.5 Navy blue v-neck or pullover (sleeveless) with badge
- 3.4.6 Black belt
- 3.4.7 Blazer

3.5 GIRLS Grade 10 to 12 (SUMMER):

- 3.5.1 Navy blue skirt (available from Birches)
- 3.5.2 Skirt may not be shorter than 4 fingers above the knee, when kneeling
- 3.5.3 Short sleeve white shirt with red school tie
- 3.5.4 White socks
- 3.5.6 Black shoes
- 3.5.7 Navy blue v-neck or pullover (sleeveless) with badge
- 3.5.8 Blazer

3.6 BOYS Grade 8 and 9 (WINTER):

- 3.6.1 Long sleeve white shirt with school badge
- 3.6.2 Grey trousers
- 3.6.3 Short grey socks
- 3.6.4 Black shoes
- 3.6.5 Navy blue v-neck or pullover (sleeveless) with badge

- 3.6.6 Black belt
- 3.6.6 School tie
- 3.6.7 School scarfs are allowed
- 3.6.8 Navy blue gloves
- 3.6.8 Navy blue knit cap (beanie)

3.7 GIRLS Grade 8 and 9 (WINTER):

- 3.7.1 Navy blue pinafore dress
- 3.7.2 Dress may not be shorter than 4 fingers above the knee, when kneeling.
- 3.7.3 Long sleeve white shirt
- 3.7.4 Long navy blue socks/ navy stockings
- 3.7.5 Black shoes
- 3.7.6 Navy blue v-neck or pullover (with or without sleeves) with badge
- 3.7.7 School tie
- 3.7.8 School scarfs are allowed
- 3.7.9 Navy blue gloves
- 3.7.10 Navy blue knit cap (beanie)

3.8 BOYS Grade 10 to 12 (WINTER):

- 3.8.1 Long sleeve white shirt with red school tie
- 3.8.2 Grey trousers
- 3.8.3 Short grey school socks
- 3.8.4 Black shoes
- 3.8.5 Navy blue v-neck or pullover (with or without sleeves) with badge
- 3.8.6 Black belt
- 3.8.7 Blazer
- 3.8.8 School scarfs are allowed
- 3.8.9 Navy blue gloves
- 3.8.10 Navy blue knit cap (beanie)

3.9 GIRLS Grade 10 to 12 (WINTER):

- 3.9.1 Navy blue skirt (available from Birches)
- 3.9.2 Skirt may not be shorter than 4 fingers above the knee, when kneeling

- 3.9.3 Long sleeve white shirt with red school tie
- 3.9.4 Long navy blue socks/ navy stockings
- 3.9.5 Black shoes
- 3.9.6 Navy blue v-neck or pullover (with or without sleeves) with badge
- 3.9.7 Learners in Grade 12 may wear a white pullover
- 3.9.8 Blazer
- 3.9.9 School scarfs are allowed
- 3.9.10 Navy blue gloves
- 3.9.11 Navy blue knit cap (beanie)

3.10 MATRIC BOYS and GIRLS

- 3.10.1 Learners in Grade 12 may wear a white pullover.
- 3.10.2 Learner's in Grade 12 may wear their Matric jackets/tops at school during the third term. Learners must arrive at school and leave school wearing their school blazer.

3.11 Prefects

- 3.11.1 Boys must wear the prescribed navy blue pants and prefect tie.
- 3.11.2 Girls must wear the prescribed navy blue skirt, prefect tie and stockings with the prescribed court shoe.

3.12 Sport Uniform

- 3.12.1 For physical education – Red Willow T-shirt, Navy-blue Willow shorts or skorts with white takkies (Phys Ed uniform)
- 3.12.2 For sport training after school – Phys Ed uniform.
- 3.12.3 For official league matches – Willow Match uniform

3.13 HAIR (BOYS):

- 3.13.1 Hair must be neatly styled, short in appearance and must be clean at all times
- 3.13.2 Hair may not touch eyebrows
- 3.13.3 Sideburns may only extend up to the middle of the ear
- 3.13.4 Hair that hangs over the ears or shirt collar is too long
- 3.13.5 Hair at the back and the sides must be gradually layered

- 3.13.6 No excess gel or other hair products are allowed
- 3.13.7 No undercuts, steps or lines
- 3.13.8 Dyed hair that deviates abnormally from the natural hair colour is not allowed (one shade lighter/darker)
- 3.13.9 No highlights or low lights are allowed
- 3.13.10 Hair may not attract undue attention.
- 3.13.11 Boys must be clean shaven every day. Long sideburns or moustaches are not allowed.

