

LORETO CONVENT SCHOOL

ANNEXURE A – SCHOOL RULES 2025/2026

These rules are prescriptive. They are reviewed annually by the prefect body in consultation with the Deputy Principal.

Learners represent their school whenever in uniform or civvies, regardless of where they are.

1. GENERAL RULES

- 1.1 Learners should, in the spirit of the teachings of Christ, treat others the way that they would like to be treated.
- 1.2 Learners must undertake to honour the commitments they make to extra-murals and other school activities.
- 1.3 Learners will take note that random drug screening tests will be done at the school without prior notice, and that the results thereof may result in disciplinary action.
- 1.4 Learners will comply with instructions and the school rules as set out in this Annexure.
- 1.5 Learners will behave responsibly and not endanger the safety and welfare of others.
- 1.6 Learners will respect and care for the property of the school and others.
- 1.7 Learners will be courteous and respect the dignity of other persons.
- 1.8 Learners will be punctual and observe the timekeeping practices of the school.
- 1.9 Learners will demonstrate a positive attitude towards learning.
- 1.10 Learners will behave honestly and conduct themselves with integrity.
- 1.11 Learners will observe the Catholic ethos at school.

2. ADMINISTRATION

2.1 School Hours

High School: Monday–Thursday: 07:35–14:00; Friday: 07:35–13:45

Primary School: Monday, Tuesday, Thursday: 07:35–14:00; Wednesday: 07:35–13:30; Friday: 07:35–13:15

NB: During exam time all learners end at 11:00.

- 2.2 If any learner has to leave the school premises during school hours, permission must be obtained from the Deputy Principal or Principal and shown to the secretary or receptionist on leaving the premises.
- 2.3 If primary school learners are absent from school, the school must be informed by the parent and a note signed by the parent given to the class teacher on their return. In the case of a high

school learner, the school must be notified via telephone call or email, and a doctor's certificate or note from the parent must be given to the Deputy Principal or Principal on return.

- 2.4 Where learners are absent for more than 2 days, the school must be informed and the absence must be supported by a letter from a medical doctor, traditional doctor, or registered herbalist to the class teacher (primary school) or Deputy Principal/Principal (high school) on return.
- 2.5 All appointments (doctor, dentist, drivers' licence, etc.) must be made for times outside school hours.

3. CLASSROOM, GROUNDS AND TOILETS

- 3.1 Classrooms should be kept tidy. This includes the interior of cupboards used by learners.
- 3.2 Furniture should be treated with respect and not defaced with graffiti or broken.
- 3.3 Learners should leave the building during break and after school and not remain in the classroom **unless** under educator supervision.
- 3.4 Food may not be eaten anywhere in the building during class time. This includes classrooms, stairs, corridors and halls.
- 3.5 No juice or coffee mugs are allowed during class time. Only plain water may be consumed.
- 3.6 Chewing gum is not permitted and will not be tolerated.
- 3.7 Littering is unacceptable. Learners are responsible for picking up their own litter anywhere on the school premises and surroundings.
- 3.8 Behaviour around the tuck shop should be orderly and well-mannered towards other learners and the operator.

4. EXAMS / TESTS

- 4.1 Learners must have their own blue pens, HB pencil, eraser, sharpener, stapler and ruler in a transparent bag.
- 4.2 No tip-ex is allowed.
- 4.3 Once in the exam venue:
 - a) learners may not talk
 - b) learners may not eat or drink
 - c) learners may not walk around
 - d) learners may not go to the toilet once the session has started
 - e) learners may not have their cell phones on their person
 - f) the Principal or Deputy may randomly search learners
- 4.4 If a learner is found cheating:
 - a) The invigilator must write "cheating" on the current answer sheet and take it away together with any incriminating notes.
 - b) The invigilator must issue a new answer booklet or blank writing paper for the learner to start over.

- c) The learner will not be given extra time to complete the exam/test.
- d) The Deputy Principal or Principal must be notified immediately.
- e) Further disciplinary measures will take place.

4.5 If a learner is absent:

- a) A doctor's letter is essential.
- b) In the case of a test, the learner will write it on the day she returns to school at a time convenient to the teacher or with the Deputy Principal.
- c) In the case of an exam, if possible, it will be written on the day the learner returns or a more convenient date will be organised between the Deputy Principal and the learner.
- d) Work missed is the responsibility of the learner to catch up with the subject teacher on the day of return, whether she has the subject on that day or not.

