

AMITY INTERNATIONAL SCHOOL

EMIS:700232653

SCHOOL POLICY AND CODE OF CONDUCT FOR LEARNERS

1. Preamble

All learners and parents of the Amity International School (AIS) are asked to study this school Policy and Code of Conduct document most carefully. This code of behaviour is instituted for the benefit of the learner, the school and the good of the community as a whole. Good school discipline is an important feature of effective schooling. Learners are school representatives and, as members of Amity International School (AIS), are expected to adhere to the school rules with courtesy and dignity.

The school motto, “We nurture talent”, forms the basis of this code of conduct. In line with this philosophy, mutual respect between children and educators, the school and parents, forms the basis of an enlightened society. This code of conduct thus attempts to lay the foundation for dignified interaction between all role-players who make up the core of this school.

The Code of Conduct and Discipline Policy will apply to learners during and after school hours, including official school outings, sporting events, any school function and when representing or being associated with the School and is applicable in and out of school uniform.

2. Objectives

- To ensure that Amity International School is able to maintain a standard of discipline and behaviour acceptable to the majority of parents/guardians, members of staff and learners.
- To ensure that constructive and meaningful education takes place in a safe environment.
- To endorse the basic right of educators to teach and maintain an orderly learning environment and the right of learners to learn in a secure, non-threatening environment.
- To promote a climate of mutual self-respect, self-discipline and responsible behaviour.
- To apply sanctionary measures against wrong-doing and to deter further unacceptable behaviour. Disciplinary action will be fair, appropriate and consistently applied. It will be aimed, as far as possible, at corrective measures and not punitive action.

3. General principles upon which the policy is based

3.1 **Learner Behaviour**

Learners are expected to...

- Behave in a courteous and considerate manner towards each other and members of staff at all times.
- Carry out instructions given by members of staff and RCL members.

- Stand when speaking to an adult, as well as when an educator enters a classroom.
- Greet educators at the beginning of lessons and wait to be dismissed at the end.
- Line up outside the classroom if no educator is in the classroom.
- Make way for educators and other adults on crowded stairs, corridors and walkways.
- Set a good example with regard to appearance and behaviour.
- Guard against doing or saying anything that will bring discredit to themselves, or to Amity International School.
- Behave in a manner that enables teaching and learning to take place.
- Behave in a manner which does not cause physical or emotional harm to another person.
- Behave in a courteous manner and offer assistance to educators and visitors of Amity International School.
- After learners have arrived at school in the morning, they may under no circumstances, be allowed to leave the school premises, without permission from School Management.
- Learners will only be allowed to leave the school before closing time on a written request from parents. The principal or deputy principal must approve the request. Doctor and dentist appointments must, where possible, be made for the afternoons or Saturdays. Medical details must be correct, as the school will not be responsible for medical costs incurred.

3.2 NO ACTS OF BULLYING WILL BE TOLERATED. Amity has zero tolerance for bullies.
Acts of bullying will be dealt with severely.

3.3 Early Leave Procedure

- The parent must inform the principal in writing in advance.
- If a parent appoints another person to collect the child, the person's name and address and the parent's contact details must be furnished.
- The parent (or delegated person) must personally collect the learner from school.
- The parent (or delegated person) is required to report to the receptionist and sign out the learner.
- The person should present an identity document/driver's license if unknown to staff releasing the learner.
- The principal reserves the right to deny a request for early leave.

3.4 Parent/guardian accountability

Parents/guardians are primarily responsible for ensuring that their children conduct themselves according to accepted human values and norms of controlled, courteous and correct behaviour. The school will contact parents/guardians whenever a learner's behaviour becomes cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem/s. The **parents/guardians ultimately remain responsible** for ensuring that the child meets the disciplinary standards required by Amity International School.

4. Registration

- **First time enrolments.**

A non-refundable admission fee as determined by management is levied on all parents enrolling their children for the first time at Amity International School (S.A.). The enrolment fee will increase annually.

An admission policy exists for new registrations.

- **Admission Policy**

- A learner who is currently enrolled at the school and who intends to remain at the same school MUST re-register at the school for the following year before the end of the current school year. Re-registration will be done in term three of each year.
- Re-admission will be dependent on approval by the Principal. Learners who have a poor track record of behaviour, attendance or achievement may be refused admission.
- Learners who fail any grade (including Grade 12) will be re-admitted into AIS subject to approval by the School Management Team (SMT).
- If new learners are to be admitted into school, only those whose courses correspond to what is offered, will be admitted.
- Learners who have presented the school with serious problems are not guaranteed re-admission.
- The school reserves the right of admission of learners in all cases.
- A portion of the school fees will be payable on re-registration. This amount will be made known each year in term three.

5. School Fees

- Payment structures can be obtained through enquiry at the office as well as in the hand-out issued to prospective students.

Note: Fees are payable in advance by no later than the 7th day of every month for those taking the option to pay monthly.

- Fees are payable for the year in advance, yearly or monthly. Parents paying at the beginning of the year in advance will be entitled to a special discount. Monthly payments must be made by means of eleven post-dated cheques **or** stop order **or** EFT payments. We regret that no other forms of payments will be acceptable.
- The above fees exclude the cost of uniforms, books, excursions and any other costs pertaining to the extra – curricular activities of the school, as well as material required for specific school projects.
- The person responsible for payment of fees will be required to appoint a surety who will be liable for payment of outstanding fees that can be recovered from the principal debtor.

