



LILYFONTEIN SCHOOL

**LEARNERS'
CODE OF CONDUCT
and
SCHOOL RULES**



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1. PREAMBLE

The South African Schools Act, No. 84 of 1996, 8 (1), states "... a Governing Body of a public school must adopt a Code of Conduct for the learners ..." Clause 8 (4) continues "Nothing contained in this Act exempts a learner from the obligation to comply with the Code of Conduct...".

The Governing Body of Lilyfontein School, has carried out its duty in terms of the above mandate and all parents and learners, prospective and present, must ensure full compliance with all aspects of the Code of Conduct as outlined below.

The Code of Conduct of Lilyfontein School is designed to help create an environment within which a learner can develop a moral and ethical approach to life where that learner becomes a responsible and self-disciplined adult.

2. DEFINITION

This Code of Conduct defines norms and standards and a set of behaviours that are acceptable or unacceptable within our school.

The Code of Conduct includes rules which govern the conduct of each learner and the relationship between learners, educators, parents and the Governing Body.

These School Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at Lilyfontein School. Nothing shall exempt a learner from complying with the School Rules as determined by the SGB. Ignorance of School Rules is, therefore, not an acceptable excuse.

3. AIM AND PURPOSE

The aim of our Code of Conduct is to establish a disciplined school environment which will maintain and indeed, improve the quality of the learning and teaching process by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at Lilyfontein School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away representing the School or attending a School function, or in the general public eye.

Section 8(4) of the SA Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school. All learners attending Lilyfontein School and their parents are expected to sign the statement of commitment to the Code of Conduct as per Annexure A "The Agreement Contract".

4. PRINCIPLES UNDERPINNING THE CODE OF CONDUCT

- 4.1. This Code of Conduct may not be in conflict with the Constitution of South Africa or any Department of Education regulations pertaining thereto.
- 4.2. This Code of Conduct aims to establish and maintain acceptable behaviour patterns and general order within our school environment.
- 4.3. This Code of Conduct must be based firmly on the principles of tolerance, consensus, co-operation and non-violence.
- 4.4. This Code of Conduct must be made available to learners, parents and educators.
- 4.5. This Code of Conduct must ensure the formation of sound inter-personal relationships between educator and learner, school and home. It must also foster mutual respect.

- 4.6. This Code of Conduct, whilst ensuring the rights of learners, educators and parents, must provide clear responsibilities for them all and in so doing, promote a culture of accountability.
- 4.7. This Code of Conduct is binding on all learners, their parents and educators.
- 4.8. The rights, responsibilities and expectations of learners, their parents and educators are acknowledged herein.

5. THE RIGHTS OF LEARNERS

The Constitution of South Africa states that all learners have the right to education. This right includes the right to:

- 5.1. receive instructions subject to the standards and curriculum required by the Eastern Cape Province Department of Education.
- 5.2. be educated in a safe school environment.
- 5.3. regular reporting of academic progress.
- 5.4. attend school unhindered.
- 5.5. attend a school free of intimidation and victimization.
- 5.6. attend a school free of drunkenness and bullying.
- 5.7. attend a school free of illegal drugs and weapons.
- 5.8. attend a school free of sexual harassment.
- 5.9. attend a school free of criminal behaviour.
- 5.10. make responsible use of all school facilities subject to their availability and the limitations imposed thereon by school rules and general school organization.
- 5.11. be excused from any patriotic act that is against their religious beliefs or deep, personal conviction.
- 5.12. request in writing to be excused from any activity which is against their personal belief or religious conviction.
- 5.13. receive counselling for personal and educational problems provided such facilities exist at the school.
- 5.14. privacy in their personal possessions unless the Principal or his designee has reasonable cause to believe that illegal or harmful materials possessed by the learners are being used to disrupt the educational process or to endanger the health, safety and welfare of others.

6. THE RESPONSIBILITIES OF LEARNERS

Learners undertake:

- 6.1. to attend all classes daily and to arrive on time.
- 6.2. to learn.
- 6.3. to do all assignments and activities including daily homework.
- 6.4. to respect all property and possessions.
- 6.5. to be in possession of the necessary working materials.
- 6.6. to refrain from the use of abusive language or defamatory actions on school premises or in public.
- 6.7. to conduct themselves in a responsible manner.
- 6.8. to conform to acceptable standards of personal hygiene, cleanliness and neatness.
- 6.9. to be responsible for their own work.
- 6.10. to protect school property.
- 6.11. to report misuse of school property, vandalism, or other damage of school property.
- 6.12. to refrain from any act of vandalism.

