

Policy and Procedure: **AC2**

## INTEGRITY OF ACADEMIC WORK

(this policy replaces and incorporates the previous policy 008 Late Submission of Work and Plagiarism)

### Purpose:

The purpose of this policy is to ensure learners, parents and teachers are fully aware of what is expected from learners as well as how dishonesty will be dealt with. The following forms of dishonesty are identified:

#### 1. Cheating

Cheating in a formal assessment may include:

- Having books or notes available even if they are not physically used.
- Copying from another learner or assisting another learner.
- Giving or receiving answers/assistance by verbal or non-verbal cues
- Using or being in possession of a cell phone, tablet or any other electronic media
- Using a programmable calculator, when it is not allowed.
- Talking or attempting to communicate during a test or examination.
- Obtaining a copy or part of a test or examination or the marking memorandum/guidelines thereof prior to the assessment taking place
- During the moderation or checking stage altering or attempting to alter an answer or marks
- Writing the assessment (project etc.) for another learner or having someone else write the work in the learner's stead.

#### 2. Misrepresentation

This occurs when any academic result is changed (e.g. test, assignment etc). This also includes signing of absentee notes, detention slips or any other correspondence between the school and parent/guardian.

#### 3. Plagiarism

This occurs when an entire piece of work, or a portion thereof; or ideas are passed off by a learner as his or her own work or ideas.

The three forms of dishonesty as indicated above are unacceptable.

## Consequences

The following should occur:

### 1. Cheating

- The teacher/supervisor concerned to write a brief report indicating the relevant details
- If a report is given by another learner then person receiving the report should note the relevant details
- This must be discussed with the Principal who will meet with the learner
- The parent/guardian should then be called in for an interview
- Occurrences of cheating – not in an examination
  - For a first offence, not in an examination setting, the learner will receive a warning letter and a detention
  - For a second offence, not in an examination setting, the learner will receive a final warning and a detention.
  - For a third offence, not in an examination setting, the learner will be asked to leave.
  - The learner may be required to stay after school on a Friday (not within their detention session) to complete or redo the work.
- Occurrences of cheating – in an examination
  - For a first offence, in an examination setting, the learner will receive a final warning and a detention. Should this occur then the learner will be asked to leave.
  - The learner may be required to redo the examination or lose marks for the part of the work they were found cheating in.
- In a Grade 12 final examinations, the rules of the Department of Education will apply – the matter will be reported as an irregularity and the learner may be refused access to the National Senior Certificate for a period of up to three years.

### 2. Misrepresentation

- Parent/guardian is to be informed
- Two detentions are to be served.
- A warning letter may be issued for repeat offences

### 3. Plagiarism

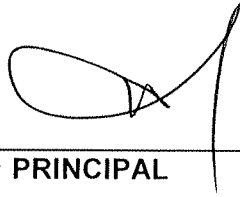
- Parent/guardian to be informed
- Detention to be served
- Marks to be deducted in proportion to the amount of work plagiarised e.g. 10% of the work plagiarised results in 10% of the mark deducted.
- If more than 50% of the work has been plagiarised then the work must be re-done to the teacher's satisfaction or a mark of 0 must be applied

## LATE SUBMISSION OF WORK

- Work refers to projects, assignments, research etc. (homework is dealt with in the code of conduct).
- Demerits must be issued using the 1,2,3 system:
  - If work is not submitted on the due date issue one demerit,
  - If work is not submitted on the next day then two demerits are issued,
  - If work is not submitted on the day after then three demerits are issued.

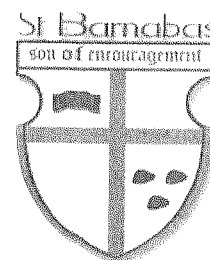
- These six demerits will result in one detention at which time the outstanding work must be completed.

(adapted from existing St Barnabas policy and documents from Clifton College)



**SIGNATURE: PRINCIPAL**

Date reviewed/modified: **February 2014**  
Next review date: **November 2015**



Policy and Procedure: **AC4**

## LEARNER ABSENCE FROM FORMAL ASSESSMENT

**Purpose:** The aim of this policy is to guide teachers, parents and learners as to the procedure to be followed if a learner is absent from a formal (SBA) assessment, particularly as applied to control tests and examinations.

