



CODE OF CONDUCT FOR STUDENTS

PREAMBLE

The Code of Conduct has been created in accordance with the South African Schools Act, 1996.

At Warwick House we are committed to enriching our students' emotional, intellectual, social, and physical lives and we acknowledge that the conduct of the students and the values that inform that conduct are critical to the social health of the School. Warwick House is committed to providing quality teaching and learning and practices a system of positive reinforcement to encourage all students to realize their full potential within a healthy, balanced, and safe environment.

The Warwick House Code of Conduct, the Warwick House Rules, and the Warwick House Disciplinary Procedures outline the ethos and rules regarding a student's behaviour at the School and describe the disciplinary system to be implemented by the School concerning possible transgressions by students, as well as regulatory policies.

These documents pertain to all students while they are on School properties, or when they are away from the School and representing Warwick House, or when they are attending School events.

The Code of Conduct defines the standard behaviour expected of and required from all stakeholders.

EXPECTATIONS FROM TEACHERS

All staff members are required to maintain the high standards of our School, as well as the ethos and culture of our School community. Teachers are bound by the Code of Conduct of the South African Council of Educators (SACE). Membership of SACE is compulsory for teaching staff.

Teachers at Warwick House undertake to:

- be professional in appearance and approach and teach in a friendly, safe, cooperative, and fulfilling learning environment, which is supported by the School community;
- act in accordance with the ethos of Warwick House and to abide by the School's policies;
- be punctual and well prepared in their approach to education in the classroom;
- manage student performance effectively and motivate students to achieve realistic academic and personal achievements;
- be sensitive to the needs of students and address learning barriers in a professional manner;
- recognize, encourage, praise, and reward students for their hard work and effort; create a positive and stimulating classroom environment;

- control discipline correctively and with dignity whenever necessary;
- become a positive example for students to follow; and
- communicate with parents or guardians and keep them informed of the progress of students (where applicable).

EXPECTATIONS FROM PARENTS

Warwick House prides itself on having exemplary relations with the parents or guardians of students at our School. We acknowledge that parents or guardians have expectations of the School and its teachers to provide education of a high standard and we encourage parents or guardians to help the School to achieve this goal by observing the practices that follow.

- Ensure that their children understand the Code of Conduct and obey the terms thereof.
- Support and encourage their children in their involvement in all spheres of School life.
- Ensure that their children attend school regularly, arrive at school on time, and are dressed appropriately as per the School Dress Code.
- Understand that parents or guardians, (and not the School) are primarily responsible for developing a moral, ethical, and disciplinary foundation within which the students should conduct themselves appropriately.
- Support the disciplinary structures and procedures of the School and so uphold a constructive educational environment.
- Keep the relevant staff informed of any problem areas pertaining to their children that may impact on their children's lives at school. This may include family matters, welfare, health, traumas, and the like.
- Encourage their children to participate fully in the life of the School.
- Encourage their children to adopt a sensible and self-disciplined approach to all matters related to the School.
- Be aware of the whereabouts of their children and set parameters regarding behaviour, as applicable.

EXPECTATIONS FROM STUDENTS

The students of Warwick House are required to:

- conduct themselves in a dignified manner that befits a Warwick House student and shows pride in the School;
- be respectful, tolerant, helpful, and courteous;
- exercise honesty, integrity, tolerance, and self-discipline in all their actions;
- strive to achieve their full potential and are expected to take part in the full range of school activities, encompassing the academic aspects of the curriculum.
- protect and enhance the reputation and ethos of the School and strive to be good members of the community and citizens of South Africa;
- accept the Code of Conduct of the School, obey all school rules, follow all applicable school policies, and enhance the School as a place of learning;
- attend school in the appropriate dress and be neat in appearance;
- ensure that all school equipment and property, as well as the property of others, are treated with respect;
- be accountable for their actions, respect fellow students, refrain from endangering the lives of others, respect the right of all to an effective and fulfilled education, as well as have respect towards authority in the school environment;
- respect students who are in a position of authority and, in turn, if in authority, return that respect and refrain from abusing that authority;
- complete all work set timeously and to the best of their abilities;
- abstain from any behaviour that will bring the name of the School into disrepute;
- be punctual and follow the timekeeping practices of their school;
- accept appropriate disciplinary action taken against them as being both necessary and corrective;
- establish a positive attitude towards the opportunity to learn and be diligent in their efforts to learn;

- keep the environment clean and have pride in their school.

