



**FUTURE
NATION
SCHOOLS**



FUTURE NATION SCHOOLS CODE OF CONDUCT 2017

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Introduction

Future Nation School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all students and teachers and parents.
- Ensuring students' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding student behaviour at the Future Nation School and describes the disciplinary system to be implemented by the Future Nation School concerning transgressions by students. The Code of Conduct applies to all students while they are on the Future Nation School's premises or when they are away from the Future Nation School representing it or attending a Future Nation School's function.

Section 8(4) of the SA School's Act provides that all students attending a Future Nation School are bound by the Code of Conduct. All students attending the Future Nation School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the Future Nation Schools.

Part 1: Future Nation Schools Rules

- A. General Principles
- B. Future Nation Schools and Class Attendance
- C. Future Nation Schools' Gear and General Appearance
- D. Valuables and Personal Belongings
- E. General Rules
- F. Rules Governing Public Places
- G. Transport
- H. Future Nation Schools' Enrichment Programme
- I. Accommodation of Religious or Cultural Rights



The Future Nation School's rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the Future Nation Schools. Nothing shall exempt a student from complying with the Future Nation School rules. Ignorance of Future Nation School rules is, therefore, not an acceptable excuse.

A. General Principles

1. Students are expected at all times to behave in a courteous and considerate manner towards each other and all members of staff and visitors to the Future Nation Schools.
2. Students are expected to abide by the Future Nation Future Nation School's rules with regard to appearance and behaviour when representing the Future Nation Schools both during school hours and after school hours, at Future Nation Schools and away from Future Nation Schools. Students may not say or do anything that will discredit themselves or the Future Nation Schools.
3. No student has the right at any time to behave in a manner that will disrupt the learning activity of other Students, or will cause another student physical or emotional harm.
4. The Future Nation Schools will contact parents/guardians when a student's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

B. Future Nation Schools and Class Attendance

Parents/guardians, Students, teachers and Future Nation Schools Parents' Advisory Committee members are jointly responsible for ensuring that all Students attend Future Nation Schools.

1. If a student does not attend school regularly, the relevant register teacher will report the absence of the student to the parent and the Head of School in writing. The register teacher will keep an accurate register of student attendance and will keep copies of all communication to parents when absence from the classroom is reported.
2. All students are to arrive at school before the official starting time. Students who are late for school will be marked absent as registers are completed at the beginning of each school day.



3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian.
5. Should a student be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No student may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Head of School / Grade Head / Advisor from whom an exit note must be obtained.
8. Truancy from school is prohibited.
9. All students will attend assembly for the full duration thereof.

C. Future Nation School Gear and General Appearance

Students are expected to wear the official Future Nation School's gear and appear neat and tidy at all times.

1. No additions to the school gear that are not in accordance with the regulations will be allowed.
2. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times.
5. During events that allow the wearing of casual wear, students should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. Only students that have applied, submitted relevant supporting documents and received the necessary permission from the Head of School, may deviate from official Future Nation School's gear for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.



D. Valuables and Personal Belongings

The Future Nation Schools will not be held responsible for theft of or damage to personal belongings on Future Nation School's premises (e.g. cell phones, tablets, laptops, bags, books and clothing).

1. Students should avoid bringing large sums of money and valuables to Future Nation School.
2. Arrangements may be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
3. Students may not bring computer games, iPods or similar electronic devices to school.

E. General Rules

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Willful damaging, vandalising or neglect of Future Nation School's property and the property of others, either by writing on or by a physical act, is prohibited. Theft of Future Nation School's and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another student's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each student.
7. Students who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The student will respect the beliefs, culture, dignity and rights of other students, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another student's culture, race or religion is prohibited.
11. All students have the right to an education free of interference, intimidation and/or physical abuse. The student will respect the property and safety of other students. Fighting with or threatening of other students is forbidden.



12. The student will respect those students in positions of authority. A student who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other students and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Students must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1. The Future Nation School's motor vehicle garage.
 - 14.2. The playing fields, tennis courts, basketball courts, shooting range, swimming pool and area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
 - 14.3. Electrical mains distribution boxes, fire extinguishers and hoses.
 - 14.4. Parking lots, except while accessing their own vehicles.

