



QUEENSBURGH GIRLS' HIGH SCHOOL CODE OF CONDUCT FOR LEARNERS

PREAMBLE

A Code of Conduct is aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

Nothing in the South African Schools Act 84 of 1996 exempts a learner from the obligation to comply with the Code of Conduct of the school attended by such learner.

THE AIMS OF OUR SCHOOL

AT QUEENSBURGH GIRLS' HIGH SCHOOL WE COMMIT OURSELVES,

- TO** educate and develop the whole child to know her own worth
- TO** meet challenges and to strive towards excellence in everything we do
- TO** foster a caring community through the involvement of learners parents and staff
- TO** show respect for the individual and the environment
- TO** encourage learners to realise their full potential and become responsible contributions to Society.

All learners attending the school are obliged to uphold the Code of Conduct as NO learner may infringe on the right of any other learner to learn; that is, it is the responsibility of the learner to ensure that her behaviour does not disrupt the learning process.

1. REGULATIONS RELATING TO MATTERS REGARDING ATTENDANCE:

- 1.1 School attendance is compulsory by law, and regular school attendance is a pre-requisite for academic progress. The keeping of medical appointments, the buying of clothing or matters of a similar nature are not sufficient reasons for absence from school. No learner may be taken out of school before the end of a school term to go on holiday and permission cannot be granted for this.
- 1.2 Learners who have been absent from school must present an absentee note from their parents/guardian. This is compulsory. Staying at home for any other reason than illness is not acceptable. Absence from school for 3 days or more requires a doctors' certificate.
- 1.3 If the learner is absent it is her responsibility to obtain the notes and the work she has missed. She is to approach the teacher and arrange a date for her to write the test she has missed, or do the oral or practical work she has not done. If she does not do so there will be no marks available for the particular exercise or test.
- 1.4 School hours are 07h45 to 14h30 from Monday to Friday. Learners arriving late for school will receive detention. For security reasons, learners who arrive at school before 06h30 should have prior permission to do so from the school.
- 1.5 Learners may not leave school during school hours without prior permission from the Principal. A written request from the parent/guardian for the learners to leave during school hours must be given to the secretary. If permission is granted, an exeat will be handed to the learner which must be returned to the secretary after being signed by the parent, when the learner returns. Before leaving, and when she returns, the learner must report to the front office. All correspondence will be kept in the learner's file. Parents are requested not to make medical appointments for learners during school hours.

1.5.1 Procedure to follow if a learner is not well:

If you are not well

1. No one is allowed to go to the sickroom before first break. If you are well enough to come to school, you should be able to last out the first three periods.
2. If unwell, you will not be allowed to go home until after first break.

If you are not well, ask your teacher who is presently teaching you to complete a sickroom form. This must be taken to the Grade Controller to do an assessment of your condition after first break and before 11h30. You will either be sent to the sickroom or back to class or one of your parents will be phoned to request permission for you to go home. If you are being sent home as a result of being very ill, an exeat form will be issued to you and must be signed by your home teacher.

Please do **NOT** phone your parents directly as the abovementioned form still needs to be filled out and the school needs to know who is ill and wants to go home.

Should you be given permission to lie down in the sick room, you will be allowed to spend only **ONE** period there. Please note that there is only one bed in the sickroom, so you might not always be able to lie down.

1.5.2 Procedure if you require and exeat:

If you require an exeat:

1. Please bring a **WRITTEN** request from your parents, **BEFORE** school starts, to the front office.
2. You will be issued with an exeat form. When it is signed by your home teacher, bring it to the office for one of the secretaries to sign. You will return to your class and the front office will buzz your classroom when your parent has arrived to collect you.
3. You will **NOT** be allowed to leave without a letter from your parents.
4. Please make sure that your parents are aware of the abovementioned procedure and that they do not just arrive at school to take you out, as they will then have quite a long wait while the necessary procedure is being followed.
5. All exeat forms must be signed by your parents and returned to school.

1.6 Learners who are disruptive in class, and who are preventing effective teaching, will be asked to leave the classroom. They will be required to catch up any missed work within a week. (Refer to regulation 4(i) of the Schools' Act.)

1.7 Truancy is a serious offence and will be punished by making up lost time after school.

1.8 Regular lateness for school will be punished and the number of days that a learner has been late for school will be noted in reports.