6. School Day

Start, Breaks and Dismissal Times per Day by Grade

Grade	School starts at	1st Break	2nd Break	School dismisses at	Remedial
Monday					
R - 2	7:30	9:40 - 10:00	12:00 - 12:20	13:20	13:20 – 14:00
3	7:30	9:40 - 10:00	12:00 - 12:20	13:50	13:50 – 14:20
4 - 11	7:30	9:40 - 10:00	12:00 - 12:20	14:20	14:20 - 15:00
12	7:30	9:40 - 10:00	12:00 - 12:20	14:20	14:20 - 15:00
Tuesday					
R - 2	7:30	9:40 - 10:00	12:00 - 12:20	13:20	13:20 – 14:00
3	7:30	9:40 - 10:00	12:00 - 12:20	13:50	13:50 – 14:20
4 - 11	7:30	9:40 - 10:00	12:00 - 12:20	14:20	14:20 - 15:00
12	7:30	9:40 - 10:00	12:00 - 12:20	14:20	14:20 - 15:00
Wednesday					
R - 3	7:30	9:36 - 9:56	11:52 - 12:07	14:00	13:00 – 14:00
4 - 11	7:30	9:36 - 9:56	11:52 - 12:07	15:15	14:35 – 15:15
12	7:30	9:36 - 9:56	11:52 - 12:07	15:15	14:35 – 15:15
Thursday					
R - 2	7:30	9:40 - 10:00	12:00 - 12:20	13:20	13:20 – 14:00
3	7:30	9:40 - 10:00	12:00 - 12:20	13:50	13:50 – 14:20
4 - 11	7:30	9:40 - 10:00	12:00 - 12:20	14:20	14:20 - 15:00
12	7:30	9:40 - 10:00	12:00 - 12:20	14:20	14:20 - 15:00
Friday					
R - 3	7:30	9:32 - 9:52		12:20	
4 - 11	7:30	9:32 - 9:52		12:20	12:40 - 13:15
*12	7:30	9:32 - 9:52		12:20	12:40 - 13:15 <u>*Additional Classes</u> <u>Parents will be informed</u>
Muslim learners	Dismiss at 12:20 but must be back after Mosque if they have remedial, extra classes or detention (13:30 – 15:30)				

Parents and Learners will be informed by written notice, D6 Communicator, E-mail and/or SMS if there is to be any deviation from the above times.

The above times should be displayed prominently in the learner’s home for ease of reference.

ALL LEARNERS MUST BE COLLECTED WITHIN 30 MIN AFTER THEIR LAST CLASS/ACTIVITY.

School Uniforms

Learners are required to wear the complete school uniform at all times including any event or additional classes at school or on premises hired by the school after school hours, during school vacations and over weekends.

Boys	Girls
School tie	School tie
Grey Socks	Navy socks (anklets/knee high)
Regulation black lace up shoes	Regulation black buckle up/T bar shoes
Grey school pants	Navy blue school skirts/pants with white school shirt
	Navy blue scarf
White school shirt	Sleeper earrings – (underneath lobe of ear)
Black Belt	Tracksuits with White T-Shirt
Tracksuits with white T Shirt	Stud nose-rings will be permitted for Girls
	In winter girls may wear regulation navy tights or stockings (optional) – NO NAVY-BLUE PANTS

- Navy blue blazers with school monogram are to be worn with uniform and on all formal occasions e.g. awards evening. This is compulsory for grades 8-12 and optional for grades 1-7.
- Only the regulation V-neck navy jersey or pullover (not cardigan) in the correct size, with embroidered school badge, may be worn with the school uniform. Sleeves may not be tied around the learner’s waist or shoulders. A navy blue rain coat, or rain jacket e.g. (Dri-Mac) is essential during the rainy season.
- **Girls’ skirts must be knee length.**
- **Boys’ must wear “school grey” trousers.**
- **Winter Uniforms:** The learners will be permitted to wear the school tracksuits for winter as their uniform and games uniform (for P.E/ and extra-murals).
- The full tracksuit must be worn; learners are not allowed to ‘break’ their tracksuits, for example, tracksuit pants with a school jersey, or the school pants with a tracksuit jacket/top.

7. Games Uniforms

- **Summer – Boys**

White or navy-blue shorts or school regulation tracksuit, white/navy T-shirts, black/navy/white tekkies, and school grey socks.

All learners will be allowed to wear their P.E. clothing for the entire day but this is only on the days they have P.E. / extra-curricular.

- **Summer - Girls**

White shorts or school regulation tracksuit trousers, white/navy T-shirts, black tekkies and white socks.

The Games Uniform will be the regulation school tracksuit; this will be permitted for the entire day.

- **Traditional Clothing**

On certain occasions, for example, observance of cultural events, learners may wear traditional clothing. Learners and Parents will be informed in advance of such occasions. No revealing outfits will be allowed.

8. School Bags

It is recommended that briefcases with compartments be used as these render books neat and easily accessible to the learners. No vulgar or inappropriate graffiti or stickers are allowed on bags. Graffiti/stickers must be motivational or educational.

9. Care of Belongings

All articles of clothing and cases **MUST** be marked with the owner's full name in at least two places using an indelible marker. This facilitates the return of lost items to the rightful owners. If learners are found with someone else's belongings without having obtained the necessary permission of the person concerned, the learner will receive demerits. Stealing is viewed as a serious offence and repeat infringements will result in expulsion.

10. General Appearance

- **Hair**

- Boys' hair must be cut neatly, above the collar. Fringes must not be over the eyebrow area. No tails are allowed. Side-burns may not extend further than mid-ear.
- Boys are required to come to school clean-shaven (see exception below)
- Girls' hair must be neat at all times and, if long, should be tied back neatly in plaits / pony tails or buns.
- ALL hair must be firmly secured in plaits / pony tails or buns.
- All ribbons, slides, Alice bands or hair-bands are to be navy blue.
- No exotic hairstyles are permitted (e.g. steps, mushroom hairstyle, "spike" hairstyles, etc.)
- Boys' fringes must not cover the eyebrows.

