

**TREVERTON
COLLEGE**



**CODE OF
CONDUCT
2025**

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1. INTRODUCTION

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

There are three Biblical principles that we adhere to at Treverton.

- 1) Discipline starts with teaching our students what is morally good, right, acceptable and true as the Bible directs (Romans 12:1-2; Prov. 22:6).
- 2) The next is that if a child is not disciplined then they will not learn responsibility (Prov 13:24).
- 3) A child is disciplined with an attitude of love rather than through anger, and with no grudges held (1 Cor 13). If the emphasis is on the child learning the consequences of their actions rather than on the rules, it is possible to produce motivated, well-adjusted adults who can contribute to society in a meaningful way.

2. GENERAL PRINCIPLES

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

3. BEHAVIOUR AND ETIQUETTE

The following are not acceptable at Treverton College:

- Behaviour or conduct that is in defiance of, or is disrespectful towards, the Christian ethos of our school
- Theft
- Vandalism
- Violence towards others and possession of dangerous weapons
- Smoking or similar actions or being in the possession of cigarettes or similar substances or distribution of these substances
- Drinking of alcohol or being in the possession of any alcoholic substance or distribution of these substances
- Use of drugs having a narcotic or performance-enhancing effect, including substances such as dagga, or being in possession of these substances, or distribution of these substances
- Racial or sexist indiscretions
- Verbal, physical and emotional abuse of others
- Sexual harassment
- Possession or distribution of pornographic or other offensive material in any form, physical, electronic etc.
- Bullying of any kind – including cyber-bullying
- Dishonesty in all its guises
- Laziness
- Untidiness
- Slovenly speech and attitudes
- Lack of courtesy
- Swearing and all use of bad language

- No headgear is to be worn indoors or whilst addressing adults
- Out of consideration for others and for property, running or pushing in passageways or queues, playing roughly and making a noise in the vicinity of the school buildings should be avoided
- Ball games in the immediate vicinity of the school buildings are not permitted
- Throwing of stones (or similar missiles) within the school grounds is not permitted
- Fireworks may not be brought onto the school campus
- Chewing of gum is not allowed in school uniform
- Cell phones or musical devices or similar devices may not be switched on during any official school activity or function by any pupil – unless approval is given by a staff member for an educational purpose

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

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

4. BEHAVIOUR IN CLASS

The following is expected of every pupil in the classroom:

- Respect for all other pupils and their contributions in the class
- Respect for the teacher, relief teacher, intern or visitor to the class
- Respect the basic right to education of everyone
- Respect for the work of others in any form – this includes no plagiarism and cheating
- Commitment to sincere academic effort at all times
- Punctual arrival at all academic commitments which includes the submission of academic work (projects/tasks/homework etc.)

5. ATTENDANCE

The following is expected of every pupil at Treverton College:

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

6. DRESS AND APPEARANCE

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

SCHOOL UNIFORM

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

Boys

School blazer

School tie

Long-sleeved white shirt (whilst short-sleeved shirts are not stocked at the warehouse, it is permissible for these to be worn with summer uniform).

Grey flannels

Grey/black socks

Black lace-up shoes (not pointed)

Grey/black belt with discreet buckle

Navy school jersey (optional).

Girls

School blazer

School tie

Long-sleeved white shirt (whilst short-sleeved shirts are not stocked at the warehouse, it is permissible for these to be worn with summer uniform).

Navy blue skirt

Navy long socks/navy pantyhose

Black lace-up shoes

Navy school jersey (optional)

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

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

GENERAL SCHOOL DRESS AND APPEARANCE

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

- A high standard of neatness and tidiness must be maintained at all times
- Top button of the shirt is always done up
- Shirt sleeves are to be either neatly rolled up above the elbow or buttoned at the wrists
- Ties are neatly tied and pulled up to the top button of the shirt
- Vests/T-shirts worn under the school shirt are to be plain white and not visible
- No form of jewellery may be worn – except for watches and one pair of either plain, circular (no other shapes permitted) gold-coloured or silver-coloured studs (no diamonds/cubic zirconia/crystals) **or** sleepers for girls (Sleeper earrings may be a maximum size of 15 mm in diameter), worn in the centre of the ear lobe. In consultation with the Deputy Head, some students may wear cultural and/or religious bracelets. No fashionable jewellery items may be worn – except for watches.
- Tattoos may not be visible and should be covered up with a plaster.
- No make-up at all may be worn
- No underwear may be visible
- Official Treverton headgear may be worn with school uniform on the school grounds as and when the weather dictates.
- Raincoats/anoraks may only be worn outside when it is actually raining – this does not apply to the official Treverton anorak
- School shoes are to be polished regularly

- Headphones etc. may only be worn with school uniform whilst traveling on a bus and with the permission of the teacher.
- Blazer buttons must be used
No jerseys are to be worn around the waist or have the sleeves rolled up
- Blazer may only be removed during formal occasions when permission is given by a staff member
- Shirts are to be tucked in at all times
- Boys must be clean-shaven at all times and their sideburns may not extend beyond the middle of the ear
- Girls must not roll their skirts at the waist
- Girls' skirts must not exceed one hand width above their knees, when sitting on a chair or 15 cm from the middle of the back of the knee when standing up straight.