RIGHTS OF STUDENTS

All students are entitled to the rights that follow:

- The right to be taught in a clean, safe, organized, and supportive environment;
- The right to be educated in an atmosphere that is favourable to learning and free from any interferences by other students;
- The right to a good quality education that strengthens their abilities;
- The right to be treated in an impartial and dignified manner;
- The right to resources that enhance effective learning within the educational environment of the School;
- The right to be taught in a disciplined environment;
- The right to experience a system of discipline that is impartial and coherent;
- The right to have their opinions heard in an orderly manner within the context of the School structures;
- The right to be treated with courtesy and respect;
- The right to be protected from conflict, cruelty, exploitation, and neglect;
- The right to be treated with equal respect and dignity regardless of gender, religion or belief system, culture, sexuality, ability, heritage, or ethnicity;
- The right to experience an educational environment that is free from prejudice;
- The right to lay a grievance; and
- The right to learn to the best of their ability within their school environment.

Warwick House RULES

These rules set out the conduct that is duly expected of students and should be read in conjunction with the expected behaviour from students (above) and regulatory policies. Maintaining discipline and ensuring respectful behaviour is an integral component of each teacher's role. The onus lies with the School's Management Team and/or teachers to apply the School Rules in an effective and equitable manner in the interests of the welfare of the School and its respective stakeholders.

The guidelines that follow, which are not exhaustive, apply to all students on the School premises, and are recorded to assist students, staff, faculty members and parents or guardians in maintaining the ethos and culture of our School community.

Students are expected to be conversant with these rules and are required to abide by them. Changes to the rules may be made at the discretion of the School. Students will be notified of any changes made..

ETHOS

- Students should always conduct themselves in a dignified manner that befits a Warwick House student and shows pride in the School. They should always be respectful, tolerant, helpful and courteous.
- Students should strive to achieve their full potential and are expected to take part in the full range of school activities, encompassing the academic and community aspects of the curriculum.
- Students are expected to assist in maintaining discipline at the School by reporting bad behaviour and assisting in the investigation thereof, if so requested.
- Students should protect and enhance the reputation and ethos of the School and strive to be positive and effective members of the community and citizens of South Africa.

SAFETY AND SECURITY

Warwick House acknowledges that the safety and security of all staff and faculty members, students and property of the School is of utmost importance. No weapons are allowed on to the property. No employee, teacher, or student may commit any act that could threaten the

safety and security of a fellow student, employee, or teacher or endanger the security of the School's property.

BULLYING AND INITIATION

Your attention is drawn to Challenging Bullying. Warwick House will not tolerate any form of degrading initiation or hazing practices.

SCHOOL ATTENDANCE

- All students are to arrive at School at 7h45 before the official starting time of 8h00. The School understands that unpredictable traffic congestion occasionally may be a problem and asks that the School be notified in that event.
- Absence from School, or any lesson or activity while at School, without permission is unacceptable.
- In the event of absence, the School should be notified as soon as possible but before 08h00 on the day of the absence and a letter in which the reason for the absence is stated must be sent to the Teacher on the student's return to school. The School reserves the right to insist on a certificate from a qualified medical practitioner, should absence owing to illness be frequent or of a consistent nature. Such a certificate will be required should a student miss an examination or a cycle test
- The Sick Bay is available to students who fall ill while at school.
- Parents or guardians are requested to notify the School if a student has an infectious illness or has been involved in a serious accident. In these circumstances, the student will only be allowed to return to school on receipt of a certificate authorizing this return from a registered medical practitioner.
- Students must be present at all lessons for which they have registered. They may only be excused from these activities by a teacher or a member of the Management Team on the timeous production of an excuse note from the parents or guardians, which, in turn, has been approved by the respective teacher or member of the Management Team.
- Absence from School on the account of holiday arrangements is discouraged, although the Principal may be approached where special circumstances pertain.
- Any student absent from a cycle test or formal examination will require a written note from a registered medical practitioner. Should the student fail to produce a written note from a registered medical practitioner, they will be given 0 (zero) for the respective examination.
- Teachers are required to keep an accurate register of attendance and keep all copies of communication from parents or guardians regarding absence from lessons.
- Students may not leave the school grounds during school hours. Should a parent or caregiver need to fetch a student early, permission from the Teacher, will be required before the student is released. The parent or guardian will be required to fill in a sign-out sheet.

DRESS CODE AND APPEARANCE

- All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops w/ straps thinner than 5 cm, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc. Boys must wear shirts with sleeves.
- All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
- Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable. Length cannot be shorter than the tip of the fingers when arms are placed straight at the sides of the body.
- Clothing and hair accessories that are unsafe and/or dangerous are not permitted.

