

Dissipline is die grondslag vir goeie orde, ideale leeromgewing en positiewe wisselwerking tussen die skool, personeel en leerders. Midstream College streef om ten alle tye hoë dissiplinêre standaarde daar te stel. Binne die riglyne van 'n behoorlike gedragkode word onaanvaarbare en onbehoorlike gedrag aangespreek en goeie gedrag en optrede erken. Ter versekering en handhawing van goeie orde en dissipline, word die onderstaande gedragkode, reëls en prosedures geïmplementeer.

1. MISSIE

As leerders van Midstream College streef ons om die volgende waardes ten alle tye te eerbiedig en uit te dra.

- As leerders van Midstream College is ons trots op ons skool en sal ons gedrag en optrede so wees dat ons ten alle tye 'n ambassadeur van die skool sal wees.
- Ons onderskryf Christelike norme en waardes en leef dit daadwerklik uit.
- Ons is 'n parallelmedium skool en gebruik ons moedertaal met trots en respekteer alle leerders se huistale.
- As mede-landgenote aanvaar ons mekaar se vriendskap en toegeneentheid en respekteer mekaar se menswaardigheid.
- Ons sal ten alle tye gesag aanvaar.
- Ons glo in lojaliteit, eerlikheid, integriteit en selfdissipline en streef netheid en hoflikheid na.
- Leerders tree ten alle tye so op dat die goeie leerkuultuur in die skool bevorder word.
- Ons onderneem om verdraagsaam teenoor ons mede-leerders op te tree.

Die bogenoemde missie word onderskryf deur ons vyf kernwaardes, wat elk aan 'n graad gekoppel word:

- Respek – graad 8
- Lojaliteit – graad 9
- Communio – graad 10
- Integriteit – graad 11
- Excellentia – graad 12

Die leerders van die skool is vir die personeel kosbaar. Hulle welsyn en geluk is vir ons van groot waarde. Die personeel sal alles in hul vermoë doen om die leerders na volwaardige volwassenheid te begelei en om aanvullend as hulle ouers en voogde op te tree.

2. DOELWITTE

AKADEMIE

Akademie moet deur alle leerders vooropgestel word en elkeen moet bydra tot die vestiging van 'n gesonde leerkuultuur waarbinne elke leerder sy volle potensiaal kan bereik. Die volgende is belangrik:

- Leerders se gedrag binne die klas moet ten alle tye onberispelik wees. Onderwysers moet met respek en agting behandel word en geen ontwrigtende of ongedissiplineerde optrede in

Discipline is the foundation of order, an ideal learning environment and positive interaction between the school, staff and learners. Midstream College strives to maintain high disciplinary standards at all times. Within the guidelines of a proper code of conduct unacceptable and improper conduct is addressed and good conduct recognised. To ensure and maintain order and discipline, the following code of conduct, rules and procedures are implemented.

1. MISSION

As learners of Midstream College we strive to uphold the following values at all times:

- We are proud of our school and our conduct and actions will be of such a nature that we are ambassadors of our school at all times.
- We endorse Christian norms and values and put them into practice.
- We are a parallel medium school and proud of our mother tongue and respect all learners' home language.
- As fellow South Africans we accept each other's friendship and goodwill and respect each other's human dignity.
- We accept authority at all times.
- We believe in loyalty, honesty, integrity and self discipline and strive towards neatness and courtesy.
- We conduct ourselves in such a manner that the learning culture in the school is improved.
- We undertake to be tolerant towards our co-learners.

The above mentioned mission is supported by our five core values, each linked to a grade:

- Respect – grade 8
- Loyalty – grade 9
- Communio – grade 10
- Integrity – grade 11
- Excellentia – grade 12

The learners of the school are precious to the staff and their well-being and happiness is of great value to us. The staff will therefore do everything possible to contribute towards the learner's complete maturity and to act as parents and guardians to them.

2. GOALS

ACADEMICS

Academics should be every learner's priority and he/she must contribute towards the establishing of a healthy learning culture whereby all learners can reach his/her full potential. The following are important:

- Learners' conduct in the class should be irreproachable at all times. Teachers should be treated with respect and held in high esteem, no disturbance or undisciplined conduct will be

die klas of in enige skoolverband sal toegelaat word nie.

