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Author	Mr. Denis Jack
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# *Stanford Lake College*



## **STUDENT CODE OF CONDUCT 2023**

## 1. OUR VALUES

- |                     |  |
|---------------------|--|
| • I have Integrity  | I am honest and trustworthy                                |
| • I have Courage    | I stretch myself beyond the ordinary                       |
| • I have Respect    | I show it and earn it                                      |
| • I value quality   | I will ignite a passion for excellence                     |
| • I have Commitment | What I start, I will finish: I am accountable              |
| • Tshanduko         | I learn for life   |
| • Ubuntu            | We are a Family, celebrating the strength in our diversity |

## 2. LEARNERS' CODE OF CONDUCT

### *A document created for, and by, the students of Stanford Lake College*

I understand that honesty, truthfulness, integrity, punctuality and respect for the needs and property of others are the core values of Stanford Lake College.

I have the right to be treated with respect, regardless of age, gender, race, intelligence or religion, and I must treat others with respect.

I understand that cheating, bullying, vandalism, plagiarism, theft and substance abuse (including, but not limited to, smoking in any form, alcohol or drugs, whether at the College or outside it; and whether in school uniform or not,) are very serious offences and that, if I am found guilty of such offences, I may put at risk my continued stay at the College.

I have, if I behave in the appropriate manner, the right to be taught by teachers who are fair, competent and sympathetic to my needs.

I undertake to do my homework and prepare for tests and examinations properly and to ensure that my behaviour in the class does not affect the opportunities of others to learn effectively or the teacher to teach effectively.

I have the right to be happy and may not be ridiculed, threatened or harmed in any way.

I accept that I am a representative of the College and I undertake not to do anything to damage the reputation of the College.

My general conduct at the College is part of my education and I will greet and be courteous to all staff, visitors, fellow students, seniors and other adults on the campus. The use of foul and abusive language is not accepted by the College.

I will observe the regulations relating to the dress code and school uniform. I accept that if I am to be proud of my uniform it should be neat at all times. I will support and abide by the school rules.

I will, at all times, endeavour to act in a way that will be a credit to Stanford Lake College and, in so doing, acknowledge my loyalty to the College and belief in and support of the ethos of the College.



### 3. COLLEGE CHARTER

#### The Executive and staff of Stanford Lake College are committed to:

- Instilling into each individual learner a sound ethical and moral attitude, based on the values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing and implementing a curriculum of excellence and setting the highest standards of work and behaviour for all pupils.
- Being professional in allocation, review and return of pupils' work.
- Protecting the dignity of all who are a part of our school community and creating a loving and caring environment.
- Fostering strong communication with parents as the basis for close co-operation.
- Conducting ourselves in accordance with the Code of Professional Conduct of the South African Council for Educators.
- Listening to parents and pupils and understanding any concerns raised and providing the appropriate time and place for full and confidential discussion.
- Establishing reasonable expectations for solving any issues or problems.
- Establishing a written action plan for any proposed or agreed solution and reporting and reviewing the action plan.
- Providing an opportunity to a parent or learner to work towards a solution.
  - Recognising that:
  - Parents have a depth of experience with the learner.
  - Parental and educator perspectives may justifiably differ.
  - Parents have multiple time commitments.

#### Parents / Guardians are committed to:

- Helping and encouraging students to develop strong spiritual and moral values.
- Taking an active and supportive interest in the College's aspirations.
- Taking an active interest in students' work and progress and in this regard attending parents' meetings.
- Supporting the values, authority and discipline of the College.
- Ensuring children abide by the College rules.
- Reading and committing themselves to the relevant policy documents that pertain to them at this College.
- Listening to students
- Holding discussions with students at a time and place that permits full and confidential exploration of issues.
- Concerns will be directed at the educator in the first instance.
- The issue / problem will be articulated clearly and fully. Students will be afforded the opportunity to work towards a solution, which will require sufficient time.
- Recognising that:
  - Members of staff are trained professionals.
  - Staff perspectives may differ from those of parents.
  - Staff have multiple time commitments.