SPORTS DRESS

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

- A tidy dress is essential
- White/blue Treverton T-shirt, white golf shirt, or the warm-up top are to be worn.
- Dress for practices is as stipulated by the Deputy Head and Sports coordinator
- No official clothing may be altered in any way – this includes writing on the shirts or sleeves being cut off
- Running shoes/boots and appropriate socks.
- White slip-ons may be worn for aquatic sports practices
- Only Treverton tracksuits accompanied by closed running shoes may be worn to matches (Converse, Tommies, Jordan's may not be worn).
- Treverton College hoodies and slides/crocs may be worn to and from practices.
- Undergarments (leggings and compression tops) must be plain white, black or blue. Ideally, they should match the colour of the shorts being worn.
- Appropriate headgear (Treverton cap etc.) is strongly encouraged
- Navy blue or black full swimming costumes to be worn for any aquatic sports – this includes time trials etc. (no bikini tops to be visible underneath a full costume).
- Supporters at all fixtures must wear the designated sports or school uniform. No civvies are permitted when supporting fixtures.
- When matches take place at the College on a Saturday, school uniform is to be worn by all pupils until the visiting teams leave the premises.

CASUAL WEAR

Casual clothing may only be worn on Sundays, provided there are no visitors on campus. The following regulations apply to casual wear:

- Nothing contrary to the Treverton ethos may be displayed on the clothing e.g. alcohol and smoking brands etc.
- No provocative slogans, including any political slogans or any slogans that refer directly or indirectly to race, gender – or similar - may appear on the clothing.
- Boys must wear shirts in the school environment.
- Girls may not have bare backs, mid-riffs, below the bra-line styles or plunging necklines. Strappy tops that are four fingers wide may be worn. Anything thinner must only be worn under another top/shirt.
- Girls' skirts may not be too short; they must be of an appropriate length as per school skirt.
- Girls and boys shorts must not be too short i.e. the same length as the regulation sports shorts.
- Neither boys nor girls may wear see-through garments.

- No torn garments may be worn. This includes ripped jeans.
- Pants and shorts must not be too tight.
- No pupil may walk around the school environment in a swimming costume.
- Leggings may be worn. They must be plain and may not have lines or logos on them.
- If leggings are worn, the top being worn must cover the buttocks and top of thighs.
- At no time should a pupil be walking around the school buildings barefoot (exceptions are the school fields, swimming pools, hostels etc.)

HAIRSTYLES

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

OVERVIEW

Meetings of pupils and staff on 7, 21, 28 FEB and 14 MARCH 2018.

Review meetings of pupils and staff on 5, 6, 14, 18, 19 and 20 March 2024.

Key Principles discussed and agreed.

Hair is self-driven with some clarifying rules

- 1) We recognize our differences - "Equality is not treating different people the same; it is treating different people differently".
- 2) A team of staff and pupils to make final decisions.
Team is: Houseparents', Mr Robertson, Mr Makhoana and SRF

KEY PRINCIPLES

- NATURAL (Natural colour to you)
- NEAT (Tidy, not messy, combed, clean)
- PRACTICAL (Easy to maintain)
- NORMAL (Not eccentric)
- MODEST (Not trying to make a statement)

All of the above in the opinion of the Team

COLOUR

Hair should not be dyed.

Highlights according to your natural hair colour - allowed one shade lighter and one shade darker of your natural colour (not obviously seen to have been applied).

Braids should be colours 1-5 ie shades of black to dark brown and as close to natural hair colour as possible.

PRODUCTS

Gel/wax etc: Ok if not visible and to add to neatness. No product reliant hairstyles ie not ok to keep a long fringe or sides gelled back.

ACCESSORIES

Worn by girls only.

Noted that some accessories may limit sport participation. In this case, girls should not wear them.

Approved colours: Black, white, clear and navy blue.

No bows. Maximum 2 Beads per braid. Beads should be clear or black in colour and not too large.

No headwraps allowed

SPECIFICS

ALL GIRLS:

Hair may not hang past the waistband of your school skirt when loose.
Hair must be tied back neatly and out of face when hair length touches shoulders.
Hair should not be an obstruction to others in the classroom.

ALL BOYS:

Facial hair must be cleanly shaven at all times.
Side burns may not extend below the middle of the ear.
Hair not long enough to reach collar, eyebrows or ears.
Hair outline to not extend more than 5cm from the scalp.
No steps and no patterns shaved in.
No braiding of hair is allowed.
No 'sponging'
Cut and style must remain neat during sport.

