



## Penryn College

### **Honour Code and Disciplinary Policy for Scholars**

The original vision that led to the establishment of Penryn College in 1991 is encapsulated in our 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 principles of the Mission Statement guide all facets of College life, and for all individuals connected to the College, the Mission Statement is encompassed in the Penryn Honour Code. Accordingly, each member of the Penryn family undertakes to:

#### **Honour Code**

##### **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 Honour Code is in turn made real in the lives of Penryn scholars in this Disciplinary Policy. This document outlines expected behavior and the consequences that occur when behavioural transgression occurs.

## **Disciplinary Policy**

### **Section A – Rules and Procedures:**

#### **Preamble**

This policy strives to be fair, consistent and appropriate, and is based on the principles of the Penryn Honour Code. It outlines the broad standards of behaviour expected of all scholars. In all cases mitigating circumstances may justify less severe consequences than those described in the policy. Please note that repeated occurrences of less serious infringements has a more serious accumulated effect.

Should a scholar not meet expected behavioural norms, management and/or staff will initiate corrective action. These discipline steps may or may not include the application of formal disciplinary measures to prevent further occurrences of unacceptable behaviour, and to restore the educator/scholar relationship where this has lapsed. All of these steps are outlined below.

This policy also has a definite bearing on behaviour outside of normal hours where scholars are on school activities, whether these be grade camps, sports camps or trips based on individual interest.

This policy may also have a bearing on behaviour outside of normal school hours, should this impact negatively on the standing of Penryn College in the community and threatens the relationship between educators and the scholar.

#### **Rules guiding the behaviour of scholars at Penryn College**

Infringements of the policy may be split into those leading to informal consequences and those leading to formal consequences.

#### ***Infringements leading to Informal Consequences***

- Lateness for class, cultural activities or sports practices and matches (guidelines attached in Attachment I);
- Swearing;
- Wilful disregard of school rules or instructions, including impertinence, cheek or insubordination;
- Unfinished homework;
- Underperformance, due to lack of learning;
- Unruly class behaviour such as talking, joking or lack of concentration;
- Inappropriate dress or hair styling, jewellery or make up;
- Blasphemy;
- Intimacy;
- Abuse of cell phones and audio equipment (guidelines attached in Attachment VI);
- Littering;
- Abuse of the Computer network (as per Attachment II)
- Misbehaviour in class, according to the following guidelines. Each 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.

#### ***Procedure for dealing with offences leading to Informal Consequences***

In all of the infringements mentioned above, the person taking first action (and following a verbal warning) is the relevant educator or Scholar Executive Council member, with a report to the scholar's tutor and Director of Grade. A sin bin is given at this point. A second and third repeat of the same offence within a term or five different offences in a term moves the consequences into the formal disciplinary structure. The scholar's parents are consulted at this point by the scholars Director of Grade and are given a Head's detention. Only Director's of Grade may give detentions. Where necessary, counselling may be initiated.

It is important to remember that a severe first offence may work against the progressive process described above, and may move a scholar straight into the formal disciplinary structure.

### ***Infringements leading to Formal Disciplinary Action***

- Bunking lessons, cultural activities, sports practices or matches (guidelines attached in Attachment I);
- Occult offences;
- Physical contact of a sexual nature;
- Vandalism;
- Truancy from school;
- Violence, intimidation or fighting;
- Smoking or drinking on or off campus, as per the Addictive Substance Policy (Attachment III);
- Drugging on or off campus as per the Addictive Substance Policy (Attachment III);
- Dishonesty, plagiarism (as per the Plagiarism Policy in Attachment IV) and exam cheating;
- Social injustice, such as racial slurs, cultural intolerance or sexual harassment;
- Pornography;
- Theft, and;
- Other serious offences.

### ***Procedure for dealing with offences leading to formal consequences***

- A meeting with the parents of the scholar after a phone call by the Director of Grade;
- Head's detention;
- Suspension, and / or
- A warning (first or final depending on the severity of the act and on mitigating circumstances);
- Counselling on return to school, and
- A record in the scholar's file – to be treated individually;
- Expulsion should the offence be repeated once a final warning has been given or the nature of the first offence warrants it;
- Potential Awards implications (see the Awards Policy in this regard).

Where the College's resources are deemed to be inadequate for proper counselling, referrals will be made to outside professionals.

Severe consequences for the above offences (warnings, suspension and expulsion) are usually determined by a disciplinary hearing (except where an admission is made by the relevant scholar and they and their parents are satisfied with the legitimacy of the investigative process) and according to Sections B of this policy.

Once a first warning has been issued, it remains in force for the period of one (1) year. Final warnings remain in force for the period determined by the Chair of the appropriate disciplinary hearing, and will in all likelihood be for the remainder of time that the scholar is at the College. 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.

### **Section B - Disciplinary Hearing Process:**

This procedure summarizes the disciplinary process that will be followed by Penryn College when formal disciplinary action is considered appropriate.

Where a complaint is laid against a scholar, (and the consequences for which are described by this policy under misdemeanours leading to formal disciplinary action), the following is important:

- a) The complaint is submitted in writing;
- b) An initial investigation by Director of Grade, Deputy or Head into the misdemeanour is held;
- c) Where there is an admission of guilt by the scholar, and the case is sufficiently fair and clear to all concerned (including scholar and parents), a consequence may be outlined without a disciplinary hearing taking place;
- d) Where this is not the case or where it is the case and the College believes it necessary to hold a hearing, a disciplinary hearing is called with the following being important:
  - i) 48-hours notice (at least) before the hearing is given to the scholar by means of a notice on which the charge is clearly outlined;
  - ii) The scholar is suspended from school before the hearing where this is necessary. This would be for their own protection or others;

- iii) The hearing 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 b) above an independent chair will be appointed;
- iv) The scholar is given the opportunity to state their case, and to call witnesses;
- v) No representation by legal counsel is allowed at the hearing;
- vi) The parents of the defendant are allowed at the hearing, but as observers only;
- vii) Other members of the hearing may be the Chaplain, the scholar's tutor and peers of the scholar (a maximum of 2) deemed necessary for support. They are all present as observers;
- viii) The findings of the chairperson are final.

### ***Appeal Review Process***

The scholar/parents have the right to appeal against any informal or formal disciplinary consequences imposed by the College.

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.

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:

- The disciplinary process was not properly followed
- The decision regarding consequences is considered inappropriate
- Relevant mitigating factors were not properly considered by the Director of Grade

Appeals against formal disciplinary consequences, however must be made in writing, detailing their grounds for appeal. The request for appeal must be submitted to the Chair of Council within 5 days of the hearing chairperson's decision having been communicated to the scholar/parents.

Right to an appeal against disciplinary action does not automatically mean that all matters raised at the disciplinary hearing will be 're-heard'. The appeal procedure is limited to an objective reviewing of the decision made, based on the grounds and motivation for appeal lodged. This appeal is heard by a specially appointed sub-committee of Council.

A hearing will only be repeated when the original process is materially defective and/or the decisions reached at the hearing are considered to be highly suspect by the Appeal Committee, or evidence affecting the case comes to light after the hearing.

When a hearing is reconvened a new chairperson will be appointed by the Review Committee.

When a decision has been made by the reviewer or appeal chairperson / panel, a written finding will be provided to the scholar/parents within a further 5 days from submission, and a copy of the finding placed on the scholar's file for safekeeping.

The College's appeal process is the final procedure in the disciplinary process and marks the exhaustion of internal College disciplinary measures.

## **Section C - The Boarding Establishment of Penryn College:**

### **Rules guiding the behavior of scholars in the Boarding Establishment**

Boarding offences leading to informal consequence are dealt with by the appropriate boarding parent. Consequences are determined by the boarding parent and usually involve extra duties in the common room or in the kitchen. A sin bin slip is completed and placed in the pigeon hole of scholar's tutor. Repeated offences and serious first offences are reported to the Head of Boarding who will convene a Disciplinary Enquiry to establish the facts. A written report will be handed to the offender's Director of Grade and will lead to consequences discussed under formal disciplinary consequences above.

#### ***Infringements leading to Informal Disciplinary action in the boarding establishment***

- Blasphemy and swearing;
- Leaving rooms, bathroom or common room untidy;
- Returning to the hostel during the day;
- Being outside or visiting other hostels after 19:00;
- Leaving the hostel after 06:50 on a week day;
- Having unauthorized visitors in rooms;
- Using private vehicles incorrectly;
- Not completing signing- out forms for weekend meals on Wednesday evenings;
- Not attending meals which have been signed in for;
- Not being signed in our out by an adult when returning to or leaving the boarding house;
- Not attending meals when on the school grounds;
- Other minor hostel infringements as detailed in the hostel handbook.

#### ***Infringements leading to Formal Disciplinary Actions***

- Inter- visiting of boys and girls in each other's dorms;
- Leaving the school grounds without direct permission;
- Having unauthorized visitors (same sex) in rooms;
- Not being signed in our out by an adult when returning to or leaving the boarding house;
- Contravention of the Drug and Alcohol Abuse Policy of Penryn College;
- Being out of bounds (see Boarding House Information Booklet);
- Acting inappropriately during any emergency drill;
- Contravention of general and relevant College rules.

#### ***In all of the above offences, the following consequences will result***

- A phone call to and/or meeting with the parents of the scholar in case of repeated minor offences or serious infringements;
- Suspension from boarding house or school or both;
- A warning (first or final depending on the severity of the act and on mitigating effects);
- Counselling on return to school, and;
- Expulsion from the boarding establishment should the offence be repeated once a final warning has been given or where the initial offence is deemed to be serious enough. All expulsions are only carried out after a Disciplinary Hearing the procedure for which is described above;
- Heads of Hostels will lose their badge if they are found guilty of serious offences;
- A record is placed on the scholar's file.

#### ***List of disciplinary consequences***

<b>Scholar transgressions</b>	
Inter-visiting (boys in girls dorms and vice versa)	Expulsion from boarding establishment
Leaving school grounds without permission and being out of bounds (see Boarding Information Booklet)	Final warning, followed by expulsion
Contravention of the Scholars Honour Code	According to policy



Penryn College

## Disciplinary Guidelines

### 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 school 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 school function but not in uniform	✓		
Compulsory event missed		✓	✓
Uniform and/or hair transgression	✓		
<b>Note the following:</b>			
<ul style="list-style-type: none"> <li>• 3 sin bins of the same type (eg academic) = Heads Detention</li> <li>• Sin bin count begins again each term</li> <li>• 5 Sin bins of a different type = Heads Detention</li> <li>• Three (3) Heads Detentions = Disciplinary hearing</li> <li>• Heads Detention count begins again at the beginning of each year</li> </ul>			



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 you try and find out someone else's password. Furthermore, you must report compromised passwords,
- Penryn College computers may only be used for learning purposes,
- You 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,
- You 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.



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## 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 school 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 school 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 school hours, especially during breaks.
7. Scholars may not drive their vehicles during normal school hours and scholars caught leaving the school premises during normal school 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 scholars permission to drive within the College grounds. Other disciplinary action may also be effected.

Hostel scholars are to lodge 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 school be found to be drinking or taking drugs in the surrounding community, the school 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 school or in the community will be asked to leave Penryn College forthwith pending a disciplinary hearing. A supplier is defined as someone who brings drugs of any sort to school, or gives to others for their use.
- A scholar who is found to be in possession of drugs at school will be suspended from Penryn for the period of one week. On their return they are to enter into a programme of education and rehabilitation that is aimed at breaking the habit and stopping their dependence on the substance. Following this period, if they are once again found in possession or are found to be taking drugs they will be asked to leave the school forthwith pending a disciplinary hearing. These scholars will be regularly and randomly tested by the Head.
- A scholar who is found to be in possession of alcohol at school or outside of school in uniform may be suspended for up to one week. Following this they will be given a final warning and a repeat will lead to expulsion pending a disciplinary hearing.
- A scholar who is found to be smoking cigarettes at school or outside of school in uniform may be suspended from school for a period of up to three days. Following this they will be given a first warning. If caught again they will be given a final warning. A third repeat they will be asked to leave the College pending a disciplinary hearing.
- Scholars smoking or drinking or taking drugs while they are not in school 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 school or outside of school in school uniform will be given a warning. If the occurrence is repeated they will be suspended for one day and given a final warning. They 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 scholars progress through his or her own written work. With today's current technology and access to literature, it is a simple task to download or copy another persons 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 hearing 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 school 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. Cellphones 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 is to be confiscated by the teacher involved. The minimum period of confiscation is one week, but may be one month on repeat cases.

Please note that should a child bring a phone to school, they do so *at their own risk*. The school 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 phones and this causes irritation and sometimes heartache.

Another disturbing aspect of modern life is the use of MP3 players. 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 a week on the 1<sup>st</sup> offence and for a month after that. Repeat offences will move the scholar into the formal disciplinary policy.



# Penryn College

## 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 school grounds Policy
- Penryn College Plagiarism Policy
- Penryn College Cellphone Policy

.....  
Parents Signature

.....  
Scholar's Signature

.....  
Date

.....  
Grade

**Please sign and return to the College**