**The absence of a specific guideline in the College Charter or Student Code of Conduct does not relieve an individual of his or her responsibility to behave in what would be considered a fair and reasonable manner in all situations related to the College.**



## 4. DISCIPLINE

### 4.1. DEFINITIONS

- a) **“The School / College”** is taken to mean Stanford Lake College. For the purposes of this document, **“at school”** includes all of the following:
  - i. On the school premises at any time.
  - ii. Participating in a school function in any place and at any time.
  - iii. In school uniform in any public place, whether on school business or not.
  - iv. In any context in which the student is clearly associated with the school.
- b. The surrounds. Local: forests and plantations, roads, farms, dams, (Troutbeck, Ebenezer and Stanford) Haenertsburg village, grasslands and Magoebaskloof.
- b) **“Caution”** refers to an informal verbal warning by a Deputy Head, warning the student that more punitive measures will be taken if the negative behaviour continues.
- c) **“Deputy Head’s Enquiry”** refers to an Informal Disciplinary Enquiry, conducted and chaired by a Deputy Head.
- d) **“Formal Disciplinary Enquiry”** is a process where a serious alleged incident, or involving a student, is investigated by the Deputy Head and chaired by the Headmaster or an appointee of the Headmaster of the College.
- e) **“Discipline Committee”** is a group of teaching staff who overview the disciplinary processes and procedures of the College from time to time. Any change to the Code of Conduct, or a document of a disciplinary nature, has to be approved by the Headmaster.
- f) **“DH”** is a common term used by the students of the College, and is synonymous to a “Formal Disciplinary Enquiry”.
- g) **“Drug”** refers to a chemical substance that produces a psychoactive effect. For the purpose of this policy, it includes, but is not limited to, e cigarettes, herbal cigarettes, tobacco, cannabis, inhalants, alcohol, tobacco, pharmaceutical drugs (without medical approval), illegal substances, as well as image and performance enhancing drugs.
- h) **“Substance”** is taken to have the same meaning as “drug” outlined above.
- i) **“Staff”** is taken to mean all individuals employed by the school as academic, coaching or teaching personnel.
- j) **“Excessive”** use of alcohol, or **“abuse”** of alcohol, is taken to mean sufficient use to bring persons into a clearly visible state of intoxication.

#### 4.1.2 Actions taken by the College will be guided by the following:

- a) To create a consistent procedure where the punishment is appropriate for the offence as well as the circumstances surrounding the offence.
- b) To guide students towards self-discipline and responsible behaviour and to foster College spirit and tradition in a constructive manner that reflects the Values and Vision of the College.
- c) The College may initiate various forms of informal and formal disciplinary measures and are entitled to apply disciplinary action that they believe is appropriate in circumstances, but within the guidelines provided in this procedure. The judgement and discretion of the College to apply disciplinary measures will, therefore, not be rigidly restricted by the procedure or the Code.
- d) The severity of action taken by the College will depend on the circumstances, the seriousness of the infringement(s) and any mitigating or aggravating factors being of relevance. For this reason, the guidelines enclosed seek to ensure consistency, but not to remove the necessary discretion of the teacher or the College to apply a lesser penalty should circumstances so dictate
- e) To distinguish between a misdemeanour and a severe transgression, the College has implemented a system where offences are categorised, dependent on the seriousness of the offence (see Annexure A). Disciplinary measures applied in response to student misconduct will, therefore, require that the teacher or College officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken.
- f) A Disciplinary Enquiry will not be held if the possible sanction is anything less serious than suspension or expulsion.



#### 4.2. The following disciplinary measures may apply:

Generally initiated by a teacher:

- Constructive discussion.
- Verbal warning.
- A strike logged onto the detention file.

Generally initiated by a teacher, through a Deputy Head:

- Friday afternoon detention for repeated infringements.
- Meeting with College Disciplinary Committee.
- Informal Enquiry.
- Interview with the student and his/her parent/guardian Behavioural counselling.
- Formal warning of a Disciplinary Enquiry

May only be considered after a Disciplinary Enquiry:

- Formal warning of expulsion.
- Suspension from the College as punishment – usually no more than five (5) school days.
- Suspended Expulsion.
- Expulsion.

