



Penryn College

The founding vision that led to the establishment of Penryn College is encapsulated in the mission statement.

MISSION STATEMENT

To reach out into our community
And achieve educational excellence
Guided by Christian principles, while
Developing individuals who display integrity, responsibility and respect and who are
Guardians of their environment and heritage.

The Penryn Honour Code describes the Mission Statement for all individuals that are connected to the College, whether they are staff members, scholars or their parents.

HONOUR CODE

Each member of the Penryn family undertakes to:

Honour God

By taking every opportunity to develop their spiritual life through service and worship

Honour Others

By discovering with respect, tolerance and humility the thoughts and ideas of others, irrespective of culture, race, creed or gender. Affording others the space to grow, recognising their right to learn as being far more important than their right to choose not to do so.

Honour oneself

By taking pride in their actions and thoughts, and striving at all times to act with honesty and integrity and to improve themselves through moral courage and self-discipline.

Honour the College

By maintaining at all times a high level of dignity, sportmanship and responsible behavior. By valuing themselves and the high name of the College enough to realise the detrimental effects of alcohol and drug abuse and by remembering the College motto "One and All" – that through our individual actions we bring honour or disrepute to the whole community.

Honour Society and the Environment

By respecting other people's property and the environment in which they live and by serving the community with humility and compassion.

The Penryn College Honour Code is encapsulated in the Disciplinary Policy. This document describes expected Penryn scholar behaviour as well as the consequences of misbehavior.

DISCIPLINARY POLICY AND PROCEDURE FOR PENRYN SCHOLARS

1. PREAMBLE:

This document outlines expected scholar behavior, as well as the corrective measures that are applied, should a scholar's behaviour not comply with the Policy.

The Disciplinary Policy and Procedure does not provide an exhaustive list of expected scholar behaviour. Actions not described here may be considered as unacceptable by Penryn College at its sole discretion where these are considered to be to the detriment of the College; and/or fellow-scholars; and/or the community which the College serves. Penryn College, therefore, retains the right to change the Policy at its discretion from time-to-time, after due consultation with the Penryn College Council. All scholars and their parents however, contract to this policy on entering the College, and any changes made to it (the Policy) subsequent to a scholar entering the College, will be brought to their attention. A new contract will then be signed.

2. APPLICATION OF THE DISCIPLINARY POLICY AND PROCEDURE:

The Policy will apply to all Penryn Scholars when they are:

- 2.1 Attending College activities.
- 2.2 Representing the College at any event on or off the campus.
- 2.3 Attending functions of any nature arranged by the College outside normal hours.
- 2.4 Clothed in his / her Penryn College attire, whether fully or on part, on or off the College premises.
- 2.5 Attending any event of any nature in the community which the College serves in his / her private capacity, with or without his / her parent's or guardian's consent, during which his / her behaviour did not comply with the Policy and as a result of the behaviour, did or could have brought the College's name and reputation into disrepute.
- 2.6 Visiting with or without his / her parent's or guardian's consent, establishments in the community or are partaking in any activities, which by law they are not allowed to partake in.
- 2.7 Residing in the boarding houses of the College.

3. DEFINITIONS:

- 3.1 **College** refers to Penryn College, Boschrand Farm, P.O. Box 2835, Nelspruit, 1200. The College also refers to (within the context in which it is being used) all staff members responsible for maintaining the Policy, instituting the appropriate measures in terms of the Policy and ensuring that all aspects of the Policy are complied with.
- 3.2 **Policy** refers to the Penryn College Disciplinary Policy and Procedure, as set out herein and as may be amended from time-to-time.
- 3.3 **Scholar** refers to a male or female minor of school going age who attends the College, and whenever the male gender is referred to, it will also apply to the female, and where the singular is used, it may also include the plural.
- 3.4 **Parents** refers to the immediate biological mother and father of the scholar, but may also include legal guardians; and / or any other person who is entitled, by Law, to act as a guardian of the scholar; and / or any person appointed by the parents or the legal guardian of the scholar, in writing, to act on behalf of the parents or legal guardian in the interests of the scholar, for whatsoever reason and whose credentials were accepted by the College. The plural may also include the singular.
- 3.5 **Peer(s)** refers to a scholar(s) who may assist a scholar during proceedings instituted against the scholar in terms of the Policy.
- 3.6 **Legal Representative or Representative** refers to persons of the legal profession, but will also include persons not associated with the legal profession, who wish to represent a scholar during any proceedings in terms of this Policy. No scholar has the right to be represented by any such person.
- 3.7 **The Head** refers to the Executive Head of Penryn College or the Penryn educator and / or any persons not employed by the College, who are duly designated by him / her to act in his / her capacity in terms of this Policy.
- 3.8 **Gender** shall include male and female, unless specifically otherwise indicated.
- 3.9 **Singular** shall also include the plural, unless specifically otherwise indicated.
- 3.10 **The Chair of the Disciplinary Enquiry** refers to a knowledgeable person appointed by the College, at its sole discretion, to conduct a formal disciplinary enquiry. The College may, at its discretion, decide to appoint such a person from inside or outside the College.

- 3.11 **Tutor** refers to the Penryn College educator tasked with assisting and guiding the scholar during his / her school career.
- 3.12 **Chaplain** refers to the full-time employed educator appointed by Penryn College to assist scholars in their religious development.
- 3.13 **Appeal** refers to the formal submission of a scholar or his / her parent regarding the outcome of a formal disciplinary enquiry, which the scholar and / or parent wish to dispute.
- 3.14 **Disciplinary Enquiry** refers to the formally constituted proceedings during which the scholar will be confronted with the allegations of transgression(s) of the Policy, and be granted the opportunity to defend himself / herself against the said allegations. The word enquiry, enquiry and investigation will be used interchangeable and will have the same meaning unless otherwise indicated.
- 3.15 **Appeal Review** refers to the formal process whereby a senior person(s) is / are appointed by the Penryn Council to consider the appeal against a formal outcome of a disciplinary enquiry by a scholar and / or his / her parent. This is fully described in Section 7 below. The appeal review may decide, at its sole discretion, the format by which to consider the appeal committee and may include, but is not necessarily restricted to, a formal enquiry, telephonic consultations, and written submissions, perusal of documents and calling of selected witnesses.
- 3.16 **Appeal Review Committee** refers to the specially appointed ad hoc sub-committee of Council which conducts all reviews, but usually comprising the Chair, Vice-Chair and representative appointed by the presiding Bishop of the Methodist Church.

4. ROLES AND RESPONSIBILITIES:

4.1 THE PENRYN SCHOLAR

Penryn College scholars are responsible for ensuring that they abide with the Policy at all times, and for accepting the consequences of breaching the Policy as set out below. Scholars are further expected to make themselves aware of the contents of the Policy and if not sure, to approach the College for assistance. Scholars are further expected to bring to the immediate attention of the Head, other scholars who they observe transgressing the Policy. In this circumstance, the College will protect the scholars' identity, if so requested.

4.2 THE PARENT

By signing the Policy, Penryn College parents agree to support the College in its task to educate their child, as well as ensuring that their child is educated at an establishment which is supportive of their child's growth as a person, and where they are free to pursue excellence while developing as responsible citizens of South Africa. Accordingly they are responsible for:

- 4.2.1 Ensuring that their child is aware of the contents of the Policy, and of the consequences of breaching it.
- 4.2.2 As far as is reasonably possible to prevent their child from breaching the Policy.
- 4.2.3 Not distracting from the College's duty to discipline their child (where this has been necessary) through embroiling the College in unnecessary litigation or by bringing the name of the College into disrepute by negative publicity or gossip.
- 4.2.4 Actively supporting the College in the corrective measures applied and ensuring that their child complies with any corrective measures taken.
- 4.2.5 Approaching the College immediately with regards to any unacceptable behaviour observed or perceived of their child or other scholars.

4.3 THE COLLEGE

Penryn College is responsible for ensuring that an environment is created and maintained which conforms with the Honour Code of the College. Accordingly it undertakes to:

- 4.3.1 Initiate disciplinary measures in accordance with this Policy as and when required, and according to the Principles outlined below in Section 5.
- 4.3.2 Ensure that disciplinary measures applied are fair, reasonable and consistent, with due regard to the specific circumstances of the misconduct, the needs of the scholar and fellow scholars and of the College.
- 4.3.3 Ensure that each instance of misconduct be treated in the strictest confidence.
- 4.3.4 Ensure that all scholars and parents are made aware of the contents of the Policy, and changes therein.

5. DISCIPLINARY POLICY PRINCIPLES:

At all times Penryn College undertakes to:

- 5.1 Ensure that fair, consistent and appropriate discipline is taken as and when required, and that the principles of the Penryn Honour Code are supported and adhered to.
- 5.2 Outline the broad standards of behaviour expected of all scholars and to ensure a clear understanding of what the expected behaviours are, as well as the consequences when in breach thereof.
- 5.3 Apply disciplinary measures in a corrective manner with the intention to assist the scholar to abide by the College's expected behaviours.
- 5.4 Distinguish between minor and serious transgressions of the Policy, whilst recognizing the principle that the repeated committing of minor offences will give rise to an accumulated effect of serious offences and the appropriate measure being applied.
- 5.5 Ensure that in instances of a serious transgression, a scholar be granted a fair opportunity to defend himself / herself against the allegations during a formal enquiry.
- 5.6 Ensure that procedure is followed with the minimum of legal technicalities, while ensuring that it is fair Policy. It is for this reason that no representation of whatever nature will be allowed at the disciplinary enquiry.
- 5.7 Ensure that the scholar alleged to be responsible for a disciplinary transgression, and their parents are made aware of allegations against the scholar prior to the formal enquiry into the matter. This will be in the form of written notification of the allegations and which also the time, date and venue of the enquiry and the scholar's rights as they pertain to the enquiry. This will be issued at least 48 hours before the enquiry commences. This allows the scholar (and their parents) time to prepare themselves.
- 5.8 Parents of the scholar are encouraged to be at the enquiry, but as observers only.
- 5.9 Allow scholars in an enquiry to be assisted by a peer of their choice, and their tutor and the Chaplain. It is their choice whether to have one, two or all three of these supporters.
- 5.10 Appoint an unbiased Chairperson who is schooled in Labour Law or related appropriate legal fields to conduct disciplinary enquiries where a final warning or expulsion is a possible outcome of proceedings. Where the enquiry or consequences of an action or series of actions is considered to be routine or will lead to a first warning, the Head or proxy will preside.
- 5.11 Ensure that each transgression is treated on merit with due consideration to the mitigating circumstances of each instance, and with due recognition for the requirement that disciplinary measures should normally be applied equally between scholars if more than one scholar is involved with the same or similar misconduct.
- 5.12 Accordingly to use the list of consequences consistently, on condition that the College retains the right to impose a lesser measure at its discretion of good cause shown. The decision of the lesser penalty will not create a right whereby, should another scholar be found to have committed the same or similar misconduct that the scholar could expect that the lesser penalty will also apply.
- 5.13 Allow for other corrective measures to be applied which are not listed in the Policy, and after consultation and agreement with the parents of the scholar, which could be deemed to be a more appropriate measure to correct the scholar's behaviour and in accordance with the principles of the Honour Code. However, decisions about a consequence for an offence not listed in this Policy will not create a right whereby, should another scholar be found to have committed the same or similar misconduct that they could expect that a similar penalty be applied to them.
- 5.14 Ensure that a staff member laying a complaint about a scholar's behaviour is not the same person who makes the decision concerning the guilt of the scholar during a formal disciplinary enquiry.
- 5.15 Ensure that consequences listed as being valid for a certain time are lapsed accordingly, and that the record of these consequences is removed from the scholar's file, and that they are then deemed to have a clean record. If the scholar commits a similar transgression during this time however, the disciplinary measure will remain on their file and will be considered an aggravation in any further transgressions of the Policy.
- 5.16 Allow scholars to appeal against enquiry outcomes should they or their parents feel aggrieved about them.
- 5.17 Allow for appeals to be considered by an unbiased and uninvolved Appeal Review Committee, who will then make decisions concerning the appropriateness of disciplinary action.

6. DISCIPLINARY PROCEDURE:

6.1 MINOR INFRINGEMENTS LEADING TO LESS SERIOUS CONSEQUENCES ARE AS FOLLOWS:

- 6.1.1 Lateness for class, cultural activities or sports practices and matches (guidelines attached in Attachment I).
- 6.1.2 Swearing.
- 6.1.3 Wilful disregard of College rules or instructions, including impertinence, cheek or insubordination.
- 6.1.4 Unfinished homework.
- 6.1.5 Underperformance, due to lack of learning.
- 6.1.6 Unruly class behaviour such as talking, joking or lack of concentration.
- 6.1.7 Inappropriate dress or hair styling, jewellery or make up.
- 6.1.8 Blasphemy.
- 6.1.9 Intimacy.
- 6.1.10 Verbal or emotional bullying of any sort. If this is done via social media, the matter will be dealt with either here or under Section 6.3 depending on its nature.
- 6.1.11 Abuse of cell phones and audio equipment (guidelines attached in Attachment VI).
- 6.1.12 Littering.
- 6.1.13 Abuse of the Computer network (as per Attachment II).
- 6.1.14 Misbehaviour in class, given that each Penryn scholar has:
 - The right to be respected.
 - The right to their point of view and the right to be heard.
 - The responsibility to participate with interest.
 - The responsibility to be punctual.
- 6.1.15 Any other infringements (not listed above or as a serious infringement), which could be considered to be of such a nature that it infringes negatively on the educator / College / fellow-scholar relationship.
- 6.1.16 Any similar infringement listed above committed against another Penryn scholar on a social media platform or application such as Facebook, Mxit, Twitter or anything similar.

6.2 CONSEQUENCES OF MINOR INFRINGEMENTS AND PROCEDURES TO BE FOLLOWED WHEN THEY ARE COMMITTED

- 6.2.1 In the first instance of such an infringement, the relevant educator or member of the Scholar Executive Council may verbally reprimand the scholar or where necessary a sin bin may be given, according to the judgment of the individual concerned.
- 6.2.2 Following a verbal reprimand, should a sin bin not have been given, and for second and third repeats of the infringement, sin bins are given for each offence. Each sin bin (together with the dates and reason for giving the sin bin) will be entered on the scholar's record by their Head of Grade or their proxy.
- 6.2.3 There are offences listed in Attachment I which have as a consequence of first occurrence two sin bins as they are considered to be more serious than others.
- 6.2.4 If two sin bins have been given to the same scholar for the same offence in a term, by the same person or different people, a detention is given to the scholar when the same offence is repeated for a third time during that term. Sin bins are valid for the term in which they are given, and lapse thereafter.
- 6.2.5 If four sin bins have been given to the same scholar for different offences in a term, by the same or by different people, a detention is given to the scholar when another offence leading to their fifth sin bin is committed during that term.
- 6.2.6 When a scholar is given a detention their parents will be contacted and where necessary a meeting with the relevant educator/s will be arranged. Only Heads of Grade can give a scholar detention.
- 6.2.7 If the scholar was already disciplined for a serious infringement, and where such a disciplinary measure is still valid, the College may, at its discretion, consider applying any of the consequences related to serious infringements of the Policy.
- 6.2.8 If a scholar has received 2 detentions in a year and commits sufficient infringements to incur a third during the same year, he / she will be charged with a serious infringement as set out under 6.3 below, and if found to be guilty, will receive a consequence as set out under the item. Detentions are only valid in the year in which they are given and may not be carried over into the next year.

6.3 SERIOUS INFRINGEMENTS LEADING TO MORE SERIOUS CONSEQUENCES ARE AS FOLLOWS:

Offence	1st Offence	2nd Offence	3rd Offence
Bunking – lessons or activities. Truancy	Detention, call to parents. 1 st warning	Detention, call to parents. Enquiry. Final warning. Counseling.	Expulsion
Occult offences	Detention. Enquiry with suspension. Final warning and counseling.	Expulsion	
Initiation (refer to the Attachment VII – Initiation Policy)	Detention, call to parents. Enquiry and warning. Counseling. Where the first offence is severe, expulsion is possible	Detention, call to parents. Final warning. Enquiry. Counseling.	Expulsion
Physical contact of a sexual nature	Detention. Enquiry. Final warning and counseling.	Expulsion	
Vandalism	First warning. Meeting with parents. Detention and counseling. Depending on severity – enquiry and final warning.	Detention, call to parents. Final warning. Enquiry and counseling.	Expulsion
Violence – (violation of the physical integrity of others. Includes bullying and initiation (as per Attachment VII))	Detention. Enquiry. Final warning and counseling and rehabilitation.	Expulsion	
Witnessing bullying or initiation but not reporting it or doing anything to stop it	Detention. Enquiry. Final warning and counseling and rehabilitation.	Expulsion	
Smoking	Detention, call to parents. 1 st warning. Enquiry. Counseling.	Detention, call to parents. Final warning. Enquiry. Counseling.	Expulsion
Drinking	Detention. Enquiry. Final warning and counseling according to Attachment IV	Expulsion	
The use or banned substances, narcotics or drugs	Detention. Enquiry. Final warning and counseling and rehabilitation according to Attachment IV	Expulsion	
Supplying drugs for others to use	Call to parents, Suspension, enquiry, and expulsion according to Attachment IV.		
Dishonesty, cheating and plagiarism	Detention, call to parents. 1 st warning. Enquiry. Counseling according to Attachment V	Detention, call to parents. Final warning. Enquiry. Counseling.	Expulsion
Social injustice – eg race, sex, religion	Detention, call to parents. 1 st warning. Enquiry. Counseling.	Detention, call to parents. Final warning. Enquiry. Counseling.	Expulsion
Pornography	Detention, call to parents. 1 st warning. Enquiry. Counseling.	Detention, call to parents. Final warning. Enquiry.	Expulsion
Theft	Detention. Enquiry. Final warning and counseling. Depending on the severity of the first offence – expulsion is a possibility	Expulsion	
Filming any offences that are listed under 6.3	Detention, call to parents. Final warning after Enquiry. Confiscation of the technology used for one term.	Expulsion	
General Misbehaviour	3 detentions in a year – enquiry and first warning. If another 3 detentions are incurred in the same year – enquiry and final warning. If another 3 detentions are incurred in the same year – enquiry and expulsion.		
General Misbehaviour	A first warning for any offence or series of offences followed by a first warning from a different category automatically converts into a final warning. Any offence committed after this which leads to a first warning will lead to an enquiry and potential expulsion.		
Social Media – Facebook, Twitter, Mxit or any similar software or application	Where a Penryn College scholar commits an offence against another Penryn College scholar that is listed above (and specifically with reference to, and which occurs on any of the applications listed or one that is similar in nature and which is not listed), the offence will be dealt with according to the appropriate point in the Policy		

6.4 PROCEDURE TO BE FOLLOWED IN INSTANCES OF SERIOUS INFRINGEMENTS

- 6.4.1 Where a complaint is laid against a scholar (and for which there are consequences listed in Section 6.3 above, an initial investigation into the matter will be held into the matter by the Head, Deputy or appropriate Head of Grade, and a record of this investigation and their findings will be kept.
- 6.4.2 Where there is an admission of guilt by the scholar, with the assistance of his / her parents or where the case is sufficiently fair and clear to all concerned (including scholar and parents), a consequence may be decided upon by the Head without a disciplinary enquiry taking place. Such an admission of guilt must be in writing and it must be indicated that the scholar was duly assisted by his / her parents when making the admission. However, the College may decide, even after such an admission of guilt has been obtained, to still conduct a formal disciplinary enquiry, at its own discretion, prior to deciding on an appropriate consequence.
- 6.4.3 The College will, in all other instances where serious infringements occurs, and which could give rise to a final warning or expulsion as a consequence thereof, conduct a formal disciplinary enquiry.
- 6.4.4 The scholar and his / her parents will be notified in writing at least 48-hours' notice before the disciplinary enquiry of the time, date, venue of the enquiry, the allegations against the scholar and the rights of the scholar as they pertain to the disciplinary enquiry.
- 6.4.5 The Head will make a decision whether the scholar is suspended from College before the disciplinary enquiry should this be necessary. This would be for their own protection or others and is guided by the Disciplinary matrix.
- 6.4.6 The disciplinary enquiry is presided over by an independent chairperson or the Head of College depending on the nature of the case. Where the Head is the investigative officer under item 6.4.1 above an independent chair will be appointed.
- 6.4.7 The scholar must be given the opportunity to state his / her case, to call witnesses and to examine any evidence being presented against him / her in the appropriate enquiry.
- 6.4.8 No representation by legal counsel for either side is allowed at the enquiry.
- 6.4.9 The parents of the scholar are allowed at the enquiry, and indeed will be encouraged to be there, but as observers only. The Chairman of the disciplinary enquiry may however, if he / she considers it to be in the interest of obtaining evidence in order to come to a reasonable conclusion, or if he / she considers it in the interest of the scholar shall allow the parent to address the disciplinary enquiry.
- 6.4.10 Other members of the disciplinary enquiry may be the Chaplain, the scholar's tutor and a peer deemed necessary for support. This is particularly important when the parents of the scholar are not able to be present. The scholar may decide to have none of these supporters present, or any one, or any two or all three.
- 6.4.11 The findings of the Chairperson in the enquiry phase of the disciplinary process are final.
- 6.4.12 The Chairperson of the disciplinary will be responsible to keep a written record of proceedings at the disciplinary enquiry, which includes a summary of the evidence presented at the disciplinary enquiry.
- 6.4.13 The Chairperson of the disciplinary enquiry will make a written recommendation of his / her findings to the Head.
- 6.4.14 The Head, on receipt of the recommended consequence from the Chairperson of the disciplinary enquiry, may decide to accept the recommendation or impose a lesser consequence at his / her discretion.
- 6.4.15 Where the College's resources are deemed to be inadequate for proper counselling, referrals will be made to outside professionals.
- 6.4.16 A first warning will remain in force for a period of one (1) year.
- 6.4.17 Final warnings will remain in force for the period determined by the Chairperson of the disciplinary enquiry or the Head, and will, in all likelihood, be for the remainder of time that the scholar is at the College.
- 6.4.18 For the purposes of Awards and Leadership positions, however, a final warning becomes a warning at the end of the first year and lapses at the end of the second year.

7. APPEAL REVIEW PROCESS:

- 7.1 The scholar and / or parents have the right to appeal against any informal or formal disciplinary consequences imposed by the College.
- 7.2 Lodging an appeal against a decision for a minor offence leading to informal consequences, entitles the scholar to an appeal review. This may be done telephonically to the Head.
- 7.3 A review is a process in which relevant documentation, submitted by the respective parties, is re-examined. Typical grounds for an appeal review may include:
 - 7.3.1 The disciplinary process was not properly followed.
 - 7.3.2. The decision regarding consequences is considered inappropriate.
 - 7.3.3. Relevant mitigating factors were not properly considered by the Head of Grade.
- 7.4 Appeals against a decision for a major offence and consequences thereof must however, be made in writing, detailing the grounds for the appeal. Typical grounds for an appeal are set out under item 7.3 above.

- 7.5 The request for appeal must be submitted to the Chair of Council within five (5) days after the decision of the Chairperson of the disciplinary enquiry has been communicated to the scholar and parents.
- 7.6 A right to an appeal against disciplinary action does not automatically mean that the entire disciplinary enquiry will be re-examined. Rather the appeal procedure is limited to an objective reviewing of the decision made, based on the grounds and motivation for an appeal lodged.
- 7.7 The appeal is considered by a specially appointed sub-committee of Council, usually comprising of the Chair, Vice-Chair and Bishop of the Methodist Church representative.
- 7.8 A new disciplinary enquiry will only be held when the original process is considered materially defective; and / or the decisions reached at the enquiry to be highly suspect by the Appeal Review Committee; and / or new evidence that could have affected the outcome of the disciplinary enquiry, if this evidence was not available at the time of the disciplinary enquiry, becomes available.
- 7.9 When an enquiry is reconvened, a new Chairperson will be appointed by the Appeal Review Committee.
- 7.10 When a decision has been made by the Appeal Review Committee, a written finding will be provided to the scholar / parents within a further five (5) days from submission, and a copy of the finding placed on the scholar's file for safekeeping.
- 7.11 The appeal process is the final procedure in the College disciplinary process and marks the exhaustion of internal disciplinary measures. Should the scholar or their parents be unsatisfied with either the disciplinary process or its outcome they would then be required to seek recourse outside of College structures.

SPECIFIC RULES AND CONSEQUENCES FOR THE BEHAVIOUR OF PENRYN SCHOLARS IN THE BOARDING HOUSES

8. PREAMBLE:

The Penryn College Boarding House has a duty to provide scholars with a safe and disciplined environment away from home. The College is therefore obligated to formulate expected behaviours of scholars whilst residing in the boarding establishments of the College, as well as the consequences of not complying thereto. The following rules and consequences must be read in conjunction with the College's Disciplinary Policy and Procedure and forms an integral part thereof.

As per the College's Disciplinary Policy and Procedure, infringements are also classified as being minor and serious, and the appropriate consequences indicated.

8.1 MINOR INFRINGEMENTS LEADING TO LESS SERIOUS CONSEQUENCES ARE AS FOLLOWS:

- 8.1.1 Blasphemy and swearing.
- 8.1.2 Leaving rooms, bathroom or common room untidy.
- 8.1.3 Returning to the hostel during the day.
- 8.1.4 Being outside or visiting other hostels after 19:00.
- 8.1.5 Leaving the hostel after 06:50 on a week day.
- 8.1.6 Using private vehicles incorrectly.
- 8.1.7 Not completing signing- out forms for weekend meals on Wednesday evenings.
- 8.1.8 Not attending meals which have been signed in for.
- 8.1.9 Not attending meals when on the College grounds.
- 8.1.10 Other minor hostel infringements as detailed in the hostel handbook.

8.2 CONSEQUENCES OF MINOR INFRINGEMENTS

Are exactly the same as are described in Section 6.2.

8.3 PROCEDURE TO BE FOLLOWED IN INSTANCES OF MINOR INFRINGEMENTS

- 8.3.1 Boarding offences, leading to minor consequences, are dealt with by the appropriate boarding parent.
- 8.3.2 Consequences are determined by the boarding parent and usually involve extra duties in the common room or in the kitchen.
- 8.3.3 A sin bin slip is completed and reported to the respective Head of Grade.
- 8.3.4 Repeated minor infringements will lead to serious consequences as outlined in Section 8.4.

8.4 SERIOUS INFRINGEMENTS LEADING TO MORE SERIOUS CONSEQUENCES ARE AS FOLLOWS:

Offence	1st Offence	2nd Offence	3rd Offence
Inter- visiting of boys and girls in each other's dorms	Call to parents, Suspension, Hearing, and Expulsion.		
Leaving the College grounds without direct permission and being out of bounds (see Boarding Information Booklet)	Call to parents, Detention, 1 st warning. Counseling.	Detention, call to parents. Enquiry Final warning. Counseling	Expulsion
Having unauthorized visitors (same sex) in rooms	1 st warning. Detention.	Call to parents. Enquiry. Final warning. Detention.	Expulsion
Not being signed in our out by a boarding parent or assistant when returning to or leaving the boarding house	1 st warning. Detention.	Call to parents. Enquiry. Final warning. Detention.	Expulsion
Contravention of the Drug and Alcohol Abuse Policy of Penryn College	Call to parents. Enquiry. Final warning. Detention. Counseling.	Expulsion.	
Acting inappropriately during any emergency drill	1 st warning. Detention	Detention, call to parents. Final warning. Enquiry. Counseling.	Expulsion
Contravention of general and relevant College rules	As per College Disciplinary Policy		

8.5 PROCEDURE TO BE FOLLOWED IN INSTANCES OF SERIOUS INFRINGEMENTS

- 8.5.1 The same procedures, with the changes in context, must be followed as set out under item 6.3
- 8.5.2 Heads of Hostels will lose their badge if they are found guilty of serious offences punishable by a warning of any sort.



Penryn College

DISCIPLINARY GUIDELINES FOR SPECIFIC OFFENCES

ATTACHMENT I

Scholar transgressions	Sin bin	Heads detention	Parent interview
Miss practice	✓		
Miss match		✓	✓
Miss 1 day derby (1 tick)	✓		
Miss 1 day derby (2 ticks)	✓ 2 sin bins		
Miss both derby days		✓	✓
Miss CULTURAL ACTIVITIES	✓		
Miss dress rehearsal		✓	✓
Miss actual performance		✓	✓
Miss Exec period	✓		
Miss lesson		✓	✓
Bunk day		✓	✓
Leaving the College without signing out		✓	✓
Missed event/race at a sports function and did not report it to the person in charge of event in advance	✓		
Attending a College function but not in uniform	✓		
Compulsory event missed		✓	✓
Uniform and / or hair transgression	✓		
Note the following:			
<ul style="list-style-type: none"> • 3 sin bins of the same type (eg academic) = Detention • Sin bin count begins again each term • 5 Sin bins of a different type = Detention • Three (3) Detentions = Disciplinary enquiry • Detention count begins again each year 			



Penryn College

RULES FOR THE USE OF COMPUTERS AND THE NETWORK OF THE COLLEGE

ATTACHMENT II

PREAMBLE:

Rules governing the use of the computer network at Penryn College are similar to those in other spheres of College life. This document spells out these rules. Any member of the Penryn College family wishing to use the network needs to abide by these rules. In the time that Penryn has had access to the Internet, we have already received great benefits. Scholars and staff are using the facilities well and education is benefiting from this. In order to protect the users of the Penryn network, all accesses to the Internet are monitored, filtered and recorded. These guidelines build on this and are intended to assist in maintaining and improving on this record.

GENERAL PRINCIPLES GUIDING COMPUTER USE AT PENRYN COLLEGE:

- We assume that information is a form of property;
- We also assume that e-mail is a form of speech;
- Therefore it is possible to bully others, destroy the property of others and steal from others using computers.

SPECIFIC RULES CONCERNING COMPUTER USE AT PENRYN COLLEGE:

- Users may not erase or modify someone else's files or programmes;
- Users may not authorise anyone to use their passwords, nor may they try and find out someone else's password. Furthermore, you must report compromised passwords;
- Penryn College computers may only be used for learning purposes;
- Users may not copy, change or transfer any software provided by Penryn College, or use the network to copy, change or transfer other software;
- Writing or introducing any code or programme designed to damage, or hinder the performance of the network. These are known as viruses, Trojan horses, worms etc. is prohibited;
- No programs, codes or macros may be introduced to any computer or the network;
- The network may not be used to annoy others, by sending objectionable messages or flooding someone else's account with multiple messages;
- Users may not intentionally damage or tamper with the network or computers on it. No unauthorised hardware may be attached to the network;
- E-mail must always be respected as private and may not be read without permission;
- Junk mail and nuisance mail may not be redirected to someone else on the Penryn network;
- No flash drives may be brought into examinations using computers;
- No private files may be downloaded from the World Wide Web onto the College network, included in these are JPG, images, music tracks or videos;
- The management of the College and their representatives reserve the right to check through folders should there be sufficient cause to do so.

CONSEQUENCES OF CONTRAVENING THE ABOVE:

- The violation of the above rules will result in the same disciplinary consequences that would result from similar / related violations in other areas of Penryn College life;
- In addition, misuse of the network may also result in a loss of network and or computer privileges.



Penryn College

SCHOLARS' DRIVING ON THE GROUNDS OF PENRYN COLLEGE

ATTACHMENT III

1. Penryn College scholars may only drive a motor vehicle and / or motorbike, quad or motorized scooter on the grounds of the College under the following conditions:
 - He / she is in possession of a valid Driver's License, issued by the Traffic Department, a certified copy of which must be given to the Head;
 - He / she has a signed letter of permission from the Head granting permission for that scholar to bring his / her motor vehicle, and / or motorbike, quad or motorized scooter onto the Penryn College grounds;
 - No scholar may drive any other motorized vehicle (quad, scooter etc.) unless he / she is over 16 years of age and has written permission from the Head;
 - No scholar may drive a motorbike, quad or motorized scooter unless he / she is wearing a helmet;
 - Scholars with learner licenses for the use of motorbikes may not carry passengers on the College grounds.
2. Scholars may not give lifts to other scholars unless they have written permission of the Head, as well as their own parents and the parents of their passengers. These letters will be placed on the relevant scholar's files. Scholars receiving lifts from other scholars also need to have letters of permission to do so.
3. At all times drivers will be required to strictly obey the speed limits, all the road markings and traffic signs on the College roads. The general rules of courtesy on the road will also apply and disciplinary action will be taken against any scholar found contravening these regulations.
4. Driving across the College field or lawns is strictly forbidden.
5. Scholars are requested to park in the designated scholar parking area. These areas will be communicated to scholars as required.
6. Scholars may not sit in their cars during normal College hours, especially during breaks.
7. Scholars may not drive their vehicles during normal College hours and scholars caught leaving the College premises during normal College hours or during breaks are deemed absent without consent and disciplinary action will be taken.
8. Scholars driving in a Learner capacity must do so only if accompanied by their parent/s and no-one else. Further a Learner driver "L" sign should be clearly displayed on the vehicle being driven.
9. Infringements of these rules and / or reckless or dangerous driving may result in the termination of a permission for a scholar to drive within the College grounds. Other disciplinary action may also be effected.
10. Hostel scholars are to leave their keys with hostel parents at all times. Hostel parents are also to be copied in a letter from parents on the circumstances that vehicles may be used.



Penryn College

ADDICTIVE AND SUBSTANCE ABUSE POLICY

ATTACHMENT IV

THIS POLICY IS BASED ON THE FOLLOWING:

- Drugs are illegal in South Africa;
- Selling alcohol to minors or indeed providing it to them is illegal in South Africa;
- Selling cigarettes to minors is illegal in South Africa;
- Most importantly addictive substances are a threat to the very fabric of society. Furthermore, drug usage disallows a person the opportunity to learn as all drugs damage cognitive capability of the scholar;
- That we will do everything we can to stop the scholars of Penryn from taking these substances. While drug supply cannot be controlled, demand can be controlled. An important part of this is a public perception that this is our stance on the matter;
- Accordingly, Penryn reserves the right, as an independent institution, to limit occurrences that bring its name into disrepute. Should a scholar of the College be found to be drinking or taking drugs in the surrounding community, the College considers this to be an offence against its name, and will take the appropriate action as outlined below;
- The Headmaster reserves the right to search any person, receptacle or locker of any sort, with or without the use of the South African Police Service if there is a possibility of drugs being present on the person or in a receptacle or locker.

ACCORDINGLY, THE FOLLOWING RULES ARE OPERATIONAL:

- A scholar who is found to be a supplier of either drugs or alcohol at College or in the community will be asked to leave Penryn College forthwith pending a disciplinary enquiry. A supplier is defined as someone who brings drugs of any sort to College, or gives to others for their use;
- A scholar who is found to be in possession of drugs at College will be suspended from Penryn for the period of one (1) week. On the scholars return he / she are to enter into a programme of education and rehabilitation that is aimed at breaking the habit and stopping his / her dependence on the substance. Following this period, if the scholar is once again found in possession or is found to be taking drugs, he / she will be asked to leave the College forthwith pending a disciplinary enquiry. These scholars will be regularly and randomly tested by the Head;
- A scholar who is found to be in possession of alcohol at College or outside of College in College uniform may be suspended for up to one (1) week. Following this, such a scholar will be given a final warning and a repeat will lead to expulsion pending a disciplinary enquiry;
- A scholar who is found to be smoking cigarettes at College or outside of College in College uniform may be suspended from College for a period of up to three (3) days. Following this, the scholar will be given a first warning. If caught again he / she will be given a final warning. A third repeat he / she will be asked to leave the College pending a disciplinary enquiry.
- Scholars smoking or drinking or taking drugs while they are not in College uniform will be assumed to be bringing Penryn College's name into disrepute. Each case will be dealt with according to the severity of the offence. In cases where the offence is severe, suspension or expulsion may result;
- A scholar who is found to be in possession of cigarettes at College or outside of College in College uniform will be given a warning. If the occurrence is repeated such a scholar will be suspended for one (1) day and given a final warning. He / she will be asked to leave on the third offence;
- All disciplinary procedures are fully explained in the Penryn Disciplinary Procedure and Code Guidelines for Scholars.



Penryn College

PLAGIARISM POLICY

ATTACHMENT V

Within a learning environment, it is imperative that teachers are able to assess a scholar's progress through his / her own written work. With today's current technology and access to literature, it is a simple task to download or copy another person's published work (verbatim), ideas or opinions without acknowledging them – this, in essence, is plagiarism and you are committing theft. Because of this, plagiarism is regarded as a very serious offence at Penryn as it is anywhere in the World.

Penryn College has developed, modified and shortened the underlying Plagiarism Policy from an existing policy implemented at the University of Cape Town, with their kind permission (<http://www.uct.ac.za/depts/records/>).

DEFINITION OF PLAGIARISM:

"The submission of work of a person other than the student who is being examined"

This work referred to above, is any published or unpublished material, whether in written or typed form, copied verbatim or closely to the original document.

CONSEQUENCES OF PLAGIARIZING:

By committing plagiarism, the scholar will get zero for the plagiarized work and will be referred to his or her tutor for an investigation into the matter.

If it is found that the plagiarism is substantial, and unless there are unusual circumstances, a disciplinary enquiry will be implemented. If found guilty, a conviction for cheating will be placed on the scholars academic record which will have further implications to the award policy of the College and tertiary education admission.

DECLARATION

1. I know that plagiarism is wrong. Plagiarism is to use another's work and pretending it is one's own.
2. I will use the conventional system, as presented at Penryn College, for citation and referencing from the work(s) of other people when asked to submit work for a subject in which an essay, report, project or other material has been requested by a teacher.
3. I will not allow anyone to copy my work with the intention of passing it off as his or her own work.



Penryn College

CELL PHONE AND ELECTRONIC DEVICE POLICY

ATTACHMENT VI

At present a majority of scholars have cell phones at the College. They have become a fact of life and are seen by many as a necessity. They can, however, also be a major disturbance in a learning environment. Scholars often claim they are being used as watches or calculators. Given the potential for disturbance, however, these may not be used as excuses. Cell phones may only be used for educational purposes following the express permission of the teacher involved in a particular lesson. It does not extend outside of the classroom. If a phone rings during class or is seen to be used during lessons it will be confiscated by the teacher involved. The minimum period of confiscation is one (1) week, but may be one (1) month on repeat cases.

Please note that should a child bring a phone to College, they do so *at their own risk*. The College cannot take responsibility for these. Cell phones may, however, be handed in at the office for safekeeping. We agree that they are very useful tools but do not see the need for constant use. Ideally they are switched off at the beginning of the day and on again at break before once again being switched off after break.

Furthermore, scholars often tamper with each other's phone and this causes irritation and sometimes heartache.

Another disturbing aspect of modern life is the use of MP3 players, iPods or similar devices. Cell phones now also fall into this category. Given the nature of a lot of pop or rock music, scholars listening to music are often agitated and disturbing to others soon after.

Accordingly, these devices are not allowed to be listened to at any time during the school day. Please note that a cell phone being used as a music device during break is not a phone, but a music device, and it will be treated as such.

Should scholars contravene this Policy; the device will be confiscated for the period of one (1) week on the 1st offence and for one (1) month after that. Repeat offences will move the scholar into the formal disciplinary policy.



Penryn College

POLICY ON INITIATION

ATTACHMENT VII

Definition

Initiation is any action taken or situation created, whether on or off College property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Implicit in the process is that juniors are made to undergo these activities by seniors in order to achieve acceptance to a group. In all forms of this initiation there is a reasonable chance that the physical health of an individual is endangered or there is mental distress to individuals.

Initiation can however also be positive. It is a rite of passage ceremony (an activity that has to be done in order to move to a different time or place in your life). Having completed initiation ceremonies the initiate is given acceptance into a group. It could also be a formal admission to adulthood in a community or one of its formal components. It is important to remember is that the initiate gains status in society by going through the process. Properly done initiation is a very important and positive part of society. It gives us milestones to aim for and allows groups to celebrate success and growth. We refer to these initiation ceremonies and processes as rites of passage or origination or orientation. They are an important part of life at Penryn College. We therefore support origination or orientation where these activities are constructive, educational, inspirational, and that contribute to the intellectual and personal development of scholars.

This policy deals with the initiation in the negative sense:

Examples of negative initiation

- Humiliation, intimidation, or demeaning treatment
- Destroying or removing public or private property
- The consumption of any substances – usually foul or inappropriate
- Hitting in any form
- The interruption or inference of routine sleep patterns or isolation of the individual from a group
- Physical or psychological shocks
- The wearing of public apparel which is conspicuous and not normally in good taste
- Verbal abuse or ridicule
- Forcing others to engage in public stunts and buffoonery
- Forcing others to engage in activities or games which are morally degrading, or which cause humility. Included here are activities which expose the body
- Late work sessions which are not consistent with scholastic activities
- Any other activities which are not consistent with South African Law or Penryn College policy

Individuals found to be in violation of this policy will be subject to the following sanctions

- Initiation is considered to be bullying, and sanctions for this are described there in Section 6.3.
- Where scholars witness initiation and don't report it the consequences are also described in Section 3
- Furthermore, senior players or captains of sports teams are expected to play a proactive part in the orientation of juniors. Where they negatively initiate juniors their status and participation in the team will be called into question. In extreme cases captains will be demoted and seniors may be dropped to lower sides.
- It is important to realize that this policy continues to be in force even if juniors consent to the activity that has been planned by seniors.



Penryn College

HONOUR CODE AND DISCIPLINARY POLICY FOR SCHOLARS:

I, the parent of

have read:-

- Penryn College Honour Code and Disciplinary Policy for Scholars
- Penryn College Substance Abuse Policy
- Penryn College Computer Ethics Policy
- Penryn College Scholars' driving on College grounds Policy
- Penryn College Plagiarism Policy
- Penryn College Cellphone Policy

.....
Parents Signature

.....
Scholar's Signature

.....
Date

.....
Grade

Please sign and return to the College