



Policy Title	Code of Conduct			
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CODE OF CONDUCT

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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**

PUPILS' CODE OF CONDUCT

A document created for, and by, the pupils 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, but at the same time must treat others with respect.

I understand that cheating, bullying, vandalism, plagiarism, theft and substance abuse (involving 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 jeopardise my continued stay at the College.

I have, if I behave in an 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 pupils, seniors and other adults on the campus. The use of foul and abusive language is unacceptable 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 for the ethos of the College.

COLLEGE CHARTER

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

- Instilling into each individual learner 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 pupils.
- Being professional in allocation, review and return of pupils' work.
- Protecting the dignity of all who are a part of our school community.
- Creating a loving and caring environment for the pupils.
- Fostering strong communication with parents as the basis for close co-operation.
- Conducting ourselves in accordance with the Code of Professional Conduct of the South African Council for Educators.
- Listening to parents and pupils and understanding any concerns raised.
- Providing the appropriate time and place for full and confidential discussion.
- 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 to a parent or learner to work towards a solution.
- Recognising that:
 - Parents have a depth of experience with the pupil.
 - Parental and educator perspectives may justifiably differ.
 - Parents have multiple time commitments.

Parents / Guardians are committed to:

- Helping and encouraging children to develop strong spiritual and moral values.
- Taking an active and supportive interest in the College's aspirations.
- Taking an active interest in children's work and progress and in this regard attending parents' meetings.
- Supporting the values, authority and discipline of the College.
- Ensuring children abide by the College rules.
- Reading and committing themselves to the relevant policy documents that pertain to them at this College.
- Listening to educators.
- Holding discussions with educators 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. Educators will be afforded the opportunity to work towards a solution, which will require sufficient time.
- Recognising that:
 - Educators are trained professionals.
 - Educators' perspectives may differ from those of parents.
 - Educators have multiple time commitments.

The absence of a specific guideline in the College Charter or Pupils' 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.

1. DISCIPLINARY MEASURES

Educators 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.

The severity of action taken by the College or official will depend on the circumstances, the seriousness of an infringement 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 educator or the College to apply a lesser penalty should circumstances so dictate. Disciplinary measures applied in response to learner misconduct will, therefore, require that the educator or College officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken.

The following disciplinary measures apply:

Generally initiated by an educator:

- Constructive discussion.
- Verbal warning.
- Demerit (logged onto school management system (SMS)).
- Same day detention for academic infringements.

Generally initiated by an educator through the Deputy Head: Discipline:

- Friday afternoon detention for repeated infringements.
- Saturday morning detention for repeated infringements.
- Formal warning of a Disciplinary Hearing.
- Interview with pupil and parent.
- Behavioural counseling.

May only be taken after a Formal Disciplinary Inquiry:

- Formal warning of suspension or expulsion.
- Suspension from school as a punishment – usually for no more than 5 school days.
(Note that a pupil may be suspended from school pending a Disciplinary Hearing if this is deemed to be in the best interests of the College)
- Rustication – a form of suspension from school for a period longer than a normal suspension.
- 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 behavior is indicated by the learner'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.

2. DISCIPLINARY PROCESS

Infringements that are not considered serious, or do not require formal disciplinary action, can be dealt with directly by the educator. Where demerits are issued, these are entered onto the SMS. Minor infringements are communicated to the learner's Mentor who will discuss the matter with the learner and the learner's parents where appropriate.

When an infringement occurs which appears to require formal disciplinary action, the educator (or another complainant) will report the matter to the Deputy Head: Discipline.

Either the educator or the Deputy Head: Discipline must investigate the infringement to decide on appropriate further action. Such an investigation will generally take the form of an informal enquiry and must include an opportunity for the learner to state his/her case in response to the complaint. If, after investigation, the infringement is confirmed but is considered to be of a nature which does not require severe action, the learner may be counseled and an appropriate warning and/or demerits issued.

When a serious alleged infringement occurs, or in the case of repeated lesser infringements where formal disciplinary action has not had the required effect, notification of a Formal Disciplinary Inquiry is given to the learner as well as his/her parents. 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 College's intention to convene a formal Disciplinary Inquiry to investigate the alleged infringement.

