

ANNEXURE C

RHENISH GIRLS' HIGH SCHOOL HOSTEL

DISCIPLINARY GUIDELINES

THE FOLLOWING ONLY SERVES AS A GUIDE WHEN CONSIDERING AN APPROPRIATE SANCTION IN RESPECT OF CERTAIN SPECIFIED CONDUCT AND IS NOT EXHAUSTIVE OR DEFINITE. THE PRINCIPAL OR DELEGATED AUTHORITY IN DEALING WITH MATTERS WHICH ARE NOT REFERRED FOR HEARING AND THE COMMITTEE CONDUCTING A DISCIPLINARY HEARING MAY HAVE REGARD TO THESE GUIDELINES, BUT SHALL AT ALL TIMES BE ENTITLED TO IMPOSE A PUNISHMENT / SANCTION, WHICH THEY HAVING REGARD TO ALL THE CIRCUMSTANCES DEEM FIT.

A learner who is charged with an offence that warrants a disciplinary hearing and her parent / guardian shall be notified of such a hearing, in writing, in advance.

The learner shall be entitled to representation (who may be a legal representative) during such disciplinary hearing.

Although it is practice to have a disciplinary hearing after more serious infractions, the Principal shall however, due to the contractual relationship on admission of a boarder to the Rhenish Hostel, be entitled, in her or his discretion not to follow such procedures in appropriate circumstances.

DEFINITION	SUSPENSION	EXPULSION
Leaving school grounds without special permission unless on agreed outings or visits to town: "bunking out"	Any boarder "bunking out" <u>from a hostel outing</u> will be suspended immediately pending a disciplinary hearing	Any boarder "bunking out" <u>from a hostel outing</u> shall be expelled unless mitigating circumstances necessitates otherwise
Any boarder deviating from the destination for which she obtained permission to leave the school grounds, unless <u>directly en route</u> : "deviating from the permitted destination"	Any boarder "deviating from the permitted destination" will be suspended immediately pending a disciplinary hearing	Any boarder "deviating from the permitted destination" shall be expelled unless mitigating circumstances necessitates otherwise
		Possession or selling or distribution of illegal substances including alcohol and drugs at the hostel
		Use of illegal substances including alcohol and drugs at hostel or being under the influence of alchhol or drugs on or off the school/hostel premises
		Contravention of the rules in respect of visitors

WRITTEN WARNING	SUSPENSION	EXPULSION
Dishonesty (Minor)	Blatant dishonesty	A false declaration of information upon admission to the hostel
	The use of slovenly, uncouth, foul, blasphemous, sexist or racist language	Persistent use of slovenly, uncouth, foul, blasphemous, sexist or racist language
Discriminatory behaviour and/or remarks	Persistent discriminatory behaviour after warning within six months	
Verbal bullying (minor)	Threats of violence towards boarders, intimidation, verbal and/or physical bullying	Any act which in the opinion of the disciplinary committee endangers or threatens the life and safety of others
Acts of violence (minor), e.g. fighting where both parties are guilty	Any deliberate act of violence that results in injury to others. Persistent acts of violence after warning	Serious unprovoked assault or any serious deliberate act of violence that results in injury to others
		Possessing a weapon at hostel, e.g. firearm, knife, etc.
	Explicit sexual harassment	Persistent sexual harassment after a warning / or of a serious nature after consideration by the disciplinary committee
Found to have cigarettes / lighters or hubbly bubbly in their possession.	Smoking or using of hubbly bubbly at hostel	Persistent smoking or persistent smoking of hubbly bubbly at hostel after the first suspension.
Present in the company of smokers or hubbly bubbly smokers	In the company of smokers or hubbly bubbly smokers on a regular basis	
Deliberate damage to school property (minor), e.g. defacing of desks and walls, etc.	Deliberate damage to school's property (major), e.g. windows, doors, vehicles, etc.	Persistent damage to school property (major).
Damage to property of others (minor)	Damage to property of others (major)	Persistent damage to property of others (major)
Possession or display of pornographic material	Deliberate sexual behaviour	Continued deliberate sexual intimacy

WRITTEN WARNING	SUSPENSION	EXPULSION
Petty theft/extortion	Persistent petty theft / extortion Major theft (items of value)	Theft (second offence)
	Dealing in stolen property, shoplifting	Dealing in stolen property (second offence), shoplifting
Bringing the school's name into disrepute (in school uniform), e.g. unsporting behaviour, unacceptable hair, bad attitude outside school, disrespect, etc	Bringing the school's name into disrepute (major) – smoking, drinking, sexual advances in public (in school uniform), etc.	Persistently bringing the school's name into disrepute (major) – smoking, drinking, sexual advances in public (in school uniform), etc.
Three detentions within three months	Any further detentions within a 6 month period	Two or more suspensions within six months
	Absent from detention without a letter of excuse (1 day suspension)	
Persistent non co-operation with hostel staff	Non co-operation with authorities after	Repeated defiance of the hostel authorities
	Actions aimed at humiliating hostel staff or visitors	
		Repetition of any behaviour for which the boarder has already been warned and suspended
		Total disregard of the code of conduct
		Found guilty of any offence in a court of law