1.9 Learners who are away from school for more than 25% of the time without medical certificates or valid reasons and who are past the compulsory school attendance age may be de-registered.

1.10 Should a learner be away from school for prolonged absences without a medical certificate or valid reason, she will be issued with a letter of warning.

2. SOCIAL BEHAVIOURAL STANDARDS

- 2.1 Learners are to respect the opinions and beliefs of their peers, teachers, prefects and any person holding office, and any member of the community, bearing in mind that a spirit of tolerance is important. Members of the public are to be treated with the utmost courtesy.
- 2.2 All staff, including secretarial staff and cleaners, must be treated with courtesy and no familiarity will be allowed.
- 2.3 Learners using public services as a means of transport must ensure that their behaviour is a credit to the school at all times.
- 2.4 Insolence and disobedience will be punished.
- 2.5 Theft is seen in a serious light and if sufficient grounds are found, legal procedures will be followed.
- 2.6 Offensive literature will not be tolerated on school property.
- 2.7 No learner may possess or use drugs or alcohol on school property or when wearing school uniform. Possession of alcohol or of unprescribed drugs is a criminal offence and will be dealt with accordingly.
- 2.8 No learner may carry a dangerous weapon on school premises. Possession of such a weapon will have serious consequences.
- 2.9 Buildings and grounds are to be kept clean and litter free. Littering, defacing of desks or any school property and graffiti on any walls or doors will not be tolerated.
- 2.10 Learners are not to practice any form of Satanism or exploration of the occult on school premises, nor are they to influence others in this regard.
- 2.11 Learners must refrain from aggressive and abusive behaviour. Any form of bullying, physical or verbal is unacceptable. Threats of violence, intimidation, and any other form of anti-social behaviour will not be tolerated. No learner may lay a hand on another learner - no slapping, hitting, pushing, etc.

- 2.12 Learners in school uniform whether they are in or out of school, must adhere to the Code of Conduct at all times. Learners in breach of this will face disciplinary action.
- 2.13 The use and carrying of cell phones is **banned** at this school. A confiscated cell phone will be held in the school safe for a period of six months. The phone will be handed to the **parent** after the confiscation period.
- 2.14 Examination regulations are discussed with the girls before the examinations and each learner will be given the rules in writing.
- 2.15 Girls caught cheating in any exam will be dealt with according to the regulations where it is required that parents are to be contacted. Learners caught cheating in tests will be given zero for that test.

3. REGULATIONS REGARDING SCHOOL UNIFORM

When in school uniform, in or out of school, a learner's behaviour, speech and appearance must at all times enhance the image of the school. Learners in breach of this will face disciplinary action.

School uniform details and appearance

The uniform is the same for all grades, from Grade 8 to Grade 12.

Blouses:

- Pale yellow regulation blouses with short sleeves are to be worn during the summer terms. Summer shirts are worn over skirts and are NOT tucked in.
- Long sleeved, pale yellow regulation shirts and ties are to be worn during the winter terms.
Winter shirts must be tucked in at all times. Matric girls will wear a special matric tie with the winter uniform.
- Dates for change-over from summer to winter uniform and vice versa is from 01 June to 30 September.
- Bras must be plain (white, skin-tone or black and without print).
- Full vests and not T-backs, and other undergarments must fit correctly under blouses, and must also be without print. Colours must blend with skin tone - either white, skin-tone or black.

Skirts:

- Bottle green panelled skirt with two inverted pleats at the front and back of the skirt.
- The length must be on the knee.

Blazers:

- Bottle green with the school badge. Blazers are compulsory for all girls from Grade 8 - 12. (These are especially important for excursions).

Jerseys:

- Bottle green V-neck raglan sleeve (long-sleeve) and sleeveless pullover jerseys may only be worn beneath the blazer with the winter uniform.

Scarves:

- Green regulation scarves with school logo may be worn only with the winter uniform.

Socks:

- Only regulation short white ankle socks are permitted.
- No fashion socks or thick woollen socks.
- Socks may not be worn higher than 3 fingers above the ankle bone, or below the ankle bone.
- Socks must be folded at all times.
- Socks may be worn with the summer and winter uniform.

Stockings:

- Opaque black stockings may be worn **ONLY** with the winter uniform.
- Stockings that are sheer or have a shine are not allowed.

Shoes:

- Only black bar school shoes or tear-drop shoes are permitted.
- No sandals, takkies, lace-up school shoes or fashion shoes are allowed.

