



# THE DOLPHIN SCHOOLS

## DISCIPLINARY POLICY & PROCEDURES

The Dolphin Schools encourage a positive approach to discipline, structured to create a sense of freedom within which individuality is encouraged, personal growth and self-confidence promoted and freedom of expression encouraged. The extent of that freedom is defined by the Disciplinary Policy, and the responsibility is placed on the student to enjoy the freedom within the parameters of this Policy.

This Dolphin Schools Disciplinary Policy is applicable whilst students are on the school's premises, at school functions or on any occasion where they can be identified as students of the school. This also has a definite bearing on behaviour outside of normal hours where students are participating in school activities, whether these be school outings, sports tours or trips based on individual interest. This policy may also have a bearing on behaviour outside of normal school hours, should this impact negatively on the standing of The Dolphin Schools in the community and threatens the relationship between the school and the student.

The Disciplinary Policy is a partnership between the school, parents and students. School administrators, educators, parents and students all have responsibilities. To sustain a positive, orderly and disciplined learning environment, it is important that each of these parties is well aware of and acknowledge their responsibilities.

### 1. EDUCATORS

The Dolphin Schools educators undertake to

- Be punctual, well prepared and professional in their approach to education;
- Manage student performance effectively and motivate students to achieve realistic and meaningful personal and educational goals;
- Be sensitive to the needs of individual students and address learning difficulties in a positive manner;
- Praise, encourage, recognise and reward students when it is due;
- Create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating;
- Strive to be a role model and set a positive example for students to follow;
- Administer discipline correctively and with dignity when necessary. This includes, but is not limited to:
  - being consistent in managing discipline;
  - never degrading or belittling a student;
  - ensuring that the punishment will fit the crime;
  - refraining from corporal punishment;

- not threatening without follow-up action;
- not excluding any student from education;
- not disciplining in anger;
- being consistent in managing discipline;
- not only concentrating on negative behaviour, but also praising positive behaviour;
- not breaking down a student's self-esteem.

## **2. PARENTS**

The Dolphin Schools believe that a positive and constructive partnership between the school and a student's parents / guardian is essential to fulfil the school's mission. Parents have a responsibility to subscribe to the Schools' Code of Conduct for Parents.

Parents best support a school's climate of trust and respect by communicating concerns openly and constructively to the Educator closest to the problem, to the Head of the School or where applicable to the School Director. Efforts by parents to lobby other parents or outside parties or to take up issues directly with other parents or outside parties without exhausting internal processes, will be viewed by the school as undermining of its processes.

### **2.1 CODE OF CONDUCT FOR PARENTS**

By subscribing to the Schools' Code of Conduct for Parents, a parent / guardian agrees and undertakes to:

- Observe the rules, regulations and codes of conduct from time to time made and / or published by The Dolphin Schools.
- Recognise, respect and uphold the Vision Statement, envisaging a school which: offers a world-class standard of education; strives for excellence in all activities according to each individual's unique ability; nurtures sound, caring relationships; fosters respect and understanding of all religions; creates a stimulating and challenging working environment for the entire school community; provides an educational asset which serves the wider community.
- Recognise, respect and uphold the Vision Statement, envisaging a school which: encourages best use of talents and lifelong learning; is committed to core values of caring, honesty, integrity, diligence and respect for the needs of others; provides a broad and balanced programme that enhances the acquisition of life-skills; encourages students to think and act independently and to take responsibility for their decisions; encourages students to address the needs of the wider school community in a responsive way; is managed on sound business principles.
- Recognise that effective partnerships are characterised by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
- Respect the school's responsibility to do what is best for the entire school community, while recognising the needs of the individual child.
- Familiarise himself / herself with and support the school's values, policies and procedures and do nothing which may serve to undermine these processes.

- Seek to resolve problems and secure information through appropriate channels within the school (i.e. Educator, Principal, School Director or Executive Committee - in that order).
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- Involve himself /herself in the life of the school, through volunteering time, specialised skills and experience, or any other means, to promote the best interests of the students.
- Recognise the school's need to raise extra funds to balance the books and commit to active involvement in fundraising activities initiated by the school.
- Share with the school any religious, cultural, medical or personal information that the school may need to know to best serve your child and the school community.
- Treat everyone with respect and dignity and maintain an educational, rather than confrontational tone, in the face of the inevitable conflicts and challenges which may occur.
- Utilise the communication processes and support the Members' Executive Committee when appropriate.