- Plijsgetrouheid is van kardinale belang. Alle huiswerk, klaswerk, toetse en ander akademiese take moet nougeset uitgevoer word. Geen slordige en onvoltooide werk sal aanvaar word nie.
- Leerders moet ten alle tye voorbereid klas toe kom. Boeke, toerusting en/of gelaaide tablette moet beskikbaar wees.
- Leerders moet mede-leerders se pogings en reg tot akademiese prestasie respekteer en so optree dat geen leerder enigsins in dié verband belemmer word nie.

BUITEMUURS

Die skep van 'n ryke sport- en kultuurtradisie moet vir elke leerder van uiterste belang wees. Deelname en trots is die hoeksteen om die doelwit te bereik. Deelname aan 'n sportsoort en 'n kulturele aktiwiteit is verpligtend.

- Die voorgeskrewe sportdrag vir elke sportsoort moet eerbiedig word. Slegs amptelike sportdrag en benodighede mag gedra en gebruik word.
- Daar word van leerders verwag om ware sportmangees op die sportveld te openbaar deur respek aan spanmaats, opponente, skeidsregters en beampptes te toon. Geen swak of onsportiewe gedrag sal geduld word nie.
- Leerders ondersteun hul sportspanne en kultuurgroepe lojaal. Opponente word met respek behandel en geen afbrekende opmerkings mag gemaak word nie.
- Voorgeskrewe skool- en sportdrag is verpligtend by die ondersteuning van georganiseerde sportaktiwiteite, skooltoere of kultuuruitstappies.

VOORKOMS

Die grondslag van ons gedragskode is die leerders se trots waarmee hulle hul skooldrag dra. Eenvormigheid en netheid dra 'n positiewe beeld uit en kweek trots vir die skool.

- Daar word van elke leerder verwag om ten alle tye die voorgeskrewe kleredrag en voorkomsreëls te eerbiedig en geen afwyking daarvan sal geduld word nie.
- Haarstyle en algemene voorkoms dra 'n beeld van die skool uit wat elke leerder moet respekteer.

Die riglyne in die verband word in die skoolreëls vervat.

tolerated within the class or any school related circumstance.

- Dedication is of cardinal importance. All homework, class work, tests and other academic tasks should be conscientiously performed. No untidy or incomplete work will be accepted.
- Learners should come to class prepared with all books, equipment and/or charged tablets.
- Each learner must respect their co-learners' efforts and right to excel academically and behave in such a manner that no co-learner be hindered.

EXTRAMURAL

Creating a healthy sporting and cultural tradition must be important to all learners. Participation and pride are the cornerstones to achieving this. Participation in sport and a cultural activity is compulsory.

- The prescribed sportswear for each respective sport should be respected. Only official sportswear and accessories may be worn and used.
- True sporting spirit is expected of learners on the sports field by respecting team mates, opponents, umpires and officials. No bad or unsporting conduct will be tolerated.
- Learners must support their sports teams and cultural groups with loyalty. Opponents must be respected and no derogatory remarks may be made.
- It is compulsory to wear the prescribed school uniform or sportswear while supporting organised sports events, sports tours or cultural excursions.

APPEARANCE

The foundation of our Code of Conduct is the pride with which our learners wear their school attire. Uniformity and neatness portray a positive image and cultivate pride in the school.

- It is required that every learner conforms to the prescribed school uniform and appearance rules and no deviation thereof shall be tolerated.
- Hair styles and general appearance portray an image of the school which every learner must respect.

The guidelines in this regard are stipulated in the school rules.

ALGEMENE GEDRAG

'n Leerder van Midstream College moet hom/haar ten alle tye so gedra dat hy/sy die skool se korrekte beeld en waardes na buite sal uitdra. Dit sluit enige situasie op of van die skoolgronde af in, of leerders in skooldrag of sportdrag geklee is of nie, deelneem aan 'n skoolaktiwiteit of op enige wyse as leerders van Midstream College geïdentifiseer kan word.

