

CODE OF CONDUCT

A. VISION & MISSION

Sound, pro-active governance coupled with leading-edge initiatives ensure that the education offered at Northwood is relevant to the demands of today's society. Northwood is the school of choice for the North Durban Community where:

- Parents trust and believe in their son's education.
- Educators find enjoyment and fulfilment through teaching in our outstanding facilities.
- Learners are proud of their school.
- Willing and diverse participation from all stakeholders facilitates shared accountability through unity and respect.

The code of conduct is designed to support the mission and vision of Northwood School to provide a learning environment with a focus on our learning goals aligned with communication, empirical reasoning, social reasoning, quantitative reasoning, personal development, and character development.

Please note that this code of conduct is a living document and will be amended and adapted as we learn and grow as a school community.

B. VALUES

The Code of Chivalry: Honour, Honesty, Respect for God, Courage, Generosity, Compassion, Courtesy, Loyalty and Self-Control.

C. THE NORTHWOOD PARTNER'S RIGHTS AND RESPONSIBILITIES

It's my right ...

1. To be respected by other members of the school community, regardless of personal, religious or cultural differences, AND my responsibility to respect others, regardless of personal, religious or cultural differences.
2. To freedom of speech and to voice my opinion in a mature, tactful and appropriate manner, AND my responsibility to listen to and to respect the opinions of others.
3. To make use of available school facilities and property, AND my responsibility to respect and maintain these facilities and property.
4. To the security of myself and my property, AND my responsibility to uphold security in the school.
5.
 - a. To be educated in a disciplined, academic environment to the best ability of the educator, AND my responsibility to be part of a positive work ethic and to create the opportunity for others to work without hindrance and to pay full attention.
 - b. To be educated in a quiet environment, free from unnecessary noise; it is my responsibility to moderate my behaviour while in the school buildings.
 - c. To teach in a controlled, academic environment, AND my responsibility to create such an environment.
 - d. To request the removal of a disruptive learner from the classroom, AND my responsibility to do so in an appropriate manner and time and for valid reasons without disrupting the class.
6. To, where possible, be involved in and informed about decisions taken in the school, AND my responsibility to respect the decisions made and to act on them in a mature fashion.
7. To work in a clean environment, AND my responsibility to maintain a clean school environment.
8. To ask for help and advice, AND my responsibility to do so in an appropriate manner and to give advice and help myself.
9. To have school activities begin punctually, AND my responsibility to be punctual in every part of my school life.

10. To appeal, if problems arise, via the grade head or other authority, AND my responsibility to do so in an appropriate manner, and time and for valid reasons.
11.
 - a. To attend school, free from harassment (peer pressure /drugs violence/intimidation), AND my responsibility to promote a safe environment free from harassment
 - b. To be free from any unwanted conduct of a sexual nature which has a negative effect on the target of the harassments. And my responsibility to promote an environment free from this type of harassment, which can take the form of: offensive gestures, innuendo's, comments or suggestions of a sexual nature, inappropriate touching, public display of offensive or degrading pictures, persistent unwanted sexual advances.
12. To support the school in my participation in cultural, sporting and academic activities, AND my responsibility to uphold school spirit by participation in and support of cultural, sporting and academic activities to the best of my ability.
13. To have a social life out of school, AND my responsibility not to embarrass the school in any way when out of school uniform.

D. ACCOUNTABILITY

The Discipline Procedure: Areas of Responsibility.

The discipline procedure to be followed is outlined for each of the following areas of school routine:

1. **THE SCHOOL GROUNDS, QUADS AND CORRIDORS:**
All discipline related incidents to be referred to the Educators and any Prefects in the area at the time.
2. **AT ASSEMBLIES:**
All discipline related incidents to be referred to the Educators and Prefects.
3. **IN THE CLASSROOM:**
All discipline related incidents are to be the responsibility of the REGISTRATION EDUCATOR or SUBJECT EDUCATOR.
4. **AT CO-CURRICULAR EVENTS:**
All discipline related incidents are to be referred to and dealt with by the EDUCATOR-IN-CHARGE of the particular group/team.
5. **DURING OTHER SCHOOL RELATED ACTIVITIES:**
All discipline related incidents are to be referred to and dealt with by the EDUCATOR/S WHO IS/ARE RESPONSIBLE FOR THE ORGANISATION OF THE ACTIVITY.
6. **TRAVELLING BETWEEN HOME AND SCHOOL, AND GENERAL:**
In the absence of educators or prefects, the most senior Northwood learner is to assist in implementing and upholding the Code of Conduct and school rules.

E. NORTHWOOD SCHOOL RULES

Northwood's values and the partners' rights and responsibilities are supported by the following School Rules.

1. **ATTENDANCE**
 - a. Daily attendance at school is compulsory. School starts at 07:40 and closes at 14:15 on Monday to Thursday and 07:40 to 13:30 on Fridays. Afternoon activities start and finish by arrangement with the coaches concerned. Usually 14:30 to 16:30.
 - b. Punctuality is to be observed at all times.
 - c. **ABSENCE FROM SCHOOL**
 - i) Learners are to submit a note, signed by a parent/guardian, explaining the reason for absence. These notes are to be kept by the registration educator.

- ii) In the event of absence from school exceeding two days, the learner may be required to submit a doctor's certificate in support of the absence.
- iii) A doctor's certificate must be submitted to explain absence from an examination.
- iv) The note or doctor's certificate explaining the absence is to be submitted on the day the learner returns to school.

d. LATE ARRIVALS AND EXEATS

- i) Learners who are late for school must report to the Secretary at the Back Office. The learner will be given a late arrival slip, which he is to hand to the educator of the first lesson he attends.
- ii) Notice of intention to collect a learner from the school must be given in good time, in writing, by the parents / guardians. Requests for exeats from school should, where possible be made at least 24 hours before the exeat is required. The request should be motivated and addressed to the Headmaster. Once approved the learner must obtain the exeat from the Back Office. Approval can be obtained from the Headmaster or the Deputy Headmaster. Application and collection of exeats should be done before school or during a break.
- iii) No learner may leave the school premises during the school day, without the permission of the Headmaster.

2. APPEARANCE

- a. Learners are to wear the prescribed uniform to and from school and at all school functions. **(School wear rules are set out in section F, Uniforms).**
- b. Only plain white vests are permitted to be worn underneath school shirts.
- c. Learners are to wear the prescribed uniform for the co-curricular activities in which they participate.
 - i) Hair is to be neatly groomed according to the school's regulations.
 - ii) Hair is to be off the eyebrows, ears and collar.
 - iii) Hair is to be tapered from the crown of the head, downwards.
 - iv) Hair may not be coloured, dyed or bleached.
 - v) Hair must be reasonably short on top, short at the sides (above the ears) and tapered down at the back of the head to the nape of the neck, and must be clear of the collar.
 - vi) Hair must be cut with no discernible steps
 - vii) No fringes, below the eyebrows when hair is combed forward, are allowed.
 - viii) No gel may be used to disguise unacceptable fringes etc.
 - ix) No dyeing or bleaching of hair is allowed
 - x) No very short-cropped hair is allowed.
 - xi) No "deadlocks" or "cornrows" are allowed
- d. No adornments are to be worn. (Medic alert necklaces are permitted)
- e. Learners are to be clean-shaven. Sideburns may extend halfway down the ears.
- f. Name badges are to be visible at all times.
- g. No headgear is permitted to be worn, other than regulation sports kit.
- h. The above Regulations will be used as a guideline and the final decision as to the acceptability of any particular learner's hairstyle and appearance will rest with the Schools Management.

3. SOCIAL RESPONSIBILITIES

- a. Every learner is to conform to the norms of the Northwood School community as determined by the Headmaster in accordance with the Code of Conduct. Insubordination, in the sense of blatant defiance of the Headmaster's instructions, in accordance with the Code of Conduct, will not be tolerated.
- b. While commuting to or from school or when wearing school uniform, the learners are subject to full school discipline, including the authority of prefects or the most senior Northwood learner.
- c. Prompt payment of school fund contributions is required.
- d. No learner may be in possession of cigarettes, tobacco, alcoholic beverages or any illegal and / or harmful substance, or to be under the influence of alcohol while at school or while in school uniform.
- e. No smoking or any other behaviour detrimental to the welfare of the school will be tolerated.

- f. Certain areas of the school are, at the discretion of the Headmaster, out of bounds. Learners are to remain strictly within bounds.
- g. All learners are to participate in the school curriculum, including physical education (unless medically unfit). All learners are to participate in at least one co-curricular activity per term, at the discretion of the Headmaster. Grade 8's and 9's may be called upon to assist at school on Saturdays e.g. scoreboard operators.
- h. All learners who commit themselves to an activity, do so for the duration of that activity's season, at the discretion of the educator in charge of that activity.
- i. However, in recognising (g) and (h) above, all partners need to recognise that the core function of the school remains academics. The school reserves the right to remove learners from co-curricular programmes if the school is not satisfied with learners' behaviour or academics progress.
- j. Inability to fulfil an obligation must be registered with the relevant authority in good time, so that alternative arrangements can be made.
- k. Compulsory co-curricular attendances will be announced by the Headmaster from time to time.
- l. All property must be respected by learners. Books and equipment on loan to learners must be returned in good condition when called for. Any shortfall or damage is to be made good by the learners.
- m. The environment of the school must be kept clean and tidy and any detrimental actions against the school environment will not be tolerated. Littering and graffiti are forbidden.
- n. All clothing must be marked clearly with the learner's name.
- o. Property may not be borrowed or used without the express permission of the owner.
- p. All property, which is found, must be handed in at the Back Office.
- q. Over-robust behaviour and activity that endangers the safety of others is prohibited.
- r. No learner is allowed to run within the school buildings.
- s. No learner is allowed to throw any object that may injure a person or damage property.
- t. No learner is allowed to be in possession of a dangerous weapon while at school.
- u. Business transactions may not be conducted by learners while present at school and on the premises.
- v. During detention all school rules applicable to the academic day will apply.

4. COMMUNICATION WITH PARENTS AND HOMEWORK REQUIREMENTS

- a. The Northwood News is to be taken home to parents/ guardians or found on website each Thursday during the school year. A copy will be emailed to parents and also placed on the D6
- b. Academic reports are produced at the end of each school term and are to be taken home to parents for their information.
- c. Homework, as prescribed by the school, must be conscientiously done each day. A record of this is to be kept for checking by both the school and parents.
- d. Homework is set for each lesson of a school day.
 - i. Grade 8 & 9 - 20 minutes per subject.
 - ii. Grade 10, 11 & 12 - 30 minutes per subject.

5. BOUNDS

- a. Classrooms
 - i. No learner is allowed in a classroom before or after school. Classrooms are to be vacated at breaks.
- b. Sports Fields
 - i. No learner may sit or play on any sports field during break. Learners in Grade 8 to Grade 11 may not cross the Upper Campus sports fields.
- c. Flag Pole
 - i. No learner may go beyond the flag pole in the direction of the swimming pool change rooms during break, except for Boarders.
- d. Boarding Establishment
 - i. No day boys are permitted in the Boarding Establishment.
- e. Covered Stands
 - i. The covered stands are out of bounds during break.
- f. Change Rooms and Toilets

- i. No learner may enter the Change Rooms during breaks. (The toilets in the change rooms are not to be used during the breaks.) Staff toilets are strictly out of bounds to learners.
- g. Tennis Court Area (Adjacent to the Swimming Pool)
 - i. **No learner may go beyond the path leading to the Change Rooms during breaks.**
- h. Car Park (Upper Campus)
 - i. No learner may go beyond the paved pathway leading to the Lower Campus at any time during the school day. The back car park, and the grassed parking area are out of bounds.
- i. Lower Campus Room 49
 - i. No learner may go beyond Room 49 during the academic day.
- j. Grass Banks
 - i. The grass banks leading to the sports fields are out of bounds at all times, including rugby practices.
- k. Eating Areas.
 - i. No eating or drinking may take place in the corridors or within the school building, except in the Tuck Shop. Eating may take place in the main quadrangles.
- l. Mc Farquhar Hall (Upper Campus)
 - i. The Upper Campus Mc Farquhar Hall, is out of bounds to all learners during the school day, unless prior permission has been granted by the Headmaster.
- m. The covered area adjoining the Tuck Shop, underneath the Main Hall is out of bounds.
- n. Learners are to be in the prescribed grade quadrangles during breaks. Learners are informed from time to time as to the area demarcated for each grade.
- o. The main foyer may not be used by learners as a passageway.
- p. **The Lower Campus is out of bounds during breaks and before and after school.**

6. NON-PEDESTRIAN CAMPUS ACCESS

- a. Learners are not permitted to park on the school premises.
- b. Motorcycles may be parked within the school grounds on the Upper Campus, on the grassed area above the back tennis courts, and on the Lower Campus behind the hall.
- c. Bicycles may not be ridden nor motorcycles be started or ridden, within the school grounds with the exception that on the Lower Campus motorcycles may be started and ridden once they have been pushed clear of the parking area and they remain on the tar.
- d. All vehicles are parked on the grounds at the owner's risk.
- e. Bicycles may be parked on the Upper Campus behind the Library and on the Lower Campus behind the hall.
- f. No vehicles are allowed onto the fields without the Headmaster's permission.

7. RESPECT FOR THE NORTHWOOD PARTNERS

- a. Northwood partners are to refer to the Code of Conduct, Rights and Responsibilities for guidance regarding respect for others.
- b. No bullying or initiation is permitted.
- c. No scrounging for money or food is permitted.
- d. Use of foul, obscene or derogatory language is not permitted.
- e. Learners are to show mutual respect. Seniors to juniors and vice versa.
- f. Greetings – Matrics are to be politely greeted by juniors. Grades 8,9 and 10 are to stand and initiate the greeting of matrics.

8. MEDICAL CERTIFICATES AND EXEMPTIONS FROM PHYSICAL EDUCATION

- a. Learners who take ill at home should not report for school.
- b. The school does not have the service of qualified staff to determine that nature of illness, therefore, at the discretion of the school, parents may be called upon to take their son from school during the day.
- c. Learners who take ill during the day must ask the educator taking his class at the time, for written permission to consult the secretary, who is in charge of ill learners.

- d. Learners who are medically exempt from all physical education should furnish a Medical Certificate to this effect. This Certificate will be kept on file.
- e. Learners who wish to be excused from a particular physical education lesson must bring a note to this effect from a parent.
- f. Should a learner take ill during the school day and wish to be excused from physical education, or should he have forgotten to obtain a note from his parents, he is to obtain a note to this effect from his educator of the prior lesson.

9. PAYMENT OF SCHOOL FEES

- a. The payment should be enclosed in an envelope, marked with the learner's name, initials and registration class, as well as the purpose of the payment. The envelope is to be handed in at the Back Office.
- b. Each learner is responsible for returning the receipt for any payment to his parents.
- c. **Payments can be done electronically. The admission numbers must be used as a reference**

10. . CORRESPONDENCE WITH THE SCHOOL

When communicating with the school, please use the following format at the top of the page

Learner's surname, initials and Registration Class

Your Postal Address (Printed please)

Dear Sir,

Etc.

F. UNIFORM LISTS

1. SCHOOL UNIFORM LIST

Northwood Gear (at school) and **Gem Schoolwear** stock the uniform which consists of: -

- a) Navy Blue Blazer with badge — Barathea cloth, dark navy, ref NA0009.
- b) Blazers are to be worn to special school functions, to Saturday away sports fixtures and compulsory Saturday home games. When dressed in full school uniform learners are to wear their blazer to morning assembly. Blazers are to be buttoned up, at all times with two buttons, and there is to be one button on each cuff.
- c) Charcoal longs with extension waist and pleats (no belts).
- d) School trousers are to be worn around the waist and above the hips. No belts are to be worn.
- e) Black socks and plain black lace up leather school shoes. (Read with p 21.)
- f) Shoes are to be polished and in good condition at all times. Stitching around the shoes is to be polished black.
- g) White short sleeve shirt with badge on pocket or white long sleeve shirt. Shirts are to be tucked in, at all times. Long sleeve shirts are to have the cuffs and top button buttoned up at all times.
- h) Striped tie – grades 8 to 11. The grade twelves wear the Grade 12 tie.
- i) Ties are to be tightened so that the knot covers the shirt top button.
- j) Navy Blue PE shorts, with tie-up drawstring.
- k) Name Badges – Name Badges are to be worn at all times. They can be ordered from the back office and are not to be intentionally defaced.
- l) Swimming and Physical Education – The costume (navy blue with white panel) is available at Northwood Gear.
- m) Rain weather coats (navy blue or black) shall only be worn when it is raining, and at no other time.
- n) They may be worn to and from school when it is raining.
- o) School Bag – Each learner must have a regulation Northwood school bag which is obtainable from Northwood Gear.

2. DRESS REGULATIONS

A. Term 1, 2 and 4

There are two options:

- a. **Option 1:** The short sleeved shirt with pocket badge may be worn without a school tie. Name badge is to be pinned to the pocket.
- b. **Option 2:** If the weather is cool, the school blazer is to be worn with a school tie. Name badges are to be pinned to the tie, one hand width down (approx 12 cm) from the tie knot. All blazers shall have two coat buttons and there is to be one button on each cuff.
- c. **Travelling to and from school:** No tracksuit tops may be worn over the uniform. If pupils decide to wear full school uniform (winter) the blazer shall be worn to and from school.

B. Term 3 (only 1 option)

Full school uniform (see option 2 and option 3 above).

- a) **Jerseys:** Learners may wear blue long-sleeved blue school jersey with the school badge sewn on. Matrics may wear the white matric jersey. Jerseys may only be worn under a blazer. Name badges shall be pinned just below the school badge.

C. Track suits: No tracksuit top of any sort may be worn over either the summer or full school uniform. The school track suit may be worn only as part of the sports dress uniform at sports practices.

D. Sports kit — all terms

E. Only Northwood sports kit may be worn. Pupils may not wear kit which is similar in appearance to the school colours and badge. Shoes that are suitable to the sports code shall be worn.

F. P.E. kit: Navy blue shorts with tie-up drawstring. Swimming costume: navy blue with white panel.

G. . Exceptions: In all cases, where there are circumstances that prevent learners from wearing proper school uniform, parents / guardians / boarding house staff shall provide a note explaining the situation, which shall be signed by any of the deputy principals.

G. SUGGESTED PUNISHMENTS

1. GENERAL

Discipline Sanctions

Northwood School is a Restorative School. Restorative processes will parallel all discipline sanctions.

Class teacher sanctions:

- Verbal reprimand
- Personal detention, Learners receive a written notification
- Written punishment
- Five minute sent out of class
- Contact parents
- SMS/Email parent
- Change seating

Daily Report:

- Academic
- Behavioural

Break Detentions:

- Learners receive a written notification
- Learners to report to the Deputy Principal in charge of Discipline.
- Learners not allowed going to the tuck-shop.
- Bunking break detention will result in a school detention

Daily Detention:

- Learners receive a written notification
- Monday to Friday
- Monday to Thursday: 14h20 to 16h20
- Friday: 13h30 to 15h30
- Learners to report to Deputy Principal in charge of Discipline
- Bunking Detention will result in the learner receiving a Saturday Deputy Headmaster's.

Saturday Deputy Headmaster's Detention: (SDHD)

- Learners receive a written notification
- Saturday from 09h00 to 15h00
- Learners are to report to Deputy Principal in charge of discipline outside the Jubilee room
- Learners must arrive in their full school uniform (number ones)
- Learners must carry their PE kit in a bag
- Bunking SDHD will result in the learner being sent home on the Monday

Hearing & Tribunals:

- Learners receive a written notification
- May result in a 3 to 7 day suspension.
- May result in a recommendation of an expulsion.

Referrals to:

- Psychological Support Services (PSS) at Northwood;
- Professional counselling & SANCA

2. APPEAL PROCESS

In the event of a learner being accused of breaking the Code of Conduct or if a learner's rights are infringed, he may refer to: -

- a. A school prefect, a Representative Council of Learners member, or an educator.
- b. His registration class educator.
- c. His Grade Tutor
- d. The Deputy Headmaster, or the Headmaster.

3. DISCIPLINARY COMMITTEE (TRIBUNAL)

In the event of a serious offence that could result in the expulsion of a learner: -

- a. A preliminary investigation will be undertaken by a person or persons appointed by the Governing Body.
- b. The findings of the preliminary investigation may be referred to a Tribunal appointed by the Governing Body.

4. FUNCTION OF THE TRIBUNAL

- a. To give the learner and his parents at least 5 days' written notice of the time, date and venue of the hearing and the charges brought against the learner.
- b. To warn the learner and his parents that the hearing could result in the expulsion/ suspension of the learner from the school.
- c. To inform the learner and his parents of their right to place evidence before it in support of representation that the learner should not be expelled / suspended from the school, should this be the finding of the tribunal.
- d. The recommendation of the tribunal must be conveyed in writing to the Governing Body which must confirm or reject the decision of the tribunal.

5. PUNISHMENTS IMPOSED BY THE TRIBUNAL

If the learner is found guilty by the Governing Body, it may impose one or more of the following penalties:-

- a. Warn the learner in writing.
- b. Impose a penalty provided for in the Code of Conduct.
- c. Require a written undertaking of good conduct from the learner.
- d. Suspend the learner from school for a period not exceeding one week.
- e. Recommend to the Superintendent General the expulsion of the learner from the school.
- f. Recommend to the Superintendent General the suspension of a learner in terms of sub-regulations 3(5) (home schooling or move temporarily to another institution) pending the outcome of the Superintendent General decision on the expulsion of the learner. (NOTE: This could mean that a learner could be suspended for longer than one week).
- g. Expel a learner from the Boarding Establishment of the school.

6. REFERRALS

Further Disciplinary Procedures Available

Misconduct “affecting others” or of a “very serious” nature, referred to in categories 2 and 3 below, should be recorded at the Discipline Control Room. Depending on the severity of the misconduct, staff are able to refer the learner to the Deputy Headmasters, who will decide whether the situation calls for an investigation pending a Governing Body Tribunal. According to notice 776 of 1998 from the National Department of Education; Paragraph 11, offences that may lead to suspension include “repeated violations of school rules or the Code of Conduct.”

The school reserves the right to conduct a search of learner(s) and/or possessions if there are reasonable grounds to believe such learners may be in possession of materials prohibited in the school or of stolen goods.

List of the disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee

Grade 1: Offences	Recommended Corrective Sanctions
1. Academic: No books/work materials left at home; homework not done on time/copied	Corrective actions/sanctions are carried out by the individual teacher and may include the following: Verbal reprimand Written punishment Personal detention SMS parents Subject teachers are to keep a tracking sheet of offences in their classes. Repeated non- compliance: Refer to Grade Head for intervention
2. Extra-mural activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach)	Verbal reprimand Refer to Head of Sport
3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence x 1/ temper tantrum; foul language x 1; defacing desks/ walls/books/cases with graffiti; eating/chewing in class; littering, and cell phone ringing	Verbal reprimand; Written punishment; Detention at break; Subtracting marks (homework); Temporary confiscation until the end of school term (e.g. uniform, jewellery, cell phones, bags and cases); Removing graffiti from bags and cases at break; and Written notification
4. Dress code: Untidiness/unkept appearance; school dress code not followed	1 st offence: Verbal warning; SMS Parent 2 nd offence: Break detention; blue foyer 3 rd offence: Friday Detention 4 th & more : refer to Mr NL Govender
5. Unshaven	1 st offence: Verbal warning; SMS parent; send to back office to shave 2 nd offence: refer to grade Head; Detention; send to back office to shave; SMS parent

	3 rd offence: Refer to Mr NL Govender
6. Unacceptable hair	1 st offence: Verbal warning; SMS parent; Hair must be cut before the next school day. If learner has not complied he must be sent home (Mr NL Govender) 2 nd offence: written warning- Grade Head; Hair must be cut before the next school day. If learner has not complied he must be sent home (Mr NL Govender) 3 rd offence: Parent contacted-Grade Head; learner sent home (Mr NL Govender) Further offences refer to MR NL Govender
7. Late for class	1 st offence: Verbal Warning 2 nd offence: Refer to Grade Head; captured as warning 3 rd offence: Refer to Grade Head; single detention. Further offences refer to MR NL Govender
Grade 2 Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	1 st offence: Nought for test and warning letter 2 nd offence: Nought for assessment; meeting with parents; final warning letter.
2. Damage to property of other learners' property	Repair/replacement, warning letter and detention
3. Defiance/disregarding of an authority figure's instructions	1 st offence: Suspensions from class, warning letter and detention 2 nd offence: Three day suspension; meeting with parents; final warning letter
4. Detention – non-attendance	Saturday Deputy Head Master's Detention, warning letter and an information hearing
5. Disregarding test /examination procedure	Mark deduction, Warning letter and detention
6. Disruptive/uncooperative in class	Repeat offences reported to grade Head. Double detention; Further offences to be referred to Mr NL Govender
7. Disruptive behaviour frustrating teaching and learning in the classroom	Repeat offences reported to grade Head. Double detention; further offences to be referred to Mr NL Govender
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Deputy Head Master's detention Non-compliance after a warning letter, learner will be sent home. Learner to return to school after infringement has been sorted.
9. Fighting	Warning letter and Saturday Deputy Head Master's detention
10. Fire-crackers	Warning letter and Saturday Deputy Head Master's detention
11. Forgery e.g. parent/guardian's signature	Warning letter and Saturday Deputy Head Master's detention
12. Gambling on or off school property	1 st offence: Saturday Deputy Head Master's detention 2 nd offence: Suspension for three days, warning letter 3 rd offence: Disciplinary hearing, special community service and professional counselling (all money to be confiscated)

13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and detention
14. Late for school – three (3) days	1 st offence: Phone call to parents and detention 2 nd offence: Saturday detention; warning letter 3 rd offence: Three day Suspension; meeting with parents; final warning letter
15. Late arrival at school after 8:20 am	Phone call to parents and Friday Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off school property	1 st offence: Saturday Deputy Head Master's detention, warning letter 2 nd offence: Three day suspension, final warning letter 3 rd offence: Suspension; formal disciplinary hearing, special community service and professional counselling (all cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off school property	1 st offence: Internal disciplinary hearing, warning letter and Saturday Deputy Head Master's detention 2 nd offence: Three day suspension; Governing Body disciplinary hearing, warning letter
20. Spitting	Detention
21. Sticking a sharp object e.g. pins, pen, nib etc into a fellow learner	Warning letter and Saturday deputy headmaster's detention.
22. Sub stance abuse – possession/sniffing or unauthorised substance e.g. meth's, benzene, thinners, etc.	1 st offence: Information hearing, warning letter and Saturday Deputy Head Master's detention 2 nd offence: Three day suspension; formal hearing; final warning letter
23. Threatening assault/intimidation of a fellow learner	1 st offence: Phone call to parents; warning letter and Saturday Deputy Head Master's detention. 2 nd offence: Three day suspension; formal hearing; final warning letter
24. Truancy – bunking a lesson	1 st offence: Double detention, warning letter 2 nd offence: Three day suspension; internal Hearing; final warning letter.
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and Three day suspension.
26. Vandalism – defacing/damaging/breaking school property	1 st offence: Phone call to parents, repairs/payment of damages, warning letter and Saturday Deputy Head Master's detention 2 nd offence: Three day suspension; meeting with parents; final warning letter
27. Verbal abuse of a fellow learner	1 st offence: Phone call to parents, warning letter, detention 2 nd offence: Saturday detention; meeting with parents; final warning letter
28. Use of cell phone in the class/school, during school hours.(07h00 to 15h00) without permission from a teacher.	Confiscation for 7 days.

29. Inappropriate use of Tablet computers/Cell phones in the classroom. (playing games; watching videos without permission; viewing material not related to subject; taking pictures without permission)	1 st offence: Confiscated for the day; single detention; warning. 2 nd offence: the device will be confiscated and handed to parents. The learner will be banned from bringing device to school for two weeks; Saturday Deputy Headmasters detention. Further offences- Internal Hearing
30. Missing Reinforcement lesson	1 st offence: Single detention Further offences : meeting with parents
31. Non-attendance at compulsory without a valid reason	1 st Offence :Saturday detention 2 nd offence: meeting with parents
32. Missing sports fixture without valid reason	1 st Offence: Friday detention 2 nd Offence: Internal Hearing
Grade 3 Offences	Recommended Corrective Sanctions
1. Alcohol – possession at school or on a school outing/smelling of liquor/under the influence at school or on school outing	1 st offence: Three day suspension; Internal Disciplinary hearing, warning letter; counselling 2 nd offence: 5 Day suspension: Governing Body Tribunal; recommendations of tribunal which may include expulsion
2. Assault on a fellow learner (causing bodily harm)	1 st offence: Suspension from class/school. Internal Disciplinary hearing, Recommendations of Hearing; warning letter 2 nd offence: Five day Suspension ; Governing Body Tribunal; recommendations of Tribunal which may include Expulsion
3. Absconding School	1 st offence Suspension from class for 3 days. Meeting with parents; Double Saturday detention; final warning. 2 nd offence ; Suspension from school; Hearing- recommendations of hearing.
4. Bullying/Intimidation	1 st offence: Warning letter and Saturday Deputy Head Masters detention 2 nd offence: Three day suspension; Internal Disciplinary Hearing; recommendations of hearing ;final warning letter 3 rd offence: Governing Body Tribunal
5. Cheating/attempted cheating in examination/cycle test/portfolio work	1 st offence: Nought and warning letter; Double detention. 2 nd offence: Nought; meeting with parents; Saturday Deputy Head Master’s detention; final warning letter
6. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
7. Possession/distribution of test or examination material prior to test or examination being written	Three day Suspension; Governing Body Disciplinary hearing, nought for test/examination; official provincial procedures for Grade 12
8. Ongoing disruptive behaviour in classroom (frustrating school’s educational programme)	Five day Suspension from class/school, disciplinary hearing, warning letter, recommendations from hearing

9. Disruptive behaviour on School property or on school sponsored fixture/outing/trip/tour (frustrating school's educational/extracurricular programme)	Suspension from class/school, Internal disciplinary hearing, warning letter ; recommendations from Hearing
10. Engaging in a conspiracy to disrupt the proper functioning of school through collective action	Suspension from class/school, Governing Body disciplinary hearing, warning letter, community service or Saturday Deputy Head Master's detention.
11. Extortion: forcing someone into giving you something through threats. A bully who tells learners he'll beat them up if they don't give him their lunch or money.	1 st Offence: 3 day suspension; Hearing; Final Warning 2 nd offence: Suspension and Tribunal
12. Drugs – consumption not associated with school	Interview with parents, professional intervention, SANCA, to return after complete detoxification.
13. Gangs – promoting formation forming of/associating with/furthering activities of school gangs/ 'social groups'	Suspension from school, disciplinary hearing, warning letter, community service or Saturday Deputy Head Master's detention.
14. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service or Saturday Deputy Head Masters detention
15. Pornography – distribution at school	1 st offence: Suspension for three days; Meeting with parents; Warning letter, community service or Saturday Deputy Head Masters detention 2 nd offence: Governing Body Tribunal.
16. Public indecency	Disciplinary hearing, warning letter, community service or Saturday Deputy Head Master's detention
17. Racist conduct that defames a learner/teacher	Suspension from school, Internal disciplinary hearing, warning letter, community service or double Saturday Deputy Head Master's detention.
18. Improper suggestions of a sexual nature	Three day Suspension; Disciplinary hearing, warning letter, community service or Saturday Deputy Head Master's detention
19. Sexual harassment of teacher/learner	Suspension from school, Governing Body disciplinary hearing, warning letter, community service/expulsion
20. Threatening to assault/intimidating a teacher	Suspension from school, disciplinary hearing, Final warning letter, recommendations from Hearing which may include expulsion
21. Verbal abuse of a teacher	Suspension from school, disciplinary hearing, Final warning letter, Recommendations from Hearing which may include expulsion
22. Using Tablet computers/ cell phones to take videos/photos of: fights; staged fights; inappropriate behaviour; teachers or any general video.	1 st Offence: Suspension from school; confiscation of device for 30 days; Warning letter 2 nd offence: Suspension from school; confiscation of device for 60 days; Internal Hearing; Final Warning letter

23. Using Tablet computers/cell phones to view pornographic material or any other illegal offensive material.	Suspension from school; confiscation of device for 60 days; Internal Hearing; final warning; counselling
Grade 4: Offences	Recommended Correctional Sanctions
1. Alcohol – drinking/drunken at school or on school outing	Five day Suspension from school, disciplinary hearing, warning letter, community service or Saturday Deputy Head Master’s detention/expulsion
2. Alcohol – drinking in public	Five day Suspension from school, disciplinary hearing, warning letter, community service or Saturday Deputy Head Master’s detention/expulsion
3. Assault on a learner causing serious bodily harm	Five day Suspension from school. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from school. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person in respect of any test/examination material	Disciplinary hearing, warning letter, community service or Saturday Deputy Head Master’s detention/expulsion
6. Dangerous weapon or object e.g. knife – possession at school	Suspension from school. Disciplinary hearing, appropriate punishment e.g. community service, detention/expulsion
7. Dangerous weapon, e.g. firearm – possession at school/on school outing	Suspension from school. Disciplinary hearing, appropriate punishment e.g. expulsion or Saturday Deputy Head Master’s detention
8. Drugs/illegal substances – possession at school/on school outing	Suspension from school. Disciplinary hearing, warning letter, Expulsion
9. Drugs/illegal substances – consuming/under the influence at school /on school property	Suspension from school. Disciplinary hearing, warning letter, community service, Saturday Deputy Head Masters detention and professional counselling
10. Theft of: other learners property; school property; teachers property	Suspension from school; Disciplinary hearing; Recommendations of Hearing; Final warning.
11. Using Cell phones or any other device to record fights / inappropriate behaviour.	1 st offence: Three day suspension; Disciplinary Hearing; 60 day confiscation of device; final warning
12. Repeated non-compliance with school code of conduct	Five day suspension; Tribunal; final warning letter; expulsion

H. FLEXIBILITY

PLEASE NOTE: Permission can be granted in certain circumstances where some of the rules could be waived. This permission can only be granted by the educator in charge.

Examples of such situations would be:

- Learners could be granted permission to eat during lessons if the break has been missed.
- Learners could be granted permission to be in the classroom to complete work, carry out set duties, etc.
- Learners could be granted permission to wear “civvies” clothes for special school events.

The preceding Code of Conduct has been put together by the Northwood School Representative Council of Learners (RCL) in consultation with the parents and educators, and has been approved by the Governing Body. All Northwood Learners are to abide by the Code of Conduct, which will be enforced by the educators and School Management.

KWAZULU-NATAL DEPARTMENT OF EDUCATION AND CULTURE

KZN NOTICE 285/1997

KWAZULU-NATAL SCHOOL EDUCATION ACT. NO 3 OF 1996

Regulations relating to the conduct of Learners at, and their suspension and expulsion from Public Schools (excluding industrial and reform schools).

THE Minister for the KwaZulu-Natal Province has under section 63 (2) of the KwaZulu-Natal School Education Act, (No. 3 of 1996), and section 9 of the South African Schools Act, No.84 of 1996, made the regulations in this Schedule.

SCHEDULE

1. Definitions

In these Regulations, any word or expression to which a meaning has been assigned in the Act, has the same meaning unless the context otherwise indicates –

“Governing body” includes a management council referred to in section 45, 49(1)(a) or section 27(3); and a management body referred to in section 28(7) of the Act.

2. Code of Conduct

1. Subject to the provisions of these regulations and the provisions of sub-regulation (2) the principal of a school shall ensure the adoption of a code of conduct by the governing body.
2. If the school is a secondary school, the governing body may adopt a code of conduct only after consultation with the representative council of learners for this purpose.
3. A governing body may only adopt a code of conduct after consultation with parents and educators.
4. The principal and the governing body shall ensure the code of conduct –
 - a. sets out the rules relating to school wear (if applicable);
 - b. aims at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process:
 - c. makes provision for the punishment of learners who disobey the code of conduct;
 - d. makes provision for the process safeguarding the interests of a learner and other party involved in disciplinary proceedings;
 - e. is made known in writing to learners and their parents; and
 - f. is in accordance with guidelines determined in accordance with Section 8(3) of the South African School Act. No 84 of 1996.

3. Suspension

1. A governing body may order the suspension of a learner:
 - a. As a correctional measure for a period not longer than one week after being found guilty of misconduct;
 - b. pending a decision by the Secretary on whether a learner is to be expelled from the school after being found guilty of misconduct and a recommendation to this effect has been forwarded to the Secretary.
2. A governing body may order the suspension of a learner before misconduct charges are put to a learner if the following requirements are met.
 - a. 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.
 - b. it is the opinion of the governing body that the continued presence of the learner
 - i. endangers the maintenance of discipline or social well-being at such school;
 - or
 - ii. hinders or prevents the investigation into his/her conduct.

3. Before making an order for the suspension of a learner in terms of sub-regulation (2) above, the governing body must —
 - a. inform the learner and the parent of -
 - i. the allegations made regarding the conduct of the learner; and
 - ii. the reason why suspension is being considered;
 - b. afford the learner and the parent an opportunity to advance reasons why the learner should not be suspended pending the outcome of an enquiry in terms of regulation 5.
4. If the governing body, after consideration of the representations referred to in sub regulation (3), decides to order the suspension of a learner, it must:
 - a. inform both the learner and the parent in writing of its decision.
 - b. ensure that charges are put to the learner within two school days after the day on which the suspension takes place.
5. If the period of suspension is likely to exceed seven days, the Secretary must make alternative arrangements for the schooling of the learner pending his decision on the expulsion of the learner.

4. Expulsion

A learner may be expelled from a school if he/she —

- a. intentionally violates any regulation in terms of the Act or any provision of the code of conduct framed in terms of regulation 2 and which may be grounds for expulsion:
- b. in or outside of 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:
- c. intentionally damages, destroys, uses or appropriates property of the school or any other person or body:
- d. intentionally contravenes any regulation or instruction pertaining to examinations:
- e. wilfully disobeyed a legitimate instruction given by the principal or by an educator authorised to do so by the principal:
- f. intentionally gives false information to the principal or any educator:
- g. has been convicted in a court of law of a serious offence;
- h. incites or instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of this Act, or any rule of such school;
- i. violates the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing educators from providing classes or in any other manner;
- j. refuses, without good reason, to attend classes or to receive tuition, or without sound reason deliberately absents him or herself from school or classes;
- k. Commits an act of insubordination towards an educator or other person who occupies a position of authority over him/her at such school;
- l. Prevents or attempts to prevent any educator or member of staff from carrying out his/her normal duties;
- m. Conducts him- or herself in a disgraceful, improper or unbecoming manner; and
- n. Possesses or uses a habit-forming drug without a prescription from a registered medical practitioner.

5. Disciplinary hearing

1. The governing body must appoint a tribunal consisting of two persons to conduct an enquiry into allegations of misconduct against a learner.
2. The tribunal must
 - a. Give the learner and his/her parent at least 5 days written notification of the time, day and place of the hearing and the charges brought against the learner;
 - b. Warn the learner and his/her parent that the hearing could result in the expulsion of the learner from the school; and
 - c. Inform the learner and his/her parent of their right to place evidence before it to make Representations why the learner should not be expelled from school.

3. A learner who is suspended in terms of regulation 3(2) above may accelerate the day of the hearing.
4. The tribunal may proceed with the enquiry in the manner it sees fit but always in such a manner that the accused learner is informed of the allegations made against him/her and is given an opportunity to refute the allegations.
5. The tribunal must keep an accurate record of the proceedings and submit same together with its report and recommendations to the governing body.
6. The governing body may make one of the following decisions on receipt of the report and recommendations referred to in the previous sub-regulation:
 - a. The learner is not guilty of misconduct and may resume his/her position in the school; or
 - b. The learner is guilty of misconduct.
7. If a learner is found guilty by the governing body, it may impose one or more of the following penalties —
 - a. Warn the learner;
 - b. Impose a penalty provided for in code of conduct;
 - c. Require a written undertaking of good conduct from the learner;
 - d. Suspend the learner from school for a period not exceeding one week;
 - e. Recommend the expulsion of the learner from the school to the secretary;
 - f. Recommend to the Secretary to suspend a learner in terms of sub-regulation 3(5) pending the outcome of the Secretary's decision on the expulsion of the learner; and
 - g. Expel a learner from a hostel.

6. Appeal

1. A person who is aggrieved by a decision taken by the governing body, including a decision to expel a learner from a hostel, may appeal to the Secretary.
2. A learner or his/her parents who is aggrieved by a decision of the Secretary to expel a learner may appeal to the Minister.
3. A governing body who is aggrieved by a decision of the Secretary not to expel a learner may appeal to the Minister.

7. Suspension and expulsion from a hostel

1. The provisions of regulations 4, 5 and 6 apply likewise to the suspension and expulsion of a learner from a hostel.
2. If a learner residing in a hostel, is suspended or expelled from a school to which the hostel is attached, he/she is deemed to be suspended or expelled from that hostel as well.
3. A learner may be suspended or expelled from a hostel, without being suspended from the school to which the hostel is attached.

8. Delegation of powers

The Secretary has authority to delegate powers bestowed on him/her, excluding the power to hear an appeal, to an official in the employ of the department.

Regulations for use of Tablet computers

- Tablet computers must have a photo of the learner as a background when the device is switched on.
- Tablet computers must be on flight mode during lessons unless otherwise instructed by the teacher.
- The device when in use in the class must be placed flat on the desk.
- If teachers do not need learners to use the tablet computer, the device must be put away.
- Playing games on tablet computers in class, including during batting, is prohibited
- Using the tablet computer to view material other than what the teacher requires is unacceptable.
- Taking pictures/videos of other learners; teachers or notes on the board is not allowed, without the express permission of the teacher. This permission is then granted for that lesson only.
- Taking pictures/videos of fights or any other inappropriate activity is not allowed.
- Learners are not to allow other learners to use their tablet computer, under any circumstances.
- Learners are responsible for the safety of their tablet computers. Northwood School is not liable for damages or loss of tablet computers.

Use of Cell phones, Electronic Devices and Social Media Policy

1. PREAMBLE

Northwood School realizes that part of the 21st century is adapting to the changing methods of communication. The proliferation of the ownership and usage of the cell phone and other electronic devices and the increasing sophistication of its derivatives in its various guises, makes it necessary for the usage of these devices to be ordered, controlled and monitored by, in and through school. The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter learners from actions detrimental to themselves, their peers or the general value systems embraced by the school, and to achieve these objectives consistent with the law.

2. LEGAL BASIS

The school has built its policy on the following premises:

1. Given the need for school safety and the protection and well-being of individual learners, the authority of the school to conduct searches is held to pre-empt an individual learner's right to privacy. Consequently, school officials are empowered to conduct searches of a learner's property when there is reasonable suspicion that he may be in violation of a school rule, a policy or the law.
2. All school-related property is subject to search at any time. School-related property includes but is not limited to computers, cell phones and related or similar devices, and items used during or in the support of education-related programmes or activities, and in respect of this policy is deemed to include also privately owned devices brought onto the school property or to any school sponsored or school related activity or function.

3. Before undertaking a search of any privately-owned device however, the school official performing such search must have a reasonable suspicion that the learner has indulged in an action that violates the law, a school rule or policy.
4. 'Reasonable suspicion' may be created by first-hand eyewitness observations or reports, information from a normally reliable informant, and suspicious behaviour.

3. ACCEPTABLE USAGE

The following list, which is neither exhaustive nor exclusive, provides examples of practices which are deemed acceptable in terms of this policy:

1. The authorised and monitored use of handheld devices like cell phones, iPhones, BlackBerrys and other electronic devices in order to enhance classroom learning **with instructions from the teacher** in the classroom.
2. Parental / guardian contact with children **before and after school hours, and during breaks**.
3. Tracing of the whereabouts of family members and friends, lift-givers and the like during the allowed time slots when these handheld devices can be on.
4. The rescheduling of lifts or extracurricular activities - for example in the light of changed weather conditions, unforeseen delays or earlier than expected ending of activities during the allowed time slots when these handheld devices can be on.
5. The enhancement of classroom notes, e.g. by means of recording a teacher's lessons and snapping a picture of the board **PROVIDED THIS IS AUTHORIZED IN ADVANCE BY THE TEACHER**.
6. The taking of pictures of own projects to show to parent(s) / guardian(s) thus allowing them to be involved in group class activities.
7. Communication during an emergency situation, e.g. in order to reach the authorities or a medical provider.

4. UNACCEPTABLE PRACTICES

The following list, which is neither exhaustive nor exclusive, provides examples of practices which are deemed unacceptable in terms of this policy:

1. Disrupting academic time e.g. by allowing the ringing of cell phones or the sending or receiving of text messages during class, or updating or checking your status on various social media platforms during class time. Learners may use their cell phones / electronic devices before school until the first bell at 07h30. Thereafter, cell phones / electronic devices must be switched off until break where calls / messages may be received outside the school building and corridors. In the remaining sessions the same rule applies. Learners are free to use their cell phones after 14h15, Mondays to Thursdays and after 13h30 on Fridays.
2. The theft, borrowing, using, breaking, damaging, defacing, hiding, removing or going into the memory or storage capacity of a cell phone or electronic device belonging to someone else.
3. Sending hoax bomb or other threats so as to avoid or condense class time or disrupt tests or exams.
4. The use of cell phones to gain an advantage or break, or circumvent exam rules or procedures.
5. Alerting miscreants to the presence / approach of a teacher or school Management.
6. The use of a cell phone in the selling or distribution or procurement of drugs or other banned or illegal substances, the dissemination of threats, cyberbullying or harassment, unwanted text messaging, or the arrangement or coordination of anti-social activities.
7. The taking, viewing or distribution of inappropriate photos, making video clips of fighting, capturing inappropriate sexual behaviour of learners, or downloading inappropriate images from the internet.
8. The provoking of a teacher, and then capture and circulate the resultant response.
9. The playing of music through sound amplification equipment. Earphones are not permitted in school .

10. Publishing, posting, distributing or disseminating material or information that Northwood School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, unlawful or hostile towards any individual or entity. This includes the spreading of rumours and misinformation.
11. Publishing, posting, distributing or disseminating material or comments that infringes on the rights and privacy of Northwood School or any individual or entity. This includes personal attacks or comments disparaging an individual or group.
12. Learners who choose to submit content onto websites or other forms of online media must ensure that their submission does not reflect poorly upon the school and bring the name of the school into disrepute.

5. BRINGING CELL PHONES AND ELECTRONIC DEVICES TO SCHOOL

Within these parameters, learners are allowed to bring cell phones to school on the understanding that:

1. Cell phones will be handed in at the start of the school day and be collected at the end of the school day.
2. The carrying of cell phones to school and the use of electronic devices at school is a privilege which may be forfeited by any learner not abiding by the school's Code of Conduct or the stipulations of this policy.
3. The cell phone or electronic device must be registered on the school system.
4. Learners are personally and solely responsible for the security of their cell phones and electronic devices. Not the school, the staff nor the education department will assume any responsibility for theft, loss, or damage of a cell phone or electronic device, or any unauthorised use thereof.
5. There will be no use of a cell phone or electronic device in any manner whatsoever during class time or in classrooms, except where such usage is specifically **authorized by teachers for legitimate educational purposes** as part of the lesson plans and / or academic programmes. Such usage is at the sole discretion of the supervising teacher who is responsible for monitoring, controlling and overseeing such usage.
6. The use of a cell phone or electronic device to capture, store or transmit unauthorized pictures or undesirable, illegal or pornographic material is strictly prohibited on the school premises, during school-sponsored or educational activities or outings, or while travelling to and from school or school sponsored outing or activities, again except where such usage is specifically authorized by teachers. Such authorization will normally only be granted for legitimate, broad educational purposes as part of lesson plans and / or academic, sporting, cultural or service programmes. Such usage will be permitted at the sole discretion of the supervising teacher who will be responsible for monitoring, controlling and overseeing such usage.
7. Use for purposes other than those listed above (e.g. to contact home, to reschedule lifts, etc.) may be granted by Grade Heads or School Management.
8. Use of cell phones or electronic devices before the beginning of the school day, or after its conclusion, will not be controlled by the school with the proviso that no provisions of the school's Codes of Conduct are broken, and no actions referred to in point 4 (sub-points 4.1 to 4.12 inclusive), nor 5.3, nor any other inappropriate actions are undertaken consequent on the use or possession of a cell phone or similar device.

6. OWNERSHIP AND PRIVACY

1. In order to manage the wellbeing and safety of all who are part of the school and to maintain the integrity of school systems, the school reserves the right to check on usage and content (including by random monitoring) of any files, messages, pictures, images or similar which are created, received, stored, transferred to, viewed, read, sent from or received using a cell phone or other device present on school property, at a school or school-sponsored function or activity, or on the way to school or school sponsored activities regardless of whether the device was actually used on school property, at a school function, or not.

2. Access to the worldwide web, e-mail services, internet and school servers at this school are filtered and managed in-house. Communication via e-mail on the school system cannot therefore be regarded as private, and the same conditions apply to messages, data or images on any cell phone or similar device brought to, found at or used on or in close proximity to the school premises, at / or during school or at a school or school sponsored function or activity.
3. It is a condition of the use of the permission granted in terms of this policy that the school has the right to investigate the e-mail or account and equipment, including cell phones and similar devices, and also social networking domains such as Facebook and Twitter of any user who, in the opinion of the Principal or his / her delegate, which opinion shall be based on reasonable suspicion and/or first-hand eye-witness reports, might be transgressing the rules or the spirit of this policy.
4. In the event of any part of this policy being transgressed by a learner or other person using the equipment brought to school or school sponsored activity, or belonging to or in the possession of a learner at school or school-sponsored or school-approved activity, the following sanctions may be applied:
 - Any staff member who sees a learner using a cell phone in contradiction of the specifications of this code, shall confiscate the device and hand it in to the Deputy Principal in charge of discipline for safe-keeping. Date, time, name of learner, name of teacher who confiscated the device, name of the owner of the cell phone and reason for the confiscation must be handed to the Deputy Principal for recording. Details of evidence of inappropriate content must be reported to the Deputy Principal.
 - If it is suspected, based on reasonable grounds, first-hand, eyewitness reports or clear evidence that any learner is using a cell phone in contradiction of any of sections 4.1 to 4.12, and 5.1 to 5.7 of this code, those authorised to do so by the Principal will be expected to intervene and inspect the contents of the device to determine whether it has been or is being used for a purpose which is contrary to school policy.
 - Should such evidence be found, it must be reported to the Deputy Principal who may take the matter further either through an internal disciplinary process or by reporting it to other authorities, including the School Governing Body, the school counsellor, a social worker, the education department, or the police.

When handheld devices like cell phones, iPhones, BlackBerrys, or other electronic devices are confiscated from a learner, the following sanctions will apply:

- **1st Offence:** The device will be confiscated for **Ten** school days, parent(s) / guardian(s) will be contacted and will be required to retrieve the device from the school after ten school days. The learner will receive a single school detention
- **2nd Offence:** The device will be confiscated for 30 school days, parent(s) / guardian(s) will be contacted and will be required to retrieve the device from the school after 30 school days. A final warning letter will be issued and a Saturday Deputy Headmasters Detention.
- **3rd Offence:** The device will be confiscated, parent(s) / guardian(s) will be contacted. The learner, accompanied by his / her parent(s) / guardian(s) will be required to attend a disciplinary hearing.

Failure to abide by this Policy, as with other policies at Northwood School, may result in disciplinary action as described in the school's Code of Conduct and School Rules.

RESTORATIVE PRACTICES

In the event that learners misbehave and do not abide by the principles outlined in the Guidelines for Behaviour (above), Northwood School will use the “restorative practices” approach to discipline. Restorative practices are grounded in “restorative justice,” a new way of looking at wrongdoing that focuses on repairing the harm done to people and the relationships rather than on punishing offenders. Restorative practices are based on the belief that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behaviour when those in positions of authority do things with them, rather than to them or for them. The most critical function of restorative practices is restoring and building relationships. Learners, Staff, Governing Body Members and parents must meet with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as three and as large as a whole class.

Learners

Northwood School is committed to providing a safe, supportive, and positive school climate which promotes learner learning and prepares learners to be responsible citizens by fostering self-discipline and personal responsibility. Northwood School believes that high expectations for learner behaviour, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehaviour. Staff shall use preventative measures, restorative practices, and positive conflict resolution techniques whenever possible.

Restorative Practices at Northwood School

Restorative practices are a set of principles and practices used to build community, respond to harm/conflict and provide individual circles of support for learners at Northwood School. By building, maintaining and restoring relationships between members of the entire school community, the Northwood School strives to create an environment in which all can thrive.

Learner Discipline: Restorative Practices Approach

Northwood School shall provide a compliment of effective, **age appropriate** strategies for maintaining a positive school climate and correct learner behaviour at school. The strategies shall focus on providing learners with needed support; communicating clear, appropriate, and consistent expectations and consequences for learner conduct; and ensuring equity and continuous improvement in the implementation of Northwood School discipline policies and practices.

Strategies may include, but are not limited to, conferences which restore the relationships between staff, learners and parents/guardians; mediation; restorative circles; enrollment in a program teaching positive social behaviour or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

In addition, Northwood School strategies shall reflect a preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting learner behaviour.

Disciplinary measures that may result in a loss of instructional time or cause learners to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required according to Department of Education policy or when other means have been exhausted.

Conflict resolution and other strategies shall be considered as part of each school’s comprehensive safety plan.

When choosing between different disciplinary strategies, staff shall consider the effect of each option on the learner’s health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently and in accordance with the Northwood Schools and The Department of Education non-discrimination policies.

The Northwood School will seek to provide professional support aimed at developing the skills needed to effectively implement the disciplinary strategies adopted, including, but not limited to, consistent classroom management skills,

effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

RESTORATIVE PRACTICES PRINCIPLES

1. Restorative Practices focuses on harms rather than rules or persons and the consequent needs of victims, offenders and communities.
2. Restorative Practices addresses obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
3. Restorative Practices uses inclusive, collaborative processes.
4. Restorative Practices involves all individuals (victims, offenders, parents, learners, staff, and community) who have a legitimate stake in a given situation.
5. Restorative Practices seeks to put right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.

RESTORATIVE DISCIPLINE

1. Acknowledges that relationships are central to the building of the school community.
2. Must establish policies and procedures that manages misbehaviour in a way that strengthens relationships.
3. Focuses on harms done rather than rules broken.
4. Gives voice to the person who has been harmed.
5. Engages in collaborative problem solving.
6. Empowers change and growth for all involved.
7. Enhances responsibility for actions and attitudes for all involved. *

The goals of these restorative practices are that...

1. Northwood School will be a safe, friendly and enjoyable learning environment.
2. Northwood School will foster an environment where everyone feels valued, respected, and included.
3. Northwood School will be a school where learners are motivated to learn and staff enjoy meaningful and fulfilling work.

THE RESTORATIVE PRACTICE PROCESS

The Restorative Practice Process (RPP) is designed to incorporate the principles, concepts and goals of restorative practices in practicing discipline at Northwood School. While the process outlined below is designed to provide a "map" for how the Prefects(Advisors), learners and staff should correct misbehaviour, address harm done, and provide an opportunity for offenders to be reincorporated into the school community, all are advised to use their discretion in each individual instance as to what is restorative, respectful and appropriate in each individual instance. Thus, the RPP outlined below is a guide for decision-making, not a hard and fast set of rules.

The Respect Agreement:

At the beginning of the school year, each Registration Prefect/Teacher will lead their class in the development of a "Respect Agreement" for the class. The Respect Agreement's purpose is to have learners and teachers agree as to the guidelines for behaviour that will create a safe, cooperative and constructive classroom setting. The Respect Agreement will address the following four areas of behaviour:

Learners respecting themselves and other learners

Learners respecting Prefects and Adults in the school;

Prefects respecting Learners

Learners and Teachers respecting school facilities and equipment.

Respect Agreements must also include school rules outlined in this code of conduct. Once it is developed, Respect agreements are posted in a place in the classroom that is visible to all in the room.

In Class Issues:

As issues of misconduct arise in the class, Prefects/Subject teacher will seek to handle the misconduct by reminding learners of their need to follow school guidelines by offering learners constructive reminders. If learners admit their infraction and immediately seek to correct their behaviour, learner and Prefect/Subject Teacher will celebrate the resolution of a problem behaviour, and the incident will be considered resolved. If the incident involves a single learner, the Prefect/Subject Teacher will seek to handle the issue in a one-to-one session with the learner. If the infraction involves a group of learners or the entire class, the Subject Teacher will handle the issue in class using an appropriate method, such as a class circle.

Respect Agreement Issues:

If the Prefects/Subject Teachers attempt to use a constructive reminder does not resolve the issue, Prefects/Subject Teachers and learners will refer to the class Respect Agreement for guidance. Prefects/Subject Teachers will remind learners of their prior agreement, the reasons behind the Respect Agreement, and how the behaviour in question violates that agreement. Learners are then invited to discuss the issue until a mutually agreed upon resolution is reached.

While the decision to handle Learner misconduct issues in class shall ultimately be up to the Subject Teacher/Prefect, common in class issues might include things such as:

- Disruptive or inappropriate behaviour in class
- Failure to complete responsibilities
- Disrespect of Prefects and/or other learners
- Sleeping or chewing gum in class
- Excessive playfulness in class
- Overt signs of sexual affection.
- Academic honesty
- Gambling
- Minor dress code violations
- Bathroom misconduct or failure to follow procedure
- Raising one's voice in a verbal conflict

Conferencing and Circles:

If an incident occurs between learners of different classes, or attempts to resolve an issue in class has proven unsuccessful, learners will be given one of three options:

1. The learner may elect to have the Subject Teacher/Prefect decide an appropriate resolution to the incident;
2. Learners may request that the School Principal or Designated Staff Member serve as a mediator to work with learners or to come to a resolution; or
3. Learners may choose to work at resolving the issue without a mediator.

If the incident involves a learner and a Prefect, and an appropriate resolution has not been reached, the Prefect can then refer the learner to the School Principal or Designated Person for a restorative conference. If the incident involves a number of learners, the School Principal or designated Person may choose to hold a restorative circle with learners and adults involved in the incident. Who to include in the conference or circle will be up to the discretion of the School Principal or Designated Person. While the decision to refer to the School Principal or Designated Person will be up to the Prefects/Subject Teachers, common conferencing and circle issues might include the following:

- Repeated Failure to follow dress code
- In class possession of electronic devices (cell phones, iPods, computers, etc) not being used in the learning process
- Lying to Prefects/Subject Teachers or other staff
- Bullying behaviour toward Subject Teachers/Prefects or other learners
- Throwing objects at anyone at anytime

- Loitering in the corridors or any other area, not having a passout or leaving class without permission.
- Littering anywhere on school grounds – inside or outside.
- Eating in class without adult permission or supervision.
- Unexcused absences, lateness or cutting class
- Disrespectful or abusive language or gestures
- Repeated offenses of in-class issues mentioned above
- Repeated academic issues not resolvable in class

In the conference or circles, the four restorative questions will be discussed:

- What happened?
- What were you thinking at the time?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

When the incident in question inflicted harm on another person, four additional questions will be asked on behalf of the person(s) harmed

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What been the hardest thing for you?
4. What do you think needs to happen to make things right?

In the course of discussion, a resolution will be reached, with appropriate consequences for the person committing the offense or inflicting the harm decided by the Subject Teacher/Prefects, school counsellors, school Principal or Designated Person, and other persons involved. A notice will be placed in the learners file of the infraction and restorative action that was agreed upon. Restorative actions that might be suggested could include the following:

- Verbal or written apology to person harmed or community as whole
- Community service
- Action plan for correction of learner behaviour
- Notice being sent home to learner's parents

In the event that it is determined that the restorative action chosen includes some kind of community service component, the following guidelines will be followed.

- The community service will be conducted in conjunction with a restorative conference involving all persons affected by the learner misconduct. Affected persons may include staff, School image, school Principal or Designated Person, other learners, community members, law enforcement officials, and the offender's family members. The participants in the conference will be determined by the RPC in consultation with the offender and primary victims of the misconduct.
- The restorative conference shall be facilitated by the School Principal or Designated Person.
- The nature of the community service performed shall be related to the nature of the offense (e.g. vandalism would include repairing and/or paying for damage done) and shall be determined in the context of the restorative conference.
- The School Principal or Designated Person and/or other designated personnel shall oversee the fulfilment of the community service performed and shall document the nature of the service, and the beginning and completion dates. Both the RPC and the offender will sign the document, and it shall be placed in the learners file.
- The learner will then be released from any further obligations to community service, and a message shall be sent by the School Principal or Designated Person to the victim(s) and other affected parties indicating that the offender had fulfilled the obligations of his community service.

Taking a Break from the Community: In those instances, where the person(s) committing the misconduct or inflicting the harm does not agree to be restored, he will be asked to take a temporary break from the community, and not come to school for a period of one to three days. Prior to being asked to take a break, the learner will be asked to

think about the reasons for his temporary suspension from the community, and to write a 1-3-page paper addressing the four restorative questions (above). When the break time is over, the School Principal or Designated person will meet with the learner and his parent(s)/Guardians to review what the learner has written, and to discuss appropriate measures for restoring the offending learner to the community. Depending on the nature of the misconduct or harm done, the learner may be asked to take additional actions in order to be fully restored. Once those actions are completed, the learner will be formally welcomed back into his classroom as a full participant. During the time away from school, the learner is also responsible to complete any assignments that would be due during his time away.

If a learner continues to be uncooperative, or engages in repeat behaviours of a similar nature to the first misconduct, he may be asked to take a second break from the community for 4 to 10 days. In addition to writing the paper addressing the four restorative questions, the learner will need to write a formal letter of apology to the School Principal explaining the nature of the wrongs done, and the concrete steps that will be taken to address the unacceptable behaviours in question. Prior to returning to the classroom, the RPC will meet with the learner and his parent(s)/guardian(s) to discuss the items discussed in the letter and the steps necessary for restoring the learner to full inclusion in the community. During the time away from school, the learner is also responsible to complete any assignments that would be due during his time away.

While the decision to require a learner to take a break from the community will be up to the discretion of the School Principal and/or Designated personnel, some common behaviours requiring learners to take a temporary break from the community might include the following:

- Coming to school under the influence (but not in possession of) of alcohol or illegal substances
- Bullying behaviour
- Academic dishonesty
- Abuse of computer privileges
- Destruction or defacing of school property
- Sexual harassment
- Voluntary sexual acts while in school
- Theft of school or personal property
- Truancy or leaving school property without permission
- Smoking on school grounds or school-sponsored events
- Possession and/or use or transfer of matches, lighters, or any incendiary devices
- Tampering with fire alarm/extinguishers
- Arson
- Terroristic threats
- Encouraging fighting
- Counterfeiting, forging another's signature on school-related documents, or presenting another learners work as one's own
- Failure to abide by previously decided resolutions

If the learners misconduct continues, and he does not appear in the School Principals and/or Designated personnel's judgment to be acting in good faith to change his offending behaviour, the School Principal may recommend to the School Governing Body of Northwood school to permanently exclude (i.e. expelled) the learner from Northwood School Community. The decision to permanently exclude a Learner will be decided by a majority vote of the Board and a Recommendation will be sent to the Department of Basic Education.

In keeping in line with the idea of Restorative Practices, The BEHAVIORAL GUIDELINES organizes learner offenses into five distinct levels ranging from minor acts of misconduct (Level I) to the most significant and potentially illegal acts of misconduct (Level V). The levels reflect the philosophy that exclusionary policies are a last resort and should be used in conjunction with strategies to promote positive behaviours and supports for our learners. For each level, a brief description, suggestions for intervention and protocols for response are provided to guide Northwood Staff and administration in making decisions. The decision to level acts of learner misconduct may be modified based on the context and specific needs of the individual learner. It is important to note that the levels of offenses are designed to limit, rather than assign, the severity of the discipline for an infraction. Thus, the available interventions and consequences of lower levels are available to subsequent levels.

Please keep in mind that this code applies anytime a learner is at school, on school property at any Northwood School fixture or function, at a bus stop, on a Northwood bus, and any school event. This code is a guideline and does not limit the authority of Northwood School or the Governing Body to suspend or expel a learner.

LEVEL I OFFENSES

Level I offenses are low level rule violations and minor acts of misconduct that disrupt the orderly operation of the classroom, a school function, extracurricular/co-curricular program . Level I offenses are typically handled by the Northwood School staff member who observes the learner committing the offense and are seen as learning opportunities requiring a conversation, reminder or minor discipline to correct.

Suggested Level I interventions are:

- Restorative Practices: Teacher/learner conversation and/or private conference, affective statements and questions
- Learner redirection (preferential seating, proximity, cue card, etc.)/Re-teaching expectations
- De-escalation strategy
- Mediation
- Parent contact/conference
- Classroom level loss of privileges
- Teacher level detention
- Check-in with school counsellor
- Parent contact

If the Level I behaviour(s) persists, the staff member may seek support from the school administrator or school support staff regarding an intervention that would best change the learners behaviour. Suspension is not an available disciplinary response for Level I violations.

LEVEL II OFFENSES

Level II offenses are more serious acts of misconduct than Level I offenses. Level II includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. Level II offenses typically call for additional interventions beyond those required in Level I. These interventions must include parental contact and may include the engagement of more high level restorative practices as well as additional school and community supports. If appropriate, Level II offenses may be referred to Northwood School Staff low level disciplinary consequences. These responses should be used in a graduated fashion and should include restorative practices

Suggested Level II interventions are:

- All level I interventions
- Affective Statements and Questions
- 1:1 counselling (teacher/support staff/parent)
- Reflective Circle
- Parent/Team conference (including appropriate support staff)
- Code of Conduct Behavioural Process

- Community/Restorative Circle
- School/Community Service
- Referral to outside services as appropriate
- Referral to Behavioural Health Supports
- Administrative level detention(s) (after school and extended)

For level II interventions, Northwood staff should provide the learner with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the learner action and according plan/discipline. Suspension is not an appropriate disciplinary response for Level II violations.

LEVEL III OFFENSES

Level III offenses are major acts of misconduct that include repeated serious disruptions of school order and/or threats to the health, safety, and property of others. Level III offenses require School Management intervention and support. In addition to all interventions applied in Levels I-II, School Management must utilize the due process protocols spelled out in the South African Schools Act. When a Level III offense occurs, Northwood staff should refer the learner to a Management Member as quickly as possible with a detailed description of the misconduct. These responses aim to correct behaviour by addressing its severity and acknowledging potential implications for future harm while still keeping the learner in school. In addition to appropriate levels of support and intervention, Level III offenses may require discipline up to In School Suspension.

Suggested Level III interventions are:

- All Level I-II interventions
- Restorative Conference with Management and those harmed
- Referral to outside services as appropriate
- Loss of Privilege/Social Probation
- Restitution
- Behaviour Contract
- Referral to appropriate counselling/support groups.
- Mediation
- All discipline up to In School Suspension

For level III interventions, Northwood Management should provide the learner with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the learner action and according plan/discipline. Out of School Suspension is not an appropriate disciplinary response for Level III violations.

LEVEL IV OFFENSES

Level IV offenses are a significant act of misconduct that disrupt school order, and/or injures the health, safety, and property of others. Level IV offenses require School Management intervention and support. In addition to all interventions applied in Levels I-III, School Management must utilize the due process protocols spelled out in the South African schools act. When a Level IV offense occurs, Northwood staff should refer the learner to a School Management member as quickly as possible with a detailed description of the misconduct. In addition to appropriate levels of support and intervention, Level IV offenses may require administrative discipline up to Out of School Suspension for no more than five days.

Suggested Level IV interventions are:

- All Level I-III interventions
- Restorative Conference/Mediation
- Referral to outside services as appropriate, including Social Services
- Meet upon return from suspension to plan for transition back to community/reflect on experience
- All discipline up to five days of Out of School Suspension

For Level IV interventions, Northwood School Management should provide the learner with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the learner action and according plan/discipline. Out of School Suspension of more than five days is not an appropriate disciplinary response for Level IV violations.

LEVEL V OFFENSES

Level V offenses are the most significant and potentially illegal act of misconduct that disrupt school order, and/or injures the health, safety, and property of others. These acts may include behaviour that is illegal and dangerous. Level V offenses require School Management intervention and support. In addition to all interventions applied in Levels I-IV, School Management must utilize the due process protocols spelled out in The South African School Act. When a Level V offense occurs, Northwood staff should refer the learner to a School Management Member as quickly as possible with a detailed description of the misconduct. In addition to appropriate levels of support and intervention, Level V offenses may require discipline of an Out of School Suspension of six days or more, as well as a referral for expulsion from school. In addition, for specific Level V offenses, Northwood School should be notified and alerted for potential arrest.

Suggested Level V interventions are:

- All Level I-IV interventions
- Six days or more Out of School Suspension
- School Governing Body Tribunal
- Referral for Expulsion
- Create transition plan to reintegrate to school community
- Notification of Law Enforcement Referral to Diversionary Program
- Law Enforcement Arrest

For Level V interventions, Northwood School Management should provide the learner with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the learner action and according plan/discipline. Out of School Suspension of six days or more, referral for expulsion and notification of law enforcement are appropriate disciplinary responses for Level V violations.