



**ST PETER'S  
COLLEGE**

Policy Title	<b>CODE OF CONDUCT AND DISCIPLINARY PROCEDURE</b>
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## **1. CODE OF CONDUCT**

### **1.1. Introduction and objectives**

- A certain standard of conduct is expected from the Parents, teachers and the Students. To sustain a healthy learning environment, it is important that these parties to the education relationship acknowledge their respective responsibilities and conduct themselves accordingly.
- 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 and Students at the College, and encourages a responsible and self-disciplined approach, rather than a punitive one based on fear.
- It should also be noted that the Code of Conduct may also have a bearing on the behaviour of the Student outside of normal College hours, should the Student's conduct impact negatively on the teacher/student relationship or reflect badly on the College.

### **1.2. General conduct expected of teachers**

- The College selects 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 possibly can. All staff are required to act in accordance with the ethos and to abide by the College's Employee Handbook.
- In addition, academic staff members are bound by the Code of Conduct of the South African Council of Educators, membership of which is obligatory for all teachers/educators and which requires, amongst others, that teachers undertake to:
  - be punctual, well prepared and professional in their approach to education;
  - manage learner performance effectively and motivate Students to achieve realistic and meaningful personal educational goals;
  - 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 classroom climate which is based on a learning partnership which makes education both relevant and stimulating;
  - set a positive example for their Students to follow;
  - administer discipline correctively and with dignity when necessary.

### **1.3. General conduct expected of Parents**

- The College prides itself on having good relations with the Parents of Students. While Parents may expect the College and its teachers to provide the best education possible with the resources available to the College, Parents must also accept the responsibility to help the College achieve this goal.
- Parents are required to:
  - ensure that the Student understands the Code of Conduct and complies with the terms thereof;

- actively support the efforts of the College and its teachers to teach 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 members of staff/employees 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 and 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 is in attendance at all compulsory attendance functions and activities, and that the College's timekeeping requirements are observed;
- support 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 him/herself;
- encourage the Student to adopt a responsible and self-disciplined approach to all College related activities;
- supervise the Student in his/her 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/her peers;
- in the interests of the Student's well-being, parents must keep the College informed of matters which affect the Student including health, family matters, welfare, traumas etc;
- maintain a courteous and constructive relationship with College staff; and attend meetings and otherwise keep in touch with the College where the Student's interests require the Parents to do so; and
- the Head may in his or her discretion require the Parents to remove or may suspend the Student if the Parents behaviour is in the reasonable opinion of the Head so unreasonable as to affect or likely affect the progress of the Student or of another child (or other children) at the College or the wellbeing of the College staff or to bring the College into disrepute.

#### 1.4. **General conduct expected of Students**

- Students are required to:

- recognise that they have responsibilities to their Parents, the College, teachers, their fellow Students and themselves;
- refrain from behaviour which brings the good name of the College into disrepute;
- comply with the College rules and instructions given by the teachers and Head of the College;
- behave responsibly, not endanger 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 the internet on and off campus and cell phones off campus, in a responsible and considerate manner;
- respect and care for the property of the College and others;
- maintain sound relations with others at the College, 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;
- behave honestly and conduct themselves with integrity;
- accept legitimate punishment and disciplinary action taken against them as being both necessary and corrective; and
- take care of their environment.

1.5. **Rights and Responsibilities of Students**

- The rights and responsibilities of Students should be read in conjunction with the general Code of Conduct expected of Students:

	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 am responsible 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, creed, intelligence, gender, physical prowess, language, shape, size, whether or not I may be different from the majority.	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.
4	I have the right to expect my property to be safe within the College.	I am responsible 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.

	Students' Rights	Students' Responsibilities
5	I have the right to learn in pleasant, well-kept surroundings that are free from noise and litter pollution.	I am responsible 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 and sympathetic to my needs.	It is my responsibility to co-operate and comply with the instructions of the staff.
8	I have the right to be treated in an appropriate way by all members of the St Peter's community at all times.	It is my responsibility to act in an appropriate way at all times. 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 in, 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 certain specific behaviour/conduct expected of Students and should be read in conjunction with the general conduct expected of Students set out in paragraph 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 College's Management and/or teachers to apply the rules in an effective and equitable 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 are expected to be punctual for all College activities.

