



# Grey College

## Code of conduct for learners

(Revised 2018)

## **CONTENTS**

Vision

Mission statement

Values

### **Part 1**

#### **Code of ethics**

### **Part 2**

#### **Code and rules of conduct**

1. Introduction
2. Objective
3. General school rules
4. Code of conduct for Grey boys

### **Part 3**

#### **Disciplinary hearing**

1. Procedure for disciplinary action against learners
2. Levels of disciplinary action
3. Disciplinary hearing
4. Internal appeal
5. General

# GREY COLLEGE

## Vision

To be regarded from generation to generation as South Africa's best secondary school for boys, ranking amongst the best in the world.

## Mission statement

Grey College's key stakeholders strive to educate each individual Grey boy in a happy and secure school environment so that he experiences success and is optimally prepared for a responsible contribution to the development of a multicultural South African society.

This educational ideal requires educationally justifiable parallel medium education in English and Afrikaans; excellence in leadership and governance; pro---active communication and cooperation with all stakeholders; a commitment to a common value system which includes respect for the individual, excellence, loyalty to the traditions of Grey College, respect for the environment and a Christian educational philosophy and ---practice.

## Values

- Respect (*Leef en laat leef*)
- Team (*Grey in Union*)
- Manners (*Touch of Class*)
- Courage (*Grey Guts*)
- Integrity (*Die Waarheid maak Vry*)
- Tolerance (*All for One and One for All*)
- Self-discipline (*Grey Spirit*)

## PART 1

### Code of Ethics

Grey College has a rich and venerable tradition. The school and the Grey boys are an ordered community and always act in a disciplined manner – this promotes achievement, and the establishing of a community of caring human beings. Self-discipline is of prime importance and thus, we always strive towards this goal - to our own advantage and to the advantage of others.

The co-operation of every single Grey boy, parent and teacher is essential in order to strive in an unrelenting, persistent manner toward establishing a disciplined environment. It is ultimately to the advantage of every Grey boy and in the process, this enriches each one.

Discipline must be and is aimed towards preparing every Grey boy for life. To discipline means to educate.

Punishment is but a temporary part of discipline; it is a short-term measure to reinforce the concept of what constitutes unacceptable behaviour.

Discipline is the responsibility of:

- The individual learner
- The matric leadership group
- The staff
- The housemasters
- The headmaster
- The parents

At Grey College we strive towards a culture of effective education and learning, where the subject content is unlocked for the learners in a disciplined teaching environment. It must be enjoyable to teach and receive education in a disciplined, positive class atmosphere.

These values and norms for the behaviour of both teachers and Grey boys must be in accordance with the Education Act: “A non-racial, democratic and dynamic education system, which empowers us to be responsible adults, parents and members of the society”. That, briefly, is the unique environment of Grey College.

The Governing Body and the school have a legal duty to protect the rights of all Grey boys and teachers in establishing a harmonious and humble relationship, within which mutual respect between teachers, learners and parents can exist. Co-operation and trust must exist during the learning process.

Also:

- To educate the Grey boys toward responsible and independent decision-making, the parents/guardians must co-operate dynamically.
- To create and promote a strong realization of duty among the Grey boys, as

there is a strong link between a weak sense of responsibility, unacceptable behaviour and slow progress at school.

## **Guidelines and expectations for teachers**

### **Classroom related.**

1. Create a positive learning environment where learners can develop and grow within boundaries and with the necessary discipline. Arrive in time; enter and greet and attend to daily classroom administration such as reporting absences.
2. Learners must be taught with the necessary knowledge based on the prescribed CAPS document. Always be well-prepared for all lessons; structure lessons to make optimal use of time. Do not leave class before the end of the period and do not permit learners to do so.
3. At all times be professionally attired. Educators should not require rules in this regard.
4. Ensure that language usage is respectful and an example to learners. Obscenity and swearing are not permitted.
5. Avoid unnecessary use of cell phones in class; this may be used only in the case of an emergency.
6. Maintain a high standard of assessment and feedback. Ensure that all tests and assignments are marked within the stipulated period of time and provide useful feedback and corrections.
7. Ensure professional development in subject – attend all possible workshops and regularly consult with colleagues. Do not hesitate to employ innovative methods if recommended to bring about improvement.
8. Interact with stakeholders of the school in a constructive, positive manner to ensure a positive environment.
9. Make optimal use of resources made available by the school to ensure optimal learner involvement.
10. Maintain continual communication with the parents of learners who are academically in trouble or ill-disciplined. Make appointments to meet these parents before this becomes an insurmountable problem

### **Extramural activities.**

1. Create a positive involvement outside the classroom where learners develop physically and mentally, with the necessary discipline.
2. Maintain good time management by being well-prepared for the activity; this ensures effectivity.
3. Ensure professional development in the particular activity. Dress appropriately and be active in your involvement; do not simply passively sit and observe the activity.
4. Ensure effective organisation and administration. This is an extremely important aspect of extramural activities in particular as regards compilation of teams, participation in derbies/tour fees.
5. Maintain equipment and facilities. These are costly items and the maintenance is ultimately the responsibility of the coach/teacher in charge of the activity.

## **Professionally**

There are *RULES* which refer to attitude and expectations in general. These rules refer to the following:

- Do greet your colleagues – a common courtesy
- Sign the attendance register in the staff room
- Do not place negative comments pertaining to the school on social media
- Be considerate toward colleagues
- Avoid malicious gossip
- Take care of school facilities

## **Parents should**

- Actively support the efforts of the school and its staff to educate their sons, which includes assisting them to be disciplined and to understand the reasons for discipline.
- Support the disciplinary structures and procedures of the school.
- Support the school in its efforts to apply discipline effectively and firmly.
- Assist in ensuring that their sons understand and abide by the rules and regulations of the school.
- Assist the school in applying any disciplinary measures meted out for offences.

