

	CBC MOUNT EDMUND	2025 updated version
	CODE OF CONDUCT	Page 1 of 21

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1. Introduction**1.1. Value Statement**

FAITH – LEADERSHIP - EXCELLENCE

1.2. Aims of the code

The Code of Conduct is a living document and will be revised regularly to assess its effectiveness. The Code of Conduct is the product of input from pupils and staff and is 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 College so that all stakeholders have a sense of ownership. The behaviour of our pupils directly influences the reputation of the College as well as the smooth running of the College on a daily basis. The Code of Conduct applies to all pupils at the College, in the classroom, on the sports field and anywhere else that the pupils may represent the College. All pupils are College ambassadors and their behaviour will always be under scrutiny when in public and pupils should behave accordingly.

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 are a proud, faith-based family College that cares about accompanying every child on their life journey towards achieving excellence.

1.4. The Rights of Pupils

Every Pupil 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 and without judgement,
- 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 punctual and innovative lessons, regular feedback, timeous notice before assessments and promptly marked assignments

1.5. The Responsibilities of pupils

Coinciding with these rights, all Pupils have the responsibility:

- 1.5.1 to commit and focus themselves fully to their schoolwork,
- 1.5.2 to attend lessons on time,
- 1.5.3 to complete assignments to the best of their ability and on time,
- 1.5.4 to prepare appropriately for all formal assessments such as tests and examinations,
- 1.5.5 to be neat and presentable at all times,
- 1.5.6 to be honest, reliable and trustworthy at all times and to not hide the illegal conduct of other pupils,
- 1.5.7 to use appropriate language, that is not offensive,
- 1.5.8 to show courtesy and respect towards visitors, parents, staff and fellow pupils at all times, in - and outside of the College Campus.
- 1.5.9 to refrain from the use of intoxicating, hallucinogenic or habit-forming substances,
- 1.5.10 to care for and look after their own possessions in a responsible manner.
- 1.5.11 to respect others' safety and property and not to damage or take this property without prior consent,
- 1.5.12 to ensure that the College is kept clean and the College Property is not damaged or defaced in any way,
- 1.5.13 to use their talents to the full,
- 1.5.14 to disclose if they have been expelled or suspended from a previous school.

1.6 The Responsibilities of Parents

Parents have the responsibility to:

- 1.6.1 support the educational ethos and values,
- 1.6.2 model appropriate behaviour to their children,
- 1.6.3 use technology and social media in connection with the school appropriately,
- 1.6.4 participate actively in school life,
- 1.6.5 uphold the rules and regulations as per the Code of Conduct and expect their child/ren to adhere to these rules.

2. Part A: School Rules [LEVEL 1 OFFENCES]**2.1. General Principles**

It is impossible for any code of conduct to list every possible rule or infringement of the rule. This code divides possible offences into THREE 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 dealing with LEVEL 1 OFFENCES will be administered according to a points system (Clause 3)

2.1.2 LEVEL 2 OFFENCES

This category deals with MISCONDUCT (Clause 5). The disciplinary procedure for dealing with LEVEL 2 OFFENCES will be administered through an internal disciplinary investigation procedure. In the event that it becomes apparent during any stage of the investigation that the misconduct is serious enough the matter will be referred to a formal disciplinary hearing.

2.1.3 LEVEL 3 OFFENCES

This category deals with SERIOUS MISCONDUCT (Zero Tolerance Offences) and on-going serious misconduct. The disciplinary procedure for dealing with LEVEL 3 OFFENCES will be administered through a formal disciplinary enquiry and a formal disciplinary hearing. Where allegations of breaking the Law of South Africa are made, the matter will be referred to the South African Police Services.

2.2. School 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 on time. Legitimate absence from school is limited to illness or urgent private affairs.

2.2.2 Parents will be contacted should a pupil be absent from school for more than 3 days in succession without reason or ten days in total in a given term.

