



POLICY No 05 004

Version 1

Discipline - Senior School

Preamble

This policy seeks to ensure a healthy level of discipline at Chesterhouse. It recognises that no teaching and learning can take place without discipline, and that one of our most important roles is to teach our children self discipline.

This policy seeks to give expression to the following extracts from the Chesterhouse philosophy, and Mission Statement:

"...Create and maintain a challenging, progressive, holistic and dynamic environment, which equips young South Africans to be good at life.

.... Go beyond the classroom in developing young leaders as global citizens who highly prize integrity, values and morals.

Our Values Statement

At Chesterhouse our values are:

- *Our Christian ethos*
- *A heightened social awareness in everything we do*
- *Respect for everyone we come into contact with*
- *Honesty: trusting others and being worthy of their trust*
- *Striving for extraordinary achievement with humility.*

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SCHOOL RULES

These rules will apply equally to all pupils in school uniform, and/or during school tours, on outings and while travelling to and from school, and/or in school transport and/or during activities organised by the school and in the case of Rule 26, in or out of term.

1. Pupils may not cheat or copy the work of another pupil or person.
2. Pupils may not throw dangerous objects, outside supervised activities, that can cause bodily injury or damage to property.
3. Pupils may not break bounds when not permitted to do so.
 - 3.1 Being truant for example, bunking classes, sports practices, cultural activities or a legitimate school commitment.
 - 3.2 Leaving the school property without the permission of the Headmaster.
4. Pupils may not use profanity, vulgar language, or obscene gestures whatever the circumstances.
5. All pupils must comply with lawful directives issued by school personnel or school policies, rules and regulations.
6. Pupils may not speak other languages in the formal school situation; only English should be spoken.
7. Pupils may not chew gum on campus and eat during lesson time.
8. Pupils may not commit a violation of the laws of the state.
9. Pupils may not engage in misconduct, as defined by the school rules on school transport. School transport shall be considered an extension of the classroom and pupils travelling on school transport are expected to conduct themselves accordingly.
10. Pupils may not violate the dress and grooming rules.

When uniform is worn, it must be neat, tidy and complete. This also applies when uniform is worn in town, after school and on any other occasion. (Refer to Annexure A of these rules.)

11. Cell phones may not be switched on during school hours. **The school takes no responsibility for a pupil's**

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cell phone, computer or other electronic devices at school. The use of electronic devices to listen to music etc, (eg: cell phones, I-Pod's and PSP's) may be permitted at certain times by certain teachers, but pupils may not walk around the campus with earphones in their ears.

12. Pupils may not drive onto campus, except if they are Grade 12 pupils in possession of a valid driver's licence and written permission has been obtained from the Head. Pupils may not drive out of the school premises during the school day without special permission. **No pupil may transport another without the express permission from that pupil's parents.**
13. Pupils may not intentionally damage any property of Chesterhouse.
14. **Chesterhouse has a zero tolerance policy concerning bullying.** Bullying includes any act committed by a pupil, either individually or with others, to another pupil for the purpose of subjecting the other pupil to indignity, humiliation, intimidation, physical abuse, social or other ostracism, shame or disgrace. Such conduct is prohibited. "Dissing" is prohibited. **Please note that there is a separate policy devoted to the issue of bullying.**
15. **Chesterhouse has a zero tolerance policy concerning initiation.** Pupils may not participate in initiation (including sports initiation) or any other abuse of power.
16. Pupils shall not possess or use nicotine products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco while they are on campus or in school uniform.
17. Pupils shall not possess, use, transmit, trade or be under the influence of any of the following substances whilst on campus or in school uniform:
 - 17.1 any controlled substance or dangerous drug as defined by South African law, including but not limited to dagga, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine and barbiturate;
 - 17.2 alcohol or any alcoholic beverage;
 - 17.3 any other intoxicant, or mood-changing, mind-altering, or behaviour-altering drugs or substance, unless prescribed by a Medical Practitioner.
18. Pupils may not forge signatures, letters and any other documentation pertaining to school administration.
19. Pupils may not make themselves guilty of assault. Assault is defined at Chesterhouse as:
 - 19.1 intentionally, knowingly, or recklessly causing bodily injury to another;
 - 19.2 intentionally or knowingly threatening another with bodily injury;
 - 19.3 intentionally or knowingly causing physical contact with another when the pupil knows or should reasonably believe that the other will regard the contact as offensive or provocative;
 - 19.4 intentionally or knowingly touching others in inappropriate ways.
20. Conduct by pupils either in or out of class which for any reason - whether because of time, place, or manner of behaviour - materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.
21. Pupils may not display discourteous behaviour towards teachers, visitors and other pupils. This may include:
 - conduct such as talking in class or coming to class late without permission, sleeping in class, leaving the class without permission and coming to class without the correct materials;
 - not greeting visitors, staff and seniors on the school campus;
 - not standing when greeting visitors and staff.
22. **Pupils may not engage in theft or tamper with other people's possessions.**