F. Rules Governing Public Places

The Future Nation School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools' Act or the Safety Regulations will be brought onto and/or used on the Future Nation School's property unless authorised by the Head of School for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on Future Nation School's premises or during any Future Nation School's activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

G. Transport

Students wishing to park motor cycles/motor vehicles on the Future Nation School's grounds must first obtain permission from the Head of School to do so and will make use of the areas specifically demarcated for this purpose.

1. All students who park their vehicles and bikes (pedal or motorised) on the Future Nation School's premises at their own risk.
2. Specific areas are provided for the safekeeping of bikes, etc. and must be used by students.

3. Students may ride or drive a vehicle on the Future Nation School grounds provided the student has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.
4. The Code of Conduct is applicable when making use of public transport to and from Future Nation School. Students may not hitchhike while in Future Nation School's gear, whether formal or sports dress.

I. Accommodation of Religious or Cultural Rights

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct under the following conditions:

1. The student, assisted by the parent, must apply for a deviation from the standard Future Nation School's rules if such rules are in conflict with or infringe on any religious right of the student.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the student's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the student feels are offended and a suggestion on how the rules may be supplemented by the Head of School to accommodate such religious rights.
4. The student must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the Future Nation School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Head of School will consider the application and, if satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Head of School allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the student to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the student.



9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause pain to the student. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The student must convince the Head of School that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

Part 2: Disciplinary System

- A. Grading of Offences
- B. Disciplinary Procedures
- C. Disciplinary Interventions
- D. Suspension of a Student by the Head of School as a Precautionary Measure
- E. Disciplinary Hearings
- F. Procedure during Hearings

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of students whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All students will abide by the disciplinary system that has been developed to assist and guide student behaviour at the Future Nation Schools.

A. Grading of Offences

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

B. Disciplinary Procedures

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – a written warning followed by a disciplinary hearing.
2. Grade 2 offence – a final written warning followed by a disciplinary hearing.
3. Grade 3 offence – a disciplinary hearing (depending on the severity of the particular offence).
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS).

Grade 1: Offences

All Grade 1 offences will be dealt with by the staff member or student leader concerned who must keep a written record of such offences and the disciplinary measure taken.



When a third Grade 1 offence occurs, the matter is referred to the Grade Head along with the record of all three (3) offences and the Grade Head will issue a written warning. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Grade Head, arrange an interview with the student. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

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

Grade 2: Offences

All Grade 2 offences will immediately be referred to the Grade Head. The staff member will, in consultation with the Grade Head, arrange an interview with the student. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the Grade Head will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that an internal disciplinary hearing has been convened.

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

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



Grade 3: Offences

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

Grade 4: Offences

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

Disciplinary Interventions

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

- A verbal warning/reprimand to express disapproval.
- Written warning.
- Final written warning.
- Removal from classes to the exclusion room.
- Written punishment.
- Community service to improve the physical environment within and around the Future Nation School's property.
- Homework detention.
- Supervised Future Nation Schools work.
- De-merit detention.
- Referral for counselling.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.



- Temporary suspension of library card and/or other Future Nation School's related privileges
- Exclusion from Future Nation School's activities and functions.
- Withdrawal of recognition.
- Temporary suspension from class or Future Nation School, pending disciplinary hearing.
- Disciplinary hearing.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively

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

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying Future Nation School's property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other Future Nation School's employees or fellow students.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or "hate speech".
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the Future Nation School's rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of students/teachers).

4. Should a student be found guilty by a court of law for breaking the law of the Republic of South Africa, the Future Nation Schools has the right, after a fair hearing through the Head of School, to recommend expulsion to the Provincial Department of Education.
5. A hearing will be convened with a view to recommending expulsion.
6. Where approval for expulsion is not granted, students will attend counselling or the relevant life skills programme before they may return to class. Such students will be accommodated in the exclusion room in the interim to continue with Future Nation School's work until they have completed the series of counselling sessions or the stipulated life skills programme.

