

Grey-Kollege

Grey College

“WHEN THE OCCASION DEMANDS
IT...”

Code of conduct for learners

(Hersien/revised 2013)

CONTENTS

Grey College:
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**
- 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 boys' secondary school, ranking among 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, and 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, 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 principal
- 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.

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 principal 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, 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'.

Code of ethics

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; and
- 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.

SIGNED AT ON THIS DAY OF 20

LEARNER

PART 2

Code and rules of conduct

1. Introduction

This document is the code of conduct of *Grey College*, as approved by the governing body on 1 April 2013. The governing body has consulted the school's 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 and parents. 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:

3.1.1 Secondary school

Starts: 07:30 (staff: 07:25)

Ends: 13:40

3.1.2 Primary school

Starts: 07:20 (staff 07:10)

Ends: 13:30

3.1.3 Pre-primary school

Starts: 08:00 (staff 07:00)

Ends: 12:30

3.2 SCHOOL CAMPUS

3.2.1 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.

3.2.2 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 grass embankments at the tennis courts.
- Parking areas and the enclosed staff parking area on the south side of the school.
- The bicycle shed and the motorcycle parking area.
- The service staff quarters.
- Both schools' halls and foyers.

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

3.2.4 No Grey boy is allowed to leave the school campus during school hours without the necessary permission. Permission can be acquired from the secretary at Reception.

3.2.5 No ball games are allowed between classrooms.

3.3 SCHOOL UNIFORM

The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the 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.

3.3.1 The requirements for school wear is:

Summer

- Medium-grey long trousers.
- Matching grey long-sleeved shirt rolled up; the width of two fingers from elbow.
- Plain grey socks. Black leather shoes (smooth leather) with laces (no slip-ons).
- Grey College tie with or without Grey College blazer.

Winter

- The same as for summer uniform, plus College blazer.
- A pullover may only be worn when the blazer is worn.
- Only grey pullovers similar to those supplied by our stockists will be permitted.

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.

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 sports wear may be worn during sports tournaments.

- 3.3.5 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.
- 3.3.6 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.
- 3.3.7 Any caps or headgear are prohibited.
- 3.3.8 The staff may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

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:
When the hair is combed, the tips may not cover any part of the ears.
In front: 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.
- 3.4.2 No unconventional hairstyles are allowed. This also includes the bleaching and dying of hair, "streaks" or any hair colourants. Hair must be regularly washed, neatly combed and may not stand up on top of the head. No gel or any similar hair products may be used.
- 3.4.3 Boys who are developing a beard and/or moustache must be clean-shaven every day.
- 3.4.4 Jewellery: no rings, earrings, armbands (plastic, rubber or leather), bracelets or chains 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 jewelry, such as nose, tongue and eyebrow jewelry, is strictly prohibited.

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

3.4.7 Book bags must contain reinforcements/compartments to protect the books. Only black/navy-blue book bags will be allowed and only the name of the owner may be on the bag.

3.5 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 greet the person in a friendly and courteous manner. 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.

3.6 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 from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

3.7 MOVING AROUND BY LEARNERS

3.7.1 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.

3.7.2 Changing classes:

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

3.8 MESSAGES

Messages to Grey boys must be restricted to only the most important. Parents must inform the office of this before 11:30.

3.9 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 principal, or his representative if the principal is not available.

When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

3.10 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 public telephone; 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 primary or secondary school by the parents/guardians only if the boy has been signed out.

3.11 APPOINTMENTS DURING SCHOOL HOURS

Only under extreme circumstances will learners be granted permission to keep appointments during school hours. A letter from the parent/guardian must be signed by the register teacher during the register period, after permission has been granted by the principal. Before he then leaves the school, the learner must have the permission letter signed by all his subject teachers and he must hand this in at the office before departure. The parent/guardian must sign the learner out at the office when the learner is fetched. 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.

3.12 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 principal. This permission must be duly requested in writing.

3.13 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. Motorcars and motorcycles may only be parked in the demarcated areas reserved for this purpose, including after-hours. The principal 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.

3.14 LOCKERS

There are lock-up facilities available for learners at the school. The cost for this facility is R50 per term and is awarded on a "pay first, awarded first" basis. More information is available from the secretary at Reception.

