



PARKLANDS COLLEGE

LEARNERS' CODE OF CONDUCT

**An extract from Parklands College Procedures and Guidelines
May 2009**

In order to maintain the standards and objectives of the College, all learners are required to familiarise themselves with the conduct, norms and expectations of the College.

LEARNERS' CODE OF CONDUCT

PREAMBLE

We openly encourage the development of responsibility, self-discipline and mutual respect in order for each Parklands College learner to reach his / her full potential - academic, cultural, social, and recreational - both as individuals and as co-operative members of a learning community. The Pastoral Care of each of our learners is a priority.

It is the aim of the College to develop a positive and fruitful educational environment in which rewards for, and recognition of achievement are more in evidence than sanctions and punishment. A Code of Conduct in this context serves the purpose of setting down the parameters of acceptable behaviour. It is deliberate policy to keep rules as positive expectations and not as negative prohibitions. Above all, we expect Parklands learners to be sensible.

Presented here is a list of rules and agreements a Parklands learner makes on admission to the College. An appendix at the end of this document contains examples of infringements of the rules and agreements for which a learner may expect disciplinary action. The rationale behind each category is explained and the general sequence to be followed, in the case of misconduct, is set out.

1.1 COMMON DECENCIES

1. Familiarisation with the College's Statement of purpose, its Vision and Code of Conduct.
2. Mutual respect and good manners.
3. Neatness and tidiness in dress, grooming and all undertakings. See **Addendum A**.
4. Mindfulness of basic economics and time management.
5. An appreciation for the College property, its facilities and its contents.

1.2 CATEGORY 1 RULES & AGREEMENTS

1. Courteous and polite behaviour to all staff, learners and visitors to the College.
2. Responsibility and industry in your studies, your work and your play.
3. Helping other students in their studies when appropriate.
4. Being where you should be at the right time.
5. Care for the College and care for your personal belongings.
6. Neatly covered books, handled with care and respect.
7. Familiarisation with the rules pertaining to specific areas. (e.g. Information Technology)
8. Proper care of yourself and allowing others to do the same.
9. Helping to maintain a high values system.
10. Pride in wearing your College uniform smartly - as an ambassador.
11. Switching cellular telephones off before the start of the Academic Day.
12. Consumption of food or beverages when and where appropriate.

1.3 CATEGORY 2 RULES & AGREEMENTS

1. Honesty.
2. Taking responsibility for your own acts.
3. Respecting others' belongings and their persons.
4. Doing nothing to impede your or others' educational opportunities.
5. Safeguard and keep honest the repute of Parklands College, its staff and learners.
6. Parklands learners do not bring onto Campus anything harmful, or potentially harmful, without the Principal's permission.
7. Respect for others' computer software.
8. Parklands learners do not possess, or use, tobacco, alcohol or any form of illegal drug or potentially habit-forming substance on Campus or off Campus while in College uniform or on a College-sponsored outing.

1.4 CATEGORY 3 RULES & AGREEMENTS

1. Keep the Campus and your personal lives drug-free.
2. Total respect for others' files and software, whether on our network or beyond.
3. Absolute avoidance of smutty or indecent Internet sites.

4. Uphold the Code of Conduct of the College.
5. Obey the Laws of the Land.

1.5 THE COLLEGE DISCIPLINARY COMMITTEE

Ordinarily, the College Disciplinary Committee consists of a chairperson and teachers appointed by the Principal. The Committee shall be convened when required, by the Principal. The Committee shall keep a record of all disciplinary matters and shall also make recommendations to the Principal, if appropriate, after all Disciplinary Hearings.

1.6 EXAMPLES OF INFRINGEMENTS OF OUR CODE OF CONDUCT

Examples of common decencies being infringed

1. Excessive noise or 'horseplay' (yelling, loud disturbing actions)
2. Making and leaving a mess
3. Persistently leaving lights on or water running or otherwise wasting College resources or materials
4. Being discourteous to management, teachers, fellow learners or visitors
5. Being ignorant about matters in the Code of Conduct

Rationale and sequence

Infringements of common decencies are generally minor mistakes and are dealt with by correction, reprimand, warnings or de-merits. Repeated infringements will certainly be viewed in a more serious light. Teachers will record repeated reprimands.

