



CBC MOUNT EDMUND

Learners
2016
updated
version

CODE OF CONDUCT

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1. Introduction**1.1. Vision Statement**

FAITH – LEADERSHIP - EXCELLENCE

1.2. Aims of the code

This Code of Conduct is a living document. The Code will be revised regularly to assess its effectiveness. This Code of Conduct is the product of input from learners and staff and has been supported by parents. It is a celebration of work done over many years at the College and it aims to instil a sense of pride within our school so that all stakeholders have a sense of ownership. The behaviour of our learners directly influences the reputation of our school as well as the smooth running of daily routine and this has necessitated the learners' Code of Conduct. Parents are urged to ensure that their children adhere to these rules. All rules apply when the children are at school, in school uniform or while they represent the school in any way.

1.3. Dedication

We dedicate ourselves sincerely and in humility to upholding the ethos of the College. We actively strive to live by the aims of the College Mission statement. We aim to become independent individuals who strive for excellence in all that we do, we live out gospel values in our daily lives and we show love of and mutual respect for our fellow learners, and all people with whom we come into contact.

1.4. The Rights of Learners

Every Learner has the right:

- 1.4.1. to human dignity,
- 1.4.2. to be treated fairly and respectfully,
- 1.4.3. to be taught in a safe and disciplined school environment,
- 1.4.4. to feel safe and be free from harm,
- 1.4.5. to express opinions politely,
- 1.4.6. to be respected and valued,
- 1.4.7. to be protected against abuse,
- 1.4.8. to be different and unique,
- 1.4.9. to the safety of him/herself and that of his/her possessions,
- 1.4.10. to work in a clean healthy environment,
- 1.4.11. to good tuition, regular feedback and promptly marked assignments and
- 1.4.12. to punctual and innovative lessons.

1.5. The Responsibilities of learners

Coinciding with these rights, all Learners have the responsibility:

- 1.5.1. to commit themselves fully to their schoolwork,
- 1.5.2. to be honest, reliable and trustworthy at all times,
- 1.5.3. to show courtesy and respect towards visitors, parents, staff and fellow learners at all times, in - and outside of the school property. This implies that they will greet all adults and visitors to the College and offer assistance should it be required. They will also stand up when speaking to an adult and are encouraged to report disrespectful behaviour or a lack of courtesy towards peers, adults and learners,
- 1.5.4. to be neat and presentable at all times,
- 1.5.5. to use appropriate language, that is not offensive,
- 1.5.6. to refrain from the use of intoxicating, hallucinogenic or habit-forming substances,
- 1.5.7. to care for and look after their own possessions in a responsible manner. All items should be marked clearly and in a permanent way,
- 1.5.8. to respect others' safety and property and not to damage or steal this property,
- 1.5.9. to ensure that the school is kept clean and is not damaged or defaced in any way,
- 1.5.10. to complete assignments well and on time,
- 1.5.11. to attend lessons on time and
- 1.5.12. to use their talents to the full.

2. Part A: School Rules [LEVEL 1 OFFENCES]

2.1. General Principles

It is impossible for any code to list every possible rule. This code divides possible offences into two broad categories:

2.1.1. LEVEL 1 OFFENCES

This category deals with specific school rules that have been developed to ensure the smooth running of all school activities (Clause 2). The disciplinary procedure for contravention of these rules will be administered according to a points system (Clause 3)

2.1.2. LEVEL 2 OFFENCES

This category deals with general misconduct (Clause 5). The disciplinary procedure for committing this misconduct will be administered by the Headmaster through an internal disciplinary investigation procedure. In the event that it becomes apparent during any stage of the investigation that the misconduct may require to be heard in a formal disciplinary hearing the Headmaster must advise the learner and refer the matter to a formal disciplinary hearing of the Board of Governors (Clause 6).

2.2. School and class attendance

- 2.2.1. School attendance is governed by section 3(1) of the South African Schools Act, 1996; and is compulsory inclusive of the last day of each term. The legal onus is on parents/guardians to ensure that their child attends school. Legitimate absence from school is limited to illness or urgent private affairs.
- 2.2.2. In the case of absence from school, the register educator must receive written notification of the reason, from the parents, on the day of the learner's return to school. If the period of absence is expected to exceed two days, parents are required to telephone the school. The letter / medical certificate must be addressed to the register educator and submitted on the morning of the learner's return to school.
- 2.2.3. Learners may not be excused for holiday purposes during the term. Permission to leave school before the end of a school day must be requested from the Headmaster by way of a letter submitted the day before. For the benefit of your child, medical/dental and other appointments must be restricted to the afternoons.
- 2.2.4. In the case of late arrival, a note explaining why a learner is late for school must be written in the learner's homework diary by the parent/guardian. A formal letter is not required.
- 2.2.5. Should a learner be absent for more than 3 days in succession or ten days in total in a given term, parents will be notified.
- 2.2.6. Learners will have to produce a doctor's note or letter from a parent if they are absent for any test or examination, otherwise they will have to accept a mark of zero. The onus remains on the learner to ensure that the educator concerned receives the letter on the first day that they are back at school.
- 2.2.7. Learners must attend all classes during school hours, unless given permission by a staff member.
- 2.2.8. At present an afternoon programme is offered for learners from Grade 4 - 12. Parents need to indicate to the school if their child will go home immediately after school or not. All learners who are on the premises have to attend an organised co-curricular activity or attend a study session.
- 2.2.9. All High School and Intermediate Phase learners on school property after 16:00 must wait to be fetched in their respective quad areas.