Name badge:

- Name badges are compulsory and obtained through the school.

Bags:

- Regulation school bags are available from the suppliers.
- No coloured bags.
- **Graffiti on bags will not be tolerated. No charms to be hanging from bag.**
- A regulation P.E. kit bag is compulsory.

Hair:

- Hair must be clean, simply styled and kept neatly away from the face and eyes at all times.
- Hair that is long enough to touch the collar must be tied up.
- Hair colour must be natural, with no highlights, bleaching or dyeing.
- Wigs, bonding, weaves and hair pieces are not allowed.
- Natural hair may be braided or relaxed but must be tied up if it touches the collar.
- Hair extensions and braids will be allowed in the straight up and straight back style only.
- No ultra style braids will be allowed.
- Extensions below the collar must be tied in a ponytail. Once in a ponytail, braids may be no longer than shoulder length.
- Braids must be the same shade as the natural hair colour.
- Braids are to be no wider than 1cm in width.
- Only natural hair may be worn in a small bun at the back of the head.
- No fancy clips, padding, styling or netting allowed.

Hair Accessories:

- Scrunchies and hair bands must be yellow, black or bottle green.
- Small conventional slides in gold, silver or tortoiseshell are acceptable.
- No hair grips (banana slides, clamps, claws, etc.) are allowed.
- Alice bands must be plain, (no design) in yellow, bottle green or black.
- Black elastic headbands of no more than 1cm may be worn.

Nails:

- Nails must be kept clean, neat and short.
- Long nails are not permissible. They are not practical in certain subjects. In sports they are likely to cause injury to others.
- French manicures are not allowed.
- **No nail varnish - not even clear.**

Make-up:

- Is totally banned. This includes eye make-up or lip gloss or anything shiny on the lips.

Jewellery:

- Earrings - Only 1 pair of plain silver or gold studs with no stones is allowed in the lowest holes of the lobe.
- Thin plain silver or gold sleepers, not larger than 1 cm in diameter are acceptable.
- No other form of jewellery may be worn. This includes Neck chains, bangles, bracelets, brooches or lapel pins.
- Watch bands must be plain gold, silver black leather or brown leather.
- No hand-chain watches. Medic alert bracelets can be worn.

Contact Lenses:

- Only clear contact lenses must be worn.

4. REGULATIONS ENSURING SAFETY OF LEARNERS

4.1 Out of Bound Areas

In order to facilitate the smooth running of the school, and to ensure the safety of learners at all times, the following areas are out-of-bounds:

- Classrooms, verandas, the quadrangle near the Geography rooms, the area in front of the library doors and to the left side of the library doors are all out of bounds during breaks. Learners who have rented lockers, may only use the lockers in the break. This must be done quickly as lingering in front of the lockers is not allowed.
- Learners may only remain in classrooms if they are with a teacher.

- Swimming pool area unless with a teacher.
- Garden area above the swimming pool
- Teacher' car park
- The corridor past the Staffroom.
- Team Teaching Room if not meeting with a society.
- The area on the Ethelbert side of the Art Room.
- The Netball Fields; inside the old ruin; the School House grounds and the Tennis Court area including all the surrounding are between the Biology, and Geography Room. Behind the Labs and behind the SG Block.
- The foyer during breaks, unless learners need to speak to the secretarial staff.

4.2 The front door may not be used by learners unless accompanied by a parent.

4.3 In the mornings before school and in the afternoons directly after school, parents transporting learners by car must use the Ethelbert entrance. The gates at the Ethelbert entrance will be locked at 16h00. (unless prior arrangements have been made) or after a sporting event.

4.5 Learners crossing Ethelbert Road after school should cross at the pedestrian crossing.

4.6 Any visitor to the school must report to the reception. Learners may not have visitors during breaks. Past learners to the school wishing to visit teachers should do so at break times only. They must report to reception first.

4.7 Learners or parents are to inform the school of any serious medical problems which learners may have, or of any allergies, physical defects or weaknesses which may exempt them from sport activities or may affect them within the classroom situation.

4.8 The school must be informed of any changes of addresses, names, and contact telephone numbers etc. in writing so that accurate information is available at all times. This is particularly important in the event of an emergency.

4.9 It is the policy of the school to call in the assistance of an ambulance, paramedic or doctor after contacting parents (N.B. refer to 4.8), if a learner loses consciousness at school.