7. CO-CURRICULAR ACTIVITIES

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

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

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

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

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

8. ASSEMBLY, DEVOTIONS AND CHAPEL

Assembly, Devotions and Chapel are formal occasions and, as such, should be treated with an air of decorum. Assembly is conducted on a Monday and Friday (when needed) each week. Chapel takes place on a Sunday evening after dinner - unless it is deemed necessary to change this by the senior management of the school. Any changes will be communicated

timeously to the school. Each will contain a brief Christian devotion led by either a member of staff or a prefect.

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

9. SCHOOL BUILDINGS AND FACILITIES

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

GENERAL

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

CLASSROOM BLOCK

- The classroom block and its immediate surrounds are completely out of bounds from 5pm to 7am weekdays and all weekend until Monday 7am.
- No pupil may use classroom facilities at any time without the knowledge and permission of a staff member.

DAM

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

CLIMBING WALLS

- The walls (including the cavern) may only be used under the supervision of a qualified instructor
- No un-roped climbers are allowed above the 1m mark

TRAMPOLINE

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

TUCK SHOP

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

SQUASH COURTS

- The area is under surveillance by means of CCTV
- This area is solely for the use of pupils playing squash
- Appropriate dress for the playing of squash is to be worn at all times

- No pupils of the opposite gender may be present at the same time unless supervised by a staff member

STABLES

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

MUSIC ROOMS

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

ART ROOM

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

THEATRE/CHAPEL

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

THE WILDLIFE AREA (TWA)

- Visits to the TWA may only take place during daylight hours between breakfast and supper and after school hours unless accompanied by a staff member
- Pupils MUST sign out with the Duty Teacher and sign in on their return
- Pupils wishing to use the route for training may only do so if they are able to complete the route without stopping for long periods of time.
- Pupils of the opposite gender may not be in the TWA together unless accompanied by a staff member
- No pupils should be alone off of the marked trails or main roads in the TWA. House Parents must be notified by the student that they intent to go into the TWA.
- No large groups are permitted on the TWA without prior arrangements being made with a staff member.

SWIMMING POOL

- No pupil is permitted to swim alone
- All pupils are expected to behave responsibly within the pool area
- Early morning training takes place from 05h45 as per term calendar
- Casual swimming over weekends may take place only during the prescribed times and under authorized supervision.

- Casual swimming/sunbathing may not take place whilst training sessions by the Prep or College are in progress
- College pupils are not allowed into the pool area whilst Prep training sessions are in progress

DINING ROOM

- Each pupil is to behave in an orderly manner at all times
- Attendance at ALL meals is compulsory for boarders
- Respect for others, but especially the kitchen staff, is to be maintained at all times
- The dining hall is out of bounds outside of meal times, except during break time when grade 12 pupils may make toasted sandwiches.
- All pupils are to be dressed in school uniform for breakfast from Monday to Friday
- All pupils are to be dressed in school uniform for lunch from Monday to Friday, unless attending a sports fixture when match kit or school tracksuit may be worn.
- Dress for meals must include shoes. No-one may be barefoot or wearing slippers, no slaps are allowed.
Dress from dinner on Saturday up to and including lunch on Sunday may be any casual wear that fulfills the expectations outlined above under *CASUAL WEAR* (no vests or cut-offs are permitted) and acceptable shoes – these clothes are expected to be dry.
Pupils are expected to line up outside the dining hall according to grade and gender under the supervision of a prefect – grade 12 pupils may enter of their own accord
- All latecomers are to report immediately to the duty teacher
- Pupils are expected to be seated according to their grades and Houses under the supervision of their dorm prefect
- Pupils may not walk around or stand chatting, but rather to be seated at their tables.
- Each pupil is responsible for their eating area under the supervision of the prefect
- A bell will be rung for seconds
- Each table is expected to tidy their table, under the supervision of the prefect, when the first bell rings
- When the second bell rings, pupils will be dismissed in an orderly manner according to the duty teacher/prefect
- The dining hall must be left in a neat and presentable fashion
- Only fruit may be removed from the dining hall
- No cutlery or crockery may be removed from the dining hall at any time

GYM AREA (Squash court building)

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

SICKBAY

- Visits to the sickbay may only take place during the designated times by pupils who are feeling ill
- A teacher may refer a pupil to the sickbay at any time by written permission only
- If a pupil wishes to see a doctor, arrangements must be made before breakfast
- Friends may not visit an infirmed pupil

OUTDOOR PURSUITS (OP) CENTRE AND CAMPBELL HOUSE

- The OP Center and Campbell House and their surrounding areas are strictly out of bounds
- No pupil may be in the vicinity of the OP complex (including the house and cottages) or Campbell House at any time, except during official OP lessons and under the supervision of a staff member

10. INTER-PERSONAL RELATIONSHIPS

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

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

11. COUNTRY CLUB

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

12. MOTOR CYCLES AND VEHICLES ON CAMPUS

A written request from the parents of the pupil concern must be received by the Headmaster

- Motor cycles and vehicles must be roadworthy and the driver must produce a valid license
- All rules of the road must be followed; specifically campus speed limits (20km/hr), safety belts and helmets
- The driving/riding across/on school fields is prohibited
- Drivers/riders may only use their vehicle to drive onto and off the property. The vehicle should be parked in the designate parking area until they return home
- No lifting is permitted
- Should a driver/rider not abide by these rules their permission may be revoked
- Vehicles brought onto the property are at your own risk

