



BLUE HILLS COLLEGE CODE OF CONDUCT

Revised 25 August 2016

DEFINITIONS

In this Code of Conduct, unless the context indicates otherwise:

“**School**” means Blue Hills College, boarding and/or High School

“**Code**” means the code of conduct of the school

“**Days**” means days of the week, excluding, Saturday and Sunday and public holidays

“**Disciplinary Committee**” means a disciplinary committee appointed according to Part 2 (1)

“**Misconduct**” means misconduct committed by a learner and includes the following:

- (a) Misconduct committed on the premises of the school, whether during or outside of school hours
- (b) Misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside school hours; and
- (c) Any conduct committed in/or out of school uniform and within or outside the school premises, which: tends to bring the school into disrepute; interferes with the proper administration of the school; interferes with the conditions necessary for any school activity; interferes with other learners’ rights or is prohibited by the school code of conduct.

“**Prosecutor**” means an official of the school appointed to present the case against a learner

“**Representative**” means a parent of a learner, a co-learner or any other person; besides a legal person; chosen by the learner to represent the learner at a disciplinary hearing;

“**School days**” means days of the week excluding, Saturday, Sunday, public holidays and school holidays

“**Serious misconduct**” means misconduct classified under the Red Zone in the school code of conduct;

“Suspension” means: a learner may not attend a class at school or reside in the school’s hostels; a learner may not be entitled to hold office or perform duties and functions of the school while on suspension; a learner may not be able to attend school for a period of that time that may not exceed seven (7) days;

“Expulsion” means the learner is removed from school and/or boarding after recommendations to the Gauteng Education Head of Department

“Exclusion” means the learner is forced out of the school and/or boarding to go to another school without being expelled by the Head of the Department of Education

PART 1: SCHOOL RULES AND REGULATIONS

The Blue Hills College/High School rules and regulations are intended to establish a disciplined Christian environment to facilitate effective teaching and learning at the school. Every learner; without exemption, has to comply with the school rules and regulations. Ignorance of the school rules is therefore not an acceptable excuse.

1. General Principles

- 1.1 All learners are to behave at their best both at school and in their dormitories. Learners are to be courteous and considerate towards each other, members of staff and visitors to the school.
- 1.2 Learners are expected to abide by the school rules and regulations with regard to appearance and behaviour within the school premises and when representing the school away from school. Learners may not say or do anything that will discredit themselves and/or the school.
- 1.3 No learner has the right at any time to behave in a manner that will disrupt learning activities of other learners, or will cause another learner physical, emotional or spiritual harm
- 1.4 When a learner’s behaviour becomes a cause of concern, the school will endeavour to resolve the problem in a spirit of constructive partnership with the parent(s).
- 1.5 Above all, learners have to honour God and respect the Christian values and traditions of the school.

2. School and Class attendance

Parents, teachers and boarding staff are all jointly responsible in ensuring that all learners attend School.

- 2.1 All learners are to arrive at school at least 30 minutes before the official starting time. Learners who are late will be marked absent as the registers are marked at the beginning of each School day.
- 2.2 Absence from a class without permission from the relevant class teacher is prohibited. A learner who absents him/herself from school/class without permission; or for any other reason besides illness and the parents do not notify the school in advance shall either; lose **50** points, be suspended or both as per our Disciplinary Conduct.

- 2.3 Any absence from school must be covered by an absentee letter from the doctor.
- 2.4 Should a learner be absent from a formal examination/test/task or for a period of three (3) days or longer this, absence must be supported by a letter from a medical doctor.
- 2.5 Absence from a class without permission from the relevant teacher is prohibited.
- 2.6 No learner may leave the School or boarding house during school hours or school days respectively, without a letter from a parent requesting such early release and the permission from the Principal or boarding master from whom an exit note must be obtained.
- 2.7 Truancy from School is prohibited.
- 2.8 All learners are to attend morning study, assembly and church for the full duration thereof.

3. School Uniform and General Appearance

Learners at Blue Hills College are expected to wear the official and complete uniform and appear neat and at all times.

- 3.1 No additions on the uniform that are not in accordance with the regulations governing the Blue hills College uniform will be allowed.
- 3.2 No earrings, jewellery, accessories, coloured contact lenses or tattoos are allowed at Blue hills College.
- 3.3 No colouring of hair or wearing exotic or outlandish hairstyles is allowed.
- 3.4 Girls' hair should always be kept neat. If relaxed it should always be tied at the end. Extensions should not be beyond shoulders. Boys' hair should be kept short and beard shaven all the time.
- 3.5 Finger nails must be kept trimmed short and clean at all times.
- 3.6 During events that allow the wearing of casual wear or civvies, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and /or too revealing are not allowed. Shoes should be polished at all times.
- 3.7 Only learners that have applied and submitted relevant supporting documents and receive the necessary permission from the Principal or relevant member of staff may deviate from the official Blue hills College school uniform.
- 3.8 All learners attending Sunday/Winter lessons, Consultation/Open Days, must be on school uniform/tracksuit.

