



Queen's College

BOYS' HIGH SCHOOL

Founded 1858

CODE OF CONDUCT

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INTRODUCTION

Queen's College Boys' High School is committed to providing an environment for the delivery of quality teaching and learning by:

The Code of Conduct sets out the rules regarding learner behaviour at the school. It describes the disciplinary system implemented by the school concerning transgressions by learners. The Code of Conduct applies to all learners, whether they be on the school premises, representing the school off-campus in any capacity, or attending function which has any relation to the school.

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

COMPUTERISED CONDUCT RECORD

Queen's College utilizes a computerized system to record learner's conduct, with the aim of establishing and maintaining order and discipline within the school. The main focus of the recording system is positive discipline. It is not punitive and punishment-oriented, but facilitates constructive learning. It gives equal recognition to positive attitudes, behaviour and contributions.

A complete list of all offences with the relevant points / penalties attached may be obtained from the school's Systems Administrator. A boy's complete conduct record is sent to parents at the end of each term (together with the academic report), and is available to parents and guardians on request from the Systems Administrator.

THE PREFECT BODY

The Prefect Body performs a liaison function between learners and educators and assumes a responsible role in the implementation of the Code of Conduct. Whilst a Prefect has no authority or right to punish

other learners, they are given the responsibility to report all misdemeanours. Learners guilty of minor misdemeanours will have to attend Prefects' detention. Effective Prefects assist in maintaining effective discipline.

DISCIPLINARY SYSTEM

This complete system is available to Learners, Parents and Educators on demand. This process is recognized by the Department of Education, underwritten in the School's Act Section 8(4).

It consists of:

1. List of offenses per grade of offense.
2. List of disciplinary sanctions respectively to the grade of offense.
3. Annexures pertaining to the full process.

The Disciplinary Process is governed by the Disciplinary Committee of the School.

CODE OF CONDUCT

PART 1: SCHOOL RULES

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- Q. 1 Part 1: School Rules

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. No learner shall be exempted from complying with the rules of Queen's College for any reason. All learners are required to be fully conversant with the school rules upon submission.

Each Queenian should behave in an honourable manner. He must, in public and in private, maintain that standard expected of a learner of Queen's College. He is required to respect and uphold the Constitutional rights of his fellow learners and all persons connected with his learning environment, and should expect and require that his rights similarly respected and upheld. All boys shall behave in a responsible, sensible and tolerant manner. Any action found to be destructive, discourteous or dishonest is an offence.

A. General Principles

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

B. School and Class Attendance

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

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at school before the official starting time. A boy who arrives late must report immediately to the front office before excusing himself from his subject teacher for being late.
3. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.
4. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
5. Boys who have been absent from a scheduled Cycle Test or an examination are to obtain a doctor's certificate, which is to be handed to the Senior Deputy Headmaster.
6. No learner who is absent on a Friday may represent the school at sport the following Saturday unless there are exceptional circumstances.
7. If a boy is on Friday DT, and is absent from school that Friday, he must present a Doctor's Certificate on the following Monday – failure to do so will result in 10 demerits being issued.
8. Any absence from School must be covered by an absentee note from a parent/guardian.
9. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
10. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained.
11. Truancy from School is prohibited.

12. All learners will attend assembly for the full duration thereof.

C. School Uniform and General Appearance

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

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
2. The school uniform should be clean and neat at all times and must comply with the Queen's College dress regulations as set out in the Uniform section. Name tags are compulsory. All boys are expected to wear the correct name tag at all times.
3. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
4. Hair policy
 - 4.1. No colouring of hair or wearing of exotic hairstyles is allowed. The hair policy has been compiled with acknowledgement of the difference in the boys' hair types.
 - 4.2. Hair should be neat, clean, maintained and should have a natural shade.
 - 4.3. No patterns or lines may be shaven into the hair.
 - 4.4. Hair should be out of face and fringes should be above the eyebrows.
 - 4.5. Side - burns should not be longer than halfway down the ear.
 - 4.6. Facial hair is to be clean, neat and regularly shaven.
 - 4.7. No beard/moustache.
 - 4.8. Only a two-step difference between razor number 1 - 4 is allowed, which should be faded in.
 - 4.9. No stripes may be shaved into eyebrows.
5. No form of facial make-up or nail varnish may be worn to school or in school uniform or when recognizable as a Queenian.
6. Fingernails must be kept trimmed short and clean at all times.
7. No bangles, bracelets, necklaces, rings, ear-rings, trinkets, coloured watches and/or watch straps and/or of an excessively large nature, or any other ornaments, other than Medic Alert insignia, may be worn. This rule extends to casual wear while on campus.
8. Valuables and Personal Belongings

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

1. Cell phones

No photographs or videos may be taken and/or distributed of any staff member or boy/s without their consent as this is prohibited by the POPI Act. Failure to comply with this will result in disciplinary action being taken.

No music and earphones are allowed during the school day, including break times and whilst in uniform off the school campus.

Queen's College Boys' High School is adopting a no-cell phone policy from the start of 2024.

- Cell phones are strictly prohibited during school hours (7:30 to 13:45) and during SARC, Extra Lessons, Booster Prep Session and Detention.
- Learners can ask grade secretaries to use landline phones in case of emergency ONLY.
- Any violation of the no-cell phone policy will result in disciplinary action, including but not limited to detention and confiscation of the device for a three-week period (first offence) and three months for any follow-up offences.
- The school will not be held responsible for any loss, theft of, or damage to any cell phones. Learners are advised not to bring valuable electronic devices to school.
- Parents and guardians are encouraged to support the school's no-cell phone policy and promote healthy technological habits at home.

By implementing this policy, we aim to create a focused learning environment, promote healthy social interactions, and foster responsible technology use among our learner body.

- a. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day.
- b. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
- c. Learners may not bring computer games, iPods or similar electronic devices to School.

General Rules

- a. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- b. All litter must be placed in refuse bins or wastepaper baskets.
- c. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- d. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- e. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- f. The timeous handing in of work is the responsibility of each learner.
- g. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
- h. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- i. Language that is seen as pejorative, discriminatory or racist is prohibited.

- j. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- k. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- l. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. He will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- m. The carrying, copying and/or reading of offensive material is prohibited.

SERIOUS MATTERS

The following matters are deemed serious and will be dealt with at School Governing Body level.