### **3. STUDENTS**

The Dolphin Schools commit to providing an environment where all students will be exposed to the educational opportunities to which they have a right. Students should recognise that they have a responsibility to contribute towards this, by complying with the Schools' rules and conditions of enrolment.

#### **3.1 GENERAL**

In general students must:

- Treat School Officials with respect and comply with their instructions;
- Treat visitors to the school in a respectful, courteous manner;
- Comply with the general rules of the Schools;
- Behave responsibly and not endanger the safety, welfare and rights of others;
- Respect and care for the property of the Schools and others;
- Maintain sound relations with others at Schools, be courteous and respect the dignity and self-worth of others;
- Be punctual and observe the timekeeping practices of the Schools;
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn;
- Behave honestly and conduct themselves with integrity;
- Not harass, threaten violence or use force to intimidate, abuse, coerce or interfere with others, with School activities or with School property;
- Subscribe to the Schools' Code of Conduct for Students

#### **3.2 CODE OF CONDUCT FOR STUDENTS**

By subscribing to the Schools' Code of Conduct for Students, a student agrees and undertakes to:

- Observe the rules, regulations and codes of conduct from time to time made and / or published by The Dolphin Schools;
- Participate fully in the extramural activities and programmes offered by The Dolphin Schools including sports, cultural and recreational activities;
- Attend all assemblies and extra classes arranged, unless he / she has been excused from attending.
- Show respect for the needs and property of others and conduct himself / herself in a truthful, honest and punctual fashion;
- Refrain from doing anything or omitting to do anything that will bring his / her reputation and / or the reputation of The Dolphin Schools, its staff and / or students into disrepute.
- Accept responsibility for his / her own behaviour and for his / her learning, and the consequences that may ensue from his / her failure to observe the rules, regulations, codes of conduct and undertakings described herein.

### **3.3 CLASSROOM CONDUCT**

Every student is expected to:

#### **Be punctual**

- Arrive at class on time to be ready to start the lesson - being late is inconsiderate because it disrupts the efforts of both teacher and fellow students.
- Take out what is needed for the lesson as soon as arrived at desk or table.

#### **Be prepared**

- Bring what is needed to the lesson, the books, stationery, and writing implements you need, your homework and tasks done and, most importantly, be ready to learn and contribute to the lesson.
- Be respectful
- Greet your teacher at the start and at the end of each lesson.
- Respect your teacher and your peers by not talking when your teacher is talking. If you want to contribute, raise your hand and wait for you teacher to invite you to contribute. Listen to your peers during classroom discussions, and wait your turn to make your contribution.
- Do not pack away your books until the teacher has indicated that the lesson is over. This disrupts the lesson and is inconsiderate to your peers and your teacher.
- Respect the property of others and of the school. Do not deface desks or posters, or handle any electronic equipment without proper authorisation.
- Keep your classroom neat and clean. Put litter and paper scraps in the wastepaper basket.

#### **Be responsible**

- Take responsibility firstly for yourself and for your own behaviour. Encourage your fellow students to do the same.
- Be supportive.
- Be a good fellow student. Do what you can to make everyone feel happy and accepted in your class. Always be willing to widen your circle of friends to ensure that no one is left out.
- With the permission of your teacher, help those who may be struggling.

## 4. DISCIPLINARY APPROACH

### 4.1 DISCIPLINARY NOTES, REWARDING NOTES AND DEMERITS

Contravention of the Disciplinary System will result in the awarding of **disciplinary notes/negatives** (awarded when transgressing a school rule) and **demerits**.

Three disciplinary notes in any ONE school term	=	One demerit
Three demerits in any ONE school term	=	One week suspension by the principal
One further demerit in any ONE school term	=	Referral to Disciplinary Committee of the Executive Committee – possible permanent expulsion

Students who obtain three disciplinary notes will be eligible for a demerit. For each demerit awarded, the student will have to serve **2 hours detention**. The Principal will notify parents in writing of each demerit awarded.

Simultaneously a system of positive reinforcement is implemented whereby students can earn **rewarding notes/positives**. Through this system a student will be able to negate previously received disciplinary notes. One rewarding note/positive will negate one disciplinary note previously received.