4. Information & Technology: Rules and Regulations

- 4.1 Possession of and distribution/transmitting of illegal material to other learners is prohibited.
- 4.2 Access to offensive sites at school is not allowed.
- 4.3 Accessing social networking websites at school is forbidden.
- 4.4 Playing games in the classroom/at school is a punishable offence.
- 4.5 Storing of non-school work related material, media files, photos in the school tablet is prohibited.
- 4.6 Cell phones should not be used during lessons and in church, and boarders are strongly advised to guard against theft of their cell phones. The school

is not going to get involved in issues pertaining to careless loss of cell phones. A learner found using a cell phone in church/assembly/classroom will have it confiscated or fined **R100.00**. Cell phones with any of the following features should not be brought to school: camera, music, and video. A fine of R 300 will have to be paid for camera phones once confiscated.

- 4.7 All learners should lock their tablets in their lockers when going for sports or any other school event which may force them to leave their bags unattended to.

5. Valuables and Personal Belongings

Blue Hills College will not be held liable for theft or damage to personal belongings on school premises (e.g. cell phones, bags, books, clothing etc.)

- 5.1 Learners should avoid bringing expensive cell phones, large sums of money and valuables to school/boarding house. Cell phones may not be switched on during school day. If a learner brings a cell phone parents have to indemnify the school against loss or damage of the cell phone.
- 5.2 Learners may not bring computer games, iPods or similar devices to School.

6. General Rules

- 6.1 Blue Hills College learners will respect the beliefs, culture and traditions of the School. The Seventh Day of the week is a day of worship and all learners are supposed to attend all prayer and church services conducted within the School premises.
- 6.2 The learner will respect the beliefs, culture, dignity and rights of others as well as their privacy and confidentiality.
- 6.3 Discriminatory, racist and abusive language is prohibited.
- 6.4 Any act that belittles, demeans or humiliates another learner's culture, race or language is prohibited.
- 6.5 All learners have a right to education free of interference, intimidation, physical abuse and or exposure to immoral behaviour or drugs. The learner will respect the rights, safety and property of others. Fighting, threatening and bullying others are forbidden.
- 6.6 The learner will respect those in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- 6.7 The carrying, copying and/or reading of offensive material (e.g. pornography) is prohibited.
- 6.8 All litter must be placed in refuse bags/bins
- 6.9 Wilful damaging/ vandalising/neglect theft of School property and the property of others is prohibited.
- 6.10 Loitering and/or playing in and around the corridors, staircase and toilets is forbidden.
- 6.11 Learners should keep clear of all areas that are out of bounds during and after School hours. These include:

- * The school area after 1600 hours during school days; weekends and/or without supervision.
 - * The dormitories during School hours/lessons.
 - * The school grounds except under supervision.
 - * The boiler, electric areas and the construction site.
 - * Staff members' parking area.
- 6.12 Any act of cheating in class work, homework, informal and formal tests/ internal and external examinations is prohibited. Furthermore, copying of or borrowing another learner's work is forbidden.
- 6.13 No dangerous weapons/objects or illegal drugs will be brought into or used within the School, unless authorised by the principal for educational purposes only. Dangerous weapons include knives, firearms or any item that can harm a person.
- 6.14 The carrying of, and of smokingcigarette is prohibited.
- 6.15 Alcohol and or drug/ illegal chemical substance carrying, dealing and or consumption are not permitted on School/Boarding premises or during any School activity or outing.
- 6.16 Sexual assault/ sexual intercourse/ kissing or any form of sexual immorality is forbidden at School or in the boarding house.
- 6.17 Learners are prohibited from putting hands in their pockets within the School premises or while on school uniform outside School.
- 6.18 All learners are expected to pause and greet visitors to our school and all members' staff.
- 6.19 Learners travelling to an away fixture/ sporting activity will travel in full School uniform/ tracksuit, unless other arrangements have been made.
- 6.20 Every learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 6.21 A learner's involvement in a particular activity will span the entire season/duration in which the activity takes place.
- 6.22 Once a learner has committed him/herself to an activity he/she will be bound to meet the rules and obligations related to that activity.
- 6.23 All learners are therefore expected to become actively involved in at least one (1) activity.