2.3. Dress code and general appearance

- 2.3.1. LEARNERS ARE EXPECTED TO BE NEAT AND IN FULL UNIFORM AT ALL TIMES AND THEREFORE TAKE PRIDE IN THEIR PERSONAL APPEARANCE.
- 2.3.2. Unauthorised dress combinations will not be accepted.
- 2.3.3. Only the uniform as described in 2.5 may be worn. If uniform is worn after school hours, it should be worn in its entirety.
- 2.3.4. All clothing must be of the correct size for the learner and has to be worn correctly.
- 2.3.5. Uniform may not be vandalized. (e.g. written upon, cut or intentionally distorted). No item of uniform may be worn after it has been stretched or altered to change the length, shape or pattern of the original design.
- 2.3.6. No underwear should be visible. Only plain white T-shirts are allowed under the school shirt. No T-shirts are allowed under any sports uniform.
- 2.3.7. Clothes must be clean and neat at all times.
- 2.3.8. Shoes must be polished regularly.
- 2.3.9. Learners have 1 week to cut hair when instructed to do so, however a Learner may be sent home immediately if hair is not according to our instructions.

2.4. Personal appearance**2.4.1. Boys:**

- 2.4.1.1. Hair is to be neat, short and clean, and combed or brushed if necessary. 'Steps' and cult hairstyles are not permitted. Hair may not be dyed, highlighted or coloured in any way.
- 2.4.1.2. Sideburns should be in line with the middle of the ear. If hair is shaven, it is not allowed to be shorter than a number '2'.
- 2.4.1.3. Hair must not be in the learner's eyes.
- 2.4.1.4. Hair is not allowed to touch the ears and collar.
- 2.4.1.5. Learners are to be clean-shaven.
- 2.4.1.6. Gel is allowed, but only as a means of tidying hair.

2.4.2. Girls:

- 2.4.2.1. Hair is to be neat and clean. 'Steps' and cult hairstyles are not permitted. Hair may not be dyed, highlighted or coloured in any way.
- 2.4.2.2. No drastic hair colour changes are allowed.
- 2.4.2.3. Hair that touches the collar must be tied back. No "half-ponies" are permitted.
- 2.4.2.4. Hair should be tied back with elastics and ribbons that are white, black or navy blue.
- 2.4.2.5. Hair grips and clips should also be white, black or navy blue. No glitter clips, diamante or decorative headgear is allowed.
- 2.4.2.6. Headbands are permitted but are restricted to being no wider than 5 cm. They must not be worn on the forehead but may be worn on the hair line and are to be of a single colour (black, white or navy blue).
- 2.4.2.7. Corn rows and braided hair are only allowed to be worn in straight rows and have to be combed back and tied into one neat bundle.
- 2.4.2.8. Clip-on weaves are allowed but these must be of the same colour as the learner's hair.
- 2.4.2.9. Hair must be kept out of the eyes at all times.

2.4.3. General

- 2.4.3.1. No jewellery of any kind is to be worn with the school or sports uniform. One chain with a religious symbol may be worn under shirts. Girls with pierced ears are allowed to wear only sleepers or plain studs, one earring per ear and that in the first hole from the earlobe. No other visible body piercing is permitted. No diamante earrings or attachments allowed.
- 2.4.3.2. Watches are not allowed to have excessive jewellery or charms attached to the strap.
- 2.4.3.3. No studs, sleepers or any body piercings are allowed for boys.
- 2.4.3.4. No make-up is permitted. No base, lipstick, eyeliner, mascara is allowed.
- 2.4.3.5. Nails must be kept neat and short. Girls may wear transparent nail polish only. No white or gel-look nails are permitted.
- 2.4.3.6. The length of the girl's skirt must be at the most 12 cm from the floor when the learner is kneeling. The skirt must at all times show under the blazer.
- 2.4.3.7. Boys have to wear black school lace-up shoes. Girls must wear black school shoes with laces or buckles. Boots are not allowed.
- 2.4.3.8. Blazers must be worn to and from school, between classes and at assemblies and on excursions.

2.5. School Uniform

2.5.1. School Uniform for Grade RR and RRR for Boys and Girls

<u>Summer Uniform</u> College PE shorts College Green Golf shirt for boys and girls Plain white socks & plain white 'running shoes" College floppy hat College sweat shirt (for cooler weather)	<u>Winter Uniform</u> Jeans College green PE sports shirt College long sleeve sweat shirt
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2.5.2. School Uniform for Grade R for Boys and Girls

<u>Summer Uniform</u> College PE shorts College Blue Golf shirt for boys and girls Plain white socks & plain white 'running shoes" College floppy hat College sweat shirt (for cooler weather)	<u>Winter Uniform</u> CBC Track Suit College blue PE sports shirt College long sleeve sweat shirt
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2.5.3. Sport Uniform for Grade R for Boys and Girls

College PE Shorts College PE sports shirt CBC tracksuit CBC green sports socks	Swimming: Navy blue Speedo Green Swimming Cap Soccer: College Soccer Kit Cricket: White Cricket Shirt
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2.5.4. School Uniform for Grade 1 – 7