**However, a student will still have to attend a detention session of 2 hours whenever he/she received three disciplinary notes in total in any ONE term.**

### 4.2 SCHEDULE OF OFFENCES

OFFENCE	NUMBER OF TRANSGRESSIONS	DISCIPLINARY MEASURE
Offences included in the Disciplinary Note:	First Second Third	Disciplinary Note Disciplinary Note Demerit
Truancy/Bunking of Classes  * <i>All students absent for more than 21 school days without any valid medical reason will have to repeat the grade.</i>  * <i>Grade 12 students absent for more than 21 school days without any valid medical reason will, in accordance with the procedures regulating the NSC exams provided by the Independent Examination Board be prohibited from writing the said exam in that specific year.</i>	First Second Third	Disciplinary Note Disciplinary Note Demerit
Copying in Tests / Exams	First  Second	<i>Zero Tolerance</i> Results declared invalid / Written Warning Refer to Formal Disciplinary Committee

Racism	First Second	Written Warning Refer to Formal Disciplinary Committee
Smoking of Tobacco/Drinking  <i>* on the school grounds or anywhere wearing his / her school uniform, or as a representative of the school (SRC member / Junior City Council representative)</i>	First	3 Demerits, Suspension
Use of / Trade in / Association with Illegal Substances	First	<i>Zero Tolerance</i> Suspension/ Report to Police Refer to Formal Disciplinary Hearing
Bullying: Physical Verbal Social Media / Cyber	First	<i>Zero Tolerance</i> The Principal and staff to investigate any claim of bullying. Depending on the outcome of the investigation any of the following may apply:  Disciplinary Note, Demerit, Internal Hearing. Formal Disciplinary Hearing
Victimisation: Verbal Racism Religious Discrimination Intimidation	First	<i>Zero Tolerance</i> The Principal and staff to investigate any claim of victimisation. Depending on the outcome of the investigation any of the following may apply:  Disciplinary Note, Demerit, Internal Hearing, Formal Disciplinary Hearing
Sexual Harassment / Pornography	First	<i>Zero Tolerance</i> The Principal and staff to investigate any claim of sexual harassment / pornography. Depending on the outcome of the investigation any of the following may apply:  3 Demerits, Suspension and / or Refer to Formal Disciplinary Hearing
Theft	First	Suspension of up to 5 school days and / or Refer to Formal Disciplinary Hearing
Assault with Intent	First	Suspension of up to 5 school days and / or Refer to Formal Disciplinary Hearing
Possession of Dangerous Weapons / Toys	First	Suspension of up to 5 school days and / or Refer to Formal Disciplinary Hearing
Vandalism	First	Repairs to be effected at student's cost. Depending on the seriousness of the offence any of the following may apply:  Disciplinary Note, Demerit, Internal Hearing. Formal Disciplinary Hearing
Criminal Conviction	First	Formal Disciplinary Hearing

Pregnancy		Withdrawal by parents. May apply for re-admission at the end of the year in which the baby was born. Should the baby be fathered by a school boy, the same period of absence from school is required to give him the opportunity to support the girl.
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### 4.3 AUTHORITY TO DISCIPLINE

#### **Generally initiated by a teacher**

- constructive discussion;
- verbal warning;
- a phone call to and / or meeting with the parents of the student in case of repeated minor offences or serious infringements;
- internal suspension;
- allocation of a Disciplinary Note

#### **Generally initiated by the Principal or his representative**

- detention;
- written warning;
- a phone call to and / or meeting with the parents of the student in case of repeated or serious infringements;
- a note/report to be placed on the student's file;
- recommendation for behavioural counselling.

#### **May only be taken after an Internal Disciplinary Inquiry (Principal & Phase Heads/ HODs)**

- suspension of no more than 5 days, and / or;
- formal warning of a Disciplinary Hearing;

#### **May only be taken after a Formal Disciplinary Hearing**

- final warning of expulsion;
- rustication – a form of suspension from school for a period longer than a normal suspension.
- expulsion.

### 4.4 DISCIPLINARY PROCESS

- Transgressions, considered not serious, or do not require formal disciplinary action, will be dealt with directly by the teacher.
- Minor transgression will be communicated to the student's Register Teacher who will keep record of the Disciplinary Notes issued. The student's parents will be contacted where appropriate.
- When a transgression occurs which appears to require formal disciplinary action, the teacher (or other complainant) will report the matter to the Phase Head / Principal. When appropriate the Phase Head / Principal has the responsibility to investigate the allegation and decide on appropriate further action. Such an investigation will generally take the form of an Internal Disciplinary Inquiry and must include an opportunity for the student to state his / her case in response to the complaint. If, after investigation, the transgression is confirmed but is considered to be of a nature which does not require severe action, the student may be counselled and an appropriate punishment allocated.