PART 2: DISCIPLINARY SYSTEM

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in Blue Hills College

1. Disciplinary Committee

- 1.1 As soon as a Blue Hills College investigator notifies the Principal of a breach of the School Code of Conduct by a learner, the Principal/Director will appoint a Disciplinary Committee of not less than three members, to attend to the case. Further, the Principal will appoint a chairman to adjudicate the allegation of serious misconduct. The Chairman will be a member of the School Advisory Committee; parent member of the Parents Body or member of staff who was not involved in the investigation of the case. The other members of the Disciplinary Committee will be members

of the Advisory Committee or persons who are eligible to be elected as members of the Advisory Committee or members of staff.

- 1.2 A person or member of staff who has personal knowledge of the case or has some interest on the case may not be appointed to the Disciplinary Committee.
- 1.3 The Principal or learner at Blue Hills College will not be allowed to be a member of the Disciplinary Committee.
- 1.4 Members of staff of Blue Hills College that may be appointed to the Disciplinary Committee will be the Vice Principal Discipline/academic, Boarding Master/ Mistress or any member of the teaching staff who doesn't have an interest on the case.
- 1.5 A decision of the Disciplinary Committee will be a decision of the Governing Body and will be binding to both the complainant and accused.

2. Procedure for hearing of misconduct/serious misconduct

- 2.1 A learner charged with serious misconduct will be immediately suspended and given between two (2) to five (5) days written notice of the hearing into the alleged misconduct.
- 2.2 The notice/charge sheet given to the learner and or sent to the parent will:
 - 2.2.1 Contain clear information on the date of the offence, the place where it was committed and the nature of the misconduct to enable the learner to identify the incident and respond accordingly.
 - 2.2.2 Inform the learner and parent of the charges, place, date and time of the hearing.
 - 2.2.3 Inform the learner of provisional suspension and where applicable give reasons for such a decision and the conditions which go with the suspension
 - 2.2.4 Inform the learner that if he/she fails to appear before the Disciplinary Committee after due notice in terms of 2.1 (above) and without just cause for not attending the hearing, the hearing may continue in the absence of the learner.
- 2.3 The Disciplinary Committee will keep an accurate record of all the proceedings of the hearing.

3. Procedure during Hearings

- 3.1 The Chairman will 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 enough time to prepare for the case;
 - * The right to be represented by a parent or one (1) internal representative;
 - * The right to be accompanied by parents/guardian if the child is a minor;
 - * The right to ask questions on any evidence or on statements of witnesses;
 - * The right to call witnesses to testify on his/her behalf;
 - * The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
- 3.2 To commence the hearing the Chairman will explain the nature of the alleged breach or misconduct to those present at the meeting. The

procedure of the inquiry will be explained as follows: that the evidence of the complainant and his witnesses will be heard first. The learner or panel will ask questions about the evidence. The learner and his/her witnesses will then give evidence and the complainant and committee may ask questions.

- 3.3 For his part the prosecutor will begin by setting out the charge against the learner and thereafter present the case against the learner.
- 3.4 The Chairperson of the Disciplinary Committee will ask the learner whether he/she pleads guilty or not guilty to the charge. The learner has to be given the chance to respond to this question. If the learner keeps quiet the learner will be deemed to have pleaded not guilty to the charge.
- 3.5 If the learner pleads guilty to the charge the Chairperson must verify the facts with the learner with reference to the alleged misconduct in order to satisfy the Disciplinary Committee members. If the majority of the disciplinary committee members are satisfied that the learner is guilty of the charge, they will find the learner guilty of the charge. The prosecutor will then present evidence before the disciplinary committee relevant to an appropriate penalty, including but not limited to evidence of personal circumstances of the learner, the nature and seriousness of the conduct in question and the interest of the school and community. The Chairman will close the inquiry and excuse all the parties except the committee members. The Committee Members will then deliberate on the appropriate sentence for the misconduct guided by the grading of the offence and the penalty it attracts.
- 3.6 If the learner pleads not guilty the whole process as described in 3.2 above has to follow through.
 - * The prosecutor will call witnesses where possible or present more evidence on the guiltiness of the learner
 - * The learner or his/her representative may question any witness and examine any evidence presented by the prosecutor.
 - * The learner will then give evidence to prove that he/she is not guilty and call witnesses to his/her defence.
 - * The prosecutor and committee members may question the learner and his witnesses to get clarity on the evidence presented in defence of the learner.
 - * After all the evidence has been given the prosecutor and then the learner or his representative will be given each an opportunity to address the Disciplinary Committee.
 - * The Chairman will then dismiss the complainant and the accused to give the Committee time to deliberate on the evidence given.
 - * The Disciplinary Committee will then reconvene the hearing after deliberations which can be done on the same day or within two (2) days. If the deliberations are to be postponed for a day or two the learner has to be advised of the date, time and place where the Committee will reconvene the meeting to finalise the issue.
 - * If the learner is found guilty the prosecutor has to present evidence before the disciplinary committee relevant to an appropriate penalty, including but not limited to evidence of personal circumstances of the learner, the nature and seriousness of the conduct in question and the interest of the school and community.