Examples of where Category 1 Rules & Agreements are infringed

1. Playing ball-games within the environs of the College buildings
2. Refusing to comply with a reasonable request by a Prefect or appointed leader
3. Being discourteous to management, staff or visitors to the College
4. Flaunting the Dress Code of the College (Appendix 1) eg. by omission of certain uniform items or by combination of College uniform and civilian (casual clothes) dress
5. Disturbing a class or disrupting a meeting
6. Putting up posters or circulating pamphlets without the permission of the Principal and Director
7. Continued ignorance of College rules or policy
8. Failing to comply with any rules applicable to specific departments, centres or laboratories
9. Leaving a classroom or the Campus without permission
10. Failing to attend a class or a scheduled activity without permission
11. Misuse, loss, waste or damage of College material
12. Failing to hand a letter of request from your parents to your coach, well beforehand, in order seek exemption from a practice or match
13. Failing to remain committed to a chosen cultural society or sporting code for at least the remainder of the current term
14. Failing to report to a staff member when feeling sick or when requiring attention
15. Using or moving another learner's property without permission
16. Unsanitary actions
17. No form of intimacy between pupils is allowed at College or while wearing the College uniform
18. Hitch-hiking anywhere, at any time, while in College uniform
19. Refusing to talk to a staff member about a discipline or study issue
20. Withholding information regarding a serious infringement
21. Impeding a disciplinary investigation or action
22. Damaging another's property without rectifying the damage
23. Failing to use a dustbin for litter
24. Having anything other than the learner's name written, drawn or painted on the outside of a learner's College bag
25. Riding or operating any motor vehicle, motorcycle or bicycle on the Campus
26. Chewing gum on Campus or while in College uniform
27. Consuming food or beverages when inappropriate

Rationale and sequence

Category 1 infringements are addressed by the learner's class teacher or Grade Head in consultation, when necessary, with the relevant Principal. A learner may be asked to look at

his/her behaviour and sign a promise of good behaviour for a specified time. He or she may be asked to make up for the damage done by contribution of time, effort or work at, or beyond, a Detention Class. A learner may be asked to look at his / her agreements with his / her family and the College and rectify their behaviour. Alternatively, or in addition, a learner may be asked to look at his / her current condition in life and change it for the better. All of the above actions are intended to help the learner improve his / her behaviour on his / her own. If a learner disagrees, he / she may request a Disciplinary Hearing with the Disciplinary Committee. If the learner refuses to improve his / her behaviour, he / she may then be given a disciplinary hearing by the Disciplinary Committee.

Examples of where Category 2 Rules & Agreements are infringed

1. Absence without prior leave from a scheduled College match or fixture
2. Bringing any form of drugs onto Campus or encouraging drug use by others
3. The use of foul or unacceptable language on Campus at any time and in any company
4. Discussing a test or examination with another learner during such test or examination
5. Lying, cheating or plagiarism
6. Falsification or omission of information
7. Falsifying a communication from teachers, administration staff or parents
8. Fighting or bullying
9. Seeking to shift the blame to another for the consequences of one's own actions
10. Leaving the Campus at irregular times without permission
11. Truancy / Serious neglect of academic responsibilities (eg. Falling two weeks behind target overall or consistent and repeated failure to complete assignments or other responsibilities.
12. (Severe form of Category 1 infringement)
13. Borrowing another's belongings without permission
14. Refusal to write a test or examination
15. Illegally taking or possessing College property, whether physical or virtual
16. Intentionally damaging or destroying the property of others (severe form of Category 1 infringement)
17. Falsely attesting to the completion of a course or assignment
18. Any wilfully disruptive act which disturbs the College community as a whole
19. Causing, or attempting to cause, another learner to be disciplined by giving false reports about him or her
20. Failing to report a Category 3 infringement to a staff member
21. Dealing in harmful rumours to destroy the authority or repute of management, staff or fellow learners
22. Sexual activities (including petting) on Campus or on a College-sponsored trip or off Campus while in College uniform
23. Wilful loss or destruction of College property
24. Being a known accessory to a Category 3 infringement
25. Bringing onto Campus any firearm, weapon, firework or any pornographic or otherwise undesirable literature, or computer software

Rationale and sequence

Category 2 infringements are generally addressed by the Disciplinary Committee which shall investigate the alleged offence and call a disciplinary hearing if necessary. A recommendation shall then be made to the Principal. A Category 2 infringement may result in suspension (on or off Campus) or dismissal if it clearly warrants it. If a Category 2 infringement is repeated, or reaches a magnitude harmful to the College community, it may be reclassified as a Category 3.