In some cases, a Governing Body Disciplinary Hearing might be convened to decide on behaviour which is not specifically included here. This will depend on the circumstances and the recommendation of the Headmaster.

A learner at a school who:

- a. has been convicted by a court of a criminal offence;
- b. has distributed or used or had in his possession intoxicating liquor or social drugs or steroids of any kind on the premises or during a school activity; no Queenian has permission to use alcohol, drugs or steroids before, during and after school. (Refer to the School's Drug Policy). No hotel or licensed premises may be visited by a Queenian. Licensed premises, which have as their primary function the serving of food, shall be exempt from this provision, on condition that no alcohol is consumed on such premises by a Queenian.
- c. is guilty of assault, theft, gross insubordination or immoral conduct;
- d. has been repeatedly absent without leave from school and / or classes;
- e. Intentionally and without just excuse:
 - seriously threatens, disrupts or frustrates teaching or learning in a class;
 - engages in a conspiracy to disrupt the proper functioning of the school;
 - insults the dignity of a staff member;
 - cheats in a test or examination;
 - distributes any test or examination material that may enable another person or sexually harasses another person;
 - is found in possession of or distributes pornographic material;
 - engages in any act of public indecency or inappropriate public displays of affection;
 - supplies false information or falsifies documentation to gain an unfair advantage at the school;
 - is in possession of a dangerous weapon or uses it to threaten any person;
 - is found guilty of bullying may be suspended pending a recommendation for expulsion.

- endangers the safety and violates the rights of others;
- fights, swears or falsely identifies himself;
- threatens fellow learners or educators;
- uses hate speech, makes himself guilty of racism or applies harmful graffiti;
- vandalizes, destroys or defaces school property;
- repeatedly violates school rules;
- conducts himself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, or
- is guilty of offensive or oppressive behaviour, may be found guilty of serious misconduct.

BOUNDS

- All offices, all laboratories and storerooms, computer rooms, book room, library, gym, Memorial Hall, Museum, Prefects' study and staff room are out of bounds unless a teacher's permission is obtained and, in most cases, a teacher is present. Teachers' desks and cupboards, as well as boys' school bags and blazers may not be tampered with. Dayboys may only leave the school premises in cases of extreme urgency and then only with the signed permission of the Deputy Headmaster or Duty master.
- All classrooms are out of bounds unless a master has given permission for the use of that classroom.
- Vehicles, bicycles and motor-cycles may only be parked in the designated areas: bicycles in the bicycle racks in the Quad outside the Secretaries office; motor-cycles may enter through the Fletcher Street gate and park in the designated area; and motor vehicles in College Avenue. Motor-cycles and bicycles may not be ridden on the school grounds; neither may motor vehicles be driven in this area.
- Learners may not use any of the school's facilities and equipment, including those for sport, before or after school hours without the necessary permission. No loitering in the vicinity of the toilets after breaks.
- No boys, with exception of Matrics (Grade 12), are allowed on any grass area within the vicinity of the hostels and school buildings.
- No ball games on the grass areas within the school grounds during breaks or after school, including the Amphitheatre.
- When on an away sporting (or other) trip to another school (or any other place for that matter) no Queenian may leave the premises of that school – except with his parents and with the permission of either the Headmaster or the Senior Deputy Headmaster.
- The Town Municipal Gardens and the Berry Dam are out of bounds to all Queenians. Red Guard Security and the Police have been asked to do regular checks on those premises and will escort boys to school for disciplinary action, should they be found in these gardens or at the dam.

LITTER AND VANDALISM

- No littering of any kind will be tolerated.
- If a boy sees a piece of paper or any other litter, he must pick it up and place it in one of the bins provided.
- Classrooms must be left clean and tidy at the end of each period.
- No suitcases/satchels, books or clothing may be left lying in school buildings or grounds after school.

- Walls, doors, ceilings, pin-boards, black-boards, posters, desks and tables must be kept clean and clear of graffiti.
- The damaging and/or defacing of school equipment, text books, library and exercise books and stationery is unacceptable.
- No boy may force a door or climb through a window to gain access to any of the school buildings or classrooms.
- No boy may tamper with any vehicle, bicycle or motor-cycle which is not his own.
- All bicycles must be securely locked at the start of the school day.
- No boy may remove, tamper with, or use, without the permission of the owner, any suitcase, books, clothing, personal effects or equipment which does not belong to him.
- All books and personal effects MUST be clearly marked with the owner's name.

CLASSROOM AND CORRIDOR DISCIPLINE:

1. Movement in the corridors must be done quietly and swiftly. There must be no shouting, whistling, running or horse-play in the corridors.
2. Boys must walk on the LEFT hand side of the corridor and in single file.
3. They must move to their classrooms as quickly as possible.
4. If the teacher is not present, boys must line up and await the arrival of their teacher unless prior permission to enter his classroom has been given by the home room teacher. Silence must be kept in both cases.
5. If the teacher does not arrive within 5 minutes, a boy (class rep) must report this to the Senior Deputy Headmaster.
6. During the reading of notices over the intercom boys must remain seated in their desks and they must be quiet. Boys may only pack books away when instructed by the teacher. Boys may only leave the classroom when the bell (indicating the end of the period) has rung, and when the teacher has given permission. Physical Education Classes are required to listen to notices as well.
7. Nothing may be eaten or drunk in the School buildings (passages included).
8. Boys should only ask to "leave the room" (i.e. to go to the toilet) when absolutely necessary.

ASSEMBLY AND BREAKS

Boys must wait outside the Memorial Hall, in their Grade groups, until the staff member or Prefect on duty allows them to enter. On entering the Hall, silence must be kept and maintained until the Hall has been vacated by staff and boys. Boys may only leave the Hall when given permission to do so by the Master-on-duty. No eating or drinking is allowed in assembly.

- All boys must leave the school buildings during first break, except in the event of rain or organised meetings.
- Boys may remain on the ground floor during second break.
- No boy may remain in a classroom during breaks without the teacher's permission.
- Boys must return to their classes punctually when the five-minute warning bell rings to indicate the end of the breaks.

- Boys wishing to see staff may only do so at second break – and wait outside the double wooden doors leading to the Old School quad.