- When a serious alleged transgression occurs, or in the case of repeated lesser transgressions where formal disciplinary action has not had the required effect, notification of a Formal Disciplinary Hearing is given to the student as well as his / her parents. This notification must provide sufficient information to ensure that the student/parents are properly informed of the alleged complaint, the seriousness of the allegations and the School's intention to convene a formal Disciplinary Hearing to investigate the alleged transgression.

## **4.5 FORMAL DISCIPLINARY HEARING**

### **4.5.1 Motivation for the Appointment of a Formal Disciplinary Committee**

The Principal shall have the right to refer any alleged serious misconduct to a Formal Disciplinary Committee as envisaged herein.

Serious misconduct shall include but not be limited to:

- intentional absence from The Schools or from a required part of The Schools' programme without leave or without a valid reason
- a consistent pattern of minor transgressions and disrespectful and / or disruptive behaviour
- committing any act associated with bullying
- defamation of character in any way including the use of social media
- inciting, encouraging or procuring any person to commit violence against any person or property
- assault, or attempted assault
- serious insubordination or disrespect
- fraud, theft, unauthorised possession of school property, misappropriation of money, goods or property, or pilfering
- possession of a dangerous weapon at the school without having obtained the prior consent of the Principal
- malicious damage to property, vandalism or graffiti
- any transgression of the substance abuse policy of The Dolphin Schools
- indecent, immoral, improper, disgraceful or contemptuous conduct
- committing any criminal offence
- inciting, encouraging or persuading other students to disobey lawful and reasonable instructions, to refuse to do work, or to commence or resume work, or to wilfully disobey safety rules and procedures
- sexual harassment or sexually explicit behaviour at school, school events, outings and / or activities or with school colleagues
- actions provoking racism
- intimidation or threats to educators or fellow students
- cheating and / or dishonest conduct
- conduct which has the effect of damaging the good name or reputation of The Dolphin Schools or which undermines the standard of conduct expected of students of The Dolphin Schools.

### **4.5.2 Appointment, Authority and Duties of the Disciplinary Committee**

- The Principals shall investigate and present the complaint against the student and examine and cross-examine any person testifying at the disciplinary inquiry and make representations on behalf of The Schools; or



- The Dolphin Schools management may appoint the person/s, who need not be employees of The Dolphin Schools, to investigate and present the complaint against the student and to examine and cross-examine any person testifying at the disciplinary enquiry and make representations on behalf of The Schools.
- The Executive Committee of The Dolphin Schools shall appoint a Formal Disciplinary Committee, consisting of not less than 3 (three) and not more than 5 (five) persons.
- In nominating the persons to serve on a Formal Disciplinary Committee, The Dolphin Schools Executive Committee shall not be limited to members of staff of The Dolphin Schools.
- The Formal Disciplinary Committee shall be chaired by an objective senior member of Management, or a suitably qualified person from outside the School.
- The Formal Disciplinary Committee Chairperson shall be responsible for leading and managing the inquiry process, and in consultation with the remaining members of the Formal Disciplinary Committee, to make make critical decisions as to:
  - Verdict: the guilt or innocence of the student relative to the allegations made;
  - Penalty / Sanction: the appropriate penalty / action to be taken, after the consideration of all mitigating and aggravating factors. This may include, but is not limited to:
    - suspension of the student for such period and on such terms and conditions as it may determine; and / or
    - prevent the student from participating in any school event, activity, function, outing, exchange programme and / or tour alternatively authorise participation therein on such restrictive terms and conditions as it may deem just; and / or
    - impose such other disciplinary measure as it may deem fit in the circumstances; and / or
    - expel the student; and / or
    - suspend the operation of any disciplinary measure, either in whole or in part, upon such terms and conditions as it may deem fit.
- After finding a student guilty of any transgression, The Formal Disciplinary Committee shall consider all mitigating circumstances prior to making a final decision as to the disciplinary measures/penalty it may wish to pronounce. The Formal Disciplinary Committee shall take any other relevant information into consideration.
- After the completion of the hearing, the Chairperson of the Formal Disciplinary Committee shall formally communicate in writing any decision made (regarding the guilt or innocence, and whether to impose disciplinary action or not) to the student's parents. This notification of the outcome shall be communicated within 5 days of the hearing being completed, and must include a reminder that the student / parents have the right to appeal against process followed for the hearing, a decision of guilt and / or any corrective and disciplinary action decided upon, within another 5 school days of the hearing.
- The School for record and safekeeping purposes shall retain copies of all relevant documentation.