Die College is 'n plek van veiligheid waar wette wat verband hou met publieke areas van toepassing is. **Geen leerder mag hom/haar skuldig maak aan een of ander van die volgende optredes nie:**

- Optrede waar die goeie naam van die skool, sy onderwysers of leerders in gedrang gebring word.
- Afbrekende of beledigende kommentaar via sosiale media rakende die skool, enige aktiwiteit of persoon wat met die skool geassosieer word.
- Enige vorm van oneerlikheid tydens toetse of eksamens, kopiëring of ongemagtigde gebruik van ander persone se skool- of huiswerk.
- Ongemagtigde gebruik van enige elektroniese apparaat in die klas of gedurende die skooldag. In geval van herhaalde misbruik sal elektroniese apparate aan 'n opvoeder oorhandig word en vir ten minste 'n week veilig in die kluis bewaar word.
- Enige onbetaamlike of onsedelike gedrag
- Viktimisasie of afknouery
- Aanranding
- Vandalisme
- Rassisme
- In besit wees en/of gebruik maak van gevaarlike voorwerpe of onwettige dwelms, soos gedefinieer in die SA Skole Wet of die veiligheidsregulasies, op die skoolterrein, tensy die skoolhoof dit vir opvoedkundige doeleindes goedgekeur het nie. Gevaarlike voorwerpe sluit messe, vuurwapens of enige item wat 'n persoon skade kan berokken, in.
- In besit wees van en/of gebruik maak van alkohol. Alkohol word nie op die skoolterrein of tydens enige skoolaktiwiteit toegelaat nie.
- Die besit van en/of inname van onwettige chemiese middels en dwelms.
- In besit wees van en/of gebruik van sigarette of enige ander rookverwante items, alkoholiese drank en enige narkotiese middels of betrokke wees by die verspreiding daarvan.
- In besit wees van pornografiese of ander verbode materiaal, toerusting of apparate – dit sluit die elektroniese toegang van bogenoemde materiaal in.
- In die teenwoordigheid wees van gevalle waar die reël oortree word, sal ook as 'n oortreding beskou word.
- Ongemanierde optrede teenoor volwassenes.
- Enige optrede wat indruis teen die goeie orde en dissipline van die skool en waar leerders weier of versuim om hom/haar aan die

GENERAL CONDUCT

Learners of Midstream College must, at all times, conduct themselves in such a manner that they portray the correct image and uphold the values of the school. This applies to any situation on or off school grounds, whether or not learners are wearing the school or sport uniform, participating in a school activity or event, or can be identified as learners of Midstream College.

The College is a place of safety where laws pertaining to public places are applicable. **No learner may be found guilty of any of the following offences:**

- Conduct where the good name of the school, its teachers or learners is disgraced.
- Derogatory or insulting comments via social media about the school or any activity or person that may be linked to the school.
- Any form of dishonesty during tests or examinations, copying or unauthorised use of other people's schoolwork or homework.
- Unauthorised use of electronic equipment in the class or during school hours. In case of repeated unauthorised use of electronic equipment it will be handed over to an educator and then kept in safe keeping (school safe) for at least a week.
- Any improper or indecent conduct.
- Victimisation or bullying
- Assault
- Vandalism
- Racism
- Be in possession of and/or make use of dangerous objects or illegal drugs as defined in the SA Schools Act or the safety regulations on the school property unless authorised by the headmaster for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- In possession of and/or make use of alcohol. Alcohol is not permitted on school premises or during any school activity.
- The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
- Be in possession of and/or use of cigarettes or any other smoking material, alcoholic beverage or narcotic substance or be involved in the distribution thereof.
- Be in possession of pornographic or other prohibited material, equipment or apparatus – this includes the electronic access to prohibited material.
- Being in the presence of rules being broken will also be viewed as an offence.
- Uncouth conduct towards adults.
- Any conduct in conflict with the order and discipline of the school and where learners refuse or neglect to abide by the rules of this Code of Conduct/disciplinary process.

bepalings van hierdie gedragkode/ dissiplinêre-proses te onderwerp.

- Kriminele oortredings, binne of buite skoolverband.

Indien 'n leerder in besit van voorgeskrewe medikasie is moet hy/sy ten alle tye 'n doktersnota byderhand hou.

Die skool is by magte om enige leerder enige tyd te deursoek of 'n urinemonster aan te vra as daar 'n redelike vermoede bestaan dat 'n leerder hom sou skuldig maak aan een van die bogenoemde oortredings.