### CONTROL TEST

1. A learner is required to produce a Doctor's letter to account for an absence during a control test. A well-detailed letter from a parent may be accepted provided the learner does not have a history of absenteeism.
2. The letter must be given to the class teacher who must initial and date the letter. This class teacher must file this in the learner file. A subject teacher should enquire with the class teacher if such certificate/letter has been received.
- 3.1 The subject teacher must advise the learner that the missed test or approved substitute will be written on the very next Friday during the detention period.
- 3.2 The subject teacher is to ensure the test and learner are brought through to the detention venue. The detention teacher will administer the test. If a teacher is away then suitable arrangements must be made beforehand to ensure the detention teacher receives the test with instructions etc.
- 3.3 The completed test is to be placed in the subject teacher's drawer by the teacher on detention duty.

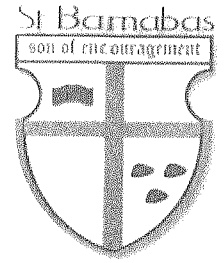
### EXAMINATION

1. Only a Doctor's letter will be accepted should a learner be absent from an examination.
2. The learner may be required to write the examination, or an alternate examination, or depending upon the circumstances of the absence, may be given an assessed mark.
3. The subject teacher should direct queries in this regard to the principal for clarity and direction.

**SIGNATURE: PRINCIPAL**

Date implemented:  
Next review date:

**March 2013**  
**November 2015**



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Policy and Procedure: AC5

### MINIMUM REQUIRED ATTENDANCE FOR NATIONAL SENIOR CERTIFICATE EXAMINATION ENTRY

**Purpose:** The aim of this policy is to ensure Grade 12 learners and parents understand attendance expectations in order to write the National Senior Certificate examinations.

1. In order to be registered for the National Senior Certificate examinations a learner must attend at least 80% of their lessons for each subject.
2. The school reserves the right to deregister any learner who does not meet this criterion.

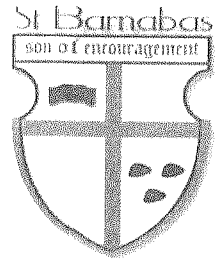
In order to ensure this is correctly managed the following will occur:

- Weekly attendance and lateness will be monitored.
- Parents will be regularly updated as to a learner's absence or lateness.
- It is expected that parents will do their duty in ensuring the learner is not needlessly absent or late.
- Parents will be notified should a learner be at risk of de-registration.

Notwithstanding the above, in exceptional cases (for example where health issues are involved) the school reserves the right to exercise its sole discretion to allow a learner to write the examinations.

SIGNATURE: PRINCIPAL

Date implemented: January 2015  
Next review date: November 2015



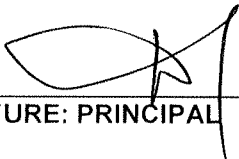
Policy and Procedure: **DIS3**

## **BULLYING**

**Purpose:** The aim of this document is to ensure the teachers are aware of how to manage incidents of bullying.

*Bullying must be seen as intentionally tormenting another individual in a physical, verbal or psychological manner.*

1. Where incidents of bullying (physical, verbal, psychological including cyberbullying) are identified the following must occur:
  - The Principal must be informed
  - The victim of the bullying must be interviewed and this must be documented to ascertain a full and clear picture with regards to the incidents (including time, date, place where possible).
  - The bully must be interviewed and this must be documented.
  - Where there is contradictory information, independent witnesses should be sought wherever possible.
  - Parents of both parties must be informed.
  - The learner and bully may need to be referred for counselling (this must be discussed with the parents).
  - Learners must be reminded as to their rights and obligations in terms of the code of conduct and the South African Constitution.
  - The bully will face consequences for his/her behaviour. These consequences, depending upon the situation will include:
    - Writing a letter of apology and/or;
    - Demerits and detention and/or;
    - Community service within the school and/or;
    - Warning letter or suspension and/or;
    - Expulsion should the bullying behaviour continue or be considered severe.
  