- The moderate use of gel will be permitted for boys to neaten their hair. Gel may not be used for exotic hairstyles such as spikes
 - Dyed, bleached, shaven, streaked or highlighted hair is not permitted.
 - No fashion accessories are to be worn.
 - Boys will be permitted to wear a beard based **on religious grounds**. A written letter from the parent must be supplied to the school, indicating the above. This letter will be kept on the learners file.
- **Nails**
 - Nails must be kept short so that they cannot be seen over the fingers when hands are held palms-up.
 - Nail polish is not allowed.
- **The following are not part of Amity International School (S.A.) uniform and will be confiscated or removed if worn:**
 - Jewellery of any kind i.e. gold chains, bracelets, novelty necklaces, fancy watches, etc. If religious chains or pendants are worn, they should not be visible i.e. must worn under the shirt.
 - Only “Medic –Alert” bracelets may be worn.
 - Earrings will only be permitted for boys on religious grounds, on written motivation to the Principal by the parent.
 - Make-up
 - Nail polish
 - No coloured lip gloss or lip balm will be permitted. Only natural lip balm will be allowed.
 - Only wrist bands for religious purposes will be allowed. All other wrist bands will not be allowed.

11. Uniform Inspection and Control

- At regular intervals Educators and RCL members will inspect hair, nails, shoes, and socks, condition of uniform and general appearance of learners.
- **Should a learner be wearing jewellery or using non-regulation items, the following procedures will be followed:**

The item will be confiscated by an educator and placed with the principal for safe keeping (clearly marked). The item will be entered in the valuables register which will be signed by the learner upon confiscation of the item and on its return. The school will not, under any circumstances, be held liable for the loss of an item. Parents will be informed by written notice that a confiscated item is being held by the school.
- **Civvies**

On Civvies Days, learners will be charged a fee for this privilege, but it will mean that they will be in civilian clothing only. No other accessories will be permitted. Such days will be announced well in advance. The alternative to the wearing of civvies clothing will be the school uniform.

Learners will be permitted to wear civvies on their birthdays. No other accessories will be permitted. Rules for hair apply on birthdays. If a learner's birthday is over the weekend, the learner will be allowed to wear civvies either on the preceding Friday or on the following Monday.

If a learner has a birthday during the holiday, he / she will be allowed to wear civvies the day school re-opens.

- **Electronic devices**

From **October 2022**, the school has implemented a strict zero tolerance policy to the use of mobile phones and other electronic devices used in school.

The school's policy on mobile phones and other electronic devices is very simple : it should not be brought to school.

The reasons for the zero tolerance policy are:

- To avoid students being distracted from their studies;
- To remove the risk of damage to or theft of expensive electronic items;
- To reduce the potential risk of cyber bullying.

Additionally iPods/MP3 Players, iPads/Tablets, smart watches and laptops etc. and electronic gaming or entertainment devices are not allowed to be brought to school or to be used in the classroom at any time.

Any mobile phones or other electronic devices that are found in possession of a learner /or heard will be subject to the following actions:

- The cell phone / electronic devices will be confiscated for the duration of the year. The learner will only receive his/her phone back once a penalty fee of R300-00 has been paid – NO EXCEPTIONS.
- Refusal to comply with this policy will be treated as refusal to follow instruction and may result in further disciplinary sanctions.

Should your child has a legitimate reason to bring a cell phone to school, it will be necessary for you, as the parent/guardian to write a letter to the Principal explaining why your child needs to bring their cell phone to school with them. **The Principal is the only school official who can approve a parent letter and grant permission for a child to bring a cell phone to school.**

Reasonable reasons for a child bringing their cell phone to school include:

- The child walks home from school by themselves;
- The child needs to contact his/her transport provider.

If your child has been given permission to bring his/her cell phone to school and an approved parent letter is on file in the school office, the learner must hand in the cell phone immediately

at Reception in the morning at the start of the school day. The Learner will fetch his/her cell phone from Reception at the end of the school day. The learner will not be allowed access to their cell phone at any time during the school day.

- **Digital Technology:**

The school will provide the necessary equipment to support the functioning of the drones.

The school's telephone is available at all times from 07h00 till 16h00 if the need arises for learners to phone someone urgently at a cost of R5-00.

IMPORTANT!

The school will not, in principle, under any circumstances engage with parents in discussions resulting from complaints parents received from their children via electronic devices during school hours.

Very important : Please remember that it remains the responsibility of Parents/Guardians, to ensure that their child is not misbehaving on social platforms. If charges are being laid, due to cyber bullying, the charges will be laid against the Parent/Guardian and not the child.

Random searches will be conducted by the Head of Security.

12. School Traffic Rules

- **Movement of learners**

All learners must move quickly between classes in a single file, keeping to their left in corridors. This must be done in a quiet and orderly manner.

- **General Traffic Rules**

All Municipal traffic regulations must be obeyed. A learner who is not a fully licensed driver may NOT drive within the school premises. A learner driver may only operate a vehicle once outside the school premises and under the supervision of a fully licensed driver. Parents are advised that the school car park has very young children using it and it is therefore not safe for learner drivers to operate a vehicle in the car park even under the supervision of a fully licensed.

- **Out of Bounds Areas**

Learners are not allowed in classrooms during breaks, unless an educator grants written permission.

Learners may not leave the school premises without the express permission of the Principal, or Human Resource Manager.

