

TREVERTON COLLEGE



CODE OF CONDUCT

2018

1. INTRODUCTION

In essence, the disciplinary Code of Conduct exists to facilitate the positive, safe development of Treverton College pupils and for the protection of all stakeholders in the wider Treverton community.

There are two Biblical principles that we adhere to at Treverton. The first is that if a child is not disciplined then they will not learn responsibility (Prov 13:24). Secondly, that the child is disciplined with an attitude of love rather than through anger, and with no grudges held (1 Cor 13). We believe that if the emphasis is on the child learning the consequences of their actions rather than on the rules, it is possible to produce motivated, well-adjusted adults who are capable of contributing to society in a meaningful way.

2. GENERAL PRINCIPLES

- Self-respect and respect for others as human beings as equal but individual worth before God
- Respect for the reputation of Treverton College by behaving respectably both at school, within the greater local community and when representing the school off the campus
- Respect for the buildings, the grounds and equipment of Treverton College, fellow pupils, staff and visitors as well as when visiting other institutions
- Respect and care for the environment.

3. BEHAVIOUR AND ETIQUETTE

The following are not acceptable at Treverton College:

- Behaviour or conduct that is in defiance of, or is disrespectful towards, the Christian ethos of our school
- Theft
- Vandalism
- Violence towards others and possession of dangerous weapons
- Smoking or similar actions or being in the possession of cigarettes or similar substances or distribution of these substances
- Drinking of alcohol or being in the possession of any alcoholic substance or distribution of these substances
- Use of drugs having a narcotic or performance-enhancing effect, including substances such as dagga, or being in possession of these substances, or distribution of these substances
- Racial or sexist indiscretions
- Verbal, physical and emotional abuse of others
- Sexual harassment
- Possession or distribution of pornographic or other offensive material in any form, physical, electronic etc.
- Bullying of any kind – including cyber bullying
- Dishonesty in all its guises
- Laziness
- Untidiness
- Slovenly speech and attitudes
- Lack of courtesy
- Swearing and all use of bad language
- No headgear is to be worn indoors or whilst addressing adults

- Out of consideration for others and for property, running or pushing in passageways or queues, playing roughly and making a noise in the vicinity of the school buildings should be avoided
- Ball games in the immediate vicinity of the school buildings is not permitted
- Throwing of stones (or similar missiles) within the school grounds is not permitted
- Fireworks may not be brought onto the school campus
- Chewing of gum is not allowed in school uniform
- Cell phones or musical devices or similar devices may not be switched on during any official school activity or function by any pupil – unless approval is given by a staff member for an educational purpose.

The following are viewed as expected behaviour and are thus strongly encouraged:

- Visitors and staff members should be greeted and offered assistance if they need it
- Pupils should stand up when a staff member or visitor enters a classroom or any area where pupils are seated
- Pupils should remove any headgear when addressing any adults
- Pupils are expected to not have their hands in their pockets at any time

4. BEHAVIOUR IN CLASS

The following is expected of every pupil in the classroom:

- Respect for all other pupils and their contributions in the class
- Respect for the teacher, relief teacher, intern or visitor to the class
- Respect the basic right to education of everyone
- Respect for the work of others in any form – this includes plagiarism and cheating
- Commitment to sincere academic effort at all times
- Punctual arrival at all academic commitments which includes the submission of academic work (projects/tasks/homework etc.)

5. ATTENDANCE

The following is expected of every pupil at Treverton College:

- Attendance at school is compulsory
- Permission to leave the school premises during school hours must be obtained from the headmaster
- Attend all compulsory school activities
- Absence from school due to illness or injury must be communicated to the school by the sickbay for boarders and by means of a phone call or letter from parents for day scholars.
- If a pupil is to be absent for a period of 3 days or longer a doctor's certificate must be produced.
- Absence from an examination or formal portfolio task must be justified by a doctor's certificate.

6. DRESS AND APPEARANCE

The way in which a pupil presents themselves reflects their general attitude. It is therefore important that attention be given to our bearing before others and it is expected of our pupils that they reflect the school and its ethos in the best possible light at all times in the way in which they dress.

SCHOOL UNIFORM

The Treverton College school uniform that is worn for all formal occasions, outings and town visits:

Boys

School blazer

School tie

Long-sleeved white shirt

Grey flannels

Grey/black socks

Black lace-up shoes

Grey/black belt with discreet buckle

Navy school jersey (optional)

Girls

School blazer

School tie

Long-sleeved white shirt

Navy blue skirt

Navy long socks/navy pantyhose

Black lace-up shoes

Navy school jersey (optional)

Note: Girls may wear grey flannels during any term as may be necessitated by the weather.

No changes to school uniform may be made which alter the appearance of the uniform.

GENERAL SCHOOL DRESS AND APPEARANCE

The following is expected of all Treverton pupils when in uniform:

- A high standard of neatness and tidiness must be maintained at all times
- Top button of the shirt is always done up
- Shirt sleeves are to be either neatly rolled up above the elbow or buttoned at the wrists
- Ties are neatly tied and pulled up to the top button of the shirt
- Vests/T-shirts worn under the school shirt are to be plain white and not visible
- No form of jewelry may be worn – except for watches and one pair of either studs **or** sleepers for girls
- No make-up at all may be worn
- No underwear may be visible
- No headgear is to be worn with school uniform
- Raincoats/anoraks may only be worn outside when it is actually raining – this does not apply to the official Treverton anorak
- School shoes are to be polished regularly
- Headphones etc. may only be worn with school uniform whilst traveling on a bus
- Blazer buttons must be used
- No jerseys are to be worn around the waist or have the sleeves rolled up
- Blazer may only be removed during formal occasions when permission is given by a staff member
- Shirts are to be tucked in at all times
- Boys must be clean-shaven at all times and their sideburns may not extend beyond the middle of the ear
- Girls must not roll their skirts at the waist
- Girls skirts must not exceed 5cm from the floor when kneeling

SPORTS DRESS

Particular match attire is to be laid out by each individual sport code but the following general standards are expected of all Treverton College sports teams:

- Tidy dress is essential
- House T-shirts or white Treverton golf shirts to be worn.
- Dress for practices is as stipulated by the Head of Sport and Sports Co-ordinator
- No regulation clothing may be altered in any way – this includes writing on the shirts or sleeves being cut off
- Running shoes/boots and appropriate socks – white slip-ons may be worn for aquatic sport practices
- Only Treverton tracksuits may be worn to practices or matches
- Appropriate headgear (Treverton cap etc.) is strongly encouraged
- Full swimming costumes to be worn for any aquatic sports – this includes time trials etc.
- First team rugby games – or any other designated First Team fixture - require full school uniform for all non-players and spectators
- Supporters at all other fixtures must wear the designated sports uniform. No civvies are permitted when supporting at fixtures.
- When hockey/rugby matches take place at the College on a Saturday school uniform is to be worn by all pupils until the visiting teams leave the premises

HAIRSTYLES

All Treverton College pupils are expected to present themselves neatly at all times and this includes hairstyles.

