



# Sastri College

1929 - 2019

## CODE OF CONDUCT



## **INTRODUCTION**

Sastri College is committed to providing a conducive environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

Section 8(4) of the SA Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school. All learners attending the school are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the school.

## **Part 1: School Rules**

The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

### **A General Principles**

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the prefects, the Learner Representative Council (LRC), all members of staff and visitors to the School.
2. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

### **B School and Class Attendance**

Parents/guardians, learners, educators and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.

1. If a learner does not attend school regularly, the relevant form educator will report the absence of the learner to the parent and the Principal in writing. The form educator must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at school before the official starting time. A learner who is late for school will be marked absent as registers are completed at the beginning of each school day, unless the learner provides a plausible and reasonable explanation for him/her being late.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian.
5. 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.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Controller from whom an exit note must be obtained. A learner will only be released from school if fetched by the parent/legal guardian/a designated adult who has official proof of identity and who has written consent/affidavit from the parent to fetch the learner from school.
8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof.

## **C Academic Performance**

Good academic performance is the cornerstone of life at school. Learners are therefore expected to at all times strive for the highest level of academic success that they are capable of.

1. Learners must take pride and do their best at all times
2. All incomplete classwork and tasks become homework, unless otherwise specified
3. Work must be revised on an ongoing basis and the learner must always be prepared for formal and informal testing
4. Learners must adhere to dates set for the handing in of completed tasks
5. All learners are expected to achieve a mark of at least 50% for every assessment task ( Informal testing and all CASS tasks and Examinations)
6. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. Respect and dignity must be shown to textbooks, study guides, notebooks and other educational resources
9. A learner must be involved in at least 2 curricular/extra-curricular activities
10. Learners are expected to be present at all additional classes that are held after school, during weekends and school holidays. Absence must be accompanied by a medical certificate

## **C School Uniform and General Appearance**

Learners are expected to wear the official school uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies, scarves, jackets).
2. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed.  
Fingernails must be kept trimmed short and clean at all times.
4. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing is not allowed. Hair, shoes and accessories should be neat at all times.
5. Only learners that have applied and have submitted relevant supporting documents and received the necessary permission from the School Governing Body may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.
6. Learners are NOT permitted to alter their uniforms in a manner that does not conform to the school dress code. The narrowing of pants (boys) and the raising of the hemline (girls) is strictly forbidden.

## **D Valuables and Belongings**

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to School. Learners are not allowed to have a cellphone in their possession/ school bag.
2. If a parent requests a learner to pay school fees on his/her behalf, such School fees should be paid before the start of the School day.
3. Arrangements should be made with the educator in charge for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices to School.

## **E General Rules**

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.
4. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
5. Language that is seen as pejorative, discriminatory or racist is prohibited.
6. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
7. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
8. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
9. The carrying, copying and/or reading of offensive material is prohibited.
10. Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 10.1 The school staff and visitors parking area.
  - 10.2 The staffroom, Areas behind the blocks A, B and F, Electrical mains distribution boxes, fire extinguishers and hoses
  - 10.3 Classrooms during breaks unless accompanied by an educator
11. The school cannot be held responsible for any death/injury to a learner who absconds school.

## **F Rules Governing Public Places**

The School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on school premises or during any school activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## **G Transport**

Learners wishing to park motor cycles/motor vehicles on the School premises will not be allowed to do so as Sastri College has very limited ground and parking space.

1. The Code of Conduct is applicable when making use of public transport to and from School.
2. Learners may not hitchhike while in school uniform, whether formal or sports dress.

## **H Accommodation of Religious or Cultural Rights**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognized 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 conditions:

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 right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.

4. The learner must provide proof that s/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/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
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.

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.
8. The deviation must specify the extent 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; or the wearing of a specific hairstyle or jewelry – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewelry or mark 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/her cultural rights can be exercised only through a permanent intervention.
10. 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 subparagraphs 1 to 8 above.

## **Part 2: Disciplinary System**

Every educator is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

### **A Grading of Offences**

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Levels 1, 2, 3 and 4.

### **B Disciplinary Procedures**

The grade of an offence will determine the procedure to be followed.

1. Level 1 offence – a written warning followed by a final written warning, then a disciplinary hearing.
2. Level 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Level 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence).
4. Level 4 offence – offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.

#### **Level 1: Offences**

All Level 1 offences will be dealt with by the staff member or RCL member/prefect concerned who must keep a written record of such offences and the disciplinary measure taken.

When a third Level 1 offence occurs, the matter is referred to the Grade Controller along with the record of all three (3) offences and the Grade Controller will issue a written warning. A signed copy of acknowledgement will be kept on record by the Grade Controller and communicated to the parent/guardian.

Should the particular Level 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Grade Head, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

The Grade Controller will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's Form educator.

**Level 2:  
Offences** All Level 2 offences will immediately be referred to the Grade Controller. The staff member will, in consultation with the Grade Controller, arrange an interview with the learner. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Grade Controller and communicated to the parent/guardian.

When a second Level 2 offence occurs after a final written warning has been issued for the first offence, the Grade Controller will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that an internal disciplinary hearing has been convened.

Should the particular Level 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened. The Grade Controller will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's Form educator.