#### **4.5.3 Procedure for convening a Formal Disciplinary Hearing**

- The student's parents / guardian are to be notified in writing of the hearing at least 48 hours (two working days) before the scheduled hearing.

- A Notice of a Disciplinary Hearing document should be issued by the Principal. Acknowledgement of receipt should be signed by the student and / or parent / guardian of the student.
- The Notice of a Disciplinary Hearing document should clearly stipulate the charge. The student and parent(s) / guardian must be specifically informed of the serious nature of the allegations, and the possibility of severe disciplinary action being taken should the student be found guilty of the allegations made against him / her.
- The Notice of a Disciplinary Hearing document should clearly stipulate the date and time of the Disciplinary Hearing.
- The Notice of a Disciplinary Hearing document should clearly stipulate the venue of the Disciplinary Hearing.
- The student may be suspended after an Internal Disciplinary Inquiry, pending the Formal Disciplinary Hearing if this is considered appropriate bearing the alleged misconduct in mind.
- The suspension of the student should be indicated in the notification to the parents, the period of suspension preferably not exceeding a period of five [school] days prior to the conducting of the Disciplinary Hearing.
- The student's rights concerning the Disciplinary Hearing should be stipulated in the Notice of a Disciplinary Hearing document as follows:
  - The right to a formal hearing.
  - The right to be present at the hearing.
  - The right to be given advanced notice of the charges.
  - The right to be represented at the hearing by an internal representative.
  - The right to be assisted at the hearing by parents/guardians.
  - The right to ask questions on any evidence produced or on statements of witnesses.
  - The right to cross examine witnesses, providing these witnesses are of a legal age.
  - The right to call witnesses to testify on his / her behalf.
  - The right to an interpreter (to be requested in writing by the student, 24 hours prior to the hearing).
  - The student may be represented, upon good cause shown to the Disciplinary Committee, by a lawyer. In the event that the student intends to apply to the Disciplinary Committee to be represented by a lawyer, he/she shall deliver written notice thereof at least 24 hours prior to the time appointed for the commencement of the Formal Disciplinary hearing.
  - The right to appeal within five (5) School days against the process, finding or any sanction by the Formal Disciplinary Committee.
  - If absent at the hearing, the hearing will be conducted in the student's absence.
- The Chairperson will be entitled on own accord or should any party at the proceedings request to implement the following special arrangements for the purpose of addressing the vulnerability of a minor witness during such witnesses' testimony and cross examination:
  - That such witness testifies at any other specific place more suited to set the witness at ease.
  - That such witness testifies with the aid of closed circuit television or any other appropriate apparatus in order to ensure that the witness does not have sight of any person whose presence may upset the witness.
  - That such witness be accompanied by an appropriate support person who shall sit or stand next to the witness during testimony in order to provide the witness with physical comfort without assisting the witness in answering any questions or instructing the witness on any evidence.

- That the proceedings be temporarily interrupted by the Chairperson or upon the request of any support person when the witness is experiencing any undue distress.
- That the Chairperson implement such other measures as he / she may deem necessary in order to avoid any undue distress to the witness provided that such measures shall not infringe on the right of any party to cross examine or call such witnesses.
- In the event that the Formal Disciplinary Committee finds a student guilty of any transgression at a disciplinary hearing it shall, prior to making a final decision as to the disciplinary measures/penalty it may wish to pronounce, afford the student an opportunity to prove mitigating circumstances. The Formal Disciplinary Committee shall be entitled to take the student's record and any other relevant information into consideration.
- After the completion of the hearing, any decision made (regarding the guilt or innocence, and whether to impose disciplinary action or not) shall be formally communicated in writing to the student's parents by the hearing chairperson. This notification of the outcome shall be communicated within 5 school days of the hearing being completed, and must include a reminder that the student / parents have the right to appeal against a decision of guilt and / or any corrective and disciplinary action decided upon, within another 5 school days of the hearing.
- Subject to the terms and conditions as set out below under 4.5.4, the student and / or his / her parent/s and / or his / her guardian shall have a right to appeal against the decision of the Formal Disciplinary Committee to an Appeal Committee nominated by The Dolphin Schools Executive Committee from time to time.