- * Immediately after the prosecutor has presented evidence, the Disciplinary Committee must impose on the learner a penalty that is prescribed in terms of the Code of Conduct and inform the learner both verbal and in writing. At this point the learner should be advised of his right to appeal.
- * If the Disciplinary Committee decides that the learner should be expelled from the school it must immediately suspend the learner and then recommend to the Gauteng Head of Department in Education that the learner should be expelled from school.

PART 3: LIST AND GRADING OF OFFENCES AND POSSIBLE DISCIPLINARY SANCTIONS

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The following offences and sanctions list has to be used as a guide.

Schedule 1: Amber Zone	Recommended Corrective Sanctions
1. Disruption of lesson 2. Disrespectful behaviour 3. Giving false statements/lying/defeating the ends of justice 4. Racial/tribal intolerance 5. Uniform infringement/school dress code not followed 6. Hands in pockets within school premises/in school uniform 7. Homework/assignment/projects not done 8. Late coming 9. Breach on dining hall manners 10. Camera phones/use of phone in wrong places	Corrective actions may be carried out by the Principal/individual teacher/boarding master <ul style="list-style-type: none"> * verbal reprimand * written punishment * detention after school * subtracting of marks for late submitted work * temporary confiscation of wrong uniform/jewellery, cell-phones * written warning * loss of points

Schedule 2: Yellow Zone	Recommended Corrective Sanctions
1. Smoking and or Possession of cigarettes/ in school uniform	Suspension, Disciplinary hearing, Counselling, Loss of points
2. Fighting	Suspension, Disciplinary hearing, Counselling, Loss of points
3. Graffiti/vandalism of school property	Suspension, Disciplinary hearing, Replacing vandalised property, Loss of points
4. Cheating during tests/assignments	Disciplinary hearing, Loss of points
5. Leaving school/boarding house without permission	Suspension, Disciplinary hearing, Loss of points
6. Kissing	Suspension, Disciplinary hearing, Loss of points
7. Absconding of lessons/Absenteeism	Suspension, Disciplinary hearing, Loss of points
8. Out of bounds	Disciplinary hearing, Loss of points

9. Improper association	Suspension, Disciplinary hearing, Loss of points
10. Public indecency	Suspension, Disciplinary hearing, Loss of points
11. Found in possession or distributes pornographic material	Suspension, Disciplinary hearing, Loss of points
12. Misuse of tablet in the classroom/school	Tablet is confiscated, Parents notified, Fined R300 and loss of points
13. 13. Coming to school drunk/under the influence of drugs	Suspension, Disciplinary hearing, Loss of points

Schedule 3: Red Zone	Recommended Corrective Sanctions
1. Use and or possession of Drugs/illegal substances- within or on school outings.	Suspension from school, police case/disciplinary hearing and expulsion/exclusion
2. Forgery of any document or signature to the prejudice of the school	Suspension from school, Disciplinary hearing, expulsion/exclusion
3. Fraud (financial)	Suspension from school, Disciplinary hearing, Compensation, Expulsion/exclusion
4. Hostage-taking	Suspension from school, Disciplinary hearing, Expulsion/exclusion
5. Satanic practices	Suspension from school, Disciplinary hearing, expulsion/exclusion
6. Sexual assault/rape	Suspension from school, Disciplinary hearing, expulsion
7. Sexual intercourse at school/school functions/ trips	Suspension, Disciplinary hearing, expulsion/exclusion
8. Theft/dishonest conduct to the prejudice of others	Suspension, replacement of stolen items, expulsion/exclusion
9. Trading in examination material	Disciplinary hearing, expulsion
10. Vandalism/malicious damage to school property	Disciplinary hearing, repair/replace damage, expulsion/exclusion
11. Possession of and/or use dangerous weapon	Disciplinary hearing, covering of injury expenses, expulsion/exclusion
12. Sexual immorality at school or on school outings	Suspension, Disciplinary hearing, Expulsion/exclusion
13. Assault/threat to assault another learner/member of staff	Suspension, Disciplinary hearing, expulsion/exclusion
14. Possession and or consumption of alcohol within school premises or school outings	Suspension, Disciplinary hearing, expulsion/exclusion
15. Aggressive behaviour towards staff/learners/visitors	Suspension, Disciplinary hearing, expulsion/exclusion
16. Murders any person (within or outside school	Police case, expulsion/exclusion