



**ST PETER'S
COLLEGE**

Policy Title	CODE OF CONDUCT AND DISCIPLINARY PROCEDURE
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1. CODE OF CONDUCT

1.1. Introduction and objectives

- To sustain a healthy learning environment, it is important that all these parties belonging to the St Peter's community acknowledge their respective responsibilities and conduct themselves accordingly. Therefore, a certain standard of conduct is expected from all Parents, Staff, and the Students.
- The Code of Conduct strives to provide a framework for orderly and purposeful education, but with enjoyment and fellowship with peers as an added advantage. It indicates the broad standards of behaviour that are expected of all Parents, Staff and Students at the College, and encourages a restorative, responsible and self-disciplined approach, rather than a punitive one that is based on fear.
- It should also be noted that the Code of Conduct will have a bearing on the behaviour of the Students, Staff and Parents outside of normal College hours, should the Student's, Staff's, and Parent's conduct impact negatively on the Teacher/Student/Parent relationship or reflect badly on the College.

1.2. Definitions

Unless the context clearly indicates otherwise, throughout this document the following terms shall be understood as the following:

- **Chaplain:** The Staff Members responsible for the spiritual well-being of Students and Staff Members.
- **Code:** this Code of Conduct as approved by the Council.
- **College:** St Peter's College, situated at College Lane, Sunninghill.
- **Council:** the controlling body of the College as constituted by the College constitution.
- **Employee Handbook:** the document setting out details of the College's expectations of Staff Members.
- **Head:** The person appointed by the Council to manage the College and have executive control of the day-to-day running of the College.
- **Executive:** The College management team comprising the Head and senior Staff Members.
- **Parent:** any parent, stepparent, or guardian of any Student.
- **Parent Contract:** the agreement entered between the College and a Parent in respect of a Student's education at the College.
- **Policies:** any policy or procedure adopted by the College either by the Council or Executive.
- **Staff Member:** any person working at or for the College, whether on a permanent or temporary basis. This includes any person taking managerial instruction from College executive management.
- **Student:** any student registered to be educated at the College.
- **Teacher:** Any Staff Member appointed to attend to Student's educational and/or co-curricular needs including but not limited to the Head, the Chaplain and sporting coaches.
- **Very Serious Misconduct:** any offence or combination of offences set out as such in the Code.

1.3. General Conduct Expected of all Staff Members.

- The College selects and employs Staff Members with the greatest care and seeks to ensure that their interaction with Students promotes the best interests, well-being, safety and success of each Student as far as they are possible. All Staff Members are required to act in accordance with the College's

ethos and to abide by the Employee Handbook. The Employee Handbook is accessible and signed by all staff.

- In addition, Teachers are bound by the Code of Conduct of the South African Council of Educators. Membership of which is obligatory for all Teachers and requires, amongst other things, that Teachers undertake to:
 - Ensure compliance with the Employee Handbook and their contract.
 - Be professional, punctual, and prepared in their approach to education.
 - Manage Student performance effectively and motivate Students to achieve realistic and meaningful personal goals both in and outside the classroom.
 - Be sensitive to the needs of their Students and address learning difficulties in a positive manner.
 - Praise, encourage, recognise, and reward Students who strive to achieve.
 - Create a safe classroom climate which is based on learning partnerships which make education both relevant and stimulating.
 - Set a positive example for their Students to follow.
 - Administer discipline with dignity, care, and love.

1.4. **General conduct expected of Parents**

- The College prides itself on having good relations with the Parents. While Parents may expect the College and Teachers to provide the best education possible with the resources available, Parents need to accept the responsibility of helping the College achieve this goal.
- Parents are required to:
 - Ensure compliance with their Parent Contract.
 - Ensure that the Student understands this Code of Conduct and complies with its terms.
 - Actively support the efforts of the College and its Teachers to educate the Student.
 - Involve themselves as far as they are able, to support the Student and the College to contribute to the improvement of the Student's progress and the Colleges' education process and learning environment.
 - Treat the Staff Members of the College with respect at all times.
 - Encourage the Student to participate fully in the College and extra-mural activities.
 - Participate in the learning process. To assist the Student with homework and give appropriate support at home, provide encouragement, check results, and communicate freely with the College.
 - Not expect the College to meet the Student's every need and work with the College to overcome any behaviour of the Student which negatively impacts on the learning environment.
 - Ensure that the Student attends all compulsory functions and activities, and that the College's timekeeping requirements are observed.
 - Support and trust the disciplinary structures and procedures of the College in the interests of maintaining an orderly and positive educational environment.
 - Parents are expected to conduct themselves courteously at sports fixtures and refrain from making disparaging remarks about referees, judges or players. Coaching from the side or interfering with the coaches is not permitted and good play should be applauded and encouraged on both sides.
 - Understand that Parents, and not the College, are primarily responsible for laying down a moral, ethical, and disciplinary framework within which the Student must conduct themselves.
 - Encourage the Student to adopt a responsible and self-disciplined approach to all College related activities and initiatives.

- Supervise the Students in their use of technological equipment, including cell phone usage and internet access. Access to undesirable information and material can affect the well-being and behaviour of a Student and his or her peers.
- keep the College informed of matters which affect the Student including health, family matters, welfare, traumas etc.
- Maintain a courteous and constructive relationship with Staff Members; and attend meetings and otherwise keep in touch with the College where the Student's interests require the Parents to do so.

It is at the Head's discretion to remove or suspend a Student if the Head believes that the Parents' behaviour will affect the progress or well-being of the Student or another child (or other children) and/or Staff Members and/or to bring the College into disrepute.