Boys		Girls	
<u>Summer School Uniform</u> White open neck shirt (Gr 1 – 3) White Short sleeve shirt (Gr 4 – 7) Khaki shorts College grey socks Black leather lace-up shoes College Junior Tie (Gr 4 – 7) College blazer College jersey Navy blue floppy hat (Gr. 1 – 3) Blue CBC baseball cap (Gr. 4 – 7)	<u>Winter School Uniform</u> White long-sleeved shirt Long grey flannel trousers College grey socks Black leather lace-up shoes College Junior Tie College jersey College blazer Grey scarf with College colours Navy blue floppy hat (Gr. 1 – 3) Blue CBC baseball cap (Gr. 4 – 7)	<u>Summer School Uniform</u> Grey pinafore (Gr. 1-3) Grey Skirt (Gr. 4-7) White open-neck shirt Plain short white socks Black leather shoes with laces or buckles College jersey Navy blue floppy hat (Gr. 1-3) Blue CBC baseball cap (Gr. 4 – 7)	<u>Winter School Uniform</u> Grey pinafore (Gr 1-3) Grey Skirt (Gr 4-7) Grey long pants (All) White long-sleeved shirt Junior College tie College grey socks OR Black tights Black leather shoes with laces or buckles College jersey College blazer Grey scarf with College colours Navy blue floppy hat (Gr. 1 – 3) Blue CBC baseball cap (Gr. 4 – 7)
*Grades 1 – 3 No blazer required	*Grades 1 – 3 No blazer required	*Grades 1 – 3 No blazer required	*Grades 1 – 3 No blazer required

2.5.5. Sport Uniform for Grade 1 – 7

Boys	Girls
College PE shorts College golf shirt CBC green sports socks Running shoes to be predominately white College swimming costume - navy Green swimming cap Gold cap for team Blue floppy hat (FP) <u>OR</u> blue CBC baseball cap (IP) College tracksuit	College PE shorts <u>OR</u> navy skirt (Gr 4 – 7) College golf shirt CBC green sports socks Running shoes to be predominately white College swimming costume - navy Green swimming cap Gold cap for team Blue floppy hat (FP) <u>OR</u> blue CBC baseball cap (IP) College tracksuit

2.5.6. School Uniform for Grade 8 – 12

Boys		Girls	
<u>Summer School Uniform</u>	<u>Winter School Uniform</u>	<u>Summer School Uniform</u>	<u>Winter School Uniform</u>
White shirt	White shirt	Grey skirt (6 panel)	Grey skirt (6 panels) <u>OR</u> tailored grey long pants.
Long grey flannel trousers	Long grey flannel trousers	White open-necked shirt	White long-sleeve shirt
Black belt	Black belt	Plain short white socks	College Senior Tie
Grey socks	Grey socks	Black leather shoes with laces or buckles	College grey socks, black tights <u>OR</u> black pantyhose
Black leather lace-up shoes	Black leather lace-up shoes	College jersey	Black leather shoes with laces or buckles
College Senior Tie	College Senior Tie	College blazer	College jersey
College jersey	College jersey		College blazer
College blazer	College blazer		Grey scarf with College colours
	Grey scarf with College colours		

2.5.7. Sport Uniform for Grade 8 – 12

Boys	Girls
College PE shorts	College PE shorts <u>OR</u> navy skirt
College golf shirt – for practice	College golf shirt – for practice
Match shirt when appropriate	Match shirt when appropriate
Grey College socks <u>OR</u> specific team socks	Grey College socks <u>OR</u> specific team socks
Running shoes to be predominately white	Running shoes to be predominately white
College tracksuits – to be worn in full	College tracksuits – to be worn in full
Specific team shirts when representing the College	Specific team shirts when representing the College
College swimming costume	College swimming costume
Gold cap	Gold cap

2.6. Line up, assembly and chapel

- 2.6.1. For all assemblies the learners must line up promptly in their register classes. There is to be total silence during assemblies.
- 2.6.2. All learners have to wear blazers for these occasions. Blazers need to be worn for the singing of the school anthem.
- 2.6.3. Assemblies and line-up are to be respected as dignified and formal occasions with no outbursts from the floor.
- 2.6.4. The prefects' authority should be respected.
- 2.6.5. Assembly is concluded once learners have left the hall in an orderly fashion.
- 2.6.6. No disruptive behaviour is allowed.
- 2.6.7. The chapel is a place of worship and must be respected as such.
- 2.6.8. Sleeping or inattentiveness will be considered as disruption.

2.7. Class Procedure

- 2.7.1. Learners will attend all classes.
- 2.7.2. Learners should stand and greet educators at the beginning and end of lessons.
- 2.7.3. Educators may instruct a learner to separate him/herself from other learners if he/she is causing a disturbance in the functioning of normal class procedure.
- 2.7.4. Educators have the right to teach and their authority in the classroom is to be respected.
- 2.7.5. Learners have the right to learn and to be taught and other learners may not interfere with this right.
- 2.7.6. If an educator is absent, learners are to report to their allocated substitution venues.
- 2.7.7. Learners may not disrupt other classes in progress.
- 2.7.8. The school day begins at 7:20 and ends at 14:00.
- 2.7.9. Learners arriving after 7:20 are to report immediately to the office to change their attendance status from absent to late.
- 2.7.10. Learners are to remain at school for the duration of the school day. Permission to leave early must be obtained as per 2.2.3.
- 2.7.11. The tuck shop may only be used during break or after school.

2.7.12. No eating or drinking is allowed in any classroom, the hall, the chapel, the auditorium or at line-up.

2.7.13. Serious disruption of class activities will be dealt with as misconduct, which is a level 2 offence.

2.8. Inter-class movement

2.8.1. Learners should move to their next class promptly.

2.8.2. If a learner is not in class on time, a note will have to be produced from the staff member who delayed him/her.

2.8.3. While moving between classes, learners must show consideration towards others in the corridors.

2.8.4. Learners should keep moving and may not congregate anywhere.

2.9. Homework

2.9.1. Homework must be completed by the deadline given by the educator.

2.9.2. If books are left at home, homework is considered not done.

2.9.3. Homework may not be copied.

2.9.4. A book may not be loaned to another learner for homework to be copied.

2.9.5. Any copying of an item of assessment is a serious offence and in the case of major assignments and portfolio work, this will be considered an instance of misconduct, which is a level 2 offence.