LEERDEROPTREDE

- Leerders tree altyd so op dat die goeie leerkuultuur bevorder word.
- Respek hê vir goeie orde in die skool.
- Stilte handhaaf tydens godsdiensopening, afsluiting en tydens afkondigings.
- In geval waar buitepersone by die skool optree, moet respek aan die persoon betoon word (groet, stilte voor, na en tydens optrede)
- Leerders se gedrag, goeie maniere en gesonde selfdissipline, binne en buite die klaskamer is topprioriteit om te verseker dat die goeie naam van die skool uitgedra word.
- Leerders behoort op te staan vir 'n onderwyser en/of besoeker en vriendelik groet as 'n teken van respek.
- Die terrein en die geboue moet ten alle tye netjies gehou word. Leerders moet hulle van rommelstrooi, bemorsing van klasse en die skoolgebou of die beskadiging van skoleiendom weerhou.
- Elke leerder bou aan die skool se goeie naam deur onberispelike gedrag en optrede wanneer skool- en openbare vervoer gebruik word, asook tydens uitstappies.
- Deelname aan of betrokke wees by die opsweep van massa-aksies is verbode.
- Deelname aan buite-aktiwiteite tydens die skooldag of tydens deelname aan amptelike skoolaktiwiteite, wat nie deur die skool aangebied word nie, is nie toelaatbaar nie.

SKOOLBYWONING

- Skoolbywoning is uiters belangrik.
- Geen leerder mag sonder behoorlike redes of toestemming van die skooldag of van enige klas afwesig wees nie.
- Saalopening is verpligtend.
- Leerders moet stiptelik en betyds opdaag vir klasse. Klaswisseling moet dus ordelik en vinnig geskied.
- Leerders mag slegs op gemagtigde terrein beweeg wat vooraf uitgewys is. Die ander gebruikers van die skoolterrein moet eerbiedig word en hulle terrein mag nie betree word nie.

- Criminal offences within or outside the school.

If a learner is in possession of prescription medication a copy of the doctor's script should be kept by the learner at all times.

The school is authorised to search any learner at any time or request a urine sample should there be any reasonable suspicion of the learner partaking in any of the abovementioned offences.

LEARNER CONDUCT

- Learners must always conduct themselves in such a manner that a good learning culture is promoted.
- Have respect for order in the school.
- Maintain silence during prayer opening, conclusion and during announcements.
- In the case of a guest speaker performing at the school, respect must be shown to the person (greet, silence before, after and during the performance).
- Learners' conduct, good manners and healthy discipline, within and outside the classroom is of top priority to ensure the good name of the school is upheld.
- Learners should stand for a teacher and/or visitor and greet them cordially as a sign of respect.
- The school grounds and buildings must be kept neat at all times. Learners are forbidden to litter, soil classrooms or school buildings or damage school property.
- During any excursion where school or public transport is used, each learner builds on the school's good name by behaving and acting impeccably.
- Participation or involvement in any mass-action is forbidden.
- During school hours or when participating in school activities, participation in outside activities not presented by the school, is not allowed.

SCHOOL ATTENDANCE

- School attendance is of utmost importance.
- No learner may be absent from a school day or any class without a valid reason or permission from the school.
- Assembly is compulsory.
- Learners should be on time for classes, changing of class should be done in an orderly and timely manner.
- Learners may only make use of school territory which has been pre-approved. The other users of the school's territory must be respected and their territory may not be intruded upon.

- Geen leerder mag tydens die formele skooldag die skoolterrein sonder toestemming van 'n graadhoof of hulpvoog verlaat nie.
- Indien 'n leerder vir 'n geskeduleerde formele assessering of 'n tydperk van meer as twee (2) dae afwesig is, moet hierdie afwesigheid met 'n brief van 'n professionele dokter ondersteun word.

3. DISSIPLINÊRE STRUKTUUR

VERANTWOORDELIKHEDE

- Die toepassing van dissiplinêre tug en die dissiplinêre proses word deur die Hoof van Dissipline in samewerking met die Hoof, die bestuurspan, graadhoofde, onderwysers en die Midstreamraad bestuur.
- 'n Dissiplinêre komitee sal uit die Hoof van Dissipline of 'n gedelegeerde voorsitter, een lid van die bestuurspan en een lid van die personeel bestaan.
- Enige leerder wat enige bepaling van die gedragskode nie gehoorsaam nie is onderhewig aan dissiplinêre optrede en die oplegging van strafaksies in terme van die gedragskode. As leerders hulle sou skuldig maak aan oortredings van ernstige aard, sal die oortreding deur die Hoof van Dissipline na die komitee vir dissiplinêre optrede verwys word.
- Dit bly nog steeds die onderwyser se plig om op verantwoordelike wyse probleme, veral in klasverband, te bestuur. Persoonlike bemoeienis is van uiterse belang en personeel moet hulle nie net na die gedragskode wend om probleme aan te spreek nie. Personeel moet regverdig en konsekwent optree.