2. In order to prevent instances of bullying occurring:
  - Where possible learners should not be left alone and unsupervised
  - The LO department will at least once a term incorporate bullying and related themes into the programme – this can be done informally.

  
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**SIGNATURE: PRINCIPAL**

Date implemented: **March 2012**  
Next review date: **November 2015**



Policy and Procedure: **LEARN1**

## **SUBJECT CHANGES**

Purpose: The aim of this document is to ensure subject changes are procedurally correct, as well as to ensure the subject change is in the best interest of the learner.

1. A subject change can be requested by a learner/parent or suggested by a teacher.
2. The matter should be discussed with the Principal to ensure the learner can be accommodated in the new learning area, to consider the possible post-matric implications of the subject changed, to ensure the subject change is in accordance with departmental policy.

The following is noted:

- Subject changes for Grade 10 and 11 must be made in the first term – changes thereafter are only at the discretion of the Principal. Also:
    - 2 subject changes may be made in the Grade 10 year
    - 2 subject changes may be made in the Grade 11 year
  - \*No subject changes are entertained at the start of the Grade 12 year unless there is an extraordinary reason, which is supported by medical or similar documentation. Application must then be made to the Department of Education who will make the final decision.
    - \*This subject change application must be submitted to the department of education by 29<sup>th</sup> January.
    - \*Only one subject change may be allowed and this is at the discretion of the education department.
    - \*The Principal will oversee the completion and submission of the extensive paperwork required by the department for a Grade 12 subject change.
  - A change from Mathematics to Mathematical Literacy will require a subject change for any learner doing Physical Sciences, or if offered, Accounting. DBE policy does not permit learners taking Physical Sciences or Accounting to offer Mathematical Literacy.
3. The attached pro-forma Request for a subject change must be completed by learner, parent and receiving teacher. The form must then be signed by the Principal.
  4. The completed form (Annexure L1) must be given to the school secretary for data capturing purposes, who will then ensure the document is filed in the learner's file.

A handwritten signature in black ink, consisting of a large loop followed by a vertical line and a small flourish.

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**SIGNATURE: PRINCIPAL**

Date implemented: January 2014  
Next review date: November 2015



**St Barnabas Independent School**

**REQUEST FOR A SUBJECT CHANGE (Annexure L1)**  
(to be completed per subject)

**Learner Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Subject to be changed from:** \_\_\_\_\_ **To:** \_\_\_\_\_

Reason for change:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, parent/guardian of the above named learner approve this request for a subject change and hereby acknowledge that while support is available it may be necessary for additional tuition in order to ensure my child/ward is able to meet the obligations of the learning area.

\_\_\_\_\_  
**Signature: Parent**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature: Learner**

\_\_\_\_\_  
**Date:**

I, \_\_\_\_\_ teacher of the subject \_\_\_\_\_  
am willing to accept the above-named learner into my class, understanding that there may be extra work involved to bring the learner up the required standard.

\_\_\_\_\_  
**Signature: Receiving Teacher**

\_\_\_\_\_  
**Date:**

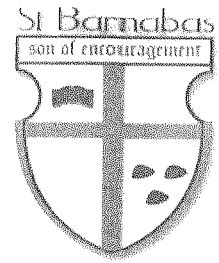
Subject Change Approved  Denied

\_\_\_\_\_  
**Signature: Principal**

\_\_\_\_\_  
**Date:**

Captured by school secretary		Date:	
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Policy and Procedure: **LEARN3**

### **MANAGEMENT OF DRUG & ALCOHOL RELATED ISSUES**

**Purpose:** The aim of the policy and procedure is to ensure members of staff are aware of how to manage drug and alcohol related matters and to ensure parents and learners are fully aware of how this school deals with these issues.