## **Learners are expected to**

- Comply with instructions from staff, senior learners and any other school officials.
- Behave responsibly and not endanger the safety, welfare and rights of others.
- Respect and care for the property of the school and others.
- Be courteous and respect the dignity and self-worth of others.
- Behave honestly and conduct themselves with integrity.
- Be punctual and accept the timekeeping practices of the school.
- Respect the privacy of others and their possessions.
- Understand that while at the school or under school control, the headmaster and staff act *in loco parentis* and have authority to act when the learner puts himself in a position of any danger.
- Appreciate and understand that rights include the rights of other learners, staff and the school to enjoy being part of an ordered and disciplined environment where learning can take place.
- Accept legitimate disciplinary action taken against them when necessary.

## Profile of a Grey Gentleman

### *A Grey Gentleman ...*

- Greets
- Says “thank you” and “please”.
- Stands up and greets when an adult approaches.
- Takes pride in his appearance: attends to personal hygiene, shaves, cleans his shoes, ensures that his uniform is impeccable, does not wear jewellery to school, and takes pride in his use of language.
- Does not litter but picks up litter.
- Keeps toilets clean.
- Looks after his own property.
- Respects the property of others.
- Pays his school fees and meets other financial obligations.
- Participates in school activities.
- Is punctual for appointments, detention or any school activity.
- Does not steal or borrow without permission.
- Is punctual for class, practices and fixtures or performances.
- Does not visit the Tuck Shop or coffee shop during class time.
- Listens to intercom announcements.
- Respects the Creator, teachers, adults, his fellow Grey boys and others.
- Does his homework regularly.
- Apologizes when he is in the wrong.
- Does not bunk school or make appointments for during school hours.
- Does not leave class/school before the bell has rung.
- Accepts his punishment.
- Assists teachers whenever he can.
- Does not fight or bully others.
- Stands up to those who intimidate others.
- Does not protect wrongdoers.
- Never brings the school’s name in disrepute.
- Does not use any electronic equipment in class without permission.
- Wins with humility and loses gracefully.
- Sets high standards for himself and others.
- Acknowledges the contribution of others.
- Is part of the Grey Team.

## **PART 2**

### **Code and rules of conduct**

#### **1. Introduction**

This document is the revised code of conduct of Grey College, as approved by the Governing Body on 6 November 2018. The school has consulted with the school's Governing Body, parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

#### **2. Objective**

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners, parents and old boys. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school/hostel, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

#### **3. General school rules**

##### **3.1 School times – Secondary school**

Starts: 07:30 (staff: 07:20). Ends: 13:45

### **3.1 School campus**

3.1.1 Before school and during breaks the school campus is demarcated by the prefects for the secondary and primary schools – there is a map on the notice board depicting this.

3.1.2 The following areas are out of bounds before school and during breaks:

- All classrooms.
- The swimming pool.
- The main rugby field, pavilions and behind the Grey Pavilion.
- The cricket clubhouse.
- The tennis clubhouse, tennis courts and all grass embankments at the tennis courts.
- Parking areas and the enclosed staff parking area on the south side of the school.
- The service staff quarters.
- Both schools' halls and foyers.
- The Primary School.
- The museum and the area in front of the museum.

3.1.3 No dangerous games, shoving or bullying will be tolerated.

3.1.4 No Grey boy is allowed to leave the school campus during school hours without the necessary permission. Permission can be obtained 24 hours in advance from the secretary at Reception. The parent (s) must be present to allow permission.

The Housemaster of a specific hostel can give permission to hostel boys.

3.1.5 No ball games are allowed between classrooms.

### 3.2 School wear

The prescribed school wear shall be worn during school hours as well as for other school activities, as determined by the principal and staff. School wear must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances.

3.2.1 The requirements for school wear is:

<b>SUMMER</b>	<b>WINTER</b>
Medium grey long trousers	The same as for summer uniform, plus a College blazer.
Medium grey long-sleeved shirt, rolled up; the width of two fingers from the elbow.	A school jersey may be worn with / without a blazer.
Plain grey socks. Black leather shoes (smooth leather) with laces (no slippers)	Sporting/cultural pullovers may be worn with a white shirt on special occasions, but mainly on Saturdays of inter-schools.
Grey College tie with or without Grey College blazer.	White school jerseys may only be worn with white shirts and blazer.
	Grey College scarf is optional.

3.3.2 Full school uniform entails the same trousers, shoes and socks as in the school uniform with a plain white shirt (with white collar) and Grey College blazer and tie. In town and all public places, after school full school uniform must be worn by hostel boys.

3.3.3 The prescribed uniform must be worn at events even after school hours, so that the Grey boys reflect the excellent image of the school.

3.3.4 Only the full Grey College uniform or official sportswear may be worn during sports tournaments. If a Grey boy can be identified as Grey learner according to his school uniform, all the rules that apply on campus also apply in public.

3.3.5 Under no circumstances may a Grey boy remove and/or loosen his tie, take off his shoes or loosen his top shirt button when wearing his school uniform.

3.3.6 Any beanies and gloves are prohibited. Only the official Grey cap in the school/blazer colours may be worn with a white shirt and blazer.

3.3.7 The principal and staff may, at their own discretion, grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

3.3.8 Special cultural and sport ties should only be worn on special occasions i.e. inter-school activities.

3.3.9 Academic ties may be worn with white shirts and blazers.

### 3.4 The appearance of the Grey Boys

While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.

3.4.1 All boys' hair must comply with the following prescriptions. No unconventional hairstyles are permitted.

No *double cut* is permitted for any learner from any cultural group. No *dreadlocks* or similar hairstyles which would comprise the hair being twisted into small braids, is at all permissible.