- 6.13. to abide by the procedures, regulations and rules of the school.
- 6.14. to respect personal convictions and practise racial, cultural and religious tolerance.
- 6.15. to refrain from undisciplined and disruptive behaviour.
- 6.16. to report any unauthorized removals of school property from the school premises or to be in unauthorized possession of any property of the school.
- 6.17. to refrain from the use of drugs, alcohol, carrying of dangerous weapons, bullying, sexual harassment, drunkenness, rape, smoking, or being in possession of pornographic material.

Learners also hereby agree to abide by the following rules and procedures:

- 6.18. A learner of Lilyfontein, regardless of age, shall not smoke nor partake in intoxicating liquor in any place to which the public has access, nor on the school premises. No learner shall arrive at school or any school function, or appear in public having partaken of intoxicating liquor. No learner shall enter a public bar of a permanent or impromptu nature, nor attend a public function at which intoxicating liquor is available.

The basic standpoint on which this rule is based, is:

- (i) that Lilyfontein be seen as upholding the law, and/or
- (ii) that the name and moral standing of the school and its pupils is protected.

The law does not allow learners under the age of 18 to be served liquor in public places, nor the restricted portion of any licensed premises, nor be present in licensed premises.

Discipline and control will be exercised over learners even when they are away from school or out of uniform if such learner is guilty of illegal or anti-social behaviour. The school regards the use of alcohol, visiting bars, smoking and misbehaving in public as anti-social.

A learner, regardless of age, shall neither on the school premises nor elsewhere, be in possession of, nor deal in, any dependence-producing drug or substance in contravention of Act 41 of 1971 (as amended). Nor shall the learner arrive at school or any school function or in public, under the influence of any dependence producing drug or substance. The words "deal in" and "dependence producing drug" shall bear the meaning ascribed to them in the said Act.

6.19. MOTORIZED TRANSPORT

- 6.19.1. A learner shall not, without the permission of the Principal, which may, in the discretion of the Principal, be granted conditionally or unconditionally, drive a motorized vehicle in the course of travelling to or from school, or to or from any place at which he is present as a learner of Lilyfontein School.
- 6.19.2. No learner may, without the permission of the Principal or necessary school authority, be driven by or obtain a lift in a vehicle driven by a fellow learner.
- 6.19.3. A learner shall not "hitch hike" on a public road.

6.20. COURTESY

A learner shall not be insolent, impertinent or discourteous towards any member of staff or any employee or learner, nor shall the learner incite any other learner to conduct himself/herself in such a manner.

7. RESPONSIBILITIES OF EDUCATORS WITH REGARD TO LEARNERS

Educators must ensure that they:

- 7.1. report for duty punctually.
- 7.2. are well prepared for class in order to perform their educative task in and outside the classroom.
- 7.3. respect the confidentiality of information.

- 7.4. respect all persons, especially those in their care.
- 7.5. conduct themselves in a professional manner.
- 7.6. conform to acceptable standards of personal cleanliness and neatness.
- 7.7. adhere to and abide by the rules, procedures and regulations required by the Eastern Cape Provincial Department of Education and the school.
- 7.8. adhere to the Code of Conduct of the South African Council for Educators.
- 7.9. maintain a classroom atmosphere which promotes good behaviour and effective teaching and learning.
- 7.10. develop sound interpersonal relationships with learners, parents and colleagues.
- 7.11. make use of accepted teaching methods.

8. RESPONSIBILITIES OF PARENTS WITH REGARD TO LEARNERS

Parents must ensure that:

- 8.1. their child attends school each day.
- 8.2. their child is punctual.
- 8.3. their child attends school in good health.
- 8.4. they provide a valid reason or doctor's certificate should their child be absent from school.
 - In serious cases of illness, learners should be kept at home until fully recovered
 - After two days' absence, a medical certificate must be produced on returning to school
 - Absence for an examination or control test requires a medical certificate
 - Students absent for more than 25% of school days may not, by law, be promoted to the next grade
- 8.5. they receive regular academic reports with regard to their child's progress.
- 8.6. they provide their child with the basic equipment and resources needed to complete their classwork and homework.
- 8.7. they refrain from the use of abusive language on school premises or in public.
- 8.8. they ensure that the child conforms to accepted norms of personal hygiene, neatness and cleanliness.
- 8.9. they discuss their report cards with their children.
- 8.10. they provide the school upon request, an original unabridged birth certificate and immunization card of the child, particularly at the time of the initial enrolment.
- 8.11. they meet all their financial commitments with respect to the school.
- 8.12. That parents understand and encourage the school's expectation that as part of the philosophy of developing the whole person, it is expected that learners of Lilyfontein School also participate in the physical and cultural programmes offered at school to complement the academic programme.