2.2.3 In the case of absence from school, the Head of Grade must receive written notification of the reason, from the parents, on the day of the pupil's return to school. If the period of absence is expected to exceed two days, parents are required to inform the Head of Grade either by telephone or by email.

The letter / medical certificate must be submitted to the Register Teacher on the morning of the pupil's return to school.

- 2.2.4 Pupils will have to produce a doctor's note if they are absent for any formal assessments or examinations. Failure to produce a doctor's note or to make alternative arrangements will result in an allocation of a zero mark. The onus remains on the pupil and parents to ensure that the teacher (Head of Grade) concerned receives the relevant documentation on the first day that the pupil is back at school.
- 2.2.5 Pupils may not be excused for holiday purposes during the term.
- 2.2.6 Permission to leave school before the end of a school day must be requested from the Head of Grade by way of a letter or email submitted the day prior to early departure. For the benefit of your child, medical/dental and other appointments must be restricted to the afternoons.
- 2.2.7 In the case of late arrival, a note explaining why a pupil is late for school must be provided by the parent/guardian. Regular late arrival at school will not be tolerated and after every second late infraction during a ten day cycle a pupil will have to attend a Friday detention.
- 2.2.8 Pupils must attend all classes during school hours unless given permission by a staff member to be out of class for a valid reason.
- 2.2.9 All grade 8 to 11 pupils who have not gone home or are not involved in the extra mural programme are expected to attend the formal afternoon study programme from 14:30 to 16:00. Grade 12 pupils are expected to work at their benches.
- 2.2.10 Extra lessons are offered after school for pupils from Grade 8 to 12. Pupils are encouraged to attend these lessons. Pupils who have missed lessons or who require additional assistance will be obliged to attend.
- 2.2.11 All High School Pupils (waiting to be picked-up) on the College Campus after 16:00 must wait in the pick-up area at the main gate. Waiting on the pavement outside the school grounds is not permitted. No adult supervision will be available after 16:00.
- 2.2.12 Neither the pick-up area at the main gate nor the benches in the High School quad may be used as a play area. No ball games, loud music or horseplay will be allowed in these areas.

2.3. Dress code and general appearance

- 2.3.1 PUPILS ARE EXPECTED TO BE NEAT AND IN FULL UNIFORM AT ALL TIMES AND TO TAKE PRIDE IN THEIR PERSONAL APPEARANCE.
- 2.3.2 Unauthorised combinations of school uniform, sports clothing and casual dress will not be accepted.

- 2.3.3 Only the uniform as described in paragraph 2.4 below 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 pupil and must be worn correctly.
- 2.3.5 Uniform may not be vandalized. (e.g. written upon, cut or intentionally altered). 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 Boys must wear black lace-up school shoes. Girls must wear black school shoes with laces or buckles. Boots are not allowed. Shoes must be polished regularly.
- 2.3.9 Girls must wear 6 panel grey skirts or tailored grey long pants. The length of the girl's skirt must be at the most four fingers above the knee or 12 cm from the floor when the pupil is kneeling. The skirt must at all times show under the blazer.
- 2.3.10 Blazers must be worn to and from school, at the start of liturgy and assembly and on academic excursions.
- 2.3.11 The correct sport kit must be worn to all practices and matches. Appropriate safety equipment must be used at all times.
- 2.3.12 The school tracksuit is to be worn in its entirety to PE classes and for sporting events. A school tracksuit is to be worn over sport kit to and from practices and matches.
- 2.3.13 Specialised clothing such as house shirts, tour shirts and Inter CBC hoodies will only be allowed on civvies and other announced days. These items do not make up part of the school uniform or sport kit and may not be worn in combination with either the school or sport kit.