5. EXTRAMURAL ACTIVITIES

5.1 Foundation Phase and Senior Primary

- a) During the school morning, learners take part in the activities provided. These include sports and clubs. These activities are compulsory.
- b) Afternoon sport, which is voluntary, takes place from 14:00–15:00. It is highly recommended that each learner takes part in at least one sport per term.

5.2 High School

- a) Grade 8–11 learners are required to participate in at least one club or one sport or extra lesson per term, except in term 4 when it is voluntary.

6. HOMEWORK AND SUPERVISED STUDY CLASSES

6.1 Learners should have a scrapbook in which they can do revision, practise spelling, tables, etc.

6.2 Learners in Day Care have supervised study immediately after lunch.

6.3 Foundation Phase (Grades 1–3)

- a) Parents must sign their child's diary every day after listening to reading and after ensuring all homework has been done.
- b) Learners require their Message Book to be checked and signed as a means of communication between parents and teachers. Contact telephone numbers, in the front of the Message Book, must be kept up to date.

6.4 Senior Primary (Grades 4–7)

- a) Parents must sign the homework diary daily, once all homework has been completed.

6.5 High School

- a) Learners should take responsibility for using their diaries and doing their homework.
- b) High School learners may stay after school for supervised homework sessions from 14:00–16:00. Learners must go home once study is over. No loitering around the school is allowed.

7. LOCKERS

- 7.1 Lockers are to be used for the safekeeping of books, valuables and money. Access to lockers will be allowed **only** before school, during break and after school (until 15:30) for High School learners.
- 7.2 Lockers are sold at R60 for the year. Learners are responsible for their own locker keys. Spare keys should be handed to the Deputy Principal in charge of that section. A fine of R5 will be charged to lend the spare key. Locks will only be cut if a fine of R20 is paid to the Deputy Principal.
- a) Learners must be careful which lock they use, as some keys fit other locks.

8. RELIGIOUS OBSERVANCE

- 8.1 Attendance at Mass is compulsory for all learners.
- 8.2 Attendance at religious retreats is required.
- 8.3 Learners are expected to participate in all religious activities. Behaviour during these activities must be respectful and dignified.
- 8.4 For Mass and assemblies, learners are expected to:
- a) wear blazers.
 - b) be quiet on their way to and from the hall/cathedral.
 - c) be quietly seated in the hall/cathedral.
 - d) show reverence and respect at all times. Beanies are not permitted at line-up, assembly, or Mass as a sign of respect.

9. MEDIA CENTRE RULES

- 9.1 Media books must be returned on time; a fine will be issued for every day late, including weekends and school holidays.
- 9.2 All media books that are damaged or lost must be replaced.
- 9.3 All learners must have a Media Card from the Media Centre.
- 9.4 Photocopies can be made by learners during breaks or after school, at a cost, with the help of a library monitor or librarian.
- 9.5 Foundation Phase learners must keep their media books in a strong bag to protect them.

10. MEDICINES

- 10.1 Medication to be taken by primary school learners must be accompanied by a letter from the parent addressed to the class teacher, explaining why the child needs to take the medication and giving the exact dosage and frequency.

- 10.2 In the high school, learners are responsible for taking their own medication. **It is accepted that parents have taken the responsibility to educate their daughters on dosage, time lapse between doses, and possible side effects.** Learners may not share medication with anyone.
- 10.3 Medication at school should be kept to a minimum.
- 10.4 Any learner found in possession of medication with a schedule 4 or 5 classification must, within 24 hours, produce a copy of the medical script issued by a doctor. Should this not be provided, the medication will be deemed an illegal substance.

11. MONEY

- 11.1 All money sent with the learner to school must be in a sealed envelope with the learner's name, class, amount, and purpose printed on the envelope. Example: Precious Kopano / Gr. 9K / R30 – class outing.
- 11.2 All school fees, outings and any other amounts must be handed in to the Accounts Office, Bursar or Deputy Principal. The school requests, as a preference, that EFT be made to limit the use of cash.