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23. Pupils may not engage in littering.
24. Pupils may not view pornographic material on school premises or bring such material onto school premises. Pupils may not view pornographic material on the Internet, television, cell phone, MP3-player, video cassette or DVD. Threatening others or sending rude and offensive messages and/or images via a cell phone or e-mail is strictly prohibited.
25. Excessive or unseemly displays of affection between Chesterhouse pupils or between Chesterhouse pupils and people who are not Chesterhouse pupils is not acceptable on the school campus or anywhere while in school uniform.
26. No pupil may act in such a way, in or outside the school or at school sponsored activities, in or out of term, which brings the good name of the school into disrepute.

PUPILS' CODE OF CONDUCT

1. Preamble

The Pupil's Code of Conduct clearly specifies the expectations which the school has of its pupils.

Chesterhouse pupils are expected to treat others the way they would like to be treated:

- Telling the truth.
- Being well mannered.
- Being a good sport.
- Being a good friend.
- Not touching or taking what does not belong to them.
- Being kind and considerate.

Chesterhouse pupils are expected to show respect for the school by:

- Caring for equipment.
- Keeping the grounds and buildings tidy.
- Being loyal.
- Being neat in appearance.
- Adhering to school rules.
- Doing the best they can in any activity

Chesterhouse pupils are expected to display good citizenship by:

- Showing others respect.
- Caring for the community.

2. Expected standards of conduct and possible infringements

2.1 Pupils will comply with instructions and the school rules.

Examples of Non-Compliance are:

- (a) Wilful disregard of instructions or school rules.
- (b) Disrespect towards elders, teachers, parents, or visitors.
- (c) Hair, dress or apparel that is not in accordance with the school rules.
- (d) Behaviour in public or at events that brings the school into disrepute.

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- (e) Eating or drinking in class or sports activities, where this is prohibited.
- (f) Trespassing or entering school grounds after hours or in school holidays.

2.2 Pupils will behave responsibly and will not endanger the safety and the welfare of others.

The following are not acceptable:

- (a) Dangerous and over robust play.
- (b) Use of excessive force when playing games/playing games in areas where bystanders or passers-by may be injured.
- (c) Bullying others or initiation of any sort.
- (d) Fighting, assault or threatened assault of others.
- (e) Possession of weapons or dangerous instruments at school or on school premises.

2.3 Pupils will behave responsibly and will not endanger the safety and welfare of others.

The following are not acceptable:

- (a) Unhygienic personal habits and improper use of school facilities and ablutions
- (b) Tampering with equipment or property of others
- (c) Riding/driving of bicycles/skateboards/vehicles on school property where this is not permitted
- (d) Noisy, or disruptive behaviour disturbing the activities of others
- (e) Being in possession of alcoholic, hallucinogenic or dangerous substances, or distributing, storing or consuming these at school or school events/trips.
- (f) Smoking or being in possession of cigarettes on school premises or at school events/excursions.

2.4 Pupils will respect and care for the property of the school and others. Pupils will not steal others' property.

The following are not acceptable:

- (a) Wilful damage/vandalism or improper use of school equipment, school property and others' property.
- (b) Not caring for textbooks and teaching aids.
- (c) Theft of school/staff/others' property.

2.5 Pupils will maintain sound relations with others, be courteous and respect the dignity of other persons.

The following are not acceptable:

- (a) Being in possession of or distribution of pornographic material.
- (b) Swearing and use of bad language.
- (c) Verbal or insulting abuse of others including doing so via cell phone.
- (d) Malicious teasing of others/"dissing".
- (e) Playing of obscene or demeaning games.
- (f) Being discourteous towards teachers or peers or displays of insolence or disrespect.
- (g) Racist or sexist comments, insults, harassing or victimizing behaviour.
- (h) Indecency, sexual harassment, or sexually explicit behaviour at school or school events / PDA (Public Display of Affection).
- (i) Intimidating others or other forms of invasive behaviour.

2.6 Pupils will be punctual and will observe the timekeeping practices of the school.

The following are not acceptable:

- (a) Unexplained absence from class.
- (b) Leaving the school premises without permission.
- (c) Persistent late coming.

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2.7 Pupils will demonstrate a positive attitude towards learning and be diligent in their learning efforts.