#### **4.5.4 Procedure for convening an Appeal Hearing**

- The student's basic right to an appeal against disciplinary action does not ordinarily mean that all the matters raised at the disciplinary inquiry will be "re-heard". The appeal procedure is limited to an objective reviewing of the decisions made, based on the grounds and motivation for the appeal being lodged.
- A full appeal re-hearing is ONLY necessary when the Formal Disciplinary Hearing process appears to have been materially defective and / or the decisions reached at the hearing are considered to be highly irregular by the School. Should it become obvious that a full re-inquiry is required for a fair appeal process, usually due to a defective Formal Disciplinary Hearing process, or substantial new evidence having come to light after the hearing, a full appeal [re]inquiry should be conducted in accordance with the principles highlighted in sections 4.5.2 and 4.5.3 above, chaired by a new and impartial chairperson.
- The right of appeal given in terms hereof shall lapse unless the student and / or his / her parent/s and / or his / her guardian shall, prior to the expiry of a period of 5 school days after the student or his / her parent/s or his / her guardian have been advised of the decision of the Formal Disciplinary Committee, delivers to the Chairperson of The Dolphin Schools Executive Committee notice of appeal in writing stating the grounds for the appeal. The student and his / her parent/s and his / her guardian shall, in the appeal, be limited to the grounds of appeal stated in the notice referred to in this sub-clause.
- The Appeal Committee shall consist of three persons nominated by The Dolphin Schools Executive Committee from time to time. The persons nominated need not be nominated from the ranks of The Dolphin Schools Executive Committee and / or employees of The Dolphin Schools.
- The Appeal Hearing shall be chaired by one of the Appeal Committee members nominated by the Chairperson of The Dolphin Schools Executive Committee from time to time, and the Chairperson of the Appeal Committee shall have the same responsibilities as the Chairperson of a Formal Disciplinary Hearing.

- At the Appeal Hearing the parties shall have the same rights as at the Formal Disciplinary Hearing, excluding the right of appeal and except in the event of a re-hearing also excluding the right to call or cross examine witnesses.
- In the event that the Appeal Committee is of the view that there were procedural or evidential irregularities in the disciplinary hearing it may, in the conduct of its hearing, cause such irregularities to be remedied in such manner as it may deem fit.
- The Appeal Committee shall be entitled to:
  - uphold the appeal or the decision of the Disciplinary Committee;
  - substitute the finding/s and / or the disciplinary measure/s imposed by the Disciplinary Committee with such finding/s and / or disciplinary measure/s as it may deem appropriate;
  - refer the matter or any aspect thereof back to the Disciplinary Committee, alternatively a new Disciplinary Committee to be established by The Dolphin Schools Executive Committee upon such terms and conditions as it may deem fit.
- After the completion of the Appeal Hearing, any decision made shall be formally communicated in writing to the student's parents by the hearing chairperson. This notification of the outcome, shall be communicated within 5 school days of the hearing being completed.
- Unless the Principal, on good cause shown directs otherwise, any decision of a Disciplinary Committee shall not be suspended pending the outcome of an appeal. The Principal shall, however, be entitled to suspend the operation of any decision of a Disciplinary Committee, pending the outcome of an appeal, upon such terms and conditions as he may deem just.
- The decision of the Appeal Committee shall be final and binding.

#### **4.5.5 Confidentiality**

- Save for the decision/ruling of the Disciplinary Committee and the Appeal Committee, the student, his / her parent/s and his / her guardian shall keep the evidence and information pertaining to the disciplinary hearing and the appeal hearing confidential, save to the extent that they or:
  - any of them have been authorised in writing, to publicise same by The Dolphin Schools Executive Committee; or
  - the applicable party of them is obliged to disclose the same in terms of any law.
- Notwithstanding the provisions of this clause the student and / or his / her parent / s or his / her guardian shall be entitled to disclose the evidence and / or information envisaged in this clause, for the purpose of seeking legal advice.