The following is expected of all Treverton College pupils:

GIRLS

- No changes in any form to natural hair colour
- Hair on the forehead that reaches below the eyebrows is to be tied back neatly
- Hair at the nape of the neck that meets below the chin must be tied up neatly
- Navy/white/black hair elastics are only to be used to tie hair back
- Modest hairstyles are to be worn (i.e. no eccentric hairstyles)

BOYS

- No changes in any form to hair colour
- Hair length is to be above the school shirt collar, above the eyebrows and above the ears
- Modest hairstyles are to be worn (i.e. no eccentric hairstyles)

GENERAL

The following haircuts are not acceptable at any time:

- Undercuts, shaved lines
- Steps with contrast between long hair and short hair
- Comb-overs
- Uncombed or untidy hair
- Gel, or the like, may not be used in hair

CASUAL WEAR

After formal school hours (17h15 on weekdays) and other designated times, casual clothing may be worn. The following regulations apply to casual wear:

- Nothing contrary to the Treverton ethos may be displayed on the clothing e.g. alcohol and smoking brands etc.
- No provocative slogans, including any political slogans or any slogans that refer directly or indirectly to race, gender – or similar - may appear on the clothing.
- Boys must wear shirts in the school environment.
- Girls may not have bare backs, mid-riffs, below the bra-line styles or plunging necklines. Strappy tops may only be worn under another top/shirt.
- Girls' skirts may not be too short; they must be of an appropriate length.
- Girls and boys shorts must not be too short i.e. the same length as the regulation sports shorts.
- Neither boys nor girls may wear see-through garments.
- No torn garments may be worn.
- Pants and shorts must not be too tight.
- No pupil may walk around the school environment in a swimming costume.
- If leggings are worn, the top being worn must cover the entire pelvic area.
- At no time should a pupil be walking around the school buildings barefoot (exceptions are the school fields, swimming pools, hostels etc.).

7. CO-CURRICULAR ACTIVITIES

Each Treverton College pupil is expected to participate in a school organized sport each term of the year. Each pupil will commit themselves at the start of the year and again at the start of the third term to the sports they will be participating in for that semester. Once this has been done the pupil will be expected to attend all practices and matches.

The following regulations apply to all Treverton College pupils with regard to all extra-curricular activities:

- Each pupil is to behave in a manner that brings credit to themselves and the school at all times
- All practices to be attended in the appropriate kit
- Punctuality is to be observed for practices and match times/departures
- If a participant is not able to attend, or will need to be late, they are personally to present their excuse to the staff member in charge before lunchtime on the day of the practice.
- The correct match kit for the activity is to be worn
- All players and spectators are to be courteous to any match official at all times
- No dissent or displeasure with any match official will be tolerated
- No form of unsporting behaviour on or off the field of play will be tolerated
- All first team home rugby matches are compulsory, as well as any other designated First Team fixtures indicated in the Term Calendar.

In addition to the above, the captains of all teams are responsible for the following:

- Be available to meet and greet the visiting team upon arrival and assist them where necessary
- To entertain and accompany the visiting team to meals if necessary
- Ensure that their whole team remains behind until their opposition have departed
- To organize a competent linesman or scorer in the case of rugby or cricket
- Write a report of the game to be presented by a member of the team the next assembly

8. ASSEMBLY, DEVOTIONS AND CHAPEL

Assembly, Devotions and Chapel are formal occasions and, as such, should be treated with an air of decorum. Assembly is conducted on a Wednesday each week, Devotions on a Friday, and Chapel on a Sunday - unless it is deemed necessary to change this by the senior management of the school. Any changes will be communicated timeously to the school. Each will contain a brief Christian devotion led by either a member of staff or a prefect.

Pupils are to line up quickly and quietly in their respective grades under the supervision of prefects. They will lead into the chapel quietly and be seated in an orderly manner. Whilst not all pupils are expected to be Christians, it is expected of all pupils to attend the whole assembly and respect the ethos of the school during these times.

9. SCHOOL BUILDINGS AND FACILITIES

The following regulations apply to the school buildings and facilities around the campus:

GENERAL

- All buildings, grounds, equipment and facilities are to be treated with respect
- It is the responsibility of all pupils to take care of school property
- Any littering, graffiti or any other form of defacing of property will not be tolerated
- Any breakages or damages are to be reported to a staff member

CLASSROOM BLOCK

- The classroom block and its immediate surrounds are completely out of bounds at night as well as during weekends from Friday supper until Monday breakfast.
- No pupil may use classroom facilities at any time without the knowledge and permission of a staff member.