1.5. General conduct expected of Students

- Students are required to:
 - Students are required to comply with all Policies.
 - Recognise that they have responsibilities to their Parents, the College, Teachers, their fellow Students, and themselves.
 - Refrain from behaviour which brings the College into disrepute.
 - Comply with the College rules and instructions given by the Teachers and Head.
 - Behave responsibly, not endangering the safety and welfare of others and be accountable for their actions.
 - Adopt a responsible and self-disciplined approach to all College related activities.
 - Use technological equipment, including cell phones and the internet, while on or off campus, responsibly, in a considerate manner and without prejudice.
 - Respect and care for the property of the College and others.
 - Maintain sound relations with others at the College, to be courteous and respect the dignity and self-worth of others.
 - Be punctual and observe the timekeeping practices of the College.
 - Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn. To behave honestly and conduct themselves with integrity.
 - Accept legitimate punishment and disciplinary action, taken against them, as being both necessary, restorative, and corrective.
 - Take care of their environment.

1.6. Rights and Responsibilities of Students

- The rights and responsibilities of Students should be read in conjunction with the general Code of Conduct, as recorded above:

	Students' Rights	Students' Responsibilities
1	I have the right to move about the College without being laughed at, pushed, threatened or harmed in any way, either verbally or physically.	I have the responsibility to see that I do not laugh at, hit, push, or in any way harm, verbally or physically, other people in the College.
2	I have the right to be treated in a courteous manner.	It is my responsibility to treat others in a courteous manner.
3	I have the right to be treated with respect and fairness, irrespective of my race, religion, creed,	I am responsible to see that I treat all people with respect and fairness even though they may differ in some way from me or the majority.

	Students' Rights	Students' Responsibilities
	intelligence, gender, physical ability, language, sexual orientation, shape, size.	
4	I have the right to expect my property to be safe within the College and on official College outings.	I have the responsibility to see that I treat other people's property with respect and that I do not damage, remove, use without permission, or steal the property of others. I must look after my own property responsibly.
5	I have the right to learn in pleasant, well-kept surroundings that are free from noise and litter pollution.	I have the responsibility to see that I treat my surroundings with respect, and that I do not contribute to any kind of pollution within the College.
6	I have the right to attend to my College work without interference of any kind from other Students.	It is my responsibility to see that I do not interfere with or distract other Students from their work.
7	I have the right to be taught by Teachers who are fair, competent, socio-economic political, and religiously conscious and sympathetic to my needs.	It is my responsibility to co-operate and comply with the instructions of Teachers.
8	I have the right to be always treated appropriately by all members of the St Peter's community.	It is my responsibility to always act in an appropriate manner. I will treat others as I would like to be treated myself.
9	Should I feel unhappy or concerned about some person in, or aspect of, the College, I have the right to approach someone in authority about my concerns and to expect some action to be taken, if deemed necessary by the College.	It is my responsibility to approach someone in authority should I have concerns about someone, or some aspect of the College, rather than to take my own, independent action.
10	I have the right to wear the College uniform.	It is my responsibility to wear the College uniform with pride, in good repair and in the correct manner at all times.
11	I have the right to use the College's facilities during term time.	I have the responsibility to look after and respect all the facilities that the College offers me.

2. COLLEGE RULES

- 2.1. The College Rules set out the specific behaviour/conduct expected of Students and should be read in conjunction with the General Conduct expected of Students that is set out in Section 1.4 above.
- 2.2. The College Rules attempt to instil orderliness, safety awareness, self-discipline, honesty, commitment, respect, fair play and responsibility.
- 2.3. Maintaining discipline and ensuring orderly classroom behaviour is an integral part of every Teacher's job. The onus therefore lies with the Executive and/or Teachers to apply the rules in an effective and impartial manner in the interests of the well-being of the College and all its stakeholders.
- 2.4. The following specific rules define the behaviour expected of Students but are not exhaustive. Students must be advised of these rules and are bound to comply with the Rules.
 - 2.4.1. Timekeeping and being on time
 - Students and Staff Members are expected to be punctual for all College activities.
 - 2.4.2. Chapel/Assembly/Concerts/College Functions

- Chapel and Assembly are compulsory for all Students and Teachers, unless otherwise approved by the Head. Participation is encouraged. Those of non-Christian faiths, must attend the Chapel Services and Assemblies, and respect the occasion, however they need not participate in the acts of worship.
- Students and Staff Members may not put their feet up on the chair they are sitting on, nor on the chair in front of them, or walk on the chairs/benches in any part of the hall.
- Students must remain silent when entering and exiting the hall.
- Students and Staff Members must treat guests with respect, greet and assist them in all ways. Give up your seat for adults, if necessary.
- Student's cell phones, electronic alarms on watches and any other electronic equipment must be switched off during assemblies, concerts and College functions, unless permission has been granted for camera purposes by a Teacher in charge.

2.4.3. Maintenance of property and tidiness

- All Students are expected to look after College property and to respect the property of others.
- College desks should be kept tidy.
- Litter may not be dropped anywhere.
- No ball games may be played in the vicinity of any building (excluding the sports fields) or parking area without permission. Trees may only be climbed with permission.
- It is recommended that all clothing and any personal belongings brought to College are to be marked.
- On no account may any large sums of money, radios, cellular telephones, computers, computer games, electronic equipment or any other expensive items be brought to College, unless required for College purposes.

2.4.4. Resource Centre, Computer Rooms and MADD Centre

- These rooms may only be used during official College hours. These rooms may be used out of official College hours with written permission from the relevant Teacher in charge of the venue. The equipment and resource material in these rooms are valuable and are to be looked after meticulously and any problems must be reported immediately.
- Students and Staff Members must abide by the rules governing these rooms.