#### 2.4.2. Chapel/Assembly/Concerts/School Functions

- Chapel and Assembly are compulsory for all Students in the relevant grades, unless otherwise approved by the Head. Participation is encouraged, but tolerance is shown to those of non-Christian faiths, who must attend the chapel services and assemblies, and respect the occasion, but need not participate.
- At no stage may a Student talk or comment on what is said during assembly or other school functions. Bags, books, bottles and food are not allowed in the hall.
- Students 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 until they have left the hall.
- Treat guests with respect and assist them in all ways. Give up your seat for adults, if necessary.
- Cell phones, electronic alarms on watches and any other electronic equipment must be switched off during assemblies, concerts and school functions.

#### 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 or parking area without permission. Trees may only be climbed with permission.
- 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. Media Centre, Computer Rooms and MADD Centre

- These rooms may only be used during official school hours or out of hours with written permission of the relevant teacher. The equipment and resource material in these rooms are valuable and expensive. Look after it meticulously and report any problems immediately.
- Students must abide by the rules governing these rooms.

#### 2.4.5. Cell phones, iPods and other electronic 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 school starts, during breaks and after school closes.
- 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 school or sports uniform.
- Inappropriate use will result in confiscation of the device and the SIM card where applicable for seven (7) calendar days.

#### 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.
- Parents are requested to notify the College if the Student has an infectious illness; in these circumstances, s/he will only be allowed to return to College when s/he has been away for the full period recommended by a Medical Officer of Health.

#### 2.4.7. 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 teacher or member of staff.
- All 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.
- Some College sports are compulsory, and this 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 by a note from their Parents which has been duly approved by the relevant teacher, coach or housemaster.
- 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 staff member 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 member of staff.

#### 2.4.10. Eating and breaks

- Eating and drinking may only take place during the designated break times, and outside the classrooms, unless supervised by a staff member.



- All classrooms are out of bounds at break-times and between the end of academic classes and 07:00 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 always be worn where available. No objects may be thrown or discarded from the vehicle.
- A Student in possession of valid driver's licences and a consent letter from both parents may approach the College for permission to drive a motorbike or motor vehicle in the College grounds. The speed limit of 25 km/hour must be adhered to. During school hours motorbikes and motor vehicles must be parked in the designated parking areas. No Student may give another Student a lift. The College is not responsible for any damaged caused to the motorbike or motor vehicle parked in its grounds and are parked at the Student and/or Parents' risk. The grounds may not be used by people of any age learning to drive. This privilege may be withdrawn at any time if there is abuse of these rules.

#### 2.4.12. Classroom behaviour

- Students are expected to present a positive work ethos in the classrooms. Courteous and sensible behaviour is expected at all times.

#### 2.4.13. Bags and containers

College bags should be named 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.
- In summary, Students are expected to behave sensibly and courteously 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. Café in the Centre 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)
- 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

- Students are expected to note homework set in their homework diaries.
- Homework is to be completed timeously, properly and neatly.
- All books belonging to the Students should be covered, named and kept in good order.

2.4.17. Courtesy and Good Manners

Students are required to behave courteously and respectfully towards all adults.

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.

**3. DRESS CODE**

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

School Blazer	Blazers should be neat and tidy, with all the buttons on – 2 on the front and one on each sleeve. The pockets must not be torn. The badge must be sewn on neatly if a navy blazer is used from a previous school. Torn blazers must be repaired.
Grey Flannel Trousers	May not be frayed or torn at the bottom and must be hemmed. Should be correct length for the Student’s legs so that trouser legs do not drag along on the ground or sit above the ankle. Flannel Trousers may be tailored to a bottom hem of no less than a 8cm space between the ankle and hem. A black belt is to be worn with flannel trousers.
Girls Grey Skirts	Plain grey flannel A-line skirts with or without panels may be worn. No pleats allowed. Skirts may not be folded at the waist. Length must be a horizontal hand-width/8cm above the knee. Zip must always be fastened. Skirt must always be hemmed.
Girls Grey Pants	Girls are permitted to wear the Girls Hipster Pants. No boys pants are permitted to be worn by girls. No belt is to be worn with girls pants.
School shirt	Sleeves to be worn down with the turn up showing, sleeves may not be rolled up.
Boys Black shoes	May not be extended toe length. College shoes are regulation black lace-ups or slip-ons. No Brogue or Paton shoes will be allowed. Should not be broken down at the back.
Grey Socks	Boys must wear grey ankle school socks with their shoes. No secret or happy socks are allowed. Girls must wear grey ankle socks if wearing girls pants.

