

MITCHELL HOUSE



Code of Conduct

CODE OF CONDUCT

1. PREAMBLE

A Code of Conduct is an essential document for the successful running of a School. It is based on democratic principles and fundamental rights, such as non-discrimination, non-violence, equality and participation.

Parents, pupils and teachers are in a partnership to ensure that Mitchell House is properly governed and that discipline is maintained.

For the purposes of this document, "School / College" is taken to mean Mitchell House. "At School" includes all of the following:

- On the School premises at any time.
- Participating in a School function in any place and at any time.
- In School uniform in any public place, whether on School business or not.
- In any context in which the pupil is clearly associated with the School.
- The surrounds, neighbouring shopping malls, centres, veld, grasslands and residential developments.

The Code of Conduct is a set of rules which regulates the conduct of pupils at the School. Good behaviour from pupils is expected in the classrooms, on the sports fields, on the School property and when representing the School. Pupils are representatives of Mitchell House and as such should uphold our reputation and values, i.e. personal integrity, respect for self and others, discipline and responsibility, kindness and empathy and striving for excellence.

The absence of any specific guideline in this Code of Conduct does not relieve any individual of his or her responsibility to behave in what is considered a fair and reasonable manner in all situations related to Mitchell House.

2. PRINCIPLES, RIGHTS AND RESPONSIBILITIES

Every pupil and parent of pupils attending Mitchell House shall have the responsibility to uphold this code of conduct.

2.1. Parents and Guardians, by subscribing to this code of conduct, commit themselves to;

- Helping and encouraging children to develop strong moral values.
- Taking an active and supportive interest in the School's aspirations.
- Taking an active interest in children's work and progress, and in this regard attending parents' meetings.
- Supporting the values, authority and discipline of Mitchell House.
- Ensuring children abide by the Mitchell House rules.
- Ensuring that each pupil participates in a minimum of one School sport and cultural activity per term.
- Reading and committing themselves to the relevant policy documents that pertain to them at the School.
- Listening to, and holding discussions with pupils and students at a time and place that permits full and confidential exploration of issues.
- Directing concerns to the educator in the first instance.
- Articulating the problem clearly and fully. Pupils will be afforded the opportunity to work towards a solution, which will require sufficient time.

- Recognising that:
 - Members of staff are trained professionals.
 - Staff perspectives may differ from those of parents.
 - Staff have multiple time commitments.

2.2. The Headmaster and Staff have committed themselves to;

- Instilling into each individual pupil a sound ethical and moral attitude, based on the values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing and implementing a curriculum of excellence.
- Setting the highest standards of work and behaviour for all pupils.
- Being professional in allocation, review and return of pupils' work.
- Protecting the dignity of all who are a part of our school community.
- Creating a loving and caring environment for the pupils.
- Fostering strong communication with parents as the basis for close co-operation.
- Conducting themselves in accordance with the *Code of Professional Conduct of the South African Council for Educators*.
- Conducting themselves in accordance with *The Schools Act* (No. 84 of 1996) as amended.
- Listening to parents and pupils, and understanding and investigating any concerns raised.
- Providing the appropriate time and place for a full and confidential discussion if requested.
- Establishing reasonable expectations for solving any issues or problems.
- Establishing a written action plan for any proposed or agreed solution.
- Reporting and reviewing the action plan.
- Providing an opportunity to a parent or pupil to work towards a solution.
- Recognising that:
 - Parents have a depth of experience with the pupil.
 - Parental and teacher perspectives may justifiably differ.
 - Parents have multiple time commitments.

2.3. Rights and Responsibilities of Mitchell House Pupils:

- The right to be listened to, and taken seriously, in a fair and reasonable manner.
- The responsibility to listen to others, including those using augmentative modes of communication.
- The right to be respected and be treated with dignity, equity, given fair treatment and protected from harm.
- The responsibility to respect and care for others and to treat others in a fair and just manner.
- The right to be taught by teachers who are fair, competent and sympathetic to their needs and to receive special care for special needs.
- The responsibility to work to the best of his/her ability and be the best person he/she can be.
- The right to a safe and comfortable school and the protection of property.
- The responsibility to care for the school and its environment and to respect and maintain the property of others.
- The right to his/her own convictions and cultural traditions and to be proud of the School, his/ her family and beliefs.
- The responsibility to respect the convictions and cultural traditions of the School and the beliefs of others, within the Christian culture of the school.

- The right to a disciplined environment and to work and learn without being disturbed by others and to develop to his/her full potential making use of all the opportunities offered at Mitchell House.
- The responsibility to be considerate of others at School and to uphold discipline by acting in a mature, responsible manner, and to actively support the learning process.
- To be protected from any form of abuse, be it physical or verbal.
- The responsibility to refrain from the above; to react to any provocation in a mature manner, and to protect others from such abuse by reporting it to the relevant authorities.

3. ETHOS

- A pupil should at all times conduct himself/herself in a manner that demonstrates self-respect, upholds the dignity of his/her peers, and pride in the School, both on the School property and outside in the community.
- A pupil should at all times be courteous, helpful and fair in all facets of life.
- A pupil should at all times, both in the classroom and on the sports field, strive to achieve excellence.
- A pupil should protect and enhance the School's reputation and ethos.
- It is a requirement that each pupil must participate in a minimum of one School sport and cultural activity per term.

4. CONDUCT ON THE SCHOOL PROPERTY AND WHEN REPRESENTING THE SCHOOL

4.1. General Conduct

- Respect others by being polite, courteous, considerate and helpful at times.
- Greet all adults and visitors in the appropriate manner.
- Pupils should stand back and allow adults to pass through doorways and along corridors.
- Keep to the left of the corridor and do not loiter or run.
- Offensive or foul language will not be tolerated.
- No sexist or racist behaviour/language will be tolerated.
- Possession or distribution of pornographic or other offensive material will not be permitted.
- Possession of dangerous weapons will not be permitted.
- Queuing at the tuck-shop should be done in an orderly manner.
- Each member of Mitchell House has a role to play in minimising theft. No expensive items should be brought to School. Large amounts of money should not be carried around at School. Ensure all personal items are marked.
- Do not leave bags or kit lying around the School property - use the pupil's personal locker for safekeeping.
- Cell phones, as with other valuables, are brought to School at the owner's risk. (See 8 below).
- Pupils may not hitchhike in uniform or in the company of pupils in uniform.
- No pupil may invite friends/guests to school without the Headmaster's permission.
- Bullying will not be tolerated. This includes unkind remarks or actions. To stand by when someone else is being bullied is to support bullying. All instances of bullying are to be reported (victims are to be supported, not the perpetrators). Verbal harassment will be defined as threats, gestures and verbal attacks on race, ethnicity or sex. Teasing will not be tolerated. Physical or mental aggression will be severely dealt with.

- No ball games may be played in or close to, the School buildings without permission.
- Vandalism and the willful destruction of property are unacceptable.
- Seniors are to be respected; they are expected to uphold the values of Mitchell House and set the example of correct behaviour at Mitchell House.
- Rollerblading/Skateboarding etc. is not permitted on the School property.
- All litter and refuse must be put into the designated bins. We strive for a healthy and clean environment at the School. Recyclable materials must be placed in the appropriate bin. No refuse to be disposed of in recycling bins.
- Intimate physical contact will not be considered acceptable behaviour.
- School uniform must be worn neatly and correctly at all times.
- A pupil must obey and assist any teacher to the best of his/her ability.
- A pupil must report any breach of the Code of Conduct to someone in authority.