2.10. Signing of work, tests and return slips

2.10.1. All tests must be signed by a parent.

2.10.2. All return slips have to be returned to the register educator by the due date.

2.11. Out of bounds

The following areas are out of bounds:

2.11.1. the Staff room,

2.11.2. the Koppie,

2.11.3. the Hall unless supervised by an educator,

2.11.4. the swimming pool area or the climbing wall without the direct supervision of a staff member,

2.11.5. the lawn, wall and garden in front of the staff flats

- 2.11.6. inside the tuck shop, scoreboard, observatory, staff offices, classroom pantries without the prior permission of the respective educators,
- 2.11.7. the staff carports,
- 2.11.8. the sports cloakrooms and sports fields during school hours,
- 2.11.9. the Foundation Phase and Little Mount playground area, except for Foundation Phase learners when a staff member is on duty,
- 2.11.10. any part of the school grounds after 14h30 and before 16h00, unless:-
 - under the supervision of an educator,
 - with written consent or
 - attending an official school activity,
- 2.11.11. all classrooms during break, before and after school,
- 2.11.12. the steps in front of the main building, as well as the adjacent lawn areas.
- 2.11.13. Foundation Phase learners must remain within the Foundation Phase demarcated area during and after school hours, unless accompanied by a member of staff or parent, or unless on an authorised errand. They may not go to the tuck shop in the afternoons,
- 2.11.14. Foundation Phase learners may not be in a classroom or upstairs unaccompanied by a member of staff, during breaks or before or after school and
- 2.11.15. The Bus area as well as the attached workshop area.
- 2.11.16. St Gabriel's during breaks, before and after school.

2.12. Extra murals

- 2.12.1. Learners participating in extra-mural activities should remember that they are representatives of the school and are to show good sportsmanship at all times.
- 2.12.2. Correct kit must be worn during extra mural events.
- 2.12.3. Learners unable to attend practice should excuse themselves from practice in person to their coaches prior to that practice.
- 2.12.4. Learners have to make prior arrangements with their coaches if they are unable to attend matches/galas.
- 2.12.5. Learners playing in provincial sports teams, or attending a provincial practice, are still considered representatives of the school in every way, and the Code of Conduct still applies to them.
- 2.12.6. Learners are expected to participate in at least one extra mural activity every term.

- 2.12.7. Learners from Grade 6 – 12 who remain at school in the afternoons and who are not involved in extra-murals are expected to attend supervised study sessions.

2.13. General

- 2.13.1. Bathrooms and toilets are to be used in a hygienic manner.
- 2.13.2. Learners should act responsibly on school grounds and playing fields, not endangering the safety of those around them.
- 2.13.3. Polite behaviour is expected in tuck shop queues. Any unnecessary disruption may result in this being dealt with as a misconduct offence.
- 2.13.4. Gum may not be chewed.
- 2.13.5. All learners wanting to drive on school property need to get prior permission from the Headmaster.
- 2.13.6. Learners driving recklessly on school property or without licenses will be banned from parking their cars inside the school grounds. Driving could be considered as an instance of misconduct.
- 2.13.7. Learners are not allowed near their cars during school hours and have to park their cars in the demarcated area.
- 2.13.8. No resting in cars or playing of loud music will be allowed.
- 2.13.9. No kissing and excessive holding is allowed at any time on the school grounds or in any official school uniform.

2.14. Travelling outside school in uniform

- 2.14.1. Learners must behave in such a way as to bring merit to the school while travelling on buses and taxis to and from school.
- 2.14.2. Learners travelling to and from school must be appropriately dressed at all times.

2.15. Persons in authority

- 2.15.1. All persons in positions of authority should be respected, including any member of staff, prefects and student council representatives.

2.16. Smoking

- 2.16.1. Our school is a declared non-smoking zone thus a learner may not smoke on school grounds at any time.
- 2.16.2. A learner may not smoke when wearing his or her school uniform or a part thereof.
- 2.16.3. A learner must not have in their possession any form of tobacco, or

accessories associated with cigarettes.

2.16.4. A learner may not be in the presence of another learner who is smoking.

2.17. Foul or inappropriate language

2.17.1. No foul or inappropriate language usage will be tolerated. Here the basis is one of respect for oneself and one's peers. In the case of language used towards another, any language used to belittle, make fun of or hurt another person is considered inappropriate.

2.17.2. Language considered to be abusive, racist or of a sexually offensive nature, will be considered an instance of misconduct, which is a level 2 offence.

2.18. Littering

2.18.1. Littering includes the thoughtless dropping of papers or other materials during the normal course of the school, at extra murals and/or sports practices and events.

2.18.2. Intentional littering and defacing of the school property will be regarded as vandalism and considered an instance of misconduct, which is a level 2 offence.

2.19. Spitting from or throwing objects from balconies

2.19.1. Any spitting is seen as misconduct. This includes spitting from balconies.

2.19.2. Throwing objects from balconies or stairwells is an offence.

2.19.3. Throwing objects that may in any way (potentially) endanger the safety of any person will be regarded as an instance of misconduct, which is a level 2 offence.

2.20. Graffiti and Vandalism

2.20.1. We are asked to be the custodians of our environment thus graffiti of any nature is unacceptable.

2.20.2. No obscene or undesirable graffiti may appear on any personal belongings such as learners' bags or pencil boxes.

2.20.3. Any graffiti on school property will be considered as an act of vandalism and will be considered a level 2 offences.