12. MOVEMENT AROUND THE SCHOOL

- 12.1 Late coming is unacceptable. The bell rings for assembly at 07:35 and classes begin at 07:45 promptly. High School learners will not be exempt from a demerit if books are not in class.
- 12.2 Movement between classes should take place quietly within the four (4) minute bell so that learning time is not wasted.
- 12.3 Learners must carry their school bags with them as they move from class to class, as well as before school and during break.
- 12.4 No learner may leave a classroom without a permit tag from a teacher.
- 12.5 After school, learners are to wait for transport inside the school gate. High School learners may attend supervised study.
- 12.6 Learners who are not in Day Care must be fetched promptly after school or after their afternoon activities.
- 12.7 Entrance to the school is through the gate in Nana Sita Street for High School learners. After 14:30, and for all Primary School learners, the Visagie Street entrance is used.
- 12.8 For Day Care learners, the Visagie Street gate is locked at 17:30. If a learner has not been fetched by this time, the parents will be fined an amount reflected on their school account.
- 12.9 For learners not in Day Care, any learner left at school after 16:30 will result in the parents being fined an amount reflected on their school account.

13. NEWSLETTERS

The school newsletter is a vital means of communication between the school and parents. It is sent out once a month via D6. Parents are encouraged to join the D6 app.

14. PERSONAL APPEARANCE

The uniform and sports uniform identifies a learner as a member of the school community whenever it is worn. It should be neat, tidy and well cared for at all times. Outside school premises, the blazer must be worn unless the learner is wearing the full school tracksuit.

14.1 School Bags

- a) Must be free of slogans or graffiti.
- b) School bags must have compartments.
- c) No caddy box bags are allowed.
- d) Official school bags are available from the school's outfitters (Totiusdal Handelshuis) or from the school's clothing shop.

14.2 Dresses/Skirts

- a) Length must not be shorter than four (4) closed fingers from the floor when kneeling down.

14.3 Hair

- a) Hair must always be neat and tidy.
- b) **NO** Mohawk styles are allowed.
- c) Braids and dreads are allowed, but must follow the natural contour of the head and be the **same colour** as the natural hair.
- d) All hair must be kept tied back against the scalp (not loosely) away from the face. Braids/dreads must not be so thick that it prevents learners from tying their hair neatly to the scalp. Hair just below the collar must be tied back. Hair hanging loose below the waistline must be tied up into a bun.
- e) Sew-ins and weaves are permitted but must follow all other rules pertaining to hair.
- f) Afros may be worn. They must be neat at all times and worn in such a way that they do not obscure the view of other learners in class.
- g) Fade: learners may wear a fade. The length between the top and bottom hair may not be more than one cut size apart. **NO** shaved areas are acceptable. **NO** patterns (including a line) may be shaved into the hair irrespective of length.
- h) **NO** bald heads. (For cultural reasons, please discuss with the Principal.)
- i) Hair **may not** be coloured.
- j) Hair accessories should be white, black or navy blue.
- k) Hair embellishments are limited to a few small, silver metal hairclips. **NO** beads of any colour, shape, or size are allowed.

14.4 Sports Uniform

- a) When representing the school at any sport or cultural activity, the correct prescribed uniform must be worn.
- b) It is compulsory for High School learners to wear sports dresses with ski pants for any tennis and netball matches.
- c) No learner may swim without a proper school swimming costume.

14.5 Jewellery

- a) Small, plain studs or sleepers may be worn in pierced ears (**one** per ear, on the lobule only) by girls. No nose and/or tongue piercings are allowed.
- b) No bands or bracelets of any sort are allowed.
- c) Watches must be plain silver or gold. Straps may be silver, gold, black, navy or brown. **No diamante or coloured** watches are acceptable. **NO smart watches** are allowed.
- d) A cross on a chain or rosary may be worn around the neck **but** out of sight.
- e) A religious item of a non-Christian nature may be worn with the permission of the Principal and at the request of the parent, **but** out of sight.
- f) Items of a cultural nature may be worn with the permission of the Principal and at the request of the parent, but out of sight.
- g) A Medical Alert disc may be worn.

14.6 Other

- a) Nails must be kept short and clean (not exceeding the tip of the finger). Nail varnish is not permitted.
- b) Make-up may not be worn while in uniform or civvies. Lip gloss is a form of make-up and may not be used.
- c) Tattoos will not be tolerated.
- d) Grade 12 learners, as a privilege and with the permission of the Principal, discuss alternative hair embellishments and longer nails with clear nail varnish (no gel) through their Head Girl, on a year-on-year basis.

