

DISCIPLINE AND CONDUCT POLICY



DISCIPLINE AND CONDUCT POLICY

1. CONSTITUTION AND VALUES

The Constitution of the Republic of South Africa will always guide and inform this policy.

This policy of the school is based on the Royal Schools value system. This system refers to the **PIPE VALUES** and consists of the following:

- P: PEOPLE:** We treat learners, parents, educators, staff and all other stakeholders with care and respect
- I: INTEGRITY and HONESTY:** We make and keep commitments and we are honest and fair in all our relationships
- P: PERSEVERANCE:** We finish what we have started and we never give up
- E: EXCELLENCE:** We always give our best in everything we do and we try to achieve our full potential by learning as much as we can, continuously improving what we do

2. SCHOOL RULES

The rules of the school must be adhered to:

- At the school during normal school hours
- When on the school premises
- During extra mural activities and school functions
- When a learner appears in public in a school uniform

School rules are necessary as they play an important role in preparing a learner for the future and to ensure structured and disciplined behaviour. It is also necessary for the effective and efficient functioning of the school

2.1 General rules

- Learners must behave in a responsible way so that they do not infringe on the right to education of fellow learners.
- Learners must adhere to the PIPE values of the school
- Learners must ensure that their class work and home work is done
- Learners may not break any laws of the Republic of South Africa
- Learners must endeavour not to accumulate violations as indicated in the demerit policy
- Learners must bring a letter from the parent/guardian, or the parent/guardian must phone the school, to report absenteeism and the reason therefor
- For absence of more than 3 consecutive days a letter from a medical doctor is required. If a learner is absent for more than 10 consecutive days without notification, he/she will be deregistered and removed from the administrative system
- Learners feeling ill or learners who are injured whilst at school should report it to the school office. Learners may not contact the parents, the school will phone the parents
- Learners must keep their diaries with them at all times
- Learners may not smoke or be in the possession of cigarettes, tobacco or any other smoking accessories (including E cigarettes and "hubbly bubbly")
- Learners may not use or be in the possession of drugs, alcohol or any other illegal substance. Learners may not smoke on the school premises or when in public dressed in school uniform or when attending functions away from the school.

- Learners may not carry or use any weapon, traditional weapon, ammunition or any dangerous object that can cause harm to people or property
- Learners may not be in possession of, or distribute any pornographic or offensive material, regardless of whether it is in print or in electronic format
- Learners may not take or damage school property or any property belonging to another learner or staff member. In case of intentional damage, the learner and his/her parents will be held responsible for compensation or replacement
- Vandalism of any form will not be tolerated. Damaging of textbooks is also considered vandalism and parents will be responsible for replacing or compensating for any damaged textbooks
- Learners must take care of their belongings. The school will not accept responsibility for any loss or damage to personal property. Uniform and other personal belongings must be clearly marked with the learner's details
- School bags must be of good quality and learners may not carry books in plastic bags
- Learners may not play with, or use the firefighting equipment (except in the case of a fire) and parents/guardians will be held responsible for the cost of any damage to equipment and property as a result
- No gambling of any form is allowed at school
- No cell phones or any other electronic signalling devices are allowed at school. Should cell phones or electronic devices be visible or used at school, teachers may confiscate them and parents will be required to come to school to collect it
- Learners may not leave the school premises without written permission from the principal or deputy principal. All appointments must be arranged during afternoons
- No eating or drinking is allowed in classrooms and corridors. Chewing bubble gum on the school grounds is forbidden
- The School Management Team (SMT) has the right to search the belongings of a learner at any time without their permission
- The SMT has the right to conduct random drug tests on learners.

Procedure for a school day

- All learners should be inside the school grounds by 07h20
- No learner will be allowed into the school property after 07h45 for safety reasons
- When changing classes learners must do so in a quite orderly manner and in single file
- After entering a class, learners should be seated and take out their work
- After each lesson the educator will ask the learners to stand. Learners should leave the class quietly and in an orderly fashion
- When the bell rings at the end of break, learners should assemble in their lines in the designated areas in a quiet, orderly manner
- No physical contact of a sexual, hurtful, or aggressive nature will be allowed between learners

3. DISCIPLINE

- Royal Schools strive to continuously maintain high standards of discipline
- The SMT, staff and prefects are responsible for the implementation of the discipline and conduct policy.

