

FAIRBAIRN COLLEGE CODE OF CONDUCT

Adopted at Governing Body meeting of **17 November 2016**

1. PREAMBLE TO THE CODE OF CONDUCT

The intention of the Fairbairn College Discipline Policy is to establish and promote adherence to certain standards of behaviour and general conduct.

The Fairbairn College Code of Conduct is designed to promote learner behaviour and a school environment which is conducive to academic development and achievement; and which will allow each learner to realise his/her potential within a calm and ordered environment.

It is stressed that the Code of Conduct, together with other corrective measures, eg. detention, is aimed at providing a framework of values within which all learners can function. In addition to discouraging misbehaviour, we believe that the continued good behaviour of the majority of our learners will be encouraged.

Ideally, the Code of Conduct will not only promote general discipline, but will also foster the self-discipline which will be required from our learners if they are to develop into well-rounded, mature and successful adults.

The Code of Conduct should promote a culture of reconciliation, social cohesion and cultural diversity, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in the school.

A learner shall obey the Principal, or any person to whom authority has been delegated by the Principal, according to the convention of the Principal acting "in loco parentis". No rule that follows shall in any way supercede the principle of "in loco parentis".

The school reserves the right to make amendments to the Code of Conduct as and when necessary.

2. FAIRBAIRN COLLEGE MISSION STATEMENT

The mission of Fairbairn College, a child focused, school community partnership, is to prepare learners to be responsible members of an ever-changing society by inspiring educational excellence in a secure and caring environment.

3. TERMS OF LEGISLATION

The Code of Conduct for Learners at Fairbairn College was drawn up in terms of the following legislation:

- ❖ The Constitution of the Republic of South Africa 1996, Act No. 108 and the Bill of Rights included in the constitution.
- ❖ South African Schools Act, 1996 (Act No. 84 of 1996) as amended.
- ❖ Guidelines for the consideration of Governing Bodies in adopting a Code of Conduct for learners, in Government Gazette No 18900.
- ❖ Extracts from Regulations relating to disciplining, suspension and expulsion of learners at public schools in the Western Cape, promulgated on 15 December 2011, in the Provincial Gazette Extraordinary No. 6939, and which came into effect on 2 April 2013, and in Circular 0018/2012 – Provincial Administration Western Cape – Education Department.
- ❖ Act 31, 2007 of the Education Laws Amendment Act, 2007.

4. LEGAL AUTHORITY

- 4.1** The South African Schools Act, Act No. 84 of 1996, section 8(1) empowers a Governing Body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.
- 4.2** An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learner is in attendance at the school: in any classroom, at any school function, school excursion or other school related activities.
- 4.3** The Principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a random search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs or harmful dangerous substance, stolen property or pornographic material brought onto the school property. During a search human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record must be kept of the search proceedings and the outcome.
- 4.4** In accordance with Act 31, 2007 of the Education Laws Amendment Act, 2007, the Principal or his or her delegate may at random administer a urine or other non-invasive test to any learner that is on fair and reasonable grounds suspected of using illegal drugs. This screening can be done on the school premises. The parent must be informed within one working day, if practical, that a random test or search and seizure was done in respect of his or her child.

5. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

5.1 LEARNERS

5.1.1 Expectations for learners

The school has pastoral care over its learners both in and out of the school in the form of guidance, counsel, and discipline, especially when there is misbehaviour, anti-social or illegal behaviour. The schools structure consists of four pillars, which provide a framework for the learner's life in the school:

Pastoral

Learners are expected:

- to maintain a high standard of behaviour and courtesy both inside and outside of the school;
- to be loyal to the school and to enhance the reputation of the school for the benefit of all at the school; and
- to display integrity and honesty in their actions and attitudes.

Academic

Learners are expected

- to try their best to fulfil their academic potential at school;
- to be accountable and recognise that each member of the school has the right to unhindered teaching and learning in a safe and secure environment to respect the rights of the individual to a full education; and
- to complete all homework assignments, and prepare adequately for all tests and examinations.

Extramural: - Physical and Cultural

Learners are expected

- to be involved in a cultural activity and to appreciate beauty and their heritage;
- to attend cultural events and prize-givings;
- to participate in at least one summer and one winter team sport offered by the school if in Grade 8 or Grade 9 and at least one summer or one winter sport offered by the school if in Grade 10, 11 or 12;
- to display sportsmanship of the highest order on and off the field; and
- to support matches.