- Clothing or jewellery that depicts any “gang style” writing; illegal activity; sexually related or obscene gestures and material; satanic symbols; tobacco; drugs; alcohol; or words, pictures, or phrases that depict racism, violence or intimidation may not be worn.
- Any body piercing that presents a safety issue or major distraction will not be allowed.
- Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation is not acceptable.

VALUABLES, CELL PHONES, AND ELECTRONIC DEVICES

The Warwick House Multimedia Devices and Social Media Policy sets out the policy for the use of electronic devices and your attention is drawn to this.

Warwick House and the staff of Warwick House take no responsibility and accept no liability for the loss or theft of cell phones, devices, sums of money, or any valuables at the School or while used on school activities, outings, or excursions. This includes those periods when cell phones or valuables are held in confiscation, as a result of a failure to follow the regulatory policies of the School. The School will not entertain any Public Liability claim except in the event of proven gross negligence.

- Valuables should not be brought to school unless absolutely necessary. Students should not leave valuables or money in their bags or their classrooms, whether unattended or not.
- Where valuable items (iPads, cell phones, laptops, and the like) are required for academic use, they should always be kept secure and remain the responsibility of the student. Security settings on the devices should be set to allow for tracking and disabling.
- While the School acknowledges its responsibility to teach correct cell phone and device etiquette, it is incumbent on the students to understand and exercise their responsibilities in this regard.
- Cell phones may be used for communication purposes in the times outside of the school academic day. This use must be discreet and in a manner that will not interfere with any other school activity. School telephones are also available for the students to use in an emergency. All cell phones and devices must be completely out of sight and set to silent during any learning or other school activity, unless being used with the knowledge of the teacher for a specific classroom-based task. These school activities include without limitation, academic classes (unless required by the teacher), formal discussions and meetings, breaks, assemblies and school outings. Where cell phones are used in breach of this rule, this will result in the confiscation of the cell phone for a period of a day (first offence), a week (second offence), or a month (further offences). During the period of confiscation, the student will not be allowed to bring a cell phone on to the campus.
- The use of cell phones and electronic devices at the School is a privilege. This is granted at the sole discretion of the Headmaster.

OUT OF BOUNDS AREAS

Different areas may be considered out of bounds in different phases of the School. Students will be notified of these where they are applicable. These areas are out of bounds to all Warwick House students:

- all access points to the School and exits from the School that are not designated as official entrances or exits;
- all areas outside school property during the school day, unless permission has been received to leave the campus;
- all building sites or areas where renovations are taking place, unless permission has been received from a member of staff;
- Staff Common Rooms, unless with the permission of a member of staff;
- I-Jump and pool, unless under adult supervision;

EXAMINATION AND TEST PROCEDURES

Dishonesty in all forms is forbidden. Any dishonest action will result in the award of zero (0) for the examination or test and in further disciplinary action in accordance with the Disciplinary Procedures. Attention is drawn to the Academic Integrity Policy (annexed hereto).

Once students have entered the examination or test venue, they may not communicate with other students in any way.

Students may not eat during an examination or test. Water is allowed in a see-through bottle. Any materials (notes, textbooks, past papers, and the like) that could aid the student in any way during the writing of the test or examination are strictly prohibited from the student's immediate vicinity and must be handed to the invigilator prior to the examination or test or stored in an acknowledged designated area in the examination or test venue. Students may not have any electronic devices, including smartwatches and smartphones, with them in an examination or test, unless so specified as a requirement for the examination. All electronic devices must be handed to the invigilator prior to the examination or test. Students are not allowed to borrow stationery or equipment during the examination or test and all stationery must be placed in a clear plastic folder or packet during examinations.

TRANSPORT

- All students are expected to behave sensibly when travelling to and from Warwick House or while travelling on school trips and excursions, whether through a transport company or on any other form of transport. While travelling, students must remain seated until instructed to alight and may not place any part of their person outside of the vehicle. Seatbelts must be worn and behaviour should be exemplary. Under no circumstances should the driver be disturbed. Littering is not permitted and no articles may be thrown from the windows. Students must ensure that the vehicle is tidy before leaving it.
- A student in possession of a valid driver's licence must submit their driver's licence and a consent letter from their parents or guardians to the School for permission to drive a motorcycle or motor vehicle in the school grounds. The students must adhere to the speed limit within School property and may only drive within designated areas of the school property. Vehicles must be parked in the parking areas and are parked and driven at the students' and/or their parents'/guardians' risk. The School is not liable for any damages caused to any vehicle parked on school property.
- The school grounds may not be used, under any circumstances, for people of any age to learn to drive or to drive for leisure.
- This privilege of using a vehicle on the school grounds may be withdrawn, at the School's discretion, at any time.