D. Suspension of a Student by the Head of School as a Precautionary Measure

The Head of School authorises suspension, as a precautionary measure, with regard to a student who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a student is suspended, the student and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of School.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

E. Disciplinary and Hearings

1. The following official forms will be used for misconduct and disciplinary hearings:
 - 1.1 Written warning (disciplinary warning form) (Annexure C)
 - 1.2 Final written warning (Annexure D)
 - 1.3 Notice of disciplinary hearing (Annexure E)
 - 1.4 Record of disciplinary hearing (Annexure F)
 - 1.5 Review form (lodging of appeal) (Annexure G)
2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.



3. When a notice is issued to a student the student must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a student does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
6. A student has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
7. The Disciplinary Hearing Commission will consist of the following members:
 - 7.1. The Future Nation School's Head of School or Discipline Officer delegated to oversee this function;
 - 7.2. The Grade Head; and
 - 7.3. The register teacher.
8. The hearing will also be attended by the student, and any other student s/he may need for his/her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - 9.1. Suspension from Future Nation Schools for a minimum of two days up to a maximum of five (5) days, ratified by the Head of School, to be effective immediately. This will be put in writing and a copy kept on record.
 - 9.2. Recommendation with respect to counselling/attendance of a life skills programme.
 - 9.3. Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - 9.4. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
 - 9.5. Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The Head of School/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
11. The Head of School/Discipline Officer will furnish the relevant Grade Head and the register teacher with all the information necessary for their records.



F. Procedure during Hearings

1. The Chairperson of the Disciplinary Committee must lead the proceedings :
 - Introduce those present and state their functions.
 - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the student of his/her rights:
 - The right to a formal hearing.
 - The right to be present at the hearing.
 - The right to be given time to prepare for the hearing case.
 - The right to be given advance notice of the charges.
 - The right to be represented at the hearing by one (1) internal representative.
 - The right to be accompanied at the hearing by parents/guardian if the student is a minor.
 - The right to ask questions on any evidence produced, or on statements of witnesses.
 - The right to call witnesses to testify on his/her behalf.
 - The right to an interpreter, to be requested 24 hours prior to the hearing.
 - The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
 - If the student does not attend, the hearing will be conducted in his/her absence.
3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
4. The procedure of enquiry is to be explained by the Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The student and panel may ask questions about the evidence. The student and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
5. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision of The Committee.
9. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.



10. The student must be advised of his right to appeal (Annexure E).
11. The complainant and student must sign the disciplinary form and a copy must be handed to the student. (If the student refuses, a witness must sign in the presence of the student).
12. The signing of the document by the student does not imply an acknowledgement of guilt.



Annexures

Annexure A: Student Commitment

Annexure B:

Table 1: List of offences per grade of offence

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively

Annexure C: Written Warning

Annexure D: Final Written Warning

Annexure E: Notice of Disciplinary Hearing Rights of Student facing Disciplinary Action

Annexure F: Record of Disciplinary Hearing

Annexure G: Lodging of Appeal (Review form)



Annexure A

Future Nation School: _____

Student Commitment

I, _____, a student at Future Nation School _____, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other Students, all members of staff and visitors to the Future Nation Schools.
- 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 Future Nation School’s staff.
- Assist in making the Future Nation School a safe place for all.
- Seek help if I need it.
- Let staff at the Future Nation School know if I feel my rights have been infringed, or if I experience any other difficulty.

.....
Student

.....
Parent/Guardian

.....
Date

ANNEXURE B

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 behaviour before Future Nation Schools, during change-overs, during breaks, and after Future Nation Schools • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms • misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-Future Nation Schools' 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 	<ul style="list-style-type: none"> • vandalism • interfering with another person's possessions/ property without the owner's consent • damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent • racism: remarks/ insults • forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof • intimidation by verbal or physical threat to harm the person or his property (bullying) • swearing, lying or using obscene gestures • verbal or non-verbal abuse • disrespect or insolence • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room, or 	<ul style="list-style-type: none"> • possession of weapons that can cause physical injury (knives, etc.) • entering the Future Nation School's 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 the school grounds without the necessary permission • taking part in any form of illegal strike action/ meeting/campaign on Future Nation School's premises • any student who, in or outside of the buildings, or on or off the premises of the Future Nation School, whilst under the control of the Future Nation School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the Future Nation Schools 	<ul style="list-style-type: none"> • use of weapons that cause physical injury (knives, etc.) • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/ injury to property of the Future Nation School, staff members, fellow students or any other person or body • rape, attempted rape, or indecent assault • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/meeting/ campaign on Future Nation School's premises • Any offence punishable under common law