2.4.5. Cell phones, iPods and other electronic/smart devices

- The above items, including other such musical storage and retrieval items, MP3 players and associated peripheral items remain the responsibility of the Student, should they choose to bring these devices to the College. These items may not be used during academic lessons, or between lessons, unless with the express consent of a Teacher. Cell phones may only be used before College starts, during breaks and after College concludes for the day.
- These items may not be taken into test or examination venues and may not be used as calculators or stopwatches at the College.
- No pupil may play music aloud from any of these devices at any time while on the College grounds or in College or sports uniform, unless otherwise permitted.
- Inappropriate use will result in confiscation of the device and the SIM card where applicable for seven (7) calendar days. Confiscated property is booked in at reception and locked in the safe. Insurance will cover if the due process has been followed, i.e., if it is been booked in and locked in the safe.

2.4.6. Absences

- No Student may be absent from College without the prior permission of the class Teacher or Head.
- In the event of illness, the College must be notified before 8h00 that morning and a letter or doctor's note must be sent on his/her return to College, should absences exceed one day.
- Absence from College on account of holiday arrangements is not encouraged, although the Head may be approached where special reasons pertain.

2.4.7. Parents are requested to notify the College if the Student has a notifiable medical condition; in these circumstances, they will only be allowed to return to College when they have been away for the full period recommended by a Medical Officer of Health and may at the request of the College be required to provide proof of such medical clearance. Where a student attends the College despite being aware of or suspecting that that he or she has a notifiable medical condition, the Parents will be held liable for any loss or damage suffered by the College resulting from such attendance.

- Students must be present at all lessons and games sessions and may only absent themselves from a lesson, games session, or any other activity, with the express permission of the relevant Staff Member in charge of the game session or activity.
- Unless otherwise permitted by the Rules, Students are to keep within the College boundaries during College hours.

2.4.8. Participation

- It is the College's policy to encourage all Students to participate fully in the life of the College: academically, extramurally, and culturally.
- Where College sports are compulsory, they may involve practices and matches on weekday afternoons and/or Saturday mornings.
- When Students have opted to attend games or any other College activity, they will be deemed to have made a commitment and may only be excused via email from their Parents which has been duly approved by the relevant Teacher.
- If games or activities are interrupted because of bad weather, the Students will be supervised until the normal finishing times or may be fetched early by arrangement with the Teacher in charge.

2.4.9. Breakages and damages

Any wilful damage to, or breakage of the College property, or the property of others at the College, is a serious offence. Any accidental breakage must be reported immediately to a Teacher.

2.4.10. Eating and breaks

- Eating and drinking may only take place during the designated break times, and outside the classrooms, unless permission has been granted by the Staff Member in charge.
- All classrooms are out of bounds at break-times and between the end of academic classes and 07:00 am without permission or supervision.

2.4.11. Transport and travelling

- Students are expected to act sensibly when travelling to and from College, or while travelling on College business. Seat belts must be worn at all times. No objects may be thrown or discarded from the vehicle windows.
- A Student in possession of valid driver's licences and a consent letters from both Parents may approach the College for permission to drive a motorbike or motor vehicle to the College. The speed limit of 25 km/hour must be adhered to while on College premises. During College hours motorbikes and motor vehicles must be parked in the designated parking areas. Students may only give another Student a

lift to and from the College and with written permission granted from the driver's and the passenger's Parents, as well as the College. The College is not responsible for any damage caused to the motorbike or motor vehicle parked in its grounds and is parked at the Student and/or Parents' risk. This privilege may be withdrawn at any time if there is abuse of these rules. The grounds may not be used by people of any age learning to drive.

2.4.12. Classroom behaviour

- Students and Teachers are expected to present a positive work ethos in the classrooms and during all College activities.
- Courteous and sensible behaviour is always expected.

2.4.13. Bags and containers

College bags should be labelled and stored appropriately in lockers or other specified areas. They may not be left lying around the classrooms or grounds.

2.4.14. Behaviour in the College grounds

- There may be no running between any buildings.
- Earth, stones, sticks, etc., may not be thrown.
- Students are expected to behave sensibly and respectfully in and around the College grounds.

2.4.15. Out of bounds areas

- The following areas are out of bound areas for Students at all times, unless they have specific adult permission or supervision:
 - Wahoo Aquatics Centre unless a training session or class is scheduled.
 - The College Café may be accessed during lunch and break time only.
 - Building sites.
 - Offices.
 - Staff room.
 - Tak Hiemstra Pavilion (upstairs indoor section & outdoor seating).
 - Workshop.
 - Car Parks (other than pavements and waiting areas).
 - Matric lawn for Students in Grades 8 to 11. Grade 12 Students may only use these grounds once the privilege is granted to them by the Head.
- The following rooms may be used only with permission or if supervised by a Teacher:
 - Design & Technology Room.
 - Music and Art Rooms/MADD Centre.
 - Computer Room.
 - Library.
 - Any other classroom.

2.4.16. Books and homework

- Homework is to be completed timeously, in its entirety, and neatly.
- All College books belonging to the Students should be covered, labelled with the Student's name, and kept in good order.

2.4.17. Courtesy and Good Manners

- Students are required to always behave courteously and respectfully.

2.4.18. Bathrooms and hygiene

- Students are expected to use the bathrooms, including the toilets sensibly and to leave them in good order.
- Students are not to loiter or play in these areas.

2.4.19. Initiation Practices

The College will not tolerate initiation practices of any kind, to the extent that there is any uncertainty as to whether an action amounts to an initiation practice then the Student(s) are requested to obtain the required permission from the Head.

