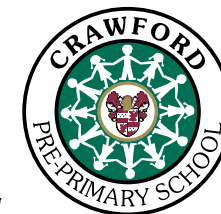


## 9. DISCIPLINE

- 9.1. Crawford Preparatory School does not support corporal punishment in any form. The transgression of acceptable social conduct will not be tolerated at Crawford Preparatory School. Pupils who infringe the code of reasonable behaviour or are guilty of misconduct will be given the appropriate **letters of warning** or **demerits**, according to but not limited to the table following. In instances of serious misconduct, a pupil will be required to leave the school. In allocating demerits, the past history of the pupil, his/her degree of involvement in the commission of the offence and various other factors will be considered. The pupil will be required to immediately leave the school in instances where the pupil is guilty of an offence in terms of which 3 (three) demerits are awarded, or where the pupil has accumulated 3 (three) current demerits. The Principal may at his/her discretion expunge current demerits at the conclusion of an academic year. This table is to be read in conjunction with the provisions of this Code of Conduct.
- 9.2. Only the Principal, or his/her appointed agent, shall be entitled to impose demerits.
- 9.3. The Principal or his/her appointed agent, shall in his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems it necessary.
- 9.4. This Disciplinary Committee shall consist of three members being the Principal, or his/her appointed agent, and two Deputy Principals/Senior Staff Members nominated by the Principal or his/her appointed agent.
- 9.5. No legal representative is permitted but the pupil may nominate a teacher or pupil of the School as a representative/intermediary. The parents or guardians of the pupil may attend the proceedings as observers only.
- 9.6. A pupil must:
- 9.6.1 receive written notification of the date, time and venue of any disciplinary hearing;
- 9.6.2 be informed of the alleged infringements of the Code of Conduct in writing;
- 9.6.3 receive such particulars of the alleged infringements of the Code of Conduct as he/she may reasonably be entitled to, if so requested;
- 9.6.4 be given the opportunity to be heard and to present his/her side of the matter and to present relevant facts;

- 9.6.5 be heard by an impartial person(s);
- 9.6.6 be treated with dignity during the process;
- 9.6.7 be informed of the decision of the Disciplinary Committee on whether or not he/she is guilty of misconduct and the penalty to be imposed.
- 9.7 The Chairperson shall cause a record of the proceedings of the hearing to be kept.
- 9.8 A pupil may appeal the decision of the Disciplinary Committee in writing within 5 (five) days of the finding of the Disciplinary Committee.
- 9.9 **CrawfordSchools™** retains the right to act in applicable situations according to the *Regulations Relating to Safety Measures at Independent Schools* as published in the Government Gazette No: 26663 on 20 August 2004.
- These regulations deal with, inter alia, violence, drugs and trespassing on Independent Schools premises.
- 9.10 **CrawfordSchools™** reserves the right to revise the Code of Conduct from time to time. Signatories will be advised of any such changes which will come into effect 3 (three) weeks after notification. Copies of the revised Code of Conduct will be available on request from the School.

OFFENCE	NUMBER OF DEMERITS
Bunking / Truancy	1 - 3
Victimisation	1 - 3
Cheating and/or Cribbing	1 - 3
Insubordination / Teacher Abuse	1 - 3
Vandalism	1 - 3
Smoking	2 - 3
Substance possession or use (drugs, alcohol, etc.)	2 - 3 The pupil may be required to leave the school and criminal charges may be laid.
Theft	1 - 3 The pupil may be required to leave the school and criminal charges may be laid.
Assault	1 - 3
Bringing the school into disrepute	1 - 3
Misuse of Computer or School Equipment	1 - 3
Accessory to any of the above offences	1 - 3
Conduct unbecoming a Crawford Pupil	1 - 3



# Crawford Preparatory

## CODE OF CONDUCT

(Amended January 2014)

### 1. STATEMENT OF INTENT

- 1.1. At Crawford Preparatory Schools we endeavour to promote positive behaviour and interaction amongst all our pupils and staff. In this vein, each school practises a system of positive reinforcement to encourage all our creative and talented pupils to realise their full potential within a healthy, balanced and safe environment.

### 2. PURPOSE

- 2.1. The Code of Conduct governs the conduct of all pupils and the relationship between the School and its pupils.
- 2.2. A commitment to excellence in all areas of endeavour forms the basis of the Code of Conduct.
- 2.3. In line with the philosophy of "A Commitment to Excellence", mutual respect between Crawford Preparatory School and its pupils and a mature and dignified interaction is expected at all times.
- 2.4. Individuality and self-initiative are encouraged within the parameters set out below and having regard and respect at all times for the interests of fellow pupils and Crawford Preparatory School.

### 3. DRESS AND APPEARANCE

- 3.1. Pupils are required to appear neat, tidy and clean at all times and must be dressed in the **correct school uniform**.
- 3.2. Plain black shoes, black trainers or black leather sandals with back strap and a black belt may be of personal choice. No boots above ankle level nor platform soles may be worn.

3.3. Undersize or outsize items of uniform may not be worn.

3.4. No make-up may be worn.

#### **4. HAIR**

4.1. Hair must be tidy, clean and must be a natural colour. No inappropriate hairstyles are permitted.

#### **5. JEWELLERY**

5.1. Studs or sleepers may be worn only in the lower portion of the ear lobe. One per ear. An appropriate neck chain, wrist band and/or watch is permitted.

#### **6. CLASSROOM CONDUCT**

6.1. The school expects a concentration on, and a commitment to, academic excellence. To achieve this end -

6.1.1 No disruption of classroom routine will be tolerated.

6.1.2 The ambience of the classroom must be one of warmth and mutual respect.

6.1.3 Homework must always be timeously done, and thorough preparation must be carried out for all work, particularly before tests and examinations.

6.1.4 Teachers and visitors must always be courteously greeted both in classrooms and corridors.

6.1.5 Pupils must be punctual for all classes and school activities.

6.1.6 Pupils may not change any computer setups whatsoever. For example: no screen savers, autoexec, config, prompts, names, backgrounds, hardware or software settings may be changed. Pupils are not allowed to load software of any kind without written permission from the Computer teachers nor may they delete any files, change passwords/names or hack into any of the computer systems or fellow pupils' files.

6.1.7 No inappropriate files/software will be tolerated. Pupils may not access, display, store or print socially unacceptable files or pictures, or have them in their possession on school premises. The School reserves the right to monitor material accessed by pupils.

#### **7. GENERAL CODE OF GOOD BEHAVIOUR EXPECTED FROM ALL PUPILS**

7.1. Pupils are expected to take pride in their school. Littering will not be tolerated. Cloakrooms are to be kept clean at all times.

7.2. No pupil may, through behaviour or attitude, disrupt the learning process of other pupils.

7.3. Pupils are expected to have respect for their teachers and fellow pupils and to treat others with respect. Disrespectful behaviour or impertinence is totally unacceptable.

7.4. Punctuality is essential. Latecomers must report to the secretary at Reception. Parents are expected to co-operate in this regard and to provide a note explaining late arrival. Habitual late arrival may lead to a demerit.

7.5. While pupils are encouraged to think independently and to question, insolent or insulting behaviour with regard to teachers or fellow pupils is unacceptable.

7.6. Pupils are expected to move in a quiet and orderly fashion in the passageways and stairways. Moving along the left of passages and stairways will ensure ease of movement to various venues.

7.7. No rough play or unruliness is allowed.

7.8. As pupils are regarded at all times by the general public as being representatives of Crawford Preparatory School, misbehaviour or discourtesy will not be tolerated and could result in disciplinary action.

7.9. Pupils will not be permitted to leave the School for dental or medical appointments unless they are of an urgent nature and a letter is received from the pupil's parent/guardian. Pupils who fall ill during school hours must report to the school secretary at Reception before going to the sick room or leaving the school.

#### **8. TRANSGRESSIONS WHICH COULD RESULT IN THE PUPIL BEING REQUIRED TO LEAVE THE SCHOOL**

##### **8.1. SUBSTANCE ABUSE**

8.1.1 Any pupil found to be in possession or under the influence of drugs or alcohol or participating, passively or actively, in activities relating to drugs or alcohol may be required to leave the school with immediate effect. This applies while on the school grounds or during any school activity or outing.

8.1.2 The use of banned steroids as defined by the SAIDFS is forbidden. Use of the same will lead to disciplinary measures and banishment from sporting activities.

##### **8.2. SMOKING**

Smoking is strictly forbidden. Pupils who are found to be smoking on school premises or in school uniform outside the school grounds, or on any school outing or in any other situation where they may be identifiable as Crawford Preparatory School pupils may be required to leave the school with immediate effect. Any pupil found in the company of a group of pupils who are smoking will be treated as a smoker.

##### **8.3. THEFT**

8.3.1. Theft is forbidden. Any pupil found stealing may be required to leave the school with immediate effect. Criminal charges may be laid. Crawford Preparatory School reserves the right at its discretion and where an incident of theft is reasonably suspected, to open and inspect lockers, suitcases and bags.

8.3.2. Removal of any software or hardware from the school computers will be treated as theft.

8.3.3. The removal of any material from the Media Centre or Computer Centres, without official authorisation, is regarded as theft.

##### **8.4. VICTIMISATION**

Victimisation, including but not limited to bullying, fighting, intimidation, sexual harassment and any display of racism or religious intolerance will be severely dealt with. Depending on the severity of the transgression, the pupil may be required to leave the school.

##### **8.5. VANDALISM**

Vandalism will not be tolerated and the pupil may be required to leave the school. Any damaging or defacing of property belonging to the school and/or other persons will be regarded as a serious offence. The school reserves the right to claim compensation due to loss or damage to school property from the transgressor and/or their parents or guardians. Any damage or loss caused to the school and/or another person may be recompensed by the transgressor and/or his parent/guardian.

##### **8.6. UNAUTHORISED ABSENCE**

Unauthorised absence from school or lessons constitutes a form of misconduct. If recurring, the pupil may be required to leave the school.