Rules Governing Public Places

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

- a. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- b. The carrying and/or smoking of cigarettes, e-cigarettes or vapes is prohibited.
- c. Alcohol is not permitted on School premises or during any School activity.
- d. Alcohol is not permitted to be consumed before, during or after School.
- e. No Queenian is permitted to consume, use or abuse any stupefying substance before attending/reporting for School. This includes but not limited to cannabis, glue products or any stupefying substance.
- f. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

TRANSPORT

Learners wishing to park motor cycles/motor vehicles on the School grounds must first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose.

- a. All learners park their vehicles and bikes (pedal or motorised) on the School premises at their own risk.
- b. Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
- c. Learners may ride or drive a vehicle on the School grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.
- d. The Code of Conduct is applicable when making use of public transport to and from School.
- e. Learners may not hitchhike while in School uniform, whether formal or sports dress.

SCHOOL ENRICHMENT PROGRAMME

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport per season, cultural and/or service activity per term.

- a. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.

- b. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
- c. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- d. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- e. Appropriate kit/uniform will be worn to practices.
- f. The correct match kit/uniform will be worn to inter-school league fixtures.
- g. Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
- h. Sports and other kit must be carried in an appropriate bag.
- i. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School blazer.

ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognized religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- a. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- b. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- c. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
- d. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
- e. The religious conduct or practice must be lawful.
- f. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- g. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- h. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.

- i. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
- j. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

OPERATION OF THE COMPUTERISED CONDUCT RECORD

POINTS SYSTEM:

1.1 The Code of Conduct is based upon a points system, which recognises both positive and negative behaviour; it distinguishes between minor and serious misdemeanours and it provides learners with the opportunity to redeem themselves by fulfilling their obligations with regard to the consequences of misbehaviour. It ensures a high degree of consistency as each set of rules is followed by a list of the negative points allocated for contravention of these rules, while the consequences of this are clearly defined. It is a complex system, which is made workable by operating it in conjunction with a computer programme, which provides educators, learners and parents with a complete and up-to-date record of the child's conduct at school.

1.2 Merit Points:

Positive merit points are awarded for positive attitudes, achievements and contributions according to a pre-determined scale.

1.3 Demerit Points:

Minor negative infringements and misdemeanours earn negative demerit points of up to a value of 4 according to a predetermined scale. Demerits do not necessarily lead to punishment as they can be balanced by merits.

1.4 Penalty Points:

More serious misdemeanours earn negative penalties to a value of 5 or more. Such misdemeanours are all punishable since penalty points are not balanced by positive merit points, irrespective of the overall total.

1.5 Credit Points:

Upon having fulfilled his obligations with regard to punishments allocated, a learner is awarded credit points equivalent to the number of negative points which placed him in that punishment situation initially.

1.6 Points Aggregate:

The overall total of points for each learner determines both the weekly Order of Merit for the Grade and also the consequences of the learner's behaviour.

1.7 Consequences:

1.7.1 5 Penalties or an Overall Aggregate of -5:

Attendance at Friday afternoon Detention for 1½ hours. 14:30 – 16:00

1.7.2 10 Penalties or an Overall Aggregate of -10:

Attendance at Friday afternoon Detention for 3 hours. 14:30 – 17:30.

1.7.3 15 Penalties or an Overall Aggregate of -15:

Attendance at Saturday Detention for 4 hours.

1.7.4 30 Penalties or an Overall Aggregate of -30: Suspension

1.7.7 Consequences of Unacceptable Absence from Detention:

10 penalty points for each incident.

CREDITS AWARDED FOR COMPLIANCE WITH CONSEQUENCES:

Attendance at 1 ½ hr Detention – 5 credits

Attendance at 3 hr Detention – 10 credits

Attendance at 4 hr Detention – 15 credits

Internal Suspension – a maximum of 30 credits

HABITUAL OFFENDERS:

Learners who contribute positively in many spheres earn many merit points. Some may become careless in their day-to-day behaviour, so earning many demerits, which would otherwise go unpunished.

When a learner's Demerit Point total reaches 30, he is immediately put on Daily Report for 2 weeks by his Grade Head upon his return from suspension.

COMMUNICATION WITH PARENTS

A school cannot function effectively in isolation. It cannot maintain good discipline without the involvement and co-operation of parents. When working together, the school and the parents will achieve a great deal more than when working in isolation.

The Code enables an absolute and complete record to be kept of every aspect of the conduct of each and every learner. Individual Conduct Reports are immediately accessible and record every aspect of behaviour, counseling given, interviews held as well as any communications with parents.

DUE PROCESS AND APPEAL PROCEDURE

In assessing allegations of misconduct and determining sanctions, the School Disciplinary Committee will follow the stipulations and guidelines relating to due process (as contained in the relevant legislation). Any appeal against a finding by the School Disciplinary Committee must be directed, in the first instance, to the School Governing Body.

Conduct Reports will be made available to parents whenever possible and always on the following occasions:

- accompanying every academic report
- underachieving academically

The parents will also be notified by letter of the consequences of unsatisfactory behaviour or performance.

HOSTEL RULES

A. ARRIVING AND LEAVING

- On arrival, boarders **MUST** proceed immediately to their hostels and report to their Housemasters. They **MUST** hand in all tickets, monies and travel documents. If school has commenced, boys must report to their classrooms within half-an-hour of the arrival of the public transport. At the end of the term, all boys **MUST** report to their Housemaster for a roll call before departure, and to say "goodbye" and "thank you".
- Boys must arrive and depart from their hostels in full school uniform.
- Misbehaviour on trains/buses will be regarded as a serious offence and disciplinary action will be taken where necessary.
- Boarders are expected to arrive by the first day and are only allowed to leave on the day when Queen's closes for the end of term.
- School uniform is compulsory for boys travelling to and from school, whatever the form of transport, except for boys who have written their Senior Certificate Examination. Boys travelling overnight on a bus may wear full Queen's tracksuits.
- If any boarder is not going home for his holiday, he is to report to his Housemaster and obtain written authority from his parent or guardian to spend his holidays elsewhere, together with an invitation from his host. The written authority must be handed to the Housemaster at least a week before the end of term.