3. DRESS CODE

This section regulates the wearing of the College uniform of the College. Students in contravention of the Dress Code will be sent home to rectify the problem:

UNIFORM	
College Blazer	Blazers should be neat, with all the buttons secured – 2 on the front and one on each sleeve. The badge must be sewn on neatly. The pockets must not be torn. Torn blazers must be repaired.
College Long-sleeved Navy Jersey	Jerseys should be neat and clean, without holes or fraying. Sleeves should not be rolled up or pushed up. If the long-sleeved jersey is worn, the blazer and tie must be worn with it.
College Sleeveless Navy Jersey	Jerseys should be neat and clean, without holes or fraying.
Long Sleeve College shirt	The long sleeve College shirt may only be worn in combination with the blazer and tie. Sleeves may not be rolled up.
Grey Trousers	They may not be frayed or torn at the bottom and must be hemmed. Tailored trousers may not be narrower at the ankle than at the knee. They should be the correct length for the Student's legs and may not touch the ground or sit above the ankle. If the Grey Trousers have belt loops, students must wear a black belt.
Grey Skirts	A plain grey flannel A-line skirts with or without panels may be worn. Skirts may not be folded at the waist. Length must be 8cm above the knee. Skirts must always be hemmed.
Grey Socks	Grey Socks are to be worn with Grey Flannel Trousers. No secret or happy socks are allowed.
Ankle-Length White Socks	Must be worn when wearing the grey skirt. The white socks must be folded over and cover the ankle. "Secret Socks" or sports socks are not allowed.
Tights	Navy tights may be worn with grey skirt. Thin (44 decitex) or thick (78 decitex) tights are permitted. Black or knitted tights are not allowed, and socks may not be worn under tights.

Shoes	College shoes are regulation black lace-ups, slip-ons, buckle, or T-bar College shoes. Shoes may not be extended toe length. No Brogue or Paton shoes will be allowed. Should not be broken down at the back.
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SPORTS KIT

Sports Shoes	Cross trainers are to be worn for sport lessons. White sports socks to be worn with sports shoes. No “sliders” or “flip flops” and socks to be worn.
Track Suits	Torn and worn-out track suit pants and tops are not acceptable. Students must look presentable in track suits. Track Suits must be worn over the match kit when changed during academic time. Wearing the match kit during academic time without a track suit, is not allowed. Track suits must be worn with sports shoes, no “sliders” and “flip-flops” are allowed.
Sports Kit	General Sports Kit includes Navy Blue Sports Shirt and Shorts as supplied by the College shop. Alternative kit regulations are dictated by individual sporting codes. I.e.: Rugby, Netball, Swimming.

HAIR & ACCESSORIES

Hair	All students’ hair must not obstruct their vision. If students' hair is touching the collar and extended past the brows, it should be tied or clipped back. The following may be used for hair maintenance: - Hair gel - Hair wax - Navy, black or white hair bands, elastics and Alice bands - Navy, black or brown clips can be used to tie loose strands of hair back/down. Maximum of three beads (Navy, black or brown) Hair may not be of a primary colour or interlinking variant and no patterned designs may be shaved into the hair.
Jewellery, Tattoos & Piercings	No jewellery may be worn. However, with permission from the Chaplain and Head, religious icons, may be worn unobtrusively under the shirt. Large chains, crosses, medallions, and such are not permitted. Students may wear one pair of gold, silver or see-through studs or small sleepers in the lowest of any piercing in the earlobes. No other visible piercing may be adorned with jewellery, they may be held open by see-through bristles only. Visible tattoos are not permitted, and any tattoo must always be concealed.
Boys Facial Hair	Boys must be clean shaved and groomed.
Make-up and Nails	<i>Make-Up</i> Make-up is not permitted. Only Concealer or BB cream may be used to mask blemishes.

	<p><i>Nails</i></p> <p>Nails may not exceed the length of the fingertip. False nails, gelish or nail polish are prohibited.</p>
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<p>MATRIC PRIVILEGE</p> <p>(If approved by Executive for that year and group)</p>	
White Long Socks	Long White Socks may replace Ankle-Length White Socks.
Happy/ Coloured Socks	Happy/ Coloured Socks may replace the Grey Socks.
White Jersey	White Jersey may replace the Navy Jersey.
Highlights	Hair may be highlighted in colours that are not a primary colour or interlinking variant.
Nails	Nails may be coloured in 'nude' or French Tip tones.

4. DISCIPLINARY PROCEDURE

4.1. General approach

- 4.1.1. To ensure that the College has a consistent and fair approach to Student discipline, the College has developed the following Disciplinary Procedure for Students, which is based on the Procedure and Code: Learner Discipline outlined by the Independent Schools Association of South Africa (**ISASA**) (updated 2007). This Disciplinary Procedure may not be amended, except in writing, by the Head and duly authorised by the Council.
- 4.1.2. While discipline is intended to correct inappropriate behaviour, positive recognition and reward is acknowledged as the first resort for sustained acceptable behaviour and achieving potential. The College fully supports the principles of fair discipline and the consistent application of appropriate and corrective disciplinary measures where necessary.
- 4.1.3. Should expected norms of conduct not be met by any Student, corrective action will be initiated by the Executive and/or Teachers as set out herein. Corrective action may or may not include the application of formal disciplinary measures, any formal steps being applied in order to prevent further occurrences of unacceptable behaviour or to restore the Teacher/Student relationship. The Teacher(s), Head, or their delegates, as the case may be, are entitled to apply action that they believe is appropriate and fair in the circumstances.
- 4.1.4. The Code of Conduct and Disciplinary Procedure is not intended as an exhaustive guideline of the conduct/rules which a Student is intended to comply with, or the steps to cope with all disciplinary-related issues. Rather, it is intended to indicate fundamental values and principles according to which Students are expected to conduct themselves, as well as a framework within which corrective action and discipline can effectively be implemented by the College.
- 4.1.5. The Student and Parents accept that a particular sanction imposed after the disciplinary process is legitimate, fair, final, binding and is a necessary consequence of the breach of a College Rule. All parties involved are encouraged to refrain from threats, abuse of power, bias, dislike, or interpersonal difficulties that may compromise the authority of the disciplinary process or the atmosphere of equity, due process, and fairness.

