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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 (Gr RRR – Gr 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 must 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 which is stocked by the school.

### 2.1

GIRLS COMPULSORY UNIFORM REQUIREMENTS	
Grade 1-6	Grade 7-12
2 checked dresses	2 white long-sleeved shirts
1 grey cardigan	2 white short-sleeved shirts
3 white ankle socks	1 blazer
1 pair black school shoes	2 tartan skirts
	1 tie
	1 grey cardigan
	3 white ankle socks
	2 navy tights
	1 pair black school shoes
Summer Uniform	
checked dress	white short-sleeved shirt
grey cardigan	tartan skirt
hat at break	sleeveless pullover and/or cardigan
white ankle socks	hat at break
	white ankle socks
Winter Uniform	
same as summer uniform	long-sleeved white shirt & tie
navy tights	sleeveless pullover and/or cardigan and/or blazer

## 2.2

BOYS COMPULSORY UNIFORM REQUIREMENTS	
Grade 1-6	Grade 7-12
2 white short-sleeved shirts	2 white long-sleeved shirts
2 grey shorts	2 white short-sleeved shirts
	2 grey trousers
1 grey v-neck	1 grey v-neck
3 long grey socks	1 blazer
2 short grey socks	1 tie
1 pair black school shoes	1 black belt
	3 short grey socks
	1 pair black school shoes
Summer Uniform	
grey shorts	white short sleeved shirt
v-neck/sleeveless pullover	grey trousers with plain black belt
hat at break	sleeveless pullover and/or v-neck
	hat at break
	short grey socks
Winter Uniform	
same as summer uniform	white long-sleeved shirt & tie
grey trousers optional	sleeveless pullover and/or v-neck and/or blazer

## 2.3

NON-COMPULSORY UNIFORM	
Grade 1-6	1 sleeveless pullover
	1 navy windbreaker
	1 junior scarf
	2 grey trousers
Grade 7-11	1 sleeveless pullover
	1 navy windbreaker
	1 senior scarf
Grade 12	1 white sleeveless pullover
	1 grey scarf



### 3. SPORTS UNIFORM

SPORTS UNIFORM	
Girls	Boys
2 practice tops	2 practice shirts
1 athletic top	1 athletic vest
1 skort	1 shorts
1 tracksuit jacket	1 tracksuit jacket
2 long socks	1 tracksuit pants
1 hat	2 long socks
	1 hat

### 4. TEAM SPORTS UNIFORMS

- 4.1 Team uniforms are worn when a team represents 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. BOARDERS UNIFORM

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

BOARDING UNIFORM	
Girls	Boys
2 day dresses	2 short-sleeved golf shirts
	1 long-sleeved golf shirt
	2 khaki shorts
	2 khaki trousers
SUNDAY UNIFORM	
1 formal blouse	1 short sleeved formal shirt
1 formal skirt	1 long-sleeved formal shirt
	Tie (own choice)

## 6. GENERAL UNIFORM GUIDELINES

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

- 6.1 No alternative uniforms or civvies, beanies, caps, hats etc. may be worn with the school uniform.
- 6.2 Standard black school shoes are compulsory. Shoes must always be polished. Gumboots may be worn in wet weather but they should be removed once in class and replaced by school shoes.
- 6.3 Only school issued windbreakers may be used in rainy or very cold weather.
- 6.4 The school scarf may be used in cold weather.
- 6.5 Regular uniform inspections are held.
- 6.6 Girls' uniforms must be an appropriate length.

## 7. APPEARANCE

- 7.1 Finger nails must be kept short.
- 7.2 The wearing of nail polish is not permitted.
- 7.3 Hair must be worn out of the face and be kept clean, neat and modest.
- 7.4 When facial hair becomes visible, it must be shaved.
- 7.5 The wearing of make-up is not permitted.
- 7.6 The wearing of jewellery is not permitted, except for watches and/or medic alert discs.
- 7.7 Casual clothing must 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 Learner & Leadership Management (LLM)/BOD for disregard for any expected behaviour 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 boarding establishments.
- 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 people's property is strictly forbidden.
- 1.8 Learners may not have electronic devices and gadgets etc. at school, boarding or any school functions but should hand them in to the office or a designated staff member for safe keeping.
- 1.9 Learners may not wilfully 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. All electronic devices, private cell phones and any cell phone or smartwatch, including other wearable electronic devices such as Fitbits, should be submitted to the boarding staff at the beginning of term. When learners return home, the items should be collected.
- 1.12 Day scholars and day boarders who bring electronic devices, cell phones or smartwatches, including other wearable electronic devices such as Fitbits to school, should submit them to the office for safekeeping. When learners return home, the items should be collected.

## 2. SCHOOL BUILDINGS AND GROUNDS

- 2.1 The buildings and grounds should 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. Visitors wishing to see a learner or 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. PROHIBITED AREAS

- 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 Boarding Policy.
- 3.4 For day scholars: the boarding 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 and/or 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 or 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, boarding establishments and/or possession any of these
- 4.20 Smoking
- 4.21 Consumption of alcohol, drugs of addiction or any other intoxicating and/or mind-altering substances
- 4.22 Knowledge of learners who smoke, consume alcohol, use drugs of addiction or any other intoxicating and/or mind-altering substances
- 4.23 Trespassing
- 4.24 Computer hacking
- 4.25 Criminal offences
- 4.26 Forming groups, holding meetings and/or 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 Learners may participate in certain sport codes and co-curricular activities offered by the school.
- 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 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 or coach on duty in advance and in writing.

## 6. EQUIPMENT, LABORATORIES AND CLASSROOMS

- 6.1 The computer centre, laboratories, media centre, subject classes and the boarding establishments have relevant rules pertaining to specific regulations which 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 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 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 wishes to cancel the order marks, he/she may approach the LLM with this request provided there is substantial motivation.

## 9. ADMINISTERING REWARD AND PUNISHMENT

### 9.1

ORDER MARKS POINTS SCALE	
Order Marks	Infraction
0-15	Being in/out of class/boarding without permission
0-15	Chewing gum
0-15	Disruptive behaviour at school/boarding/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 behaviour/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/boarding/school/events/excursions
5-15	Possessing, accessing or creating inappropriate material e.g. reading and visual
5-15	Excessively rough behaviour
5-15	Dishonesty and deceitful intentions
5-15	Cell phones/personal electronic devices including smartwatches and other wearable devices/personal storage media, including flash drives/SD cards at school/boarding/school functions & excursions
<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>	

HIGHER ORDER MARKS POINTS SCALE	
Order Marks	Infraction
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 behaviour and/or pairing
30-100	Cyberbullying
30-100	Inappropriate use of social media platforms
10-100	Vandalism
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	Bunking school functions/compulsory activities
20-100	Serious fighting
15-60	Failure to adhere to boarding 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

EXPECTED BEHAVIOUR
The behaviour indicated below is the expected behaviour at Domino Servite School. Exceptional behaviour will be considered for the <i>Make a Difference Award</i> .
Diligence
Faithfulness
Honesty
Well-mannered
Respectful
Disciplined, quiet, helpful, cooperative 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 LLM.

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 when a child's order mark status changes.

Order Marks	Action
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 an additional 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 a consistent change in behaviour. At the discretion of the LLM, 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 LLM 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 LLM/BOD on whether a learner is to be expelled from the school after being found guilty of misconduct.
2. The LLM 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. wilfully 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, 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 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 LLM 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 LLM.
5. The LLM, in consultation with the BOD if necessary, may make one of the following decisions on receipt of the report and recommendations referred to above:
  - 5.1 the learner is not guilty of misconduct and may resume his/her position in the school.
  - 5.2 the learner is guilty of misconduct.

## REGULATION 6: APPEAL

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

# DOMINO SERVITE SCHOOL



## COMMITMENT TO THE CODE OF CONDUCT

I, ..... (name of learner), by the grace of God, agree to uphold the Code of Conduct and promise to live by Biblical standards.

1. I will strive to conduct myself, both at school and at home, in a manner which will honour God.
2. I undertake to conduct myself in a respectful and obedient manner. I accept that people are appointed to positions of 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, 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.

.....  
Signature of learner Date

As the parent/guardian of .....  
Name of learner

I, .....  
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 the necessary steps to uphold the Code of Conduct.

.....  
Signature [A] Date

.....  
Signature [B] Date

*Please complete and return to the school office together with the 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.*

PO Box 49405 Kranskop 3268 KwaZulu-Natal South Africa Tel 032 4815509 Fax 032 4815335 Email mail@dss.org.za  
Accreditation Number 13SCH0100008 Registration Number 122581