The following are not acceptable:

- (a) Cheating, copying or tampering in examinations, tests or assignments.
- (b) Dishonesty, lying or unfair play.
- (c) Possession or distribution of material that may give an unfair advantage in a test or exam.
- (d) Bribery, fraud or attempted dishonesty.
- (e) Forgery or the falsification of documents.
- (f) Not doing the work that is set for homework, assignments, projects or portfolios and practicals.
- (g) Not doing the work by the deadline for which it is set. Although an extension to the deadline may be negotiated fairly with the teacher, this would be the exception rather than the rule, and would only happen in times of real need.
- (h) Not doing work to the best of their ability. Evidence of real effort must be shown.
- (i) Not revising thoroughly and preparing for assessments. Pupils are expected to do well in tests and examinations as a result of their being properly prepared.

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OFFENCES

Level 1 Offences

1.1 Minor classroom infractions, including but not limited to the following:

- (a) gum chewing;
- (b) throwing objects (spit balls, paper aeroplanes) where no injuries are involved;
- (c) refusal to participate in classroom activities;
- (d) failure to bring appropriate material to the classroom;
- (e) failure to bring required school documents;
- (f) talking without teacher's permission;
- (g) sleeping in class;
- (h) neglect of textbooks;
- (i) specific room (eg computers, library) violations – talking, eating, disrespect etc;
- (j) eating and drinking in classroom;
- (k) homework not done or incomplete;
- (l) excessive displays of affection.

1.2 **Repeatedly bad classroom behaviour**

When the teacher has exhausted methods to change the pupil's behaviour (which may include file notes and demerits), the teacher may send the pupil to the appropriate Tutor who will take further action.

No pupil should be sent to the Senior Tutor or the Deputy Head until an attempt has been made by the classroom teacher to correct the problem.

1.3 **Other Level 1 Offences**

Breaking all school rules except those listed in Level 2 Offences. This includes:

- (a) using profanity, vulgar language or obscene gestures whatever the circumstances;
- (b) failing to comply with lawful directives issued by school personnel or school policies, rules and regulations;
- (c) violating the dress and grooming policy of the school;
- (d) arriving late for school, for class or for any other recognised school commitment;
- (e) undermining deliberately or otherwise the stated goals of the school;
- (f) discourtesy and disrespect toward teachers, sports coaches, captains of teams and visitors;
- (g) littering;
- (h) pupils who fail to procure absentee note from parent/guardian for being absent from school;
- (i) bringing the name of the school into disrepute
- (j) missing a sports practice without a valid excuse.

1.4 **Consequences:**

The following forms of action **may** be taken against the pupil.

- (a) break detention;
- (b) appropriate punishment by the Senior Tutor and/or Deputy Head;
- (c) counselling;
- (d) corrective action by pupil;
- (e) demerits may be recorded if a file note is generated.

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Level 2 Offences

2.1 Non-inclusive list of Level 2 Offences:

- (a) throwing dangerous objects that can cause injury;
- (b) engaging in misconduct, as defined by the school rules on school buses;
- (c) bullying (in context of a schedule 2 Offence);
- (d) fighting and or displaying unacceptable aggressive behaviour at school and all school related activities
- (e) possession of tobacco and/or smoking/using a nicotine product;
- (f) disrupting school or classes;
- (g) abusive, aggressive behaviour or language toward teachers, other pupils or visitors;
- (h) being truant, bunking legitimate school activities;
- (i) repeated offences from the previous schedule;
- (j) bringing the name of the school into disrepute (In the context of a Level 2 offence);
- (k) leaving school grounds when not permitted to do so;
- (l) missing two or more sporting or other activity practices without a valid excuse.
- (m) not arriving for a League, organised match or performance without a valid excuse;

2.2 Consequences:

All offences listed (a)-(l) above **must** be reported to the Senior Tutor immediately. The Senior Tutor **may** take one or more of the actions listed (a), (b) or (c) below. Should the it be deemed necessary, the matter may be referred to the Deputy Head. Should this happen the pupil **must** appear before the Deputy Head. The Deputy Head **may** take one or more of the following actions:

- detention plus recorded verbal warning;
- parental call, verbal warning plus detention;
- essay, project or assignment;
- written warning plus detention;
- community service;
- suspension from school activities or a selection thereof but not including academic activities;
- corrective action by pupil.
- demerits may be recorded if a file note is generated.

Level 3 Offences

3.1 Non-inclusive list of level 3 Offences.

- (a) cheating or copying another pupil's work;
- (b) committing a violation of the laws of the state;
- (c) possession, dealing or trading in dangerous drugs or being under the influence of drugs;
- (d) possession, dealing or trading of alcohol or being under the influence of alcohol;
- (e) possession of weapons at school and school-related activities;
- (f) bullying;
- (g) assault;
- (h) rape;
- (i) sexual abuse;
- (j) theft;
- (k) vandalism;
- (l) repeat of Level 2 Offences;
- (m) possession of pornographic material on school premises;

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- (n) bringing the good name of the school into disrepute;
- (o) hacking or other internet violations;
- (p) forging signatures;
- (q) sexual activity;
- (r) breaking sentence imposed by teacher, Senior Tutor, Deputy Head or Disciplinary Committee;
- (t) verbal and or physical abuse in a game or any other school activity.