4.2. Infringements

Various types of disciplinary misconduct or infringement, and the sanction recommended to be taken when such misconduct or infringement occur, have been categorised into Type 1, 2 and 3 infringements, and are set out in Section 7 below.

4.3. Disciplinary action

Various forms of informal and formal disciplinary measures may be initiated by the College. The severity of the action taken by the College will depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors being of relevance.

4.3.1. Informal disciplinary action

- Informal disciplinary action that may be applied by the College includes:
 - Reprimand or counselling by a Teacher or a member of the Executive.
 - Detention (including Saturdays) or time punishment, writing exercises, suspension from College activities (internal or external, or both) for not more than 5 (five) College days.
 - A programme of College Service run by the Prefects.
 - Light manual work at College.
- Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the Student's responsible Teacher, can be dealt with directly by the Teacher, without the consent of the Executive or the Head, as the case may be.
- Parents and the Student accept that compliance with the imposed penalties may, on occasion, cause disruption and inconvenience to the Student's family, but that this often a consequence of progressive discipline and Parents agree to support the College.
- Informal disciplinary action is not generally recorded on the Student's record but may still require communication with the Parents.

4.3.2. Formal disciplinary action

- Formal disciplinary action that may be applied by the College, or any combination thereof, includes:
 - a recorded warning or demerit.
 - Parent contact and an interview with Parents, generally after an investigation by the College,
 - removal of a privilege(s).
 - light manual work at College or community service.
 - suspension from class, specific activities or from attending the College, pending the convening of a formal disciplinary hearing, and/or as a form of corrective action suspension may be assigned without a disciplinary hearing with the permission of the Parents.
 - expulsion, as a last resort in the case of Very Serious Misconduct or repeated infringements, usually after the conducting of a disciplinary hearing, unless a hearing is declined by the Parents.
- Discipline will, wherever feasible and effective, be applied purposefully. Repeated committing of a similar or related offence will result in incrementally more severe action being taken, particularly where a clear pattern or trend is indicated by the Student's continued misconduct. A very serious first incident may, however, justify a severe penalty, and mitigate against the imposition of a lesser form of action.
- Warnings/demerits issued by the College will be noted on the Student's record. Copies of warnings/demerits issued will also be provided to the Parents. Parents are required to sign demerit slips and return them to the College to indicate that they have been made aware of the infringement.

4.3.3. Disciplinary Action and Investigation

- When an infringement occurs, which may require formal disciplinary action, the Teacher, the relevant Grade Teacher, a Parent, or other Student/s will initiate the disciplinary process by reporting the incident to a member of the Executive. A report or complaint may be supplemented by any additional information or statements to clarify or adequately detail the facts surrounding the alleged infringement.
- The Investigator (**the Head**) will lead the investigation, formulate the charge, and present the evidence at the disciplinary hearing. This assessment usually takes the form of an informal investigation, which generally includes an opportunity for the Student to “state their case” in response to the complaint. All interviews with possible culprits and witnesses will be conducted confidentially. Any notes taken by the Investigator and/or any witness present during the investigation will be for the personal use of the Investigator only and will not form part of the official record of any proceedings. Students may be asked to make written statements, which must be signed and dated and may be used later in any procedures that follow the investigation. Any such person shall be entitled to read the statement before signing it and shall be given a personal copy to keep.
- In cases where the alleged behaviour may amount to Very Serious Misconduct, a second Staff Member will be present for all interviews with the Investigator and all present will be expected to tell the truth. Any deceit may be considered an aggravating factor in determining punishment, if guilt is established.
- A Teacher chosen by the Student shall act for the Student at the hearing. If the Head or Chaplain establishes that the Teacher chosen by the Student presents a conflict of interest. The Student may opt for another Teacher to act for them. The Parents will be informed of the hearing before it commences and may be present at the hearing but will only be allowed to participate in the proceedings when the Disciplinary Committee has made a decision as to the guilt or innocence of the Student and is considering the appropriate sanction/penalty.
- The Head or the Investigator may consult with the Disciplinary Committee in order to decide on appropriate corrective action. The Disciplinary Committee represents different viewpoints and constituencies in order to maintain as balanced a view as possible in recommending an appropriate penalty. The **Disciplinary Committee** consists of all or some of the following:
 - the Head (who reserves the right to appoint additional members depending on the case to maintain objectivity).
 - the Deputy Head of Academics, a member of the Transformation and Inclusion Committee and the Deputy Head of Student Affairs (one of which is appointed as the **Chairperson** by the Head).
 - any other person who may be of assistance to the Disciplinary Committee, at the discretion of the Chairperson.
 - where in the opinion of any of the Chaplain or a member of Council or Executive the composition of the Disciplinary Committee is not appropriate for the alleged offence, the wrong doer or victim may suggest additional members of the Disciplinary Committee to address these concerns.
- A friend, family member or Teacher, chosen by the Student to be present in a supportive capacity.
- If deemed appropriate, an interview with Parents will be conducted.
- If, after investigation:
 - the infringement is confirmed but is considered to be of a nature that does not require a formal disciplinary hearing, the Investigator/Executive member may counsel the Student and issue the appropriate penalty, warning or demerit to the Student(s) concerned.

- the infringement is confirmed and is considered to be of a serious nature, it will be referred for a formal disciplinary hearing.