2.4. School and Sport Uniform for Grade 8 – 12**GRADE 8 – 12**
SCHOOL UNIFORM

BOYS		GIRLS	
<u>Summer Uniform</u>	<u>Winter School Uniform</u>	<u>Summer School Uniform</u>	<u>Winter School Uniform</u>
• White short/long - sleeve shirt • College High School tie • Long grey flannel trousers • Black belt • College grey socks • Black leather lace-up shoes • College jersey (for cooler weather) • College blazer	• White long-sleeve shirt • College High School tie • Long grey flannel trousers • Black belt • College grey socks • Black leather lace-up shoes • College jersey • College blazer • Grey College scarf • CBC beanie	• White open-necked shirt • Grey skirt (6 panel) OR tailored grey long pants • Plain short white socks • Black leather shoes with laces or buckles • College jersey (for cooler weather) • College blazer	• White long-sleeve shirt • College High School tie • Grey skirt (6 panels) OR tailored grey long pants • College grey socks, black tights OR black pantyhose • Black leather shoes with laces or buckles • College jersey • College blazer • Grey College scarf • CBC beanie

GRADE 8 – 12
SPORT UNIFORM

BOYS	GIRLS
• College PE shorts • College golf shirt – for practice • Match shirt when appropriate • CBC green sport socks • Appropriate running/sport shoes. (NO casual sneakers) • College navy blue swimming costume and gold cap • College tracksuits – to be worn in full • College sweat shirt (for cooler weather, worn under tracksuit) • Blue CBC baseball cap • Cricket – long whites and white golf shirt • Specific first team kit when applicable	• College PE shorts OR navy skirt • College golf shirt – for practice • Match shirt when appropriate • CBC green sport socks • Appropriate running/sport shoes. (NO casual sneakers) • College navy blue swimming costume and gold cap • College tracksuits – to be worn in full • College sweat shirt (for cooler weather, worn under tracksuit) • Blue CBC baseball cap • Specific first team kit when applicable

NB: White first team scarves may only be worn by first team players.

2.5. Personal appearance**2.5.1. Boys:**

- 2.5.1.1 Hair must always be kept neat and tidy.
- 2.5.1.2 Hair must not be in the pupil's eyes and should not touch the collar
- 2.5.1.3 Patterns may not be shaved into the hair or the eyebrows.
- 2.5.1.4 Pupils must always be clean-shaven. No facial hair is allowed.
- 2.5.1.5 Permission will not be given for any specialised hairstyles for any event, including the Matric Dance.

2.5.2. Girls:

- 2.5.2.1 Hair must always be kept neat and tidy.
- 2.5.2.2 Hair must not hang in the pupil's eyes and should it touch the collar it must be tied up.
- 2.5.2.3 Long hair must be neatly tied up with black, blue, or white bands, clips, elastics, or ribbons.
- 2.5.2.4 Hair must maintain a natural look.
- 2.5.2.5 Patterns may not be shaved into the hair or the eyebrows.
- 2.5.2.6 Permission will not be given for any specialised hairstyles for any event including the Matric Dance.

2.5.3. General school rules

- 2.5.3.1 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 the shirt.
- 2.5.3.2 Body piercings are not permitted. No tongue rings, nose studs, etc.
- 2.5.3.3 Girls with pierced ears are only allowed to wear one pair of sleepers or plain studs in the first hole from the earlobe. No other visible body piercing is permitted. No diamanté earrings or attachments allowed.
- 2.5.3.4 Boys may not wear any studs, sleepers or any other piercings.
- 2.5.3.5 Watches are not allowed to have excessive jewellery or charms attached to the strap.
- 2.5.3.6 Tattoos may not be visible when wearing school uniform or sport kit.
- 2.5.3.7 No make-up is permitted. No base, lipstick, eyeliner, mascara is allowed. Lip-gloss may not change the natural colour of the lips.

2.5.3.8 Nails must be kept neat and short. If nails are too long the pupil will be sent to the office to have their nails cut and will only be allowed back into class once the nails have been cut.