DAM

- The dam and its immediate surrounds are out of bounds at night
- No pupil may be at the dam or its immediate surrounds when alone
- Horseplay and any other rough play is not permitted
- Mud fights are not allowed
- Boats and paddles (or the like) may only be used under the supervision of a member of staff or delegated person
- Boats and paddles (or the like) must give way to bathers
- Bathers are to avoid boats and paddles (or the like)

CLIMBING WALLS

- The walls (including the cavern) may only be used under the supervision of a qualified instructor
- No unroped climbers are allowed above the 2m mark

TRAMPOLINE

- No footwear of any form to be worn on the trampolines
- Only one person at a time is permitted on each trampoline

TUCK SHOP

- Pupils are expected to line up in an orderly fashion and not make any attempt to jump the queue

SQUASH COURTS

- This area is solely for the use of pupils playing squash
- Appropriate dress for the playing of squash is to be worn at all times
- No pupils of the opposite gender may be present at the same time unless supervised by a staff member

STABLES

- Only pupils who attend riding lessons and who compete in equestrian competitions may make use of the stables and the area surrounding them
- No jumping is permitted without authorized supervision
- No pupils of the opposite gender may be at the stables at the same time without authorized supervision

MUSIC ROOMS

- Only music pupils may make use of the music rooms
- Only pupils who are practicing may be in the music rooms
- All equipment is to be treated with respect
- Pupils of the opposite gender may not be together at the same time unless supervised by a staff member

ART ROOM

- Only art pupils may make use of the art room
- Only pupils who are busy with school art projects/assignments may make use of the art room
- All equipment is to be treated with respect
- Pupils of the opposite gender may not be together at the same time unless supervised by a staff member
- Use of the art room after school hours must be cleared with the duty teacher who will access to the key

THEATRE/CHAPEL

- No pupils may be inside the chapel without the express permission of the theatre manager
- No pupils may be inside the tech room without the permission of the theatre manager unless they are supervised by the tech prefect
- No pupils may make use of the props without the permission of the theatre manager

THE WILDLIFE AREA (TWA)

- Visits to the TWA may only take place during daylight hours between breakfast and supper and after school hours unless accompanied by a staff member
- Pupils **MUST** sign out with the Duty Teacher and sign in on their return
- Girls wishing to use the route for training may only do so if they are able to complete the route without stopping
- Pupils of the opposite gender may not be in the TWA together unless accompanied by a staff member

SWIMMING POOL

- No pupil is permitted to swim alone
- All pupils are expected to behave responsibly within the pool area
- Early morning training takes place from 05h45 as per term calendar

- Casual swimming over weekends may take place only during the prescribed times and under authorized supervision
- Casual swimming/sunbathing may not take place whilst training sessions by the Prep or College are in progress
- College pupils are not allowed into the pool area whilst Prep training sessions are in progress
- Pupils may not handle the heating blankets unless under the supervision of a staff member
- During the terms when the pool heater and blankets are in use pupils may only make use of the pool if accompanied by a staff member

DINING ROOM

- Each pupil is to behave in an orderly manner at all times
- Attendance at ALL meals is compulsory for boarders
- Respect for others, but especially the kitchen staff, is to be maintained at all times
- The dining hall is out of bounds outside of meal times, except during break time when matrices may make toasted sandwiches.
- All pupils are to be dressed in school uniform for breakfast from Monday to Friday
- All pupils are to be dressed in school uniform for lunch from Monday to Friday
- Boys are expected to dress in a conservative manner befitting a dining hall. No headgear may be worn in the dining hall.
- Girls are expected to wear a skirt or slacks or a dress and a conservative top that fulfills the expectations outlined above under *CASUAL WEAR*
- Dress from lunch on Saturday to lunch on Sunday may be any casual wear that fulfills the expectations outlined above under *CASUAL WEAR* (no vests or cut-offs are permitted) and acceptable shoes – these clothes are expected to be dry
- Pupils are expected to line up outside the dining hall according to grade and gender under the supervision of a prefect – grade 12 pupils may enter of their own accord
- Latecomers are to report immediately to the duty teacher
- Pupils are expected to be seated according to their grades and Houses under the supervision of their dorm prefect
- Each pupil is responsible for their eating area under the supervision of the prefect
- Each table is expected to tidy their table, under the supervision of the prefect, when the first bell rings
- When the second bell rings, pupils will be dismissed in an orderly manner according to the duty teacher/prefect
- The dining hall must be left in a neat and presentable fashion
- Only fruit may be removed from the dining hall
- No cutlery or crockery may be removed from the dining hall at any time

GYM AREA

- The area is under surveillance by means of CCTV
- All equipment is to be treated with respect
- Only pupils who have completed the registration process may make use of this area
- All equipment must be replaced after use
- Towels are to be placed on the benches when in use
- No eating or drinking (except water) is permitted in this area

SICKBAY

- Visits to the sickbay may only take place during the designated times by pupils who are feeling ill

- A teacher may refer a pupil to the san at any time by written permission only
- If a pupil wishes to see a doctor, arrangements must be made before breakfast
- Friends may visit an infirmed pupil between 14h00 – 14h30 whilst the nursing sister is on duty and only by the discretion of the sister. This pupil must report to the sister on duty first

POST MATRIC CENTRE

- No College pupil may visit at the Post Matric Complex at any time except during official OP lessons and under the supervision of a staff member.

10. INTER-PERSONAL RELATIONSHIPS

1 Corinthians 13 is our guide to sound relations between all individuals in our school.

- All pupils are expected to respect the dignity of others at all times
- All pupils are expected to respect the individuality of others at all times
- All pupils are expected to be courteous towards others at all times
- Exclusive boy-girl relations are discouraged, however boys and girls may meet to talk in the designated areas
- Physical contact between boys and girls is not permitted and pupils are expected to maintain a respectable posture when together in the designated areas and may not lie down or share blankets (or the like) when meeting in the designated areas
- Pupils of opposite gender may not sit together in cars of visitors to the campus

11. COUNTRY CLUB

- Only members of the Treverton Golf Club may use the Mooi River Country Club by completing the registration form
- The Country Club is an off-campus facility and all requirements for leaving campus need to be met. This includes obtaining permission from a House Parent and the MIC of Golf. (Parental consent must be received)
- The Country Club is a public area and pupils are therefore expected to behave in a manner that will bring credit to themselves and the school at all times
- All adults are to be treated with respect and greeted
- Pupils are expected to be neat in their appearance and appropriate golfing dress worn at all times
- Entry to the Country Club buildings is restricted to paying for golf and buying eats at half way
- Pupils may not sit in the bar area but must make use of the seating facilities on the grassed verge outside
- Pupils are expected not to loiter on the premises and return to the school immediately after their practice / game
- No pupil may play golf on their own and members of the opposite sex may not play together
- There must be a minimum of 3 players together, of which at least one must be a senior.

12. COMPUTER/IT/TECHNOLOGY ETHICS

Students will:

- Only access the school IT system using their own account and password, which they will not share with anyone else.
- Make sure the language they use in all electronic communication (including social media) will be appropriate and suitable.
- Respect copyright of all materials and avoid plagiarism (copying of someone else's work) when using IT to produce school work.
- Only use school IT resources for coursework and study purposes, to support learning.
- Inform a member of staff if they accidentally access unsuitable material.

