

Policy Name	Code of Conduct
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STUDENT CODE OF CONDUCT



2011

1. OUR VALUES

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

2. STUDENTS CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

3. COLLEGE CHARTER

The Executive and Staff of Stanford Lake College are committed to:

- Instilling into each individual student a sound ethical and moral attitude, based on the values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing and implementing a curriculum of excellence.
- Setting the highest standards of work and behaviour for all students.
- Being professional in allocation, review and return of students' work.
- Protecting the dignity of all who are a part of our school community.
- Creating a loving and caring environment for the students.
- Fostering strong communication with parents as the basis for close co-operation.
- Conducting themselves in accordance with the *Code of Professional Conduct of the South African Council for Educators*.
- Conducting themselves in accordance with *The South African Schools Act (No. 84 of 1996)*
- Listening to parents and students and understanding and investigating any concerns raised.
- Providing the appropriate time and place for a full and confidential discussion if requested.
- Establishing reasonable expectations for solving any issues or problems.
- Establishing a written action plan for any proposed or agreed solution.
- Reporting and reviewing the action plan.
- Providing an opportunity for a parent or student to work towards a solution.
- Recognising that:
 - Parents have a depth of experience with the student.
 - Parental and teacher perspectives may justifiably differ.
 - Parents have multiple time commitments.

Parents and Guardians are committed to:

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

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

4. DISCIPLINE

4.1. DEFINITIONS

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

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

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

4.2. The following disciplinary measures may apply:

- Generally initiated by a teacher:
 - Constructive discussion.
 - Verbal warning.
 - A strike logged onto the detention file for appearance and attitude
 - Same day detention.

- Generally initiated by a teacher, through a Deputy Head:
 - Friday afternoon detention for repeated infringements.
 - Saturday morning detention for repeated infringements.
 - Formal warning of a Head's Enquiry
 - Interview with the student and his/her parent/guardian
 - Behavioural counselling.

- May only be considered after a Head's Enquiry:
 - Formal warning of expulsion.
 - Suspension from the College as punishment – usually no more than five (5) school days.
 - Expulsion.

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

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

4.3. DISCIPLINARY PROCESS

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

Incident Reports

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

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

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

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

4.3.2. Head's Enquiry (Formal Disciplinary Enquiry)

When a serious (level 2 and 3) alleged infringement occurs, or in the case of repeated lesser infringements where formal disciplinary action has not had the required effect, notification of a Head's Enquiry is given to the student as well as his/her parents. This notification must provide sufficient information to ensure that the student/parents are properly informed of the alleged complaint, the seriousness of the allegations and the College's intention to convene a Head's Enquiry (Formal Disciplinary Enquiry) to investigate the alleged infringement.

When convening a Head's Enquiry, the following must be noted:

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

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

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

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

4.3.3 The Accused Student:

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

4.4. BURDEN OF PROOF

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

4.5. COMPLETION OF A HEAD'S ENQUIRY

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

For **record keeping** please see 4.8.4.

4.6. APPEAL PROCESS

See Annexure C

4.7. COLLECTIVE DISCIPLINARY PROCESS

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

1. Generally, collective misconduct is more effectively dealt with on a collective basis. An [informal] investigation into the alleged misconduct is conducted initially by the teacher or Deputy Head: *Discipline* with all of the students concerned. Dependent on the outcome of such investigation, informal or formal disciplinary enquiry may be considered appropriate by the responsible College official.

2. Should the infringement be considered to be serious, a single Head's Enquiry may be conducted with the students concerned.
3. The same procedures as provided in the section "**Disciplinary Process**" are followed in a collective enquiry.
4. Despite the use of collective procedures, individual students must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group, and showing why they should be treated differently.
5. In certain cases, however, it might be considered appropriate by the College to conduct separate investigations or inquiries with individual students. The College reserves its right to exercise its option to conduct individual or collective inquiries procedures.
6. The same provisions set out in the section above regarding **appeal procedures** apply in the case of collective disciplinary action. The College reserves its right to initiate a separate or collective / group review process, to deal with any appeals received.

4.8. SANCTIONS

4.8.1 Penalties and consistency

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

Probation

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

4.8.2 Cumulative Action

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

All sanctions resulting from a Head's Enquiry automatically carry a minimum six month probation period. Should the same or similar serious offence be committed within the allotted probation time then expulsion is the likely outcome.