13. COMPUTER/IT/TECHNOLOGY ETHICS

Pupils will:

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

Pupils will not:

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

Pupils must understand;

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

14. DISCIPLINE

14.1. DEFINITIONS

- a) **“The School / College”** is taken to mean Treverton College. For the purposes of this document, **“at school”** includes all of the following:
- i. On the school premises at any time.
 - ii. Participating in a school function in any place and at any time.
 - iii. In school uniform in any public place, whether on school business or not.
 - iv. In any context in which the student is clearly associated with the school.
- b. The surrounds. Local: Golf course and club house, forests and plantations, roads, farms, dams, the Preparatory School, Treverton Wild life Area (TWA) and Equestrian centre.
- b) **“Caution”** refers to an informal verbal warning by a Deputy Head, warning the student that more punitive measures will be taken if the negative behaviour continues.
- c) **“Deputy Head’s Enquiry”** refers to an Informal Disciplinary Enquiry, conducted and chaired by a Deputy Head.
- d) **“Formal Disciplinary Enquiry”** is a process where a serious alleged incident, involving a student, is investigated by the Deputy Head and chaired by the Headmaster or an appointee of the Headmaster of the College.
- e) **“Discipline Committee”** is a group of teaching staff who overview the disciplinary processes and procedures of the College from time to time. Any change to the Code of Conduct, or a document of a disciplinary nature, has to be approved by the Headmaster.
- f) **“DH”** is a common term used by the students of the College, and is synonymous to a “Formal Disciplinary Enquiry”.

- g) **“Drug”** refers to a chemical substance that produces a psychoactive effect. For the purpose of this policy, it includes, but is not limited to, e cigarettes, herbal cigarettes, tobacco, cannabis, inhalants, alcohol, tobacco, pharmaceutical drugs (without medical approval), illegal substances, as well as image- and performance-enhancing drugs.
- h) **“Substance”** is taken to have the same meaning as “drug” outlined above.
- i) **“Staff”** is taken to mean all individuals employed by the school as academic, coaching or teaching personnel.
- j) **“Excessive”** use of alcohol, or **“abuse”** of alcohol, is taken to mean sufficient use to bring persons into a clearly visible state of intoxication.

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

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

14.2. The following disciplinary measures may apply:

Generally initiated by a teacher:

- Constructive discussion.
- Verbal warning.
- A strike logged onto the detention file.

Generally initiated by a teacher, through a Deputy Head:

- Friday afternoon detention for repeated infringements.
- Meeting with College Disciplinary Committee.
- Informal Enquiry.
- Interview with the student and his/her parent/guardian
- Behavioural counselling.
- Formal warning of a Disciplinary Enquiry

May only be considered after a Disciplinary Enquiry:

- Formal warning of expulsion.
- Suspension from the College as punishment – usually no more than five (5) school days.
- Suspended Expulsion.
- Expulsion.

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

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

14.3. DISCIPLINARY PROCESS

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

Incident Reports – Level 2 offences

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

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

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

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

14.3.2. Formal Disciplinary Enquiry

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

When convening a Disciplinary Enquiry, the following must be noted:

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

The conducting of the Disciplinary Enquiry is of great importance and must be chaired by an objective senior College or Preparatory School official, or a suitably qualified person from outside the College. The Enquiry Chairperson will be responsible for leading and managing the enquiry process, and making critical decisions as to:

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

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

14.3.3 The Accused Student:

1. Should be given adequate notice of the hearing (a minimum of 48 hours) and must properly understand the allegations being made.
2. Should be presented with all facts and information relating to the allegations and must be given the opportunity to question evidence presented.
3. Is entitled to present their own perspective and explain / defend their actions, and be heard by an impartial chairperson.
4. Must be accompanied by a representative. This representative must be a current member of the College community, either a student or staff member.
5. May have their parent[s]/guardian present at the enquiry.
6. Must be treated with dignity and respect throughout the enquiry.

7. Is to be assured of reasonable confidentiality.
8. Must be offered an opportunity to make a statement in mitigation after being advised of the verdict but before sanction is imposed.
9. Must be notified of the outcome of the enquiry [i.e. the verdict], the decision made regarding penalties, and the reasons for such decisions.
10. Must be offered the right to appeal against any decision made by the Chairperson.

14.4. BURDEN OF PROOF

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

14.5. COMPLETION OF A DISCIPLINARY ENQUIRY

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

14.6. APPEAL PROCESS

See Annexure C

14.7. COLLECTIVE DISCIPLINARY PROCESS

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

1. Generally, collective misconduct is more effectively dealt with on a collective basis. An [informal] investigation into the alleged misconduct is conducted initially by the teacher or Deputy Head: *Discipline* with all of the students concerned. Dependent on the outcome of such investigation, informal or formal disciplinary enquiry may be considered appropriate by the responsible College official.
2. Should the infringement be considered to be serious, a single Head's Enquiry may be conducted with the students concerned.
3. The same procedures as provided in the section "**Disciplinary Process**" are followed in a collective enquiry.
4. Despite the use of collective procedures, individual students must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group, and showing why they should be treated differently.
5. In certain cases, however, it might be considered appropriate by the College to conduct separate investigations or inquiries with individual students. The College reserves its right to exercise its option to conduct individual or collective enquiry procedures.