9. RESPONSIBILITIES OF PARENTS WITH REGARD TO THE SCHOOL AND SCHOOL SPORT EVENTS

9.1. SCHOOL SPORT EVENTS

Whilst we encourage loyal supporters to attend Lilyfontein sports matches and support our teams, we ask that parents please guard against the following:

- 9.1.1. Aggressive unsportsmanlike comments and abusive language to players and other supporters.
- 9.1.2. Negative comments to referees from the side-line
- 9.1.3. No standing on or running onto the field of play. Only designated officials are permitted onto the field.

- 9.1.4. Unsportsmanlike behaviour from the side-line is inflammatory and sweeps players up into unsportsmanlike conduct. This is not the kind of behaviour that, as Lilyfontein School, we want to be associated with.
- 9.1.5. Lilyfontein School makes every effort to ensure that sport coaches are suitably qualified, experienced and trained. Coaches should be given the necessary space and freedom required to work effectively with their respective teams without interference from parents.
- 9.1.6. Parents are to refrain from interfering, criticizing or insulting coaches regarding sport team selections. Parents who are unhappy with a team selection should contact the HOD of Sport to voice their concerns.
- 9.1.7. First aiders and paramedics are always available at sport events. Please do not interfere with them and their responsibilities.

9.2. CHANNELS OF COMMUNICATION

Lilyfontein School promotes open channels of communication, however the School requests that parents follow the correct procedures and guidelines:

- 9.2.1. Parents should avoid contacting educators during lesson times or whilst educators are busy coaching or supervising sport events. Sport or cultural events are not the correct platform to discuss academic or behaviour problems with educators.
- 9.2.2. Should parents need to contact an educator, they should either call or email the School's receptionist to set an appointment with the relevant educators.
- 9.2.3. Parents should not contact educators or other staff members at home unless it is an extreme emergency.
- 9.2.4. Should a parent find that they are unable to resolve a problem with an educator, they can follow the same procedure to make an appointment to see the relevant Head of Department (HOD). Should the matter still not be resolved it can then be referred to the Principal or the SGB. However, we encourage parents to first try resolve problems directly with the educators.
- 9.2.5. Parents are respectfully asked to not criticize or make any defamatory comments about the school or educators on any class group chat that has been set up to assist with the dissemination of information to parents. Parents should rather address their concerns through the correct communication channels as indicated above.

9.3. COMMUNICATION TO THE PUBLIC/SOCIAL MEDIA

While social media can be used as an effective marketing tool for the School, we respectfully ask that parents adhere to the following guidelines:

- 9.3.1. Parents should refrain from tagging the School in any defamatory, offensive or derogatory social media posts.
- 9.3.2. Parents are encouraged to not use social media platforms to voice their concerns or disagreements with the School, but to rather follow the correct communication channels to resolve any disputes.
- 9.3.3. Parents should obtain permission before mentioning the School in any newspaper, magazine or online articles or posts
- 9.4. Parents are part of the Lilyfontein family and thus at all school functions should conduct themselves in such a way that projects a positive image of the School at all times.

10. SCHOOL RULES

- 10.1. Learners will at all times be correctly dressed in the official school and sports uniform.
- 10.2. Learners will sign up for Subject Choice and Extra Mural activities.
- 10.3. Learners are expected to commit fully to their obligations as agreed.