15. SCHOOL AND PERSONAL PROPERTY

The school is a place of safety where laws pertaining to public places are applicable.

- 15.1 School property must be respected and not deliberately damaged.
- 15.2 The property of another person must be respected and not deliberately damaged or taken without permission. All textbooks and stationery must be clearly marked with the learner's name.
- 15.3 Valuables must not be brought to school unless special permission has been obtained. These include toys, jewellery, any electronic device, etc. The school cannot take responsibility for any damage or loss to these items.
- 15.4 Learners and their effects (including electronic devices) may be searched at any time for the purposes of an investigation. Items deemed to assist the investigation will be confiscated.
- 15.5 No dangerous objects or illegal drugs as defined in the South African Schools Act or the Safety Regulations will be brought onto and/or used on school property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 15.6 The carrying and/or smoking of cigarettes, e-cigarettes, or any Electronic Nicotine Delivery System (ENDS) is prohibited.
- 15.7 Alcohol is not permitted on school premises or during any school activity.
- 15.8 The carrying of and/or consumption of illegal substances and drugs is prohibited.

- 15.9 If a learner is in possession of prescription medication, a copy of the doctor's script should be kept by the learner at all times.

16. CELLULAR PHONE RULES

- 16.1 **Smartphones are NOT allowed at school.** If a learner brings a smartphone to school, disciplinary action will follow. Smartphones found in the possession of a learner will be confiscated until the end of the year, or, if the parent prefers, confiscated for three (3) months — but a fine of R500 must be paid on collection.
- 16.2 No Primary School learner may have a cell phone of any type at school. High School learners may have cell phones that allow calls and SMS only, with no internet access (e.g. Alcatel). **A cell phone that has a camera has internet access.**
- 16.3 High School learners must lock away their cell phones in their lockers before school, or, if arriving after the early morning bell, hand it in at reception. The school does not take responsibility for loss or theft of any cell phones.

17. UNIFORM

17.1 General

- a) Correct uniform must be worn at all times.
- b) Blazers are compulsory for learners from Grades 4–12.
- c) High School girls must wear their blazers to and from school. Within school premises, learners may wear the school sleeveless pullover or jersey. During Mass and assembly, blazers must be worn. Please be mindful of the colour of undergarments — neutral colours are recommended.
- d) Coloured scarves, beanies, windbreakers, gloves, towels and blankets are not permitted and will be confiscated for the rest of the year.
- e) All uniform must be neat, tidy and clearly marked with the learner's name.
- f) Name badges are issued to new learners and must be worn on the school premises at all times. At the loss of a badge, a learner must purchase one from the Deputy Principal.

17.2 Summer Uniform

- **Pre-School:** Short-sleeved blue golf shirt, sports shorts and sandals.
- **Girls (Grades 1–11):** Open-necked, short-sleeved white shirt; blue pinafore (Grades 1–6); blue skirt (Grades 7–11); ankle white socks; black shoes; blazer.
- **Boys (Grades 1–7):** Open-necked, short-sleeved white shirt; short grey pants; blue knee-high socks; black shoes; blazer.

17.3 Winter Uniform

- **Pre-School:** Long-sleeved blue golf shirt, tracksuit and tekkies.
- **Girls (Grades 1–11):** White long-sleeved button-up shirt with tie; blue pinafore (Grades 1–6); blue skirt (Grades 7–11); blue knee-high socks; black shoes; blazer or blazer with jersey. PS and HS girls may wear navy stockings from approved suppliers. Blazers not compulsory for Grades 1–3. School scarf and beanie optional (not permitted at line-up, assembly, or Mass). No tracksuit top with this uniform.

- **Boys (Grades 1–7):** Long-sleeved, white button-up shirt with school tie; long grey pants; blue knee-high socks; black shoes; blazer or blazer with jersey. Blazers not compulsory. School scarf and beanie optional. No tracksuit top with this uniform.
- **Grade 12:** Same as high school, except for the matric tie (worn in summer and winter). A specially designed pullover, beanie and scarf for matrics are optional and may be ordered from the school clothing shop.
- **Tracksuit option (Grades 1–3):** On activity and physical education days, learners may come in sports clothes and white tekkies, provided the school tracksuit is worn over it. Tekkies must be completely white.