5.1.2 Learners' rights

Learners should be entitled to:

- educational facilities and resources necessary for effective learning;
- be taught in a clean, safe and orderly environment;
- be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners;
- be treated as an individual, enjoying the respect of others, and treated in a fair and dignified manner;
- be taught in a disciplined environment in which punishment is fair and consistent;
- be recognized for their achievements;
- the democratic right to due process.

5.2 EDUCATORS

5.2.1 Educators' rights

Educators should

- be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided and maintained;
- expect learners to be prepared for lessons, having completed all homework assignments;
- expect learners to be punctual, courteous and respectful;
- be treated fairly and be respected as professional persons;
- be supported by parents and colleagues and receive the support of those in authority;
- be able to teach without interruption;
- enjoy privacy in their private lives, with the assurance that their personal property at school will be respected.

5.2.2 Educators' obligations

Educators must

- be professional in appearance and approach, and provide an environment which is conducive to effective learning;
- be well prepared for each lesson, teach each lesson effectively, and effectively evaluate work done;
- maintain a clean, disciplined and safe environment in the classroom;
- be punctual, consistent and fair, and sensitive to the needs of learners;
- treat learners as individuals, respecting their rights, and encouraging each learner to reach his/her full potential in all spheres of school life;
- guide learners, help them to identify problems that they have, and help them to resolve such problems;
- communicate with parents and keep them informed of the progress of learners;
- keep up to date with developments in education, in the subjects taught, and in the teaching of the subjects;
- set the correct example as a professional person;
- keep up to date with all administrative duties and attend all official school functions.

5.3 PARENTS

5.3.1 Parents' expectations

Parents expect from the school

- educators who are well qualified and competent to teach their subjects of instruction;
- a school that respects cultural diversities and is non-discriminatory;
- educators who are professional in their approach to their work and who set and maintain correct standards;
- the promotion of high moral standards and good ethics, with learners being taught in a disciplined environment that is conducive to learning;
- that they will be treated fairly and as individuals;
- support from approachable educators who communicate with parents on work and behavioural problems.

5.3.2 Parents' obligations

Parents should

- support and encourage their children in their involvement in all spheres of school life;
- ensure that learners attend school regularly, that they are correctly dressed, are properly equipped, and are punctual;

- support the school, the staff, the code of conduct and school rules, and ensure that their children do likewise;
- inform the school of any problem areas and communicate with individual educators where this is necessary or desirable;
- pay school fees on time;
- fetch their children on time after school functions, and attend official school functions such as parent teachers meetings.

6. CODE OF CONDUCT

6.1 BEHAVIOUR

6.1.1 In the classroom

After the educator has granted permission for learners to enter the classroom, they must stand next to their desks and wait until the educator has greeted them and requested them to be seated.

Desks must be kept clean and not defaced.

Litter must be placed in the wastepaper basket.

Eating and drinking of water is not allowed in classrooms, unless permission is granted by the educator.

When the Principal or any staff member enters the classroom, learners must stand and greet the visitor and wait until they are instructed to be seated.

Absolute silence must prevail while a visiting staff member is present.

Behaviour in class must be exemplary.

School books must be neatly covered. The learner's name, class and subject must appear on the front cover.

Use of tippex is not allowed.

Learners must raise their hands if they wish to speak. It is good manners to stand when speaking to an educator.

When the bell rings, books must be packed away once the educator has instructed learners to do so.

The educator will instruct learners to stand. Chairs and tables must be returned to position and any litter picked up. Once the educator has greeted the class, the class is to exit the room in an orderly fashion.

Learners will only be allowed to leave the classroom during periods in exceptional cases. No learner may leave the classroom without the permission of the educator.

6.1.2 During change of periods

Learners are only allowed in the cloakrooms in the case of emergencies, with permission from the educator.

Educators will be on corridor duty during change-overs to control the movement of learners.

Learners must move in single file and keep to the left.

Learners must move quickly and quietly in the corridors. Nobody is permitted to run along the corridors.

The English wing is a one-way passage between classes.