**Level 3:  
Offences** All Level 3 offences will immediately be reported to the Grade Controller. The Grade Controller will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

**Level 4:  
Offences** All Level 4 offences will immediately be reported to the Grade Controller. The Grade Controller will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

## **C      Disciplinary Interventions**

1. The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion:
  - A verbal warning/reprimand to express disapproval.
  - Written warning.
  - Final written warning.
  - Removal from classes to the exclusion room.
  - Written punishment.
  - Community service to improve the physical environment within and around the school property.
  - Homework detention.
  - Supervised schoolwork.
  - De-merit detention.
  - Referral for counselling.
  - Attendance of a relevant life skills programme.
  - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
  - Temporary suspension of library card and/or other School-related privileges
  - Exclusion from school activities and functions, e.g. academic award ceremony.
  - Withdrawal of recognition, e.g. award.
  - Temporary suspension from class or school, pending disciplinary hearing.
  - Disciplinary hearing.
  - Tribunal hearing.
  
2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher level. Expulsion may be recommended for a Level 3 and a Level 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for level 1, 2, 3 and 4 offences respectively. Each educator will have their own record of learner misconduct and when called to assist in drawing up a learner's behaviour profile, they will draw on their knowledge from their personal records as well as from the Misconduct Book.

## **C      Disciplinary Interventions Continued**

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
  - Conduct that violates the rights or safety of others.
  - Criminal behaviour of any kind.
  - Defacing or destroying School property.
  - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
  - Outright defiance of lawful requests or instructions issued by persons in authority.
  - Indulging in harmful graffiti, racism or “hate speech”.
  - Sexual harassment or sexual assault.
  - Immoral behaviour or profanity.
  - Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
  - Repeated infringements of the school rules or the Code of Conduct.
  - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/educators).
  
4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the school has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.
  
5. A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
  
6. Where approval for expulsion is not granted, learners will attend counseling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counseling sessions or the stipulated life skills programme.

## **D Suspension of a Learner by the Principal or Deputy Principal as a Precautionary measure**

The Governing Body authorizes the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be reconsidered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

## **E Disciplinary and Tribunal Hearings**

1. The following official forms will be used for misconduct and disciplinary hearings:
  - 1.1 Written warning (disciplinary warning form) (Annexure C)
  - 1.2 Final written warning (Annexure D)
  - 1.3 Notice of disciplinary hearing (Annexure E)
  - 1.3 Record of disciplinary hearing (Annexure F)
  - 1.5 Review form (lodging of appeal) (Annexure G)
2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

## **E      Disciplinary and Tribunal Hearings Continued**

7. The Disciplinary Hearing Commission will consist of the following members:
  - 7.1 a Governing Body representative;
  - 7.2 the School Principal or Discipline Officer delegated to oversee this function;
  - 7.3 the Grade Controller; and
  - 7.4 the Form educator.
  
8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
  
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
  - 9.1 Demerits.
  - 9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
  - 9.3 Recommendation with respect to counselling/attendance of a life skills programme.
  - 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
  - 9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
  - 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
  
10. The Tribunal Hearing Commission will consist of the following members:
  - 10.1 the Governing Body Chairperson;
  - 10.2 two (2) parent representatives from the Governing Body;
  - 10.3 the School Principal or Discipline Officer delegated to oversee this function; and
  - 10.4 the Grade Controller.
  
11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
  
12. The Principal/Discipline Officer will furnish the relevant Grade Controller and Form Educator with all the information necessary for their records.

<b>Table 1: List of offences per Level of Offence</b>			
<b>Level 1: Offences</b>	<b>Level 2: Offences</b>	<b>Level 3: Offences</b>	<b>Level 4: Offences</b>
<ul style="list-style-type: none"> <li>• littering</li> <li>• excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School</li> <li>• eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>• misconduct in an assembly</li> <li>• entering an out of bounds area, classroom or passage without permission</li> <li>• loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms</li> <li>• misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture</li> <li>• failure to: <ul style="list-style-type: none"> <li>– submit an absentee note or exit notes by the stipulated deadlines –</li> <li>return a library book by the due date, or</li> <li>pay the fine for overdue book/s</li> <li>– attend an extramural activity's practice session without excusing himself</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• vandalism</li> <li>• interfering with another person's possessions/ property without the owner's consent</li> <li>• damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent</li> <li>• racism: remarks/ insults</li> <li>• forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof</li> <li>• intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>• swearing, lying or using obscene gestures</li> <li>• verbal or non-verbal abuse</li> <li>• disrespect or insolence</li> <li>• insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the detention room, or</li> </ul>	<ul style="list-style-type: none"> <li>• possession of weapons that can cause physical injury (knives, etc.)</li> <li>• entering the School premises while under the influence of alcohol/drugs</li> <li>• possession, copying, distribution, use or displaying of pornographic material</li> <li>• assault with the intent to do grievous bodily harm</li> <li>• truancy from school or leaving school grounds without the necessary permission</li> <li>• taking part in any form of illegal strike action/ meeting/campaign on school premises</li> <li>• any learner who, in or outside of the buildings, or on or off the premises of the school, whilst under the control of the school authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</li> </ul>	<ul style="list-style-type: none"> <li>• use of weapons that cause physical injury (knives, etc.)</li> <li>• possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>• poisoning, or attempting to poison another person</li> <li>• theft, robbery, breaking and entering</li> <li>• malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body</li> <li>• rape, attempted rape, or indecent assault</li> <li>• physical assault that results in bodily harm</li> <li>• sedition or inciting any form of illegal strike action/meeting/ campaign on school premises</li> <li>• Any offence punishable under common law</li> </ul>