4.2. Academic Conduct

- Any form of cheating in tests or examinations is unacceptable. Pupils caught cheating or plagiarising will receive “0” for the test/examination and be given a Headmaster’s Detention and/or an official warning or lead to formal Disciplinary action including a Head’s Enquiry.
- Any form of dishonesty will be considered a serious offence.
- If a pupil is seated when an adult enters the room, he/she should rise to his/her feet to greet the adult.
- Truancy from lessons will not be tolerated.
- Eating or drinking in the classroom will not be permitted.
- Chewing gum while in school uniform will not be permitted.
- Homework set by staff is compulsory and time constraints must be met.
- Attendance and prompt arrival for lessons is compulsory.
- A pupil must inform his/her register class teacher if he/she knows he/she is going to be absent from School, by bringing a letter from his/her parents/guardians before the said day.
- A pupil must bring a letter from his/her parent/guardian if he/she has been absent from School for any reason.
- A pupil must bring a doctor’s certificate if he/she has been absent for a period of three days or more.
- A pupil must bring a doctor’s certificate if he/she has been absent for a cycle test or examination.
- A pupil must hand in work on the due date.
- A pupil must obey reasonable instructions given by teachers.
- No pupil may leave class during a lesson unless in an emergency and then only with the permission of the teacher concerned.

4.3. General Rules

- Should a pupil arrive after registration then he/she must report to the office and sign the late book. If a pupil wishes to leave school, permission must be granted by the Head of Phase, who will sign the slip. This must be handed in to the office on departure. A parent or guardian must sign out a pupil leaving school early.
- Pupils may not be absent without a valid reason.
- Pupils may not miss examinations or cycle tests. Permission to miss tests or examinations will only be given by the Headmaster, Deputy Head or Director of Studies.

- No pupil may enter the staffroom, or any administrative offices without permission.
- The use of the office telephone is permitted in cases of genuine need only.
- The office photocopier may not be used by a pupil.
- Messages may be left at reception by telephone/personally for learners only in the case of genuine need.
- A Mitchell House pupil is required to wear his/her uniform neatly and correctly.
- As a member of the School a pupil should obey and uphold the principles outlined in the Code of Conduct.
- Pupils are reminded that they are representatives of Mitchell House and thereby undertake not to do anything to damage the reputation of the School.

5. UNIFORM REGULATIONS

5.1. School Uniform

Pupils are required to wear the correct School uniform. Failure to do so will result in disciplinary action.

The correct School uniform is outlined below:-

	<u>Boys</u>	<u>Girls</u>
Grade 00 – 0	PE Kit and strops School hat School jersey or tracksuit when necessary	PE Kit and strops School hat School jersey or tracksuit when necessary
	<u>Winter Uniform</u>	
	Tracksuit worn over P.E. kit with track shoes (must be predominantly white) School jersey when necessary	Tracksuit worn over P.E. kit with track shoes (must be predominantly white) School jersey when necessary

Summer Uniform

Grade 1 - 3	<u>Monday, Tuesday, Wednesday and Friday</u> P.E. kit Long school socks Predominantly white track shoes School hat School jersey or tracksuit when necessary	<u>Monday, Tuesday, Wednesday and Friday</u> P.E. kit White school socks (not tennis socks) Predominantly white track shoes School hat School jersey or tracksuit when necessary
	<u>Thursday</u> Blazer Short-sleeved open-neck white shirt Stone coloured school shorts Long school socks Black leather lace-up shoes School Hat School Jersey when necessary	<u>Thursday</u> Blazer Short sleeved open-neck white shirt Tunic White school socks (not tennis socks) Black leather school shoes School Hat School Jersey when necessary

Grade 4 - 7	<p><u>Monday, Tuesday and Thursday</u> P.E. Kit Long school socks Track shoes School cap</p> <p><u>Wednesday and Friday</u> Blazer (Compulsory on Wednesday) Stone coloured school shorts Short-sleeved open-neck white shirt Long school socks Black leather lace-up shoes School Jersey when necessary Black belt if necessary</p>	<p><u>Monday, Tuesday and Thursday</u> P.E. Kit White school socks (not tennis socks) Track shoes School cap</p> <p><u>Wednesday and Friday</u> Blazer (Compulsory on Wednesday) Short sleeved open-neck white shirt Skirt (Gr 4 girls may continue wearing the tunic until they outgrow it) (Gr 7s may wear stone trousers) White school socks (not tennis socks) Black leather school shoes School Jersey when necessary</p>
Grade 8 – 12	Blazer (Compulsory on Mondays and special occasions) Stone coloured trousers Short-sleeved open-neck white shirt Long school socks Black leather lace-up shoes. School Jersey when necessary (under a blazer) Black belt if necessary	Blazer(Compulsory on Mondays and special occasions and always worn as the outer garment) Short sleeved open-neck white shirt School plaid skirt or Stone trousers White school socks (not tennis socks) Black leather school shoes School Jersey when necessary (under a blazer)

Winter Uniform

Grade 1 – 3	<p><u>Monday, Tuesday, Wednesday and Friday</u> Tracksuit worn over P.E. kit with track shoes (must be predominantly white) School hat</p> <p><u>Thursday</u> Blazer Short or long sleeved white shirt (long sleeved vests may not be worn under short-sleeved shirts) Stone coloured trousers or shorts School tie School socks School jersey if necessary Black leather lace-up shoes School hat</p>	<p><u>Monday, Tuesday, Wednesday and Thursday</u> Tracksuit worn over P.E. kit with track shoes (must be predominantly white) School hat</p> <p><u>Friday</u> Blazer Short or long sleeved white shirt (long sleeved vests may not be worn under short-sleeved shirts) Tunic School tie Long School socks or navy tights School jersey if necessary Black leather school shoes School hat</p>
Grade 4 – 7	<u>Monday, Tuesday and Thursday</u> Tracksuit worn over P.E. kit with track shoes School cap	<u>Monday, Tuesday and Thursday</u> Tracksuit worn over P.E. kit with track shoes School cap

	<u>Wednesday and Friday</u> Blazer (Compulsory on Wednesday) Short or long sleeved white shirt (no T-shirts or vests to be visible) Stone coloured longs OR shorts School tie School socks Black leather lace-up shoes School jersey if necessary Black belt if necessary	<u>Wednesday and Friday</u> Blazer (Compulsory on Wednesday) Short or long sleeved white shirt (no T-shirts or vests to be visible) Blue School Skirt or stone trousers School tie Long School socks or navy tights Black leather school shoes School jersey if necessary
Grade 8–12	Blazer(Compulsory on Mondays and special occasions) Stone coloured trousers Short or long sleeved white shirt (no T-shirts or vests to be visible) College Tie School socks Black leather lace-up shoes School Jersey when necessary (under a blazer) Black belt if necessary	Blazer (Compulsory on Mondays and special occasions) School plaid skirt or Stone trousers Short or long sleeved white shirt (no T-shirts or vests to be visible) College Tie Long School socks or navy tights Black leather school shoes School Jersey when necessary (under a blazer)

General Notes:

- The tracksuit pants may never be worn without the tracksuit top. The tracksuit top may, however, be worn with the P.E. shorts.
- All uniform items must be clean and in good condition.
- All uniform items should be clearly labelled, but not where the label is visible when the uniform is worn.
- All uniform items must be procured from the school shop except for footwear, white school shirts, girls white school socks and navy blue (not black) beanie.