FORMAL (SERIOUS) OFFENCES

Formal disciplinary offences are those that are considered serious and may be viewed singularly or in combination. These offences could lead to immediate suspension or expulsion but may be punished by written warnings, detention, community service, and other punishments and rehabilitative measures deemed appropriate by the Principal (or their designate). These offences include:

- Sexual harassment in any form, sexual activity at school, sexual abuse and or sexual violence;
- any form of hate speech and/or discriminatory use of language to refer to a student or adult – this may include but is not limited to racism, sexism, homophobia, transphobia, ableism, discrimination against a belief system, religion, nationality, or culture;
- theft, including unauthorized borrowing, or possession of stolen property;
- fraud or dishonest behaviour of any sort;
- academic offences, such as cheating in exams, the unauthorized possession of test papers or examination papers prior to the writing of tests or examinations, and plagiarism;
- possession, threat of use, or the actual use of a dangerous weapon;

- possession of any item that would cause harm;
- possession of any form of pornographic or undesirable material and/or accessing or attempting to access inappropriate material through a computer, cell phone, or device;
- possession, use, transmission, or visible evidence of the use of narcotic or unauthorized drugs;
- smoking at any time; or the possession of cigarettes, tobacco, devices used for consuming tobacco or nicotine (such as, but not confined to, electronic cigarettes and vaping, whether containing nicotine or not), matches, or lighters at any time on school premises, while engaged in any sanctioned school activity or at any other time, save in the confines of a private residence, with the permission of the student's parent, and in the company of a responsible adult;
- the use of alcohol in any public or private place, except in the confines of a private residence, with the permission of the student's parent, and in the company of a responsible adult;
- immoral behaviour or profanity;
- photographing, filming, recording, or being in the possession of any material that is offensive or invasive of another person's privacy;
- posting, or intending to post, demeaning material on any form of social media;
- vandalism or the destroying or the defacing of school property (including the use of graffiti) or the property of others;
- disrespect, physical abuse, objectionable behaviour, and verbal abuse directed at school employees or students, including victimization, hazing, bullying or intimidation -whether physical, verbal, or on social media;
- truancy or absence from school during school hours without the permission of the Principal (or their designate);
- conduct that endangers the maintenance of a proper standard of moral conduct, discipline, or social wellbeing at the School;
- bringing or threatening to bring the reputation of the School into disrepute;
- repeated violations of offences considered 'informal or lesser offences' by the School; and
- any behaviour that would constitute a crime.

INFORMAL (LESSER) OFFENCES

These offences will normally not lead to immediate suspension or expulsion but may be punished by written warnings, detention, community service, and other punishments and rehabilitative measures deemed appropriate by the Principal (or their designate). Repeated infringements or transgressions may lead to suspension or expulsion from the School. These offences include:

- insolence or a lack of cooperation;
- failure to produce work of an acceptable standard in class or for homework;
- trespassing in those parts of the School that are declared out of bounds (see 'Out of Bounds Areas' above);
- failure to obey the dress code;
- failure to present a note from the parent or guardian on the day following an absence from school or a co-curricular activity, including a doctor's note where applicable;
- foul or inappropriate language;
- repeated late arrival at the start of day, for lessons;
- littering;
- playing ball games in areas that are not designated for these games or at times when such games are not permitted;
- eating or drinking in class, unless with the permission of a member of staff;
- over-exuberant horseplay;
- behaviour anywhere in the School or its environs that obstructs others from learning;
- absence without permission from lessons, assemblies, or other timetabled events.

STUDENT DISCIPLINE

INTRODUCTION

Warwick House supports a consistent and fair approach to discipline and the application of corrective and appropriate disciplinary measures where necessary. Although discipline is intended to rectify inappropriate behaviour, recognition and reward is acknowledged as first resort for sustained acceptable behaviour and achieving potential. Punishment that is fair, appropriate, immediate, and consistent will be carried out in the context of this approach. The Disciplinary Policy is intended to indicate fundamental values and principles in which students are expected to conduct themselves. This is a framework whereby corrective action and discipline can be executed by the School effectively and punishment that is fair, appropriate, immediate, and consistent will be carried out in the context of this approach. Should the Code of Conduct and its regulatory policies not be upheld by a student, corrective action will be instituted by the Head and/or the teachers. Corrective action may or may not include the use of formal disciplinary procedures, such formal steps being used to prevent further instances of unacceptable behaviour or to restore the teacher/student relationship. Teachers are entitled to administer actions that they believe are appropriate and fair within the context of the occurrence.