<b>Table 1: List of offences per Level of Offence</b>			
<b>Level 1: Offences</b>	<b>Level 2: Offences</b>	<b>Level 3: Offences</b>	<b>Level 4: Offences</b>
<ul style="list-style-type: none"> <li>– attend duty class</li> <li>– attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</li> <li>– attend detention</li> <li>• continual interference with another learner which causes minor physical or mental discomfort</li> <li>• misconduct during detention</li> <li>• minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery</li> <li>• failure to wear the correct full school uniform when in a public place, including the wearing of unauthorised items</li> <li>• failure to wear the correct sports kit for a match or practice</li> <li>• hitchhiking while in school uniform, formal or sport dress</li> </ul>	<ul style="list-style-type: none"> <li>failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated)</li> <li>• fighting, common assault or attempted assault • public disturbance and public indecency</li> <li>• gambling</li> <li>• failure to attend detention without prior submission of a written excuse or note</li> <li>• unacceptable hair styles, including bleaching or colouring</li> <li>• display of visible tattoos • using a cell phone as a means of communication during formal testing</li> <li>• cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner</li> <li>• copying of computer exercises, projects or any other work intended for the year mark</li> </ul>	<ul style="list-style-type: none"> <li>• violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner</li> <li>• violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners</li> <li>• unreasonable repetition of a Level 2 offence</li> </ul>	

**Table 1: List of offences per Level of Offence**

<b>Level 1: Offences</b>	<b>Level 2: Offences</b>	<b>Level 3: Offences</b>	<b>Level 4: Offences</b>
<ul style="list-style-type: none"><li>• disruptive behaviour in class</li><li>• spitting in public</li><li>• failure to: – do classwork set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time</li><li>• copying another learner's classwork or homework</li><li>• defacing school property</li><li>• reporting late for class, relief, or to the exclusion room</li><li>• use of offensive material to cover books or files</li><li>• possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time</li><li>• arriving late for School without an excuse note</li></ul>	<ul style="list-style-type: none"><li>• truancy from any contact time</li><li>• possession or use of fire crackers</li><li>• failure to attend an extra-mural activity fixture or function as a participant or official</li><li>• any action which brings the school's name into disrepute</li><li>• possession of offensive material, excluding pornographic material</li><li>• tampering with safety and other equipment on School premises</li><li>• unreasonable repetition of a Level 1 offence</li></ul>		

**Table 2: List of the possible disciplinary sanctions to be applied for Level 1,2,3 and 4 Offences**

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

<b>Level 1: Offences</b>	<b>Recommended Corrective Sanctions</b>
<p>1. Academic: Books/work materials left at home; homework -not done on time/copied</p> <p>2. Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach)</p> <p>3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing</p> <p>4. Dress code: Untidiness/unkempt appearance; School dress code not followed</p>	<p>Corrective actions/sanctions are carried out by the individual educator and may include the following:</p> <ul style="list-style-type: none"> <li>• Verbal reprimand;</li> <li>• Written punishment;</li> <li>• Detention at break;</li> <li>• Subtracting marks (homework);</li> <li>• Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases);</li> <li>• Removing graffiti from bags and cases at break; and</li> <li>• Written notification</li> </ul>
<b>Grade 2: Offences</b>	<b>Recommended Corrective Sanctions</b>
<p>1. Plagiarism of any work or cheating/attempted cheating in class test/assignment</p> <p>2. Damage to property/possession of other learners' property</p> <p>3. Defiance/disregarding of an authority figure's instructions</p> <p>4. Detention – non-attendance</p> <p>5. Disregarding test/examination procedures</p> <p>6. Disruptive/uncooperative in class</p> <p>7. Disruptive behaviour frustrating teaching and learning in the classroom</p> <p>8. Repeated dress code infringements (including hair and personal grooming)</p> <p>9. Fighting</p> <p>10. Fire-crackers</p>	<p>Nought for test and warning letter</p> <p>Repair/replacement, warning letter and detention</p> <p>Suspension from class, warning letter and detention</p> <p>Making up missed detention, warning letter and an information hearing</p> <p>Parent notified, Warning letter and detention</p> <p>Identification of culprit/s and grade controller to organise corrective measures</p> <p>Warning letter and detention</p> <p>Warning, Parent notified, After three (3) warnings learner is referred to Disciplinary Sub-Committee.</p> <p>Warning letter / Suspension / detention</p> <p>Warning letter / suspension / detention</p>

**Table 2: List of the possible disciplinary sanctions to be applied for Level 1,2,3 and 4 Offences (continued)**

Level 2: Offences	Recommended Corrective Sanctions
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1st offence: Special Detention 2nd offence: Special Detention 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property	1st offence: Informal disciplinary hearing, verbal warning and fine of R100. 2nd offence: Informal disciplinary hearing, written warning letter and R200 fine. 3 <sup>rd</sup> offence : Informal disciplinary hearing, Final Written warning and R500 fine and counselling.
19. Smoking – selling cigarettes on/off School property	1st offence: Warning & Suspension 2nd offence: Written warning & Suspension 3rd offence: Formal disciplinary hearing (All cigarettes and lighters to be confiscated)
20. Spitting	Detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and suspension
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and suspension. Drug test to be done at parent's cost. Referral to counsellor.
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
26. Vandalism – defacing/damaging/breaking School property	Phone call to parents, repairs/payment of damages, warning letter and suspension
27. Verbal abuse of a fellow learner	Phone call to parents, warning letter and detention

