

LORD MILNER

Summary of Code of conduct - Disciplinary action (learners)

Name of Learner : _____

Name of Parent : _____

<u>Misconduct</u>	<u>Action taken</u>
<u>1. Category A misconduct (Minor transgressions)</u>	
<u>General rules</u>	<ul style="list-style-type: none">• 10 Points will be deducted in the demerit file for each <u>Category A</u> misconduct.• After 100 demerit points, detention will follow.• With third detention the parents will be contacted.• With fourth detention a disciplinary hearing with SGB will follow
1.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.	
1.2 Learners may not eat or drink in the classroom, school hall, computer center and Research center. The chewing of gum during school activities is prohibited.	
1.3 The use of cellphones during school activities is strictly prohibited. Calls may be made in emergencies only at the office.	
<u>2. Class rules</u>	
2.1 The same <u>basic school rules</u> will apply to all classes. The class educator shall formulate <u>class specific rules</u> upon the adoption of this code of conduct, and at the beginning of each school year.	

<p>2.2 The class rules must be compiled in writing and –</p> <p>2.2.1 be submitted to the principal.</p> <p>2.2.2 be displayed in a legible format in a prominent spot in the classroom; and</p> <p>2.2.3 be made available to all learners and their parents by pasting the class rules on the first page of workbook.</p> <p>2.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.</p> <p>2.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.</p>	<p>In case of the violation of any of the abovementioned provisions, such violation shall be referred to an educator/Grade head/Disciplinary Coordinator/Dep Principal/Principal of the school, who will be entitled to impose the appropriate sanctions.</p>
<p>3. <u>Rules with regard to appearance and school wear</u></p> <p>3.1 School wear</p> <p>3.1.1 The prescribed school wear shall be worn correctly during school hours as well as other school activities, as determined by the governing body.</p> <p>3.1.2 School wear must be clean and neat at all times. As for vests, boys and girl may wear only plain white vests, which may not be visible under any circumstances.</p> <p>3.1.3 Clothing rules (Insert your school’s clothing rules here)</p> <p style="padding-left: 40px;">Dress Code</p> <ul style="list-style-type: none"> • Correct school uniform must be worn correctly by all scholars at the required times. • Scholars leaving or returning to school, must be dressed in full school uniform. 	

- Scholars participating in team sports, must wear the prescribed dress for matches. (Only school or provincial track suits are permitted.)
 - Formal uniform will be worn for all official school/educational trips.
 - No jewellery, except a wrist watch, may be worn at any time when in school uniform.
 - Accessories worn for religious or cultural reasons, may be done so with special permission.
 - In the case of girls with pierced ears, plain studs or sleepers are permitted (one only in each ear).
 - Medic-Alert chains/bracelets may be worn.
 - Play-clothes – Boarder learners - (boxer shorts and golf shirts) are to be worn in the afternoons and over weekends. In winter, long pants or tracksuits may be worn. Knee-length shorts and T-shirts with pictures or slogans may not be worn.
- 3.1.4 Any caps or headgear other than those prescribed in the clothing rules are prohibited.
- 3.1.5 Only the official LMS swim gear when in swimming pool.
- 3.1.6 Girls dress may not be shorter than 4cm above the knee.
- 3.2 Appearance
- 3.2.1 Hair
- Girls
- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
 - Hair that extends over the collar must be tied.
 - Only hair accessories (ribbons, combs and bobbles) that fit in with the school's colours may be worn.

(Dark Blue, White, Black)

- Hair must be properly tied.
- False hairpieces or braids are prohibited.
- Girls can weave hair (with black wool)
- Girl's natural hair must be brushed back.

Boys

- Hair must be short and neatly cut.
- There may be no hair in the section around the ears.

Hair may not touch the ears when it is combed straight down.

- When hair is combed down, it may not touch the eyebrows.
- Sideburns may extend up to the middle of the ear.
- Hair at the back must be gradually layered.
- Hair may not bush out excessively. No foreign hairstyles are allowed. (Zig zag patterns etc.)
- No undercuts will be allowed.
- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- No caps may be worn. (Except the school beanies in the winter)

3.2.2 Jewellery

- All jewellery items, such as rings, bracelets (elastic or leather) or chains, are prohibited.
- Only wristwatches are allowed.
- The wearing of body jewellery, such as nose, tongue and eyebrow jewellery is strictly prohibited. As for girls' earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the

ears had been pierced more than once.

- No other studs or gems will be allowed.

3.2.3 Nails

- Nails may not extend beyond fingertips.
- No nail polish may be worn.

3.2.4 Make-up

- No mascara, eyeliner or blusher or lip-gloss will be allowed.

3.2.5 Shoes: only the official black shoes

3.2.6 Belts: Black belts for boys

4. **Sports and extracurricular activities**

4.1 Participants in sports and extracurricular activities

4.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

4.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity.

4.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

4.1.3.1 the sports head and the educator involved in the relevant sports code;

4.1.3.2 the referee or adjudicator with regard to the relevant activity; and

4.1.3.3 The team captain.

4.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practice self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

4.2 Spectators and supporters at sports and other extracurricular activities:

4.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

No improper Signs, Slogans and Banners

4.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who

attend the activity.

4.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

5. **Prefects and school leaders**

5.1 All learners shall obey any reasonable instruction from a member of the Prefects nor another school leader, and shall support and cooperate with the Prefects and other school leaders in properly executing their duties.

6. **School notices**

6.1 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

7. **School work and homework**

7.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.

7.2 Learners must promptly carry out instructions in class.

7.3 All learners must have and maintain such homework book as may be required by the principal or class educator.

7.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.

7.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.

7.6 Learners are obligated to catch up as soon as possible on any work that they have missed.

7.7 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

8. **Punctuality**

8.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity.

(School starts at 07:15 and end at 13:15)

9. **Environment**

9.1 Learners may not litter on school grounds or in school buildings.

9.2 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure

that all litter is picked up and placed in garbage bins.	
9.3 Learners must leave restrooms in a clean condition.	
9.4 Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader with regard to maintaining a clean and hygienic school environment.	

Ad on summary of Category A misconduct (Minor transgressions)

1. Books left at home / boarding home 2. Bunking class / assembly 3. Late for class / assembly 4. <u>Back chatting</u> 5. <u>Bullying</u> 6. Chewing gum 7. Copying of work 8. <u>Disobedience(running away) / rudeness to staff / prefects</u> 9. Disruptive in class / assembly 10. <u>Disrespectful to staff / prefects</u>	11. Homework / project not done 12. Language usage in general (inappropriate / swearing / obscene) 13. Littering 14. <u>Out of bounds – not in designated space on playground?</u> 15. Lines (Playing / talking / out of lines) 16. Telling Lies 17. Wearing incorrect uniform
---	--

2. Category B misconduct (serious transgressions)

General rules

1.1 While wearing the school uniform or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, and spectators or

- 50 Points will be deducted in the demerit file for each **Category B**

<p>otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.</p> <p>1.2 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness (back chatting, rudeness, and negative attitude).</p> <p>1.3 In their interaction with one another, learners shall practice self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner’s physical, spiritual and moral well-being. Any sexual or improper physical contact or suggestions between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.</p> <p>No Discrimination of any kind (race, culture, religion, gender etc.)</p> <p>1.4 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.</p>	<p>misconduct and the parents may be contacted</p> <ul style="list-style-type: none"> • After 100 demerit points, detention will follow. • With third detention the parents will be contacted. • With fourth detention a disciplinary hearing with SGB will follow <p>In case of the violation of any of the abovementioned provisions, such violation shall be referred to the designated discipline coordinator / Deputy principal / School principal, who will be entitled to impose the appropriate sanctions.</p>
<p>2. <u>Sports and extracurricular activities</u></p> <p>2.1 Spectators and supporters at sports and other extracurricular activities</p> <p>2.3 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as</p>	

<p>spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.</p>	
<p>3. <u>School property</u></p> <p>3.1 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilized to the benefit of all current and future learners of the school.</p> <p>3.2 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.</p> <p>3.3 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.</p> <p>3.4 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalizes any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.</p>	<p>a) The performance of tasks by the transgressor in favor of the person/institution who has been wronged by the transgression</p> <p>b) Suspension from participation in school activities, such as sports and cultural activities</p> <p>c) Exclusion from participation in social events of the school</p> <p>d) Agreed, affordable compensation</p> <p>e) The repair or replacement of damaged property</p> <p>f) Community service of up to six hours</p>
<p>4. <u>Tests and examinations</u></p> <p>4.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to</p>	

<p>comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.</p> <p>4.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted</p>	
<p>5. <i>Motor vehicles and motorcycles</i></p> <p>5.1 <i>Learners may not bring motor vehicles or motorcycles onto the school grounds, unless he/she has the prior written consent of the principal or another staff member duly nominated by the principal, and unless he/she promptly complies with any conditions imposed together with the aforementioned consent. If a learner does not have the necessary consent when asked to present such by any member of the staff, governing body, prefect or a school leader, it will be assumed that he/she does not have such consent, until proved otherwise.</i></p> <p>5.2 <i>The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.</i></p> <p>5.3 <i>Learners shall adhere to traffic rules on and around the school grounds.</i></p> <p>5.4 <i>All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.</i></p>	
<p>6. <u>Absence from school</u></p> <p>6.1 Learners may be absent from school in exceptional</p>	

cases only, and only with the written consent of the parents, principal, or his/her representative if the principal is not available.

6.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.

6.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

7. **Environment**

7.1 Learners must leave restrooms in a clean condition.

7.6 The application of slogans (graffiti), stickers, posters and the like to any

Ad on summary of Category B misconduct (serious transgressions)

<ol style="list-style-type: none"> 1. Cheating in test / exam 2. Cigarettes in possession 3. Condoms in possession 4. Discrimination (race, Culture, religion, sex) 5. <u>Bullying</u> 6. Verbal / emotional abuse 7. <u>Disobedience(running away) / rudeness / disrespectful to staff / prefects (3.3 and 3.4)</u> 8. <u>Back chatting</u> 	<ol style="list-style-type: none"> 9. Fighting 10. Graffiti (tables /chairs /walls /doors etc.) 11. Defacing – Breaking of school / any other property (Minor vandalism) 12. Language usage towards specific person (inappropriate / swearing / obscene towards staff / prefects / learners) 13. <u>Out of bounds – out of school grounds without permission?</u> 14. Leaving class without permission 15. Selling of Tuck
---	---

3. Category C misconduct (very serious transgressions with criminal intend)

<p>1.1 The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. – Specifically on school grounds</p>	<p>100 Points will be deducted in the demerit file for each <u>Category C</u> misconduct and immediately a disciplinary hearing with SGB will follow. (Demerit point system final written warning, contact parents, SGB disciplinary hearing)</p> <ul style="list-style-type: none"> • In case of the violation of any of the
---	---

<p>1.2 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded in writing.</p> <p>1.3 Transgressions that may lead to suspension and/or expulsion include but are not limited to:</p> <ul style="list-style-type: none"> • conduct that poses a threat to others' safety and infringes upon others' rights; • possessing, threatening with or using dangerous 	<p>abovementioned provisions, such violation shall be referred to the disciplinary committee (including the chairmen of the disciplinary committee from the governing body, who will be entitled to impose the following sanctions:</p> <p>a) In the case of a violation of the code of conduct for learners by members of the Prefects or other school leaders: In conjunction with or as alternative to the above, suspension from duties for a period of up to six weeks, or dismissal and permanent removal from the Prefect or other leadership position in the school</p> <p>b) Following a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner, or recommend the learner's expulsion from the school to the Head of Education.</p> <ul style="list-style-type: none"> • Should the governing body opt for suspension as the only sanction, they may suspend the learner for up to seven school days. • Should the governing body decide to recommend to the Head of Education that
--	--

<p>weapons;</p> <ul style="list-style-type: none"> • the possession, use, trading or any visible sign of narcotic or unauthorized drugs, alcohol and intoxicating substances of any nature; • fighting, assault or abuse; • indecent behaviour or swearing; • adopting or assuming a false identity; • harmful graffiti, hate speech, sexism or racism; • theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted; • unlawful conduct towards and/or vandalizing, destroying or damaging school property; • disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners; • repeated violations of school rules or this code of conduct; • criminal and oppressive 	<p>the learner be expelled, the governing body may suspend such learner for a reasonable period of up to fourteen school days, pending the Head of Education's decision.</p> <ul style="list-style-type: none"> • Following a hearing in which any learner is found guilty of violating hostel rules, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner from the hostel for any appropriate period of time, or expel the learner from the hostel. • Recommendation for expulsion.
---	---

<p>behaviour, such as rape and gender-based harassment;</p> <ul style="list-style-type: none"> • victimization, bullying and intimidation of other learners; • the transgression of examination rules; and • intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage. 	
--	--

Ad on summary of Category C misconduct (serious transgressions)

<ol style="list-style-type: none"> 1. In possession of a weapon / assault with a weapon 2. Alcohol / drugs – in possession / using / trading 3. Cigarette using 4. Pornographic materials – in possession 5. Physical assault of a dangerous / life-threatening type. 	<ol style="list-style-type: none"> 6. Sexual activities 7. Sexual harassment 8. Satanism 9. Vandalism – Defacing of school and other property of a <u>very serious</u> nature
--	--

Boarding Home Rules

- Your dormitory must always be tidy.
- Beds may not be shared
- Your locker must always be neat and clean. NO food is allowed in your locker.
- You may not tamper with another person's locker.
- Your clothes are your responsibility. They must not be left lying around.
- Under NO circumstances may clothes be borrowed or lent.
- Shoes are to be polished daily.
- Bathing costumes and towels must not be left at the pool or at school.
- You must have the permission of the educator on duty in your boarding home to go to another boarding home.
- The Clinic is out of bounds except if you have been referred there by an educator or matron on duty.
- You may not buy, sell or swop any articles of clothing, tuck or toys with your fellow learners.
- There are set times for using the public telephones. Loitering around the phones is not permitted.
- Please use the road when going to and from school or to the sports fields. NO short cuts across the grass are permitted.
- N.B. The fountain area is out of bounds at all times.
- Give way to cars on the road.

Swimming Pool Rules

- You enter the pool area at your own risk.
- Ensure that the gate is closed at all times.
- Learners may not enter the pool area unless under adult supervision.
- Staff children under the age of 12 may not swim without the supervision of an older person.
- Only regulation bathing costumes may be worn.
- Kickboards may only be used during training sessions.
- When in the water, swimmers are to get to the closest side as quickly as possible if the educator on duty blows a whistle.
- **No running or diving into the pool is permitted.**
- No running on the concrete around the pool is allowed.
- No ducking, pyramid building or pushing is allowed.
- Nobody may be thrown into the pool.
- Playing on the lane ropes, diving over them or lying on them is not allowed.
- No food or tuck may be taken into the pool area.
- Ensure that your feet are clean before getting into the water.

- Anyone with gel in their hair or Vaseline on their bodies may not get into the water.
- Swimming caps are compulsory for boys and girls.
- Always leave the pool area as you would like to find it.
- Hard objects which can damage the fiberglass, may not be thrown into the pool.
- Don not play with or tamper with any pool cleaning equipment.
- The pump room is strictly 'out of bounds'.
- **Dogs are not permitted in the pool enclosure.**

Any person not complying with these rules may be banned from the pool area.

Acceptance of Code of Conduct

I parent of(Learner) declare that I have read and understand the Code of Conduct of Lord Milner School.

.....
Name of parent

.....
Name of Learner

.....
Signature of Parent

.....
Signature of Learner

.....
Date signed

.....
Date signed