Discipline must, wherever feasible, be applied progressively. Repeated committing of a minor, similar or related offence will result in progressively more severe and formal action being taken, particularly where a clear pattern of behaviour is indicated by the student's continued misconduct.

Notwithstanding the principle of progressive discipline, a serious first offence may justify a formal and severe penalty and mitigate against the imposition of a lesser form of action.

#### 4.3. DISCIPLINARY PROCESS

Level 1 offences (see Annexure A) are dealt with directly by the member of staff. Such minor infringements are communicated to the student's Tutor who will discuss the matter with the student and the student's parents where appropriate.

##### **Incident Reports – Level 2 offences**

In all cases the people involved with the misconduct will be asked to write an incident report. This document should contain all the information relating to the author's perspective on the alleged incidents and include a detailed description of the version of events. These reports remain the property of the College and are protected by the *Access to Information Act (No.2 of 2000)* and will not be released unless due process is followed. It is paramount that the students requested to write the report are absolutely truthful.

##### **4.3.1. Deputy Head's Enquiry (Informal Disciplinary Enquiry)**

When an alleged Level 2 or Level 3 offence is reported, the member of staff (or other complainant) will report the matter to a Deputy Head. This will initiate a 'Deputy's Enquiry' (Informal Disciplinary Enquiry). The Deputy might ask and or include one of the Discipline Committee members or a Boarding House Parent to assist with the initial investigation.

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

##### **4.3.2. Formal Disciplinary Enquiry**

When a serious (level 3) alleged infringement occurs, or in the case of repeated lesser infringements where formal disciplinary action has not had the required effect, notification of a Disciplinary Enquiry is given to the student as well as his/her parents. This notification must provide sufficient information to ensure that the student/parents are properly informed of the alleged complaint, the seriousness of the allegations and the College's intention to convene a Formal Disciplinary Enquiry to investigate the alleged infringement.



When convening a Disciplinary Enquiry, the following must be noted:

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

The conducting of the Disciplinary Enquiry is of great importance and must be chaired by an objective senior College official, member of the Letaba Trust or a suitably qualified person from outside the College. The Enquiry Chairperson will be responsible for leading and managing the enquiry process, and making critical decisions as to:

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

To ensure that this crucial procedure is properly and fairly conducted, all Disciplinary Enquiries should be conducted in such a way as to ensure that the fundamental principles of natural justice and the rule of law are maintained.

#### 4.3.3 The Accused Student:

1. Should be given adequate notice of the hearing and must properly understand the allegations being made. A minimum of 48 hours.
2. Should be presented with all facts and information relating to the allegations and must be given the opportunity to question evidence presented.
3. Is entitled to present their own perspective and explain / defend their actions, and be heard by an impartial chairperson.
4. Must be accompanied by a representative. This representative must be a current member of the College community, either a student or staff member.
5. May have their parent[s]/guardian present at the enquiry.
6. Must be treated with dignity and respect throughout the enquiry.
7. Is to be assured of reasonable confidentiality.
8. Must be offered an opportunity to make a statement in mitigation after being advised of the verdict but before sanction is imposed.
9. Must be notified of the outcome of the enquiry [i.e. the verdict], the decision made regarding penalties, and the reasons for such decisions.



10. Must be offered the right to appeal against any decision made by the Chairperson.

#### 4.4. BURDEN OF PROOF

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

#### 4.5. COMPLETION OF A DISCIPLINARY ENQUIRY

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

#### 4.6. APPEAL PROCESS

See Annexure C

#### 4.7. COLLECTIVE DISCIPLINARY PROCESS

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 related intent, is considered as being "collective misconduct".