2.21. Technology / Electronic communication

The College acknowledges and appreciates the advancements made in technology but also realises that it presents challenges to the good governance of the College. Confiscation will be effected in case of all listed offences. Parents can collect items from the Headmaster.

- 2.21.1. Cell phones may be brought to school; however they need to be switched off throughout the day.
- 2.21.2. Cell phones may not be on a learner's person during a test or an exam.
- 2.21.3. Cell phones may not be played as MP3 players on the school property.
- 2.21.4. MP3 Players, iPods and any other such of technology may not be brought to school.
- 2.21.5. Earphones may not be worn while in school uniform.
- 2.21.6. The use of technology as a form of bullying or defaming another person could result in the offence being considered an instance of misconduct which is a level 2 offence.
- 2.21.7. At the discretion of individual educators and with their express permission, cell phones may be used in class for purposes of research, recording homework or following official school communication on social network sites.

3. DISCIPLINARY POLICY AND PROCEDURE [LEVEL 1 OFFENCES]

3.1. Policy

3.1.1. Loss of points and privileges

Points are a method of recording misbehaviour. The consequence of accumulating a certain number of points is a punishment or consequence as defined in the list of punishments and consequences. The privileges that may be lost are listed. In the case of a loss of privileges due to disciplinary action, it must be noted that certain classes of privilege cannot be earned back. The return of privileges will in all cases be subject to a three month cooling off period as described in the "working back of points" policy.

3.1.2. Accomplices

Being an accomplice to a misdeed is seen in itself as a misdemeanour. Depending on the circumstances as discussed at a hearing, accomplices may receive a lesser or equal punishment to the prime offender.

3.1. Procedure

- 3.1.1. When a learner misbehaves or is shown to have misbehaved the educator will issue a disciplinary slip.
- 3.1.2. The learner has to sign the relevant box to admit guilt or to deny guilt.
- 3.1.3. The educator will in all cases pass the disciplinary slip to the Head of Discipline for further processing.
 - 3.1.3.1. The Head of Discipline will pass the slip onto the database facilitator who will

capture the data onto the computerised database and file the hard copy.

- 3.1.3.2. The database facilitator will prepare a report of point totals for all learners to whom disciplinary slips have been issued regularly. This will determine the degree of punishment accorded to each learner. A printout of points will be made quarterly for all learners to be included in their academic reports so as to inform the learner and parents of the current points accumulation of the learner. In certain cases, the school may decide to communicate this information to parents more regularly. A learner may request a printout of his/her points at a time convenient to the database facilitator. The database facilitator will determine if multiple offences have occurred that may require an internal disciplinary investigation. If so then he/she will, together with the Head of Discipline arrange for such an internal disciplinary investigation.
- 3.1.3.3. An internal disciplinary investigation will determine whether it is necessary to refer the case to a formal disciplinary hearing by the Board of Governors or whether further punishment or involvement of the parents in discipline will suffice to deal with the problem.
- 3.1.3.4. In the case of a level one offence in which the learner does not admit guilt The Head of Discipline will arrange for an internal disciplinary investigation.
- 3.1.3.5. In the case of the learner being found not guilty no entry will be made by the database facilitator and the learner will be released from all guilt.
- 3.1.3.6. The database facilitator will capture the points on the database and file the hard copy.

3.2. Punishment and consequences of loss of points

- 3.2.1. All disciplinary points will refer back to the same set of punishments as set out below. Take note that if the learner works back points prior to reaching the threshold then the punishment for that threshold will not apply. For this reason, all points deducted or gained will be added to the database in strict date order.

Points lost	Punishment	Consequences
50	3 x 1½ detentions	Parents notified
100	3 x 1½ detentions, loss of a privilege	Parents notified
150	3 x 1½ detentions, loss of a privilege	Meeting with parents. Behaviour contract
200	Possible suspension or expulsion	Formal Disciplinary Hearing (Board of Governors)

- 3.2.1.1. Detentions will be run daily unless otherwise announced by the Headmaster or his representative.
- 3.2.1.2. Detentions will take preference above all other activities and needs.
- 3.2.1.3. Detention is a time when learners will sit in silence for the given period of time, no work or other activity will take place unless otherwise stated by the Management of the College. Detention may include community service.

- 3.2.1.4. Non-compliance will attract 30 points. High school learners who do not attempt to serve their detention in the week following notification will be given an additional detention in 'Period 8' on a Friday. This detention does not count for the subtraction of points.
- 3.2.1.5. Further non-compliance will lead to a meeting with the parents of the learner and/or a Formal Disciplinary Committee hearing by the Board of Governors.
- 3.2.1.6. Once learners have completed 3 detentions, 50 points will be subtracted from their conduct record.
- 3.2.1.7. Foundation Phase will do Thursday break detention and have no tuck-shop when they reach 50 points.

3.3. List of privileges

- 3.3.1. Learners who behave well will be eligible for certain privileges. The continued loss of points or the loss of a great number of points due to the seriousness of a misdemeanour may have consequences beyond those of the punishments given. The disciplinary committee can decide that certain privileges are lost once the learner reaches a point total of 100.
- 3.3.2. The following privileges might be awarded or removed:-
Afternoon functions, Evening functions, Matric Dance Privilege, Office bearers in clubs and/or teams Club and or Team Membership, Trips and Tours, Student Council Membership, Prefects and Student Council office bearers, Exam Privileges, Wearing Honours blazer and Matric parking privilege.
- 3.3.3. Loss of privileges may vary in time extent. Whilst some privileges like attendance of afternoon and evening social functions could be regained, others may be lost permanently or for a longer period of time for example:-
 - 3.3.3.1. Loss of any Office bearing capacity will last for three months.
 - 3.3.3.2. In the case of SRC membership, learners may also lose the opportunity to be elected in the following year.
 - 3.3.3.3. In the case of other privileges there will be a "cooling down period" or "probation" of three months from the date the privilege was lost to when it may be regained. The points may of course be worked back during this period. The honour's blazer may be regarded as such a privilege.