2.5.3.9 Girls may wear transparent nail polish only. No white or gel-look nails are permitted.

2.6. Line up, assembly and chapel

2.6.1 All pupils are expected to report to line-up promptly by 7:30 on Monday and Friday. All pupils are expected to be seated in their register classes by 7:30 on Tuesday, Wednesday and Thursday. If a pupil arrives after 7:30 on more than two occasions they will be required to attend a Friday detention session.

2.6.2 During the morning register period daily attendance will be taken, notices will be read and general appearance checks will be conducted. Time will be set aside for morning devotions. Valuable information will be made available to pupils during the register period. Failure to attend the register period or to cooperate with the register teacher will result in disciplinary consequences for the pupil.

2.6.3 Before all assemblies and liturgies pupils must line up promptly in their register classes in the Quad.

2.6.4 Assemblies and liturgies are to be respected as dignified and formal occasions. There is to be total silence during assemblies and liturgies unless pupils are required to take part. Sleeping and inattentiveness will be considered as disruption. Disruptive behaviour and outbursts from the floor will not be tolerated.

2.6.5 All pupils must wear their blazers for these occasions. Blazers need to be worn for the singing of the school anthem, national anthem and Lord's Prayer.

2.6.6 The chapel is a place of worship and must be respected as such.

2.7. Class Procedure

2.7.1 Pupils will attend all classes.

2.7.2 Pupils should stand and greet teachers at the beginning and end of each lesson.

2.7.3 Teachers may instruct a pupil to separate him/herself from other pupils if he/she is causing a disturbance in the functioning of normal class procedure.

2.7.4 Teachers have the right to teach and their authority in the classroom is to be respected.

2.7.5 Pupils have the right to learn and to be taught and other pupils may not interfere with this right.

- 2.7.6 If a teacher is absent, pupils are to report to their allocated substitution venues. Not attending subs will be taken as bunking the lesson.
- 2.7.7 Pupils may not disrupt other classes in progress.
- 2.7.8 The academic school day begins at 7:30 and ends at 14:00. The academic school day ends at 13:20 on Fridays.
- 2.7.9 Pupils who have been absent need to produce a note from the parents upon their return to school. A medical certificate is required when formal assessments and examinations have been missed. The note is to be given to the register teacher on returning to school.
- 2.7.10 Pupils are to remain at school for the duration of the school day. Permission to leave early must be obtained as per paragraph 2.2.6.
- 2.7.11 The tuck shop may only be used during break, before or after school. No pupil is permitted to visit the tuck shop during lessons unless in possession of a permission slip from the teacher.
- 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.
- 2.7.14 Class rules, though not part of the CODE OF CONDUCT, play an integral part in the day to day running of the school and should be adhered to at all times.

2.8. Inter-class movement

- 2.8.1 Pupils should move to their next class promptly.
- 2.8.2 If a pupil 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, pupils must keep to the left on corridors and stairwells and show consideration towards others.
- 2.8.4 Pupils should keep moving and may not congregate anywhere or prevent the natural flow of traffic between classes.

2.9. Homework

- 2.9.1 Homework must be completed by the deadline given by the teacher.
- 2.9.2 If books and/or laptops 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 pupil for homework to be copied.

- 2.9.5 Any copying of an item of assessment is a serious offence and in the case of formal assessment tasks such as portfolio work, tests and examinations, will be considered an instance of misconduct, which is a LEVEL 2 OFFENCE.
- 2.9.6 Pupils' work must be original. Referencing must be used when applicable to prevent plagiarism. Copy - pasting from the internet or other sources including any undeclared use of Artificial Intelligence to generate work is a serious offence and will be considered an instance of serious misconduct, which is a LEVEL 2 OFFENCE.
- 2.9.7 Confirmed incidents of plagiarism will result in a zero mark for the plagiarised piece of work. Further disciplinary action will follow.
- 2.9.10 Illegal or unauthorised or unlicensed copies of programmes, documents, text, images or files cannot be made, downloaded, installed or transmitted.