3.2 Consequences

All offences listed above **must** be reported to the Deputy Head immediately.

In the case of 3.1(d) the school reserves the right to ask the pupil to submit to a non-invasive breathalyser test (without parental permission) which may then be corroborated or discounted by a blood or urine test within an hour of the first test and with the permission of the pupil's parents. In the case of 3.1 (c), (d), (e), (m) and any other offence where suspicion exists, the school reserves the right to search the person or possessions of a pupil. Searches will only take place on instruction of the Deputy Head and/or Headmaster.

After an investigation by the Deputy Head, a formal hearing may be requested after which the Headmaster **may** take one or more of the following actions:

- (a) community service;
- (b) final written warning;
- (c) essay, project or assignment;
- (d) gating
- (e) suspension
- (f) suspension from school activities or a selection thereof but not including academic activities;
- (g) counselling;
- (h) expulsion;
- (i) corrective action by pupil.

Any Level 3 Offence may lead to expulsion from the school.

3.3 Disciplinary Hearings

After an investigation, the Headmaster or in his absence the Deputy Head will consult with the investigating member of staff and may then chair a disciplinary hearing for offences which are categorized as Level 3 Offences.

- (a) A Disciplinary Committee (The Committee) shall consist of the Headmaster plus one other person appointed by him (The Assessor). These persons shall not be involved in the investigation.
- (b) The Deputy Head or another person designated by the Headmaster will lead the investigation, formulate the charge and present the evidence at the hearing. This investigation should include an opportunity for the pupil to state his/her case if he/she so desires. The pupil shall not be compelled to make any statement.
- (c) A teacher chosen by the pupil shall act for the pupil at the hearing.
- (d) The parents of the pupil shall be informed of the hearing before it commences.
- (e) Parents of the pupil may be present at the hearing, but will only be allowed to participate in the proceedings when The Committee has convicted the offender (or not) and is considering an appropriate sanction.
- (f) All hearings must, wherever possible, occur as soon as possible after the school has become aware of the alleged offence.

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SEE ALSO 05 004 Discipline Policy – Procedure Document – Disciplinary Committees

SANCTIONS

Considerations for appropriate sanction

Chesterhouse supports the principle of the individualization of punishment as opposed to the slavish adherence to a schedule of punishments. Thus, the following points will be considered at all levels of disciplinary action.

1.1 The nature of the transgression

A consideration of the nature of the offence will have regard to all the circumstances which are relevant to the offence including the following:

- (a) the manner in which the offence was committed;
- (b) the place where the offence was committed;
- (c) the effect which the commission of the offence may have had on the interests, physical integrity or property of others, including the school;
- (d) any other circumstance relating to the commission of the transgression which the presiding teacher may consider relevant to the imposition of a sanction.

1.2 The personal circumstances of the pupil

These circumstances include any factor which may have a bearing on the effect which a particular punishment would have on the individual. These will include:

- (a) age and maturity;
- (b) age and maturity relative to others involved in the same transgression;
- (c) home environment, background and upbringing;
- (d) health;
- (e) the previous record of transgressions of the individual;
- (f) the perceived level of potential danger/negative impact of the transgressor on other pupils and school interests.
- (g) any other personal attribute or circumstance which may have bearing upon the appropriateness of any particular sanction.

1.3 The interests of Chesterhouse, its staff and other pupils, which includes:

- (a) the need to protect and/or restore the good name and reputation of the school having regard to the prevalence of the offence at Chesterhouse and the nature of the offence;
- (b) whether the transgression impacts on the physical integrity, property or well-being of staff and fellow pupils at the school;
- (c) the effect which the transgression may have had on the maintenance of discipline and order at the school with particular reference to the likelihood of likeminded pupils following the example of the transgressor in future;
- (d) the effect which the offence has had on the good name and reputation of the school;
- (e) any other such factor which may have bearing upon the selection of an appropriate sanction.

In selecting an appropriate sanction, the purpose / goals of punishment must be considered. Of particular importance is the need to balance law and grace (mercy). Upon consideration of the above factors, discretion should be exercised in the selection of a particular sanction which is appropriate for the

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individual.

2 **Cumulative nature of offences and consequences**

By the use of the word "cumulative" it is intended that a pupil may not either continue to commit the same offence or the same level offence indefinitely.