B. BOUNDS

- The bounds of the school shall be taken as the school grounds, sports fields and hostels. The roads and pavements bordering the campus are out of bounds – no loitering on roads or pavements will be tolerated.
- No boarder may leave these bounds without special permission or signing out.
- The following areas are out of bounds: The Howard Glover Shooting Range, the Wilkinson Cottage and its grounds; the Cricket nets; the Cricket Hut; the bus garages; the Parry Davies

Grandstand Pavilion; the Victor Maitland Cricket score-box, the Athletics kit room/first aid room; Memorial Hall; all school lawns; Berry Street; the Old School Quad; Estate managers' workshop and enclosed yard at the Wilkie; the Recreation Grounds if permission has not been granted.

- Boarders who have special permission to be in town during the week must carry Exeats. No boy may go down town more than once per week. Exeats may only be signed by the Housemaster or Master on duty between 14:00 - 14:30 each day. Boys go down town in full school uniform.
- Breaking of bounds or leaving the hostels at night will be treated as a very serious offence and may result in a boy being expelled from the hostel.

C. VISITING

- No boarder is to visit any home in town without permission from his Housemaster. This permission may be obtained on receipt of a written invitation or telephone call before Thursday 21:00 at the latest.
- Boarders are allowed to go visiting on Saturdays/Sundays after roll call with the permission of the Housemaster, but only on an invitation from the host and with the consent of the parents.
- Boarders will be allowed to visit on Sundays, with the Housemaster's permission and must report back at 17:30. Boarders must leave and return in full school uniform. Written permission may be requested. General town leave is on Friday afternoons ONLY. No boy is allowed down town on a Saturday -he must support the sporting fixtures.
- Boarders are allowed 2 leave-out weekends a term and a 3rd with parents only. Written permission may be requested and a boarder must be signed out by the people with whom he is travelling.
- Parents may take their sons out for supper during the week but must return their sons by 21:00 pm. and sign them in (with the permission of the Housemaster only). Boys may visit the Girls' School on Wednesdays from 15:30 to 17:00, and on Sundays (after church) from 11:00 to 12:30. (Matrics only on Sundays 15:30 -17:00). Full school uniform to be worn.
- No boarder will be allowed to go motoring with anyone except his parents or other responsible persons who are approved of by the Housemaster and who are prepared to take full responsibility.
- Boarders must report back at 18:30 on the last day (or in time for school the following morning) after holidays or out weekends. At no other time may a boarder sleep out.
- No boarder may go out for the weekend immediately prior to exams and weekends during any exam, except with parents. For Matrics this goes for the entire fourth term.

D. DRESS

- The dress for Church on Sunday is normal school uniform.
- School uniform consists of College blazer, white shirt, College tie, grey flannels, grey socks and brown shoes. Only V-Neck pullovers will be permitted. Scarves may not be worn except with school blazers. V-Neck pullovers must be white, black or grey in colour. Boots, suede shoes or veldskoene type shoes are not permitted. (Shoes should be of the Grasshopper / Kangaroo type)
- Full school uniform is also compulsory when boarders are in town. School uniform is naturally compulsory for school.

- School uniforms must be worn for breakfast and lunch, and when other school teams are visiting, or full QC tracksuit and QC t-shirt.
- Casual wear: After school hours' boys may only dress in Queen's approved clothing (i.e. black / white shorts, QC t-shirt, QC Moisture Management shirt, or regulation sport shirt). Only one pair of casual clothes is allowed to be brought to hostel. No casual / coloured clothes will be allowed to be worn at all on the hostel and school complex. On Friday afternoons and Saturday morning boys may wear representative colours, i.e. Border School's blazers and ties.
- Over Reunion and Prize Giving weekends full school uniform to be worn at all times.
- Only regulation QC peak caps may be worn as headgear.
- Boys attending Johnny's Gym or Eagles Fitness Centre must wear a full QC Tracksuit. They may not use this opportunity to go down town unless an Exeat is signed and full QC uniform is worn.

E. GENERAL

- Initiation of new boys is NOT permitted.
- The prefects of the various hostels are appointed to assist in the discipline at the hostel and to prevent damage to property and disorder of any kind. It will be considered a serious offence for boys to oppose their orders (subject always to the fact that any boy has the right to appeal to the Housemaster or Headmaster).
- There is to be no borrowing or lending of any personal effects of any description without special permission from Housemasters.
- All articles of clothing and watches must be clearly marked, with surname and initials.
- Lockers are to be kept tidy, and locked and may be inspected at any time.
- No boy is to leave his bed after "lights out" and no talking is permitted after "silence".
- Boys who have permission to be out after "Supper" are responsible for seeing that the Housemaster has their names and on returning must report at once to the Master on duty.
- Romping, unnecessary noise such as whistling and shouting, standing on beds and lockers, will NOT be permitted.
- VOLUME OF MUSIC TO BE TONED DOWN IN AND AROUND HOSTEL.
- Permission to enter another hostel may only be granted by the Housemaster, Assistant Housemaster, or Prefects of that Hostel.
- Punctuality in every detail must be strictly observed.
- Smoking is strictly forbidden. Persistent smoking may result in the boarder being removed from the hostel.
- Boys are warned against writing on, or defacing, school property. Any boy responsible for damage to property must report the matter IMMEDIATELY to the Housemaster or Headmaster. (He will be charged for the repair thereof).
- Boys feeling ill must report to the Matron of their respective hostels at fixed times, unless in an emergency.
- Boys must inform parents that phone calls may NOT be made during prep times.

- Stealing is considered as a very serious offence and a boy, if caught, may be asked to leave the school.
- any boy found guilty of bullying may be removed from the school.
- any boy found guilty of drinking or in possession of alcohol, may be asked to leave the school.
- any boy found in possession of, or consuming drugs and/or steroids may be asked to leave the school.
- All boys shall behave in a responsible, sensible, and tolerant manner; any action which is destructive, discourteous or dishonest is an offence.
- No electrical appliances may be used without the Housemaster's permission. No boy may tamper with electrical appliances or fittings.
- Boys may not have literature or media containing undesirable content or dangerous implements (sharp objects, knives) in their possession.
- Haircuts -boys must have a regulation haircut each term before returning to school (see elsewhere in Guide pertaining to regulation haircut).

PREP TIMES:

Monday to Thursday

18:30 -19:15

19:20 -20:00

20:30 -21:15

Afternoon prep - before exams 14:20 -15:15

Prep times will vary and be extended during exams ·

Team talks – before 19:00 on a Friday night.

Hostels are cleaned 1-2 times a week by the hostel staff. The boys need to ensure that they keep their rooms neat and tidy.