When the hair is combed, the tips may not cover any part of the ears. The fringe of the hair may at most be two-finger widths above the eyebrows.

At the back: suitable length but may not touch the collar. No *undercuts* will be allowed.

Side-whiskers may not be lower than the middle of the ear and must be kept short.

The height of hairstyles may not be higher than two fingers above the temples, should it be measured.

3.4.2 Hair may not be bleached or coloured and neither may hair be *streaked*. Hair must be regularly washed, neatly combed and may not be styled into spikes on top of the head with the aid of gel or any similar hair product.

3.4.3 Boys who are developing a beard and/or moustache must be clean-shaven every day.  
Before a beard is grown for religious purposes permission should be granted for such requests. (see 3.5)

3.4.4 No rings, earrings, armbands (plastic, rubber or leather), bracelets, chains or any other form of jewellery are permitted. The only exception is medical information armbands.

If a Grey boy is found wearing jewellery, it will be confiscated and a receipt given to the learner. According to prescribed rules, the item(s) will be placed in an envelope and kept in the school safe. The offending item will only be handed back to the learner at the end of the term.

3.4.5 No form of body art (tattoos) may be visible with any form of uniform or while playing sports. The wearing of body jewellery, such as nose, tongue and eyebrow jewellery, is strictly prohibited.

3.4.6 Learners may not walk/stand with their hands in their pockets.

### **3.5 Accommodation of religious or cultural rights**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this code of conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following circumstances.

3.5.1 The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious rights of the learner.

3.5.2 This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.

3.5.3 This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion as to how the rules may be amended by the Governing Body accommodate such religious rights.

3.5.4 The learner must provide proof that he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his true beliefs and commitments.

3.5.5 The religious conduct or practice must be lawful.

3.5.6 The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 days.

3.5.7 When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.

3.5.8 The deviation must specify of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner only.

3.5.9 Cultural rights will be considered in the event that they do not relate to a religion, and should such cultural rights manifest in actions/rituals of a permanent nature and which actions are compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery

or marks will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his cultural rights can be exercised only through a permanent action/ritual.

Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in sub-paragraphs 1 to 8 above.

### **3.6 Behaviour**

Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times. It is expected from every Grey boy to always behave in a well-mannered and polite way towards teachers, visitors, the public and one another. Cheekiness and back-chatting will not be tolerated – this rule also applies on the sports fields. Foul play will not be tolerated and will be severely punished. It is expected of a Grey boy to stand up when an adult or teacher walks by and to greet the person in a friendly and courteous manner by raising his hand.

If the learner determines that it is a visitor, he must ask the person whether he can be of assistance. If the visitor is looking for a specific room or place, the learner must take the visitor to Reception in order that a staff member can be of further assistance. Politeness towards adults is also compulsory after hours and outside of the school context.

In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.

A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.

### **3.7 Punctuality**

Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity.

When learners arrive late, they must provide a written apology or e-mail from their parents.

Learners who arrive late must first report to Reception before proceeding to their particular class.

### **3.8 Moving around by learners**

#### **3.8.1 Before school:**

The boys must move to their register classes in good time; when the bell rings everyone must fall immediately into the correct line. No tardiness/late arrival will be tolerated and transgressors will be dealt with as per the school's code of behaviour.

#### **3.8.2 Changing classes:**

Boys must move quickly and in an orderly manner when changing classes between periods. No late arrivals will be tolerated.

### **3.9 Messages**

Messages to Grey boys must be restricted to only the most important.

### **3.10 Absenteeism**

Parents or guardians must inform the office of absenteeism before the start of school i.e. before 7:30.

Learners may be absent from school in exceptional cases only, and only with the written consent of the headmaster, or his representative if the headmaster is not available.

When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist. In the case of death or trauma in the learner's family, or another reason approved by the headmaster, written documentation must be provided to the school.

### **3.11 Illness during school hours**

If a learner falls ill during school hours it must be reported to Reception by the relevant subject teacher. The boy is not permitted to phone from a cell phone; permission must be requested from the subject teacher to go to Reception where the secretary will contact the parents/guardians. Grey boys may be picked up from the offices of the secondary school by the parents/guardians only if the boy has been signed out.

### **3.12 Appointments during school hours**

Only under extreme circumstances will learners be granted permission to keep appointments during school hours. Before he leaves the school, the learner must have the permission letter signed by a member of senior management and he must hand this in at reception before departure. The parent/guardian must sign the learner out at the office when the learner is

fetches. No learner will be called over the intercom as this interrupts teaching. A learner must be at school until at least 09:00 in order to be marked present.

### **3.13 Absence from school for special occasions**

Boys may generally not leave early or miss class at the end of term. However, under extreme circumstances permission could be granted for learners to miss school to attend special occasions.

Permission for any such leave, which requires a learner to miss school, is granted only by the headmaster.

This permission must be duly requested in writing – *permission @gc.co.za* – at least 24 hours in advance.

If parents remove pupils from school without permission an appointment must be made with the headmaster or deputy-headmasters before a learner is allowed back at school.

### **3.14 Motorcars and motorcycles**

Only Grey boys with a valid driver's license/motorcycle license and who have applied in writing to the Head of Security to use a motorcar and/or motorcycle as a mode of transport to school, may enter the school premises driving a motorcar, or on a motorcycle. The headmaster has the right to withdraw this permission at his discretion. A valid entrance sticker will be issued for every successful application. Application forms are available from the secretary at Reception and the Head of Security. No quad bikes or joyrides are allowed on the school premises and the speed restriction must be adhered to. No loud music may be played in the car at any time and motorcyclists may not give lifts to passengers who do not wear safety helmets. The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited. Learners shall adhere to traffic rules on and around the school grounds. All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds. Hostel boys must also have the permission of their housemasters to keep a motorcar/motorcycle at the hostel.