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

#### 4.8. SANCTIONS

##### 4.8.1 Penalties and consistency

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

##### **Probation**

All sanctions, other than expulsion, imposed after a Disciplinary Enquiry carry an automatic minimum 6 month probation period. This is an opportunity for the student to redeem himself / herself. During this probation period students will not be considered for awards or positions of leadership. They must also report once a month to a Deputy Head for a behaviour appraisal. Should the same or similar



serious offence be committed within the allotted probation time then expulsion is the likely outcome.

#### 4.8.2 Cumulative Action

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

#### 4.8.3. Suspension

**a) Suspension as a Leave of absence:** pending the outcome of a Deputy's Enquiry the student may be asked to go home to receive family support and guidance. This allows the persons involved time to consider the serious nature of their misconduct.

**b) Suspension Pending an Enquiry:** Suspension of the student from College activities pending the conducting of a formal enquiry (i.e. if expulsion is being considered) should also not be of a duration that would prejudice the educational rights of the student. The enquiry should, therefore, be conducted as soon as possible after the suspension takes effect. In such a case, it must also be clearly indicated to the student that this suspension is not a form of punishment and is rather a practical arrangement to remove the student, temporarily and in the interests of the College and/or the student.

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

**While on suspension a student may not participate or represent the College in any activity, tour, trek or trip.**

#### 4.8.4 Expulsion

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

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

#### 4.8.5 Records

Results from a Disciplinary Enquiry, called a Disciplinary Record, remain on the student file for the duration of their time at the College and a further year. Disciplinary records are not forwarded to institutions of higher education.

### 4.9 MISCONDUCT OFF SCHOOL PREMISES

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

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





#### 4.10 SEARCH AND SEIZURE

The Headmaster or teacher, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any student or property in possession of the student for a dangerous weapon, firearm, alcohol, drugs or harmful dangerous substance, stolen property, or pornographic material brought onto College property.

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

##### Before Conducting the search;

- 1 It is important to consider the place being searched. Care must be taken not to infringe a person's right to privacy and dignity.
- 2 The person doing the search must have the authority (appointed by the Headmaster) to do so. However, if a staff member is under the immediate and strong suspicion that a boarder is in possession of the aforementioned substances/products; and the Headmaster cannot be reached (after school hours), the search must have the authority of a member of the SMT or the respective Housemaster/Housemistress.
- 3 Random searches of individuals is prohibited.
- 4 Searches of students can only be carried out by persons of the same gender, in private, as part of a structured intervention in a decent and orderly manner, if there is reasonable suspicion that the student is in the possession of a prohibited product.
- 5 Should a search be necessary, it should take place in the presence of the student concerned, a person of their choice to support them and a second adult witness of the same gender.

##### 4.10.1. Guidelines

- a) Prior to undertaking a search, the Headmaster or member of staff must have reasonable suspicion that one or more students have engaged in a wrongful act.
- b) Searches should, where possible, be authorized by the Headmaster.
- c) If a student refuses to be searched, and it is not a matter of urgency, parents or guardians should be called. If the parent refuses to grant permission for the search then the matter should be handed over to the police.
- d) Strip-searches are generally not permitted and must be avoided. Because of the intrusive nature, College officials should have "probable cause" (i.e. high level of justification) that the student is in possession of illegal substances or a weapon that may threaten the safety of other students.
- e) A body cavity search is the most serious and intrusive and **must never** be conducted by College officials or students.



## 5. SUBSTANCE ABUSE

### POLICY

#### 5.1. RATIONALE

**This Substance Abuse policy has been established in an attempt to:**

1. Publish guidelines and sanctions that are relevant to Stanford Lake College.
2. Address prevention and intervention with regard to substance abuse.
3. Be consistent with Government legislation.

At Stanford Lake College, substance abuse is considered an unacceptable practice as it is illegal and detrimental to the physical, mental and psychological wellbeing of a child. We strive to encourage a healthy drug-free way of life. We realise that, with the changing views of society, students are likely to be exposed to illegal, detrimental substances through various channels and it is, therefore, our policy to help students who fall victim to drug abuse.

By signing the acceptance of the College handbook, parents agree and demonstrate respect for the College's Substance Abuse Policy.