3.14 HAIR (GIRLS)

- 3.14.1 Hair must be neatly styled and clean.
- 3.14.2 No loose ends around the face are allowed.
- 3.14.3 Hair that is longer than shoulder-length must be fastened in a ponytail, plait, or similar.
- 3.14.4 Hair may not touch eyebrows. It must be tied back with a navy blue or red hair band or clip
- 3.14.5 Dyed hair that deviates abnormally from the natural hair colour is not allowed (one shade lighter/darker)
- 3.14.6 No highlights or lowlights are allowed.
- 3.14.7 Hair may not attract undue attention
- 3.14.8 The colour of extensions/braids colour may not deviate abnormally from the natural hair colour.
- 3.14.9 Only thin braids are permitted. Dreadlocks are not allowed

3.15 Jewellery:

No jewellery is allowed with the exception of:

- a watch
- a purity ring (with letter from parents affirming their child's commitment to remaining sexually pure)
- girls may wear earrings (small gold/silver stud that must be worn in the first piercing of the lower lobe).

3.16 Cosmetics:

- 3.16.1 No make-up is allowed.
- 3.16.2 Long nails and French manicures are not allowed
- 3.16.3 A thin layer of blemish clearing cream is allowed to cover blemishes.

3.17 Casual wear

The following criteria apply to all school events where it is permissible to wear casual clothing:

- 3.17.1 Learners must be modestly attired in clothing which is not revealing.
- 3.17.2 Learners must wear clean, neat clothing that is not ripped or torn.

4 Daily Procedures

4.1 General

- 4.1.1 Learners enter and exit the school in full school uniform, including their blazer.
- 4.1.2 Learners are to enter the school premises and the school building through the designated entrances.
- 4.1.3 No learners are allowed in the school building before school, during break or after school without permission.
- 4.1.4 At the start of the day learners must line up, according to grade, in the designated area.
- 4.1.5 The first bell rings at 07:45 to signal that learners should begin to line up in rows according to grade.
- 4.1.6 The second bell rings at 07:50 to signal that learners should be lined up quietly.
- 4.1.7 Learners will be addressed and dismissed to their registered classes by the teacher on duty.
- 4.1.8 During the first 10 minutes of the day learners will attend devotions.
- 4.1.9 The first lesson starts at 08:00 and learners must attend all lessons as indicated on the Academic Timetable.

- 4.1.10 Learners line up quietly, before and after each lesson. The class must then be led by the monitor to the next lesson.
- 4.1.11 Learners are expected to move quietly from one class to the next.
- 4.1.12 Learners must always keep to their left when moving along the corridors.
- 4.1.13 Learners are not allowed to run in the corridors.
- 4.1.14 Learners enter the classroom quietly, greet the teacher and settle as requested.
- 4.1.15 Learners are not allowed to fetch books from their lockers in between classes without the permission of a teacher.
- 4.1.16 Learners are required to have their own stationery at all times. They may not disrupt other classes searching for stationery.
- 4.1.17 No furniture or resources are allowed to be removed from a classroom without permission.

4.2 Break times

- 4.2.1 Games during break times may not put other learners in harm's way.
- 4.2.2 High school learners must stay in their designated areas during break time.
- 4.2.3 Learners must use the bathroom facilities during break times.
- 4.2.4 The first bell will ring to signal that learners should begin to line up in rows according to grade in the designated area. The second bell will ring to signal that learners should be lined up quietly.

4.3 Assembly

- 4.3.1 Assembly is timetabled to occur once a week during the first period of the day on a Friday.
- 4.3.2 Learners are to enter and exit the assembly venue in an orderly and quiet manner.
- 4.3.3 During assembly, learners are to be respectful, attentive and participate appropriately.
- 4.3.4 Blazers must be worn to assembly.