### **3.15 Academic policy and rules**

- Attendance at all lessons is compulsory.
- Learners must be punctual for all lessons.
- Learners may not leave class early.
- Learners must observe the integrity of space and property.
- Vandalism, defacing of posters, examining a teacher's desk etc. are not permitted.
- Homework assignments must indicate a certain level of application.
- Learners must look neat and be properly dressed. Learners will be inspected during register period each day.

- Insolence, deliberate disruption of lessons and disrespect towards teachers are regarded as serious offences and could result in boys being removed from lessons. Such offences may also result in more serious sanctions as per the discipline code of the school.

### **Tests and examinations**

- All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the headmaster with a full and acceptable written explanation at the earliest possible opportunity.
- Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

### **Policy regarding boys missing an examination**

#### **During quarterly assessments**

- Learners will not receive an official school report at the end of the term; an academic progress report will be handed out.
- Learners who miss examinations without the school's permission will get a nil for those missed examinations, on the academic progress report.
- Learners who represent the school, province or country, with the permission of the school, in a sport or cultural activity that are officially part of the school programme, and subsequently fail to write examinations, will be marked as absent for those examinations missed.
- Learners who represent the school, province or country, with the permission of the school, in a sport or cultural activity that is NOT officially part of the school programme, and subsequently miss an examination(s), will be marked as absent for those examination(s) missed if official documentation can be provided to the school.
- Learners who miss examinations due to illness and can present a medical certificate, will be marked absent for those examinations missed.
- Learners who miss examinations but the parent/guardian can provide a detailed and acceptable explanation, in writing, to the headmaster, will be marked absent for those examinations missed.
- Learners who miss examinations due to illness, but are unable to present a medical certificate, or who miss examinations without a detailed and acceptable explanation from their parents/guardians to the headmaster, will get a nil for those examinations missed.
- NO examinations will be written before the official date, as per the official examination time table.

Learners will be allowed to write examinations earlier on the official date of an examination only if part of an official school activity or school tour, in case of serious sickness in a family or to attend funerals. Permission will NOT be granted to depart early on holiday. Official documentation must be provided to the headmaster before the request will be considered.

### **During official examinations**

- Learners will receive an official school report at the end of the term.
- The following criteria will be used for those learners missing examinations:
  - Learners who miss examinations without the school's permission will get a nil for those particular examinations missed on the report.
  - Learners who are absent for examinations, and who fail to provide a medical certificate, will get a nil on the report for those examinations missed.
  - Learners who are absent for examinations, and who fail to provide an acceptable explanation from their parents/guardians, will get a nil on the report for those examinations missed.
  - Learners who represent the school, province or country, with the permission of the school in a sport or cultural activity that are officially part of the school programme, and subsequently fail to write examinations, will receive a term mark for those examinations missed if official documentation can be provided to the school.
  - Learners who miss examinations due to illness, and can present a medical certificate, will be marked absent for those examinations missed.
  - Learners who represent the school, province or country, with the permission of the school in a sport or cultural activity that are officially NOT part of the school programme, and subsequently fail to write examination(s), will be marked as absent for those examination(s) missed if official documentation can't be provided to the school.
  - Learners who miss examinations but the parent/guardian can provide a detailed and acceptable explanation, in writing, to the headmaster, will be marked absent for those examinations missed.
  - Learners who fail to complete an examination, or who only write part of an examination, for example Mathematics 1 (but not Mathematics 2) will receive an incomplete on the report.
- NO examinations will be written before the official date, as per the official examination time table.
- Learners will be allowed to write examinations earlier on the official date of an examination ONLY if part of an official school activity or school tour, in case of serious sickness in a family or to attend funerals.

Permission will NOT be granted to depart early on holiday. Official documentation must be provided to the headmaster before the request will be considered.

### **3.16 Acceptable computer policy**

- The school has an established Internet connection which allows all learners access to the World Wide Web and e-mail. The Internet link has been established for educational purposes.
- Unacceptable uses of the link include anything which could compromise a learner's personal safety, engaging in any illegal act, using inappropriate language, abusing another person's privacy or the resource limits of the system, plagiarism and copyright contravention and access to inappropriate material.
- No commercial transactions may be made by learners using the Internet link.
- Learners must realise that their use of the internet link and e-mail system is monitored and random checks could be made. Investigations will also be instituted on the basis of a complaint from someone outside of the school.

### **3.17 Sports policy and rules**

- Participation in co-curricular activities is compulsory at Grey College and all boys are expected to take part in one of the regular sports or one of the regular cultural activities per term.
- Boys are also expected to attend sports practises at least twice a week, with involvement in sports fixtures on normal match days. Learners who have been selected to represent the school in an activity may only be excused from attendance if a learner has excused himself personally from his coach prior to the event.
- At Grey College we stand for the highest standards of sportsmanship and behaviour on and off the field. Winning at all costs is not part of our games ethos. Learners must accept umpiring/refereeing decisions without any display of dissent whatsoever. Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.
- Transgressions of the abovementioned will be referred to the school's Disciplinary Committee for Sport who will investigate any misbehaviour. If found guilty the necessary sanctions will be imposed on a learner.
- All learners must wear the correct attire to practises and fixtures. Only official school clothing must be worn and it must always be neat.
- All learners must be punctual for practises and matches.
- Learners travel to and from away-fixtures (more than 500km) in full school uniform or full school tracksuits, with sport shoes and socks. Sandals are not acceptable. Any learner who is inappropriately or shabbily dressed will not be allowed to travel. For fixtures less than 500 km away, full school uniform must be worn.