Examples of where Category 3 Rules & Agreements are infringed

1. Using tobacco, alcohol or a potentially habit-forming substance on Campus, on a College-sponsored trip or off Campus while in College uniform - or being in the company of anyone infringing this rule
2. The use of solvents, glues and aerosols in a manner likely to harm the user is forbidden
3. Harassing another learner or threatening another physically, mentally or emotionally
4. Physically harming another learner
5. Lying during a Disciplinary Investigation or Disciplinary Hearing
6. Hacking into any computer area from which one is denied normal access, whether on the fileserver or via a modem
7. Viewing, loading, downloading or saving pornographic or otherwise undesirable pictures, text or illustrations from the Internet or e-mail facilities.
8. Stealing
9. Wilful damage to College property or equipment
10. Felony offences according to the law of the Land

Rationale and sequence

Category 3 infringements are usually actions or omissions undertaken with full knowledge and forethought to knowingly suppress, reduce or impede the Parklands College ethos or a member of the Parklands College community. Although the Disciplinary Committee shall assist the Principal in the investigation of a Category 3 infringement, the Principal may, for the protection of the College Community, request the parents of the offender to remove him / her from the College permanently and to seek placement of their son / daughter in another College. Alternatively, the Principal may recommend to the Board of Directors, the expulsion of a learner should this be deemed to be in the best interests of the College Community. If necessary, the police are to be summoned and/or formal charges laid.

The parents may appeal against the decision to expel their child. Should this be the case, the matter shall at once be referred to the Board of Directors' Disciplinary Sub-Committee for their consideration. Parents shall have the right to be heard in this forum and shall then abide by any decision taken.

Parents and learners alike are to take special note (in advance of admission to the College) that ANY drug-related offence may incur expulsion. The Board of Trustees has expressly instructed the Principal to act swiftly and decisively in this regard. A breach of this rule is a most serious breach of the basic ethos of the College.

SPECIAL NOTE: SHOULD THE ACTIONS OF A LEARNER RESULT IN EXPLUSION, THE COLLEGE RESERVES THE RIGHT TO WITHHOLD THE REGISTRATION FEE, WHERE APPLICABLE, OR ANY OTHER DEPOSITS OR MONIES PAID IN FORFEITURE.

2 SUBSTANCE ABUSE

2.1 PREAMBLE

Reasonable or suspected involvement (on a balance of probabilities) with any form of illegal or known habit-forming substance is seen as a transgression of the Parklands College Code of Conduct. Disciplinary Procedures will follow in all cases. This policy applies to all learners on or off Campus, in or out of College uniform ...

while participating in College activities
while in a public area where association with the College is recognised

The cornerstone of our policy will rest upon

1. Concern for the physical, social and emotional well being of each learner
2. Prevention through information and awareness
3. Fair and considered disciplinary procedures
4. Parental, staff and learner involvement in disciplinary procedures

This policy is based on the fact that the use of alcohol by minors and the possession, selling or use of drugs is unlawful.

All learners and their parents from Grades 7 – 12 are expected to familiarise themselves with this policy and to sign a declaration thereby agreeing to these regulations.

2.2 POLICY REGULATIONS

We reserve the right to:

1. request blood and / or urine testing by a qualified practitioner after our internal screening
2. administer random drug screening as per the policy set out in 2.5.
3. search personal effects of the learner, including lockers, in the presence of the learner concerned.
4. request the learner to empty his or her pockets of all contents in the presence of same gender member of staff
5. call upon the Police Force / Narcotics Bureau to act on our behalf and/or to intervene at any time.