The school undertakes to

- Make learners aware of the school rules, value system and expected standards of behaviour
- Implement a system of merits and demerits in terms of the conduct definitions (annexure A)
- Punish and correct unacceptable behaviour
- Provide learners and parents with feedback in cases of unacceptable behaviour as soon as possible
- Reward and positively reinforce good behaviour
- Be fair and consistent in the application of the disciplinary policy and procedure
- Inform parents about detention and bad behaviour.

Parent's responsibilities

- To support the school in the implementation of the disciplinary policy and merit system

- To encourage learners to behave in a manner which is consistent with the rules of the school
- To ensure that learners attend school as well as extra mural activities.

Learner responsibilities

- To acquaint themselves with the rules of the school
- To comply with the rules of the school
- To behave in a manner that is consistent with the values and associated expected standards of behaviour of the school
- To be punctual
- To accept punishment and disciplinary action taken against them and to learn from this.

Punishment

- An appropriate punishment (excluding any form of corporal punishment) may be implemented for violation of school rules or negligence and may include the following:
 - Serious reprimanding
 - Demerits
 - Detention classes
 - Charged to appear before a disciplinary hearing
 - Temporary suspension
 - Expulsion from school.

4. SCHOOL UNIFORM AND APPEARANCE

- Royal Schools learners are recognised by their uniform and should be proud of their uniform and appearance
- Royal Schools prescribes the uniform to be worn by all learners during school hours as well as during official school functions
- Learners should wear full school uniform during exams.

4.1 School uniform

4.1.1 Summer uniform

Girls

- White shirt
- School Tie
- Turquoise/Royal blue school golf T-shirt
- Turquoise school tartan skirt
- Black gym pants underneath the skirt (Must not show)
- Black school shoes
- White anklet socks
- School dri-mac
- Turquoise school pullover/Jersey
- School cap (not allowed in classes).

Boys

- White shirt
- School Tie
- Turquoise/royal blue school golf T-shirt
- Grey school trousers (No tight fitting or skinny pants)
- Black school shoes
- Grey school socks
- Plain black belt
- School dri-mac
- Turquoise school pullover/Jersey
- School cap (not allowed in classes).

4.1.2 Winter uniform

Girls

- White long sleeve shirt
- School Tie
- Turquoise/Royal blue school golf T-shirt
- Turquoise scarf
- Turquoise school tartan skirt or grey trousers (No tight fitting or skinny pants)
- Black, thick tights if wearing the school skirt.
- Black gym pants underneath the skirt (Must not show)
- Black school shoes
- White anklet socks if wearing the grey trousers
- Royal blue school dri-mac or school jersey
- Turquoise school pullover
- Turquoise school beanie
- Gr 12 may wear black chino trousers (no slim fits or oversized fits are permitted).

Boys

- White long sleeve shirt
- School Tie
- Turquoise/Royal blue school golf T-shirt
- Turquoise scarf
- Grey school trousers (no slim fits or oversized fits are permitted)
- Black school shoes
- Grey school socks
- Plain black belt
- Royal blue school dri-mac or school jersey
- Turquoise school pullover
- Turquoise school beanie
- Gr 12 may wear black chino trousers (no slim fits or oversized fits are permitted).

4.1.3 Sport uniform

It is compulsory to represent the school in the prescribed colour

- Turquoise golf T-shirt
- Black school shorts
- Skorts (With the school emblem). Must be the correct length (Girls)
- White sport socks
- Sport tekkies (Preferably white, blue or black)
- Royal blue school dri-mac.
- School Tracksuit (Optional).

4.2 Appearance

- A learner's appearance is considered a reflection of his/her respect for him/herself as well as for his/her school
- Pupils are expected to wear the official school uniform and appear neat and tidy
- School dress rules do not change with changing fashion trends.