**Table 2: List of the possible disciplinary sanctions to be applied for Level 1,2,3 and 4 offences (continued)**

Level 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at school or on a school outing/smelling of liquor/under the influence at school or on school outing	Disciplinary hearing, warning letter, community service and suspension
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/school. Disciplinary hearing, warning letter, community service / suspension.
3. Bullying/Intimidation	Warning letter and community service and/or suspension
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought for test/exam paper and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating school’s educational programme)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on school property or on School sponsored fixture/outing/trip/tour (frustrating School’s educational/extracurricular programme)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
9. Engaging in a conspiracy to disrupt the proper functioning of school through collective action	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with school	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of school gangs/‘social groups’	Suspension from school. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention

**Table 2: List of the possible disciplinary sanctions to be applied for Level 1,2,3 and 4 offences (continued)**

<b>Level 3: Offences</b>	<b>Recommended Corrective Sanctions</b>
13. Pornography – distribution at School 14. Public indecency Disciplinary hearing, warning letter, community service and detention	Warning letter, community service and detention
14. Racist conduct that defames a learner/educator	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
15. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
16. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention
17. Threatening to assault/intimidating an educator	Suspension from School. Disciplinary hearing, warning letter, community service and detention
18. Verbal abuse of a teacher Suspension from School.	Disciplinary hearing, warning letter, community service and detention or expulsion
<b>Level 4: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – drinking/drunk at school or on school or on school outing	Disciplinary hearing, warning letter, community service and detention/expulsion.
2. Alcohol – drinking in public	Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from school. Disciplinary hearing and expulsion
4. Assault on an educator	Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person in respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6 Dangerous weapon or object, e.g. knife – possession at school	Suspension from school. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion

**Table 2: List of the possible disciplinary sanctions to be applied for Level 1,2,3 and 4 offences (continued)**

Level 4: Offences	Recommended Corrective Sanctions
7. Dangerous weapon or object, e.g. firearm – possession at school/on school outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at school/on school outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at school/on school property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counseling
10. Drugs/illegal substances – dealing ('pushing') at school/on school outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking	Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to School/ Educator's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion

**SASTRI COLLEGE**

**LEARNER CODE OF CONDUCT COMMITMENT**

I,  a learner of Sastri College,

understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, Prefects, the RCL, all members of staff and visitors to the school.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other school staff.
- Assist in making the school a safe place for all.
- Seek help if I need it.
- Let the school know if I feel my rights have been infringed, or if I experience any other difficulty.

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**SASTRI COLLEGE**  
**WRITTEN WARNING**

Name of learner:

Learner ID number:

Subject:

Educator:

The above learner has breached the disciplinary code.

Date of offence:

Level of offence:

Nature of offence:


Learner's statement:


.....  
Learner

.....  
Educator

.....  
Witness

.....  
Grade Controller

.....  
Date

- One (1) copy to learner, original to be kept by GRADE CONTROLLER.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**SASTRI COLLEGE**

**FINAL WRITTEN WARNING**

Name of learner	
Learner ID number	
Subject	
Educator	

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence	
Dates of previous warnings	
Level of offence	

Nature of offence:


Learner's statement


.....  
Learner

.....  
Educator

.....  
Witness

.....  
Grade Controller

.....  
Date

- One (1) copy to learner, original to be kept by GRADE CONTROLLER.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**SASTRI COLLEGE**

**NOTICE OF DISCIPLINARY HEARING**

**WRITTEN WARNING**

Name of learner:

Learner ID number:

Subject:

Educator:

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing:

Venue of hearing:

Time of hearing:

Date served:

The charge against you is as follows:


Date of offence:

Nature of offence:


**Suspension from class**

You are further advised that you have been suspended from class from:

Time: ..... Date ..... Until Time: ..... Date .....

During your period of suspension, you will not be permitted on the school premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

Note: Learner receives one (1) copy and the signed copy must be kept and filed.

## Rights of Learner facing Disciplinary Action

Learner's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by parents/guardian if under age.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

.....  
Server

.....  
Learner

.....  
Designation

.....  
Witness

.....  
Date

**SASTRI COLLEGE  
RECORD OF DISCIPLINARY HEARING**

<b>Venue</b>		<b>Date</b>	
--------------	--	-------------	--

<b>Present</b>			
<b>Capacity</b>	<b>Name</b>	<b>Designation</b>	<b>Section</b>

<b>Complainant (If applicable)</b>	<b>Learner</b>
<b>Witnesses for complainant</b>	<b>Witnesses for learner</b>
<b>1.</b>	<b>1.</b>
<b>2.</b>	<b>2.</b>
<b>3.</b>	<b>3.</b>

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:


Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

.....  
Learner

.....  
Educator

.....  
Witness

.....  
Grade Controller

.....  
Date

**SASTRI COLLEGE**

**LOGGING OF APPEAL (REVIEW FORM)**

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).