13. General Behaviour

- a) Learners should not attend school if they are ill. Should a Learner become ill at school, a responsible person MUST fetch the learner from school.
- b) When learners are absent they must produce letters from their parent(s). If absent for **two or more** days they must produce a medical certificate to the form educator explaining their absence.
- c) If a learner has been booked off or admitted to hospital, the doctor's letter should be provided to the school within 2 days.
- d) When an educator/visitor enters a classroom all learners are required to stand beside their desks and formally greet such individual(s).
- e) At the end of each lesson, learners are required to stand beside their desks and greet the departing educator.
- f) When learners are leaving the classroom, they should pack their bags, stand beside their desks, greet the educator and wait to be dismissed.
- g) Learners should greet and offer assistance to member of staff and visitors in corridors and school grounds.
- h) Learners should not display inappropriate behaviour especially in school uniform.
- i) Learners should show respect, courtesy, understanding and tolerance to all school staff, visitors and their fellow learners at all times.
- j) During assembly, learners are expected to behave reverently either because of their religious convictions or out of respect for others.
- k) The toilets must be kept clean at all times. Any irregularities must be reported to educators immediately.

- **Vandalism**

Damaging and defacing of the school building, apparatus and furniture is strictly prohibited.

Parents will replace any school items damaged by learners. The learner concerned will be given tasks appropriate to the misdemeanour.

The climbing of trees and destruction of plants will be treated in a serious light.

- **Truancy**

Any learner who fails to appear at school or at a particular lesson without permission will be reported immediately to the principal.

- **Punctuality**

- a) If learners arrive late at school (between 7:30 and 7:40) the form educator will record the incident. Learners arriving after 7:45 must report directly to the office. A note will be sent by the office to inform the educator that the learner has been seen.
- b) All learners must be in their classrooms as soon as possible after the buzzer has been sounded.

- **School Lunch**

- a) Parents are requested to provide healthy and wholesome lunches for their children.
- b)* Eating will not be permitted during lessons or in classrooms, unless a medical condition exists, in which case a medical certificate must be presented to the form educator.
- c) Chewing gum is not permitted on school premises and will be confiscated from learners.
- d) No open cool drink cans will be permitted in or left outside the classroom.

*However rule (b) will not apply to the foundation phase learners (Grade R to 3).

- **Littering**

Dropping paper, cans and so on indoors or outdoors on school premises will not be tolerated. The school grounds must be kept clean at all times. Refuse bins are placed on the school grounds for this purpose. The neatness of our school grounds is everyone's responsibility.

- **Homework**

Homework must be completed timeously. All homework must be detailed in a homework diary, and be supervised and signed by parents/guardians on a daily basis. The D6 Communicator is **not** a replacement for the homework diary.

- **Testing and Examinations**

- a) Tests will be written on a regular basis. In the case of absence from a test, learners may be required to write a special test or have an oral test, at a time convenient to the subject educator, if the original test cannot be given.

- b) Examination timetables will be provided to each learner giving them adequate time to prepare. If a child is absent for an examination due to illness, a medical certificate is required. If no medical certificate is obtained, the learner will receive no credit for the

examination missed. Absence due to any other causes will be evaluated on individual merits.

- **Extra-Mural Activities**

It is compulsory for every learner to participate in at least one activity or code of sport per term. If a child is not participating due to illness only a medical certificate will be accepted.

- **Messages**

On no account can office staff or educators deliver messages or items left at home to your child. If there is an emergency, inform the Secretary of your child's class and the name of the form educator, so that we can trace him/her quickly. Parents are not to visit learners or educators in the classroom without prior arrangements with the administration office.

14. Substance Abuse

Objective

To ensure a safe school environment free of illegal substances.

A. General Principles upon which the policy is based

The presence in Amity International School of learners who are practising any form of drug abuse is detrimental to the image of the school and the moral well-being of the learner population as a whole.

Such behaviour is, therefore, strictly forbidden. Amity International School has an obligation to work with parents/ guardians to fully rehabilitate the learner/s practising such drug abuse.

B. Procedure

B.1. Voluntary admission of an illegal substance abuse problem – National Policy on the management of Drug Abuse by learners (General Notice No. 3427: Government Gazette No. 24127 of 13 December 2002)

- The parents/guardians will be informed and assisted in making arrangements for the learner concerned to receive professional counselling (through, for example, SANCA.) Parents/guardians are responsible for all expenses incurred.
- The learner must remain within the rehabilitation programme until pronounced free of any symptoms of drug dependency and will not be permitted to return to

class until receipt of a formal report from a psychologist or the relevant authority dealing with the rehabilitation program, confirming the learner to be free of drug dependency.

- The school must be kept informed on a regular basis of the learner's progress within the programme.
- Confidentiality will be maintained as far as this is possible.
- The Principal may reserve the right to remove a learner with immediate effect if:
 - The learner refuses to enter the programme or 'drops out' before the programme has run its course.
 - There is evidence of further illegal substance abuse

B.2. Non-voluntary intervention in an illegal substance programme

- When someone (e.g. a member of staff, a fellow learner a parent/ guardian) reports a strong suspicion that a learner may be involved in some form of drug abuse, the learner concerned will be confronted with this information.
- If a learner denies this involvement, then the narcotics division of the local police station will be contacted by the school.
- The parents/ guardians will be informed of this step and the learner will be requested to undergo the relevant and appropriate tests. If the test/s is/are positive, then the guardians will be expected to make arrangements for the programme. Parents/ guardians are responsible for all expenses incurred.
- The learner must remain within the rehabilitation programme until pronounced free of any symptoms of drug dependency
- The school must be kept informed on a regular basis of the learner's progress within the programme:
- Confidentiality will be maintained as far as this is possible.

C. Dealing in illegal substances

If a learner is suspected of dealing in illegal substances, the school will contact the Narcotics Division of the local police station. The law will be permitted to follow its course. If the learner is found guilty, expulsion will be implemented. The learner will **not** be permitted to remain at Amity International School until the process is completed.