- 4.10 Learners must have vacated the school property 15 minutes after the conclusion of an extra-curricular activity held at school. After evening functions learners who have not been collected 15 minutes after conclusion of the function will be taken to the Malvern Police Station from where parents can collect them.

5. POLICY ON PREGNANCY OF SCHOOL LEARNERS

Although the school is sympathetic to the dilemma in which the learner finds herself and is supportive of her and her family, we do not believe it to be in the best interests of the learner and the school for her to remain at school after the conclusion of the six month of pregnancy. Every effort will be made by the school to assist the learner in her efforts to continue her studies if she wishes to do so.

We strongly urge that the following procedures are followed:

- 5.1 Once a learner suspects that she is pregnant she must seek assistance from her parents or from the social worker or a member of the guidance team. She must NOT discuss the matter with her friend/s or classmates or even with someone out of the school environment. CONFIDENTIALITY, especially in the first three months of her pregnancy is of the utmost importance. Rumour mongering and gossip is most distressing and problematic for all parties concerned.
- 5.2 Once the Principal has been notified of a pregnancy, a meeting will be arranged and together with the learner, parents and social worker or guidance counsellor, if deemed necessary, plans of action can be discussed and agreed upon.
- 5.3 In the event of a learner leader becoming pregnant and this becoming common knowledge her learner leader badge will be removed as learner leaders have been clearly informed as to their role as leaders in our school and their task as role models in their year as learner leader.
- 5.4 Once the learner has given birth to her baby, and if she is still within the compulsory school going age, the learner and her parents/legal guardian should approach the Principal and her return to the school can be discussed.

6. GENERAL RULES

- Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden
- All litter must be placed in refuse bins or wastepaper baskets.
- Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying or and/or borrowing another learner's work is prohibited.
- Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- The learners will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- Physical Education (Life Orientation Practical) is an integral component of the curriculum and participation is compulsory. Should a learner be physically incapable of participating she will be excused provided she has a letter from her doctor or parent.
- **The handing in of work, timeously, is the responsibility of each learner.**
- Language that is seen as pejorative, discriminatory or racist is prohibited.
- Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. she/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- The carrying, copying and or reading of offensive material are prohibited.
- Textbooks/Library Books are the property of the school and should not be defaced or damaged. Textbooks/Library books are to be returned to the school. Lost Textbooks/Library books must be paid for.
- Library books must be returned on due date. Fines will be issued if library or text books are overdue.

7. RULES GOVERNING PUBLIC PLACES

- The school is a place of safety where laws pertaining to public spaces are applicable.
- No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- The carrying and/or smoking of cigarettes are prohibited.
- 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.
- Girls must refrain from embracing in classrooms, corridors, fields and outside of school while in uniform.
- Girls should not display inappropriate behaviour towards boys and girls when in school uniform. A learner may not receive visitors from outside the school, during school time or after school.
- The ablution facilities must be kept neat and clean. No food may be taken into the ablution facilities. Toilets must be flushed after use. Sanitary wear must be appropriately disposed of in the bins provided.
- When girls are allowed to wear civvies (on or off the property), the following rules must be adhered to: decent clothes must be worn, no part of any others school's uniform or their own may be worn, no revealing tops, all tops must have sleeves, no bare midriffs, no low cut skirts or pants. All skirts or pants. All skirts or shorts must be knee length or longer.
- Learners must observe silence at assemblies. They should enter the hall in an orderly manner and conduct themselves in a disciplined, orderly manner. All guest speakers must be given due respect.
- No excessive talking and laughing, screaming or making funny sounds, cat calling etc. is allowed on school property.

DRUG TESTING (SASA Section 8A)

The principal or a delegate may at random request a urine or non-invasive test to any group of learners/individuals on fair and reasonable grounds suspected of using illegal drugs.

SEARCH AND SEIZURE (SASA Section 8A)

The principal or a delegate may at random, search a learner or a group of learners or the property of a learner or group of learners, for any dangerous objects or illegal drugs/substances or alcohol. SAPS searches may also be conducted.