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

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

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

#### 5.2. GUIDING PRINCIPLES

- a. The possession, use or distribution of illegal drugs, including alcohol and tobacco (including e-cigarettes/vapes etc), is prohibited in South African Schools.
- b. Policies and procedures concerning both prevention and intervention should give priority to:
  - i. Developing a safe and supportive College environment that values human dignity and celebrates innocence.
  - ii. Educating the entire College community regarding illegal substances and the abuse thereof.
  - iii. Developing a range of responses for managing substance abuse related incidents within the College, taking into account confidentiality, the nature of the incident, the circumstances of the students involved, and the needs and the safety of the College community.
  - iv. Regular monitoring and evaluation of policies and procedures for managing drug related incidents in the College.
- c. The need for confidentiality cannot and should not prevent identification and prosecution of drug dealers and pushers.
- d. In case of disclosure, students should be given support to deal with confidentiality issues. In certain circumstances, where the safety of the student or educator may be at risk, limited disclosure is accepted.



### 5.3 POLICY REGARDING SUBSTANCE ABUSE

1. The use of any drug, without a doctor's certification is strictly forbidden on the College premises, in College uniform, during extracurricular activities and College functions.
2. Should a student be found in possession of/or under the influence of any drug (including alcohol) or suspected of either of the above, the College reserves the right to take action according to the Code of Conduct.
3. Dealing in and possession of drugs is a criminal offence. Should a student be suspected of, or be caught dealing, or acting as an agent, in selling drugs, the College will investigate and, if necessary, refer the matter to the SAPS for a criminal investigation after which legal action will take place.
4. The College reserves the right to involve police action.
5. The Headmaster, or his delegate, reserves the right to test students for the aforementioned substances, without the permission of a parent/guardian if there is reasonable suspicion of use thereof.
6. Any positive test will be dealt with according to the Code of Conduct regardless of whether the substance abuse occurred on campus or not.
7. If a student abuses drugs or alcohol at school, or arrives at school under the influence of drugs or alcohol, the student will immediately be suspended while the matter is fully investigated.

### 5.4 DRUG TESTING

Drug testing is designed to facilitate the creation of a drug-free society at Stanford Lake College and parents and students acknowledge and endorse the declared objective of the school to actively discourage the use of alcohol and narcotics by its students.

#### 5.4.1 Students and their Parents at Stanford Lake College:

1. Understand that being in possession of illegal substances and / or having any such substances in their bodies constitutes an offence.
2. Understand that urine samples can be taken when there is reasonable suspicion of the use of illegal substances.
3. Are aware that the costs involved with performing such a test will be charged to the relevant account.
4. If their child is on chronic medication, parents will provide the school with a Doctor's certificate which states the nature of the medication exactly.
5. Understand that a student, clearly caught in possession of any illegal substance, be it in their person or in their property, will be suspended from the school immediately pending a Disciplinary Enquiry.
6. Understand that throughout the year, tests will be conducted by the College when sufficient suspicion of drug abuse exists.
7. The results of the drug test, be they positive or negative, will be made known to the student, parents/guardians; and Deputy Head: Student Affairs and the Headmaster.

#### 5.4.2 Testing

1. Testing where there is reasonable suspicion that a child is using drugs.
  - a. The drug testing will be done by analysing urine samples. This process will be conducted by a staff member employed by the College.
  - b. The samples will be collected at the school under strictly controlled conditions.



- c. Furthermore, the results of tests will be dealt with confidentially and sensitively, and conveyed to the Headmaster, the Deputy Head: Student Affairs, the student and his parents, in the first instance.

#### **5.4.3 Action subsequent to a positive drug test**

The parents will be informed and invited to a meeting with the student and the College Headmaster. During the meeting, the following will be discussed:

1. The extent of the abuse must be determined if possible.
2. Reasons for the abuse must be determined if possible.
3. The student's and parent's attitude must be assessed.
4. A positive test could result in a Disciplinary Hearing and sanctions according to the Code of Conduct being applied.