Table 1: List of offences per grade of offence (continued)

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<p>activity's practice session without excusing himself</p> <ul style="list-style-type: none"> – attend duty class of a Grade 1 offence • pay the fine for overdue book/s – attend an extra- mural hitchhiking while in Future Nation School's gear, formal or sport dress • disruptive behaviour in class • spitting in public • failure to: <ul style="list-style-type: none"> – do classwork set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time • copying another student's classwork or homework • defacing Future Nation School's property • reporting late for class, relief, or to the exclusion room • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time causes minor physical or mental discomfort • misconduct during detention • minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery 	<p>failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated)</p> <ul style="list-style-type: none"> • fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention without prior submission of a written excuse or note • unacceptable hair styles, including bleaching or colouring • display of visible tattoos • using a cell phone as a means of communication during formal testing • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another student • copying of computer exercises, projects or any other work 	<ul style="list-style-type: none"> • violating the rights of other Students to receive education by disrupting classes, preventing other Students from attending classes, preventing teachers from providing teaching, or in any other manner • violating the rights of the teacher to carry out his/her tasks, to the detriment of the Future Nation School, the staff, the teacher, or fellow students • reckless or negligent driving whether in Future Nation School gear or not, and whether on the Future Nation School's property or not • unreasonable repetition of a Grade 2 offence 	



FUTURE

<ul style="list-style-type: none">• failure to wear the correct full Future Nation School's gear when in a public place, including the wearing of unauthorised items• failure to wear the correct sports kit for a match or practice• arriving late for school without an excuse note 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 Future Nation School's name into disrepute• possession of offensive material, excluding pornographic material• tampering with safety and other equipment on Future Nation School's premises• unreasonable repetition<ul style="list-style-type: none">– attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event– attend detention• continual interference with another student which is disruptive or harmful<ul style="list-style-type: none">• hitchhiking while in Future Nation School's gear, formal or sport dress• disruptive behaviour in class• spitting in public• failure to:<ul style="list-style-type: none">– do classwork set and submit homework– bring the required textbooks, notes, stationery, or equipment to a lesson– hand work in on time			
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FUTURE

- copying another student's classwork or homework
- defacing Future Nation School's property
- reporting late for class, relief, or to the exclusion room
- use of offensive material to cover books or files
- possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time
- arriving late for school without an excuse note

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

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1 offences

Grade 1: Offences	Recommended Corrective Sanctions
1. Academic: Books/work materials left at home; homework -not done on time/copied 2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach) 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between Students; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing 4. Dress code: Untidiness/unkept appearance; Future Nation School’s dress code not followed	Corrective actions/sanctions are carried out by the individual teacher and may include the following: <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of Future Nation School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and <ul style="list-style-type: none"> • Written notification
Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class	Nought for test and warning letter
2. Damage to property/possession of other Students’	Repair/replacement, warning letter and Head of School’s detention
3. Defiance/disregarding of an authority figure’s instructions	Suspension from class, warning letter and Head of School’s detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and Head of School’s detention

6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Head of School's detention

Table 3: List of the possible disciplinary sanctions to be applied for Grade 2 offences

Grade 2: Offences	Recommended Corrective Sanctions
1. Fighting	Warning letter and detention
2. Fire-crackers	Warning letter and detention
3. Forgery, e.g. parent/guardian's signature	Warning letter and detention
4. Gambling on or off Future Nation School's property	1st offence: Special detention 2nd offence: Special Detention 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
5. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Head of School's
6. Late for school – three (3) days	Phone call to parents and detention
7. Late arrival at school after 8:20 am	Phone call to parents and Head of School's
8. Lying	Warning letter and detention
9. Offensive material	Warning letter and detention
10. Smoking – possession of cigarette/holding cigarette/caught in the act on/off Future Nation School's property	1st offence: Special detention 2nd offence: Special detention 3rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
11. Smoking – selling cigarettes on/off Future Nation School's property	1st offence: Information disciplinary hearing, warning letter and special detention 2nd offence: Formal disciplinary hearing, warning letter and special detention
12. Spitting	Head of School's detention
13. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow student	Warning letter and detention
14. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
15. Threatening assault/intimidation of a fellow student	Phone call to parents and warning letter and detention
16. Truancy – bunking a lesson	Head of School's detention



17. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
18. Vandalism – defacing/damaging/breaking Future Nation School’s property	Phone call to parents, warning letter and detention
19. Verbal abuse of a fellow student	Phone call to parents, repairs/payment of damages, warning letter and detention

Table 4: List of the possible disciplinary sanctions to be applied for Grade 3 offences

Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at school or on a school outing/smelling of liquor/under the influence on a school outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow student (causing bodily harm)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating Future Nation School's educational programme)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on Future Nation School's property or at a Future Nation School's sponsored fixture/outing/trip/tour (frustrating Future Nation School's educational/extracurricular programme)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
9. 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
10. Drugs – consumption not associated with Future Nation Schools	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of school gangs/'social groups'	Suspension from school. Disciplinary hearing, warning letter and detention



12. Involving/attempting to involve outsiders in disputes between students	Disciplinary hearing, warning letter, community service and detention
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Table 5: List of the possible disciplinary sanctions to be applied for Grade 4 offences

Grade 4: Offences	Recommended Corrective Sanctions
1. Drugs/illegal substances – dealing ('pushing') at school /on Future Nation School's outing	Suspension from school. Disciplinary hearing and expulsion
2. Forgery of any document or signature to the potential/actual prejudice of the Future Nation Schools	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Fraud (financial)	Suspension from school. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
4. Hostage-taking	Suspension from school. Disciplinary hearing and expulsion
5. 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
6. Sexual assault/rape	Suspension from school. Disciplinary hearing and expulsion
7. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
8. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
9. Vandalism – malicious damage to Future Nation School's /teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion



Annexure C

Written Warning

Future Nation School:

Name of student

Student ID number:

Subject:

Teacher:.....

The above student has breached the disciplinary code.

Date of offence:

Grade offence.....

Nature of offence:

.....

Student's statement:

.....

.....

.....

Student Signature

.....

Teacher Signature

.....

Witness Signature

.....

Grade Head Signature

.....

Date

- One (1) copy to student, original to be kept by GRADE HEAD.
- Student's signature does not signify admission of guilt, but that charges and action taken have been explained.



Annexure D

Final Written Warning

Future Nation School:

Name of Student

Student ID number:

Subject:

Teacher:

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:

Dates of previous warnings:

Grade of offence:

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Nature of offence:

.....

Student's statement:

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.....
Student Signature

.....
Teacher Signature

.....
Witness Signature

.....
Grade Head Signature

.....
Date

- One (1) copy to student, original to be kept by GRADE HEAD.
- Student's signature does not signify admission of guilt, but that charges and action taken have been explained.



Annexure E

Notice of Disciplinary Hearing

Future Nation School:

Name of student.....

Student ID number:

Subject:

Teacher:

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

Date of hearing:

Venue of hearing:

Time of hearing:

Date served:

The charge against you is as follows:

.....
.....

Date of offence:

Nature of offence:
.....

Suspension from class

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

Time:..... Date:...../...../..... Time:..... Date:...../...../.....

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

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



Rights of Student facing Disciplinary Action

Student’s rights (to be read by Server)

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

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

.....
Server Signature

.....
Designation

.....
Student Signature

.....
Witness Signature

.....
Date



Annexure F

Record of Disciplinary Hearing

Future Nation School:

Venue:.....

Date:.....

Present:			
Capacity	Name	Designation	Section

Complainant (if applicable):	Student:
Witnesses for complainant	Witnesses for student
1.	1.
2.	2.
3.	3.

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

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.....

Plea: The student admits/denies the charges (the appropriate plea to be underlined).



.....
Student Signature

.....
Teacher Signature

.....
Witness Signature

.....
Grade Head Signature

.....
Date



Annexure G

Lodging of Appeal (Review form)

Future Nation School:

In terms of the Future Nation School’s disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) school days).

Name of Appellant:

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

- a. The disciplinary measure imposed was not in line with the grade of offence. Disciplinary procedures were not followed.
- b. New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

The following reasons are submitted in support of this appeal:

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.....
.....

.....
Date appeal lodged

.....
Appellant Signature