4.8.3. Suspension

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

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

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

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

4.8.4 Expulsion

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

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

4.8.5 Records

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

4.9 MISCONDUCT OFF SCHOOL PREMISES

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

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

4.10 SEARCH AND SEIZURE

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

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

Before Conducting the search;

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

4.10.1. Guidelines

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

5. SUBSTANCE ABUSE POLICY

5.1. RATIONALE

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

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

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

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

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

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

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

5.2. GUIDING PRINCIPLES

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

5.3 POLICY REGARDING SUBSTANCE ABUSE

1. The use of any drug, without a doctor's certification is strictly forbidden on the College premises, in College uniform, during extracurricular activities and College functions.
2. Should a student be found in possession of/or under the influence of any drug (including alcohol) or suspected of either of the above, the College reserves the right to take action according to the *South African Schools Act* and the College's Code of Conduct.
3. Dealing in and possession of drugs is a criminal offence. Should a student be suspected of, or be caught dealing, or acting as an agent, in selling drugs, the College will investigate and, if necessary, refer the matter to the SAPS for a criminal investigation after which legal action will take place.
4. The College reserves the right to involve police action.
5. The Deputy's under the authority of the Headmaster reserve the right to test students for the aforementioned substances, without the permission of a parent/guardian.
 - a. If a duty parent is under the immediate and strong suspicion that a boarder is in possession of the aforementioned substances/products; and the Headmaster cannot be reached (after school hours), the search must have the authority of a Deputy Head and the Senior House Parent informed.
6. In the event of a rumour concerning alleged drug, alcohol or tobacco abuse by a student outside the school, provided that the rumour is from a source which, in the opinion of the teaching staff, has at least some degree of credibility, the College will speak confidentially to the student, passing on the rumour, and will offer the student the opportunity of discussing the matter with his or her parents before the school contacts them. Thereafter, the College will contact the parents and tell them of the existence of the rumour. From that point on, the matter is left in the hands of the parents, with the College offering all of the assistance it is in a position to provide.
7. In the event of the College obtaining solid evidence of abuse of alcohol or tobacco outside school, the parents will be informed of the situation. The College may choose to speak with the student first, and give the student the opportunity to discuss it with their parents before the College does.
8. Use of alcohol or tobacco at school, or arriving at school under the influence of alcohol, will lead to the disciplinary process being instituted.
9. If the College obtains solid or convincing evidence of drug abuse outside school, the student will be called in for a confidential meeting with the Headmaster and at least one other senior member of staff, following which the parents will be informed. The College will make available its full range of guidance and counselling to the student and the family of the student, including referral to outside agencies which may be in a position to assist.
10. If a student abuses drugs at school, or arrives at school under the influence of drugs, the student will immediately be suspended while the matter is fully investigated and the parents are informed. An investigation into the alleged transgression will follow.

5.4 DRUG TESTING

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

5.4.1 Students and their Parents at Stanford Lake College:

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

5.4.2 Testing

There are two forms of drug testing:

1. Random drug testing is performed during the course of the academic year according to randomly selected samples of students.
2. Testing where there is reasonable suspicion that a child is using drugs.
 - a. The drug testing will be done by analysing urine samples. This medical process will be conducted by a trained nurse employed by the College.
 - b. The samples will be collected at the school under strictly controlled conditions.
 - c. Furthermore, the results of tests will be dealt with confidentially and sensitively, and conveyed to the Headmaster, the student and his parents, in the first instance.
 - d. In the event where the student has tested positive to a drug test, the school counsellor may become part of the rehabilitation process.

5.4.3 Action subsequent to a positive drug test

The parents will be informed at a meeting with the student and the College Headmaster of a positive test, and the appropriate measures and action will be taken. During the meeting, the following will be discussed:

1. The extent of the abuse must be determined if possible.
2. Reasons for the abuse must be determined if possible.
3. The student's and parent's attitude must be assessed.
4. Should a positive test be returned from a first sample, the College will insist on the student and parents following a remedial process as prescribed by the College.
5. The College will then request a second test after a minimum of 30 days.

Any second positive test will result in a Disciplinary Hearing and sanctions according to the Code of Conduct will be applied. When a student tests positive for a second time, for the same or any other illegal substance, then it is likely that the student will be suspended from the school pending further disciplinary or other action.