Chesterhouse is committed to the achievement of a fair and effective disciplinary dispensation which will ensure the consistent application of appropriate disciplinary measures.

However, although this code clearly shows that certain types of behaviour will in all probability lead to certain types of action being taken by this school against the pupil, the code also recognizes that each case, particularly those involving a possible suspension or expulsion should be judged on the basis of merit. It is recognised that each case involves different circumstances and every effort must be made to deal fairly with the individual with due recognition being given to the fact that each case is a separate entity.

3 **Principles followed by the school**

Disciplinary measures or sanctions are intended to promote the learning of self-control and to change inappropriate behaviour. Expected behaviours must be actively taught both at home and in school and any sanction must enhance this process.

Before any disciplinary measure or sanction is applied, the following principles are followed by the school:

Sanctions:

- will be appropriate for the pupil's stage of development, and in consideration of the pupil's own special needs;
- will reflect the severity of misbehaviour and take into account the frequency and duration of the misbehaviour;
- **will always be chosen primarily for their educational value;**
- will be appropriately timed;
- must always be balanced with additional action in the form of an intervention that should be designed in order to produce a constructive behavioural change.

Sanctions in the case of academic transgressions

Pupils are to do the work that is required of them, to do it thoroughly and to do it on time. Should this not be the case, a process described below may follow:



- Informal counselling by teacher, tutor and/or Deputy Head.
- Formal counselling by teacher, tutor and/or Deputy Head.
- Disciplinary committee with Deputy Head where pupils may be issued with a first warning.
- Disciplinary hearing with Headmaster where pupils may be issued with a final warning, or risk being either suspended or excluded from the school.

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4. **Description of sanctions**

SANCTION	DESCRIPTION
FILE NOTE	<ul style="list-style-type: none"> Generated by staff to inform the Deputy Head / Head about situations – positive or negative. Is recorded as a merit or demerit. Repeated file notes may result in too many demerits and further action may be taken.
DEMERITS / MERITS	<ul style="list-style-type: none"> Generated through the File note system. Captured on the school admin system and regular records are generated for follow-up. Keeps record of Level 1 and Level 2 offences. <p><u>Demerit Value</u></p> <p><u>1 Demerit:</u> All Level 1 Offences – excluding 1.3 (b), (f), (i), (j) – which count 2 Demerits.</p> <p><u>2 Demerits:</u> As above</p> <p><u>3 Demerits:</u> All Level 2 offences.</p> <p>Academic and Behaviour Merits or Demerits (through a file note) can be issued for pieces of work or behaviour that the teacher believes deserves it.</p> <p>For three behaviour or academic demerits a pupil can be called to a counselling session by the Deputy Head and appropriate punishment issued (eg: Warning/Daily Report/ Parental Meeting etc).</p>
SUBJECT DETENTION	<ul style="list-style-type: none"> Issued and monitored by a subject teacher. The purpose would be to ensure that work is done. The timing of such detention would be determined by the extramural programme of the school and teacher.
EXTRA WORK	<ul style="list-style-type: none"> Mainly issued by subject teachers. Issued because of lack of application by pupils. The purpose should be to ensure work is done or learnt better and writing out of lines should be avoided.
VERBAL WARNING	<ul style="list-style-type: none"> Issued by teachers, prefects, Deputy Head and Headmaster. Can be supplemented with a file note. No more than three verbal warnings should be given for repeated Level 1 Offences. This measure may be implemented by teachers, without reference to the Deputy Head or Headmaster. Staff may bring the pupil to the

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	Deputy's office for a verbal warning.
DAILY REPORTS	<ul style="list-style-type: none"> • Issued by teachers and Deputy Head. • Daily reports can monitor academic endeavours as well as discipline.
COUNSELLING	<ul style="list-style-type: none"> • Can be used as a first sanction or following verbal warnings. • Administered by a member of staff or the Tutor. • A file note must be generated, describing the action taken during the counselling session. • A tutor may call for a counselling session with the subject teacher present. • Counselling may take place in the Deputy Head's office.
FORMAL COUNSELLING	<ul style="list-style-type: none"> • Administered by the Deputy Head, in consultation with the relevant member of staff. • Minutes of the proceedings are kept. • Parents are usually invited to a formal counselling session or are informed of the proceedings via a letter from the Deputy Head.
WRITTEN WARNING	<ul style="list-style-type: none"> • Can be issued after a formal counselling session. • Can take the form of a letter or a file note. • Usually issued by the Deputy Head or Headmaster. • Serves to inform parents of the transgressions and there will be the expectation that parents respond to the written warning.
BREAK DETENTION	<ul style="list-style-type: none"> • Issued by the prefects for late comers • Names are entered into a book/register and prefects administer break detention. • Pupils on break detention are allowed a five-minute comfort break. • When a pupil does not attend a break detention, he receives two break detentions. • The pupil who still does not attend these detentions (two), will receive community service.