Discipline is intended not only to correct inappropriate behaviour, but also to create a safe learning environment.

Students and parents or guardians accept that punishment implemented in terms of the Disciplinary Procedure is legitimate, impartial, absolute, binding, and is a consequence of the breach of Code of Conduct and its regulatory policies. All participants involved are urged to refrain from bias, interpersonal difficulties, abuse of power, or dislike that may compromise the authority of the Disciplinary Policy, due process, fairness and equity.

Violations that are not considered serious, or those that do not require formal disciplinary action to be enforced, can be dealt with by the teacher, without the consent of the Principal. Informal disciplinary action is not generally recorded on the student's record but may still require communication with the parents or guardians. Where a regular pattern of infringement is observed, the behaviour will be recorded.

DISCIPLINARY MEASURES

It is impossible for this procedure or the Code of Conduct to list every possible type of rule infringement or misconduct by students. This procedure and the code therefore only set out the broader categories of infringement, and the norms for applying fair disciplinary measures at the School.

Various forms of informal and formal disciplinary measures may be initiated by the student's responsible teacher or by the School authorities. The School will be entitled to apply corrective

action and/or disciplinary measures that it believes are appropriate in the circumstances; 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 Code but will rather be guided by the circumstances of each case and the various measures described herein.

The severity of action taken by the School or official will depend on the circumstances, the seriousness of an infringement, the interests of fellow students, the School and its employees, the interests of the offending student, and any other mitigating or aggravating factors being of relevance. For this reason, the guidelines enclosed seek to promote and assure consistency, but do not remove the necessary discretion of the School authorities to apply a lesser (or more

severe) penalty should circumstances so dictate.

Disciplinary measures applied in response to student misconduct will therefore require that the School officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken. Disciplinary action that may be applied by the School, in order of severity, includes the actions that follow.

INFORMAL MEASURES

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the student's responsible teacher, can be dealt with directly by the teacher. These are not generally recorded on the student's record but may require communication with the student's parents or guardians by the teacher involved. These actions include:

- counselling by a staff member;
- emails to parents or guardians;
- verbal reprimands;
- verbal warnings;
- temporary and short-term suspension from an activity during the period in which the infringement occurred – a form of time out;
- referral to the Senior Deputy Head or Head.

FORMAL INVESTIGATION

When an infringement occurs that appears to require formal disciplinary action, the teacher concerned (or another complainant such as a parent) will initiate the disciplinary process by reporting the incident to a member of the Management Team, or by completing a letter of complaint.

A report or complaint may be supplemented by any additional information or statements to clarify or detail adequately the facts surrounding the alleged infringement.

The student's responsible teacher, and a member of the Management Team if required, should investigate the reported infringement or the letter of complaint received, to decide upon appropriate corrective measures.

This investigation generally takes the form of an informal inquiry, and wherever possible includes an opportunity for the student to state their case in response to the complaint.

FORMAL MEASURES

Formal disciplinary actions are those that are considered serious and may be applied in any combination thereof. These actions include:

- recorded written warning placed on the student's file;
- contact made with parents or guardians, along with a scheduled interview/meeting, after an investigation by the School;
- removal of privileges;
- community service on the school property or outside of it when in agreement with the parents or guardians;
- internal suspension from selected activities;
- external suspension, where the student is excluded from attending School, pending a formal disciplinary hearing;
- disciplinary hearing; and
- expulsion as a last resort in the event of serious violation or repeated violations. This sanction will be implemented as a result of a disciplinary hearing, unless that hearing is declined by the parents or guardians.

Discipline must, wherever feasible, be applied progressively. Informal action for minor transgressions is generally applied at teacher level, without a formal investigation being necessary. Repeated minor offences or similar or related offences will result in progressively more severe and formal action being taken, particularly where a clear behavioural pattern or trend 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.

GUIDELINES FOR SANCTIONS

LEVEL 1

These involve day-to-day discipline issues and lesser offences that are dealt with by teachers.

Warnings are issued by the Teacher or Principal. Repetition of Level 1 offences may be viewed as Level 2 offences.

Examples – this list is NOT exhaustive

Behaviour

Dress and appearance offences;

littering;

lack of punctuality;

excessive noise;

class disruption;

work not done or unacceptable work;

failure to bring or return books or equipment;

all informal or lesser offences as listed in the Code of Conduct.