- 10.4. Learners must never do anything to jeopardize the name of the school, on campus or off campus.
- 10.5. Attendance at compulsory activities is mandatory.
- 10.6. Rough play / games are not permitted on the fields; the educator on playground duty will use his/her discretion in this regard.
- 10.7. Senior and Junior Leaders are to be treated with respect and courtesy by all learners and their legitimate and reasonable instructions must be obeyed.
- 10.8. When learners leave the school, they must be dressed in full school uniform or in their sports uniform.
- 10.9. When learners arrange to leave school during school hours, they are to wait in their class until they are called by the front office when the responsible adult arrives to collect them. The learners must then be signed out in the Log Book by the responsible adult.
- 10.10. Toilet facilities are to be treated with respect.
- 10.11. No cell phones are permitted during school hours, but concessions may be agreed to with the permission of the Principal of the School.
- 10.12. Littering is prohibited.
- 10.13. Chewing gum is not permitted.
- 10.14. Learners may not interfere with the possessions of others.
- 10.15. No learner is permitted on a school bus without the driver being in the driver's seat.
- 10.16. All classrooms, the school hall and the school house are out of bounds before school, during break and after school, unless an educator is present.
- 10.17. Girls may not wear jewellery, nail varnish or make up.
- 10.18. Girls with pierced ears may wear one small stud per ear. Boys are not permitted to wear earrings, rings or studs in any part of their body.
- 10.19. Hair regulations as indicated below, must be strictly adhered to:
- 10.19.1. GIRLS
- 10.19.1.1. All girls are to wear their hair in a neat and presentable manner for school. This includes:
- braids – old fashioned plait, French plait or cornrows (one direction only)
 - a ponytail – tied up at the back of the head
 - a neat, presentable short hairstyle where the fringe does not hang in the face – long fringes are to be clipped away and hair touching the collar must be tied up
 - a ballet style bun – no sloppy twirls held together by a clip/hairband
 - a short combed afro
 - a long afro, tied up at the back of the head
 - dread locks, of the same length, and tied up in a neat way are permitted
- 10.19.1.2. All girls must ensure that the hairstyle allows for:
- neatness and cleanliness at all times
 - a swimming cap, that fits properly, to be worn
 - a helmet for adventure activities, that fits properly, to be worn – a bigger helmet to allow for braids or fancy hairstyles, is unsafe
- 10.19.1.3. Extensions are permitted and must meet the following criteria:
- a thin braid, not exceeding half a centimetre in diameter, is allowed
 - extensions may not exceed 40cm in length when hair is tied up
 - extensions must be braided into the natural hair and no bonding may be visible
 - the extensions must be the same colour as the natural hair.

- Extensions that lose their shape must be removed

- 10.19.1.4. No fancy/over the top hairstyles that belong with social gatherings outside of the school context (i.e. modelling shows; graduations, weddings, etc)
- 10.19.1.5. No colouring, including highlights, is allowed. In cases where the hair was coloured, learners will be requested to fix this.
- 10.19.1.6. No products like hair gel, hair spray, etc. are allowed.
- 10.19.1.7. Hair must be combed/brushed and not be hanging over the eyes or in the face – long fringes are to be clipped away; no loose strands at the side of the head; afro's must be combed.
- 10.19.1.8. No extra decorations, such as hair pieces, different clips, feathers, loose buns/braids, beads, etc. may be inserted in the hair.
- 10.19.1.9. Only navy hair bands are allowed; hair clips may be silver or navy.

10.19.2. BOYS

- 10.19.2.1. Hair must not be coloured or dyed.
- 10.19.2.2. No excessive styles (e.g. Hair on top of the head should be in proportion to the length of the hair on the sides and back. This means that the difference in hair at top and sides should be NO MORE than 1 (clipper comb size).
- 10.19.2.3. No braiding, plaiting, man buns, pony tails, spiking, mullets, mohawks, afros, undercuts, steps, zigzags or shaved paths are allowed.
- 10.19.2.4. Hair must be clean and neat and always brushed or combed. Length of hair is dependent on hair type. It may not be too long or have too much volume. It may not reach the collar of the shirt, touch their eyebrows or their ears. Hair also shouldn't be too short, no less than a number 1 is acceptable.
- 10.19.2.5. Sideburns may only extend halfway down the ear.
- 10.19.2.6. No extensions are allowed
- 10.19.2.7. Gel or mousse is not allowed.
- 10.19.2.8. Boys are to be clean shaven at all times.

11. INFRINGEMENT OF THE CODE OF CONDUCT

- 11.1. All minor misconduct offences are regulated under the authority of the Discipline Committee and Principal. All interventions of these offences are also regulated by the Committee and Principal.