8. ELECTRONIC MEDIA POLICY

A. Cellphones

8.1 Learners are not allowed to have cell phones in their possession on the school premises.

These are for the following reasons:

- Learners, who carry or use cell phones in public, particularly when travelling to and from school, have become the targets of criminals who accost them and rob them of their cell phones and other possessions.
- Theft of cell phones at school from bags and blazers is a persistent problem.
- Cell phones can be used to cheat in examinations and tests. The learners will have to accept that any breach of exam rules results in an irregularity that may result in failure or may delay the results of the learner in both internal and NSC exams.
- Cell phones are increasingly multi-functional, offering an array of features which are designed to attract and entertain users. The ready availability of these features means that students with cell phones tend to access and use these features in the classroom thereby becoming distracted from their work.
- Cell phones allow learners unlimited access to salacious and age-inappropriate material.
- Cell phones make learners vulnerable to approaches by undesirable individuals or groups including criminals and paedophiles.
- Cell phones may carry private and personal material, including photographs, video-clips, voice messages and personal details which may become accessible by undesirable individuals and groups when cell phones are lost, borrowed or stolen.

8.2 Should a learner carry a cell phone to school, in defiance of the school code of conduct, the school will not take responsibility for the theft or loss of any cell phone, no matter what the circumstances. This includes the loss or theft of cell phones that may be handed in to teachers and / or coaches for safekeeping, as well as to cell phones which have been confiscated from learners who use them in defiance of the school rules.

8.3 Learners in uniform are not allowed to use earphones with cell phones and other electronic devices outside of school in public places.

- 8.4 Learners are banned from taking videos of staff and other learners at school.
- 8.5 The office telephone may be used by learners in emergencies. Parents may contact the school via the office in case of emergencies and the learner will be notified.

CONSEQUENCES OF BREACH OF THIS POLICY

- *If a learner is found to have a cell phone in her possession, the phone will be confiscated for a period of 6 months. The SIM card will be given to the learner. This includes cell phones found during a search of learner's possessions.*
- *Crimen injuria: No learner is allowed to savage the reputation of the school, its staff members or its learners through any electronic or social networking forum. Disciplinary action and / or charges may be brought against the learner.*

B. Other Electronic Equipment

- 8.6 Smart watches, MP3 players, iPads, CD Players, Electronic tablets and other electronic devices must not be brought to school. Should they be brought to school, the school also will not take responsibility for the loss or theft of these items.
- 8.7 The school will also not take responsibility for the loss of personal laptops or any other electronic device should they be brought to school.

CONSEQUENCES OF BREACH OF THIS POLICY

- *The school reserves the right to confiscate any electronic device brought to school.*
- *Crimen injuria: No learner is allowed to savage the reputation of the school, its staff members or its learners through any electronic medium. Disciplinary action and / or charges may be brought against the learner.*

C. SOCIAL NETWORKS

- 8.8 Learners shall not use obscene, profane or vulgar language on any social media network, nor engage in communication or conduct that is racist, harassing, threatening, bullying, libellous or defamatory; or that discusses or encourages any illegal activity or the inappropriate use of alcohol or illegal drugs; improper sexual behaviour or sexual harassment.

- 8.9 Learners may not act as a spokesperson for the school, or post comments as a representative of the school, except when authorised to do so by the principal or the principal's delegate.
- 8.10 Learners may not disclose information on any social media network that is confidential or proprietary to the school, its learners or employees, or that is protected by data privacy laws.
- 8.11 Learners may not use or post the school's logo on any social media network without permission from the principal or his/her delegate.
- 8.12 Learners may not post images of other learners on any social media network without written consent from the parent of the learner whose image is to be posted, and also from the principal (or his or her delegate), except in the case of images taken in the public arena, such as at sporting events or public performances.
- 8.13 Learners may not post any non-public images of the school premises and property, including floor plans.
- 8.14 No photos / pictures of learners in school uniform breaking the code of conduct may be posted on social media. Learners will face full disciplinary action for this breach of the code.
- 8.15 Because other users of social media networks may view the learner as a representative of the school, the school requires/ expects learners to observe the following rules when referring to the school, its learners, programmes, activities, employees, volunteers or communities on any social media networks:
- A learner's use of any social media network and a learner's postings, displays or communications on any social media network must comply with all regulations and laws, and any applicable school or department policies.
 - Learners are responsible for their own behaviour when communicating on social media, including being held accountable for the content of the communications that they post, state or send on social media locations.
 - Learners should note that information that they place in the social media, even though it may be designated as private, can be accessed for litigation purposes, distributed by friends and can be accessed in various other legal ways.
 - Inappropriate communications may not be posted on social media, including but not limited to:
 1. confidential, personally identifiable or sensitive school information about learners, employees and guests;

2. child pornography, sexually exploitative material, bullying/cyber bullying or inappropriate commercialisation of childhood experiences;
3. defamatory or discriminatory statements or images that savage the reputation of the school, its staff members or its learners.
4. infringed-upon intellectual property, such as copyright ownership;
5. terroristic threats; and
6. illegal items or activities.