Sanction – any or all of the following:

Warning – one day to correct then escalated to Level 2 offences;

LEVEL 2

These are handled by Teachers and/or the Principal. The Teacher should keep a record of offences and punishments. Repeated offences are referred to the Principal. Repetition of Level 2 offences may be viewed as Level 3 offences.

Examples – this list is NOT exhaustive

Behaviour. Frequent or repeat of Level 1 offences.

Deliberate unruly behaviour;

insolence or a lack of respect for teacher, students and property;

discourtesy;

deliberate disobedience;

excessive class disruption;

abuse of property;

swearing;

graffiti on school property;

failure to complete punishments under Level 1 sanctions;

failure to attend compulsory events;

disregard for out of bounds areas;

repeated appearance or dress offences.

Sanction – any or all of the following:

parent interview;

appropriate written work;

counselling by a registered therapist;

written letter of warning;

final Letter of Warning.

LEVEL 3

These are handled by the Principal, who should keep a record of offences and punishments and any correspondence with parents or guardians on the student's file.

Examples – this list is NOT exhaustive

Behaviour

Frequent or repeat of Level 1 and 2

offences; failure to complete punishments under Level 2 sanctions.

All Serious Offences as listed in the Code of Conduct.

Sanction – any or all of the following:

Letter to parent or guardian;

interview with parent or guardian;

a combination of sanctions under Level 2;

supervised isolation;

internal suspension;

disciplinary hearing;

external suspension;

expulsion;

criminal charges;
rehabilitation.

FORMAL DISCIPLINARY MEASURES

If, after investigation, the infringement is confirmed and considered to be of a nature that does not require severe action, the responsible teacher or member of the Management Team may counsel the student and issue an appropriate warning to the student concerned.

LETTER OF WARNING

A copy of the warning issued should be sent to the student's parents or guardians by the teacher or a member of the Management Team involved in the process. A meeting with the parents or guardians may be necessary to clarify the reasons for formal action being taken, as well as to reinforce the seriousness of the infringement and to highlight the expectations that the misconduct will not be repeated.

FINAL WARNING

A Final Warning is generally only imposed by the Principal (or their designate) if the student's misconduct is (a) very serious but (b) does not warrant suspension or a hearing and expulsion, or if (c) misconduct occurs which is similar to a previous infringement for which a written warning has already been issued to the student by the School.

If a Final Warning has been issued to a student for misconduct, ANY further infringement by the student should be considered as warranting suspension and a disciplinary hearing into the student's behaviour at the School.

DISCIPLINARY HEARING

When a serious infringement possibly warranting student suspension or expulsion occurs, or in the case of a further alleged infringement by a student with a valid Final Warning on their file, the School will generally be required to conduct a formal Disciplinary Hearing to determine

appropriate measures to be taken against the student.

The hearing process is intended properly and transparently to investigate any new allegation(s), to provide an opportunity for the student and/or their parents or guardians to challenge the allegations being made, to enable the independent Chair to hear both sides objectively, to determine the guilt or innocence of the student, and thereafter, and if applicable, to determine the appropriate disciplinary measure to be taken by the School. The student may be represented by a member of staff (usually the teacher responsible for counselling) or a fellow student. A request for legal representation will be considered on merit by the School. Notification of convening of a disciplinary hearing is to be completed by the School authorities (usually the Principal) and must be given to the parents or guardians of the student concerned. This notification must provide sufficient information to ensure that the student and their parents

or guardians are properly informed of the alleged complaint, the seriousness of the allegations,

and the School's intention to convene a formal hearing to investigate the infringement. This notification should take place at least 48 hours (two clear school days) before the scheduled date of the hearing.

The student may be suspended pending the hearing, only if this is considered appropriate, taking the seriousness of the alleged misconduct and their continued exposure to others into account. The suspension of the student should be indicated in the notification of the hearing to the parents or guardians.

The student and their parents or guardians must be advised that they are expected to attend the hearing, and that their non-attendance may prejudice their child's case (and indicate a waiver of their rights to respond to the allegations being made), and may even result in the hearing being held in their absence with a decision being made without their involvement.

The student and their parents or guardians must be advised of the serious nature of the

allegations, and the possibility of severe disciplinary (further suspension or expulsion) action being taken should the student be found guilty of the allegations made against them. They should be advised to prepare themselves accordingly.

The conducting of the formal disciplinary hearing is an integral part of the School's disciplinary process if serious disciplinary measures are being contemplated against any student.

Expulsion, or extended suspension with a final warning as an alternative to expulsion (if feasible or appropriate), in the absence of a disciplinary hearing being conducted is reserved for exceptional circumstances only.