2.3 UNDERTAKING

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We undertake to:

1. Inform parents immediately of any rumours or suspicions regarding substance abuse by their children
2. Inform our learners of the dangers of substance abuse by obtaining the services of knowledgeable professionals
3. Support a learner who requests help from a tutor or member of staff with regard to drug use or an addiction problem. Help will be sought in conjunction with parents. Amnesty will not apply to a learner who is caught violating the substance abuse policy

The process and consequences of this policy should be seen as an honest attempt to prevent learners from experimenting with harmful substances and not as a process of victimisation.

2.4 PROCEDURES AS A RESULT OF SUSPECTED TRANSGRESSION

1. Parent / guardian will be informed personally in addition to a written report. The parent / guardian will be informed by the Principal or appointee in the presence of at least one other member of staff
2. The Learner may be suspended with immediate effect until a mutually agreed date in the future is set, at which time the matter will be investigated
3. First Disciplinary Meeting: Establishment of facts in presence of learner, parent / guardian and at least two members of the disciplinary committee. An appointed Secretary will minute the meeting, these minutes will be available
4. Second Disciplinary Meeting: Professional legal representation by both parties is permitted
5. If, in the opinion of the College, the learner is guilty of a **minor** offence and a re-occurrence is unlikely, we reserve the right to
 - a. withdraw certain rights and privileges
 - b. prescribe appropriate community service
 - c. suspend the learner in order that appropriate counselling may be received

2.5 RANDOM DRUG SCREENING PROCEDURES

PREAMBLE

The Substance Abuse Policy is designed to inform parents of the College's intent to protect each and every learner. We have determined that the institution of random drug screening will take place periodically without prior warning.

The idea is not to vilify those learners who do not get a clean report after such a screening, but to rather help the learner cease his/her use of the prohibited substance and at the same time deter our learners from submitting to peer pressure to experiment by citing the random screening as their reason.

Parklands Educators have been trained to use Drug Detective, an advanced drug wipe detection system for surfaces. Drug users leave traces of their drug abuse on everything they touch. By wiping the surface the learners have touched, the presence of Speed, Cocaine, Crack, Marijuana, Ecstasy, Heroin, TIK/CAT, Amphetamine and Methamphetamine can be traced.

PROCEDURES

The procedures which will be followed:

1. A whole grade will be alphabetically, according to surnames, divided into groups of 6 learners.
2. The learners in each group will be asked to fingerprint on a transparency sheet. Members of management i.e. principals, associate principals, faculty tutors will supervise the process.
3. The Drug Detective kit will be used to test for the presence of any illegal substance.
4. Should there be a positive result in a group, all learners will be asked to fingerprint again, but only the learners in the positive group will be tested individually. Learners will not know which group is being re-tested.
5. Parents will be advised in confidence by the Principal of a positive outcome for substance abuse.

CONSEQUENCES:

In the event of a positive outcome for substance abuse, the College will ...

- a. undertake to protect the anonymity of the learner, provided the learner cooperates with a rehabilitation programme
- b. advise the parents with regard to sourcing counselling
- c. advise the parents with regard to rehabilitation programmes
- d. insist that the learner is available for follow-up screening at any time
- e. insist that the learner agree and sign an undertaking to abide by the rehabilitation programme
- f. insist that the learner maintain confidentiality regarding the above process

In the event of a learner refusing to cooperate with the programme, disciplinary procedures may be initiated which could result in the temporary or permanent suspension of the learner as set out in the Code of Conduct accessible to all Parklands learners on the College Intranet.

The process and consequences of this procedure should be seen as an honest attempt to prevent learners from experimenting with harmful substances.

3 ANTI- BULLYING POLICY

Mission

The mission at Parklands College is for the staff and learners, supported by the parents, to work together to provide for the growth of each individual by building mutual respect and responsibility within a secure and supportive structure.

Definition

Bullying is repeated verbal, psychological or physical aggression conducted by an individual or group against others.

Aim

The aim of the policy is to:

- a. Provide a safe learning environment.
- b. Create a supportive, transparent climate which encourages learners to disclose incidences of bullying behaviour.
- c. Raise awareness of the issue and to provide information to the learners, parents and staff.
- d. Support and empower those affected by bullying behaviour and for those involved therein.
- e. Implement procedures to address bullying behaviour.