Substance abuse will not be tolerated. Any student found to be in possession of or under the influence of drugs or alcohol will be severely dealt with. Smoking/vaping/using of illegal substances is strictly forbidden. Even being in the company of transgressors will be viewed in a serious light.

- D. Random unannounced searches will be conducted either by the school security or the South African Police Services.

15. Erasing Fluid or Tape

Due to excessive vandalism, no Tippex or other erasing fluid or tape will be permitted on learners' books. Learners found in possession of correcting fluid or tape will have to hand it in to the office.

16. Discipline Procedure (Refer to Annexure A for list of merits and demerits) - The South African School's Act, 1996 (Act No. 84 of 1996) (as amended) ("SASA")

The Merit/Demerit system is a guide to discipline for Grade 4 to Grade 12 learners at Amity International School. The positive side of discipline is stressed and the administration expects learners at Amity International School to be well disciplined and maintain a high standard of behaviour at all times. Failure to comply with the codes and regulations will result in the issuing of demerits or other disciplinary actions. The goal of any imposed disciplinary action is to bring about self-discipline.

All transgressions are classified into four categories, and a detailed misdemeanour list is attached as Annexure A. This list will be amended from time to time as or when deemed necessary.

- **Demerit Code**

In the Intermediate, Senior and FET phases of the school, we have implemented a demerit system of discipline (mostly Category/Grade 1 offences). A student will receive a demerit for any disrespectful, rebellious or disruptive behaviour. If a learner receives a demerit, the form educator will document the incident. Demerits are not a punishment. They serve as a record of the learner's conduct and as a communication tool to parents that their help is required to correct the behaviour of the learner. Learners will be given a varying number of demerits depending upon the type and severity of the infraction. Demerits may also be assigned at the discretion of the administration in certain irregular cases not covered by the list.

Note: Learners begin with 100 merit points at the beginning of the year.

The total number of demerits will cancel the exact same number of merits. Learners will have to strive to maintain 100 merits for as long as they can.

True learning comes from understanding one's responsibility to oneself and to the community. Therefore, learners who violate our community's Code of Conduct will often face a restorative consequence – an opportunity to give back to the community. This

practice of honouring the community and the relationships within our community is the foundation of our programme and our code.

Parents and learners are at any stage welcome to make enquiries with the form educator (by appointment only) regarding the state of their child's behaviour.

A learner who has accrued 20 demerits will receive a letter notifying parents/guardians. A copy will be filed in the learner's personal file by the administrative assistant. After accruing 20 demerits the learner will have to attend Detention, held on a Friday, from 13:30 to 15:30. It remains the learner's responsibility to arrive on time for detention, not that of the school.

A learner who continually transgresses the rules of the school may be suspended from the school depending on the nature of his/her misconduct. The decision for school suspension and expulsion lies with the Principal and Head of Discipline.

An intervention committee for a possible suspension/expulsion will be constituted as follows:

- The Principal and Head of Discipline.
- A relevant member of staff
- The learner and his/her parents/guardians will be notified in writing regarding the reason/s of the intervention meeting, 7 days in advance, by the Head of Discipline. The learner has a right to question any witness on his/her own behalf. Educator reports, academic performance, attendance and disciplinary records will be available for review.

• **Merit Code**

Learners will begin with 100 credits at the beginning of the year. Learners may accumulate more merits depending on their behaviour and academic achievements, cultural and sport participation. Learners who obtain the highest number of merits (one from each phase: Foundation Phase, Intermediate Phase, Senior Phase and FET Phase) will receive a merit badge and a certificate at the end of the term, acknowledging their exemplary behaviour. At Amity we believe that it is the school's responsibility to guide every learner towards maturity and self-discipline.

Credits will be awarded according to academic performance/positive behaviour. Credits will be recorded in the learner's personal file. Learners who earn the most points during the year will receive merit awards. At the end of each quarter, the names of the top achievers will be announced at the assembly.

Learners will receive Merit badges to acknowledge their exemplary achievement in personal development, positive attitude towards the school, academics, sport and culture and leadership according to the following table:

MERIT BADGE	POINTS REQUIRED
Red Merit Badge	300 points

Green Merit Badge	450 points
Blue Merit Badge	600 points
Bronze Merit Badge	800 points
Silver Badge	900 points
Gold badge	1000 points

- **General**

The Principal, Deputy Principal or relevant Grade Head may, as a situation arises and at his/her discretion allocate community service to learners.

Parents/Guardians will be notified accordingly and timeously, telephonically or in writing, in order to make the necessary transport arrangements. Community Service includes the following, inter alia: Cleaning of classrooms, desks, or toilets; litter removal, gardening or cleaning up the school terrain; administrative tasks.

17. Repetition of minor misconduct

After 3-5 incidents of minor misconduct the offence would be considered as serious and referred to the disciplinary committee. Parents/Guardians will be informed.

- **Due Process for serious Misconduct:**

- 1) Learner sent to Principal's office.
- 2) Oral or written notice of offence committed and possible consequences are spelt out to the learner.
- 3) Explanation of evidence against learner will be presented if the charges are denied.
- 4) Opportunity given to the learner to present his/her version of the facts.
- 5) Written or telephonic notice given to parents. If hearing is to take place, written notice will be given.
- 6) Parents have a right to be represented by legal counsel. This right will be explained to the parent and accused learner.
- 7) Written explanation of charge, that is, which part of the code of conduct was alleged to have been violated?
- 8) Written notification of
 - a) Date, time and place of formal hearing
 - b) List of witnesses the school authorities plan to call
- 9) True record of hearing to be set down in minutes.
- 10) Decision to be made on reparation
- 11) Appeal – Learner is permitted to appeal against the decision of the Disciplinary Committee

18. Reparation

All serious misconduct will be reported to the Principal. The Disciplinary Committee will be informed immediately. Committee to be appointed in writing.