Students will not:

- Use any device that is logged on by another user.
- Deliberately mess with and/or delete another person's files.
- Use social media during the school day.
- Send, create or publish anything which others might reasonably find offensive.
- Use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone without their permission.
- Try to look at unsuitable material such as pornographic, racist or offensive material.
- Deliberately damage the network or other electronic equipment by means of harmful files or programs (e.g. virus infections, malware etc), hacking or physical tampering.

Student must understand;

- That logs are kept of all software usage, websites visited and emails sent.
- That members of staff may check personal documents for viruses and unsuitable material at any time.

DISCIPLINARY SYSTEM

Treverton College makes use of a demerit system. Demerits will be allocated by staff members according to the disciplinary code laid out in this document and at certain benchmarks particular consequences will apply. These benchmarks and their consequences are laid out below:

Note:

1. Where counselling is stipulated, a minimum of 3 sessions of 1 hour each are required.
2. A '*' indicates that Grounds Development Work could be substituted as another form of sanction at the discretion of the School.

Total number of demerits	Consequence
5	1 hour detention
10	2 hours detention
15	3 hours detention and parental contact by discipline coordinator.
20	4 hours detention and written contact with parent by Deputy Headmaster. *
25	3 Days deputy detention and letter home from Deputy Headmaster. *
30	1 Week internal suspension and parental interview with Deputy Headmaster. *
35	5 Days deputy detention and letter home from Deputy Headmaster. *
40	1 Week external suspension and written warning. *
45	1 Week external suspension, 5 days deputy detention upon return and final written warning.
50	Formal School Disciplinary Hearing.

Demerits earned each year will effectively fall away but any written warning(s) will remain valid and on file. Copies of warnings issued should also be provided to the parents.

Discipline will, wherever feasible and effective, be applied progressively. Informal action for minor transgressions is generally applied at teacher level, without a formal investigation being necessary. Repeated committing of a minor, similar or related offence will however result in progressively more severe and formal action being taken; particularly where a clear pattern or behaviour trend is indicated by the learner's continued misconduct.

Notwithstanding the principles of progressive discipline, a serious first offence may justify a formal and severe penalty, inclusive of expulsion.

DEFINITIONS

- Detention:** The appropriate number of hours in full school uniform in a classroom supervised by a teacher. Academic work is to be done in complete silence during this time.
- Deputy Detention:** To take place from 14h00 – 16h30 each afternoon, in a venue determined by the Deputy Headmaster, for the designated number of days. The pupil will busy themselves doing academic work or grounds work as decided by the Deputy Headmaster.
- Suspension**
- Internal:*
- Boarders All electronic equipment will be confiscated for the duration of the suspension. Each break and afternoon they will be allocated to a designated area to study in full school uniform unless they are involved in official school sport in which case the coach must make a request for the pupil to attend the practice. If they have not been involved in sport that afternoon the pupil will receive 1 hour of exercise between 16h00 and 17h00. After school the pupil will be confined to their room and bathroom in the hostel. There will be no access to any other facilities. All privileges will be removed.
- Day Scholars The pupil will attend school but each break and afternoon they will be allocated to a designated area to do academic work until 17h00 unless they are involved in official school sport in which case the coach must make a request for the pupil to attend the practice.
- External:* The pupil will be fetched from the school at their parents' expense. Work will be allocated for the pupil to do at home which must be completed before the pupil will be allowed back into the classroom. Upon returning to school the pupil must first report to the discipline coordinator.
- Expulsion:** Following a disciplinary hearing, the pupil will be asked to leave the school with immediate effect.

INTRODUCTION TO THE CODE OF CONDUCT

- The Code of Conduct is regarded as a dynamic document and as such Treverton College reserves the right to renew and change the Code of Conduct as and when it is deemed necessary.
- As it would be impossible to list all possible offences, the Code of Conduct is a guideline and is not an exhaustive list of misconducts and/or their consequences.
- The consequences mentioned are **recommended maximum punishments** and **punishment types**. Mitigating circumstances will be taken into consideration when dealing with each individual. Degrees and types of punishment can therefore vary depending on the unique circumstances of each case. **The School reserves the right to change the type of punishment without notice.**
- If not specified, all consequences are at the Headmaster's discretion.

CODE OF CONDUCT

The following table outlines expected standards of conduct of Treverton College pupils and the *recommended maximum consequences* for related misconduct.

* Indicates that Grounds Development Work may be substituted as another form of sanction at the discretion of the School.

1. PUPILS WILL COMPLY WITH INSTRUCTIONS AND GENERAL SCHOOL RULES

Misconduct or Infringement	1 st incidence	2 nd incidence	3 rd incidence	4 th incidence
a. Disrespect towards elders, teachers, parents, peers and visitors	Teacher: Refer to Deputy Head	Deputy Head: Parental contact and internal suspension	Deputy Head: Parental contact and external suspension	Headmaster: Parental contact and expulsion
b. Willful defiance	Teacher: 10 demerits and refer to Deputy Head	Deputy Head: Parental contact and suspension with final letter of warning	Headmaster: Parental contact and expulsion	
c. Hair not in accordance with school standards	Teacher: Refer to hair co-ordinator Corrected if possible 5 Demerits *	Deputy Head: Parental contact Corrected if possible 10 Demerits *	Deputy Head: Parental contact Corrected if possible Internal suspension	Headmaster: Parental contact Corrected if possible External Suspension
d. Dress code/uniform default	Teacher: 1 demerit	Teacher: 3 demerits	Deputy Head: Parental contact Deputy Detention	Deputy Head: Parental contact Deputy detention
e. Unacceptable nails/make-up	Teacher: Refer to girls' dress co-ordinator 1 demerit	Teacher: Refer to girls' dress co-ordinator 3 demerits	Girls' dress co-ordinator: Refer to Deputy Head Parental Contact Deputy Detention	Deputy Head: Parental contact Deputy Detention
f. Eating or drinking during class/chapel	Teacher: 1 demerit	Teacher: 3 demerits	Parental contact Deputy Detention	Deputy Head: Parental contact Deputy Detention
g. Behaviour in public or at events (whether official or not) that brings the College into disrepute	Headmaster: Parental contact Expulsion			