UNIFORM

There is an “after hours” uniform required to be worn on campus. This dress regulation entails:

- Queen's College Regulation Sport Shirt (white with collar and badge)
- Either Black or White boxer type shorts
- Socks and Training shoes.
- If it is cold – Black/Grey School Jersey and / or Queen's Tracksuit
- All boys on the campus after hours must be either dressed in the above uniform or be in full school uniform.

NB: No civvy clothes will be allowed on campus at all, and boarders are discouraged from bringing civvy clothes to the hostel. In fact, civvies will not be allowed to be kept in lockers in the hostels

PART 2: DISCIPLINARY SYSTEM

- A. Grading of Offences
- B. Disciplinary Procedures
- C. Disciplinary Interventions
- D. Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure
- E. Disciplinary and Tribunal Hearings
- F. Procedure during Hearings

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

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

A. Grading of Offences

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

B. Disciplinary Procedures

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

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

GRADE 1: OFFENCES

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

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

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

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

GRADE 2: OFFENCES

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

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

Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

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

GRADE 3: OFFENCES

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

GRADE 4: OFFENCES

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

C. DISCIPLINARY INTERVENTIONS

The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning/reprimand to express disapproval.
- Written warning.
- Final written warning.
- Removal from classes to the exclusion room.
- Written punishment.
- Community service to improve the physical environment within and around the School property.
- Homework detention.
- Supervised schoolwork.
- De-merit detention.
- Referral for counselling.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of library card and/or other School-related privileges
- Exclusion from School activities and functions, e.g. academic award ceremony.
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- Tribunal hearing.

Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.

Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or "hate speech".
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the School rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).

Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.

A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.

Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

Suspension of a Learner by the Principal or Deputy Principal as a Pre- cautionary Measure

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

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.

3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

DISCIPLINARY AND TRIBUNAL HEARINGS

The following official forms will be used for misconduct and disciplinary hearings:

- 1.1 Written warning (disciplinary warning form) (Annexure C)
 - 1.2 Final written warning (Annexure D)
 - 1.3 Notice of disciplinary hearing (Annexure E)
 - 1.4 Record of disciplinary hearing (Annexure F)
 - 1.5 Review form (lodging of appeal) (Annexure G)
2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
 3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
 4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
 5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
 6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
 7. The Disciplinary Hearing Commission will consist of the following members:
 - 7.1 a Governing Body representative;
 - 7.2 the School Principal or Discipline Officer delegated to oversee this function;
 - 7.3 the Grade Head; and
 - 7.4 the register teacher.
 8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
 9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - 9.1 Demerits.
 - 9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.

- 9.3 Recommendation with respect to counselling/attendance of a life skills programme.
- 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- 9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The Tribunal Hearing Commission will consist of the following members:
- 10.1 the Governing Body Chairperson;
- 10.2 two (2) parent representatives from the Governing Body;
- 10.3 the School Principal or Discipline Officer delegated to oversee this function; and
- 10.4 the Grade Head.
11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Principal/Discipline Officer will furnish the relevant Grade Head and register teacher with all the information necessary for their records.

PROCEDURE DURING HEARINGS

1. The Chairperson of The Committee must lead the proceedings and:
- Introduce those present and state their functions.
 - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
- The right to a formal hearing.
 - The right to be present at the hearing.
 - The right to be given time to prepare for the hearing case.
 - The right to be given advance notice of the charges.
 - The right to be represented at the hearing by one (1) internal representative.
 - The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
 - The right to ask questions on any evidence produced, or on statements of witnesses.
 - The right to call witnesses to testify on his/her behalf.
 - The right to an interpreter, to be requested 24 hours prior to the hearing.

- The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
 - If the learner does not attend, the hearing will be conducted in his/her absence.
3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
 4. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
 5. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
 6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
 7. The Chairperson must reconvene all interested parties.
 8. The Chairperson is to communicate the decision of The Committee.
 9. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
 10. The learner must be advised of his right to appeal (Annexure E).
 11. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
 12. The signing of the document by the learner does not imply an acknowledgement of guilt.



Queen's College
BOYS' HIGH SCHOOL
Founded 1858

Code Of Conduct Annexures

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PLEASE NOTE: Annexures are all in use and available in the discipline office at school.

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SCHOOL GOVERNING BODY:

ED BLIGNAUT, BMM MBITYANA, A MGALELI, VB NGAMLANA, SA ROBERTS, A VAN SCHOOR (Chairperson), BJ WALLER
J VAN DER RYST (Headmaster), MT CHARASIKA, N MKANDLA (Educators), SG KRIEDEMANN (Non-Educator)
T MANYIFOLO, J STONE (Learners)



Annexure A

Queen's College Boys High School

Learner Commitment

I,, a learner at Queen's College Boys High School, understand the rules and

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

Learner Name:

Parent Name:

Signature:

Signature:

Headmaster: Mr J van der Ryst

Signature:

Annexure B

Table 1: List of offences per grade of offence

Grade 1 Offences	Grade 2 Offences	Grade 3 Offences	Grade 4 Offences
<p>1. littering</p> <p>2. excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School</p> <p>3. eating, drinking or chewing gum during any contact time (class and assembly)</p> <p>4. misconduct in an assembly</p> <p>5. entering an out of bounds area, classroom or passage without permission</p> <p>6. intimidation by verbal or physical threat to harm the person or his property (bullying)</p> <p>7. loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms</p> <p>8. insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room, or</p> <p>9. misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture</p> <p>10. failure to: – submit an absentee note or</p>	<p>1. vandalism</p> <p>2. interfering with another person's possessions/ property without the owner's consent</p> <p>3. damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent</p> <p>4. forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof</p> <p>5. intimidation by verbal or physical threat to harm the person or his property (bullying)</p> <p>6. swearing, lying or using obscene gestures</p> <p>7. verbal or non-verbal abuse</p> <p>8. disrespect or insolence</p> <p>9. insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work.</p> <p>fighting, common assault or attempted assault</p> <p>10. public disturbance and public indecency</p> <p>11. continual interference with another learner which causes minor physical or mental</p>	<p>1. possession of weapons that can cause physical injury (knives, etc.)</p> <p>2. entering the School premises while under the influence of alcohol/drugs</p> <p>3. possession, copying, distribution, use or displaying of porno- graphic material</p> <p>4. assault with the intent to do grievous bodily harm</p> <p>5. forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof for 2 nd offense</p> <p>6. intimidation by verbal or physical threat to harm the person or his property (bullying)</p> <p>7. racism: remarks/ insults</p> <p>8. insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work.</p> <p>9. truancy from School or leaving School grounds without the necessary permission</p> <p>10. taking part in any form of illegal strike action/ meeting/campaign on School premises</p> <p>11. any learner</p>	<p>1. use of weapons that cause physical injury (knives, etc.)</p> <p>2. possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</p> <p>3. possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</p> <p>4. poisoning, or attempting to poison another person</p> <p>5. theft, robbery, breaking and entering</p> <p>6. malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body</p> <p>7. rape, attempted rape, or indecent assault</p> <p>8. physical assault that results in bodily harm</p> <p>9. intimidation by verbal or physical threat to harm the person or his property (bullying)</p> <p>insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work.</p> <p>11. sedition or inciting any form of illegal strike</p>