5.2. Sport Uniform

When representing the School for matches and other events the sport uniform for the various codes must be worn with the School's official tracksuit with track shoes. Pupils will wear normal P.E. kit for practices.

<u>UNDER 7 TO UNDER 9</u>		
	<u>Boys</u>	<u>Girls</u>
All sports codes	Blue P.E. shorts P.E. Golf Shirt Track shoes Full tracksuit to and from school events	Blue P.E. Shorts P.E. Golf Shirts Track shoes Full tracksuit to and from school events
Swimming	Navy costume Navy or School swimming cap Full tracksuit with correct track shoes to and from school events 'Slides' may only be worn at the swimming pool	Navy costume Navy or School swimming cap Full tracksuit with correct track shoes to and from school events 'Slides' may only be worn at the swimming pool

<u>UNDER 10 TO UNDER 13</u>		
	<u>Boys</u>	<u>Girls</u>
Athletics	Blue P.E. shorts P.E. Golf Shirt Track shoes Full tracksuit to and from school events	Blue P.E. Shorts P.E. Golf Shirt Track shoes Full tracksuit to and from school events
Soccer	School soccer jersey White shorts Sport socks – blue, green and white striped Soccer togs Full tracksuit to and from school events with correct track shoes	School soccer jersey White shorts Sport socks – blue, green and white striped Soccer togs Full tracksuit to and from school events with correct track shoes
Netball		School Netball skirt (netball skirts worn from under 9) School Netball shirt School (blue) netball socks Navy blue 'hot pants' Full tracksuit to and from school events with correct track shoes
Rugby	Blue PE Shorts Rugby Jersey Sport Sock – blue, green and white striped Gum guard	
Cricket	White School Golf Shirt White Shorts (up to under 12) Cricket longs – 1 st and 2 nd team Sport socks – blue, green and white striped Cricket shoes or track shoes	White School Golf Shirt White Shorts (up to under 12) Cricket longs – 1 st and 2 nd team Sport socks – blue, green and white striped Cricket shoes or track shoes
Hockey	P.E. Golf Shirt Blue P.E. shorts Sport socks – blue, green and white striped Hockey togs or track shoes Full tracksuit with correct track shoes to be worn to and from an event.	School Hockey shirt School Hockey skirt Sport socks – blue, green and white striped Hockey togs or track shoes Full tracksuit with correct track shoes to be worn to and from an event.
Swimming	Navy costume Navy or school swimming cap Full tracksuit with correct track shoes to and from interschool events 'Slides' may only be worn at the swimming pool	Navy costume Navy or school swimming cap Full tracksuit with correct track shoes to and from interschool events 'Slides' may only be worn at the swimming pool
<u>COLLEGE – UNDER 14 TO UNDER 19</u>		
	<u>Boys</u>	<u>Girls</u>
Athletics	Navy athletics shorts School athletics vest Full tracksuit with correct track shoes to be worn to and from an event.	Navy athletics shorts School athletics vest Full tracksuit with correct track shoes to be worn to and from an event.

Soccer	School soccer shorts School soccer shirt Sport socks – blue, green and white striped Soccer togs Full tracksuit with correct track shoes to be worn to and from an event. 'Slides' may only be worn during breaks in play to avoid damaging soccer togs.	School soccer shorts School soccer shirt Sport socks – blue, green and white striped Soccer togs Full tracksuit with correct track shoes to be worn to and from an event. 'Slides' may only be worn during breaks in play to avoid damaging soccer togs.
Netball		School Netball skirt School Netball shirt School (blue) netball socks Navy blue 'hot pants' Full tracksuit to and from interschool events with correct track shoes
Rugby	White shorts School Rugby Jersey Sport Sock – blue, green and white striped Gum guard	
Cricket	White School Golf Shirt Cricket longs – 1 st and 2 nd team Sport socks – blue, green and white striped Mitchell House jersey or pullover when necessary Cricket shoes or track shoes	White School Golf Shirt Cricket longs – 1 st and 2 nd team Sport socks – blue, green and white striped Mitchell House jersey or pullover when necessary Cricket shoes or track shoes
Hockey	Navy athletics shorts School P.E. shirt Sport socks – blue, green and white striped Full tracksuit with correct track shoes to be worn to and from an event. Hockey boots or track shoes	School Hockey skirt School Hockey shirt Sport socks – blue, green and white striped Full tracksuit with correct track shoes to be worn to and from an event. Hockey togs or track shoes
Swimming	Navy costume Navy or school swimming cap Full tracksuit with track shoes to and from interschool events 'Slides' may only be worn at the swimming pool	Navy costume Navy or school swimming cap Full tracksuit with track shoes to and from interschool events 'Slides' may only be worn at the swimming pool

Pupils are required to go home, after sport, wearing either full school uniform, or full sports gear. They may not leave in a swimming costume or without shoes. When pupils appear in public, please ensure that they are correctly dressed, including shoes. Pupils will be excluded from a game if they are not correctly dressed.

5.3. Jewellery

- No Jewellery/ religious bands etc. to be worn with the school/sports uniform.
- Only a watch or medical alert disc may be worn.
- No chains, necklaces or bracelets are allowed.
- Girls may wear stud earrings only (the small gold/silver type used when ears are pierced), in the hole of the ear lobe.
- Only badges related to Mitchell House activities may be worn on uniforms.

- If in doubt, check with the Register Teacher.
- No body piercing may be visible.
- No tongue rings are allowed.
- No tattoos may be visible.

5.4. Hair Styles

It is the pupil's obligation to ensure that hair styles conform at all times to the following specifications:

5.4.1 Boys

- Hair at the back of the head may not hang onto collar, nor curl around the neck or ears.
- The style must taper smoothly to the neck.
- Hair must be kept well away from the face and fringes may not hang over the eyebrows if pulled forward.
- No steps of any kind are allowed.
- Hair must take the shape of the head.
- Excessive use of hair gel is not allowed.
- Boys may not perm or colour their hair in such a way that it appears unnatural.
- Faces must be clean shaven and sideburns may not reach past the middle of the ear.

5.4.2 Girls

- Hair should be neat and tidy and completely under control with no fashioned hair styles.
- Girls may not colour or perm their hair in such a way that it looks unnatural.
- Hair on or over the collar is to be tied well away from the face against the head.
- Ribbons and hair clips must be navy blue or hair colour or as supplied by the Uniform Shop at School.
- Hair wraps/scarves are not permitted without the Head's authorisation.
- Fringes longer than eyebrows must be clipped back from the face and not hooked behind the ears.
- Hair extensions must be neat and clean and styled away from the face with no embellishments.

5.5. Make-up

- No make-up whatsoever may be worn (including lip-gloss).
- No false eyelashes.

5.6. Nails

- Nails are to be kept neat and of a similar length.
- Only clear nail varnish is permitted.
- Artificial nails are not allowed.

5.7. Conduct Out of School

- A pupil is required to wear his/her School uniform neatly and correctly.
- A pupil is required to be courteous and helpful at all times.
- A pupil should never, either through word or action, bring discredit to himself/herself and/or the School.