- No learner may leave the fixture venue without the permission of the staff member in charge of the team. Buses may not depart without a member of staff on board.
- No learners should do anything, at any time, either on or off the field that will bring the name of the school into disrepute.
- Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.
- Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the headmaster, any educator, member of the prefect body, other school leaders, or parents appointed by the headmaster to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.
- The abovementioned rules apply equally to any participation in any extracurricular activity apart from sporting activities, except cases on which the rules obviously have no bearing.
- Use of illegal substances/alcohol when not under parental supervision or the school's jurisdiction is not permitted. Sanctions could be imposed on such learners.
- Please consult the school's extended policy on sport available on the school's website.

### **3.18 The role of prefects and school leaders**

The prefects and school leaders, in conjunction with the staff of the school, are responsible for general school discipline. Prefects and other school leaders shall bring transgressing learners to the staff of the school, where after line functions will be followed. All learners shall obey any reasonable

instruction from a member of the prefect body or another school leader, and shall support and cooperate with the prefects and other school leaders in properly executing their duties.

### **3.19 School notices**

All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the school, headmaster or an educator of the school, as well as promptly return to the register teacher any acknowledgement of receipt that was to be completed by the parents.

### **3.20 Occupational health and safety policy statement**

- To create a culture of health and safety amongst all persons who live on,
- To ensure, as far as is reasonably practicable, the health and safety of its employees and the protection of all persons other than employees, against hazards associated with the school's activities.

- To ensure that everyone is made conversant with the hazards inherent to work performed, understands the precautionary measures required with respect to the hazards and is provided with the necessary information, education, training and supervision to maintain a safe workplace.
- To remain proactive by anticipating, recognizing, evaluating and controlling all unhygienic and unsafe situations that could result in incidents or disruption of work.
- To promote positive mental, physical and social wellbeing within the organization.
- To achieve our objectives through consultation and mutual participation from management, staff, learners, contractors and visitors.

### **3.21 Environment**

- Learners have the right to a safe environment and school that are conducive to education.
- Learners may not litter on school grounds or in school buildings.
- Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- Learners must leave restrooms in a clean condition.
- Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the headmaster's consent.
- Learners shall comply with any reasonable instruction from the headmaster, any educator, member of the prefect body or another school leader with regard to maintaining a clean and hygienic school environment.

### **3.22 Application and amendments**

These school rules are *mutatis mutandis* and are at all times applicable to boys staying in the boarding houses on the school grounds. These school rules can be amended and revised at any time. The headmaster and staff have the right to issue sub-rules in order to regulate the management and effective running of any area within the school.

In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school headmaster or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.

Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.

A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

### **3.23 Exemption from provisions of the code of conduct**

- Learners may submit a written application to the headmaster and Governing Body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- Applications for exemption will be considered if the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- In considering an application for exemption, the headmaster and Governing Body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- The headmaster and Governing Body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.
- In case of a violation of any provision in this code of conduct or the school's hostel rules, the prescribed disciplinary procedure shall be followed.

#### **4. Code of conduct**

Article 8 (2) of the SA Schools Act of 1996 indicates that a code of conduct for all learners must be directed towards establishing a disciplined and purpose-directed school environment, dedicated to the promotion and maintenance of a quality learning process.

The Schools Act tasks the school Governing Body with accepting a code of behaviour for the learners. It is important to note that finalising the code may take place only after consultation with the learners, the parents/guardians and educators. It is, however, senseless to include rules in the code that do not comply with the applicable legislation.

It must be noted that learners are forced by law to honour and obey the terms in the code of conduct. It is advisable to provide every learner and parent/guardian with a copy. This is readily available from the school or the school's website.

## PART 3

### 1. Procedure for disciplinary action against learners

For the purposes of procedural matters, a violation of hostel rules shall be regarded as a violation of the code of conduct, and the same procedural requirements shall apply, with the necessary amendments, depending on circumstances.

Any reference to the Governing Body in this disciplinary procedure includes the disciplinary committee of the Governing Body.

### 2. Levels of disciplinary action

#### LEVEL 1

Level 1 offences are related mainly to the classroom and a learner's appearance.

<b>LEVEL 1 OFFENCES</b>	<b>SANCTION: LEVEL 1</b>
<ul style="list-style-type: none"><li>● Failing to attend class on time</li><li>● Leaving class without permission</li><li>● Failing to complete homework</li><li>● Textbooks not brought to school</li><li>● Learner is unshaven</li><li>● Appearance not in accordance with school rules</li><li>● Misbehaviour/interrupting classes</li><li>● Swearing</li><li>● Use of cell phone in class</li><li>● Eating and drinking in class</li><li>● Misconduct during assembly, including talking on or operating a mobile phone.</li></ul>	<p>First bundle of 4 offences per term/semester:</p> <ul style="list-style-type: none"><li>● Detention to be determined by the headmaster or delegated teacher</li><li>● Any further offence will be a Level 2 offence.</li></ul>

A bundle refers to any combination of FOUR Level 1 offences per term.

A learner making himself guilty of misconduct in assembly will be instructed to leave the assembly immediately by the headmaster, a deputy-headmaster or a person delegated by the headmaster.

The failure to sit detention as determined by the headmaster or delegated teacher will result in an internal suspension. During this period the learner will not be allowed to take part in any non-academic school related activities for a period determined by the headmaster or a delegated teacher.

Failure to adhere to the instruction that the learner is internally suspended will be elevated to a Level 3 offence.

### **School work and homework**

- There shall be an orderly atmosphere in the classroom at all times.
- Learners may not disrupt or hinder teaching.
- Learners must promptly carry out instructions in class.
- All learners must have and maintain such homework book as may be required by the headmaster or class educator.
- All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.
- All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- Learners are obligated to catch up as soon as possible on any work that they have missed.