4.4 Sport

- 4.4.1 Sport is compulsory and all learners must participate in at least one sporting code offered by the school during each term.
- 4.4.2 All Grade 8-12 learners are expected to participate in playing sport 3 times per week, which could include 1 match each week.
- 4.4.3 All practice sessions and matches must be attended as outlined in the Sports Timetable

4.5 Absentees

- 4.5.1 If an assessment other than a test or exam is to be handed in on a day when the learner is absent then the assessment must be delivered to the school by the parent/guardian. Failure to do so will result in the assessment being considered a late submission.
- 4.5.2 If an assessment is not handed in on the due date as a result of absenteeism the learner must provide a doctor's note or a death certificate in the case of a death in the family. If this is not done then the assessment will be considered a late submission.
- 4.5.3 In the case of a test or examination the learner must submit a valid doctor's note as soon as possible in order to be allowed to write the test or exam at a later date. Failure to do so will result in the learner receiving a mark of 0 (zero) for the assessment.
- 4.5.4 When a test or examination is missed due to absenteeism, the learner must complete the test or examination on the day they return to school unless an alternative date is arranged by the respective teacher.

4.6 Late Submission of assessments

When an assessment is submitted late, the following applies:

- 4.6.1 An assessment is considered to be late if it is not handed in to the relevant teacher before the end of the school day on the date it is due.
- 4.6.2 Grade 8-11: minus 20% for first day, minus 40% for second day, 0 for the third day.

- 4.6.3 Grade 12: must attend special Principal's detention everyday from 2:10 pm till 3:10 pm until the assessment is completed. The relevant teacher may use their discretion to provide a reasonable extension period of no more than 7 days to complete the assessment. If the assessment is not completed within this period then the learner will be given 0 (zero) for the assessment and must fill in the appropriate IEB form for missing portfolio items.

4.7 DRIVING

- 4.7.1 Learners are not permitted to operate a motor vehicle to or from school without a valid drivers' licence.
- 4.7.2 If a learner has his/her learners licence he/she MUST be accompanied by a person with a valid drivers' licence.

4.8 Out of bounds Areas

The following areas are considered out of bounds for High School learners:

- 4.8.1 The Intermediate Phase corridor.
- 4.8.2 The Junior Phase Corridor
- 4.8.3 The Junior Phase and Intermediate Phase playgrounds during break Times.
- 4.8.4 The Staff Room

4.9 Social Media

Social media refers to all social media platforms such as Facebook, Twitter, Instagram, WhatsApp, SnapChat and all similar platforms.

- 4.9.1 All activity via social media is considered to be in the public domain and is therefore a public reflection of the learner and Willow Academy.
- 4.9.2 Learners must ensure that all activity via social media upholds the values and expectations outlined in the Code of Conduct (See Section 2).

5 Positive goals in building Christian discipline

What God wants for His child...	...Therefore I will not allow
5.1 Obedience (Eph. 6:1)	Disobedience
5.2 Respect for authority (Eph. 6:2)	Rebellious attitudes, backchat, scornful looks, rudeness
5.3 Self-control (Prov. 14:29, 16:32, 25:25)	Unrestrained anger, temper tantrums, prolonged self-pity
5.4 Patience (1 Thess. 5:14)	Impatience
5.5 Diligence Enthusiasm, motivation (Prov. 15:19, Rom. 12:11)	Laziness and nonchalant disinterest
5.6 Kindness (Eph. 4:32)	Rudeness and selfishness
5.7 Courage and confidence (Josh. 1:9, 2 Tim. 1:7)	Fear and timidity*
5.8 Happiness and joy (1 Pet. 3:10, Phil. 2:14, 4:4)	Depression and complaining
5.9 Love for others (Rom. 12:10, James 4:11, Tit. 3:2)	Criticism
5.10 Ability to get along with others (Matt. 5:9, Rom. 12:18, Eph. 4:31, Prov. 17:14)	Quarrelling and strife
5.11 Honesty (Rom. 12:17, Eph. 4:25, 28, Prov. 11:1)	Lying, cheating, stealing
5.12 Wisdom and knowledge (Prov. 2:4–9, 8:33)	Ignorance and lack of education
5.13 Purity (2 Tim. 2:22)	Perverted thinking or wrong information about sex
5.14 Friendliness (Prov. 18:24, 2 Tim. 1:7)	Shyness*
5.15 Dependability and loyalty Responsibility and faithfulness (Prov. 11:13, 25:19)	Irresponsibility

* The above character traits are certainly not “punishable”, but pupils are encouraged to be bold, have courage, as well as to display confidence.