2.1 Formal Disciplinary Inquiry:

When convening a Formal Disciplinary Inquiry the following points must be noted:

- The learner's parents should wherever possible be notified of the hearing at least 48 hours (two working days) before the scheduled hearing. The Deputy Head: Discipline can use his 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.
- The learner may be suspended pending the hearing, ONLY 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 five [school] days prior to the conducting of the inquiry.
- The learner 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.
- The learner and parent[s] 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.
- Legal representation at Disciplinary Hearings 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 **Formal Disciplinary Inquiry** 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 inquiry chairperson will be responsible for leading and managing the inquiry process, and making critical decisions as to:

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

To ensure that this crucial procedure is properly and fairly conducted, all Disciplinary Inquiries should be conducted in such a way as to ensure that the rules of natural justice are complied with i.e. the learner:

- should be given adequate notice of the hearing and must properly understand the allegations being made,
- should be presented with all facts and information relating to the allegations and must be given the opportunity to question evidence presented,
- is entitled to present their own perspective and explain / defend their actions, and be heard by an impartial chairperson,
- may be accompanied by their Mentor and/or a peer of their choice,
- may have their parents present at the Inquiry but as observers only,
- must be treated with dignity and respect throughout the inquiry,
- is to be assured of the greatest confidentiality possible,
- must be advised of the outcome of the inquiry [i.e. the verdict], the decision made regarding penalties, and the reasons for such decisions,
- must be offered the right to appeal against any decision made by the chairperson.

After the completion of the inquiry, 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 hearing chairperson. This notification of the outcome, preferably distributed within 5 days of the hearing being completed, must include a reminder that the learner / 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 inquiry.

Copies of all documentation must be retained by the College for record and safekeeping purposes.

2.2 Appeal Process

The learner / parents have the right to appeal against a verdict of guilt and / or any formal disciplinary action imposed by the College. Lodging an appeal against a decision, for a minor offence, or to expel the learner after a Disciplinary Inquiry has been conducted, only entitles the learner to an appeal review.

Typical grounds for an appeal review may include:

- The disciplinary process was not properly followed
- The decision on verdict [guilty] was not considered correct
- The decision regarding action [sanction] is considered inappropriate
- Relevant mitigating factors were not properly considered by the chairperson
- Hearing chairperson was considered biased, or made a subjective decision
- Learner / parents were not in a position to properly represent his / her / their case
- New evidence can be presented which may affect the decisions made.

The learner / parents wishing to appeal must fully motivate their appeal in writing, to the Chair of the Letaba Educational Trust, detailing their grounds for appeal. The request for appeal must be submitted to the College within 5 days of the inquiry chairperson's decision having been communicated to the learner / parents so as not to delay review proceedings.

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

A full appeal re-hearing is ONLY necessary when the Disciplinary Inquiry process appears to have been materially defective and / or the decisions reached at the inquiry are considered to be highly irregular by the College.

Should it become obvious that a full re-inquiry is required for a fair appeal process, usually due to a defective Disciplinary Inquiry process, or substantial new evidence having come to light after the inquiry, a full appeal

[re]inquiry should be conducted in accordance with the principles highlighted in section 2 (Disciplinary Process) above, chaired by a new and impartial chairperson.

The Chair of the Letaba Educational Trust will be responsible for appointing an appropriate person, or review panel, to conduct the appeal review - or a re-hearing 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-inquiry chairperson/panel), a written finding must be provided to the learner / parents within a further 5 days, and a copy of the finding placed on the learner'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.

2.3 Collective disciplinary action

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 related intent, is considered as being "collective misconduct".

- 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 Deputy Head: Discipline with all of the learners concerned. Dependent on the outcome of this investigation, informal or formal disciplinary action may be considered appropriate by the responsible College official.
- Should the infringement be considered to be serious, a single Formal **Disciplinary Inquiry** procedure may be conducted with the learners concerned, with their parents and/or other representatives present. The same procedures as provided in the section "**Disciplinary Process**" are generally also followed in a collective inquiry.
- 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 College to conduct separate investigations or inquiries with individual learners. The College reserves its right to exercise its option to conduct individual or collective inquiries procedures.
- 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.