Suspension from school for 2-5 days at the discretion of the Disciplinary Committee may be required.

See Disciplinary Measures, Annexure A, for the specific reparation. These may include:

- a) Replacing damaged or stolen goods where required.
- b) Parental or professional supervision
- c) Expulsion
- d) Disciplinary Committee has the authority to seek legal recourse when deemed necessary.

19. Presenting evidence to Disciplinary Committee for a Hearing

The committee will comprise of an Attorney's Chairperson, two (2) Senior Educators, and a scribe. The duly appointed Investigating Officer will present the facts of the matter to be heard on behalf of the school and call "witnesses"

NB: No person may be appointed to the disciplinary committee if he/she has personal interest or prejudice in any matter that may be in dispute in the hearing.

- **The Governing Principles of the Disciplinary Committee.**
 - a) The Disciplinary Committee shall be informed by the principles of fairness, impartiality and justice, and shall make endeavour to arrive at the truth.
 - b) The confidentiality of the hearing shall be respected by all parties in the course of its duration.
 - c) The Disciplinary Committee shall investigate all instances of interference with participants in the hearing.
 - d) In seeking reparation from the accused the Disciplinary Committee shall make every reasonable endeavour to ensure that the punishment fits the misdemeanour and that the punishment is educative.
 - e) The accused and victim shall be treated with dignity at all times during the hearing.

Note:

This document does not prevent an activity which has been omitted in lists herein from being deemed serious misconduct by the Principal if it is seen to be a disruptive of the normal school programme or an infringement on the rights of others.

Any action taken or reparation sought from a student who is deemed guilty of serious misconduct shall not be deemed invalid on the basis that the stipulated procedure above was not adhered to in full, provided that the necessary measures are taken to make the process valid.

20. Procedure for Appeal

Upon a written request from the learner the Principal shall within a period of 5 school days call an extraordinary meeting to resolve the problem. All documents from the hearing will be available. Both the accused and the victim shall present clarification as the case may be. The appeal shall not be a new hearing. A written explanation is necessary should the decision of the Disciplinary Committee be set aside.

21. General

- All learners have a right to education and no other learner will therefore be allowed to deprive others of this right.
- Learners who do not benefit from the education programme, particularly through neglect of studies offered at the school, may no longer be accommodated at this school.
- Learners who are suspended from school will forfeit the right to receive any rewards, recognition or testimonials. They are also not allowed to attend any extra-curricular activities and will not be given the opportunity to rewrite any test or examination that was scheduled within the period of suspension. No fees for that period will be refundable.
- Amity International School is a drug free and weapon free school.
- Amity International School reserves the right to search every person who enters the premises

22. Conclusion

Parents are requested to support their child/children in all activities at school. Should there be any queries, please make an appointment to speak to the relevant form educator or the Principal.

Parents involvement in the School is encouraged. The active participation of parents in the many functions that take place each year is of great value to the child/children.

This code of conduct may be amended by the school after due consultation with the School Management Team (SMT).

AMIS

Annexure A
Demerits

Category 1 Offences

Homework: incomplete; Note books/Textbooks are not at school; stationery at home; work is not up-to-date; books are not covered or neatly labelled; research not brought to class; projects/ assignments are incomplete. Homework diary not brought to school	2	
Homework not recorded in homework diary.	3	

SBA Tasks: work is incomplete / general non-compliance	2	
Dishonesty: plagiarising homework/ class work/ telling lies	5	
Defiant Behaviour: back-chatting; having an unruly attitude or disregarding an authority figure's instruction, disrespecting an educator, RCL member or visitors at school.	5	
Disruptive Behaviour in class or in the assembly: talking loudly, running around in the class; spraying water, uncooperative in class.	5	
Chewing Gum and Food contraband: Gum chewing is prohibited on school premises. Eating and drinking cool drinks/beverages in the classroom.	5	
Infringements of uniform regulations - School or sports uniforms (according to code of conduct): This also includes painted nails, long hair which is not tied up neatly, wearing jewellery, and make-up.	3	
Late for class without a valid reason – walking around without a Permission card: Loitering after the bell rings after break or at the start of school or playing truant.	3	
Littering: in class or on school grounds.	2	
Leaving school without permission.	3	
Vandalism of school property: Writing on desks, messing the ablution facilities, Graffiti on walls	5	
Usage of inappropriate / vulgar language.	3	
Cell phone usage: Sending and receiving messages during class, at break, during assembly. (The cell phone will be handed in to the office, including i-phones, tablets for 5 school days.) (Second offence = handed in to office for 10 days; Third offence = not allowed to bring phone to school)	3	
Inviting and receiving visitors at school without permission.	3	
Unruly behaviour during period/class change-over: temper tantrums, insolence	2	
Inappropriate behaviour – Bullying: Physically threatening the safety of another learner / person / making threats / intimidation / cyber-bullying / in possession of dangerous weapons.	10	
Not returning RETURN SLIPS.	1	
Not attending Extra-mural or Cultural Activities.	3	
Smoking or in possession of: Cigarettes or E-Cigarettes/ Substance Abuse/ Alcohol Abuse/ Gambling/ Sexual Harassment on or off school premises or during school functions OR when in transit between schools OR when going on excursions.	20	