4.3.4. Formal Disciplinary Hearing

- Category 1, or in the case of repeated category 2 and/or 3 infringements and prior disciplinary action not having its expected effect, will be referred for a disciplinary hearing.
- A notification of a hearing will be given to the Parents of the Student concerned. This notification must provide sufficient information to ensure that the Student and Parents are properly informed of the alleged complaint, the seriousness of the allegations, and the College's intention to convene a hearing to investigate the infringement.
- The Parents will be notified of the hearing at least 2 (two) business days before the scheduled hearing.
- The Student may be suspended pending the hearing, if this is considered appropriate, bearing in mind the circumstances, the right to education and the seriousness of the alleged misconduct, and other parties who may be involved. The suspension of the Student will be indicated in the notification to the Parents, the period of suspension preferably not exceeding five 5 (five) College days.
- The Student and their Parents must be advised that they are expected to attend the hearing, as their non-attendance may prejudice the Student's case, resulting in the hearing being held in their absence, and a decision being made without their involvement.
- The Student and Parents must also be advised of the serious nature of the allegations, and the possibility of formal and severe disciplinary action being taken should the Student be found guilty of the allegations made against him/her.
- Legal representation at a disciplinary hearing is not permitted, unless the College and the Parents mutually agree that it is appropriate for both parties to be professionally represented. A Student is entitled to appoint either a Grade Head or a Teacher to represent the Student at such hearing.
- The conducting of the hearing is of great importance and must be chaired by an objective member of the Executive or of the Council or a suitably qualified and experienced third party. The Chairperson will be responsible for leading and managing the hearing process and making the critical decisions as to the guilt or innocence of the Student relative to the allegations made.
- The Investigator may only attend the Disciplinary Hearing to present the case and is not involved in the deliberations of the Disciplinary Committee.
- The Chairperson makes the final decision, after due consideration of mitigation and aggravating factors. Other members of the Disciplinary Committee are present to assist the Chairperson to make a decision, firstly to the guilt and secondly to the appropriate penalty for the Student.
- The Chairperson may refer the matter back to the Investigator for further investigation, in which case the Disciplinary Committee will reconvene at a later date set by the Chairperson to hear further evidence, but not more than 5 (five) College days thereafter.
- After the completion of the hearing, any penalty decision made (i.e. whether to impose disciplinary action or not) should be formally communicated to the Student and the Parents and supported in writing by the Chairperson. This notification must include a reminder that the Student has the right to review/appeal against any action decided upon, within 5 (five) College days of the hearing's outcome being communicated.
- *NB. Copies of all disciplinary documentation will be retained by the College for record and safekeeping purposes.*

5. REVIEW AND APPEAL PROCESS, DISCIPLINARY ACTION, AND DISCIPLINARY INFRINGEMENTS AND RECOMMENDED SANCTION

5.1. Review process

5.1.1. The Parents/Student have the right to request a review against any formal disciplinary action imposed by the College, within 5 (five) College days of receiving written notification of the Chairperson's decision, being the outcome of the disciplinary hearing. The Parents' request for review must be in writing and detail in full their grounds for the review.

5.1.2. The granting of a review against a decision of the Chairperson of a hearing, only entitles the Student to a review of the finding of the hearing and all the matters raised at the disciplinary hearing will not be "re-heard". No new information may be introduced at the review hearing. The review procedure is limited to reviewing the decisions made at the hearing and is based on the grounds and motivations lodged in the review motivation.

- Typical grounds for such a review may include:
 - the Disciplinary Procedure was not properly followed.
 - the decision on guilt was not considered correct or fair.
 - the decision regarding action to be taken was considered inappropriate.
 - mitigating factors were not properly considered.
 - the hearing Chairperson was considered to be biased, did not apply his/her mind, or supposedly made a subjective decision.
 - the Student was not in a position to properly present his/her case.
- If after assessing the request for a review, it is deemed appropriate to proceed by the Council Chairperson with a review hearing, the College will elect a new chairperson, who must be an objective member of the Executive, or a suitably qualified and experienced third party. The review chairperson will be responsible for leading and managing the review process and making the critical decisions.
- The review should wherever possible be conducted within 5 (five) College days of receipt of the review motivation, in accordance with the principles highlighted in above.
- If the Student has been suspended or expelled pursuant to the findings of the hearing, the submission of the request for a review will not affect the suspension/expulsion, which will remain in effect until the review process has been concluded. In the case of any other formal disciplinary action being imposed by the hearing Chairperson, the imposition of such action will be held in abeyance pending completion of the review process.
- A decision to expel will lead to an automatic review unless waived by both the Student and Parents. Such decision will not come into effect while still subject to a review.
- The conclusion of the College's review procedure is the final step in the College's disciplinary process and marks the exhaustion of internal disciplinary measures.

5.2. Appeal process

5.2.1. Should substantial new and relevant evidence come to light after the hearing, the Student or Parents have the right to request an appeal against the formal disciplinary action imposed by the College.

5.2.2. The granting of an appeal against a decision of the Chairperson of a hearing, enables new and relevant evidence to be introduced and the matter will be "re-heard".

5.2.3. The Parents wishing to request an appeal must motivate their request in writing, detailing in full their grounds for the appeal. The request for the appeal must be submitted to the Head within 5 (five) College days of the hearing chairperson's decision having been communicated to the Parents, so as not to delay proceedings.