Consequences

Learners who are found to be bullying face a range of consequences. Any retaliation against someone who reports bullying will be dealt with very seriously.

1. The Learner

Level One

- a. The victim approaches an educator.
- b. The educator deals with the issue by discussing it with both parties and taking the necessary steps.

Level Two

- a. If the bullying persists, the educator and the learners approach the Grade Head.

Level Three

- b. If it still persists, then they approach the Principal / Associate Principal of the faculty.
- c. At this level, there is a disciplinary hearing whereby the parents of both parties are notified and become involved in the appropriate course of action.

2. The Perpetrator/s

- a. The name of the bully is entered in a register.
- b. As mentioned above, there are formal interviews with all concerned parties which may include witnesses.
- c. Counselling takes place at each level and a written account is kept on record.

- d. The appropriate form of discipline takes place depending on the severity of the action. This may take any of the following forms:
- Verbal warning
 - Detention
 - Suspension
 - Expulsion

3. The Educators

- a. Staff development takes place on a semi-regular basis e.g. conflict management and bullying courses
- b. Areas of concern are monitored especially at break.
- c. Peer support teams are established.
- d. Issues are integrated throughout the curriculum on a continual basis and at designated times e.g. assembly
- e. Awareness is created with certain events such as an 'Anti-Bullying Day' and erecting a 'peace pole'.

4 RIGHT OF ADMISSION

We reserve the right of admission and the right to request a parent to remove a learner from Parklands College, should we consider this to be in the best interest of the learner.

CHRISTOPHER ROBIN AND PARKLANDS COLLEGE reserves the right to amend, vary, modify, update or delete ("the amendment") the Rules of the Pre-Primary and College from time to time. Whenever possible, parents will be notified of these amendments.

5 INFORMATION TECHNOLOGY POLICIES AND RULES

(Any contravention of the rules listed below may lead to warnings, disciplinary hearings and possible expulsion from the College)

	Rating
8.1 PARKLANDS COLLEGE LOCAL AREA NETWORK	
8.1.1 General	
<ul style="list-style-type: none">• Only authorized Parklands users will be allowed to work on a laptop/computer and log on to the network.	3
<ul style="list-style-type: none">• You must treat your laptop/computer with care and respect.	1
<ul style="list-style-type: none">• Learners may not log onto the Local computer/laptop as Administrator during class time.	2
<ul style="list-style-type: none">• During class times restrictions are applied to Learners laptops/computers.	
<ul style="list-style-type: none">• Food and beverages must not be eaten near or around the laptop/computer or taken into any IT Room at all.	1
<ul style="list-style-type: none">• All users must log off from the laptop/computer they are using once they have finished using it.	2
<ul style="list-style-type: none">• Computer Games are not allowed on the Parklands College Network unless they have been pre-arranged by a Network Administrator.	2
<ul style="list-style-type: none">• All data on the Parklands College network is the sole property of Parklands College and can be viewed or accessed at any time by the Parklands College Network Administrators.	
<ul style="list-style-type: none">• All work must be saved onto the server for backup purposes. The College cannot be responsible for loss of work due to hardware or software failure if this is not done.	
8.1.2 Hardware	
<ul style="list-style-type: none">• Nobody may use another user's laptop without the express written permission of that user's parent. On a parent's consent the laptop must stay in sight of the owner at all times.	2
<ul style="list-style-type: none">• IBM Hardware-related problems must be reported to the Network Administrator, Laptop Technician at break times or after school. It will be attended to as soon as possible. If it cannot be fixed by us it will be delivered to IBM, Cape Town for repair. It will be repaired in 3 days. A swap-out will be arranged, if available. It will not necessarily be the same specification as the laptop being repaired.	
8.1.3 Software	
<ul style="list-style-type: none">• No unlicensed software may be installed on a laptop/computer that is used on the school premises.	2
<ul style="list-style-type: none">• Any College software borrowed from the software library should be signed out and back in again, on return.	1
<ul style="list-style-type: none">• No pre-installed College software may be uninstalled or disabled.	2
<ul style="list-style-type: none">• Software-related problems should be reported to the Laptop Technician / Network Administrator at break times or after school. It will be attended to as quickly as possible. A laptop/computer may be re-imaged and all work may be lost, therefore please save your data onto the network.	
8.1.4 Security	
<ul style="list-style-type: none">• Laptops must either be on your person or locked in your locker on the school premises.	3
<ul style="list-style-type: none">• Laptops must not be visible, outside of the school grounds while waiting for your lift. They must be kept in your bags.	1
<ul style="list-style-type: none">• Laptops must be kept locked in your lockers or left at home if you are visiting another school or institution.	2
<ul style="list-style-type: none">• All passwords must be kept confidential.	2
<ul style="list-style-type: none">• Users are not permitted to access or attempt to access private or secured data.	3
<ul style="list-style-type: none">• No user is permitted to log on to the Parklands College Local Network on behalf of any other user.	1
<ul style="list-style-type: none">• Users are not permitted to have any hacking software or documentation in their possession, installed on their laptops or running on a laptop/computer. Attempts to hack the network, its peripherals and servers are treated very seriously.	2
<ul style="list-style-type: none">• Laptops must not be left in your car.	2