6. The same provisions set out in the section above regarding **appeal procedures** apply in the case of collective disciplinary action. The College reserves its right to initiate a separate or collective / group review process, to deal with any appeals received.

14.8. SANCTIONS

14.8.1 Penalties and consistency

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

Probation

All sanctions, other than expulsion, imposed after a Disciplinary Enquiry carry an automatic minimum 6 month probation period. This is an opportunity for the student to redeem himself / herself. During this probation period students will not be considered for awards or positions of leadership. They must also report once a month to a Deputy Head for a behaviour appraisal. Should the same or similar serious offence be committed within the allotted probation time then expulsion is the likely outcome.

14.8.2 Cumulative Action

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

14.8.3. Suspension

- a) **Suspension as a Leave of absence:** pending the outcome of a Deputy's Enquiry the student may be asked to go home to receive family support and guidance. This allows the persons involved time to consider the serious nature of their misconduct.
- b) **Suspension Pending an Enquiry:** Suspension of the student from College activities pending the conducting of a formal enquiry (i.e. if expulsion is being considered) should also not be of a duration that would prejudice the educational rights of the student. The enquiry should, therefore, be conducted as soon as possible after the suspension takes effect. In such a case, it must also be clearly indicated to the student that this suspension is not a form of punishment and is rather a practical arrangement to remove the student, temporarily and in the interests of the College and/or the student.
- c) **Suspension as punishment:** Suspension from College activities is acceptable (and possibly appropriate in certain circumstances) as a severe form of punishment and as an alternative to expulsion - but only once an enquiry has proven guilt. This is an absolute suspension, which means complete exclusion from the College during the allotted time. The period of suspension should not be such as to jeopardise the **educational** interests of the student as this may lead to a (justifiable) challenge on the grounds of their Constitutional Rights.

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

14.8.4 Expulsion

Expulsion should only be imposed after **conducting a Disciplinary Enquiry**. The procedural requirement of conducting an enquiry before expulsion, *even if the student admits guilt*, should not be flouted.

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

14.8.5 Records

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

14.9 MISCONDUCT OFF SCHOOL PREMISES

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

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

14.10 SEARCH AND SEIZURE

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

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

Before searching;

- 1 It is important to consider the place being searched. Care must be taken not to infringe a person's right to privacy and dignity.
- 2 The person doing the search must have the authority (appointed by the Headmaster) to do so. However, if a staff member is under the immediate and strong suspicion that a learner is in possession of the aforementioned substances/products; and the Headmaster cannot be reached (after school hours), the search must have the authority of a member of the Management Team or the respective Housemaster/Housemother.
- 3 Random searches of individuals is prohibited.

- 4 Searches of students can only be carried out by persons of the same gender, in private, as part of a structured intervention in a decent and orderly manner, if there is reasonable suspicion that the student is in the possession of a prohibited product.
- 5 Should a search be necessary, it should take place in the presence of the student concerned, a person of their choice to support them and a second adult witness of the same gender.

14.10.1. Guidelines

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

15. SUBSTANCE ABUSE POLICY

15.1. RATIONALE

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

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

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

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

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

It has been formulated to give effect to the *South African Constitution* in terms of its provision for the right to a basic education, the right not to be unfairly discriminated against, the right to life, the right to privacy as well as intellectual, bodily and psychological integrity. However,

these rights cannot be misused to protect illegal and destructive behaviour which undermines the learning process.

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

15.2. GUIDING PRINCIPLES

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

15.3 POLICY REGARDING SUBSTANCE ABUSE

1. The use of any drug, without a doctor's certification, is strictly forbidden on the College premises, in College uniform, during extracurricular activities and College functions.
2. Should a student be found in possession of/or under the influence of any drug (including alcohol) or suspected of either of the above, the College reserves the right to take action according to the Code of Conduct.
3. Dealing in and possession of drugs is a criminal offence. Should a student be suspected of, or be caught dealing, or acting as an agent, in selling drugs, the College will investigate and, if necessary, refer the matter to the SAPS for a criminal investigation after which legal action will take place.
4. The College reserves the right to involve police action.

5. The Headmaster, or his delegate, reserves the right to test students for the aforementioned substances, without the permission of a parent/guardian if there is reasonable suspicion of use thereof.
6. Any positive test will be dealt with according to the Code of Conduct regardless of whether the substance abuse occurred on campus or not.
7. If a student abuses drugs or alcohol at school, or arrives at school under the influence of drugs or alcohol, the student will immediately be suspended while the matter is fully investigated.

