



ST PATRICK'S CBC

HIGH SCHOOL CODE OF CONDUCT

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1. INTRODUCTION

This document has been drafted in the interest of all those involved in St Patrick's CBC. The basis of the document is to provide a secure environment wherein all may thrive and reach their full potential.

It is imperative that all concerned adhere to this document to ensure that the culture of teaching and learning is maintained at St Patrick's CBC.

The School reserves the right to take disciplinary action against any members of the school community (teachers, parents and pupils) who do not abide by this Code of Conduct.

2. SCHOOL POLICIES

- 2.1 All the School policies, for example the policy on substance abuse, must be read as if incorporated in this Code of Conduct.
- 2.2 It will be incumbent upon all pupils and their parents or guardians to acquaint themselves fully with all the School policies.
- 2.3 Copies of all School policies can be obtained from the School.

3. REVISION OF THE CODE OF CONDUCT

St Patrick's CBC reserves the right to revise the Code of Conduct from time to time. Signatories will be advised of any such changes which will come into effect 3 (three) weeks after notification. Copies of the revised Code of Conduct will be available on request from the School.

4. RIGHTS AND RESPONSIBILITIES

In the School context, teachers, parents and pupils have responsibilities. To sustain a healthy learning environment, the parties in the education relationship need to acknowledge their respective responsibilities.

Given the available resources, parents can expect only the best possible education, whilst at the same time accepting responsibility to help the School achieve the goal of an holistic education. It is the responsibility of parents to support both their child and the teachers in the learning process. The teachers need to be treated with the same respect that the parents expect from the School.

Every pupil at St Patrick's CBC has a right to an education but with this they must recognise their responsibility to the School, the teachers, their fellow-pupils, their parents and themselves. An environment of mutual respect, tolerance and acceptance of others irrespective of culture, race, creed or gender which is conducive to learning is therefore promoted.

Should the expected norms and standards of behaviour of St Patrick's CBC pupils not be met, corrective action will be taken by the school. This Code of Conduct applies whenever a pupil is seen to be associated with St Patrick's CBC. Pupils are expected, whether it be during normal school hours and on the School premises or outside of normal school hours and off the School premises, to behave, act and dress in such a way that their behaviour will bring credit to themselves and the School.

Teachers at St Patrick's CBC have the right to insist on respectful behaviour by St Patrick's CBC pupils. It is the responsibility of the teachers to ensure that there is orderly behaviour in their classrooms, which is conducive to learning for all.

5. GENERAL CONDUCT

In the light of the above, pupils at St Patrick's CBC are expected to:

- 5.1. Behave responsibly and not endanger the safety and welfare of themselves and others;
- 5.2. Respect and care for the property of the School, themselves and others;
- 5.3. Maintain sound relations with others at school; be courteous and respect the dignity and self-worth of others;
- 5.4. Be punctual and observe the timekeeping practices of the School;
- 5.5. Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn;
- 5.6. Behave honestly and conduct themselves with integrity;
- 5.7. Accept the authority of teachers and the Prefects as delegated by the Executive Head;
- 5.8. Accept legitimate punishment and disciplinary action taken against them.

It is impossible to list every possible infringement in this Code. The procedures below will outline the broad principles for the implementation of fair discipline at St Patrick's CBC.

Pupils need to be aware that being in the company of those contravening the Code may make themselves guilty by association. They are encouraged to avoid situations, which could be to their detriment.

6. UNIFORM

6.1 Accommodation of religious or cultural rights

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct may be accommodated by a deviation from this Code of Conduct by the Board of Governors.

- 6.1.1 The pupil, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the pupil.
- 6.1.2 This application must be in writing and must identify the specific rule/s that is/are offensive to the pupil's religious rights as contained in the Constitution of the Republic of South Africa.
- 6.1.3 This application must include a reasonable interpretation of the religious rights that the pupil feels are offensive and a suggestion on how the rules may be supplemented by the Board of Governors to accommodate such religious rights.
- 6.1.4 The pupil must provide proof that he/she belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
- 6.1.5 The religious conduct or practice must be lawful.
- 6.1.6 The Board of Governors must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 days.
- 6.1.7 When the School Board allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the pupil to comply with such beliefs.
- 6.1.8 The deviation must specify the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of facial hair; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviations will be applicable to the pupil.
- 6.1.9 Cultural rights that do not relate to a religion will be considered, provided that such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of cultural jewellery or a mark will cause

considerable pain to the pupil. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The pupil must convince the Board of Governors that his/her cultural rights can be exercised only through a permanent intervention.

6.1.10 Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

6.2 Dress Code

Uniform checks are carried out regularly by the Prefects and assisting staff. It is the responsibility of pupils and their parents, staff and the Prefects to ensure that the school uniform is worn correctly and with the necessary pride. All items of uniform must be clearly marked.

The basher is an integral part of the school uniform. Bashers are compulsory for all formal school events, outings and on Mondays. It is the responsibility of pupils and parents to ensure that the basher remains in a good condition. The School will require that pupils replace bashers that are in a bad condition. Bashers may not be written on. Pupils will be required to remove graffiti from their bashers and in severe instances pupils may be required to replace their bashers. All bashers must carry the name of the owner inside.

Should a t-shirt or vest be worn under the shirt, the t-shirt must be plain white or plain flesh-coloured and the sleeves may not be longer than that of the School shirt.

6.2.1 Boys

Summer

- Black school shoes
- CBC grey socks
- Grey shorts or long grey school pants with a black belt
- White short sleeved shirt with crest on pocket
- Tie (not with elastic band)
- Blazer (Terms 1 and 4 - not compulsory for school on a daily basis but needed for assemblies, outings, formal occasions and prize-giving, etc.)
- Basher and band – to be worn at all formal school events, as well as every Monday.

Winter

- Black school shoes
- CBC grey socks
- Grey long grey school pants with a black belt
- White long-sleeved shirt with crest on pocket
- Tie (not with elastic band)
- Blazer
- Grey school pullover and/or jersey may be worn, but only with the blazer
- Official grey school scarf (optional)
- Basher and band – to be worn at all formal school events, as well as every Monday.
- Matrics may wear their Matric jackets, official white jerseys and white scarves
- Official St Patrick's CBC beanie

6.2.2 Girls

Summer

- Black school shoes
- White ankle socks
- Grey skirt (may not be more than 3 fingers above the knee when kneeling)
- Short sleeved white shirt with crest on the pocket
- Blazer (Terms 1 and 4 - not compulsory for school on a daily basis but needed for assemblies, outings, formal occasions and prize-giving, etc.)
- Bras to be white or flesh colour
- Basher and band – to be worn at all formal school events, as well as every Monday.
- Black/bottle green/navy blue hair accessories (Matrics may wear white hair accessories)

Winter

- Black school shoes
- A grey school skirt or grey trousers (Skirts may not be more than 3 fingers above the knee when kneeling and must be worn with non-shimmer, blackmail pantyhose. The trousers must be worn with grey school socks)
- Long-sleeved white shirt with crest on pocket
- Tie (not with elastic band)
- Blazer
- Bras to be white or flesh colour
- Basher and band – to be worn at all formal school events, as well as every Monday.
- Grey school pullover and/or jersey may be worn, but with the blazer
- Official grey school scarf (optional)
- Matrics may wear their Matric jackets, official white jerseys and white scarves
- Official St Patrick's CBC beanie

6.2.3 Sports Uniform

Summer (for school)

- Navy blue PT shorts
- Official CBC branded white golf shirt
- Sport takkies
- Plain white crew socks/calf-length white CBC socks
- Black or navy blue one-piece swimming costume for girls
- Black or navy blue swimming trunks for boys
- Navy blue or black swimming cap (compulsory) and navy blue or black towel (compulsory) for both boys and girls
- Goggles for swimming- optional
- Girls hair – Black/navy blue/bottle green hairbands/scrunchies
- CBC branded House T-shirt (Cavanagh (Red), Keeley (Yellow), Michaelis (Blue), and Spiers (Green)) - only to be worn for Inter-house school events and for extra-mural activities
- School tracksuit (optional in summer)
- CBC branded clothing may be worn for extra-mural activities

Winter (for school)

- Official CBC branded white golf shirt
- Sport takkies
- Plain white crew socks/calf-length white CBC socks

- CBC tracksuit
- Official green quilted jacket (optional)
- Girls hair – Black/navy blue/bottle green hairbands/scrunchies
- CBC branded House T-shirt (Cavanagh (Red), Keeley (Yellow), Michaelis (Blue), and Spiers (Green)) - only to be worn for Inter-house school events and for extra-mural activities
- CBC branded clothing may be worn for extra-mural activities

6.2.4 Nails

All nails are to be kept short and clean. No nail polish of any kind may be worn. Nail polish remover is kept in the Staffroom. Pupils will be sent to the Prefect on duty to remove nail polish or to cut nails that are too long.

6.2.5 Hair

Refer to School's Hair Policy.

6.2.6 Jewellery

St Patrick's CBC is a Catholic School and as such no religious jewellery besides the St Christopher, the cross and rosaries may be worn around the neck. These must be of acceptable size and be suspended from a simple chain which is long enough so that it is not visible.

Pupils may ONLY wear watches and Medic-Alert bracelets over and above the cross and the St Christopher.

Boys may not wear earrings. Girls may wear 1 cm sleepers or studs of silver or gold. Only one earring, which must be worn in the earlobe, per ear is allowed. Girls may not wear only one earring.

Any jewellery items which are disallowed will be handed over to the staff member, placed in an envelope with the name of the pupil, teacher who confiscated the item as well as the date thereon and left with the Bursar for safekeeping. Handed over jewellery items may be collected, in person, at the end of the term in which they were handed over. Items not collected may be disposed of.

No other forms of body piercings such as eyebrows and tongue will be accepted at School.

6.2.7 Make-up

Pupils may not wear any form of make-up

6.2.8 Tattoos

Tattoos may not be visible.

6.2.9 Facial hair

The eyebrows must be natural.

Boys must ensure that they are always cleanly shaven. Refer to School's Hair Policy for details.

6.2.10 Uniform Infringements

A pupil infringing the uniform requirements will receive Break Detention and will have until the next day to rectify the problem. Prefects may issue Break Detention in consultation with the prefect teachers.

- The pupil may be issued with the necessary equipment to sort out the uniform problem, eg. buttons to sew on, correct socks, a nail clipper to cut nails which are too long, etc.
- The parents may be billed for these items issued or used.

Should a pupil continuously infringe the uniform requirements:

- The Phase Head will have an interview with the pupil.
- The parents will be phoned to fetch the pupil to rectify the uniform problem every time it occurs. In the case of boarders, the mentoring teacher will be called upon to deal with the uniform problem.
- Should the problem still continue, the pupil and parents will be asked to meet with the Deputy Head of the High School. A written warning will be issued.
- Should despite the written warning the problem still continue, the pupil will be referred to the Executive Head for action which may include a Disciplinary Hearing.

6.3 Civvies Days

When pupils are permitted to wear civvies, dress needs to be school appropriate. Avoid dresses/ skirts/ shorts which are too short, necklines which are too low and pants which hang too low or are too tight. If, in the opinion of the Phase Head, the civvies dress seems to be inappropriate, the pupil will be requested to rectify the problem immediately.

7. PARTICIPATION IN EXTRA-MURAL ACTIVITIES

Pupils are encouraged to take part in extra-mural activities as a means of self-development and undertake to do this in a way that reflects the School's values.

- 7.1 A minimum of 2 afternoons of extra-mural participation is required per week. From time to time the Executive Head may determine that one or more extra-mural codes are mandatory.
- 7.2 When participating in sporting or cultural activities, whether on or off the campus, pupils are ambassadors of the School and are bound by the provisions of the Code of Conduct. This means that courteous behaviour and good sportsmanship are required at all times.
- 7.3 In sports matches, the referee's/umpire's decision must be accepted without argument and dissent.
- 7.4 Pupils are to act responsibly with regard to turning up for matches and practices. When it is necessary to be excused from a practice or match, a valid reason in writing to the teacher or coach with at least 24 hours' notice must be given. When ill and unable to attend school on a weekday and there is a match scheduled, the pupil must inform reception before the end of the first period. For a weekend match, when a pupil is unable to participate, the coach concerned must be informed immediately. Absence from a match or fixture without contacting the appropriate person is a serious matter that will be dealt with.
- 7.5 Pupils are to be correctly dressed for every match according to the School requirements for each sport.

8. DISCIPLINARY MEASURES

- 8.1.1 Maintaining a learning environment requires every member of the School community to behave responsibly and with integrity, understanding the need for both discipline and compassion.

Detention will be issued after receiving 5 demerits and further disciplinary processes may be followed if 3 detentions have been issued. A civvies day will be a reward for receiving 5 merits and a tuck shop voucher will be awarded after 20 merits.

Merits and demerits are issued at the discretion of the staff.

8.1.2 Pupils who infringe the Code of Conduct may be issued with Official Warnings and/or Demerits.

8.1.3 Informal measures may be applied by the Prefects, Teachers, Phase Heads or the Deputy Head of the High School or their delegated authority in the following instances of **Level 1 and Level 2 infringements** of the Code of Conduct.

LEVEL 1 infringements include:

- Not adhering to the time practices of the School.
- Not attending Break Assembly.
- Not attending sport practices or rehearsals without a prior written or personal verbal excuse offered to the person in charge.
- Infringing the dress code.
- Disruption of the classroom environment.
- Chewing gum.
- Littering
- Use of a cell phone without permission.

LEVEL 2 infringements include:

- Being absent from a class or extra-mural activities without an acceptable reason.
- Not attending Liturgical Singing, Mass, Assembly or Special Events.
- Disrespect for School property and/or vandalism. Offensive language.
- Tampering with or damaging property.
- Disrespectful or insolent behaviour towards teachers or Prefects, e.g. back chatting and playing one off against the other.
- Making defamatory statements of other people.

8.1.4 Informal intervention measures could include one or more of the following:

- Counselling of the pupil by a teacher, i.e. pupil is called in and the situation is discussed. Incorrect behaviour is pointed out and expected behaviour is highlighted.
- Community Service during which various tasks will be allocated at the discretion of the teacher-in-charge.
- Writing out, e.g. the Code of Conduct.
- Writing a letter of apology or offering a public apology.
- Rectifying appearance and uniform problems during break.
- Confiscation of jewellery other than religious jewellery (cross or St Christopher) and Medic Alert bracelets.
- Should a pupil infringe the Code of Conduct with regard to the School's cell phone policy, the item will be handed over to a member of staff for safe-keeping until the end of the School day. A repeated offence will result in the cell phone only being available for collection on the last day of the term.
- Replacing any property that was tampered with or damaged – this may be levied on the School account.
- A letter to the parent, a copy of which will be placed on the pupil's file.

8.2. **LEVEL 3 infringements:**

Formal measures may be applied by the Executive Head, Deputy Head of the High School, Phase Head or their delegated authority in the following instances of **LEVEL 3 infringements**.

The School is a place of safety where laws pertaining to public places are applicable.

- 8.2.1 No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety regulations will be brought onto and/or used on the School property unless authorised by the Executive Head for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
 - 8.2.2 The carrying and/or smoking of cigarettes / e-cigarettes is prohibited. Purchasing of cigarettes, possession of or smoking cigarettes on the School premises and smoking in any form, including hookah pipes, on or off the school premises is prohibited.
 - 8.2.3 Alcohol is not permitted on the school premises or during any school activity. This includes purchasing or possessing alcohol, drinking on or off the school premises or displaying any symptoms of intoxication. Pupils may not consume alcohol in public without their parent/s being present. [Even if a pupil is eighteen or over, the School does not regard drinking in public as an acceptable practice. It is not the example the School wishes to promote.]
 - 8.2.4 If a pupil is in possession of prescription medication, a copy of the doctor's script should be kept by the pupil at all times.
 - 8.2.5 Dishonesty of any kind.
 - 8.2.6 Theft.
 - 8.2.7 Repeatedly committing the same Level 1 or Level 2 offence which has resulted in at least three letters regarding the infringement being sent to the parent/s.
 - 8.2.8 Indecent public behaviour and/ or sexual impropriety.
 - 8.2.9 Possession of or the sharing of offensive or pornographic material.
 - 8.2.10 Obscene language.
 - 8.2.11 Possession of or testing positively for any illegal drug on the school premises or where any association can be made with St Patrick's CBC. (See Substance Abuse Policy).
 - 8.2.12 Possession of a dangerous object; any explosive material or device; any firearm or gas weapon or any article, weapon or instrument which can be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious at any official educational, cultural or social activity of the School within or outside the School premises.
 - 8.2.13 Bullying (See Bullying Policy).
 - 8.2.14 Fighting.
 - 8.2.15 Violence.
 - 8.2.16 Any transgression involving the law.
 - 8.2.17 Racism.
 - 8.2.18 Having received fifteen demerits for repeatedly infringing on the rights of other pupils to be educated by disrupting the class room environment.
 - 8.2.19 Leaving the School premises without permission.
 - 8.2.20 Any other act of misconduct that, in the opinion of the Deputy Head - High School, reasonably constitutes serious misconduct.
 - 8.2.21 Serious acts of vandalism which deface the buildings or interfere with teaching and learning.
- 8.3 Formal measures could be one or more of the following:
- 8.3.1 Formal counselling
 - 8.3.2 Written warning letter
 - 8.3.3 Community service
 - 8.3.4 Referral to School Counsellor
 - 8.3.5 Parent interview.
 - 8.3.6 Referral for psychological counselling at the parents' cost.
 - 8.3.7 Involvement of law enforcement officers.
 - 8.3.8 Disciplinary Hearing.

8.3.9 Expulsion.

9. DISCIPLINARY PROCESS

9.1 **Level 1 and 2** infringements which result in informal disciplinary measures will be recorded as far as is reasonably possible on the pupil's file and parents may be informed.

9.2 **Investigation:**

The following procedure will apply where Level 3 infringements require formal discipline measures.

9.2.1 In order to gather information and decide upon the specific disciplinary steps to be taken, the alleged misconduct will be investigated by the Phase Head or Deputy Head of the High School upon receiving notice of such alleged misconduct. This informal investigation, which will last no longer than three school days, may include an opportunity, if appropriate, for the pupil to 'state his/her case' in response to the complaint. At this stage, before the validity and details of the alleged misconduct have been established, the School will not necessarily advise the parents/guardians of such an investigation. If there has been misconduct which requires further steps to be taken, the parents will be informed. It is imperative that there be accurate documentation.

9.2.2. Depending upon the seriousness of the alleged misconduct, the Executive Head may decide to **suspend** the pupil pending a full investigation. A Disciplinary Hearing will follow such a suspension unless, following the investigation, the infringement is proven not to be of the nature initially alleged.

9.3 **Suspension:**

9.3.1 Instituting suspension:

- The parents/guardians will be phoned for a meeting at which the situation will be explained to them and the pupil.
- Parents will be advised to remove their son/daughter from the School premises immediately. The pupil may only return upon being informed.
- Such a suspension may not last longer than five school days unless the misconduct proves to be of such a serious nature that there will be a Disciplinary Hearing and the possibility of expulsion.

9.3.2 Lifting suspension:

Should, following the investigation, the infringement be confirmed but not regarded to be of such a nature that the suspension continues or the pupil face a Disciplinary Hearing, then:

- A meeting will be convened with the pupil, parents/ guardians, Phase Head and Deputy Head of the High School where the corrective measures will be explained.
- The pupil may return to School.
- Disciplinary measures to be taken, following the infringement of the Code, will be communicated.

10. DISCIPLINARY HEARINGS

10.1 The Executive Head, or his/her authorised representative, shall at his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems it necessary to conduct a disciplinary hearing.

10.2 This Disciplinary Committee may consist of three members: the Executive Head or his/her authorised representative (as Chairperson), and teacher/s of the School. In addition, one member of the pupil prefect executive may be present, but only as an observer. The Executive Head or his/her authorised representative's (as Chairperson) decision will be final.

- 10.3 No legal representative is permitted but the pupil may nominate his/her parent as a representative/intermediary.
- 10.4 A pupil who is called to a Disciplinary Hearing must:
- 10.4.1 receive written notification of the date, time, and venue of the disciplinary hearing with a minimum of 48 hours' notice;
 - 10.4.2 be informed of the alleged infringements of the Code of Conduct in writing;
 - 10.4.3 receive such particulars of the alleged infringements of the Code of Conduct as he/she may reasonably be entitled to, if so requested;
 - 10.4.4 be given the opportunity to be heard and to present his/her side of the matter and to present relevant facts including cross examination of School witness/es;
 - 10.4.5 be treated with dignity during the process, receive a fair hearing and have the right to address the Chairperson on the merits and of the mitigation/sanction, if applicable.
 - 10.4.6 be informed of the decision of the Disciplinary Committee on whether or not he/she is guilty of misconduct and the penalty to be imposed.
- 10.5 The Chairperson may request a record of the proceedings of the hearing to be kept.

11. REVIEW OF DISCIPLINARY COMMITTEE'S DECISION

- 11.1 Any application for review must be in writing.
- 11.2 The review may be requested by the pupil's representative.
- 11.3 The review must be lodged within 5 (five) days of the Disciplinary Committee's finding regarding the penalty.
- 11.4 The review application must contain all the grounds on which the application is based.
- 11.5 All reviews will be conducted by the Executive Head; but in instances where the disciplinary hearing was conducted by the Executive Head, the review will be done by the Chairperson of the Board of Governors or his/her authorised representative.
- 11.6 For the purpose of the review, the Executive Head or the Chairperson of the Board of Governors or authorised representative will be furnished with the record of the hearing and any documentation handed in during the course of the hearing.
- 11.7 The review shall not comprise an appeal or re-hearing.
- 11.8 The decision of the review of the Chairperson / Executive Head shall be final.

12. SPECIFIC BEHAVIOURS AND CONSEQUENCES

12.1 Electronic devices -

- 12.1.1 Under no circumstances will the School take responsibility for any cell phones or electronic devices lost or stolen unless these were handed in to the office for safekeeping and a record of such was kept.
- 12.1.2 Under no circumstances may an electronic device, e.g. cell phone, MP3 player and iPod disturb or be used in the classroom environment unless permission is given.
- 12.1.3 None of these devices may be used during official school hours, support classes or extra-mural activities unless permission is given.
- 12.1.4 Should a pupil at any time be seen not to be adhering to the above, the electronic device and attachments will be handed over to the staff member. No SIM cards or batteries will be removed from phones and handed to pupils. The device will be placed in an envelope, handed to the Deputy Head of the High School and returned to the pupil at the end of the school day. If however, the cell phone/ electronic device is used without permission again, it may only be collected from the Bursar, in person, on the last day of term. No exceptions will be entertained.
- 12.1.5 Should, however, the use of an electronic device be part of the teacher's lesson the pupil is expected to abide by the ground rules laid down by the teacher.

12.2 Academic behaviours:

12.2.1 **Plagiarism:** Teachers need to assess the work of pupils to determine their understanding and progress being made. With technological advancement it is possible for a pupil to download information from the internet and submit such as his/ her own effort. This constitutes plagiarism. Plagiarised work can be in typed or written form or even presented as an oral piece.

Should a pupil commit plagiarism, zero will be awarded for the work. Depending upon the timeframe the pupil may be given the opportunity to submit another task – their own work – but marks will be deducted for the initial plagiarism.

12.2.2 **Copying another pupil's work:** Both the pupil who copied as well as the pupil who offered their work to be copied will receive zero. Depending upon the timeframe the pupils may be given the opportunity to submit another task – their own work – but marks will be deducted for the initial copying.

12.2.3 **Dishonesty in tests/ exams:**

When an invigilator is satisfied that a candidate has shown sufficient cause to be disqualified, the following procedure is to be adopted:

- 12.2.3.1 Confiscate incriminating material, if any.
- 12.2.3.2 Remove the answer book(s) used up to that point from the candidate and write the following on the outside cover: 'Confiscated at ... (time)'.
12.2.3.3 The answer book/ pages of any other candidate from whom assistance has been obtained should not be removed unless that candidate also shows sufficient cause to warrant disqualification.
- 12.2.3.4 Inform the candidate that the incident will be reported to the Deputy Head of the High School.
- 12.2.3.5 Supply the candidate with another answer book/ pages, marked by the Chief Invigilator on the outside cover: 'This book/ page supplied at ... (time)'.
12.2.3.6 Report the matter in writing immediately to the Deputy Head of the High School together with the incriminating material.
- 12.2.3.7 Expulsion from the sitting may take place only if the candidate persists in malpractice, but such expulsion shall not prevent the candidate from attending further sittings.
12.2.3.8 If evidence of copying is found, the pupil will receive zero for all work done up to the time that he/she was seen to be dishonest.
- 12.2.3.9 Disciplinary process will be followed and it may result in a Disciplinary Hearing

12.2.4 **Not submitting work for assessment on the due date:**

Refer to High School Academic and Assessment Policy.

12.2.5 **Not writing a test/ exam:**

Should a pupil not be present to write a scheduled test or exam, zero will be awarded if a doctor's certificate is not presented to the Phase Head upon return to school. If a doctor's certificate is presented, the teacher may schedule another date for the test/ exam, which was missed to be written. A pupil who has missed an exam will not be considered for the Top 5/ Top 10 of that specific term.

13. THE SCHOOL'S RIGHT TO ACT

St Patrick's CBC retains the right to act in applicable situations according to the Regulations Relating to Safety Measures at Independent Schools as published in the Government Gazette No: 26663 on 20 August 2004. These regulations deal *inter alia* with, violence, drugs, sexual harassment and trespassing on School premises.