The hearing should be chaired by a competent and reasonably objective independent Chair, who will be responsible for leading and managing the entire hearing process, and making the two critical and distinct decisions:

VERDICT: the guilt or innocence of the student, relative to the allegations made by the School; and only thereafter, if the student is found guilty of the alleged infringement, the second decision as to...

PENALTY: the appropriate measure/action to be taken, after due consideration of mitigating and aggravating factors relevant to the matter.

The Hearing Chair is required to conduct the hearing procedure in a proper manner that conforms to the rules of natural justice. In this regard, the student and their parents or guardians:

- should be given adequate notice and be properly informed of the allegations being made by the School;
- should be requested to attend the hearing as representatives for the student, and the hearing is to be timeously conducted;
- should be presented with all facts and information relating to the allegations being made against the student;
- should be given the opportunity to question evidence presented by the School, and be entitled to present their own perspective and explain and/or defend their child's actions;
- are entitled to a hearing to be chaired by a reasonably impartial and independent Chair, and to decisions being made in an objective and considered manner;
- are to be treated with dignity and respect throughout the hearing;
- are to be assured of the greatest confidentiality possible;
- must be formally advised of the outcome of the hearing (i.e. as to both verdict and penalty) by the Hearing Chair, and the reasons for such decisions; and
- should be offered the right to appeal against any decision made by the Hearing Chair.

In accordance with the above principles, the parents or guardians should be formally advised of the decisions of the Hearing Chair after the completion of the hearing with regard to the two decisions made regarding guilt or innocence, and whether disciplinary action has been imposed.

This notification of the outcome, preferably distributed within five (5) school days of the hearing

being completed, should include a reminder that the student/parents or guardians have the right to appeal against any corrective and disciplinary action decided upon by the Hearing Chair, within a further 5 (five) School days of the outcome being made available to the parents or guardians.

Copies of all disciplinary hearing related documentation must be retained by the School for actioning, recording, and safekeeping purposes.

APPEAL REVIEW PROCESS

While it is a fundamental right in terms of the 'Rules of Natural Justice' for a student (or their parents or guardians) to be provided with an opportunity for appeal against disciplinary measures imposed by the Hearing Chair, law does not dictate or prescribe whether this appeal

process should be internal (made to and decided upon by another school authority) or external

(i.e. made to a third party in terms of legal process such as referral of the matter to Court for adjudication).

The School believes that an internal appeal review process is more beneficial and fairer for both the parties and provides a further expeditious and less public avenue for the parties to seek to resolve any dispute regarding disciplinary matters, primarily in the educational interests of the student.

Accordingly, the student/parents or guardians have the right to appeal against any formal disciplinary action imposed by the School (i.e. against any formal disciplinary action taken by the School or any decisions by a Hearing Chair) as a final process in the School's disciplinary procedure.

The lodging of an appeal against formal disciplinary action, or any decision by a Hearing Chair,

only entitles the student to an appeal review. The right to an appeal review therefore does not entitle the student to a 're-hearing'. Accordingly, an appeal review does not entail a full re-investigation or a re-hearing of all the evidence heard at the hearing, and the Reviewer is only required to review the matter, according to the grounds and motivation submitted by the appellant/parents or guardians. The Reviewer is expected at least to review the Hearing Chair's findings and any documentation submitted by the respective parties, and to consider any further or new evidence provided by either party.

Owing to the nature of the review process, the appellant/parents or guardians wishing to appeal must be advised to motivate fully their appeal in writing, detailing all the grounds for appeal and providing the Reviewer with any additional or new evidence they wish to submit in support of the appeal.

The onus rests with the student/parents or guardians to justify an appeal, and the grounds for the appeal must be clearly and comprehensively set out in the appeal request. This will enable

the Reviewer to appreciate and properly consider the appellant's grounds for the review.

Any request for appeal must be submitted to the Principal or the Hearing Chair within 5 (five) School days of the Hearing Chair's decisions having been provided to the student/parents or guardians, so as not to delay review proceedings.

The School will be responsible for appointing an appropriate person, or review panel, to conduct an appeal review, or a re-hearing if this is considered necessary. It is common practice for an appropriate independent Reviewer (with legal and/or mediation/arbitration experience) to be appointed as the Reviewer, subject to her/him not having been consulted or involved in the matter to be reviewed.

After reviewing the appeal motivation submitted by the appellant and investigating any aspects

of the disciplinary process considered necessary, the Reviewer will make a decision based on their findings, relative to the grounds for appeal submitted by the appellant/parents or guardians.