<p>exit notes by the stipulated deadlines</p> <ul style="list-style-type: none"> – return a library book by the due date, or pay the fine for overdue book/s – attend an extra- mural activity's practice session without excusing himself – attend duty class – attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event – attend detention – unacceptable hair styles, including bleaching or colouring. This can be escalated to Level 2 offense – misconduct during detention – minor infringements of uniform regulations: wearing of printed T- shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery – failure to wear the correct full School uniform when in a public place, including the wearing of 	<p>discomfort</p> <ul style="list-style-type: none"> 12. failure to attend detention without prior submission of a written excuse or note 13. display of visible tattoos 14. cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner 15. copying of computer exercises, projects or any other work intended for the year mark 16. truancy from any contact time 17. possession or use of fire crackers 18. failure to attend an extra- mural activity fixture or function as a participant or official 19. any action which brings the School's name into disrepute 20. possession of offensive material, excluding pornographic material 21. unreasonable repetition of a Grade 1 offence 22. defacing School property 	<p>who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</p> <ul style="list-style-type: none"> 12. violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner 13. violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners 14. reckless or negligent driving whether in School uniform or not, and whether on the School property or not 15. unreasonable repetition of a Grade 2 offence 16. using a cell phone as a means of communication during formal testing 17. vandalism 18. insubordination – ignoring or failing to carry out a specific instruction 	<p>action/meeting/ campaign on School premises</p> <ul style="list-style-type: none"> 12. Any offence punishable under common law 13. vandalism 14. insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work. 15. any action which brings the School's name into disrepute
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<p>unauthorised items</p> <ul style="list-style-type: none"> – failure to wear the correct sports kit for a match or practice <p>11. any action which brings the School's name into disrepute</p> <p>12. disruptive behaviour in class</p> <p>13. spitting in public</p> <p>14. failure to:</p> <ul style="list-style-type: none"> – do classwork set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time <p>15. copying another learner's classwork or homework</p> <p>16. reporting late for class</p> <p>17. use of offensive material to cover books or files</p> <p>18. arriving late for School without an excuse note</p>	<p>(to include failure to do work/ punishment set in the exclusion room, or</p> <p>19. any action which brings the School's name into disrepute</p> <p>20. tampering with safety and other equipment on School premises</p>
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<p>Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively.</p>	
<p>Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.</p>	
<p>Grade 1: Offences</p>	<p>Recommended Corrective Sanctions</p>
<p>1. Academic: Books/work materials left at home; homework -not done on time/copied</p> <p>2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach)</p>	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment;

<p>3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing</p> <p>4. Dress code: Untidiness/unkept appearance; School dress code not followed</p>	<ul style="list-style-type: none"> • Detention at break; • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification
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Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Parents to be contacted by Grade Head. All communication to be recorded and put on file.
2. Damage to property/possession of other learners 'property	Repair/replacement, warning letter and Principal's detention
3. Defiance/disregarding of an authority figure's instructions	warning letter
4. Detention – non-attendance	First offence – 10 demerits, 2nd offence 3 days' suspension, warning letter and an information hearing
5. Disregarding test/examination procedures	Detention
6. Disruptive/uncooperative in class	Detention
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	Friday or Saturday detention
9. Fighting	Warning letter and detention
10. Firecrackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on School property	1st offence: Special detention 2nd offence: Special Detention 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter.
14. Late for School – three (2) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking/ Vaping – possession of cigarette/holding cigarette/caught in the	1 st Offence: Immediate suspension, Phone call to parents and Saturday Detention

act on/off School property	
20. Spitting	Detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and suspension.
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
26. Vandalism – Defacing/damaging/breaking School property	Phone call to parents, warning letter and detention, compensation
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention

Grade 3 Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, disciplinary hearing for 2 nd and 3 rd offenses that will lead to further suspension.
2. Assault on a fellow learner (causing bodily harm)	Disciplinary hearing, warning letter, disciplinary hearing for 2 nd and 3 rd offenses that will lead to further suspension.
3. Bullying/Intimidation	Warning letter and detention, and communication to parents.
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Warning letter, communication to parents to be recorded and kept on file.
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Internal hearing, warning letter, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter and detention
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	If learner tests positive, the SGB hearing protocol will be followed.
11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention

12. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, and detention or expulsion
13. Pornography – distribution at School	Warning letter, parents to be contacted and detention
14. Public indecency	Disciplinary hearing, warning letter and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter and detention
17. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter and detention

Grade 4 Offences	Recommended Corrective Sanctions
1. Alcohol/ Drug Abuse – drinking/drunken/High at School or on School or on School outing	If learner tests positive the SGB hearing protocol will be followed. Suspension and or expulsion
2. Alcohol/ Drug Abuse – drinking/Smoking in public	Suspension from School. Disciplinary hearing, warning letter and Detention/expulsion. SGB Hearing Protocol to follow.
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter and detention/expulsion
6 Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, detention/expulsion
7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing	If learner tests positive the SGB hearing protocol will be followed. Suspension and or expulsion
9. Drugs/illegal substances – consumption/under the influence at School/on School property	If learner tests positive the SGB hearing protocol will be followed. Suspension and or expulsion
10. Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community

	service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	SAPS to be contacted.
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter and detention/expulsion



Annexure C

• Tel: (045) 839 4188 • 16 Berry Street, Queenstown, 5319 • PO Box 151, Queenstown, 5320 •
Email: headmaster@queenscollege.co.za • Website: www.queenscollege.co.za

WRITTEN WARNING

ADMIN NUMBER:

LEARNER NAME:

DATE:

GRADE:

1. You are hereby warned in writing for having contravened a provision of the disciplinary code in that you, on the day of committed the following misconduct:

.....
.....
.....
.....
.....
.....
.....