17.4 Sports Uniform

- **Swimming:** School navy blue swimming costume and cap.
- **All other sports (except soccer):** School blue shorts; white T-shirt; sports hat; white tekkies; ankle white socks (summer) or knee-high white socks (winter). All Primary and High School girls must wear ski-pants under the shorts during Physical Education. Alternative: skorts available to all learners. HS learners may wear tracksuits during PE (not compulsory). HS tennis and netball matches: sports dress with ski pants compulsory.
- **Soccer:** Same as above except for soccer socks and boots.

AFTER A SPORT ACTIVITY, LEARNERS MUST LEAVE THE SCHOOL GROUNDS EITHER IN FULL SCHOOL UNIFORM OR FULL SCHOOL SPORTS UNIFORM.

17.5 Raincoat

- a) Any dri-mac or raincoat may be worn to school during wet weather but must be taken off on entering the school building.

18. CIVVIES / MATRIC DANCE / SPORTS DAYS

- 18.1 When the privilege to wear civvies is granted, clothing must be appropriate for a school day: no revealing necklines, no short skirts/dresses/shorts, no ripped pants/denim, no revealing undergarments.
- 18.2 The 3B's must be adhered to: no revealing bellies, no revealing buttocks, no revealing breasts.
- 18.3 No make-up is to be worn.
- 18.4 Learners will be sent home if the above is not adhered to.
- 18.5 Matric ladies must apply the 3B's when selecting their matric dance outfit.
- 18.6 On Sports' Days, learners may wear their tracksuit with the house T-shirt. Accessories must be limited. On some Sports' Days, blue denim with the house T-shirt is permitted; the tracksuit top may be worn with denim.

19. BEHAVIOURAL GUIDANCE – PRIMARY SCHOOL

When rules are broken, the teacher fills in the demerit slip which the learner also signs. This is given to the Deputy Principal of the Primary School to manage.

19.1 Severe Clause

The following are severe misdemeanours and will result in immediate referral to management: swearing, violence, absolute defiance, absolute disruption, racism, theft, vandalism, cheating in exams, and being in possession of or using alcohol, drugs or cigarettes.

SEND IMMEDIATELY TO MANAGEMENT — EACH SITUATION IS DEALT WITH AT MANAGEMENT’S DISCRETION.

19.2 Detention Procedures

- Detention for Senior Primary takes place on a weekday afternoon for one hour.
- A monitor will be assigned to each class in the Primary School.
- A record is kept of all detentions by the teachers in charge and will be noted in the learner’s profile.
- Detention is given after a total of 40 negative points have been accumulated.
- After 3 detentions, a behavioural guidance meeting is held with management and parents, during which a warning letter will be issued.
- Three (3) warning letters result in a full disciplinary hearing which could result in suspension or expulsion.

20. DISCIPLINE PROCEDURES – HIGH SCHOOL

School rules are enforced by both teachers and prefects. Learners are issued slips for positive and negative criteria, known as merits and demerits.

20.1 Merits

- Each merit is allocated a number of positive points.
- Learners start with 0 points at the beginning of each new year. Positive points are carried over from term to term.
- Learners who accumulate positive points throughout the year will be given tuck shop vouchers, airtime, raffle tickets, etc., depending on the number of points.
- The learner with the most merit points at the end of the year will be awarded a certificate for meritorious achievement at the annual prize-giving.

Merit Points Table

Merit Category	Points
No detention in a term	10
80% and above for tests, portfolio tasks, exams	15
RESPONSIBILITY: Any leadership role; task/class duty done without fail	10
RESPECT: Making way/greeting educators and visitors constantly; helping educator	15
TRUSTWORTHINESS/FAITHFULNESS: Constant positive attitude; continuous hard work; forwarding a message accurately and timeously	15
CARING: Showing compassion; taking care of another learner’s possession; communicating lost work to a sick learner	15
COURTESY: Saying please, thank you; being a good listener; working co-operatively with others	10
CITIZENSHIP: Reporting a water leak or broken device; reporting any dangerous situation; picking up papers without being told	15

HONESTY: Handing in valuables found; taking responsibility for own actions; truthfully reporting serious misconduct	15
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20.2 Demerits (Minor Offences Only)