3. GENERAL CONSIDERATIONS

3.1 Penalty and Consistency

The penalties set out in the disciplinary code indicate the **recommended maximum penalty** that could be imposed. Obviously, 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.

3.2 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.

3.3 Suspension (Two forms of suspension)

- As punishment: Suspension from class/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 a hearing has proven guilt. The period of suspension should not be such as to jeopardise the educational interests of the learner as this may lead to a (justifiable) challenge on the grounds of their Constitutional rights.
- Pending an inquiry: Suspension of the learner from College activities pending the conducting of a formal inquiry (i.e. if expulsion is being considered) should also not be of a duration that would prejudice the educational rights of the learner. The inquiry 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 College and the learner.

3.4 Expulsion

Expulsion should **ONLY** be effected after **conducting a formal inquiry**. The procedural requirement of conducting a inquiry prior to expulsion, *even if the learner admits guilt*, should not be flouted. Justice must be seen done, and expulsion without an inquiry will almost certainly result in a justified legal challenge.

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.

3.5 Burden of Proof

As the onus rests with the College to prove the reasonableness and fairness of disciplinary action taken against a learner, 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.

3.6 Misconduct off the College 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 / learner relationship.

To illustrate: If a learner 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 learner. Proven (criminal) misconduct off the College's premises may, however, be considered sufficiently serious and relevant in the case of a pupil who holds a position of leadership in the College for that position of leadership to be rescinded.

3.7 Search and Seizure

The Headmaster or educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in possession of the learner 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.
- It is important to consider the place being searched. Care must be taken not to infringe a person's right to privacy and dignity.
- The person doing the search must have the authority (appointed by the Headmaster) to do so.
- Boys and girls should be separated and searched by a person of the same gender.
- Random searches of individuals are prohibited. Searches of learners can only be carried out by persons of the same gender as part of a structured intervention in a decent and orderly manner, if there is reasonable suspicion that the learner is in the possession of a prohibited substance. Should a search be necessary, it should take place in the presence of the learner concerned, a person of their choice to support them and a second adult witness of the same gender.

Guidelines

- College officials can be held liable if a learner can show that the person conducting the search acted with malice and was unfair.
- Prior to undertaking a search, the Headmaster or educator must have reasonable suspicion that one or more learners have engaged in a wrongful act.
- Searches should be authorized by the Headmaster
- The College should have a clear set of rules and regulations dealing with searches and seizures.
- If a learner refuses to be searched, and it is not a matter of urgency, call the parents or guardian. If the parent refuses, hand the matter over to the police.
- 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 learner is in possession of illegal substances or a weapon that may threaten the safety of other learners. A body cavity search is the most serious and intrusive and should never be conducted by College officials or educators.

4. Substance Abuse Policy

4.1 Introduction

At Stanford Lake College, drug abuse is considered an unacceptable practice as it is illegal and detrimental to the physical, mental and psychological well-being of a child. We strive to encourage a healthy drug-free way of life. We realize that with the changing views of society, learners are sometimes exposed to drugs through various channels and it is, therefore, our policy to help learners who fall victim to drug abuse.

By signing the acceptance of the College handbook, parents agree to abide by all policies and to make themselves aware of such policies by accessing them on the College website.

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 learners with drug, abuse or dependency problems, as well as the rights of other learners, educators and members of the College community.

4.2 Definitions

- “The School” 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 pupil is clearly associated with the school.
- “Drug” is taken to mean a chemical substance that produces a psychoactive effect. For the purpose of this policy it includes herbal cigarettes, cannabis, inhalants, pharmaceutical drugs, illicit drugs, as well as image and performance enhancing substances, as well as tobacco and alcohol.
- “Substance” is taken to have the same meaning as “drug” outlined above.
- “Staff” is taken to mean all individuals employed by the school as academic, coaching or teaching personnel.
- “Excessive” use of alcohol, or “abuse” of alcohol, is taken to mean sufficient use to bring persons into a clearly visible state of intoxication, such as would make one embarrassed to be associated with them.