REGSTELLEDE MAATREËLS

Die volgende regstellende maatreëls kan aan leerders opgelê word:

- Waarskuwing
- Dienstake in skoolverband of gemeenskapsdiens
- Detensie (1 detensie vir elke 30 punte)
- Verbeuring van voorregte, w.o. leiersposisie, nie-bywoning van ekskursies, verbeuring van bloktyd, kleure verwerf mag nie gedra word nie, ens.
- Ontheffing van skoolampte
- Tydelike skorsing van klasbywoning
- Vermindering of verbeuring van akademiese punte
- Uitsetting uit die skool
- Enige ander straf wat as gepas beskou word

- No learner may leave the school grounds during school hours without permission from a grade head or assistant grade head.
- Should a learner be absent from a scheduled formal assessment or absent from school for a period of more than two (2) days, this leave of absence must be supported by a letter from a professional doctor.

3. DISCIPLINARY STRUCTURE

RESPONSIBILITIES

- The administering of disciplinary order and the disciplinary process is managed by the Head of Discipline together with the Headmaster, the management team, grade heads, teachers and the Midstream Council.
- A disciplinary committee will consist of the Head of Discipline or a delegated chairperson, one member of the management team and one member of the staff.
- Any learner that does not adhere to the Code of Conduct is subject to disciplinary action and may be punished in terms of the Code of Conduct. Should learners be found guilty of serious offences, the offence will be referred to the disciplinary committee by the Head of Discipline.
- It remains the teachers' duty to manage problems, specifically in the classroom, in a responsible manner. Personal involvement is of the utmost importance and staff members should not focus only on the Code of Conduct to address problems. Staff should manage problems in a fair and consistent manner.

CORRECTIVE MEASURES

The following corrective measures may be handed down to learners:

- Warnings
- School related tasks or community service
- Detention (1 detention for every 30 points)
- Loss of privileges, e.g. leadership positions, non-attendance of excursions, colours awarded may not be worn, etc.
- Suspension from representation on school councils
- Temporary suspension from attending class
- Reduction or loss of academic marks
- Expulsion from school
- Any other punishment deemed applicable

Hier volg 'n raamwerk waarbinne opgetree kan word om bepaalde oortredings te hanteer en te straf:

- 15 punte – die leerder word ingelig
- <30 punte – akademiese detensie geld
- 30+ punte – leerder se ouer(s)/voog(de) word gekontak en gewone detensie geld
- 50-60 punte – ouer(s)/voog(de) word per opvolg e-pos gekontak en detensie geld steeds
- 75-100 punte – ouer(s)/voog(de) word vir dissiplinêre gesprek met die graadhoof en Hoof van Dissipline gekontak

Herewith a guideline which may be used to manage and punish identified offences:

- 15 points – the learner is informed
- <30 points – academic detention applies
- 30+ points – learner's parent(s)/guardian(s) are contacted and normal detention applies
- 50-60 points – parent(s)/guardian(s) are contacted via follow-up e-mail and detention still applies
- 75-100 points – parent(s)/guardian(s) are contacted for disciplinary discussion with the grade head and the head of discipline