15.4 DRUG TESTING

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

15.4.1 Students and their Parents at Treverton College:

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

15.4.2 Testing

Testing where there is reasonable suspicion that a child is using drugs.

- a. The drug testing will be done by analysing urine samples. This process will be conducted by a staff member employed by the College.
- b. The samples will be collected at the school under strictly controlled conditions.
- c. Furthermore, the results of tests will be dealt with confidentially and sensitively and conveyed to the Headmaster, the Deputy Head, the student and his/her parents, in the first instance.

15.4.3 Action subsequent to a positive drug test

The parents will be informed and invited to a meeting with the student and the College Headmaster. During the meeting, the following will be discussed:

1. The extent of the abuse must be determined if possible.
2. Reasons for the abuse must be determined if possible.
3. The student's and parent's attitudes must be assessed.
4. A positive test could result in a Disciplinary Hearing and sanctions according to the Code of Conduct being applied.

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

15.5 EDUCATION AND PREVENTION

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

In addition, we provide a disciplinary structure to deal with offenders, thereby keeping our students' environment as drug-free as we can. We also provide an extensive personal counselling service, of which any student may make use.

It must be emphasised that the parents play as large a role as the College. If youngsters are permitted to spend weekends at venues or parties which are known to be places of great exposure to drugs and alcohol, 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.

15.6 THE COLLEGE'S AMNESTY PROGRAM

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

1. A contract to address underlying issues with a school appointed professional who will be required to present the College with feedback.
2. Consent to follow-up drug tests.

3. In cases where a student does not comply with the management plan, the College will have no option but to bring the matter to the attention of the parents and the Headmaster may decide to invoke disciplinary action.

ANNEXURE A: disciplinary procedure

Transgressions and Sanctions

All transgression are seen in the light of being 'at school'

“The School / College” is taken to mean Treverton College. For the purposes of this document, “at school” includes all of the following:

- On the school premises at any time.
- Participating in a school function in any place and at any time.
- In school uniform in any public place, whether on school business or not.
- In any context in which the student is clearly associated with the school.
- The surrounds. Local: Golf course and club house, forests and plantations, roads, farms, dams, the Preparatory School, Treverton Wild life Area (TWA) and Equestrian centre.

PUPIL CODE OF CONDUCT: Examples of Infringements and Recommended Sanctions

- **Sanctions stated in this Code of Conduct are recommendations.**
- **The school reserves the right to impose sanctions other than recommended below should it be deemed appropriate to do so.**

LEVEL 1: LESS SERIOUS INFRINGEMENTS

- Reprimand or Warning
- Record on ADAM
- 3 Records on ADAM = Friday Detention
- 3 x Friday Detentions = Disciplinary Meeting/First Written Warning (Chaired by Houseparent; Saturday detention with a management team member; email to parents).
- 4th Friday detention = Disciplinary meeting with the Deputy Head, parental contact. Service hours and a Second Written Warning given.
- 5th Friday detention = Meeting with the Deputy Head and Parents. A suspension and a Final Written Warning.
- 6th Friday detention = Formal Disciplinary Hearing.

1. Being involved in activities in areas where such activities are prohibited or in such a manner as may cause injury to others and property damage.

2. Noisy or disruptive behaviour, disturbing the activities of others

Disruptive or unruly classroom behaviour

Trespassing or entering School premises without permission or supervision, during or after school hours

Refusing to identify oneself by request from a School authority.

<p>3. Tardiness, littering and poor housekeeping</p> <p>Poor grooming, unhygienic personal habits, improper use of School facilities or ablutions</p> <p>Hair, dress or apparel that is not by School standards or rules</p> <p>Eating or drinking during class or School events/activities when consumption is not permitted</p>
<p>4. Tampering with the possessions or equipment of others</p> <p>Use of School equipment without permission (with no serious consequences)</p>
<p>5. Refusal or failure to complete homework or assignments</p> <p>Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events</p> <p>General uncooperativeness and/or being wilfully obstructive</p> <p>Poor application to studies, schoolwork or assignments</p>
<p>6. Truancy, poor timekeeping practices</p> <p>Unexplained absences from classes or compulsory events or activities</p> <p>Leaving class or School premises without permission</p> <p>Persistent late-coming or early unauthorised departure from class/School</p>
<p>7. Misuse of personal communication devices/electronic devices</p>
<p>8. Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures</p>
<p>LEVEL 2: SERIOUS INFRINGEMENTS</p> <p><u>1st offence:</u> Informal DH/Counselling/Community service/Final Warning/Parental contact/any other sanction deemed to be appropriate</p> <p><u>2nd offence:</u> Formal Hearing/Suspension/Expulsion/any other sanction deemed to be appropriate</p>