4.2.1 Boys

4.2.1.1 Hair regulations

- Hair must be off the collar, ears and eyebrows and must be neatly combed
- Hair may not be bleached, dyed or artificially extended
- Braids, non-plaited dreadlocks, perms and any unusual or fashionable hairstyles with steps or ridges are forbidden
- Neat cornrows are allowed
- Natural Afros are allowed as long as they are neat and don't obscure the view in a class room
- If a boy has a non-conforming hairstyle, he will be expected to make the necessary corrections within a week of the school requesting him to do so, if not parents will be called to the school to meet with the disciplinary manager
- Hair regulations remain in force for the full calendar year and will not be relaxed towards the end of a term.

4.2.1.2 Grooming

- Nails must be short and clean
- Only standard black school shoes may be worn

- Ties must be worn neatly tied with a conservative knot and pulled up to the collar with the button done up. Ties shall not be too long or too short (should reach the navel)
- Shirts are to be in a good condition and tucked in at all times
- Learners should wear full school uniform during exams.

4.2.1.3 Shaving

- Boys are to be clean shaven at all times. No moustaches or stubble is permitted
- Boys will be issued with demerits for not shaving as per the code of conduct and will be required to shave by the discipline manager
- Boys who suffer from skin conditions must provide a medical certificate detailing the reason preventing them from shaving. These letters need to be available at all times.

4.2.1.4 Jewellery and adornments

- No colour contacts are allowed
- Tattoos and piercing (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos should be covered at all times
- Learners who have pierced ears may wear a single pair of earrings, provided they are small studs or rings (**not permitted**)
- Studs and rings will be confiscated and kept in the office till the end of the term
- Only cultural and religious necklaces will be allowed as long as it is not visible with school uniform
- Small inconspicuous watches may be worn
- No bracelets are permitted except for medical bracelets
- Jewellery will be confiscated and kept in the discipline manager's office until the end of the term.

4.2.2 Girls

4.2.2.1 Hair regulations

- If hair is longer than 40 mm in diameter, it should be cut or controlled in such a manner that it does not obscure the view of another learner in the class
- If hair is long enough to be tied back, it must be tied back neatly in a ponytail, no lower than the nape of the neck, with a blue, white or black elastic
- No crocodile, banana, fancy clips, bows or ribbons are allowed
- All hair must be off the face and may not hang in the eyes
- Hair may not be bleached, dyed or colour washed
- Cornrows, natural dreadlocks and single braids are allowed, provided that they are a maximum of 40 mm in diameter. Single/braids must be the same length and be the natural colour of the girl's hair
- Braids shorter than collar length may not hang in the face
- All hair elastics and ribbons must be blue
- If a girl has a non-confirming hairstyle, she will be expected to make the necessary corrections within a week of the school requesting her to do so, if not parents will be called to the school to meet with the disciplinary manager.

4.2.2.2 Grooming

- Nails must be kept neat and short. No false nails, tips or nail polish may be worn. Only grade 12 girls may wear clear, colourless nail polish
- No make-up, including permanent make-up (e.g. dyeing of eyelashes) are allowed.

4.2.2.3 Jewellery and adornments

- No colour contacts are allowed
- No jewellery may be worn around the neck except for religious or culture as long as it is not visible with school uniform
- Pupils who have pierced ears may wear a single pair of earrings, provided they are small studs or rings
- No bracelets are permitted except for medical bracelets
- Inconspicuous watches may be worn
- Tattoos and piercing (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos shall be covered at all times
- Jewellery not allowed will be confiscated and kept in the discipline manager office till the end of the term.

4.2.3 Casual wear to school/civvies days

- No feature that brings negative attention to itself is allowed
- Openings must be aesthetic, appropriate and not revealing
- No tummy openings are allowed
- Necklines must be high enough to ensure body parts are covered at all times
- Logos and pictures on clothing may not be of derogatory, degrading, vulgar or discriminating nature

- No torn jeans or clothes revealing underwear are allowed.

5. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.

DEMERIT POLICY

1. SCHOOL RULES

The rules of the School must be adhered to:

- At the School during normal school hours
- During extra mural activities and school functions
- When a learner appears in public in a school uniform.

2. DEMERIT SYSTEM

The main purpose of the Demerit system is to incentivise learners to behave in line with the PIPE values and thereby creating a culture of discipline and a value-based school. The main purpose is not to punish negative behaviour.