3.4. Working-back of disciplinary points – policy and procedure

3.4.1. Policy

This procedure covers activities required for the activation of a system towards regaining points lost due to disciplinary actions. If points and privileges are lost due to disciplinary action, then points may be earned in service to the school towards regaining the lost points and the privileges.

The time value of a point will be five points per one hour of service. Note that all service is regarded as being of equal value in this system.

When a disciplinary committee takes away privileges it will indicate the number of points to be regained before these privileges can once again be granted. The regaining of 80% of the total points lost (as well as any new negative points gained in the interim) is suggested as the norm. Note that certain classes of privilege cannot be regained.

3.4.2. Service acceptable for regaining of lost points

Cleaning litter, First aid, Chapel duties. Note that in each case there must be a specific need for the service and that this must be discussed with the educator before conducting the service. Should these services be offered for Honours points then they cannot also be worked back.

3.4.3. Procedure

- 3.4.3.1. The learner intending to earn points should ensure that the service that he/she is engaging in is a service for which points could be earned as listed above.
- 3.4.3.2. The learner should ensure that the educator supervising the activity does want the service performed and would be prepared to sign the service notification. In the case of year-long service, both the learner and educator should keep record of the service performed. Note that any service given as a punishment cannot be counted for points.
- 3.4.3.3. The learner must perform the service to the best of his/her ability.
- 3.4.3.4. The learner should complete the notification.
- 3.4.3.5. If the work was not done to the educator's satisfaction the educator may indicate that on the notification and indicate that a reduced number of points (or no points if necessary) are to be credited. The educator must sign the notification. The consistency of standards is essential and the Head of Discipline and database facilitator should ensure that points are given equally. The Head of Discipline or database facilitator must report lack of consistent application by an educator to the headmaster or his representative who will follow it up and ensure that the system is applied justly.
- 3.4.3.6. The learner must sign the notification after it has been fully completed and hand it to the educator.
- 3.4.3.7. The educator must hand the slip to the Head of Discipline, who should take note of it and pass it on to the database facilitator.
- 3.4.3.8. The database facilitator will capture the data on the database and file the hard copy.
- 3.4.3.9. At the moment the school management as well as Student Council have placed a cap on the amount of points to be worked back at 50 points.

4. DISCIPLINARY GUIDELINE FOR POINTS SYSTEM [LEVEL 1 OFFENCES]

4.1. NOTE:

- 4.1.1. The list of offences cited herein should not be regarded as exhaustive.
- 4.1.2. The suggested points are merely guidelines. Different points may be imposed based on the unique circumstances of each case.
- 4.1.3. Each case will be judged on its own merit after considering of all mitigating and aggravating circumstances.

	Offence	Points
2.2	Late for class, assembly, Chapel	10
2.2	Late for school without a letter	10
2.3	Uniform not worn with Pride	20
2.3	Any uniform transgression	15
2.3	Uniform vandalised	25
2.4	Personal Appearance transgression / hair, nails etc.	15
2.6	Assembly, Chapel or line-up disruption or non-participation	20
2.7	Bunking class, line-up, assembly or substitution	25
2.7	Disruptive behaviour in class	20
2.7	Use of tuck shop during school hours	10
2.8	Interclass movement – loitering in corridors and bridge between classes	5
2.9	Books not at school / Homework not done / Reading not done	10
2.9	Copying homework	25
2.10	Tests not signed	5
2.10	Return slips outstanding	10
2.11	Out of bounds within school	20
2.12	Not in study session or activity and found loitering on the campus	20
2.12	Truancy from school or school activity at which attendance is compulsory.	50
2.12	Absence from co-curricular activities without sufficient prior written notice.	20
2.12	Absence from match, gala, event without sufficient prior written notice	50
2.13	Any disruptive behaviour	20
2.13	Dishonesty and lying	25
2.13	Holding each other in an intimate manner in uniform	50
2.14	Incorrect uniform outside of school	25
2.15	Disrespect shown to person in authority	40
2.16	Smoking, or possession of tobacco on school grounds or anywhere in uniform	50
2.16	Being in the presence of smokers.	20
2.17	Foul or inappropriate language towards another learner	20
2.17	Foul or inappropriate language in general	15
2.18	Littering	15
2.19	Chewing gum or eating in class	10
2.19	Throwing objects off balconies/ spitting	20
2.20	Obscene or undesirable Graffiti	20
2.21	Prohibited use of cell phones, and MP3 players	15

5. Part B: General Misconduct [LEVEL 2 OFFENCES]**5.1. General Principles**

The following offences will be deemed to be general misconduct (Level 2 Offences). All cases of misconduct will initially be administered by the Headmaster through an internal disciplinary investigation procedure. Punishment for any of these offences can range from awarding of negative points to expulsion.

In the event that it becomes apparent during any stage of the investigation that the misconduct may need to be heard in a formal disciplinary hearing the Headmaster must advise the learner and refer the matter to a formal disciplinary hearing of the Board of Governors.