CONSEQUENCES OF ANY BREACH OF THIS POLICY

- *This policy and its various rules, regulations or guidelines, incorporate all other relevant school policies, such as, but not limited to, learner discipline policies, codes of conduct, acceptable use policies, copyright and anti-discrimination policies.*
- *General rules for behaviour, ethics and communications apply when using social networking systems and information, in addition to the stipulations of this policy and the school's various regulations.*
- *Users must aware that violations of this policy or other rules or guidelines on electronic and social media may results in loss of access and a variety of other disciplinary actions, including, but not limited to, warnings, loss of privileges, confiscation of property, suspension and/or expulsion, as well as legal proceedings on a case-by-case basis.*
- *The school reserves the right to conduct searches and confiscate items if it is against the school code of conduct.*

9. RELIGIOUS AND/OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in his Code of Conduct, will be accommodated at the sole discretion of the Governing Body by a deviation from these Code of Conduct under the following conditions:

The parents shall apply in writing to the Governing Body or its duly representative, setting out :

- how the learner in writing which to deviate from the code
- the religious or cultural basis for the applications
- the learner must provide proof that the religious practices/rules and obligations are in conflict with the School's Code of Conduct
- the religious/cultural practice must be lawful

- the deviation must specify the extent of the exemption and identify the conduct to be allowed

The Governing body will decide on the application, and shall notify the learner's parents/guardians in writing of its decision.

No learner may deviate from the Code of Conduct unless the Governing Body or its duly authorised representative has granted her an exemption.

10. SCHOOL ENRICHMENT POLICY

In the field of sport, we offer participation in swimming, tennis, netball, hockey, table tennis, athletics, softball, cross-country and volleyball, soccer.

Our cultural and interest clubs include the Debating club, the S.C.A., the Hindu Students' Association, the Muslim Students' Association, African Students' Association, the Environmental Club, and we also have a choir, History Society, Aids Action.

Leadership training is regarded as very important, and is given to all those in positions of leadership in the school.

Girls with particular interests are encouraged to participate in outside competitions and contests and in this way are given the opportunity of developing their knowledge and skills, and pitting their strength against the best in the country. We enter the Speech and Drama Festivals, the Olympiads; the Science Expo, and various other outside competitions which extend the girl's skills and abilities.

In the academic field we offer the girls who struggle academically extra lessons. Girls are encouraged to participate in one or more extra or co-curricular activity.

PROCEDURES TO BE FOLLOWED TO ENSURE COMPLIANCE WITH THE TERMS OF THE CODE OF CONDUCT

WITHIN THE CLASSROOM: EDUCATOR'S DISCRETION

Educators may decide to punish learners for disobedience or failure to comply with homework or work requirements at their own discretion, depending on the nature, frequency and the severity of the misdemeanour.

Punishment could include:

- extra work or written punishment
 - refusal to mark work which is handed in too late
 - moving a learner to sit or stand at the back or front of the classroom
 - arranging private detention for the learner
 - confiscation of homework, books or any other materials with which a learner may be occupying her time instead of the work set for her during lesson time, such confiscated materials to be returned either at the end of the day in the case of homework books, or at the end of the week or term in the case of reading materials.
 - Confiscation of any personal notes which learners may pass to each other during lesson time. These will be placed in the students file.
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- Daily Report: parents are informed of this. Learners have to have a form signed at the completion of every lesson. They are rated on their behaviour and standard of work on a scale. Parents sign this form on a weekly basis. If daily report is unsatisfactory – learners are placed in Principal’s detention. Should an unsatisfactory “daily report” persist, suspension procedure could be instituted.

LEARNER LEADERS DETENTION

Held by learner leaders at lunch break

UNIFORM DETENTION

Held on a Friday afternoon or on break-up day. This occurs after repeated verbal warnings with regard to uniform infringements.

TEACHER’S DETENTION

Teachers arrange, a private detention after school or at break as punishment or if other punishment has not been successful.

PRINCIPALS DETENTION

Held daily from 14h30 to 15h30.