- 5.2.4. If after assessing the request for an appeal, it is deemed appropriate to proceed with an appeal hearing, the College will elect a new chairperson, who must be an objective member of the Executive or Council, or a suitably qualified or experienced third party. The appeal chairperson will be responsible for leading and managing the appeal process and making the critical decisions.
- 5.2.5. The appeal should wherever possible be conducted within 5 (five) College days of receipt of the appeal motivation in accordance with the principles highlighted above. If the Student has been suspended or expelled pursuant to the findings of the hearing, the submission of the request for an appeal will not affect the suspension/expulsion which will remain in effect until the appeal process has been concluded. In the case of any other formal disciplinary action being imposed by the hearing Chairperson, the imposition of such action will be held in abeyance pending completion of the appeal process
- 5.2.6. The conclusion of the College's appeal procedure is the final step in the College's disciplinary process and marks the exhaustion of internal disciplinary measures
- 5.3. Collective Disciplinary Action
- 5.3.1. The Disciplinary Procedure is principally designed to deal with instances of misconduct or infringement by individual Students. Alleged misconduct by a group of Students, usually acting in concert with one another, or where the infringements are of a similar nature or objective, is considered as being collective misconduct.
- 5.3.2. Generally, collective misconduct is more effectively dealt with on a collective basis. An investigation into the alleged misconduct may be conducted with regard to all of the Students concerned. A single disciplinary hearing can then be conducted with the Students concerned, with their Parents present.
- 5.3.3. The same procedures as provided for above are followed in a collective situation. In a collective disciplinary hearing, however, individual Students must still be provided, during or immediately after the hearing process, with the opportunity of demonstrating that their own circumstances may be different to that of other Students or the group involved, and of showing why they should be treated differently.
- 5.3.4. In certain cases, however, it might be considered appropriate by the College to conduct separate investigations or hearings with individual Students. The College reserves its right to exercise its option to conduct individual or collective procedures.
- 5.4. Expulsion
- 5.4.1. If the penalty contemplated by the Disciplinary Committee is expulsion from the College, the Head may request an interview with the Parents of the Student, for purposes of determining whether or not the College is the best environment for the Student, given the incident/s of alleged Very Serious Misconduct and considering the rest of the Student's record at the College. The Head may suggest, or the Parents may request, that the Student be removed from the College. If the Head and the Parents agree, the Parents will then confirm in writing that they intend to remove the Student from the College. The Head will acknowledge this request in writing to the Parents and the College will take all reasonable measures to assist the Student and the Parents to find a place for the Student at another College.
- 5.4.2. If the Parents do not wish to remove the Student from the College as immediately above, the College may conclude the disciplinary hearing.
- 5.4.3. In any interview discussions with the Parents, the Head will have another Staff Member present who shall keep written minutes of the interview.
- 5.4.4. In instances where expulsion is the penalty decided upon at the disciplinary hearing, the Parents will be asked to remove the Student either immediately and without notice, or at a specified date that is shorter than a full term, with written notice, as is reasonable under the circumstances. The College will not be required to give the Parents a full term's written notice under these circumstances. In instances of expulsion, any Deposit paid in terms of the Parent Contract will be forfeited.

- 5.4.5. Where a decision is overturned, on review or appeal, and a Student is reinstated (after initial expulsion or suspension) the College, through the Grade Head and Deputy Heads, will provide the Student with a catch-up plan similar to that which is used in instances where a Student is out of College due to illness.
- 5.5. Disciplinary Infringements and Recommended Sanction
- 5.5.1. The Code set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a Student may be expelled or suspended for offences which are not included in these examples. In particular, the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the Student, or the circumstances of the case otherwise justify such action.
- 5.5.2. Certain infringements set out below envisage that the misconduct may take place by the Student in person or by way of the use of technological devices e.g. a cell phone, internet etc.

	Type or nature of infringement/misconduct	Guideline: Recommended Penalty		
		First offence	Second/ repeated offence	Subsequent offence
Type 1: VERY SERIOUS MISCONDUCT (Zero Tolerance Offences which could lead to immediate expulsion)				
1.	Violent, abusive or threatening behaviour (verbal or physical). Fighting, battery or assault (threatened or actual). Victimisation, bullying or initiation of any sort. Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that considered as being potentially dangerous (at College or at College events). Intimidating or wilfully interfering with others (attempted or actual). Inciting, advising or rewarding others to perform violent, racist, offensive or threatening acts. Any “gang” related activity that may threaten the safety or welfare of others (at College or at College events, or in relation to College). Harassment (sexual, racial, cultural, or religious). Issuing a bomb threat or arson (attempted or actual). Behaviour that may pose a danger to the safety and welfare of others (at College or at College events, or in relation to College).	Suspension and Hearing followed by Suspension or Expulsion		
2.	Being in possession of, or under the influence of alcoholic, hallucinogenic, or dangerous/prohibited substances, or	Counselling or Suspension and Hearing followed		

	distributing, storing or consuming any of these substances (at College or at College events). Strong suspicion of habitual use (abuse) or regular use of medication, drugs, or alcohol at College or at College events.	by Suspension or Expulsion		
3.	Being in possession of another's property without their knowledge or consent or attempting to remove another's property without consent or their knowledge. Theft or attempted theft. Sale of another's / stolen property.	Suspension and Hearing followed by Suspension or Expulsion		
4.	Serious dishonesty (actual or intended) Cheating, copying or tampering with test or exam results, reports or assignments. Being in possession of or distributing material or information that may give an advantage in a test or an exam. Extortion, bribery, corruption or fraud (attempted or actual). Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft. Inciting, advising or rewarding others to be dishonest or to cheat. Serious breach of College security procedures, unreasonably refusing to submit to a search. Off-site criminal misconduct that disrupts or substantially damages the College/Student relationship and the educational process.	Suspension and Hearing followed by Suspension or Expulsion		
5.	Obscene, indecent, or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact, Sexual harassment, inappropriate sexual innuendos or graphic comments Threatened or actual physical assault including gender-based violence and sexual harassment. Intentional and offensive, derogatory, insulting, abusive, racist, or lewd behaviour. Storage, creation, sale, or distribution of pornographic, obscene or offensive material, publications, symbols, email, text/SMS/MMS, cartoons or objects.	Suspension and Hearing followed by Suspension or Expulsion		
6.	Sabotage, malicious or wilful damage to College or others' property. Unauthorised occupation of any College property or facility or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the College's property, without permission.	Suspension and Hearing followed by Suspension or Expulsion		