5.2. Acts of General Misconduct [LEVEL 2 OFFENCES]

- 5.2.1. Fighting or bullying, either physical or verbal or non-verbal, as well as initiation practices, assault, harassment and humiliation of other learners.
- 5.2.2. Seriously threatening, disrupting or frustrating teaching or learning in a class.
- 5.2.3. Engaging in any conspiracy to disrupt the proper functioning of the school, through collective action. This clause will include any planned or collective trespass.
- 5.2.4. Insulting the dignity of, or defaming any learner or any other person. This includes racist remarks.
- 5.2.5. Any act or omission amounting to dishonesty to persons in authority is considered to be misconduct.
- 5.2.6. Cheating in a test or an examination or any other form of assessment such as an assignment.
- 5.2.7. Engaging in any act of public indecency.
- 5.2.8. Sexually harassing another person.
- 5.2.9. Being in possession of pornographic material.
- 5.2.10. Being under the influence of or in possession of alcohol or any other intoxicating substance.
- 5.2.11. Contravention of the College Electronic Communication Policy.
- 5.2.12. Forging any document or signature to the potential or actual prejudice of the school.
- 5.2.13. Distributing, or being in the possession of any test or examination material that may enable a person to gain an unfair advantage in a test or examination.

- 5.2.15. Attempting to bribe or bribing any person in respect of any test or examination to enable him or herself or another person to gain an unfair advantage.
- 5.2.16. Engaging in fraud.
- 5.2.17. Being in unauthorised possession of, or without proper authority removing or attempting to remove any property belonging to the school.
Being in unauthorised possession of, without proper authority removing or attempting to remove any property belonging to a fellow learner, staff or visitors to the school
- 5.2.18. Being in the possession of, consuming or dealing in any illegal or other harmful substance.
- 5.2.19. Being in the possession of, using or transmitting narcotic or unauthorised drugs or showing evidence of such possession, use or transmission.
Breach of the College Drug Policy.
- 5.2.20. Being in possession of any dangerous weapon.
- 5.2.21. Assaulting or attempting to assault another person.
- 5.2.22. Holding any person hostage.
- 5.2.23. Endangering the life or safety of any person.
- 5.2.24. Raping any person; or engaging in any sexual activity which amounts to an offence in law.
- 5.2.25. Malicious damage to property. Vandalism is seen to include any intentional damage whether it is of a temporary or permanent nature to the assets or property of the school.
- 5.2.26. Dangerous and reckless driving on the College property.
- 5.2.27. Any other act of serious misconduct.

6. DISCIPLINARY HEARING [LEVEL 2 OFFENCES]

6.1. Disciplinary hearing procedure

- 6.1.1. Written notice of a disciplinary hearing:-
 - 6.1.1.1. Written notice of a disciplinary hearing will be given at least 5 (five) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark not exceeding a period of 5 (five) school days.
 - 6.1.1.2. This notification must provide sufficient information to ensure that the learner and parents are properly informed of the alleged complaint, the seriousness of the allegations, and the College's intention to convene a disciplinary

hearing to investigate the infringement.

- 6.1.1.3. The learner and parents must also be advised of the possibility of formal and severe disciplinary action being taken should the learner be found guilty of the allegations made against him/her.
- 6.1.1.4. The notification will inform the learner and parents of the time and place of the enquiry or hearing. The learner and his/her parents [or legal guardian] are advised to attend the hearing as their non-attendance may prejudice their case, resulting in the hearing being held in their absence, and a decision being made without their involvement.
- 6.1.1.5. The learner and parents must also be advised of the learner's rights during the disciplinary process.
- 6.1.1.6. The learner has the right to be represented at the hearing by a representative.
- 6.1.1.7. The learner has the right to be accompanied at the hearing by parents/guardian if the learner is a minor.
- 6.1.1.8. The learner has the right to examine all evidence presented and to cross – examine all witnesses called.
- 6.1.1.9. The learner (or his /her representative) has the right to testify, present evidence and call witnesses in his/her own defence.
- 6.1.1.10. The learner has the right to follow proceedings in a language familiar to him/her.
- 6.1.2. The Headmaster shall appoint:-
 - 6.1.2.1. A Disciplinary Committee consisting of 3 (three) members. The Chairman of such a committee will be a member of the Board of Governors, unless the Headmaster, in his sole discretion, decides to appoint an external practicing attorney or advocate to chair the hearing.

The Chairman of the Disciplinary Committee shall conduct the hearing procedure in a proper manner that conforms to the rules of natural justice. (Audio recordings of the proceedings may be made.)

The Chairman shall act as presiding officer and as such control the proceedings. The presiding officer shall rule on all procedural, *in limine* and interlocutory matters.

The other committee members shall act as assessors and the finding of the majority shall determine the finding of guilt or innocence.

In the event of a guilty finding it shall be the responsibility of the Chairman / Presiding Officer to – after consultation with the assessors – decide on and impose a sanction.

The assessors may be appointed from the Board of Governors or from School staff, with the *proviso* that at least one assessor shall be from the Board of Governors.