11.2. SERIOUS MISCONDUCT (Act no. 84 of 1996 of SA Schools Act)

The following behaviours are expressly forbidden at Lilyfontein School and are regarded as unacceptable and constitute serious misconduct:

Unauthorized absence from school, class, sport or fixtures; leaving the school property without permission; abusive language; assault, aggressive behaviour, inflammatory actions, malicious damage to educators' property; alcohol at school and at public gatherings; arson; cheating; theft; vandalism; criminal activity in or outside of school; bullying; disruption of teaching or classroom activities; disruption of the educational process within and outside the classroom, that frustrates teaching or learning in a class; disobedience of educator's instructions; defiance of school authority; possession / use / distribution / selling of or under the influence of drugs, tobacco products, alcohol or intoxicating substances; eating and drinking in class (only pure water allowed); forgery of assignments, homework, signatures; gross disrespect; neglect of school work and homework; harassment – sexually, racially or religiously; hitchhiking

to and from school; insolence; misuse of internet in computer room; late arrival for class and or school; lying; gambling, extortion, intimidation, carrying of dangerous weapons; inappropriate sexual behaviour; littering; noise or disorderly conduct; insults the dignity of a staff member; distributing unauthorized notices or pamphlets on school premises; possession or distribution of pornographic material; unauthorized use of cell phones; not conforming to uniform or dress code.

11.3. PROCEDURES FOR DISCIPLINARY MEASURES FOR SERIOUS INFRINGEMENTS OR OFFENCES

The following should be borne in mind whenever disciplinary action is instituted against a learner who is thought to have transgressed the Code of Conduct:

- 11.3.1. The following “Due Process” must be adhered to:
 - 11.3.1.1. the learner must be informed of and understand the charges;
 - 11.3.1.2. the learner must be given the opportunity to be heard;
 - 11.3.1.3. the learner may choose to be represented by a parent or guardian or educator, or legal counsel;
 - 11.3.1.4. the learner is to be treated with dignity and civility during the process;
 - 11.3.1.5. the person chairing (member of Governing Body) the hearing must be impartial and should endeavour to ensure that all relevant evidence is presented and fairly considered;
 - 11.3.1.6. as far as is practicable, the privacy of the learner should be protected;
 - 11.3.1.7. the learner has the right to appeal to the relevant authority as laid down in the SA Schools Act.
- 11.3.2. The disciplinary process must be fair and the punishment must be just, corrective and educative (determined by the Chairperson).
- 11.3.3. The punishment must fit the offence and factors with regard to the frequency of the transgression and personal circumstances must be taken into account.
- 11.3.4. The parent/guardian of the learner must be informed timeously and offered the opportunity to be involved in the disciplinary process.

11.4. PUNISHMENTS / DISCIPLINARY MEASURES:

Forms of punishment or disciplinary measures may range from a quiet, private talk through to suspension and ultimately, expulsion. The above measures could include the following:

- 11.4.1. written or verbal reprimands issued by the educator, principal or the Governing Body.
- 11.4.2. limited “time out” of the classroom.
- 11.4.3. additional, meaningful academic work
- 11.4.4. community service/BATS within the School (eg. cleaning, gardening, administrative tasks).
- 11.4.5. detention (remaining after school hours).
- 11.4.6. replacement of or reimbursement for damage or loss.
- 11.4.7. seeking the aid and support of parents in dealing with problematic learners.
- 11.4.8. suspension or exclusion from specific school activities i.e. sports, cultural, field trips, excursions, etc.
- 11.4.9. suspension for a “cooling off” period.
- 11.4.10. suspension pending a disciplinary hearing
- 11.4.11. expulsion after due process. Expulsion is at the discretion of the Head of Education of the province.

11.5. ADDITIONAL NOTE

- 11.5.1. It is not possible for the school management team to stipulate a specific disciplinary measure for a specific infringement.

- 11.5.2. A certain degree of flexibility is educationally more accountable as infringements range from minor to very serious.
- 11.5.3. The disciplinary measures meted out must also take into account:
- the age and nature of the learner
 - personal circumstances of the learner
 - the school history of the learner and
 - the number/frequency and severity of previous infringements and any other factors to be considered.

12. THE SCOPE OR JURISDICTION OF THE CODE OF CONDUCT

The Code of Conduct is in force:

- 12.1. on school property, before, during and after regular school hours.
- 12.2. at all official school events, both within and outside regular school hours
- 12.3. at all official school events held off campus.
- 12.4. at all times when the learner is dressed in the official school uniform and/ or is recognizable as a Lilyfontein learner both within the school property or in public view outside the school.



ANNEXURE A

NB. * *Please ensure that you read this page and the Code of Conduct together with your child and sign the attached acknowledgement slip.*

* *In order to ensure a sound learning environment at Lilyfontein it is expected that you as parent and learner are prepared to adhere to the content of this document.*

PROSPECTIVE PARENTS AND LEARNERS OF LILYFONTEIN SCHOOL

Our Mission Statement is ...

to be a school where our natural environment is utilized to provide quality education based on sound Christian principles in order to contribute positively towards a changing society as learners are prepared for life and leadership.

Our Core Values

In order to live out our mission, we (parents, learners and educators), have to operate within a value system to create an infrastructure or framework that allows us to be successful in what we do as a school on a day to day basis.

These values are Christian based values and encompass aspects such as self-discipline, honesty, integrity, hard work self-respect, respect for fellow people, respect for property and personal possessions, respect for, recognition and acknowledgement of our school rules and regulations, a healthy style of living. These core values are to be supported by sound role models provided by parents and educators.

The nature and rigours of our Outdoor and Adventure based curriculum demand a high level of self-discipline, mental and physical fitness. Consequently, these are seen as very important components of our core values.

Our Norms and Principles

In order to promote the core values we seek to live out at Lilyfontein, we as a community of parents, educators and learners, in accordance with national policy and regulations, put in place the following principles:

A Constitution, a Code of Conduct, a Disciplinary Code, School and Hostel Rules and Regulations and a Disciplinary Procedure.

These serve as our norms for the way we operate and behave on a day to day basis. This ensures that learning happens in an educationally sound and safe environment for all people on the Lilyfontein Campus. All these policies are freely available at reception for anyone to peruse. A large portion of our education at Lilyfontein, is learning through the environment and happens in an adventure-based approach where students will be expected to participate in many self-challenge and group challenge activities.

Our Parents and Learners

Are encouraged to familiarize themselves with these policies so that they are clear as to the expectations and responsibilities of all members of the Lilyfontein family. In this way, we will all be in a position to make a contribution to each other's educational aspirations and preparation for life. Please would you read the synopsis of

the school rules and disciplinary procedure on the reverse side of this document, having read the full Code of Conduct.

PRINCIPLES OF OUR CODE OF CONDUCT

RIGHTS

It is the right of every learner to:

- experience quality education that will enable him/her to learn and grow as an individual.
- be happy and to enjoy school.
- have a pleasant, safe and healthy environment.
- be in a school well regarded by the community.
- be safe and free from threat.

RESPONSIBILITIES

It is reasonable to expect that Lilyfontein learners and parents will:

- respect and adhere to the Lilyfontein School rules.
- respect the person, right and property of others.
- show courtesy.
- behave in a way which reflects well on the school.
- be honest and loyal and act with integrity.
- strive for self-discipline and excellence.

THE FOLLOWING ARE EXPRESSLY FORBIDDEN AT LILYFONTEIN

Unauthorized absence from school, class, sport or fixtures; leaving the school property without permission; abusive language; assault, aggressive behaviour, inflammatory actions, malicious damage to educators' property; alcohol at school and at public gatherings; arson; cheating; theft; vandalism; criminal activity in or outside of school; bullying; disruption of teaching or classroom activities; disruption of the educational process within and outside the classroom, frustrates teaching or learning in a class; disobedience of educators instructions; defiance of school authority; possession / use / distribution / selling of or under the influence of drugs, tobacco products, alcohol or intoxicating substances; eating and drinking in class (only pure water allowed); forgery of assignments, homework, signatures; gross disrespect; neglect of school work and homework; harassment – sexually, racially or religiously; hitchhiking to and from school; insolence; misuse of internet in computer room; late arrival for class and or school; lying; gambling, extortion, intimidation, carrying of dangerous weapons; inappropriate sexual behaviour; littering; noise or disorderly conduct; insults the dignity of a staff member; distributing unauthorized notices or pamphlets on school premises; possession or distribution of pornographic material; unauthorized use of cell phones; not conforming to uniform or dress code.