<ul style="list-style-type: none"> • Oortreding (5 punte) • Huiswerk nie gedoen nie • Take nie ingehandig nie • Skrifte/toerusting/dagboek nie by skool nie • Verbode aksies, w.o. (i) Betree verbode terreine; (ii) Liefkoos/omhels/hou hande vas in skooldrag, (iii) Kougomkouery • Laat vir skool of klas • Geen afwesigheidsbrief nie • Skeurstrokies/briewe nie terug nie • Voorkoms: netheid – en/of kleredragreëls nie nagekom nie • Vloektaal • Gebruik van selfoon of ander elektroniese apparaat sonder die nodige toestemming • Wegsteek van eiendom • Graffiti/slagspreuke op tas/dagboek • Leen huiswerk uit vir afskryf • Skryf huiswerk af • Rommelstrooi • LO-klere nie by skool nie
<ul style="list-style-type: none"> • Oortreding (30 punte) • Uitdaag van gesag • Afwesigheid sonder verlof • Teken uit met vervalste brief • Kleur van hare • Afwesig van klasse/sport- of kultuurspan/ dienspunte sonder toestemming • Ontwrigting van klasse • Onsportiewe gedrag • Baklei/dreig/intimidasië • Vandalisme – Beskadiging van eiendom/ medepligtige • Oneerlikheid – Skryf af in toets/eksamen • Pornografie • Rook of rookverwant (Vat sigaret aan van ander persoon, rook buite skoolterrein in skooldrag. In besit wees van rookmateriaal. Teenwoordigheid van ander leerders wat rook, ruik na rook.) • Oortredings tydens skooluitstappies • Nie bywoon van detensie nie • Vervals handtekening • Skryf brief of e-pos namens iemand • Vervalste telefoonoproep • Enige gedrag en optrede wat die skool se naam of beeld tot nadeel strek

<ul style="list-style-type: none"> • Offence (5 points) • Homework not done • Tasks not handed in • School work/equipment/diary not at school • Prohibited actions, e.g. (i) being in prohibited territory; (ii) kissing/hugging/holding hands in school wear, (iii) chewing bubblegum • Late attendance of school or class • No letter for absence • Reply slips/letters not returned • Appearance: rules for neatness and/or dress code not adhered to • Swearing • Use of cellular phone or other unauthorised electronic devices • Hiding possessions • Graffiti/slogans on school case/diary • Lend homework to copy • Copy homework • Littering • LO clothes not at school
<ul style="list-style-type: none"> • Offence (30 points) • Challenging authority • Absence without leave • Signing out with fake letter • Dyeing of hair • Absent from class/sports or cultural team/duty point without permission • Disturbance in class • Unsporting conduct • Fighting/threatening/intimidation • Vandalism – Damaging of property/accessory • Dishonesty – Cheating in tests/examination • Pornography • Smoking or smoking related (Take cigarettes from another, smoking outside school grounds in school wear, possession of smoking material, present whilst other learners smoke, smelling of smoke.) • Misconduct during excursions • Non-attendance of detention • Falsify signature • Writing letter or e-mail on behalf of another • Fake telephone call • Conduct or actions, which harm the image or reputation of the school

• Oortreding (30 – 60 punte)
<ul style="list-style-type: none"> • Rassistiese opmerkings • In besit wees van dwelms / drank • Onder die invloed wees van dwelms / drank • Diefstal • Seksuele teistering • Afknouery • Kriminele oortredings • Herhaalde oortredings van bogenoemde (bv. uitdaag van gesag)

• Offence (30 – 60 points)
<ul style="list-style-type: none"> • Racial remarks • In possession of drugs / alcohol • Under the influence of drugs / alcohol • Theft • Sexual harassment • Bullying • Criminal offences • Repeated offences of the above (eg. challenging authority)

HANTERING VAN OORTREDINGS

Enige straf kan na goeddunke vir 'n bepaalde oortreding toegeken word. Elke saak sal volgens die meriete daarvan hanteer word.

KLASVERWANT

- Personeel hanteer saak na goeddunke. (Persoonlike gesprek en waarskuwing)
- Indien geen verbetering nie, word oortreding op die administratiewe stelsel aangemeld.
- By herhaling van soortgelyke oortreding sal ouers gekontak word – verbeuring van regte/detensie.
- Tydelike skorsing.

ALGEMENE ORDE

- Persoonlike gesprek en waarskuwing
- Aanmelding op strafregister en toeken van detensie.
- By herhaling van soortgelyke oortreding sal ouers gekontak word – verbeuring van skoolregte / detensie.
- Tydelike skorsing.

ERNSTIGE OORTREDINGS

- Ouer(s)/Voog(de) word gekontak
- Finale waarskuwing
- Tydelike skorsing
- Dissiplinêre verhoor
- Permanente skorsing/uitsetting

PROSEDURE

- Alle oortredings sal deur die graadhoof binne sy bepaalde graadgroep hanteer word. Die graadhoof sal toepaslike strawwe toeken en leerders daarvan verwittig. Waar die graadhoof van opinie is dat die beweerde oortreding van 'n ernstige aard is, word die saak na die Hoof van Dissipline vir afhandeling verwys.
- Die Hoof van Dissipline sal die saak na behore ondersoek, wat die aanhoor van vertoë van die leerder of enige tersaaklike persoon insluit. Toepaslike strawwe sal daarna toegeken word en die leerder sal dienooreenkomstig daarvan verwittig word.