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

### **5.6 EDUCATION AND PREVENTION**

As an institution expressly set up for the education of students, the College recognises that it has a major role to play in informing students of the dangers of substance abuse. This we do to the very best of our ability. Among other things, we provide guidance and information in Life Orientation and Tutor classes, expose the students to plays and films and literature dealing with substance abuse, bring in visiting speakers such as members of the Narcotics Squad, professional drug counsellors, addicts in recovery and addicts not in recovery, and set a suitable example in our own behaviour. The objective of preventive education is to reduce or delay the likelihood of experimentation with drugs by providing information about the dangers of their use and misuse. Also, it is to encourage those who are experiencing problems to get the help they need.

In addition, we provide a disciplinary structure to deal with offenders, thereby keeping our students' environment as drug-free as we can. We also provide an extensive personal counselling service, of which any student may make use.

It must be emphasised that the parents play as large a role as the College. If youngsters are permitted to spend weekends at venues or parties which are known to be places of great exposure to drugs and alcohol, then the probability of abuse by the children is very high indeed. Many parents underestimate the power of peer pressure and the influential role that it plays in their children's lives.

### **5.7 THE COLLEGE'S AMNESTY PROGRAM**

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

1. A contract to address underlying issues with a school appointed professional who will be required to present the College with feedback.
2. Consent to follow up drug tests.
3. In cases where a student does not comply with the management plan, the College will have no option but to bring the matter to the attention of the parents and the Headmaster may decide to invoke disciplinary action.



## Annexure A

### Transgressions and Sanctions

All transgression are seen in the light of being ‘at school’

“The School / College” is taken to mean Stanford Lake College. For the purposes of this document, “at school” includes all of the following:

- o On the school premises at any time.
- o Participating in a school function in any place and at any time.
- o In school uniform in any public place, whether on school business or not.
- o In any context in which the student is clearly associated with the school.
- o The surrounds. Local forests and plantations, roads, farms, dams, Haenertsburg village, grasslands and Magoebaskloof.

#### **PUPIL CODE OF CONDUCT: Examples of Infringements and Recommended Sanctions**

- Sanctions stated in this Code of Conduct are recommendations.
- The school reserves the right to impose sanctions other than recommended below should it be deemed appropriate to do so.

#### **LEVEL 1: LESS SERIOUS INFRINGEMENTS**

- Reprimand or Warning
- Strike on ADAM
- 3 Strikes on ADAM = Friday Detention
- 3 x Friday Detentions = Informal DH/Warning
- Formal DH/Suitable sanction decided by Discipline Committee
- Any other sanction deemed to be appropriate

1. Being involved in activities in areas where such activities are prohibited or in such a manner as may cause injury to others and damage to property.

2. Noisy or disruptive behaviour, disturbing the activities of others

Disruptive or unruly classroom behaviour

Trespassing or entering School premises without permission or without supervision, during or after School hours

Refusing to identify oneself by request from a School authority.

3. Tardiness, littering and poor housekeeping

Poor grooming, unhygienic personal habits, improper use of School facilities or ablutions

Hair, dress or apparel that is not in accordance with School standards or rules

Eating or drinking during class or School events/activities when consumption is not permitted

4. Tampering with the possessions or equipment of others

Use of School equipment without permission (with no serious consequences)