CONFISCATION	<ul style="list-style-type: none"> • The school may confiscate items if they contribute to the transgression of the rules. (Confiscation period = 1 week) • Cell phones, I-pod's, PSP's and jewellery are some of these items.
COMMUNITY SERVICE	<ul style="list-style-type: none"> • Issued by the Deputy Head or a teacher appointed by him. • Takes place on Friday afternoons between 14:00 and 16:00. • Failure to attend community service can lead to a hearing.
FRIDAY DETENTION	<ul style="list-style-type: none"> • Issued by staff on a weekly basis. • Managed by a staff member.

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WITHDRAWAL OF PRIVILEGES	<ul style="list-style-type: none"> • Issued by the Deputy Head or a teacher appointed by him and the Headmaster. • This may include suspension from sport and social activities, which form part of the Chesterhouse curriculum.
EXAM PRIVILEGES	<ul style="list-style-type: none"> • Exam privileges may be withdrawn, in part or fully, by the Deputy Head or Head.
CORRECTIVE ACTION	<ul style="list-style-type: none"> • The pupil repairs or pays for repairs or apologises. • Usually refers to situation where vandalism has taken place. • Correcting hair colour, putting on correct uniform or shaving.
SUSPENSION	<ul style="list-style-type: none"> • Issued by the Deputy Head and Head only. • An investigation precedes any suspension. • A pupil may be suspended pending a hearing, if it is the opinion of the Deputy Head, Head or the investigating teacher that such a pupil poses a direct threat to school property, pupils, teachers and/or him/herself. • A suspended pupil must be collected by his or her parents from school at which stage they will be issued with a letter giving details of the impending hearing • Suspension can be issued during a formal disciplinary hearing as part of the sanctions.
EXPULSION	<ul style="list-style-type: none"> • Issued by the Headmaster or the Chairman of the Disciplinary Committee appointed by the Headmaster • It is the final disciplinary measure and is administered only upon the recommendation of the Board of Governors, the Headmaster and the Disciplinary Committee.

This is a non-inclusive list and from time to time, it might be necessary for the Headmaster, Deputy Head and the Disciplinary Committee to devise and issue sanctions that are not listed above.

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DISCIPLINARY PROCEDURES

LEVEL ONE OFFENCES

Teacher:
 Informal counselling
 Verbal warning (record)
 Generate file note with action taken (demerit)
 Possible action
 (Stay in at break / Extra work)
 Referral to Senior Tutor

Tutor:
 Informal counselling
 Verbal warning—noted on file note
 Inform Deputy Head
 Place on detention
 Meet with Deputy Head, teacher and child—file note
 Arrange for counselling session with Deputy Head + parents (demerit record)

LEVEL TWO OFFENCES

Teacher:
 File note to Senior Tutor

Senior Tutor:
 (Inform Deputy Head and investigate)
 Verbal warning + file note (demerit)
 Parental call + Verbal warning
 Verbal warning + detention
 Essay, Project or assignment
 Referral to Deputy Head

Deputy Head:
 (Investigates further—demerit record)
 Counselling session with parents and pupil
 Gating, Detention, Community Service
 Withdraw exam privileges
 Suspension in consultation with SMT/ Headmaster
 Issue punishment/Contact parents
 May request formal hearing

LEVEL THREE OFFENCES

Teacher / Senior Tutor:
 Send pupil to Deputy Head

Deputy Head:
 Initiate full investigation / test / inform parents
 Inform Headmaster
 Suspension if school community in immediate danger
 Deputy Head can request formal hearing
 Parents are informed
 Hearing
 Possible expulsion / suspension

These procedures serve only as a guideline and do not imply that the mentioned action will be taken or be limited to what is recommended on this document. The repeat of offences or the severity of offences could result in other sanctions being recommended.

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Reviewed by	Created by: BWJD		

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APPEALS

1. Pupil's appeal procedure:

In the case of Level 1 and Level 2 Offences, where pupils have been punished by a teacher, pupils may appeal to the Deputy Head against punishment if they feel they have been unfairly punished. The procedure to follow in such cases is as follows:

- 1.1 The pupil must first try to solve the problem with the teacher concerned.
- 1.2 Should this not lead to an amicable conclusion then the pupil may appeal directly to the Deputy Head. Decisions by the Deputy Head once he has concluded his investigations are binding on both the teacher and the complainant.
- 1.3 If a prefect or monitor has meted out punishment, 1.1 and 1.2 above apply, save the word teacher must be substituted with the word prefect.
- 1.4 Parents are encouraged to allow their children the freedom to solve their own problems with the authorities in the school. However, where a parent feels that his or her child, for whatever reason, cannot do this, then they are requested to contact the Deputy Head or Headmaster directly. However, the parents of the child are not permitted to participate in the actual hearing to determine the guilt/ innocence and sentence of the child.
- 1.5 Pupils and parents must appreciate that the right to appeal or lodge a complaint must not be used to contest every action taken by the authorities in Chesterhouse.
- 1.6 In the case of level 2 Offences, where the Deputy Head has punished a pupil and the pupil believes they have been punished unfairly, the pupil may appeal to the Headmaster. Decisions by the Headmaster once he has concluded his investigations are binding on both the Deputy Head and the complainant.

The pupil / parents have the right to appeal against any formal disciplinary action imposed by the school. Lodging an appeal against a decision, for a minor offence, or to expel the pupil after a disciplinary hearing has been conducted, **only entitles the pupil to an appeal review however**. A review is generally a process that does not entail a "rehearing" of evidence, and the reviewer is required to at least review documentation submitted by the respective parties, and consider the evidence presented by the school as well as any other evidence submitted by the other party.

The pupil / parents wishing to appeal must fully motivate their appeal in writing, detailing their grounds for appeal. The request for appeal must be submitted to the school within 5 days of the hearing chairperson's decision having been communicated to the learner/parents so as not to delay review proceedings.

The school will be responsible for appointing an appropriate person, or review panel, to conduct the appeal review - or a re-hearing if considered necessary. After reviewing the appeal motivation submitted, and investigating any aspects of the disciplinary process considered necessary, the reviewer must make a decision based on his / her findings, relative to the grounds for appeal submitted.

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

Any costs incurred in an appeal will be for the account of the parents/guardians of the pupil.

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INFORMATION TECHNOLOGY

1. General

- 1.1 It is the policy of the school to encourage the use of its computer facilities, electronic mail service, Internet access and other resources to share information, to improve communication, to research and to further the cause of learning. Users need to do so responsibly.
- 1.2 All computer hardware and software and any information and data originating from the computer system or stored on it, is also the property of the school. Access to the Internet, e-mail services or its system and resources is a privilege granted by the school. The school reserves the right to choose which users will be provided with such access and may revoke access without warning at any time to persons who abuse the access.

2. Internet and e-mail

- 2.1 Internet access and e-mail usage is controlled and monitored and the school reserves the right to prevent access to any sites or file types it deems unacceptable. Each user acknowledges that the school can, if it considers it necessary at any time, monitor, control and examine all individual connections and communications.
- 2.2 If there is any reason to believe that violations of this policy, the code of conduct or the law have taken place, the school may revoke the privilege and wholly or partially restrict access without prior notice, and without the consent of the user as well as take any further action it deems necessary.
- 2.3 Users are expected to respect and not abuse the privilege of personal e-mail and Internet access and specifically must not:
 - (a) use the school e-mail systems and mailing lists for personal gain and they may not conduct any form of business whatsoever using the school's resources or access;
 - (b) directly or indirectly interfere with the operation of the computer facilities;
 - (c) neglect assigned work or any other obligations to the school by irresponsible use of access;
 - (d) burden the school system with any congestion particularly with frivolous attachments i.e. jokes, pictures, games, videos or any other sort of frivolous attachment.
- 2.4 No programs or files of any sort may be downloaded or transferred from any source at any time unless specifically authorised. No data of any sort shall be copied or transmitted by any means from the school's systems, resources or communications access of any sort or in any other way shared with unauthorised persons.
- 2.5 Users must not access or distribute abusive, racist, sexist, vulgar or otherwise offensive material. The school will block messages from any sender of any unacceptable or unwanted communications and it will also take any further action it deems necessary.
- 2.6 Representing the school: when using e-mail, any other form of communication such as telephone calls or SMS messages or in any way participating in electronic dialogues on the internet, users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the school unless this is appropriately authorised (explicitly or implicitly). Always regard an e-mail address that includes the school domain name (e.g. the school@theschool.co.za) in exactly the same way as if you were communicating using the school's printed letterhead.
- 2.7 Periodic checks will be performed by the System Administrator to ensure that offences are minimised. Frivolous files will be deleted without prior consent from the offending user/s.

3. Storage devices

- 3.1 Secondary storage devices ie CD-ROM and flash drives will also be checked periodically.
- 3.2 USB pens or flash drives may only be used for the school related work. Under exceptional circumstances written permission from teachers must be obtained. Any approval will clearly state the reason for their use, and the data that may be stored on these drives.
- 3.3 The school may check any PC's, laptops and other electronic devices that are linked to the school network

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or on school property if there is suspicion that they are being used in ways that contradict this policy.