The demerit system works as follows:

- Learners start with 0 points
- All violations and recognitions are logged on the conduct list (D6)
- Recognitions and violations not logged on D6 will not be considered
- Recognitions are given for positive actions for example assisting an Educator
- Violations are given for misconduct for example homework not done
- Recognitions and violations are indicated separately on the Conduct Report of the learner
- "Detention Attended" which counts +50 points is added automatically by D6 when a learner has sat detention. This reduces the violations total of the learner
- Some conducts are only for informative reasons for example "Informed parents about concerns regarding academics"
- The learner should attend detention should the violations reach -50 or less
- Once the learner has attended detention "Detention attended" is added automatically to the violations column to reduce the negative marks
- Where a learner does not attend detention without a valid reason "Detention bunked" will be noted
- Should the violations again reach -50 or less the learner must attend detention for a second time
- Once the learner has attended detention "Detention attended" is added automatically to the violations column to reduce the negative marks
- If the violations of the learner reach -50 or less for the third time the parent(s) must be called in for a "Disciplinary Discussion". The learner must attend detention for a third time
- Should the violations of the learner reach -50 or less for the fourth time a Disciplinary Hearing will be held
- The Disciplinary Chairperson will decide on the appropriate punishment which could include suspension "Suspension completed" will be added as an Informative remark once the learner returns from suspension
- Should the violations total reach -500 or less before the end Term 3 a Transfer letter will be issued to the learner immediately to enable him/her to apply to attend another school the following year. One term notice will be given to the parent. However, in the case of Suspension or Expulsion no notice will be given and the punishment will be effective immediately. This is done to accommodate schools having early registration dates
- Should the violations total reach -350 or less before the end Term 3 a Conditional Re-Admission letter will be issued to the learner indicating under which conditions the learner will be allowed back the following year. If these conditions are not followed the following year, the learner will be expelled at the end of that particular Term. However, in the case of Expulsion no notice will be given and the punishment will be effective immediately
- If there are serious transgressions for example the possession of drugs, the learner will be suspended until a disciplinary hearing is held. The outcome of a serious transgression could be immediate expulsion
- For certain transgressions a learner will be suspended until the Disciplinary Hearing and if the outcome is suspension for the learner, the days the learner was suspended until the hearing will be subtracted from the total number of days for which the learner is suspended
- Parents can at any time request a copy of the Merit and Demerit list of a learner
- A summary of the Merit and Demerit list will be e mailed to all parents once a term
- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing
The grounds for appeal must be clearly indicated. The outcome of an appeal can be one of the following:

1. The Outcome is upheld
2. The Outcome is overturned
3. The Sanction can be changed.

3. RECOGNITIONS AND VIOLATIONS ARE AWARDED AS FOLLOWS:

Description	Type	Points
Academic Goal Achieved (Quarterly)	Recognition	10
Academic good performance (Quarterly) 75%+	Recognition	20
Academic performance increase 5%+ (Quarterly)	Recognition	5
Academic performance increased 10% (Quarterly)	Recognition	10
Academic performance increased 15%+ (Quarterly)	Recognition	15
Academic performance increased 30%	Recognition	30
Assault (Disciplinary Discussion/Hearing)	Violation	-100
Assignment result 75%+	Recognition	10
Assignment submitted late	Violation	-5
Assist fellow learners	Recognition	5
Assist teacher	Recognition	5
Attendance 100% (Quarterly)	Recognition	10
Attention not paid in class	Violation	-5
Books left at home	Violation	-5
Bullying / Intimidation	Violation	-50
Bunking class	Violation	-10
Bunking detention	Violation	-30
Bunking register	Violation	-10
Bunking school	Violation	-25
Chewing or eating in the classroom	Violation	-5
Classwork not done / incomplete	Violation	-10
Conditional re-admission given	Violation	0
Conduct Points Total -150 (Disciplinary discussion)	Violation	0
Conduct Points Total -350 (Disciplinary Hearing)	Violation	0
Disciplinary discussion held	Violation	0
Disciplinary hearing held	Violation	0
Discrimination (race/gender/religion/sexuality/nationality)	Violation	-50
Discussed academics with learner	Violation	0
Discussed discipline with learner	Violation	0
Dishonest	Violation	-50
Disregard exam/test procedures	Violation	-15
Disregard instructions (Specify)	Violation	-5
Disrepute the name of the school (Specify)	Violation	-50
Disrespectful towards fellow learners (Specify)	Violation	-20
Disrespectful towards staff (Specify)	Violation	-50
Disrupting the class (Specify)	Violation	-10
Exam/test results 75%+	Recognition	10
Extra effort with school work	Recognition	5
Fighting	Violation	-50

Final warning given	Violation	0
Fraud (Disciplinary Discussion)	Violation	-50
Gambling	Violation	-25
Good behaviour (Monthly)	Recognition	20
Good behaviour / academic work (Weekly)	Recognition	5
Grooming incorrect (Hair, nails, make-up, unshaven etc.)	Violation	-10
Highest mark in subject (Quarterly)	Recognition	10
Homework Copied	Violation	-10
Homework not completed	Violation	-5
Homework not done	Violation	-10
Honesty	Recognition	20
Irregularity in exam/Formal test (Discipline Discussion-Conditional Admission)	Violation	-50
Late for class	Violation	-5
Late for school	Violation	-10
Leadership abilities displayed	Recognition	10
Letters/test/homework not signed	Violation	-5
Litter	Violation	-5
Neatness (Monthly)	Recognition	5
Noise in rows	Violation	-5
Noise making in class	Violation	-5
Parent informed about academic issues	Violation	0
Parents informed about discipline	Violation	0
Parents informed about late coming	Violation	0
Parents informed regarding absenteeism	Violation	0
Participate in school social activities	Recognition	10
Participate in school sport activities	Recognition	10
Participation in school culture activities	Recognition	10
Petty theft (Value below R50 - Specify)	Violation	-60
PIPE values achieved quarterly	Recognition	30
Playground / Classroom cleaned	Recognition	5
Playing with tablet / cell phone	Violation	-10
Positive drug test (Disciplinary Discussion and counselling)	Violation	-100
Positive drug test twice (Suspension until hearing)	Violation	-100
Possession / selling of drugs (Suspension until hearing)	Violation	-300
Possession of alcohol (Suspension until hearing)	Violation	-200
Possession of banned substances (Cough syrup, lighters and matches etc)	Violation	-50
Possession of cigarettes	Violation	-30
Possession of pornography	Violation	-50
Possession of weapon(Suspension until hearing)	Violation	-300
Remedial / intervention bunked	Violation	-10
Respectful behaviour (Monthly)	Recognition	5
School uniform incorrect	Violation	-5
Sexual Interaction(Suspension until hearing)	Violation	-100
Sleeping in class	Violation	-5

Smoking cigarettes	Violation	-50
Sniffing glue or other substances	Violation	-50
Suspension Completed	Violation	0
Swearing or abusive language	Violation	-5
Talking in class	Violation	-5
Tampering with fire equipment	Violation	-60
Tampering with learner/staff/school property	Violation	-30
Theft (Value above R50 - Hearing)	Violation	-100
Threaten teacher(Disciplinary discussion/hearing) (Specify)	Violation	-100
Threaten with a weapon(Suspension until hearing)	Violation	-300
Transfer letter given	Violation	0
Unacceptable social behaviour (Specify)	Violation	-15
Under the influence of alcohol (Disciplinary Hearing)	Violation	-200
Under the influence of drugs (Disciplinary Discussion)	Violation	-100
Unsafe behaviour (Specify)	Violation	-10
Vandalism 1st offence (Disciplinary Discussion)	Violation	-50
Vandalism 2nd offence (Hearing)	Violation	-100
Verbal warning given (Specify)	Violation	0
Voluntary work	Recognition	10
Walking around	Violation	-5
Writing on desks and walls	Violation	-20

4. AMENDMENTS TO POLICY

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MERIT POLICY

1. INTRODUCTION

The purpose of this policy is to put a procedure in place to reward learners for special achievements and for behaviour that is in line with the PIPE values.

2. POLICY

- Learners are encouraged to live the PIPE values of the School
- Learners are encouraged to do their best in all aspects at all times
- Certificates for special achievements are handed out during prize giving ceremonies
- Educators are encouraged to identify positive behaviour aligned with the PIPE values
- Educators are encouraged to incentivise learners with merits – focus on the positive, not only on the negative
- A merits function should be held at least once a term
- Merit awards can also be handed to learners on an ad hoc basis
- All merits should be captured on the SMART system
- Parents should be informed of their child's merit awards on a regular basis (at least twice a year).

3. MERITS ARE AWARDED AS FOLLOWS:

Description	Category	Type	Points
ACADEMIC GOAL ACHIEVED(QUATERLY) (MERITS)	Merits	Recognition	10
ACADEMIC PERFORMANCE GOOD QUARTERLY(75%+) (MERITS)	Merits	Recognition	20

ACADEMIC PERFORMANCE INCREASED 10% (QUARTERLY) (MERITS)	Merits	Recognition	10
ACADEMIC PERFORMANCE INCREASED 15%+(QUARTERLY) (MERITS)	Merits	Recognition	15
ACADEMIC PERFORMANCE INCREASED 5% (QUARTERLY) (MERITS)	Merits	Recognition	5
ASSIGNMENT RESULT 75%+ (MERITS)	Merits	Recognition	10
ASSIST FELLOW LEARNERS (MERITS)	Merits	Recognition	5
ASSISTING TEACHER (MERITS)	Merits	Recognition	5
ATTENDANCE 100% (QUARTERLY) (MERITS)	Merits	Recognition	10
EXAM/TEST RESULTS 75%+ (MERITS)	Merits	Recognition	10
EXTRA EFFORT WITH SCHOOL WORK(Specify)	Merits	Recognition	5
GOOD GENERAL BEHAVIOUR MONTHLY (MERITS)	Merits	Recognition	20
GOOD BEHAVIOUR / ACADEMIC WORK WEEKLY (MERITS)	Merits	Recognition	5
HIGHEST MARKS IN SUBJECT(QUARTERLY) (MERITS)	Merits	Recognition	10
HONESTY (MERITS)	Merits	Recognition	20
LEADERSHIP ABILITIES DISPLAYED (QUARTERLY) (MERITS)	Merits	Recognition	10
NEATNESS (Monthly-Specify) (MERITS)	Merits	Recognition	5
PARTICIPATE IN SCHOOL CULTURAL ACTIVITIES (MERITS)	Merits	Recognition	10
PARTICIPATE IN SCHOOL SOCIAL FUNCTION (MERITS)	Merits	Recognition	10
PARTICIPATE IN SCHOOL SPORT ACTIVITIES (MERITS)	Merits	Recognition	10
PIPE VALUES ACHIEVED (QUARTERLY) (MERITS)	Merits	Recognition	30
PLAYGROUND/CLASSROOM CLEANED (MERITS)	Merits	Recognition	5
RESPECTFUL BEHAVIOUR (Monthly) (MERITS)	Merits	Recognition	5
VOLUNTARY WORK (Specify) (MERITS)	Merits	Recognition	10

4. REWARDS FOR MERITS ARE GRANTED AS FOLLOWS:

- Merits will be rewarded at the beginning of each term. Learners will start with 0 at the beginning of each term
- At the end of the year positive merits of all four terms will be added together
- The following rewards may be granted:

Top 5 learners per Grade (Per Term)	Learner may wear civvies on one chosen Monday of the following term
Top 2 learners per Grade	Learner is invited to attend the achiever's tea
Learner with the highest number of merits per grade per term (minimum of 50)	Learner receives a merit badge or cap or water bottle or stationary top up pack
Learner with the highest number of merits per grade per year (minimum of 50)	Learner receives a certificate and gift voucher at the end of the year awards

5. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.

QUEENS PRIVATE SCHOOL

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DECLARATION

I, _____
parent/guardian of _____
in grade _____ do hereby acknowledge that I have received the Discipline and Conduct Policy
of Royal Schools. I hereby declare that I have read through and familiarised myself with the content
of the School's Discipline and Conduct Policy.

SIGNATURE PARENT/LEGAL GUARDIAN

DATE