5. Refusal or failure to complete homework or assignments

Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events

General uncooperativeness and/or being wilfully obstructive



Poor application to studies, schoolwork or assignments
<p>6. Truancy, poor timekeeping practices</p> <p>Unexplained absences from classes or from compulsory events or activities</p> <p>Leaving class or School premises without permission</p> <p>Persistent late-coming or early unauthorised departure from class/School</p>
7. Misuse of personal communication devices/electronic devices
8. Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures
<p><b>LEVEL 2: SERIOUS INFRINGEMENTS</b></p> <p><u>1<sup>st</sup> offence:</u> Informal DH/Counselling/Community service/Final Warning/Parental contact/any other sanction deemed to be appropriate</p> <p><u>2<sup>nd</sup> offence:</u> Formal Hearing/Suspension/Expulsion/any other sanction deemed to be appropriate</p>
<p>9. Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, parents, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>Being unreasonably intolerant of others and their personal beliefs, traditions, appearance or diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p> <p>Swearing and use of vulgar, profane (foul) language</p>
<p>10. Playing of obscene, insulting or demeaning games</p> <p>Dangerous horseplay</p> <p>Malicious teasing</p> <p>Intimidation or threatening behaviour (attempted or actual)</p> <p>Fighting</p> <p>Physically aggressive behaviour</p>
<p>11. Inappropriate behaviour or comments in public or at School events that brings the School into disrepute.</p> <p>Abuse of School privileges or seniority/status, abuse of position of authority.</p>
12. Lying and unfair behaviour (with less serious initial consequences)
13. Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment.
14. Acts or behaviour designed to create a hostile or threatening School environment, or that may reasonably have resulted in such an environment



<p>Wilful disruption of School activities, interference with School authorities</p> <p>Any misconduct by the pupil that is considered by the School authorities to warrant more than Counselling, verbal reprimand or an ordinary written warning</p>
<p><b>LEVEL 3: VERY SERIOUS MISCONDUCT</b> (‘Zero Tolerance Offences’)</p> <ul style="list-style-type: none"> <li>• <b>All infringements in this category could lead to expulsion even for a first offence.</b></li> <li>• Formal Disciplinary Hearing/Suspension/Expulsion/any other sanction deemed appropriate.</li> </ul>
<p>15. Violent behaviour (verbal or physical)</p> <p>Assault</p> <p>Victimisation, bullying or initiation of any sort</p> <p>Using or being in possession of a dangerous weapon (at School or at School events)</p> <p>Inciting, advising, rewarding others to perform violent, offensive or threatening acts</p> <p>Behaviour that may threaten the safety and welfare of others (at School or at School events or in relation to School)</p> <p>Harassment (sexual, racial or religious)</p>
<p>16. Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances, or purchasing, distributing, storing or consuming any of these substances (at School or at School events), or any other related incident.</p> <p>Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at School or at School events</p> <p>Testing positive for alcohol, hallucinogenic or dangerous/prohibited substances during term time regardless of whether such substances were consumed off campus or not.</p> <p>Smoking or being in possession of cigarettes, including e cigarettes or any other form, on the School premises or at School events</p>
<p>17. Being in possession of another’s property without their knowledge or consent, or attempting to remove another’s property without their consent or knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another’s/stolen property</p>
<p>18. Serious dishonesty (actual or intended)</p> <p>Cheating, copying or tampering with test or exam results, reports or assignments</p> <p>Any form of cheating in assessments or exams (actual or intended)</p> <p>Being in possession of or distributing material or information that may give an advantage in an assessment or exam</p> <p>Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>Forgery or falsification of School reports and documents</p> <p>Off-site criminal misconduct that disrupts or substantially damages the School/pupil relationship and the educational process</p>
<p>19. Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact or any other unacceptable sexual activity</p>



<p>Sexual harassment, inappropriate sexual innuendos/suggestions or graphic comments</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behaviour</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material of any sort or in any form</p>
<p>20. Actions that expose others to serious danger or injury, or exposes the School to potential accidental loss or damage – whether due to wilful, grossly negligent or unintended acts</p> <p>Unsafe acts or behaviour that endangers the safety and welfare of others</p> <p>Filming, recording teachers or students without their permission and sharing, placing such material on social media.</p>
<p>21. Serious misconduct or actions that may bring the reputation of the School, pupils or other stakeholders into disrepute</p>
<p>22. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence</p>

### **ADAM:**

#### LEVEL 1: LESS SERIOUS BEHAVIOUR

- 3 strikes = Friday detention/parental contact by Tutor
- 3 Friday detentions = Informal Disciplinary Hearing – pupil must appear before a Discipline Committee to explain why they continue to display uncooperative behaviour – Committee then decides on appropriate sanction – must include a letter of warning of a Formal DH – parental contact by Tutor/Grade Head. Discipline Committee = SF; LL; DR + any members of PEX decided on by the DC.
- Next Friday detention = Formal Disciplinary Hearing.