LETTER OF WARNING

As part of procedures leading to possible suspension/expulsion (Refer to point 7 below).

SUSPENSION/EXPULSION

Procedures to suspensions and expulsions as laid out in KZN Provincial Regulations No. 285 of 1997. KZN School Education Act 3 of 1996. (See attached).

The Governing Body may order the suspension (of not more than five days) of a learner, if

- in the opinion of the Governing Body, the language and conduct of such a learner is of such a nature as to endanger the maintenance of a proper standard of moral conduct, discipline or social well-being in the school.
- in the opinion of the Governing Body, such a learner has committed a reprehensible Act.
- in the opinion of the Governing Body, the learner contravenes any of clauses listed in regulation 4 of the above-mentioned Act.

In this instance parent will be contacted prior to the suspension and a meeting will be called to discuss the issues at hand. Depending on the outcome of this interview a written warning may be issued.

Should the contraventions be of a serious nature, and the Governing Body considers the Expulsion of a learner, all the material facts which are relevant shall be put to the learner and her parents during a Disciplinary Hearing in order to enable them to make representations as to why the learner should not be expelled.

If the Governing Body after consideration of the representations referred to in Paragraph 7.2, decides to order the expulsion, the Governing Body shall include those representations in its report to the Head of Department.

Whenever the Governing Body decides to request the expulsion of a learner, It shall:

- inform the learner and notify the parents of its decision, and
- submit a full report on the matter to the Head of Department
- await the decision of the Head of Department

A learner may be suspended until the decision of the Head of Department is made.

All action taken must be subject to Disciplinary Procedure listed in the regulations of KZN School Education Act 3 of 1996.

DISCIPLINARY PROCEDURES

Disciplinary procedures must fit the misdemeanour and should be implemented appropriately and fairly. The purpose of discipline is to correct future behaviour on the part of the offending learner and to act as a deterrent. Discipline procedures should be put in place in cases of the infringement of the code of conduct after guilt has been established. A learner must be given an opportunity to be heard in a mutually respectful manner. Corrective measures should include counselling when this is necessary.

Any breach of the Law of the Republic of South Africa could lead to the South African Police Services being called in.

Disciplinary Procedures are categorized in terms of misconduct as follows:

Internal School Procedures

Level 1

Level 2

Level 3

School procedures to be conducted in terms of the South African School Act of 1996

Level 4

Level 5

No corporal punishment may be administered to any learner even if parents request this and give their permission.

List of misconduct per Level of misconduct (these lists are not necessarily exhaustive)

ANY DAMAGE TO SCHOOL PROPERTY WILL BE THE PARENT OR GUARDIANS RESPONSIBILITY TO RE-IMBURSE THE SCHOOL FOR THE COST.

Level 1 (Violations of General Classroom Discipline and other Minor Misdemeanours)

- Littering
- Excessively noisy or unruly behaviour before school, during change-overs, during breaks and after school.
- Eating during any contact time or chewing gum at any time.
- Misconduct in an assembly.
- Entering an out of bounds area, classroom or passage without permission
- Loitering in the passages, at the tuck shop, at the toilets or change rooms.
- Misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-school competition or league fixture.

Failure to:

- Submit an absentee note or reply slips by the stipulated deadlines.
- return a library book by the due date, or pay the fine for overdue book/s
- Attend an extra-mural activity's practice session without excusing herself.
- Attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event.
- do class work set and submit homework
- Bring the required textbooks, notes, stationery, or equipment to a lesson.
- Hand work in on time.

- Continual interference with another learner which causes minor infringements physical or mental discomfort.
- Misconduct during detention.
- Infringements of uniform regulations.
- Failure to wear the correct sport kit for a match or practice.
- Disruptive behaviour or lack of cooperation in following instructions in class.
- Defacing school property.
- Reporting late for class, relief, or to a separate room.
- Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time.
- Arriving late for school without an authorised excuse note.
- De-badge

Disciplinary Action

Disciplinary Agent: any member of staff or learner leader

Sanctions

- Confiscation of item
- Verbal warning
- Uniform detention
- Withdrawal of classroom privileges
- Extra work
- Small menial tasks
- Repeated offences will be dealt with by placing learners on detention or requiring community service. Learners may be detained during break or after school.
- Dress code violation to be corrected before a learner returns to class.
- Teachers detention
- Learner Leader detention
- Verbal apology from learner

If a learner is given school detention/community service outside of official school hours the parents must be given fair warning in writing
learners must be supervised during detention

Level 2 (Violation of School Code or Rules)

- Frequent violation of level 1 misconduct
- Vandalism
- Interfering with another person's possessions/property without the owner's consent.
- Damaging another person's possession or property without the owner's consent.
- Racism: remarks/insults
- Forgery
- Intimidation by verbal or physical threat to harm a person or his property (bullying).