Merits

Academic Achievement – term test/exam 80%+ (grade 4-9); 80%+ (grade 10-12). (End of Term)	5	
Academic improvement – An improvement of 5% or more from one term to the next. (Awarded end of term)	4	
Consistent good work (class and homework) Self-motivated, productive, persistent worker, does not need reminders from educators.	3	
Neat books and class work: All assignments completed, all notes pasted in, neat handwriting, books are covered and labelled. (Awarded monthly)	2	
Exemplary behaviour: Learner is polite and considerate towards fellow learners and educators. Learner is punctual for school. Learner is neatly dressed in school uniform. Learner contributes positively towards academic atmosphere in class. (Awarded at the end of term)	4	
Peer group assistance: Consistently helpful academically and otherwise. (Awarded at the end of the term)	2	
Participation in Sports Activity: Extracurricular activities i.e. soccer, cricket, athletics. (Awarded at the end of the term)	2	
Participation in Cultural Activity: School Concert, Speech contest, Spelling Bee, External Competitions and Olympiads.	2	
Assisting at a school event/function in School Uniform.	3	
Attendance for the year: 100% Attendance	5	
School Exchange Programme: Hosting learners from other countries/visiting other countries	30	
Participation in Community Project: On behalf of the school or of own accord.	5	
Parents’ Meetings: Attendance	3	
Assembly: Learner conducts an assembly e.g. June 16 th , Freedom day, Religious Days and so on.	5	
School-Based Assessment Task: Learner’s work/task is exceptionally completed.	3	
Helping Staff Members: Cleaning store room; cleaning classroom.	3	
Fundraisers: Organisation and following up on any fundraiser. Valentine’s Day; Cake Sale, Entrepreneur Day.	5	

AHS

CATEGORY 2 OFFENCES

RECOMMENDED CORRECTIVE MEASURES

1. Damage to property / possession of other learner's / educator's property.	Repair/replacement, warning letter and detention.
2. Defiance / disregard of an authority figure's	Suspension from class, warning letter and detention.
3. Non-attendance of detention.	Demerits, making up missed detention and an information hearing. Parents to be informed via e-mail.
4. Disregarding test / exam procedures.	Warning letter and detention.
5. Repeated dress code infringements (including hair and personal grooming). Untidiness / unkempt appearance. School dress code not followed.	Learner not allowed in class. Parents to be called. Learner to go home and dress in correct formal school uniform.
6. Physical fighting	Temporary suspension 3-5 days.
7. Fire-crackers – possession / setting off	Temporary suspension (3 days – possession) (5 days – setting off)
8. Forgery – parent/guardian signature.	Warning letter and detention.

9. Gambling on or off school property.	1 st offence: Detention. 2 nd offence: Disciplinary hearing. In both cases all money is confiscated.
10. Vandalism – graffiti.	Removal, warning letter and detention.
11. Late for school – repeatedly.	Phone call to parents , followed up via e-mail and detention
12. Lying repeatedly.	Informing parents, warning letter and detention.
13. Offensive material – pornography etc.	Suspension, parents to be informed and warning letter
14. Sticking a sharp object into learner.	Suspension/Expulsion, informing parents and warning letter
15. Substance Abuse.	Informing the police and parents. Suspension/Expulsion.
16. Threatening assault/ intimidation of fellow learner.	Phone call to parents, temporary suspension.
17. Foul language	Verbal warning letter
18. Inappropriate display of affection between learners	Verbal warning letter and informing parents.
19. Bunking class.	Detention. Parents to be informed via e-mail.
20. Vandalism of school property.	Phone call to parents (followed by an e-mail), repairs/ payment of damages, warning letter and detention.
21. Verbal abuse of fellow learner.	Phone call to parents, warning letter and detention.
22. Plagiarism of any work or cheating/attempted to cheat in class test/assignment.	Nought for test/assignment, parents to be informed, warning letter.
23. Selling cigarettes/e-cigarettes, vapes or any other illegal substances on/off school property	1 st Offence : Informal disciplinary hearing, warning letter. 2 nd offence : Formal disciplinary hearing, warning letter.
24. Smoking or in possession of: Cigarettes or E-Cigarettes; vapes, or any other illegal substance	Informing parents, confiscation of items and 3 – 5 school day's suspension.

CATEGORY 3 OFFENCES

RECOMMENDED CORRECTIVE MEASURES

1. Alcohol – possession/under influence at school or on school excursion.	Suspension (3 – 5 school days); disciplinary hearing, warning letter, community service and/or detention.
2. Assault on fellow learner causing bodily harm.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention
3. Bullying/intimidation/cyber bullying.	Warning letter; community service and/or detention.
4. Cheating/attempted cheating in exam/test/SBA work via leakage of paper, on cell phone, hard copy, etc.	Nought (zero) and warning letter
5. Cheating / attempted cheating in Final Grade 12 Examination via leakage of paper, on cell phone, hard copy, etc.	Implementation of Official Provincial Procedures.
6. Possession/distribution of test or examination material prior to test/examination being written.	Disciplinary hearing, zero for test/examination, warning letter, community service, detention/Official Provincial Procedures for Grade 12 learners.
7. On-going disruptive behaviour in classroom.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.
8. Disruptive behaviour on school property or on school sponsored fixture/ outing / tour / excursion.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.

9. Drugs – consumption not associated with school.	Informing the police, Interview with parents, professional intervention.
10. Engaging in inciting the disruption or proper functioning of the school.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.
11. Gangs, promoting formation of/ associating with / furthering activities of school gangs, etc.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.
12. Involving /attempting to involve outsiders in disputes between learners.	Disciplinary hearing, warning letter, community service and/or detention.
13. Pornography – distribution at school.	Warning letter, community service and/or detention.
14. Public indecency.	Disciplinary hearing, warning, community service and/or detention.
15. Racist conduct that offends and defames a learner/ educator.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.
16. Improper suggestions of a sexual nature.	Disciplinary hearing, warning letter, community service and/or detention.
17. Sexual harassment of educator/learner.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.
18. Threatening to assault/ intimidating an educator.	Suspension from class/school. Disciplinary hearing, warning letter, community service and/or detention.
19. Verbal abuse of an educator.	Suspension from school. Disciplinary hearing, warning letter, community service and/or detention.