MANAGING OFFENCES

Any punishment deemed appropriate may be dealt out for a specific offence. Each case will be managed according to the merits thereof.

CLASSROOM RELATED

- Staff will manage the offence according to their discretion. (Personal discussion and warning.)
- Should there be no improvement; the offence will be recorded on the administrative system.
- Should a similar offence be repeated, parents notified – forfeiture of school privileges/detention
- Temporary suspension.

GENERAL ORDER

- Personal discussion and warning.
- Report on punishment register and detention handed out.
- Should a similar offence be repeated, parents notified – forfeiture of school privileges/detention.
- Temporary suspension.

SERIOUS OFFENCES

- Parent(s)/Guardian(s) contacted
- Final warning
- Temporary suspension
- Disciplinary hearing
- Permanent expulsion

PROCEDURE

- All offences will be managed by the grade head within his/her appointed grade group. The grade head will hand out appropriate punishment and inform learners thereof. Should the grade head decide that the offence is of a serious nature, the case will be referred to the head of discipline.
- The head of discipline will investigate the case properly, which includes listening to objections from the learner and any other relevant person and hand out appropriate punishment and advise the learner thereof.

- As 'n oortreding van so aard is dat die Hoof van Dissipline van mening is dat die saak deur 'n Dissiplinêre komitee hanteer moet word, sal die saak na die komitee verwys word vir afhandeling. Die Hoof van Dissipline moet die saak vooraf behoorlik ondersoek. Hierdie ondersoek sluit onder meer gesprekvoering met leerder en leerder se ouers in. Hierna word 'n aanbeveling aan die Dissiplinêre komitee voorgelê vir hantering en afhandeling van die aangeleentheid. Indien konsensus tussen die skool en leerder en sy ouers bereik kan word oor 'n bepaalde saak, in terme van erkenning van skuld, 'n gepaste straf of toepaslike berading, kan die Hoof van Dissipline die aangeleentheid afhandel onderhewig aan bevestiging deur die dissiplinêre komitee.
- Waar die Dissiplinêre komitee dissiplinêre aangeleenthede aanhoor, sal gemelde in teenwoordigheid van die leerder en sy/haar ouer(s)/voog(de) geskied. Geen leerder is geregtig om bygestaan te word deur 'n regsvertegenwoordiger nie, aangesien dit 'n interne, Midstream College, verhoor is. Leerders en ouers sal die geleentheid kry om vertoë te rig. Hulle is ook by magte om enige toepaslike getuie te roep. Die dissiplinêre komitee kan na afhandeling van die saak die leerder skuldig of onskuldig bevind en gepaste regstellende maatreëls oplê. Indien uitsetting 'n gepaste straf gaan wees, moet sodanige aanbeveling deur die Hoof bekragtig word.
- Should an offence be of such a nature that the head of discipline feels that the case should be managed by a disciplinary committee; the case will be referred to them for completion. The head of discipline must investigate the case properly beforehand with the learner and the learner's parents and a recommendation on how the case should be managed must be submitted to the disciplinary committee. Should consensus be reached between the school, the learner and the learner's parents over a specific case, in terms of admitting to guilt, an appropriate punishment or applicable counselling, the head of discipline may handle the case subject to confirmation from the disciplinary committee.
- When the disciplinary committee conducts hearings, these will take place in the presence of the learner and the learner's parent(s)/guardian(s). No learner is entitled to a legal representative, as it is an internal Midstream College hearing. Learners and their parents will be given the chance to raise objections and they are entitled to call relevant witnesses. The disciplinary committee may, on conclusion of the case, find the learner guilty or not guilty and hand out appropriate corrective measures. Should the outcome be expulsion, such a recommendation must be ratified by the Headmaster.

PROSEDURE T.O.V VERTOË EN BESWARE

- Leerders/ Ouers is by magte om skriftelik binne 48 uur teen enige straf, as hulle van mening is dat die skuldigbevinding of die straf onvanpas was, vertoë aan die hoof of die aangewese, onafhanklike appèlkomitee te rig, wat gemelde sal oorweeg en finaliseer.
- Die rig van 'n vertoë impliseer egter net 'n hersiening van die skuldigbevinding of die straf en nie 'n herverhoor nie.
- Die hoof of die appèlkomitee sal, indien moontlik, binne 5 werksdae na ontvangs van die vertoë, 'n finale beslissing fel. Die hoof of die appèlkomitee sal sy finale bevindings aan die leerder / ouers kommunikeer.