All Level 1 offences must be logged onto the school system by individual teachers.

Detention entails doing supervised schoolwork that will contribute to the learner's progress at school as well as improve the school environment. Detention takes place from 14:00 – 17:00, Mondays to Thursdays, under supervision of a designated teacher.

Due to unfeasibility of properly monitoring the use of and access to the Internet, indecent, violent and pornographic material as well as communication with strangers via electronic sending, no cell-phones may be used without an educator's permission during lesson times. If a Grey boy uses a cell-phone without permission in class, the phone will immediately be confiscated (the sim card may not be removed by the boy involved). A receipt will be issued to the learner according to description; the phone will be placed in an envelope and kept in the school safe for a period of one week (seven school days) after which time it will be returned to the learner. Failure to hand over a cell-phone to the teacher in class when requested to do so will be a Level 2 offence as it shows disrespect, insolence and contemptuous behaviour.

Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.

## LEVEL 2

Level 2 offences are viewed as serious and the parents of a learner will be contacted. The sanction for such offences is dependent upon the circumstances and severity.

The headmaster or deputy-headmaster may immediately suspend a learner for a period determined by them but not exceeding 7 school days. During this period the learner may not take part in any extra-mural activities.

The procedure to be followed will be as follows:

- Upon receiving a complaint by a teacher or aggrieved learner in writing setting out the alleged misconduct the headmaster or deputy-headmaster may instruct the learner to leave the school premises.
- The parents will be contacted to collect the learner at the headmaster's office or a place determined by the headmaster or deputy-headmaster.
- If the offender is a boarder he will be instructed to vacate his room and leave the school grounds. Every boarder's parents MUST provide the school with the name, address and contact details of a person in town where the learner will go to if they can't be collected by the parents immediately. This must be done annually before the end of January and submitted to the boarder's housemaster.
- During this period of suspension the learner will have the opportunity to provide, in writing, his version of the events to the headmaster or deputy-headmaster.
- The headmaster or deputy-headmaster will then have the following options:
  - a) Deal with the matter on the written complaint by the teacher and the written representation of the learner.
  - b) Order a headmaster's hearing to be convened by whomever the headmaster decides.

The learner and the parent/s are reminded that disrespectful, challenging and/ or insolence towards teachers will not be tolerated and learners who make themselves guilty of these type of offences will in all likelihood be suspended as per the procedure set out above. The purpose of this sanction is to protect the teachers and other learners from learners who prevent teachers from lecturing in an orderly environment and eager learners to be educated properly. In this regard the teachers are encouraged not to be over sensitive or to over-react.

In the event that the headmaster or deputy-headmaster do not suspend a learner from school the aggrieved teacher or learner must, in writing, set out the alleged misconduct and the accused learner will have two (2) school days to respond to it. The headmaster or the deputy-headmaster may then either:

- a) Deal with the matter on the written submissions or
- b) Order a headmaster's hearing to be convened by whomever the headmaster decides.

In the case of a violation of the code of conduct (Level 2 or Level 3) for learners by members of the prefect body or other school leaders and in conjunction with or as alternative to the above, suspension from duties for a period of 5 (five) school days up to six weeks, or dismissal and permanent removal from the prefect body or other leadership position may be part of the sanction.

## **Level 2 offences**

### **1. Cheating in a class test or examination (including plagiarism).**

The term cheating generally applies to classroom or examination behaviour where information is provided or received by dishonest means. Plagiarism is a particular form of cheating that implies presenting the words or ideas of another as one's own work. Copying from another learner is equally unacceptable. In addition to receiving the pre-scribed level 2 sanctions, a learner will also receive nil for the test/examination if found guilty of cheating.

### **2. Dishonesty.**

Dishonesty refers to lying, deceit, giving of false information etc. This also includes signing out with a falsified letter, writing a letter on behalf of someone else, falsified telephone calls or falsifying a signature.

### **3. Insolence/disrespect/challenging authority.**

All learners are expected to be courteous and respectful and to comply with instructions from staff, senior learners and other school officials whilst under the jurisdiction of the school. Any form of rude or insolent behaviour, challenging of authority and failing to comply with legitimate instructions are viewed as serious offences.

### **4. Defamatory language.**

Use of defamatory language refers to offending someone's honour through hurtful remarks.

### **5. Drinking or being in possession of alcohol.**

No alcoholic beverages of any sort may be kept or consumed by any learner whilst under the jurisdiction of the school, whether on or off the school property. This includes having a drink with parents whilst under the jurisdiction of the school. Learners who are away from school at any stage and are dressed in school uniform may not, under any circumstances, consume alcohol. Remaining in the company of learners who are drinking is also regarded as an offence. Boys may also not attend or return to school under the influence of alcohol.

### **6. Bullying/rough play.**

Every Grey boy is entitled to respect and he should be able to pursue his chosen activities (academic, sport, cultural etc.) without interference. This means that learners may expect not to be harmed, injured, insulted or demeaned in any way. Encroaching upon the personal rights of others, or

contributing to their unhappiness in any way, whether in the form of bullying or baiting is not tolerated and will be severely dealt with. Bullying may be physical or verbal; it may also be silent. Unnecessarily rough play often leads to excessive aggression and injury, and this is thus not permitted under any circumstances. (See policy on bullying)

## **7. Bunking.**

This refers to the practice of leaving the school premises without a permission slip from the headmaster's secretary or a member of staff duly delegated the responsibility to take the learner out or sign a permission slip. Special circumstances such as falling ill during school hours and appointments made for during school hours (refer to school rules), will be dealt with accordingly. This also includes when a learner bunks a lesson during school hours.