When a final decision has been made by the Reviewer (or Re-hearing Chair/Panel as the case

may be), a written Appeal Review Finding must be provided to the student/parents or guardians by the Reviewer, wherever possible within 5 (five) School days.

A copy of the Review finding must also be placed on the student's file for recording purposes.

The communication of the Reviewer's appeal decision marks the conclusion of the School's appeal process and is the final step in the School's Disciplinary Procedure.

The student/parents or guardians will have to resort to external authorities should they wish to pursue an appeal to a further level.

COLLECTIVE OR GROUP MISCONDUCT

The above-described disciplinary procedure is principally designed to deal with instances of misconduct by individual students. Alleged misconduct by a group of students, where the infringement(s) are of a similar nature or with a 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 group misconduct is generally conducted initially by the teacher or a member of the Management Team. This investigation will normally include a discussion with the students involved, to attempt to get to the facts of the matter and to get the students' perspective before deciding on the best way forward.

Dependent upon the outcome of this initial investigation, informal or formal disciplinary action may be considered appropriate by the responsible school official for the individual students involved.

Should the alleged infringement be considered to be of a serious nature, a single disciplinary hearing procedure may be conducted with all the students concerned, with their parents or guardians present.

The same procedures as provided for in section five above (Disciplinary Hearing) are generally also followed in a collective disciplinary hearing.

Despite the use of a collective hearing procedure, individual students must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group, or other students, and for showing why they should be treated differently.

The School reserves its right to exercise its option to conduct individual or collective hearing procedures, the disclosure of its reasons for this decision also to be at its sole discretion.

The same provisions set out regarding appeal review procedures will apply in the case of collective disciplinary matters.

The School reserves its right to initiate a separate or collective/group appeal review process, to deal with any appeals lodged by any students affected. Similarly, a decision by the School to rehear any evidence against an individual student involved will not prejudice the School's rights to only conduct appeal reviews with other students.

CRIMINAL MISCONDUCT AT SCHOOL

Should a student admit to, be suspected of, or be found guilty of a criminal offence (such as a theft of a cell phone or school property, for example) at school or on the School premises, the School will conduct the appropriate disciplinary procedures as a matter of urgency. The disciplinary procedures applied by the School are not directly dependent upon any possible or later criminal proceedings that may be initiated by the State or other parties against the student.

The procedures that may be applicable in accordance with criminal law have no direct bearing upon the School/student relationship. The School is not obliged to wait until criminal/court proceedings have run their course before initiating any disciplinary steps against an offending student. The imposition of disciplinary measures against a student after investigation by the School, such as expulsion for serious misconduct, will not be nullified or viewed as 'double punishment' should the student also be sentenced, if found guilty by a court of law.

SUSPENSION

There are two forms of suspension.

SUSPENSION PENDING A HEARING

Suspension of the student from all school activities pending the conducting of a formal hearing

(i.e. if expulsion is being considered) should ordinarily not be of a duration that would prejudice the educational rights of the student.

The disciplinary hearing should therefore be conducted as soon as possible after the suspension of the student takes effect. It should also be clearly indicated to the student/parents or guardians that this suspension is not a form of punishment, and is a practical arrangement to remove the student, temporarily and in the best interests of the School, the student, and other students.

SUSPENSION FROM ALL SCHOOL ACTIVITIES

In exceptional cases, extended suspension from class and/or from school activities may be acceptable as a severe form of punishment, and as an alternative to expulsion of a student by the School. Such a suspension is also conditional upon this form of penalty being requested/agreed to by the student's parents or guardians, and a final warning also being imposed in conjunction with the suspension. This can only be imposed once a disciplinary hearing has been conducted, and the student has been found guilty of serious misconduct. In

addition, an extended period of suspension should not be of such duration as to jeopardize the educational interests of the student.

EXPULSION

If after the disciplinary process, it is decided that the student will not be expelled, a student support meeting will be arranged to discuss any supports, modification or adjustments that would need to take place to reduce the likelihood of the behaviour reoccurring. External counselling or a psychologist may be recommended and this would conclude the disciplinary hearing. The external counselling will be to the cost of the parent or guardian and not the School.

If after the disciplinary process, expulsion is the penalty, parents or guardians will be asked to remove the student either immediately and without notice, or at a specified date that is shorter than a full month, with written notice. The School will not be required to give the parents or guardians written notice of a full month under these circumstances. In certain instances, and at the discretion of the School, any prepaid fees will be refunded to the Parents within thirty (30) calendar days.