6. CELL PHONE POLICY

The policy of the School for phones is as follows:

- Cell phones may be brought to School and kept in school bags or blazers but **MUST** be switched off. Messages can be checked at the end of the school day.
- If a phone rings during lesson time, or is used in any way during the School day, it will be immediately confiscated and returned at the discretion of the Headmaster. This can lead to disciplinary action in terms of the Disciplinary Code of Conduct.

The School does not take responsibility for cell phones that are stolen or damaged. It is the pupil's responsibility to ensure that the phone is kept secure at all times.

7. DISCIPLINE

7.1. Definitions

“Caution or Verbal Reprimand/Warning” refers to an informal verbal warning by the Head, Deputy Head or the Head of Phase.

A warning to the student that more punitive measures will be taken if the negative behaviour continues and will be documented on the pupils file.

“Informal Disciplinary Enquiry or Deputy Head’s Enquiry” refers to an Informal Disciplinary Enquiry, conducted and chaired by the Deputy Head, the Director of Studies or the Head of the School.

“Head’s Enquiry” is a process where a serious alleged incident, or involving a student of recidivist behaviour, is investigated and chaired by the Head or person nominated in terms of the Code of Conduct.

“Formal Disciplinary Enquiry” refers to a “Head’s Enquiry” outlined herein.

“Discipline Committee” is a group of teaching staff and pupils including the Head who overview the disciplinary processes and procedures of the School, any change to the Code of Conduct, or a document of a disciplinary nature, has to be approved and mandated by the Head of the School.

“DH” is a common term, and is synonymous to a “Head’s Enquiry”.

“Drug” refers to a chemical substance that produces a psychoactive effect. For the purpose of this policy, it includes, but is not limited to, herbal cigarettes, cannabis, inhalants, alcohol, tobacco, pharmaceutical drugs (without medical approval), illicit substances, as well as image and performance enhancing drugs.

“Substance” is taken to have the same meaning as “drug” outlined above.

“Staff” is taken to mean all individuals employed by the School as academic, administrative, coaching or teaching personnel.

“Excessive” use of alcohol, or **“abuse”** of alcohol, is taken to mean sufficient use to bring persons into a clearly visible state of intoxication, such as would make one embarrassed to be associated with them.

7.2. General

The School may initiate various forms of informal and formal disciplinary measures and are entitled to apply disciplinary action that they believe is appropriate in circumstances, but within the guidelines provided in this procedure. The judgement and discretion of School officials to apply disciplinary measures will, therefore, not be rigidly restricted by the procedure or the code.

The severity of action taken by the School or official will depend on the circumstances, the seriousness of the infringement(s) and any mitigating or aggravating factors being of relevance. For this reason, the guidelines enclosed seek to ensure consistency, but not to remove the necessary discretion of the teacher or the School to apply a lesser penalty should circumstances so dictate.

To distinguish between a misdemeanour and a severe transgression, the School has implemented a system, where offences are categorised, dependent on the seriousness of the offence (see Annexure A for various categories). Disciplinary measures applied in response to pupil misconduct will, therefore, require that the educator or School officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken.

There are various levels of disciplinary procedures and measures at Mitchell House:

- Generally initiated by Teacher (category 1- Measures)
 - Constructive discussion and counselling
 - Deduction of marks
 - Verbal /written warning
 - Academic detention
 - Exclusion from teams and sports games
 - Cleaning of class rooms
 - Informing parents/guardians
 - Interviews with pupils/parents/guardians
- Generally initiated by teacher through Deputy Head (category 2- Measures)
 - Deduction of marks
 - Detention
 - Informing parents
 - Written warnings
 - Formal warning
 - Interviews with pupils/parents/guardians
 - Behavioural counselling
 - Informal enquiry
 - Deputy Head or Head's enquiry
- Head's enquiry (category 2/3- Measures)

The following may be considered after the Head's Enquiry

 - Head's detention
 - Formal warning including Head's detention
 - Formal warning of Expulsion
 - Suspension from School as punishment(usually not more than 5(five) days
 - Expulsion

Discipline must, wherever feasible, be applied progressively. Repeated committing of a minor, similar or related offence will result in progressively more severe and formal action being taken, particularly where a clear pattern of behaviour is indicated by the student's continued misconduct. Notwithstanding the principle of progressive discipline, a serious first offence may justify a formal and severe penalty and mitigate against the imposition of a lesser form of action.

At each disciplinary level a written record of the proceedings will be issued and placed on the pupil's file.

7.3. Disciplinary Process

7.3.1. Incident Reports

In all cases the people involved with the misconduct may be asked to write an incident report. This document should contain all the information relating to the author's perspective on the

alleged incidents and include a detailed description of the version of events. These reports remain the property of the school and are protected by the *Access to Information Act (No.2 of 2000)* and will not be released unless due process is followed. It is paramount that the pupils requested to write the report are absolutely truthful.

7.3.2. Members of Staff Enquiry and measures

Category 1 offences and measures (see Annexure A) are dealt with directly by the member of staff who will discuss the matter with the student and the student's parents, guardians where appropriate.

7.3.3. Deputy Head's Enquiry (Informal Disciplinary Enquiry)

When an alleged Category 2 or Category 3 (see Annexure A) offence is reported, the member of staff (or other complainant) will report the matter to the Deputy Head. This will be the impetus for an Informal Disciplinary Enquiry. The Deputy Head might ask and or include one of the Discipline Committee members or a Parent to assist with initial investigation.

This Deputy Head's Enquiry must include an opportunity for the pupil to state his/her case in response to the complaint. If, after the investigation, the infringement is confirmed but is considered to be of a nature which does not require severe action, the Pupil may be counselled and an appropriate sanction issued.

Should the Deputy Head be of the opinion that a Head's Enquiry in terms of the Code of Conduct should rather be conducted, such a hearing in terms of the Code of Conduct may be initiated.

7.3.4. Head's Enquiry (Formal Disciplinary Enquiry)

When a serious alleged infringement occurs, or in the case of repeated lesser infringements where informal disciplinary action has not had the desired effect, notification of a Head's Enquiry is given to the pupil as well as his/her parents. This notification must provide sufficient information to ensure that the pupil/parents are properly informed of the alleged complaint, the seriousness of the allegations and the School's intention to convene a Head's Enquiry (Formal Disciplinary Enquiry) to investigate the alleged infringement.

When convening a Head's Enquiry, the following must be noted:

- The Pupil's parents should wherever possible be notified of the hearing at least 48 hours (two working days) before the scheduled hearing. The Head can use his/her own discretion and decide to give the parents five working days as prescribed by the *South African Schools Act*, but only in highly irregular circumstances.
- The pupil may be suspended pending the hearing, only if this is considered appropriate bearing the alleged misconduct in mind. This is enforced if it is deemed to be in the best interests of the School. The suspension of the student should be indicated in the notification to the parents, the period of suspension preferably not exceeding a period of five [school] days prior to the conducting of the enquiry.
- The pupil and parent[s] must be advised that they are expected to attend the hearing and that their non-attendance may prejudice their case – and result in the hearing being held in their absence, with a decision being made without their involvement.
- The parent[s] of the accused are advised that they may attend the Head's Enquiry as an observer, however they are not permitted to participate in the proceedings.
- The pupil and parent[s] must be advised of the serious nature of the allegations, and the possibility of severe disciplinary action being taken should the pupil be found guilty of the allegations made against him / her.
- Legal representation at a Head's Enquiry is **not** permitted, unless both the School and the parents agree that it is appropriate for both parties to be professionally represented. The hearing is an internal School procedure and the involvement of legal counsel can lead to unnecessary over-complication and hindrance of the process.