Girls White Socks	Must be folded over and cover the ankle. "Secret Socks" or sports socks are not allowed. Socks may not be worn under tights. Matric girls may wear long white socks, if that privilege has been granted for that year.
Girls Tights	Girls may wear thin (44 decitex) or thick (78 decitex) NAVY tights. No black tights permitted.
Girls Shoes	Girls may wear black lace-up, buckle or T-bar school shoes only.
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.
College Long-sleeved Navy or White Jersey	Should not be frayed at the cuffs, nor have a hole deliberately made so that the thumb can project. A jersey that is out of shape or too long from excessive wear cannot be worn. White jerseys may only be worn by Matrics, if that privilege has been granted for that year. If the long-sleeved jersey is worn, the blazer and tie must be worn with it. No rolling up of the sleeves.
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.
Boys Hair	Must be neat and short and not extend below the brow. Hair must not extend beyond the top of the collar. No patterned designs may be shaved into the hair. Hair must be of a natural colour. Hair gel and wax may be used to maintain a neat appearance.
Girls Hair	Hair should always have a neat appearance and should be pulled away from the face. Hair, including braids and extensions must be tied back with a white, navy or black band if it touches the blazer/shirt collar. Hair may not be dyed unnatural colours (pink, blue, white etc). Navy, black or white hair bands, elastics and alic bands may be worn. Navy, black or brown clips can be used to tie loose strands of hair back/down.
Jewellery, Tattoos & Piercings	No jewellery, except for a small cross or other religious icon, worn unobtrusively under the shirt. Large chains, crosses, medallions and such are not permitted. Girls may wear one pair of gold, silver or see through studs or small sleepers in the lowest of any piercing in their earlobes. No other visible piercing may be adorned with jewellery, they may be held open by see-through bristles only. Boys may not wear any jewellery related to the ear or other piercings, no see-through bristles are allowed. Visible tattoos are not permitted, and any tattoo must always be concealed.

Boys Facial Hair	Must be shaved and maintained as the growth rate dictates.
Make-up and Nails	No make-up or false nails, nail polish or particularly long nails are allowed. Nails may not be longer than the length of the finger. Eyeliner, eye shadow, mascara, coloured lip glosses and lip balms are not permitted. Concealer or BB cream may be used to mask facial scarring.

- Please note that the College may act under advisement in certain instances.

#### 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 of the College 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 College's 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, within the guidelines provided by the Parent Contract.

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) school days;
  - a programme of School Service run by the Prefects; or
  - 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; or
  - 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, or preferably the relevant Grade Head of the Student concerned (as appointed by the Head) (**the Investigator**), or 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 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 his/her 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 member of staff 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. The Parents/Legal Guardians of the Student 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 not) 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 view-points 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;
  - the Deputy Head of Academics, the Deputy Head of Extra Curricular, and the Director of Student Affairs (one of which is appointed as the **Chairperson** by the Head);
  - a friend, family member or teacher, chosen by the Student to be present in a supportive capacity;

- any other person who may be of assistance to the Disciplinary Committee, at the discretion of the Chairperson.
- 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; or
  - 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) school days.
- The Student and his/her 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.
- The conducting of the hearing is of great importance and must be chaired by an objective member of the Executive of the College, 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) school days thereafter.
- After the completion of the hearing, any penalty decision made (ie whether to impose disciplinary action or not) should be formally communicated to the Parents and supported in writing by the hearing chairperson. This notification must include a reminder that the Student has the right to review/appeal against any action decided upon, within 5 (five) school 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/APPEAL PROCESS**

### **5.1. Review process**

5.1.1. The Parents have the right to request a review against any formal disciplinary action imposed by the College, within 5 (five) school 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; or
  - 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 with a review hearing, the School will elect a new chairperson, who must be an objective member of the Executive of the College, 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) school 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.
- 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 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) school 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 a review, 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 of the College, 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) school 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 school.
- 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 member of the College staff 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, the Deposit will be forfeited, however, any prepaid fees will be refunded to the Parents within 30 calendar days.
- 5.5. Disciplinary Infringements and Recommended Sanction
- 5.5.1. The College Rules 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 may be considered as being potentially dangerous (at School or at School events) Intimidating or wilfully interfering with others (attempted or actual) Inciting, advising or rewarding others to perform violent, offensive or threatening acts Any “gang” related activity that may threaten the safety or welfare of others (at School or at School events, or in relation to School) 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 School or at School events, or in relation to School)	Suspension and Hearing followed by Suspension or Expulsion		
2.	Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous/prohibited	Counselling or Suspension and Hearing followed by		