1. Any learner found in the possession of drugs or alcohol, or who has brought these onto the school property will be expelled. This includes learners who come to school under the influence of narcotics or alcohol. The Principal reserves the right to call in the South African Police Services.
2. Drug testing may be done randomly or if the Principal is given cause to suspect that a learner may be under the influence of either narcotics or alcohol. Should a learner refuse to take the drug or alcohol test s/he will be permanently excluded from St Barnabas.
3. If a drug test is to be performed the following must occur:
  - 3.1 The learner must be taken through to the laboratory (which must be cleared).
  - 3.2 A urine sample must be collected under the supervision of the designated tester (currently the Life Sciences teacher) and in the presence of a member of staff of the same gender. This collection is done in accordance with the Law.
  - 3.3 The sample must be tested in the presence of the learner and witnessing member of staff.
4. If a test returns a negative result:
  - 4.1 The learner must be informed and sent back to class.
  - 4.2 The learner's parent/guardian must be notified of the test and the negative result within a reasonable period of time.
5. If a test returns a positive result:
  - 5.1 The parent/guardian must be called in immediately, if possible, or within 48 hours.
  - 5.2 A final warning letter is issued under the following conditions:
    - The learner must attend regular counselling for a period of 6 months. Written proof of such must be submitted to the Principal on a monthly basis.
    - Repeat testing will occur and if another positive result occurs then the learner will be excluded from St Barnabas.
6. The attached Annexure must be completed.

A handwritten signature in black ink, appearing to be 'S. M. M.', is written over a horizontal line.

**SIGNATURE: PRINCIPAL**

Date implemented: **February 2012**  
Next review date: **November 2015**

Annexure to Policy and Procedure: LEARN3

**MANAGEMENT OF DRUG & ALCOHOL RELATED ISSUES**

<b>Learner Name:</b>			
	<b>Grade</b>		<b>Date</b>

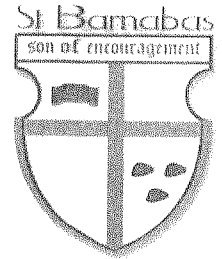
<b>Background Info (tick ✓)</b>	<b>Random</b>		<b>Required</b>	
<b>If Required, provide detail:</b>				
<b>Test Result (tick ✓)</b>	<b>Positive</b>		<b>Negative</b>	

<b>Parent informed</b>	<b>Yes</b>	<b>No</b>	<b>Date informed:</b>
<b>Parent interviewed</b>	<b>Yes</b>	<b>No</b>	<b>Date interviewed:</b>
<b>Final warning letter issued</b>	<b>Yes</b>	<b>No</b>	<b>Date issued:</b>
<b>Counselling attended</b>	<b>Yes</b>	<b>No</b>	
<b>Follow-up comment</b>			
<b>Sampled Tested by</b>	<b>Name:</b>		
<b>Date</b>		<b>Signature</b>	
<b>Witnessed by</b>	<b>Name:</b>		
<b>Date</b>		<b>Signature</b>	

\_\_\_\_\_  
PRINCIPAL SIGNATURE

\_\_\_\_\_  
DATE

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Tel/Fax (031) 564 1683



Policy and Procedure: **LEARN4**

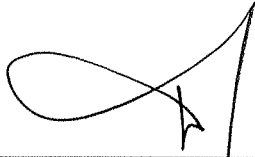
#### **CELLPHONES: LEARNER POLICY**

1. Cell phones will be handed into home-room / class teachers during registration.
2. They will be placed in a box for that group and locked up in the office.
3. Late comers must hand in their phones when they sign in at the office. The office staff will place the phone with the others in your class / group.
4. At the end of the day, class / home – room teachers will go to the registration room and hand back phones to relevant learners. Any remaining phones will be conveyed in the class / group box back to the office by the home room teacher and locked up until the owner is able to collect.
5. Names must be placed on phones by the owners (a small sticker) for easy identification and to avoid problems.
6. While every effort to take care of phones will be made, the staff or school will not be liable for damage or loss relating to phones. It is preferred that phones are not brought to school. There is no need for phones at school. If learners need to contact parents, this can be done through the office. However, it is understood that some learners may need phones after school.
7. No phones may be kept in learners' possession during the course of the school day. This includes bags and lockers.
8. If there is a need to use the phone for emergency purposes, permission must be obtained from the principal or the principal's delegate, in her absence on that day.
- 9.1 A phone found in possession of a learner between 7.40 and the end of the school day will be confiscated and kept in the principal's safe.
- 9.2 If it is the first time that year that the phone has been confiscated, it will be retained by the principal for one week (7days).
- 9.3 If the phone had previously been confiscated that year, it will be retained for 3 months (again, it will be kept in the principal's safe).
- 9.4 If the phone is confiscated a subsequent time that year (i.e. a 3rd time) it will be retained for 12 months and will only be handed back to the parent in person once the period of confiscation has lapsed.
10. Cell phones must be handed in to teachers supervising, or teaching learners after school whether for detention, extra lessons, support or completion of work. Under no circumstances may learners have cell phones in their possession at these times.