## **8. Vandalism/causing damage to school property.**

School property includes the following:

- The grounds and buildings occupied by the school as well as any permanent addition to such grounds and buildings.
- All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss.

This refers to the wilful damage to any property not belonging to the offender and includes actions such as scratching on furniture, writing on desks, walls or toilet doors, spray-painting buildings and forcing open locked doors or lockers. Learners will be required to pay for damage repairs in addition to being dealt with in terms of the disciplinary code.

No learner may remove any school property from the school grounds without the prior consent of the headmaster or an educator of the school. Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public.

This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

## **9. Theft or unauthorised borrowing.**

Theft or unauthorised borrowing or use of another's property in any form is unacceptable. Grey boys should look after their possessions and not leave their possessions in the school corridors, but should keep these in a secure area such as a classroom. Under no circumstances can the school be held responsible for any losses incurred, including cellular phones / tablets / I-pads / lap tops. All clothing and property must also be clearly marked. The degree and circumstances of the offence shall be taken into account. In all cases, the offending learner will be required to replace the stolen item in addition to being dealt with in accordance with the disciplinary code.

## **10. Possession/use of any dangerous weapon/firearm.**

The possession of firearms of any description whilst under the jurisdiction of the school is strictly forbidden. The use of weapons of any form, including knives or any *toy* which shoots pellets or bullets of any kind is considered a serious school offence.

## **11. Initiation.**

The induction programme for all new boys is controlled by the headmaster and prefects/senior learners. Grade 12 boys may be required to assist with this but may operate only within the boundaries as stipulated. Junior boys may not be forced to do personal tasks or run errands for more senior boys and/or grade 12s.

## **12. Smoking or being in possession of tobacco/cigarettes/illegal drugs.**

No learners may be in possession of, or use tobacco or e-cigarettes in any way whilst under the jurisdiction of the school. Learners should also not be in possession of matches/lighters. Remaining in the company of learners who are smoking, or who smell of smoke is also regarded as offences.

(See level 3 offences and the school's drug policy)

## **13. Pornography.**

Being in possession of pornographic/indecent material of any kind whilst under the jurisdiction of the school is a punishable offence. This includes boys caught trafficking in pornographic material or failure to observe age restrictions suggested by the media or otherwise enforced.

The overriding principle is that no offensive material, material considered to be in poor taste or crudely suggestive material should be displayed. These same guidelines apply to pictures on boys' files and on pencil cases.

## **14. Technology offences, including the use of cell phones and tablets/cameras without permission.**

This refers to serious misconduct with the school's computer system/network, the sending of rude or obscene e-mails or text messages, other e-mail or Internet offences, the invasion of other learners' and/or staff private files and other forms of hacking. This also applies to visiting indecent websites. The taking of photographs/videos of persons in classrooms, the boarding houses, change rooms or showers is prohibited. People should not be photographed/video-taped without their knowledge and consent; photographs/videos taken with cell-phone cameras or digital cameras can, and do, get distributed to the wrong people and may be abused. The use of any other electronic devices such as I-pods and MP3s or any other digital equipment without permission from the staff member is not allowed at the school as it interferes with the class atmosphere.

**15. Unauthorised entry to a locked room/area.**

If a room/area is locked, learners may not gain entry by force, through a window or by using a key obtained by illegal means. Should any areas be locked it is an indication that learners and other people are not free to enter.

**16. Fighting/purposely causing injury.**

Any form of fighting between boys is forbidden. This also includes causing injury on purpose, any form of intimidation or threatening the safety of others.

**17. Compromising the good name of the school.**

Grey College expects all its learners to behave in an exemplary manner, whether on or off the school grounds. Learners should recognise that their behaviour reflects upon themselves and on the school – whether during school time or while on vacation, over weekends or travelling to or from the school.

**18. Fraternisation.**

No learner may engage in inappropriate displays of affection whilst under the jurisdiction of the school. This includes holding hands, kissing or walking about in public with one's arms around one's partner.

**19. Absence from sports fixtures / cultural performances.**

Boys may not be absent without permission from sports fixtures, cultural performances or any weekday practices.

**20. Frequent repetition of Level 1 infringements OR failing to sit detention OR failing to adhere to an instruction related to an internal suspension.**

Frequent repetition of Level 1 infringements OR failing to sit detention OR failing to adhere to an instruction related to an internal suspension will result in a level 2 infringement.

**LEVEL 3**

The following offences are viewed as particularly serious and the parents of a learner will be contacted. The immediate remedy of a suspension is the discretion of the headmaster or deputy-headmaster, as in Level 2 offences, and are available to be used if the headmaster or deputy-headmaster deem it necessary.

Upon the reporting of a Level 3 offence, in writing, by the offended person, the headmaster will appoint a delegated person to investigate the contravention.

- The delegated person must endeavour to consult with the complaining learner/s or teacher, the complaining learner's parents/guardians, the accused learner/s, his parents and any other person the delegated person believe to be relevant and approach the headmaster with an agreed sanction, to be by all the parties. If no such agreement can be reached, or if the headmaster is not satisfied with the agreed sanction, the headmaster may appoint a panel to conduct a hearing who may impose any sanction excluding a recommendation for a permanent expulsion. A learner unhappy with the outcome of this hearing may appeal in writing to the headmaster within 7 days of the hearing and the headmaster may appoint a separate panel to deal with the appeal expeditiously.
- The headmaster may also request the parents and accused learner to sign a document where they undertake to remove the learner from Grey College permanently and under certain pre-agreed conditions, for example re-offending for a period stipulated. This is known as FINAL WARNING.
- If the headmaster is of the view that a permanent expulsion of the learner/s may be a reality the headmaster then refers the matter to the School Governing Body for an external hearing. The headmaster will also appoint a teacher to act as an investigating officer in the matter to assist the School Governing Body.