- Do not leave your laptop unattended in the classroom, it must always be locked away safely if not being used. 2
- All users must lock the laptop/computer they are using if they need to leave it unattended for any period of time. 2

8.1.5 E-mail and Internet Access

- Users are not permitted to visit any undesirable, unsuitable or pornographic websites at any time, or forward such e-mail on to anyone. If any such a site is found or any such e-mail is received from the Internet, please notify the Network Administrator immediately 3
- Users are not permitted to download files or software from the Internet that is unrelated to a learning area or lesson at hand e.g. games. * **Downloading includes watching videos from the Internet and browsing and saving pictures, files and software from the Internet.** 2
- Users must request permission from the Network Administrator to download relevant files and software from the Internet as they may have already been downloaded. Too many concurrent downloads severely impacts on our Internet services e.g. e-mail. 2
- Users may not send chain letters via the network. 1
- Personal e-mail may not interrupt normal duties and should only be accessed during official breaks or free periods. 2
- Users may not send abusive, undesirable or unsuitable e-mail to anyone 3
- Users are not able to send mail messages larger than 2 MB in size.

8.2 REMOTE ACCESS (ALL IN PARKLANDS COLLEGE LOCAL AREA NETWORK APPLIES)

Remote access means the access of College data, software or hardware from outside of the College grounds via a Public Switched Telephone Network (dial-up service) or a Wireless mechanism by any authorised user.

- Users may not divulge any passwords, telephone numbers, encryption keys or login names to anyone.
- The College may terminate user access if payment is not received before/on the 1st of every month.
- All users hold harmless and absolve the College, its Directors, Principals, teachers, staff, employees or agents against all or any loss, damages (direct or indirect, consequential or otherwise) or, expenses, costs (including legal costs) suffered and/or incurred by the user's equipment in the course of any access to the College network, including but not limited to, computer viruses and computer spy-ware.

8.3 OFFENCE LEVEL RATINGS AND OUTCOMES

Offence Level Rating	1 st Instance	2 nd Instance	3 rd Instance
1st	Demerit and Principals Office	Demerit and Principals Office	Disciplinary Hearing
2nd	Demerit and Principals Office	Disciplinary Hearing	
3rd	Disciplinary Hearing		

***PLEASE COMPLETE & RETURN THE SLIP on last page of booklet**

DECLARATION

We (parent name in full)

and (learner name in full) agree to abide by the rules of the College and Information Technology, Terms and Conditions of the Code of Conduct as set out in this booklet, in honour of our College and consideration of our community. I, as a learner pledge the following:

Classroom rules

1. Show respect for others
2. Produce quality work
3. I will work to the best of my ability
4. I will respect the right of others to learn
5. I will respect the person and property of every other member of the College Community
6. I will care for the College Environment
7. I will show courtesy and respect towards all staff and I will meet their requirements in and out of the classroom
8. I will arrive at College on time and attend all classes punctually
9. I will wear my College uniform correctly and with pride
10. I will be properly equipped for all lessons and complete the homework set in each subject
11. I will not bring into the College grounds, Campus or buildings, alcohol, drugs, offensive or dangerous weapons, cigarettes, lighters or matches or use them on any College occasion
12. I will behave responsibly when representing the College and will obey the rules set for College teams and functions
13. In order to arrive punctually for the start of the Academic day, I will travel to and from College by the most direct route without stopping unnecessarily
14. I will be courteous and helpful to College visitors and to members of the public on the street and on public transport
15. I will not chew gum
16. I will make sure that my cell phone is switched off during College hours and kept in my locker, which will be locked at all times.
17. I will be responsible for the safekeeping of my personal possessions and sporting / academic equipment.
18. I will not violate any rules to the Technology Code as set out in the booklet

Parents are reminded that the enrolment form is a legal document and that a condition of enrolment is that the pupil is fully prepared to abide by the rules of the College.

This Declaration must be returned to the College signed by a parent and the learner.

Signed by :
Learner Parent

Date:

Cut & Return



***PLEASE COMPLETE & RETURN THE SLIP**
Cut and Return



I,, understand that I have the use of a laptop/computer for the academic year of and that my work will be monitored during this period. If my work does not attain an acceptable standard I may lose the privilege of using the laptop/computer for the remaining period of the year. By signing this form I understand and agree to abide by the rules as listed in the Information Technology Policies and Rules document above.

Learner's Full Name: _____ Parent/Guardian's Full Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

ADDENDUM A

**Parklands College dress and grooming regulations*

1. Boys

Hair:

The prerequisite for any hairstyle allowed at the College is that it must be neat and not outlandish and conspicuous.

We feel positive about the modern trends reflected in our learners' hairstyles, because we believe in allowing individuality, while at the same time maintaining standards.

Hair must be short at the back with hair not over the collar of the shirt and fringes may not be below the eyebrows. Sideburns may only be up to the middle of the ear. No skin heads, but a brush cut is acceptable. Mohawk and mullets styles are not allowed.

Colouring of hair: Highlights or one colour only.
Complete bleaching of hair not allowed.
Unnatural colours not allowed.

Gel: Gel is allowed if the hair is styled in a neat way, i.e. spiky hair must all be in the same direction and long hair may not be all slicked back.

Ethnic hairstyles: No dreadlocks are allowed
Plaits must be neat and at the back no longer than the collar of the shirt.

Shaving: Boys must be shaved at all times.

No jewellery, other than a watch and a 'Medic Alert' item, may be worn.

Uniform:

Grey socks only. White socks are not allowed.

Smart black laced or slip-on shoes.

Grey pants with appropriate length.

Pants must be properly pulled up and tied with a black belt.

Ties must be worn correctly.

Only Parklands College blue school bag may only be used.

The principal and staff must be satisfied with a learner's dress and grooming at all times.

2. Girls

Hair:

The prerequisite for any hairstyle allowed at the College is that it must be neat and not outlandish and conspicuous.

We feel positive about the modern trends reflected in our learners' hairstyles, because we believe in allowing individuality, while at the same time upholding the fine image of the College.

Grooming:

French manicures are allowed, but nails have to be an acceptable length as determined by the **head of girls' grooming**.

Concealer is allowed, but no heavy foundation and/or make-up (eye liner, mascara, etc.)

Hair length must be above the collar, otherwise hair must be tied.

Long hair must be tied back and fringes kept short.

Long fringes must be clipped back and not be left hanging loose in the front.

Hair accessories must be in school colours only.

Big combs or outlandish hair styling is not permitted.

Colouring of hair is restricted to highlights or one colour only.

Complete bleaching of hair is not allowed. Unnatural colours are not allowed.

One plain stud or sleeper per ear lobe may be worn and no other jewellery is permitted, except Medic Alert bracelets.

Socks may not be worn under stockings.

Skirts may not be rolled up in order to shorten them.

Ties must be worn correctly.

School shoes should be clean with laces tied / buckles fastened. **No other footwear** is allowed.

Only Parklands College blue school bag only.

The principal and staff must be satisfied with a learner's dress and grooming at all times.

3. Sports uniform:

Only regulation Parklands College sports attire is permitted when playing fixtures. The uniforms can be purchased at Arc Sportswear. **(021- 556 7265)**.