4. Copyright

- 4.1 Copyright laws must be adhered to at all times. All sources must be acknowledged.
- 4.2 No software or data of any sort may be copied or accessed for use at home or anywhere else without explicit permission and proof of original software must be provided.

5. Reporting to System Administrator

Users must report the following to the System Administrator immediately:

- 5.1 suspected incidents of software viruses or suspicious mail messages;
- 5.2 suspicious e-mail attachments and/or downloads;
- 5.3 any form of harassment, racist, sexist or inappropriate communications or any other form of unacceptable use of communication.

6. Disciplinary Action

6.1 First offence

- (a) Will be recorded and a file note will be given (demerits may be recorded).
- (b) Parents may be notified.
- (c) A fine may be charged to compensate for the unnecessary time spent/work done by the System Administrator – worked out pro rata to the System Administrator's hourly rate.

6.2 Second offence

- (a) A second file note will be issued.
- (b) Media will be confiscated or deleted as required.
- (c) Network access will be revoked pending an investigation.
- (d) A fine will be charged equal to the fine stipulated for the first offence.

6.3 Third offence

- (a) Disciplinary hearing will be held.
- (b) Media confiscated or deleted as required.
- (c) Network access will be revoked pending an investigation.
- (d) Disciplinary steps taken as specified by the committee.

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Annexure A

DRESS AND GROOMING RULES

Item 10 of the School Rules refers.

The dress and grooming rules are:

UNIFORM

- 10.1 Girls skirt length should be a maximum of four fingers above knee height when kneeling.
- 10.2 Girls may not wear tracksuit trousers under school skirts at any time.
- 10.3 Only plain white T-shirts may be worn under school shirts. They should not be visible around the sleeves or at the collar.
- 10.4 Only regulation school shoes may be worn. No suede shoes, thick soled shoes or boots may be worn. Shoes with buckles are not permitted.
- 10.5 All boys are required to wear a brown belt.
- 10.6 Boys' trousers must be regulation chino in colour. The trousers must be of a good fit and length and should not be too tight or too baggy. Trousers must be worn at the correct hip level.
- 10.7 School jersey's sleeves should not be pushed up or hang over the hands.
- 10.8 During exams and occasions when tracksuits are worn, official school sports shirts and/or jerseys must be worn under the tracksuit top.
- 10.9 On Civvies Days, all other grooming rules apply.

HAIR

Hair must be kept clean, tidy and must be combed. Fringes should not fall into the eyes.

- 10.10 Hair colour may not be changed. No streaks or highlights are permitted.
- 10.11 No "cult" hairstyles eg undercuts, steps, patterns, mullet, "bedhead" or spikes are allowed.
- 10.12 Girls may wear braids, but they must be kept off the face and must be tied back, if longer than collar length. They may not be longer than level with the shoulder blades. Only white, blue, brown, silver and gold combs may be worn. Blue, dark green or black elastics may be worn. Large or decorative clips are not permitted.
- 10.13 No sticky or glossy hair gel may be worn.
- 10.14 Boy's hair may not touch the collar or grow over the eyebrows or ears. Sideburns should be kept to mid-ear length. No long, thick and bushy or "Afro aistyles" are allowed. Black grade 12 boys may braid their hair closely to the head. No dreadlocks may be worn. No hair extensions are allowed.

JEWELLERY


Only thin neck chains may be worn for religious purposes and they may not be visible.

- 10.15 Girls with pierced ears may wear matching average sized silver or gold sleepers or studs. Sleepers should not be bigger than the joint of the little finger. Sleepers of a reasonable thickness may be worn. Only one earring, in each ear, may be worn in the lowest hole in the lobe.
- 10.16 Boys may not wear earrings or any other visible piercings to school.
- 10.17 Only badges relating to bona fide school activities may be worn e.g. class captain, team sports badges, Interact. No AIDS ribbons or WWJD bracelets may be worn. No overly ornamental watches are allowed.

HYGIENE

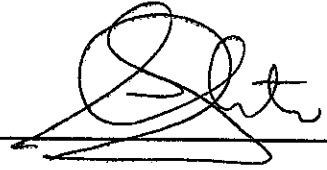
- 10.18 Nails must be a reasonable length. When hands are held up, nails must not be visible over the tips of the fingers. Only clear varnish may be worn. False nails are not allowed. Grade 12 girls may have longer nails.
- 10.19 All makeup is banned when wearing school uniform.
- 10.20 Boys must be clean-shaven.
- 10.21 No visible tattoos or piercings are allowed.

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HEAD
For and on behalf of School Executive

DATE 19 November 2009



CHAIR
For and on behalf of Board of Governors

DATE 19/11/2009

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