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

5.5 DISCIPLINARY PROCESS

1. Each case will be considered on its individual merits.
2. Students who have experienced, or are experiencing problems as a result of alcohol and drug use, misuse or dependency and accept treatment, will be entitled to appropriate assistance and should not be denied the opportunity to receive an education or the right to reintegration into the same school community. However, if such reintegration is deemed by the Letaba Educational Trust the College management to be detrimental to the safety and discipline of the College, the student should be assisted in finding an alternative school.
3. In cases where the student does not wish to make use of the help offered to him or her, or is found guilty of dealing in drugs the College will have no choice but to take the necessary disciplinary action, which may include suspension or expulsion, as determined by the Code of Conduct. These measures should be integrated into a structured intervention involving the student and the parents/guardian to encourage compliance, allowing the student to be suspended pending enrolment in an appropriate rehabilitation or relapse prevention program.
4. Students who are identified as possible drug users or drug dealers will be reported to the College Counsellor, a Deputy Head and/or Headmaster.
5. Reported suspicion, with supporting evidence, will be investigated as an attempt to help the student in crisis.
6. The Headmaster or his Deputy will take precautions to verify the information before any further action is taken.
7. Should the Headmaster/Deputy Head: *Discipline*/College Counsellor deem it necessary that a drug test needs to be carried out, the parents will be contacted and advised of the testing procedure. As previously stated, the Headmaster reserves the right to authorise a drug test without the notification of parents/guardian.
8. Should the tests prove to be positive, an agreement will be entered into between the parties concerned as to a rehabilitation/counselling program.
9. Should the student not attend the rehabilitation program, or should the student fail to remain abstinent, a Disciplinary Enquiry will take place and sanctions according to the Code of Conduct will be applied.
10. The Headmaster will keep all relevant documentation/test results in a file and the information will be regarded as confidential.

5.6 EDUCATION AND PREVENTION

As an institution expressly set up for the education of students, the College recognises that it has a major role to play in informing students of the dangers of substance abuse. This we do to the very best of our ability. Among other things, we provide guidance and information in Life Orientation and Mentor classes, expose the students to plays and films and literature dealing with substance abuse, bring in visiting speakers such as members of the Narcotics Squad, professional drug counsellors, addicts in recovery and addicts not in recovery, and set a suitable example in our own behaviour.

Funds must be set aside for educational programs and dates diarised for such initiatives. In addition, we provide a disciplinary structure to deal with offenders, thereby keeping our student's environment as drug-free as we can. We also provide an extensive personal counselling service, of which any student may make use. It must be emphasised that the parents play as large a role as the College.

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

5.6.1 Education of Students

The objective of preventive education is to reduce or delay the likelihood of experimentation with drugs by providing information about the dangers of their use and misuse. It is to encourage those who are experiencing problems to get the help they need. Drug education should ensure that students acquire age and context appropriate knowledge and skills, in order for them to adopt and maintain life skills and behaviour that will protect them from drug use, misuse and dependency. The College will provide prevention information sessions to students as part of Life Orientation as well as the Student Development Program.

5.6.2 Education of Parents/Guardians

- a) Education and information on drug use, misuse and dependency as well as the College policy on drug abuse should be made available to all parents/guardians of students, as well as students themselves, upon first registration at the College and whenever necessary thereafter.
- b) Information sessions will be held for staff, parents/guardians and students, by involving auxiliary organizations and individuals. The objective of preventive education is to **prevent**, counteract or delay the likelihood experimentation with drugs by providing information about the dangers of their use and misuse, as well as to encourage those who are experiencing problems to get the help they need.
- c) Training should be provided for all staff on drug use, misuse and dependency management, and support. Staff should also be trained to recognise the signs and symptoms of drug use. The College policy on drug abuse should be made available to all staff.

5.7 THE COLLEGE'S AMNESTY PROGRAM

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

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

Annexure A

Transgressions and Sanctions

- **All transgression are seen in the light of being ‘at school’**
- **“The School / College”** is taken to mean Stanford Lake College. For the purposes of this document, **“at school”** includes all of the following:
 - On the school premises at any time.
 - Participating in a school function in any place and at any time.
 - In school uniform in any public place, whether on school business or not.
 - In any context in which the student is clearly associated with the school.
 - The surrounds. Local forests and plantations, roads, farms, dams, Haenertsburg village, grasslands and Magoebaskloof.

Transgression	Sanctions
Level 1 Offences	
Minor Offences	
Minor infringements that disrupt the day to day running of the College or damage its image.	Examples of the sanctions that might be awarded to guilty students.
Non exhaustive examples of minor misconduct	These offences will normally be dealt with by the educator in the first instance and the following could apply:
<ul style="list-style-type: none"> • Being late for morning registration/lessons. • Infringing the uniform regulations. • Littering. • Misbehaviour during assemblies. • Chewing gum during official school time including breaks and lunch. • Eating during lessons. • Infringement of the hair regulations. • Infringement of the jewellery regulations. • Homework not done or incomplete. • Shaving offences (boys). • Make-up offences. • Minor insubordination or disobedience. • Inappropriate language or behaviour. • Failure to stand and/or greet adults or visitors to the College. • Having ipods, cell phones etc at school during prohibited times. • Failing to bring the required books and work materials to school. • Failing to hand in required work. • Not paying sufficient attention in class. • Disrupting lessons in a minor way. • Minor transgressions of the ‘No physical contact’ clause. • Bunking assembly. • Any other transgression not mentioned above which is deemed to be minor. 	<ul style="list-style-type: none"> • Constructive discussion. • Weekday afternoon detention. • Verbal warning. • Strike on the Saturday detention form. • Written warning of a possible Disciplinary Hearing. <p>The following could apply for repeat offenders:</p> <ul style="list-style-type: none"> • Final verbal warning. • Parent and student interview. • Behavioural counselling. • Friday Detention. • Saturday Detention. • Deputy’s Enquiry • Head’s Enquiry