4.3 Guiding principles

- The possession, use or distribution of illegal drugs, including alcohol and tobacco, is prohibited in South African Schools.
- Policies and procedures concerning both prevention and intervention should give priority to:

- a. Developing a safe and supportive College environment that values human dignity and celebrates innocence.
 - b. Educating the entire College community regarding drugs and the abuse thereof.
 - c. Developing a range of responses for managing drug related incidents within the College, taking into account confidentiality, the nature of the incident, the circumstances of the learners involved, and the needs and the safety of the College community.
 - d. Regular monitoring and evaluation of policies and procedures for managing drug related incidents in the College.
- All information relating to drug use, misuse or dependency by a learner, should be treated as confidential. In the case of a learner being involved with illegal substances, parents/guardian should be informed and involved at the earliest possible opportunity to assist the learner. Where reports are required by the College from the treatment team as part of a relapse prevention program, these should be furnished, with the learner's written permission, solicited in the presence of a parent/guardian in the case of a minor, to a designated and trained person. Where the learner refuses to co-operate, College disciplinary procedures should be invoked.
 - The need for confidentiality cannot and should not prevent identification and prosecution of drug dealers and pushers.
 - In case of disclosure, educators and learners should be given support to deal with confidentiality issues. In certain circumstances, where the safety of the learner or educator may be at risk, limited disclosure is accepted.
 - Information received during counseling, 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.

4.4 Policy regarding substance abuse:

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.

- The possession of substance related paraphernalia such as cigarette papers, pipes, bombs, etc. which might be deemed to be substance related, is prohibited. Should a pupil be found to be in possession of such items, the College reserves the right to take action according to the Code of Conduct.
- Should a learner 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.
- Dealing in drugs is a criminal offence. Should a learner be suspected of, or be caught DEALING in drugs, the College will investigate and, if necessary, refer the matter to SANAB (South African Narcotics Abuse Bureau) after which legal action will take place.
- The College reserves the right to involve police action.
- The Head reserves the right to have learners tested without the permission of a parent/guardian.
- In the event of a rumour concerning alleged drug, alcohol or tobacco abuse by a pupil 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 pupil, passing on the rumour, and will offer the pupil 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.

- 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 pupil first, and give the pupil the opportunity to discuss it with their parents before the College does.
- Use of alcohol or tobacco at school, or arriving at school under the influence of alcohol, will lead to the disciplinary process being instituted.
- If the College obtains solid or convincing evidence of drug abuse outside school, the pupil will be called in for a confidential meeting with the Head 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 pupil and the family of the pupil, including referral to outside agencies which may be in a position to assist.
- If a pupil abuses drugs at school, or arrives at school under the influence of drugs, the pupil will immediately be suspended while the matter is fully investigated and the parents are informed. Disciplinary procedures will follow.

4.5 Drug Testing

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

4.5.1 Parents and pupils of Stanford Lake College:

- Understand that being in possession of illegal substances and / or having any such substances in their bodies constitutes a criminal act.
- Understand that urine samples can be taken on a regular basis.
- Know that they will pay for these tests.
- 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.
- 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 Disciplinary Hearing.
- 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. The cost of each test will be carried by the parents and may be debited to their school account.
 - The results of the drug test will be made known to the parents and Head only.

4.5.2 Testing:

There are two forms of testing:

- Random drug testing is performed during the course of the academic year according to randomly selected samples of pupils.
- Testing where there is reasonable suspicion that a child is using drugs.

The drug testing will be done by analyzing urine samples. A professional will oversee the process. The samples will be collected at the school under strictly controlled conditions. The results of tests will be dealt with confidentially and sensitively, and conveyed to the Head, the pupil and his parents, in the first instance. Where pupils have tested positive, the school counselor may become part of the process of rehabilitation.

4.5.3 Action for Pupils who test positive:

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

- The extent of the abuse has to be determined if possible.
- Reasons for the abuse must be determined if possible.
- The pupil's and parent's attitude must be assessed.
- Should a positive test be returned from a first sample, the College will insist on the pupil and parents following a remedial process as prescribed by the College.
- 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.

4.6 Disciplinary Action:

- Each case will be considered on its individual merits.
- Learners 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 learner should be assisted in finding an alternative school.
- In cases where the learner 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 learner and the parents/guardian to encourage compliance, allowing the learner to be suspended pending enrolment in an appropriate rehabilitation or relapse prevention program.