The conducting of the Head's Enquiry is of great importance and must be chaired by an objective Senior School official, being either the Head or a member of the School's Governing Body or a suitably qualified person from outside the School. The enquiry chairperson will be responsible for leading and managing the enquiry process, and making critical decisions as to:

- Verdict: The guilt or innocence of the Pupil relative to the allegation made;
- Penalty/Sanction: The appropriate penalty/action to be taken, taking into consideration both mitigating factors and aggravating factors.

To ensure that this crucial procedure is properly and fairly conducted, all principles of natural justice and the rule of law are maintained.

7.3.5. The Accused Pupil:

- Should be given adequate notice of the hearing and must properly understand the allegations being made.
- Should be presented with all facts and information relating to the allegations and must be given the opportunity to question evidence presented.
- Is entitled to present their own perspective and explain / defend their actions, and be heard by an impartial chairperson.
- May be accompanied by a representative. This representative must be a member of the School(Student/Staff).
- May have their parent[s] present at the enquiry but as observers only.
- Must be treated with dignity and respect throughout the enquiry.
- Is to be assured of reasonable confidentiality.
- Must be advised of the outcome of the enquiry [i.e. the verdict], the decision made regarding penalties, and the reasons for such decisions.
- Must be offered the right to appeal against any decision made by the chairperson.

7.3.6. Burden of Proof

As the onus rests with the School to prove the reasonableness and fairness of disciplinary action taken against a Pupil, care must be taken to follow all the procedural steps outlined in this procedure and code. Any deviation from the recommended procedures and actions set out in this document will have to be justified by the School if challenged.

7.3.7. Completion of a Head's Enquiry

After the completion of the enquiry, any decision made [regarding the guilt or innocence, and whether to impose disciplinary action or not] should be formally communicated in writing, and supported, by the enquiry chairperson. This notification of the outcome, preferably distributed within 5 days of the enquiry being completed, must include a reminder that the pupil / parents have the right to appeal against a decision of guilt and / or any corrective and disciplinary action decided upon, within another 5 days of the enquiry.

Copies of all documentation must be retained by the School for record and safekeeping purposes.

7.4. Appeal Process

See Annexure B

7.5. Collective Disciplinary Process

The above-described disciplinary procedure is principally designed to deal with instances of misconduct by individual Pupils. Alleged misconduct by a group of Pupils, where the infringement(s) are of a similar nature or with related intent, is considered as being "collective misconduct".

- Generally, collective misconduct is more effectively dealt with on a collective basis. An [informal] **investigation** into the alleged misconduct is conducted initially by the teacher or Deputy Head with all of the pupils concerned. Dependent on the outcome of such investigation, informal or formal disciplinary action may be considered appropriate by the responsible School official.
- Should the infringement be considered to be serious, a single Head's Enquiry may be conducted with the pupils concerned.
- The same procedures as provided in the section "**Disciplinary Process**" are followed in a collective enquiry.
- Despite the use of collective procedures, individual pupils must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group, and showing why they should be treated differently.
- In certain cases, however, it might be considered appropriate by the School to conduct separate investigations or inquiries with individual students. The School reserves its right to exercise its option to conduct individual or collective inquiries procedures.
- The same provisions set out in the section above regarding **appeal procedures** apply in the case of collective disciplinary action. The School reserves its right to initiate a separate or collective / group review process, to deal with any appeals received.

7.6. Sanctions

7.6.1. Penalties and consistency

The penalties set out in the disciplinary code indicate the recommended **maximum** penalty that could be imposed. A lesser penalty may be applied, should mitigating considerations indicate that the maximum penalty is possibly not appropriate in the circumstances. While consistency of treatment is important, due consideration of factors relating to each case is of equal importance. Time is reserved within the Head's Enquiry to peruse any mitigating circumstances, which could lessen the sanction.

Probation

All sanctions imposed after a Head's Enquiry other than Expulsion, carries an automatic minimum 6 month probation period. This is an opportunity for the student to redeem him/herself. During this probation period pupils will not be considered for awards or positions of leadership. They must also report once a month to the Deputy Head for a behaviour appraisal.

7.6.2. Cumulative Action

Cumulative Action – Cumulative action for a repeated offence (i.e. imposing a more serious penalty for misconduct than that imposed previously for misconduct) is only appropriate if the second misconduct is of a similar nature to the previous misconduct – the nature and type of offence should be the same, and any warnings issued previously must not have expired.

All sanctions resulting from a Head's enquiry automatically carry a minimum six month probation period. Should the same or similar serious offence be committed within the allotted probation time then expulsion is the likely outcome.

7.6.3. Suspension

- **Leave of absence:** pending the outcome of a Deputy Head's enquiry the pupil may be asked to go home to receive family support and guidance. This allows the persons involved time to consider the serious nature of their misconduct.
- **Pending an Enquiry:** Suspension of the student from School activities pending the conducting of an Enquiry as soon as possible after the suspension takes effect. In such a case, it must also be clearly indicated to the pupil that this suspension is not a form of punishment and is rather a practical arrangement to remove the Pupil, temporarily and in the interests of the School and/or the pupil.

- **As punishment:** Suspension from School activities is acceptable (and possibly appropriate in certain circumstances) as a severe form of punishment and as an alternative to expulsion - but only once an enquiry has proven guilt. This is an absolute suspension, which means complete exclusion from the school during the allotted time. The period of suspension should not be such as to jeopardise the **educational** interests of the Pupil as this may lead to a (justifiable) challenge on the grounds of their Constitutional rights.

While on suspension, students may not participate or represent the School in any activity, tour, trek or trip.

7.6.4. Expulsion

Expulsion should only be imposed after conducting a Head's Enquiry. The procedural requirement of conducting an enquiry prior to expulsion, *even if the pupil admits guilt*, should not be flouted.

The penalty of expulsion is a last resort, if no reasonable alternative or lesser form of penalty is considered appropriate. The School may well be called upon to motivate why a less severe penalty was not imposed, and to provide information on why alternatives to expulsion were not considered.

7.6.5. Records

Results from a Head's Enquiry and all other warnings recorded are to be regarded as Disciplinary Records and shall remain on the pupil file for the duration of their time at the School. Disciplinary records are not be forwarded to institutions of higher education.

7.6.6. Actions taken by the College will be guided by the following:

- To create a consistent procedure where the punishment is appropriate for the offence as well as the circumstances surrounding the offence.
- To guide pupils towards self-discipline and responsible behaviour and to foster School spirit and tradition in a constructive manner that reflects the Values and Vision of Mitchell House.

7.7. Misconduct Off School Premises

Imposing disciplinary action for misconduct that took place "**off-site**", e.g. after hours and/or off the School premises, requires that the School must clearly demonstrate the negative impact of off-site misconduct on the School /pupil relationship.