6.1.3 In the hall

Assemblies will be held on Mondays and Fridays. Learners must line up in their register classes on the hard surfaces in single file in silence.

Learners must enter the hall in a quiet and orderly manner. Silence must be maintained throughout the assembly.

Important announcements are made during assemblies. Learners are therefore required to pay careful attention to these announcements as they will not be repeated at a later stage.

6.1.4 On the school grounds

Toilets must be kept clean and neat at all times. Toilets are allocated for learners' use according to grades. Under no circumstances may learners use toilets other than those allocated to their grade.

Loitering in toilets is prohibited.

Learners are not allowed in the corridors or in the classrooms during breaks.

All litter must be placed in the bins provided. Litter may not be thrown on the school grounds.

Chewing gum is strictly prohibited.

6.1.5 At extramural activities

Players must attend all matches and practices unless exempted from doing so by the Principal. A letter of excuse for missing a match must be presented to the Principal at least 5 (five) school days before the match.

The involvement of a learner in non-College sport activities and non-College cultural activities must not disrupt the College's educational programme.

Learners supporting home matches must be dressed in full school uniform.

When attending practices, learners must at all times be dressed in the correct regulation uniform for that particular sport.

When participating in matches against other schools, learners must at all times be dressed in the correct regulation uniform for the particular sport; display sportsmanship; treat learners from the visiting school in a courteous manner and allow visitors to be served with refreshments first.

Learners must change into full school uniform or the official Fairbairn tracksuit after playing a match.

A referee or umpire's decision must not be questioned. Cheeky and derogatory comments against a referee will not be tolerated.

School property, equipment and the property of other schools must be respected.

Valuable articles and money must be handed to the appropriate coach for safe keeping.

6.1.6 At school functions

Excursions, tours, outings and camps are organised at the discretion of the school. Such excursions are a privilege and not a right.

Learners are invited to attend excursions using criteria determined by the school. These criteria vary according to the nature of the excursion. Learners who have a history of misbehaviour may be excluded from attending excursions.

Learners are expected to behave in an exemplary manner at all times while on an excursion. The staff member/s accompanying learners on an excursion are to be treated with the utmost respect at all times and learners are to strictly adhere to the instructions of said staff member/s. Learners whose behaviour on an excursion contravenes accepted norms or whose behaviour brings disrepute to the school may immediately be excluded from any further participation in the excursion concerned.

Any learner found in possession of or under the influence of drugs or any habit-forming substances (including cigarettes and alcohol) as well as any learner who uses or who is found in the possession of dangerous weapons will be severely dealt with. Such learners will be excluded from any further participation in the excursion and will be required to return home immediately. Should the learner's parents be unable to fetch him/her, the cost of the return journey will be borne by the learner's parents or guardians.

Any learner whose behaviour on an excursion contravenes the school's Code of Conduct will be disciplined on their return to school. Misbehaviour on an excursion may result in a learner being excluded from any further excursions.

6.2 ABSENTEEISM

If a learner is absent from school, he/she must on his/her return submit a written signed note from the parent/guardian to the Register class educator. This letter must indicate the reason for and dates of the absence as well as the learner's name and register class indicated clearly.

If a learner is absent for 3 or more school days a doctor's certificate, indicating the reason for the absence, must be submitted.

If a learner is absent for a test or an examination, the parent/guardian must inform the school of this absence telephonically. A doctor's certificate must be produced for such an absence. Failure to do so will result in the learner obtaining zero for the test or examination.

Late comers

Names of learners who arrive late for school will be noted by the College Secretary/educators in charge of late coming. These learners will be given Grade Head detention, unless a written signed note from the parent/guardian is submitted upon arrival at school.

Learners who arrive late for school must obtain a late note from the Secretary. No educator may allow a learner into class without such a note if they arrive late.

Learners who arrive late on Assembly mornings are to wait in the foyer after they have reported to the Secretary/educators where an RCL Executive member will be on duty.