2. This warning should be regarded as very serious and if you continue this unacceptable conduct, it would lead to more serious action being taken against you.

I certify that the contents of this warning was explained to the learner and that he indicated that he understood. A copy of this warning will be filled in his learner file, where it will remain in force for six months from the date of issue.

SIGNATURE OF HEAD OF DISCIPLINE **DATE**

I acknowledge that this written warning was issue to me, that the contents were explained to me and that I understood.

SIGNATURE OF LEARNER **DATE**

I was present and witnessed the warning being issued to the learner for the misconduct as mentioned above.

SIGNATURE OF WITNESS **DATE**



Annexure D

• Tel: (045) 839 4188 • 16 Berry Street, Queenstown, 5319 • PO Box 151, Queenstown, 5320 •
Email: headmaster@queenscollege.co.za • Website: www.queenscollege.co.za

FINAL WRITTEN WARNING

ADMIN NUMBER:

LEARNER NAME:

DATE:

GRADE:

1. You are hereby issues a FINAL WRITTEN WARNING for the following misconduct committed on the Day of
.....
.....
.....
.....
2. You are informed that the school has decided to issue you a Final Written Warning due to the fact that despite having received previous warning/s you again made yourself guilty of misconduct.
3. Your behaviour is unacceptable to the school and if you do not improve with immediate effect, or if you commit another offence of similar nature within the next six months from this date, a formal hearing will be held.
4. Your conduct is considered to be counter-productive and detrimental to the school. The school views your behaviour in a very serious light, and you are urged to view it in the same serious light.
5. Details of previous warning/s as recorded and filed in your learner file:
6.

SIGNATURE OF HEAD OF DISCIPLINE **DATE**

I acknowledge that this Final Written Warning was handed to me, that the contents were explained to me and that I understood.

SIGNATURE OF LEARNER **DATE**

I was present and witnessed the warning being issued to the learner for the misconduct as mentioned above.

SIGNATURE OF WITNESS (PARENT/GUARDIAN) **DATE**



Annexure E

ADDRESS

DATE

BY HAND & EMAIL – (Email Address)

Dear Parent

KINDLY TAKE NOTE that a Disciplinary Hearing will be held at Queen's College (kindly report to the office at the main entrance) on **DATE** at **TIME** in connection with an alleged breach of discipline, which involves your son **NAME OF LEARNER**.

The charges against your son are the following:

1. CHARGES

This is in contravention of the School and Hostel Rules as contained in the General Information Guide.

KINDLY NOTE that you or your representative are entitled to represent your son at this hearing, which he must attend in full school uniform.

Your son will be able to give evidence in his defence and call witnesses. Should you require assistance in ensuring the presence of such witnesses, please advise the Headmaster accordingly.

If you would like to have any further details about this charge before the hearing, please contact me at the school.

The Disciplinary Committee is constituted in terms of Notice 10/2003 cited in Provincial Gazette Extraordinary dated 21 February 2003.

In terms of Clause 3c "In a secondary school one member of the disciplinary committee must be a learner selected by the accused learner". You must inform me by no later than 13:30 on Monday 25 April 2022 which learner your son has selected.

Yours faithfully

J VAN DER RYST
HEADMASTER

REPLY SLIP – to be completed and returned to the school office asap

I/We, the undersigned

NAME AND SURNAME

Acknowledge receipt of the letter dated **DATE** advising me/us of a Disciplinary Hearing to be held on B at **TIME** involving my/our son, **LEARNER NAME**.

SIGNATURE

DATE



Annexure F

DISCIPLINARY HEARING: RECORD OF PROCEEDINGS

Record of proceedings in the Disciplinary Hearing of:

Name and Surname:

Date: Time:

Venue:

Disciplinary Committee Chairperson:

Members of the Disciplinary Committee:

Investigator:

Accused Learner Representative(s):

Charge:

That the aforementioned learner did on or about

(Date) _____ (Times) _____

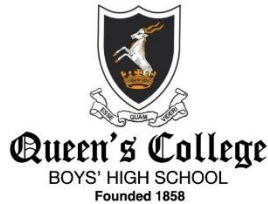
at or near _____ [Place(s)]

commit the offence(s) of

1. _____

2. _____

in contravention of Section _____
of the *Queen's College Code of Conduct*



Section 1:

Prior to hearing: Chairperson to ascertain the following with Principal.

		YES	NO
1.1	Was a preliminary investigation conducted?		
1.2	Does the alleged offence constitute serious misconduct as described by the relevant legislation?		
1.3	Were the learner and his parents / legal guardian notified of the date, time and place of the hearing at least five school days prior to the hearing?		
1.4	Did such notification contain sufficient particulars of the date and nature of the alleged misconduct to enable the learner to identify the incident and respond to it?		
1.5	Is the Disciplinary Committee constituted in terms of the relevant legislation?		
1.6	Have all persons, other than the investigator, who might be prejudiced in the matter of who have had anything to do with the investigation been excluded from the Disciplinary Committee?		

Section 2:

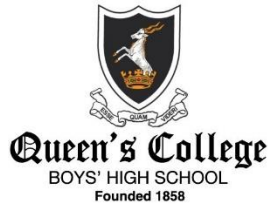
Upon commencement of the Hearing: The Chairperson to:

		YES	NO
2.1	Welcome Parents and/or Guardian / Representative Learner to the meeting and introduce the Investigator and members of the Disciplinary Committee.		
2.2	Introduce the Secretary and advise all present that the hearing is being recorded.		
2.3	Confirm whether the accused Learner and his Parents/Legal Guardian received notification and that such notification contained sufficient details of the alleged misconduct.		
2.4	Explain the reason for the meeting (to determine guilt / no guilt and possible sanction)		
2.5	Inform the accused Learner and his Representatives that the Disciplinary Committee has been constituted in terms of Provincial requirements.		
2.6	Advise Parents / Representatives that they will have the opportunity to ask questions and mitigate sanction if needs be.		
2.7	Advise the Learner the need of being truthful / open with answers.		
2.8	Ask the Investigator to read the charge(s).		
2.9	Ask the Learner to react (plead) to the charge(s).		