### **The School Governing Body Disciplinary Committee**

- Once the matter is referred to the SGB the Chairman will determine member/s of the panel.
- The Chairman will also appoint a member of the SGB to act as an intermediary between the parties to engage the parties and present the Chairperson with an agreed sanction, if possible.
- If this procedure fails the Chairman will appoint a prosecutor who will then engage the investigating officer, obtain the required evidence, draft a charge sheet and the hearing will proceed. The rules of natural justice as well as any relevant legislation (will be applied).
- This committee is prescribed by the Schools' Act (84/1996) and holds formal, legitimate disciplinary hearings (charges, pleading, leading of evidence, cross trials, guilty/not guilty verdicts and the imposing of punishment).
- The SA Schools' Act determines that based on reasonable grounds and intended as a precautionary measure, the Governing Body may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed a serious misconduct (Level 3). However, such suspension may be imposed only after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the Governing Body. In this regard the Chairman will, if he believes that this is necessary, engage the members of the School Governing Body with a short synopsis of the alleged offence and why the Chairman believes the learner should be precautionary suspended. Any member of the SGB who differs from the Chairman should forthwith make his difference known and the SGB will vote on the matter.

- Should the Governing Body decide to recommend to the headmaster that the learner be expelled, the Governing Body may suspend such learner for a reasonable period of up to fourteen school days, pending the headmaster's approval of the decision. The learner may, within 48 hours of the sanction being communicated to him in writing, lodge an appeal but will remain on suspension.
- The appeal must be finalized within 14 days failing which the learner may return to school whilst still awaiting the outcome of the appeal. The Chairperson will appoint a panel to as a matter of urgency to deal with the appeal.
- If no appeal is lodged or if the appeal fails, the headmaster and the Chairman will forthwith engage the HOD of the FS Department of Education with their combined recommendation. During this period the learner will remain on suspension as determined by the Schools' Act.

### **Level 3 offences**

- 1. Committing any offence that breaks a national governmental law whilst at school or in the care/responsibility of the school.**
- 2. Taking and/or being in possession of drugs (second offence), including performance-enhancing drugs.**

This refers to a learner being caught and does not refer to a learner seeking help. Boys may not be in possession of, use or be under the influence of drugs or any other illegal substances (including performance-enhancing drugs) whilst under the jurisdiction of the school. Even drugs specifically prescribed by a physician may not be brought to school or kept in the boarding houses without the permission of the headmaster/housemasters. Boys may also not be in possession of any equipment related to drug use.

- 3. Supplying, buying or selling drug to other learners.**

Learners may not buy, sell or trade in any drugs or other illegal substances, including performance-enhancing drugs, while at school.

- 4. Refusal to provide a urine / blood sample in the investigations of drug offences.**

Learners may not refuse to provide a sample of his urine and or blood, after a legitimate request to do so, during the investigation of drug offences.

- 5. Indecent conduct.**

Learners may not engage in any form of indecent conduct including any form of sexual activity or touching of a person in an unbecoming way. Learners who incite or instruct others to commit this offence are also guilty of the offence.

## **6. Harassment.**

No discrimination of harassment based on gender, race, sexual orientation or religion will be tolerated.

Learners may not engage in conduct that the learner knows or ought to know causes psychological or physical harm to another person by unreasonably: following or watching such other person or loitering near the place such other person happens to be; engaging in any communications (including verbal, electronic and written communications) with such other person; touching such other person in an uncomfortable way. The said conduct only has to inspire the reasonable belief by the other person (victim) that psychological or physical harm may be caused to him / her to be punishable.

## **7. Racist remarks.**

This refers to using derogatory language to offend someone's race and/or cultural heritage.

## **8. Involvement in life-threatening games.**

Being involved in any way with games such as any choking game or any similar life-threatening games is strictly prohibited.

## **9. Repeated Level 2 infringement whilst on final warning and/or internal suspension or failure to do community service.**

Repeated Level 2 infringements within a six-month period of being found guilty of a Level 2 offence, or whilst on final warning and/or internal suspension, or failure to do the specified community service will result in a Level 3 infringement and punished according to the disciplinary document.

## **10. Alcohol/drugs in boarding houses.**

In addition, any learner who is a boarder and who, in the hostel, is found in possession of alcohol or illegal drugs, the learner will be asked to immediately vacate his room and will be automatically and permanently expelled from the hostel. He will have 14 days to present written representations to the headmaster in an attempt to persuade the headmaster why he should be allowed to return to the hostel. In this regard, the decision of the headmaster is final.

## **General**

This is not an exhaustive list of offences. Learners may be guilty of misconduct in any circumstances where they conduct themselves in an improper manner or in a manner unbecoming a learner at Grey College. This conduct may include circumstances where a learner conducts himself in any manner or commits any act or omits to do anything, which conduct, act or omission is, or may be prejudicial to the good order, efficient administration, control and discipline of the school.

Parents are urged and requested to support the school in maintaining this system. It is of the utmost importance that the parents/guardians co-operate to improve the behaviour of and problems that the Grey boys may experience.

## PERSONAL PLEDGE

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to ...

- adhere faithfully to this code of conduct and all the rules and regulations of Grey College.
- maintain high moral and ethical standards.
- strive for conduct that is responsible at all times and that does the school credit.
- do my school work diligently, conscientiously and with dedication.
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.
- I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

This document, the Code of Ethics, must be signed by the learner and his parents.

Signed by the parent/s or legal guardian/s

\_\_\_\_\_

\_\_\_\_\_

DATE:

\_\_\_\_\_

Signed by the learner

\_\_\_\_\_

DATE:

\_\_\_\_\_