11. Learners may not make use of their cellphones in the afternoon while waiting inside school to be collected or while remaining on the property doing homework or waiting for support. However, if any emergency call/text needs to be made, the learner must get permission from a teacher to make such a call.

Failure to get permission will result in steps outlined in 9.2-9.4 occurring.

12. Learners waiting outside school after school may use their cellphones.



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**SIGNATURE: PRINCIPAL**

Date implemented: **September 2011**  
Next review date: **November 2015**

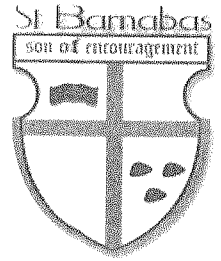
**Learner and Parent Signatures:**

I, (Learner name) \_\_\_\_\_ have read this policy  
and understand it and agreed to abide by it.

\_\_\_\_\_  
**LEARNER SIGNATURE**

I, (Parent name) \_\_\_\_\_ have read this policy  
and understand it and agreed to abide by it.

\_\_\_\_\_  
**PARENT SIGNATURE**



Policy and Procedure: OP6

## GENERAL SCHOOL POLICY

This amended policy includes elements of previous policies:  
007 – Language policy

### 1. VISION AND MISSION

#### Vision

To continue to offer a supportive, nurturing environment within a Christian ethos whereby learners are given the opportunity to reach their full potential as they grow into productive members of their communities.

#### Mission

- Provide quality education in a structured, disciplined yet homely environment.
- Provide support and guidance within our parameters for learners who have unique needs.
- Provide small classes where learners are known and feel cared about.

### 2. LANGUAGE POLICY

- 2.1 The language of instruction at St Barnabas Independent School is English which is offered at first language level (home language) for all grades.
- 2.2 Afrikaans and Zulu are offered at first additional language level.
- 2.3 English at first additional language level may be offered to immigrant learners for whom English is at least a second language.
- 2.4 All assessment occurs in English unless the assessment is language based.
- 2.5 Immigrant learners are exempt from a second language if they have been in South Africa for less than five years or according to government regulations applicable to immigrants (Annexure **OP6a**).

### 3. FEES

- 3.1 Fees are compiled by the Principal, currently the owner of the school. Proposed fees for the next academic year are made available to parents in the third term of the school year.
- 3.2 For current fees refer to Annexure **OP6b**.

### 4. CODE OF CONDUCT

- 4.1 The code of conduct is reviewed annually or if the need arises.
- 4.2 For the current code of conduct refer to Annexure **OP6c**.

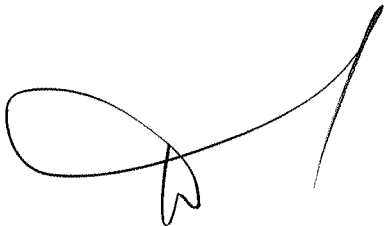
### 5. SCHOOL TIMES

- 5.1 These are reviewed and adjusted according to the needs of the school.
- 5.2 Currently:  
**Monday – Thursday:**  
Grade 8 and 9: 7:30-14:30  
Grade 10-12: 7:30-15:00  
(with certain lessons extending further into the afternoon)  
Specific times can be determined by viewing the individual grade timetables.

**Friday:**  
All grades: 7:30-13:40

### 6. CORE AND EXTRA-CURRICULAR ACTIVITIES

- 6.1 The core focus of St Barnabas Independent School is academics. Due to the type of learners with their particular need for support, extra-curricular activities are limited. This is further affected by the small size of the school.
- 6.2 Where appropriate and possible extra-curricular activities are arranged.



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**SIGNATURE: PRINCIPAL**

Date implemented: **March 2012**  
Next review date: **November 2015**