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# DOMINO SERVITE SCHOOL

## CODE OF CONDUCT

### ENGLISH

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## OVERVIEW

### ▪ Preamble

This school was founded to serve the needs of the missionaries' children associated with Kwasizabantu Mission, on which it is situated.

### ▪ Mission Statement

Domino Servite School is committed to creating a happy, Christian-based environment wherein all learners are encouraged to demonstrate respect and responsible citizenship, academic excellence and Bible-based moral values.

### ▪ Introduction to the Code of Conduct

This Code of Conduct has been negotiated with the learners, the teachers and the parents of the learners, and the Board of Directors (BOD), and each group regularly participates in the review of the code.

This Code of Conduct replaces all previous policies relating to conduct and is applicable since its introduction in 2002 and subsequent reviews.

All parents and Grade 4-12 learners must acknowledge receipt of this Code of Conduct by signing the agreement at the time of enrolment and annually thereafter.

The Domino Servite School Code of Conduct is based on the following principles:

1. Positive behaviour which is essential for the well being of the school and the successful achievement of the school's objectives.
2. Educational principles that aim at allowing the school to function as a harmonious community.
3. The establishment of a safe, healthy and secure environment.
4. The endorsement of the basic rights of teachers to teach, and to maintain orderly learning environments, and the rights of learners to learn in a secure environment that is conducive to learning.
5. The promotion of a climate of mutual respect, self-discipline and responsible behaviour.
6. Disciplinary action will be aimed at corrective measures rather than punitive action. Effort will be made to apply it fairly and reasonably as it forms the basis of all education at the school.
7. Biblical principles, which we accept as being fully authoritative in matters of faith and conduct.

8. All learners of Domino Servite School should be encouraged to maintain a Christian lifestyle both during and after school hours.
9. Domino Servite School acknowledges the Biblical role of parents, and, as such, expects parents to be involved in upholding the Code of Conduct.

### ▪ **Legal Authority**

The Code of Conduct has been drafted in accordance with Section 8 (1) of the South African Schools Act, Act 84 of 1996. As such it is subject to the Constitution of the Republic of South Africa, Act 108 of 1996; the said South African Schools Act; The KwaZulu-Natal School Education Act, Act 3 of 1996, as well as all the KwaZulu-Natal Provincial Ordinances based thereon.

**Act no.84, 1996: Section 8 (1)** *“Subject to any provincial law, a governing body of a public school must adopt a code of conduct for the learners after consultation with the learners, parents and educators of the school.”*

**Section 8 (4)** *“Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.”*

### ▪ **The Institution**

Domino Servite School is a combined school (Grade RRR – Grade 12) and is managed as an independent Christian school by its BOD.

Domino Servite School, being a resident institution at Kwasizabantu, acknowledges the authority of the mission.

### ▪ **The Ethos of the School**

In keeping with its origin as a mission school and in accordance with the desire of the vast majority of parents, Domino Servite School is a Christian institution operating on the understanding that the Bible is the Word of God. Christian norms and principles therefore also underpin this Code of Conduct.

**Act No.27, 1996: Section 4 (a)(vii);** *“The national education policy shall be directed toward advancement and protection of the right of every person to establish, where practicable, education institutions based on a common language, culture or religion, as long as there is no discrimination on the grounds of race.”*

### ▪ **Medium of Instruction**

The medium of instruction is English.

## ▪ **School Fees**

Domino Servite School is a fee-paying school. Meeting the fees levied, in order to meet the requirement of the approved annual budget, is compulsory.

**Act No.84, 1996: Section 39 (1);** *“Subject to this Act, school fees may be determined and charged at a public school only if a resolution to do so has been adopted by a majority of parents attending the meeting referred to in section 38 (2).”*

**Section 41;** *“The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay in terms of section 40.”*

## ▪ **Academic Performance**

Domino Servite School is an academic Christian school and therefore the learners' academic ability and performance will be a consideration when placing a learner in a grade as well as for the continued membership of the school.

Domino Servite School administers a diagnostic test to ascertain the academic level of a learner for placement and to inform educators where learner support might be needed.

**Act No.84, 1996: Section 21 (l) (b);** *“... the governing body may determine ...the choice of sub terms of the provincial curriculum policy.”*

# REGULATIONS AND PROCEDURES

## REGULATION 1: GENERAL

### 1. Attendance

Parents and learners need to be aware of the fact that, by law, school attendance is compulsory for learners of school-going age.

**Section 3, (6) (a):** *“Any parent who ... fails to comply with subsection (1), is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months.”*

- 1.1 School times must be strictly adhered to.
- 1.2 No learner may leave the school grounds during school hours without prior written permission from the office except at break when day scholars are permitted to go home.
- 1.3 Learners must submit a written request by the parent/guardian, in advance, in notice of the fact that a learner will be absent from school for special reasons. This also applies to absence from any co-curricular activities.
- 1.4 If a learner reports that he/she feels ill during school, his/her subject teacher is free to send him/her to the office or first aid staff member.
- 1.5 A boarder must report to the Head of Department (Boarding) while at the boarding establishment if he/she is feeling ill. Learners may only remain at the establishment if permission has been granted.

## 2. School Uniform

In keeping with the tradition of the Domino Servite School, the BOD has adopted in its constitution the principle that the learners of this school shall wear the prescribed school uniform.

### 2.1

<b>GIRLS UNIFORM</b>	
<b>Official (Number 1)</b>	
<b>Grade 1-6</b>	<b>Grade 7-12</b>
Checked tunic	White long-sleeved shirt
Grey cardigan	Blazer
White ankle socks	Tartan skirt
Black school shoes	Tie
	Grey pullover
	Navy stockings/white ankle socks
	Black school shoes
<b>Friday Uniform</b>	
Same as Number 1	Summer - white short-sleeved shirt with blazer only
	Winter - same as Number 1
<b>Summer Uniform</b>	
Checked tunic	White short-sleeved shirt
Grey pullover and/or cardigan	Tartan skirt
DSS cap at break	Grey pullover and/or cardigan
White ankle socks	DSS cap at break
Black school shoes	White ankle socks
	Black school shoes
	No windbreaker except during exceptionally cold weather
<b>Winter Uniform</b>	
Same as summer uniform	Same as Number 1
Navy tights	Grey pullover and/or cardigan and/or blazer
DSS scarf	DSS scarf

## 2.2

<b>BOYS UNIFORM</b>	
<b>Official (Number 1)</b>	
<b>Grade 1-6</b>	<b>Grade 7-12</b>
White short sleeved shirt	White long sleeved shirt
Grey shorts	Grey flannel trousers and plain black leather belt
Grey V-neck	Blazer
Long grey socks	Tie
Black school shoes	Grey pullover
Same as Number 1	Short grey socks
	Black school shoes
<b>Friday Uniform</b>	
Same as Number 1	Summer – white short-sleeved shirt with blazer only
	Winter – same as Number 1
<b>Summer Uniform</b>	
Same as Number 1	White short sleeved shirt
Grey pullover and/or V-neck	Grey flannel trousers and plain black leather belt
DSS cap at break	Grey pullover and/or V-neck
	DSS cap at break
	Short grey socks
	Black school shoes
	No windbreaker except during exceptionally cold weather
<b>Winter Uniform</b>	
Same as summer uniform	Same as Number 1
Grey flannel trousers optional	Grey pullover and/or V-neck and/or blazer
DSS scarf	DSS scarf

## 2.3

<b>MATRIC UNIFORM</b>
The matrices wear white pullovers and grey scarves.



## 2.4

OTHER
School issued dri-mac

### 3. Sports Uniform

GENERAL SPORTS UNIFORM	
Girls	Boys
DSS navy skort	DSS navy shorts
DSS sport shirt	DSS sport shirt
DSS athletics shirt	DSS athletics vest
DSS cap	DSS cap
DSS tracksuit top	DSS tracksuit
Long navy and gold socks	Long navy and gold socks

### 4. Team Sports Uniforms

- 4.1 Team uniforms are worn when a team is representing the school in an official match.
- 4.2 Team uniforms belong to the school.
- 4.3 Team uniforms are issued by the coach and returned to the coach after use.
- 4.4 Each team has a specific uniform which may only be worn by selected members of the team.

### 5. Hostel Uniform

Uniforms stocked by the school must be worn by boarders after school hours.

BOARDERS EVERYDAY UNIFORM	
Girls	Boys
Day dresses (any colour choice stocked in the uniform shop)	Khaki Bermuda shorts (khaki)
	Khaki trousers
	Assortment of golf shirts
	Black sweater
BOARDERS SUNDAY UNIFORM	
Navy skirt	White/blue long-sleeved shirt
Yellow/pink/blue blouse	Grey/khaki trousers
Suitable shoes (own choice)	Tie (own choice)

## **6. General Uniform Guidelines**

It is the duty of all teachers and prefects to ensure that all learners are dressed neatly and correctly at all times. This may be done by random checks e.g. during the change of classes, and by uniform inspection during the class period. Management has the authority to make exceptions to uniform requirements.

- 6.1 No other uniforms, beanies, caps, hats etc. may be worn together with the school uniform.
- 6.2 Standard black school shoes must be worn. Shoes must be polished at all times. Gumboots may be worn in wet weather but they should be removed once in class and replaced by school shoes.
- 6.3 School clothes may not be worn with civilian clothes.
- 6.4 Only school issued dri-macs may be worn in rainy or very cold weather.
- 6.5 The school scarf may be worn in cold weather.
- 6.6 School uniforms are stocked by the school and only these may be worn.
- 6.7 Regular inspections are held to ensure that the correct uniform is worn.
- 6.8 Girls' uniforms must be an appropriate length.
- 6.9 No alternative uniforms may be worn.

## **7. Appearance**

### **7.1 Boys**

- 7.1.1 Finger nails must be kept short.
- 7.1.2 Hair must be worn out of the face and must be kept clean, neat and modest.
- 7.1.3 When facial hair becomes visible, it must be shaved.
- 7.1.3 Casual clothing needs to be appropriate and in keeping with the Mission ethos.

### **7.2 Girls**

- 7.2.1 Finger nails must be kept short.
- 7.2.2 The wearing of nail varnish is not permitted.
- 7.2.3 The wearing of jewelry is not permitted, with the exception of watches and/or medic alert discs.
- 7.2.4 Hair must be worn out of the face and must be kept clean, neat and modest.
- 7.2.5 The wearing of make-up is not permitted.
- 7.2.6 Casual clothing needs to be appropriate and in keeping with the Mission ethos.

## **8. Protection of Possessions**

All possessions, clothing and otherwise are brought to the school at owners' risk. Although the school management will do everything possible to prevent such items from being lost, stolen or damaged, the school cannot be held responsible for any losses that may occur. Lending and borrowing of personal possessions is strongly discouraged.

## **REGULATION 2: EXPECTED BEHAVIOUR**

**Order marks will be allocated as determined by the SMT/BOD for disregard for any expected behavior as indicated in Regulation 2.**

### **1. Behaviour**

The order mark system applies to the following:

- 1.1 A learner's behaviour must always comply with the norms set to enhance the good name of the school.
- 1.2 Learners must be courteous at all times, in particular towards the staff, prefects and any visitors to the school. This includes standing up when speaking to them/being spoken to by them and assisting wherever help is needed. This behaviour should extend beyond the school environment.
- 1.3 Instructions from teachers and prefects must be obeyed instantly and in good grace, even if these are not popular.
- 1.4 Chewing of gum is not allowed during school related activities, on the school grounds, or in the hostels.
- 1.5 Eating in class during lessons or study times is strictly forbidden, except for medical reasons. Drinking water during lessons is allowed.
- 1.6 The playing of dangerous games on the school grounds and during school-related activities is forbidden.
- 1.7 Stealing or any form of unauthorised treatment of other peoples' property is strictly forbidden.
- 1.8 Learners may not have electronic devices and gadgets etc. but should hand them in to the office for safe keeping.
- 1.9 Learners may not willfully disrupt a lesson, assembly or any other meeting.
- 1.10 Excessive noise will not be tolerated.
- 1.11 Boarders may only use phones provided by the school.

## **2. School Buildings and Grounds**

- 2.1 The buildings and grounds are to be kept tidy and clean. Littering is not permitted.
- 2.2 When changing classes movement should be orderly.
- 2.3 Learners leaving classes during lessons should have identification.
- 2.4 Any damage done anywhere in the school should be reported immediately, either to the teacher on duty or at the office.
- 2.5 Defacing of school property in any way, e.g. writing on desks, chairs or walls is not permitted.
- 2.6 Learners driving any motor vehicle to school must be in possession of a valid driver's license.
- 2.7 Learners are not permitted to receive any visitors without the permission of the teacher on duty during school hours, or hostel staff after school hours. All visitors wishing to see a learner or a teacher must first report to the office.
- 2.8 Change rooms and toilets must be kept clean and tidy. Dawdling or playing around in these facilities is not permitted.
- 2.9 Toilets should be used properly so that they are never an embarrassment to the school or those who use them. They must be left clean and tidy.
- 2.10 Any leaking taps, flooding, etc. must be reported to the office immediately.

### **3. Areas which are Out of Bounds**

- 3.1 All the classrooms before school, during break times and after school hours unless specifically permitted or authorised by a teacher.
- 3.2 The school hall, except during classes and at break time for specific learners.
- 3.3 For boarders refer to hostel policy.
- 3.4 For day scholars: the hostel areas are out of bounds, unless permission has been granted.
- 3.5 Boarders may go to the shop during stipulated times.

## 4. Serious Offences

The following are regarded as serious offences and are strictly forbidden. Committing these may result in expulsion as per Regulation 4.

- 4.1 Verbal and/or written threats
- 4.2 Profanity
  - Foul language
  - Blasphemy
  - Obscene signs
  - Fighting
  - Insolence
  - Bullying
  - Cyberbullying
  - Intimidation
  - Victimisation
  - Harassment
  - Possession or use of unacceptable lyrics
  - Blackmail
  - Racist offences
  - Inappropriate texting
- 4.3 Failure to comply with punishment and/or suspension as a correctional measure
- 4.4 Forgery of any document or signature which would advantage or disadvantage the school
- 4.5 Trade in any assessment or examination question papers or any assessment or examination material
- 4.6 Bribery or attempted bribery for the purpose of gaining an unfair advantage particularly with respect to assessments and examinations
- 4.7 Fraud
- 4.8 Theft
- 4.9 Dishonesty which causes prejudice
- 4.10 Possession and/or consumption of and/or trade in any mind-altering substances
- 4.11 Possession and/or use of and/or trade in unauthorized drugs/mind-altering substances
- 4.12 Possession of anything at school which would be considered by the school authority to be a weapon
- 4.13 Assault (including murder) or threatened assault

- 4.14 Holding any person hostage
- 4.15 Rape
  - Sexual activity
  - Romantic amorous relationships
  - Sexual harassment
  - Pairing
- 4.16 Malicious damage of property
- 4.17 Unauthorised entry into or use of the school and/or mission property
- 4.18 Deceit/lies/the spread of malicious rumours
- 4.19 Bringing methylated spirits or any other inflammable material, tobacco, alcoholic drinks, drugs or pornography of any kind into the school premises, hostels and/or possession any of these
- 4.20 Smoking
- 4.21 Consumption of alcohol, drugs of addiction or any other intoxicating/mind-altering substances
- 4.22 Knowledge of learners who smoke, consume alcohol, use drugs of addiction or any other intoxicating/mind-altering substances
- 4.23 Trespassing
- 4.24 Computer hacking
- 4.25 Criminal offences
- 4.26 Forming groups/holding meetings/using social media platforms which undermine the vision and mission of the school and KSB Mission



## **5. Sport, Co-Curricular Activities and Functions**

- 5.1 Sport and most co-curricular activities offered by the school are optional.
- 5.2 Membership of a team, society or group involves a commitment to attend all practices, matches, functions, etc. that involve this specific group.
- 5.3 All team members of any particular sport or activity must wear the uniform as set out in the school's official uniform list. This also applies to the practice sessions concerned.
- 5.4 When participating in any match or competition, the referee or judge's decisions must be accepted unconditionally.
- 5.5 Learners are expected to attend school functions to show their support for the school and the teams or groups that participate. Generally the dress code to such functions will be the school uniform.
- 5.6 Learners will not be allowed to travel with other people to sport and co-curricular venues unless parental consent has been given to the teacher/coach on duty in advance and in writing.

## **6. Centres, Laboratories and Classrooms**

- 6.1 The computer centre, laboratories, media centre, subject classes and the hostel have relevant rules pertaining to specific regulations and must be adhered to.
- 6.2 Sports equipment should only be used when permission has been granted and should be accounted for after use.

## **7. Assessments and Examinations**

- 7.1 Formal assessments and examinations will be conducted under the same conditions as the Senior Certificate Examinations i.e. irregularities are viewed in a very serious light and learners who indulge in any form of irregularity will be dealt with by the Irregularity Committee.
- 7.2 Absence from an examination or formal assessment requires a medical certificate. If a learner's absenteeism is showing a pattern of coincidence with formal and informal assessments, a medical certificate may also be requested by the school in order to prove the severity of the learner's ailment.

## 8. Reward and Correction

- 8.1 Although it is the common perception and practice to discipline those who do wrong, it is also very important to reward those who do good, thereby motivating them and others to continue along this very positive and desirable route. Furthermore, the system of rewards must also enable wrongdoers to reverse their punishment record by doing what is right, thereby earning 'rewards'. This will hopefully motivate them towards the positive, away from what is negative and detrimental.

**Guidelines for a Code of Conduct for Learners Gov. Gazette No 18900, 15 May 1998 : Sect. 1.4.** *"The main focus of the Code of Conduct must be positive discipline; it must not be punitive and punishment orientated, but (should) facilitate constructive learning."*

- 8.2 Although the corrective measures administered will suit the offence, recalcitrance and a lack of remorse will be viewed as aggravating circumstances that will lead to harsher correction even for seemingly small transgressions. In a case where a learner who has done wrong is honest and immediately admits guilt and speaks the truth, the correction may be lightened.
- 8.3 The meting out of punishment, especially in the case of serious misconduct, will follow after the prescribed fair hearing and due process has been allowed to take place.

**Act No. 84, 1996: Section 8 (5);** *"A code of conduct must contain provisions of due process safeguarding the interests of the learner and any other party involved in disciplinary proceedings."*

- 8.4 Should a teacher notice that a learner has responded well to correction and the teacher wishes to cancel the order marks, he/she may approach the SMT with this request provided there is substantial motivation.

## 9. Administering Reward and Punishment

### 9.1

<b>ORDER MARKS POINTS SCALE</b>	
<b>Order Marks</b>	<b>Infraction</b>
0-15	Being in/out of class/hostel without permission
0-15	Chewing gum
0-15	Disruptive behaviour at school/hostel/study/sport
0-15	Hands in pockets
0-15	Not completing homework
0-15	Late for assembly/school activities
0-15	Misusing blackboards. Producing bad graffiti etc.
0-15	Failure to walk in single file/tripping/pushing
0-15	Partial, incorrect or sloppily worn uniform
0-15	Neglecting duty (e.g. speaking without permission, speaking out of turn, forgetting to bring books to class, not putting up hand, getting up without permission, not shaving, rocking chair, etc)
0-15	Inappropriate behavior/speech (age related)
0-15	Teasing and name calling
5-15	Arguing/fighting between learners
5-15	Copying
5-15	Cruelty to animals
5-15	Disobedience/influencing others to disobey (e.g. continual talking)
5-15	Disrespect of prefects/peers/teacher/adults
5-15	Misbehaviour in hostels
5-15	Uncooperative during lessons/sport (e.g. continual talking)
5-15	Phoning from unauthorised phones
5-15	Littering
5-15	Wearing inappropriate clothing at school/hostel/school events/excursions
5-15	Possessing, accessing or creating inappropriate material eg reading and visual
5-15	Excessively rough behaviour
5-15	Dishonesty and deceitful intentions
5-15	Cell phones/personal electronic devices/personal storage media, including flash drives/SD cards at school/hostel
<ul style="list-style-type: none"> <li>• 0 order marks indicate the instances where a warning may apply.</li> <li>• Three warnings of the same kind/offence results in 5 order marks.</li> <li>• Five warnings of any different kind/offence results in 5 order marks.</li> <li>• No further warnings will be possible. Any further infractions will automatically result in order marks.</li> </ul>	

9.2

<b>HIGHER ORDER MARKS POINTS SCALE</b>	
<b>Order Marks</b>	<b>Infraction</b>
80-100	Robbery/theft
80-100	Possession and/or distribution of written, audio or visual pornographic material as well as access thereof
80-100	Possession of anything considered to be a dangerous weapon/displaying violence
80-100	Involvement with drugs/smoking/sniffing glue
50-100	Accomplice to a crime/withholding information
50-100	Encourage or participate in amorous behavior and/or pairing
30-100	Cyberbullying
30-100	Inappropriate use of social media platforms
10-100	Vandalism
20-60	Bunking school functions/compulsory activities
30-80	Cheating during tests/exams/assessment activities
20-80	Profanity/use of foul language
10-80	Petty thieving (age related)
50-70	Leaving the mission without permission
20-60	Serious fighting
15-60	Failure to adhere to hostel rules
20-50	Forgery
20-50	Refusal to participate in classroom activities
20-50	Use of racist words/inappropriate expressions/gestures
10-50	Insolence/passive resistance/back-chatting/disregard for teachers/cheek/defiant disobedience
10-50	Lying (age related)
15-40	Intimidation/bullying/assault (leaving a mark on body)/harassment
15-40	Out of bounds

### 9.3

<b>EXPECTED BEHAVIOUR</b>
The behavior indicated below is the expected behavior at Domino Servite School. Exceptional behavior will be considered for the <i>Make a Difference Award</i> .
Diligence
Faithfulness
Honesty
Well-mannered
Respectful
Disciplined, quiet, helpful, co-operative and obedient behaviour
Leading by example
Consistent punctuality
Consistent tidiness
Responsible concern for others
Loyalty to school rules
Exposure of irregular behaviour
Admit a fault before exposure

## 10. Corrective Action

10.1 A once-off offence (e.g. 100 order marks) will be taken in isolation and dealt with as per the nature of the offence.

10.2 A learner who consistently misbehaves and accumulates many order marks cannot expect to automatically participate in or attend outings, excursions, sports events etc. The guiding minimum number of order marks reached during the current year are indicated below, but the BOD will be consulted if necessary. Order marks obtained in Term 4 of the previous year will also be considered by the SMT.

Foundation Phase	30 order marks
Intermediate Phase	40 order marks
Senior Phase	40 order marks
FET Phase	30 order marks

10.3 The following action will be taken at various stages in the event of an accumulation of order marks or a once off offence. Parents will be notified via sms notification or an interview when the child's order mark status changes.

<b>Order Marks</b>	<b>Action</b>
10	1 <sup>st</sup> 1hr detention
20	2 <sup>nd</sup> detention
30	3 <sup>rd</sup> detention
40	4 <sup>th</sup> detention
50	5 <sup>th</sup> detention
60	6 <sup>th</sup> detention
70	7 <sup>th</sup> detention
80	8 <sup>th</sup> detention
90	9 <sup>th</sup> detention
100	Suspension/expulsion procedure implemented

10.4 If the learner arrives late for detention, he/she will have to attend detention for another ½ hour the following week.

## **11. Practical Implementation**

- 11.1 Order mark forms are submitted immediately after the offense.
- 11.2 Order marks are captured by admin staff.
- 11.3 Detention slips, notifying the learner/parent, are handed out on a weekly basis.
- 11.4 The order marks of any learner may be reviewed if the learner has shown consistent change in behavior. At the discretion of the SMT, in consultation with the school staff, the order mark total may be reduced or cancelled.
- 11.5 Order mark totals below 70 will be cancelled at the end of the year, but will be kept on record for future reference should disciplinary problems continue the following year. Order marks above 70 will be halved and carried over to the following year.

## **12. Conclusion**

- 12.1 The Code of Conduct, in its entirety, applies to all learners enrolled at Domino Servite School.
- 12.2 Every parent admitting a learner to the school and every learner admitted to Grade 4 or higher, will upon admission be required to read this Code of Conduct and sign an undertaking to adhere to the rules and regulations as laid down in this document and to accept the disciplinary procedures of the school. Thereafter it will be resigned by both parties at the start of every school year. It is the parents' responsibility to, voluntarily, take disciplinary steps when and if his/her child no longer conforms to the Code of Conduct of Domino Servite School.

**Provincial Notice No. 285, 1997:** *Regulations relating to the conduct of learners at, and their suspension and expulsion from Public Schools.*



## **REGULATION 3: SUSPENSION**

1. The School Management Team (SMT) may order the suspension of a learner
  - 1.1 as a correctional measure for a period not longer than one week after being found guilty of misconduct;
  - 1.2 pending a decision by the SMT/BOD on whether a learner is to be expelled from the school after being found guilty of misconduct.
2. The SMT may order the suspension of a learner before misconduct charges are put to a learner if the following requirements are met:
  - 2.1 the learner is accused of serious misconduct on or off the school premises which could lead, if the truth of the charge is established, to the expulsion of the learner from the school.
  - 2.2 it is the opinion of the BOD that the continued presence of the learner endangers the maintenance of discipline or social well-being at school, or hinders or prevents the investigation into his/her conduct.

## **REGULATION 4: EXPULSION**

A learner may be expelled from school if he/she

1. intentionally violates any regulation in terms of the Act or any provision of the Code of Conduct framed in terms of regulation (2) (this includes the order marks points scale);
2. in or outside the buildings or on or off the premises of the school and whilst under the control of school authorities, intentionally conducts himself/herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school;
3. intentionally damages, destroys, uses or appropriates property of the school or of any other person or body;
4. intentionally contravenes any regulation or instruction pertaining to examinations;
5. willfully disobeys a legitimate instruction given by the principal or a teacher authorised to do so by the principal;
6. intentionally gives false information to the principal or any teacher;
7. has been convicted in a court of law of a serious offence;
8. incites or instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of any rule of the school;
9. violates the right of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing classes;
10. refuses, without good reason, to attend classes or to receive tuition, or without sound reason deliberately absents him or herself from school or classes;
11. commits an act of insubordination towards a teacher or any person who occupies a position of authority over him/her at such school;
12. prevents or attempts to prevent any teacher or member of staff from carrying out his/her normal duties;

## **REGULATION 5: DISCIPLINARY HEARING**

1. The SMT must appoint a hearing consisting of at least two persons to conduct an enquiry into allegations of misconduct against a learner.
2. The appointed persons warn the learner that the hearing could result in the expulsion of the learner from the school.
3. The appointed persons may proceed with the enquiry in the manner it sees fit but always in such manner that the accused learner is informed of the allegations made against him/her and is given an opportunity to discuss the matter.
4. The appointed persons must keep an accurate record of the proceedings and submit it, together with a report and recommendations, to the SMT.
5. The SMT, in consultation with the BOD if necessary, may make one of the following decisions on receipt of the report and recommendations referred to above:
  - 6.1 the learner is not guilty of misconduct and may resume his/her position in the school;
  - 6.2 the learner is guilty of misconduct.

## **REGULATION 6: APPEAL**

A person who is aggrieved by a decision taken by the SMT may appeal to the BOD.

# Domino Servite School



## Commitment to the Code of Conduct

I,  (name of learner), agree to uphold this Code of Conduct and promise to live by the Biblical standards set out below:

1. By the grace of God, I will strive to conduct myself, both at school and at home, in a manner which will bring honour to God.
2. I accept that parents, pastors, educators and prefects have positions of authority, to guide me. I will in all situations respect and obey those in authority.
3. I support and will subject myself to school discipline.
4. I accept that if I do not comply with the Code of Conduct and the above, I am subject to school discipline.
5. I accept that the school reserves the right to search my property (suitcase, bag, desk etc.) my locker or room at any time for any reason.

Signature of learner  Date

As the parent/guardian of

we,  (name of parent/guardian) [A]

(name of parent/guardian) [B]

will accept any disciplinary measures as stated in the Code of Conduct and will take necessary steps to uphold the Code of Conduct.

Signature of [A]  Date

Signature of [B]  Date

*Return this form to the office together with your application forms.*

*Issued by the Board of Directors of Domino Servite School as per the South African Schools Act 84 of 1996 and Provincial Legislation.*

*Reviewed July 2002 Jan 2003 Feb 2004 Jan 2006  
Jan 2008 Jan 2010 Nov 2013 Nov 2016 April 2017 Dec 2019  
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