3.15 HARASSMENT

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

3.16 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.

3.17 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 principal 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 EXAMINATIONS

During "mini-examinations":

1. Learners will not receive an official school report at the end of the term but an academic progress report.
2. Learners who miss examinations without the school's permission will get a nil for those particular examinations missed on the academic progress report.
3. 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.

4. Learners who represent the school, province or country, with the permission of the school, **in a sport or cultural activity that are 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.
5. Learners who miss examinations due to illness, and can present a medical certificate, will be marked absent for those examinations missed.
6. Learners who miss examinations but the parent/guardian can provide a detailed and acceptable explanation, in writing, to the principal, will be marked absent for those examinations missed.
7. 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 principal, will get a nil for those particular examinations missed.
8. NO examinations will be written before the official date, as per the official examination time table.
9. Learners will only be allowed to write examinations earlier on the official date of an examination 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 principal before the request will be considered.

During official examinations:

1. Learners will receive an official school report at the end of the term.
2. 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** for those examinations missed on the report.
 - Learners who are absent for examinations, and who fail to provide an acceptable explanation from their parents/guardians,, will get a

nil for those examinations missed on the 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 receive a **term mark** for those examinations missed.

- 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 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 but the parent/guardian can provide a detailed and acceptable explanation, in writing, to the principal, 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.

3. NO examinations will be written before the official date, as per the official examination time table.

4. Learners will only be allowed to write examinations earlier on the official date of an examination 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 principal before the request will be considered.

3.18 ACCEPTABLE COMPUTER USE 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 realize 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.

3.19 SPORTS POLICY AND RULES

- Participation in sports 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 practices 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 prior to the event from his respective coach.
- 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 misbehavior. If found guilty the necessary sanctions will be imposed on a learner.

- All learners must wear the correct attire to practices and fixtures. Only official school clothing must be worn and it must always be neat.
- All learners must be punctual for practices and matches alike.
- Learners travel to and from away-fixtures in full school uniform or full school tracksuits, with sports shoes and socks. Sandals are not acceptable. Any learner who is inappropriately or shabbily dressed will not be allowed to travel.
- No learner may leave the fixture venue without the clear 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 principal, any educator, member of the prefect body, other school leaders, or parents appointed by the principal 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 equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

3.20 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.

3.21 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, principal 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.

3.22 OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

- To create a culture of health and safety amongst all persons who live on, work at and visit the school premises.
- 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.

3.23 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 principal's consent.
- Learners shall comply with any reasonable instruction from the principal, any educator, member of the prefect body or another school leader with regard to maintaining a clean and hygienic school environment.

3.24 APPLICATION AND AMENDMENTS

These school rules are *mutatis mutandis* and are 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 principal 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 principal 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.

3.25 EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

- Learners may submit a written application to the principal 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 at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- In considering an application for exemption, the principal and governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- The principal 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

Code of conduct for the Grey boys.

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 finalizing 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, which 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 the 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:

<u>LEVEL 1 OFFENCES</u>	<u>SANCTION: LEVEL 1</u>
1. Failing to attend class on time.	<u>First bundle of 4 offences per term:</u> <ul style="list-style-type: none"> ▪ Friday detention (2-4pm) ▪ Text message to parents <u>Second bundle of 4 offences per term OR failing to sit Friday detention:</u> <ul style="list-style-type: none"> ▪ Meeting called with parents ▪ Saturday detention (7-9pm) <u>Third bundle of 4 offences per term OR failing to sit Saturday detention:</u> Level 2 offence
2. Leaving class without permission.	
3. Failing to complete homework.	
4. Textbooks not brought to school.	
5. Learner is unshaven.	
6. Appearance not in accordance with school rules.	
7. Misbehaviour/interrupting classes.	
8. Swearing	
9. Use of cell-phone in class	
10. Eating and drinking.	

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

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

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 principal 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.

These 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, provided that the parents are informed timeously and the child's safety is ensured.

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.

Failing to sit a Friday detention will automatically result in a Saturday detention. Also, parents will be called in for a meeting with the principal.

Frequent repetition of Level 1 offences OR failing to sit a Saturday detention will result in a Level 2 offence.

Boys should be given 24 hours' notice of a Friday and/or Saturday detention so that the necessary arrangements can be made with parents.