Hypothetically, if a student is charged and found guilty of theft of goods at a shopping mall, the School is not automatically entitled to impose any disciplinary sanction on the student. Proven (criminal) misconduct off the school's premises may, however, be considered sufficiently serious and relevant, if the offence is committed while in school uniform and/or in the case of a pupil who holds a position of leadership in the School, for that position of leadership to be rescinded.

7.8. Search and Seizure

The Head, Deputy Head or teacher, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any pupil and/or the property in the pupil's possession, for a dangerous weapon, firearm, alcohol, drugs or harmful dangerous substances, stolen property, or pornographic material brought onto School property.

There must be enough reliable information to justify a search and it must be deemed necessary and/or for maintaining discipline.

Before conducting the search;

- It is important to consider the place being searched. Care must be taken not to infringe a person's right to privacy and dignity.
- The person doing the search must have the authority (appointed by the Head) to do so.
- Boys and girls should be separated and searched by a person of the same gender.

- Random searches of individuals are prohibited. Searches of students can only be carried out by persons of the same gender as part of a structured intervention in a decent and orderly manner, if there is reasonable suspicion that the student is in the possession of a prohibited substance. Should a search be necessary, it should take place in the presence of the student concerned, a person of their choice to support them and a second adult witness of the same gender.
- If a student refuses to be searched, and it is not a matter of urgency, the parents or guardian are to be contacted for permission and if the parent refuses, hand the matter over to the police.

8. SUBSTANCE ABUSE POLICY

8.1. Rationale

This drug policy has been established in an attempt to:

- Publish guidelines and sanctions that are relevant to Mitchell House.
- Address prevention and intervention in regard to substance abuse.
- Be consistent with Government legislation.

At Mitchell House, drug abuse is considered an unacceptable practice as it is illegal and detrimental to the physical, mental and psychological wellbeing of a child. We strive to encourage a healthy drug-free way of life. We realise that with the changing views of society, pupils are sometimes exposed to drugs through various channels and it is, therefore, our policy to help pupils who fall victim to drug abuse.

By signing this Code of Conduct, parents agree and demonstrate respect of the School's Substance Abuse policy.

This policy framework, therefore, seeks to contribute towards effective prevention, management and treatment of drug use, misuse and dependency.

It has been formulated to give effect to the *South African Constitution* in terms of its provision for the right to a basic education, the right not to be unfairly discriminated against, the right to life, the right to privacy as well as intellectual, bodily and psychological integrity. These rights can, however, not be misused to protect illegal and destructive behaviour which undermines the learning process.

It should be interpreted to ensure a supportive environment, ever mindful of the rights of students with drug abuse or dependency problems, as well as the rights of other students, students and members of the School community.

8.2. Guiding Principles

- The possession, use or distribution of illegal drugs, including alcohol and tobacco, is prohibited in South African Schools.
- Policies and procedures concerning both prevention and intervention should give priority to:
 - Developing a safe and supportive School environment that values human dignity and celebrates innocence.
 - Educating the entire Mitchell House community regarding drugs and the abuse thereof.
 - Developing a range of responses for managing drug related incidents within the School taking into account confidentiality, the nature of the incident, the circumstances of the students involved, and the needs and the safety of the Mitchell House community.
 - Regular monitoring and evaluation of policies and procedures for managing drug related incidents in the School.
 - The need for confidentiality cannot and should not prevent identification and prosecution of drug dealers and pushers.

- In case of disclosure, pupils and pupils' parents should be given support to deal with confidentiality issues. In certain circumstances, where the safety of the pupil or educator may be at risk, limited disclosure is accepted.
- Information received during counselling, support or as a result of the screening process shall not be used in the selection process into leadership positions or any other selection process.

8.3. Policy Regarding Substance Abuse

- The use of any drug, without a doctor's certification is strictly forbidden on the Mitchell House premises, in School uniform, during extracurricular activities and School functions. Should a pupil be found in possession of/or under the influence of any drug (including alcohol) or suspected of either of the above, the School reserves the right to take action according to the *South African Schools Act* and the School's Code of Conduct.

Dealing in drugs is a criminal offence. Should a pupil be suspected of, or be caught dealing, or acting as an agent, in selling drugs, the School will investigate and, if necessary, refer the matter to SANAB (South African Narcotics Abuse Bureau) (SAPS) after which legal action will take place.

The School reserves the right to involve police action.

The Head reserves the right to test students for the aforementioned substances, without the permission of a parent/guardian.

- In the event of a rumour and or the school obtaining credible evidence concerning alleged drug, alcohol or tobacco abuse by a pupil *outside* the school, provided that the rumour is from a source which or, in the opinion of the teaching staff, there is at least some degree of credibility in the information, the School will speak confidentially to the pupil, and will offer the pupil the opportunity of discussing the matter with his or her parents before the school contacts them. Thereafter, the School will contact the parents and tell them of the existence of the information. From that point on, the matter is left in the hands of the parents, with the School offering all of the assistance and guidance and counselling it is reasonably in a position to provide.
 - Use of alcohol or tobacco at school, or arriving at school under the influence of alcohol or any substance, will lead to the disciplinary process being instituted.
 - Reported suspicion, with supporting evidence, of substance abuse at the school will be investigated in an attempt to help the student in crisis.
 - If a pupil abuses any substance or drug (*Definition clause 7.1 hereabove*) at school, or arrives at school under the influence of any substance or drug, the pupil will immediately be suspended while the matter is fully investigated and the parents are informed. An investigation in terms of the Disciplinary process into the alleged transgression will follow.

8.4. Drug Testing

Drug testing is designed to facilitate the creation of a drug-free society at Mitchell House and parents and pupils acknowledge and endorse the declared objective of the school to actively discourage the use of alcohol and habit forming narcotics by its pupils.

8.4.1. Students and their Parents at Mitchell House:

- Understand that being in possession of illegal substances and / or having any such substances in their bodies constitutes a criminal act.
- Understand that urine samples of pupils can be taken on a regular basis for testing.
- Are aware that the costs involved with performing such a tests will be charged to the relevant pupil's account.
- If their child is on chronic medication, parents will provide the school with a Doctor's certificate which states the nature of the medication exactly.

- Understand that a student, clearly caught in possession of any illegal substance, be it on their person or in their property, will be suspended from the school immediately pending a formal disciplinary enquiry.
- Understand and give permission to the School that throughout the year, tests may be conducted by the School on a random sample basis or when sufficient suspicion of drug abuse at School exists.
- The Head reserves the right to authorise a drug test without the notification of parents/guardians in terms of the permission granted to do so in this document.
- The results of the drug test will be made known to pupil, parent/guardian; and the pupil's registered teacher, Deputy Head: and/or Head.

8.4.2. Testing

There are two forms of drug testing:

- Random drug testing is performed during the course of the academic year according to randomly selected samples of pupils.
- Testing where there is reasonable suspicion that a child is using drugs.

The drug testing will be done by analysing urine samples. This medical process will be conducted by a trained nurse employed by the School. The samples will be collected at the school under strictly controlled conditions. Furthermore, the results of tests will be dealt with confidentially and sensitively, and conveyed to the Head, the pupil and his parents, in the first instance. In the event where the pupil has tested positive to a drug test, the school counsellor may become part of the rehabilitation process.