<p>9. Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, parents, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>Being unreasonably intolerant of others and their personal beliefs, traditions, appearance or diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p> <p>Swearing and use of vulgar, profane (foul) language</p>
<p>10. Playing obscene, insulting or demeaning games</p> <p>Dangerous horseplay</p> <p>Malicious teasing</p> <p>Intimidation or threatening behaviour (attempted or actual)</p> <p>Fighting</p> <p>Physically aggressive behaviour</p>
<p>11. Inappropriate behaviour or comments in public or at School events that brings the School into disrepute.</p> <p>Abuse of School privileges or seniority/status, abuse of position of authority.</p>
<p>12. Lying and unfair behaviour (with less serious initial consequences)</p>
<p>13. Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment.</p>
<p>14. Acts or behaviour designed to create a hostile or threatening School environment, or that may reasonably have resulted in such an environment</p>

<p>Wilful disruption of School activities, interference with School authorities</p> <p>Any misconduct by the pupil that is considered by the School authorities to warrant more than Counselling, verbal reprimand or an ordinary written warning</p>
<p>LEVEL 3: VERY SERIOUS MISCONDUCT ('Zero Tolerance Offences')</p> <ul style="list-style-type: none"> • All infringements in this category could lead to expulsion even for a first offence. • Formal Disciplinary Hearing/Suspension/Expulsion/any other sanction deemed appropriate.

15. Violent behaviour (verbal or physical)

Assault

Victimisation, bullying or initiation of any sort

Using or being in possession of a dangerous weapon (at School or at School events)

Inciting, advising, rewarding others to perform violent, offensive or threatening acts

Behaviour that may threaten the safety and welfare of others (at School or at School events or in relation to School)

Harassment (sexual, racial or religious)

16. Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances, or purchasing, distributing, storing or consuming any of these substances (at School or at School events), or any other related incident.

Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at School or at School events.

Testing positive for alcohol, hallucinogenic or dangerous/prohibited substances during term time regardless of whether such substances were consumed off campus or not.

Smoking or being in possession of cigarettes, including e-cigarettes or any other form, on the School premises or at School events

17. Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without their consent or knowledge

Theft or attempted theft

Sale of another's/stolen property

18. Serious dishonesty (actual or intended)

Cheating, copying or tampering with test or exam results, reports or assignments

Any form of cheating in assessments or exams (actual or intended)

Being in possession of or distributing material or information that may give an advantage in an assessment or exam

Serious breach of School security procedures, unreasonably refusing to submit to a search

Forgery or falsification of School reports and documents

Off-site criminal misconduct that disrupts or substantially damages the School/pupil relationship and the educational process

19. Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact or any other unacceptable sexual activity
Sexual harassment, inappropriate sexual innuendos/suggestions or graphic comments Intentional and offensive, insulting, abusive, racist or lewd behaviour Storage, creation, sale or distribution of pornographic, obscene or offensive material of any sort or in any form
20. Actions that expose others to serious danger or injury, or exposes the School to potential accidental loss or damage – whether due to wilful, grossly negligent or unintended acts Unsafe acts or behaviour that endangers the safety and welfare of others Filming, recording teachers or students without their permission and sharing, placing such material on social media.
21. Serious misconduct or actions that may bring the reputation of the School, pupils or other stakeholders into disrepute
22. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence

ADAM:

LEVEL 1: LESS SERIOUS BEHAVIOUR

- Reprimand or Warning
- Record on ADAM
- 3 Records on ADAM = Friday Detention
- 3 x Friday Detentions = Disciplinary Meeting/First Written Warning (Chaired by Houseparent; Saturday detention with a management team member; email to parents from House parent).
- 4th Friday detention = Disciplinary meeting with the Deputy Head, parental contact. Service hours and a Second Written Warning given.
- 5th Friday detention = Meeting with the Deputy Head and Parents. A suspension and a Final Written Warning.
- 6th Friday detention = Formal Disciplinary Hearing.

ANNEXURE B: The process of a Formal Disciplinary Enquiry

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

ANNEXURE C: Treverton College Appeal Process

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

Typical grounds for an appeal review may include:

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

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

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

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

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

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

Every student should be knowledgeable of the following rules and regulations:

1. Bounds

- a) “The School / College” is taken to mean Treverton College. For the purposes of this document, **“at school”** includes all of the following:
 - i. On the school premises at any time.
 - ii. Participating in a school function in any place and at any time.
 - iii. In school uniform in any public place, whether on school business or not.
 - iv. In any context in which the student is clearly associated with the school.
- b) The surrounds. Local: Golf course and club house, forests and plantations, roads, farms, dams, the Preparatory School, Treverton Wild life Area (TWA) and Equestrian centre. Make sure you sign in and out correctly in the right files informing the right people.
- c) If traversing into the surrounds make sure you have a minimum of a group of three with a cell phone.

2. Banned Substances

- a) The following substances are illegal at school.
 - i. All illegal drugs including marijuana, cocaine and heroin.
 - ii. Alcohol and tobacco, including e cigarettes/vapes or any other form.
 - iii. Performance enhancing drugs typically associated, but not limited to, sports performance
- b) The following items are illegal at school (this is a non-exhaustive list and implies any other item deemed inappropriate)
 - i. Hubbly bubbly, pipes, cigarette lighters, matches
 - ii. Weapons, firearms and explosives.