	<p>Blocking off any entrances or exits to or from the College premises, with the intention or effect of interfering with free access / egress by others.</p> <p>Students are precluded from participating in or initiating protest action unless they have exhausted all avenues available to address their concern and they have received the necessary permission from the Head or Executive. Where the Head or Executive refuses to grant such permission then the student or students may approach Council for such permission.</p>			
7.	<p>Actions that expose others to serious danger or injury, or expose the College to potential accidental loss or damages - whether due to wilful or negligent acts.</p> <p>Unsafe acts or behaviour that endangers the safety and welfare of others.</p>	Counselling/ Suspension and Hearing followed by Suspension or Expulsion		
8.	<p>Serious misconduct or actions that may bring the reputation of the College, Students or other stakeholders into disrepute.</p>	Counselling/ Suspension and Hearing followed by Suspension or Expulsion		
9.	<p>Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.</p> <p>Forgery or falsification of College documents and reports.</p>	Counselling/ Suspension and Hearing followed by Suspension or Expulsion		
Type 2: SERIOUS INFRINGEMENTS				
10.	<p>Playing of obscene, insulting or demeaning games.</p> <p>Dangerous horseplay.</p> <p>Malicious teasing.</p>	Counselling/Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
11.	<p>Inappropriate behaviour or comments in public or at College events that brings the College into disrepute (inclusive on social media platforms).</p> <p>Abuse of College privileges or seniority/status, abuse of position of authority.</p> <p>The use of racist, sexist or any discriminatory remarks.</p>	Counselling/Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
12.	<p>Smoking or being in possession of tobacco, eCigarettes, vapes or cigarettes (on the College premises or at College events).</p>	Counselling /Final Warning/Parental Contact	Suspension and Hearing followed	

			by Suspension or Expulsion	
13.	Lying and unfair behaviour (with less serious initial consequences).	Counselling /Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
14.	Vandalising property or equipment (College or others), improper use or not taking due care of property or equipment. Accidental damage to property through carelessness.	Counselling /Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
15.	Acts or behaviour designed to create a hostile or threatening College environment, or that may reasonably have resulted in such an environment. Wilful disruption of College activities, interference with College authorities. Conduct designed to be prejudicial to good order or discipline at the College.	Counselling /Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
16.	Any misconduct by the Student that is considered by College authorities to warrant more than counselling, a verbal reprimand, or an ordinary warning.		Suspension and Hearing followed by Suspension or Expulsion	
Type 3: LESS SERIOUS INFRINGEMENTS				
17.	Disregard for rules, directions, instructions or for any persons in authority. Defiance or disrespect towards Staff Members, Parents/ Guardians, visitors or peers Being discourteous towards College authorities, adults or peers, or displays of insolence. Being unreasonably intolerant of others and their religion, personal beliefs, cultural traditions, appearance or of diversity. Persistent violation of College rules (with less serious initial consequences).	Counselling and Reprimand or Warning/Demerit/ Detention	Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
18.	Use of excessive force when playing games or during sporting events. Playing games in an area where others may be injured or where property may be damaged. Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property.	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
19.	Noisy or disruptive behaviour, disturbing the activities of others. Highly disruptive or unruly classroom behaviour.	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion

	Trespassing or entering College premises without permission or without supervision, and/or after College hours. Refusing to identify oneself upon request by a College authority.			
20.	Swearing and use of vulgar, profane (foul) derogatory or discriminatory language.	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
21.	Tardiness, littering and poor housekeeping. Poor grooming, unhygienic personal habits, improper use of College facilities or ablutions Hair, dress or apparel that is not in accordance with College standards or rules. Eating or drinking during class or College events / activities when consumption is not permitted.	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
22.	Tampering with the possessions or equipment of others. Use of College equipment without permission (with no serious consequences) .	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
23.	Refusal or failure to complete homework or assignments. Refusal to deliver or return reports, reply slips or letters to Parents or to the College. Unreasonable and unexplained refusal to attend or participate in College activities or compulsory events. General uncooperativeness and / or being wilfully obstructive. Poor application to studies, College work or assignments.	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
24.	Truancy, poor timekeeping practices. Unexplained absences from classes or from compulsory events or activities. Leaving class or College premises without permission. Persistent late-coming or early unauthorised departure from class / College.	Counselling and Reprimand or Warning/ Demerit/ Detention	Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
25.	Persistent misuse of personal communication devices during College activities.	Counselling and Reprimand or Warning /Demerit/ Detention/five College day confiscation of device	Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion

26.	Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.	Counselling and Reprimand or Warning / Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
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We have read the Code, as well as all documentation relevant to us and referred to in the Code, and fully understand its contents. We acknowledge our responsibilities and obligations to this document and the principles it outlines.

We (Parent and Student) pledge to uphold the standards outlined and appreciate the severe consequences which will result from any breach of the Code.

Name of Student: _____

(Please print your name clearly)

Student's Signature: _____ Date: _____ / _____ / 20_____

I, _____ parent/guardian of _____

(Print full name of parent/guardian)

(Print name and surname of Student)

hereby witness that my child is committed to the Code and supports the standards outlined therein.

Parent's/Guardian's signature: _____ Date: _____ / _____ / 20_____