



Penryn College

Honour Code and Discipline Policy

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The founding vision that led to the establishment of Penryn College is encapsulated in its mission statement. The mission statement applies to all individuals that are connected to the College, whether they are staff members, scholars or their parents.

MISSION STATEMENT:

To reach out into our community;
And achieve educational
excellence; Guided by Christian
principles, while
Developing individuals who display integrity, responsibility and respect and who are
Guardians of their environment and heritage.

HONOUR CODE

Each member of the Penryn family undertakes to:

Honour God:

By taking every opportunity to develop their spiritual life through service and worship.

Honour Others:

By discovering with respect, tolerance and humility the thoughts and ideas of others, irrespective of culture, race, creed or gender. Affording others the space to grow, recognising their right to learn as being far more important than their right to choose not to do so.

Honour Oneself:

By taking pride in their actions and thoughts, and striving at all times to act with honesty and integrity and to improve themselves through moral courage and self-discipline.

Honour the College:

By maintaining at all times a high level of dignity, sportsmanship and responsible behaviour. By valuing themselves and the high name of the College enough to realise the detrimental effects of alcohol and drug abuse and by remembering the College motto "One and All" – that through our individual actions we bring honour or disrepute to the whole community.

Honour Society and the Environment:

By respecting other people's property and the environment in which they live and by serving the community with
humility and compassion.

DISCIPLINARY POLICY AND PROCEDURE

1. PREAMBLE:

- 1.1. The Penryn College Honour Code is encapsulated in the Disciplinary Policy. This document read together with all other Penryn College Scholar Policies (“The Policies”) outlines expected scholar behaviour, as well as the corrective measures that are applied, should a scholar’s behaviour not comply with The Policies.
- 1.2. Penryn College acknowledges that a child’s best interest is of paramount importance in every matter concerning that child, subject to the equal rights of all other children at the College, the interests of the College and the requirement of procedural and substantive fair disciplinary action.
- 1.3. The Policies do not provide an exhaustive list of expected scholar behaviour. Conduct not described in The Policies may be considered as unacceptable by Penryn College at its sole discretion where such conduct is:
 - 1.3.1. In breach of the Penryn College Mission Statement; or
 - 1.3.2. In breach of the Honour Code; or
 - 1.3.3. Considered to be to the detriment of the College; or
 - 1.3.4. Brings the name of the College into disrepute.
- 1.4. Penryn College, therefore, retains the right to charge a scholar with such conduct even if it is not specifically spelt out in The Policies.
- 1.5. Penryn College further reserves its right to amend The Policies at its discretion from time-to-time and after due consultation with the Penryn College Council.
- 1.6. All scholars and their parents contract to and accept The Policies on entering the College, and any changes made to The Policies subsequent to a scholar entering the College, will be brought to their attention and will require to be signed and accepted.

2. DEFINITIONS:

- 2.1. “**Appeal**” means: - the formal submission by a scholar or his parent against the outcome of a formal Disciplinary Hearing, which the scholar and his parent wish to dispute;
- 2.2. “**Appeal Committee**” means: - a sub-committee of the Penryn Council consisting of at least 2 (two) independent council members;
- 2.3. “**Boarding parent**” means: - the person in charge of the boarding house and the scholars in that boarding house on the College Grounds;
- 2.4. “**Chairman of a Disciplinary Hearing**” means: - the person appointed by the College, at its sole discretion, to conduct a formal Disciplinary Hearing. The College may, at its discretion, decide to appoint such a person from inside or outside the College;

- 2.5. **“Chaplain”** means: - the full-time employed tutor who assist scholars in their religious development;
- 2.6 **“College”** means: - Penryn College, Boschrand Farm, P.O. Box 2835, Mbombela, 1200. The College’ also refers to (within the context in which it is being used) all staff members responsible for maintaining The Policies, instituting the appropriate measures in terms of The Policies and ensuring that all aspects of The Policies are complied with;
- 2.7. **“College Activity”** means: - includes any educational, cultural, recreational, sporting or social activity of the College within or outside the College’s grounds;
- 2.8. **“College Representative”** means: - the person appointed to bring the charges against a scholar at a formal Disciplinary Hearing and can be the Deputy Head, the Head of House or a Tutor;
- 2.9. **“Deputy Head”** means: - the Deputy Head of Penryn College;
- 2.10. **“Disciplinary Hearing”** means: - the formally constituted proceedings during which the scholar will be confronted with allegations of misconduct;
- 2.11. **“Head of House”** means: - the head of one of the 4 houses into which the school is divided namely Goshawk, Harrier, Kestrel and Kite;
- 2.12. **“Head of the College”** means: - the Executive Head of Penryn College or the person to whom he has delegated any of his functions referred to hereunder;
- 2.13. **“Legal Representative”** means: - a person qualified to practice law and registered with one of the Law Societies of the Republic of South Africa or a person admitted as an advocate;
- 2.14. **“Occult Offences”** means: - any conduct that emanates from any belief in, witchcraft, Satanism, mysticism or magic;
- 2.15. **“Parent”** means: -
- 2.15.1. The biological mother and/or father of the scholar; and/or
 - 2.15.2. The legal guardian of the scholar; and/or
 - 2.15.3. A person who is entitled, by Law (example a court order), to act on behalf of the scholar;
- and/or
- 2.15.4. Any person including a Peer, a Tutor/Educator or the Chaplain but excluding a Legal Representative, appointed by the parents or the legal guardian of the scholar, in writing, to act on behalf of the parents or legal guardian in the interests of the scholar and for the purpose of this policy The plural may also include the singular;
- 2.16. **“Peer”** means: - a scholar in the same grade as the scholar facing disciplinary action;
- 2.17. **“Pornography”** means: - the representation in books, magazines, photographs, films, or on electronic equipment and/or devices of scenes of nudity and/or sexual behaviour that are erotic or lewd and are intended to arouse sexual interest;
- 2.18. **“Scholar”** means: - a male or female person who attends the College under a contract for tuition.
Reference to one gender includes the other and the singular includes the plural;

2.19. **“Scholar duly represented”** means: - represented for purposes of this policy by his parent as defined in 2.15 above.

2.20. **“The Policies”** means: - the Penryn College Honour Code and Disciplinary Policy read together with the following policies:

- 2.20.1. Addictive and Substance Abuse Policy
- 2.20.2. Search and Seizure Policy;
- 2.20.3. Rules for the use of Computers and the Network of the College Policy;
- 2.20.5. Cellular Phone and Electronic Device Policy;
- 2.20.6. Scholars Driving on the Grounds of Penryn College Policy;
- 2.20.7. Plagiarism Policy.
- 2.20.8. Bullying Policy

2.21. **“Tutor”** means: - the Penryn College educator tasked with assisting and guiding scholars during their school career and **Educator** will have the same meaning.

3. **APPLICATION OF THE POLICIES:**

3.1. The Policies will apply to all Scholars when there:

- 3.1.1. Involved in College activities; or
- 3.1.2. Conduct themselves in their private capacity in contravention of The Policies and where their conduct did or could have brought the College’s name into disrepute.

4. **DISCIPLINARY PROCEDURE MINOR INFRINGEMENTS:**

4.1. The list of minor infringements warranting sin bins are annexed marked **“ANNEXURE A”**.

4.2. General:

- 4.2.1. Although the transgressions recorded in ANNEXURE A are considered minor offences, each one, depending on the particular facts of the transgression and the consequences of such transgression may constitute a more serious minor infringement or serious misconduct, which warrants action under the more serious minor infringement procedure or the serious misconduct procedure each provided for hereunder. The Head of College will in his sole discretion determine whether the ‘minor offence’ warrants to be dealt with as a more serious minor offence or a serious offence and if so, the scholar and his parent will be so advised and the procedure under each of those offences will be followed;
- 4.2.2. Certain minor offences are of such a nature that they warrant, for each contravention, 2 (two) sin bin notices. These are clearly marked in ANNEXURE A;
- 4.2.3. A sin bin will include the date and reason for the sin bin and will be entered on the scholar’s record by his Head of House;
- 4.2.4. A sin bin is valid for the term in which it is given and lapses thereafter;
- 4.2.5. Only the Deputy Head or Head of House can give a scholar detention;
- 4.2.6. Deputy Head or Head of House detention is only valid for the year in which it is issued;

4.2.7 **Procedure to be followed for minor infringements:**

- 4.2.7.1. For any contravention of a minor offence, the relevant tutor/educator, boarding parent or member of the Scholar Executive Council may verbally reprimand the scholar or where necessary a sin bin may be given, according to the judgment of the individual concerned.
- 4.2.7.2. If a scholar receives 3 (three) sin bins in a term, a Deputy Head or Head of House detention is given at the same time that the third sin bin is issued and the scholar's parent is informed.
- 4.2.7.3. If a scholar receives 3 (three) Deputy Head or Head of House detentions in a year his conduct automatically, on the issue of the third detention warrants referral to a Disciplinary Hearing and will be dealt with in terms of the serious offences procedure.

4.2.8. A scholar duly represented may request the Head of the College to review the issuing of a Deputy Head or Head of House detention. Should they make use of this right, the following applies:

- 4.2.8.1. The scholar duly represented must request such review within 2 (two) working days of the detention notice being issued;
- 4.2.8.2. The request must be in writing and must contain sufficient information to substantiate the scholar's grounds for and motivation for a review.
- 4.2.8.3. The Head of College will, after receipt of the review request, consider the merits of the review application. In the process he may call for meetings with some or all of the parties involved and may consider any documentation or information provided to him or called for by him.
- 4.2.8.4. The Head of College will make a finding within 2 (two) working days of receipt of the written review request. His decision is final.

5. **DISCIPLINARY PROCEDURE MORE SERIOUS MINOR INFRINGEMENTS:**

- 5.1. The list of more serious minor infringements is annexed marked "**ANNEXURE B**".
- 5.2. The more serious minor transgressions are considered too serious for the issue of a sin bin and therefore the transgression attracts a Deputy Head or Head of House detention for the first and each subsequent contravention.
- 5.3. **General:**
 - 5.3.1. Although the transgressions recorded in ANNEXURE B are considered more serious minor offences, each one, depending on the particular facts of the transgression and the consequences of such transgression may constitute serious misconduct which warrants action under the serious misconduct procedure provided for hereunder. The Head of College will in his sole discretion determine whether the 'more serious minor offence' warrants to be dealt with as a serious offence and if so, the scholar and his parent will be so advised and the serious offence procedure will be followed;
 - 5.3.2. Only the Deputy Head or Head of House can give a scholar detention;
 - 5.3.3. A Deputy Head or Head of House detention is only valid for the year in which it is issued.

5.3.4. **Procedure to be followed for more serious minor infringements:**

- 5.3.4.1. If a scholar receives 3 (three) Deputy Head or Head of House detentions either for the same offence or different offences in a year his conduct automatically, on the issue of the third detention warrants referral to a Disciplinary Hearing and will be dealt with in terms of the serious offences procedure.
- 5.3.4.2. A scholar duly represented may request the Head of the college to review the issuing of a Deputy Head or Head of House detention. Should they make use of this right, the following applies:
- 5.3.4.2.1. The scholar duly represented must request such review within 2 (two) working days of the detention notice being issued;
- 5.3.4.2.2. The request must be in writing and must contain sufficient information to substantiate the scholar's grounds for and motivation for a review;
- 5.3.4.2.3. The Head of College will, after receipt of the review request, consider the merits of the review application. In the process he may call for meetings with some or all of the parties involved and may consider any documentation or information provided to him or called for by him;
- 5.3.4.3. The Head of College will make a finding within 2 (two) working days of receipt of the written review request. His decision is final.

6. **DISCIPLINARY PROCEDURE IN SERIOUS MISCONDUCT MATTERS:**

6.1. The list of serious infringements/misconduct is annexed marked "**ANNEXURE C**"

6.2. **General:**

6.2.1. The sanctions referred to in ANNEXURE C for each type of offence is the proposed sanction that the Chairperson of the Disciplinary Hearing can impose. HOWEVER, each matter has its own set of facts and its own mitigating and aggravating circumstances; consequently, the sanctions are only guidelines of an appropriate sanction to be imposed and can be deviated from in the appropriate circumstances of a matter.

6.2.2. **Disciplinary Procedure:**

6.2.2.1. It is acknowledged that misconduct can be perpetrated by an individual scholar or a group of scholars, the later resulting in collective misconduct. The procedure hereunder is applicable to the hearing of individual scholars or a group of scholars charged in one Disciplinary Hearing.

6.2.2.2. Where a complaint is laid against a scholar, the matter will be investigated by the Deputy Head and/or Head of House who will determine whether:

- 6.2.2.2.1. The complaint is to be dismissed; or
- 6.2.2.2.2. The complaint can be dealt with in terms of the Minor Infringement procedure; or
- 6.2.2.2.3. The complaint can be dealt with in terms of the more serious minor infringement procedure; or

- 6.2.2.2.4. If in the opinion of the Deputy Head and/or the Head of House it is unlikely that a sanction heavier than detention and a first warning and/or counselling will be imposed, they can dispose of the matter through an informal process. The informal process is aimed at resolving the matter without the need to refer the matter to a formal Disciplinary Hearing process. For the purpose of the informal process, the following will apply:
- 6.2.2.2.4.1. A meeting will be convened between the scholar duly represented and the Deputy Head and /or Head of House;
 - 6.2.2.2.4.2. The matter will be discussed in an informal manner. The scholar will be entitled to all documentation not yet made available to him, to make any informal statement about the merits of the matter and to provide any information or evidence not yet provided by him;
 - 6.2.2.2.4.3. The Deputy Head and/or Head of House may, following the informal process either dismiss the charges or find the scholar guilty and if guilty may impose a sanction of a first warning and detention and/or counselling.
 - 6.2.2.2.4.4. A scholar or his representative may request the Head of the College to review the decision of the Deputy Head and/or Head of House. Should they make use of this right, the following applies:
 - 6.2.2.2.4.4.1. The scholar duly represented must request such review within 2 (two) working days of the sanction being imposed;
 - 6.2.2.2.4.4.2. The request must be in writing and must contain sufficient information to substantiate the scholar's grounds for and motivation for a review;
 - 6.2.2.2.4.4.3. The Head of College will, after receipt of the review request, consider the merits of the review application. In the process he may call for meetings with some or all of the parties involved and may consider any documentation or information provided to him or called for by him;
 - 6.2.2.2.4.4.4. The Head of College will make a finding within 2 (two) working days of receipt of the written review request. His decision is final.
 - 6.2.2.2.5. To charge the scholar to a formal Disciplinary Hearing in terms of the formal disciplinary procedure.6.2.2.3. The Head of the College may suspend the scholar pending a formal Disciplinary Hearing;

- 6.2.2.4. If the scholar is formally charged to a Disciplinary Hearing, he and his parent will be notified in writing and at least 48 hours before the proposed Disciplinary Hearing of the time, date and venue of the hearing as well as the charges to be brought against the scholar.
- 6.2.2.5. The scholar duly represented may enter into an agreement to plead guilty to the charges in an effort to avoid a formal Disciplinary Hearing. If the scholar wishes to plead guilty, he must without delay after receiving the notification to attend the Disciplinary Hearing advise the Head of College who will arrange a **without prejudice** meeting to see whether the matter can be resolved without a Disciplinary Hearing taking place. Any agreement reached will be in writing and contain a guilty plea and the agreed sanction to be imposed. If no agreement can be reached between the Head of the College and the scholar duly represented regarding the plea on the merits and/or the sanction to be imposed, then the matter must proceed to a formal Disciplinary Hearing. The Head of College can agree to impose any sanction that the Chairperson of the Disciplinary Hearing would have been competent to impose if the matter had proceeded to a formal Disciplinary Hearing and attention is drawn to paragraph 6.2.1 above. In addition, the Head of College may impose any other corrective measure not listed in The Policies or annexures A, B or C hereto and which he may deem to be more appropriate measures to correct the scholar's behaviour in the particular circumstances of a matter.

6.2.3 **Rights of the scholar at the Disciplinary Hearing, the scholar:**

- 6.2.3.1. Is presumed innocent until the College can prove otherwise;
- 6.2.3.2. May be assisted and/or represented by his parent as defined in conducting his defence. No representation by a legal representative is allowed;
- 6.2.3.3. May give evidence in his own defence should he wish to do so;
- 6.2.3.4. May call witnesses to give evidence on his behalf;
- 6.2.3.5. May cross-examine any person called by the College as a witness;
- 6.2.3.6. May have access to all documents produced in evidence against him;
- 6.2.3.7. May tender any documentation in his defence;
- 6.2.3.8. May admit at any time before the start of the Hearing or after the start of the hearing but before it is concluded that he is guilty of the charges levied against him;

6.2.4. **The order of procedure to be followed at a formal Disciplinary Hearing:**

- 6.2.4.1. The Chairperson of the Disciplinary Hearing may on good cause shown and were it is clearly in the best interest of the scholar depart from the order of procedure recorded herein.
- 6.2.4.2. The Chairperson of the Disciplinary Hearing or another person appointed by him must keep a detailed written record of the proceedings at the hearing or may have the proceedings electronically recorded.
- 6.2.4.3. Should the scholar not be present at the time and place for the Disciplinary Hearing and still not be present after 30 minutes from the time set for the start of the Disciplinary Hearing, the Hearing may proceed, at the discretion of the Chairperson, in the scholar's absence, subject to there being sufficient proof that the scholar or his parent received proper notification to attend the hearing;
- 6.2.4.4. The Chairperson will read out the charges and ask the scholar to plead thereto;

- 6.2.4.5. The scholar will be considered to be guilty of any charge to which he admits guilt, subject to the Chairperson being satisfied that the scholar admits all the necessary allegations to the charge/s to which he pleads guilty. If the scholar admits all the charges, then the matter proceeds to sentencing without the need to lead evidence on the merits of the charges;
- 6.2.4.6. Should the scholar plead not guilty to all or any of the charges or the Chairperson enters a plea of not guilty or the scholar is absent from the Hearing, then the hearing on the merits will commence on the charges where a not guilty plea is noted and the College Representative will state his case and produce evidence in support of it;
- 6.2.4.7. The scholar may cross-examine any witness called by the College;
- 6.2.4.8. The College Representative may re-examine any witness cross-examined by the scholar;
- 6.2.4.9. At the conclusion of the College's case, the scholar may state his case in defence and produce evidence in support of it;
- 6.2.4.10. The College Representative may cross examine any witnesses called by the scholar and the scholar himself if he elects to give evidence in his defence;
- 6.2.4.11. The scholar may re-examine any witnesses cross-examined by the College Representative;
- 6.2.4.12. The Chairperson may in his sole discretion call any witness not called by the scholar or the College Representative, but whose evidence in his opinion is material to a fair determination of the merits of the matter. Should such a witness be called, the College Representative and the scholar will be afforded the right to cross-examine such witness.
- 6.2.4.13. The Chairperson may put any question to any witness called by the College Representative or the scholar or the scholar himself if he elects to give evidence.
- 6.2.4.14. At the conclusion of the evidence presented, the College Representative may address the Chairperson on the merits of the matter. The scholar can then reply thereto;
- 6.2.4.15. At any time during the Hearing and before the Chairperson makes a ruling on the merits, and with his leave, the College Representative may withdraw any charge levelled against the scholar;
- 6.2.4.16. The Chairperson may, in his sole discretion either on application from either of the parties or out of his own order that a matter be postponed even if it is part-heard, subject only to the postponement being in the best interest of the scholar.
- 6.2.4.17. The Chairperson may at any stage of the Hearing address questions to the College Representative or the scholar or his representative;
- 6.2.4.18. The Chairperson then makes a ruling on the merits of the matter;
- 6.2.4.19. If the ruling is guilty then the College Representative may address the Chairperson on an appropriate sentence and may call witnesses in mitigation or aggravation of sentence;
- 6.2.4.20. The scholar may cross-examine any witness called;
- 6.2.4.21. The College Representative may re-examine any witness cross-examined by the scholar;
- 6.2.4.22. At the conclusion of the College Representative's evidence on an appropriate sentence, the scholar may address the Chairperson, himself give evidence in mitigation of sentence or call witnesses in mitigation of sentence;
- 6.2.4.23. The College Representative may cross-examine the scholar if he elects to give evidence or any witness he calls in mitigation;
- 6.2.4.24. The scholar may re-examine any witness cross-examined by the College Representative

- 6.2.4.25. On conclusion of the scholar's evidence in mitigation, the College Representative may address the Chairperson on sentence and the scholar may reply;
- 6.2.4.26. The Chairperson may in his sole discretion call any witness not called by the scholar or the College Representative, but whose evidence in his opinion is material to a fair determination of the sanction to be imposed. Should such a witness be called, the College Representative and the scholar will be afforded the right to cross-examine such witness;
- 6.2.4.27. The Chairperson proceeds, as soon as reasonably possible but in any event within 2 working days, to impose a sanction on the scholar.

6.2.5. Appeal Process:

- 6.2.5.1. The College and/or the scholar duly represented have the right to appeal against the finding on the merits or the sanction imposed following a Disciplinary Hearing.
- 6.2.5.2. The Appeal procedure is as follows:
 - 6.2.5.2.1. The appeal must be in writing, setting out and detailing the grounds for and the motivation for the appeal and must be submitted to the Chairperson of the Penryn Council within 5 (five) working days after the decision of the Chairperson of the Disciplinary Hearing has been communicated to the College and scholar and/or his parent;
 - 6.2.5.2.2. The appeal is considered by the Appeal Committee who determine the appeal within the following references:
 - 6.2.5.2.3. The College or the scholar's appeal representations;
 - 6.2.5.2.4. The formal documentation giving rise to the Disciplinary Hearing including the notice to attend the Disciplinary Hearing and the charge sheet;
 - 6.2.5.2.5. The written (transcription of any electronically recorded) record of the Disciplinary Hearing;
 - 6.2.5.2.6. Copies of all documents handed in at the time of the Disciplinary Hearing;
 - 6.2.5.2.7. Copies of any statements or affidavits handed in or relied on during the Disciplinary Hearing.
- 6.2.5.3. Should either the College or the scholar duly represented wish to introduce new evidence that was not available at the time of the Disciplinary Hearing, then the Appeal Committee can in its discretion refer the matter back to the Chairperson who presided over the matter for the leading of such further evidence. In such circumstances the procedure referred to in 6.2.4 will be followed were be entitled to amend his finding on the merits or the sanction imposed following such evidence. The College or the scholar duly represented, following that process will again have the right to appeal.
- 6.2.5.4. Should it appear to the Appeal Committee that the matter requires a full re- hearing of the matter, for whatever reason. The matter will be referred back to be re-heard *de nova* by a different Chairperson and the same procedure will be followed as described above in paragraph 6.2.4
- 6.2.5.5. The Appeal Committee can, regarding any charge, overturn or uphold any ruling of the Chairperson of the Disciplinary Committee regarding the merits of the matter.

6.2.5.6. The Appeal Committee can make any ruling on appeal regarding an appropriate sanction that the Chairperson of the Disciplinary Hearing could have made, keeping in mind the principles contained in paragraph 6.2.1 above.

6.2.5.7. The Appeal Committee's decision is final.

6.2.6. **General procedural issues following an agreement concluded between the Head of College and the scholar represented by his parent (no formal disciplinary hearing having taken place) or the Disciplinary Hearing or an Appeal:**

6.2.6.1. If a first written warning is imposed as part of any sanction, it is placed on the scholar's file and remains in force for a period of 12 (twelve) months from the date of the sanction being imposed;

6.2.6.2. If a final written warning is imposed as part of any sanction, it is placed on the scholar's file and remains in force for the period determined by the Head of the College or the Chairperson of the Disciplinary Hearing or by the Appeal Committee;

6.3. The agreement concluded or the finding of the Chairperson of the Disciplinary Hearing or the finding of the Appeal Committee will be placed on the Scholars file and remains part of his personal file.



Penryn College

ADDICTIVE AND SUBSTANCE ABUSE POLICY

PREAMBLE:

1. Drugs are illegal in South Africa;
2. Selling alcohol to minors or indeed providing it to them is illegal in South Africa;
3. Selling cigarettes (or any tobacco/nicotine product) to minors or indeed providing it to them is illegal in South Africa;
4. Illegal drugs are a threat to the very fabric of society;
5. Furthermore, illegal drug usage robs a person the opportunity to learn as all drugs damage the cognitive capability of the scholar;
6. Penryn College's zero tolerance to illegal drugs means it will do everything it can to stop the scholars of the College from taking or being involved in any way with illegal drugs;
7. Penryn College will use its best endeavours to work as closely as possible with the parents and guardians of its scholars in implementing the policy and providing guidance and assistance to scholars regarding the policy;
8. This policy is premised on the above principles and ultimately at ensuring a safe environment for all scholars at Penryn College.

NOTIFICATION:

The scholar and his or her parent/s or guardian's attention is drawn to the Penryn College's Search and Seizure Policy as well as the Penryn College Drug and Alcohol Testing consent form, attached which the scholar and his or her parent/guardian is required to sign.

DEFINITIONS:

- **“Apparatus”** means: - any device which can be used to hold, manufacture, assemble, consume or administer an illegal drug and includes but is not limited to, cigarette holders, cigarette rollers, electronic cigarettes, pipes, syringes and needles.
- **Illegal drug** for the purpose of this policy means: - any substance that has a psychological or physiological effect and/or is addictive and/or habit forming and includes alcohol, cigarettes or any tobacco/nicotine product and any performance enhancing drug; or any substance having such effect that is possessed unlawfully.

- **Scholar** means: - an individual who attends Penryn College.
- **College Activity** for the purposes of this policy means: - any educational, cultural, recreational, sporting or social activity of Penryn College within or outside the College grounds.

PROHIBITED CONDUCT:

No scholar is allowed to:

- A. Have in his or her possession any illegal drug on the College grounds or at a College activity;
- B. Bring or assist another to bring any illegal drug onto the College grounds or to a College activity;
- C. Use or assist another to use any illegal drug on the College ground or at a College activity;
- D. Distribute and/or supply (either by giving away or selling) or assist another to distribute and/or supply any illegal drug to any other person on the College ground or at a College activity;
- E. Buy or assist another to buy any illegal drug on the College ground or at a College activity;
- F. Produce or manufacture or assist another to produce or manufacture any illegal drug on the College ground or at a College activity;
- G. Conceal or assist another to conceal any illegal drug on the College ground or at a College activity;
- H. Bring, allow to be brought or assist another to bring any apparatus as defined onto the College grounds or to a College activity;
- I. Carry any apparatus on the College grounds or at premises at which a College activity is carried out;
- J. Distribute and/or supply (either by giving away or selling) or assisting another to distribute and/or supply any apparatus to any other person on the College grounds or at a College activity;
- K. Buy or assist another to buy any apparatus on the College grounds or at a College activity;
- L. Conceal or assist another to conceal any apparatus on the College grounds or at a College activity;
- M. Conduct him or her in any other way or form, not specifically mentioned above, but which is associated in any way or form with any illegal drug.

DISCIPLINARY ACTION:

- Any scholar who is found to have engaged in any prohibited conduct as listed above will face disciplinary action in terms of Penryn College's Honour Code and Disciplinary Policy and may be sanctioned as provided for therein.

REHABILITATION AND COUNSELLING:

- Penryn College acknowledges that scholars and their parents may need assistance and guidance with rehabilitation and counselling due to drug use either following disciplinary action or as an intervention when voluntarily requested.
- Any scholar who voluntarily requests help with any drug related issue will not face disciplinary action for coming forward. However, this does not mean that no disciplinary action can be taken if he or she engages in any prohibited conduct as described above.
- The school from time to time employs counsellors and in appropriate circumstances the scholar will be referred to such a counsellor. All counselling sessions will be for the account of the parent of the scholar. This includes any counselling following disciplinary action.



Penryn College

SEARCH AND SEIZURE POLICY

PREAMBLE:

Penryn College adheres to the following principles regarding the rights of children:

- A child is defined in Section 28(3) of the Constitution as a person under the age of 18 years. A scholar 18 years and older does not enjoy the same protection as a child in terms of the Constitution. Notwithstanding this, such scholars 18 years and older will be afforded the same protection for as long as they are scholars. Reference to 'child' in this policy therefore includes all scholars below the age of 18 or 18 years and older. All scholars are bound by the terms of this policy for the period that they are scholars at
- A child's best interests are of paramount importance in every matter concerning the child (Section 28(2) of the Constitution). The Constitutional Court in the matter of Centre for Child Law v Minister of Justice and Constitutional Development 2009 (6) SA 632 (CC) as per judge Cameron stated that paramountcy means that, "*the child's interests are more important than anything else, but not that everything else is unimportant*" (page 645 I – 646 A). It follows that all the children being scholars at Penryn College have equal competing paramountcy rights. This is referred to as the "peremptory return" principle (See *The Bill of Rights Handbook*, Sixth edition Juta 2014 by Iain Currie and Johan De Waal page 621);
- Children have the right to privacy, which includes the right not to have their person or property searched and their possessions seized (Section 14 of the Constitution);
- The right to privacy can be limited in terms of the limitation of rights clause 36 of the Constitution so long as the limitations are reasonable and justifiable (see Sonderup v Tondelli and Another 2001 (1) SA 1171 (CC));
- Currie in *The Bill of Rights Handbook* [ibid] states at 304, "*In general, searches and seizures that invade privacy must be conducted in terms of legislation clearly defining the power to search and seize*";
- Section 8A of the South African Schools Act, 84 of 1996 ("the Act") provides for Random search and seizure and drug testing at schools (Schools is defined to include an Independent School such as Penryn College); □ This policy is premised on the above principles and ultimately at ensuring a safe environment for all scholars at Penryn College.

NOTIFICATION:

The scholar and his or her parent or guardian's attention is drawn to the Addictive and Substance abuse policy as well as the Penryn College Drug and Alcohol Testing Consent form that is attached to that policy and that the scholar and parent signs. That consent form also provides consent by the scholar and parent to conduct the necessary search and seizures in terms of this policy.

DEFINITIONS

1. For the purposes of this policy:
 - 1.1. **"Apparatus"** means: - any device which can be used to hold, manufacture, assemble, consume or administer an illegal drug and includes but is not limited to, cigarette holders, cigarette rollers, electronic cigarettes, pipes, syringes and needles.
 - 1.2. **"dangerous object"** means:
 - 1.2.1. any explosive material or device;
 - 1.2.2. any firearm or gas weapon;
 - 1.2.3. any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious;
 - 1.2.4. any other object similar in nature to the objects listed above.
 - 1.3. **"illegal drug"** means: any substance that has a psychological or physiological effect and/or is addictive and/or habit forming and includes alcohol, cigarettes or any tobacco/nicotine product and any performance enhancing drug; or any substance having such effect that is possessed unlawfully;
 - 1.4. **"College Activity"** includes any educational, cultural, recreational, sporting or social activity of Penryn College within or outside the College's premises; and
 - 1.5. **"illegal activity"** means: the contravention of any of the prohibited conduct set out in 2 below.

PROHIBITION

2. No scholar may:
 - 2.1. bring, allow to be brought or assist another to bring any apparatus as defined onto the College grounds or to a College activity;
 - 2.2. carry any apparatus on the College grounds or at premises at which a College activity is carried out;
 - 2.3. distribute and/or supply (either by giving away or selling) or assisting another to distribute and/or supply any apparatus to any other person on the College grounds or at a College activity;
 - 2.4. buy or assist another to buy any apparatus on the College grounds or at a College activity;
 - 2.5. conceal or assist another to conceal any apparatus on the College grounds or at a College activity;
 - 2.6. bring, allow to be brought or assist another to bring any dangerous object onto the College grounds or to a College activity;
 - 2.7. carry any dangerous object on the College grounds or at premises at which a College activity is carried out;
 - 2.8. store or assist another to store any dangerous objects on the College grounds or premises at which a College activity is carried out;
 - 2.9. bring, allow to be brought or assist another to bring illegal drugs onto the College grounds or to a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.10. have in his or her possession any illegal drugs on the College grounds or at a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.11. use or assist another to use any illegal drugs on the College grounds or at a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.12. distribute and/or supply (either by giving away or selling) or assisting another to distribute and/or supply any illegal drugs to any other person on the College grounds or at a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.13. buy or assist another to buy any illegal drug on the college Grounds or at a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.14. produce or manufacture or assist another to produce or manufacture any illegal drugs on the College grounds or at a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.15. conceal or assist another to conceal any illegal drug on the College grounds or at a College activity in contravention of Penryn College's Addictive and Substance Abuse Policy;
 - 2.16. possess any stolen item on the College grounds or at a College activity.

SEARCH AND SEIZURE

3. The Head or his/her delegate may, subject to clause 5, at random and without a warrant, search any scholar or group of scholars, or the property of a scholar or group of scholars, for any apparatus, dangerous object, stolen item or illegal drug (hereafter, collectively referred to as "prohibited good"), if he or she has a reasonable suspicion that:
 - 3.1. a prohibited good may be found on the College grounds or during a College activity;
or
 - 3.2. one or more scholar on College grounds or engaged in a College activity are in possession of a prohibited good;
or
 - 3.3. the scholar has contravened any of the prohibited conduct referred to in clause 2 above
4. The Head or his/her delegate may without a warrant seize any prohibited good found on the College grounds or during a College activity, or found on any scholar who is on the College grounds or engaged in a College activity.
5. A search may only be conducted after taking into account all relevant factors, including:
 - 5.1. the best interest of the scholar in question or any other scholar or person in Penryn College;
 - 5.2. the safety and health of the Scholar in question or of any other scholar or person at Penryn College;
 - 5.3. reasonable evidence of illegal activity;
 - 5.4. all relevant evidence received (which may include rumours, with supporting evidence).
6. A scholar's person and/or personal effects (for example book bag, blazer, sports bag etc.) may be searched whenever the Head or his or her delegate has a reasonable suspicion to believe that the scholar has contravened any of the prohibited conduct set out in 2 above.
7. Scholar's lockers are the property of Penryn College and remain at all times under the control of the College. Scholars are, however, expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by the Head or his or her delegate for any reason, and at any time, without notice, without scholar consent, and without a search warrant.
8. Scholars are permitted to park on designated areas on the College ground as a matter of privilege, and not of right. The Head or his or her delegate may conduct routine patrols of such parking lots and inspections of the exteriors of scholar's vehicles on the College grounds. The interiors of scholars vehicles may be inspected whenever the Head or his or her delegate has reasonable suspicion to believe that a prohibited good is contained inside such a vehicle. Such patrols and inspections may be conducted without notice, without scholar consent, and without a search warrant.

THE PROCEDURE FOR CONDUCTING A SEARCH

9. All searches contemplated in this policy will be conducted in a manner that is reasonable and proportional to the suspected illegal activity.
10. Where a search entails a body search of a scholar (see 12 below), such search may only be conducted by the Head, if he or she is the same gender as the scholar, or by the Head's delegate, who must be the same gender as the scholar. A second staff member of the same gender must be present.
11. The types of searches that may be conducted by the Head or his or her delegate are set out below.

THE PROCEDURE TO BE FOLLOWED IN A BODY SEARCH OF A SCHOLAR

12. A body search includes a visual search and a "pat down" body search.
13. Any body search will be conducted in a private area and not in view of another scholar.
14. The scholar will be requested to place loose items from pockets and clothing on a table or desk for inspection. To facilitate the pat-down search, the scholar must remove all articles from his or her pockets and remove any secondary outer clothing (e.g. blazer, sweater, head coverings etc) worn over the primary clothing.
15. The person conducting the search will, wherever possible, wear latex gloves and use an open hand to pat down the primary layer of clothing of the scholar. Any such search shall be carried out in a manner as is consistent with discovering anything that may have been concealed.

THE PROCEDURE TO BE FOLLOWED IN A STRIP SEARCH OF A SCHOLAR

16. A strip search involves the removal and search of clothing and a visual examination of the undressed learner, to verify if any prohibited good is being concealed.
17. A strip search may be conducted if the head or his or her delegate has a reasonable suspicion that the strip search will reveal evidence that the scholar is concealing a prohibited good that could not be obtained by conducting a body search.
18. Strip searches will not extend to the removal of the scholar's underwear, but may extend to the readjustment of the scholar's underwear, by the scholar.
19. In any strip search, the scholar will not be touched, and the search will not extend to a body cavity of the scholar.

THE PROCEDURE TO BE FOLLOWED IN CONDUCTING A SEARCH OF A SCHOLAR UNDER THE AGE OF 12 YEARS

20. Consent will be obtained from the parent or guardian for a body search or a strip search that is required in respect of a scholar under the age of 12.
21. The parent or the guardian of the scholar must be present during the search, if practical and if requested by the parent or guardian. If the parent or guardian of a scholar is present, he or she may conduct the search if he or she wishes.

PROCEDURE TO BE FOLLOWED WHEN A PROHIBITED GOOD IS FOUND ON A SCHOLAR

22. Any prohibited goods that are seized will be labelled with full particulars, including:
 - 22.1. the name of the scholar in whose possession it was found;
 - 22.2. the time and date of the search and seizure;
 - 22.3. an incident reference number;
 - 22.4. the name of the person who searched the scholar;
 - 22.5. the name of the witness present at the search; and
 - 22.6. any other details that may be necessary to identify the item and the incident.
23. Any seizure of a prohibited good will be recorded in a school record book and the prohibited good will be handed over to the South African Police Service, save that where a stolen item is recovered and no criminal charge against the scholar in whose possession the stolen good was found is contemplated, the stolen item may be returned to its owner.
24. A scholar may be subjected to disciplinary proceedings in terms of the Penryn College Honour Code and Disciplinary Policy if a prohibited good is found in his or her possession.



Penryn College

RULES FOR THE USE OF COMPUTERS AND THE NETWORK OF THE COLLEGE

PREAMBLE:

Any member of the Penryn College family wishing to use the College's computers and/or network needs to abide by these rules.

In order to protect the legitimate users of the College's computers and/or network, all access to the computers and/or network and/or internet are monitored, filtered and recorded. This is for the scholar and the Colleges own protection to ensure protection of the College's network and the scholar's own devices attached to the network from time to time.

DEFINITION:

- **User / Users means:** - Any scholar, his or her parent or guardian or any of his or her siblings whether they are scholars or not who use the computers or the network through any means and through any Electronic device.
- **Electronic device means:** - any electronic equipment provided by Penryn College and/or any personal piece of electronic equipment and includes, but is not limited to, a laptop, mini- computer, any tablet and a cellular phone.
- **College Computers and or Network means:** All such electronic devices, computers, laptops, servers, switches, uninterrupted power supplies, wiring whether optic fibre or otherwise and any other electronic or mechanical device that makes up the system.

GENERAL PRINCIPLES GUIDING COMPUTER AND NETWORK USE AT PENRYN COLLEGE AND GENERAL PROHIBITED CONDUCT:

1. Information is a form of property;
2. E-mail or any form of electronic communication is a form of speech;
3. Therefore it is an offence if any Scholar through the use of Computers and/or the College network:
 - Bullies others
 - Destroys the College or others property
 - Steals from the College or others
 - Publishes or in any way disseminates personal information of another to any other party without consent

SPECIFIC PRINCIPLES GUIDING COMPUTER AND NETWORK USE AT PENRYN COLLEGE AND SPECIFIC PROHIBITED CONDUCT:

1. Users may not erase or modify someone else's files or programmes;
2. Users may not authorise anyone to use their passwords, nor may they try and find out someone else's password. Furthermore, you must report compromised passwords;
3. Penryn College computers and the network may only be used for learning purposes;
4. Users may not copy, change or transfer any software provided by Penryn College, or use the
5. Writing or introducing any code or programme designed to damage, or hinder the performance of the network (these are known as viruses, Trojan horses, worms etc) is prohibited;

6. The network may not be used to annoy and/or prejudice others, by *inter alia* sending objectionable messages or flooding someone else's account with multiple messages;
7. Users may not intentionally damage or tamper with the network or computers on it;
8. No unauthorised hardware may be attached to the network
9. E-mail must always be respected as private and may not be read without permission;
10. Junk mail and nuisance mail may not be redirected to someone else on the College network;
11. No flash drives may be brought into examinations using computers;
12. No private files may be downloaded from the World Wide Web onto the College network, included in these are JPG, images, music tracks or videos;
13. Users may not download from any source whatsoever, copy onto or in any way introduce onto or into the College Computers or Network any information that is discriminatory against race, gender, sex, religion, culture and/or constitutes pornography; and
14. Hacking in any form to gain access to restricted resources in the College or outside thereof is prohibited

CONSEQUENCES OF CONTRAVENING THE ABOVE:

The violation of any of the above principles and/or specific prohibited conduct and/or general prohibited conduct will result in disciplinary action in terms of the Penryn Honour Code and Disciplinary Policy and the sanctions that can be imposed appear from the said policy.



Penryn College

CELLULAR PHONE AND ELECTRONIC DEVICE POLICY

PREAMBLE

- The majority of scholars have cell phones at the College. They have become a fact of life and are seen by many as a necessity. They can, however, also be a major disturbance in a learning environment;
- A scholar that brings a cell phone or other electronic device to College does so at his or her own risk. The College will not be held responsible for any loss or damage to such cell phone or electronic device. Cell phones may, however, be handed in at the office for safekeeping;

DEFINITION:

Electronic device means: any fixed or mobile personal piece of electronic equipment and includes but is not limited to a desk-top computer, a laptop, a mini computer; a compact disk player, any tablet such as an I-Pad, MP3 Players and includes a cellular phone.

GENERAL RULES FOR THE USE OF ELECTRONIC DEVICES AND GENERAL PROHIBITED CONDUCT:

1. Electronic devices (including cellular phones) may only be used for educational purposes following the express permission of the teacher involved in a particular lesson and whilst the Scholar is in a classroom busy with that lesson;
2. Electronic devices (including cellular phones) may not be used outside a classroom between lessons;
3. If a phone rings or an electronic device makes audible sounds during class or is seen to be used during lessons without permission it will be confiscated by the teacher involved;
4. Cellular phones may be used during official breaks, but only for the purpose of making and receiving calls.
5. A scholar may only use another scholar's cellular phone or other electronic device if he or she has permission to do so;
6. No Electronic device including cellular phones may be used at any time of the school day including official breaks for the purpose of listening to music or watching and listening to music videos;

In addition to any sanction imposed in terms of the Penryn College Honour Code and Disciplinary Policy, should scholars contravene the above provisions; the electronic device will be confiscated for the period of one (1) week on the first offence and for one (1) month for each offence thereafter. Repeat offenders may be charged in terms of the Honour Code and Disciplinary Policy and be subject to the sanctions provided for therein.

SPECIFIC PROHIBITED CONDUCT:

Any scholar who uses an electronic device (including a cellular phone) as defined to transmit or show to another scholar or in any way project through the electronic device any of the following information, commits a serious offence and may be formally charged in terms of the Honour Code and Disciplinary Policy and be subject to the sanctions provided for therein:

1. any information that is obscene, indecent or lewd or the content is of a sexual nature;
2. any information that contains offensive profanity (swearing);
3. any information that unfairly discriminates on grounds of religion, sex and race;
4. any information that threatens another scholar with bodily harm or intimidates such scholar



Penryn College

SCHOLARS' DRIVING ON THE GROUNDS OF PENRYN COLLEGE POLICY

PREAMBLE AND DEFINITIONS:

- **The College grounds** means: - those areas set aside for the movement of motor vehicles and motor cycles from one point to another on designated tarred and/or paved routes and those areas designated for parking.
- The College grounds as defined above constitute roads as defined in Section 1 of the National Road Traffic Act 93 of 1996 ("the Act");
- Consequently, the use of the College Grounds for the driving of a motor vehicle or motor cycle is only lawful if the Scholar driver complies with all the provisions of the Act and any Local Authority By-Laws that apply.
- Any contravention of the Act and/or By-Laws and or the rules and/or prohibited conduct stated hereunder will be met not only with disciplinary action in terms of Penryn College's Honour Code and Disciplinary Procedure but may also require reported to the relevant Authority;
- **Motor cycle** means: - a motor vehicle which has two wheels and an engine capacity of 50cc and up;
- **Motor vehicle** means: - a motor vehicle which has 4 wheels and is designed to transport passengers and goods.

NOTIFICATION:

The scholar and his or her parents or guardian's attention is drawn to the Penryn College's Search and Seizure Policy which provides for the inspection of vehicles both outside and inside that are parked on the College Grounds.

GENERAL RULES OF CONDUCT AND GENERAL PROHIBITED CONDUCT:

1. Drivers are required to strictly obey all the speed limits, road and traffic signs and markings on the Grounds as defined above;
2. Driving across the College fields or lawns is strictly forbidden;
3. Scholars must park in the designated scholar parking area;
4. Scholars may not sit in their motor vehicles during normal College hours, especially during breaks;
5. Apart from roadworthy motor vehicles and motor cycles, the use of any other motorized piece of equipment by a scholar, including but not limited to quad bikes, scooters and go-carts is strictly prohibited on the College grounds or on any College field or lawn.

SPECIFIC RULES OF CONDUCT AND SPECIFIC PROHIBITED CONDUCT – MOTOR VEHICLES:

Scholars may only drive a motor vehicle on the College grounds and without derogating from the general conditions above, under the following further specific conditions:

1. The motor vehicle is roadworthy and has been duly registered and licensed through the relevant Local Authority. A certified copy of the relevant registration and license documentation must be given to the Head prior to the scholar partaking in any driving activity on the College grounds;
2. Scholar's must be in possession of a valid Learner Driver License or Driver's License, issued by the Relevant Authority, a certified copy of which must be given to the Head prior to the scholar partaking in any driving activity on the College grounds;
3. Scholars with a valid Driver's license may not give lifts to other scholars unless they have written authority to do so from their own parents and the parents of their passengers. These letters are to be handed to the Head and will be placed on the relevant scholar's files;
4. Similarly scholars may not accept a lift from any other scholar in possession of a valid Driver's license unless they have written permission from their parents and from the parent of the scholar who is the driver and those letters are provided to the Head and placed on the scholars relevant files;
6. Scholars driving in a learner capacity must do so only if accompanied by their parent/s and no-one else. Further a Learner Driver "L" sign should be clearly displayed on the vehicle being driven;

SPECIFIC RULES OF CONDUCT AND SPECIFIC PROHIBITED CONDUCT – MOTOR CYCLES:

Scholars may only drive a motor cycle on the College grounds, and without derogating from the general conditions above, under the following further specific conditions:

- The motor cycle is roadworthy and has been duly registered and licensed through the relevant Local Authority. A certified copy of the relevant registration and license documentation must be given to the Head prior to the scholar partaking in any driving activity on the College Grounds;
- The scholar is in possession of a valid Learner Driver License or Driver's License, issued by the Relevant Authority, a certified copy of which must be given to the Head prior to the scholar partaking in any driving activity on the College grounds;
- No scholar may drive a motor cycle on the Grounds as defined above unless he / she is wearing a helmet;
- Scholars driving motor cycles may not carry passengers or give lifts to other scholars on the College grounds.

SPECIFIC RULES OF CONDUCT AND SPECIFIC PROHIBITED CONDUCT HOSTEL SCHOLARS:

- Hostel scholars are to comply with all the above requirements and rules and the following specific rules applicable to them:
- Hostel scholars are to leave their keys with hostel parents at all times;
- Hostel scholars are obliged to obtain letters from their parents or guardians setting out any limitation regarding the use of the motor vehicle or motor cycles, and a copy of that letter must be provided to the hostel parent and a copy placed on the Hostel scholar's file;



Penryn College

PLAGIARISM POLICY

PREAMBLE:

Within a learning environment, it is imperative that teachers are able to assess a scholar's progress through his / her own written work. With today's current technology and access to literature, it is a simple task to download or copy another person's published work (verbatim), ideas or opinions without acknowledging them – this, in essence, is plagiarism and you may even be committing theft. Because of this, plagiarism is regarded as a very serious offence at Penryn College.

Penryn College has developed, modified and shortened the underlying Plagiarism Policy from an existing policy implemented at the University of Cape Town, with their kind permission (<http://www.uct.ac.za/depts/records/>).

DEFINITION OF PLAGIARISM:

The submission of work of a person other than the student who is being examined as though it is the scholar's own original work.

This work referred to above, is any published or unpublished material, whether in written or typed form, copied verbatim or closely to the original document.

CONSEQUENCES OF PLAGIARIZING:

The scholar will be referred to his or her tutor for an investigation into the matter.

If it is found that the scholar has committed plagiarism he or she will get a mark of zero for the plagiarized work and at the discretion of the Head may face disciplinary action in terms of Penryn College's Honour Code and Disciplinary Procedure and be sanctioned in terms thereof. If found guilty, a conviction for plagiarizing will be placed on the scholar's academic record which will have further implications to the award policy of the College and tertiary education admission.

The same consequences will befall any scholar that voluntarily allows another to copy their work with the intention of passing it off as his or her work.



Penryn College

BULLYING POLICY

Policy Statement:

Penryn College adopts a zero tolerance approach to bullying and is committed to providing a safe and secure learning environment. To ensure this, all members of the school have the responsibility to practice and promote:

- tolerance
- a safe environment to all stakeholders
- the rights of an individual as far as possible
- the protection of the rights of Penryn College and its scholars.

Definition of Bullying:

Bullying involves unwanted repeated direct or indirect verbal, physical, social or psychological behaviour that is intended to cause another learner emotional and/or physical harm and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying takes place through the use of information and communication technologies. The following (not intended to be a complete list) are examples of bullying behaviour:

- Physical: hitting, kicking, scratching, tripping, spitting, pushing, bumping, flicking, punching, unwanted advances, use of weapons;
- Verbal: name calling, teasing, abuse, putdowns, sarcasm, insults, threats, racial, sexual or religious remarks, taunting, mocking, humiliating;
- Social: ignoring, excluding, ostracising, alienating, making inappropriate gestures/hand signals, avoiding, isolating, spreading nasty stories, sexual insults, extortion;
- Psychological: gossiping, spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages or postings on social media, inappropriate use of cameras, writing offensive notes or graffiti and making degrading or inappropriate comments about another's religion, culture, family, sexual orientation or social background.

Prohibited conduct:

No scholar is allowed to either individually or in a group behave in a bullying manner.

Strategies for intervention:

- All forms of suspected bullying must be reported to the relevant Head of House.
- All reports of bullying will be investigated. Bullying invariably also entails other prohibited conduct contained in other policies of the College and such prohibited conduct will also form part of the investigation.
- Any scholar who is found to have engaged in any bullying behaviour will face disciplinary action in terms of Penryn College's Honour Code and Disciplinary Policy and may be sanctioned as provided for therein

Penryn College recognises that depending on the nature of the incident further intervention may be required. These interventions will be made at the schools discretion and may include:

- Compulsory counselling for the person doing the bullying.
- The victim requires the most support and counselling will be made available.
- If the problem is wide spread then tailor made interventions will be implemented according to need.

Recommended procedures for parents in the case of bullying

- Report the incident as soon as possible to the Grade Head of House;
- Allow the College to follow procedure and to investigate allegations;
- Think through the situation as it can be very emotional for all parties involved;
- There are always two sides of the story and parents must be willing to hear both sides of the story;
- Collaborate with the College;
- Once a course of action has been agreed upon, the parent must give the College enough time to implement the plan;
- The parent should not harass other students or the parents of other students, or increase the anxiety of the situation;
- A parent should not feel guilty about reporting the incident;
- All bullying incidents should remain confidential and should be discussed with the relevant educators/counsellors.

Minor Infringements that warrant sin bins:

Scholar transgressions	Sin bin
Miss sport practice without excuse	✓
Miss 1 day derby (1 tick)	✓
Miss 1 day derby (2 ticks)	✓ 2 sin bins
Miss cultural activity	✓
Miss Exec period	✓
Missed event/race at a sports function and did not report it to the person in charge of event in advance	✓
Attending a College function but not in uniform	✓
Uniform and / or hair transgression	✓
Swearing / Blasphemy	✓
Wilful disregard of College rules or instructions	✓ 2 sin bins
Impertinence, cheek or insubordination	✓ 2 sin bins
Unfinished homework	✓
Underperformance, due to lack of learning	✓
Unruly class behaviour such as talking, joking or lack of concentration	✓

Contravention of the GENERAL prohibited conduct as per the Cellular Phone and Electronic Device Policy	✓
Littering	✓
Contravention of any of the following SPECIFIC prohibited conduct, namely items 2, 3, 6, 10, 11 & 12 as per the Rules for Use of Computers and the Network of the College Policy	✓ 2 sin bins
Contraventions of the following GENERAL prohibited conduct, namely items 1, 2, 3, and 4 as per the Scholars Driving on the Grounds of Penryn College Policy	✓
Misbehaviour in class	✓

Scholars in the Boarding houses further transgressions	
Leaving rooms, bathrooms or common room untidy	✓
Returning to the hostel during the day without permission	✓
Being outside the hostel or visiting other hostels after 19h00	✓
Leaving the hostel after 06h50 on a school week day	✓
Not completing signing-out forms for weekend meals on Wednesday evenings	✓
Not attending meals which have been signed in for	✓
Not attending meals when on the College grounds	✓
Contravention of any of the specific rules of conduct and specific prohibited conduct for hostel scholars as per the Scholars Driving on the Grounds of Penryn College Policy	✓
Contravention of any other prohibited conduct as detailed in the hostel handbook	✓

ANNEXURE B

MORE SERIOUS MINOR OFFENCES:	
Scholar transgressions	Heads detention notification to parent and possible parent interview
Miss match	✓
Miss both derby days	✓
Miss dress rehearsal	✓
Miss actual performance	✓
Miss lesson	✓
Leaving the College without signing out	✓
Compulsory event missed	✓
Contravention of any of the SPECIFIC prohibited conduct as per the Cellular Phone and Electronic Device Policy	✓
Contravention of any of the following SPECIFIC prohibited conduct namely items 1, 4, 5, 7, 8, 9, 13 & 14 as per the Rules for Use of Computers and the Network of the College Policy	✓
Verbal or emotional bullying of any sort including contravention of item 3 of the general prohibited conduct under the Rules for use of the Computers and the Network of the College relating to bullying	✓
Contravention of any of the SPECIFIC prohibited conduct for the use of Motor Vehicles and/or the use of Motor Cycles	✓
Contravention of item 4 of the GENERAL prohibited conduct for the use of Motor Vehicles and/or the use of Motor Cycles	✓

SERIOUS MISCONDUCT

Offence	1 st Offence	2 nd Offence	3 rd Offence
Occult offences	Detention and/or final warning and/or counselling. Depending on the severity, expulsion is possible.	Expulsion	
Violence: of any kind, including but not limited to: <input type="checkbox"/> Physical Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Threats	Detention and/or final written warning and/or counselling. Depending on the severity, expulsion is possible.	Expulsion	
Sexual harassment	Detention and/or final warning and/or counselling. Where the first offence is severe, expulsion is possible.	Expulsion	
Vandalism:	Detention and/or first warning and/or counselling and/or payment of the costs for the reasonable repair, Depending on severity a final warning is possible.	Detention and/or final warning and/or counselling and/or payment of the costs for the reasonable repair. Depending on severity Expulsion is possible	Expulsion
Dangerous Object: Contravening any of the prohibited conduct, namely items 2.6, 2.7 and 2.8 of the Search and Seizure Policy	Detention and/or final warning and/or counselling. Depending on the severity expulsion is possible.	Expulsion	
Contravention of any of the prohibited conduct regarding apparatus, namely items 2.1, 2.2, 2.3, 2.4 and 2.5 of the Search and Seizure Policy and/or items H, I, J, K and L of the Addictive and substance Abuse Policy	Detention and/or 1 st warning and/or counselling	Detention and/or final warning and/or counselling. Depending on severity - expulsion	Expulsion

Offence	1 st Offence	2 nd Offence	3 rd Offence
<p>Personal possession of or the personal use of cigarettes and tobacco/nicotine products: Contravening any of the prohibited conduct under items A or C contained in the Addictive and Substance Abuse Policy where cigarettes or tobacco products are involved</p>	Detention and/or 1 st and/or final warning and/or counselling	Detention and/or final warning and/or counselling. Depending on severity - expulsion	Expulsion
<p>Other cigarette and tobacco/nicotine product offences: Contravention of any of the following prohibited conduct namely items B, C, D, E, F, G or M of the Addictive and Substance Abuse Policy where cigarettes or tobacco products are involved</p>	Detention and/or final warning and/or counselling	Expulsion	
<p>Personal use or personal possession of Alcohol: Contravening any of the prohibited conduct under items A or C contained in the Addictive and Substance Abuse Policy where alcohol is involved</p>	Detention and/or 1 st and/or final warning and/or counselling	Detention and/or final warning and/or counselling. Depending on severity - expulsion	Expulsion
<p>Other alcohol offences: Contravention of any of the following prohibited conduct namely items B, C, D, E, F, G or M of the Addictive and Substance Abuse Policy where alcohol is involved</p>	Detention and/or final warning and/or counselling	Expulsion	
<p>Personal use of and/or personal possession of performance enhancing drugs: Contravening any of the prohibited conduct under items A or C contained in the Addictive and Substance Abuse Policy where a performance enhancing drug is involved</p>	Detention and/or 1 st warning and/or counselling and/or a suitable ban (according to South African Schools Sports) on his right to participate in sporting events	Detention and/or final warning and/or counselling and/or a suitable ban on his right to participate in sporting events	Expulsion

Offence	1 st Offence	2 nd Offence	3 rd Offence
<p>Other performance enhancing drug offences: Contravention of any of the following prohibited conduct namely items B, C, D, E, F, G or M of the Addictive and Substance Abuse Policy where a performance enhancing drug is involved</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>	
<p>Personal possession of or the personal use of illegal drugs other than tobacco products, alcohol products or performance enhancing drugs: Contravening any of the prohibited conduct under items A or C of the Addictive and Substance Abuse Policy.</p>	<p>Detention and/or final warning and/or counselling and/or he will be subject to random urine or other non-invasive tests at the discretion of the Head of College. Depending on the severity expulsion is possible</p>	<p>Expulsion</p>	
<p>Other Illegal drug offences other than tobacco products, alcohol products or performance enhancing drugs: Contravention of the following prohibited conduct namely items B, D, E, F, G or M of the Addictive and Substance Abuse Policy</p>	<p>Expulsion</p>		
<p>Dishonesty, cheating and plagiarism: See Policy on Plagiarism</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>
<p>Social injustice: Including any conduct that unfairly discriminates on grounds of religion, sex and race and includes prohibited conduct according to the Cellular Phone and Electronic Device Policy and the Rules For the Use of Computers and the Network of the College</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>

Offence	1 st Offence	2 nd Offence	3 rd Offence
<p>Pornography: Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bringing or assisting another to bring pornography on to the College Grounds or to a College Activity; <p style="margin-left: 20px;">and/or</p> • Possessing pornography on the college grounds or at a College Activity; <p style="margin-left: 20px;">and/or</p> • Distributing (either giving away or selling) or assisting another to distribute Pornography on the College Grounds or at a College Activity; <p style="margin-left: 20px;">and/or</p> • Buying or assist another to buy Pornography on the College Grounds or at a College Activity; <p style="margin-left: 20px;">and/or</p> • Conceal or assist another to conceal pornography on the College Grounds or at a College Activity; <p style="margin-left: 20px;">and/or</p> • Includes prohibited conduct, Item 1 of the specific prohibited conduct according to the Cellular Phone and Electronic Device Policy where pornography is involved; <p style="margin-left: 20px;">and/or</p> • Includes item 13 of the specific prohibited conduct of the Rules for the Use of Computers and the Network of the College where pornography is involved. 	<p>Detention and/or 1st warning and/or counselling. Depending on the severity a final warning is possible and even expulsion</p>	<p>Detention and/or final warning and/or counselling.</p> <p>Depending on severity expulsion is possible.</p>	<p>Expulsion</p>

Offence	1 st Offence	2 nd Offence	3 rd Offence
<p>Theft: Includes but is not limited to:</p> <ul style="list-style-type: none"> • What is commonly recognised as taking another's property; and/or • Theft using the Computers and or Network of the College as recorded in item 3 of the general prohibited conduct of the Rules for the Use of Computers and the Network of the College Policy; and/or • Being in possession of any stolen item as provided for in item 2.16of the prohibited conduct in the Search and Seizure Policy 	<p>Detention and/or final warning and/or counselling.</p> <p>Depending on the severity expulsion is possible.</p>	<p>Expulsion</p>	
<p>Filming: Through any mechanical or electronic device any offence entailing violence, bullying, social injustice and pornography</p>	<p>Detention and/or final warning and/or counselling and/or confiscation (for a period in the discretion of the Chairperson) of the device used to film.</p>	<p>Expulsion</p>	
<p>Scholars in the Boarding houses further transgressions</p>	<p>Detention and/or 1st warning and/or counselling</p>		
<p>Inter-visiting of boys and girls in each other's dormitories</p>	<p>Detention and/or 1st warning and/or counselling</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>
<p>Leaving the College Grounds without direct permission and being out of bounds (see Boarding information booklet)</p>	<p>Detention and/or 1st warning and/or counselling</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>
<p>Having unauthorised visitors (same sex) in one room</p>	<p>Detention and/or 1st warning and/or counselling</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>
<p>Not being signed in or out by a boarding parent or assistant when returning to or leaving the boarding house.</p>	<p>Detention and/or 1st warning and/or counselling</p>	<p>Detention and/or final warning and/or counselling</p>	<p>Expulsion</p>

Offence	1 st Offence	2 nd Offence	3 rd Offence
Acting inappropriately during any emergency drill	Detention and/or 1 st warning and/or counselling	Detention and/or final warning and/or counselling	Expulsion
General Misbehaviour minor offences	<p>3 detentions in a year: Detention and/or first warning and/or counselling</p> <p>If another 3 detentions are incurred in the same year – Detention and/or final warning and/or counselling.</p> <p>If another 3 detentions are incurred in the same year – expulsion.</p>		
General Misbehaviour more serious minor offences	<p>3 detentions in a year: Detention and/or final warning and/or counselling</p> <p>If another 3 detentions are incurred in the same year – expulsion.</p>		