Section 3:

If the Learner pleads Guilty, the Chairperson is to complete this section which will indicate that the Learner has entered a plea of Guilty in response to the Charge(s):

		YES	NO
3.1	Ensure that the learner knows and understands what he is pleading guilty to.		
3.2	Allow the INVESTIGATOR to ask any questions (clarification).		
3.3	Allow the DISCIPLINARY COMMITTEE to ask any questions (clarification).		
3.4	Allow the PARENTS/REPRESENTATIVE to ask any questions (clarification).		
3.5	Allow the INVESTIGATOR to say anything (explanation / mitigation / aggravation).		
3.6	Allow the DISCIPLINARY COMMITTEE to say anything (explanation / mitigation / aggravation)		
3.7	Allow the PARENTS / REPRESENTATIVE to say anything (explanation / mitigation / aggravation)		
3.8	Allow the LEARNER to say anything (explanation / mitigation / aggravation)		
3.9	Allow the LEARNER to apologise to parents / relevant party, if need be.		
3.10	Ask all present who are not members of the Committee to leave the room before deliberation (includes the Investigator and any Observer)		
3.11	Committee to decide on appropriate sanction.		
3.12	Call the excused parties in and inform them of the punishment / sanction.		
3.13	Inform the Parents and Learner his right to appeal the sanction if it is suspension with a view to expulsion and this includes that they must appeal to the Head of Department in writing within 7 days of the HOD upholding the school's recommendation for expulsion.		



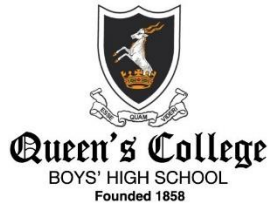
**Section 4:
If the Learner pleads *Not Guilty***

Completion of this section will indicate that the learner has entered a plea of *not guilty* in response to the charge(s).

Where the learner has pleaded *not guilty*, the Chairman will proceed as follows: (tick to indicate compliance with procedural requirement).

*Sections indicated with * ensure that responses are recorded and appended to this document.*

		YES	NO
4.1	Ask the investigator to call witnesses or submit evidence. Enter names of witnesses / details of evidence on list below. <i>Transcript of witness's testimony to be appended to this document.</i>		
4.2	Witnesses (each called and excused in turn) to make statement. *		
4.3	Allow accused learner or representative to put questions to each witness (Not cross-examination) *		
4.4	Investigator can ask questions.		
4.5	Allow Committee members to ask questions to get clarification on uncertainties. *		
4.6	Ask accused Learner (or parents / representative) to call witnesses or submit evidence (Apply same procedure) *		
4.7	After all the evidence has been presented, ask the Investigator to make a final statement. *		
4.8	Ask the Investigator has made a final statement, ask the accused Learner to make a final statement. *		
4.9	Ask all present who are not members of the Committee to leave the room before deliberation (includes Investigator and any observers).		
4.10	Committee to decide whether accused Learner is guilty or not guilty of charge(s). (Do not consider sanctions at this time).		
4.11	Call parents and accused Learner in and inform them of the Committee's decision. *		
4.12	If the finding is not guilty , end the hearing. Record the verdict on Page 5 of this document.		
4.13	If the finding is guilty , ask the accused learner or his representative or his parents whether they wish to say something before a decision is made on appropriate punishment. *		
4.14	Ask all present who are not members of the Committee to leave the room before deliberation (includes Investigator and any observers).		
4.15	Decide on appropriate sanction, with due consideration of any submission made in 4.13.		
4.16	Call the excused parties in and inform them of the punishment.* Record details in Section 5 of this document.		



Chairperson to enter names of witnesses called to testify (as contemplated in 4.1 and 4.6). Indicate by tick in relevant column whether the witness was called by the investigator or the accused learner. Transcript of testimony and question response to be appended.

Names of Witnesses:		Investigator	Learner
W1			
W2			
W3			
W4			
W5			

Chairperson to enter details of documentary or other evidence presented to Committee. Indicate by tick in relevant column whether the evidence was submitted by the investigator or accused learner. Copies of documentary evidence to be appended.

Evidence submitted:		Investigator	Learner
E1			
E2			
E3			
E4			
E5			

Section 5:

Verdict and Sanction (if applicable)

After due process and careful consideration of all the evidence, circumstances and submissions, the School Disciplinary Committee found the accused learner (tick to indicate)

5.1	Not Guilty	
5.2	Guilty as Charged	
5.3	Guilty of an alternative or lesser charge *	

Sections indicated with * ensure that details are recorded and appended to this document.

Sanction (if the learner is found guilty as contemplated in 5.2 or 5.3): The School *Disciplinary Committee* recommends that the *Queen's College School Governing Body* endorses the guilty verdict and applies the following sanction:

RIGHT to APPEAL (if applicable): The learner was advised of his right to appeal against the decision of the Disciplinary Committee:

This means that the Head of the Department of Education has 7 days from date of receipt of the expulsion recommendation (which needs to be sent to the DOE within 24 hours of the hearing) within which to make his/her decision as to whether or not Queen's College's recommendation for expulsion will be upheld. Should the recommendation for expulsion be upheld, the school will be advised in writing. The school needs to advise the parents of the learner of the recommendation, whereafter the parent has 7 days within which to lodge his/her/their objection to the expulsion.

Signature of Chairperson:

Date:



Queen's College Disciplinary Hearing procedure in accordance with and informed by: Constitution of the Republic of South Africa Section 9(3) SA Schools Act 84/1996 and subsequent amendments; Eastern Cape Gazette Extraordinary Provincial Notice 32 of 25 June 1999 (as amended by Provincial Notice 10 of 21 February 2003).



Annexure G
Queen's College Boys High School

Lodging of Appeal (Review Form)

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

Name of:

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

- The disciplinary measure imposed was not in line with the grade of offence.
- Disciplinary procedures were not followed.
- New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of Offence:

.....
.....

The following reasons are submitted in support of this appeal:

.....
.....
.....

Learner Name:

Parent Name:

Signature:

Signature:

