Graeme College

1873 - 2025

CODE OF CONDUCT

New Learners and Parents

2026

CODE OF CONDUCT

The South African Schools Act, Act No. 84 of 1994, empowers the Governing Body of a school to maintain discipline and provides for the formulation, by the Governing Body, of a Code of Conduct that prescribes behaviour at the school.

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1. PREAMBLE

This Code of Conduct is aimed at establishing a disciplined and purposeful environment at the School, dedicated to the values which the school espouses and to the improvement and maintenance, inter alia, of the quality of the learning process in the classroom, in extra-mural and cultural activities and on the playing field. It entrenches the rights of each learner to be educated and to grow in a happy, caring and secure environment.

This Code of Conduct obliges learners, educators and parents to accept responsibility in the fostering of an environment of mutual re by the constitution of South Africa and be specifically determined by parents, teachers and learners of Graeme College.

The Code of Conduct represents the consensus of the parents, Learners, teachers and non-teaching staff of Graeme College as to what constitutes acceptable conduct by learners enrolled at the school. Where a learner contravenes the code, it is the consensus of the parents, learners and teachers of Graeme College that sanction may be applied to the offending learner. Such sanctions shall be stipulated in the Code of Conduct and applied at the discretion of the Headmaster of Graeme College.

In the application of disciplinary measures, the school will at all times adopt a flexible approach within the boundaries of the Code of Conduct and act with the best interest of the school and individual learner in mind.

Notwithstanding the fact that a certain act or omission is not specifically covered by this Code of Conduct, any act or omission which, in the opinion of the Headmaster and/or Governing Body, constitutes behaviour unbecoming a learner of Graeme College shall be deemed to be a contravention of this Code of Conduct.

2. THE RIGHTS and RESPONSIBILITIES OF LEARNERS AT GRAEME COLLEGE

2.1 Every learner shall be accorded the rights entrenched in the Bill of Rights in the constitution of the Republic of South Africa (Act No. 108 of 1996).

2.2 Every learner shall have the right to be respected by other members of the school community regardless of personal, religious or cultural differences AND the responsibility to respect others.

2.3 Every learner has the right to work and learn without being disrupted by others AND a responsibility to create the opportunity for others to work and learn.

2.4 Every learner has the right to work in a clean, safe and orderly environment AND a responsibility to respect and maintain the facilities and property.

2.5 Every learner shall have the right to feel proud of this school AND a responsibility to uphold school spirit by participation in and support of all activities.

2.6 Every learner shall have the right to be treated courteously AND a responsibility to treat others equally.

2.7 Every learner shall have the right to request the removal of a disruptive learner from the classroom AND a responsibility to do so in an appropriate manner and for valid reasons.

2.8 All learners have a right to democracy, non-discrimination, equality, privacy, respect, dignity, freedom of expression and security of persons and property AND a responsibility to recognize the rights of others.

2.9 Every learner shall have the right to due process.

2.10 Every learner shall have the right to review and appeal.

THE SCHOOL RULES

3.1 School Attendance

i) Learners shall attend school for the whole period of prescribed school hours.
ii) In the case of absence or late arrival, a learner shall on returning to school furnish the Headmaster or delegated person(s) with the reason therefore, in WRITING under the signature of his parents or guardian. The discretion of the Headmaster shall apply in determining whether the reasons given are acceptable.
iii) A learner shall not absent himself from a class or leave the school premises during school hours (including break times) at any time whatsoever without the permission of the Headmaster or of such person (e.g. Hostel superintendent) to whom responsibility for such learner has been delegated.
iv) A learner shall not be late for school and shall be deemed to be late or absent if he is not present when the register is completed in the morning.

3.2 Respect for others

i) No learner shall physically, verbally or psychologically assault a fellow learner.
ii) Learners are expected to display good manners at all times. Visitors to the school are to be treated with every consideration and courtesy and are to be greeted and assisted in every way possible.
iii) No learner shall conduct himself in a manner calculated to or, in the opinion of the Headmaster, is likely to cause harm to other learners' well-being of the school.
iv) No learner shall bring to school or be in possession of any article which, in the opinion of the Headmaster, is likely to pose a threat to any person at the school. This includes weapons of any description. Weapons of destruction, implements that mutilate, either mechanically driven or physically driven, either by hand or machine, will place the learner in immediate sanction and expulsion.
v) No learner shall bring or be in possession of any article which, in the opinion of the Headmaster, is likely to endanger the maintenance of a proper standard of moral conduct at the school. This includes pornographic material or items of an "adult" nature which might disturb or offend others.
vi) No learner shall steal any item or article or property belonging to another learner nor shall any learner be in possession of any item or article or property belonging to another learner without the express permission of the owner.
vii) No learner shall willfully (or through negligence) damage or deface any property belonging to another learner or cause such property to be damaged or defaced.
viii) No learner will do anything that compromises the constitutional rights of any other person at the school. This includes any behaviour which demonstrates intolerance of the racial, religious and language diversity of the Graeme College community.

3.3 Courtesy and respect of authority

i) A learner shall at all times react positively to any reasonable orders or instructions given to him (in the furtherance of all aspects of the day-to-day running of the school) by the Headmaster or any teacher, employee or learner to whom authority has been delegated.
ii) No learner shall be insolent, impertinent or discourteous towards any member of the school staff (teachers and non-educator staff) or learners to whom authority has been delegated. The discretion of the Headmaster shall apply in determining what constitutes insolence, impertinent or discourteous behaviour.
iii) No learner shall swear or use foul or blasphemous language either on school premises or in public.
iv) No learner shall do anything or omit to do anything which brings the school into disrepute.

3.4 Security and care of school property

i) No learner shall willfully or through negligence, damage or deface or soil any property belonging to or used at the school (or anything at the school which is the property of anyone other than the learner in question).
ii) No learner shall, without the permission of the Headmaster or such other person to whom the Headmaster's authority has been delegated for this purpose, use any of the school's facilities or equipment other than required for general daily purposes.
iii) No learner shall remove from the school or have in his possession, without express permission, any property which does not belong to him. This excludes text books, library books and learning materials to

which he has been entitled.
iv) Every learner shall look after and take reasonable care of school property which is entrusted to his care. Failure to do so will render the learner liable for the cost of replacing such property.
v) Learners shall return any school property issued to them when instructed to do so or upon leaving the school. This includes all text books.

3.5 Criminal behaviour

i) No learner shall be guilty of any criminal act or behaviour – regardless of where such act or behaviour takes place. When a learner is found guilty of a criminal offense in a court of law, this shall be deemed (unless the contrary is proved to the satisfaction of the Headmaster or Governing Body) to have brought the school into disrepute.

3.6 Prohibited substances

i) No learner, regardless of age, smell smoke or partake of intoxicating liquor in any place to which the public has access or on the school premises, except under conditions described in 3.13.iii).
ii) No learner shall arrive at school or any school function, or appear in public having partaken of intoxicating liquor.
iii) No learner shall, either on the school premises or elsewhere, use or be in possession of or deal in, any dependence-producing drug in contravention of Act 41 of 1971 and Act 20 of 1992 (as amended). The words "deal-in" and "dependence-producing" shall bear the meaning ascribed to them in the said Acts.
iv) Vaping (in any form) or Smoking anywhere on school grounds or in school uniform is strictly prohibited.

3.7 Learning and schoolwork

i) No learner shall be guilty of behaviour which causes the disruption of a lesson or infringes upon the right of other learners to work and receive instruction in an ordered environment.
ii) Learners shall exert themselves in pursuit of the academic goals of the school. They shall prepare for tests and examinations and complete all tasks, work and homework assignments in accordance with the instructions of the relevant teacher(s).
iii) All text books, whether textbooks or exercise books, should be neatly covered and so maintained; textbooks preferably with plastic, and stationery with appropriate covering paper and/or covered in plastic.
iv) No notes or underlining may be made in ink in any textbooks but underlining may be done with a soft pencil and a ruler only.
v) No scratching is allowed in books.

3.8 Uniform and appearance

i) The personal appearance and dress of a Graemian will, at all times, while on campus or moving to and from any place as a learner of the school, conform to standards of decency and neatness as laid down by the Headmaster and his staff.
ii) The following specific provisions will apply to the wearing of the Graeme College uniform:
a) The standard uniform items are found under separate cover, obtainable from the school secretary.
b) All articles of clothing must be clearly marked.
c) The uniform will be clean, tidy and well maintained. Shirts will be neatly tucked in at all times.
d) No colourful t-shirts or sweat shirts may be worn under white shirts.
e) No learner will walk with his hands in his trouser pockets in school uniform.
f) Blazers are to be buttoned when worn. The top shirt button is to be closed when a tie is worn.
g) No shoes with buckles are allowed.
h) No jewellery or bangles are to be worn.
iii) Sporting Activities
a) Graemians should at all times (for matches and practices) be appropriately dressed for the various sports in which they participate as laid down in the dress code.
b) A full school track suit to wear to and from the sports field is essential.
c) A white cotton type sports shirt (with school logo) is available from the school.
iv) Learners shall bring to school the prescribed clothing for physical education classes when required to do so by the physical education teacher.

v) The following specific divisions shall apply to learners' HAIR

a) Hair must not attract 'unfavourable' attention. Refer to point 'h'.
b) Hair must not be artificially bleached or dyed. Refer to point 'h'.
c) Fringe, when pulled down, must be clear of the eyebrows.
d) Hair must be clear of the collar when the boy is standing up.
e) Hair must be neatly tapered i.e. no "steps". Refer to point 'h'.
f) Sideburns may not extend below the middle of the ear.
g) Hair must be kept clean and tidy. Refer to point 'h'.
h) Hairstyles: A Graeme College learner's hairstyle must be one that does not attract unfavourable attention. (NO FASHION HAIRSTYLES). When in doubt, be conservative, well off the collar, not over the ears. Sideburns may not be longer than the midpoint of the ear. Hair gel, "conditioner", artificial colourants and highlights are not allowed.

Refer to attached extract regarding Hair Rules & Hair Rules Committee.

"With the growing pressure on schools regarding discipline structures around hair rules, both globally and nationally, we have decided to formalise a Hair Rule Committee at Graeme College. This will be comprised by staff, learners and current parents. The goal is to feed back to the School Governing Body, with regards to updating our school hair policies as well as maintaining consistency with regard to our feedback to learners and parents about appropriate hairstyles. At a recent SGB meeting, it was also decided to update the current 'Rules & Regulations' and 'Code of Conduct' to also include the phrase: 'No Fashion Hairstyles' with regards to our current hair policy. The Hair Rule Committee might well deal with daily ongoing issues at school. This will significantly influence the organizational culture of Graeme College and we need to be proactive in this regard.

This is an international debate and not a South African issue alone. The grim history of South Africa has also obviously created an additional complication to hair rules, with most of the schools rules being established at all previously 'Model C' schools, before the 1992 referendum. Many schools have not gone back and updated those policies adequately enough and therefore there are still ongoing frustrations regarding the terminology used at many schools.

Unfortunately, outside influences often interfere with schools enforcing their policies with regards to hair styles. And in many cases, the hair rule saga is used as a source of political debate and grandstanding in South Africa. It is crucial that these policies are allowed to be regulated by school educators within the parameters expected by the School Governing Body. Most onlookers won't understand that discipline in the school environment is dramatically influenced by uniformity. Unfortunately, the lack of understanding of the context of the relationship between dress/ neatness/ uniformity and the daily discipline within a classroom, will only be completely understood by an educator within the classroom. So the ongoing question - 'how does a hairstyle influence a child's education in the broader context?' is asked without the knowledge of daily discipline within schools. Graeme College is a very proud school with strong roots in tradition and discipline. Our Code of Conduct enables the school to run very efficiently and allows the learners the opportunity to be very proud of the culture that exists at Graeme.

The same debate has been argued in New Zealand recently. A short extract from a news article reveals some interesting reading:

"All schools have rules, there is nothing special here about Auckland Grammar. There are rules because most high schools are large institutions managing large numbers of kids - and if they didn't have rules it'd be chaos.

The difficulty here from a legal point of view is how do individual students get to pick and choose which rules apply to them? Surely a dangerous precedent is set if we go down that track and open that particular can of worms.

Also, how do you conform to a rule in order to get into a school, then knowingly flout it once inside? What message is that sending?

It's hard enough for schools these days to manage teenagers with their many and varied issues, senses of entitlement and expectations - without having to juggle lawsuits over hair length…"

This 'battle' against the new norms and standards in a millennial society is a tough task within the school environment. Graeme College embraces a conformity, and still celebrates the uniformity of each individual learner. At all times we are passionate about protecting our learners against any form of discrimination and also always encouraging and celebrating differences in culture and race. A number of years ago, we decided to adopt one of the mantras from a transformation conference, where the theme included a 'celebration of diversity'. The idea of 'instilling a sense of belonging' within each learner at school has developed into one of our own mantras at Graeme College. We just need to make sure that at the same time, we keep educating all our learners about personal neatness when wearing the school uniform. We are determined that our organizational norms cannot be exclusionary in any way but have tried to take a stand against what is referred to as 'fashion hairstyles', which is a modern trend in many schools. At the same time we also respect the differences within the different cultures and races at Graeme College and within those parameters we strive to be consistent as possible."

vi) No learner shall come to school wearing any form of facial make-up.
vii) Moustaches or beards will not be tolerated (unless, for relevant reasons, prior permission has been obtained from the Headmaster).
viii) No jewellery other than a regulation wrist watch may be worn while wearing the school uniform (this includes the sports uniform). Medic alert chains may be worn at all times.
ix) No learner may wear any form of earring with the school uniform or on the school property or at any school function.
x) Hitch-hiking, in school uniform, is not allowed.
xi) Cellular phones may not cause any disruptions during the school day. Cellular phones may not be switched on inside the school without permission from the teacher. Any cellular phone found switched on without permission, and in a learner's possession during the course of a school day, will be confiscated according to the cell phone policy. No learner shall have, on his person, any such phone during any form of testing, assessment or examination. The video or sound recording of any school activity by using such a phone is strictly prohibited and any learner found guilty of such an offence will be dealt with in the harshest possible way. This may result in the learner being removed from the School. The School accepts no responsibility for any loss or theft of such phones at the School. Headphones / earpods are banned from the school campus or when wearing school uniform. Headphones will be confiscated without warning on campus or when learners are in school or sport uniform.

3.9 Daily routine and bounds

i) No learner shall leave the school grounds during the school day without the permission of the Headmaster or a teacher to whom the Headmaster has delegated such authority.
ii) No learner shall receive visitors, other than his parents or guardian, during the school day or communicate directly with persons outside the school grounds without permission.
iii) No learner shall remain, without permission from a teacher, in any classroom during breaks. No senior learner shall use any facility or be in any area that has been set aside for the exclusive use of junior school learners, without permission. This includes ablutions. The converse shall apply to facilities reserved for the exclusive use of the senior school learners.
iv) No learner shall enter any area which is declared out of bounds by the Headmaster or a person to whom the Headmaster has delegated such authority. v) No learner shall talk or be disruptive during formal assemblies.
vi) The following specific provisions shall apply to movement and behaviour in the corridors:
a) Learners shall not run.
b) Learners shall keep to the left and move quickly and quietly.
c) No learner shall loiter or eat in the corridors.
d) When it is raining, learners shall be allowed to remain in the corridors for the duration of the break.

3.10 Extra-mural Commitments

i) A learner who has voluntarily joined an extra-mural or extra-curricular society or activity organized by the school shall fulfill his obligation and carry out his responsibilities to the satisfaction of the teacher or person in charge of such activity.
ii) A learner who leaves the school grounds to participate or engage in any activity which has been organized by the school or is associated with the school shall be subject to the provisions of this Code of Conduct.

vi) A learner who participates in any activity away from the school during school time which has been organized by the school, will wear school uniform or the relevant sports gear as determined by the Headmaster and his staff.

3.11 Examinations, tests and evaluation exercises

i) No learner who is an examination candidate shall have in his possession, whilst writing the examination, any notes, books, paper (other than stationery to write on) or any item which could unfairly advantage the learner.

ii) No learner shall assist another learner or attempt to assist another learner. iii) No learner shall receive assistance from another learner or attempt to receive assistance. Any attempt by a candidate to communicate with another candidate will be deemed an attempt to receive assistance.

iv) No learner shall gain an unfair advantage by obtaining information regarding the actual contents of an examination paper or test paper before such paper is written.

v) No learner shall disregard any specific instruction which might be issued regarding the procedure to be followed in examinations.

vi) No learner shall hand in or submit for evaluation any project, assignment or work that does not reflect in its entirety the learners' own work. This does not prevent learners from using reference material and resources and shall not apply to group assignments (provided that only the group member's work is reflected). Under certain circumstances learners will be allowed to submit work that they have been assisted with but such assistance must be clearly acknowledged.

.12 Motorised transport

i) No learner shall, without the permission of the Headmaster, drive a motorized vehicle in the course of traveling to or from school or to or from any place at which he is present as a learner of Graeme College. This shall not apply to learners who are in possession of a valid learner's license and are accompanied by a parent with a valid driver's license.

ii) No learner shall be driven by or obtain a lift in (or on) any vehicle driven by a fellow learner.

iii) No learner shall park a motorized vehicle inside the school grounds without the permission of the Headmaster.

iv) No learner shall hitch-hike on a public road.

v) A copy of the learner's driving license shall be handed in at the office before permission, as specified in 3.12.i), will be granted.

3.13 Conduct outside the bounds of the school

i) No learner, regardless of age, shall smoke / vape or partake of intoxicating liquor (except under the condition described in 3.13.iii)) in any place to which the public has access, nor shall he appear in public having partaken of intoxicating liquor.

ii) No learner shall, without the permission of the Headmaster, enter a public bar of a permanent or impromptu nature, nor attend a public club-type function at which alcoholic beverages are available.

iii) Establishments that have as their primary function the serving of food (restaurants) shall not be off limits to learners but no learner shall be served any alcoholic beverage in such a place unless in the company of his parents and under their direct supervision and provided that the learner is not wearing any part of the school uniform.

iv) No learner shall at any time or in any place conduct himself in a manner that, in the opinion of the Headmaster or Governing Body, is likely to bring the name and reputation of the school into disrepute.

3.14 Detention

i) No learner shall disregard an instruction, by an authorized person, to attend detention. Learners will only be excused from attending detention if they submit, in writing, a full explanation of the reasons for their being unable to attend detention and provided these reasons are acceptable to the Headmaster or a person acting on the Headmaster's authority. Learners who are so excused will have to attend detention at another time.

ii) Learners must complete any detention task or assignment according to the instructions of the person taking the detention.

iii) No talking or misbehaviour of any nature will be allowed.

iv) Learners may not leave the detention venue until dismissed by the person in charge.

v) Learners must wear full school uniform when attending detention unless otherwise instructed.

3.15 Library and Computer Centre regulations

i) The following rules shall apply to learners using the Library:
a) No learner shall enter the library unless a teacher or library monitor is present.
b) No learner shall take a suitcase or school bag or any container into the library without permission.
c) Books may be loaned only for the prescribed period.
d) No book or magazine may be removed from the library if it has not been stamped.
e) No eating or drinking is permitted in the library.
f) Learners must respect the rights to silence of other library users.

ii) The following rules shall apply to learners using the Computer Centre:
a) No learner shall print any document without permission from a teacher or computer monitor.
b) No learner shall use, without permission, any disc in a school computer unless it is supplied by the school.
c) No learner shall place any password onto a computer or store on a computer any offensive message or graphic.
d) No learner shall delete any programme or other learner's work from a computer without permission.
e) No eating or drinking is allowed in the computer room.
f) In the event of the internet, no learner shall use the internet unless under the supervision of a teacher.
g) No learner shall use the internet to gain access to sites of a pornographic or adult nature.
h) No learner shall use the internet to participate in or monitor a "chat line."

3.16 Functions and social gatherings at the school

i) No learner shall hold or organize any function or social gathering at the school or Boarding House without the permission of the Headmaster. (This includes religious or cultural gatherings)
ii) Socials in the junior school are for Graeme boys and V.P. girls only. No friends from other schools will be allowed to attend unless specific permission is granted by the Headmaster.
iii) Learners will be responsible and accountable for their partners' behaviour when on school property
iv) No alcohol, food or drink of any kind may be brought to a function on the school premises. No smoking / vaping in any form is allowed.
v) The hall should be adequately lit.
vi) Functions will end at 22h30. Dances end at a time negotiated with the Headmaster.
vii) The right of admission must be strictly controlled and persons with bags will not be admitted if they do not allow the bags to be searched.
viii) No person may leave a function early unless they are collected by their parents.

3.17 Hostel

The hostel "rules" as set out shall be deemed to form part of this Code of Conduct.

3.18 General

No circular, notice, pamphlet, banner, poster or other object shall be distributed on the school premises or placed on any of the school's notice boards or on any other place, on, within or in proximity to the school premises without the permission of the Headmaster or such teacher to whom the Headmaster's authority has been delegated.

4. AUTHORITY STRUCTURE AT GRAEME COLLEGE

4.1 Where the legal authority for the control and discipline of learners is vested in the **Governing Body** of the school, the Governing Body has authorized the following persons to exercise that authority on its behalf:
i) The School Headmaster, Deputy Headmaster and Heads of Department.
ii) The members of the teaching staff.
iii) Learners at the discretion of the Headmaster (i.e. College leaders, Primary monitors and Hostel leaders).

The Governing Body retains the right to change any decision made on its behalf.

4.2 The following committees shall act on behalf of the Governing Body in the implementation of discipline when the Headmaster is of the opinion that a learner's conduct falls within their jurisdiction. The precise composition of the committees shall be determined at the Headmaster's discretion.

i) The Appearance Committee (comprised of the Headmaster, superintendent, teacher and hostel prefect) shall consider, when required, offenses under section 3.8 of this Code of Conduct.
ii) The Hostel Disciplinary Committee (comprised of the Headmaster, superintendent, teacher and hostel prefect) shall consider, when required, serious or repeated offenses under 3.17 of this Code of Conduct or any other serious offense by a resident in the hostel.
iii) The Graeme College Disciplinary Committee (comprised of Governing Body members, the Headmaster, teachers and learners) shall consider, when required by the Headmaster, serious or repeated offences by a learner and offences which might result in the suspension or expulsion of a learner.

5. DISCIPLINARY MEASURES

At the discretion of the Headmaster or a person acting on the Headmaster's authority, the school may respond with assertive discipline in one or more of the following ways or in any other way deemed appropriate when a learner is in contravention of the Code of Conduct. The nature of the offence and a learner's prior record shall determine the severity of any punishment. No punishment or disciplinary action shall infringe upon a learner's rights nor be in contravention of any provincial or national regulation.

i) A warning or reprimand.
ii) Temporary removal from class.
iii) Work or tasks of a remedial or punitive nature.
iv) Replacement of damaged property / agreed affordable compensation.
v) Prefects' detention.
vi) Teachers' detention.
vii) Referral to a disciplinary committee.
viii) Special report.
ix) Parent contact.
x) Community service.
xi) Removal of privileges and/or awards.
xii) Declaring results null and void where dishonesty (tests and exams) has been established.
xiii) Suspension from specified school activities.
xiv) Suspension from the school.
xv) Removal from the school.

6. INTERNAL SUSPENSION FROM SCHOOL

In addition, we have also implemented the 'Internal Suspension' procedure for offences, where we deem it necessary to remove the learner from class. The length of the suspension will vary, but the procedure will be as follows:

- The learner and parent will be informed.
- A letter of warning, also recorded.
- The learner will spend the full day at a designated venue, from 07h30 to 15h30 each day.
- He will not be allowed to attend break-time, but comfort breaks will be allowed at other times.
- The learner is to hand in his mobile phone at the start of each day; it will then be returned at 15h30.
- Work will be sent down from all classes, and the learner will not be academically disadvantaged.
- If the learner breaks the rules outlined - the issue will be elevated to the next level.

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7. DISCIPLINARY PROCEDURE

7.1 Where any person referred to in section 4.1 of this Code of Conduct becomes aware of any act or omission by a learner of Graeme College which constitutes a contravention of this Code of Conduct, he will refer the matter to the relevant committee for their action.
7.2 The College shall under no circumstances administer corporal punishment to an offending learner and the maximum punishment that the Governing Body may order shall be a learner's suspension from the school for a period not exceeding one week. Where the Governing Body deems that an offence warrants expulsion, the Governing Body shall act in terms of section 9 of the South African Schools Act NO. 84 of 1996 and refer the matter, after holding of a fair hearing, to the provincial Head of Department.
7.3 A learner has the right to appeal to a higher level of authority if he feels that he has been unfairly treated.
7.4 Where any disciplinary measure is applied to a learner, this must be recorded in the learner's personal life.

8. INVESTIGATION INTO THE ALLEGED SERIOUS MISCONDUCT

8.1 An allegation of serious misconduct by a learner must be presented to the principal in writing for consideration. The allegation must then be investigated.
8.2 The principle that a person is innocent until proven guilty must be maintained throughout by the investigator. The application of this principle is subject to the regulations of legislation and protocol as accepted by the SASA.
8.3 Interviews with witnesses must be minuted in the interest of transparency and for the purposes of further enquiries. The maintenance of confidentiality is of the utmost importance.
8.4 Witnesses may not be intimidated and/or influenced. Witnesses must also not be coached or prompted about what to say.
8.5 Caution should be used where young children are involved. Aggressive confrontation or pressuring for a confession must be avoided.
8.6 The alleged offender must be given the opportunity to request the support of his/her parents when it is expected of him/her to make a statement which could be incriminating.

9. DUE PROCESS AND APPEAL

9.1 Any learner alleged to have violated any rule that may require suspension or expulsion, must be brought to the Headmaster. The Headmaster shall hear the evidence and then decide on the action to be taken.
9.2 Such action must include that the Headmaster must inform the parents in writing of the proposed action and arrange for a fair hearing by the disciplinary committee.
9.3 For the fair hearing dealing with the alleged transgression, the learner shall:
i) be informed of and understand the charges; be given notice at least five days before the time also indicating the date, time and place of the hearing.
ii) receive an explanation of the evidence if the charges are denied.
iii) have the opportunity to be heard and tell his side of the story and to present the relevant facts.
iv) not be prohibited from being represented by legal counsel, in which case written explanation of the charges must be given, or, in less serious cases, the learner may be represented by a fellow learner, parent or educator.
v) Be heard by impartial person (s).
vi) Be informed in writing of the decision of the Governing Body on whether or not he is guilty of misconduct, and the penalty to be imposed.
vii) Have the right to appeal to the MEC.
9.4 The Governing Body must inform the Provincial Head of Department of the decision (in writing)
to suspend a learner pending a decision on the expulsion of the learner.
9.5 Serious misconduct which may include offenses according to the law must be investigated by the police and referred to the Court if necessary.

MISCONDUCT

Schedule 1

A learner will be guilty of misconduct if he intentionally and without just excuse:-
1. seriously threatens, disrupts or frustrates teaching or learning in a class; 2. engages in a conspiracy to disrupt the proper functioning of the school through collective action;
3. insults the dignity of or defames a staff member;
4. distributes any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
5. cheats in a test or examination;
6. engages in any act of public indecency;
7. sexually harasses another person;
8. is found in possession of or distributes pornographic material; or
9. is under the influence of alcohol.

Schedule 2

A learner will be guilty of misconduct if he:

a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;

b) fails to comply with a punishment or suspension as a correctional measure; c) intentionally and without just excuse:

i) forges any document or signature to the potential or actual prejudice of the school;'

ii) trades in any test or examination question paper or in test or examination material;

iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or another person to gain an unfair advantage therein;

iv) engages in fraud;

v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;

vi) is in possession, consumes or deals in any illegal substance;

vii) is in possession of any dangerous weapon;

viii) assaults or threatens to assault another person;

ix) holds any person hostage;

x) murders any person;

xi) rapes any person;

xii) maliciously damages another person's property.

EXEMPTION

The School believes that these rules are fair and consistent and for the benefit of all learners and staff at Graeme College. The School requests that all learners adhere to these rules at all times. If any of the above rules are in conflict with a learner's sincerely held religious or cultural beliefs the learner may apply for an exemption from the said rule. Such an application must be in writing and addressed to the Headmaster. Where learners are able to express their own will, they themselves must apply and enclose written parental endorsement. Where learners are not able to express their own will, the parent(s) must apply on the learners' behalf. Applications for exemptions will be considered by the School Governing Body.

SOCIAL MEDIA POLICY BACKGROUND

Modern day learners find themselves in a technological world where they access, create, collaborate and contribute to Facebook, Twitter, blogs, discussion fora, wikis, podcasts or other social media for classroom or school use. Graeme College social media guidelines support the responsible engagement of learners, educators and parents in social media and other online educational platforms and strive to create an atmosphere of trust and individual accountability. The information produced on social media by staff, learners and their parents is a reflection of the Graeme College community and is subject to the schools':

- Code of conduct
- Disciplinary policy and procedures

PURPOSE

The purpose of the Social Networking Policy is to:

- Guide the educators and learners of Graeme College to work safely and responsibly with the internet and other communication technologies by practicing good digital citizenship and digital literacy
- Set clear rules of behaviour relevant to social networking
- Give a clear message that disciplinary or legal action will be taken in the event of non-adherence to the guidelines
- Ensure safer working practice

• Minimise the risk of misplaced and malicious allegations made against adults working with learners
• Prevent adults abusing or misusing their position of trust.

The school and the management reserve the right to make professional judgments in situations not covered by this policy. The school will only intervene in out-of-school activities if it is in the best interest of the learner or if the learner's behaviour brings the school's name into disrepute. It must also be noted as the digital environment is a fluid environment and constantly evolves and adapts, so must the school's social media policy evolve and adapt. Therefore, as and when changes need to be made to this policy these changes will be made and communicated. It is thus important and expected that all parties concerned will check this document regularly.

Applicable legislation includes, but is not limited to:

A. The Constitution
• Rights may be infringed by users of social media. • Right to privacy, right to dignity etc.

B. The Films and Publication Act 65 of 1996 • Posts on social media constitute "publications".
• This Act regulates the distribution of publications.

C. Electronic Communications and Transactions Act 25 of 2002
• This Act's objective is to provide for, facilitate and regulate electronic communications and transactions.
• It may have narrow application.

D. Children's' Act 38 of 2005
• This legislation gives effect to children's rights as contained in the Constitution. • Sets out principles relating to care and protection of children.
• Defines parental responsibilities and rights.

E. Criminal Law (Sexual Offences and related matters)
Amendment Act 32 of 2007
• Regulates child pornography (may be disseminated via social media).
• Sexual relations involving minors.

F. Protection from Harassment Act 17 of 2011
• Social media can be a mechanism to harass someone.

G. Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 • This Act aims to prevent and prohibit unfair discrimination. • Social media publications can give rise to unfair discrimination.

H. Trademarks Act 194 of 1993
• Trademarks and similar intellectual property vests in the School; those rights are governed by this Act.

I. Copyright Act 98 of 1978
• Copyright may vest in the school which may be infringed via the social media.

J. The Protection of Personal Information Bill 9 of 2009
• Introduced to the South African Parliament in 2009 and is intended to regulate comprehensively the use and management of personal information within the digital environment.

K. The South African Schools Act
• Introduced in 1996 to provide for a uniform system for the organisation, governance and funding of schools; to amend and repeal certain laws relating to schools; and to provide for matters connected therewith.

GUIDELINES FOR LEARNERS

Learners should:

• Complete the compulsory Digital Citizenship course during Life Orientation
• Remember that the use of social media in schoolwork (either in classrooms or outside) is an extension of the classroom and anything that is acceptable in class is acceptable online and anything that is unacceptable in class is unacceptable online
• Not engage in cyber bullying, insulting, racial or sexual language, derogatory or offensive comment as this is unacceptable and not in line with Graeme College values and norms
• Not abuse confidential or any privileged information accessed through private social networking media • Not post any confidential information about themselves, the school, educators, learners or any other member of the community on social media platforms
• Adhere to the values and ethos of the school, especially in situations where they may be identified with the school
• Not record educators or any adult without their permission (refer to Social Media Act)
• Guard against plagiarism; this includes photos, videos, poems, music etc. It is imperative that sources are cited • Be careful of what they post online as it is an extension of themselves
• Manage their personal details and photographs effectively
• Not share their password with anyone
• Not post inappropriate material (pornography) as it will lead to disciplinary action
• Ensure that proper grammar and punctuation are applied when writing anything for online posting • Remember that social media is not private and that information can be shared with other people via their friends and/or contacts
• Post what they want their educators, fellow learners and parents to see
• Be aware of their profile's security and privacy settings

WHATSAPP GROUP CONDUCT

These guidelines are to be adhered to by learners and educators on any Graeme College WhatsApp group related to any official school activity, sport or event:
• Each group must have a minimum of two educators on it
• The purpose of these groups is to share critical information around the activity, sport or event
• Any and all discussion on the group must be related to the subject/team/event for which the group was set up
• It is not a social forum
• Do not argue or state your opinion on any matters on these groups
• Refrain from chatting with one individual on the group
• Do not mock or make fun of anyone
• Do not use this forum for chain messages or personal advertisements of any kind
• Absolutely no profanity
• No form of hate speech or bullying whatsoever
• The common sense test: Anything stated on the group, the person who posted it should be happy for this to be stated and discussed in any public forum at the school
• The 'Administrator/s" of the group must be an educator and must take responsibility for reporting any inappropriate content to the school management team.

VIRTUTE ET OPERA