3. Appearance

- a) All students will wear the correct, clean Treverton-issued uniform in the correct term for the correct activity. Please refer to the student hand book for full uniform requirements and regulations.
- b) Jewellery and makeup will follow the prescribed regulations as set out in the student hand book
- c) Hair may not draw undue attention to the student.

4. Behaviour

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

5. Belongings

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

I have read and understood Treverton College Famous Five rules and regulations. I understand these rules and regulations are only a summary of the full Code of Conduct. It is my responsibility to be fully familiar with the full 2025 Treverton College Information Handbook and Code of Conduct.

ANNEXURE E: personal mobile device policy

GENERAL

1. College pupils are not permitted to have mobile devices during school hours (07h30 – 14h30).
2. Smart lockers are provided for each pupil at Treverton College. Inside they have a power plug and a USB charging port.
3. Boarders are to lock their phones away in their 'smart locker' at the stipulated times below. Likewise, Day Scholars are to lock their phone away at the start of each day.
4. The school accepts no responsibility for any loss of or damage to mobile devices, whether on campus or elsewhere.
5. Any mobile device found lying in boarding house rooms and not locked away will be confiscated.
6. From time to time, College pupils will be permitted to take phones to school activities. This will be arranged by the respective teacher.

CLASSES

1. Laptops and Tablets may be taken to class but only used with permission from the teacher. Using these devices other than for work given by the teacher could result in detention; further transgressions will result in the confiscation of the device for a period of time (up to 2 weeks).
2. Mobile/smart devices may NOT be taken into tests or examinations.
3. Any pupil found in possession of a mobile/smart device during a test or exam, even if inadvertently, will be found guilty of cheating.

CAMPUS

1. The use of mobile devices in the Dining is not permitted.
2. Mobile devices may not be used with head phones in any public spaces.
3. Mobile devices may only be used during prep with the permission from the House Parent or teacher on duty. This should be for work purposes only.
4. Any mobile devices used for unauthorized activities during this time may be confiscated.
5. The inappropriate use of mobile devices (pornography, cyber bullying, swearing, including distribution of pictures/videos, and the taking of videos/pictures and sound recordings without permission) may result in the culprit facing a Disciplinary Enquiry.

General actions taken

First Time offenders – 1 Week confiscation, parental contact.

Second time offenders – 2 weeks confiscation, parental contact.

Subsequent transgressions will be at the discretion of Discipline Committee.

DEVICE ROUTINE

	HAND-IN	COLLECT	HAND IN	COLLECT
Junior Houses	18:30	20:15	20:55	14:15 (after lunch)
Senior Houses	18:55	21:00	21:25	14:15 (After lunch)
Grade 12s	18:55	19:50	06:50	14:15 (After lunch)
Day Scholars			07:00 – 07:25	14:15 (After lunch)

***Free Prep students have their phones during second prep.**

Boarding Rules - Specifics

All students from grades 8 - 11, may not have their laptop, tablet, or cell phone with them during the night. These need to be handed in to the device lockers at 21:25.

Laptops and computers must be collected before the morning roll call.

Cell phones are not allowed at school and need to remain in the device lockers.

Cell phones may be collected from the device lockers at 14:15 (after lunch).

Cell phones may not be collected during or before lunch without prior permission.

Device locker keys may not be removed from the key cabinet. They must remain in the cabinet at all times.

ANNEXURE F: Policy for orders and deliveries for boarders

It has been noted that from time to time, students will need additional items to those brought from home. These can be ordered from an online store and delivered to Treverton College.

However, items ordered online also pose a threat to the health and safety of the student and their peers in the boarding houses. Elicit items such as vapes (and other smoking devices), alcohol, and other food items laced with drugs can be brought onto campus via a delivery service. Therefore, it is in the best interest of all students to ensure that such substances are not brought onto campus. With this in mind the following policy applies to the ordering and delivering of parcels to students at Treverton College.

1. Parents need to contact the House Parent and inform the House Parent of any order that is sent. Students MAY NOT order parcels. *International students may negotiate with the Houseparent on this as payment problems may exist.
2. Deliveries to Treverton College must have the name of the House Parent on the delivery notice.
3. Deliveries dropped at the front gate will be sent to the front office. All other deliveries should also be sent to the front office. No student may collect a parcel from the front gate or the front office.
4. The receptionist at the front office will notify the House Parent of the delivery.
5. The House Parent will collect the parcel at a time convenient for them and not at the urgent appeals of the student/or parent. The parcel should be collected within 24hrs of being notified that it is at the front office.
6. The Houseparent will then pass the parcel on to the student. The student will open the parcel in front of the houseparent so that the houseparent can see all that has been sent in the parcel and confiscate or remove any illicit items.
7. The House Parent can decline inappropriate orders or those made without prior notification. Problematic deliveries will be kept by the Houseparent for collection by the parents at an agreed time.
8. The responsibility remains with the parent to inform the House Parent of an incoming delivery.
9. No cash on delivery orders will be accepted.