Name of Appellant:

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

The disciplinary measure imposed was not in line with the level of offence.

Disciplinary procedures were not followed.

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

The following reasons are submitted in support of this appeal:


.....  
Date appeal lodged

.....  
Appellant

# **Sastri College**

## **Anti-Bullying Policy**

### **Definition**

Bullying is aggressive behaviour arising from a deliberate intent to cause physical or psychological distress to others.

### **Forms of Bullying**

Bullying includes but is not necessarily limited to actions or activities such as:

- Social banter
- Hurtful teasing
- Aggressive body language
- Pushing and shoving
- Malicious gossip
- Racist comments
- Exclusion
- Extortion
- Telephone, cellphone and internet abuse
- Damage to the personal or allocated property of an individual (e.g. his/her school desk or locker)
- Physical violence
- Cyberbullying:

### **Harassment**

- This involves frequently sending a cruel or threatening message to a person's e-mail account or cell phone.

### **Denigration**

- This involves sending or posting malicious gossip or rumours about a person to damage his/her reputation or friendships. It also includes posting or sending digitally altered photographs of someone to others, particularly pictures that portray the victim in a sexualised or harmful way.
- Impersonation or identity theft
- This occurs when someone breaks into someone else's e-mail or social networking account and poses as the person sending messages or other information or pictures online in a bid to damage the victim's reputation and friendships or to get the victim into trouble or danger.

### **Outing**

- This involves sharing someone's secrets or embarrassing information or images online with people whom the information was never intended to be shared.

### **Cyber stalking**

- This involves threats of harm or intimidation through repeated online harassment and threats.

## **Happy slapping**

- Involves incidents where people walk up to someone and slaps them, while another captures the violence using a cell phone camera.

## **The School's Stand on Bullying**

- Sastri College has a reputation for being a friendly and spirited school. Within this context it is accepted that there will be a certain amount of physical interaction, a jockeying for position, a creation of a 'pecking order' and even some normal banter which will be seen as 'fun' by the perpetrators. Great care needs to be exercised to ensure that this physicality, jockeying and play do not overstep the bounds of acceptability and degenerate into bullying.
- Against this framework, the school is committed to taking all reasonable steps necessary for minimising all forms of harassment.
- It needs all in the school community to work together to ensure that everyone feels safe and 'at home' in the school.
- Educators and senior learners have to work actively at being role models.
- The school regards bullying as a Level 3/4 offence in terms of its Code of Conduct and will respond to all proven incidents of bullying on the basis of 'zero tolerance'.

## **Specific Actions to Underpin the School's Stand on Bullying**

- The school has systems of pastoral care and reporting which will react immediately when bullying is reported.
- Not only will the school support victims of bullying, but will also provide education and remedial support for the bully/perpetrator in order to prevent recurrences of incidents of bullying.
- Such support will be additional to, and not instead of, punitive action where such action is warranted.
- The school will constantly review its values and responses in this regard, and also its attitude to what constitutes bullying.

Failure to abide by this Policy, as with other Policies at Sastri College, may result in disciplinary action as described in the school's Code of Conduct and School Rules.

# Sastri College

## Policy on Attendance and Absenteeism

### Latecomers

Latecomers must report to reception. A late note will be issued to the learner who must show this to the relevant subject teacher in that lesson of arrival. The subject teacher in that lesson must indicate the date and time of arrival in class and sign the late note. The learner must hand the note to the register teacher at the end of the day. The register teacher will complete the daily Class Register accordingly. Learners not collecting the late note will be marked absent for the day

### Absenteeism

- When a learner is absent, a note explaining why the learner was absent must be handed to the register teacher immediately upon return to school.
- The absentee letter will be filed by the teacher in the class register file.
- Parent(s)/Guardian(s) may email the register teacher the reason for the absence.
- A medical certificate must be provided if a learner misses a standardized test, an examination or a test contributing to the year mark, the certificate must state the actual dates on which the learner was absent.

### Cancellation of a Learner's Record in a Class Register

- Cancellation of a learner's record in a class register is an administrative action, not a disciplinary action. It is not the same as suspension or expulsion in terms of section 9 of SASA.

A learner's record in a class register may be cancelled for one of the following reasons:

- Exemption from compulsory school attendance.
- Expulsion.
- Transfer to another school.
- Registration for home education.
- Continuous absence.
- Notification by a parent(s)/guardian(s) that the learner will not return to school; or
- Death of the learner.
  
- If a learner is absent from school for 10 consecutive school days the principal must make reasonable attempts to ascertain from the learner's parent(s)/guardian(s) whether the learner has been withdrawn from the school. If the learner has been withdrawn, or if no valid reason for absence is given, or if the principal is unable to make contact with the parent(s)/guardian(s) or the learner, the principal must cancel the learner's record in the class register on grounds of continuous absence.
- A female learner's record may not be cancelled on the grounds that she is pregnant or has given birth.

When a learner's record is cancelled, the principal must in writing:

- inform the parent(s)/guardian(s) and the register teacher of the date of and the reason for the cancellation;
- if the learner is of compulsory school-going age, inform the district office of the date of and reason for the cancellation.
- If a learner's record has been cancelled and the learner is later readmitted to the school, the school administrator must make a new entry for the learner in the class register.

## **Valid Reasons for Absence**

- Study leave taken by a Grade 12 learner. Except for Grade 12 learners, a learner may not take leave from school to study for examinations or when examinations have ended. Grade 12 learners may take 5 school day's study leave to prepare for the NSC examinations before the first day of the NSC examinations. Such learners need not attend school on days when they do not write examinations and after writing each examination.
- Physical or psychological illness, for which a principal may require communication from the parent(s)/guardian(s) that the learner is unable to attend school or written confirmation by a registered medical practitioner if the illness lasts longer than three days.
- Giving birth, subject to written confirmation by a registered medical practitioner or registered midwife.
- Religious or cultural observances approved by the SGB in terms of the National School Calendar Policy.
- Death of a family member.
- Appointment at court, social services or other official agency, for which a principal may require documentary proof.
- Suspension by the SGB.
- Acts of nature (that is, events that are beyond human control).
- Exceptional circumstances for which, in the view of the principal, a temporary absence from school is in the best interest of the learner or was unavoidable.
- Absence without a valid reason is unacceptable and will be followed up promptly.

## **Illness at School**

- If a learner is feeling ill, he or she must report to the Discipline Control Room where the illness complaint will be recorded electronically. A form must be completed by the teachers of the lessons being missed by the learner and once that has been completed, the grade head will sign the form.
- The learner will then report to Reception, hand the form in and his or her parent(s)/guardian(s) will be contacted to take the learner home.
- If the learner is desperately ill, the discipline deputy will sign the form and the parent(s)/guardian(s) will be contacted immediately.

## **Truancy**

Truancy is a serious offence and will be dealt with severely as a level 2 offence in accordance with the Fairmont High School Code of Conduct for learners. If a learner does not report for morning registration, a message will be sent via SMS to the parent(s)/guardian(s) informing the parent(s)/guardian(s) of the absence from registration. It is the responsibility of the subject teacher or substitute teacher to check for and report acts of truancy.

## **The Class Register**

The class register is a daily record of attendance of learners at lines, where roll-call will be taken by the register teacher at 7:55 and 14:25 each day. On rainy days and on a Monday and Thursday afternoon, learners will go to the classroom of the form educator where roll-call will be taken by the form educator. On Tuesday and Thursday test days, roll call will be taken prior to the commencement of the test by the form educator or nominated educator in the registration room of the educator. Attendance records are done on prepared class lists (with instructions), and transferred to electronic storage by a member of the administration staff.

## **The Period Control Register**

- This register is subject educator based and is an official record of the learner's attendance at every lesson of a day.
- Recording of the attendance of learners at each lesson will be carried out manually/electronically by the subject educator in the teaching venue of the subject educator at the beginning of each lesson. The template to be completed will be provided by the school management.
- Where an educator is absent, it will be the responsibility of the relief educator to manually/electronically record the attendance of the learners for the lesson during which the educator is substituting.
- Records of the Period Control Register will be recorded and maintained (manually/electronically).

## **Responsibilities of the Learners**

- To attend school punctually and regularly.
- Except of Grade 12 learners, a learner may not take leave from school to study for examinations or when examinations have ended.
- The RCL should contribute to the development and application of the School policy on Learner Attendance and
- Inform the SMT of any known reasons for poor attendance.

## **Sastri College**

### **Cellphone Policy**

The policy of the school is strongly to advise that valuables and cellphones are not brought to school. We recognize the need for learners and parents to be able to contact each other to change arrangements and have arranged a school cellphone, which is permanently in the care of the school's head of security, for use by learners.

Learners are therefore advised not to carry cellphones to school under any circumstances.

Should a cellphone be found on a learner's possession during random searches or if the learner is found to be using the cellphone around the school campus, the cellphone will be confiscated by school security/staff member and will be returned to the learner/parents of the learner after the payment of the stipulated fine.

Learners found to be having a cellphone in their possession or using it during a test/examination may result in the learner being awarded zero for the test/examination and will result in disciplinary procedures.

If this occurs during a matric examination, the learner will be disqualified by the Department of Education from writing his/her examination/receiving a result for two years

The school will bear no responsibility for the loss/theft or damage of/to cellphones on the property.

School security will not be available for any search requests upon theft of a cellphone on the school campus.

All confiscated cellphones will only be released upon the payment of one of the following fines:

- R500-00 for release after one week from date of confiscation and before end of term. Cellphones will only be released on a Friday during the second break.
- R300-00 for release of the confiscated cellphone on the second last day of the term in which the cellphone was confiscated.

# **Sastri College**

## **Drug and Substance Abuse Policy**

The Government Notice No 1040, South African Schools Act (84/1996), declares all schools drug free zones. This means no substance abuse, possession of illegal drugs on school premises or being at school under the influence of alcohol or illegal drugs is allowed.

Substance abuse / illegal drugs means any unlawful, intoxicating or stupefying substances, these include tobacco, alcohol, prescription drugs, dagga and other hard drugs.

Substance abuse is prohibited and severe action will be taken against perpetrators. However, those who admit to having problems with substance abuse, will be helped and counselling will be made available.

If a learner has in his / her possession any of the above mentioned at school, on a school outing or is identified as a Sastri College learner, that learner will be punished, even more so if he / she is under the influence of alcohol or drugs.

### **1. Purpose and Scope**

The aim of this policy is to encourage all learners to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco. This document should be given to each learner and his / her parents / guardians are required to sign it as acknowledgement that they have read and understood it, and that they have agreed to abide by its policy.

### **2. Position**

The school does not tolerate:

- the use or possession of any illegal or prohibited substance;
- the possession of drug-related equipment such as cigarette papers, pipes, matches, lighters, bottle ends, foils or other;
- performance enhancing drugs;
- the inappropriate use of solvents, inhalants, aerosols and similar agents;
- the consumption of alcohol and the smoking of tobacco.

If any learner is involved in dealing or selling any of the above mentioned substances, action will be taken either through the police or a disciplinary hearing.

The school will respond to substance abuse with serious punishments, but also with a humanitarian view. Our approach will be one of prevention education. The school undertakes to educate (through guidance lessons, life skills) to inform (using outside speakers, exhibitions) and to guide and support (counselling, peer-counselling).

### **3. Procedure**

Anybody found in possession of or using any of these substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions including sport outings, tours and social events, will be subject to the following procedure:

- The learner will be required to have a drug test administered.
- If a learner tests positive for a substance use, the learner will first be interviewed by senior school management or the school counsellor to determine the nature and extent of the learner's involvement with drugs (casual experimentation / habitual use / dependence / dealing, etc.) and determine the appropriate response.
- The learner's parents will be informed of the alleged involvement and will be required to attend a meeting at the school with the Principal, senior staff management, and a School Governing Body representative.

On the basis of the meeting, the school will take the necessary action:

- Inform the parents of a pending disciplinary hearing.
- Disciplinary action against the learner may follow if, in the opinion of the hearing, this is warranted by the nature of the learner's involvement with drugs. The results of such disciplinary action may include the provision of support, including counselling, to a range of punishments which may include recommendation for expulsion.

### **Please Note!**

- Drug testing and searches will be done when substance abuse or the possession of illegal substances is suspected.
- In the case of illegal substances, the matter will be reported to the South African Police Service.
- Dealing in drugs or involving others in their use will normally result in a recommendation that the learner be expelled from the school.

### **4. Prescription drugs**

The school needs to be informed if any learner needs to bring prescription drugs to school. Learners are not allowed to bring more than one day's dose to school.

### **5. Addiction, treatment and help**

The school understands that addiction is a medical problem. Any learner, who asks for or is identified as needing assistance in coping with drug use, will be expected to attend appropriate counselling.

This will be done in consultation with the parent(s) / guardian(s) and any cost incurred shall be paid by the learner's parent(s) / guardian(s).

Learners who experience problems with substance abuse or related matters, learners who need help and ask for it, will be treated in confidence and will not be discriminated against in any way. Learners who have voluntarily gone to rehabilitation or attended drug education programmes will be allowed to return to school with certain conditions. Part of being helped/counselled will include signing an agreement / contract and agreeing to random testing.

The drug policy is for the benefit of all parties concerned. The aim of the policy is to assist, educate and guide learners, and to help those who want to be helped or who need help. The school will assist in the rehabilitation efforts of learners.

## **Sastri College**

### **Policy for the Handing In Of CASS Tasks**

This policy is written to ensure that all staff and learners adhere to the same procedure and have the same expectations when work is handed in, collected, delivered to the school and marked.

This procedure is to be adhered to by all learners, in the interest of fairness for all. This policy also ensures that learners know and understand what is expected of them and that the act of meeting deadlines, is a good one, for preparation for future use in the work place.

***It is therefore a requirement that all staff follow the procedure below:***

- Give set dates to learners at the start of each term for assignments / tests etc.
- Adhere to set dates unless it is absolutely necessary to change a date. The change of date notification must be written on the board and learners must regularly be reminded of this change.
- When collecting work, learners must indicate by signature and date at the time of handing the work in. These records must be kept in the teacher's mark book or the teacher's portfolio.

***The following will apply if work is not handed in on time without an accompanying reasonable explanation from the parent/guardian:***

- 25% off on first day late - parent(s)/guardian(s) to be notified by SMS.
- 50% off on the second day late - parent(s)/guardian(s) to be notified by email.
- 0 (zero) on the third day - intervention to be sent to parent(s)/guardian(s) informing them of 0 mark.
- All staff are to adhere to this procedure mentioned above.
- When a pupil receives a zero for not handing in work on time, then an intervention form must be sent home. parent(s)/guardian(s) must also be notified that such a form is being sent home for signing.
- This form must be placed in the learner's portfolio in the place of the missing assignment.
- Teachers must follow up with parent(s)/guardian(s) if the intervention form has not been returned by the third day.
- All portfolios must be kept in the classroom, preferably in a locked cupboard.
- All marked work, when returned to pupils, must be placed immediately in the pupil's portfolio.
- No portfolios may be taken home unless specifically requested by the parent(s)/guardian(s). Parent(s)/Guardian(s) are however invited to view portfolios at Parent/Guardian Evenings.

### **Quality of Work When Handed in for Marking**

- No shoddy or untidy work will be accepted.
- All work must be dated, and have the learner's name and class written on it.
- All work must have a heading.
- All pages must be stapled together.
- The instruction sheet as well as the rubric must be attached to the work.
- NO plagiarism will be tolerated. The learner will receive zero if there is evidence that copying has taken place.
- Parent(s)/Guardian(s) must be informed of this irregularity.



## Sastri College School Etiquette

**GOOD DISCIPLINE IS A PREREQUISITE OF LEARNERS TO ENABLE EDUCATORS TO BE ABLE TO TEACH THEM THE SKILLS THEY WILL RELY ON FOR THE REST OF THEIR LIVES.**

This page advocates standards of acceptable behaviour by our learners in various situations at school. They must co-operate with and show respect for their educators, all adults and the other learners.

The purpose of this information is to assist learners in understanding proper behaviour. The school should be a learning centered environment in which educators and learners are unhindered by disruptive behavior. Learners are expected to maintain proper decorum in the classroom, on the corridors and on the playing field. Therefore, the rules of **School Etiquette** in its many aspects is designed to create an atmosphere where everyone can perform at their maximum capacity.

**PRACTICE THE THREE R'S BEFORE YOU GET TO SCHOOL:** **R**espect for self; **R**espect for others and to accept **R**esponsibility for all your actions.

**ATTEND EVERY CLASS** - Learners who attend every class, listen to the subject educator and take good notes will be more likely to pass (with a higher grade). If you have an emergency or illness, your parents need to consult the school ahead of time to let the school know that you will be absent. If you miss a class, it is your responsibility to meet with the educator, outside of regular class time, to determine a plan to make up the missed work.

**GET TO CLASS ON TIME** - Learners who walk into the classroom late distract other learners and disrupt the learning environment.

**DO NOT HAVE PRIVATE CONVERSATIONS DURING LESSON TIME** - The noise is distracting to other learners.

**CELL PHONES ARE PROHIBITED** - The use of cellphones disrupt lessons and learner concentration and are therefore prohibited at school.

**DO NOT DOMINATE OTHER LEARNERS' OPPORTUNITIES TO LEARN BY ASKING TOO MANY QUESTIONS** - It's good to ask questions and make comments, but if you dominate the class time with too many questions and/or comments, the educator and other learners cannot participate in class discussions. When asking questions or making comments, keep them related to the discussion at hand.

**RESPECT YOUR EDUCATOR** - Openly challenging the educator's knowledge or authority in the classroom is not proper. If you take issue with the educator's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/him privately.

**EDUCATORS' CLASSROOM POLICIES, PROCEDURES AND TEACHING STYLES VARY** – Assignments and classroom activities are at the prerogative of the educator. Each educator has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of Sastri College).

**YOUR CLASSMATES DESERVE YOUR RESPECT AND SUPPORT** - Others may have different ideas and opinions from yours; they may ask questions you perceive to be "stupid;" but they deserve the same level of respect from you as you wish from them.

**COME TO CLASS PREPARED** - Learners who forget common classroom stationery such as a pens, pencils, paper, books, modules, portfolio files, test materials, etc. usually waste class time. Learners who have not completed their assigned tasks/homework many times ask questions that could have been answered through their assignments.

**TURN IN YOUR WORK ON TIME** - It is important to plan ahead. Learners who wait until the last minute to do their work usually under-perform and are more likely to miss deadlines. Study and do your assignments every day. If a problem occurs at the last minute such as a computer malfunction, you will still be prepared.

**WHEN HAVING ACADEMIC DIFFICULTY SEEK ASSISTANCE** - Your educators are willing to assist you however, there are other ways to get help. The mentorship programme is designed for learners to seek assistance from the mentors to help you succeed.

**YOU ARE HERE TO LEARN.** This is your right and the right of the other learners. Educators need your co-operation to help you and the other learners, to learn well for your benefit. You do not have the right to deprive the other learners of their rights.

**KEEP YOUR DESK, CLASSROOM, CORRIDORS, SPORTSFIELD AND SCHOOL CLEAN** – Pick up your own litter. Throw all waste in the bins provided. Paper can be recycled. Ask your form educator about the recycling programme.

**WALK TALL AND WEAR YOUR UNIFORM WITH PRIDE.** You are a representative/ ambassador of Sastri College especially if you are in school uniform. Give a good account of yourself. Your behaviour must be exemplary. If you are using public transport, transport officials and other passengers must not be disturbed or offended by your behaviour or language.

#### **PLAYGROUND ETIQUETTE**

Have fun by all means but not at the expense of any other learners. Keep it safe and happy for all by not throwing hard or sharp objects that could injure someone, possibly for life.

**SPORTING ACTIVITIES** - Be competitive, play hard but play fair. Always remember that it is only an activity/game. To win by foul means is a hollow victory. Show good sportsmanship. Do not gang up on participants/players/teams from other schools. Keep inter-school rivalry for organised inter-school competitions as professional as possible.

**NO BULLYING.** It shows cowardice not courage. Courage is what you have when you take on unbeatable odds for a just cause.

**DON'T SMOKE OR DO DRUGS.** This will eventually damage your body.

**RESPECT SCHOOL PROPERTY** - Do not graffiti or vandalise school property. Report graffiti offences being committed. Report acts of vandalism being committed. Be respectful of public and private property.

**GREETING** – A greeting encourages camaraderie, unity and respect among learners.

It is mandatory for learners:

- To stand up and greet the educator who arrives in class,
- To greet fellow learners when passing one another on the corridors or sportsfield,
- To show the same level of respect to cleaners, security, contractors and visitors.

***You will remember and talk about your school days for the rest of your life. Use them to develop your strength of character, your integrity, your knowledge and your skills to the best of your ability.***