CATEGORY 4 OFFENCES

RECOMMENDED CORRECTIVE MEASURES

1. Alcohol – drinking /drunk at school or on school excursion.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention.
2. Alcohol – drinking in public in school uniform.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention.
*3. Assault on a learner causing serious bodily harm.	Suspension from school, Disciplinary hearing and Expulsion.
*4. Assault of an educator.	Suspension from school, Disciplinary hearing and Expulsion.
*5. Bribery/attempted bribery of any person in respect of any test/exam material.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention.
*6 Possession of dangerous object or weapon at school e.g. Knife.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention/expulsion.
*7. Possession of dangerous weapon or object e.g. Firearm – possession at school/ school excursion.	Suspension from school, Disciplinary hearing and Expulsion.
*8. Possession of Drugs/illegal substances – consumption/under influence at school/ on school property.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention/expulsion/ professional counselling.
*9. Drugs/illegal substances – dealing (“pushing”) at school/ on school excursion.	Suspension from school, Disciplinary hearing and expulsion.
*10. Forgery of any document or signature to the potential/actual prejudice of school.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention/expulsion.

*11. Bullying / Gangsterism.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention, professional counselling/ expulsion.
*12. Sexual assault / rape.	Suspension from school, Disciplinary hearing and expulsion.
*13. Theft/ dishonest conduct to the prejudice of another person.	Disciplinary hearing/ Replacement of stolen articles; warning letter, community services and detention.
*14. Vandalism – malicious damage to school/ school property/ educator’s property.	Disciplinary hearing, repair damage, warning letter, community service and/or detention/expulsion.
*15. Cyber related infringements or comments concerning staff members, learners or using the name of AMITY INTERNATIONAL SCHOOL, recording, videoing, texting and placing it on a social network etc.	Suspension from school, Disciplinary hearing, warning letter, community service and/or detention/ expulsion.
*16. Arson and possession of other explosive devices.	Law enforcement officials will be informed, suspension from school, Disciplinary hearing, professional counselling/expulsion.

***These offences would require that reporting must take place to South African Police Services / Department of Education – Criminal Law (Sexual offences and related matters) Amendment Act (Act No. 32 of 2007)**

Annexure B

AMITY INTERNATIONAL SCHOOL

Written Warning

Name of Learner:

Learner ID number:

Subject:

Educator:

The Above learner has breached the disciplinary code:

Date of offence:

Grade of offence:

Nature of offence:
.....
.....
.....
.....

Learner's statement :
.....
.....
.....

Learner

Educator

Witness

Grade Head

.....
Date

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

AIIS

Annexure C

AMITY INTERNATIONAL SCHOOL

Final Written Warning

Name of Learner:

Learner ID number:

Subject:

Educator:

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:

Nature of offence:
.....
.....
.....

Learner's statement:
.....
.....
.....
.....

Learner
.....

Educator
.....

Witness Grade Head
.....

Date

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

AISS

Annexure D

AMITY INTERNATIONAL SCHOOL

Notice of Disciplinary Hearing

Name of Learner:

Learner ID number:

Subject:

Educator:

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 follow:

.....
.....
.....

Date of offence:

Nature of offence:

.....
.....
.....

Suspension from class

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

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

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

Note: Learners receives one (1) copy and the signed copy must be kept by the School.

Annexure E

AFIS

AMITY INTERNATIONAL SCHOOL

Record of Disciplinary Hearing

Venue:

Date:

Present

Capacity	Name	Designation	Section
----------	------	-------------	---------

Complainant (if applicable Learner:

Witnesses for complainant Witnesses for learner

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

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

Nature of offence:

.....
.....
.....

Plea: the learner admits/denies the charges (appropriate plea to be underlined)

.....
Learner
.....

.....
Educator
.....

Witness
..... (Date)

Grade Head

ANNEXURE F

Rights of Learners Facing Disciplinary Action

AIIS

Annexure G

AMITY INTERNATIONAL SCHOOL

Lodging of Appeal (Review form)

In terms of the School’s disciplinary procedure 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)

The disciplinary measure imposed was not in line with the grade of offence.

Disciplinary procedures were not followed.

New or further evidence or witnesses are available, which could bring new facts to light and affect the results of the previous hearing.

Nature of offence:

The following reasons are submitted in support of this appeal.

.....
.....
.....
.....

.....

.....

Date appeal lodged

Appellant

ANNEXURE H

This annexure must be read and signed by the Learner and Parent / Guardian, detached and returned to the School for placement in the Learner's file.



Amity International School

Learner's Commitment

I,, a learner in Grade at **Amity International School**, understand the rules and their implications and hereby commit to:

- abide by the Code of Conduct and Disciplinary System.
- abide by the merit/demerit rules and regulations.
- behave in a courteous and considerate manner and respect other learners, the RCL, all members of staff and visitors to the school.
- treat everyone with respect regardless of difference in culture, religion, ability, race, gender, age, sexual orientation or social class.
- take responsibility for my learning by attending school regularly and punctually and completing all my assessment tasks on time.
- co-operate with my educators and other School staff.
- assist in making the School a safe place for all.
- seek help if I need it.
- let the school know if I feel my rights have been infringed, or if I experience any other difficulty.
- undertake not to bully/harm any individual physically or emotionally.

.....

.....

Learner

Parent/Guardian

.....

Date

AISS