6.3 UNIFORM

6.3.1 Boys – summer and winter

Trousers	Khaki shorts (summer only). Long regulation grey flannels. Tapered or flared longs may not be worn (summer and winter).
Belt	Black, with smallplain buckle.
Shirt	White, long-sleeved or short-sleeved shirt with collar and school tie. Shirt must be tucked in properly at all times. Button-down collars are not permitted.
Blazer	Regulation navy school blazer obtainable from our stockists with Fairbairn badge on the pocket. Only badges and insignia officially issued by the school may be worn on the school blazer. Keyrings used to hold blazer buttons in place may be no bigger than 1,5 cm in diameter. (New learners must please buy new blazers because old blazers obtained from other learners project a scruffy image.)
Shoes	Black Bata Toughees lace-up type thin-soled with round toe. "Boot" type shoes, and shoes with a matte finish are not permitted.
Socks	Long khaki socks (summer only). Regulation grey with school stripes on calf-turnovers or plain grey to match trousers(summer and winter).
Jersey	Navy-blue V-neck with college colours obtainable only from our stockists. Home knitted jerseys are not permitted because they often do not match the uniform.
Tie	College tie. Must be worn with white shirt and blazer.

6.3.2 Girls – summer

Dress	Blue school dress supplied by our stockists. Length: on the knee.
Blazer	Blazer is optional in summer. Regulation navy school blazer obtainable from our stockists with Fairbairn badge on the pocket. Only badges and insignia officially issued by the school may be worn on the school blazer. Keyrings used to hold blazer buttons in place may be no bigger than 1,5 cm in diameter. (New learners must please buy new blazers because old blazers obtained from other learners project a scruffy image.)
Shoes	Black Dolly shoes, black basic fit bar strap or Bata Toughees thin-soled lace-up type. "Boot" type shoes and shoes with a matte finish are not permitted.
Jersey	Navy-blue V-neck with college colours obtainable only from our stockists. Home knitted jerseys are not permitted because they often do not match the uniform. A sleeveless pull-over is not part of the uniform.
Socks	Short white socks must be worn in summer turned over just above the ankle.

Girls – winter

Shirt	White, long-sleeved shirt with collar and tie – must be tucked in properly at all times. Button-down collars are not permitted.
Skirt	Regulation 6-panel grey flannel skirt as supplied by our stockists – <u>not</u> the flannel skirt available from other department stores. Length: on the knee.
Blazer	Regulation navy school blazer obtainable from our stockists with Fairbairn badge on the pocket. Only badges and insignia officially issued by the school may be

worn on the school blazer. Keyrings used to hold blazer buttons in place may be no bigger than 1,5 cm in diameter. (New learners must please buy new blazers because old blazers obtained from other learners project a scruffy image.)

Shoes	Black Dolly shoes, black basic fit bar strap or Bata Toughes thin-soled lace-up type. "Boot" type shoes and shoes with a matte finish are not permitted.
Jersey	Navy-blue V-neck with college colours obtainable only from our stockists. Home knitted jerseys are not permitted because they often do not match the uniform. A sleeveless pull-over is not part of the uniform.
Tie	College tie.
Stockings	Rothmans-Denim. (Also obtainable from the College Bookroom)
Head scarf	Navy-blue. (Only obtainable from the College Bookroom)

6.3.3 General uniform regulations

All learners must wear full school uniform during College hours, when travelling to and from the College, and on other occasions specified by the Principal.

Learners may not appear in public wearing incomplete uniform.

The personal appearance, manner of dress and hairstyle of a learner must comply with the requirements laid down by the Code of Conduct.

No learner may wear any item of uniform which has not been approved by the Principal and Governing Body.

Boys

Hair regulations

Neatness is paramount in judging whether hair styles conform to requirements.

The boys' hair must be a reasonable length, cut away from the ears and off the collar. Sideburns may not extend more than midway down the ear.

Learners participating in extra-mural activities may not wear head bands – this is an indication that hair is too long. Hair in front of the head must not cover the face or part of it, especially the eyes when the learner sits in a writing position at a desk.

No dyed, colour rinsed or peroxidized hair is permitted. No gel, conditioner or other hair preparation is permitted. We do not permit "way out" styles, steps, ridges, colour rinses, highlights, low lights, gel, dyes, bleach, lemon juice rinses, peroxide or perms. No hair sculpting is allowed. No corn rows, hair pieces, extensions, braids or dread-locks are allowed.

Boys are to be cleanly shaven at all times.