h. Bounds infringement - Day - Night - Off campus	Teacher: 5 demerits	Teacher: 10 demerits	Deputy Head: Deputy Detention	Deputy Head: Parental contact Deputy Detention
	Teacher: 10 demerits	Deputy Head Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension
	Deputy Head: Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension Final warning	Headmaster: Parental contact Expulsion
i. Infringement with regard to Gender-specific areas (e.g. boy in a girls dorm)	Deputy Head: Parental contact Internal suspension Final Warning	Headmaster: Parental contact Expulsion		
j. Boys unshaven	Teacher: Immediately sent to front office to shave 2 demerits	Teacher: Immediately sent to front office to shave 4 demerits	Deputy Head: Immediately sent to front office to shave Parental contact Deputy Detention	Deputy Head: Immediately sent to front office to shave Parental contact Deputy Detention
j. Jewelry offence	Teacher: Jewelry confiscated for 3 weeks 1 demerit	Teacher: Jewelry confiscated until end of term 3 demerits	Teacher: Jewelry confiscated until end of the year Refer to Deputy Head 5 demerits	
k. Assembly infringement	Teacher: 2 demerits	Teacher: 5 demerits	Deputy Head: Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension

2. PUPILS WILL BEHAVE RESPONSIBLY AND WILL NOT ENDANGER THE SAFETY AND WELFARE OF OTHERS

Misconduct or Infringement	1st incidence	2nd incidence	3rd incidence	4th incidence
a. Trampoline offence	Teacher: 2 demerits	Teacher: 3 demerits	Teacher: 6 Demerits	Deputy Head: Parental contact Deputy Detention
c. Fighting	Teacher: 5 demerits	Deputy Head: Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension Final warning	Headmaster: Parental contact External suspension
d. Assault or the threatened assault of others	Headmaster: Parental contact Expulsion			
e. Bullying-physical, verbal, electronic or through social media	Headmaster: Parental contact Expulsion			
f. Being in possession of a weapon or dangerous instrument on the campus or at a school event	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension Final warning	Headmaster: Parental contact Expulsion	
g. Use of excessive force when playing games or playing games in areas where injury may be incurred (e.g. pool area)	Teacher: 5 demerits	Deputy Head: Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension	Deputy Head Parental contact External suspension Final warning
h. Smoking or being in the possession of smoking material, (including lighters, empty cigarette boxes etc.) or being in the company at the time of those caught smoking at school or outside school wearing school uniform of any type, on school premises or at any school excursions/events. (The above applies to artificial cigarettes, e-cigarettes etc.)	Deputy Head: Parental contact 10 Demerits Written warning *	Deputy Head: Parental contact 10 Demerits Compulsory counselling at own expense. Final warning *	Headmaster: Parental contact Expulsion	

i. Being in possession of, consuming or being under the influence of alcohol.	Deputy Head: Parental contact 10 Demerits, External suspension, Compulsory counseling by qualified counsellor, Regular testing for substance abuse at parents' expense, Final warning *	Headmaster: Parental contact Expulsion		
j. The use of, or being in possession of, or being under the influence of hallucinogenic, illegal or dangerous substances (drugs), or anabolic steroids or other performance-enhancing substances; or the distribution or storing of the above; or being in the possession of any drug-related equipment; or testing positive for the above	Headmaster: Parental contact Expulsion			

3. PUPILS WILL RESPECT AND CARE FOR THE PROPERTY OF THE SCHOOL AND OTHERS

Misconduct or Infringement	1st incidence	2nd incidence	3rd incidence	4th incidence
a. Library offence	Teacher: 1 demerit	Teacher: 2 demerits	Deputy Head: Parental contact 1 week suspension from Library	Deputy Head: Parental contact Deputy detention

b. Littering	Teacher: 1 demerit	Teacher: 2 demerits	Deputy Head: Deputy Detention	Deputy Head: Parental contact Deputy detention
c. Willful damage to school property/equipment, vandalizing property	Deputy Head: Parental contact Pupil required to repair damage or pay for repairs/ purchase of new equipment 10 demerits *	Deputy Head: Parental contact Pupil required to repair damage or pay for repairs/ purchase of new equipment Deputy detention Warning *	Deputy Head: Parental contact Pupil required to repair damage or pay for repairs/ purchase of new equipment etc Internal suspension Final warning	
d. Unauthorised or inappropriate use of school computers or the school network	Deputy Head: Parental contact 1 term suspension from school network/computer centres Any costs incurred to school because of action are due by pupil	Deputy Head: Parental contact Internal suspension Any costs incurred to school because of action are due by pupil	Deputy Head: Parental contact External suspension Final warning Any costs incurred to school because of action are due by pupil	Headmaster: Parental contact Expulsion
e. Theft of any sort	Headmaster: Parental contact Expulsion			
f. Sickbay offence	Sister: 3 demerits	Sister: 5 demerits	Deputy Head: Parental contact Deputy Detention	
g. Dining room offence	Teacher: 2 demerits	Houseparent: Parental contact Dining room service	Senior Housemaster: Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension

4. PUPILS WILL MAINTAIN SOUND RELATIONS WITH OTHERS, BE COURTEOUS AND RESPECT THE DIGNITY OF OTHER PERSONS

Misconduct or Infringement	1st incidence	2nd incidence	3rd incidence	4th incidence
a. Use of bad language	Teacher: 2 demerits	Teacher: 4 demerits	Deputy Head: Deputy Detention	
b. Bad manners	Teacher: 2 demerits	Teacher: 4 demerits	Deputy Head: Deputy Detention	

c. Any form of verbal harassment incl. hate speech, racism or sexism	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension Final warning	Headmaster: Parental contact Expulsion	
d. Being in possession of pornographic material in any form	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension Final warning	Headmaster: Parental contact Expulsion	
e. Photographing, filming or recording any material that is invasive of another person's privacy.	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension Final warning	Headmaster: Parental contact Expulsion	
f. Posting or intending to post, demeaning material on any form of social media	Deputy Head: Parental contact External suspension	Deputy Head: Parental contact External suspension Final warning	Headmaster: Parental contact Expulsion	
g. Indecent behaviour, racial or sexual harassment	Headmaster: Parental contact Expulsion			
h. Malicious teasing	Deputy Head: Parental contact Deputy Detention	Deputy Head: Parental contact Internal suspension	Deputy Head: Parental contact External suspension	
i. Inappropriate physical contact between pupils	Teacher: 5 demerits	Deputy Head: 10 demerits Parental contact Warning	Deputy Head: Deputy Detention Parental contact Final warning	
j. Sexual misconduct, including sexual relations	Headmaster: Parental contact Expulsion			

5. PUPILS WILL BE PUNCTUAL AND OBSERVE THE TIMEKEEPING PRACTICES OF THE COLLEGE

Misconduct or Infringement	1st incidence	2nd incidence	3rd incidence	4th incidence
a. Absence from class, chapel, meals, sport, or any other school commitment without prior notification or a legitimate reason provided as soon as possible.	Teacher/Coach: 4 demerits	Teacher/Coach: 8 demerits	Academic Head /Houseparent/Head of Sport/Deputy Head: Parental contact 10 demerits	
b. Late for class, prep, chapel, sport transport etc.	Teacher: 1 demerits	Teacher: 3 demerits	Deputy Head: Deputy Detention	
c. Non-attendance at detention	Deputy Head: New detention issued 6 demerits	Deputy Head: Parental contact New Detention issued Deputy Detention	Deputy Head: Parental contact New detention issued Internal suspension	Deputy Head: Parental contact New detention issued External suspension Final warning

6. PUPILS WILL DEMONSTRATE A POSITIVE ATTITUDE TOWARDS LEARNING AND BE DILIGENT IN THEIR LEARNING EFFORTS

Misconduct or Infringement	1st incidence	2nd incidence	3rd incidence	4th incidence
a. No books at class	Teacher: ½ hour Academic Detention	Teacher: 1 hour Academic Detention Parental notification	Grade Head: Parental contact; Deputy Detention	Grade Head: Treated as defiance
b. Homework repeatedly not done	Teacher: Academic Detention until work up to date	Grade Head: Withdrawal from extra-curricular for half term; Deputy detention; Parental contact	Academic Head: Meeting with parents; Letter on file; Deputy Detention	Deputy Head: Treated as defiance
c. Disruptive behaviour in class	Teacher: 3 demerits	Deputy Head: Parental contact 5 demerits	Deputy Head: Parental contact Deputy Detention	Deputy Head: Treated as defiance
d. Unauthorised use of cell phone during lessons	Teacher: Cell phone confiscated for a period of 2 weeks	Deputy Head: Parental contact Cell phone confiscated for a period of a month	Deputy Head: Parental contact Deputy Detention Cell phone confiscated for a period of 3 months	Deputy Head: Treated as defiance

e. Failure to meet deadlines for projects or assignments	Teacher: Parental contact 5 Demerits 0 for task unless agreed conditions are met. Task must be completed	Grade Head: Parental contact 10 Demerits Mark of 0 awarded. Task must be completed	Academic Head: Parental contact Mark of 0 awarded 15 Demerits Deputy Detention until assignment complete	
f. Plagiarism	Academic Head: Parental contact Mark of 0 awarded 10 demerits	Academic Head: Parental contact Mark of 0 awarded Internal suspension	Deputy Head: Parental contact Mark of 0 awarded External suspension Final warning	Headmaster: Parental contact Expulsion
g. Cheating	Academic Head: Parental contact Mark of 0 awarded 10 demerits	Academic Head: Parental contact Mark of 0 awarded Internal suspension	Deputy Head: Parental contact Mark of 0 awarded External suspension Final warning	Headmaster: Parental contact Expulsion
h. Bunking a lesson or a practice or a rehearsal	Teacher: 5 demerits	Grade Head: 10 demerits	Deputy Head: Parental contact 15 demerits	
i. Bunking a match or any school fixture where you are representing the College	Teacher: 10 demerits	Deputy Head: Parental contact 15 demerits	Deputy Head: Parental contact Internal suspension	

7. PUPILS WILL BEHAVE HONESTLY AND CONDUCT THEMSELVES WITH INTEGRITY

Misconduct or Infringement	1 st incidence	2 nd incidence	3 rd incidence	4 th incidence
a. Dishonesty, lying or unsporting behaviour	Teacher/Coach: 5 demerits	Deputy Head: Parental contact 10 demerits	Deputy Head: Parental contact 15 demerits Final warning	

DISCIPLINARY PROCESS

This procedure summarizes the disciplinary process that will be followed by the School when disciplinary action is considered appropriate.

Informal procedures

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the learner's responsible educator (teacher), can be dealt with directly by the educator. These are not generally recorded on the learner's record, but may still require communication with the learner's parents.

Various forms of informal action as stated can be implemented by the educator without the involvement of the Deputy Head or Headmaster.

Formal procedures

When an infringement occurs which appears to require formal disciplinary action, the educator concerned (or another complainant) will initiate the disciplinary process by reporting the incident to the Deputy Head. All the details and facts surrounding the infringement would need to be established and recorded as an indication of the possible need for corrective action and formal disciplinary measures.

- a) The educator, Deputy Head and/or any other personnel, if required, must investigate an infringement reported, or a notice of complaint received, to decide upon appropriate corrective measures. This investigation generally takes the form of an informal inquiry, and wherever possible includes an opportunity for the learner to state his/her case in response to the complaint. If, after investigation, the infringement is confirmed and considered to be of a nature which does not require severe action, the responsible educator/Head of Student Affairs/Deputy Head may counsel the learner and issue an appropriate warning or demerit to the learner(s) concerned.

It should be pointed out that the investigation to be conducted is an informal one, and that suspension or expulsion is not considered as appropriate action at this point if at the discretion of the investigator, the transgression is not deemed to be sufficiently serious. If the inquiry establishes that a serious transgression has taken place, the next level, i.e. a formal disciplinary hearing, is initiated.

Disciplinary Hearing procedure

When a serious alleged infringement occurs, or in the case of repeated lesser infringements and informal disciplinary action not having had the desired effect, a **notification of a disciplinary hearing** will be given to the parents of the learner concerned. This notification must provide sufficient information to ensure that the learner/parents are properly informed of the alleged complaint, the seriousness of the allegations, and the school's intention to convene a formal hearing to investigate the infringement.

Please note that:

- a) the learner's parents should, wherever possible, be notified of the hearing at least 48 hours (two working days) before the scheduled hearing
- b) the learner may be suspended pending the hearing, if this is considered appropriate bearing the alleged misconduct in mind. The suspension of the learner should be indicated in the notification to the parents, the period of suspension preferably not exceeding a period of 5 [school] days prior to the conducting of the hearing.
- c) the learner and parent[s] must be advised that they are expected to attend the hearing and that their non-attendance will result in the hearing being held in their absence, and a decision being made without their involvement. Parent(s) however, may appoint alternative representatives, to attend such disciplinary proceedings and/or hearing on the parents' behalf. This could extend to close friends, family, the school chaplain and even members of the learner body.

- d) the learner and parents must be advised of the serious nature of the allegations, and the **possibility** of severe disciplinary action being taken should the learner be found guilty of the allegations made against him/her.
- e) legal representation at disciplinary hearings is **not** permitted.
- f) the school may be represented by an appointed representative, to place all relevant evidence before the appointed disciplinary chairperson.

The formal disciplinary hearing will be conducted according to the principles of natural justice and the Chairperson will decide:

- a. the guilt or innocence of the learner relative to the allegations made;
- b. the appropriate penalty/action to be taken, after due consideration of mitigating and aggravating factors

To ensure that this crucial procedure is properly and fairly conducted, all disciplinary hearings should be conducted as follows:

- a. If a disciplinary hearing is to take place, 48 hours' notice of the hearing shall be given.
- b. Such notice should be in writing and should stipulate the reason for the hearing and the charges against him/her and the exact time and date of the hearing. It should also inform the learner of their rights during the hearing, their right to a representative of their own choice from within the school community or parents, their right to state their case, or let it be stated for them, and their right to call any witnesses or produce any evidence which will substantiate their case. The pupil's parents should be invited to attend the hearing and the assistance of the Counsellor or Chaplain may also be offered.
- c. In order to prepare for the case, the learner should be given reasonable access to their representative.
- d. The Disciplinary Hearing will be conducted by a Chairperson, appointed by the school, who may be either an internal or external appointment. The Chairperson may not be directly involved with the matter, nor have participated in the initial investigation.
- e. The learner will have the right to call relevant witnesses, and further, the right to cross-examine any witnesses called by the school. The learner and their representative will be allowed to question evidence presented against them.
- f. The learner and his representative should be given an opportunity to present the learner's case as well as any mitigating factors related to the learner's circumstances.
- g. Having heard all the evidence and argument, the Chairperson shall consider the balance of probabilities in arriving at the outcome of the hearing, i.e. a verdict, and make a decision regarding the penalty.
- h. The Chairperson is to inform the learner and parents of the decision, the reasons for the decision and the sanction to be imposed as well as inform them of the right to appeal against the sanction. The outcome should be communicated in writing, preferably within **five** days of the completion of the hearing.

- i. A request for an appeal must be lodged within 48 hours of the outcome being communicated in writing.
- j. The learner will be treated with dignity and respect throughout the hearings and will be assured of the greatest confidentiality possible.

APPEAL PROCESS

The learner or parent who feels that all the evidence has not been taken into account, or that certain mitigating factors exist, may lodge an appeal with the school. The learner / parents wishing to appeal must **fully motivate their appeal** in writing, detailing their grounds for appeal. The request for appeal must be submitted to the school within 48 hours of hearing the Chairperson's decision having been communicated to the learner/parents.

- a) The learner's basic right to an appeal against disciplinary action does not ordinarily mean that all the matters raised at the disciplinary hearing will be "re-heard". The appeal procedure is limited to an objective reviewing of the decisions made, based on the grounds and motivation for appeal lodged and could be limited to a review of the relevant documentation.

A full appeal re-hearing is **only** necessary when the disciplinary hearing process appears to have been materially defective and/or the decisions reached at the hearing are considered to be deficient by the review chairperson.

Should it become obvious that a full re-hearing is required for a fair appeal process, usually due to a materially defective disciplinary hearing process having taken place or substantial new evidence having come to light after the hearing, a full appeal (re)hearing should be conducted, chaired by a new and impartial chairperson.

- b) The school will be responsible for appointing an appropriate appeal chairperson. After reviewing the appeal motivation submitted, and investigating all relevant aspects, the appeal chairperson must make a decision based on his / her findings, relative to the grounds for appeal submitted.
- c) When a decision has been made by the appeal chairperson, the outcome must be communicated to the learner/parents within a further 5 days, and a copy of the findings placed on the learner's file for safekeeping. The school's appeal process is the final procedure in the disciplinary process and marks the exhaustion of internal school disciplinary measures.

COLLECTIVE DISCIPLINARY ACTION / GROUP MISCONDUCT

The above-described disciplinary procedure is principally designed to deal with instances of misconduct by individual learners. Alleged misconduct by a group of learners, where the infringement(s) are of a similar nature or with a related intent, is considered as being "collective misconduct".

- a) Generally, collective misconduct is more effectively dealt with on a collective basis. An [informal] investigation into the alleged misconduct is conducted initially by the educator or head of department with all of the learners concerned. Dependent upon the outcome of this investigation, informal or formal disciplinary action may be considered appropriate by the responsible school official.

- b) Should the infringement be considered to be serious, a single disciplinary hearing procedure may be conducted with the learners concerned, with their parents or nominated representatives present. The same procedures as provided for in section four above are generally also followed in a collective hearing.
- c) Despite the use of collective procedures, individual learners must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group, and showing why they should be treated differently. In certain cases however, it might be considered appropriate by the school to conduct separate investigations or hearings with individual learners. The school reserves its right to exercise its option to conduct individual or collective hearing procedures.
- d) The same provisions set out in section five above regarding appeal procedures apply in the case of collective disciplinary action. The school reserves its right to initiate a separate or collective / group review process, to deal with any appeals received.

DISCIPLINARY CODE

The school disciplinary code indicates the disciplinary action considered appropriate for various types of infringements and misconduct by learners. **As indicated previously, mitigating circumstances of a particular case under consideration may justify less severe action than that indicated in the code. Conversely, aggravating factors could result in a more severe penalty being imposed.**

Further, where the code reflects a 3rd (repeated) incident and “Parental contact/suspension” is the appropriate disciplinary action, a 4th incident - similar in nature to the 3rd incident – could justify the consideration of expulsion, after the conducting of a disciplinary hearing.

The infringements listed in the code are not intended to be an exhaustive listing but rather as an indication of the type and severity of an infringement, and the nature and category of the deviation from accepted learner conduct.

Please note that the code does make provision for “progressive” or accumulative penalty i.e. the imposition of a harsher sanction for repeated misconduct.

APPLICATION NOTES OF CODE

a) PENALTY AND CONSISTENCY

The penalties set out in the disciplinary code indicate the recommended penalty that could be imposed. A lesser penalty may be applied, should mitigating considerations indicate that the maximum penalty is possibly not appropriate in the circumstances and in certain instances a more severe penalty may be imposed. While consistency of treatment is important, due consideration of specific factors relating to each case is of equal importance.

b) CUMULATIVE ACTION

Cumulative action for a repeated offence (i.e. imposing a more serious penalty for misconduct than that imposed previously for misconduct) is appropriate if the second misconduct is of a “similar nature” to the previous misconduct - the nature and type of offence should be similar, and warnings issued previously should still be valid.

c) EXPULSION

Expulsion should **only** be effected after a formal disciplinary hearing has been conducted. The procedural requirement of conducting a hearing prior to such expulsion, even if the learner admits relevant guilt, should be applied.

d) SUSPENSION (Two forms of Suspension)

i) As punishment:

Suspension from class/school activities is acceptable (and possibly appropriate in certain circumstances) as a form of punishment if proposed by the Chairperson and agreed to by the learner's parents as an alternative to expulsion, once a hearing has proven guilt. The period of suspension should be appropriate to the misdemeanor, and be of such duration that it does not unnecessarily jeopardize the educational interests of the learner yet sufficient to reinforce the seriousness of the action. Suspension is not an alternative to expulsion, unless strong mitigating factors and circumstances suggest it as a potential alternative.

ii) Pending a hearing:

Suspension of the learner from school activities pending the conducting of a formal hearing (i.e. if expulsion is being considered) will, as far as possible, be of a duration that would not prejudice the educational rights of the learner. The hearing should therefore be conducted as soon as possible after the suspension takes effect. In such a case, it must also be clearly indicated to the learner that this suspension is not a form of punishment and is rather a practical arrangement to remove the learner, temporarily and in the interests of the school and the learner.

TREVERTON COLLEGE BULLYING POLICY

Treverton College does not tolerate bullying in any form, and all members of the school staff are committed to promoting a safe and caring environment for the boys and girls in their care. Staff, pupils and parents will work together to address issues of bullying when these arise.

Definition

Bullying happens when a pupil or group of pupils set out deliberately to upset another pupil repeatedly. It may include:

- Name-calling and teasing
- Threats and intimidation
- Hurting physically
- Extortion (taking things away)
- Damaging property and belongings
- Spreading rumours and stories
- Deliberate exclusion from games and activities
- Cyber bullying (using social media and other similar means to torment, threaten or humiliate)

Steps to be taken to prevent bullying

- Staff members will teach the pupils about bullying in Life Orientation lessons.
- Pupils will learn how to identify bullying, how to respond when made a victim of bullying, and how to handle bullying incidents that they might observe.

- Pupils are encouraged to report any incident or suspected incident of bullying. The Guardian App is the preferred method for this kind of reporting.
- They will also learn how to identify and correct bullying behaviours that they themselves may exhibit.
- Staff will also ensure adequate supervision of the pupils around the school, and will take special note of any identified bullying “hotspots” in the school, to reduce the incidence of bullying.

Reporting of bullying

Pupils or parents can report bullying to the pupil’s class teacher, houseparent, or any staff member they deem suitable. The reporting of bullying is encouraged as the right and courageous thing to do. Staff members will take these reports seriously, investigate them thoroughly, and provide feedback. Pupils are encouraged to have The Guardian App installed on their cell phones to use as a method of reporting incidents anonymously.

Role of parents and guardians

Parents or guardians should:

- Watch for signs of unhappiness in their child’s life.
- Be supportive when an incident of cyber bullying is reported as this can be extremely damaging and have lasting effects.
- Inform their child’s class teacher, houseparent or any other staff member if there is any suspicion that their child is being bullied.
- Not take matters into their own hands in confronting the perpetrator or his/her parents.
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Clearly address the situation if their child is found to have abused another boy/girl.

TREVERTON COLLEGE DRUG POLICY

Motivation

Our pupils are vulnerable and exposed to the same temptations as the majority of teenagers in South Africa and are therefore not exempt from being targeted as potential drug users. At Treverton, we are committed to helping our pupils to make informed decisions in order to resist the temptation of drug-taking.

Aim

The aim of this policy is to encourage all pupils to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco. This document sets out the School's policy on drugs, alcohol and tobacco use.

Position

The school does not tolerate:

- the use or possession of any illegal or prohibited substances
- the possession or use of drug-related equipment such as cigarette papers, pipes, etc.
- the possession or use of anabolic steroids or other performance-enhancing substances
- dealing in drugs
- the possession or consumption of alcohol
- the possession or smoking of tobacco and/or "hubbly-bubblys" and/or 'Vapes' and /or electronic cigarettes.
- being under the influence of any hallucinogenic or dangerous substance
- the inappropriate use of solvents, inhalants and similar agents

This policy applies:

- on Treverton School premises
- at any activity organised by Treverton
- when a pupil represents the School or is identified as belonging to the School

Drug Testing

Treverton will conduct testing, as and when necessary within the parameters defined by the South African Schools Act.

Essentially the following applies:

- Drug testing may be used where there is reasonable suspicion that a child is using drugs.
- The results of the testing will be shared with the child's parent or guardian. The prescribed instruments should be used and relevant procedures followed.
- If necessary, appropriate sanction will be applied in accordance with the Treverton College Code of Conduct

Drug Searches

Treverton will conduct searches, as and when necessary within the parameters defined by the South African Schools Act.