- Minor offences include: homework not done, disturbing learning, verbally offending other learners, incorrect uniform, talking, chewing gum, etc.
- Each demerit is allocated a number of negative points.
- Positive points do not cancel negative points.
- Learners start with 0 points at the beginning of each new year. Negative points are carried over from term to term.
- Learners will be issued with detention letters once they have obtained **40 negative points**. These are sent home no later than Wednesday and the reply slip must be returned by Friday to the Deputy Principal. Detention slips not returned will result in further negative points.
- Detention takes place on a Friday from 14:00 to 16:00. A teacher is allocated to supervise.
- Should a learner fail to attend detention, they will be allocated an extra detention.
- If a learner fails to attend these detentions, it will result in suspension.
- Learners who accumulate more than 2 detentions will be given 2 warning letters at various stages. The 3rd warning letter results in a disciplinary hearing.

Demerit Points Table

Code	Offence	Pts	Code	Offence	Pts	Code	Offence	Pts
1	Any violation of dress code	-10	48	Damaging/destruction of property	-40	16	Late for school without a letter	-10
49	Assault	-50	34	Dishonesty in general	-25	40	Lending work for copying (cheating)	-15
35	Assembly/line up disruption	-20	27	Disobedience	-15	17	Littering	-15
57	Assessment tasks not handed in	-40	36	Disrespecting/back chatting a teacher	-15	18	Loitering in corridors and toilets	-5
23	Being at tuck shop during class hours	-10	63	Disrespectful behaviour towards staff/elder/parent/visitor	-40	30	Misbehaving during outing/sport in uniform	-15
37	Being in out of bounds areas	-20	7	Disruption in corridor during changeover	-10	25	Negligent in school duty	-5
42	Being in the presence of smokers	-20	38	Disruption of class	-20	19	No name tag	-10
26	Being out of class without a permit	-5	8	Doing another subject's work in class	-5	41	Learner did not attend afternoon sport/club/lesson	-15
3	Books in locker/not in class	-10	9	Eating in class/at line-up/changeover	-10	44	Prohibited use of electronic device during school time	-15
4	Books/notes/equipment not at school	-10	47	Fighting/pushing/shoving	-40	20	Sleeping in class	-5
50	Bullying/cyber-bullying/harassing/victimising/defaming/slandering	-40	62	Forgery of any documents/signatures	-50	64	Smoking on school grounds or anywhere in uniform	-50
29	Bunking class/line-up/assembly/chapel/detention	-25	10	Foul or inappropriate language	-20	32	Swearing or abusive language to another learner	-20
59	Bunking school	-50	11	Hair violation – colour, style and length	-10	21	Talking non-stop	-10

60	Chapel/Cathedral disruption/disrespect	-50	12	Homework not done	-10	22	Tests not signed/important info not returned	-5
61	Cheating in tests/examination	-50	18	Homework incomplete	-10	51	Theft of any nature	-50
5	Chewing gum	-5	13	Important reply slips/detention slips not returned	-5	45	Throwing objects out of windows/spitting	-15
38	Class disruption	-20	55	Inappropriate material (possession or distribution via Social Media)	-50	56	Vandalism	-20
6	Class work not done	-10	14	In class at break without permission	-10	24	Wilfully endangering oneself and fellow pupils	-10
39	Copying homework	-25	15	Late for class/assembly/line up	-10			

20.3 Major Offences

- Major offences include: possession of a dangerous weapon, fighting, theft, vandalism, cheating in an exam/test, possession of drugs/intoxicants, bringing the school's name into disrepute, possession of or accessing/distributing pornographic or prejudiced material, testing positive in a random drug screening test, cyber-bullying, etc.
- The learner will appear before a disciplinary hearing consisting of the SMT, the learner, and a parent, chaired by the Chairperson or representative of the Board of Governors. No legal representation is allowed.
- The hearing can result in a suspension, expulsion, or other corrective intervention.
- Repeated minor offences result in a major offence.

20.4 Suspension Process

Suspended from class: The learner sits at a desk in a separate, supervised venue and continues with classwork, homework and studies forwarded by educators. The learner works in silence and gives full co-operation to supervisors. The learner leaves the room only with the supervisor's permission. At the end of the school day (14:00), the learner must be fetched by a parent.

Suspended from school: The learner is sent home under the supervision of the parent/guardian. The parent/guardian will be notified before the learner is released and will only receive the learner in person. Homework will be emailed/sent home daily.