6. Disciplinary Procedures

6.1 General statements about discipline

- 6.1.1 Discipline is what is done FOR a learner and not what is done TO him/her.
- 6.1.2 Discipline is both positive and negative in nature. It not only consists of correction of the fault (negative), but also active guidance into what is right (positive).
- 6.1.3 A disciplined environment is conducive for learning.
- 6.1.4 Willow Academy operates on the Biblical premise that proper discipline is an expression of love. (Proverbs 3:12, 13:24, 22:15, 23:13, 29:15, 19:18, Hebrews 10:6)
- 6.1.5 At Willow Academy discipline recognizes the dignity of the child at all times, yet is firm, consistent, fair and tempered with love, good judgement and understanding.
- 6.1.6 The Principal, or any other teacher, upon reasonable suspicion based on sufficient information, may conduct a search of any pupil or property in the possession of the pupil for dangerous weapons, firearms, drugs, cigarettes, alcohol, harmful or dangerous substances, stolen property, or pornographic material brought onto the school property. During a search, human dignity shall be observed and pupils shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record will be kept of the search proceeding and of the outcome.
- 6.1.7 The Principal, or their delegated representatives, upon reasonable suspicion based on sufficient information, may conduct a drug test on any learner.
- 6.1.8 All drug and alcohol related issues fall under the *Drug Policy*.

6.2 Minor Misdemeanour

Willow Academy makes use of a default system to discourage disruptive behaviour. Disruptive behaviour is considered to be any behaviour that violates the Learners Code of Conduct or is contrary to the values of Willow Academy. The default system will apply for any of the misdemeanours listed below.

6.2.1 Any failure to comply with the guidelines for uniform and appearance; and daily procedure (See **Section 2 and Section 3**).

6.2.2 Unacceptable general conduct such as:

6.2.2.1 swearing

6.2.2.2 shouting and screaming

6.2.2.3 disruptive sounds or noises

6.2.2.4 Disrespectful behaviour towards staff such as back chatting or not adhering to a reasonable request.

6.2.2.5 Littering

6.2.2.6 Chewing bubblegum

6.2.2.7 Non-verbal disrespect such as rolling their eyes and apathetic shrugs

6.2.3 Disruptive classroom behaviour including but not limited to:

6.2.3.1 Walking around the class

6.2.3.2 Talking without permission

6.2.3.3 Distracting other learners from their work

6.2.3.4 Using an electronic device without permission.

6.2.3.5 Homework not completed or books left at home.

6.2.3.6 Eating or drinking in class without the permission of a teacher.

6.2.4 Absence from sport practices or matches without a doctor's certificate or timeous letter from the learner's parent/guardian.

6.3 Steps in the default system

- 6.3.1. A warning in the form of a verbal reprimand is issued by the teacher. If the warning is disregarded then a default could follow.
- 6.3.2. Defaults are issued by the teacher (or class monitor) and entered in the Default Book. Homework slips must go on the spike at Reception for collection by the Head of Discipline.
- 6.3.3. Learners who display the behaviors listed in **Section 6.2** will receive ONE default per offence.
- 6.3.4. Learners who have not attended one hundred percent of sport practices in a two week period will attend sport detention on a Friday. Sport detention is overseen by the Sports Coordinator.
- 6.3.5. The accumulation of SIX defaults will result in a one hour detention on a Friday, which is overseen by a staff member and a prefect.
- 6.3.6. All detentions will last for ONE hour (14h15 till 15h15).
- 6.3.7. The only exceptions to compulsory attendance will be when a suitable written explanation is submitted to the Head of Discipline by a parent/guardian or if there is a clash with another school activity.
- 6.3.8. A detention list is posted on the notice board by 12h00 every Wednesday, so learners have ample time to make necessary arrangements. Learners with transport problems must make alternative arrangements to be collected after detention ends at 15h15.
- 6.3.9. FOUR detentions (24 defaults) will result in a written warning
- 6.3.10. SIX detentions (36 defaults) will result in a disciplinary hearing. This may result in suspension should a learner show no improvement in their homework or attitude towards school.
- 6.3.11. In the case of continued problems in a specific area, learners may receive a written warning (See 6.5.1).
- 6.3.12. If the learner receives three written warnings will result in a disciplinary enquiry and possibly suspension (See 6.5.3 and 6.5.4).
- 6.3.13. If the disruptive behavior continues then the learner could face a disciplinary hearing (See 6.5.5).