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 teachers or sports manager by the due date.

2.11. Out of bounds

The following areas are out of bounds unless under the supervision of a teacher:

- 2.11.1 lawn area in front of and behind the chapel,
- 2.11.2 tuckshop when it is not break or before or after school
- 2.11.3 the area behind the school buildings on the koppie,
- 2.11.4 the staff room,
- 2.11.5 the school hall,
- 2.11.6 the swimming pool area,
- 2.11.7 all classrooms during break, before and after school,
- 2.11.8 classroom pantries and staff offices,
- 2.11.9 the sport cloakrooms and sport fields during school hours,
- 2.11.10 the sport cloakrooms and sport fields unless involved in official practices or matches.
- 2.11.11 the Primary School playground, waiting area and St Gabriel's (unless visiting the Library),

2.11.12 the staff carports,

2.11.13 inside the tuck shop,

NB: No pupils are allowed in the area in front of the staff flats (flats, gardens or the walkway)

2.12. Extra murals

2.12.1 Pupils participating in extra-mural activities should remember that they are representatives of the College and are to show good sportsmanship at all times.

2.12.2 The correct sport kit or uniform must be worn during extra mural events including practices and matches.

2.12.3 Pupils unable to attend practice should excuse themselves from practice **IN PERSON** to the teacher or coach in charge **prior** to the practice.

2.12.4 Pupils have to make prior arrangements with their teacher or coach in charge if they are unable to attend matches/galas/rehearsals.

2.12.5 Pupils 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 Extra mural involvement is compulsory for all grade 8 and 9 pupils. Pupils are expected to participate in at least one sporting and one cultural activity every term.

2.12.7 Pupils who remain at school in the afternoons and who are not involved in extra-murals are expected to attend study (grade 8 to 11) or attend extra lessons.

2.13. Appropriate behaviour

2.13.1 Bathrooms and toilets are to be used in a hygienic manner. Bathrooms are NOT unisex and any pupil found in a bathroom of the opposite gender will be dealt with according to the section on SERIOUS MISCONDUCT.

2.13.2 Pupils will stand up when speaking to an adult. Pupils are encouraged to report disrespectful behaviour or a lack of courtesy towards peers, adults and pupils.

2.13.3 Polite behaviour is expected in tuck shop queues. Unnecessary disruption may result in this being dealt with as a misconduct offence.

2.13.4 Gum may not be chewed.

2.13.5 No kissing and excessive holding is allowed at any time on the school grounds, at any school activity or in any official school uniform.

2.14. Travelling outside school in uniform

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

2.15. Persons in authority

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

2.16. Smoking

- 2.16.1 Our school is a non-smoking zone. Pupils may not smoke or vape on school grounds at any time.
- 2.16.2 A pupil may not smoke or vape when wearing his or her school uniform or a part thereof.
- 2.16.3 A pupil must not have in their possession any form of tobacco, or accessories associated with cigarettes. This includes electronic cigarettes (e-cigarettes) or other vaping devices.
- 2.16.4 A pupil may not be in the presence of another pupil who is smoking or vaping.

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 or culturally 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 day, 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.
- 2.18.3 The benches must be kept clean at all times. The benches are NOT to be used as a storage space. Failure to do so will result in the benches being removed.

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 pupils' 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 OFFENCE.

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.

- 2.21.1 Cell phones may be brought to school; however they need to be switched off during class.
- 2.21.2 Cell phones may not be on a pupil's person during a test or an exam. Pupils are to switch off their cell phones and place in their bags before the commencement of all tests or exams. School bags to be placed in the front of the exam venue.
- 2.21.3 Cell phones may not be used to play music on the school property.
- 2.21.4 Music players, iPods, boom boxes and any other such technology may not be brought to school.
- 2.21.5 Earphones may not be worn while in school uniform (on or off the school grounds).
- 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 teachers 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.
- 2.21.8 No pupil may be added to any group on social media without giving consent to belong to the group. Repeatedly adding a pupil to a group that they do not

want to belong to constitutes bullying.