	<p>substances, or distributing, storing or consuming any of these substances (at School or at School events)</p> <p>Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at School or at School events</p>	Suspension or Expulsion		
3.	<p>Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another's / stolen property</p>	Suspension and Hearing followed by Suspension or Expulsion		
4.	<p>Serious dishonesty (actual or intended)</p> <p>Cheating, copying or tampering with test or exam results, reports or assignments</p> <p>Being in possession of or distributing material or information that may give an advantage in a test or an exam</p> <p>Extortion, bribery, corruption or fraud (attempted or actual)</p> <p>Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft</p> <p>Inciting, advising or rewarding others to be dishonest or to cheat</p> <p>Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>Off-site criminal misconduct that disrupts or substantially damages the School/Student relationship and the educational process</p>	Suspension and Hearing followed by Suspension or Expulsion		
5.	<p>Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make</p>	Suspension and Hearing followed by		

	<p>unwanted physical contact</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behaviour</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text/SMS/MMS, cartoons or objects</p>	Suspension or Expulsion		
6.	<p>Sabotage, malicious or wilful damage to School or others' property</p> <p>Unauthorised occupation of any School property or facility, or having the effect of depriving others from using this property or facility.</p> <p>Preventing or seeking to prevent free assembly by others on the School's property, without School permission</p> <p>Blocking off any entrances or exits to or from the School premises, with the intention or effect of interfering with free access / egress by others</p> <p>Participating in or supporting industrial or protest action, preventing Students from attending School activities</p>	Suspension and Hearing followed by Suspension or Expulsion		
7.	<p>Actions that expose others to serious danger or injury, or expose the School 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 School, Students or other stakeholders into disrepute</p>	Counselling/ Suspension and Hearing followed by Suspension or		

		Expulsion		
9.	Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.	Counselling/ Suspension and Hearing followed by Suspension or Expulsion		
TYPE 2: SERIOUS INFRINGEMENTS				
10.	Playing of obscene, insulting or demeaning games Dangerous horseplay Malicious teasing	Counselling/Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
11.	Inappropriate behaviour or comments in public or at School events that brings the School into disrepute Abuse of School privileges or seniority/status, abuse of position of authority	Counselling/Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
12.	Smoking or being in possession of tobacco or cigarettes (on the School premises or at School events)	Counselling /Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	
13.	Forgery or falsification of School documents and reports 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 (School 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 School environment, or that may reasonably have resulted in such an environment Wilful disruption of School activities, interference with School authorities Conduct designed to be prejudicial to good order or	Counselling /Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion	

	discipline at the School			
16.	Any misconduct by the Student that is considered by School authorities to warrant more than Counselling, a verbal reprimand or an ordinary warning		Suspension and Hearing followed by Suspension or Expulsion	
<b>TYPE 3: LESS SERIOUS INFRINGEMENTS</b>				
17.	<p>Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, Parents/ Guardians, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>Being unreasonably intolerant of others and their religion, personal beliefs, cultural traditions, appearance or of diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p>	Counselling and Reprimand or Warning/Demerit/ Detention	Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
18.	<p>Use of excessive force when playing games or during sporting events</p> <p>Playing games in an area where others may be injured or where property may be damaged</p> <p>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</p>	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion
19.	<p>Noisy or disruptive behaviour, disturbing the activities of others</p> <p>Highly disruptive or unruly classroom behaviour</p> <p>Trespassing or entering School premises without permission or without supervision, and/or after School hours</p> <p>Refusing to identify oneself</p>	Counselling and Reprimand or Warning /Demerit/ Detention	Final Warning /Parental Contact	Suspension and Hearing followed by Suspension or Expulsion

	upon request by a School authority			
20.	Swearing and use of vulgar, profane (foul) 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 School facilities or ablutions Hair, dress or apparel that is not in accordance with School standards or rules Eating or drinking during class or School 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 School 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 /Guardians or to the School Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events General uncooperativeness and / or being wilfully obstructive Poor application to studies, Schoolwork 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 School premises without permission	Counselling and Reprimand or Warning/ Demerit/ Detention	Final Warning/Parental Contact	Suspension and Hearing followed by Suspension or Expulsion



	Persistent late-coming or early unauthorised departure from class / School			
25.	Persistent misuse of personal communication devices during School activities	Counselling and Reprimand or Warning /Demerit/ Detention/five school 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