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

LEVEL 2:

The following 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. In serious cases, boys may face a principal's enquiry (internal) where the school is likely to recommend final warning and/or internal suspension and/or community service (hours as per discretion).

Internal suspension implies the following:

- Afternoon detention, Monday – Friday, 2pm-5pm for a period of 1-2 weeks.
- A boy may not represent the school in any way during this period of suspension.

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:

In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the prefect body or other leadership position in the school.

Principal's enquiry:

- Internal enquiry.
- Disciplinary committee: consists of the principal, a deputy and the grade head/register teacher.

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.

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.

7. Bunking out.

This refers to the practice of leaving the school premises without a permission slip from the principal'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, spraying paint on 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 principal 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 unauthorized borrowing.

Theft or unauthorized 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 secured area such as a classroom. Under no circumstances can the school be held responsible for any losses, including cell-phones, incurred. 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 other "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 principal and prefects/senior learners. Matric boys are 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 matrics.

12. Smoking or being in possession of tobacco.

No learners may be in possession of, or use tobacco 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 smelling of smoke are also regarded as offences.

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-phone 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 of persons in classrooms, the boarding houses, change rooms or showers is prohibited. People should not be photographed without their knowledge and consent; photographs 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. Gaining unauthorized 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 recognize 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. Absence from sports fixtures / cultural performances.

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

19. Frequent repetition of Level 1 infringements OR failing to do Saturday detention

Frequent repetition of Level 1 infringements or failing to do Saturday detention 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. Learners who contravene any of these rules will attend a principal's enquiry (external), chaired by a member of the governing body, where the school is likely to recommend expulsion or suspension from the school for a period of time.

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:

In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the prefect body or other leadership position in the school.

Disciplinary committee:

Consisting of:

- Parent-member of governing body (chairperson).
- Principal.
- Deputy principal.
- Two members of the governing body or individuals who qualify for election to the governing body.
- The prosecutor is appointed by the principal.

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). This committee is therefore responsible for serious cases where suspension or expulsion is a reality.

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 serious misconduct (Level 3). However, such suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the governing body.

Should the governing body decide to recommend to the Head of Education that the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.

Suspension remains a temporary measure, while expulsion is a permanent measure.

Following a hearing in which any learner is found guilty of violating hostel rules, the governing body may impose any of the aforementioned

sanctions on such learner, or suspend the learner from the hostel for any appropriate period of time, or expel the learner from the hostel.

Level 3 offences:

1. Committing any offence that breaks a national governmental law whilst at school or in the care / responsibility of the school.

Where the conduct of a Grey boy constitutes a criminal transgression, the school will not hesitate to lay criminal charges with the relevant authorities and request criminal prosecution.

2. Taking and/or being in possession of drugs, 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 principal/housemasters. Boys may also not be in possession of any equipment related to drug use.

3. Supplying, buying or selling drugs 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. Sexual misconduct.

This includes engaging in any form of sexual activity involving, or in the presence or view of other persons, whether the learner performs the act himself or aids, instructs or incites others to do so. This also involves any act which could constitute a crime in South African law.

5. Racist remarks

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

6. 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.

7. 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.

3. Disciplinary hearing

3.1 Preliminary inquiry

When a learner is suspected or alleged to have committed a major transgression (Level 3), the school principal may appoint an investigating officer. The latter will collect information for the school principal to decide whether a disciplinary hearing is warranted.

3.2 Hearing

- 3.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.
- 3.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.
- 3.2.3 At least five school days must lapse between the delivery of the notice and the hearing.
- 3.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation,

including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

- 3.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- 3.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.
- 3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- 3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 3.2.9 Should the learner and/or his parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.

3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.

3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.

3.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

3.3 Finding and sanction

3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

3.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

4. Internal appeal

4.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.

4.2 The notice of appeal must clearly outline the grounds for the appeal.

- 4.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.
- 4.4 The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 4.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.
- 4.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- 4.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must be made within 24 hours of receiving the notice of appeal.
- 4.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.
- 4.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- 4.10 In considering the appeal, the appeals committee may:

- a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
- b) impose an alternative sanction (including a heavier sanction);
and
- c) make any other ruling that the appeals committee deems fair and just under the circumstances.

5. 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.