2.21.9 Pupils may not share the personal identity, contact or geographical details of other pupils or teachers in accordance with the POPI amendment Act of 2021.

2.21.10 No recordings of pupils may be done without their consent.

2.21.11 The use of laptops should adhere to all the guidelines as per the laptop user policy for pupils.

2.22 Private vehicles

2.22.1 Pupils wanting to use their own vehicles on school property must be given prior permission from the principal. A copy of the pupil's driver's licence is to be handed in at the principal's office.

2.22.2 Pupils driving recklessly on school property or without a licence will be banned from driving on the school grounds. Reckless driving will be considered an instance of serious misconduct.

2.22.3 Pupils may only park their vehicles in the demarcated area assigned by the principal.

2.22.4 Pupils are not allowed access to their vehicles during school hours.

2.22.5 Vehicles may not be used as a gathering place or to play loud music while parked on the school grounds.

3. DISCIPLINARY POLICY AND PROCEDURE [LEVEL 1 OFFENCES]

3.1. Policy

3.1.1. Loss of points and privileges

Allocation of points is 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 pupil misbehaves or is shown to have misbehaved the teacher will issue a disciplinary (pink) slip.
- 3.1.2. The pupil has to sign the pink slip. Under no circumstances may a pupil refuse to sign the pink slip.
- 3.1.3. The teacher will in all cases pass the disciplinary slip to the Head of Grade for further processing.
 - 3.1.3.1 The Head of Grade will capture the data onto the computerised database.
 - 3.1.3.2 The Head of Grade will prepare a report of point totals for all pupils to whom disciplinary slips have been issued regularly. This will determine the degree of punishment accorded to each pupil. A printout of points will be made quarterly for all pupils to be included in their academic reports so as to inform the pupil and parents of the current points accumulation of the pupil. In certain cases, the school may decide to communicate this information to parents more regularly. A pupil may request a printout of his/her points at a time convenient to the Head of Grade. The Head of Grade 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 or whether further punishment or involvement of the parents in discipline will suffice to deal with the problem.

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 pupil 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	Detention	Parents notified
100	Detention, loss of a privilege	Parents notified
150	Detention, loss of a privilege	Meeting with parents. Behaviour contract
200	Possible suspension or expulsion	Formal Disciplinary Hearing

- 3.2.1.1 Detentions will take preference above all other activities and needs. This includes sport practices and matches.
- 3.2.1.2. Detention is a time when pupils will do appropriate academic work, revision or exam preparation. Detention may include community service.
- 3.2.1.3 High school pupils will attend detention on a Friday afternoon from 13:30 to 15:30.

3.2.1.4 Further non-compliance will lead to a meeting with the parents of the pupil and/or a Formal Disciplinary Hearing.

3.2.1.5 Once pupils have completed detention, 50 points will be subtracted from their conduct record.

3.3. List of privileges

3.3.1 Pupils 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 pupil 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 and 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.

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, pupils 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.

Five points will be allocated 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 privileges cannot be regained.

3.4.2. Service acceptable for regaining of lost points

Clearing litter, cleaning classrooms or storerooms, first aid, chapel duties.

Note that in each case there must be a specific need for the service and permission must be granted by the teacher before conducting the service. Lost points worked back do not count towards Honours Blazer Service points.

3.4.3. Procedure

3.4.3.1 The pupil intending to work lost points back 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 pupil should ensure that the teacher 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 pupil and teacher should keep record of the service performed. Note that any service given as a punishment cannot be counted for Honour's Blazer points.

3.4.3.3 The pupil must perform the service to the best of his/her ability.

3.4.3.4 The pupil should complete the notification.

3.4.3.5 If the work was not done to the teacher's satisfaction the teacher may indicate on the notification that a reduced number of points (or no points if necessary) are to be credited. The teacher must sign the notification. The consistency of standards is essential and the Head of Grade should ensure that points are given equally.