- Learners who are identified as possible drug users or drug dealers will be reported to the College Counselor, the Deputy Head: Discipline and Head.
- Reported suspicion, with supporting evidence, will be investigated as an attempt to help the learner in crisis.
- The Head or his Deputy will take precautions to verify the information before any further action is taken.
- Should the Head / Deputy / College Counselor deem it necessary that a drug test needs to be carried out the parents will be contacted and advised of the testing procedure. Failing to contact the parents, the Headmaster reserves the right to have the learner tested for drugs.
- Should the tests prove to be positive, an agreement will be entered into between the parties concerned as to a rehabilitation / counseling program.
- Should the learner not attend the rehabilitation program, or should the learner fail to remain drug free, a Disciplinary Enquiry will take place and sanctions according to the Code of Conduct will be applied.
- The Head will keep all relevant documentation / test results in a file and the information will be regarded as confidential.

4.7 Education and prevention:

As an institution expressly set up for the education of our children, the College recognises that it has a major role to play in informing pupils 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 pupils to plays and films and literature dealing with substance abuse, bring in visiting speakers such as members of the Narcotics Squad, professional drug counselors, 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 pupil's environment as drug-free as we can. We also provide an extensive personal counseling service, of which any pupil 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.

4.7.1 Education of Pupils:

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, as well as to reduce the stigma attached to alcohol and drug use, misuse and dependency. It is to encourage those who are experiencing problems to get the help they need. Drug education should ensure that pupils 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 learners as part of Life Orientation as well as the Pupil Development Program.

4.7.2 Education of Parents/Guardians:

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 pupils, as well as pupils themselves, upon first registration at the College and whenever necessary thereafter.

Information sessions will be held for staff, parents/guardians and learners, 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.

4.7.3 Education of Staff:

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.

4.8 The College's Amnesty Program

The College will support any individual who voluntarily comes forward, is honest about his substance use and shows a willingness to receive help with a substance abuse problem. A pupil 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 pupil agrees to the management plan outlined by the College. This management plan will include:

- A contract to address underlying issues with a school appointed professional who will be required to present the College with feedback.
- Consent to follow up drug tests.
- In cases where a pupil 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 Head may decide to invoke the Code of Conduct.

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

- To create a consistent procedure where the punishment is appropriate for the offence as well as the circumstances surrounding the offence.
 - To guide pupils towards self-discipline and responsible behavior and to foster College spirit and tradition in a constructive manner that reflects the Values and Vision of the College.
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ANNEXURE A

Transgressions and Sanctions

Transgression	Sanction
<p>1. Minor infringements that disrupt the day to day running of the College or damage its image.</p> <p>Eg.</p> <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. 	<p>These offences will normally be dealt with by the educator in the first instance and the following could apply:</p> <ul style="list-style-type: none"> • Constructive discussion. • Weekday afternoon detention and demerit for academic transgressions. • Demerit for 'behavioural' transgressions. • Verbal warning. • 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 pupil interview. • Behavioural counseling. • Friday Detention. • Deputy's Detention. • Internal suspension. • Disciplinary Hearing.

<p>2. Infringements which seriously harm the healthy learning environment or the good name of the College.</p> <p>Eg.</p> <ul style="list-style-type: none"> • Dishonesty • Fighting • 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 • Racism • Gross insolence or rudeness • Satanism • Sexism or sexual harassment • Foul or abusive language • Tampering with or damaging the property of others • Theft • Vandalism • Inappropriate physical contact • Verbal or physical threats • Possession of dangerous weapons • 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 • Any other transgression not mentioned above which is deemed to be serious. 	<p>Depending on the seriousness of the transgression and the particular context in which it occurs, the following could apply:</p> <ul style="list-style-type: none"> • Written warning. • Removal from class to prevent further conflict. • Friday Detention. • Saturday Detention. • Internal suspension. • Suspension from school for a period not exceeding 5 school days pending a Disciplinary Hearing. • Disciplinary Hearing which could result in suspension, rustication or expulsion from the College.
<p>3. Possession of, dealing in, using alcohol or drugs or being in the company of those infringing this clause.</p>	<ul style="list-style-type: none"> • Disciplinary Hearing which could result in suspension, rustication or expulsion from the College.