Earrings / body piercing / jewellery

Under no circumstances will any type of earring or visible body piercing and tattoos be allowed while a boy is in school uniform or attending any school function in civilian clothes. This applies to both during and after school hours. Bristles may not be worn to keep a hole open.

No jewellery (except watches) may be worn with the school uniform. No brightly coloured watches are permitted.

Girls

Hair regulations

Neatness is paramount in judging whether hair styles conform to requirements.

Hair in front of the head must not cover the face or part of it, especially when the learner sits in a writing position at a desk. Girls' hair must be tied off the face with hair grips. Grips must match the colour of the hair.

Girls with collar-length or longer hair must tie their hair neatly with a black, navy blue or dark brown elastic hair band. No cloth/material/toweling hair bands or "scrunchies" may be worn in the hair.

Hairstyles must be such that the fringe never falls below the eyebrows. Longer fringes must be gripped back.

We do not permit "way out" styles, steps, ridges, colour rinses, highlights, low lights, gel, dyes, bleach, lemon juice rinses, peroxide or perms.

No dread-locks are allowed. Hair extensions, braids and hair pieces must match the learner's natural hair colour.

No eyelash extensions are allowed.

Jewellery / earrings / body piercing

Earrings for pierced ears – small plain studs, one per ear only to be worn in the earlobe in the lowest hole. No other visible body piercings and tattoos are allowed. Bristles may not be worn to keep a hole open.

No jewellery (except watches) may be worn. No brightly coloured watches are permitted.

6.3.4 THE FOLLOWING ITEMS ARE NOT PART OF THE SCHOOL UNIFORM AND MAY NOT BE WORN UNDER ANY CIRCUMSTANCES

Boys

- Suede shoes, shoes with buckles, track shoes, boots.
- Jackets – Baseball jackets, wind breakers, track suit tops and bomber jackets.
- Jersey – No jersey, plain or patterned, other than the regulation navy school jersey may be worn.
- T-Shirt – may not be worn under shirt.
- Belts with studs may not be worn.
- Cosmetic dental fillings or coloured contact lenses may not be worn.

Girls

- Stockings – thick-ribbed stockings, brown or flesh-coloured panty hose.
- Jerseys – no jersey, plain or patterned, other than the regulation navy may be worn.
- Shoes – baby dolls, suede shoes, shoes with large buckles, track shoes, boots are not allowed.
- Hair accessories – no ribbons and multi-coloured hair bands – regulation colours (black, navy or dark brown) only.
- Jackets – baseball jackets, wind breakers and track suit tops are not allowed.
- Socks – thick white socks and shuffle socks.
- Make-up of any sort.
- Nail polish of any sort and long nails are not allowed. No henna or henna products may be used on the nails or skin.
- Cosmetic dental fillings or coloured contact lenses may not be worn.

Any learner wishing to deviate from 6.3, must refer to Section 8 in the School Code of Conduct.

6.4 GENERAL

No learner shall in any manner bring the name of the College into disrepute during College hours or at other times, if he can be identified in any way as being a learner of the College.

No learner, or group of learners, may organise any activity or social gathering which can be identified with the College without the permission of the Principal.

No learner may promote private political or religious objectives on the school grounds or while wearing College uniform.

Smoking is forbidden for all learners. No learner may be in the possession of cigarettes, electronic cigarettes or electronic cigarette liquid, matches, a lighter or smoking paraphernalia. Smoking after school hours in school uniform is a violation of school rules.

No learner may consume or be in possession of alcohol on the school premises. The use of alcohol in school uniform is a violation of school rules.

Substance abuse will not be tolerated. No learner may be in possession of or under the influence of drugs.

Learners on the school premises, or in school uniform, or recognisable as Fairbairn College learners, or when attending any school activity may not be in possession of tobacco, electronic cigarettes or electronic cigarette liquid, alcohol, drugs, weapons or undesirable items. To be in the company of any learner breaking this rule will be considered a serious offence.

No learner may harm or endanger the physical well-being of a fellow learner. No learner may bring to school, have on their person or use dangerous weapons, any kind of fireworks or any object which can cause injury. No learner may have scissors on their person or in their pockets. These must be kept in the school bag or pencil case.

No learner may bring to school or have in their possession pornographic material of any sort.

A learner may not be guilty of disruptive behaviour, and shall always be respectful and polite towards staff members, RCL Executive members and visitors to the College.

Abusive, foul, insolent, obscene and inflammatory language may not be used.

No intimate displays of affection are allowed between learners.

Bullying, fighting, victimisation, intimidation, initiation and any display of racism will be severely dealt with.

No learner may knowingly and willfully withhold information, or wittingly condone or fail to report the sighting or presence of tobacco, electronic cigarettes or electronic cigarette liquid, alcohol, drugs, weapons or undesirable items.

Do not be tempted to take or tamper with anything that does not belong to you. Theft is a most serious offence and is a matter which may be referred to the S A Police Services.

College property, or private property, may not be damaged, defaced or soiled. Any learner found guilty of such actions will be held financially liable to repair or replace the property concerned to the satisfaction of the College or private individual.

Learners must look after their own property at all times since the school cannot be responsible for lost items. All personal property must be marked clearly.

Earphones may not by any means be visible to the eye while a learner is dressed in school uniform. Earphones that are plugged into the ears or that are visible to the eye while a learner is dressed in school uniform, will be confiscated.

No learner may make or receive a cellphone call during school hours without the express permission of a Deputy Principal or the Principal. Cellphones must be switched off during school hours. Cellphones that are used, ring or beep during school hours will be confiscated for the remainder of the term. The College will not accept responsibility in the event of theft or loss of cellphones.

Learners' cellphones must be switched off from 08:00 until 14:30. If an educator gives permission, learners may use cellphones and earphones in classrooms for academic purposes, i.e. as a resource.

Learners may not have cellphones on their person during the writing of a test or examination. Learners found guilty of dishonesty or in possession of a cellphone, MP3 player or any other communication device, or notes or books in a test or examination will be given nought for that subject regardless of whether this will result in his/her failing the year. If a cellphone rings or beeps while on a learner during the writing of a test or examination, the learner will be given nought for that test or examination.

Highlighters may not be used in a test or examination.

A learner may not ride a bicycle, motor-cycle or any other vehicle on the College grounds. Learners who ride a motor-cycle or drive a car while wearing College uniform must provide the school with a copy of their licence.

No bicycles are to be ridden on the school grounds. Bicycles must be parked in the bicycle stands. Motor vehicles may not be parked on the school grounds.

Learners shall attend College for the full prescribed College hours.
A learner may not be absent from class.

Learners who wish to leave school early must, ahead of time, hand the Principal a written request from the parent/guardian. Permission to leave school early will only be granted in exceptional circumstances.

7. SERIOUS MISCONDUCT

(Extracted from: Regulations relating to disciplining, suspension and expulsion of learners at public schools in the Western Cape, promulgated on 15 December 2011, in the Provincial Gazette Extraordinary No. 6939, and which came into effect on 2 April 2013, and Circular 0022/2012 – Provincial Administration Western Cape – Education Department.)

The Governing Body may, after a fair hearing, suspend or recommend expulsion to the Head of Education, if a learner is found guilty of serious misconduct.

A learner may be found guilty of serious misconduct if he or she:

1. has been convicted by a court of a criminal offence and sentenced to imprisonment without the option of a fine ; or
2. provided, sold, bought, procured, used (under the influence of/tests positive) or had in his or her possession intoxicating liquor or drugs during a school activity or in school uniform or while on the school grounds ; or
3. is guilty of assault, theft, gross insubordination or immoral conduct ; or
4. has been repeatedly absent without leave from school and/or classes; or
5. conducts himself or herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, inter alia, if he or she :
 - 5.1 seriously threatens, disrupts or frustrates teaching or learning in a class;
 - 5.2 engages in a conspiracy to disrupt the proper functioning of the school;
 - 5.3 insults the dignity of a staff member;
 - 5.4 cheats in a test or examination;
 - 5.5 distributes any test or examination material that may enable another person or himself/herself to gain an unfair advantage or is in possession of any examination material prior to or during the writing of the said examination;
 - 5.6 sexually harasses another person;
 - 5.7 is found in possession of or distributes pornographic material;
 - 5.8 supplies false information or falsifies documentation to gain an unfair advantage at school;
 - 5.9 is in possession of a dangerous weapon or uses it to threaten any person;
 - 5.10 is in possession of or uses any kind of fireworks;
 - 5.11 engages in any act of public indecency;
 - 5.12 endangers the safety and violates the rights of others;
 - 5.13 fights, swears, or falsely identifies himself/herself;
 - 5.14 threatens fellow learners or educators;
 - 5.15 uses hate speech, makes himself/herself guilty of racism or applies harmful graffiti;
 - 5.16 vandalizes, destroys or defaces school property or the property of any member of the school community;
 - 5.17 repeatedly violates school rules or the Code of Conduct.

8. LEARNER SEEKING EXEMPTION FROM THE RULES OF THE CODE OF CONDUCT

The following procedure is to be followed:

1. A learner must submit a written request to the Principal furnishing reasons why he/she should be exempt.
2. The Principal can either refer the matter to:
 - The school Senior Management Team or
 - The Governing Body. If required, the learner and his/her parents/guardians may appear before the Governing Body to substantiate the written submissions and the Governing Body should be allowed to put questions to the learner/parents/guardians. The Governing Body may prescribe certain conditions as deemed necessary, in the event that the exemption is allowed.

9. DISCIPLINE PROCEDURES AND STRUCTURES

A learner guilty of an offence will be punished with discretion by the Principal, or by persons to whom authority has been delegated by the Principal.

The type of punishment will be determined by the nature and gravity of the offence, and will be applied in terms of the principle of "in loco parentis" and existing regulations.

A learner will be given an opportunity to state his case provided that this is done in a respectful and reasonable manner, and will have the right of appeal to the Principal whose decision will be final.

A learner who has been given detention as punishment by the Principal or person to whom authority has been delegated by the Principal, must attend the detention class on the day and time stated, unless the learner has been excused by the person concerned.

"First level of discipline" administered by the educator or Exco member

- Staff and RCL Exco members are responsible and accountable for the "First Level" of Discipline.
- Punishment administered by the staff or RCL Exco member closest to the offence is most effective.
- Staff and RCL Exco members must be seen to take action first....and then only....pass on to the existing structures/grade heads/heads of discipline.

Examples of suitable punishment:

1. Reprimand
2. Standard method of writing out: e.g. Code of Conduct
3. Keep small groups after school, during breaks
4. Communicate with parents- by means of homework book- telephonically- letters of intervention
5. Counselling by the subject educator
6. Time out venue

[Educators should double/repeat no.'s 1 to 5, if appropriate, before exploring the Second Level of Discipline"]

"Second level of discipline"

Offence: Learners who have defaulted with regard to the "First level of Discipline" as outlined above...**or...**
Educators who feel that the normal "First Level of Discipline" has been exhausted on the specific learner without success...**or...**
That the offence is of such a nature that a senior person must deal with it then ...

Procedure: Such a learner is sent to the Grade Head-Grade Head referral form

Disciplinary Measures available to Grade Head:

1. Detention
2. Counselling by the Grade Head, Interviews with learners and parents
3. Daily report
4. In School Suspension

[When appropriate the "Backward Forward principle" should apply...i.e.....punishment given by the educator at the "First level of Discipline" which has not been done **MUST** be completed in conjunction with punishment administered at the "Second level of Discipline".]

"Third level of discipline"

Offence: Educators who feel that the normal "First or Second Level of Discipline" have been exhausted on the specific learner without success...**or...**
That the offence is of such a nature that the HEAD OF DISCIPLINE must deal with it then...

Procedure: Such a learner is sent to the HEAD OF DISCIPLINE.

Disciplinary Measures available to HEAD OF DISCIPLINE:

1. Detention
2. Counselling by the Head of Discipline, Interviews with learners and parents, (and with HM if required)
3. Daily report
4. In School Suspension
5. Saturday Detention

"Fourth level of discipline"

Offence: That the offence is of such a nature that the PRINCIPAL must deal with it then...

Procedure: Such a learner is sent to the PRINCIPAL.

Disciplinary Measures available to PRINCIPAL:

1. Detention
2. Counselling by the Principal, Interviews with learners and parents
3. Daily report
4. In School Suspension
5. Saturday Detention

Other measures at Principal's discretion:

Voluntary withdrawal

Counselling by the School Governing Body

Governing Body intervention - Suspension, Expulsion