8.5. Action Subsequent To Positive Drug (Substance) Test

The parents will be informed at a meeting with the pupil and Headmaster of a positive test, and the appropriate measures and action will be taken. During the meeting, the following will be discussed and auctioned:

- The extent of the abuse has to be determined if possible.
- Reasons for the abuse must be determined if possible.
- The pupil's and parent's attitude must be assessed.
- Should a positive test be returned from a first sample, the School will insist on the pupil and parents following a remedial process as prescribed by the School.
- The School will then request a second test after a minimum of 30 days.

A second positive test will result in a Disciplinary Enquiry and sanctions according to the Code of Conduct will be applied. When a pupil tests positive for a second time, for the same or any other illegal substance, then it is likely that the pupil will be suspended from the school pending further disciplinary or other action.

The School will assist parents should they require help in dealing with children who have been identified as having a substance abuse problem.

8.6. Disciplinary Process With Regards To Substance Abuse

- Each case will be considered on its individual merits.
- Pupils who have experienced, or are experiencing problems as a result of alcohol and substance drug use, misuse or dependency and accept treatment, will be entitled to appropriate assistance and should not be denied the opportunity to receive an education or the right to reintegration into the same school community. However, if such reintegration is deemed by the Governing Body of the School in conjunction with the Head, to be detrimental to the safety and discipline of the School, the Pupil should be assisted in finding an alternative school. The responsibility, however, to find an alternative school remains with the parent/guardian of the pupil.

- In cases where the pupil does not wish to make use of the assistance offered to him or her, or if he /she is found guilty of dealing in drugs at the School, the School will have no choice but to take the necessary disciplinary action, which may include suspension or expulsion, as determined by the Code of Conduct. Pupils who are identified as possible drug users or drug dealers will be reported to the Head or the Deputy Head immediately and the appropriate Formal Disciplinary action in terms of the Code of Conduct will follow.
- Should the tests carried out as described here above prove to be positive, an agreement will be entered into between the parties concerned as to a rehabilitation/counselling programme.
- Should the pupil not attend the rehabilitation programme, or should the pupil fail to remain abstinent, a Disciplinary Enquiry will take place and sanctions in terms of the Code of Conduct may follow.

8.7. Education and Prevention

As an institution expressly set up for the education of our children, the School recognises that it has a major role to play in informing pupils of the dangers of substance abuse. This we do to the very best of our ability. Among other things, we provide guidance and information in Life Orientation and Mentor classes, expose the pupils to plays and films and literature dealing with substance abuse, will bring in visiting speakers such as members of the Narcotics Squad, professional drug counsellors, addicts in recovery and addicts not in recovery when possible, and set a suitable example in our own behaviour. Funds must be set aside for educational programmes and dates diarised for such initiatives. In addition, the School provides a disciplinary structure to deal with offenders, thereby keeping our pupil's environment as drug-free as we can. We also provide an extensive personal counselling service, of which any pupil may make use. It must be emphasised that the parents play as large a role as the School. If youngsters are permitted to spend weekends at venues which are known to be places of great exposure to drugs, then the probability of abuse by the children is very high indeed. Many parents underestimate the power of peer pressure and the influential role that it plays in their children's lives.

8.7.1. Education of Pupils

The objective of preventive education is to reduce or delay the likelihood of experimentation with drugs by providing information about the dangers of their use and misuse, as well as to reduce the stigma attached to alcohol and drug use, misuse and dependency. It is to encourage those who are experiencing problems to get the help they need. Drug education should ensure that pupils acquire age and context appropriate knowledge and skills, in order for them to adopt and maintain life skills and behaviour that will protect them from drug use, misuse and dependency. The School will provide prevention information sessions to pupils as part of Life Orientation as well as the Pupil Development Programme.

8.7.2. Education of Parents/Guardians

Information sessions will be held for staff, parents/guardians and students, by involving auxiliary organizations and individuals. The objective of preventive education is to **prevent**, counteract or delay the likelihood experimentation with drugs by providing information about the dangers of their use and misuse, as well as to encourage those who are experiencing problems to get the help they need.

Education and information on drug use, misuse and dependency as well as the School Substance and drug policy on drug abuse should be made available to all parents/guardians of pupils, as well as pupils themselves, upon first registration at the School and whenever necessary thereafter.

Training will be provided for all staff on drug use, misuse and dependency management, and support. Staff will also, where at all possible, be trained to recognise the signs and symptoms of drug use but do not accept responsibility for not recognizing any signs.

8.8. The Mitchell House Amnesty Programme

The School will support any individual who voluntarily comes forward, is honest about his substance use and shows a willingness to receive help with a substance abuse problem. A pupil who approaches a member of the School staff and asks for assistance with a substance use or abuse problem, will not be subjected to any disciplinary action. The matter will be treated as confidential, provided the pupil agrees to the management plan outlined by the School.

This management plan will include:

- A contract to address underlying issues with a school appointed professional who will be required to present the School with feedback. (Costs for these services will be for the account of the pupils parent/guardian.)
- Consent to follow up drug tests.
- In cases where a pupil does not comply with the management plan, the School will have no option but to bring the matter to the attention of the parents and the Head may decide to invoke the Formal Disciplinary process in terms of the Code of Conduct.

ANNEXURE A

Categories of Offences and Possible Actions are listed in the tables below:

Category 1 offences:

If these offences are happening on a regular basis, the teacher will inform the Deputy Head. The Register Teacher may decide to place the pupil on daily report.

<u>CATEGORY 1 OFFENCES</u>
<p><u>ACADEMIC</u></p> <ul style="list-style-type: none">• Failure to bring required books and work materials to school• Homework not done on time• Homework copied• Homework incomplete or late• Assignments overdue• Misbehavior during assemblies
<p><u>EXTRAMURAL / CO-CURRICULAR</u></p> <ul style="list-style-type: none">• Non-attendance at practice without a valid excuse to the teacher or coach• Not attending extramural activities
<p><u>PERSONAL CONDUCT</u></p> <ul style="list-style-type: none">• Insolence/minor insubordination/disobedience• Disruption of lesson• Eating/chewing in official school time• Inappropriate language or behaviour• Late arrival morning/lessons• Littering• Public displays of affection indicating lack of respect• Leaving the class without permission• Infringement of the jewelry regulations• Shaving offences (boys)• Make up offences• Failure to stand and/or greet adults or visitors to the School• Use of iPods, cellphones, etc. at school during prohibited times• Transgressions of no "physical contact"• Any transgressions not mentioned above which are deemed to be minor
<p><u>POSSIBLE ACTIONS</u></p> <ul style="list-style-type: none">• 1st and 2nd offence punishment by teacher / at teacher's discretion• Inform parents• Detentions - at break or at time suitable to the teacher

- Marks may be deducted in accordance with subject policy (where offence is directly related to classwork /homework/assessment)
- Exclusion from teams and games or activities for a specific period of time (See Sport Policy)
- Verbal reprimand
- Appropriate written punishment
- Cleaning of classroom / Weeding where appropriate
- Formal disciplinary process

CATEGORY 2

The pupil/s must be reported to the Deputy Head or Director of Studies (College) immediately. These pupils will either be put on daily report, and/or given a detention, and/or be given a letter to be sent home to the parents. A Deputy Head's Enquiry and/or Formal Disciplinary Enquiry, if deemed necessary, may also follow.