The Head of Grade must report lack of consistent application by a teacher to the Head of Discipline

3.4.3.6 The pupil must sign the notification after it has been fully completed and hand it to the teacher.

3.4.3.7 The teacher must hand the slip to the Head of Grade, who will capture the worked back points on the database and file the hard copy.

3.4.3.8 At the moment the school management and the Student Council have agreed to place a cap on the number 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 on the DISCIPLINARY PINK SLIP 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 all mitigating and aggravating circumstances.

5. Part B: Misconduct [LEVEL 2 AND LEVEL 3 OFFENCES]

5.1. General Principles

All cases of misconduct will initially be administered by the principal 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 is serious enough the matter will be referred to a formal disciplinary hearing.

5.2. Acts of General Misconduct [LEVEL 2 OFFENCES]

The following offences will be deemed to be 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 pupils.
- 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 pupil 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 as well as plagiarism in a test or an examination or any other form of assessment such as an assignment.
- 5.2.7. Forging any document or signature to the potential or actual prejudice of the school.
- 5.2.8 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.
- 5.2.9 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.

- 5.2.10 Engaging in any act of public indecency.
- 5.2.11 Being in possession of pornographic material.
- 5.2.12 Contravention of the College Electronic Communication Policy.
- 5.2.13 Being under the influence of, in possession of alcohol or any other intoxicating substance.
- 5.2.14 Being in the possession of, consuming or dealing in any illegal or other harmful substance.
- 5.2.15 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.
- 5.2.16 Being in possession of any dangerous weapon.
- 5.2.17 Assaulting or attempting to assault another person.
- 5.2.18 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.
- 5.2.19 Dangerous and reckless driving on the College property.
- 5.2.20. Any other act of serious misconduct.

5.3 Acts of Serious Misconduct [LEVEL 3 OFFENCES]

- 5.3.1 Sexually harassing another person.
- 5.3.2 Raping any person; or engaging in any sexual activity which amounts to an offence in law.
- 5.3.3 Engaging in fraud.
- 5.3.4 Being in unauthorised possession of, or without proper authority removing or attempting to remove any property belonging to the school.
- 5.3.5. Being in unauthorised possession of, without proper authority removing or attempting to remove any property belonging to a fellow pupil, staff or visitors to the school
- 5.3.6 Holding any person hostage.
- 5.3.7 Endangering the life or safety of any person.

5.3.8 Any other offence which would be considered illegal or criminal activity.

6. Disciplinary Pink Slip

	Offence	Points
2.7	Eating in class and chewing gum	10
2.5	Hair violations	10
2.16	Being in the presence of smokers	20
2.9	Books not at school/devices not at school	25
2.7	Bunking class, line-up, assembly or substitution	25
2.7	Bunking school	50
2.6	Class/Chapel/Assembly/Line up disruption	20
2.9	Copying homework	25
2.6	Disobedience	15
2.13	Disrespectful behaviour towards a staff member	40
2.17	Foul or inappropriate language in general	15
2.17	Foul or inappropriate language towards another pupil	20
5.2	Dishonesty and lying	25
2.3	Any violation of the dress code as stipulated in the code of conduct	15
2.13	Holding each other in an intimate manner in uniform	25
2.9	Homework not done	10
2.9	Interclass movement, loitering in corridors and bridge between classes	5
2.7	Late for class, assembly or chapel	25
2.18	Littering	10
2.12	Not cooperating with afternoon programme	20
2.11	Out of bounds within school	20
2.16	Return slips outstanding	10
2.16	Smoking or possession of tobacco, on school grounds or anywhere in uniform	50
2.10	Test not signed	5
2.19	Throwing objects off balconies	15
2.21	Unauthorised use of electronic devices/earphones	15
	Other (specify)	
Teacher/Prefect:		Pupil:
Grade:		Date: