



## **DISCIPLINE CODE**

**REVISED NOVEMBER 2016**

### **1. POLICY DECLARATION**

- 1.1. The Reddford House philosophy is structured to create a sense of freedom within which individuality is encouraged, personal growth and self-confidence promoted and freedom of expression is encouraged. The extent of that freedom is defined by the *Discipline Code* ("the Code"), and the responsibility is placed on the student to enjoy the freedom within the parameters of this Code. Reddford House offers an education without fear. *The Discipline Code* is a partnership between Reddford House, parents and students. This Code is applicable whilst students and parents are on Reddford House's premises, at School functions or on any occasion where they are identifiable as Reddford House students or parents.
- 1.2. The Code is to be read in conjunction with Reddford House rules, policies and protocols and should be considered from the perspective of the core values and ethos of Reddford House. By submitting an application for admission to Reddford House and accepting a place that may be offered by Reddford House parents and students confirm that they have accepted and are bound by this Code, Reddford House rules, policies and protocols as well the core values and ethos of Reddford House.
- 1.3. The Staff understands the policies and shall apply them accordingly.
- 1.4. It is the responsibility of Parents to support Reddford House in enforcing the Code. Parents are requested to communicate any concerns openly and constructively to the respective Head of School and to do so without lobbying other parents, other students, members of staff or outside parties until such time as all internal processes have been exhausted.

### **2. THE PURPOSE OF THE POLICY**

- 2.1. To ensure fair and equal treatment of all students.
- 2.2. To encourage timely action in the event that a Student's behaviour or performance proves to be unsatisfactory or unacceptable.
- 2.3. To ensure the principles of natural justice are applied before a student is disciplined.

2.4. To promote efficient administration and good governance of Reddford House.

### **3. CREDITS, MERITS, DEBITS, DEMERITS AND DISCIPLINARY HEARING**

- 3.1. A system of positive discipline is implemented whereby students can earn Credits. The accumulation of Credits leads to recognition and reinforcement of positive behaviour with the awarding of Merits.
- 3.2. Credits and Merits do not cancel out Debits and Demerits.
- 3.3. Contravention of the *Discipline Code* will result in the awarding of Debits and Demerits.
- 3.4. Whenever a student is alleged to have committed an act or acts of serious misconduct and the Head of School has determined that such contravention warrants dismissal, the disciplinary proceeding set out in this Code will apply.

### **4. THE AWARDING OF CREDITS (Green Memo)**

In recognition of positive effort, attitude and endeavours, as defined by the Head of School and staff from time to time, Credits are earned. Credits may be accumulated which may lead to further acknowledgements and the awarding of Merits.

### **5. THE ISSUING OF DEBITS (Yellow Memo)**

The commitment of Reddford House is to facilitate the all-round growth of each student to his or her maximum potential. To this end we expect students to be committed academically, culturally and in sport. Failure to meet these expectations may result in a debit/s being issued to students.

### **6. THE ISSUING OF DEMERITS (Red Memo)**

In any one calendar year:

Four Debits	=	One Demerit
Three Demerits	=	One week suspension

## 7. CONTRAVENTIONS AND SANCTIONS

### 7.1. BEHAVIOUR

We expect students to:

- 7.1.1. be courteous and well mannered at all times;
- 7.1.2. greet teachers and visitors;
- 7.1.3. respect teachers, fellow students and the wider community;
- 7.1.4. complete all homework and prepare adequately for tests and exams;
- 7.1.5. refrain from the use of foul language;
- 7.1.5.1. pay sufficient attention in class and not disrupt the school routine and/or stopping or interfering with the learning of other students;
- 7.1.6. be punctual at all times;
- 7.1.7. refrain from unruly behaviour, rough play and/or fighting;
- 7.1.8. behave in an appropriate manner;
- 7.1.9. conform to the *Computer and Sports Discipline Codes*.

**Contravention of any of the above may lead to any number of debits and demerits up to a maximum of *three* demerits**

### 7.2. APPEARANCE

Personal pride is reflected in the student's behaviour, attitudes and attire.

- 7.2.1. Every student from Grade 4 to Grade 12 must wear the official school blazer, as and when required by Reddford House.
- 7.2.2. students are required to dress in accordance with the uniform stipulated and may not remodel or deface the uniform in any way.
- 7.2.3. Boys must be clean-shaven.
- 7.2.4. students may not wear make-up.
- 7.2.5. Hair must be neat, tidy, appropriately styled and must be the student's natural hair colour. Female students are required to tie their hair up (where applicable) and use appropriate school style hair accessories. Male students are required to keep their hair cut as required by Reddford House.
- 7.2.6. No jewellery other than one earring (sleeper or stud) per lower earlobe may be worn by female students.
- 7.2.7. Male students are not allowed to wear jewellery.
- 7.2.8. Black school shoes are to be worn with the multi-form school uniform and white tekkies are to be worn with the co-curricular uniform.

**Contravention of any of the above may lead to any number of debits and demerits up to a maximum of *three* demerits**

### 7.3. TRUANCY

Absence from school or lessons without valid permission is not tolerated.

**The above may lead to *three* demerits**

### 7.4. VICTIMIZATION

A vital aspect of our philosophy is the principle of mutual respect and dignity.

Within this framework we will not tolerate any form of discrimination regarding:

- Gender
- Disability
- Race
- Religion
- Physical appearance
- Ethnic or Social origin
- Sexual orientation
- Culture
- Colour
- 

In addition, we will not tolerate any form of:

- Intimidation
- Fighting, assault or bullying
- Sexual harassment
- Cyber bullying
- Verbal abuse
- Initiation
- Abuse of staff
- Social media misconduct

Please refer to the *Reddford House Anti-Bullying Policy* which forms part of this *Discipline Code*.

**Any of the above may lead to *three* demerits or dismissal and/or counselling intended to increase the Student's awareness of respecting human rights.**

### 7.5. VANDALISM

This includes the defacing or damaging of Reddford House property and/or private property. Any vandalism will be for the account of the perpetrator. **Prosecution and a possible criminal record may follow.**

**The above may lead to *three* demerits and/or dismissal**

### 7.6. THEFT

Theft is a criminal offence and any students found to be involved in, or an accomplice to, an act of theft, will be severely disciplined.

**The above may lead to *three* demerits and/or dismissal**

## 7.7. COMMUNICATION/ INTERNET AND ELECTRONIC DEVICES

- 7.7.1. Any form of communication (in or out of school) which brings the name of Reddford House into disrepute will not be tolerated. No person may access, share, edit or produce material which defames Reddford House, any of its employees or any student in Reddford House. This includes electronic communication, social networks, text, graphics, photographs, video or sound or any other media.
- 7.7.2. Use of Reddford House Network and Internet Access are to be used for teaching and education and it is therefore deemed that no account on the Reddford House network is private.
- 7.7.3. Students are expected to access only those Internet sites which conform to normal legal and moral standards and which are deemed to be acceptable according to the ethos of Reddford House.
- 7.7.4. All students are bound by the code outlined in the *Reddford House Computer Centre's Acceptable Use Policy*.

- No cellular phones, iPods or other electronic devices are permitted up to Grade Four in the Preparatory School.
- No students may not switch cellular phones on during lessons.
- No cellular phones, smart watches, iPods, iPads/tablets or other electronic or 'smart' devices will be allowed into tests and examinations unless it is an examination requirement.

**Any contravention of the above may lead to *three* demerits and/or dismissal and/or confiscation of the electronic device for a period to be determined by Reddford House**

## 7.8. PORNOGRAPHY / INAPPROPRIATE MATERIAL

Students accessing or in possession of inappropriate material whether accessed through the Internet, cellular phones or any other manner is unacceptable. **Prosecution and a possible criminal record may follow.**

**The above may lead to *three* demerits and/or dismissal**

## 7.9. ALCOHOL AND THE SMOKING OF TOBACCO AND ELECTRONIC CIGARETTES

Smoking tobacco or electronic cigarettes and/or drinking alcohol by students will not be tolerated.

If a student is found to be using (which includes testing positive for alcohol), purchasing, distributing and/or in possession of, or an accomplice to, smoking tobacco, using electronic cigarettes or drinking alcohol he/she **may be issued with *three* demerits and/or be dismissed.**

### 7.10. **DRUG USE / MIND-ALTERING SUBSTANCES**

Reddford House will not tolerate any association with drug use or the use of mind-altering substances.

In the interest of safeguarding all students against possible drug possession and/or mind-altering substance possession and/or use, random searching and/or testing on suspicion of possession and/or use may be conducted by the Head of School or his/her delegated authority. The tests are for the parents' account.

Any Student found to be in possession of and/or distributing and/or purchasing and/or using drugs/mind-altering substances or tests positive for the use of drugs/mind-altering substances or anyone who is an accomplice to those in possession of and/or distributing and/or purchasing and/or using drugs/mind altering substances **may be dismissed. Prosecution and a possible criminal record may follow.**

### 7.11. **DANGEROUS OBJECTS**

No student may be in possession of a dangerous object, firecracker or any item that can cause bodily injury.

In the interest of safeguarding all students against dangerous objects, random searching on suspicion of possession may be conducted.

Any student found to be in possession of a dangerous object, firecrackers or items that may cause bodily injury on Reddford House property, will be severely dealt with. **Prosecution and a possible criminal record may follow.**

**The above may lead to *three* demerits and/or dismissal**

## 8. **SERIOUS MISCONDUCT**

Serious misconduct is any conduct which warrants dismissal from Reddford House as set out in this Code and includes, but is not limited to, the following:

- 8.1. Any acts prohibited by the laws of South Africa and/or violation of the laws of South Africa;
- 8.2. Any action which is sufficiently serious to destroy the relationship of trust between Reddford House and the Student;
- 8.3. Any criminal activity which might result in a conviction;
- 8.4. Victimization as referred to in 7.4;
- 8.5. Any deliberate or negligent act which, by its consequences, brings the name of Reddford House into disrepute;
- 8.6. Assault and/or harassment;
- 8.7. Blackmail and/or extortion;
- 8.8. Breaking conditions of sanction imposed by the staff or any other person in authority at Reddford House;
- 8.9. Copying or any form of cheating in any test, exam or project (including plagiarism);
- 8.10. Failure to report serious and major acts of misconduct and/or to assist or cooperate in the investigation of serious and major acts of misconduct;
- 8.11. Failure to tell the truth as part of the investigative process or during the disciplinary hearing;
- 8.12. Vandalism as referred to in 7.5;

- 8.13. Inappropriate sexual activity, including but not limited to Pornography/ Inappropriate Material as referred to in 7.8, sexual intercourse, sexual harassment, sexual abuse, rape;
- 8.14. Contravention of the *Information and Communications Technology Acceptable Use Policy* and the *Sports Code of Conduct* and Communication/Internet and Electronic Devices as referred to in 7.7;
- 8.15. Lying, dishonesty or any form of duplicity;
- 8.16. Dangerous Objects as referred to in 7.11;
- 8.17. Alcohol and smoking tobacco / electronic cigarettes as referred to in 7.9;
- 8.18. Drug Use / Mind-altering Substances as referred to in 7.10;
- 8.19. Repeated and/or deliberate infringement of any of Reddford House rules, policies, protocols or contravention of 7.1, 7.2 and/or 7.3;
- 8.20. Refusing to accept the authority of Reddford House and/or undermining deliberately or otherwise, the stated goals and/or rules of Reddford House and/or gross insubordination;
- 8.21. Theft as referred to in 7.6.

## 9. DISCIPLINARY PROCESS

- 9.1 When the Discipline Code is alleged to have been transgressed, the matter may be reported to any or all of the following:
  - 9.1.1 Subject Teacher
  - 9.1.2 Register Class Teacher
  - 9.1.3 Grade Head
  - 9.1.4 Co-ordinator
  - 9.1.5 Deputy Head of School
  - 9.1.6 Head of School
- 9.2 In the event of reported transgressions warranting the award of Debit/s or Demerit/s, any of the persons referred to in clause 9.1 shall have the authority to make such awards after investigating and confirming the alleged transgression.
- 9.3 Students may be suspended for one week from Reddford House by the Head of School on receipt of three Demerits in a calendar year. The Head of School shall, in every case where a student has received three Demerits in a calendar year, review the matter and arrange meetings with the affected Student/s and the Parent/s. In the event that the Head of School reaches the conclusion that suspension is the appropriate sanction, there will be no refund of school fees and the student will assume responsibility for the missed school work. After returning to school any subsequent infringement of this Code may lead to the dismissal of that Student after a Disciplinary Hearing.
- 9.4 Reddford House reserves the right to impose alternative sanctions other than that of suspension of a Student at the discretion of the Head of School and notwithstanding that there has been no accumulation of Demerits. Such discretionary sanctions include the removal of a student from a leadership position, to refuse a Student re-entry in the next academic year, monetary compensation in respect of replacement value in instances of damage to property, theft etc., a written warning, community service on or off Reddford House premises, police or other community-sector intervention, a ban on the student to represent Reddford

House in future academic, cultural, sporting or other events, a declaration of ineligibility of the student to obtain or retain awards and/or colours, a declaration of ineligibility of the student to retain a scholarship or bursary, a declaration of ineligibility of the student to be part of the

Junior or Senior Executive, suspension from school activities or a selection thereof (which includes suspension from academic activities).

- 9.5 In matters involving Serious Misconduct a Disciplinary Hearing will be pursued once Reddford House has decided that a complaint against a Student of Serious Misconduct needs to be investigated by Reddford House and if found guilty, could lead to the dismissal of such Student.

## 10 DISCIPLINARY HEARING APPLICABLE TO SERIOUS MISCONDUCT

When there has been a complaint of serious misconduct against a student, and the Head of School together with the Deputy Head/s of School have concluded that the award of Demerits may be insufficient and dismissal is a possible sanction in the particular circumstances, the proceedings set forth in this clause 10 must be followed.

### 10.1 DEFINITIONS

- 10.1.1 **Appeal Chair:** The person appointed by Reddford House who will chair the appeal hearing;
- 10.1.2 **Chair:** The Head of School or a senior member of staff appointed by the Head of School who will chair the Disciplinary Hearing and deliver the finding/s and, where required, the sanction/s;
- 10.1.3 **Disciplinary Process:** The processes and procedures outlined in this Code;
- 10.1.4 **Head of Student Matters:** The Deputy Head of School occupying this position or any other member of staff occupying a similar position;
- 10.1.5 **Investigating Officer:** The person elected by the Head of Student Matters to conduct investigations into the alleged misconduct;
- 10.1.6 **Parents:** Includes biological parents, parents of adopted children, legal guardians and caregivers;
- 10.1.7 **Reddford's Representative:** The person elected by the Head of School to present Reddford House's case during the disciplinary process;
- 10.1.8 **Staff:** Members of the academic staff, administrative staff and support staff who are permanently or temporarily employed by Reddford House or who are on fixed-term contracts.
- 10.1.9 **Student:** A registered student of Reddford House;



10.1.10 ***Student's Representative:*** The person, if any, appointed by the student to support him/her in and during the disciplinary process.

## 10.2 SUSPENSION DURING THE DISCIPLINARY PROCEEDINGS

10.2.1 The Head of School may suspend a student until the disciplinary process has been completed and a final decision has been made. This includes the period of an Appeal Hearing or judicial review.

10.2.2 The Head of School or (any Deputy Head of School in his/her absence) may use his/her sole discretion in deciding whether to suspend any student under the above clause.

## 10.3 THE INVESTIGATIVE PROCESS

10.3.1 The Head of Student Matters will appoint a senior member of the staff to be the Investigating Officer, which may include any other Deputy Head of School. The Investigating Officer will conduct a preparatory investigation into the allegations of serious misconduct by a student. The Investigating Officer may ask the Head of Student Matters for help, if needed, and the Head of Student Matters, at his/her discretion, may appoint someone to assist the Investigating Officer.

10.3.2 The Investigating Officer will inform the student of the allegations against him/her and that he/she could be required to explain her conduct during the Disciplinary Process.

10.3.3 The investigative process will involve collecting and collating evidence, including interviewing the student involved, other students and/or potential witnesses.

10.3.4 Any students who are to be interviewed are entitled to be represented by their parent/s.

10.3.5 Students may be asked to make written statements which will be signed and dated.

10.3.6 All those involved in the interviewing process and disciplinary enquiries will be expected to tell the truth. Failure to do so could be considered to be an aggravating factor when appropriate sanctions are being considered. If students who are witnesses do not tell the truth, they run the risk of disciplinary action being taken against them in accordance with this Code.

10.3.7 When the investigation has been completed, the Investigating Officer will present his/her findings to the Head of Student Matters and they will, together, decide whether to proceed with a Disciplinary Hearing.

10.3.8 Should the decision be made that there has been no act of serious misconduct or that there is insufficient evidence to warrant referral to a Disciplinary Hearing, the Head of Student Matters will communicate this in writing to the student and the parents.

## 10.4 REPRESENTATION AT THE DISCIPLINARY HEARING

- 10.4.1 At a Disciplinary Hearing, a student will always be entitled to be represented by:
- 10.4.1.1 his/her parent(s) **or**
  - 10.4.1.2 a fellow student **or**
  - 10.4.1.3 a member of staff.
- 10.4.2 If the student chooses not to be represented, or to be represented by a person other than his/her parents, the parents must confirm and agree to the decision in writing before the Disciplinary Hearing commences. This requirement is capable of being waived if the Chair is satisfied that the parent/s has received notice as contemplated in clause 10.6.1, but has failed to confirm the decision of the student as aforesaid.
- 10.4.3 Legal representation is not permitted at any stage of the disciplinary proceeding unless:
- 10.4.3.1 the Chair believes that the nature of the issues being considered warrant legal representation. This decision will be entirely at the discretion of the Chair; or
  - 10.4.3.2 the Student's Representative co-incidentally has legal training or is a member of the legal profession and then Reddford House, at its discretion, may appoint its own legal representative.

## 10.5 ATTENDANCE AT THE DISCIPLINARY HEARING

The following people will be permitted to attend the Disciplinary Hearing:

- 10.5.1 The Chair;
- 10.5.2 The student;
- 10.5.3 The Investigating Officer;
- 10.5.4 Reddford's Representative;
- 10.5.5 A member of the Staff (appointed by the Chair) who will record the proceedings as instructed by the Chair and assist the Chair with the administrative aspects of the hearing. Apart from this administrative role, this person will play no part in the Disciplinary Hearing;
- 10.5.6 The Student's Representative, if any;
- 10.5.7 Witnesses;
- 10.5.8 Any other person whose attendance the Chair considers to be necessary for the fair determination of the complaint against the student.

## 10.6 PREPARATION

- 10.6.1 The Head of Student Matters will inform the student and his/her parents in writing of the decision to conduct a Disciplinary Hearing. The notification shall include:
- 10.6.1.1 the complaint that the student is facing;
  - 10.6.1.2 the date, time and venue of the Disciplinary Hearing;
  - 10.6.1.3 the right of the student to be represented by a Representative;
  - 10.6.1.4 the right of the student to call any witness or produce any evidence which will substantiate his/her defence or disprove the complaint made against him/her.
- 10.6.2 In order to prepare for the case, the student should be given reasonable access to his/her Representative.
- 10.6.3 The Disciplinary Hearing will be convened within a reasonable time after the decision to proceed has been made but if there are circumstances that make this impossible, such hearing will be convened as soon as it is practically possible in the circumstances and at the discretion of the Chair.
- 10.6.4 The Disciplinary Hearing will be conducted in English.
- 10.6.5 It is the responsibility of the member of Staff referred to in 10.5.5 to ensure that the proceedings at the Disciplinary Hearing are accurately recorded.

## 10.7 CONDUCT OF THE DISCIPLINARY HEARING

- 10.7.1 At the start of the Disciplinary Hearing the Chair will ask Reddford's Representative to read the complaint to the student on behalf of Reddford House.
- 10.7.2 The student will then be asked to either admit or deny his/her guilt.

### IF THE STUDENT **ADMITS** HIS/HER GUILT THE HEARING SHALL PROCEED AS FOLLOWS: -

- 10.7.3 The student will be asked to state in his/her own words and with sufficient detail why he/she is guilty of the complaint(s) or to present a written, signed statement to that effect. The Chair will decide whether to accept such admission;
- 10.7.4 The Chair may question the student to clarify any aspect of the statement (whether oral or written) to satisfy himself/ herself that the admission of guilt was correctly made by the Student.
- 10.7.5 The Chair will then decide whether or not the student is guilty. If the finding is one of guilt, the Chair will proceed to hear evidence in mitigation and aggravation:
- 10.7.5.1 The student or the Student's Representative shall first present his/her case on mitigation.

- 10.7.5.2 Reddford's Representative will present any aggravating factors.
- 10.7.5.3 The student will have the right to reply but only to new issues raised by Reddford's Representative.

IF A STUDENT **DENIES** HIS/HER GUILT THE HEARING SHALL PROCEED AS FOLLOWS: -

- 10.7.6 **Reddford's Representative** will present the case for Reddford.
  - 10.7.6.1 Reddford's Representative may call a witness(es) and/or produce documentary and/or physical evidence to support the charges levelled against the Student.
  - 10.7.6.2 The student or his Representative may cross examine each witness.
  - 10.7.6.3 Reddford's Representative may then re-examine the witness(es) but only in respect of new issues raised by the student under cross-examination.
- 10.7.7 **The student or the Student's Representative** will then present his case and will also be allowed to call a witness(es) and produce documentary and/or physical evidence to support his case.
  - 10.7.7.1 Reddford's Representative will, in turn, be allowed to cross examine each witness.
  - 10.7.7.2 The student may then re-examine the witness(es) but only in respect of new issues raised by Reddford's Representative under cross-examination.
- 10.7.8 **The Chair** may question any person giving evidence at any time for the purposes of obtaining clarity or establishing any facts. He/she will ensure that minor witnesses are protected from cross-examination which is calculated to bully or traumatise them.
- 10.7.9 Once the evidence has been heard, Reddford's Representative and the student or the Student's Representative may, in turn, address the Chair on the facts presented and the conclusions which they consider should be drawn from them.
- 10.7.10 The Chair shall then weigh up the evidence and determine whether the student is guilty or not.
- 10.7.11 In order for the Chair to make a finding the Disciplinary Hearing may be adjourned for not more than three working days. Both parties may use this time to prepare any evidence and argument they may wish to present in mitigation or aggravation should the student be found guilty by the Chair.
- 10.7.12 In the case of a guilty finding by the Chair, the evidence and argument in mitigation and aggravation will be heard by the Chair as set out in clause 10.7.5.

## IMPOSING A SANCTION

- 10.7.13 The Disciplinary Hearing will be adjourned not longer than three working days in order for the Chair to present his/her findings on an appropriate sanction.
- 10.7.14 The findings of the Chair and the sanction will be communicated in writing to the student and the parents as soon as possible.
- 10.7.15 In the event of a dismissal, the notification will include a copy of the findings of the Chair.
- 10.7.16 At the discretion of the Chair, the following sanctions may be imposed (one or more of these sanctions may be applied at a time) –
  - 10.7.16.1 the removal of a student from a leadership position;
  - 10.7.16.2 refusing a student re-entry in the next academic year;
  - 10.7.16.3 monetary compensation in respect of replacement value in instances of damage to property, theft etc.;
  - 10.7.16.4 a written warning;
  - 10.7.16.5 a final written warning;
  - 10.7.16.6 a ban on the student to represent Reddford House in future academic, cultural, sporting or other events;
  - 10.7.16.7 a declaration of ineligibility of the student to obtain or retain awards and/or colours;
  - 10.7.16.8 a declaration of ineligibility of the student to retain a scholarship or bursary;
  - 10.7.16.9 a declaration of ineligibility of the student to be part of the Junior or Senior Executive;
  - 10.7.16.10 an award of Demerit/s;
  - 10.7.16.11 community service on or off Reddford House premises;
  - 10.7.16.12 police or other community-sector intervention;
  - 10.7.16.13 suspension from school activities or a selection thereof (which includes suspension from academic activities);
  - 10.7.16.14 dismissal.

## 10.8 THE APPEAL PROCESS

10.8.1 The student may appeal against both the findings of guilt and the sanction/s, provided that there are reasonable grounds for the Appeal. In other words the Appeal must be based on evidence that the Chair did not apply him/herself and/or the Code properly; that the sanction was not consistent; due process was not adhered to; etc. An Appeal cannot be pursued only on the unsubstantiated grounds that the Student and/or the Parents are unhappy with the findings and/or the sanction.

The following procedure shall apply on an Appeal: -

10.8.2 Appeals shall be addressed to and lodged with the Chair within two working days of the student and, at least, one of his/her parents being notified of the sanction.

10.8.3 An appeal shall be in writing and shall include the following: -

10.8.3.1 the full names of all the parties at the Disciplinary Hearing;

10.8.3.2 the findings of the Chair;

10.8.3.3 the facts and grounds for Appeal.

10.8.4 The Appeal Chair shall be a person, other than the Chair, designated by Reddford House and who will hear the appeal.

10.8.5 All Appeals shall be decided on the proceedings of the initial Disciplinary Hearing.

10.8.6 If either party wishes to introduce new evidence, an application to do so must be made to the Appeal Chair. The student must lodge this application at the same time as he/she lodges the Appeal itself; the Investigating Officer must do so within two working days of the delivery of the Appeal by the student. The application must include a clear and concise summary of the new evidence, its relevance to the issues in dispute and why it was not presented at the Disciplinary Hearing. If the Appeal Chair allows the applicant to introduce further evidence, it has the discretion to either:

10.8.6.1 hear the further evidence according to the procedure laid out for hearing evidence in the initial Disciplinary Hearing and then proceed to determine the Appeal. (Although the Appeal Chair may hear new evidence, no appeals may be made against any decision of the Appeal Chair); or

10.8.6.2 refer the matter back to the Disciplinary Hearing to hear the new evidence. In this case, the Chair, after following the procedure set out for the Disciplinary Hearing above, shall either confirm his/her first finding (in which case, supplementary written reasons will be provided) or set it aside (in which case, the incident will be expunged from the Student's disciplinary record);

- 10.8.7 Should the Appeal Chair find that sufficient grounds exist for overturning the finding and/or the sanction, it shall set aside the previous decision and replace it with a finding and/or sanction which it deems appropriate.
- 10.8.8 The decision of the Appeal Chair shall be final and binding.

## 11 GENERAL

- 11.1 All students are bound by the rules and regulations as laid out in the *Discipline Code*.
- 11.2 Reddford House reserves the right to search students and their property and to confiscate property if necessary.
- 11.3 Reddford House also reserves the right to discipline any student for conduct not perpetrated on school premises, but which may reasonably be considered to bring Reddford House into disrepute.
- 11.4 Reddford House is not responsible for the loss of property by students.

## 12 PARENTS/GUARDIANS

- 12.1 All parents and guardians of students agree to adhere to the principles enshrined in the *Discipline Code, Anti Bullying Policy and Sports Code* (the "Codes").
- 12.2 Reddford House has the right to investigate and resolve any issue pertaining to the conduct of a parent/guardian which may *prima facie* transgress the Codes and furthermore has the right to impose any reasonable sanction/s which in the sole discretion of the Head of School is appropriate in the circumstances, taking into account all relevant interests, including the right to restrict and exclude access to Reddford House premises or grounds or School events at other venues and to refuse a student re-entry in the next academic year.

# DISCIPLINE CODE AGREEMENT

## PARENT AGREEMENT

I / We, Mr / Mrs \_\_\_\_\_ being the parent/guardian of my son/daughter \_\_\_\_\_ confirm that I/we have read, understood, accept and agree to the terms and conditions of the *Discipline Code* issued by Reddford House. I/we further confirm that should my son/daughter receive 3 demerits in any school year, I/we acknowledge and accept that he/she may be suspended for one week. In such event it is his/her responsibility to remedy/cover any work missed at no inconvenience to Reddford House. On a further debit, I/we acknowledge and accept that he/she may be required to leave Reddford House after a disciplinary hearing has been conducted. I/we acknowledge and accept that in cases of serious misconduct, my son/daughter may be dismissed if found guilty after a disciplinary hearing. I/we agree that testing for drug use will be conducted, should it become necessary.

Signed at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Parent / Guardian

## STUDENT AGREEMENT

I, (name of student) \_\_\_\_\_ have read, understood, accept and agree to the terms and conditions of the *Discipline Code* issued by Reddford House. I further confirm that should I receive 3 demerits in any school year, I acknowledge and accept that I may be suspended for one week. It is my responsibility to remedy/cover such work missed at no inconvenience to Reddford House. On a further debit, I acknowledge and accept that I may be required to leave Reddford House after a disciplinary hearing has been conducted. I/we acknowledge and accept that in cases of serious misconduct, I may be dismissed if found guilty after a disciplinary hearing.

Signed at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Student