	Offences	Possible Action / Punishment
1.	Fraudulent Actions including plagiarism and cheating.	<ul style="list-style-type: none"> • Zero for the test and official warning. • Parents to sign test in acknowledgement. • Suspension.
2.	Defacing/damaging property of others	<ul style="list-style-type: none"> • Official warning or detention. • Replace damaged property if necessary • Formal Disciplinary Enquiry/expulsion
3.	Repeatedly disruptive/uncooperative in class	<ul style="list-style-type: none"> • Detention • Inform the parents • Suspension
4.	Repeated dress code/hair regulation infringements	<ul style="list-style-type: none"> • Detention • Inform the parents • Official warning • Suspension
5.	Racial or sexually offensive remarks	<ul style="list-style-type: none"> • Detention • Inform the parents • Official warning • Suspension
6.	Fighting and bullying	<ul style="list-style-type: none"> • Detention • Inform the parents • Official warning • Suspension
7.	Truancy/bunking	<ul style="list-style-type: none"> • Detention • Inform the parents • Official warning • Suspension

8.	Assigned punishment not completed	<ul style="list-style-type: none"> • Punishment may be doubled • Further failure will result in the matter being referred to the Director of Studies or Deputy Head • Suspension
9.	Forgery of documents	<ul style="list-style-type: none"> • Detention • Inform the parents • Suspension • Formal Disciplinary Enquiry/expulsion
10.	Harassment – conduct that induces fear, harm or intimidation	<ul style="list-style-type: none"> • Detention • Inform the parents • Suspension • Formal Disciplinary Enquiry/expulsion
11.	Possession or distribution of offensive, undesirable or pornographic material	<ul style="list-style-type: none"> • Detention • Inform the parents • Suspension • Formal Disciplinary Enquiry/expulsion
12.	Behaviour that harms the image of the school	<ul style="list-style-type: none"> • Detention • Inform the parents • Suspension • Formal Disciplinary Enquiry/expulsion

CATEGORY 3

The pupil/s must be sent to the Deputy Head or Director of Studies, who will consult with the Head. It will then be decided whether to institute a Head's Enquiry. The parents will first be informed by the Deputy Head or Director of Studies of this offence. Once all evidence and facts have been collected the Head or Deputy Head will decide on the institution of a formal Disciplinary Enquiry, whereupon a Head's Enquiry will be held, the outcome of which, could in terms of the Code of Conduct, result in expulsion.

1.	Cheating in exams or standardised tests	<ul style="list-style-type: none"> • Zero for the exam/test • Official warning • Suspension • Referral to Disciplinary Committee • Head's Enquiry
2.	Criminal activity which could result in conviction	<ul style="list-style-type: none"> • Suspension • Official warning • Inform SAPS • Referral to Formal Disciplinary Enquiry; Head's Enquiry
3.	Possession of, dealing in, or using alcohol or substances or drugs or being in the company of those infringing this clause,	<ul style="list-style-type: none"> • Suspension • Official warning • Inform SAPS • Referral to Formal Disciplinary Enquiry; Head's Enquiry

4.	Cheating in matric exams	<ul style="list-style-type: none"> • Suspension • Official warning • Inform parents, • Referral to Formal Disciplinary Enquiry; Head's Enquiry • Report to IEB
5.	Assault	<ul style="list-style-type: none"> • Suspension • Official warning • Inform SAPS • Referral to Formal Disciplinary Enquiry • Head's Enquiry
6.	Repeated violation of the Code of Conduct	
7.	Verbal Assault of a Teacher	
8.	Chronic absenteeism	
9.	Sexual assault, harassment or abuse	
10.	Sexual activity and or fornication on the school property	
11.	Indecent exposure	
12.	Gross vandalism of School and property	
13.	Theft	
14.	Possession of weapons	
15.	Smoking / Found in the company of a smoker	
16.	Actions which destroy the normal trust relationship between the school and the student	<ul style="list-style-type: none"> • Suspension • Official warning • Inform SAPS (where applicable) • Referral to Formal Disciplinary Enquiry • Head's Enquiry
17.	Any other transgression not mentioned above which is deemed to be gross	

All Disciplinary Procedures are at the discretion of the Head as well as the Board of Governors, and will be conducted in accordance with the Code of Conduct.

Annexure B

Mitchell House Appeal Process

The Pupil has the right to appeal against any formal disciplinary action imposed by the School. Lodging an appeal after a Disciplinary Enquiry has been conducted, only entitles the student to an **appeal review**.

Typical grounds for an appeal review may include:

- a) The disciplinary process was not properly followed.
 - b) The decision on verdict (guilty) was not considered correct.
 - c) The decision regarding action (sanction) is considered inappropriate.
 - d) Relevant mitigating factors were not properly considered by the chairperson.
 - e) The Enquiry chairperson was considered biased, or made a subjective decision.
 - f) The Pupil and their representatives were not in a position to properly represent their case.
 - g) New evidence under oath can be presented which may affect the decisions made.
1. The Pupil wishing to appeal must fully motivate their appeal in writing, to the Chair of the Board of Governors, detailing their grounds for appeal.
 2. The request for appeal must be submitted to the School within 5 days of the Enquiry chairperson's decision having been communicated to the pupil so as not to delay review proceedings.
 3. The pupil's basic right to an appeal against disciplinary action does not mean that all the matters raised at the Disciplinary Enquiry will be "re-heard". The appeal procedure is limited to an objective reviewing of the decision made, based on the grounds and motivation presented by the pupil.
 4. A full appeal re-hearing is only necessary when the Disciplinary Enquiry process appears to have been materially defective or the decisions reached at the hearing are considered to be highly irregular by the School
 5. Should it become obvious that a full re-enquiry is required for a fair appeal process, usually due to:
 1. A defective Disciplinary Enquiry process.
 2. Substantial new evidence having come to light after the hearing.Then in that event, a full appeal re-enquiry will be conducted in accordance with the principles of the Disciplinary Process, chaired by a new and impartial chairperson.

The Chair of the Board will be responsible for appointing a suitable person, or review panel, to conduct the appeal review - or a re-enquiry if this is considered necessary. After reviewing the appeal motivation submitted, and investigating any aspects of the disciplinary process considered necessary, the reviewer must take a decision based on his/her findings, relative to the grounds for appeal submitted.

When a decision has been made by the reviewer (or re-hearing chairperson/panel), a written finding must be provided to the Pupil within a further 5 days, and a copy of the finding placed on the pupil's file for safekeeping.

The School's appeal process is the final procedure in the disciplinary process and marks the exhaustion of internal School disciplinary measures.

Mitchell House



Code of Conduct Agreement

Pupil Name: _____

Grade: _____

All Parents/Legal Guardians:

By signing below, I acknowledge that I have read and understood the Mitchell House Code of Conduct and have discussed it with my/our child. As a parent/legal guardian, I recognise that I am responsible for my child's behaviour and the consequences that may follow.

Parent/Legal Guardian's Signature: _____

Date: _____

Printed Name of Signatory: _____

Pupils Age 10 and Older (Parents/Legal Guardians must still sign above):

By signing below, I acknowledge that I have read, and discussed with my parents, the Mitchell House Code of Conduct. I understand the contents thereof, and recognise that I am responsible for my own words, actions and behaviour.

Pupil's Signature: _____

Date: _____