- 6.1.2.2. A Case Presenter, which may be a staff member, a member of the board of governors or an external attorney or advocate must be appointed.
- 6.1.3. The allegations (breach or misconduct) shall be read by the Case Presenter.
- 6.1.4. The accused learner shall be afforded an opportunity to plead to the allegations (charges).
- 6.1.5. In the event that the learner pleads **guilty** to the allegations, the Presiding Officer may, after satisfying himself that the learner understood the allegations and is admitting to all the material elements thereof, proceed to immediately hear and consider relevant mitigating and aggravating factors in order to enable him to decide on an appropriate sanction.
- 6.1.6. In the event that a learner enters a **special plea**, such as that he had already been acquitted of the same alleged incident of misconduct in a previous hearing (*atrefois acquit*) or that he had already been found guilty of the same incident of misconduct in a previous investigation or hearing (*atrefois convict*), the presiding officer must first consider and decide on such plea before proceeding with the hearing (if applicable).
- 6.1.7. In the event that the learner pleads **not guilty**, the onus will be on the Case Presenter to prove the learner's guilt on a balance of probabilities and the hearing will proceed accordingly.
- 6.1.8. If the learner **refuses** to plead at all or refuses or fails to clarify a plea of guilty to the satisfaction of the presiding officer, or is **absent** from the proceedings, a plea of not guilty will be entered on behalf of the accused learner and the hearing will proceed accordingly. In the case of a learner failing to exercise his / her right of attendance the hearing will continue *in absentia*.
- 6.1.9. The Case Presenter will be called upon to present the facts by introducing evidence and calling witnesses.
- 6.1.10. The accused learner or his representative shall be given adequate opportunity to scrutinise evidence and cross – examine witnesses.
- 6.1.11. The accused learner or his representative shall thereafter be given the opportunity to present relevant evidence and call witnesses (which may include the accused learner). The Case presenter shall *mutatis mutandis* have the same right as in paragraph 6.1.10. above.
- 6.1.12. Both parties (accused learner or his representative and the Case Presenter) shall be afforded an opportunity to argue the merits of the case and address the Presiding Officer as to an appropriate finding.
- 6.1.13. Depending on the complexity of the matter the Disciplinary Committee may

make a finding as to whether or not the learner is guilty at the conclusion of the hearing or within five working days thereof and inform the learner accordingly.

- 6.1.14. A learner who was found not guilty shall be notified accordingly and in writing but no reasons for the finding need be presented.
- 6.1.15. Should the Disciplinary Committee determine that the learner is guilty of the alleged they will, within 5 working days from such a decision:
 - 6.1.15.1. Afford the accused learner or his representative an opportunity to submit mitigating factors and present his/her view on the penalty / sanction to be imposed. The Case presenter shall *mutatis mutandis* have equal opportunity to present aggravating factors and present his / her view on an appropriate penalty
 - 6.1.15.2. The Presiding officer shall within 5 working days from receipt of submissions as per paragraph 6.1.15.1. above, consult with the assessors, determine the appropriate sanction and inform the learner in writing of such a penalty / sanction and the reasons therefore.

6.2. Admissible Sanctions

- 6.2.1. In the case of an Internal disciplinary investigation points would be the most common form of sentence, however, other forms of punishment, consequences and assistance may also be called for. Therefore the learner may have to perform duties, or service appropriate to the offence and may have to attend courses and or sessions with a psychologist to receive help in coping with behavioural problems, peer pressure, etc.
- 6.2.2. The Headmaster may, if appropriate and where the wellbeing of other learners is concerned, suspend a learner for a period not exceeding five days.
- 6.2.2. A Disciplinary Committee hearing may lead to any of the above and also to suspension or to expulsion.

Any sanction short of expulsion, imposed on a learner in respect of a serious (level 2 offence) shall be placed on record and may be used as an aggravating factor in subsequent disciplinary hearings regarding a repeat of the same or similar misconduct, for a period of 24 months after the original sanction was handed down.

THE DISCIPLINARY PINK SLIP

	Offence	Points
1.4	Infringing the right of learners by bullying, fighting or any other form	15 -50
1.5	Commit to school by being prepared – books, stationary etc	15
2.2	Late for class, assembly, Chapel	5
2.2	Late for school without a letter	10
2.3	Uniform not worn with Pride	20
2.3	Any uniform transgression	15
2.3	Uniform vandalised	25
2.4	Personal Appearance transgression / hair, nails etc.	15
2.6	Assembly, Chapel or line-up disruption or non-participation	20
2.7	Bunking class, line-up, assembly or substitution	25
2.7	Disruptive behaviour in class – calling out to blatant disregard	5/10/20
2.7	Use of tuck shop during school hours	10
2.8	Interclass movement – loitering in corridors and bridge between classes	5
2.9	Homework not done or homework not written down	10
2.9	Copying homework	25
2.10	Work, tests, diaries or demerits not signed	5/10/20
2.10	Return slips outstanding	10
2.11	Out of bounds within school	20
2.12	Not in study session or activity and found loitering on the campus	20
2.12	Truancy from school or school activity at which attendance is compulsory.	50
2.12	Absence from co-curricular activities without sufficient prior written notice.	20
2.12	Absence from match, gala, event without sufficient prior written notice	50
2.13	Any disruptive behaviour or blatant disobedience	20
2.13	Playing or disregard for Bathrooms	20
2.13	Dishonesty and lying	25
2.13	Holding each other in an intimate manner in uniform	50
2.14	Incorrect uniform outside of school	25
2.15	Disrespect shown to person in authority	40
2.16	Smoking, or possession of tobacco on school grounds or anywhere in uniform	50
2.16	Being in the presence of smokers.	20
2.17	Foul or inappropriate language towards another learner	20
2.17	Foul or inappropriate language in general	15
2.18	Littering	15
2.19	Chewing gum or eating in class	10
2.19	Throwing objects off balconies / spitting	15
2.20	Vandalism of any sort including obscene or undesirable Graffiti	10
2.21	Prohibited use of cell phones, pagers and MP3 players	15
	Other (specify)	
Educator		Learner
Guilty		Date:
Not Guilty		Grade

AGREEMENT ENTERED INTO BETWEEN THE SCHOOL AND PARENTS / LEARNERS:

I, _____ (print name please) Parent / Guardian of

_____ in Grade _____ hereby confirm that I have read the contents of this code of conduct and attached policy and accept the conditions therein.

Signature

Date

I also confirm that I have read this document with my child,

_____ and that he / she signs to acknowledge understanding and acceptance of the conditions herein.

Name of learner with signature

Date