## **Annexure B**

### **The process of a Formal Disciplinary Enquiry**

1. Welcome all present.
2. Introduce those present who are involved in the Hearing and explain each person's role. (eg Chairperson, person presenting school case, minute taker, mentor etc)
3. Procedure:
  - 3.1 Allegation put to student. Does the student understand the allegation?
  - 3.2 Give student opportunity to read own statement.
  - 3.3 Ask student to enter plea.
  - 3.4 Accept plea.
  - 3.5 If necessary, go to questioning/calling witnesses , allow for cross examination etc.
  - 3.6 Decide upon guilt or otherwise. Give verdict with reasons.
  - 3.7 If guilty, call for mitigating and aggravating circumstances.
  - 3.8 Give parents an opportunity to speak.
  - 3.9 Request parties to remove themselves from the forum while sanction is being considered or indicate a time frame within which a decision will have been communicated to them.
  - 3.10 Inform student/parent that they have the right to appeal against the process followed, the verdict reached or the sanction decided upon. The notice and reasons for the appeal shall be submitted in writing to the Headmaster of the College within 5 days of the outcome of the Disciplinary hearing being communicated to them.
4. Thank all for their attendance.



## Annexure C

### **Stanford Lake College Appeal Process**

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

Typical grounds for an appeal review may include:

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

Then a full appeal re-enquiry will be conducted in accordance with the principles of the Disciplinary Process, chaired by a new and impartial chairperson.

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

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

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



## Annexure D

### The Famous Five of School Rules and Regulations: (B.B.A.B.B.)

Every student should be knowledgeable of the following rules and regulations:

#### 1. Bounds

- a) "The School / College" is taken to mean Stanford Lake College. For the purposes of this document, **"at school"** includes all of the following:
  - i. On the school premises at any time.
  - ii. Participating in a school function in any place and at any time.
  - iii. In school uniform in any public place, whether on school business or not.
  - iv. In any context in which the student is clearly associated with the school.
- b) The surrounds. Local: forests and plantations, roads, farms, dams, (Troutbeck, Ebenezer and Stanford) Haenertsburg village, grasslands and Magoebaskloof.
- c) Make sure you sign in and out correctly in the right files informing the right people.
- d) If traversing into the surrounds make sure you have a minimum of a group of three with a cell phone.

#### 2. Banned Substances

- a) The following substances are illegal at school.
  - i. All illegal drugs including marijuana, cocaine and heroin.
  - ii. Alcohol and tobacco, including e cigarettes/vapes or any other form.
  - iii. Performance enhancing drugs typically associated, but not limited to, sports performance
- b) The following items are illegal at school (this is a non-exhaustive list and implies any other item deemed inappropriate)
  - i. Hubbly bubbly, pipes, cigarette lighters, matches
  - ii. Weapons, firearms and explosives.

#### 3. Appearance

- a) All students will wear the correct, clean Stanford issued uniform in the correct term for the correct activity. Please refer to the student hand book for full uniform requirements and regulations.
- b) Jewellery and makeup will follow the prescribed regulations as set out in the student hand book
- c) Hair may not draw undue attention to the student.

#### 4. Behaviour

- a) Stand and greet all visitors and staff.
- b) Behave in such a way that your actions bring credit to the College. Report behaviour that falls short of normal school behaviour contradicts our values and brings the school name into disrepute.
- c) Be punctual for all classes, activities and meetings.
- d) Do not steal. If it is not yours then do not take it.
- e) Do not have any inappropriate physical contact with another student.
- f) Treat all school community members as you would want to be treated.

#### 5. Belongings

- a) Look after your belongings carefully. Lock all valuables away safely in your cupboard / locker. Do not leave valuables in bags left in vulnerable places.
- b) Hand in lost property quickly to the reception desk.

I have read and understood SLC Famous Five rules and regulations. I understand these rules and regulations are only a summary of the full Code of Conduct. It is my responsibility to be fully familiar with the full 2019 SLC Information Handbook and Code of Conduct.