6.4 Serious Misdemeanours

Although the school takes a progressive and corrective approach to discipline through the use of “notifications”, community service and teacher/parent meetings, learners should be aware that the following behaviours are regarded as serious misdemeanours that could immediately result in suspension and a disciplinary enquiry by the school. In extreme cases the process could lead to a disciplinary hearing. Pupils could then be expelled.

Serious Misdemeanours include (but are not limited to):

- 6.4.1 Wilful damage to school or church property.
- 6.4.2 Possession, use, transmission or visible evidence of narcotics or unauthorized drugs, dangerous weapons, alcohol, cigarettes or intoxicants of any kind.
- 6.4.3 Possession, use, transmission or visible evidence of pornographic, satanic or abusive and offensive material of any kind.
- 6.4.4 Dishonesty, including plagiarism and cheating in tests or exams.
- 6.4.5 Cyber bullying, physical or verbal assaults, victimization or intimidation, including gender or racial harassment. This constitutes abuse.
- 6.4.6 No pupil may enter the school premises or participate in a school function or social event while intoxicated with alcohol or any other drug.
- 6.4.7 Theft or possession of stolen property, including test or examination papers prior to writing tests or examinations.
- 6.4.8 Immoral behaviour or profanity.
- 6.4.9 Regular insubordination to those in authority.
- 6.4.10 Incitement to riot or cause disruption to the education process.
- 6.4.11 Disregard of legitimate instruction or request by those in authority.
- 6.4.12 Bringing the school’s name into disrepute.

6.5 Disciplinary steps for serious misdemeanours

6.5.1 Written warning

If a learner commits a serious misdemeanour he/she will be given a written warning that must be signed by his/her parents

6.5.2 2nd written warning

For a second offence a 2nd written warning will be issued in addition to Principal's detention. Principal's detention may include community service.

6.5.3 3rd written warning

For a third offence a 3rd written warning will be issued and the learner will face a disciplinary enquiry.

The process to be followed in the case of a disciplinary enquiry:

6.5.3.1 The pupil may be suspended from the school until the enquiry takes place.

6.5.3.2 The enquiry will be carried out by the Principal or his/her representative and the Head of Discipline.

6.5.3.3 The learner and the learner's parents must be present.

6.5.3.4 The enquiry will endeavour to discover why the learner has misbehaved and to find ways of correcting the undesirable behaviour.

6.5.4 Suspension

It will be the Principal's prerogative to suspend a pupil from attending school for a period of time if he/she deems this necessary in the interest of other learners or for their safety.

6.5.5 Disciplinary hearing

In the event that the disruptive or undesirable behaviour continues, the learner will face a disciplinary hearing which could result in expulsion.

The process to be followed in the case of a disciplinary hearing:

- 6.5.5.1 A preliminary investigation will be made by the school to determine whether a case exists or not;
- 6.5.5.2 If there is enough evidence to proceed further, the learner and/or learner's parents will be informed in writing of charges brought against him/her;
- 6.5.5.3 The learner will be suspended from the school from the time charges have been laid until a hearing takes place;
- 6.5.5.4 Enough time to allow for adequate preparation for the hearing will be given (at least two days);
- 6.5.5.5 The learner has the right to be represented or assisted;
- 6.5.5.6 The matter will be heard by a committee appointed to the task by the Governing Body. Members of the school staff shall not be included, although they may be called upon to give testimony. The school will be given opportunity to present evidence of misconduct. The pupil will be given opportunity to present his/her case;
- 6.5.5.7 At all times the learner will be treated with dignity;
- 6.5.5.8 The learner will be informed in writing and timeously of the decision, the reason for the decision and the penalty imposed.

6.6 Appeals

- 6.6.1 The learner or their parent/guardian may appeal any disciplinary action taken against them.
- 6.6.2 Appeals must take the form of a written letter to the Head of Discipline describing the incident. The Head of Discipline will investigate the incident.
- 6.6.3 The learner and their parent/guardian must meet with the Head of Discipline to discuss the outcome of the appeal.
- 6.6.4 If the learner/parent is not satisfied with the outcome they may submit a letter of appeal to the Principal who will review the process and either agree with or overrule the initial outcome. The outcome of this appeal will be communicated in writing.
- 6.6.5 Should the learner/parent still not be satisfied with the outcome of the appeal they may request that the Principal send the letter of appeal for review by the Chairperson of the School Board. The outcome of this appeal will be communicated in writing.