Transgression	Sanctions
Level 2 Offences	
Serious Offences	
Infringements which seriously harm the healthy learning environment or the good name of the College.	Examples of the sanctions that might be awarded to guilty students
Non exhaustive examples of serious misconduct	Depending on the seriousness of the transgression and the particular context in which it occurs, the following could apply:
<ul style="list-style-type: none"> • Fraudulent actions including plagiarism and cheating • Possession or distribution of offensive or pornographic material • Possession of or smoking tobacco or being in the company of those infringing this clause • Possession of dangerous weapons • Dishonesty • Fighting • Racism • Theft • Vandalism • Satanism and pagan rituals • Gross insolence or rudeness • Illegal access to unauthorised areas of the school network, incl. other students work areas. (H drives) • Sexism or sexual harassment • Verbal or physical threats • Foul or abusive language • Tampering with or damaging the property of others • Inappropriate intimate physical contact • Bunking lessons • Bringing the name of the College into disrepute • Failure to arrive for sport fixtures without a legitimate excuse • Transgressing the 'out-of-bounds' rules • Deliberately misleading an investigation. • Any other transgression not mentioned above which is deemed to be serious. <p>Cyber Space / Public Domain / Cell phone This affects all articles, photos, videos published on the internet or cell phone networks for public or private display This includes but is not confined to:</p> <ul style="list-style-type: none"> • you tube, Dailybooth, Hulu • Face book, Twitter, Chat rooms • E-mail • SMS and Mix-it 	<ul style="list-style-type: none"> • Written warning. • Removal from class to prevent further conflict. • Friday Detention. • Saturday Detention. • Suspension from school for a period not exceeding 5 school days pending a Head's Enquiry • Head's Enquiry which could result in suspension or expulsion from the College.

Stanford Lake College
Student Code of Conduct 2011

Transgression	Sanctions
Level 3 Offences	
Gross Offences	
Infringements which intensely harm the healthy learning environment or the good name of the College.	Examples of the sanctions that might be awarded to guilty students
Non exhaustive examples of gross misconduct	Depending on the seriousness of the transgression and the particular context in which it occurs, the following could apply:
<ol style="list-style-type: none">1. Possession of, dealing in, using alcohol or drugs or being in the company of those infringing this clause.2. Fornication3. Indecent exposure4. Gross vandalism of school and property5. Criminal activity which could result in conviction6. Actions which destroy the normal trust relationship between the College and the student.7. Any other transgression not mentioned above which is deemed to be gross.	Head's Enquiry which could result in warnings, suspension or expulsion from the College.

Annexure B

The process of a Head's Enquiry (Formal Disciplinary Enquiry)

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

Please also see separate policy document for recording a Disciplinary Enquiry.

Annexure C

Stanford Lake College Appeal Process

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

Typical grounds for an appeal review may include:

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

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

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

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

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

Annexure D

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

Every student should be knowledgeable of the following rules and regulations

1. Bounds

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

2. Banned Substances

- a) The following substances are illegal at school.
 - i. Marijuana, cocaine and heroin (this is a non exhaustive list and implies all illegal drugs)
 - ii. Alcohol and tobacco
 - iii. Performance enhancing drugs typically associated, but not limited to, sports performance
- b) The following items are illegal at school
 - i. Hubbly bubbly, pipes, cigarette lighters, matches
 - ii. Weapons, firearms and explosives.

3. Appearance

- a) All students will wear the correct, clean Stanford issued uniform in the correct term for the correct activity. Please refer to the student hand book for full uniform requirements and regulations.
- b) Jewellery and makeup will follow the prescribed regulations as set out in the student hand book
- c) Hair may not draw undue attention to the student. No colours, patterns or tints.

4. Behaviour

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

5. Belongings

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

I have read and understood SLC Famous Five rules and regulations. I understand these rules and regulations are a summary of the most important rules and regulation of the College. It is my responsibility to be fully familiar with the full 2011 student handbook and code of conduct.