- Failure to wear the correct full school uniform when in a public place, including the wearing of unauthorised items.
- Using profane language, lying or use obscene gestures
- Verbal or non-verbal abuse
- Disrespect or insolence.
- Insubordination – ignoring or failing to carry out a specific instruction (failure to do work/punishment set in a separate room, or failure to report to a separate room, or failure to report to the subject teacher with work/punishment as stipulated).
- Fighting, common assault
- Gambling
- Failure to attend detention.
- Unacceptable hair styles, including bleaching or colouring.
- Display of visible tattoos.
- Using a cell phone
- Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class test, term test, internal exams). This includes any form of communication, verbal or non-verbal, with another learner.
- Copying of exercises, projects or any other work.
- Truancy from any contact time.
- Failure to attend an extra-mural activity fixture or function as a participant or official.
- Any action which brings the school's name into disrepute.
- Unreasonable repetition of 1st degree misconduct.

Disciplinary Action

Disciplinary Agent: Principal, Deputy Principal, Grade Controller, Member of School Management

Sanctions

- Confiscation of cell phone
- Conference with the learner
- Parental Contact
- Written warnings
- Withdrawal of privileges and/or school related activities
- Daily report
- 1 - 3 Principal's Detention
- Written apology from learner
- De-badge

Level 3 (Serious Violations of School Codes and Rules)

- Possession of weapons that can cause physical injury (knives, etc).
- Entering the schools' premises while under the influence of alcohol/drugs.
- Tampering with safety and other equipment on school premises.

- Cheating on tests and examinations
- Fighting
- Truancy from school or leaving school grounds without the necessary permission.
- Any learner who, in or outside of the buildings, or on or off the premises of the school, whilst under the control of the school authorities, intentionally conducts herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school.
- Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, prevent teachers from providing teaching.
- Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, the staff, the teacher or fellow learners.
- Unreasonable repetition of Level 2 misconduct.

Disciplinary Action

Disciplinary Agent: Principal, Deputy Principal, School Governing body

Sanctions

- Any disciplinary measure proposed for Level 2 offences
- Suspension from school related activities e.g. sports, extra-curricular activities
- Written final warning that out-of-school suspension may be implemented.
- Referral to psychologist/counsellor/clinic/community or social worker
- Approved community service
- or more Principal's Detentions
- Suspension
- De-Badge

Level 4

A learner will be guilty of serious misconduct if she, intentionally and without just excuse –

- Seriously threatens, disrupts or frustrates teaching or learning in class
- Engages in a conspiracy to disrupt the proper functioning of the school through collective action
- Insults the dignity of or defames any learner or any other person. This includes making racist remarks
- Engages in any act of physical violence, be it as the aggressor or in defence
- Distributes, or is in the possession of any test or examination material that may enable her to gain an unfair advantage in a test or examination
- Engages in any act of indecency
- Sexually harasses another person
- Is found in possession of or distributes pornographic or offensive material
- Is under the influence of or in the possession of alcohol, drugs or any other intoxicating substance

Disciplinary Action

Disciplinary Agent: Principal, Deputy Principal, School Governing Body

Sanctions

- Any of the sanctions referred to in Level 3
- De-Badge
- Suspension from school
- Expulsion

Level 5

- Use of weapons to cause injury
- Possession and/or use of firearm
- Dealing in drugs or alcohol, or any other intoxicating substance.
- Theft, robbery, breaking of any property of any person or entity and entering areas which are prohibited by the school.
- Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body.
- Physical assault that results in bodily harm.
- Sedition or inciting any form of illegal strike action/meeting/campaign on school premises.
- Any criminal offence punishable under common and/or statutory law, while in school uniform, on or off the property or at any school function/outing.
- Murder
- Damage to school property, parents will have to pay for the repairs

Disciplinary Action

Disciplinary Agent: Principal, Deputy Principal, School Governing Body

Sanctions

- De-Badge
- Suspension from school
- Expulsion

N.B. The rights of the school are reserved in all instances