

# INKAMANA HIGH SCHOOL

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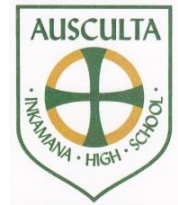
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Incorporating: St Scholastica's Girls' and St Joseph's Boys' Hostel



## SCHOOL CODE OF CONDUCT - 2024

### 1. INTRODUCTION

Inkamana High School ("IHS") is an independent Catholic institution of the Benedictine Abbey Inkamana. IHS offers Christian value based education, holistic education of body, mind and soul. A positive contribution to the IHS Community and active participation by all learners in all spheres of school life, is an integral requirement of the IHS ethos. The boarding establishment is an indivisible and integral part of the school as all scholars are boarders.

### 2. BINDING TERMS OF SCHOOL CODE OF CONDUCT

All learners are by virtue of their enrolment at IHS bound to abide to the provisions of this Code of Conduct and to accept the discipline required to build a healthy school community and succeed in academic work.

### 3. ATTITUDE, MANNERS AND RESPECT FOR OTHER

The following core principals apply:-

- The development and maintenance of a positive attitude and loyalty to the school and its activities;
- The development and maintenance of self-discipline and responsibility for academic progress and excellence;
- To identify with- and honour the school's ethos and traditions through behaviour;
- Good manners and respect for co-learners and teachers is required at all times;
- Good manners and respect for adults and visitors to the school is required at all times, shown by greeting, in a respectful and friendly manner;
- The prefects and school leaders, in conjunction with the staff of the school and hostel, are responsible for general school and hostel discipline.

All learners shall obey any reasonable instruction from a member of the prefect body or another school / hostel leader, and shall support and cooperate with the prefects and other school leaders in properly executing their duties.

- Students are expected to stand upright and face towards any adult person with whom they are talking or who is speaking to them, except in a teaching situation. When spoken to, they are expected to show visibly that they are listening carefully.
- Students must stand aside to allow adults, particularly staff members and visitors to the school, through a door first.
- Bullying and intimidation is absolutely forbidden – and must be reported;
- No one may assault, harass, intimidate or threaten to assault, harass or intimidate anyone.
- Any unwanted, repeated, direct or indirect verbal, physical, social, sexual, or psychological behaviour that is intended to cause another student emotional and / or physical harm is not permitted.
- Any efforts to influence others to behave negatively towards other people, may it be fellow classmates, fellow students, or educators, hostel staff, school staff will be considered as equivalent to having acted accordingly oneself.
- The level of harm or potential harm does not increase or diminish the seriousness with which such conduct will be evaluated.
- Foul, offensive language and swearing is absolutely forbidden;
- Emotional and physical assault by Learners upon their peers, is absolutely forbidden and very serious offences.
- Learners need to guard against doing or saying anything that will bring themselves, their family or their school into discredit.
- The Constitution of the Republic of South Africa states that all students have the right to education. With this right goes responsibility. At IHS we believe:
  - Each student has the right to be educated in an orderly and disciplined environment and the responsibility to be co-operative and attentive and not disrupt lessons or distract fellow students. He / She should exercise self-discipline and be committed to academic progress for all.

- Each student has the right to be treated fairly and the responsibility to refrain from any form of aggressive or abusive behaviour towards others. Respect should be shown to all those who hold positions of authority, e.g. Principal, educators, hostel staff, administration and other support staff, prefects, other students.
- Each student has the right to be treated with respect by other members of the school community, regardless of personal, cultural, racial and religious differences and the responsibility to display understanding and consideration towards others. He / She should not intimidate or ridicule others, nor attempt to convert through coercion, others to his / her own beliefs.
- Each student has the right to have school activities and lessons commence punctually and the responsibility to arrive at school and at lessons on time.
- Each student has the right to voice his or her opinions in a polite and respectful manner and the responsibility to listen to and consider the opinions of others.
- Each student has the right to benefit from the good reputation of the school and the variety of facilities it offers and the responsibility to respect and maintain these facilities, to uphold the values of the school and to behave in such a way that no discredit will be brought to the school. This applies in any situation where a student is wearing the school uniform or can in any way be identified as being a student of the school.
- Each student has the right to enjoy the support of the school in his or her participation in cultural, sporting and academic matters and the responsibility to abide by the norms of good sportsmanship on the sports field and in his / her interaction with other schools or the general public, and to show loyalty and commitment towards teams, clubs, societies and committees to which he / she has pledged support.
- Each student has the right to be secure in person and property and the responsibility to ensure that the school premises are kept clean and hygienic, and that no littering, graffiti or deliberate despoiling of any areas occurs.
- Each student has the right to have his / her work marked and returned within a reasonable period and the responsibility to ensure that homework and assignments are completed and handed in on time.
- Each student has the right to academic progress reports and other relevant communications and the responsibility to pass on printed reports and other forms of communication timeously to their parents and / or guardians.

#### 4. **SCHOOL UNIFORM AND APPEARANCE**

- The school uniform identifies students as belonging to Inkamana High School;
- Learners must wear the prescribed full school uniform during school hours, school functions and in addition, where it may be required by the principal;
- Learners must show pride in IHS and wear their uniform correctly so as to look neat. The uniform must at all times be clean, neat and in a good condition;
- Learners, who do not adhere to the rules as far as school uniform is concerned, will be send back to the hostel and only allowed back, as soon as the uniform is 100% correct.
- Summer uniform: 1 January – 30 April and 1 September – 31 December
  - Boys:
    - Grey pants
    - Short grey school pants
    - Open collar shirt
    - Grey socks
    - Only a plain black leather lace-up school shoe may be worn. Suede, canvas, fabric or slip-ons are not permitted. They must be clean every day.
  - Girls:
    - Tunic
    - Black skirts may only be worn on **Fridays** and on days arranged prior with the principal, for example for a fund raiser.
    - White shirt
    - White socks
    - Black shoes – No Suede or tear drop shoes are allowed. Only regulation pattern with strap or laces. They must be clean every day.
    - Black stockings will be allowed, only on very cold days.

- Winter uniform: 1 May – 31 August  
Boys:  
 Grey pants  
 Closed collar shirt  
 Gr 10 – 12 Blazers are compulsory.  
 Long sleeve shirt is allowed  
 Tie  
 Grey socks  
 Only a plain black leather lace-up school shoe may be worn. Suede, canvas, fabric or slip-ons are not permitted. They must be clean every day.  
Girls:  
 Tunic / Black skirt  
 Black skirts may only be worn on **Fridays** and on days arranged prior with the principal, for example for a fund raiser.  
 Closed collar shirt  
 Long sleeve shirt is allowed  
 Tie  
 White socks  
 Black shoes – No Suede or tear drop shoes are allowed. Only regulation pattern with strap or laces. They must be clean every day.  
 Ladies cut grey pants are allowed:  
 It may only worn as follows:  
 Grade 8 & 9 Girls – Only with the jacket  
 Grade 10 – 12 Girls – Only with the blazer.
- Sport uniform. During PE Lessons, only the sport uniform may be worn:  
 Green Inkamana Shirt  
 Black shorts\*  
 Takkies with socks
- **General:** **Only the IHS Beanies** may be worn from 1 May – 31 August, and they may not be worn in the classroom. The school beanie may only be worn before school, during break and after school. Beanies must also be worn properly. They must sit comfortably on the head at all times, covering the ears but not the eyes. Beanies are allowed to be folded once, as long as the ears are still covered.  
 Black school jerseys may be worn on **cold** days.  
 Only the IHS scarfs may be worn and only from 1 May – 31 August.  
 If an IHS student can be identified as Inkamana student according to his / her school uniform, all the rules that apply on campus also apply in public.  
 Therefore:
  - No flip flops with a school uniform are allowed, when going to town or attending any other event when wearing a uniform.
  - No other jackets may be worn with the school uniform, when going to town or attending any other event when wearing a uniform.
- School blazers are compulsory for grade 10 – 12. This means that Grade 10 – 12 learners must have a blazer.
- School blazers are compulsory during Mass at the beginning and the end of each term and when there is Mass. That means on Sundays or other days too.
- School hats may only be worn outside and not in the classroom. This means that hats may be worn, before school, during break and after school only.
- Black Dri-Macs will be allowed only for grade 8 students.
- If IHS transport is taking a child to the doctor, regardless which day, the child must wear IHS uniform.
- If a parent fetches a child during school hours to be taken to a doctor or the likes, the child must also wear uniform.

Jewellery:

- No jewellery is allowed to be worn except:  
**For the girls only, small ball studs and earrings in silver or gold (no stones) are allowed.** Only ONE piercing per ear is allowed. No other piercings. Only sleeper earrings with a diameter of 1,5cm or studs 5mm round may be worn. NO hoops will be allowed. Please look at the pictures and note, that these are examples.

Allowed:



Not allowed:



For boys: **No ear piercings are allowed at all.** Do not come with a piercing.

For boys & girls: The wearing of approved medical identification tags is allowed, on written recommendation by a doctor. Such a letter from a doctor must be submitted on the first day of school.

- For boys & girls: Only rosaries may be worn around the neck, and it may not be seen. Therefore, it must be hidden and out of site. Other items of cultural nature may only be worn with the permission from the SMT and must be noted in the learner's diary and be available at all times. **Every student must apply in writing to wear such a bracelet or necklace.**

For boys & girls: Wrist watches are allowed. **NO Smartwatches are allowed at all.**

- Hair rules:

Hair must be clean, neat and tidy at all times.

**All privileges will be taken away if the rules will not be adhered to.**

Girls:

➤ Grade 8 & 9

- Parents are requested to check that the hair of girls is short before they arrive at school.
- No strange styles or treatment of hair is allowed.
- No colour treatment of hair in any form is permitted.
- Grade 9 Girls are not allowed to start growing their hair during term 4.

➤ Grade 10 & 11

- Girls are allowed to plait their hair plain, straight back, without any extensions.
- The minimum of 8 rows are allowed when hair is plaited.
- They are allowed to wear it short.
- No colour treatment of hair in any form is permitted.
- Grade 10 and 11 girls are not allowed to start growing their hair during the year.
- The hair at the back must be neat, and the ending must not be too thick. The hair may not be grown for the following year. The ending may not exceed 1 cm in diameter. (umphetho) It must be neatly locked in.
- No loose hair in the back.
- No pony tail.
- If hair becomes too long, it must be cut.

Example Grade 10 & 11 Hair



➤ Grade 12

- Girls have the privilege to have either natural untreated hair - not longer than 5 cm, or plaited hair or black extensions in small or medium size. No thick extensions are allowed and the pony tail should not exceed 30 cm in length when tied in the neck. The pony tail must be tied with a black elastic hair band.

- All hair elastics and ribbons must be black.
- Grade 12 girls are welcome to have their hair short like gr 8 - 11 girls.
- **Only one or two pony tails are allowed.**
- No colour treatment of hair in any form is permitted.
- If hair is braided, it may not be braided and left loose in the neck. It must either be fastened with an elastic, or hidden like the grade 10 & 11 girls.
- The height of a “bun” or any other hair style at the top of a learner’s head may not protrude more than 5cm from the learner’s scalp.
- The style may also not be wider than the learner’s head.
- The hair at the back must be neat, and the ending must not be too thick. The hair may not be grown for the following year. The ending may not exceed 1 cm in diameter. (umphetho) It must be neatly locked in.
- The minimum of 8 rows are allowed when hair is plaited.

**Grade 10 - 12 girls will lose the privilege if the rules are not followed.**

Boys:

- Grade 8 - 11
  - Parents are requested to check that the hair of boys is short before they arrive at school.
  - No strange styles or treatment of hair is allowed.
- Grade 12
  - Grade 12 boys have the privilege to have their hair longer at the top and shorter on the sides in a gradual way without a cut path.
  - Hair could be cut gradually from the top to bottom – not very long on top and very short at the sides, thus, no sharp change in length. Any change from one length of hair to another needs to be gradual and reasonable (e.g. hair clipper size #2 into a #1, or a #3 into a #2); shortest can be a #1 and the longest a #3 and must blend into each other
  - No patterns, lines of notches may be cut into the hair or any extreme styles may be worn.
  - ‘Steps ’or dramatic changes in hair length is deemed unacceptable and is not permitted;
  - The top hair not longer than 3 cm and the side hair not too short with a gradual change in length.
  - Grade 12 boys will lose the privilege if the rules are not followed.

Sideburns and moustaches:

- No sideburns or moustaches are allowed
- Shaving must be done regularly.
- Stubble-beards are not permitted.
- Boys who suffer from skin conditions must provide a medical certificate detailing the reason preventing them from shaving. These letters need to be available at all times, by being pasted into the diary after having presented them to the principal.

Nails:

- Nails must be short and neat. Nails may not be seen from the inside of the palm.
- Only clear nail vanish is allowed for girls – also over weekends.

Make-up

- No make-up is allowed.
- Only lip ice may be used. Lip-gloss is strictly prohibited.

Allowed lip ice (Some examples)



Not allowed lip ice (Some examples)



Tattoos and ink markings

- No tattoos or ink markings resembling tattoos on skin are allowed.

Glasses

- No sunglasses with uniform or in the classroom to be worn.

## Clothing

- All items of clothing **MUST** be marked with the owner's name and surname
- Pupils must take responsibility for their possessions.

## 5. **PUNCTUALITY AND BOUNDS**

- Observing the boundaries of school and hostel is compulsory and very important.
- Punctual attendance at school and all school activities, is absolutely required.
- Students who arrive late, will have their names recorded by their grade / class prefect.
- Learners must report to school at 07H40 in the morning and remain in their register class from 7H45.
- No student is permitted to leave the school grounds during school hours, including breaks, unless permission has been granted by the Principal or Head of Department.
- Students must be present in their registration classrooms for the morning registration.
- Students may not be late for lessons. Unavoidable delays must be covered by a note from the previous lesson's teacher.
- Students are expected to make every effort to avoid medical appointments during school hours.
- A doctor's certificate is required if a student misses any formal assessment.
- Students leaving class during lesson time require written permission from the teacher in charge.
- No learners may go to town without written permission from the principal or HOD, in the case if the principal is absent. This may only happen if it is a real emergency.
- The staff rooms and administration office are forbidden territory for the learners - always;
- Learners must arrive at school on the day fixed by the school authority;
- All learners must attend all classes and until the last day of school.

## 6. **BOUNDARIES**

- No learner may leave school during the school day to go to the hostel without the explicit permission of the principal.
- The computer room may only be entered in the afternoon if that specific day has been selected by the learner or on special circumstances when an arrangement with the educator responsible for the computers has been made. The computer room may also only be entered in the afternoons if the computer prefect is present and allowed it.
- No learners are allowed in the classrooms of other grades without specific permission;
- No learners are allowed in their classrooms or on the verandas during break times.
- Boys must not linger in the parking area. This is a prohibited area. The windows of the cars of the teachers, are not mirrors. Stay away from the cars. Do not write on the windows of the cars or on the car itself.
- Only during first break: All students: West of the junior computer room veranda, east of the senior sciences laboratories. No further than the front door of the hall, and no further than the road to the monastery and school.
- The senior campus is off limits for junior students and the junior campus is off limits for the senior students.
- No senior boy may accompany a girl to the junior campus in the mornings or after breaks.. This is prohibited.
- No senior student on the junior campus at all, unless an educator has made such an arrangement.
- No boy is allowed to accompany any girl to the hostel after school or after afternoon activities. The road leading to the Monastery is out of bounds for the boys, except when they go to church or when supervised by the hostel authority.

## 7. **RESPECT OF PROPERTY**

- Learners are to take care of their own belongings and show respect for the property of others;
- Learners should always use their own educational material – including stationery.
- Every learner should have a hostel pencil bag that stays in the study room.
- Valuables must not be brought onto the school property. If this is unavoidable, valuables must be handed to the boarding master/mistress for safe keeping;
- Pocket Money must always be handed in to the boarding master/mistress for safe keeping – never keep pocket money;
- Giving a student a bank card is actually not a good idea, since students are not allowed to go to town. Please adhere to this, and rather give them cash to be handed in to the boarding authorities.
- The school grounds and buildings must be respected and kept neat. All and any littering is absolutely forbidden;
- All text and library books issued remain the property of the school. They must be covered and treated with care. They must be paid for or replaced if lost or damaged.

- Any damage to property must be immediately reported;
- IHS shall not be held responsible for the loss or theft of valuables.

#### 8. **GOING HOME**

- All learners must go home **at least once** a term.
- Learners are only allowed to go home with their parents unless specific permission has been received from the principal.
- Learners may leave school at 14:00 on Friday afternoons.
- Learners must always be signed in and out by a parent.

#### 9. **EXTRA CURRICULAR PROGRAMME**

- Every learner is required to fully participate in all cultural and sporting activities of IHS;
- Every learner has to participate in at least one sporting and one cultural activity;
- Extra-curricular activities are held between 15H00 to 16H00 during the week;
- iPods, MP3 players and other similar music devices are forbidden during the afternoon extra-curricular school activities;
- No ear pods / transmitting and receiving devices are allowed at school.
- The prescribed school sport uniform must be worn;
- Good sportsmanship and teamwork are values IHS strives for;
- Punctuality at all extra-curricular activities is always required;
- Learners will behave in a manner befitting the ethos of the school. Referees' and umpires' decisions are not to be questioned publically, opponents must be treated respectfully and games will be played in a healthy, positive spirit. Visiting teams will be hosted graciously and coaches greeted and thanked courteously.

#### 10. **EXTRA CURRICULAR COMPUTER PROGRAMME**

- Every learner is required to do computer literacy assignments once a week at school during the afternoon;
- All the school rules apply in the computer laboratories.
- The computer facilities are simply another, more flexible form of a resource, like textbooks or work books, and as such, all the school rules apply to them.
- Given that some facilities, such as the web and email, extend beyond the boundaries of the school, a number of national laws, including the Electronic Commerce and Trading Act, also apply.
- The computer labs are there for the whole school, and for multiple subjects to use, to achieve the school's goals and vision.
- For the purposes of these rules, the 'lab' is any area where computer equipment is installed.
- No eating or drinking in the labs.
- No unruly or 'physical' behaviour – this puts both the learners and equipment at risk. This includes unnecessary moving around in the labs.
- Only one person at a computer.
- Asking and getting permission from the educator in charge of the computer labs to use the internet and / or email is essential.
- No 'fiddling' with equipment on any PC – either the one allocated to a specific user, or to a neighbouring PC.  
This includes unplugging power or network cables, **reconfiguring settings**, resetting, hibernating or loading software without the explicit permission from the teacher.  
This makes learning and teaching difficult in class, and incurs unnecessary expense to rectify if a problem should occur.
- No learner may be in a lab, without the educator in charge's permission or supervision.
- Any computer facilities – including server storage space, web pages, and email – are school property, and not private property.  
Whilst users are encouraged to use these facilities for all subjects, and allowed to do private work (grade 12 – applications) that does not impact system performance or break any other school rule, they are liable to be scanned and reviewed as and when the school sees fit.  
This includes, but is not limited to retrieving work to mark, scanning for viruses or malicious software, scanning for illegal content, including sexually explicit, sexist or other inflammatory or material undesirable in terms of the school rules and ethos.  
There is **no** specific need for material of a personal and private nature to be stored on the schools infrastructure.

If material in a user's login account (email, files, etc.) has breached any of these rules, that user is primarily accountable.

The accountability of other users will be determined on a case by case basis.

- The users of all facilities are accountable to keep their passwords secure and private, and may not use or share accounts.
- Meddling with, or attempting to meddle with any other users' information, including hacking, deleting or modifying information, is strictly forbidden.  
If someone has not logged off after using a PC, they must be logged off immediately by the next user.
- Using external drives, flash drives, CDs, DVDs etc. is strictly forbidden. Breaching this, will result in being banned from the labs.
- Watching any YouTube clips, video clips, listening to music or any other material during lessons and in the afternoons is strictly forbidden. The subject teachers however, may show these during class time.
- Printing may not be done. Ask the educator in charge, should such a need (grade 12s) arise.
- Any social networking communication is forbidden on school computers.
- Any social networking communication that can directly or indirectly be related to the school is also subject to this Code of Conduct, irrespective of the point of posting of the material.
- Should the tablets be used by students, and they break, that student is responsible and liable for the cost to repair the tablet or to buy a new one.

#### 11. **CLASS ROOM AND STUDY ROOM CODE OF CONDUCT**

- Every learner has the right to learn and be taught, and without interference from others.
- Every learner has the responsibility to respect and allow the other learner's right to be taught, and without interference;
- Disruptive behaviour is a serious offence;
- Talking during lessons takes away from educational time and is not allowed;
- No water bottles or any containers to drink water from are allowed in the classroom.
- No bathroom breaks during class time. Go to the bathroom during breaks and before school.
- Learners must obey and follow all instructions issued by educators and boarding authority in the classroom and study room and obey the rules applicable in each subject class, imposed by each individual educator for the specific subjects and/or activities.
- Learners are required to participate in classroom activities and complete given tasks to the best of their ability.
- Homework must be handed in during the register period;
- To copy homework from another learner is a serious offence;
  - Plagiarism involves stealing. This means that something is not the property of the user, and that the user acts in such a way such as to suggest that the property belong to them.
  - The stealing of **ideas** is as severe as the stealing of work or objects.
  - It includes **any work** that is presented as being one's own when it is not.
  - Any work, quoted text, reworded text, illustrations, graphs, pictures, information from the internet, etc., that learners have not originated themselves, must be properly referenced.
  - It is the responsibility of the learner to provide references for all their sources.
  - It is the responsibility of the teacher to ensure that all work is properly referenced and sources acknowledged.
  - It is not sufficient to supply a bibliography without referencing the text and graphics of the work.
  - In addition, learners must present a copy of all the sources used. The pages in the source from which the work has been extracted must be provided.
  - If a student's work is suspected of being plagiarised, it will be investigated, and should the student be found guilty, zero marks will be given.
- Learners are required to be ready with their books for each subject period and properly prepared for the lessons;
- Learners are required to use and treat the school furniture and equipment with respect;
- Learners are responsible for their own belongings, their work areas and their classroom;
- Work areas must be kept in a condition conducive to learning and the classroom should be kept tidy and free of litter. Litter control in the classroom, study room and dormitory is the responsibility of every learner.

#### 12. **GENERAL BEHAVIOR**

- All cigarette smoking, vapes, drugs and alcoholic beverages are absolutely and strictly forbidden and serious offences;



Alcohol and drugs:

The code of conduct is applicable to all learners, in all situations irrespective of their age and will be applied equally to all.

Alcohol:

It is an offence for any person registered as a learner at IHS to be in possession of, or consume alcohol. This includes learners who may be off premises, but who may be wearing IHS clothing of any kind. Consumption is prohibited by law.

Drugs:

The South African Schools Act prohibits the use of drugs. Any pupil under the influence of, or found in possession of a suspicious substance, can expect the following sanctions.

- The learner will be tested.
- The suspicious substance will be confiscated if present.
- The police will be consulted concerning the nature of the substance.
- If it is an illegal drug, the learner will be isolated immediately
- Parents will be called to the school.
- The illegal drug will be handed over to the police who may prosecute the learner.
- The learner will be suspended.
- The school will convene a discipline hearing.
- Any learner found guilty may expect to be permanently expelled from the school.

Parents and learners of IHS are advised of the insertion of Section 8A in Act 84 of 1996”

*“Random search and seizure and drug testing at schools: The Principal, or his / her delegate, may, at random, search any group of learners, or the property of a group of learners, for any dangerous object or illegal drug.”*

Smoking:

It is an offence for any person in South Africa under eighteen years of age to be in possession of cigarettes. At IHS smoking or being in possession of cigarettes, or any device used for smoking (including e-cigarettes) is prohibited at all times, regardless of age. This is in line with National Policy.

- Learners will be required to be tested for substances, for the cost of the learner, if and when deemed necessary by the Principal;
- Satanic and pornographic material in all media format is absolutely and strictly forbidden;
- No food or chewing is allowed at school, study and dormitory - ever;
- iPods, MP3's, Walkman's and similar devices are not allowed at school;
- No cell phones are allowed at school. Cell phones are to be handed in and are kept for safekeeping during the school week at the hostel. Parents will be called in immediately if a second cell phone is brought to IHS.

### 13. **EXAMINATION AND TEST RULES:**

- For examination the seating must be in alphabetical order.
- Learners who are late, will not be allowed entrance to the exam venue until after the ten-minute reading time.
- Disruptive behaviour includes any, or all, of the following:
  - Loud coughing
  - Excessive shuffling
  - Loud yawning / sighing
  - Touching of another learner such as playing with hair.
  - Speaking before the start of the exam which prevents starting the exam on time.
  - Any noise or distraction of any nature during the course of the exam.
  - Defiance of invigilator's instructions.
  - Repeated trips to the bathroom without medical reason.
- Any learner / learners who disrupts the venue and prevent starting of the exam / test on time, will be instructed to leave the venue. **NO** extra time will be given.
- If a class, or a large part of the class, is disruptive, the exam / test for that group will start when the venue is quiet, and no extra time will be given.
- No writing is allowed during the 10 minutes reading time of exam. If a learner is caught writing during this time, the paper will be taken away and the learner will start the exam 10 minutes later than the scheduled start.
- No learner may leave the venue for any reason (other than illness) within the first hour or the last 15 minutes of the exam / test.
- No drinks or food may be brought into the venue

- Any learner who is absent without reason, will receive 0 for the exam / test. A doctor's letter is needed in the case of illness.
- If a learner is feeling unwell during the exam / test, the school will make the necessary plans.
- **NO** learner may borrow stationery from another learner at **any time** during an exam / test.
- Please ensure that all stationery needed for the exam is supplied.
- Stationery must be in a clear plastic container, like a plastic sleeve.
- Learners may only use BLUE pens to write exams / tests.
- Learners without the stationery required for an exam such as a calculator, protractor or compass will not be able to complete the exam / test.
- If a learner is caught cheating or is suspected of cheating the following applies:
  - The answer script will be taken away.
  - The learner will be issued with a new answer script and will re-start the exam / test.
  - The issue will be investigated.
  - Should cheating be verified the following steps will be taken:
    - The child might be suspended immediately.
    - Parents will be called in.
    - The irregularity form will be completed and signed by all parties.
    - A copy of the irregularity will be forwarded to the SMT.
    - The SMT red flags the learner from this point until the end of the Grade 12 final exams.
    - Learner(s) will receive 0 for the exam / test.
  - Assisting another learner is also cheating.
  - These rules apply from the time the learners enter the exam / test venue until they leave. If a learner speaks the last 5 minutes of the exam / test, the above rules still apply.
- The following causes suspicion of cheating:
  - Smiling, pulling faces at other learners
  - Attempting to communicate verbally or non-verbally / actual communication.
  - Any attempt to borrow stationery from another learner.
  - Notes / textbooks / any information the learner has in his / her possession that leads to actual or suspicion of cheating.
  - Exchanging calculators or any other equipment.
  - Frequently scratching in pockets.
  - Frequent requests to go to the bathroom in the absence of a medical problem.
  - Any other suspicions behaviour.
- No eating / drinking is allowed in the exam venues.
- The rule is that learners may not go to the bathroom during an exam / test.
- Any learner who has a medical problem must ensure that this is known to the school by providing a medical certificate

#### **14. PARENTAL INVOLVEMENT**

- Parental participation and involvement in the school education system and disciplinary process is part of the policy of IHS. Parents are accordingly required to be part of the educational process, have regular contact with their children, IHS and the boarding staff.
- Parents are required to pay all the school and boarding school fees and amounts due to the school punctually as and when they fall due for payment.
- Ensuring disciplined behaviour on the part of learners is not the responsibility of the school only, parents also have an obligation to ensure that their children conduct themselves according to accepted norms of controlled, courteous and correct behaviour.
- The school will contact parents whenever a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents should support the School in its endeavours to maintain high standards of good behaviour and conduct.

#### **15. DISCIPLINE**

School discipline will be managed and imposed by the IHS education staff, the principal, the Hostel staff and Inkamana Abbey School Council as the case may be. Learners will always be given the opportunity to explain their behaviour.

Discipline must always be conducted in a manner that takes into account the circumstances of the offence. The aim is to identify the wrong and seek the best way to avoid recurrences.

- A restorative approach is the first option.
- A heavy punitive hand is usually not the best approach to finding a long-term solution.
- Five levels of offences Misconduct is classified below.

The different levels of offences which will warrant the associated disciplinary action for the specific level offences are the following:

## INTERNAL SCHOOL PROCEDURES

### LEVEL 1

Disciplinary authority: The following offences can be dealt with by any educator(s) and administrative staff or prefects.

Possible sanctions may include but are not limited to:

- Verbal warning
- Withdrawal of classroom privileges
- Extra work and compulsory academic support attendance.
- Small menial tasks
- Appropriate demerit(s)
- Detention in the front of the principal's office after school.

**Repeated offences will become level 2 offences** and will be dealt with by contacting parents and an internal disciplinary hearing.

Level 1 offences may include but are not limited to:

#### Uniform

- Incomplete/Incorrect/Untidy uniform on/off grounds
- Wearing non-uniform item
- Chewing gum in uniform
- Wearing nail polish / long nails
- Hairstyle infringement
- Incorrect jewellery (confiscate item)
- No sports clothes for relevant activities

#### Absenteeism

- No absentee letter

#### Punctuality

- Late for class
- Extra-murals
- Late for activity
- Not attending practice (without being excused)
- Improper dress

#### Language

- Minor insults (written or spoken)
- Graffiti / vandalism (Minor)
- Word written on own property - obscene (offensive to others)

#### Dishonesty

- Copying and sharing homework
- Withholding information

#### Returns

- Failure to return reply slip

#### Homework

- Books left at the hostel
- Inadequate / incomplete homework
- Tasks not handed in
- Doing other work in class

#### Classroom behaviour and littering

- Eating without permission in classroom

#### Litter:

- Caught in the act of littering/ leaving litter behind after sitting in an area/ not picking up litter Bunking
- Bunking an arranged extra lesson

#### Disruptive / Inappropriate Behaviour

- Inside or outside the classroom
- In assembly
- Playing loud music that disturbs others' work
- Disturbance during announcements / assembly / Mass

#### ICT infringement:

- Inappropriate searches on the school Wi-Fi / using school device.

#### LEVEL 2

Disciplinary authority: Register Teacher; Hostel master / mistress; Disciplinary Committee; HOD, Headmaster.

The consequences must be almost immediate and relevant to the infringement.

Possible sanctions may include but are not limited to:

- Any disciplinary measure proposed for Level 1 offences
- Conferences with learner
- Conferences with parents of learner
- Written warnings
- Withdrawal of privileges
- Behavioural contracts
- Daily report
- Duties that contribute to the school environment (e.g. cleaning, gardening, administrative tasks) •

Restorative disciplinary process

Level 2 offences may include but are not limited to:

#### **Repeated Level 1 offences**

Uniform infringement – repeated

Punctuality

- Late for school

Language • Written / spoken obscenities (including swearing)

- Serious insults (written / spoken)

Bunking

- Bunking assembly/ house meetings etc.

Dishonesty

- Dishonesty in a written or verbal statement
- Lying

Extra-murals

- Disrespectful conduct
- Unexcused absence from event

Threatening Behaviour

- Verbal or written abuse
- Bullying / threatening violence (including cyber-bullying)
- Hate Speech (could be level 3 depending on severity)
- Aggressive or intimidating body language

Graffiti/Vandalism

- Abuse / damage of school property
- Unauthorised use of school property

Disruptive / Inappropriate Behaviour

- Being out of bounds
- Non-participation in compulsory events
- Disrespectful social behaviour
- Conduct of a sexual nature (minor)

Insolence / Rudeness

- To a staff member / visitor
- To a counsellor
- Bad bus behaviour (participant and/ or onlooker)

ICT infringement:

- Inappropriate searches on the school Wi-Fi / using school device.

#### Cell phone

- Being caught with a cell phone at school.  
Cell phone will be confiscated, and the parents will be informed and will have to fetch it at the end of the term from the principal's office.  
Please do not send your child to school with an expensive cell phone.

#### LEVEL 3

Parents may be contacted for these offences.

Where the offence is also a criminal offence, the school reserves the right to report the incident to the SAPS. Drug-related offence will automatically result in a disciplinary hearing (which could lead to expulsion) and may be reported to the SAPS.

Theft-related offences will automatically result in a disciplinary hearing and the victim can lay a charge with the SAPS.

Disciplinary authority Headmaster; HOD; School Board; Housemaster

Possible sanctions may include but are not limited to:

- Any disciplinary measure proposed for Level 2 offences
- Disciplinary hearing to be held by Disciplinary Committee
- Suspension from school related activities, e.g. sports, extra-curricular activities
- Referral to psychologist / counsellor / clinic / community or social worker
- Community service (school and / or external)

Level 3 offences may include but are not limited to (offences may be interpreted as level 4 offences if severe enough):

#### **Repeated Level 2 Offence**

##### Fraud

- Providing fraudulent information/ signature

##### Threatening Behaviour

- Assault / Physical Violence (fighting)
- Hate Speech or actions, incitement to violence
- Possession of an item intended to be used as a weapon

##### Graffiti / Vandalism

- Damage to other person's property / possessions
- Writing / graffiti on school property (extensive damage)

##### Bunking

- Missing a lesson / a day or part of a day or leaving school without permission / and / or sporting commitment without permission.

##### Dishonesty

- Cheating in a test / Exam / disregarding test / examination procedure.
- Plagiarism
- Forging a parent's signature

##### Smoking

- Includes smoking and / being in possession of cigarettes, hubbly pipe, hub-pen, cigar or an e-cigarette.
- In the company of smokers
- Smoking on school premises / in uniform / school event

##### Drinking

- In the company of drinkers in the grounds
- Possession of alcohol in the grounds
- Drinking in public (in or out of uniform)
- Drinking on the school grounds

##### Drugs

- In the company of others who possess and / or use
- Sniffing volatile liquids
- In possession of drugs / Use of drugs / Sale of drugs
- Cheating of or attempting to cheat a drug test

##### Theft

- Interfering with other's property
- Shoplifting (in or out of school uniform)

#### Gambling

- On or off school property

#### ICT infringement

- Unauthorised access into the school database and administrative systems.
- Hacking

#### LEVEL 4

#### EXTERNAL DISCIPLINARY PROCEDURES LEVEL 4 – SERIOUS MISCONDUCT THAT COULD LEAD TO SUSPENSION

Disciplinary authority: The Inkamana Abbey School Board, after referral from the Headmaster. Possible sanctions

- Any sanction applicable to level 3 offences.
- Suspension  
A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:
  - seriously threatens, disrupts, or frustrates teaching or learning in class;
  - engages in a conspiracy to disrupt the proper functioning of the school through collective action;
  - insults the dignity of or defames any learner or any other person, which includes racist remarks;
  - distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
  - in a test or examination or any other form of assessment such as assignments;
  - engages in any act of indecency;
  - sexually harasses another person;
  - is found in possession of or distributes pornographic material; or
  - is under the influence or in the possession of alcohol and drugs.

#### LEVEL 5 – SERIOUS MISCONDUCT THAT COULD LEAD TO EXPULSION

Disciplinary authority The Inkamana Abbey School Board, after referral from the Headmaster Possible sanctions

- Any sanction applicable to level 4 offences.
- Suspension
- Expulsion  
A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:
  - is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
  - fails to comply with a punishment of suspension as a correctional measure; or
  - intentionally and without just excuse:
    - i. forges any document or signature to the potential or actual prejudice of the school;
    - ii. trades in any test or examination question paper or in any test or examination material;
    - iii. attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
    - iv. engages in fraud;
    - v. engages in theft, or otherwise acts dishonestly to the prejudice of another person;
    - vi. is in the possession of, consumes or deals in, any illegal substance or other harmful substance;
    - vii. is in the possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission;
    - viii. is in possession of a dangerous weapon;
    - ix. assaults or threatens to assault another person;
    - x. holds any person hostage;
    - xi. murders any person;
    - xii. rapes any person; or engages in any sexual activity which amounts to an offence in law; or
    - xiii. maliciously damages property.

By signing below, I / We \_\_\_\_\_

the parent(s) / legal guardian(s) of \_\_\_\_\_

in Grade \_\_\_\_\_ acknowledge that I / we have read and understood the Inkamana Code of Conduct and have discussed it with my / our child. As a parent(s) / legal guardian(s), I / we recognise that I / we am / are responsible for my / our child's behaviour and the consequences that may follow. I / we understand that acceptance of these, and any amendments or additions made from time to time, is a condition of my / our child's enrolment at the school.

Signed by Parent(s) / Guardian:

\_\_\_\_\_  
Name Signature Date

\_\_\_\_\_  
Name Signature Date

I, \_\_\_\_\_ a learner of Inkamana High school, have read and discussed the Code of Conduct with my parent(s) / Guardian(s) and I understand the rules and their implications and hereby commit to:

1. Abide by the code of conduct and disciplinary system
2. Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors of School
3. Treat everyone with respect, regardless of differences in culture, ability, race, gender, age or social class.
4. Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
5. Cooperate with my Educators and school staff.
6. Assist in making the school a safe place for all.
7. Seek help if I need it.

Signed by Learner:

\_\_\_\_\_  
Name Signature Date