PROSEDURE T.O.V. DETENSIE

- Detensieklas vind op Maandae (Kwartaal 1 en 2) vanaf 15:30 – 17:30 of Vrydae (Kwartaal 3 en 4) vanaf 14:00 – 16:00 plaas.
- Akademiese detensie vind plaas op Maandae, Dinsdae en Donderdae vanaf 14:15 - 15:15, en op Woensdae vanaf 14:00 – 15:00.

PROCEDURE FOR APPEALS AND GRIEVANCES

- Learners/Parents are entitled to lodge a written appeal, within 48 hours, to the punishment handed out should they be of the opinion that the punishment is unjust or unfair. Such an objection must be directed to the Headmaster or the appointed, independent appeal committee, for consideration and finalisation.
- Lodging an appeal implies a review only and not a re-hearing.
- The headmaster or the appeal committee will submit his findings, if possible, within 5 working days of receiving the appeal. The headmaster or the appeal committee will communicate the final decision to the learner/parents.

PROCEDURE WITH REGARD TO DETENTION

- Detention class takes place on Mondays (Term 1 and 2) from 15:30 to 17:30 or Fridays (Term 3 and 4) from 14:00 to 16:00.
- Academic detention takes place on Mondays, Tuesdays and Thursdays from 14:15 to 15:15 and on Wednesdays from 14:00 to 15:00.

- Naamlys vir detensie moet Donderdagoggend tydens toetsperiode beskikbaar wees.
- Leerders teken die detensielys.
- Geen voedsel en/of koeldrank word in die detensieklas toegelaat nie.
- Geen gepratory word toegelaat nie.
- Normale regulasies vir skooldrag geld.
- Enige leerder wat nie die reëls nakom nie en/of laat kom, moet die detensie die volgende week herhaal.
- Graadhoofde mag alleenlik onder uiterse omstandighede EENMALIG (per kwartaal) uitstel vir detensie verleen.

PROSEDURE VIR TOESTEMMING OM DIE SKOOL-TERREIN TE VERLAAT

- Die skriftelike versoek om die skool te verlaat, word voor skool of gedurende registerperiode/pouse deur die betrokke graadhoof goedgekeur en nie in klastyd nie.
- Die graadhoof teken die brief van die ouers en reik 'n toestemmingsbrief aan leerders uit wat deur al die vakpersoneel geteken moet word. Die toestemmingsbrief moet getoon word voordat die leerder verskoon sal word.
- Ouers meld by die kantoor aan om hul kind te kom afhaal en die uittekenregister te voltooi.
- Die administratiewe personeel sal 'n briefie uitreik wat aan die sekuriteitsbeampte by die hek oorhandig moet word.
- Mediese afspraak moet vir die middag gemaak word.
- Indien 'n leerder die terrein vir deelname aan 'n sport- of kultuursoort verlaat, moet die sport- of kultuurorganiseerder of die afrigter 'n e-pos aan die personeel uitstuur.

- Name list for detention will be available on Thursday morning during test period.
- Learners must sign the detention list.
- No food and/or beverages may be taken into detention class.
- No talking is allowed.
- Normal school wear rules apply.
- Any learner who does not abide by the rules and/or arrives late will have to repeat the process the following week.
- Grade heads may only under extreme circumstances give permission for postponement ONCE (per term).

PROCEDURE: PERMISSION TO LEAVE SCHOOL GROUNDS

- The letter requesting permission to leave should be handed to the grade head before school, during the register period or break time, not during a lesson period.
- The grade head will sign the letter requesting permission to leave and issue the learner with a letter of permission that has to be signed by all subject teachers. The learner shows the letter of permission to the class teacher before leaving.
- Parents have to report to the office in order to collect their child and to complete the sign out register.
- The administrative staff will issue a letter that must be handed in at the security.
- Doctor's appointments must, as far as possible, be scheduled in the afternoons.
- When a learner needs to leave the school grounds as a result of sport or culture, the sports or cultural organiser or coach sends out an e-mail informing the staff.

